



**Community Air Protection Program
Consultation Group Meeting #1
Onboarding and Orientation**

September 8, 2025

1:00 pm – 4:00 pm

Housekeeping and Meeting Logistics



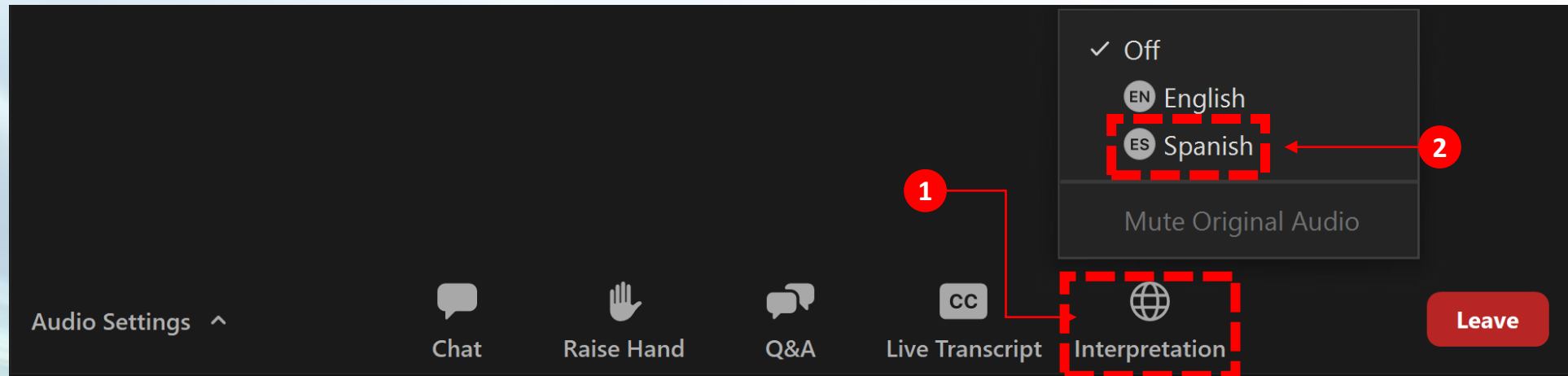
In-Person Orientation - Orientación En Persona

- Room-specific Information
 - Exits
 - Drinking fountain
 - Restrooms
- Información específica de la habitación
 - Salidas
 - Fuente para beber
 - Baños

