

MPART Citizens Advisory Workgroup Charter

Approved 9/27/2019

OVERVIEW

Per- and polyfluoroalkyl substances (PFAS) are a class of man-made chemicals that are pervasive and persistent in the environment. Some have been associated with adverse health effects. The Michigan PFAS Action Response Team (MPART) was established under Governor Gretchen Whitmer's Executive Order 2019-03 "...to address the threat of PFAS contamination in Michigan, protect public health, and ensure the safety of Michigan's land, air, and water, while facilitating inter-agency coordination, increasing transparency, and requiring clear standards to ensure accountability."

Under the Executive Order, MPART is charged, among other things, with the following outreach duties and responsibilities:

- "Develop routine communication and information-sharing protocols between all members and stakeholders."
- "Perform outreach to ensure all stakeholders in impacted areas are informed, educated, and empowered."
- "Perform outreach to ensure the general public is informed about PFAS contamination and the work of MPART."

The Executive Order also enables MPART to form advisory workgroups to assist it in performing its duties and responsibilities. MPART may adopt, reject, or modify any recommendations proposed by an advisory workgroup.

A Citizens Advisory Workgroup (hereafter "workgroup") is formed to assist MPART with fulfilling its outreach duties and responsibilities and its mandate to address PFAS threats with transparency and accountability. This MPART Citizens Advisory Workgroup Charter (Charter) reflects the thoughtful input from two focus groups of engaged residents in communities impacted by PFAS contamination across Michigan.

PURPOSE

It is a fundamental purpose of this workgroup to advise and assist MPART to partner proactively with PFAS-impacted citizens and communities throughout Michigan, recognizing that the ideas and perspectives of an engaged and empowered citizenry are essential to MPART in fulfilling its duty to protect public health and ensure the safety of Michigan's land, air, and water.

The workgroup will: (1) advise MPART on performing outreach and establishing a dialogue with interested parties to ensure that all community stakeholders in impacted areas are informed, educated, and fully empowered to provide input to MPART regarding PFAS contamination and all non-confidential aspects of the work of MPART; and (2) work with MPART to ensure that the general public is informed in a timely and coordinated manner.

SCOPE

The workgroup will address MPART's communication and information sharing methods and protocols between members and stakeholders, including how it engages with and empowers impacted communities, the methods and timeliness of MPART responses to those communities' inquiries, and how it informs the general public of PFAS-related developments.

MPART Citizens Advisory Workgroup Charter

Approved 9/27/2019

The workgroup is encouraged to provide non-binding stakeholder and community input to MPART regarding all non-confidential aspects of MPART's work and may also be asked from time-to-time for input on key communications with statewide implications prior to release.

The workgroup is not intended for technical or regulatory review and input on site-specific investigations and responses, nor is it intended to address specific MPART communications with responsible parties, other agencies, and elected officials. However, workgroup members may make non-binding suggestions as to how modifying existing communications with responsible parties, other agencies, and elected officials might improve the overall effectiveness of MPART's mandate.

Concerns about site-specific investigations and responses should be raised at a local level first, involving the local project team that includes MPART staff and local officials. Should the community feel those concerns are not adequately addressed at the local level, this workgroup may consider how and why those concerns were not adequately addressed and work with either the local project team or MPART to find a solution.

While the workgroup is not a decision-making body, it will be helpful for its members to understand the decision-making process for items not within its scope so they can make recommendations on how best to communicate that information to the public and to help the public understand how they can effectively participate in decisions that impact them. MPART will help workgroup members to understand the current decision-making process.

The workgroup will not be engaged in the review of any personally identifiable information or information that is considered confidential, enforcement-related, and/or attorney/client privileged.

GOALS AND OBJECTIVES

The workgroup will develop a schedule to provide recommendations to MPART under two main goals.

1. How to engage impacted communities:
 - a. Review existing protocols.
 - b. Recommend new protocols.
 - c. Recommend types and timing of public forums and formats for those forums.
 - d. Identify gaps in information.
 - e. Recommend how to empower community members and stakeholders to provide input on any MPART action or response and to pose questions to MPART regarding those actions or responses, recognizing the inherent value of strong partnerships with communities.
 - f. Identify community expectations as to nature, format, and timing of MPART responses to communities.
 - g. Recommend how to improve awareness of the public health risk and the response.
 - h. Other objectives requested by MPART.

