

BOARD OF DIRECTORS PATH TO CLEAN AIR COMMUNITY EMISSIONS REDUCTION PLAN COMMUNITY STEERING COMMITTEE

COMMUNITY STEERING COMMITTEE MEMBERS

ALFREDO ANGULO
AMANDA BOOTH
DARLENA DAVID
DARLENE RIOS DRAPKIN
DAVE SEVERY
ERIKA RAMIREZ
FRANCISCO AVILA
HAKIM JOHNSON
HEIDI V SWILLINGER
HENRY CLARK

JEFFREY L KILBRETH
JESSICA RANGE
JIM HOLLAND
KEVIN RUANO
HERNANDEZ
LIZBETH IBARRA
LIZETTE BERNAL
LUCIA CASTELLO
LUZ GOMEZ
MARISOL CANTÚ
MICAELA ZARAGOZASOTO

MICHELLE GOMEZ
GARCIA
NANCY AGUIRRE
OMONIYI OMOTOSO
PATRICIA A. DANIELS
PHILLIP MITCHELL
ROBERTA FELICIANO
SIMREN SANDHU
SUZANNE COFFEE
VERNON WHITMORE
Y'ANAD BURRELL

THIS MEETING WILL BE CONDUCTED UNDER PROCEDURES AUTHORIZED BY ASSEMBLY BILL 361 (RIVAS 2021) ALLOWING REMOTE MEETINGS. THIS MEETING WILL BE ACCESSIBLE VIA WEBCAST, TELECONFERENCE, AND ZOOM. A ZOOM PANELIST LINK WILL BE SENT SEPARATELY TO COMMITTEE OR BOARD MEMBERS

• THE PUBLIC MAY OBSERVE THIS MEETING THROUGH THE WEBCAST BY CLICKING THE LINK AVAILABLE ON THE AIR DISTRICT'S AGENDA WEBPAGE AT

https://www.baaqmd.gov/community-health/community-health-protection-program/richmond-area-community-health-protection-program

• THE PUBLIC MAY PARTICIPATE REMOTELY VIA ZOOM AT THE FOLLOWING LINK OR BY PHONE

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 - VERSIÓN EN ESPAÑOL DEL WEBINAR

PATH TO CLEAN AIR COMMUNITY EMISSIONS REDUCTION PLAN COMMUNITY STEERING COMMITTEE MEETING AGENDA

MONDAY, MAY 16, 2022 5:30 PM

1. Call to Order - Roll Call

2. **Public Meeting Procedure**

The Committee Chair shall call the meeting to order and the Clerk of the Boards shall take roll of the Committee members.

This meeting will be webcast. To see the webcast, please visit <u>www.baaqmd.gov/bodagendas</u> at the time of the meeting. Closed captioning may contain errors and omissions and are not certified for their content or form.

Public Comment on Agenda Items: The public may comment on each item on the agenda as the item is taken up. Members of the public who wish to speak on matters on the agenda for the meeting, will have two minutes each to address the Committee. No speaker who has already spoken on that item will be entitled to speak to that item again.

CONSENT CALENDAR (Item 3)

3. Approval of the Minutes of the April 25, 2022

The Committee will consider approving the draft minutes of the Path to Clean Air Steering Committee meeting of April 25, 2022.

PRESENTATIONS (Items 4 - 6)

4. Ad Hoc Updates

The Path to Clean Air Steering Committee and the public will receive updates on the active Ad Hoc working groups.

5. Environmental Justice Updates

The Path to Clean Air Steering Committee and the public will share and receive Environmental Justice updates.

6. Technical Assessment Insights: Part II

The second presentation in a multi-part series to share and discuss insights from technical assessment work.

OTHER BUSINESS

7. Public Comment on Non-Agenda Matters

Pursuant to Government Code Section 54954.3

Members of the public who wish to speak on matters not on the agenda for the meeting, will have two minutes each to address the Committee.

8. Committee Member Comments

Any member of the Committee, or its staff, on his or her own initiative or in response to questions posed by the public, may: ask a question for clarification, make a brief announcement or report on his or her own activities, provide a reference to staff regarding factual information, request staff to report back at a subsequent meeting concerning any matter or take action to direct staff to place a matter of business on a future agenda. (Gov't Code § 54954.2)

9. Time and Place of Next Meeting

Monday, June 27, 2022, at 5:30 p.m., via webcast, teleconference, or Zoom, pursuant to procedures in accordance with Assembly Bill 361 (Rivas 2021).