Listening to Language Interpretation

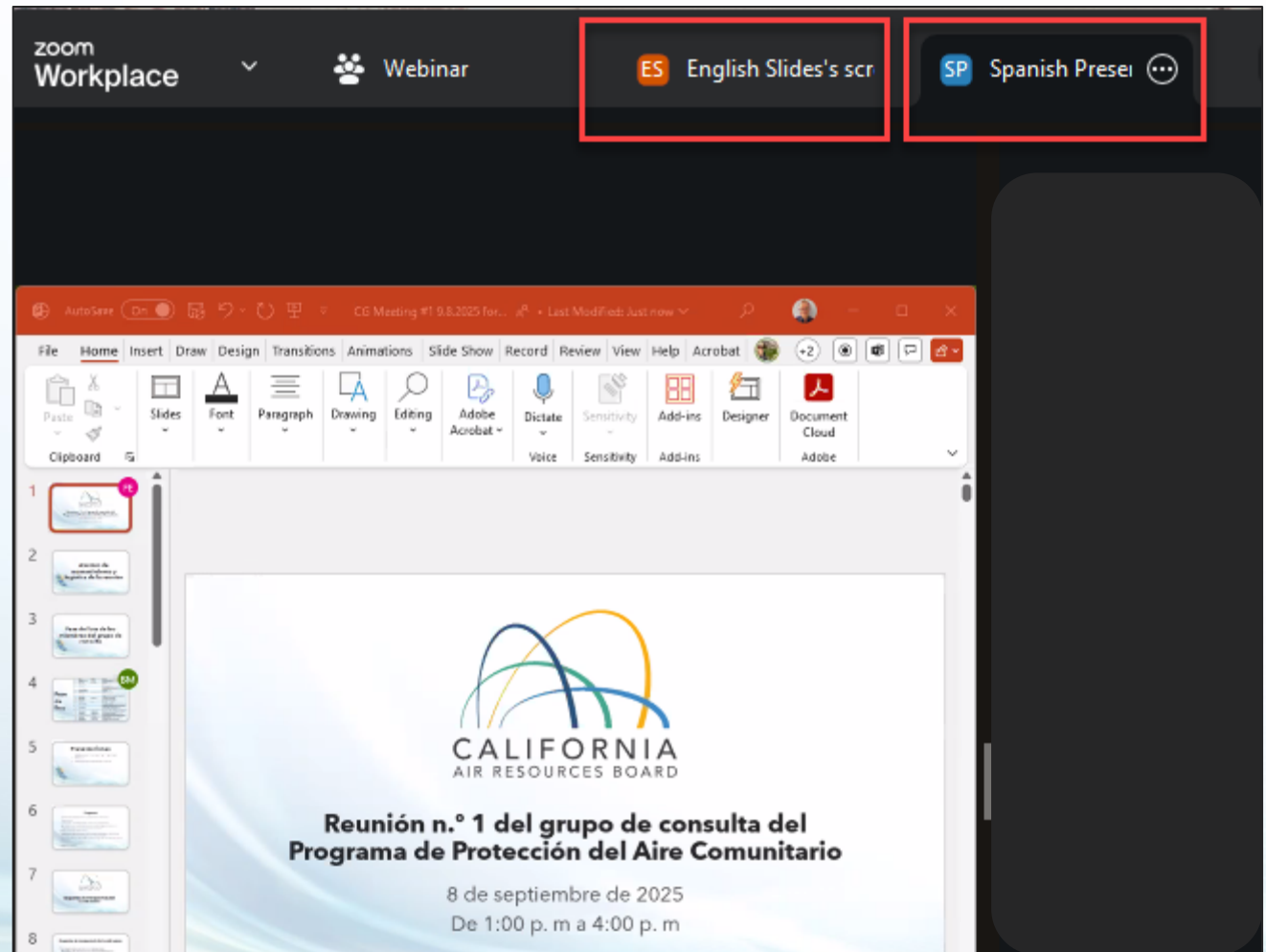
Cómo escuchar la interpretación de un idioma

- In your meeting controls, click **Interpretation**. It can be located at the bottom of the screen. / En los controles de la reunión, haga clic en (**Interpretation**). Esto se puede localizar en la parte de abajo.
- Click the language that you would like to hear. For this meeting, you will have English and Spanish as your options. / Haz clic en el idioma que desee escuchar. Para esta reunión, hay las opciones de Inglés y Español.
- To only hear the interpreted language (Spanish), click **Mute Original Audio**. / Para escuchar solo el idioma interpretado (español), haz clic en (**Mute Original Audio**).



Presentation Options

To view the presentation in your preferred language, please go to the top of your screen and select English or Spanish Slides.

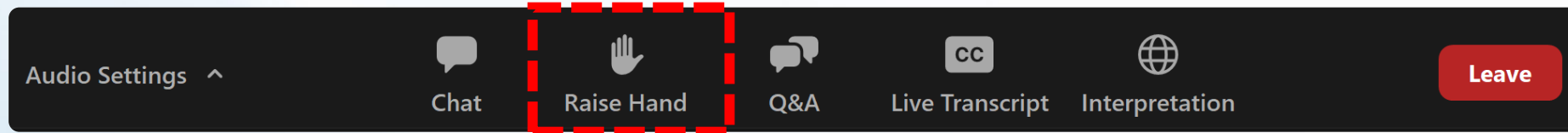


Zoom Orientation

How to Participate Remotely:

Raise Hand (on computer/tablet)

- Raise virtual hand found on the Zoom control panel during Public Comment.



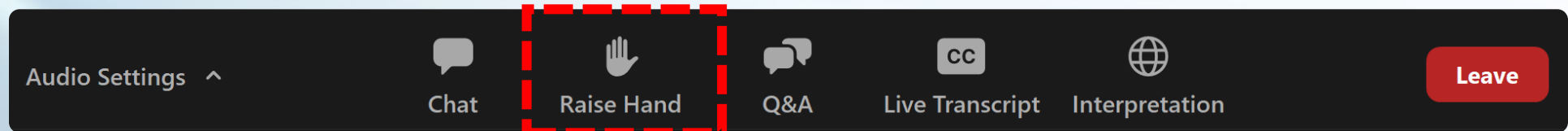
Raise Hand (on Phone)

- Zoom phone participants may dial **#2 to "Raise your Hand"**.
- The facilitator will inform Zoom phone participants when they are unmuted during Public Comment.
- Dial ***6 to mute or unmute**.

