

PURPOSE

This document identifies substantive proposed revisions to the Path To Clean Air Community Steering Committee Charter. The left-hand column includes the current charter text (adopted May 2023[confirm]), the middle column includes the proposed charter revisions, and the right hand column provides the basis or rationale for the change. Proposed text to be deleted from the current charter is in grey; added text is in yellow; and text that has moved is in green. This document does not include non-substantive edits, such as numbering, organization, and grammatical edits.

Key:

Yellow= Added Text

Grey= Deleted Text

Green= Moved Text

The Way It Was	The Way It Would Be	Discussion/Rationale
<p>2. Steering Committee Objectives The Path to Clean Air Richmond-North Richmond-San Pablo Community Steering Committee CSC will serve as outlined in the Statement of Purpose. It will develop a Community Emissions and Exposure Reduction Plan that identifies and develops strategies to address areas of elevated air pollution exposure in the Richmond-North Richmond-San Pablo area. The CSC will disseminate information and consider input from the broader community. The goal is for the implementation of the CERP to begin in 2024</p>	<p>2. Steering Committee Objectives The Path to Clean Air Richmond-North Richmond-San Pablo Community Steering Committee CSC will serve as outlined in the Statement of Purpose. It will develop a Community Emissions and Exposure Reduction Plan that identifies and develops strategies to address areas of elevated air pollution exposure in the Richmond-North Richmond-San Pablo area. The CSC will disseminate information and consider input from the broader community. The goal is for the implementation of the CERP to begin in 2024. At that time the CSC will transition to supporting implementation of the CERP.</p>	<ul style="list-style-type: none"> Added text to reflect steering committee objectives to support plan implementation after adoption

4. Roles and Responsibilities

Co-chairs: The voting members of the CSC shall select two Co-chairs from among the CSC members. The Co-chair team will be responsible for developing meeting agendas, and for leading CSC meetings.

4. CSC Leadership

4.1 CSC Leadership Committee: The Leadership Committee will be composed of three members from the CSC voting membership. Selected members are termed "Leads."

4.2 Terms of Leadership: Leads will serve two-year terms and have the option for self-nominating for non-consecutive terms.

4.3 Election of Leadership: Voting CSC members will elect three self-nominating Leads from the voting CSC membership. The nomination process for new Leads will begin at least six months prior to the end of a two-year term. The procedure for nominating the CSC Leadership Committee will consist of:

- a. Submission of a Self-Nomination Form
- b. Submission of a written summary of a nominee's background and reasons for seeking a Lead role
- c. Provision of Self- Nomination Form and summary to the CSC at least two weeks prior to the voting meeting.
- d. A formal survey to the CSC to address additional and/or clarifying questions to the Lead nominees.
- e. Nominees will have 5 minutes to address survey questions in the voting meeting.
- f. The three nominees receiving the majority of votes will be appointed to the Leadership Committee.
- g. If there is a tie for the third leadership position there will be a run-off vote

If a Lead resigns within 18 months of the end of their term, the vacancy must be filled within two months following the procedures above.

- In recognition of the significant role and commitment the leadership play, we are recommending replacing the 2-person co-chair model with a 3-person leadership model
- Define the leadership terms
- Identify the process for leadership elections
- Define the leadership duties

If there are fewer than three CSC Lead nominees, the Governance Ad hoc will convene and will appoint nominees from among its members. The nominees must be confirmed by a majority vote of the CSC.

4.4 Leadership Committee Duties: The Leads will share responsibility for developing meeting agendas, meeting facilitation, and CSC membership engagement. Leads will serve as liaisons and guide Facilitators of committees and ad-hocs. Leads will work with Facilitators to ensure that they are fulfilling their CERP goals. Leads will create a mechanism for performance evaluation, accountability, and feedback for Leads, Facilitators, and CSC members. Leads will create and the CSC will vote on a community agreement which will be shared at each meeting. Specific Lead duties include:

4.4.1 Meeting Participation and Facilitation

- a. On a rotating basis, open, manage and adjourn monthly CSC meetings. Begin each meeting by sharing the community agreement.
- b. Work with Air District staff bi-weekly to structure and coordinate CSC meetings and oversee the preparation and distribution of the meeting agenda and materials.
- c. Add ad-hoc and subcommittee items as needed in bi-weekly leadership and monthly CSC meeting agendas.
- d. Debrief monthly CSC meetings with Air District staff to assess and learn tools to better engage and facilitate meetings.

