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 Yellow - Needs more discussion  
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## All Comments on Consultation Group Charter

	A	C	D	E	F	G	H
	Charter Section	Comment Number		Comment / Proposed Charter Change	Author	CARB Interpretation of Comment	CARB Recommendation
1							
2	Whole Charter Document	M2.1		Change: Use short url (such as bitly) to "print" shorter website addresses.	Dr. Anissa Heard-Johnson (Meeting #2)	Recommendation to make a printed version of the Charter more useful by spelling out (short) links.	CARB concurs with this recommendation and will include full urls.
3	Whole Charter Document	M2.2		Change: Specify time in terms of calendar or fiscal years. Please clarify "days" - is that business or calendar days?	Dr. Anissa Heard-Johnson (Meeting #2)	Recommendation to always refer to "business days" when designating timeframes.	CARB concurs with this recommendation.
4	A. Purpose	A1		I am concerned that the description of the mission of the Community Air Protection Plan (CAPP) reaches beyond the scope of the enabling statute, and that it is not consistent with the program's focus as described on CARB's CAPP website. I believe it should be deleted from the draft Charter. In particular, language that emphasizes enabling of equity and environmental justice "by centering and prioritizing the most disproportionately impacted communities' needs," and the statement that the CAPP "roots implementation of Blueprint 2.0 in an equity-centered approach" are adapted from Blueprint 2.0 and the People's Blueprint, not from AB 617. Health and Safety Code Section 44391.2 (b) establishes the primary purpose of the CAPP as "reduce[ing] emissions of toxic air contaminants and criteria air pollutants in communities affected by a high cumulative exposure burden". This is an instance where more recently established policy objectives may conflict with statutory requirements, increasing the likelihood of setting unsustainable expectations and distracting CARB, the air districts, the CG, and CAPP stakeholders from the primary objective of achieving emissions reductions in communities selected for AB 617 implementation.	Christine Luther Zimmerman	Concern that the Program's mission <i>overreaches the statute</i> and may not be consistent with Program's focus as stated on the website.  Recommendation to use AB 617 language directly rather than the given mission statement.	CARB disagrees with the assertion that the Charter's mission language exceeds the scope of AB 617. AB 617 directs CARB to focus on communities with high cumulative exposure burdens, which inherently centers the needs of the most disproportionately impacted communities. Further, AB 617 directs CARB to consult with a range of stakeholder categories, including environmental justice organizations. Equity and community partnership are foundational to the program and are reflected in both the statute and the Blueprint 1.0 and 2.0 frameworks developed through extensive public engagement. Additionally, CARB has found through implementing the Community Air Protection Program, centering and prioritizing the needs of the most impacted communities is not a distraction, but an essential element of building trust with communities and collaborating to develop locally-tailored lasting solutions.
5		A2		The footnote 1 is hard to see	Mary Elizabeth	Recommendation to reformat footnote.	CARB will improve visibility of footnotes.
6	B. Background	B1		Missing acknowledgement of CSC membership in 2nd paragraph (they should not be grouped as "other interested stakeholders").	Walter Shen	Recommendation to <i>parse out CSC membership</i> as part of the list of representatives for consultation.	AB 617 statutes do not specify the creation of the "CSC", instead it called for "Consult with, and receive input from, the public, communities recognized by the state board as disadvantaged, and other stakeholders." In the first iteration of the CG, "CSC Membership" was not a defined group when considering membership. The CG was actually formed prior to the formation of most CSCs. Suggestion to leave text as it is in draft, or acknowledge that now CSC members are a required group in the CG.
7		B2		The footnote 23 but I did not find 3 and thank you for the link to amendments.	Mary Elizabeth	Recommendation to visually realign footnote to repair footnote "23".	CARB concurs with this recommendation.
8		B3		The link to the People's Blueprint is good but a footnote with the actual url would be better.	Mary Elizabeth	Recommendation to <i>add full url</i> address.	CARB concurs with this recommendation.
9		B4		I imagine that there were comment letters submitted and wonder where this history is located - if no comment letters were submitted	Mary Elizabeth	Request for access to <i>BP2.0 public comments</i> . Include link to BP2.0 public comment docket. Below is link to comment docket; we also produced a summary. ( <a href="https://www.arb.ca.gov/lispub/comm/iframe_bccommlog.php?listname=ab617blueprint2.0">https://www.arb.ca.gov/lispub/comm/iframe_bccommlog.php?listname=ab617blueprint2.0</a> )	CARB concurs with this recommendation.
10		B5		<i>Add:</i> Add a historical framing on the environmental justice (EJ) movement in California. <ul style="list-style-type: none"> <li>o Assembly Bill (AB) 617 did not emerge in isolation and was not universally embraced.</li> <li>o Emphasizes persistence and the importance of aligning with community voices and recognizing those not in the room.</li> <li>o Some of the people here were not in this space in the early 2000s, who are still active, acknowledge the struggle, and things take time.</li> <li>o Include the timeline of the Environmental Justice (EJ) movement</li> </ul>	From Notes: Rodney Andrews, Dr. Jonathan London, Mary Valdemar (Meeting #2)	Recommendation to include more background information describing EJ in CA over time, recognizing founding and continuing advocacy efforts.	CARB concurs with this recommendation, and will work with the ad hoc to scope the size of the background section and language should be included to capture these elements.

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11		B6		<p><i>Change:</i> As part of the Background, include an origin story related to EJ. What is suggested needs to be broader</p> <ul style="list-style-type: none"> <li>o how the program was started.</li> <li>o Who was involved in the first Consultation Group (Consultation Group) as part of the origin and background. Ensure everyone who was involved is included.</li> <li>o Blueprint 2.0 (BP2.0) speaks to the work of the first Consultation Group...to ensure everyone who was involved is not left out.</li> </ul>	From Notes: Tim Carmichael, Dr. Anissa Heard-Johnson, Mary Elizabeth, Co-Chair Diane Takvorian (Meeting #2)	Recommendation to include more origin information about CAPP development and the people who were involved.	CARB concurs with this recommendation. (Additional information might be placed in an external, publicly available website -see next comment.)
