



# ***Environmental Advisory Board***

## **Meeting Agenda**

March 27, 2024 3:00 P.M.

Centennial II HR Conference Room B  
805 Central Avenue, Cincinnati, Ohio 45202  
Virtual Attendance through Microsoft Teams

### **Order of Business**

**I. Call to Order**

**II. Administrative Action\***

- Approval of February 28, 2024 – Meeting minutes

**III. Information/Updates**

- Connected Communities presentation scheduled for next meeting 4/24/24

**IV. Open Discussion**

- Bylaws
- Committees

**V. Action Items\***

- Officer Nominations and Appointments

**VI. Office of Environment and Sustainability Comments**

- Grant Updates
- Seeds of Change Grant program applications due Tuesday April 30, 2024.

**VII. Next Meeting**

- The next EAB meeting is scheduled for Wednesday, April 24, 2024 at 3:00 PM.

**VIII. Adjournment**

*\*Board Action Requested*

**Agenda Packet Materials:**

- Draft meeting minutes from 2/28/24
- Draft Bylaws

# Environmental Advisory Board

## Minutes of February 28, 2024

### Members Present:

- **In person:** Andrew Musgrave; Kylie Johnson; Nathan Alley; Tanner Yess; Chad Day; Susan Sprigg
- **Virtual:** Ashlee Young; Ericka Copeland; Julie Shifman; Rico Blackman

**Members Absent:** Ashlee Dingler, Dave Schmitt, Dianna Hodge, Savannah Sullivan;

**Staff Present:** Oliver Kroner; Amanda Testerman; Kevin Frank

**Meeting:** A special meeting of the Environmental Advisory Board was held on February 28, 2024 at 3:00 PM at Centennial II HR Conference Room B, 805 Central Avenue, Cincinnati, Ohio 45202.

### Meeting Agenda:

- I. **Call to Order**
- II. **Administrative Action\***
  - Approval of January 30, 2024 – Meeting minutes
- III. **Information/Updates**
  - Board Members Term Lengths – update based on requirements of CMC-1041 requiring that the EAB be comprised of up to five members with a term of three years, up to five members with a term of two years, and up to four members with a term of one year
  - Board member and term lengths presented in Attachment 1
- IV. **Open Discussion**

Board members discussed the following items:

  - Role and Operation of the Board
    - Role of the Chair – set meeting agenda with OES, facilitate meetings,
    - Role of Vice Chair – lead meetings when Chair is absent
    - Officer Elections & Term Lengths
      - Officers to be elected by a majority; 1 year terms; vice chair to succeed chair at end of term.
  - Bylaws
    - Definition of chair, vice chair
      - Voting status of the Chair (voting member vs voting only in case of a tie)
    - Officer terms (Begin on February 1 vs March 1)
    - EAB shall meet at least quarterly. Meeting schedule notice should be completed similarly to the Urban Forestry Advisory Board. At the beginning of the year, OES will recommend a meeting notice schedule to be approved by the board for the entire year.
    - Quorum: majority of the voting members (in this case 8 members)
    - By-laws should be amended with 2/3 vote of voting members
    - Discussion of role of committees, purpose, focus, and quantity.
- V. **Action Items\***
  - Schedule of Regular Meetings

- Board members voted to accept the proposed meeting schedule for 2024, as seen in Attachment 2.
- Officer Nominations and Appointments
  - Reviewed list of nominations submitted by email for Chair & Vice Chair.
    - Chair: Andrew Musgrave; Savannah Sullivan, Ashlee Young
    - Vice Chair: Ashlee Dingle; Kylie Johnson; Dave Schmitt
  - Elections for officers will take place at a future meeting.
  - Request for group to nominate a member of the board or self who they feel would be a good candidate.