Zoom Orientation

How to Participate: For Consultation Group Members

- Raise virtual hand to ask question
- Use Zoom chat function
- In-person: Stand your name placard on its side, and CARB staff will add your name to the queue



Tech Support

Please reach out for help if you have any technical challenges!

- Contact OCAP staff, Ms. Byars by email at Michelle.Byars@arb.ca.gov

Phone: 279 208-7983 (no texts)

Reminders:

- Meeting is being recorded.
- Meeting materials are available at: <https://ww2.arb.ca.gov/capp/mdc/abcg/community-air-protection-program-consultation-group>.
- Zoom recording will be made available via the link above approximately 2 weeks after the meeting.

Consultation Group Member Roll Call



Roll Call

	First Name:	Last Name:	Alternate first name:	Alternate last name:
1	Rodney	Andrews		
2	Dr. Alberto	Ayala	Janice	Lam Snyder
3	Bishop Chris	Baker		
4	Dr. John	Balmes		
5	Jasmine	Beltran		
6	Y'Anad	Burrell	BK	White
7	Tim	Carmichael		
8	Prithvi	Deore	Scott	Strelecki
9	Mary	Elizabeth	Margo	Praus
10	Kevin	Hamilton		
11	Ryan	Hayashi	Stephanie	Ng
12	Dr. Anissa	Heard-Johnson	Walter	Shen
13	Belen	Leon-Lopez	Israel	Hernandez
14	Dr. David	Lo		
15	Dr. Jonathan	London		
16	Cassie	Lopina	Mary	Solecki
17	Arsenio	Mataka	Philip	Fine
18	Kevin	McKernan		
19	Antoinette	Meier	Kirsten	Uchitel
20	Baldwin	Moy	Mariela	Nambo-Ramirez
21	Dirk	Piersma		
22	Maximilian	Rosa		
23	Dr. Rebecca E.	Skinner		
24	Paula	Torrado Plazas		
25	Mary	Valdemar		
26	Domingo	Vigil	Shalem	Aboody-Lopez
27	Christine	Zimmerman	Bob	Brown

Introductions

- Name
- Affiliation
- In one sentence, describe your superpower



Chair's Welcome



Agenda

- Housekeeping and Meeting Logistics
- Roll Call
- Welcome, Introductions, and Agenda Review
- Overview of Bagley-Keene Open Meeting Act, Advisory Bodies, and Conflict of Interest
- Travel, Per Diem, and Reimbursements
- CARB Program Update
- Prepare for Next Consultation Group Meeting on Dec 3rd
- Public Comment
- Adjourn



Advisory Committee Transparency Requirements

Advisory Committee Transparency Requirements

- Three important transparency requirements:
 - Conflict of Interest (Gov. Code § 87104)
 - Bagley-Keene Open Meeting Act (Gov. Code §§ 11120 et seq.)
 - Public Records Act (Gov. Code §§ 7920.000 et seq.)

CONFLICT OF INTEREST LAW

Gov. Code § 87104

Conflict of Interest Law

- Government Code section 87104 prohibits:
 - Advisory committee members;
 - from making a formal or informal appearance before, or oral or written communication;
 - for compensation;
 - to CARB for the purpose of influencing a decision by CARB;
 - on a contract, grant, loan, license, permit, or other entitlement for use.
- *"For compensation" means being paid any form of compensation for the appearance/communication that is made for purposes of influencing a covered decision, **such as a decision to award a grant or contract**. This includes regular salary, one-time payments, or other forms of compensation that could be paid through a **grant, contract or other covered decision**.

Prohibited Communications or Appearances

- A prohibited communication could include, but is not limited to, the following:
 - Applications for **grants or contracts or other funding**
 - Letters, including letters of support for other entities to receive a grant or contract
 - Emails
 - Phone calls
 - Meetings
 - Any other form of oral or written communication
 - Verbal or written commentary during a meeting

What Does this Mean?

- Advisory committee members:
 - May not be a signatory, administrator, or Principal Investigator or co-Principal Investigator on a grant application or contract bid, or on any resulting contract or grant agreement.
 - Should not be listed on the grant application or contract bid except as necessary to show their role in the organization.
 - May not otherwise communicate with CARB (e.g., submit letters of recommendation) in support of contracts, grants, etc. for their employing organization or others.

