

Heat and Air Quality Resilience Workgroup Governance Structure

42% of the county population exposed to extreme heat and 19% exposed to wildfire conditions have moderate to high social vulnerability.

Overview

Extreme heat events, wildfire smoke and impaired air quality harm physical and mental health across Santa Clara County. The county is projected to experience an increasing frequency, duration, and extent of wildfire and an increase of up to 13 extreme heat days and up to 55 warm nights by mid-century, with annual maximum temperatures that could reach 108-112°F. The health impacts of climate change disproportionately impact socially vulnerable communities, which include children, seniors, people with disabilities, communities of color, households with limited English proficiency, as well as those who face disparities in income, education level, housing, transportation, food access, health insurance, and health outcomes.

The County of Santa Clara is working to build resilience to climate impacts, including increasingly frequent extreme heat and wildfire smoke events, through dedicated coordination, communication, and capacity building. The Heat & Air Quality Resilience Workgroup (HAQR WG) is one of several workgroups of the Santa Clara County Climate Collaborative (Collaborative), a cross-sector network and community of practice for public agencies, academia, nonprofit and community-based organizations, and business and community leaders to advance regional solutions to climate change through resources and expertise sharing, joint-funding opportunities, and partnership development.

The HAQR WG seeks to advance the vision and goals of the Collaborative and increase the county's resilience to extreme heat and impaired air quality. The HAQR WG is supported by the Center for Disease Control and Prevention Building Resilience Against Climate Affects (BRACE) Grant awarded to the County in September 2021. This five-year grant will fund the development and implementation of adaptation strategies that address heat and air quality issues in communities vulnerable to climate change throughout Santa Clara County.



Santa Clara County Climate Collaborative

Mission & Goals

The mission of the HAQR WG is to coordinate with communities and organizations across Santa Clara County to accelerate the implementation of strategies and projects that advance equitable solutions to the health impacts of heat and air quality hazards.

The HAQR WG will achieve its mission by pursuing the following goals:

1. **Promote heat and air quality mitigation and adaptation model strategies** to encourage implementation and system change among local organizations.
2. **Build a community of practice** to help communities address heat and air quality through creating a collaborative framework for members to work together to identify and leverage best practices, problem solve, and learn.
3. **Engage communities** on the impacts of climate change (e.g., increased heat, wildfire smoke, power outages, poor air quality) and solutions and resources available to mitigate health impacts (e.g., air purification, access to cooling/respite centers, insulation, air sealing, duct sealing and heat pumps) through practicing a co-creative model for collaboration and learning between the WG and communities we serve.
4. **Support the implementation of projects** that advance community resilience to heat and air quality issues and advance BRACE initiatives by developing partnerships, identifying grants and other funding, and providing technical assistance when possible.

The HAQR WG will achieve its goals by developing and implementing a three-year work plan, which will describe the specific activities, initiatives, and projects of the HAQR WG. The workplan must be presented to the LAT and County by a co-chair of the HAQR WG. Because the Collaborative is administered by the County, the Collaborative and workgroups must comply with County rules and regulations governing procurement, grants, contracting, lobbying, donations, etc.

Membership & Leadership

The HAQR WG is open to any individual or organizational representative who lives or works in Santa Clara County with an interest in:

- Promoting public health
- Advancing adaptation, mitigation, and resilience in climate change
- Planning emergency preparedness and response
- Providing health care or other community services
- Managing infrastructure or open space
- Monitoring air quality and heat

The County of Santa Clara encourages participation from jurisdictions in Santa Clara County, community-based organizations, academia partners, and environmental stakeholders. HAQR WG members are not required to be core members of or participate in the broader Collaborative, though participation in the Collaborative is highly encouraged. Members of the HAQR WG will provide guidance pertaining to the strategic direction, advance defined objectives, and lead and/or participate in subcommittees as needed. There are no dues to participate.



Santa Clara County Climate Collaborative

The HAQR WG will be led by two co-chairs, recommended by HAQR WG members, and approved by the Collaborative's Leadership Advisory Team (LAT) and the County. The co-chairs' terms will be two years, although negotiation on term length is possible. HAQR co-chairs must be core Collaborative members. In collaboration with County staff, the co-chairs will assist with setting HAQR WG agendas, facilitating meetings, and other communication or coordination as needed. Co-chairs are also responsible for providing written or verbal updates on the HAQR WG's progress in preparation for bi-annual Collaborative meetings. County staff will support HAQR WG co-chairs by providing updates on the progress of the HAQR WG at LAT meetings and Collaborative meetings as requested. The co-chairs may be supported by staff and will provide final approval for subcommittee formation and selection of subcommittee leads.

