



## Agenda

### Chesapeake Bay Program (CBP) Diversity Workgroup Meeting

March 17, 2021  
1:00-2:00 PM

#### Webinar info

Link: <https://umces.webex.com/umces/j.php?MTID=m9f3bbccb1f394db989611534937d1859>

Meeting number: 120 768 5063

Password: DWG2021

Or join by phone:

+1-408-418-9388 United States Toll

Access code: 120 768 5063

Please join by either computer audio **or** your phone, **not both**. Viewing the webinar in the desktop app is recommended over the web browser. If you experience bandwidth issues, we recommend turning off your video when not speaking. **Note: This meeting will be recorded for internal use to ensure the accuracy of meeting notes.**

#### Meeting Objectives

- Hear a new update on the work of the DEI Action Team and recent feedback from CBP leadership, specifically the [Principals' Staff Committee \(PSC\)](#)
- Hold space for candid discussion, reaction, and feedback via breakout group discussion
- Continue collecting feedback after this meeting to take back to the CBP leadership

**1:00-1:05**

#### Welcome and Introductions

*Wendy O'Sullivan (NPS) and Sherry Witt (GDIT)*

Mentimeter question: what organization or group are you representing today? Answers could include state government, DC government, federal government, community, non-profit, for-profit.

**1:05-1:15**

#### Setting the Intention for Today's Meeting

*Wendy O'Sullivan (NPS), Workgroup Vice-Chair*

The DEI Action Team recently developed a draft implementation plan for the CBP DEI Strategy. Our workgroup, along with other teams in the CBP, are now being asked to provide feedback on this draft plan. Workgroup members will be able to review and provide feedback after this meeting using [this google spreadsheet document](#). **Feedback will be due by COB April 2<sup>nd</sup>.**

At this time, we are also being asked to provide our thoughts and input on how to incorporate feedback from community members and environmental justice leaders into the CBP structure. The DEIJ Strategy recommended standing up a community advisory board. In exploring the options for that recommendation, CBP leadership are interested in exploring other mechanisms, including incorporating community and environmental justice leaders into the missions of the three existing advisory committees for the CBP rather than through a new and separate advisory board. The three existing advisory committees include the [Citizens Advisory Committee \(CAC\)](#), the [Local Government Advisory Committee \(LGAC\)](#), and the [Scientific and Technical Advisory Committee \(STAC\)](#).

#### 1:15-1:45 **Breakout Room Discussions**

Questions to consider and discuss:

1. Implementation Plan (Discussion 1, ~5-10 min): The DEIJ Action Team is a temporary team that will sunset sometime in the future; therefore, what will be the role of our workgroup in helping achieve this plan?
2. Incorporating EJ and Community Leaders into the CBP (Discussion 2, ~15-25 min):
  - What are the outcomes and benefits of incorporating EJ and community leaders into the CBP structure?
  - Based on the discussion from the question above, what do you think of integrating EJ and community leaders into the existing advisory committees, or is there another path forward to meet our broader purpose and outcomes?

#### 1:45-2:00 **Breakout Room Report Outs and the Path Forward**

A presenter from each breakout room will briefly present the group's response to each discussion topic. The feedback from the breakouts will be summarized and presented to the PSC. The DWG Coordinator and Vice-Chair will then present workgroup action items and next steps.

#### **Helpful Information to Reference during Breakout Room Discussions**

- [Click here for a link](#) to CBP Executive Council DEIJ Statement
- [Click here for a link](#) to PSC DEIJ Action Statement, which includes the following commitments:
  - *Within six months of the signing of the Chesapeake Executive Council statement, a draft implementation plan for the DEIJ Strategy will be presented to the PSC. The development of this plan will include direct outreach to underrepresented communities for input and feedback.*
  - *Within three months of the signing of the Chesapeake Executive Council statement, explore a process for a community advisory board composed of environmental justice leaders and representatives from organizations led by people of color or other underrepresented groups. This board could be part of one of the partnership's existing advisory boards (Citizens Advisory Committee or Local Government Advisory Committee).*
- The community advisory board or other mechanism idea originates from the CBP DEIJ Strategy. The recommendation from Skeo Solutions states: *explore the options and determine a process for starting a Community Advisory Board (or similar entity) – composed of compensated environmental justice leaders and representatives from organizations led by*