10. Adjournment

The Committee meeting shall be adjourned by the Chair.

CONTACT: KARISSA WHITE, STAFF SPECIALIST 375 BEALE STREET, SAN FRANCISCO, CA 94105 kwhite@baaqmd.gov

(415) 516-8662 FAX: (415) 928-8560 BAAQMD homepage: www.baaqmd.gov

• Any writing relating to an open session item on this Agenda that is distributed to all, or a majority of all, members of the body to which this Agenda relates shall be made available at the Air District's offices at 375 Beale Street, Suite 600, San Francisco, CA 94105, at the time such writing is made available to all, or a majority of all, members of that body.

Accessibility and Non-Discrimination Policy

The Bay Area Air Quality Management District (Air District) does not discriminate on the basis of race, national origin, ethnic group identification, ancestry, religion, age, sex, sexual orientation, gender identity, gender expression, color, genetic information, medical condition, or mental or physical disability, or any other attribute or belief protected by law.

It is the Air District's policy to provide fair and equal access to the benefits of a program or activity administered by Air District. The Air District will not tolerate discrimination against any person(s) seeking to participate in, or receive the benefits of, any program or activity offered or conducted by the Air District. Members of the public who believe they or others were unlawfully denied full and equal access to an Air District program or activity may file a discrimination complaint under this policy. This non-discrimination policy also applies to other people or entities affiliated with Air District, including contractors or grantees that the Air District utilizes to provide benefits and services to members of the public.

Auxiliary aids and services including, for example, qualified interpreters and/or listening devices, to individuals who are deaf or hard of hearing, and to other individuals as necessary to ensure effective communication or an equal opportunity to participate fully in the benefits, activities, programs and services will be provided by the Air District in a timely manner and in such a way as to protect the privacy and independence of the individual. Please contact the Non-Discrimination Coordinator identified below at least three days in advance of a meeting so that arrangements can be made accordingly.

If you believe discrimination has occurred with respect to an Air District program or activity, you may contact the Non-Discrimination Coordinator identified below or visit our website at www.baaqmd.gov/accessibility to learn how and where to file a complaint of discrimination.

Questions regarding this Policy should be directed to the Air District's Non-Discrimination Coordinator, Suma Peesapati, at (415) 749-4967 or by email at speesapati@baaqmd.gov.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT 375 BEALE STREET, SAN FRANCISCO, CA 94105 FOR QUESTIONS PLEASE CALL (415) 749-4941

EXECUTIVE OFFICE:MONTHLY CALENDAR OF AIR DISTRICT MEETINGS

MAY 2022

TYPE OF MEETING	<u>DAY</u>	DATE	TIME	$\underline{\mathbf{ROOM}}$
Technology Implementation Office (TIO) Steering Committee	Friday	13	1:00 p.m.	Webcast only pursuant to Assembly Bill 361
Board of Directors Stationary Source and Climate Impacts Committee - CANCELLED	Monday	16	9:00 a.m.	Webcast only pursuant to Assembly Bill 361
Path to Clean Air Community Emissions Reduction Plan Steering Committee	Monday	16	5:30 p.m.	Webcast only pursuant to Assembly Bill 361
Board of Directors Meeting	Wednesday	18	9:00 a.m.	Webcast only pursuant to Assembly Bill 361
Board of Directors Administration Committee	Wednesday	18	10:00 a.m.	Webcast only pursuant to Assembly Bill 361
Board of Directors Budget and Finance Committee - CANCELLED	Wednesday	25	9:30 a.m.	Webcast only pursuant to Assembly Bill 361
Board of Directors Mobile Source and Climate Impacts Committee	Thursday	26	9:30 a.m.	Webcast only pursuant to Assembly Bill 361

