

Superfund Community Advisory Group Draft Charter as of 10/10/19

I. Mission

Our mission is to: 1) ensure that the response activities at the Wolverine World Wide sites protect and sustainably restore the environment for human health, fish, wildlife, and recreation, through community participation; and 2) that important community concerns are articulated, understood, and considered during any related investigation and response action.

II. Membership

The CAG membership shall consist of stakeholders who represent a broad range of interests and locales potentially affected by the contamination and cleanup of the Superfund site.

- **Individual service.** Members serve as individuals and not as formal representatives of any group or organization. No organization is provided a formal “seat” on the board.
- **Leadership Team.** The leadership team of three members shall coordinate with facilitators and support personnel, establish agendas, serve as spokespersons, and ensure the effective operations of the CAG. The Leadership Team will be identified and approved by the CAG membership based on their abilities to provide effective management, objective leadership, and devote the additional time necessary to carry out these duties. The leadership team will be selected each year at the January meeting by nomination and private ballot as necessary.
- **Member Terms.** Members will serve three-year terms, which are renewable. Terms will be staggered such that no more than one third of the CAG will turnover at any given time. At such point as deemed appropriate, the CAG may consider term limits based on the expected lifespan of the CAG.
- **Annual Membership Review.** Membership shall be reviewed annually by the membership committee and discussed at the January CAG meeting. The committee will identify needs in membership and create an annual member recruitment strategy to ensure that all necessary interests are represented for a diverse, equitable, and inclusive CAG.
- **Addition of new members.** Membership recruitment will be conducted annually. The membership committee will plan and coordinate outreach to attract new members and an application and review process to recruit new members as necessary to ensure a balanced and inclusive CAG. The committee will review applications and make recommendations for invitations to members to the full CAG.
- **Member Resignations.** Members who resign prior to the end of their term will be replaced in the next recruitment cycle. On a case-by-case basis, resigning members could be replaced immediately if the CAG determines that an essential viewpoint is missing from the CAG.

- **Liaison Agencies.** Key agencies and organizations involved in the cleanup and restoration process may participate in the discussions and operations of the CAG and may identify individuals to serve on the CAG in an *ex-officio* capacity.

III. Member Expectations

All CAG members are expected to commit to the time necessary to perform the functions of membership. Specific commitments include:

- Attend and fully participate in monthly meetings of the CAG. When necessary, provisions will be made to allow members to participate by phone.
- Notify CAG leadership in advance of any absences, miss no more than two meetings in any calendar year, and catch up on the issues covered in any missed meetings prior to the next meeting.
- Arrive at all meetings prepared, having read through any background materials and the summary of previous meetings.
- Serve on at least one committee, and attend any special meetings or tours as scheduled.
- Communicate regularly with neighbors and other stakeholders to keep them informed about CAG activities, invite them to CAG meetings and events, and to ensure that their issues and concerns are voiced at CAG meetings.

IV. Operations

The CAG will seek to create an open, transparent, and consensus-oriented process.

- **Workplan.** The CAG will develop an annual workplan that outlines goals and objectives for the year and key activities for meetings and broader public input.
- **Monthly meetings.** The CAG shall meet monthly on the third Thursday at 6 PM. The CAG will not meet in August or December, and the dates for July and November meetings may be adjusted accordingly.
- **Committees.** Standing and special committees shall be established as needed to conduct more in-depth study of specific issues. All conclusions and recommendations of committees shall be brought to the full CAG for agreement. No committee may act on behalf of the CAG without the agreement and express direction of the full CAG. Committees must be chaired by CAG members, but may include additional members that are not members of the CAG. Current Committee Structure and Membership is included in Appendix B.
- **Consensus process.** The CAG will operate by consensus, fully vetting all ideas and viewpoints and seeking solutions that meet the largest set of needs while articulating and respecting minority opinions.
- **Technical, administrative, and facilitation support.** The CAG shall work cooperatively with EPA to identify resources to engage support services as needed.
- **Broad public input.** CAG members will work to ensure there is broad public input to and understanding of CAG issues and discussion. In addition to the

efforts of individual CAG members, public workshops or events may be hosted at specific points in the process. If an important interest is not represented on the CAG and no representative voice from that community can be found, then the CAG will make every effort to reach out to that community and gather input to use in its deliberations.

