

AB 617 CSC Charter - Eastern Coachella Valley (ECV) Working Version

Version 1
(February 20, 2020 South Coast AQMD)

Provide suggested edits below:

Background

Assembly Bill 617 (Garcia, C., Chapter 136, Statutes of 2017) is a law that addresses the disproportionate impacts of air pollution exposure in the most heavily burdened communities throughout the State of California. The measure requires local air districts to take specific actions to monitor air quality in specific communities and to reduce air pollution emissions from commercial, industrial, and mobile sources that cause or significantly contribute to the air quality in selected communities.

Each year, air districts make recommendations to the California Air Resources Board (CARB) with a list of disadvantaged communities as defined by California Health and Safety Code § 39711, based on air monitoring information, existing public health data, and other relevant information.

As part of the requirements set forth in the CARB Community Air Protection Blueprint (Blueprint), the air districts are responsible for convening a Community Steering Committee, which includes community members who live, work, own businesses, and/or attend school within the community. Members who serve on the committee should have an established rapport within the community that they represent and will demonstrate leadership by providing updates and outreach to their local community members. South Coast AQMD will convene a Community Steering Committee (CSC) in each selected community to discuss emissions reductions targets and strategies in order to create a tailored community air plan that addresses the community's highest priority concerns.

Section 1: Purpose and Objectives of the Community Steering Committee (CSC) Goals of the Steering Committee

The purpose of the Eastern Coachella Valley CSC is to advise and direct the South Coast Air Quality Management District (South Coast AQMD) on the development of the Community Air Monitoring Plan (CAMP) and the Community Emission Reduction Program (CERP). The Committee will work to ensure that the Plans reflect community priorities and incorporate meaningful emission reduction measures and regulations that will improve the air and health of the identified region.

Commented [1]: Hello to everyone! I wanted to include some sample questions to help us think through and address each section of the charter. I also wanted to introduce a few more topics/sections for the charter:

1. Purpose and Key Responsibilities - What is our purpose; why do we exist? What are our key responsibilities as a CSC? What are others counting on us to do?
2. Vision - What do we want to accomplish, achieve, or create as a CSC? What will be the impacts of our collective efforts?
3. Values - What are the most important values that we will adopt to guide our actions and decisions as a CSC (e.g. integrity)? What are the specific behaviors that describe each value (e.g. integrity = we do what we say we will do)?
4. Goals - What are the shared CSC goals and deliverables? How will we measure our success?
5. Roles and Responsibilities - What are our individual skills and functional areas of responsibility? How do our individual accountabilities impact each other?
6. Operating Procedures -
CSC Meetings: How often will we meet? For how long? When and Where? How will we develop meeting agendas? Who will lead or facilitate our meetings? How will we keep track of our decisions and agreed-upon actions?
Communication: What will be the manner in which we communicate with each other and keep each other informed? (e.g. phone calls/voicemail, e-mail, etc) How quickly do we agree to return phone calls and e-mail? How and what will we communicate to our key constituents/community members?
Decision Making - What will be our primary decision-making method or process? (e.g. consensus) What decisions will we make as a CSC?
What decisions will require input from key constituents/community members?
Conflict - How will we resolve disagreements? How will we handle if we do not follow through with our agreements?
Reflection - How and when will we evaluate our CSC's performance?

I hope this will provide some guidance and assistance. My feeling is that if we lay a strong foundation, it will enable the CSC to reach our desired goals/outcomes.

Commented [2]: Thank you Anna Lisa. We appreciate your feedback and look forward to the discussion.

Commented [3]: Are we doing this by hand raising?

The purpose of the Eastern Coachella Valley Community Steering Committee is to support active community involvement and collaboration in the development of AB 617 activities and processes by providing a forum for identifying air pollution issues in the community and potential solutions with all stakeholders. The CSC is to also support and advise in the development of a Community Air Monitoring Plan (CAMP) and a Community Emissions Reduction Program (CERP) and Community Air Monitoring Plan. The CSC will help develop new programs and/or expand upon any other existing programs to reduce emissions, exposure, improve health, and the overall improvement of air quality in the selected AB 617 Community.