12		B7		<p><i>Add:</i> If an EJ background webpage is in existence or created, include a link that could be embedded in the draft charter document. (Note: suggested CG Ad Hoc and/or Dr. London to help craft language.)</p>	From Notes: Mary Valdemar, Dr. Rebecca Skinner, Dr. Jonathon London (Meeting #2)	Recommendation to refer the reader to a website with additional EJ and CAPP origin information.	CARB will add relevant existing agency and other government websites to embed in the draft background section.
13	C. Disclaimers	C1		Nothing in this document will be construed to prevent the Consultation Group from taking timely action to fulfill its obligations as described in Sections E Goals and G Roles and Responsibilities? Not sure where else obligations are defined.	Mary Elizabeth	Request to define CG "obligations" or point them out as such within the document.	CARB will clarify where legal obligations are in the charter.
14		C2		Change: Fix typo in proposed language.	From Notes: Mary Valdemar (Meeting #2)	Improve readability of sentence.	CARB did not identify any typos in this text, but agrees the second sentence should be improved for readability.
15	D. Conflicts of Interest	D1		The internet link requirements that apply to advisory committee members works but there should also be a footnote with the actual url <a href="https://ww2.arb.ca.gov/sites/default/files/2022-11/Final%20-%20CARB%20Advisory%20Committee%20Transparency%20Requirements%20-%2010.19.2022.pdf">https://ww2.arb.ca.gov/sites/default/files/2022-11/Final%20-%20CARB%20Advisory%20Committee%20Transparency%20Requirements%20-%2010.19.2022.pdf</a>	Mary Elizabeth	Request to <i>add full url</i> address.	CARB concurs with this recommendation.
16		D2		Add: Conflict of Interest Disclosure. The question was asked, "Can a conflict of interest be disclosed to the rest of the Members?" CARB senior attorney Dana Grubaugh responded that it really depends on the context, and that CARB can look into this further if it arises.	[AUTHER(S)] (Meeting #2)	Request to add language to the Charter that says conflicts of interest will be announced when appropriate.	Under the Bagley Keene Open Meeting Act and related FPPC regulations, it's standard practice for members of state bodies to publicly disclose conflicts of interest when they arise on specific agenda items. CARB will insert language clarifying how members should consider the context and decide if that conflict must be announced to the CG in public.
17	E.1 Consultation Group Goals	E1.1		CG AD Hoc proposed language, recorded in the Charter document.			
18	E.2 CARB Goals	E2.1		CG AD Hoc proposed changes, recorded in the Charter document.			
19	F.1 Number of Members	F1.1		A 24-hour notice to CARB should be sufficient for an Alternate to participate. At times, last-minute coverage is necessary, and requiring a 14-day advance notice is too restrictive. This could result in unnecessary unexcused absences due to unforeseen circumstances.	Janice Lam Snyder	Recommendation to reduce the lead time for alternate participation in place of primary down to <i>24 hours</i> .	Under Bagley-Keene for CARB to give at least 24 hours notice identifying anyone who will be attending remotely. (See GC 11123.5(d).) So if an alternate will attend, and they will be remote, CARB needs to be notified to update the website more than 24 hours in advance. If we shorten from 14 days, CARB recommends members to confirm attendance and whether they will be remote at least 3 business days before the meeting.

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20		F1.2		CARB has approved a new CG membership consisting of 28 members - 11 more members than were appointed to the original CG. Several of these additional seats have been assigned to representatives of "consistently nominated communities" (CNCs), designated in Section F.2 as a new category of representation. However, the draft Charter is silent on the appropriate balance of membership to ensure that all stakeholder perspectives are fairly represented on the CG. While I recognize CARB's intent to expand community representation consistent with Blueprint 2.0 objectives, this expansion, coupled with the community and environmental justice representation carried forward from the inaugural CG, has the potential to further minimize the ability of the few business and industry voices remaining on the CG to advocate effectively. I recommend that CARB clarify for purposes of future solicitations and recommendations for appointment to the CG (Section F.3), including for replacement of members who choose to resign pursuant to Section F.6 or are removed pursuant to Section F.8, that the additional seats designated for CNC representatives are available to community residents, community-based organizations located in a CNC, or to representatives of local businesses and industries.	Christine Luther Zimmerman	Concern about the "appropriate balance of membership to ensure that all stakeholder perspectives are fairly represented on the CG" and that business/industry representation is out of balance, causing their advocacy to be ineffective for the CAPP.  Recommends that future open seats be designated for community residents, community-based organizations located in a CNC, or representatives of local businesses and industries.	In section F2, CARB is proposing the following language to address this concern: "CARB will strive to maintain the existing balance of representation from the categories within the membership but maintains the discretion to make final decisions about the needed expertise of new members."
21		F1.3		Not sure why there is a 14 day advance notice if a Consultation Group Member Alternate will be filling in. Are there any time limits for Members without Alternates to contact CARB?	Mary Elizabeth	Recommendation to ensure the <i>fairness of the "14-day advanced notice"</i> requirement between members with alternates and those without one.	Under Bagley-Keene for CARB to give at least 24 hours notice identifying anyone who will be attending remotely. (See GC 11123.5(d).) So if an alternate will attend, and they will be remote, CARB needs to be notified to update the website more than 24 hours in advance. If we shorten from 14 days, CARB recommends members to confirm attendance and whether they will be remote at least 3 business days before the meeting.
22		F1.4		Change: Proposal to shorten Member attendance confirmation from 14 days to 3 business days.	notes Janice Lam Snyder (Meeting #2)	Recommendation to change the advanced attendance notice requirements to only 3 business days.	Under Bagley-Keene for CARB to give at least 24 hours notice identifying anyone who will be attending remotely. (See GC 11123.5(d).) So if an alternate will attend, and they will be remote, CARB needs to be notified to update the website more than 24 hours in advance. If we shorten from 14 days, CARB recommends members to confirm attendance and whether they will be remote at least 3 business days before the meeting.
23		F1.5		Add/change: There needs to be a robust orientation, intake, and onboarding for new Consultation Group members. A group changes when a new member joins the group. Everyone has a different origin story. Encourage mindful onboarding of new members, with a trauma-informed lens, to enable their contribution. CARB staff suggest intentionally adding onboarding to the Charter.	Notes Dr. Anissa Heard-Johnson, Rodney Andrews, CARB Deldi Reyes (Meeting #2)	Recommendation to specify an orientation process in the Charter that includes providing CG background information.	CARB concurs and will add draft language to the charter about an orientation process for new members. (Added to section F4)
24	F.2 Qualifications of Members	F2.1		6th bullet point should be updated to "Community Air Protection Program Community Steering Committee Members"	Walter Shen	Suggestion to add " <i>members</i> " to the end of 6th bullet so as not to include the entire CSC.	CARB concurs with this recommendation.
