



County of Fairfax, Virginia

MEMORANDUM

DATE: July 19, 2024

TO: Larry Zaragoza, Chair
Fairfax County Environmental Quality Advisory Council

FROM: John Morrill, Director
Office of Environmental and Energy Coordination (OEEC)

SUBJECT: OEEC Support to the Environmental Quality Advisory Council

This memorandum clarifies Fairfax County OEEC staff coordinator responsibilities and establishes the level of service that the Environmental Quality Advisory Council (EQAC) may expect OEEC to consistently provide. This memorandum also clarifies the roles of the EQAC Chair and members consistent with the EQAC Charter established by the Board of Supervisors (“Board”) on May 8, 1972, last updated on September 15, 1981, as amended and the proposed 2024 amended bylaws pending Board approval (“governing documents”). OEEC appreciates and values our coordination with the EQAC and looks forward to continuing collaboration.

As outlined in Fairfax County Procedural Memorandum (PM) 01-02 (Attachment A), the staff coordinator serves as the liaison to a particular Board, Authority, Commission, or Committee (“BAC”). The level of service established in this memo shall be consistent with PM 01-02, with additional staff support to serve EQAC’s program areas as needed. The staff coordinator is supported by other OEEC staff to manage the responsibilities outlined in PM 01-02 and this memo.

Responsibilities

1) The Staff Coordinator for the EQAC will:

- a) Provide a timely response for all typical staff coordinator duties described in PM 01-02 that are consistent with the duties outlined by EQAC’s governing documents. Essential staff coordinator duties will be prioritized to ensure all procedural deadlines (e.g., advance meeting agenda posting requirements) are successfully met. ‘Timely response’ may necessarily be several working days, as the staff coordinator has substantial day-to-day responsibilities in addition to EQAC.

- b) Ensure that all EQAC Meetings are held in compliance with the Virginia Freedom of Information Act (VFOIA) and existing EQAC governing documents..
- c) Prepare a draft agenda for the EQAC Chair to accommodate a 2-hour meeting, or less, and send it to the EQAC Chair for review two weeks prior to each meeting. The staff coordinator shall receive an email from the Chair approving the agenda one week prior to the EQAC meeting. The agenda is considered final at this time.
- d) Post and distribute all final meeting materials five days prior to EQAC's meeting (e.g., Friday before a regular monthly meeting on a Wednesday). Meeting materials submitted after the deadlines included in this memo may be distributed or shared at EQAC's meeting ensuring public access and as allowed under VFOIA.
- e) Serve as the primary point of contact for presenters at EQAC meetings, including scheduling and coordinating meeting materials with the presenter.
- f) Coordinate presentations for EQAC's meetings with two months' advance notice. This includes forwarding questions provided by EQAC to inform the presenter of topics of interest to the presentation. Presentations in their final format must be received by staff one week prior to EQAC's meeting.
- g) OEEC staff will provide template documents with formatting requirements for EQAC related to meeting minutes, memoranda, and the Annual Report on the Environment.
- h) Review documents produced by EQAC for compliance with existing County policy and with state and federal law, including the VFOIA and the Americans with Disabilities Act. This includes the Annual Report on the Environment. Staff shall also provide input on VFOIA requirements, noted below in 4(j) and as may be amended in the future, for EQAC's meeting minutes:
 - i) Date, time, and location of the meeting;
 - ii) Attendance, including remote participation requirements;
 - iii) A summary of any discussion on any agenda items;
 - iv) Votes and description of actions taken
- i) Transmit letters or documents approved by EQAC to the Board in a timely manner (e.g., several working days). EQAC members shall be included in the transmittal.
- j) For VFOIA compliance, develop and post notices for public meetings. As noted in Section 4(h), EQAC members will be responsible for sharing when such meetings may occur.
- k) Track EQAC membership meeting participation, including virtual participation requests, as stipulated in EQAC's governing documents and EQAC's Policy for Remote Participation by Members.

