

## **South Los Angeles AB617 Community Steering Committee Charter**

### **I. Background**

Assembly Bill 617 (Garcia, C., Chapter 136, Statutes of 2017) is a State-mandated program that includes a community-based approach to reduce local air pollution in designated communities in California that continue to experience disproportionate impacts from air pollution by promoting direct collaboration between regulatory agencies (i.e. California Air Resources Board (CARB) and local air districts (South Coast AQMD)) and communities.

The South Los Angeles AB 617 community - which includes the communities of Historic South Central, South Los Angeles, Central Alameda, Van Ness, South Park, Vermont Square, Vermont Harbor, Compton, Lynwood, Watts, Willowbrook, Westmont, Gramercy Park, Leimert Park, Crenshaw, Jefferson Park, West Adams, Baldwin Hills and Hyde Park - is the area specified by the community steering committee to develop an action plan to reduce air pollution and exposure in the South Los Angeles community.

The community steering committee will be responsible for advising the development of the Community Emissions Reduction Plan (CERP) and Community Air Monitoring Plan (CAMP). The key elements of the South Los Angeles CERP and CAMP will need to be completed by January 2022, in preparation for the South Coast AQMD Governing Board hearing in February 2022 to consider adoption of the CERP, and subsequent submission to CARB for approval.

### **II. Authority**

This charter is adopted by the South Coast Air Quality Management District, referred to as "South Coast AQMD," for the AB 617 South Los Angeles Community Steering Committee, referred to as "Committee" or "CSC." This Committee will establish rules and policies for its proceedings led by the community co-leads including community-based organizations, environmental justice leaders and the local air district. The "Co-leads" include: South Coast AQMD, Physicians for Social Responsibility (PSR-LA), Strategic Concepts in Organizing and Policy Education (SCOPE), and Watts Clean Air and Energy Committee (Watts Clean Air).

Regardless of the co-leadership model between the South Coast AQMD and the community-based organizations co-leads (PSR-LA, SCOPE, and Watts Clean Air), the air district is the responsible agency for administering AB 617 activities, including but not limited to the implementation of the Community Emissions Reduction Plan (CERP) and Community Air Monitoring Plan (CAMP). As such, ensuring the development of strategies to reduce emissions is a multi-step process that is the primary responsibility of the air districts, CARB, affected industry, and community members, and CARB will have an ongoing oversight role in program review and implementation. However, both regulatory agencies South Coast AQMD and CARB are ultimately the responsible bodies to implement the South LA CERP. a.

### **III. Community Steering Committee Objectives**

The purpose of the Committee is to support active community involvement and collaboration in the development and implementation of the CERP and CAMP in the South Los Angeles community by guiding community engagement to identify community issues and potential solutions.

The Committee will be responsible for discussing and providing recommendations to South Coast AQMD staff regarding the development and implementation of the CERP and CAMP.<sup>1</sup> Committee objectives will include identifying areas of concern for air pollution sources and sensitive receptor sites, and reviewing existing plans, studies and reports on air quality to provide strategic input towards the CERP and CAMP development. CSC members are expected to disseminate information to and solicit information from stakeholders within the sector they represent. Some other tasks include:

- Determine the final boundaries of the community
- Guide the development of the community profile and technical assessment;
- Inform approaches for community engagement and outreach;
- Develop mechanisms for engaging with other agencies;
- Identify issues and sources contributing to the community's air pollution challenges;
- Develop strategies and solutions for the CERP and CAMP development and implementation
- Identify metrics, targets, and strategies for the CERP and CAMP;
- Define metrics to track the CERP and CAMP's progress.

#### IV. Guiding Principles

The South Los Angeles CSC will abide by the [Environmental Justice principles and Jemez Principles for Democratic Organizing](#) to ensure meaningful, inclusive, and principled conversations that lead to the development of solutions that will guide the CERP and CAMP development with frontline community voices at the center of the decision-making process.

#### V. Committee Membership

To ensure the South Los Angeles AB 617 CERP and CAMP focus on the air pollution impacts on people and businesses within the defined community area, CSC membership is limited to as stated by the CARB Blueprint: "members who live, work, or own businesses in the community (e.g. community residents, small businesses, facility managers/workers, school personnel), with the majority representation from community residents."

##### Number and membership:

The Committee will consist of no more than 50 members including community residents and the following membership affiliations: community-based organizations, city and elected officials, regulatory agencies, small businesses, and other stakeholder groups.