4.4.2 CSC Membership Engagement

- a. Oversee the application, review, and interview process of new CSC members.
- b. Respond to CSC member emails within 48 hours and provide timely follow-up.
- c. Address conflict among Leads and within the CSC membership privately and in closed session when necessary.
- d. Develop an onboarding and orientation process for new CSC members with staff support.
- e. Create pathways (e.g. one-on-ones, surveys, etc.) to increase CSC engagement by ensuring each CSC member is involved in at least one committee/ad-hoc.
- f. Develop and implement an annual recommitment process for CSC members. Assess membership's cohesion and progress and adjust practices as necessary.
- g. A Lead will meet with a CSC member who misses more than 3 monthly steering committee meetings within a 12-month period to assess their capacity to serve as a CSC member.

4.4.3 Other Leadership Duties:

- a. Lead charter development and amendments.
- b. Provide input to the Air District on budgetary matters that may be of concern to the CSC.
- c. Ensure that all CSC decisions are made in a democratic, equitable, and timely manner.

	<p>d. Coordinate speaking and meeting requests from governmental agencies, the Air District Board of Directors and committees, CARB, or community groups by identifying and mentoring CSC members best suited to respond.</p> <p>e. Train incoming Leads on the Leadership Committee's responsibilities, processes, and procedures. This includes an assessment of best practices to increase CSC engagement.</p> <p>f. The Leads and Facilitators will develop a mechanism to ensure CSC member attendance and engagement in implementing the CERP.</p> <p>g. Ensure that Facilitators have the resources and support they need to meet their goals.</p> <p>h. Perform any other necessary duties that arise.</p>	
<p>5. CSC Membership Roles and Responsibilities</p> <p>CSC members will be responsible for assisting Air District and Co-chairs in developing the Richmond-North Richmond-San Pablo CERP, in accordance with the California Air Resources Board's Community Air Protection Blueprint [1]. They will identify the scope of issues to be considered; inform technical analyses to understand these issues; co-develop with the Bay Area Air Quality Management District strategies to solve the issues</p>	<p>5. CSC Membership Roles and Responsibilities</p> <p><i>5.1 Community Steering Committee Members:</i> CSC members will be responsible for assisting Air District and Co-chairs in developing and implementing the Richmond-North Richmond-San Pablo CERP, in accordance with the California Air Resources Board's Community Air Protection Blueprint [1]. They will identify the scope of issues to be considered; inform technical analyses to understand these issues; co-develop with the Bay Area Air Quality Management District strategies to solve the issues identified; and ensure continued accountability for CERP implementation.</p> <p><i>5.2 Committee and Adhoc Facilitators:</i> CSC members who volunteer as committee, ad-hoc, or potential working group Facilitators will be responsible for assisting Air District and the</p>	<ul style="list-style-type: none"> • Added text (yellow) to reflect steering committee responsibilities to support plan implementation after adoption • Added new section 5.2 to define role and responsibilities of

<p>identified; and ensure continued accountability for CERP implementation. When necessary CSC members will select two steering committee members as board representatives to communicate informational updates to the Board of Directors</p>	<p>Leads in implementing the Richmond-North Richmond-San Pablo CERP, in accordance with the California Air Resources Board’s Community Air Protection Blueprint [1]. They will present a plan of action to the Leads that identifies the purpose, goals, and objectives of their committee or ad-hoc. Duties include co-developing committee or adhoc agendas, facilitating meetings, recruiting members and creating pathways for them to move the work of the CSC. Facilitators will collaborate with the Leads and Air District staff to resolve issues and ensure continued accountability for CERP implementation.</p>	<p>committee and adhoc facilitators</p> <ul style="list-style-type: none"> Green text: Instead of CSC members selecting steering committee members to communicate informational updates, the Leadership Committee would select CSC members to communicate informational updates (see section 4.4.3.d)
<p>5.3 Designated City and County representative members: The CSC will actively seek members employed by the governing bodies of Richmond, San Pablo, and North Richmond. At monthly CSC meetings, these members are expected to present relevant information on all governing-body plans, policies, and votes that could impact the work of the CSC. They</p>	<p>5.3 Designated City and County representative members: The CSC will actively seek members employed by the governing bodies of Richmond, San Pablo, North Richmond, and Contra Costa County. At monthly CSC meetings, these members are expected to present relevant information on all governing-body plans, policies, and votes that could impact the work of the CSC. They also will serve as liaisons to their respective councils and committees when deemed necessary by the CSC as a whole. Designated city and government</p>	<ul style="list-style-type: none"> Added that CSC will seek members from Contra Costa County government. New section 13 clarifies CSC

