

# **September 2021 NSBEAP EJ Workgroup**

**September 8, 2021 2pm – 3pm  
(Eastern)**

## **❖ Roll Call –**

- Chair: Lisa Ashenbrenner Hunt (WI)
- Region 1: Sara Johnson (NH)
- Region 2:
- Region 3: Jeremy Hancher (PA)
- Region 4: Donovan Grimwood (TN), Tony Pendola (NC)
- Region 5: Alexis Andrews (OH), Jessica Caceres (OH) Mike Nelson (MN), Deb Jacobson (IL)
- Region 6:
- Region 7: Nancy Larson (KS)
- Region 8:
- Region 9: Chris Lynch (NV), Liz Futch (NV)
- Region 10:
- EPA: Elnora Thompson, Paula Hoag

## **❖ Agenda repair – none.**

## **❖ NEJAC (National EJ Advisory Council)**

- Melissa had been on for years. Now retired.
- May be accepting nominations for new members in December.
- NEJAC nomination info: <https://www.epa.gov/environmentaljustice/nominations-nejac>
- Email NSBEAP Main to see if anyone else currently on NEJAC. – Bring up at next NSC call.
- Couple of Donovan's supervisors participate.

## **❖ EPA / Federal Activites (Paula)**

- Climate and EJ / equity priorities, lot of initiatives.
- Had small EJ office already but getting more funding and staff.
- High-level workgroups to discuss how to meet executive orders.
- Want to be transparent and open.
- Paula mentioned SBEAPs to workgroup. Have they reached out yet? – Don't think so.

## **❖ Brainstorming Potential Actions**

- Add question on EJ activities to Annual Reports.
- Request training on EJScreen.
- Share state-specific mapping tools. (IL EPA has one).
- Share grant opportunities.
- Invite an EPA EJ coordinator to speak with the workgroup. (Holly Wilson – OAQPS community and tribal group – Tony has contact).

- Keep sharing relevant info with the email group.
- Engage CAPs.
- Engage tribes (Donovan can reach out to National Tribal Association or tribe on Maine Oil and Gas Roundtable).
- Target outreach to small businesses in EJ communities (IL is doing).
- Engage EJ community leaders (church groups, refugee programs).
- Encourage EJ community groups to comment on proposed regulations.
- Translations
  - Liability issues with using Google Translate for legal or technical info?
  - Need to use certified translators?
  - Best was to verify translation – translate from English and then have someone else translate back to English.
  - Include disclaimer on all translations.
- Request for EJ case studies / examples related to small businesses (Tony). Nancy may have something. Jeremy – PA could also develop case study but would take time.

❖ **Other discussion items**

- How to identify EJ communities in your state?
  - NH – identified elementary school with highest use of school lunch program, high ratio of asthma.
  - IL EPA tool.
  - MN – Promoted county grant programs for implementing new recycling requirements. Hard to find minority businesses interested because of distrust of government.
- Large businesses may be surrounded by smaller job shops, etc. that are small businesses (ex. Spirit manufacturing in KS). However, large manufacturers have largest impact.
- Communities / businesses may not want to be labeled as EJ. Don't need to frame it as EJ issue when talking to business.
- Do we consider small businesses in EJ communities as offenders or victims? Large businesses have greatest impact but small businesses contribute.
- NH autobody outreach in EJ areas – how many not complying? Calculated how much emissions could be removed if they all got into compliance. Had spreadsheet for calculating.

❖ **Timing / Frequency of Meetings**

- Monthly – at least to start; adjust as needed
- Lisa will follow up with email to group about dates / times.

❖ **Next workgroup call (monthly) – TBD**

❖ **Next Steps**

- Find out if anyone in NSBEAP network is on NEJAC. Will discuss at next NSC call.
- Schedule future meetings.
- Continuing sharing relevant info with group.

- Brainstorm topics for annual training.

