

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.