**VI. Office of Environment and Sustainability Comments**

- Seeds of Change Grant Program
  - Applications open until 4/30/24.
- GCP policy items on the horizon
  - Connected Communities
  - Energy Benchmarking & Transparency
  - Volume-Based Waste Pricing/Pay As You Throw

**VII. Next Meeting**

- Wednesday, March 27, 2024 at 3:00 PM
- Meeting will be in-person and virtual

**VIII. Adjournment**

Attachment 1

**Environmental Advisory Board Term Lengths**

CMC 1041-5 (c):

In the environmental advisory board's first year, the city manager shall appoint up to five members for a term of three years, up to five members for a term of two years, and up to four members for a term of one year, so that approximately one-third of the positions shall be eligible for renewal or replacement each year.

Upon the expiration of the initial term of each member, each member's appointment may be renewed for up to two additional three-year terms. Members may hold over until the appointment of a successor member, but for not more than a period of six months. The city manager shall make appointments to fill vacancies caused by the death or resignation of members in unexpired terms.

<b>Board Member</b>	<b>Term</b>	<b>Term Length</b>
Nathan Alley	January 2024 -December 2026	3 years
Andrew Musgrave	January 2024 -December 2026	3 years
Ashlee Dingler	January 2024 -December 2026	3 years
Susan Sprigg	January 2024 -December 2026	3 years
Ashlee Young	January 2024 -December 2026	3 years
Rico Blackman	January 2024 - December 2025	2 years
Kylie Johnson	January 2024 - December 2025	2 years
Diana Hodge	January 2024 - December 2025	2 years
Tanner Yess	January 2024 - December 2025	2 years
Savannah Sullivan	January 2024 - December 2025	2 years
Julie Shifman	January 2024 - December 2024	1 year
Chad Day	January 2024 - December 2024	1 year
Dave Schmitt	January 2024 - December 2024	1 year
Ericka Copeland	January 2024 - December 2024	1 year

## Attachment 2

### **Environmental Advisory Board – Proposed Meeting Schedule**

Proposed regular meeting schedule for 2024: the last Wednesday of the month at 3:00 PM with in-person and virtual attendance. Proposed changes for November and December due to holidays.

- March 27, 2024
- April 24, 2024
- May 29, 2024
- June 26, 2024
- July 31, 2024
- August 28, 2024
- September 25, 2024
- October 30, 2024
- November 20, 2024
  - Last Wednesday of November is November 27<sup>th</sup>, the day before Thanksgiving
- December 18, 2024
  - Last Wednesday of December is December 25<sup>th</sup>, Christmas



## ENVIRONMENTAL ADVISORY BOARD BYLAWS

### ARTICLE I. PURPOSE

The purpose of the Cincinnati Environmental Advisory Board (“Board”) is to act as a resource for the City in its ongoing commitment to enact policies, practices, and procedures that combat climate change, improve the health and well-being of our citizens and our environment, and position the City as a leader in sustainability policy and city-level climate change initiatives. The Board shall oversee and advise on implementation of the City’s Green Cincinnati Plan (“Plan”), working with the staff of the Office of Environment and Sustainability (“OES”) to solidify prioritization, timelines, partners, and potential funding sources for the Green Cincinnati Plan’s recommendations.

The Board shall promote awareness of environmental and sustainability issues in the City and serve as a public advocate for OES by recommending policies and strategies to implement the recommendations of the Green Cincinnati Plan; measuring implementation of and impact to the community and region; preparing and distributing reports which shall be filed with the Clerk of Council and the City Manager, including a report, at least annually, regarding the City’s progress in implementing the recommendations of the Green Cincinnati Plan; and providing advice and guidance regarding environmental and sustainability issues and policies. The Board shall engage community partners, stakeholders and advocates to implement the goals of the Green Cincinnati Plan and make recommendations to City staff and Council.

### ARTICLE II. MEMBERSHIP

- A. Members of the Board are appointed by the City Manager. There shall be a minimum of nine and a maximum of 14 members on the Board.
- B. Members’ terms on the Board begin January 1. Upon the expiration of the initial term of each member, each member’s term may be renewed for up to two additional three-year terms.
- C. Vacancies shall be filled by the City Manager. A person appointed to fill a vacancy shall serve the remainder of the vacated term, which shall serve as the newly appointed member’s initial term.