JUNE 2022

TYPE OF MEETING	DAY	DATE	TIME	<u>ROOM</u>
Board of Directors Meeting	Wednesday	1	9:00 a.m.	1st Floor, Board Room (In person option available) and REMOTE pursuant to Assembly Bill 361
Board of Directors Community Equity, Health and Justice Committee	Thursday	2	9:30 a.m.	Webcast only pursuant to Assembly Bill 361
Advisory Council Meeting - CANCELLED	Monday	13	8:30 a.m.	Webcast only pursuant to Assembly Bill 361
Board of Directors Legislative Committee	Monday	13	1:00 p.m.	Webcast only pursuant to Assembly Bill 361
Board of Directors Stationary Source and Climate Impacts Committee	Monday	13	2:30 p.m.	Webcast only pursuant to Assembly Bill 361

JUNE 2022

TYPE OF MEETING	DAY	DATE	TIME	ROOM
Board of Directors Meeting	Wednesday	15	9:00 a.m.	1st Floor, Board Room (In person option available) and REMOTE pursuant to Assembly Bill 361
Board of Directors Administration Committee	Wednesday	15	11:00 a.m.	1st Floor, Board Room (In person option available) <u>and</u> REMOTE pursuant to Assembly Bill 361
Board of Directors Stationary Source and Climate Impacts Committee – CANCELLED & RESCHEDULED TO MONDAY, JUNE 13, 2022 AT 2:30 P.M.	Monday	20	9:00 a.m.	Webcast only pursuant to Assembly Bill 361
Board of Directors Budget and Finance Committee	Wednesday	22	9:30 a.m.	Webcast only pursuant to Assembly Bill 361
Board of Directors Mobile Source and Climate Impacts Committee	Thursday	23	9:30 a.m.	Webcast only pursuant to Assembly Bill 361
Path to Clean Air Community Emissions Reduction Plan Steering Committee	Monday	27	5:30 p.m.	Webcast only pursuant to Assembly Bill 361
Community Advisory Council Meeting	Thursday	30	6:00 p.m.	Webcast only pursuant to Assembly Bill 361
HL 5/11/2022 – 9:40 A.M.				G/Board/Executive Office/Moncal

AGENDA: 3.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Members of the Path to Clean Air Steering Committee

From: Veronica Eady

Senior Deputy Executive Officer of Policy & Equity

Date: May 16, 2022

Re: Approval of the Minutes of the April 25, 2022

RECOMMENDED ACTION

Approve the attached draft minutes of the Path to Clean Air Steering Committee meeting of April 25, 2022.

BACKGROUND

None.

DISCUSSION

Attached for your review and approval are the draft minutes of the Path to Clean Air Steering Committee meeting of April 25, 2022.

BUDGET CONSIDERATION/FINANCIAL IMPACT

None.

Respectfully submitted,

Veronica Eady

Senior Deputy Executive Officer of Policy & Equity

Prepared by: <u>Karissa White</u>
Reviewed by: <u>Veronica Eady</u>

ATTACHMENTS:

1. Draft Minutes of the Path to Clean Air CERP Committee Meeting of April 25, 2022

Bay Area Air Quality Management District 375 Beale Street, Suite 600 San Francisco, CA 94105

DRAFT MINUTES

Richmond – No. Richmond – San Pablo Community Emissions Reduction Plan Community Steering Committee

April 25, 2022, 5:30 P.M

1. CALL TO ORDER - ROLL CALL

The Richmond – No. Richmond – San Pablo Community Emissions Reduction Plan Community Steering Committee (CSC or Committee) Co-Chairs Y'Anad Burrell and Alfredo Rafael Angulo called the meeting to order at 5:35 pm.

Present: Co-Chair Alfredo Rafael Angulo, Co-Chair Y'Anad Burrell; and

Members Nancy Aguirre, Francisco Avila, Amanda Booth, Marisol Cantú, Suzanne Coffee, Patricia A. Daniels, Roberta Feliciano, Luz Gomez, Michelle Gomez Garcia, , Jeffrey Kilbreth, Dr. Omoniyi Omotoso, Erika Ramirez, Jessica Range, Kevin Ruano Hernandez, Simren Sandhu, Dave Severy, Heidi Swillinger, Vernon Whitmore, Micaela Zaragoza-Soto, Hakim Johnson (non-voting), Members Lucia Castello, Dr. Henry Clark, Dr. Darlena David, Phillip Mitchel, Jim

Holland (non-voting)

Absent: Members Mitchel, Lizbeth Ibarra, Darlene Rios Drapkin, Lizbeth

Bernal

Also Present: Air District Staff Karrisa White, Phil Martien, Vanessa Johnson, Wendy