Meetings

The HAQR WG will meet quarterly for 1.5-2 hours pending remote or in-person meetings. Hybrid meeting options will be available as facilities permit. Meeting topics should focus on the HAQR WG goals stated above and may produce findings, recommendations, or discussion topics to be presented to the LAT of the Collaborative. The LAT may incorporate these items into the agenda of Collaborative meetings. County staff supporting HAQR WG are responsible for providing updates to the LAT or Collaborative as requested.

Subcommittees

Subcommittees of the HAQR WG may be established to work on specific projects that advance HAQR WG goals and objectives. The Subcommittee co-chairs are responsible for developing specific objectives and sharing their progress on objectives with HAQR WG (verbally or in writing). Subcommittees may meet independently from the HAQR WG as needed/desired by Subcommittee members. Proposed subcommittees must have a minimum of three HAQR WG members, excluding County staff. Co-chair participation is optional.

Potential subcommittees are proposed to the HAQR WG co-chairs and County staff for approval. The County staff and HAQR WG co-chairs are responsible for selecting subcommittee leads, who are recommended by members of the subcommittee (subcommittee members may nominate themselves). Subcommittee leads are responsible for sharing the subcommittee's progress on objectives with the HAQR WG (verbally or in writing) at or before HAQR WG meetings. Subcommittees will be reviewed on an annual basis by County staff and HAQR WG co-chairs. Annual review will include assessing if subcommittees are making progress toward their intended goals if subgroups need to be discontinued or new subcommittees established.

Attachment A. Roles, Terms, Responsibilities, Meetings and Appointment of Collaborative Participants

Role	Term	Responsibility	Meeting Participation (* optional)	Appointment
LAT Member	Up to 2 years	<ul style="list-style-type: none"> ● Provide operational and strategic direction to Collaborative ● Approve HAQR WG co-chairs 	<ul style="list-style-type: none"> ● LAT meetings (4-6/year) ● Collaborative Meetings (2/year) 	Appointed by County
Collaborative Member	N/A	<ul style="list-style-type: none"> ● Participate in Collaborative meetings and initiatives 	<ul style="list-style-type: none"> ● Collaborative Meetings (2/year) 	Sign letter of membership commitment
HAQR Member	N/A	<ul style="list-style-type: none"> ● Support development and implementation of HAQR work plan 	<ul style="list-style-type: none"> ● HAQR WG meetings (4/year) ● Collaborative Meetings* 	N/A
HAQR Co-Chair	2 year	<ul style="list-style-type: none"> ● Lead development and implementation of HAQR work plan ● Report progress to LAT ● Set agendas and facilitate HAQR meetings ● Co-approve subcommittee formation with County staff ● Co-approve nomination of subcommittee lead with County staff 	<ul style="list-style-type: none"> ● HAQR WG meetings (4/year) ● Collaborative meetings (2/year) ● Subcommittee meetings* (ad hoc) 	Nomination approved by LAT and County based on HAQR recommendation.
HAQR Subcommittee Lead	Until sunset of subcommittee	<ul style="list-style-type: none"> ● Set agendas and facilitate subcommittee meetings ● Report progress to HAQR Work Group 	<ul style="list-style-type: none"> ● Ad hoc subcommittee meetings ● HAQR WG meetings (4/year) ● Collaborative meetings* (2/year) 	Nominated by Subcommittee; Nomination approved by HAQR co-chairs



Santa Clara County Climate Collaborative

HAQR Subcommittee Member	N/A	<ul style="list-style-type: none"> ● Participate in subcommittee meetings and initiatives ● Recommend Subcommittee Lead 	<ul style="list-style-type: none"> ● Ad hoc subcommittee meetings ● HAQR WG meetings (4/year) ● Collaborative meetings* (2/year) 	N/A
County of Santa Clara Staff	N/A	<ul style="list-style-type: none"> ● Fiscal and administrative oversight and support and oversight to Collaborative and HAQR WG ● Report out/connect workgroups to LAT and Collaborative 	<ul style="list-style-type: none"> ● Ad hoc subcommittee meetings* ● HAQR WG meetings (4/year) ● LAT meetings (4-6/year) ● Collaborative meetings (2/year) 	N/A
Consultant Team Staff	N/A	<ul style="list-style-type: none"> ● Provide meeting agenda, presentation and notes templates ● Support facilitation of meetings as needed ● Support development of Collaborative strategic plan and HAQR WG work plan 	<ul style="list-style-type: none"> ● HAQR WG meetings (4/year) ● LAT meetings (4-6/year) ● Collaborative meetings (2/year) 	N/A