

Salt Lake County Equitable Air Quality Task Force

The Salt Lake County Equitable Air Quality Task Force (Task Force) is a diverse and inclusive group of individuals and organizations interested in improving air quality in Salt Lake County through an equity lens.

Mission

The Task Force will promote environmental justice by prioritizing the needs of the most vulnerable and susceptible populations, including but not limited to: people experiencing homelessness (both sheltered and unsheltered), the elderly, the young, geographically-vulnerable communities, communities of color, and additional under-represented populations.

Purpose

The purpose of the Task Force is to address the disproportionate impacts of poor air quality dispersed throughout Salt Lake County, to research how air quality impacts people of varying socio-economic status, and to recommend mitigation strategies and investments.

Activities, Duties, Responsibilities

The Task Force is authorized to research, evaluate, and recommend plans and programs for improving Salt Lake County's air quality, with a particular focus on protecting vulnerable and susceptible populations. More specifically, the Task Force is charged to:

- Develop and recommend policies and procedures to improve equitable air quality in Salt Lake County.

- Provide policy guidance and consultation in setting priorities for programs and services aimed at improving air quality in Salt Lake County.
- Present annual reports summarizing air quality in Salt Lake County, with a particular focus on protecting vulnerable and susceptible populations.
- Receive public comment and assist in disseminating public information on air quality issues, plans, and programs.
- Recommend research regarding the differential air quality impacts on individuals experiencing homelessness and other research as needed (*see Appendix II*).
- Host forums as necessary to present research and community projects relating to air quality in Salt Lake County.
- Draft a protection and communication policy to improve air quality for people experiencing homelessness in Salt Lake County.

Membership

Members:

1. The Task Force will consist of no more than 15 members. The inaugural members will be appointed by the Mayor of Salt Lake County. Subsequent members will be elected by the current members of the Task Force.
2. The membership of the Task Force is intended to represent a cross-section of stakeholders affected by air quality in Salt Lake County. To the greatest extent possible, the Task Force should have representation from the following groups (*see Appendix I*): people experiencing homelessness (both sheltered and unsheltered), homeless service

providers, elderly, youth, academics, atmospheric scientists, nonprofits focused on air quality issues, geographically-affected neighborhood residents or representatives, respiratory health providers, economic development professionals, emitting industries, representative from the Salt Lake County Sustainability Office, representative from the Global Changes and Sustainability Center, representative from the Division of Air Quality, representative from the Salt Lake County School District, representative from the Salt Lake County Parks Department, representative from the Utah Department of Health, faith-based service provider, and representative from the Utah Department of Transportation.

3. Seats are reserved for the following representatives: County designee and a representative from the Global Changes and Sustainability Center at the University of Utah.

County Designee: The Task Force is coordinated by a County staff member designated by the Sustainability Department or the Department of Public Health. The designee is responsible for representing the interests of the County at Task Force meetings, and also acts as a liaison between the Task Force and the County of Salt Lake administration.

Term: Members shall serve a two-year term. Terms shall be staggered. Half of the initial members will only serve a one-year term, and the other half will serve a two-year term. After the first year, half of the members will be elected each year. At the end of their initial term, members may reapply, but can serve no more than five terms in a row.

Nomination Process: Each year and whenever a seat is vacated mid-term, the Task Force will open a call for nominations. A call for nominations must be open for at least one month. During that time frame, applicants may either be self-nominated or nominated by current members. Nominees must submit a letter of interest and their resume electronically to the Chair and the County's designee. At the next meeting after the call for nominations is closed, the Task Force will discuss nominees and then conduct an anonymous ranked election via email. The County's designee will create and email a voting form to each member. Members are required to rank the nominees and submit their ballot within one week from the time they received the form. The County's designee will compile all results and provide the Task Force with the ranked nominees. The top nominees will be invited to participate in the Task Force by the Chair and the County's designee.

Leadership

Officers:

1. A majority of the Task Force members present and voting will elect at the inaugural meeting and subsequently during the first meeting of the calendar year, the following officers for two-year terms: Chair, Vice Chair, and Secretary. Consideration should be given to electing the Chair on a rotating basis to accommodate the broad categories of membership as represented by local government, business and industry, and citizens and environmental organizations.
2. All normal powers of the presiding officer will be vested in the Chair. The Vice Chair will preside in the absence of the Chair. In the absence of both officers, the presiding officer

for that meeting will be a member of the Executive Task Force named by vote of the Task Force members present.

