

CALIFORNIA AIR RESOURCES BOARD  
DIVERSITY and RACIAL EQUITY (DaRE) TASK FORCE CHARTER



The California Air Resources Board recognizes that each employee's unique experiences, perspectives, and viewpoints add value to CARB's ability to create and deliver the best possible service and technical assistance to our employees and stakeholders. Given that our individual social, economic, and cultural identities shape and influence our experiences and perspectives, CARB recognizes that the organization does its best work by ensuring diversity in our workforce across the various dimensions of social, cultural, and racial identity and by practicing inclusivity in how we work with one another.

October 2020

## MISSION

The California Air Resources Board (CARB) Diversity and Racial Equity Task Force (Task Force) strives to address, explore, educate, learn about, and respond to the diversity and inclusion needed to be an organization that serves ALL Californians.

## PURPOSE

The objective of the Task Force is to develop and advise the Executive Office on recommendations to substantially increase the diversity and racial equity of CARB's workforce at every level of the organization (entry through executive levels) and address biased systems and policies that have sustained this divide across races, gender, and other factors.

## OBJECTIVES

The Task Force will guide the work for increasing diversity, racial equity, and inclusion at CARB through the following objectives:

1. Create and Implement CARB's first Racial Equity Strategic Plan (a two-year plan)

Goals for the Racial Equity Strategic Plan:

- A. **Workforce Diversity and Racial Equity** – recruit from a diverse, qualified group of candidates to increase diversity of thinking and perspectives, while ensuring CARB's work force mirrors the people we serve.
  - B. **Workplace inclusion** – foster a culture that encourages collaboration, flexibility, and fairness that values all employees and enables them to contribute to their full potential, while increasing retention.
  - C. **Sustainability and accountability** – identify and breakdown any biased systemic barriers in CARB's policies and procedures to enable full inclusion by embedding the need for diversity in recruitment and hiring policies and practices, including promotional opportunities and equipping leaders with the ability to track diversity in the organization.
2. Provide input on organizational policies and procedures to address racial equity issues;
  3. Evaluate and recommend solutions to existing internal and external organizational inequities to ensure that racial equity and inclusion are addressed in existing policies and procedures;
  4. Inform and consult with employees and management regarding diversity and racial equity initiatives;

5. Ensure the maintenance and dissemination of best practices for diversity and inclusion in the organizational policies, training, hiring, promotion, and retention of employees;
6. Serve as a resource for guidance and consultation regarding racial equity and diversity issues for management and employees;
7. Disseminate information about ongoing professional development training around racism, diversity and inclusion, and bias for employees;
8. Seek regular feedback from employees to inform decision-making and understand opportunities for improvement of CARB's culture and environment;
9. Share the work of the Task Force with the Executive Office, management and employees through communications including but not limited to website, town hall, outside speakers (i.e. academic, political, other professionals, etc.), small groups, blogs and communication memos;
10. Periodically update the Board on the efforts of the Task Force; and
11. Collaborate across CARB on external efforts, as appropriate.

The Strategic Plan will be reviewed and updated, as needed.

## **LEADERSHIP AND REPORTING LINES**

The Task Force will have two initial co-chairs (Edna Murphy and Rajinder Sahota) who will report directly to the Executive Officer. Co-chairs will be responsible for coordinating and supporting Task Force meetings, including scheduling, preparation of materials, and meeting facilitation, following up on action items, managing website content, identifying demographic information of interest, regular informational updates, tracking and reporting results on work undertaken by the Task Force, liaising with the Executive Office, among other duties. Importantly, it is the responsibility of the co-chairs to ensure deadlines for deliverables and decisions for work originating from the Task Force are clearly set and met.

## **MEMBERSHIP**

The Task Force will be comprised of 21 members plus two co-chairs, for a total of 23. For the inaugural year of the Task Force, co-chairs will be appointed by the Executive Office from among staff who express interest in serving as co-chairs. One of the co-chairs will serve an 18-month appointment and the other a 24 month appointment. Thereafter, each new co-chair will serve for one year. Task Force members will be selected by the co-chairs and Executive Officer from among staff who express interest in participation, have approval from their supervisor when taking into consideration current workload needs, and consideration of the additional factors as presented below.

In general, committee membership should reflect a diversity of staff, taking into consideration:

1. Office locations;
2. Job Classifications;
3. Management and employees; and/or
4. Diversity in terms of race/ethnicity, gender identity, sexual orientation, age, disability, veteran status, socio-economic status, system-impacted individuals, etc.

In many cases, a single individual may hold multiple characteristics listed above. If more than 21 volunteers are interested in serving on the Task Force, the co-chairs will develop a process to select membership. If volunteer participation is insufficient and/or the membership does not effectively represent the diversity noted above, committee co-chairs will solicit additional members.

Attendance is expected for every meeting and will be tracked. If a member must be absent, they should communicate, in advance, to one of the co-chairs. In addition, full participation is expected of all task members. If a member feels that others are not contributing at the level expected, the concerned member should make an effort to first discuss it one-on-one with the member(s) in question. If the effort fails, the member may bring the concern to the co-chairs.

Due to the nature of our topics, there may be some very personal, emotional, and even passionate discussions; however, all members are expected to listen, hear, and show respect for all ideas, opinions, and perspectives that are presented. Regular Task Force meetings are not open to non-members unless agreed upon ahead of time through the co-chairs.

The Task Force Members will:

1. Gather information or do work outside of meetings to support the work of the Task Force;
2. Comment on draft proposals and ideas presented to the Task Force;
3. Provide input on meeting agendas and serve as meeting note takers;
4. Schedule and facilitate workgroup meetings.

Within the Task Force, all members and their voices are considered equal regardless of job classification. If consensus cannot be reached on an issue, a vote (by majority) will guide decisions and direction.

## **MANAGING TASK FORCE MEMBERSHIP**

For the inaugural Task Force, 10 members will serve a 12-month appointment and 11 will serve an 18 month appointment. Members will receive a survey or request for input to share their preference of service duration that will help show the split ratio at hand. Based on the results, we will incorporate adjustments if necessary and make a decision on final terms.

All second round and future appointments to the Task Force are for 12 months. Members may choose to end their appointment early, which would allow the co-chairs to identify a new Task Force member, as necessary. Task Force members may also be released from their appointment under the following circumstances:

1. No longer a CARB employee;
2. The supervisor request removal to ensure coverage of section, branch, or division work needs;
3. Conduct that is contrary to the Mission of the Task Force;
4. Become the subject of disciplinary action; or
5. Other actions that detract from or undermine progress the Task Force is trying to achieve.

The Executive Officer will make the final decision on the release of any active Task Force member. For good cause, the Task Force members may take a group vote to recommend to the Executive Officer the removal of another Task Force member. Any Task Force vacancies outside of the open recruitment periods will be filled by appointment by the co-chairs and with approval by the Executive Officer.

## **MEETINGS**

The task force will:

1. Meet bi-monthly for 60 minutes on 2 designated days of the month;
2. Hold additional meetings as needed depending on scope of activity/event/etc.; and
3. Record and post minutes for all regularly scheduled meeting on a dedicated website.