

Climate Protection Program Community Climate Investments Equity Advisory Committee Draft Charter

January 2023



**Office of Greenhouse
Gas Programs**

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DEQ is a leader in
restoring, maintaining and
enhancing the quality of
Oregon's air, land and
water.



State of Oregon
Department of
Environmental
Quality

Alternative formats

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Tùy theo yêu cầu, cơ quan DEQ có thể cung cấp các tài liệu ở định dạng thay thế hoặc bằng ngôn ngữ nh và tiếng Tây Ban Nha. Liên hệ với DEQ theo số 800-452-4011 hoặc gửi email đến deqinfo@deq.oregon.gov.

Objectives

The Community Climate Investment (CCI) Equity Advisory Committee will assist DEQ in determining what types of greenhouse gas emission reduction projects are supported by community climate investments and where those projects are in Oregon. The committee will help ensure that projects supported by community climate investments reduce greenhouse gas emissions, promote benefits for environmental justice communities, and accelerate the transition from fossil fuel to low carbon energy sources.

Committee members are asked to provide feedback and suggestions to DEQ as individuals, but also on behalf of their respective communities if they feel comfortable in doing so. Committee members will review, provide feedback (verbally and/or written), and make recommendations on:

- CCI entity (recipients of community climate investments) applications.
- CCI entity work plan development to support environmental justice communities across Oregon.
- Additional submittals by CCI entities such as reports.
- Community outreach and engagement with environmental justice communities.

Guiding Principles

Committee members are committed to:

- Uplifting and centering traditionally underrepresented and marginalized communities.
- Addressing climate change and its impacts.
- Improving access to cleaner, renewable fuels in Oregon.
- Reducing pollution.
- Improving health for all communities.
- Fostering accountability and transparency at DEQ.

Membership

The committee is made up of individuals and/or organizations who submit interest and are selected by DEQ from across the state. All members are offered financial resources to support equitable participation. If members request resources, they will be provided through contracts with DEQ.

Members represent multiple regions with lived experience, expertise, or interest in the following areas:

- Environmental or economic justice.
- Climate change impacts and experience.
- Air pollution or health and community impacts.
- Clean, renewable energy, or energy efficiency.
- Reducing greenhouse gas emissions and air pollution from fossil fuels.
- Community engagement, advocacy, or outreach.

2022-2023 Committee Members

2022 – 2023 Equity Advisory Committee Members	
Name	Organization
Kali Abel	Portland Resident
Nora Apter	Oregon Environmental Council
Rene Braga	Rogue Valley Unite Oregon
Charity Fain	Community Energy Project
Kyna Harris	Oregon Public Health Institute
Bradford McKeown	Coos Bay Resident
Steve Mital	University of Oregon
Mason Murphy	Confederated Tribes of the Umatilla Indian Reservation
Nakisha Nathan	Neighbors for Clean Air
John Hillock	Wallowa County Resident

Responsibilities

Committee members are public officials and are serving a one-year term (ending November 31, 2023). Committee members can serve up to three years. Members are asked to disclose any potential or actual conflicts of interest. Each committee member is responsible for updating any potential or actual conflict of interest as needed.

Members are expected to attend each meeting to maximize engagement. Meetings currently are virtual. It is possible there could be in person meetings in the future. If the member is unable to attend a meeting, an alternate may be considered. Please inform DEQ of any alternate by emailing Whitney.Dorer@deq.oregon.gov. It is the responsibility of each member to prepare their alternate on relevant issues and committee discussions to achieve the meeting goals. DEQ will also support any appointed alternate in preparing for a meeting.

Members agree to the following:

Operational agreements: (identify procedures or structures we agree to use)

- Prepare for and set aside time for the meetings to be as present as possible.
- Try to arrive 10 minutes early so we can start on time and address any technical issues.
- Stay focused on specific agenda topics.
- Send email or call DEQ staff if you are unable to make the meeting.
- Avoid representing to the public or media the views of any other committee member or on behalf of the committee.

