

DATA & METHODS WORKING GROUP CHARTER

UPDATED 03.08.23

START DATE: 02.03.23

END DATE: 12.31.23

MEETING SCHEDULE



- **Day of Week:** Wednesdays
(weekly in February, biweekly starting mid-March)
- **Time/Duration:** 2:30 – 4:00pm
- **Location:** Online using Microsoft Teams

WORKING GROUP GOALS & SCOPE

The goal of the Data & Methods Working Group (DMWG) is to provide data on where pollution is coming from; how burdens may vary in communities across Chicago; and show community-level vulnerability to pollution to inform decision-making in policy areas such as land use/zoning, transportation, permitting and enforcement. This working group is co-designed with community partners to leverage expertise across diverse sectors and groups, particularly those people who live in communities most impacted.

From time to time, the DMWG will interact with the Policy and Communications and Engagement Working Groups to ensure alignment between the groups, communicate updates, and provide feedback based on the scope of the working groups. In particular, the DMWG works in service to the Policy Working Group's goals and scope.



WORKING GROUP MEMBERS

CO-CHAIRS:

- Kirsti Bocskay, CDPH
- Keith Harley, Greater Chicago Legal Clinic
- Susan Martinez, CDPH
- Juliana Pino, LVEJO
- Kim Wasserman, LVEJO

MEMBERS:

- Shubhada Savant, CDOT
- Dave Graham, CDPH
- Renante Marante, CDPH
- Kate McMahan, CDPH
- Preeti Shankar, CNT
- Jamie Osborne, DPD
- Meleah Geerstma, NRDC
- Jess Lynch, IPHI*
- Jeff Harrinton, Tetra Tech*
- Rachel Houle, Tetra Tech*
- Lysa Modica, Tetra Tech*
- Stacey Durley, Tetra Tech*
- Serap Erdal, UIC SPH*
- Jeni Hebert-Beirne, UIC SPH*
- *Non-Voting Member*

SCIENTIFIC & TECHNICAL ADVISORY COUNCIL:

The Scientific & Technical Advisory Council may provide guidance and recommendations on the DMWG's proposed methodologies, indicators, thresholds for EJ designation and tools/dashboards throughout the working group process. The Scientific & Technical Advisory Council is comprised of persons with expertise in environmental epidemiology and toxicology, industrial and occupational hygiene, engineering, pollution monitoring and modeling, data informatics, visualization and mapping, urban planning, policy and community-based participatory research, regulating agencies (including those who have gone through the CIA process in their own jurisdictions) and regulated entities. Members will be listed here once invitations have been accepted.



- Acknowledge internal and external constraints and limitations; and move through them with compassion
- Practice transparency
- Assume good intent
- Be open to and have honest and hard conversations
- Be open to and provide constructive feedback
- Lead with grace, empathy, and patience
- Honor different experiences
- Listen with an open mind
- Be creative
- Be explicit about inequities, power, and privilege
- Commit to values and guiding principles
- Be open to evolving the process to embed equity
- Understand that it's okay for the process to be messy
- Use I statements
- Challenge assumptions before you speak
- Commit to being accountable to impacts of our actions
- Commit to seek material changes for communities as a result of our shared work
- Commit to active listening

DECISION-MAKING PROCESS



At certain points throughout this process, the DMWG will make decisions together by using a consensus approach and utilizing the Fist-to-Five process.* Some decisions may include assessing technical capabilities and considering political implications and the impact of said decisions on stakeholders. The following guidelines will help structure decision-making:

- Voting members of the DMWG include representatives from City departments and Community organizations.
 - The City and Community each have 4 votes for a total of eight votes.
 - From the City, the departments of Transportation and Planning (CDOT and DPD, respectively) each have one vote. The Chicago Department of Public Health (CDPH) has two votes, reflective of members from the Office of Health Equity in All Policies and the Office of Environmental Permitting & Inspections.
 - From the Community, Center for Neighborhood Technology (CNT), Greater Chicago Law Clinic (GCLC), Little Village Environmental Justice Organization (LVEJO) and National Resources Defense Council (NRDC), each have one vote.
- As support staff for the DMWG, the Illinois Public Health Institute (IPHI), Tetra Tech and University of Illinois at Chicago School of Public Health (UIC SPH) participate as non-voting members.
- Advisory Council members may provide guidance and recommendations to the DMWG and attend meetings on an invite-basis but do not vote.
- In order to vote during a DMWG meeting, the group will come together to first determine the decision that needs to be made at the prior meeting, allowing time for voting members to consult with their organizations.
- All eight votes need to be cast in order for a decision to be passed and will be cast and counted at a DMWG meeting. If a voting member is unable to attend the meeting, their vote may be submitted to the DMWG co-chairs by 12PM, the day of the DMWG meeting.
- Each vote cast will be recorded in the meeting notes (e.g., the Fist-to-Five rating for each organizational vote).
- For decisions that cannot reach consensus, DMWG co-chairs will confer with the co-chairs of the CIA Project Management Team.

**A fist means, "I object and will block consensus (usually on moral grounds)." One finger means, "I'll just barely go along." or, "I don't like this but it's not quite a no." or, "I think there is lots more work to do on this proposal." Two fingers means "I don't much like this but I'll go along." Three fingers means, "I'm in the middle somewhere. Like some of it, but not all." Four fingers means, "This is fine." Five fingers means, "I like this a lot, I think it's the best possible decision."*

KEY DELIVERABLES

DESCRIPTION

1	WORKING GROUP CHARTER	Finalize working group charter with all DMWG members.
2	ENVIRONMENTAL JUSTICE COMMUNITY DESIGNATION METHODOLOGY	Identify methodology designation process for environmental justice communities.
3	ENVIRONMENTAL JUSTICE INDICATOR SELECTION CRITERIA	Identify criteria to be used for indication selection.
4	SELECTION OF ENVIRONMENTAL JUSTICE INDICATORS	Indicators for use in the process for identifying environmental justice communities in Chicago.
5	PRELIMINARY ENVIRONMENTAL JUSTICE COMMUNITY MAP FOR CHICAGO	Map outlining environmental justice communities with initial set of indicators and threshold.
6	CONTRIBUTIONS TO THE EJ ROAD MAP	Recommend deliverables/tasks for next steps after May launch event, including recommendations for community engagement and ground-truthing
7	PROCESS ASSESSMENT/EVALUATION	Contribute to an assessment/evaluation of how the process reflected guiding principles and how it was accountable to EEWG
8	CIA SUMMARY REPORT	Contribute to, review and provide feedback on CIA summary report prepared by Tetra Tech and Illinois Public Health Institute
9	CIA TOOLS/DASHBOARD	Contribute to development of tools/dashboard for CIA, review and provide feedback to Tetra Tech
10	FINAL EJ COMMUNITY MAP	Develop a final map with selected methodology, threshold and indicators