25		F2.2		Of the 28 members there should be at least 1/4 that should be living in affected communities.	Mary Elizabeth	Suggestion to <i>designate CG representation at a minimum of 25% of people from an affected community</i> .	CARB does not feel this is feasible to implement at this stage. The membership has already been seated, and implementing now would have real workability challenges. Additionally verifying and monitoring where members live poses another challenge. CARB assumes the process established in most charters for ensuring participants live or work within the selected community boundaries ensure the membership represents the perspectives and experiences from those communities.
26		F2.3		Section F.2 should include language that expressly reserves seats on the CG for the various stakeholder categories, including business and industry representatives. For example, the current draft language in Section F.2 could be revised to stipulate that "Consultation Group Members must have representation from each of the following stakeholder groups while prioritizing representation from communities with the highest toxic air contaminant and criteria air pollutant exposure burdens."	Christine Luther Zimmerman	Recommendation to make <i>explicit the number of seats reserved for each representative category</i> .	CARB is proposing the following language to address this concern: "CARB will strive to maintain the existing balance of representation from the categories within the membership but maintains the discretion to make final decisions about the needed expertise of new members."

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27		F2.4		Change: Update the draft charter to include Academia and "community science" consistent with the website	Meeting #2 notes Dr. Rebecca Skinner	Ensure the description of CG member categories of representation are consistent between the Charter and the CG website.	CARB concurs, and will revise the Charter and website to be consistent and say "Academia and Community Science"
28		F2.5		Add: Group turnover considerations. As there is turnover in the group, there is nothing in place to ensure that a replacement member in a certain category will cover the same category.	Meeting #2 notes Tim Carmichael, Christine Zimmerman	Recommend assigning seats to specific membership representation categories.	CARB is proposing the following language to address this concern: "CARB will strive to maintain the existing balance of representation from the categories within the membership but maintains the discretion to make final decisions about the needed expertise of new members."
29	<b>F.3 Solicitations and Recommendations for Appointment</b>	F3.1		Spell out how many California regions and quantify prioritization of representation from communities with the most significant exposure to air pollution.	Mary Elizabeth	Recommendation to <i>make explicit the number of seats reserved for each representative category and for each California region.</i>	CARB does not feel this is feasible to implement at this stage. The membership has already been seated, and implementing now would have real workability challenges. Additionally verifying and monitoring where members live poses another challenge. CARB assumes the process established in most charters for ensuring participants live or work within the selected community boundaries ensure the membership represents the perspectives and experiences from those communities.
30	<b>F.4 Appointment</b>	F4.1		Add: Would like to see geographic areas represented in member appointments to capture regions with different air quality concerns and priorities.	Mary Elizabeth (Meeting #2 Notes)	Recommendation to ensure geographic and situational diversity within the membership.	CARB does not feel this is feasible to implement at this stage. The membership has already been seated, and implementing now would have real workability challenges. Additionally verifying and monitoring where members live poses another challenge. CARB assumes the process established in most charters for ensuring participants live or work within the selected community boundaries ensure the membership represents the perspectives and experiences from those communities.
31		F4.2		Add: On Representation. Need to have an infrastructure for Consultation Group representatives to have a space in the CSC meetings. Questions around this idea included, "How are we preparing people to be represented from the categories listed? How are we preparing people to be representative of those communities? Do we have expectations that they speak to their community members? Do we have expectations that they will go back and get feedback from them?"	Meeting #2 notes Dr. Anissa Heard-Johnson	Recommend that members understand what is expected of them as they represent an assigned category of interest.	CARB concurs, and addressed these with changes in Section E Goals that CG members developed, in adding the onboarding description in Section F.4 Appointment, and in Section G.4 Member Expectations.
32	<b>F.5 Term of Appointment</b>	F5.1		1. Add number of meetings - in the 4-year term there are "up to" 12 meetings	Walter Shen	Recommendation to <i>specify the total number of meetings over the full term.</i>	The charter specifies in section <i>H.4 Meeting Frequency and Dates</i> the Consultation group will meet 3 times per year. Because the total number of meetings may change over the 3 years, CARB does not feel it necessary to articulate the total number of meetings.
33		F5.2		2. Why is the term 4 years? Why not align to the timing of top goals for BP 2.0? Having a rational term to align with goals would manage expectations from members.	Walter Shen	Recommendation to <i>align the term length with Blueprint goals.</i>	Blueprint 3.0 will be updated in 2028 and the members terms will conclude in June of 2029. The rationale for this timing was to ensure the end of the terms of consultation group was not at the same time as the due date for the due date of the new Blueprint. The charter does clarify members can step down anytime and be replaced.
34		F5.3		Provide reasoning for/explain length of term	Stephanie Ng	Recommendation to explain the <i>term length</i> in the Charter.	CARB concurs, and proposes the following language can be added: "The four-year term length was established to ensure the term went beyond Blueprint 3.0 deadline. The Blueprint will be updated in 2028 and the members terms will conclude in June of 2029."

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35	F.6 Resignation	F6.1		Recommend to add statement that if member is no longer w/ air agency, business or community or other categories of Section F.2, they should automatically resign or forfeit position.	Walter Shen	Recommendation to specify <i>agency and business members must resign or be removed if they are not in continued employment by their representative agency/industry</i> as indicated on their application.	CARB concurs and will add, "If a member no longer has an affiliation that qualifies for the CG, the member will be removed."
36		F6.2		Add: Add more details and the process to resign in charter, including the CARB position title of the person(s) to contact	Meeting #2 notes Rodney Andrews, Arsenio Mataka	Recommendation to include details in the process for resignation.	CARB will insert language clarifying the process for members about how and who to contact when resigning.
