

COMMUNICATIONS & ENGAGEMENT WORKING GROUP CHARTER

UPDATED 12.20.22 START DATE: MARCH 2023 END DATE: DECEMBER 2023



WORKING GROUP MEMBERS

MEETING SCHEDULE



- **Day of Week (Recurring):** Sprint meetings (weekly) for April - May, then moving to bi-weekly in June.
- **Time/Duration:** Fridays at 1:30 – 3:00 pm (90-minute working group meetings)
- **Location:** Online using Microsoft Teams

WORKING GROUP GOALS & SCOPE

The goal of the Communications & Engagement Working Group (CEWG) is to:

- Be transparent in multiple languages throughout the CIA process so that all members of the public have access to up-to date information of what we are doing, how and why.
- Community members drive and help develop communication messages and engagement strategies so they are culturally responsive and accessible.
- Guided by community lived experiences, highlight community power/assets and letting community members tell their stories in their own voices.
- The working group may communicate via email to review communication drafts, edits, and approvals.

CO-CHAIRS:

- Alfredo Romo, N4EJ
- Madalynn Benavides, N4EJ
- Courtney Hanson, PCR
- Chloe Butler-Jones, PCR
- Eduardo Muñoz, CDPH

VOTING MEMBERS:

- Ivonne Sambolin, CDPH
- Gabrielle Guerrero, CDPH

NON-VOTING MEMBERS:

- Rashidat Balogun, IPHI
- Jess Lynch, IPHI
- Sam Young, IPHI
- Joi Ross, APEX
- Jen Grund, APEX
- Holly Bartecki (Proxy), JT
- Serap Erdal (Proxy), UIC
- Jeni Hebert-Beirne, UIC
- Daisy Magaña, UIC
- Cynthia Medina, UIC
- Maggie Acosta (Proxy), UIC

CEWG GRIEVANCE PROCESS:

The (CEWG) understands that there can be complaints or discomfort raised CEWG members. Therefore, CEWG set out steps to be used to resolve presented grievance between CEWG. The Grievance Procedure created by CEWG are as follows:

- Person/organization harmed should notify a CEWG co-chair that harm has happened. CEWG co-chair will log the grievance in the CEWG working group meeting notes.
- Person/organization harmed should reach out to the person/organization causing harm to try to address the issue directly with a 1:1
 - If that does not sufficiently resolve the issue, the person/organization harmed will bring it to the attention of a CEWG co-chair to convene restorative justice process if they want one
 - A member of the CEWG will have a 1:1 with all parties involved and then convene a restorative justice process that meets the needs of the parties involved
- If a CEWG member does not participate in the restorative justice process and/or repeatedly violates the CEWG community agreements, the CEWG may vote to remove the member from the CEWG.



- Be realistic about constraints and limitations
- Practice transparency
- Assume good intent
- Have honest and hard conversations
- Provide constructive feedback
- Lead with grace, empathy, and patience
- Honor different experiences, avoid judgment and criticism
- 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
- When tensions arise, we apply the CEWG Grievance Process

DECISION-MAKING PROCESS



The Communications and Engagement Working Group (CEWG) understands that there will be decisions for the working group throughout the CIA process. Topics for decisions may include: design of engagements (including scheduling, intended audience, activity formats); framing of communications and/or specific language within communications; and design of materials and socials.

The CEWG will use the "fist to five" method for consensus discussion and decision-making.

Consensus discussion: Both voting and non-voting members of the Communications and Engagement Working Group will participate in fist-to-five consensus discussions with non-voting members having the following parameters:

- Non-voting members are not able to block proposals (i.e. not using the fist)
- Non-voting organizations with multiple participants in the CEWG should be conscientious to not overwhelm the consensus process (i.e., designate a subset of their participants to participate with the fist to five, etc.)

Voting on final decisions: Whenever the group determines to use fist-to-five to vote on decisions at the end of a consensus discussion, only voting members will participate. (A final vote is not required for every decision; co-chairs can determine case-by-case when a final vote is needed.)

Current voting members as of May 2023 are N4EJ, PCR, and CDPH—each organization will have 1 vote. It is expected that voting members may request to take discussion back to their respective organizations or network prior to making decisions. CEWG decisions will be made when voting members agree they have received input and are ready to vote.

Note: CEWG will make decisions related to all aspects of the working group's scope and deliverables (no further process with the project management team is needed for decisions within the scope and deliverables of the working group). Occasional decisions that involve co-chairs across all working groups (like sign-off on a letter or changes to overall project scope/timeline) will either be brought to the EEWG or the group of all co-chairs depending on who is the appropriate decision-making group for a particular action, but we anticipate those cross-project decisions will be few in number.

KEY DELIVERABLES

DESCRIPTION

1	WORKING GROUP/ COMMUNITY AGREEMENT	Review community agreements and include any additional input from working group members. Review proposed working group scope.
2	WORKING GROUP CHARTER	Finalize working group charter with all CEWG co-chairs team charter, scope, and sequence of meetings
3	ENGAGEMENT PLAN	Co-design and draft an engagement plan with working group members
4	COMMUNICATIONS & SOCIAL MEDIA	Develop communication messaging and social media materials.
5	CUMULATIVE IMPACT ASSESSMENT PUBLIC WEBSITE	Working group members contribute input to website colors, look, graphics, text products, materials, and links to prepare for the launch of the website.
6	OUTREACH & COMMUNICATION LANDSCAPE ASSESSMENT	Work with CEWG to identify EJ orgs around the city, industries, Alderpeople, and community members for city-wide outreach. Outreach would be through social media platforms, the CIA website, and flyers
7	COMMUNITY ENGAGEMENT	Working group members will host between three to five community engagement events
8	ENGAGEMENT MATERIALS	Workshop community engagement questions, agenda items, logistics, and materials for events based on outputs from the Policy and Data & Methods working Groups.
9	CUMULATIVE IMPACT ASSESSMENT LESSONS LEARNED	<ul style="list-style-type: none"> • Evaluate how the process reflected guiding principles and was accountable to the EEWG • Evaluate website, meetings with partners, and overall partner engagement