



Minutes of the Environmental Justice Task Force
Community Engagement Subcommittee Meeting
May 5, 2020

Zoom Conference Call

Subcommittee members present:

Megan MacClellan, Subcommittee Co-Chair
Shirlee Tan
Julia Havens
Stephanie Celt
Bill Bennion
Alexandra Doty

David Mendoza
Farah Mohamed
Sinang Lee
David Ortiz
Tomas Madrigal
Micaela Razo

Task Force staff present:

Elise Rasmussen, Manager
Esmael Lopez, Community Engagement Coordinator

Guests and other participants:

Millie Piazza
Sameer Ranade

Megan MacClellan, Subcommittee Co-Chair, called the public meeting to order at 4:02 p.m.

1. INTRODUCTIONS & COMMUNITY AGREEMENTS

Members introduced themselves and the group reviewed today's agenda and adopted community agreements (on file).

2. WRITTEN EXAMPLES OF IMPLEMENTING BEST PRACTICES FOR COMMUNITY ENGAGEMENT

Megan MacClellan, Subcommittee Co-Chair, spoke about identifying examples of implementing best practices for community in State government work. Tomas Madrigal, Member, proposed that this Subcommittee connect with the Department of Health's Community Engagement Task Force to discuss how they have successfully implemented many of these best practices in State government, particularly with the COVID relief work.

3. GUIDANCE DOCUMENT STATUS

Megan MacClellan, Subcommittee Co-Chair, thanked the Subcommittee for the work they have done to date on the draft guidance document. She also acknowledged that there is quite a bit more work left, and many Subcommittee members have communicated that they have had to shift priorities in light of COVID. The Subcommittee discussed options for decreeing authority to Subcommittee leadership and staff to make final decisions on the guidance document content due to time constraints.

The Subcommittee then discussed possibilities for the most effective way to package and present the guidance document and draft recommendations to the Task Force. The Subcommittee received feedback that the draft guidance document is too long as is, so members discussed what content is most critical to include and how long each

section of the document should be. The Subcommittee discussed keeping section content concise, and considered including brief fact sheets for select sections, an executive summary, and embedding resources throughout the document for readers who would like to explore further.

4. EXECUTIVE SUMMARY

The Subcommittee discussed condensing the current draft of the guidance document, which surpassed 30 pages, to a shorter six to ten page document with the most essential guidance. Furthermore, members thought about how to address agency executive leadership as the audience for this document. Members also discussed that the purpose of this Subcommittee is to elevate recommendations to the Task Force, who will then elevate the adopted recommendations to other entities like State agencies and the future Office of Equity that will then need to operationalize and implement quality community engagement plans. The ultimate goal of the Subcommittee's duty is to provide recommendations, context, information, and resources for agencies to proceed with improving their own community engagement work.

Subcommittee members then discussed content that should be included in the revised and shortened guidance document geared towards agency executive leadership:

- Why community engagement is necessary to reach environmental justice goals.
- Legal requirements for community engagement, and why these requirements exist.
- The barriers to meaningful community engagement.
- The assumptions and limitations of this Subcommittee process.
- Addressing institutional racism.

The Subcommittee decided to shift their energy toward their executive level content for the May 18 Task Force meeting. The Subcommittee will continue to provide examples, resources, and guidance to add to the document.

5. NEXT STEPS & GOOD OF THE ORDER

The Subcommittee Co-Chair thanked the group and community members for attending the meeting, and planned to correspond with the Subcommittee about next steps via email.

6. ADJOURNMENT

Megan MacClellan, Subcommittee Co-Chair, adjourned the meeting at 5:41 p.m.

GOVERNOR'S INTERAGENCY COUNCIL ON HEALTH DISPARITIES

First Name Last Name, Co-Chair

First Name Last Name, Co-Chair

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