❖ **Tools**

- United Church of Christ 1987 Report on Toxic Wastes and Race: <https://www.nrc.gov/docs/ML1310/ML13109A339.pdf>
- EJSreen: <https://www.epa.gov/ejscreen>
- TRI Data and Tools: <https://www.epa.gov/toxics-release-inventory-tri-program/tri-data-and-tools>
- ECHO (Enforcement and Compliance History Online): <https://www.epa.gov/toxics-release-inventory-tri-program/tri-data-and-tools>

# **October 2021 NSBEAP EJ Workgroup**

**October 13, 2021 2:00 – 3:00 pm  
(Eastern)**

## **❖ Roll Call –**

- Chair: Lisa Ashenbrenner Hunt (WI)
- Region 1: Sara Johnson (NH)
- Region 2:
- Region 3: Jeremy Hancher (PA), Samantha Harmon (PA)
- Region 4: Donovan Grimwood (TN), Tony Pendola (NC)
- Region 5: Alexis Andrews (OH), Jessica Caceres (OH), Deb Jacobson (IL), Renee Bashel (WI), Dan Sowry (OH)
- Region 6:
- Region 7: Nancy Larson (KS)
- Region 8:
- Region 9: Nancy Crickman (NV)
- Region 10:
- EPA:

## **❖ Agenda repair – ADA compliance**

### **❖ ADA Compliance (Americans with Disabilities Act)**

- Part of accessibility issue along with translations
- Microsoft Team creates transcripts automatically
- Zoom also transcribes (see “transcribe” button in meeting), can do closed captioning
- Automatic transcriptions not perfect, need to speak slowly and concisely
- Being ADA compliant may help states get federal funding

### **❖ Where to house info (agendas, minutes, resources)**

- How do subcommittees decide what to share on NSBEAP web pages?
  - Post most current minutes, recordings, etc., only most timely info
  - Archive older materials
- Create internal place to store info, then decide what to post publically
- Planning Committee uses dropbox
  - SharePoint – Renee has set up SharePoint with externals, works fine
  - Teams channel – might not work across agencies
- NSBEAP page
  - Could be dropdown under Small Business (similar to sustainability page)
  - Share best resources, case studies, etc. to help all SBEAPs address EJ

❖ **NEJAC** (<https://www.epa.gov/environmentaljustice/national-environmental-justice-advisory-council>)

- Currently closed for nominations – check in Dec for vacancies
- Any SBEAP staff currently participating? – send to NSBEAP main
- Donovan will add agenda item to next NSC call

❖ **Translations**

- Google Translate live on NSBEAP site and ADA compliant
  - Only translates text, not docs, text included in graphics, hover over pop up text
  - Look into analytics to see how many using translations (great metric to report on for grant) – Nancy will look at analytics after a month.
  - Send Nancy info on any issues we see. Nancy will share with IT.
  - YouTube tracks video views.
- Good topic for Annual Training
- Create resources for accessibility: ADA tips, addressing letters without Ms./Mrs., translation tools
- Ask our agencies about translations, ADA, etc. Might be using tools we don't know about.
- Suggestion to get MI involved in workgroup to share what they're doing – creating EJ air permit tool, EJ conference (sessions recorded and available)
- Add request for data on EJ activities to annual report

❖ **EJ Case Studies**

- Jeremy has potential case study in mind but hasn't had time to pursue
- Samantha will talk to PA EJ office

❖ **Indigenous Peoples Day**

- Good time to highlight our work? – Could plan article for next year.
- Upcoming oil and gas roundtables – Nov 9 session dedicated to small businesses, tribes, EJ
- Invite someone from Tribe to speak at Annual Training

❖ **Next workgroup call (monthly) – Wed, Nov 10, 2021 2:00-3:00 eastern**

❖ **Next Steps**

- Discuss optoins for workgroup info sharing internally
- Discuss NEJAC participation on next NSC call
- Nancy will look at analytics for what languages used on NSBEAP website after active for month
- All – ask your agency about translations/ADA accomodations and what tools used.
- Talk to Annual Report Workgroup about adding request for info on EJ activities
- Anyone have case studies?