3. Upon the vacancy of an office, a replacement will be elected from the membership by majority vote.

Executive Committee:

1. The Executive Committee of the Task Force will consist of the Chair, Vice Chair, Secretary, Past Chair, representative from the Global Change and Sustainability Center, and the County designee. The Executive Committee shall help direct the activities of the Task Force by developing agendas, writing comments on behalf of the Task Force, representing the Task Force in various forums as needed, and anything else needed to further the mission of the Task Force.
2. The Executive Task Force shall meet at least six times a year. If any member fails to attend three consecutive Executive Task Force meetings or at least half of the Executive Task Force meetings in any calendar year, that member shall be subject to termination by a majority vote of the Task Force.

Standard Procedures

Quorum:

1. A majority of the Task Force members, present and voting, shall constitute a quorum. No action may be taken by Task Force without a quorum present.
2. At least three members of the Executive Task Force shall constitute a quorum. No formal action may be taken by the Executive Task Force without a quorum present.

Notice. The Task Force shall meet at least quarterly and the Chair may call additional meetings as necessary with at least ten days' prior notice provided to all Task Force members.

Minutes: The Secretary shall maintain minutes of all meetings, which will be distributed to the Task Force at least three days in advance of the next regularly scheduled meeting.

Subcommittees: The Task Force may form subcommittees to focus on particular topics as needed. These subcommittees may include people who are not a member of the Task Force.

Conflict of Interest: All members agree to serve without compensation and agree to sign the Code of Ethics. No Task Force member may participate in a vote in which he or she has a direct monetary interest.

Open Meetings: All Task Force meetings will be open to the public. Opportunities for public comments may be provided subject to guidelines established by the Task Force.

Action Outside of Meetings: In the event that action must be taken between regularly scheduled meetings, Task Force actions may be approved via written or electronic communication. These actions shall be recorded in the minutes of the next regularly scheduled meeting.

Voting: Any matter brought to vote will be enacted by a majority vote of the members present or a majority of votes provided via written or electronic communication.

Approved by _____

_____, 2019

APPENDIX I – Task Force Membership

1. University of Utah Student Members
 - a. Rebecca Hardenbrook – Department of Mathematics and GCSC Fellow
 - b. Angelina DeMarco – Department of Anthropology
2. Community Members
 - a. Individual experiencing homelessness
 - b. Individual from most-affected communities
3. Service Providers and Non-Profit Organizations
 - a. Homeless service provider associated with new resource centers
 - i. The Road Home – Men’s resource center
 - ii. Volunteers of America – Women’s resource center
 - iii. Catholic Community Services – Combined men and women’s resource center
 - b. Representative from Aging Adult Services in Salt Lake County
 - c. Representative of from the Salt Lake County School District
 - d. Representative from Heal Utah
4. Academic
 - a. Gannett Hallar – University of Utah – Atmospheric Sciences
 - b. Tim Collins – University of Utah – Geography and Environmental Justice
 - c. Daniel Mendoza – University of Utah – Atmospheric Sciences and Pulmonology
 - d. Jeffery Rose – University of Utah – Parks and Recreation and Homelessness
5. Industry
 - a. Representatives from the emitting industry, e.g. Rio Tinto and Energy Solutions
6. Government
 - a. Representative from the Health Department
 - b. Representative from Economic Development for Salt Lake City or Salt Lake County

APPENDIX II – Equitable Air Quality Tasks

1. Research Project: Exploring the differential impacts of poor air quality events among individuals experiencing homelessness.
 - a. Overview – This research project will determine whether poor air quality events in Salt Lake County correlate with cardio-pulmonary health incidence rates and/or clinic/hospital visits for individuals experiencing homelessness. This research project will incorporate four different types of data to understand the differential exposure that individuals experiencing homelessness face during poor air quality events.
 - b. Data types:
 - i. Health Data – Hospital and clinic records from providers in Salt Lake County.
 - ii. Interview Data – Utilize a survey tool to collect personal experiences from individuals experiencing homelessness and their interactions with poor air quality events.
 - iii. HMIS Database – State reporting system used by all Continuum of Care providers in Salt Lake County to record services provided for individuals experiencing homelessness.
 - iv. Air Quality Data – Air quality information detailing poor air quality events in Salt Lake County.
 - c. Outcomes – The analyses and results from this research project will be used to create policy recommendations, as well as provide future directions and projects for the Task Force.
2. Protection and Communication Policy for Individuals Experiencing Homelessness
 - a. Communication – Create a procedure that requires service providers to check air quality levels and communicate air quality information to clients.
 - b. Protection:
 - i. Resource centers and other service providers will open early to provide individuals experiencing homelessness with shelter from poor air quality.
 - ii. Individuals experiencing homelessness will also be provided with options of other indoor locations that they may utilize to escape the poor air quality.