The CSC will work to ensure that the plans reflect community priorities and incorporate meaningful emission reduction measures and regulations. The CSC members shall review and discuss topics, be responsible for discussing and providing recommendations to South Coast Air Quality Management District Staff and Board regarding the development and implementation of the Program(s).

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~~South Coast AQMD and the CSC will work collaboratively to fulfill the goals and objectives outlined below: The purpose of this advisory committee is to support active community involvement and collaboration in the development of AB 617 activities and processes process by providing a forum for identifying air pollution issues in the community and potential solutions with all relevant parties. The CSC is to also support the development of a Community Air Monitoring Plan (CAMP) and a Community Emissions Reduction Program (CERP) and Community Air Monitoring Plan, to help establish new Program(s) and/or expand upon any existing Program(s).~~

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Commented [4]: Rebecca, Can you explain the reasoning of deleting this section?

~~The CSC Committee will work to ensure that the plans reflect community priorities and incorporate meaningful emission reduction measures and regulations that will improve the air and health of the region. The CSC Committee members will shall review and discuss topics be responsible for discussing and providing recommendations to South Coast Air Quality Management District Staff and Board regarding the development and implementation of the Programs(s), a variety of topics including but not limited to:~~

- ~~1. Identify and establish The d~~Determination of the final boundaries of the community to be served under AB 617 and future programsthe Program(s);
- ~~2. Identify areas of concern regarding air pollution. These may include sources located within the boundary, but also external sources that have direct impacts to the community and sensitive receptor sites.~~
- ~~3. Develop a c~~Community profile and process for technical assistance; Identify a baseline of air pollutants and/or contaminants impacting the community and identify the health challenges and exposure to sensitive receptors. This may be different in each identified community and need to ensure that the data supports the identified priorities in each individual area
- ~~4. Identify a~~Approaches for youth and community outreach, education and engagement and outreach strategies to enhance public knowledge and help inform the CAMP and CERP; ||
- ~~5. Establish m~~Mechanisms with engaging with other agencies and stakeholders;

Commented [5]: For Outreach: mail can be sent to home addresses (this should include EVERY home/PO BOX in the Coachella Valley)

Education: Further explanation of certain vocabulary being used; making the language/vocabulary accessible for anybody to understand especially for an "everyday community resident". There should be an addition of a "safe group/meeting" in which we can all share any questions or concerns

Commented [6]: Workshops: to further educate everyone what certain chemicals and statistical data are

Commented [7]: Mail: Should include all meeting dates, options to join the meetings and brief summary in both English and Spanish of what is the work that is being done and what AQMD is.

6. Review cCommunity air quality data and relevant studies to identify sources of pollution;
 7. Review iissues and sources contributing to the community's air pollution challenges;
 8. Outline the rResponsibility/authority of government agencies, non-profit entities, and other community members to address air pollution challenges;
 9. DevelopSstrategies for informingdeveloping and implementing the CAMP and CERPPrograms(e);
 10. Identify CAMP and CERPProgram(e) targets and enforcement strategies;
Identify CAMP and CERPPrograms(e) enforcement strategies;
 11. Establish clear mMetrics to track progress on the CAMP and CERP;Programs(e) progress; and
 12. Other topics of interest to the committee.
Tracking progress of the work using agreed upon indicators at CSCSteering Committee and working group levels;subcommittee levels.
- Identifying fair, effective, and feasible goals to mitigate and bring about reduced health risks in the selected communities of the ECV;:
 - Community air quality data to identify sources;
 - Community concerns about emission sources to develop a shared understanding of the community's air pollution challenges;
 - Propose implementation strategies for the community air monitoring and emissions reduction programs;
 - Approaches for additional community outreach; and • Metrics to track progress.
 - 145. Identify cCommunity concerns about emission sources to develop a shared understanding of the community's air pollution challenges and potential solutions; and.
 - 167. Provide iinput into the implementation of emissions reductions strategies to ensure community benefits in disadvantaged communities under the ECV-community boundaries; and ;
 - 17. Other topics of interest to the CSC.

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Commented [8]: I removed this for now because it's hard to understand, but feel free to elaborate and we can reincorporate!

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Section 2: Community Steering Committee Membership, Roles, and Responsibilities Roles and Responsibilities

To ensure the CAMP and CERP focus on the impacts to community residents, workers, and small local businesses within the approved ECV boundaries, CSC membership is limited to community residents or small local businesses with street addresses located within the approved ECV AB 617 boundaries.

