



MEMORANDUM

February 6, 2019

TO: Community Summit Design Team; Bay Area Air Quality Management District

FR: MIG, Inc.

RE: Summary of January 31, 2019 Community Summit Design Team Meeting #3

The Bay Area Air Quality Management District (Air District) is partnering with the Richmond-San Pablo Area to develop a Community Air Monitoring Plan (Monitoring Plan). Community engagement is critical to the development of the Monitoring Plan to ensure a community-driven plan that reflects the community's values, needs and preferences. To launch the community engagement process, the Air District recruited a small group of community stakeholders –the Community Summit Design Team– who live and/or work in the Richmond-San Pablo Area to co-design and co-lead a Community Summit. The CSDT members are listed in Table 1.

On Thursday, January 31, 2019, the CSDT had its third meeting at the Bridge Storage and Art Space in Richmond to continue planning the Community Summit, and to discuss membership for the co-leads and the Steering Committee. The meeting agenda, sign-in sheet and presentation materials are available in Appendix A.

Table 1: CSDT Membership

CSDT Member Name	Organization
Cesar Zepeda	Hilltop District NC/Sierra Club
Dr. Henry Clark	West County Toxics Coalition
Janet S. Johnson	Sunflower Alliance
Janis Hashe	No Coal in Richmond
Jen Fong	Groundwork Richmond
Linda Whitmore	Santa Fe Neighborhood Council
Nain V. Lopez	West County First 5

Randy Joseph	RYSE
Roxanne Carrillo Garza	Healthy Richmond
Tania Pulido	Community Housing Development Corporation
Willie J. Robinson	NAACP Richmond

I. Lessons from the West Oakland Community Action Plan: Presentation by Ms. Margaret Gordon

Ms. Margaret Gordon, one of the two co-leads for the West Oakland Community Action Plan, presented the process for selecting their co-leads and steering committee members. Ms. Gordon explained that the West Oakland Community Action Plan was able to accelerate the process of selecting co-leads because the West Oakland Environmental Indicators Project (WOEIP) was already leading the community on air quality issues and was therefore able to assume the co-lead position immediately, due to its history of leadership, successful coalition building and strong relationships.

To recruit potential steering committee members, West Oakland Environmental Indicators emailed its contact lists and partnered with West Oakland organizations, neighborhood associations and elected officials, who also reached out to their constituencies. After conducting outreach through established channels of communication, community members and stakeholders volunteered to become steering committee members and self-selected themselves. WOEIP did not set out to recruit a specific number of steering committee members, and they ultimately had a total 19 Steering Committee members.

The West Oakland steering committee charter outlined the criteria that would be used for selecting steering committee members. Firstly, every individual member had to live or work in West Oakland, to ensure that the members truly understood the everyday conditions and impacts of living with poor air quality. Member organizations had to be located in West Oakland. The charter also called for geographical representation, or representation of West Oakland's seven neighborhoods, and one or more members with technical expertise. Steering committee members include residents, youth, businesses, non-profits, city officials, the health department and one representative from the Port of Oakland.

The charter and steering committee membership were carefully developed to ensure that industry representatives could not out-vote or over-rule residents. Ms. Gordon noted that WOEIP rejected one business association because it was located outside of West Oakland, as were many of its member businesses. However, the organization did notify the business association that its member businesses located in West Oakland were more than welcome to apply for membership.

After finalizing the steering committee, individual and group orientations were held to establish a baseline of shared knowledge. All steering committee meetings are open to the public. Members of the public and steering committee members collectively participate in all meeting activities, including trainings, in an effort to increase capacity among steering committee members and the broader community.

Ms. Gordon concluded her presentation by reminding CSDT members that the launch of the community's engagement in improving air quality is the first step of a multi-phase process that would take years. Community members and stakeholders will have to be patient during this process, particularly because everyone begins the process with different levels of understanding. As to the Richmond Steering Committee and community members develop the Richmond-San Pablo Air Monitoring Plan, they should consider who will fund and enforce the next steps of the process.

II. Co-Lead Nominations

Prior to the third CSDT meeting, CSDT members nominated fellow members to be the first of three co-leads. The nominees included Randy Joseph (RYSE), Nain Lopez (West County First 5), Willie Robinson (NAACP Richmond), Linda Whitmore (Santa Fe Neighborhood Council) and Cesar Zepeda (Hilltop District Neighborhood Council and the Sierra Club).

Following Ms. Gordon's presentation, the nominated CSDT members spoke briefly about their interest in the position and their personal and professional qualifications. Mr. Zepeda respectfully declined his nomination, noting the incredible wealth of experience the other four nominees brought to the table. After listening to each nominee, CSDT members wrote down their choice on a piece of paper and handed it to the neutral facilitator, Ms. Jamillah Jordan of MIG. Ms. Jordan read all of the votes out loud while a second neutral facilitator recorded them on a flip chart at the front of the room. The CSDT members selected Willie Robinson to be the first co-lead for the Richmond-San Pablo Community Air Monitoring Plan. The group decided at the second meeting on January 3, that they would like the Steering Committee to meet before choosing the remaining co-leads.