<p>also will serve as liaisons to their respective councils and committees when deemed necessary by the CSC as a whole. Designated city and government representatives will be required to participate a minimum of 8 hours¹ a month (examples include but not limited to committee participation, serving as a liaison to city council / committees, reviewing materials, providing feedback to CERP chapters). These designated city and county representatives will be non-voting members. These members will also not receive a stipend for their participation.</p>	<p>representatives will be required to participate a minimum of 8 hours² a month (examples include but not limited to committee participation, serving as a liaison to city council / committees, reviewing materials, providing feedback to CERP chapters). These designated city and county representatives will be non-voting members.</p>	<p>compensation is only for voting members.</p>
<p>N/A</p>	<p>5.4 Industry Representative Members: The CSC will actively seek two non-voting members who represent local businesses, local trade unions and/or industrial companies in Richmond, San Pablo, and North Richmond. At monthly CSC, subcommittee, and ad-hoc meetings, these members are expected to present information on all industry plans, policies, and programs that could impact the CERP implementation. They will serve as industry liaisons and are expected to serve on at least one committee, adhoc, or potential working group annually to ensure the success of the plan.</p>	<ul style="list-style-type: none"> Added new section 5.4 to clarify the expectations of industry representatives.
<p>11. Participation Principles The following are principles, goals, and expectations of conduct for CSC members:</p>	<p>6. Participation Principles</p>	<ul style="list-style-type: none"> This section moved up and

¹ Designated city and government representatives are required to participate 8 hours a month, this includes 2.5 CSC monthly meeting participation.

² Designated city and government representatives are required to participate 8 hours a month, this includes 2.5 CSC monthly meeting participation.

CSC members will work collectively and cooperatively with all stakeholders within the community—people who live in the study area, businesses and organizations, youth groups, schools, local, regional, and State governments, health agencies and faith-based organizations—to ensure all represented parties are heard and can agree on an outcome that protects public health.

This will include:

a. Providing strategic guidance, vision, and oversight, such as:

- Informing the development of the Richmond-North Richmond-San Pablo Area Community Emissions Reduction Plan.
- Tracking progress of the work using agreed-upon indicators at CSC and subcommittee levels.
- Improving data collection and reporting for community education to inform development of emission and exposure reduction strategies.
- Identifying effective goals to bring about reduced health risk in the Richmond-North Richmond-San Pablo Area study area.

b. Providing leadership and accountability by:

- Identifying obstacles to achieving the goal and developing solutions to overcome them.
- Considering how individual members' organization or those in their network can

Active participation by CSC members is crucial to the success of the CERP. The following participation principles are a roadmap for how CSC members will move the plan forward: CSC members will work with all stakeholders within the community—people who live in the study area, businesses and organizations, youth groups, schools, local, regional, and State governments, health agencies and faith-based organizations—to ensure all represented parties are heard and can agree on an outcome that protects public health. CSC members will do this by:

6.1 Providing strategic guidance, vision, and oversight, such as:

- a. Supporting the implementation of the Richmond-North Richmond-San Pablo Area Community Emissions Reduction Plan.
- b. Tracking the progress of the CERP's strategies and actions using agreed-upon indicators, outcomes, and timelines.
- c. Utilizing data collection and reporting for community education to inform CERP implementation.
- d. Meeting annual CERP goals that bring about reduced health risk in the Richmond-North Richmond-San Pablo Area study area.

6.2 Providing leadership and accountability by:

- a. Identifying obstacles and solutions throughout CERP implementation through active engagement in committees and ad-hocs.
- b. Identifying relevant organizations, city, and county bodies and connecting them to committee and ad-hoc

largely re-written; green text from left-hand column retained.

- Provides opportunity for CSC members to annually gauge continued commitment and availability to determine whether to continue or allow opportunities for other community members to participate as a CSC member.
- It reemphasizes the focus of CSC leading and actively engaging in the implementation of the CERP.

align to the common goals and principles of the CSC.

- Serving as a vocal champion of the program's collective impact and effort in the communities.

- Working towards consensus while recognizing that not everyone will agree on every issue, and resolving conflicts in a positive, swift, and constructive manner.

- Approaching a committee member who misses more than 3 monthly steering committee meetings within a 12 month period. The committee co-chairs will meet with the specific member to assess their continuation as a member of the steering committee on a case-by-case basis.

c. Play an active role by:

- Attending a minimum of 9 out of the 12 CSC monthly meetings (in their entirety) for the year.

- Attending community summits and town hall meetings as they are scheduled through the development of the Community Emissions Reduction Plan and implementation.