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Membership Process and Criteria

The selected stakeholdersparties are intended to be diverse in order to best represent different areas within the community. Emphasis is placed on selecting stakeholders with different types of networks, representing different types of organizations and businesses. Additionally, the Blueprint specifies that the CSC must be comprised of at least a majority of community residents. CSC members who represent an agency, school, elected official's office,

organization, business, or other entity other than themselves must be authorized to speak on behalf of that entity. As per the Community Air Protection Blueprint, the community steering committee shall include community members who live, work, or own businesses within communities designated for focused action through community emissions reduction programs and community air monitoring, with the majority representation from community residents. The CSC can include the owners of small businesses which are important community voices, locally-based business associations, as well as larger industrial sources, but **committee membership must draw from workers or managers from the facility itself to keep the focus on the community.** CSC members represent their individual voice and shall not represent any business, entity, and/or special interests.

Upon acceptance, the member agrees to the terms of the charter and will be added to the final roster. Please note that only one member, either the primary or the alternate, may serve at the table during a CSC meeting, if both members are in attendance. Once the roster is finalized and approved by South Coast AQMD's Executive Officer, all subsequent modifications will have to be approved by CSC consensus and South Coast AQMD's Executive Officer. ~~Members must reapply annually.~~

CSC members (and/or designated alternates) are expected to attend all committee meetings throughout the course of the year prior to the adoption of the Plans.

Selection Process

The CSC roster shall be posted on the CSC website, be kept updated, and include contact information. The current Steering Committee roster can be found at: (LINK)
The CSC shall consist of (add number) active voting and ex-officio members and should remain consistent throughout the existence of the program

As of July ##, 2020, there are ## CSC members. To create new, and foster existing, local partnerships, South Coast AQMD will be responsible for convening a Community Steering Committee (CSC) using an open and transparent selection process. Interested ~~stakeholders~~parties should request and submit an application form to South Coast AQMD to be considered and added to the pool of applicants. Application forms can be reviewed by any member of the CSC for transparency purposes at any time. Every new application shall be presented to the CSC during the monthly meetings. |

All active community residents¹ accepted into the CSC shall be made primary members. Primary active community resident members are able to select their own alternates in the case that they are unable to attend.

Alternates

¹ As outlined and identified in the roster

Commented [9]: Community Residents should not be overshadowed by the number of members from agencies, businesses, or organizations.

There should be a continuous count of who is participating (who continues to be a member of the CSC so that there is no inequity regarding the number of members which will be a problem when the voting process begins and Residents are not represented equally

Every City from the ECV should be represented with a number of community residents regarding a city's population. This will be desirable yet we know that it may be difficult to get as many members to be involved, this is why it is important to do outreach of these meetings!

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Commented [10]: We should designate a staff person from SCAQMD, enacting as "Clerk to the Committee"

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Commented [11]: Applications should be open only to new Community Residents and not agencies, businesses, and/or organizations. Unless it will not create an unbalanced ratio, overshadowing resident's voices and votes.

Commented [12]: I agree with this. We should not also that the current number of residents is less below the majority so this should be addressed soon.

Commented [13]: Yes, I also made these same comments in an above comment.

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Alternates shall also submit an application to South Coast AQMD. Following the same selection criteria for primary CSC members. Each Committee Member may designate one alternate from the pool of submitted applications.

Vacancies

As positions become vacant, they should also be filled considering applications from the collected applications pool. If a primary position becomes available it should automatically be filled by the enacting alternate. Vacant positions should be majority filled by community residents as stated above.

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Attendance and Participation

All ~~CSC committee~~ members are expected to attend, in person, as many of the meetings as possible, including teleconference ~~and/or videoconference~~ ~~aa~~ meetings. South Coast AQMD is responsible for following up with CSC members and/or their alternate if two/three meetings in a row are missed or unexcused to check on participation status prior to determining the removal of a CSC member. ~~reserves the right to remove CSC members and/or their alternate from the official roster if more than three meetings in a row are missed or unexcused.~~

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If the primary Committee member is unable to attend, it should be notified to South Coast AQMD prior to the date of the meeting. The CSC ~~members~~member reserve the right to invite their alternate to attend in their absence and deliberate on their behalf. The primary Committee member is responsible for ensuring that the alternate is kept informed of the Committee's process.