Goodfriend, Ori Tzvieli, Dan Alrick, Kate Hoag, Luis Espino, Alexander Crockett, Lily Wu, Vanessa Johnson, and MIG staff, Ana Padilla, and Yesenia Perez; Interpreter Norma Herrera; Members of the Public Aloha de Guzman, David Holstius, Deldi Reyes, Eric Bissinger. Eric Lara, Joshua Abraham, Julia Luongo, Laura Cackette, Michael Kent, Raymond Salalila, Samuel Garcia, Song Bai, Ying Yu, and

Damian Breem

2. **PUBLIC MEETING PROCEDURE**

Public Comments

None.

3. APPROVAL OF THE MINUTES OF MARCH 21, 2022

The Committee reviewed the meeting agenda and approved the March 21, 2022, Meeting Minutes with edits in a roll call vote.

Committee Comments

Jeffrey Kilbreth; Clarified a comment that was recorded in the March 21, 2022, meeting summary notes on Toxic Air Contaminants (TAC). Requested that the comment be revised within the meeting notes.

Nancy Aguirre; Requested that meeting notes capture all comments during the meeting and asked for further clarity in the summary notes overall.

Marisol Cantu; Supported Nancy Aguirre's request. Requested that the going forward the minutes have more transparency, accountability and there is an opportunity for members to follow up. Requested that the summary notes capture comments beyond just the Steering Committee Members and Public and include BAAQMD staff comments.

Patricia A. Daniels; Emphasized that Brown Act Meeting prioritize action items as well as conversations between committee members. Agreed with previous statements regarding the importance of accuracy within meeting notes including correct spelling and notation.

Kevin G. Ruano Hernandez; Asked how formal procedures and next steps including continuing the incorporation of Environmental Justice Updates will move forward following the end of this term for the committee members and members chose to begin a new term.

Hakim Johnson; Supported Patricia A. Daniel's previous comment. Requested that the meeting minutes be captured at the same level of detail captured for the Board meetings

Committee Action

Kevin G. Ruano Hernandez made a motion, seconded by Patricia A. Daniels to approve the minutes of March 21, 2022, minutes with all the necessary corrections. The motion carried by the following vote of the Committee:

AYES: Co-Chair Alfredo Rafael Angulo, Co-Chair Y'Anad Burrell; and Members Nancy

Aguirre, Francisco Avila, Amanda Booth, Marisol Cantú, Suzanne Coffee, Patricia A. Daniels, Roberta Feliciano, Luz Gomez, Michelle Gomez Garcia, , Jeffrey Kilbreth, Dr. Omoniyi Omotoso, Erika Ramirez, Jessica Range, Kevin Ruano Hernandez, Simren Sandhu, Dave Severy, Heidi Swillinger, Vernon Whitmore, Micaela Zaragoza-Soto, Lucia Castello, Dr. Henry Clark, Dr. Darlena David,

Phillip Mitchel

NOES: None. ABSTAIN: None

ABSENT: Members Mitchel, Lizbeth Ibarra, Darlene Rios Drapkin, Lizbeth Bernal

Public Comments

None.

4. **AD HOC UPDATES**

The Path to Clean Air Steering Committee and the public received updates on the active Ad Hoc working groups.

Committee Comment

Nancy Aguirre; Reported an update on Community Description Ad Hoc co-leads. Reported positive progress on the Community Description Ad Hoc an announced a possible June completion.

Patricia A. Daniels; Clarified that the Community description Ad Hoc Committee is in the pending stage with preparing all pertinent information related to the completion with a target day of June 2022. Asked for clarity on the initial update for the purpose of the meeting summary.

Jeffrey Kilbreth; Reported an update on Technical Assessment Ad Hoc co-leads. Reported strong progress on the analysis of pollution in the area. Also noted a significant backlog of items that are worth continuing to investigate. Requested Steering Committee and BAAQMD staff look further into these items as some strategies would benefit from researching the questions that continue to be raised during the research and analysis phase. Stated that they have everything we need for the general picture of Community Description and Strategy Development. Raised attention to the challenges and benefits that occur when there is an increasing in monitoring Toxic Air Contaminants (TAC's). Flagged that the committee could use one more technical analytical person.