- D. If a member's term expires, the member shall "hold over" and continue to serve until they are reappointed or replaced, but the hold over period shall not last for more than a period of six months at which time the person's membership on the Board shall terminate.
- E. Members may be removed from the Board by the City Manager at any time for any reason.

### ARTICLE III. OFFICERS

- A. The Board shall elect a Chair, a Vice Chair, and any other officers it deems necessary. Officers shall serve terms of one year, with terms beginning March 1 and ending at the end of February of the following year.
- B. The Chair shall be a voting member of the Board and shall count towards a quorum.
- C. The Chair shall run all Board meetings. The Chair shall represent and speak on behalf of the Board unless the Board designates another member.
- D. If the Chair is unavailable, the Vice Chair shall act as the Chair and have all authority of the Chair.
- E. There are no limits on the number of terms an officer may serve.
- F. Members appointed to fill a vacancy in an office shall serve the remainder of the term of the vacant office. If the Board has not filled a vacancy within three months, the City Manager may fill the vacancy.
- G. Upon the expiration of a term of office, the officer shall continue serving as an officer as long as the officer is still a member of the Board until a new appointment to the office is made, or until the person is no longer a member of the Board, whichever is sooner.
- H. The Chair is authorized to appoint members to committees of the Board.

### ARTICLE IV. MEETINGS

- A. The Board is a public body subject to the Ohio Open Meetings Act and the Public Records Act. All meetings shall be open to the public to attend.
- B. The Board shall meet at least once per quarter. From time to time the Board may establish a regular meeting schedule that shall be posted on a City-sponsored webpage and as required by law.
- C. The Chair shall be responsible for setting the Board's meeting agenda after consultation and input from the Director of OES ("Director"), provided that any member may raise any matter for discussion related to the Board's business during a meeting.

- D. A quorum of the Board is at least eight members. Any action of the Board requires an affirmative vote of at least a majority of the active members of the Board.
- E. Special meetings may be called by the Chair or the Director in accordance with the law.
- F. An agenda shall be published for each Board meeting and sent to members in advance of the meeting.
- G. Minutes shall be prepared for each meeting and circulated to all members and OES prior to the meeting following the meeting for which the minutes were prepared.
- H. Members of the public may provide comments to the Board or its committees in writing to OES staff or in person at a public meeting. Written comments shall be submitted to OES no later than 4:00p.m. on the business day before the meeting, and shall be distributed by OES to all Board or committee members. Comments made during a public meeting are referred to as "Public Comment." A person providing Public Comment is limited to two minutes. Public Comment shall be limited to items of interest before the Board, and shall only be permitted prior to the commencement of the business portion of the meeting.
- I. The Board or its committees may invite any person to speak or present to the Board or its committees, who shall not be restricted by the content or time limitations applicable to Public Comment. The City Manager, City elected officials, and City employees representing the City may speak at any meeting of the Board or its committees without limitation.

#### ARTICLE V. COMMITTEES

- A. Most of the work of the Board is conducted through committees. The Board may create, abolish, or rename and reconstitute committees that the Board deems appropriate.
- B. All Board committees are public bodies subject to the Ohio Open Meetings Act and the Ohio Public Records Act. All committee meetings shall be open to the public to attend. Minutes shall be taken of each committee meeting, which shall be approved at the next regular committee meeting. A copy of committee meeting minutes shall be provided to the Board and OES.
- C. The Board Chair shall select a Committee Chair for each committee.
- D. Committee Chairs shall select a Committee Vice Chair to act in place of the Committee Chair when they are not available. If a vacancy occurs in the office of Committee Vice Chair for more than 60 days, the Board Chair may appoint the Committee Vice Chair.
- E. Committees shall establish a meeting schedule that shall be posted on a City-sponsored webpage and as required by law.
- F. Each committee shall report to the Board at each regular Board meeting.