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<sup>1</sup> Any member of the public may also provide comments and recommendations to the South Coast AQMD Governing Board during meetings of the Board, as well as other District meetings. The Board calendar and agenda can be found at: <http://www.aqmd.gov/home/news-events/meeting-agendas-minutes>

“Committee members should thoughtfully consider their external activities where they believe they have a financial interest for certain matters discussed in the CSC. Committee members should consider abstaining from participating in CSC decisions involving those interests. Every CSC member is encouraged to be transparent about potential financial conflicts of interest and strive to make the committee meetings an inclusive space where members can have open dialog and discuss pertinent matters freely. The diversity of voices and experiences on the committee is a valued resource for the community.” The Committee membership at the time of adoption is as follows, but it may change as vacancies occur or other changes happen that will be approved by the co-leads:

- 12 community residents without another listed affiliation,
- 12 community residents with another affiliation,
- 10 community orgs representatives,
- 2 agencies representatives,
- 2 businesses representatives,
- 1 school representative,

The Committee meetings are open to the public and additional members may be added to the roster if agreed upon by the Co-leads of the CSC.

#### Composition:

The official CSC roster will contain one primary name for each affiliation (e.g. community-based organizations, elected officials office, agency, school, or business) to be represented on the committee. One alternate name can substitute for the primary member if the primary member is unable to attend a meeting. However, only one member from each affiliation will be allowed to deliberate at meetings to reach consensus. This applies only to committee members that have an affiliation, community residents or active residents do not have to abide by this role and always have voting rights regardless of primary or alternate membership status.

#### Accountability

For all CSC members:

- Be respectful and collaborative;
- Take leadership, and value listening to other perspectives;
- Let people speak for themselves and maintain confidentiality;
- Be inclusive and adapt to any accommodations needed for everyone to participate, including learning how to use language interpretation devices for both English and Spanish monolingual speakers.
- Be flexible and proactive by keeping in mind the goals of the meeting and offering solutions.
- Show up on time and come prepared to contribute to achieving the meeting goals;
- Contribute to meeting goals by participating 100% by sharing ideas, asking questions, and contributing to discussions;
- Share your unique perspectives and experience, and speak honestly. If you state a problem or disagree with a proposal, try to offer a solution;

- Let everyone participate. Share time so that all members can participate. Be patient when listening to others speak and do not interrupt them. Respect each other's thinking and value everyone's contributions;
- Stay on point and on time. Respect the committee members' time and keep comments brief and to the point. Be mindful of the time and the agenda topics, be solutions oriented, and try not to occupy too much time in one topic and let everyone speak. Challenge assumptions and be mindful of intent vs impact. Attack the problem, not the person. Respectfully challenge the idea, not the person. Blame or judgment will get you further from a solution, not closer. Honest and constructive discussions are necessary to get the best results.

Term commitment and Compensation:

Committee Co-leads and members are committed for a term of two years and can continue membership beyond the two years as desired. We expect this to be a project of 1 year for development and 5 years for implementation. Committee members who do not have any affiliation and are community residents will receive a maximum stipend of \$75 per month for participation on the committee meetings, according to the provisions of South Coast AQMD's current Stipend Policy.

Resignation:

A Committee member may resign effective on giving written notice to committee the AB617 team contact or Co-leads, unless the notice specifies a later date for his/her/their resignation to become effective. The Co-leads will keep records of written resignations.

Vacancies:

Vacancies occurring on the Committee will be automatically filled by the respective designated alternate for community residents. Members representing organizations or other stakeholders groups may select another representative from their own membership pool. In the case of lack of applications, the Co-leads will conduct necessary outreach to fill vacancies.

Subcommittees

Committee members who wish to be further involved may choose to participate in ad-hoc subcommittees such as technical advisory, community expertise, or other relevant topics. During the plan development year, subcommittees would meet approximately once every month between full CSC meetings and would report back their findings and/or recommendations at the next full community steering committee.

VI. Committee Roles and Responsibilities

Co-leads (South Coast AQMD, PSR-LA, SCOPE, and Watts Clean Air):

The Co-leads will provide strategic direction for the implementation and development of the South Los Angeles AB 617 CSC. The CSC together with the Co-leads are the decision-making body of the project, in charge of deciding what elements should go into the CERP and CAMP.

The co-leads shall be the final decision made on matters pertaining to the steering committee, including making the final decision on what elements are included in the CERP and CAMP. If the co-leads cannot agree on a particular element for the CERP or CAMP, then the item in question will not be included. Additionally, the South Coast AQMD Governing Board and CARB have the authority to adopt, request changes, or reject the final CERP presented by the CSC and co-leads.

The Co-leads will be responsible for providing necessary background materials for committee members, developing meeting agendas, coordinating with the meeting facilitator, establishing the South Coast AQMD South Los Angeles community website for CSC activities, and maintaining and distributing information via email and the website. Co-leads will also be responsible for providing technical support or identifying other agencies or organizations who can provide technical support such as trainings and other relevant technical assessment information to the Committee.

#### Facilitator:

A professional and impartial facilitator (Facilitator) will be used for moderating the Community Steering Committee meetings and for helping the Committee reach consensus on issues. The facilitator will plan, guide and manage the South Los Angeles AB 617 Committee to ensure the CSC goals are met effectively, with clear thinking and good participation with all members buy-in.