Kevin G. Ruano Hernandez; Asked for clarification of TAC.

Jeffrey Kilbreth; Responded that TAC's are Toxic Contaminants.

Public Comment

None.

Committee Action

None; receive and file.

5. HEALTH PRESENTATION: AIR POLLUTION AND HEALTH RISKS

The Committee and the public received a health focused presentation from Dr. Neeta Thakur, Dr. Lily Wu (OEHHA) and Air District Staff on the connection between air pollution exposure and health endpoints.

Public Comments

None.

Committee Comments

Y'Anad Burrell; Asked for an age range of the seventy children and also the ethnicity breakdown referenced during the presentation. Also asked if the study referenced was still occurring and if it was available to reference online.

Kevin G. Ruano Hernandez; Emphasized how much he enjoyed the presentation and learning about air pollution. Requested more information on Richmond Heights and asked why Richmond Heights data was not available.

Lucia Castello; Requested further clarification on the geographic region recorded during the study. Asked for clarity as to whether the study looked specifically within Richmond city limits.

Dr. Henry Clark; Commented on the some of the information presented including redlining as aged information. Suggested the information be more up to date.

Jeffrey Kilbreth; Spoke to the industrial history of Richmond. Addressed affordable housing and housing availability as an important issue in Richmond and the state of California. Commented that this is a housing affordability and availability issue and not always a redlining issue. Asked about the chance that some of the TAC's with known respiratory consequences are currently underrisked in studies, similar to the history of Asthma. Asked a question back to the group on what collective action can be taken to further understand the chronic health effects.

Hakim Johnson; Highlighted that there is a difference between perceived community resources and hazards. Asked if there was any air monitoring data and ER data to determine activity occurring during ER visits that would potentially warrant an asthma attack

Committee Action

None; receive and file.

6. NEXT STEPS FOR STRATEGY DEVELOPMENT

Air District staff presented next steps for Strategy Development, following next month's Technical Assessment presentation.

Committee Comments

Y'Anad Burrell; Asked for clarification and context as to what future meetings would look like if Committee Members continued in large group form as opposed to smaller groups moving forward.

Dr. O. Omotoso; Supported smaller groups and a second meeting to go into more details on specific strategies to understand further in order to come to a consensus on this conversation.

Alfredo Rafael Angulo; Agreed that smaller groups would be helpful. Additionally, suggested that strategies be broken down into different buckets and the smaller groups can be broken down accordingly for the convenience of time.

Y'Anad Burrell; Clarified the previous comment to have another meeting in a big group setting to first determine what the buckets will be and then following that meeting break into smaller groups.

Dr. O. Omotoso; Further clarified his previous comment and clarified that it would be helpful to have an additional meeting on strategies before making a decision.

Heidi Swillinger; Would like to not break it up into groups, unless it is a huge group, and it would be unattainable.

Jessica Range; Expressed concern of truncated meetings and having smaller groups. Expressed support for the idea of breaking the strategies into buckets.

Micaela Zaragoza-Soto; Concerned about larger group dynamics and recognizes that smaller groups fosters more conversation for more reserved members. Also recognizes the benefits of the larger group. Asked if the smaller groups would be an additional meeting on top of the reoccurring monthly meeting. Showed support for Dr. O. Omotoso's comment on having an additional meeting specifically to discuss strategies.

Nancy Aguirre; Supported previous comments for an additional meeting and information before coming to a consensus on how to move forward with meeting structure. Expressed appreciation for Jamboard that was previously used as a tool to capture everyone's input.

Lucia Castello; Agreed that Ad Hocs will support the group and smaller group sizes support more engagement. Ad Hocs may benefit from having staff to answer questions that may arise during discussions. Supported the idea of both small and larger groups.

Luz Gomez; Spoke to the value of in person meetings moving forward. Suggested two different breakouts for strategy buckets and partners.

Hakim Johnson: Supported previous comments around larger group and in person meetings that incorporate breakout rooms. Supported smaller breakout sessions in person that encourage different members to speak up.

Dr. Henry Clark: Supported smaller groups.

Public Comments

None.

7. ENVIRONMENTAL JUSTICE UPDATES

The Path to Clean Air Steering Committee and the public will share and receive Environmental Justice updates.