MPART Citizens Advisory Workgroup Charter

Approved 9/27/2019

2. How to engage the general public on PFAS and MPART's efforts:
 - a. Comment on the MPART Web page and proposed Web updates and provide suggestions for same.
 - b. Provide recommendations on how impacted communities and the general public can stay informed via routine updates from MPART.
 - c. Provide recommendations as to how public inquiries and comments might be addressed by MPART so as to inform and empower the interested public.
 - d. Provide recommendations on potential outreach materials and information.
 - e. Provide comment on outreach material.
 - f. Other objectives requested by MPART.

COMPOSITION

The workgroup will consist of residents from impacted communities, subject to the following:

- An impacted community is generally defined as any city, township, or village that has at least one official MPART PFAS site within its boundaries. An official MPART PFAS site is defined as a location with a groundwater result over 70 parts per trillion (ppt) PFOS+PFOA or a result exceeding any Michigan maximum contaminant level (MCL) for any PFAS constituent, once promulgated. MPART may determine a community is impacted even if it does not have an official MPART PFAS site.
- Interested residents must register to be a member. The content of the registration form is contained in Attachment 1. MPART will notify residents as necessary of the opportunity to register through various electronic media, including but not limited to GovDelivery, news releases, and other email distribution lists.
- MPART will appoint two members from an impacted community. When making the appointment, MPART may consult with other workgroup members, the applicants, and local leaders. (Other applicants not appointed will still be encouraged to participate in an unofficial capacity.)
- Member appointments are for terms of two years with no limitation on reappointment.
- The members may elect a Chairperson and Vice Chairperson for terms not to exceed two years to help lead the workgroup and coordinate with MPART.
- Employees of the State of Michigan or federal government, individuals acting in the sole interest of an industry, and officials of state or national associations are not eligible to be members. Representatives of organizations intended primarily for citizen engagement on PFAS are not excluded. MPART will consult with other workgroup members on any exception to these guidelines.
- An appointment may be rescinded in writing by MPART for cause.

EXPECTATIONS OF MEMBERS

Members are expected to engage the workgroup to the extent possible and consistent with the following:

- Read and adhere to this workgroup Charter.
- Actively participate in scheduled meetings.
- Provide timely follow up to action items, such as submitting written comments on meeting materials.

MPART Citizens Advisory Workgroup Charter

Approved 9/27/2019

- Be a representative of the workgroup in his or her community and keep the residents informed.
- Respect requests to not disclose information that is draft deliberative, such as an embargoed news release where MPART is seeking workgroup input.
- Value and respect diversity.
- Act with integrity.

Members are volunteers with multiple demands for their time. The demands for the workgroup should be reasonable given their other personal and professional obligations.

MEETINGS

The workgroup will meet routinely:

- Meetings will be scheduled with the appointed members.
- Meetings will be open to other interested residents.
- The meeting frequency will be monthly, except as adjusted by MPART and the members.
- The meetings will typically be held on a weeknight, Monday–Friday, from 6:00 p.m. to 7:30 p.m.
- All meeting formats will be a web conference to enable remote participation.
- The meetings will be broadcast from Constitution Hall in Lansing, except MPART will endeavor to broadcast one meeting on a quarterly basis from a community impacted by PFAS contamination.
- An agenda will be provided prior to each meeting and generally include:
 - Items recommended from a previous meeting.
 - MPART update on key state initiatives (e.g., MCLs) and site developments.
 - Development of recommendations for items under review by the workgroup.
 - Questions, comments, and updates from members.
 - MPART responses to prior questions, comments, and updates from members not fully answered in prior meetings.
- Every effort will be made to get input from all appointed members during the meeting. As time permits, other residents who are participating in the meeting will also be given an opportunity for comments, questions, and input. If time does not permit other residents to participate, those residents will be given an opportunity to submit their comments, questions, and input in writing to be considered at the next workgroup meeting.
- The meetings are not subject to the Open Meetings Act.

COMMUNICATIONS

MPART will facilitate communications for the workgroup:

- MPART will maintain an email distribution list.
- MPART will post workgroup information on the Web.
- The web conferences are recorded and will be made available online.
- The GovDelivery email notification system will be available for key messaging from the workgroup.

MPART Citizens Advisory Workgroup Charter

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SUPPORT

MPART will provide logistical, administrative, and technical support to the workgroup:

- Schedule workgroup meetings after consultation with the workgroup.
- Prepare workgroup agendas after receipt of workgroup input and subject to the approval of the workgroup.
- Facilitate workgroup meetings.
- Prepare workgroup meeting summaries.
- Provide routine updates to the workgroup.
- Respond to workgroup comments, inquiries, and input in a timely fashion.
- Provide support as resources from all MPART agencies as needed.
- Maintain current information on the MPART Web site.