

November 2023 Environmental Quality Board meeting

Wednesday, November 15 from 1 – 4 p.m.

Join online via Teams

For the meeting link and more information, visit the EQB meeting [webpage](#).

Need assistance viewing and participating in the virtual meeting? Join staff at the Minnesota Pollution Control Agency's St. Paul office (520 Lafayette Rd, St. Paul, MN 55155), and they will help you watch the virtual proceedings and provide comment. Please find more details about the location below.

Participating in meetings

Attending virtually

Members of the public may join the meeting virtually using the Teams link at the board meeting webpage link above. Please review the [Guide to Teams Participation](#) for additional information.

Joining the virtual meeting at the Minnesota Pollution Control Agency office

Participate in the meeting virtually with support from Environmental Quality Board (EQB) staff at the Minnesota Pollution Control Agency's St. Paul office (520 Lafayette Rd, St. Paul, MN 55155) lower level – central conference room. All visitors must sign in at the front desk.

Transportation options:

- Bicycle: Visit the [Saint Paul Bike Map](#) webpage for route information. Outdoor bicycle parking is available to the left of the front doors near the loading dock.
- Transit: Use [Metro Transit's Trip Planner](#) to determine the best routes and times.
- Car: You may park in a Visitor Parking space in the parking lot just outside the front door, or park in one of the visitor lots. The visitor lots are the Blue Lot (Olive St. and University Ave.) and the Jupiter Lot (on Grove St. across from the Ramsey County Law Enforcement Center); please see the [parking map](#). Parking in these lots is free of charge. You must register your vehicle at the front desk upon arrival.

Accessibility

Please contact Environmental Quality Board (EQB) staff at least one week prior to the event at info.EQB@state.mn.us to arrange an accommodation. Meeting materials can be provided in different forms, such as large print, braille, or on a recording.

Public engagement opportunities at EQB meetings

EQB encourages public input and appreciates the opportunity to build shared understanding with members of the public. The opportunities for public engagement for this meeting are below.

Oral public comment

In this meeting, the board will accept oral public comment where noted on the agenda. The following procedures and guidelines apply for giving oral public comment:

- If you wish to speak:
 - Virtual: when prompted, use the “raise hand” feature in Teams, located at the top of your screen.
 - In person: sign up at the welcome table before the meeting starts.
- Your remarks will be limited to two (2) minutes. When necessary, the chairperson may limit commenters’ time for remarks to ensure there is equal opportunity for the public to comment.
- When the chairperson calls on you to speak:
 - Introduce yourself before beginning your comment.
 - Please keep your remarks to those facts which are relevant and specific, as determined by the chairperson, to the agenda item at hand.
 - Please be respectful of board members, staff, and other meeting participants. Avoid questioning motives. The chair, vice-chair, or other presiding officer will not tolerate personal attacks.
 - Please note that the chair will use their discretion for directing public comment to ensure the board’s ability to effectively conduct business.

Written public comment

You may submit written comment to EQB by emailing your letter to info.EQB@state.mn.us or mailing to: Environmental Quality Board, 520 Lafayette Road, Saint Paul, MN 55155. Comments must be received by EQB staff **by noon the day before the meeting**.

Staff will compile letters, make them available to members and the public online, and attach them to the public record. Any written comments received after this deadline will be included in the next meeting packet.

All comments will be made available to the public. Please only submit information that you wish to make available publicly. EQB does not edit or delete submissions that include personal information. We reserve the right to not publish any comments we deem offensive, intimidating, belligerent, harassing, bullying, or that contain any other inappropriate or aggressive behavior.

Agenda

Note that all listed times are estimates and are advisory only.

1. **Welcome and roll call (1:00 pm)**

Nancy Daubengerger – Chair, EQB; Commissioner, Department of Transportation

2. **Approval of consent agenda (1:10 pm)**

- Meeting minutes from the October 18, Environmental Quality Board meeting on packet page 5
- Preliminary agenda for the November 15, 2023, Environmental Quality Board meeting

3. **Executive Director’s report (1:15 pm)**

Catherine Neuschler – Executive Director, EQB

4. **Strategic Plan facilitated conversation and workshop (1:20 pm – 3:50 pm)**

Type of Item: Informational

Summary: The Board will participate in a facilitated discussion and workshop in support of the EQB’s efforts to refresh and update the organization’s strategic plan for the next five years. Today the discussion will consider the EQB’s mission statement and priority results or desired outcomes. We will be working as a large group and in small group break-out sessions. This will be the first of two such exercises, with the second planned to follow in early 2024.