37	F.7 Absences	F7.1		A 24-hour notice to CARB should be sufficient for an Alternate to participate. At times, last-minute coverage is necessary, and requiring a 14-day advance notice is too restrictive. This could result in unnecessary unexcused absences due to unforeseen circumstances.	Janice Lam Snyder	Recommendation to reduce the lead time for alternate participation in place of primary down to <i>24 hours</i> .	Under Bagley-Keene for CARB to give at least 24 hours notice identifying anyone who will be attending remotely. (See GC 11123.5(d).) So if an alternate will attend, and they will be remote, CARB needs to be notified to update the website more than 24 hours in advance. If we shorten from 14 days, CARB recommends members to confirm attendance and whether they will be remote at least 3 business days before the meeting.
38		F7.2		I think there are about 4 meetings in a year (16 meetings per term) and I think if absent twice in the term without an excused absence AND less than 14 days (why not 7 days?) should be removed. A person could serve in the position and miss every other meeting for their term and not be removed seems like that position would not be well represented.	Mary Elizabeth	Recommendation to change the number of <i>absences allowed to 2/term</i> (rather than consecutive) and to <i>reduce the days in advance to grant an "excused absence" to 7</i> .	CARB recommends the language be amended to "two consecutive meetings without good cause, or two meetings in one year."
39		F7.3		Maybe change: Question regarding attendance - "If circumstances change, my plan is to attend, when originally, I could not. Will that count as an absence?" CARB staff response, "No."	Meeting #2 Notes Ryan Hayashi	Recommendation to include clarifying language about when absences can be excused.	CARB recommends the following language be added, "If a Consultation Group member or their alternate attends a meeting, after previously reporting that they would not, that member (or their alternate) may be counted as present once their attendance is publicly announced."
40		F7.4		Change: Caution on use of "consecutive meetings". This phrasing did not work and was used as an attendance loophole with inconsistent meeting attendance, so this language should be removed. CARB staff responded that this topic can be discussed in an ad hoc setting to ensure that an allowable number of missed meetings per year.	Meeting #2 Notes Belen Leon-Lopez	Recommendation to add language about number of meeting that can be missed overall (in addition to consecutive meetings).	CARB concurs, and will add language clarifying the removal process.
41		F7.5		Change: Automatic removal due to absence. Clarify how automatic removal would apply if absences are due to alternate or primary members.	Meeting #2 Notes Ryan Hayashi	Recommendation to clarify how the presence or absence of an alternate will impact the process for removal due to unexcused absences.	CARB concurs, and will add language clarifying the removal process.

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42	<b>F.8 Removal</b>	F8.1		Here the two consecutive meeting absences (not including an excused absence) is in a calendar year. I think the consecutive term should be removed given the infrequency of meeting and that an excused absence is not required with 14 days advance notice.	Mary Elizabeth	Recommendation to <i>remove "consecutive" from the attendance requirements</i> due to the infrequent CG meetings.	CARB concurs and has proposed language to clarify.
43		F8.2		As there is a reference to authorized by law there should be a footnote explaining these laws. Thank you for specifying that a policy position in conflict does not constitute reasonable cause.	Mary Elizabeth	Recommendation to <i>add a footnote to describe the meaning of this:</i> "...consider for approval removing a Consultation Group Member for any reason authorized by law..."	CARB concurs with this recommendation.
44		F8.3		Members can be removed by the Board based on a two-thirds vote of the CG for "reasonable cause," defined as failure to meet the GC membership requirements in Section G.3. This section stipulates that "reasonable cause" does not include any policy position taken by the member, but there is room for interpretation of the Section G.3 requirements, particularly the requirement that members "not engage in any behavior that is "discriminatory, or harassing as defined under CARB's Workplace Violence Prevention Program and its Civil Rights Policy." I recommend that CARB provide additional guidance to the CG regarding compliance with these policies, including case studies, to establish a clear and consistent understanding of the kinds of behaviors that could be considered grounds for removal from the CG. Given the expansion in CG membership to include representatives of CNCs, and how that action will change the balance of representation among stakeholder categories, it is essential that all CG members have a clear understanding of how this authority should be exercised.	Christine Luther Zimmerman	Recommendation to <i>make clear what "reasonable cause" means</i> and to <i>provide guidance on how to comply</i> with the Workplace Violence Prevention Program and its Civil Rights Policy. Request to <i>provide case studies to help exemplify</i> .	CARB concurs and propose to send out the policies to members and provide a link to the CARB discrimination reporting process.  CARB does not feel it is necessary to develop case studies, but if there are further questions about what constitutes "discriminatory, or harassing as defined under CARB's Workplace Violence Prevention Program and its Civil Rights Policy," these questions can be sent to CARB legal staff for further clarification.
45		F8.4		The term 'reasonable cause' is not defined.	Y'Anad Burrell	Recommendation to <i>define "reasonable cause"</i> .	The criteria defining "reasonable cause" is defined as not meeting consultation group requirements in section G.3
46		F8.5		Change: Questions regarding removal included, "How does the category a person is identified with change when people transition jobs? How does the charter deal with people's changes in life? Does the position stay with the entity?" [Arsenio Mataka] CARB response, "Yes, the charter will reflect that the membership is tied to the organization. If one leaves that organization, then we need to revisit. This is covered in F6.1" [CARB Deldi Reyes]	Meeting #2 notes Arsenio Mataka	Recommendation to define the process and impact when a there is a change to member's representation category, such as change in their employment, residence, or association.	CARB concurred in meeting #2 with a recommendation for section F.6 on resignations, that, "a member no longer has an affiliation that qualifies for the CG, the member may be removed."
47	<b>F.9 Alternates</b>	F9.1		I agree with the existing language regarding the appointment of alternates by the Board or Executive Officer. However, I recommend extending the appointment period to allow alternates to be appointed up until the third meeting session of the new year. This adjustment would provide additional flexibility and ensure that new alternates can be integrated at the beginning of the year when participation and scheduling changes often occur.	Rodney Andrews	Recommendation to <i>allow primary members to designate an alternate member beyond the initial Board appointment</i> , suggests until the third meeting.	Alternates can be established at any time. The only requirement is that the alternate meets the same requirements of primary members. Alternates can be proposed by members, but must be appointed by the Board or EO.