- Participating according to the Charter. Provision will be made for members to participate electronically.

- Participating and contributing to on-going committee work to the best of one's ability is encouraged by all members.

Facilitators in order to move strategies and actions forward.

c. Serving as a vocal champion of the CERP throughout the community and identifying potential new CSC members when vacancies arise.

d. Working towards consensus while recognizing that not everyone will agree on every issue; reaching out to the Leadership Committee when needed to resolve conflicts, concerns, and questions in a positive, swift, and constructive manner.

e. Participating in an annual recommitment process to being an active CSC member to ensure the successful implementation of the CERP.

6.3. *Play an active role by:*

a. Reviewing materials prior to meetings and coming prepared for engaged discussion, active listening, and respectful dialogue.

b. Participating in a minimum of 9 out of the 12 CSC monthly meetings (in their entirety) for the year. Participation includes submitting agenda items to the Leadership Committee, giving updates on strategies and actions, being a thought partner, and asking clarifying questions.

c. Participating in community summits, town halls, outreach events, and cross-agency committees to ensure the successful implementation of the CERP.

d. Embedding CSC Participation Principles (Section 6 of this charter) in all CSC work.

- It also empowers CSC members to share community resources, recruit new members, be active in problem solving, agenda setting, and being ambassadors of the plan.

- To ensure the plan's success, we are asking ALL CSC members to join at least one adhoc based on CSC member's interest, capacity, and skills.

<ul style="list-style-type: none"> • Reviewing materials prior to meetings and coming prepared for engaged discussion, active listening, and respectful dialogue 	<ul style="list-style-type: none"> e. Participating in at least one subcommittee or ad-hoc committee per year. Subcommittees, ad-hoc, or other potential working groups may arise throughout implementation, so joining more than one is encouraged. f. Alerting the Leadership via email regarding environmental justice, public health, and other community programs, policies, concerns, and events that further CERP implementation. 	
<p>Committees: CSC members are encouraged to participate and contribute to on-going committee work to the best of their ability. Committee work is part of the 8 hour minimum expected of all designated city and county representatives.</p> <p>A. Community Concerns (5 Writing Groups)</p> <ul style="list-style-type: none"> • Public Health and Exposure • Fuel Refining Support Facilities, Storage, and Distribution • Vehicles and Trucks, Streets and Freeways, Logistics, and Warehouses • Marine and Rail • Commercial and Industrial Sources Near Communities 	<p>7.4 Committees/ Ad hocs: Community Emissions Reduction Plan implementation is driven by committees, ad hocs, and potential working groups to ensure its success. These groups will convene as required by the CERP Implementation Plan or as deemed necessary by the Leadership Committee until the purpose and goals of the subcommittee/Ad hoc have been met. All voting and non-voting CSC members are required to join at least one committee or ad hoc throughout the year. Committee and ad hoc work is part of the 8 hour minimum expected of all designated city and county representatives. Industry representatives are expected to serve as liaisons, share their expertise, and participate in committee and ad hoc work that relates to their industry.</p>	<ul style="list-style-type: none"> • Identifies Ad hocs as a type of subcommittee • Replaces the list of ad hocs with a general discussion of the subcommittees and ad hocs required by the plan and as determined necessary by the Leadership Committee. Some of the charter listed ad hocs are no longer operating.

<p>B. Cross Cutting Strategies (7 Writing Groups)</p> <ul style="list-style-type: none"> ● Land use ● Promoting Urban Greening ● Website ● Compliance & Enforcement ● Community Engagement ● Legislative ● Underreported Dangers <p>C. Problem to Solutions Ad Hoc</p> <p>D. Governance Ad Hoc</p>		<ul style="list-style-type: none"> ● Clarifies that all members are required to join at least one committee/adhoc throughout the year ● Clarifies expectations of industry representatives.
	<p>13. Compensation Compensation for voting CSC Members will be subject to attendance and in accordance with the CSC Compensation Policy and Procedures (TBD). Once the compensation policy and procedures are developed they will be incorporated by reference into the Charter. Updates to the Policy shall include a revision based on cost-of-living increase.</p>	<ul style="list-style-type: none"> ● Added new section regarding compensation with the goal of increasing transparency with respect to documenting hours of compensation and related policies. ● The Leadership Committee would need to prepare

		<p>and present to the CSC the Compensation Policies and Procedures. This language is modeled off the West Oakland Community Advisory Committee CAC and the CAC Compensation Policy and Procedures Document is a 9 page document that could be used as a model.</p>
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