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A Committee member may request a leave of absence. A request for a leave of absence shall be made in writing to the CSC and [South Coast AQMD's primary coordinator with the Committee] at any point during a Committee member's term for reasons of health, work, or other temporary circumstance. ~~The decision to approve the leave of absence rests with the South Coast AQMD.~~ A leave of absence shall not exceed three (3) months. Requesting a leave of absence for a current term shall not limit the member from applying to a future term.

All Committee Members will attend the entire meeting, including arriving on time (a fifteen-minute grace period is allowed at the beginning of the meeting) and leaving only after the meeting has been formally adjourned.

Resignation

-A Committee member may resign effective on giving written notice to the CSC and [to the designated South Coast AQMD's representative to the CSC], unless the notice specifies a later date for his/her resignation to become effective. The [South Coast AQMD's representative to the CSC] shall enter the notice in the proceedings of the next committee meeting. Whenever possible, members should endeavor to provide their resignation notice at least two weeks prior to the next monthly committee meeting so that alternate arrangements can be made for any

tasks which he/she agreed to perform on behalf of the CSC. Resignation from a current term, will not barr/limit a member from applying to be a committee member in a future term.

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Roles and Responsibilities

Community Steering Committee Members

To inform their role of advising the air district in its development of the CERP, the committee members will be responsible for discussing a variety of topics and discussing the major elements of the CERP as they are developed (outlined above in Purpose of the CSC).

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The steering committee is responsible for advising on the development and implementation of the community air plan as well as disseminating information to the public and transmitting input from the representative sectors to the committee, as appropriate. This includes input to identify air pollution issues and sources. Committee members may be asked to review other related reports, previous community plans, studies and data to assist during the development of the community air plan. Committee members will also be expected to help develop emission reduction targets and metrics to evaluate the success of the plan.

Government official committee members serve as full participants in the committee, except that they serve in an advisory role, not a voting role (ex-officio member), in final consensus building and decision making processes. Residents must hold the majority of decision making positions on the committee.

Commented [15]: I moved this to the voting section down below

All steering committee members are expected to attend as many of the meetings as possible. South Coast AQMD reserves the right to remove CSC members and/or their alternate from the official roster if more than three meetings in a row are missed or unexcused.

Facilitator

A professional and impartial facilitator will be used for moderating the CSC meetings and for helping the the committee reach consensus on issues.

Accessibility/Accommodation

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All CSC meetings, and community update meetings, and other events associated with the committee will be held in facilities/locations within the community, near local transportation and are open to the general public. When necessary, such as during times of community emergencies where public assembly is restricted, meetings may take place online via a platform that is freely accessible to public participants. Each of the CSC meetings and community update meetings will include a formal opportunity for all community members to provide public comment on the development of the community air plan and on the actions taken by the CSC. Public input is welcome and highly encouraged.

Spanish language interpretation services ~~will be~~ are provided at all meetings. Additional language interpretation ~~will~~ can be provided if a majority of the CSC members indicate that this is necessary; a minimum 7 business day advance request is needed for additional language interpretation services.

Upon consensus agreement of the committee, meeting schedules may be adjusted with adequate advance notice.

Agendas and Meeting Materials

Agendas will be distributed in advance of the meeting, and will include the meeting date, time, location, and agenda topics. Agenda topics will be developed by South Coast AQMD staff and committee members may request relevant items be added to an agenda at least one week prior to the scheduled meeting. Members of the public may also request additional agenda items during public comment, but these are subject to approval by the CSC.

All meeting materials, presentations, internal and external documents, correspondence or other written communications generated or disseminated by the CSC, or on behalf of the CSC, must be approved by South Coast AQMD staff prior to release. All documents, including meeting sign-in sheets, will be considered public record and may be released in response to a California Public Records Act request.

The South Coast AQMD shall designate a representative(s) for receiving and coordinating general communication on AB617 community issues. The South Coast AQMD may also designate additional representatives for receiving and coordinating information on project-specific issues such as the various community air reduction projects. A roster of the names, contact information, and roles of the South Coast AQMD representatives will be made available to Committee members, and kept current by South Coast AQMD as the committee's work proceeds.