*people of color and other underrepresented groups – that could serve as (1) a sounding board and resource for development and implementation of the Chesapeake Bay Watershed Agreement, including GIT workplans and grant-making, and (2) a feeder pool for identifying and developing leaders from communities of color, low income communities and other underrepresented groups to serve as representatives on groups throughout the Governance and Management Framework.*

- Information on the three existing Advisory Committees:
  - The [Citizens Advisory Committee](#) works to advise the leadership of the Chesapeake Bay Program by representing the residents and stakeholders of the Chesapeake Bay Watershed, advocating for transparency and accountability, engagement and education, and evaluation of restoration work.
  - The purpose of the [Local Government Advisory Committee](#) is to advise the Executive Council on how to effectively implement projects and engage the support of local governments to achieve the goals of the Bay Agreement.
  - The [Scientific and Technical Advisory Committee](#) has worked to enhance scientific communication and outreach throughout the Chesapeake Bay watershed and beyond. Through professional and academic contacts and organizational networks of its members, STAC ensures close cooperation among and between the various research institutions and management agencies represented in the Bay watershed.

#### **Action Items and Next Steps**

- Workgroup members will provide feedback on the draft implementation plan for the DEIJ Strategy using [this google spreadsheet](#). Feedback is due by **COB April 2<sup>nd</sup>**. Questions to consider while reviewing:
  - What is the role of the workgroup in helping meet actions/subtasks/steps in this implementation plan? Are the actions that list us as a lead/supporting entity feasible and achievable through our collective efforts? How likely are they to be implemented? What are the barriers to implementation, if any?
  - Will we be successful in accomplishing our diversity outcome and goals for the DEIJ Strategy if all actions in this plan are met?
  - What gaps exist? What additional actions and/or tasks are necessary for implementation and meeting the goals of the CBP partnership?
  - Are action/task timelines (i.e., due date) reasonable and/or accurate?
  - Are additional resources necessary to implement the action/task? If yes, please provide suggestions.
- Workgroup members may also continue to provide feedback on the outcomes and benefits of and potential pathways for incorporating EJ and community feedback into the CBP structure. There is a “Comments” sheet on the google spreadsheet where members can add more comments related to this.
- Over the next few months, workgroup members who are on the DEIJ Action Team or who volunteered to help during our February meeting will support the DEIJ Action Team in outreach and messaging efforts to seek additional feedback from community and external stakeholders.
  - March 26<sup>th</sup> 1-2 PM DEIJ Action Team meeting – Diversity Workgroup members are welcome to join for a conversation on how we can engage meaningfully with communities and external stakeholders in seeking feedback on the work of the DEIJ Action Team. Please contact Bo Williams ([williams.james@epa.gov](mailto:williams.james@epa.gov)) for meeting details.
- Feedback will be collected and presented to the PSC at their meetings in May and/or September.

### **Timeline of Key Events & Future Dates**

- March 17-April 2<sup>nd</sup>: workgroup members provide feedback on draft implementation plan and ideas on integrating EJ and community leaders' feedback using [the google spreadsheet](#).
- March 26<sup>th</sup>, 1-2 PM: DEIJ Action Team meeting
- Late March or early April: the workgroup GIT Funding project "cultivating and strengthening relationships with underrepresented stakeholders" will start and include focus groups with representatives from organizations led by and serving communities of color and/or other underrepresented communities. For more information about this project, [see Scope 11 in this RFP document](#).
- April-May: DEIJ Action Team, with support from Diversity Workgroup members, to seek additional feedback from community and external stakeholders on the draft implementation plan and ideas on purpose and benefits of and potential pathways for incorporating EJ and community leaders into the CBP structure.
- May/June (exact date TBD): next Diversity Workgroup meeting

#### **Acronym Guide**

CAB = community advisory board  
CAC = Citizens Advisory Committee  
CBP = Chesapeake Bay Program  
CBPO = Chesapeake Bay Program Office  
DEIJ = Diversity, Equity, Inclusion, Justice  
DWG = Diversity Workgroup  
LGAC = Local Government Advisory Committee  
NPS = National Park Service  
PSC = Principals' Staff Committee  
STAC = Scientific and Technical Advisory Committee