- l) Provide support for EQAC Program Areas as described in Sections 5-8.

2. The Staff Coordinator for the EQAC will not be required to:

- a) Fulfill any support requests that are inconsistent with EQAC's governing documents and this memo. The staff coordinator shall determine if task requests are consistent with the governing documents, and proactively communicate inconsistent requests with the EQAC Chair. The EQAC Chair may appeal the staff coordinator's denial of support directly to the OEEC Division Manager, OEEC Deputy Director, or OEEC Director.
- b) Write documents or publications on behalf of EQAC as requested by the Chair or other members of EQAC.
- c) Write, substantially edit, or provide formatting for draft documents produced by EQAC. This includes making substantial content edits to the meeting minutes, memos to the Board of Supervisors, and the Annual Report on the Environment.
- d) Provide research services or distribute publicly available data to EQAC. An example of the latter is information posted to County or other publicly accessible websites.
- e) Provide or produce additional certificates or awards for participation other than the awards program mutually agreed upon by the EQAC Chair and the staff coordinator.
- f) Identify and or determine if members of EQAC will participate in a meeting that may trigger VFOIA requirements.
- g) Determine if quorum is met in advance for the regular monthly meetings.

3. The duties of the EQAC Chair include:

- a) Responsible for developing meeting topics in collaboration with EQAC members and alerting staff of proposed topics at least two months before meeting. Provide specific information and questions for topics to inform a requested presenter on those topic(s). As summarized in **1(e)**, the staff coordinator will coordinate with the presenter on meeting materials.
- b) Responsible for finalizing EQAC's meeting agenda with staff and send a final, approved version one week prior to the meeting. Staff will communicate the time frames allotted to each presenter and others noted on the agenda.

- c) Manage each meeting (with the Vice-Chair) to not extend beyond two hours (i.e.: meetings starting at 7:15 p.m. must end by 9:15 p.m.).
- d) Ensure meeting minutes include VFOIA requirements (i.e., date, time, votes and a succinct and brief summary of discussion or as stipulated in VFOIA), consistent with the template provided (**1(e)**).
- e) Ensure the prior month's meeting minutes are reviewed and provided to the staff coordinator two weeks ahead of the current meeting.
- f) Chair monthly meetings in accordance with Robert's Rule of Order.
- g) Notify the staff coordinator two weeks in advance about any events or meetings that need to be advertised as EQAC meetings in accordance with VFOIA. The Chair may use the tool provided by staff to request this information from EQAC members.
- h) Track member attendance at EQAC meetings with EQAC support staff.
- i) Coordinate or conduct outreach with stakeholders initiated by EQAC.
- j) Coordinate or lead participation of citizen outreach efforts initiated by the EQAC.
- k) Lead and organize the Annual Report on the Environment process as required by the EQAC's governing documents.
- l) Ensure documents provided to the staff coordinator for distribution or publication are in final draft condition in a Word "docx" format to include ADA compliance.

4. The duties of each EQAC member include:

- a) Notify the EQAC Chair of anticipated absence(s) from meeting(s) or need to participate remotely as early as possible, but no later than one week before a scheduled meeting.
- b) Identify topics for future meetings to meet the two-month notification requirement identified in Section **1(e)**. At each monthly meeting, EQAC may debrief and come to a consensus about their future meeting agendas.
- c) Record meeting minutes in accordance with staff provided template and VFOIA requirements.
- d) Be familiar with the EQAC's governing documents and act in accordance with the duties and powers described therein.