Section 3: Standard ~~Committee~~ Meeting Procedures

. _____ Facilitator:

o To better assist the CSC ~~help the Committee~~, a third party professional and impartial facilitator will be employed ~~used~~ for moderating CSC and Working Group ~~Committee~~ meetings and for helping the committee reach consensus on issues at each meeting.

. _____ Deliberation and Voting:

o The facilitator identified above shall support the CSC and Working Groups. ~~A professional and impartial facilitator(s) will be employed to support the steering committee~~ in the overall organization, order, and focus of the meeting, assist in

Commented [16]: I think we should keep the first two paragraphs here, perhaps some editing, but they are relevant

Commented [17]: or moved to Communications and Materials section, below

Commented [18]: Yes, I agree with you. They need some editing.

Commented [19]: they are moved on the Communications and meetings section with some editing, feel free to incorporate additional edits

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resolving conflicts, hear both sides of an argument, and help reach consensus prior to voting to ensure the goals and objectives of this charter are met. In the absence of consensus, a majority vote (50% + 1) of all committee members will be taken for every action taken by the CSC.-(This should be in place) Active community rResidents (consistent with the CSC roster) must hold the majority of decision making positions on the committee.

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Commented [20]: Active residents* consistent with roster

Commented [21]: An option to make voting more accessible now that we are online. would be to use a survey platform. If the chat option were to open in the meetings, then a link for a survey can be sent to the members through zoom or through personal phone or email address. This way the votes will be confidential and non-biased. I heard that Zoom also has the option to create polls/ surveys.

Commented [22]: Space should be given for members to express their thoughts. Most of the time it is the same people who continue to take up space and not let other CSC members speak.

o In all cases, reasonable efforts will be made to capture all of the perspectives that are expressed in meeting minutes, committee documents, and other related reports, including the final CAMP and CERP.

o Committee members or South Coast AQMD representatives may propose a motion regarding an issue including - proposing specific action regarding the issue, proposing that the issue be tabled, or proposing that a previous motion or issue be reconsidered. Each motion must be seconded by another committee member. Each seconded motion shall be presented to the group for a vote. The meeting facilitator shall direct the voting process.

Committee members shall be present for voting on all agenda issues. A committee member shall recuse themselves from voting on any contract or any other matter in which they/he/she has a financial or other conflict of interest.

South Coast AQMD Staff and Government official committee members serve as full participants in the committee, except that they serve in an advisory role as ex-officio members in final consensus building and decision making processes.

Commented [23]: Can this designation be further explained? In reviewing other charters, this designation is not in place.

A majority of current members of the Committee not on a leave of absence shall constitute a quorum. Vacant seats shall not count as "current members." Each member of the Committee, excluding the ex-officio members, shall be entitled to one (1) vote. A vote of the majority of the members present with at least a quorum in attendance shall be required to take action, and/or make a recommendation, except for adjournment of a meeting which shall require only a majority of those present. No proxy or absentee voting shall be permitted.

Commented [24]: Who will be ex-officio members? How will they be determined?

Commented [25]: ex-officio members should include agencies such as SunLine Transit and SoCal Gas, they may support the group with resources.

To the extent that conduct of the meetings is not governed by this Charter, the Ralph M. Brown Act should be enacted as the governing structure, voting process, and committee meetings proceedings.

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Open Meetings:

o All committee meetings are open to the general public and will provide a formal opportunity for members of the committee and the public to provide their perspective on the development and implementation of the CAMP and CERP. Stakeholder input is welcome and encouraged. Every agenda for regular meetings shall provide an opportunity for members of the public to directly

address the CSC and ~~South Coast AQMD~~~~the Air District~~ on any item of interest to the public, before or during the CSC's consideration of the item.

Meeting Schedule and Agendas

~~o The CSC shall establish the time and place for its regular meetings, including the date, hour, location, and platform (whether in person or online). The CSC shall meet once a month and the schedule shall be determined and approved by the CSC. The cancellation of future meetings due to a lack of agenda items or other reasons, shall be discussed and voted on by the CSC. All Formal CSC meetings will be held at least monthly, barring state or local emergency conditions, and except when a majority of the CSC members vote to cancel the monthly meetings for good reason. The meetings will be open to the public and shall serve as the venue for decision-making by the CSC committee.~~

Commented [26]: If there is a lack of agenda items, when will the vote take place? Sometimes you don't know that there are a lack of items until closer to the meeting.