- G. A quorum of a committee shall be a majority of active members of the committee. Actions of each committee shall be by a majority vote of active members of the committee.
- H. Each Board member shall serve on at least one committee. Committee members are subject to appointment or removal of the Board Chair.
- I. Committees shall strive to achieve the three pillars of the Green Cincinnati Plan of sustainability, resilience, and equity. Committees may be established by amendment of these Bylaws, and shall include the following committees which reflect the structure of the Green Cincinnati Plan:

### **SUSTAINABILITY**

- **Buildings & Energy:** Ensuring energy efficient buildings and clean energy for a healthy, equitable, and resilient city. Includes strategies and actions to reduce building emissions through energy efficiency, electrification, renewable energy sources, and reducing energy poverty.
- **City Operations:** Designing city functions to operationalize sustainability and center climate equity. Includes strategies and actions which show a city leading by example to center community voice in inter-departmental design and implementation of policies and programs, such as right-sizing city fleet, electrify city fleet and facilities, activating community voice in climate equity policies and programs.
- **Community Activation:** Empowering residents to play a central role in creating climate solutions. Includes strategies and actions to advocate for, educate, and outreach with the community for climate goals and actions.
- **Mobility:** Enabling accessible and sustainable transportation and mobility options. Includes strategies and actions to increase public transit use, increase use of zero-emission vehicles, increase use and access for biking and walking in the city, supporting 15-minute neighborhoods.
- **Food:** Growing an equitable food economy that serves all of Cincinnati. Includes strategies and actions to increase local food production and distribution, eliminate food deserts, implement the Milan Urban Food Policy Pact, reduce food waste, and create job pathways in food and agriculture.

### **ENVIRONMENT**

- **Natural Environment:** Enhancing ecosystems and green infrastructure to improve health and well-being. Includes strategies and actions to increase tree canopy, improve air quality, increase greenspaces, preserve and restore ecosystems, and increase native biodiversity.
- **Resilience & Climate Adaptation:** Anticipating, preparing, and responding to the challenges of changing conditions. Includes strategies and actions to mitigate the affects of stormwater and heat island effect, community planning and social cohesion, pollution reduction and adaptive land use.

- **Zero Waste:** Protecting human health and the environment by diverting waste from landfills. Includes strategies and actions to increase landfill waste diversion through recycling, diverting organic waste, composting, and reducing litter and illegal dumping.

J. Each committee shall maintain focus on the “Three Pillars” of the Green Cincinnati Plan:

- **Sustainability:** Creating and maintaining conditions to meet the needs of present generations without compromising the ability of future generations to meet their own needs, acknowledging dependence on the natural environment.
- **Equity:** Just and fair inclusion in which all can participate, prosper, and reach their full potential. In sustainability work, equity must be recognitional, procedural, distributional, restorational, and transformational.
- **Resilience:** A tenacious ability for individuals and communities to collaboratively anticipate, accommodate, and positively adapt to thrive amidst changing climate conditions through social cohesion, partnerships & resources.

## ARTICLE VI. CONDUCT

- A. The Board and each member thereof act as a representative of the City of Cincinnati, its elected and appointed officials, and all of the City’s departments, divisions, and employees. Each member shall conduct themselves with grace and integrity. Members of the Board shall abide by all applicable local, state, and federal laws, including but not limited to the Ohio Open Meetings Act, the Ohio Public Records Act, and rules of Ethics.
- B. If a member has a conflict of interest on any matter before the Board or a committee, the member shall recuse themselves from any discussion, deliberation, or vote on the matter. A conflict of interest may exist if a member, including but not necessarily limited to the member’s family, business, or business partner, has, or is likely to have, a financial or pecuniary interest affected by a decision of the Board or its committees.
- C. Other than the Board Chair, no Board member is authorized to represent or speak on behalf of the Board, the City, or any of its agents without express authorization of the City Manager. If any member desires to express their personal viewpoint on any subject, the member shall make it clear that they are expressing their personal viewpoint and not that of the Board or the City or any of its officials, departments, or employees.
- D. The Board’s recommendations and actions shall be based solely on a concern for accuracy and for the general welfare of the citizens of Cincinnati, and not on the interests of particular individuals or enterprises.

ARTICLE VII. AMENDMENTS

These bylaws may be amended by a vote of two-thirds of the active members of the Board, provided that a proposed amendment must be placed on the agenda for the meeting of the Board and circulated by City staff to all Board members at least one week before the meeting.