

## **ACTION ITEMS GENERATED DURING DECMEBER 14, 2021 CAWG MEETING**

The CAWG Meeting on December 14, 2021 generated two action items: (1) provide citizen-led leadership for the CAWG in accordance with the Charter as well as generate suggestions for reaching decisions such as voting procedures, and (2) propose ground rules for effective CAWG meetings. We address both items below. Please note this is just a starting point, it is not a finished document, and we welcome your suggestions, thoughts, and comments. In order for everyone to be included in the discussion of this draft document, please use “reply all” when providing your suggestions.

However, before addressing the action items, we ask everyone to review the “Overview” and “Purpose” sections of the CAWG Charter (copy attached). Among its roles, the CAWG serves as a voice for impacted communities in providing advice to MPART in fulfilling “its mandate to address PFAS threats with transparency and accountability.” And the CAWG is a bridge between the citizens living in communities with PFAS contamination and state government represented by the departments comprising MPART. To gain citizen trust, MPART and CAWG members must be truthful, transparent, and timely in their communications with each other and with PFAS-affected communities regarding PFAS contamination. One of the CAWG’s roles is to assist the MPART in meeting its duty to protect public health and to protect Michigan’s land, air, and water from PFAS contamination. The CAWG working in partnership with MPART with PFAS-impacted citizens can lead to quicker identification of PFAS sources and quicker remediation. The CAWG’s role in identifying initiatives for MPART to prevent PFAS sources from contaminating humans, wildlife, and natural resources in the future is vital to solving the spread of indestructible PFAS contaminants. This will only work if the CAWG and MPART work together to partner with each other and with the PFAS-affected citizenry.

We will now turn to our action items from the December 14, 2021 CAWG meeting: suggested leadership structure and proposed ground rules.

### **CAWG LEADERSHIP**

A CAWG member made an important observation when the member stated that emphasis on leadership as compared to control is much preferred when it comes to leadership positions. While the following suggestions are based on the CAWG Charter, they also serve as a springboard for CAWG member discussion on leadership and decision-making.

Leadership Structure is provided in the CAWG Charter which states:

#### **CAWG COMPOSITION IN THE CAWG CHARTER:**

“The workgroup will consist of residents from impacted communities, . . . MPART will appoint two members from an impacted community. . . . Other applicants not appointed will still be encouraged to participate in an unofficial capacity.”

“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.”

We suggest establishing a leadership team consisting of a Chair, First Vice-Chair, and a Second Vice-Chair. Preferably, the nominees should reflect different parts of the State of Michigan. The reason for suggesting 2 Vice-Chairs is to share the load with the Chair, as this is a time-consuming position. We

also suggest that the monthly meetings be led on a rotating basis between the Chair and the 2 Vice-Chairs.

The CAWG Charter also states:

“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.”

Given the above statement in the Charter, a CAWG member suggested that nominees for leadership positions provide the CAWG with a short bio that specifically identifies their affiliations (member of the public, current or past employee of a group or a governmental agency), and objectives in holding a CAWG leadership position. Please feel free to provide your thoughts on selecting nominees for CAWG leadership positions.

If you are an appointed CAWG member, please feel free to volunteer as a nominee for any one of the leadership positions either at the January meeting or before the meeting so we can add your name to the list of nominees.

Chair: Nominees

First Vice-Chair: Nominees

Second Vice- Chair: Nominees

Please note that, according to the Charter, only appointed CAWG members will be eligible to vote for the nominees. We suggest that the top 3 nominees with the most votes fill the leadership team positions.

### **PROPOSED CAWG MEETING GROUND RULES**

Research on running effective meetings yielded the following proposed ground rules for CAWG meetings. Please provide us with any additions, deletions, an/or comments on the proposed ground rules.

- *Come prepared*
- *Show up on time*
- *Be present* (please try not to let your mind wander during the meeting)
- *Start on a positive note* (participate in good faith)
- *Keep an open mind* (please leave any agendas or baggage at the door before joining the meeting)
- *Follow and stick to the agenda* (comments and questions need to focus on agenda items and PFAS, *suggest agenda items two weeks in advance of next CAWG meeting*)
- *Allow everyone to speak and be mindful of time* (please speak honestly, focus on facts, be patient and please do not interrupt others, respect differing opinions, be open to new ideas, don't be afraid to ask hard questions)

- *Focus on solutions* (brainstorming where everyone feels heard and appreciated can go a long way in finding effective solutions)
- *Follow up on action items.*

#### **TECHNICAL FACILITATOR**

We suggest that Kelly Ploehn continue to serve as our technical facilitator by arranging the Zoom meetings, sending out emails in advance and the day of the CAWG meeting including the link to the CAWG zoom meeting, and inviting MPART partners for updates or initiatives on PFAS issues (e.g., MDARD, MDNR, etc.) at the request of the CAWG.

Please let us know your thoughts and concerns so we can make the CAWG effective in meeting its purpose to assist MPART on PFAS contamination. Also, please remember CAWG leaders and members must have the will to accomplish, if this is going to work.