~~CSC members are expected to attend monthly meetings. Upon consensus agreement of the CSC, meeting schedules may be adjusted with adequate advance notice. Agenda topics will be informed and prioritized by CSC input and requests at the end of every CSC meeting, and will include the time, date, duration, location, and topics to be discussed. Members of the public may also request additional agenda items during public comment, but these are subject to approval by the CSC. South Coast AQMD shall distribute and publish agendas to all CSC members at least 10 business days in advance of the CSC and/or Working Group meeting. Individual CSC members may request relevant changes or additions to an agenda at least 5 business days prior to the scheduled meeting. South Coast AQMD shall publicize the agenda and meeting materials to the public (in person and online) at least 3 business days in advance of the CSC and Working Group meeting.~~

Commented [27]: Residents on the CSC from the unincorporated communities agreed to this structure earlier in the year.

~~All meetings of the Committee, including, without limitation, regular, special and adjourned meetings, shall be called, noticed, held and conducted in accordance with the provisions of the Ralph M. Brown Act (commencing with Section 54950 of the California Government Code).~~

~~Agenda topics will be requested proposed by South Coast AQMD staff and presented to the CSC at the end of every CSC meeting. Committee members may request relevant items be added to an agenda during a meeting and/or at least one week prior to the scheduled meeting. Members of the public may also request additional agenda items during public comment, but these are subject to approval by the CSC.~~

~~All meeting materials, presentations, internal and external documents, correspondence or other written communications generated or disseminated by the CSC, or on behalf of the CSC, must be approved by South Coast AQMD staff and the CSC members prior to release. All documents, including but not limited to meeting sign-in sheets, minutes, presentations, will be considered public~~

~~record and may be released in response to a California Public Records Act request.~~

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Subcommittees and/or Working Groups:

~~o The CSC may decide that a working group needs to be formed to conduct further research or data gathering on a specific issue in order to expedite progress on time-intensive initiatives. In these cases, the CSC will determine the scope of the working group and will ask for volunteers among the CSC to be on the Working Group. In order to expedite progress on time-intensive initiatives additional meetings to discuss specific topics or complete specific tasks can be scheduled. All CSC members should be invited to these additional meetings and will be informed of such meetings. Participation in Working Groups these additional meetings is not required for CSC members and a member's absence at such meetings shall not be considered failure to attend a monthly meeting. These meetings can be designated as "Working Group Meetings" which are also open to the public. "Subcommittee Meetings", or by some other description so as to distinguish the meetings from the monthly public meetings.~~

~~The Working Group shall develop a set of recommendations, outlines, proposals, research or other work as determined by the CSC.~~

~~The role of the Committee members at these additional meetings shall be advisory only, and any results produced by the group shall be referred to the full CSC Committee at a public meeting for revision and approval a final decision or vote. Number of members in these "working groups" should be limited so a quorum is not reached.~~

Commented [29]: We want to avoid that voting of any kind and approved motions happen when the complete CSC is not present. A quorum will not be reached if less than half of CSC participates on these working groups. Please elaborate on why this sentence should be removed?

Commented [30]: Un-delete? Open for discussion. 7/22

~~At the following CSC next monthly public meeting, following a Working Group or Subcommittee meeting the South Coast AQMD or a CSC volunteer shall provide a report of the activities and results of the Working Group meetings during these additional meetings to the CSC members and public. Members can vote (by a majority vote) to cancel any or all additional meetings proposed by the South Coast AQMD or another CSC member for that specific Working Group topic.~~

Stipends:

~~Each CSC active community resident member shall be entitled to receive a stipend of [insert amount of dollars] per Committee meeting attended (excluding any additional meetings such as "Working Group Meetings" or "Subcommittee Meetings"), subject to the availability of AB 617 funding. CSC active community residents Members shall indicate their interest in receiving the stipend and South Coast AQMD shall determine the method for disbursing the stipend to the members requesting the stipend. (Requirement or criteria?)~~

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Commented [32]: But let me know if it fits better in another section.