Outcome: The Board will provide input that will be used in drafting an update to EQB’s strategic plan.

Facilitators: Kim Behrens and Kari Cantarero, Management Analysts at Minnesota Pollution Control Agency, Organizational Improvement Unit. Staff will be assisting as facilitators and note takers in small group break-out sessions.

5. **Public comment (3:50 pm – 4:00 pm)**

The board welcomes input from the public as time allows prior to scheduled adjournment. We will prioritize input on the EQB’s strategic plan. Please see guidance and procedures on packet page 2.

6. **Closing and adjournment**

October 2023 Environmental Quality Board meeting

Wednesday, September 20, 2023 | 1:00-4:00 p.m. | 520 Lafayette Road, St. Paul, MN 55155, lower-level conference rooms and via Teams.

Minutes

1. Welcome and roll call

Chair Nancy Daubenberger called to order the regular meeting of the Environmental Quality Board.

Members present: Joseph Bauerkemper, Nancy Daubenberger, Kenneth Foster, Tamar Gronvall, Rylee Hince, Todd Holman, Daniel Katzenberger, Nicholas Martin, Paul Nelson, Thom Petersen, Sarah Strommen

Members excused: Grace Arnold; Peter Bakken, Brooke Cunningham, Katrina Kessler, Matt Varilek, Charles Zelle

Proxies present: Lissa Pawlisch (for Arnold), Kate Knuth (for Kessler), Kevin McKinnon (for Varilek), Sue Vento (for Zelle)

EQB staff present: Catherine Neuschler, Rebeca Gutierrez-Moreno, Hazel Houle, Jesse Krzenski, Priscilla Villa-Watt, Kayla Walsh

Chair Daubenberger welcomed new EQB member Commissioner Gronvall, Minnesota Department of Administration.

Approval of consent agenda

- Meeting minutes from September 20, 2023, Environmental Quality Board meeting
- Proposed agenda for October 18, 2023, Environmental Quality Board meeting

Motion: Board Member Petersen moved the consent agenda; Board Member Martin seconded. Motion carries with a unanimous vote.

2. Executive Director's report

Catherine Neuschler – Executive Director, EQB

- Public board member position for the 5th congressional district is open

- Climate in Environmental Review
 - EQB staff are moving forward with projects to help support integration of climate in environmental review
 - The temporary staff GHG Data Analyst position is posted for application through October 23 and the [RFP for a contractor to build the climate calculator](#) is out through December 1
- Obsolete Rules Report
 - Staff have identified 4 potentially obsolete rules
 - Draft report for input: <https://www.eqb.state.mn.us/2023-draft-obsolete-rules-report>
- EQB staff events and conferences
 - Rebeca Gutierrez-Moreno, State Pollinator Coordinator: presented at the Bemidji Monarch Festival on September 17
 - Catherine Neuschler, Executive Director: spoke on a panel at the Gateway to Solar Conference on October 9
 - Jesse Krzenski and Kayla Walsh, Environmental Review Coordinators: presented at the MACPZA conference on October 12
- The November board meeting will be virtual, with breakout rooms

3. Update and Discussion on Minnesota's Climate Action Framework and Inter-agency Climate Work: Implementation, Funding, and Reporting

Presenters: Kate Knuth, Climate Director; Amanda Jarrett Smith, Climate Unit Supervisor
Minnesota Pollution Control Agency

Type of item: Informational

Summary: Governor Walz created the Climate Change Subcabinet through EO 19-37. Chaired by the MPCA Commissioner, this body works to advance climate policy and action in Minnesota through inter-agency efforts.

A major part of the subcabinet's work was development of Minnesota's Climate Action Framework, released on September 16, 2022.

In the year since the release of the Climate Action Framework, Minnesota has made progress on implementing the Framework through state policy change, the state budget, and federal funding through the Inflation Reduction Act and Bipartisan Infrastructure Law. The presenters described these implementation successes.

