

Governance Structure to Support Libby CAG Continuity

CAG Purpose and Role

The Community Advisory Group (CAG) has defined authorities and responsibilities as assigned by Congress. Representing the community at large, CAG is a forum for discussion – where information is shared and issues are identified and discussed; a place where we receive information from agencies and others. CAG is a conduit of information – we clarify, complete, and where appropriate, edit information and pass it on to the appropriate audiences. CAG advocates for, advises, and influences different audiences on a variety of pertinent issues. We communicate with elected leaders; the community; agencies; partners; and community advising groups to work toward solving community issues associated with the superfund site. CAG maintains a summary of its meetings and actions and that summary is made available to the public.

CAG Guiding Principles

- We believe in local influence on local lives.
- We believe that Libby deserves a healthy community and that existing and future health issues cannot be resolved without sufficient cleanup.
- We believe that our children have a right to a clean and healthy school/education environment.
- We believe CAG will be most productive when working within an established governance structure and toward well-defined common goals and outcomes.
- We believe decisions regarding the superfund site should be based on data and Records of Decision (RODS) should be based on thorough Risk Assessments.
- We believe that it is CAG's right and responsibility to develop recommendations on cleanup and health-related issues.
- We believe that our success depends on communication and a collaborative relationship with EPA decision makers and MTDEQ as well as other community advising groups and agencies.
- We believe that everyone has a right to be part of CAG.
- We value and believe that the CAG has a responsibility to maintain a summary of its meetings and actions and convey that information to the public.

CAG "Planning Committee"

- CAG members created a "Planning Committee" to support the continuity of the CAG (see role in "Process Agreements"). The following 7 people were identified for the Planning Committee: JoElyn Brus (TAG); Eileen Carney (political contacts); Mike Giesey (CARD Clinic); Kirby Maki, (Libby Public Schools); Leroy Thom (previous mine employee/affected families, etc.); Bill Patten (St John's Lutheran Hospital); Gary Swenson (LVFD/community emergency responders)
- Elected officials will not be part of the Planning Committee because of their involvement in other processes regarding the Superfund Site but are encouraged to actively participate in the CAG.
- It is expected that the volunteer Planning Committee members will serve for the next 12 months. Mike Giesey agreed to serve as point person, continuing to electronically communicate with CAG members, etc.

CAG Meeting Ground Rules

- Manage your own communication style and behavior:
 - Demonstrate behaviors that respect all opinions.
 - Allow the other to finish – one person speaks at a time.
 - Manage the amount of time you are using in your comments. “When the horse is dead, stop beating it and get off!”
 - Avoid side conversations.
 - Personally commit to demonstrating facilitative behaviors.
 - Turn off electronic communication devices or explain why.
- Strive for consensus in terms of agreements and decisions. When consensus cannot be reached, the facilitator will help the Group:
 - Table the issue with the acknowledgment that CAG members cannot reach agreement; or continue to gather additional information about the issue and continue the discussion within an “interest-based” framework; or forward the different points of view to the appropriate agency or other community advising group;
- Upon agreement/decision, support it.
- Recognize that the CAG only has authority when meeting as a whole. Individual members have no authority to speak for the CAG unless requested. A member may lobby or attempt to influence when making it clear that he/she is representing self and not the CAG.

Process Agreements

- The CAG “Planning Committee” will encourage functional meetings and process within the established governance structure; assure that agreed upon tasks and recommendations are completed and forwarded to the appropriate entity; and encourage community involvement.
- Planning Committee members are expected to attend CAG meetings. When a Planning Committee member can’t attend, he/she will inform the CAG.
- CAG asks EPA and MTDEQ representatives be participants in CAG meetings.
- When CAG has a specific question of EPA and/or MTDEQ, CAG will pose the question in writing and ask for a written response. CAG recognizes that EPA and MTDEQ personnel attending CAG meetings may not have all the information at that point in time or have decision authority regarding particular issues.
- An agenda will be developed for each CAG meeting to include the desired action for each agenda item (i.e., information; decision/agreement; comment forward, etc.). The facilitator will prepare the final agenda in advance of the CAG meeting and validate it at the start of each meeting.
- As part of each meeting agenda, CAG members in attendance will approve the previous meeting summary with any necessary revisions.
- CAG will start on time and end on time.
- Ideally, any presenters at the CAG meeting will provide the CAG with materials in advance of the meeting or if not, at the meeting; describe the problem/issue as they see it; state what they want achieved.
- Audience comments will be heard at the end of each meeting.
- The facilitator will create a summary of each meeting to include agreements, decisions, actions, and tasks. The summary will be electronically distributed to the CAG mailing list and local media with CAG contacts attached. (For the year 2010, Mike Geisey and Bill Patten agreed to be the CAG contacts for media.)
- CAG will consider the value of a facilitated annual planning retreat.