Consequences of Noncompliance

Potential consequences for knowing or willful violations of Government Code section 87104 include:

- An advisory committee member may be found guilty of a misdemeanor and fined up to the greater of \$10,000 or three times the amount of the amount unlawfully received.
- The contract or grant may be voided, and money may need to be returned.
- Other consequences imposed by courts, district attorneys, the Attorney General, and Fair Political Practices Commission.

What is Allowed?

- An advisory committee member's organization may continue to be eligible for a grant or contract.
 - Other employees of the organization may be identified on the contract bid or grant application, as long as the advisory committee member is not identified and does not otherwise make a prohibited appearance or communication.
- The advisory committee member may still engage in general advocacy for general policies, programs, or funding allocations related to the interest group or community that they may be appointed to represent.
- Section 87104 only applies during the time the member serves on the advisory committee. It does not apply to communications or appearances made before appointment and no longer applies once the appointment ends.

CalEPA Frequently Asked Questions

For more information about Government Code section 87104, please see the publicly available CalEPA Frequently Asked Questions document: <https://calepa.ca.gov/wp-content/uploads/2024/01/FAQ-Gov-Code-87104.final-Dec-2023.pdf>

BAGLEY-KEENE OPEN MEETING ACT

Gov. Code §§ 11120 et seq.

Bagley Keene Applies to State Bodies

- An advisory committee is a state body if:
 - Created by formal action of a state body or of any member of the state body, and
 - If the advisory body so created consists of three or more persons.
- The AB 617 Consultation Group is a state body under the Bagley-Keene Act

Bagley-Keene Requirements

- Bagley-Keene Open Meeting Act requires:
 - 10-day notice of agendas for committee meetings;
 - Meetings must be open to the public and include opportunity for public comment.
 - Substantive discussion during a meeting limited to items on the noticed agenda.
- A “meeting” is defined as any congregation of a majority (quorum) of members to hear, discuss, or deliberate upon any item within their subject matter jurisdiction.
 - Consultation Group currently has 27 members, so a quorum is 14.
 - Meetings outside of the noticed, public forum are prohibited.

Serial Meetings Prohibited

- Serial meeting: A series of individual communications, each of which may involve less than a quorum, but which, taken as a whole, end up involving a majority of the members.
- For example, if one member sends separate text messages to discuss a matter that is on an upcoming agenda, and that member ultimately texts with at least 13 other members, that would be a serial meeting.
- Serial meetings may also occur via intermediaries who convey one member's position on an issue to other members.

Teleconference Meetings

- Effective from January 1, 2024, until January 1, 2026, Gov. Code section 11123.5 allows advisory bodies to meet by teleconference.
 - All Consultation Group members may appear remotely.
 - If appearing remotely, members generally must visibly appear on camera during the open / public portion of the meeting.
- CARB must provide notice to the public at least 24 hours before the meeting that identifies any member who will participate remotely.
- CARB must have a physical location where CG members and members of the public can attend in person.
- The location must be included in the notice and at least one CARB staff member must be present at that location.

Attorney General's Office Guidance

For more information about the Bagley-Keene Open Meetings Act, please see the Attorney General's Office publicly available guidance document : <https://oag.ca.gov/system/files/media/bagley-keene-open-meeting-act-guide-2024.pdf>

CALIFORNIA PUBLIC RECORDS ACT (CPRA)

Gov. Code §§ 7920.000 et seq.

CPRA Requirements

- Documents and records related to advisory committee business may be subject to public disclosure under the CPRA, including the use of personal email, texts, or messaging applications to discuss committee business either within or outside of the public meeting setting.
- If a CPRA request is received by CARB and an advisory committee member has records that are responsive to this request, CARB staff would work with the member to gather and produce such responsive records.

Travel, Per Diem, and Reimbursements



CalHR Guidelines

- CalHR travel guidelines must be followed by Consultation Group members when traveling for State business, the same as State employees.
- CARB provides reimbursement for the actual and necessary out-of-pocket expenses incurred during official State business.
- CARB works with the Consultation Group members to approve travel arrangements that
 - meet State requirements,
 - will be reimbursable and that
 - meet members' needs.
- Meeting activities (e.g., date, time and length of the meeting) and mode of transportation determine how much time is spent for travel.

CalHR Guidelines (cont.)