Outcome: The Board heard about Climate Action Framework implementation activities moving forward, including planning, reporting, and funding.

The presenters discussed Minnesota's work on the Climate Pollution Reduction Grant (CPRG) Program. This program is an IRA-funded EPA program designed to make near-term, durable reductions in climate pollution. Minnesota received a \$3 million CPRG and is doing the work of this grant now, doing community engagement and inter-agency coordination to prepare for the CPRG implementation

grant funding opportunity. The CPRG implantation grant funding opportunity is \$4.6 billion of funding, \$300 million of which is specifically for tribes and territories.

Discussion:

- Possibly a role for EQB to act in terms of improving conversation, engagement, and location of some of the climate mitigation technologies and emerging issues
- Possibly a GEIS would be appropriate to lay out what are the actual, real, or potential impacts of some of these alternative energy systems

4. Per diem and expense policy

Presenter: Catherine Neuschler – Executive Director, EQB

Type of item: Decision

Summary: Legislation in 2023 increased the allowable per diem payment for public members of multiple Boards, including EQB. To account for this change, and make other clarifications, the Board needs to approve an updated Per diem and expense policy. The policy was last updated in 2018.

Outcome: Decision on a resolution to approve the updated policy on per diem and expense payments.

Motion: Board Member Petersen moved to approve the resolution; Board Member Katzenberger seconded.

In favor: Bauerkemper, Daubenberger, Foster, Gronvall, Holman, Hince, Katzenberger, Martin, Nelson, Petersen, Strommen. Opposed: none. Excused: Arnold, Bakken, Cunningham, Kessler, Varilek

Motion passes.

5. Public comment

Benjamin Mass: Asked what will be done to support current and new EV charging infrastructure, especially the maintenance and build out of street-level chargers.

Chair Daubenberger responded that over five years Minnesota expects to receive and invest about \$68 million from the National Electric Vehicle Infrastructure Formula Program (NEVI), administered by the Minnesota Department of Transportation. There will be a Request for Proposals (RFP) issued for round 1 of NEVI funding investments in the winter of 2023/2024.

More details on the NEVI program: <https://www.dot.state.mn.us/nevi/>

6. Closing and adjournment

Board Member Petersen motioned to adjourn. Board Member Holman seconded. All in favor; meeting adjourned.

Memo

Date: November 3, 2023

To: Environmental Quality Board Members

From: Catherine Neuschler, Executive Director

RE: Strategic Plan Mission and Outcomes

At the November meeting, the Board will undertake a facilitated exercise to provide information and input to the revision of the EQB's strategic plan. Key components of the strategic plan are the mission, vision, priority results or outcomes, and strategies.

As previously discussed, the EQB plans to maintain the existing vision – *Minnesota has healthy and sustainable environmental quality that supports public health, economic vitality, societal quality of life, and sustained natural resources.*

The Board will go through two facilitated exercises to contribute to updating the organizational mission, priority results, and strategies. For this meeting, the facilitated exercise will focus on input for developing the mission and the priority results.

Mission

As currently described, the EQB's organizational mission is to *“enhance Minnesota’s environmental quality for current and future generations by leading interagency work to advance meaningful public engagement and facilitate informed decision-making on critical environmental issues.”*

In simple terms, a mission statement should explain an organization's purpose, objectives, and what it does. In addition to the existing mission statement, other EQB documents use different language to talk about what the EQB does and its purpose or objectives. Some of that other language includes:

- “The EQB’s unique contribution to this goal is the ability to bring multiple state agencies and the public together to advance interdisciplinary discussions”
- EQB provides a “Forum for leadership and coordination across Minnesota state agencies on priority environmental issues that are interdisciplinary and cross-jurisdictional”

In revising and updating the strategic plan, we want to be sure that the mission statement provides a clear and compelling statement about the EQB that fits all our diverse areas of work.

Here are a couple of thoughts on the role that a mission statement should play in strategic planning, as well as key characteristics of a strong mission statement.

- A mission statement should be simple, direct, and describe the purpose of the team's existence.
- The mission statement should describe how our efforts come together to impact all our partners and stakeholders.