#### Committee Members:

The CSC's role is to provide advice, ensure timely delivery of the project output and the achievement of project outcomes. This may include:

- Identify capacity building needed to support participation in the process
- Provide input to the development of the South Los Angeles AB 617 CERP and CAMP;
- Provide advice on budgeting for incentive projects;
- Define outcomes;
- Identify air pollution priorities – i.e. where more of the committee's energy should be directed;
- Monitor timelines;
- Build consensus or decision making.

The CSC provides support, guidance and oversight of progress. Committee members are not directly responsible for ensuring the implementation of all decisions made to reduce emissions, but are welcome to engage in activities to identify or hold accountable the relevant agencies or organizations for implementation. Additionally, community residents and community based organizations will play a key role in implementing identified actions such as conducting outreach, community engagement, community air monitoring and sensor installation, among other actions. The Co-leads and other members of the South Coast AQMD are in charge of implementing the CSC decisions in accordance with the principles and guidelines set forth in this charter.

## VII. Meetings Procedures and Rules of Conduct

### Deliberation and Consensus:

The Committee will use a modified consensus model to reach decisions guided by the model of [Modified Consensus \(aka consensus minus one\)](#) decision making approach. CSC members will be required to attend a training session on the consensus model, so everyone in the committee understands the process for decision making. A professional and impartial “facilitator” will be employed to support the Committee in the overall organization, order and focus of the meeting, resolve conflicts and help reach consensus to ensure the goals and objectives of this charter are met. Achieving full consensus of the Committee may not always be possible. In the event of an impasse, the co-leads will be the final decision-makers, carefully weighing the consequences of any decision where there is a lack of consensus. If the co-leads cannot agree, then the action in question will not proceed. CSC members who do not agree with a majority consensus on a decision may submit a minority position statement.

### Open Meetings and Notice:

All meetings are open to the general public and will provide a formal opportunity for members of the public to provide their perspective via public comments. Stakeholder input is welcome and encouraged. Meetings will be announced at least a week in advance and meeting records and notes will be available to the public.

### Regular and Special Meetings:

The Committee will establish the time and place for its regular meetings. The Committee will hold approximately one regular meeting each month of every calendar year. In addition, the frequency and timing of subcommittee meetings may be decided by the subcommittee members and needs. In the event of a lack of agenda topics, pending technical analysis, or any other reason; the Committee will determine if the following scheduled monthly meeting is canceled by consensus.

### Attendance and Participation:

Committee members are expected to attend each Committee meeting. When a member has failed to attend three (3) consecutive meetings (without a leave of absence) or half the meetings in any twelve (12) month period, the Co-leads must be notified. The Co-leads and Committee members shall discuss the absences, the reason(s) for the absences, and the impact of the absences on the Committee. If necessary, the Co-leads will be determined on a case-by-case basis by any resignations.

### Agendas:

Agenda topics will be developed by the Co-leads. The facilitator will support agenda development, agenda dissemination, note taking, and the facilitation of meetings according to the agenda. The agendas will include the time, date, duration, location and topics to be discussed. Individual Committee members may request relevant items be added to an agenda at least one week prior to the schedule meeting.

Agendas will be sent out to the Steering Committee a week prior to the meeting and other materials related to the agenda at least 48 hours or the day prior to the meeting.

Record Keeping and Sharing:

The CSC Co-leads, in collaboration with the facilitator, will record each steering committee meeting and those recordings will be available on the South Coast AQMD website. The facilitator will take valuable notes of the meetings and share them with the Committee members at least 3 days after the meeting. Agenda, notes, and other CSC meetings materials will be recorded and saved on the South Coast AQMD website.

Accessibility/Accommodation:

The Committee meetings and other outreach events associated with the Committee will be held virtually until public health guidelines related to COVID-19 change. Once guidelines permit for in person meetings, the CSC will determine if the meeting will be in person or continue virtually. The virtual meetings will have technology accommodations, including technical support that can accommodate all members for meaningful participation including members covered by the Americans with Disabilities Act.

Language Justice:

The Committee will establish a language justice framework for all Committee and subcommittee meetings. The Co-leads will strive to create a culture within the committee that is language inclusive. The Co-leads will commit to creating a seamless experience and collective understanding of language justice, so committee members can speak and understand in their own language. This will include providing language interpretation and materials translation services to both Spanish and English monolingual and bilingual speakers. This will also include commitment from Committee members to adapt and always use the language interpretation settings for virtual meetings when someone speaks in a language different from the one they understand. The Committee will commit to work towards a language inclusive space where everyone can understand and be understood in the language they feel most comfortable with, so members can feel empowered to interact and participate without fearing translation obstacles. As such, some meetings will be held fully in English and some in Spanish to ensure full and meaningful participation from all members.

Dissemination of Materials:

Any materials, presentations, documents, correspondence or other written communications generated or disseminated by the committee, or on behalf of the Committee or its members, must be approved by the Co-leads prior to release.

All final correspondence and external materials related to the CSC will include the logos of PSR-LA, SCOPE, Watts Clean Air, and South Coast AQMD.