- e) Maintain communication with the Board of Supervisors and the EQAC stakeholders consistent with the duties of the EQAC.
- f) Actively participate in EQAC events.
- g) Participate in the completion of the Annual Report on the Environment (ARE) as required by the EQAC's governing documents and inform staff coordinator of staff contacts for the relevant ARE chapters.
- h) Participate in Committees which may be formed to select Student Members and Environmental Excellence Awardees and provide a completed evaluation form to the staff coordinator.
- i) Inform the EQAC Chair at least two weeks prior to any meeting that may trigger VFOIA and require the need for the meeting to be publicly noticed.
- j) If serving on any other County Board, Authority, or Commission (BAC) as the EQAC liaison, report any applicable updates, progress, or initiatives to EQAC.

EQAC Program Areas

The staff coordinator and other OEEC staff, as needed, will support the following program areas associated with EQAC and included in EQAC's governing documents, to the maximum extent feasible with existing resources. The staff coordinator will discuss with the EQAC Chair in advance any adjustments needed in support of these areas if the support becomes burdensome and interferes with other county and job-related responsibilities. For each of the program areas listed, the staff coordinator and the EQAC Chair will communicate at least once per year to establish clear expectations on the level of support that the staff coordinator will commit to and provide annually.

5) Awards

The Environmental Excellence Award program is administered by EQAC on behalf of the Board of Supervisors.

The staff coordinator will support this program, which includes the following tasks:

- Develop an online application and seek approval by EQAC or the EQAC Awards Committee
- Post the approved application to EQAC's website
- Prepare and distribute promotional materials through OEEC's digital channels
- Compile applications to distribute to the EQAC Awards Committee
- Correspond with awardees on recognition.

EQAC Members shall form a committee ("EQAC Awards Committee") to review the applications. This committee will:

- In accordance with the VFOIA, coordinate meetings and discussions to review the applications,
- Develop evaluation criteria for application review and selection of awardees,
- Submit a completed evaluation form to the staff coordinator,
- Share recommendations on applicants with the full EQAC,
- Vote on selected awardees at a regular EQAC meeting.

6) Award Ceremony

Fairfax County hosts an Environmental Excellence Awards Ceremony that includes recipients of the Environmental Excellence Award, Friends of Trees Awards and Exceptional Design Awards. This is a staff-led event on behalf of the relevant BACs. The EQAC Chair or designee is requested to present the awards to their recipients.

The staff coordinator will support this award and include the following tasks:

- Participate in an Awards Ceremony Planning Committee and fulfil duties as assigned
- Prepare award ceremony materials to include slides and posters of the awardees
- Coordinate and prepare invitation and promotional materials
- Notify awardees

7) Student Membership

EQAC's governing documents allow that one member shall be a County high school student.

The staff coordinator will provide the following support:

- Develop an online application and seek approval by EQAC or the EQAC Student Membership Committee,
- Post the approved application to the EQAC website,
- Prepare and distribute promotional materials through OEEC's digital channels,
- Compile applications to distribute to the EQAC Student Membership Committee,
- Correspond with applicants on their application status,
- Coordinate student member appointment with the Clerk's Office, the Chairman's office, and the office of the district Supervisor in which the student resides,
- Request and post past student testimonials on EQAC's website,
- Provide orientation to the new student member.

EQAC shall:

- In accordance with VFOIA, coordinate meetings and discussions to review the student applications,
- Develop evaluation criteria for application review and selection of student membership,
- Submit a completed evaluation form to the staff coordinator,
- Share recommendations on applicants with EQAC,
- Vote on selected student member at a regular EQAC meeting.

8) Legislative Priorities

Each year, BACs may submit legislative proposals as part of the annual Fairfax County Legislative Program process.

The staff coordinator will provide the following support:

- Provide materials and guidance from the County's Legislative Affairs team on the legislative proposal submittal process,
- Coordinate scheduling and work with county legislative staff to submit the EQAC legislative proposals,
- Inform EQAC of the Legislative Committee meetings where their proposals will be discussed.

EQAC shall:

- Prepare legislative proposals and/or initiatives in final form to the staff coordinator for submittal. Please refer to the staff roles and responsibilities for document support as detailed 2(c).

Attachment A: Fairfax County PM 01-02