48		F9.2		There should be a provision that allows an Alternate to resign without affecting the appointed Member and for a Member to recommend that their Alternate be removed.	Mary Elizabeth	Recommendation to <i>specify the process of Alternate resignation</i> [and replacement].	CARB concurs, and suggest alternate resignations to the charter using a version of language below: <b>Alternate Resignation</b> An Alternate may resign independently of their Primary Consultation Group Member. To resign, the Alternate must submit a written resignation notice to the Primary Member, the Co-Chairs and CARB Staff.  The resignation will take effect on the date specified in the resignation letter, or no later than ten business days after submission if no date is specified. The resignation of an Alternate does not affect the appointment or term of the Primary Member.  A Primary Member may also recommend that their Alternate be removed by submitting a written request to CARB staff. CARB staff will review the request and determine whether to recommend a replacement Alternate to the Board or Executive Officer, consistent with Section F.4.

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		F9.3		Change: If unable to attend the meeting, request that the Member send their alternate. Include the capability to adjust to unforeseen circumstances, such as a family member's loss.	Meeting #2 notes	Recommendation to describe how excused/unexcused absences apply to alternates and consequently impact the primary member's status.	CARB concurs and has added language to clarify an unexcused absence and the process related to removal due to absences.
49		F9.4		Request to reopen the application process to allow an alternate member. [Rodney Andrews] To clarify that point [about adding a new/changed alternate], once someone is identified, would they need to apply? [Co-Chair Diane Takvorian] Yes, the CARB Board generally has monthly board meetings. CARB staff will develop a timeline and share it with the Consultation Group. [CARB Deldi Reyes]	Meeting #2 notes Mary Valdemar, CARB Deldi Reyes, Rodney Andrews, Co-Chair Diane Takvorian	Recommendation to specify how a primary member can request a change or add a new alternate member, how that member can apply, and get approved by the Board, and the length of time required for this process.	CARB concurs, and will add language to the charter specifying the process for how to contact CARB to request a change of alternate designation. CARB staff will group alternate changes as needed, and share a timeline for updating alternates that aligns the Board's calendar in Consultation Group meetings.
50		F9.5		Questions arose about alternate members. If a Consultation Group does not have an alternate specified, it is not too late to add one. CARB staff should be notified if an alternate is needed, as their addition requires Board approval.	Meeting #2 Notes CARB Deldi Reyes, Cassie Lopina	Recommendation to define a process of adding a new or changed alternate.	CARB concurs and has added, "Alternates can be established at any time by recommendation of a primary member to a CARB staff liaison, then following the current application processes. For qualified applicants, CARB staff will provide a timely response with an anticipated timeframe for Board or EO appointment consideration."
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1	Charter Section	Comment Number		Comment / Proposed Charter Change	Author	CARB Interpretation of Comment	CARB Recommendation
52	<b>G.1 Co-Chairs</b>	G1.1		Just like the Member's responsibility to keep the Alternate informed there should be a similar requirement for an Alternate Co-Chair to be kept informed.	Mary Elizabeth	Recommendation to provide language that <i>Co-Chairs will keep each other informed.</i>	In the event that one Co-Chair is unable to attend a Consultation Group meeting, CARB will keep them informed of meeting details, action items, and any relevant updates to ensure continuity in facilitation and leadership.
53		G1.2		Will there be a contractor facilitator at each meeting?	Mary Elizabeth	Question about potential contracted facilitation.	Section G.5 specifies, "Neutral third-party facilitation and language access services for Consultation Group meetings may be provided, consistent with the law and available resources." CARB does not currently have a facilitation contract in place for 2026, but if the need arises, it is something that could be considered in the future.
54		G1.3		It is a good practice to have a contracted facilitator. Consider a co-host relationship for facilitation.	Meeting #2 notes Dr. Jonathan London	Recommendation to hire a third-party facilitator for the meetings.	Response recorded in the notes: The State and CARB face budget challenges, and CARB does not want to bring on a facilitator for only a few months (due to the contract ending in Spring). CARB is trying to balance its resources and not be disruptive to the meeting dynamic. [CARB Deldi Reyes]
55		G1.4		Consider a co-host relationship for facilitation.	Meeting #2 notes Mary Valdemar	Recommendation to consider assigning members as co-hosts to help facilitate meetings.	
56	<b>G.2 Lead Members</b>	G2.1		It states 'if resources allow' then up to 3 consultation group members can work with the Co-Chairs. Without the voice of consultation group members working with the co-chairs, it can become a monolithic environment. Resources need to be there so there is a community voice.	Y'Anad Burrell	Concern that <i>resource constraints are not appropriate</i> for this case because CG members need be involved with agenda-setting.	CARB concurs to remove the language "if resources allow" from G.2.
57		G2.2		This section specifies that no more than three CG members may participate with co-chairs and CARB staff (and potentially a facilitation team) in agenda setting and work planning. The process for identifying those members is described as "ad-hoc," based on who volunteers, but the draft Charter also limits this "lead member" status to one time per year. While I appreciate CARB's desire to engage more CG members in agenda setting and work planning by rotating the lead member role, the final Charter should include an exception for the same individual(s) to serve in this capacity more than one time per year if other members do not volunteer, as was the case for many of the prior CG planning meetings.	Christine Luther Zimmerman	Concern that <i>limiting member participation in agenda-setting to once/year will be ineffective</i> if the volunteers do not provide enough variety.  Recommendation to <i>provide language for more flexibility.</i>	CARB concurs with adding the language "... unless there are no other CG members available as a lead."
58		G2.3		Add: Add information on the process of agenda setting to the charter. It is important and not all of the Consultation Group can comment on the agenda.	Meeting #2 notes Ryan Hayashi	Recommendation to detail about the agenda-setting process, including with ad hoc, beyond who is involved.	CARB concurs and has added language to clarify.
59	<b>G.3 Member Requirements</b>	G3.1		Have I taken the ethics training provided by CARB Staff? - if so there should be a reference to what that training entails.	Mary Elizabeth	Recommendation to make explicit and <i>reference the provided ethics training.</i>	CARB concurs, and will provide CG members with "ethics training" access outside of charter language.
60		G3.2		There should be a footnotes to CARB's Workplace Violence Prevention Program and its Civil Rights Policy.	Mary Elizabeth	Recommendation to <i>add a footnote referencing the Workplace Violence Prevention Program and its Civil Rights Policy.</i>	CARB concurs, and can add link and/or footnote with url written out.
61		G3.3		Footnote to Government Code Section 87104.	Mary Elizabeth	Recommendation to <i>reference in a footnote Government Code section 87104.</i>	CARB concurs, and can add link and/or footnote with url written out.