Commented [33]: Add Working Group meeting. 7/22

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Section 4. — Communications and Materials

The South Coast AQMD shall designate a representative(s) for receiving and coordinating general communication on AB617 community issues. The South Coast AQMD may also designate additional representatives for receiving and coordinating information on project-specific issues such as the various community air reduction projects. A roster of the names, contact information, and roles of the South Coast AQMD representatives will be made available to Committee members, and kept current by South Coast AQMD as the committee's work proceeds.

Commented [34]: Clerk to the committee?

A flyer should be created for each CSC and other committee or subcommittee meetings. In order to gain more participation from the public, flyers will be posted on all South Coast AQMD social media platforms, participating residents and organizations may also support in sharing the flyers online or in community spaces. Public Facebook events for each CSC meeting should also be created to increase public awareness of the AB 617 efforts in the ECV.

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Commented [35]: Conchita - add newspaper/radio media. 7/22

o Any materials, presentations, documents, correspondence or other written communications generated or disseminated by the committee, or on behalf of the committee or its members, and made fully accessible to committee members and the public. All materials and publications shall be done in Spanish and English (additional languages may be requested if deemed necessary by the CSC, i.e. Purépecha)

- Upon written or verbal requests, all meeting material shall be mailed to committee members making the request in their preferred language (at no cost to the CSC recipient). As a minimum, all meeting material shall be mailed directly to the community residents of the Committee prior to any CSC or working group meetings.
- All documents, including meeting sign-in sheets, will be considered public record and may be released in response to a California Public Records Act request.

o Copies of material shall also be made available to local organizations to distribute to CSC members before each CSC meeting. South Coast AQMD shall mail such material as requested.

o Given the composition of the CSC and the resident membership, South Coast AQMD shall conduct individual phone calls to residents who request it. These phone calls are to update CSC members about the progress of the CSC and share important information regarding material, surveys, meeting changes, etc. These phone calls are to supplement the English and Spanish email updates.

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o A record of the significant results of each meeting shall be developed and published by the South Coast AQMD.

o A website will be developed and maintained by South Coast AQMD, with input from the CSC committee, to publicly provide recent and current information to the public community on the CSC committee's actions and progress on the AB 617 process CAMP and CERP.

- The website should be updated regularly and should include a list of CSC members and available contact information, meeting minutes, agendas, and all other meeting materials.

Minutes:

South Coast AQMD or its designee shall prepare the minutes of each ~~meeting of the CSC and Working Group meeting~~ Committee questions and responses, and an accurate record of each action taken or requested by the CSC. The minutes shall be an accurate summary of the ~~CSC Committee's~~ CSC Committee's consideration of each item on the agenda, questions and responses, and an accurate record of each action taken or requested by the ~~CSC Committee.~~ CSC Committee. At a subsequent meeting, the minutes shall be submitted to the ~~CSC Committee~~ CSC Committee for approval by a majority vote of ~~those CSC the Committee members~~ in attendance-at the meeting covered by the minutes. Once approved, the ~~Clerk~~ Clerk will sign the minutes and keep them with the proceedings of the ~~CSC Committee.~~ CSC Committee. The official Minutes, as approved by the ~~CSC Committee,~~ CSC Committee, recording any motions or actions taken by the Committee, shall be recorded, made available on SCAQMD website, and made part of the public record.

All meeting materials, presentations, internal and external documents, correspondence or other written communications generated or disseminated by the CSC, or on behalf of the CSC, must be approved by South Coast AQMD staff and the CSC members prior to release. All documents, including but not limited to meeting sign-in sheets, minutes, presentations, will be considered public record and be uploaded to SCAQMD website and may be released in response to the California Public Records Act request.

Section 5: Accessibility and Accommodation

All CSC and Working Group meetings, and community update meetings, and other events associated with the CSC committee will be held in facilities/ locations within the ECV boundaries community, near local t, with access to public transportation, and are open to the general public. When necessary, such as during times of community emergencies where public assembly is restricted, meetings may take place online via a platform that is freely accessible to public participants, and that includes a teleconference option. Each of the CSC meetings and community update meetings will include a formal opportunity for all community members to provide public comment on the development of the CAMP and CERP community air plan and on the actions taken by the CSC. Public input is welcome and highly encouraged.