❖ **Tools**

- United Church of Christ 1987 Report on Toxic Wastes and Race: <https://www.nrc.gov/docs/ML1310/ML13109A339.pdf>
- EJSreen: <https://www.epa.gov/ejscreen>
- TRI Data and Tools: <https://www.epa.gov/toxics-release-inventory-tri-program/tri-data-and-tools>
- ECHO (Enforcement and Compliance History Online): <https://www.epa.gov/toxics-release-inventory-tri-program/tri-data-and-tools>

# **November 2021 NSBEAP EJ Workgroup**

**November 10, 2020 2pm – 3pm  
(Eastern)**

## **❖ Roll Call –**

- Chair: Lisa Ashenbrenner Hunt (WI)
- Region 1: Sara Johnson (NH)
- Region 2:
- Region 3: Jeremy Hancher (PA)
- Region 4: Donovan Grimwood (TN), Tony Pendola (NC)
- Region 5: Alexis Andrews (OH), Dan Sowry (OH), Mike Nelson (MN), Deb Jacobson (IL), Renee Bashel (WI)
- Region 6:
- Region 7: Nancy Larson (KS)
- Region 8:
- Region 9: Liz Futch (NV), Nancy Crickman (NV)
- Region 10:
- EPA: Paula Hoag

## **❖ Agenda repair – Mission statement**

## **❖ October minutes – Approved**

## **❖ File Sharing**

- Options:
  - Google Drive – shouldn't need Google account to review docs. Person maintaining database needs account. Only those with link can access.
  - Drop Box – not recommended by KS; Technical Subcommittee uses.
  - One Drive
  - SharePoint – part of Teams which some have problems with; works for external groups in WI but they need ID/password for WI system.
- Decision: Google Drive, Lisa will work with Nancy Larson to set up.

## **❖ NEJAC – discussion with NSC**

- Sent message out to SBEAP Main to see if anyone currently on NEJAC – no response.
- Sara Johnson and Jenifer Dixon both interested in nomination. They will discuss.
- Deb Jacobson served on NEJAC in past. Willing to be rep if doesn't work for Sara or Jenifer.
- Helpful to have your agency provide referral.
- Unknown if specific requirements for vacancies (region, etc.).
- Will bring to NSC to approve nomination in December.

❖ **Annual Report – What question(s) to ask?**

- Specific options?
  - Quantifiable preferred.
  - How many small businesses we work with are in EJ areas? – Would take too much work to determine.
  - Programs use different tools/quantify in different ways so hard to get accurate data.
  - Could be misleading if just yes/no.
- Open ended?
  - Tell a story / case study.
  - Don't always get good reponse rate on open ended questions on annual report.
- What will we do with results?
  - EPA leadership interested in what we're doing on EJ.
- Each EPA region doing unique EJ activities:  
<https://www.epa.gov/environmentaljustice/environmental-justice-your-community>
- Decision: leave open-ended, emphasize new question on report emails, training, and What's New section on NSBEAP web page.

❖ **Agency tools for translations/ADA accommodations**

- IL – Just started looking at translation options for PDFs.
- NH – Some pushback on why it's needed.

❖ **Language analytics from NSBEAP website**

- Pie chart shows English and Chinese language use.
- Will know more in January.

❖ **EPA Strategic Plan**

- Comment deadline for draft Friday.
- Will probably have another chance to comment later.
- Small businesses only mentioned three times.

❖ **Any other EPA updates?**

- Large workgroups working on EJ issues.
- Possible meet and greet with our group? – Paula can coordinate.
- Paula looking into how to engage tribes.
- High-level EPA staff could speak at annual training.

❖ **Workgroup mission**

- Discuss next time.
- Think about language.