- The mission statement should help both internal and external parties understand and be motivated to complete and support the organization’s key efforts.¹
- A mission statement defines what the organization does on a daily basis for the next few years.²
- A mission statement should define and describe an organization’s specific and unique purpose – what it does and the outcomes it is striving for.³
- Someone reading the mission statement should be able to identify the organization, and not confuse it with another.

In the facilitated exercise related to the mission statement, you will be asked to consider and share your thoughts on:

- What do we collectively do as the Environmental Quality Board?
- What specifically differentiates the EQB from its member agencies?
- What meaningful outcomes does the EQB deliver?
- Who benefits from these outcomes?

As you begin to think about how you would respond to these questions, keep in mind the role the mission statement can and should play for EQB in defining and focusing our work. Ultimately, the final mission statement should include what we’re doing, for whom, and the results or benefits that will be achieved based on what we do.⁴

Priority Results or Outcomes

The second part of our facilitated exercise will be to review the priority results in the current strategic plan. The plan articulates that the EQB aspired to achieve these results during the five-year period of the strategic plan, and that EQB would prioritize and adapt strategies for each result.

Although this component of the plan is framed as results, underlying the listed priority results is clearly an understanding of the key strategic issues that the EQB wants to impact.

In some views, government agencies in particular should think about the “identifiable social or political demands or needs that the organization seeks to fill,”⁵ and those demands or needs result in the organization’s key strategic issues. Another way of looking at it is that strategic issues are the “fundamental policy questions or critical challenges affecting the organization’s mandates, mission and values”.⁶

The current six priority results are listed below; the bolded pieces are included in the high-level overview of the strategic plan.

1. **The EQB fosters innovative POLICY DEVELOPMENT that balances Minnesotans’ environmental quality, public health, economic vitality, equity, societal quality of life, and sustained natural resources.** The EQB provides a platform for public voice in policy development. The EQB provides a forum for collaborative cross-sector policy development. The EQB offers leadership in aligning policies across agencies. The EQB leads with equity in its policy development.

¹ Enochson, H. 52 Mission Statement Examples that Rock + Free Mission Guide. <https://onstrategyhq.com/resources/mission-statement-examples/> (Accessed September 5, 2023)

² Chandler, A. (2023, August 18.) Why Mission And Value Statements Matter. <https://www.forbes.com/sites/forbesbusinesscouncil/2023/08/18/why-mission-and-value-statements-matter/?sh=1cfa24223b8a>

³ This concept is expressed in Priya Parker’s The Art of Gathering.

⁴ Enochson, H. 52 Mission Statement Examples that Rock + Free Mission Guide. <https://onstrategyhq.com/resources/mission-statement-examples/> (Accessed September 5, 2023)

⁵ Bryson, J.M. (2018). *Strategic Planning for Public and Nonprofit Organizations: A Guide to Strengthening and Sustaining Organizational Achievement*. John Wiley & Sons, Incorporated.

⁶ Ibid.

2. **The EQB provides leadership on priority EMERGING ENVIRONMENTAL ISSUES.** The EQB identifies emerging environmental issues, convenes conversations, and deliberates policy issues. The EQB is a leader on water, land, air, energy, and climate. The EQB recognizes Minnesota's role in supporting environmental quality and environmental justice as part of the regional, national, and global community.
3. **The EQB's ENVIRONMENTAL REVIEW process is transparent, accountable, efficient, and creates and sustains a healthy environment and strong economy for Minnesota.** The public, proposers, and local and state government organizations are clear about implementation requirements.
4. **Minnesotans are ENGAGED in policy dialogue and diverse perspectives are considered in policy development.** Underrepresented groups are actively included in EQB policy dialogues and development. Minnesotans know about the EQB's role in policy development and environmental review processes and understand their options for participation.
5. **The EQB is a trusted partner with state agencies in the COLLABORATIVE WORK of enhancing Minnesota's long-term environmental quality.** Partner agencies and the EQB work together in addressing multijurisdictional environmental challenges. The EQB provides transparent and meaningful interagency coordination so that policy and programs are aligned and optimized for public health and environmental protection. Potential strategies include:
6. **The EQB provides SUPPORT TO LOCAL GOVERNMENTS on environmental review and the implementation of environmental policies and programs.** The EQB is a valued source of information and resource network for local governments seeking assistance. The EQB achieves statewide environmental goals by fostering connections with local governments and community efforts.

