
From: AB 617

Sent: Thursday, January 3, 2019 8:55 AM

To:

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Subject: AB 617 Community Steering Committee Information Follow Up

Dear AB 617 Community Steering Committee (CSC) Members representing the East Los Angeles, Boyle Heights, and West Commerce Community

Happy New Year to all! We hope you enjoyed your holiday season, and look forward to our meeting in a few weeks. In efforts to move forward we wanted to remind you all of a few upcoming deadlines and requests that were discussed during the meeting.

For those of you who have provided the following information, please disregard, and thank you for your reply!

1. **Please confirm your participation on the CSC, and if you approve of us posting the email you specified on your interest form on our website.**
2. Please review the **CSC draft charter** and send your comments and edits by As Soon As Possible.
3. Please fill out the **logistics survey** if you have not done so:

4. Please reply back with a **short bio** (5-10 sentences) of yourself that we can post online.

5. We are seeking volunteers for **co-hosts**. If you would like to be a co-host please let us know. The main responsibilities of a co-host will include:
 - i. Work closely with SCAQMD staff to review agendas and meeting materials to ensure that the materials are appropriate and help move us forward in this process
 - ii. Review meeting summaries to ensure that it is understandable by the community
 - iii. Help facilitate community meetings
 - iv. Provides feedback through all stages of the program implementation

6. We will be providing Spanish interpretation at all meetings. We saw that some of you have suggested additional languages. In an effort to make these meetings as cost effective as possible, we would like to ask that you help us ensure that this is truly necessary by **confirming with us at least 7 days prior** to a community meeting date that someone you know who needs interpretation in those languages is coming to that meeting. If you know several people who are coming and need interpretation in that language, please let us know how many so that we can provide enough headsets. We know you understand that the resources are limited and we want to use them responsibly.

Thank you.

In partnership,

Maggie

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