❖ **Next workgroup call (monthly) – Wed, Dec 8, 2:00-3:00 Eastern**

❖ **Next Steps**

- **Nancy - set up Google Drive.**
- **All - think about text for mission statement. Can add ideas to Google Drive once set up.**
- **Lisa/Nancy – work on wording of annual report question on EJ activities.**
- **Paula – invite someone from EPA EJ office to future call.**
- **Nancy – provide analytics on NSBEAP language use in January.**
- **Sara – discuss NEJAC nomination with Jenifer Dixon.**



# **December 2021 NSBEAP EJ Workgroup**

**December 8, 2020 2pm – 3pm  
(Eastern)**

## ❖ **Roll Call –**

- Chair: Lisa Ashenbrenner Hunt (WI)
- Region 1: Sara Johnson (NH)
- Region 2:
- Region 3: Jeremy Hancher (PA)
- Region 4: Donovan Grimwood (TN), Tony Pendola (NC)
- Region 5: Alexis Andrews (OH), Dan Sowry (OH), Deb Jacobson (IL),
- Region 6:
- Region 7: Nancy Larson (KS)
- Region 8:
- Region 9: Liz Futch (NV)
- Region 10:
- EPA: Paula Hoag

## ❖ **Agenda repair – None**

## ❖ **November minutes – Approved and added to Google Drive.**

## ❖ **Google Drive**

- Everyone able to get in.
- Document for mission statement language ideas.
- Folder for meeting minutes.
- Other folders we want? – Maybe tools and resources, NEJAC info

## ❖ **NEJAC**

- Jenifer Dixon will be nominee.
  - Has management approval.
  - NSC will approve nomination.
  - Jenifer isn't able to attend these calls. May want to find different time if she is appointed.
- No new info on vacancies / nominations on EPA website.
- Question for Paula – Should we reach out to express interest in nominating someone to NEJAC or wait for more info?
  - Paula will look into status of nomination process and contact Chitra Kumar.
  - Short staffed right now.
  - Want to make sure they know we plan to submit nomination.
  - Can discuss with EJ office during meet and greet.

❖ **EPA updates**

- Paula reached out to EJ Office.
- Associate director interested in meet and greet with us (Jan or Feb).
  - They want to hear what we're working on and/or what projects we're interested in.
  - Paula will discuss more with Lisa and set a date.
- Denise also met with EJ office on procurement issues.

❖ **Annual Report wording**

- Language suggestions:
  - Does your program utilize any environmental justice, or EJ, tools or specific outreach or assistance approaches to serve EJ communities in your state? If yes, please explain.
  - Has your program done anything to specifically address EJ concerns in your state? If yes, please list any tools or specific outreach or assistance approaches used to serve the EJ community.
- Could follow up with states that say they're doing something to get more details.
- Group is good with wording suggestions.

❖ **Title VI disability info**

- Funding is available.
- EJ focuses more on minority populations and income.
- Need to address accessibility.
- Sara's agency has lost funding because they weren't addressing Title VI.

❖ **Mission statement / NSBEAP web page**

- Brainstorming mission language in Google Drive doc.
- Guidance from Tony on how to write mission statement.
  - 1-3 sentences.
  - Never exceed 100 words.
- Start with simple mission statement to focus what we're working on.
- Can always evolve later.
- SBA example:
  - *Collectively provide SBA with input, advice, and recommendations on strategies to improve and strengthen equity among women, veterans, minority-owned businesses and/or businesses from low-to-moderate income or rural communities.*
  - Rural communities: Could include bandwidth / internet connectivity in rural communities, especially important during COVID when libraries and schools were closed. Issue with electronic reporting for 6H, etc.
- EJ web page content:
  - Mission statement
  - Definition of EJ
  - Reference to executive order
  - Justice 40 info
- Working draft mission statement:  
***Explore how SBEAPs can address environmental justice (EJ) concerns in their states through small business assistance, share ideas and experiences, and make resources more accessible to all audiences.***

❖ **Next workgroup call (monthly) – Wed, January 12, 2:00-3:00 Eastern**

❖ **Next Steps**

- **All – Review draft mission statement in Google Drive and note any comments. Will discuss and finalize on next call.**
- **Lisa/Nancy – Finalize wording of annual report question on EJ activities.**
- **Nancy – Provide analytics on NSBEAP language use in Jan if available.**
- **Paula – Invite someone from EPA EJ office to future call.**
- **Paula – Look into status of nomination process for NEJAC.**