Committee Comments

Marisol Cantu: Reported that 500 Chevron workers are on one month of striking. Also reported that five flaring events occurred at the refinery the previous Saturday night. Spoke to the importance of this issue as having the potential to be an environmental disaster within our lifetime and hope that BAAQMD is still doing their due diligence regarding this environmental and social justice issue.

Dr. O. Omotoso: Flagged an upcoming meeting for Physicians for Social Responsibility on Climate Health and Equity. Will follow up with link.

Kevin G. Ruano Hernandez: Encouraged members to attend the Community Advisory Council for the Air District and spoke to its importance.

Nancy Aguirre: Thanked everyone for their presentation and asked Marisol to let members how they can help workers.

Public Comments

None.

8. PUBLIC COMMENTS ON NON-AGENDA MATTERS

Any member of the Committee, or its staff, on his or her own initiative or in response to questions posed by the public, may: ask a question for clarification, make a brief announcement or report on his or her own activities, provide a reference to staff regarding factual information, request staff to report back at a subsequent meeting conversing any matter or take action to direct staff to a place of matter of business on a future agenda (Gov't Code 54954.2)

Public Comment

Michael Kent; Spoke in response to the concern of the potential impact of Chevron strike and reported that the Director of Hazardous Martials Program stated that Chevron completed their due diligence prior to the strike and is in compliance with Richmond Industrial Safety ordinance.

Julia Luongo; Works in the office of Community Air Protection at CARB. Announced that there is an upcoming Board Meeting on May 19, 2022, relating to the statewide strategy and program blueprint of AB 617.

9. **COMMITTEE MEMBER COMMENTS**

Committee Comments

Nancy Aguirre; Requested that the Committee and staff discuss a plan for future meetings so that all members have equal time to speak and the same opportunity to be heard. Spoke to the importance of listening to each member.

Dr. O. Omotoso; Suggested that there be a standard time limit for comments and members ask one question per turn. If a member has multiple questions, then that member can ask additional questions once everyone else has had a turn to go once.

Kevin G. Ruano Hernandez; Suggested that meetings times be extended in order to answer all questions and grant members the same amount of time for speaking.

Marcia Raymond; Requested a process for monitoring the time allocated for each member to comment and present questions.

Heidi Swillinger; Requested that Committee Members also be timed, similar to the process during Public Comments for both questions and comments.

Public Comments

None.

Committee Action

None; receive and file.

10. TIME AND PLACE OF NEXT MEETING

Monday, May 16, 2022, Zoom Video Conferencing, at 5:30 p.m.

Zoom Log In: https://us06web.zoom.us/j/82855052082

Meeting ID: 828 5505 2082

11. **ADJOURNMENT**

The Committee meeting was not formally adjourned but ended at 8:38 P.M.

MIG Consulting

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Members of the Path to Clean Air Steering Committee

From: Veronica Eady

Senior Deputy Executive Officer of Policy & Equity

Date: May 16, 2022

Re: Technical Assessment Insights: Part II

RECOMMENDED ACTION

None; receive and file.

BACKGROUND

The technical assessment, in combination with other types of information, is intended to help link community air quality concerns to strategies and mitigation efforts, and also to set targets and track progress. Staff in the Air District's Assessment, Inventory, and Modeling (AIM) and Meteorology and Measurement (M&M) divisions have been preparing analyses of technical information such as data from emissions inventories, air quality modeling, and air quality monitoring, insights from which are intended to assist the Community Steering Committee with selecting and prioritizing strategies to reduce pollution emissions and exposure.

DISCUSSION

Continuing from the previous technical assessment insights presentation in March 2022, Air District staff will share additional insights from analyses of air quality modeling and air quality monitoring data. Topics for air quality modeling include how exposure information supplements emissions inventory data and how modeled impacts of sources vary across different categories of community concerns. For air monitoring data, staff will share analyses of pollution levels near roadways, spatial variability in pollution levels, and examples of short-term and recurring air quality events. The presentation will conclude with examples of connecting community air quality concerns to strategies to reduce pollution emissions and exposure.

BUDGET CONSIDERATION/FINANCIAL IMPACT

None.

Respectfully submitted,

Veronica Eady Senior Deputy Executive Officer of Policy & Equity

Prepared by: <u>Karissa White</u>
Reviewed by: <u>Veronica Eady</u>

ATTACHMENTS:

None