MEETING MINUTES
Mayor’s Climate Action Resilience Plan (CARP)
Working Group Meeting
Tuesday, July 10, 2018 at 6:30 p.m.
Lorraine H. Morton Civic Center, 2100 Ridge, Room 2402

Members Present: Likwan Cheng, Jack Darin, Bob Dean, Joel Freeman, Jerri Garl, Vickie Jacobsen, Christopher Kucharczyk, Sarah Lovinger, Lauren Marquez-Viso, Gabriela Martin, Mariana Oliver, Judy Pollock, Gajan Sivandran

Members Absent: Henry Eberhart, Emily Lawrence, John Moore, Lonnie Wilson

Staff Present: Kumar Jensen, Kelly Hutchins

Guests: Michael Berman

1. Declaration of Quorum: The meeting was called to order at 6:37 p.m. and a quorum was established.

2. Approval of June 5, 2018 Meeting Minutes: It was motioned to approve, a second was voiced, and minutes were unanimously approved as presented.

3. Public Comment: None

4. Reports and Discussion: Timeline Review

Meeting Schedule and Plan Introduction to City Council

The Revised Timeline document was shared with members. Week of July 2nd, draft recommendations were shared with K. Jensen, and he sent them to select city staff and technical advisors for review. Comments from those groups are due July 16. K. Jensen will synthesize that feedback categorize them (if necessary) and then those suggestions will be shared with the entire group. On July 20th, those comments will be sent to the group; at which point CARP will draft the plan based on those comments to be finalized on August 7th.

J. Garl motioned to for each of these set groups including task forces to take responsibility for summarizing the essential comments received/discussed in their meeting, and to include, document, and address that they have been received. M. Oliver seconded the motion, and the motion passed unanimously.

The rationale for including a summary of public feedback is that it captures the essence of the comments, provides enough detail to indicate that they were heard, and for accountability to those that shared information.
On Sept 4th the plan will be released for public comment up until September 28. During this period, a feedback form will be collected, later structured, and returned to the group. After the public feedback period ends, K. Jensen will synthesize those comments and share with the group with a summary page. Key items will be highlighted along with any trends that emerged. K. Jensen will also include the comments for the particular categories as well. It will be an open response format.

The final approval of recommendations will be voted on October 9, with any suggestions on structure, layout, etc. given during that time. On October 9 through October 28 staff will revise plan based on CARP guidance. The plan will be introduced at Human Services Committee November 5th in the form of a resolution. The resolution will also include the ask for Council to adopt the plan; additionally, information about CARP working group processes, goals, the public engagement process, and the plan itself will all be part of the packet that Human Services Committee will receive. After the Human Services Committee votes on the plan, it will go to full City Council for consideration/action.

Meeting Schedule Revised – proposal to cancel the September 4th meeting given that it follows Labor Day and since the plan will be in public comment period, and it will be far too early to have received comments. Task forces can still meet, however.

Propose to keep the October 2nd meeting date, and then add another meeting October 9. November meeting can be moved to 2nd week in November to not conflict with Election Day.

Engagement Prior to Introduction to City Council

How the city provides community engagement:
- Press releases
- News and Events –E-Newsletter (running list of events) with 50K subscribers
- Social media promotions

Ideas for building public momentum and support for the plan:
- Op-Ed for news media
- Event or engagement opportunity
- Create something physical or interactive that people contribute to
- Create a social media challenge (e.g., similar to the ice bucket challenge)
- S. Lovinger suggested the following - Outreach events with general public groups, not just environmentally focused. Can volunteers attend board meeting for local organizations to share information; again non-environmentally focused (e.g. school’s/daycare Friday folders, email blasts).
- Create a template to communicate with Aldermen; and schedule a follow up to that email communication. Each working group member is to reach out to their Alderman, inform him or her of the timeline, and follow up if questions
- Attend ward meetings – ask to be a part of the agenda or give a presentation
- Media outreach
- Block parties
- Non-profit day at the Farmer’s Market

Two parts to engagement:
1.) Inform public about high level goals of the plan, and then provide more specific details at events, covering a mix of adaptation, mitigation, and reduction goals.

2.) Get public feedback support, endorsements, and encouragement in visible or tangible ways.

The Approach for Engagement – Members attend in-person events that also connect to social media, such as Streets Alive, Bike the Ridge, impromptu events. Personalize the plan via a strong message and primarily how Evanstonians will be affected. And also share the campaign with the groups we have already engaged.

Public forums
- Environment board can hold one
- Sept 22 event with Mayor - can be similar to the kick-off event held at the Ecology Center. K. Jensen is open to suggestions for the format for this event.

Aldermanic Engagement
- July – First letter to be sent to each Working Group members’ Alderman to inform them of the basic schedule and to offer a draft plan update.
- Offer/ask for their support in engaging people in their ward – let them know members are open to attending events.
- J. Freeman and L. Marquez-Viso to send letter to Alderman Suffredin.

- September – Second letter –
- At this point, the plan will have been released. This is the time to ask can Working Group members answer any questions and to solicit support from Aldermen.

- October – In person
- Sit down with each of Alderman especially those who are on the Human Services Committee members. Working Group could be doing this while staff is revising the plan
- Presence at City Council and/or Human Services
- J. Pollock will engage Citizens’ Greener Evanston to ask for support in strategizing getting people to Council meetings

5. Task Force Breakout Sessions: Attendees recessed into their respective task force groups to engage in discussion in their assigned categories: Climate Mitigation, Climate Adaptation, and Community Engagement.

6. Adjournment: It was moved and seconded, and the meeting was adjourned at 8:38 p.m.

Next Meeting – Tuesday, August 7, 2018

Respectfully Submitted,
Kelly Hutchins
Administrative Assistant, Administrative Services Department