62		G3.4		Looking again at F.8 if removal of a Primary Member also include their Alternate then there should be a reference in F.8 that the Alternate will be removed with the Primary Member. Continue thought that 2 meetings in a year without 14 days notice and an excused absence should warrant removal.	Mary Elizabeth	Recommendation that section F.8 should refer to this section, G.3 and <i>make clear that an Alternate would be removed along with [resignation] or removal of the Primary member.</i>	CARB recommends leaving this discretionary. There are many circumstances a member may need to step down, and the alternate may assume the role of the primary membership role in some circumstances.

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63		G3.5		Add: G3 bullet 1, "provide true and accurate information"; failure to do so can result in the removal of the group. Consider adding a clause stating that a member will not engage in willful misrepresentation of qualifications to cover someone who forgot to note something in their past, such as a prior job, in their application. As written, concern about the materiality of the true and accurate information.	Meeting #2 notes Cassie Lopina	Concern about providing true and accurate information to the CG or in their application.	CARB concurs and will add the language: "and failure to do so can result in the removal from consideration for or membership on the Consultation Group. " to the end of the first bullet in G3.
64		G3.6		People who can serve on the agenda setting committee should be a member who attended the meeting prior. This is ideal for the continuity of the meeting, and we want members to volunteer. [Janice Lam Snyder, [CARB Deldi Reyes]	Meeting #2 notes Janice Lam Snyder, CARB Deldi Reyes	Concern that people involved in setting agenda are actively engaged and aware of CG priorities.	CARB thinks this concern is covered in Section G.2, that states "Lead members will be identified on an ad hoc basis at each meeting based on members who volunteer to staff during the meeting."
65		G3.7		Change: On page 27, the 4th bullet says, "Not engage in any behavior that is violent, discriminatory, or harassing as defined under CARB's Workplace Violence Prevention Program and its Civil Rights Policy." It should be clear that direct actions are sometimes labelled as violent. The definition of violence is very specific. Suggest stating that political action and political activism should not be defined as violent.	Meeting #2 notes Mary Valdemar	Recommendation to exclude political action and activism from the definition of "violent" under the Workplace Violence Prevention Program.	CARB will email all members, and new members, a copy of CARB's Workplace Violence Prevention Program and it's Civil Right's Policy, which clearly dilineate what is and is not considered workplace violence.
66	<b>G.4 Member Expectations</b>	G4.1		Failure to follow Member Expectations constitutes grounds for removal?	Mary Elizabeth	Recommendation to <i>consider adding</i> , "Failure to follow Member Expectations constitutes grounds for removal."	CARB concurs, and can add the language "failure to follow Member Expectations may result in removal."

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67	G.5 CARB Staff	G5.1		Add: CARB should make all reasonable efforts to schedule dates that will accommodate as many consultation members as possible.	Janice Lam Snyder	Recommendation to add a responsibility to <i>accommodate CG members' availability</i> when scheduling meetings, to the extent possible.	CARB concurs, and can add the language, "CARB staff will make reasonable efforts to schedule meeting dates that will accommodate as many consultation group members as possible."
68		G5.2		Consistent with agenda setting requirements in Section H.6, to promote CG effectiveness, and to respect the substantial time commitment of CG members, Section G.5 should specify that CARB staff are responsible for ensuring that the CG agenda and discussion of agenda items during CG meetings remains within the scope of the statute. This section should also direct CARB staff to interject in the planning process or CG discussions as necessary and advise CG members on how best to realign those activities with AB 617 requirements.	Christine Luther Zimmerman	Recommendation to add a responsibility to ensure <i>agenda topics fall within CAPP statutes</i> .  Also, to hold staff responsible for ensuring CG member discussions are focused on CAPP statutory matters, realigning when topics veer away.	CARB concurs with this comment and has added language to this section for clarity, noting that this concern is also addressed in Section E.2 CARB's Responsibilities to Support the Consultation Group.
70	H.1 Quorum	H1.1		Please provide reference to Bagley-Keen Open Meeting Act.	Mary Elizabeth	Recommendation to <i>reference B-K language</i> .	CARB concurs, and will add footnote to B-K Open Meetings Act. <a href="https://oag.ca.gov/system/files/media/bk-open-meeting-act-guide-2024.pdf">https://oag.ca.gov/system/files/media/bk-open-meeting-act-guide-2024.pdf</a>
71		H1.2		Question on quorum, the CARB Board requires a quorum in person; others can be online. Is there anything for advisory committees in person or virtual? [Co-Chair Diane Takvorian] There are separate statutes for a State body, like the board and an advisory group, under the Bagley-Keene Act, such as this group. For advisory committees, we do not need a majority to be in-person. [CARB attorney Dana Grubaugh] an advisory group, under the Bagley-Keene Act, such as this group. For advisory committees, we do not need a majority to be in-person. [CARB attorney Dana Grubaugh]	Meeting #2 notes Co-Chair Diane Takvorian	Recommendation to specify the in-person versus virtual breakdown to meet the B-K quorum requirements.	CARB concurs and proposes the following language for clarity, "...meetings will occur when a quorum of members are present, either in person or by teleconference, as long as at least one member of the Consultation Group is present at the location specified in the notice of the meeting."
72	H.2 Open Meetings	H2.1		Please clarify the difference between an ad hoc committee not subject to open meeting requirements for purpose of agenda preparation and subcommittee state body <a href="https://oag.ca.gov/system/files/media/bk-open-meeting-act-guide-2024.pdf">https://oag.ca.gov/system/files/media/bk-open-meeting-act-guide-2024.pdf</a> If not communicating as a smaller subcommittee a "group" of members less than a quorum can communicate with Staff in compliance with Open Meeting rules?	Mary Elizabeth	Recommendation to provide clarity/definition of an <i>"ad hoc" committee versus and a "subcommittee"</i> and clarify the situations when it is in B-K compliance for a small group of CG members to communicate with CARB staff.	CARB will add a footnote with a link to AGO's Bagley-Keene website: <a href="https://oag.ca.gov/open-meetings">https://oag.ca.gov/open-meetings</a> , and clarify the ad hoc process is described in Section G.2 Lead Members.

