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**From:** AB 617

**Sent:** Friday, November 30, 2018 4:04 PM

**Cc:** AB 617 <AB6171@aqmd.gov>

**Subject:** Follow up items from CSC meeting

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

Thank you for attending the meeting on Wednesday evening and for providing constructive input to shape this exciting program. We really appreciate your hard work and commitment in this endeavor. In efforts to move forward we wanted to remind you all of a few upcoming deadlines and requests that were discussed during the meeting.

1. **Please let us know if you approve of us posting the email you specified on your interest form.**
2. Please review the **CSC draft charter** and send your comments and edits by **December 21<sup>st</sup>, 2018**. The charter is attached in both English and Spanish.
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.

In partnership,

Maggie Isied

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