III. Process Coordination

After the CSDT members selected Mr. Robinson to be the first co-lead, Ms. Jordan reviewed the results of the Neutral Facilitation Poll. Most participants (88.9%) elected to retain the MIG Team as the neutral, third-party facilitator throughout the development of the Richmond-San Pablo Community Air Monitoring Plan.

Following the presentation of the Neutral Facilitation Poll results, Ms. Jordan thanked the CSDT for their participation and contributions, and informed them that each member will receive a stipend of \$25 an hour for the four CSDT meetings and the Community Summit. In addition to two hours per CSDT meeting and three hours for the Community Summit, the stipend will include an hour of preparation time and an hour of transportation time for every meeting attended. This amounts to four hours per CSDT meeting and five hours for the Community Summit. If a CSDT member attends all five meetings, they will receive a stipend of \$525 for 21 hours of work.

Ms. Jordan also informed the CSDT that BAAQMD is exploring ways to offer thank you's to Community Summit participants. BAAQMD is currently evaluating the project's budget and considering appropriate options.

IV. Sub-Committee Planning and Report Backs

The CSDT divided into two sub-committees to maximize productivity. The Community Summit Logistics Sub-Committee identified potential presenters and discussed refreshments, small group discussion facilitation, live music and outreach. The Steering Committee Design Sub-Committee discussed the size of the future steering committee, the balance between residents and industry representatives and the development of the steering committee charter. The sub-committees' discussions and conclusions are summarized in the following on the following pages.

Table 2: CSDT Sub-Committee Rosters

Sub-Committee	CSDT Member Name
Community Summit Logistics Sub-Committee	Dr. Henry Clark
	Janis Hashe
	Randy Joseph
	Nain V. Lopez
	Linda Whitmore
Steering Committee Design Sub-Committee	
	Janet S. Johnson
	Tania Pulido
	Willie J. Robinson
	Cesar Zepeda

A. Community Summit Logistics Sub-Committee

- The sub-committee identified potential presenters for each proposed presentation, including:
 - Presentation #1: The History of Environmental Justice in Richmond

- Dr. Henry Clark
 - Andres Soto
 - Dr. Dan Peddycord
 - Dr. Asa Bradman, East Bay Diesel
 - Dr. Brumer
- Presentation #2: Implementing AB 617
 - Kate Hoag
 - A CARB staff member
 - Greg Nudd
- Presentation #3: Shaping the Monitoring Plan through Community Engagement
 - Kristen Law
 - Willie Robinson
- The sub-committee discussed the refreshments that will be provided and identified the following as potential caterers:
 - Contra Costa College Aqua Terra Grill
 - Bess Anderson
 - Angelo’s Gourmet Delicatessen
- The sub-committee determined that the Community Summit would include the same types of materials provided at the November 7, 2018 Community Discussion (recording poster, handouts of the discussion questions). CSDT members will support the small group discussions as facilitators and/or note-takers.
- The CSDT will look into live music options to entertain participants during lunch. Ms. Whitmore suggested the East Bay Center for the Performing Arts as one option.
- The sub-committee identified the following outreach tasks:
 - Op-eds published in local papers (e.g., Richmond Post, The Point)
 - Social media (Next Door, CSDT member organizations’ social media pages)
 - KPFA Radio
 - City Council meetings
 - Neighborhood Councils Council Presidents
 - BAAQMD social media pages and press release

B. Steering Committee Design Sub-Committee

- The sub-committee has not determined the set number for the total number of steering committee members; the number will be determined organically, depending on interest. Ideally the steering committee will be no more than 20-10 people.
- Similar to the West Oakland Community Action Plan’s steering committee, the sub-committee determined that industry representatives should not be able to out-vote or overrule residents, even at meetings where many resident committee members are absent.
- Dr. Hoag and Ms. Law will draft the Steering Committee Charter prior to the fourth CSDT meeting.

- The steering committee will be at least 50% people who live in the Richmond-San Pablo area
- Sector representation should include neighborhood groups, youth, community-based non-profits, government, health, education, technical experts, and industry who operate/serve the Richmond-San Pablo area.
- Any industry person on the Steering Committee should have decision making power within their company/business
- Government ideas: County Supervisors Office, City Planners from SP and Richmond, County Sustainability Coordinator, Environmental Services Manager from City of Richmond
- Health ideas: County Health Director, local health clinics
- When engaging in outreach for the Steering Committee we should divide the whole Richmond-San Pablo area into quadrants (4 areas) and ensure that we have people who live in each area represented on the Steering Committee.

V. Next Steps

The CSDT will conduct its fourth meeting on Tuesday, February 12, 2019 and the exact location will be Director Gioia's office. The CSDT and Air District will conduct the following outreach activities between now and the fourth CSDT meeting:

- Conduct outreach and distribute flyers for the Community Summit. (CSDT)
- Write op-eds to be published in local newspapers. (Ms. Hashe)
- Write social media posts to be posted on CSDT member organizations' social media pages.
 - Share these posts with BAAQMD so that they can be amplified on BAAQMD social media pages. (CSDT and BAAQMD)
- Write a press release. (BAAQMD)
- Schedule and write an invitation to be presented on KPFA. (Mr. Joseph)
- Attend a City Council meeting to announce the Community Summit. (CSDT)
- Invite the Richmond Neighborhood Councils and Council Presidents. (Ms. Whitmore)
- Develop the draft Steering Committee charter. (BAAQMD)