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73	H.3 Meeting Agreements	H3.1		CG AD Hoc proposed language, recorded in the Charter document.		For discussion	
74	H.4 Meeting Frequency and Dates	H4.1		1. The three meetings shall be scheduled for no less once every four months: a. January - April b. May - August c. September - December.	Walter Shen	Recommendation to <i>add timeframes for meetings</i> - to ensure they are spread throughout the year.	CARB recommends to retain flexibility to ensure times that work for the membership and don't conflict with the many other program meetings happening across the state.
75		H4.2		2. Meetings will be scheduled on the day of the week for the amount of time - Inclusion of information about how long the meeting shall be, inclusion of amount of time.	Walter Shen	Recommendation to include possible <i>meeting days and length of meetings</i> .	CARB recommends to retain flexibility to ensure times that work for the membership and don't conflict with the many other program meetings happening across the state.
76		H4.3		3. New Consultation Group members are expected to participate in an onboarding process prior to their first meeting; that process would be scheduled and facilitated by CARB staff.	Walter Shen	Recommendation to add that CARB staff will design and facilitate <i>onboarding of new CG members</i> .	CARB concurs, and added language that CARB staff will be responsible for onboarding new CG members to Section F.4.
77		H4.4		Okay - take back four times a year as this section states that the group will meet no more than three times a year so missing 2 meetings nonconsecutively should be basis for removal as that could constitute 2/3 of time. I understand that these 3 meetings are "as a quorum" but what about those other meetings - like the one planned in November to review findings of a program evaluation. Will members be rejected if a quorum could form due to high attendance? This meeting is all about the program so it would be hard to classify otherwise.	Mary Elizabeth	Recommendation to consider <i>how to approach CG member absences</i> not only for CSC meetings, but also for ad hoc or subcommittee meetings.	The language in H.4 is clear that absences are only accounted for with the three consultation group meetings per year. Ad hoc meetings, other public events like the Peer to Peer Sessions, and non-Consultation Group meetings will not count towards absences.
78		H4.5		Add: Onboarding facilitated by CARB staff, p. 34, item 1c, suggest adding opportunities for CSCs to mentor new Consultation Group members to help build relationships and share resources.	Meeting #2 notes Mary Valdemar	Recommendation for existing members to mentor and help orient new members, facilitated by staff.	CARB concurs, and addressed these with changes in Section E Goals that CG members developed, in adding the onboarding description in Section F.4 Appointment, and in Section G.4 Member Expectations
79	H.5 Meeting Locations and Format	H5.1		No comments	N/A	N/A	N/A

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80	H.6 Agenda Setting	H6.1		1. Topics should include subject matters relevant to Community Air Protection Program	Walter Shen	Recommendation to add that <i>Agenda topics must be relevant to the CAPP.</i>	CARB concurs, and can add this language into H.6: "Agenda items must be relevant to the goals and scope of the Community Air Protection Program."
81		H6.2		2. Documents should be provided to Consultation Group members at least 14 days before so that members can have sufficient time to review prior to meeting	Walter Shen	Recommendation to add that <i>meeting materials will be provided 14 days in advance.</i>	CARB partially concurs, and suggests the language: "CARB will strive to send materials 14 days in advance to meetings, but will send no later than 7 days before the meeting."
82		H6.3		3. As this is a Consultation Group, time should be set aside in each meeting for dialogue and discussion within the meeting time. An effort should be made to limit the amount of time dedicated for presentations.	Walter Shen	Recommendation to add language stating that the meeting agendas will <i>limit presentation time and provide ample time for discussion.</i>	CARB concurs, and can add language that states, "Agendas should also ensure adequate time is reserved for meaningful Consultation Group discussion".
83		H6.4		Should include the same language as G.2 Lead Members and ad hoc committee.	Mary Elizabeth	Recommendation to add <i>"lead member" language</i> to this section, in addition to G.2.	CARB concurs, and can add the following language, and will add Lead Member references in this section to refer to section G.2.
84	H.7 Decision Making	H7.1		The Consultation Group is advisory through development of formal advice to the Board and its staff. This formal advice to the Board and its staff should specific that public comments are considered by the Consultation Group not just considered by CARB staff. An action such as that an issue will be considered at a later meeting for matters not on the final agenda for the meeting should be allowed.	Mary Elizabeth	Recommendation to include language stating that <i>CG members consider public comments</i> in addition to staff.	CARB concurs, and can add the following language: "The Consultation Group will consider public comments received during meetings when forming its input and recommendations."
85							

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86	<b>H.8 Records</b>	H8.1		The meeting summary should include members of the public in attendance and links to written comments submitted as well as a summary of those verbal comments. Describe how public written comments will be distributed in advance of the meeting.	Mary Elizabeth	Recommendation to specify how the public can submit written comments and how that will be shared with CG members.  Also to record in the meeting summary, the public participant list and their comments.	CARB will provide a summary of public comments along with the meeting summary. A list is not possible since Bagley-Keene prevents us from requiring attendees to identify themselves.
87		H8.2		Please, include a footnote to CPRA Govt Code second referenced.	Mary Elizabeth	Recommendation to <i>reference</i> in a footnote Government Code section (Gov. Code, § 7920.000 et seq.).	Add link and/or footnote with url written out.
88	<b>I.1 Eligibility for Per Diems and Travel Cost Reimbursement</b>	I1.1		Please include footnote reference to travel reimbursement rates.	Mary Elizabeth	Recommendation to <i>reference to travel reimbursement rates</i> in a footnote	CARB Concurs, and will add a footnote with a hyperlink.
89		I.1.2		The process whereby per diem compensation is obtained is not clear - when travel reimbursement forms are required to be submitted within 2 weeks of the meeting.	Mary Elizabeth	Recommendation to make clear the travel <i>reimbursement process</i> and timelines.	CARB recommends members refer to travel guide, rather than include these details in the Charter, because the guide could change over time.
90		I1.2		The Consultation Group recognizes that the current maximum per diem of \$100 per day, as established under Health & Safety Code § 39603 and Gov. Code § 11564.5, does not adequately compensate members for meetings that often exceed three hours, including preparation and travel time. The Consultation Group recommends that CARB explore options to adjust or increase the per diem rate in coordination with state authorities to ensure fair and equitable compensation for members' participation in Consultation Group meetings.	Rodney Andrews	Request for CARB to explore <i>increasing the per diem</i> to a fair and equitable level.	CARB will continue to explore legislative solutions to increase flexibility around community compensation.