- No expenses for meals, lodging, or incidentals will be allowed at any location **less than 50 miles** from the traveler's home or headquarters, as determined by the normal commute distance.
- As of October 1, 2024, travel less than 12 hours is not eligible for meals and incidental expense reimbursement.
- The most economical method of travel should be used whenever possible. This includes:
 - Flights with the lowest refundable airfare.
 - Transportation costs (driving personal vehicle, car rental, rideshare/taxi).
 - *A cost comparison may be required*
- Effective January 1, 2025, the personal vehicle mileage reimbursement rate is 70 cents per mile.

Meal Reimbursement Rate For Travel 50 miles or Greater

Meals & Incidental Expense (M&IE) Total		Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Starting 10/1/24	Up to \$68	Up to \$16	Up to \$19	Up to \$28	Up to \$5	Up to \$51

Meal Reimbursement Rate For Travel 12 Hours or Longer

When travel status is:		Maximum reimbursement for actual expenses is**
More than 12 hours but less than 24 hours		<u>Up to 75%</u> of the applicable meals and incidental expense standard rate for each calendar day in a travel status.
24 hours or more, on	The day of departure	<u>Up to 75%</u> of the applicable meals and incidental expense standard rate.
	For full days of travel	<u>Up to 100%</u> of the applicable meals and incidental expense standard rate.
	The last day of travel	<u>Up to 75%</u> of the applicable meals and incidental expense standard rate.
Travel less than 12 hours		Not eligible for meal and incidental expense reimbursement.

** Copies of itemized meal receipts must be submitted to CARB for all meals.

** Incidentals do not require receipts but are only allowed for hotel stays.

State Government Daily Lodging Rates for Selected California Counties (10/2024 - 9/2025)

County	2024			2025								
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Riverside	\$186	\$186	\$186	\$186	\$186	\$186	\$186	\$141	\$141	\$141	\$141	\$141
Sacramento	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150

All California counties' lodging rates are in [CalHR Manual 2203](#).

Travel Receipts and Retention

Please submit copies of all original receipts to CARB for reimbursement.

Please **collect and keep all receipts**, including:

- Airfare receipt and itinerary
- Itemized meal receipts
- Rental car (final itemized bill) up to \$64 per day max
- Gasoline expenses
- Rail and bus fares
- Hotel/Lodging (final bill itemized)
- Parking and road/bridge tolls
- Taxis, Shuttles, Local Transit (Uber or Lyft)

Submit to: Bronwyn.Mednick@arb.ca.gov within 7 business days

CalHR requires travelers to keep their receipts for **3-7 years**.

Travel Reminders

- No expenses are allowed at any location **less than 50 miles** from the traveler's home or headquarters, as determined by the normal commute distance.
- Travel less than 12 hours is not eligible for meals and incidental expense reimbursement.
- Please submit copies of itemized receipts to your CARB travel liaison.
 - Non-allowable expenses (e.g., alcoholic beverages, hotel pantry, hotel parking for more than one vehicle, etc.) will not be reimbursed.
- Tipping is reimbursable up to \$2.00 or 20%, whichever amount is greater. The meal, including tip, must not exceed the maximum allowed amount.
- Incidental expenses include fees and tips for porters, baggage carriers, hotel staff, and do not include taxi fares, rideshare fares, telephone calls.
- Please request approval of travel arrangements from your CARB travel liaison at least 14 days before incurring any costs.

Per Diem Guidelines

- All members, except for state and local agency representatives, are eligible for per diem and travel costs for attendance at meetings.
 - Eligible members include, but are not limited to:
 - Impacted residents not affiliated with any organization
 - Representatives of environmental justice organizations
 - Community-based organizations
 - California Native Tribes
 - Eligible members may waive being paid per diems for attendance.
- * Except for today's meeting, only one member: primary OR alternate is eligible for per diem.

Per Diem Guidelines (cont.)

- Members seeking per diem are required to submit a completed Std. 204 Payee Data Record form
- Submit completed Std. 204 to Bronwyn.Mednick@arb.ca.gov
- Reimbursement rate of \$100 per meeting attended (whether remote or in person)
 - Eligible member or alternate, who attends can receive Per Diem*
 - \$100 maximum rate as per Health & Safety Code § 39603, subd. (a)(2); Gov. Code § 11564.5

Prepare for the December 3rd Charter Agenda Item



Consultation Group Charter

CARB posted the Draft Charter in November 2024 as part of its member solicitation process

Purpose of Charter

- Provides transparency about the advisory body's purpose, role, and the group functions.
- Promotes a common understanding across the members of how to work together.