Spanish language interpretation services will be provided at all meetings. Additional language interpretation will be provided if a majority of the CSC members indicate that this is necessary; a minimum 7-business day advance request is needed for additional language interpretation services.

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Commented [37]: If we want to use this, we need to write language for who this will be at the beginning of the charter so we can continue referring to this person last the Clerk of the Committee.

Commented [38]: Or identify a staff from SCAQMD responsible for signing and uploading to the website for the public

Commented [39]: this should go under meeting in materials, as is

Commented [40]: Discuss: Approvals before posting? (7/29)

Commented [41]: Bea G. - Cost for Transportation, covered? (7/29)

Commented [42]: I don't think this is what was asked.

If transportation provided by sunline, it will have to be budgeted, if so at what cost?

Commented [43]: Thank you Miguel yes that is my question. Also would SunLine consider providing it through their own resources?

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Commented [44]: what is this?

Commented [45]: Miguel Vasquez - Childcare / Spanish Mins.

Upon consensus agreement of the CSC committee, meeting schedules may be adjusted with adequate advance notice. |

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Commented [46]: Jo Kay - English Interpretation will be provided. Remove Monolingual.

CSC and Working Group Committee meetings and other associated outreach events must be held at facilities that can accommodate members covered by the Americans with Disabilities Act. Additional accommodations should be available upon prior requests.

Meetings shall be facilitated in Spanish if the majority of the committee and public are Spanish-speaking or bilingual. English interpretation will be provided to monolingual English-s Speakers.

Childcare services shall also be provided during all in-person meetings. Service shall be requested at least 3 business days in advance of a week or more prior to the meeting by an active CSC member.

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Stipend

Each Committee member shall be entitled to receive a stipend of [insert amount of dollars] per Committee meeting attended (excluding any additional meetings such as "Working Group Meetings" or "Subcommittee Meetings"), subject to the availability of AB 617 funding. Members shall indicate their interest in receiving the stipend and South Coast AQMD shall determine the method for disbursing the stipend to the members requesting the stipend. |

Commented [47]: Community Residents who are part of these meetings should receive a stipend. Most agencies, businesses, or organizations are attending these meetings as part of their job, and this is not the case for many community members.

Section 6: Charter Adoption

The Charter shall be presented in final form to the CSC. The members of the CSC will vote in order for the Charter to be adopted. The Charter shall be reviewed and voted on an annual basis depending on the date of final adoption.

Section 7: Charter Amendments

This Charter is a living document and may be amended only by a majority vote of the CSC committee, taken following discussion of the reason for the amendment. Once a motion is made to approve the Charter the South Coast AQMD guidance on the requested amendments prior to the vote by the Committee to amend the Charter. Meetings during which the Charter is being amended should be publicly noticed in the published meeting agenda.

This Charter shall be reviewed on at least an annual basis.

Section 8: Designation of Advisors

Advisors to the CSC Committee shall include, but not be limited to: Consultants. The CSC Committee may request the services of consultants, advisors, and independent contractors as are deemed necessary and desirable in implementing and carrying out the purposes of the CSC Committee. Such requests shall be presented shall to the CSC and shall be reviewed for purpose and relevance and shall be subject to available funding.

Section 9: Budgets and Financials

SCAQMD shall provide budgets and financials on an ongoing basis to be reviewed. Overall budget should be presented and approved by CSC. Monthly financial reports shall be provided to the CSC for review. Specific funding allocations and opportunities shall be presented to CSC by SCAQMD(i.e. Implementation, projects, strategies, etc.) and voted on by the CSC.

Based on the approved CAMP and CERP, the CSC will ensure that there is equal distribution of funding and representation for each identified community.

Glossary of Terms

Commented [48]: Should this go under a specific section?

Commented [49]: Jo Kay - South Coast Board has budgetary authority.

Commented [50]: Bea - CSC can make recommendations.

Commented [51]: My actual question was based on the comments made by Jo. about SC Board. So again my question is does this mean that the CSC is ceremonial and is it symbolic? At the end of the day according to staff, they (Board) can make total decisions and override the CSC recommendations at any given time.