In reviewing these priority results, think about whether they speak to an issue or question that the EQB can impact, take action on, or otherwise do something about. Then, are these the issues areas and results that it makes sense for EQB to focus on in the next five years?

We will first review the existing six priority results together, asking some key questions you might want to consider in advance:

- Which have been the easiest for us to do and fit within our current resources?
- Which ones have our 'clientele' responded to and valued the most?
- Which ones have gotten the most immediate, visible results?
- Which ones have gotten the most long-lasting results or provided the most significant long-term benefits?
- Which ones have the most immediate need for improvement or attention?

Keep in mind that the mission statement will have an overarching, but simple, articulation of the outcome and benefits that we want to achieve. These more detailed results or outcomes should clearly expand on and connect to the big picture outcome in the mission statement.

In the facilitated exercise related to the priority results, you will be asked to consider and share your thoughts on these key questions to start to consider for the issues we need to impact and the resulting outcomes:

- Is this priority result still a way we want to work given the vision and the next 5 years? Why or why not?
- Does this priority result align with your mission conversations? Why or why not?
- What would you keep/drop/change to this priority result to update it for this next planning cycle?

Next Steps

The ideas and input gathered during the facilitated exercises will be summarized and compiled. I will use the information to put together a draft updated mission statement and desired outcomes or results. In early 2024 you will get a chance to review the drafted missions and outcomes, and then participate in an additional facilitated exercise to develop strategies that we should focus on to achieve each outcome.

Strategic Plan Project Deliverables and Timelines

Deliverable	Steps	Dates
1. Staff discussion on changes	<ul style="list-style-type: none"> Review and discuss 	<ul style="list-style-type: none"> July 10
2. Planning with OIU	<ul style="list-style-type: none"> Meet with team; review charter, scope, and plan 	<ul style="list-style-type: none"> July 18
3. Present needed changes and proposed plan to Board	<ul style="list-style-type: none"> Provide overview of current strategic plan Identify desired changes and focus of strategic plan update process Present project plan 	<ul style="list-style-type: none"> Board – August
4. Gather input on mission and priority results/outcomes from multiple groups <ul style="list-style-type: none"> EQB staff Internal state agency partners Board 	<ul style="list-style-type: none"> OIU conduct facilitated exercise to gather input on the mission and outcomes <ul style="list-style-type: none"> Ensure that the “priority results” remain important to the Board 	<ul style="list-style-type: none"> EQB Staff and Tech Reps – Oct/Nov Board – November
5. Draft mission and outcomes	<ul style="list-style-type: none"> Review information gathered from facilitated exercises and draft revision to mission and priority results/outcomes 	<ul style="list-style-type: none"> October to December
6. Review mission and outcomes;	<ul style="list-style-type: none"> Review drafted mission and outcomes 	<ul style="list-style-type: none"> EQB Staff and Tech Reps – Dec/Jan Board – January
7. Gather input on strategies	<ul style="list-style-type: none"> Facilitated exercise to gather input on strategies to fit each outcome <ul style="list-style-type: none"> Identify the level of detail that we want included in the strategies Identify key strategies that should be carried forward and add any new strategies Determine how many strategies are needed for each goal – recognizing priorities and resources 	<ul style="list-style-type: none"> Board – February
8. Compile and share draft strategic plan	<ul style="list-style-type: none"> Put together all components into strategic plan Review draft plan with interagency groups and Board 	<ul style="list-style-type: none"> EQB Staff – Feb Tech Reps – Feb/March Board – April
9. Public Engagement	<ul style="list-style-type: none"> Release draft strategic plan for public engagement using Engagement HQ 	<ul style="list-style-type: none"> March to May 2024
10. Finalize Strategic Plan	<ul style="list-style-type: none"> Review public input and make changes Present final for Board approval 	<ul style="list-style-type: none"> Board – May or June 2024
11. Implementation – Workplan and metrics	<ul style="list-style-type: none"> Connect workplan for FY25 to strategic plan Design reporting metrics 	<ul style="list-style-type: none"> Summer/Fall 2024