- **Open meetings.** All CAG meetings will be open to the public and all information openly shared. Meetings will be held at public venues located in the community.
- **Meeting summaries.** The discussions and conclusions from all CAG meetings will be summarized in a public document and posted on line.
- **Recommendations.** CAG advice and recommendations will be documented in a formal transmittal to EPA including background and rationale. Any minority opinions will be identified in the same transmittal. A formal response to all CAG recommendations will be requested. All CAG recommendations and EPA responses will be made public.
- **Duration.** The CAG will continue to operate as long as in-depth community involvement is important to the cleanup operations at the Wolverine Superfund site. The CAG will be dissolved upon agreement of membership.
- **Annual review.** At its January meetings, the CAG shall conduct an annual review of its operations to identify strengths and challenges to its operations, sufficiency of membership, continuing relevance and purpose, and goals and workplan for the coming year.

V. Groundrules

In conducting the work of the CAG, members will:

- work cooperatively with each other, supporting agencies, and other stakeholders,
- be respectful of all participants,
- approach all issues and viewpoints with an open mind,
- focus on what is important to the community as a whole and articulate community concerns in a way that all stakeholders can understand,
- seek common ground wherever possible, and present and respect minority opinions where they exist.

Appendix A. CAG Scope of Authority

From the USEPA CAG Guidance, September 1995

A CAG should serve as a public forum for representatives of diverse community interests to present and discuss their needs and concerns related to the Superfund decision-making process with appropriate Federal and State/Tribal/ local governments. The CAG is designed as a mechanism for all affected and interested parties in a community to have a voice and actively participate in the Superfund process. However, it is important to remember that the CAG is not the only mechanism for community involvement at a site; as the lead Agency, EPA continues to have the obligation to inform and involve the entire community through regular as well as innovative community involvement activities.

EPA cannot, by law, abrogate its responsibility to make the final decisions at a site; however, by providing the perspective of the local community, the CAG can assist EPA in making better decisions. A CAG that is broadly representative of the affected community offers EPA a unique opportunity to hear—and seriously consider — community preferences for site cleanup and remediation. It is particularly important that in instances where an EPA decision and/or response differs from a stated CAG preference regarding site cleanup, EPA accepts the responsibility of explaining its decision and/ or response to CAG members.

A CAG allows the Agency to exchange information with members of the affected community and encourages CAG members to discuss site issues and activities among themselves. The CAG also can provide a public service to the rest of the affected community by representing the community in discussions regarding the site and by relaying information from these discussions back to the rest of the community. CAGs thus can be a valuable tool for both the Agency and communities throughout the cleanup process.

Appendix B. CAG Committees

As of October 2019

Leadership Team

The leadership team coordinates with facilitators and support personnel, establishes agendas for the full CAG meetings, serves as official spokespersons for the CAG, and ensure the effective operations of the CAG.

Current members:

Jonathan Miner Rick Rediske
Sandy Wynn-Stelt

Membership Committee

The membership committee establishes membership policies and procedures for review and approval by the full CAG. It reviews membership annually to identify member needs. It designs and implements strategy and approach for recruiting new members and recommending potential new members for CAG consideration and approval.

Current members:

Lance Climie Fletcher Johnson
Tom Konecsni Gail Mancewicz
Jonathan Miner

Communications Committee

The communication committee creates and implements all CAG outreach and communication to the larger community. It establishes and maintains all outreach materials, programs, and on-line vehicles. It coordinates with EPA and other agencies as appropriate to implement overall communication about the CAG and to ensure needed site information is available to the community.

Current members:

Jen Carney Kevin Green
Elaine Isely Grant Medich
Mike Shibler

Communications Committee

The technical committee reviews and discusses project and technical issues to assist the CAG and community to identify needed information, ask key questions, and draft CAG responses and recommendations.

Current members:

AJ Birkbeck Tom Konecsni
Susan Marschall Grant Medich
Thomas Sapkowski Jamie Vaughan