

**Eastwick Lower Darby Creek Area Community Advisory Group
Health, Safety and Communications Working Group Meeting**
Wednesday January 20th, 2016 6:00 PM – 7:30 PM
Eastwick Regional Recreation Center
Meeting Minutes

Attendance: Deborah Jefferson, Derron La Brake, Earl Wilson, Chere Driver, Josh Barber, Dr. Marilyn Howarth, Anna Katenta, Eileen San Pedro, Ted Pickett

1. Locations for future meetings

- a. Eileen will determine availability at the library for 3rd Wednesday of every month. We have had the last few meetings at the Recreation Center at the request of some community members. However, none of the requesting community members have come to the meetings.

2. Archive options for CAG Documents

- a. Anna recommends Drop Box for file sharing and archive purposes. The primary use of this archive is to hold all CAG related documents to establish a historical record of the CAG's activities and thought process. The archive will include working and draft documents and comments on EPA preliminary recommendations. For the February CAG meeting, Anna will make a presentation on a draft process to include: 1) an organization scheme (i.e. Folder names) and document labeling scheme (i.e. year-month-day) 2) a process by which the Drop Box will be used to edit documents shared amongst working groups 3) recommendations about access to the CAG Drop Box account including permissions for editing, adding and deleting.

3. Website

- a. Previous meeting minutes will not be taken down from the website, because they serve as an archive for new community members and a historical record of what the CAG has worked on.
- b. Anna will also draft an approval process for uploading items to the CAG website. This process will include: who reviews the items, when a formal CAG vote is required for final approval, how is the web admin given the ok to upload. She will forward to the CAG prior to the CAG meeting for their review
- c. Pre-screening process: We discussed the need for a pre-screening process that individuals or work groups would use before presenting items to the LT and CAG for consideration for the website. Anna will draft a pre-screening form that will contain questions to be completed by the submitter of documents, videos, and photos. The questions will focus on appropriateness of content and relevance to CAG activities. The screening form and approval process will be sent to the CAG before the February meeting and presented to the CAG at the February meeting.
- d. The screening form will include the following sections.
 - i. Technical Documents
 1. Is there personal information about an individual that is revealed? Address, cell phone. If so, is it necessary? If so, has the individual given their approval in writing?
 2. Is this a final document that has been approved by the CAG?
 3. Is there a date that this item should be taken down? Ex: video describing a process that will be completed on a certain date.
 4. If this document contains data from the EPA or any partner agency, has the partner agency approved of this going on the website?
 - ii. Images
 1. Add to CAG sign in sheet that "images recorded during this meeting can be posted to the website".
 2. No pictures of children will be posted on website.
 3. For images that are not taken in public meetings, permission will be requested from the person in the image, and then submitted to CAG for final approval.

4. CAG approval may be obtained by email circulation of image and request for objections within two weeks. If no objection, image may be posted. Ex: pictures submitted from a CAG member; EPA activity in someone's yard.
- iii. Videos
1. No coarse language
 2. No children
 3. No nudity or inappropriate background
 4. Submitters will be asked to describe what this will add to the CAG website, and why this video is relevant to informing the community about the superfund site.
 5. Videos must pertain to the community, CAG activities, and/or EPA activities.
 6. They will be judged on overall quality
 7. The CAG has the final decision. CAG approval may be obtained by email circulation of the video and request for objections within two weeks. If no objection, the video may be posted.
 8. If the video contains technical information, it must be reviewed for accuracy, and an expert opinion may be sought out.

4. ELDCA CAG Facebook Page

- a. Anna will help construct and manage the Facebook page. At the February meeting, she will present screen shots of the page for CAG approval. The CAG should encourage CAG members and residents that have Facebook accounts to 'like' the ELDCA CAG Facebook page and frequently make posts.
- b. Potential first posts
 - i. Historical flooding events
 - ii. "Why am I on the CAG?" video series featuring CAG members
- c. Ted will make an intro video for the Facebook page about the CAG and LT, and how the site will serve as a way to be notified of CAG meetings, and the CAG recommends you visit our CAG website.

5. Questionnaire summary

- a. Common themes
 - i. **Using meeting times efficiently and frequency of meetings:** Working groups should send out meeting minutes before CAG meeting, and EPA and Working groups can summarize presentations. The CAG should set up goals for the year about topics to discuss with the community, so that meetings can address the needs and concerns of the community and not just summary reports from the EPA and working groups. The LT should plan to have a guided discussion about initiatives to engage with the community and boost attendance at CAG meetings. The website should also highlight topics that will be covered at upcoming meetings.
 - ii. **Communicating meeting times and use of website:** Email notifications are still the most common way people are alerted about meetings.
 - iii. **Encouraging community members to attend meetings:** CAG members were selected because they are responsible to reach out to their neighbors. If current CAG members are not comfortable talking to their neighbors/representatives, the LT should create strategies targeted to community members to develop a greater awareness of CAG activities and where they can go for information.
 1. **CAG member involvement at meetings:** Generate content for website with topics that will be covered to start generating interest from the community.
 2. **Addressing individual concerns:** Some community members may not be comfortable voicing their concerns in front of everyone.
- b. Dr. Howarth will make a formal summary of the community questionnaire and will post to the Drop Box once established.

6. Next Meetings February 17th, March 16th, April 20th