91	<b>J. Effective Date, Amendments, Termination</b>			No comments	N/A	N/A	N/A

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92	<b>K. Acknowledgment and Approval of Charter</b>	K1.1		I strongly support Dr. Cessa's comments regarding the importance of recognizing and incorporating the contributions of the previous Consultation Group into the ongoing work. Honoring their past efforts ensures continuity, strengthens institutional knowledge, and upholds the commitment to equity and community engagement that has guided this Program from its inception.	Rodney Andrews	Recommendation to <i>include CG previous work products/efforts.</i>	CARB concurs, and can add this language to section K: "The Consultation Group and CARB acknowledge and appreciate the foundational work and contributions of past Consultation Group members, whose insights and dedication have significantly shaped the Community Air Protection Program. Their efforts, including input into the original Community Air Protection Blueprint (2018), the People's Blueprint (2021), and the development of Blueprint 2.0 (2023), have directly informed the structure, values, and content of this Charter."
93	<b>Other input</b>	O.1a		1. I would provide any relevant links or citations from CARB's community engagement model and or racial equity lens documents	Walter Shen	Recommendation to <i>add relevant resource links</i> , such as CEM, REL documents.	CARB concurs and will add a footnote with hyperlinks to the community engagement model page and the racial equity page.
94	<b>Other input</b>	O.1b		2. Document should not include bullets, those are not appropriate for a document that can be cited.	Walter Shen	Recommendation to <i>remove bullets</i> , use a different [numbering] system to allow citation of specific parts of the document.	CARB concurs, and will replace bulleted lists with lower case letter lists (e.g. a. b. c.)
95	<b>Other input</b>	O.1c		3. Is there a process for if/when the Charter needs to be revised?	Walter Shen	Recommendation to include language about <i>how to update the Charter.</i>	CARB concurs, and proposes the following language: "Amendments to this Charter may be proposed by either the Consultation Group or CARB staff. Any proposed amendments must be reviewed and approved by the CARB Board through a formal Resolution. The Charter becomes effective, or is amended, only upon Board approval."
96	<b>Other input</b>	O.2		According to CARB's color-coding scheme, red-shaded sections are essentially off limits for purposes of CG member comments, even though some of these sections deal with policy decisions that are not required by existing law (e.g., Section A - Purpose, Section G.4 - Member Expectations). It seems unfair of CARB staff to dictate operating procedures and requirements rather than having the CG first discuss the draft Charter and then advise CARB on the need for changes to any language that is not prescribed by state law before a final Charter is adopted. I recommend that CARB allow comments on red-shaded sections related to existing policies subject to the caveat that any changes would require CARB approval.	Christine Luther Zimmerman	Recommendation to allow CG comments on all parts of the Charter that are not statutorily defined.	CARB concurs with this recommendation.
97	<b>Other input</b>	O.3		I recommend that CARB create a document with the suggestions made by the consultation group and distribute prior to the meeting for member review and then have a carefully facilitated session at the meeting to discuss and decide upon these.	Jonathan London	Recommendation to compile all comments and distribute them to the CG members for review prior to the meeting and for discussion during the meetings for decision-making purposes.	CARB concurs with this recommendation.
98	<b>Verbal comments captured from Meeting #0 (Kickoff)</b>	M0.1		Add an "origin story" section to the Charter to provide important context and acknowledge the previous efforts and work completed	Dr. Anissa Heard-Johnson	Recommendation to add the work efforts/products of the previous CG.	CARB concurs, and proposed some additional language be added to section B. Background:
99	<b>Verbal comments captured from Meeting #0 (Kickoff)</b>	M0.2		Add a "lessons learned" section to the Charter to explain challenges faced from prior Consultation Group efforts to promote equity	Dr. Anissa Heard-Johnson	Recommendation to add a lessons learned section based on previous CG efforts.	CARB concurs and proposes to add the following language to section B. Background:  "The initial Consultation Group provided valuable insights into the importance of inclusive, transparent, and community-centered engagement in implementing the Community Air Protection Program. Key lessons included the need for clearer alignment between statutory requirements and evolving equity-focused strategies, the importance of balancing diverse stakeholder perspectives, and the value of structured processes for agenda setting, member participation, and public input. These experiences informed the development of the People's Blueprint and helped shape Blueprint 2.0, reinforcing the need for stronger facilitation, clearer expectations, and more consistent communication to support meaningful collaboration and accountability.

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100	Verbal comments captured from Meeting #0 (Kickoff)	M0.3		Add hyperlinks and/or footnotes to document URLs and /or references such as the People's Blueprint, Blueprint 2.0, etc.	Dr. Anissa Heard-Johnson	Recommendation to add resource links to related efforts such as the People's Blueprint, 2018 Blueprint, etc.	CARB concurs and will add a footnote with hyperlinks.
101	Verbal comments captured from Meeting #0 (Kickoff)	M0.4		Consider more opportunities to prioritize community feedback, other than just a 3-minute public comment in formal meetings	Mary Valdemar	Recommendation to give more time and priority to public comments in CG meetings.	This could be addressed by a proposed change related to CARB's responsibility for public inquiries (G.5)
102	Verbal comments captured from Meeting #0 (Kickoff)	M0.5		What are Consultation Group members' opportunities to inform Consultation Group decision-making with an effort to promote a more bottom-up approach	Mary Valdemar	Recommendation that the CG use a bottom-up approach to decision-making.	Bagley-Keane requires a voting system to make decisions, but there are many elements of the charter that encourage inclusive decision-making, including establishing ad hoc meetings with Consultation Group members to plan agendas. Meeting agreements can also be recommended to encourage inclusive discussions.
103	Verbal comments captured from Meeting #0 (Kickoff)	M0.6		Provide a deadline for Consultation Group members to provide feedback on the draft Charter	Jonathan London	Recommendation to give a deadline for Charter comments.	CARB concurs with this recommendation.
104	Verbal comments captured from Meeting #0 (Kickoff)	M0.7		Revise the form provided to collect feedback on the Charter to allow comments on all sections of the color-coded Charter, including an open-ended question	CARB staff	Recommendation to allow comments on all sections of the Charter.	CARB concurs with this recommendation.