Consultation Group - History

Established in January of 2018, the Consultation Group was guided by the requirements in AB 617.

- The Consultation Group advised CARB on developing and implementing the Program Blueprint (Statewide Strategy), adopted in September 2018
- People's Blueprint, was authored by a sub-group of environmental justice leaders in the Consultation Group between 2018-2023.
 - The People's Blueprint informed Program Blueprint 2.0, adopted Oct. 2023.
- Blueprint 2.0 recommends expanded roles for consultation with the following groups:
 - Consistently Nominated Communities
 - Local governments

Draft Charter (November 2024) Sections

Consultation Group can Change

- E. Goals
- F.1 Number of Members
- H.3 Meeting Agreements
- H.4 Meeting Frequency and Dates
- H.6 Agenda Setting

All other sections reflect background, history or process- no anticipated changes.

Consultation Group cannot Change (defined by law)

- D. Conflict of Interest
- F.2 Quantification of Members
- G.3 Member Requirements
- H.1 Quorum
- H.2 Open Meetings
- H.7 Decision-Making
- H.8 Records
- I.1 through I.4 Per Diem and Travel Cost Reimbursement

Elements of the Charter

CARB Board must also approve the Charter after Consultation Group Approval

- Things the Consultation Group cannot change in the charter:
 - Compliance with Bagley-Keene requirements (e.g., voting, quorum) and other laws (e.g., Section 87104 requirements)
 - Elements established by CARB, CalHR, or other state policy (stipend rate, reimbursement policies, travel procedures)
- Consultation Group can recommend changes, but needs to consult with CARB: (e.g., membership/balance of representation, number of meetings per year)
- Consultation Group can change: (e.g., consultation group goals, meeting agreements)

Preparing for December Meeting

Next Steps:

- Consultation Group reviews Draft Charter prior to December meeting
- Provide feedback on draft before meeting using CARB form
 - All members and public will see this feedback compiled and shared ahead of the December meeting
- Discuss and potentially finalize proposed changes during next meeting

CARB Program Update



Annual Community Air Protection Program Update

- [2024 AB 617 Annual Progress Report](#)
- [Community Air Protection Program By the Numbers](#)

Upcoming Events

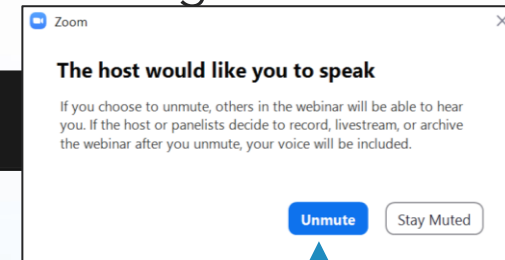
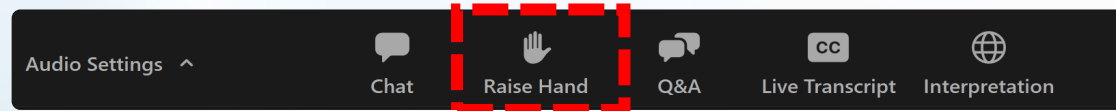
- **TBD, 2025:** Community Air Protection Peer to Peer Learning Series
Kickoff meeting before end of year (dates being determined with design team)
- **Dec 3, 2025:** Next consultation group meeting: Charter process
- **TBD, Early 2026:** CARB Board meeting to consider approval of the charter

Public Comment

How to Participate Remotely:

Raise Hand (on computer/tablet)

- Raise virtual hand found on the Zoom control panel during Public Comment.



Raise Hand (on Phone)

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Contact Information

Consultation Group

Eloy Florez

Eloy.Florez@arb.ca.gov

Per Diem or Travel

Bronwyn Mednick

Bronwyn.Mednick@arb.ca.gov

Nicole Viehman

Nicole.Viehman@arb.ca.gov

Questions

AB617CG@arb.ca.gov

Website

<https://ww2.arb.ca.gov/capp/mdc/abcg/community-air-protection-program-consultation-group>

Adjourn

Next Meeting:

December 3, 2025

CARB Southern California Headquarters

4001 Iowa Avenue

Riverside, CA 92507