Relational agreements: (how we want to engage with one another)

- Be curious, open, and be willing to disagree without being disagreeable.
- Be committed to building trust-based relationships.
- While intentions may be good, recognize impact of words and actions. Acknowledge when harmful and be willing to explore that.
- Take space/make space – if you are usually quiet challenge yourself to take more space, and if you usually talk a lot be mindful to make space for others to speak.
- Avoid jargon, acronyms, and industry language – use inclusive language that is accessible for people with varying inside knowledge.
- Speak from your own experience – use I statements rather than generalizations.

Representation and community engagement: (how we represent ourselves and engage with other community members)

- Our individual lived experiences and expertise as members of our diverse communities are valued and needed. Members commit to sharing this with DEQ and the committee.
- No minimum community engagement requirement for members. This will look different for each person or organization.
 - For some it could be built within their work, organizational goals, or personal commitments and for some it could be within other engagements and through various interactions. Some have done outreach and engagement to community prior to their role as a member of this committee and can share those experiences, documents, and feedback as appropriate.
 - Does not need to be formal engagement and can be as simple as a conversation with a neighbor.
- If there is a community event or opportunity where a member would appreciate DEQ support to engage in a conversation around or present on Community Climate Investments, DEQ can provide that.
- DEQ can provide surveys, social media content, other written content, translations, and collaborative thinking around groups and/or individuals to connect with.
- DEQ can provide speakers to come talk with the committee about a specific topic that the committee may be navigating (for example: carbon intensity of fuels, greenhouse gas reporting, environmental justice mapping efforts).

Committee Recommendations

Members of the committee do not have formal decision-making authority. Members can provide as much or as little feedback on a specific topic that they feel comfortable with. Feedback may be coming from a larger entity in the case that the member is also representing an organization. DEQ will seek to find consensus from committee members whenever possible when reviewing and providing recommendations on program decisions and materials, but all members will be encouraged to share their individual opinions. The committee's discussions will help inform DEQ staff as they make the final decisions related to CCI entities, workplans, projects, and reports. If there is 70% or more of the committee present, meeting discussions will continue. For example, 7 members present from a committee of 10 individuals.

Example recommendations that DEQ may request of the committee:

The Request for Proposals for Community Climate Investment Entities has closed and DEQ received 5 responses. DEQ comes to the members to share the proposal for selecting 2 of the 5 and is seeking recommendations on that proposal.

A CCI entity who is implementing projects to reduce greenhouse gas emissions needs to adjust their workplan due to an unforeseen issue. DEQ comes to the members with the proposal for changing the plan and is seeking feedback or recommendations for altering what has been proposed.

Projects have been proposed in four different communities throughout the state, DEQ comes to the members to seek recommendation on where geographically the projects should be focused.

DEQ comes to the members to seek recommendation on meeting frequency.

DEQ

DEQ is committed to making the most effective use of committee members' time by:

- Establishing clear committee member goals, meeting goals, timelines, and agendas.
- Starting and ending on time and ensuring the committee stay focused on intended outcomes.
- Encouraging robust dialogue while ensuring that all perspectives are heard.
- Ensuring participants adhere to committee agreements.
- Providing the support and resources members need to be prepared and empowered to represent themselves and any community of which they belong.
- Conducting outreach and engaging with environmental justice communities and supporting members with community outreach and engagement where desired.
- Tracking what type of engagement is happening and where.

Meetings

The committee will meet approximately six to eight times in 2023. Meetings are scheduled to be virtual and on Zoom with a call-in number provided. A draft schedule for upcoming meetings, along with meeting details, and materials will be posted on the [Equity Advisory Committee](#) webpage. Meetings will be posted on the DEQ [Calendar](#) and email notifications will be sent to people who are signed up for [Climate Protection Program updates](#).

The public is welcome to attend and listen to committee meetings. Committee members will determine whether and how to receive public comment.

Public Records and Confidentiality

Committee communications and records, such as formal documents, discussion drafts, meeting summaries and exhibits are public records and are available for public inspection and copying. DEQ does not assume responsibility for protecting proprietary or confidential business information shared during committee or subcommittee meetings. However, the private documents of individual committee members generally are not considered public records if DEQ does not have copies.