



# ***Environmental Advisory Board***

## **Meeting Agenda**

February 28, 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**
  - a. Oath of Office
- II. Administrative Action\***
  - a. Approval of January 30, 2024 – Meeting minutes
  
- III. Information/Updates**
  - a. Board Members Term Lengths
  
- IV. Action Items\***
  - a. Schedule of Regular Meetings
  - b. Officer Nominations and Appointments
  
- V. Open Discussion**
  - a. Role and Operation of the Board
  - b. Bylaws
  
- VI. Office of Environment and Sustainability Comments**
- VII. Adjournment**

*\*Board Action Requested*

### **Agenda Packet Materials:**

- Draft meeting minutes from 1/30/24
- EAB Member Term Lengths
- Proposed Meeting Schedule

# Environmental Advisory Board

## Minutes of January 30, 2024

**Members Present:** Andrew Musgrave; Ashlee Dingler; Ashlee Young; Dave Schmitt; Dianna Hodge; Ericka Copeland; Kylie Johnson; Nathan Alley; Savannah Sullivan; Susan Sprigg; Tanner Yess

**Members Absent:** Chad Day; Julie Shifman; Rico Blackman

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

**Meeting:** A special meeting of the Environmental Advisory Board was held on Tuesday, January 30, 2024, at City Hall Room 115, 801 Plum Street, Cincinnati, OH 45202 at 3:00 PM.

### **Meeting Agenda:**

- **Welcome** – lead by Oliver Kroner and overview of the EAB mission and duties as specified under CMC 1041 (a) and (b).
- **Welcome and comments from Council Member Owens**
- **Introductions** – EAB members introduced themselves to each other and to those present for the meeting.
- **Historical Context from Nathan Alley** – Nathan reviewed a brief history of the Environmental Advisory Committee (EAC).
- **GCP Overview by Oliver Kroner** – Oliver reviewed a brief history of the Green Cincinnati Plan (GCP), community engagement process and goals of the 2023 GCP.
- **Oath of Office** – EAB members present completed Oath of Office lead by Kevin Frank.
- **Obligations of the Board** review by Kevin Frank:
  - Open Records Act:
    - The EAB is a public board which requires members to follow Public Records Laws, Open Meetings laws, and Ethics laws.
    - Public records apply to written documents, including emails and text messages. It is recommended, though not required, that board members set up a new email just for this board. This will help with public records requests, especially if you leave a job and no longer have access to those email addresses. Alternately board members can forward their emails or copy a member of OES staff such as Oliver Kroner or Amanda Testerman on emails. This will keep the emails on the City server which is easily searched for PRR. It is recommended that you do not text about the EAB or City business.
  - Ethics Laws:
    - Board members cannot accept gifts from anyone who does business with the City or vote on anything that is a conflict of interest.
  - Public Meeting Law:
    - All EAB and Committee meetings are public meetings. This requires public notice and the meetings be open to the public. When the EAB has a quorum of members in a group discussion or thread of communication, such as email, this

is also considered a meeting. Quorum for this board should be set in the by-laws but is currently set as majority – which is 8 members.

- **Discussion**

- Regular Meetings:
  - Board members had an open discussion of meeting format and schedule.
  - CMC 1041 requires the EAB to meet at least quarterly.
  - Preferences are for hybrid in-person and virtual meetings and scheduled meetings around the middle of the day.
  - The second meeting will be scheduled for February. A poll with a variety of dates will be emailed to the board members and the meeting will be scheduled as a special meeting once a date and time is decided.
- Officers
  - Board members discussed officers. A Chair and Vice Chair will be required. A secretary role was discussed for the purpose of taking minutes. The roles of the chair under CMC 1041 require setting the meeting agenda with the Office of Environment and Sustainability (OES) and running the meeting. The Chair is not required to take minutes. OES staff will support this role.
  - Board members should email nominations for Chair and Vice Chair to Oliver Kroner before the next meeting for further discussion.
- By-laws
  - Board members discussed by-laws.
  - Board members will need to establish by-laws for the EAB. Two sample by-laws were provided in the agenda packet: EAC Rules and Urban Forestry Advisory Board By-laws. Board members should think about the sample by-laws and bring back thoughts during the next meeting.
  - City staff will draft by-laws based on the Board's feedback.
- Committees
  - Board members discussed committees.
  - CMC 1041 requires the EAB through its bylaws "shall establish a structure of standing committees with specific areas of responsibility for accomplishing the mission and duties of the board."
  - Committees discussed include an Equity-focused committee, using the GCP as a framework for committees, and recommendations from OES.
  - Board members should think about committees and bring ideas for discussion to future meetings.

## 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.

Board Member	Term	Term Length
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

## **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