

Bay Area Air Quality Management District
375 Beale Street, Suite 600
San Francisco, California 94105
(415) 749-5073

APPROVED MINUTES

Summary of Board of Directors
Administration Committee Meeting
Wednesday, September 15, 2021

This meeting was conducted under procedures authorized by executive order N-29-20 issued by Governor Gavin Newsom. Members of the Committee participated by teleconference.

1. CALL TO ORDER – ROLL CALL

Administration Committee (Committee) Co-Chairperson, Cindy Chavez, called the meeting to order at 11:15 a.m.

Present: Co-Chairpersons Cindy Chavez and Carole Groom; Vice Chairperson Karen Mitchoff; and Directors Margaret Abe-Koga, Rich Constantine, Erin Hannigan, Tyrone Jue, Katie Rice, Mark Ross, and Brad Wagenknecht.

Absent: Director John Bauters.

Also Present: None.

CONSENT CALENDAR (ITEMS 2 – 3)

2. APPROVAL OF THE MINUTES OF MAY 19, 2021

Public Comments

No requests received.

Committee Comments

None.

3. HEARING BOARD QUARTERLY REPORT: APRIL 2021 – JUNE 2021

The Committee received the Hearing Board Quarterly Report for the period of April 2021 through June 2021.

Public Comments

No requests received.

Committee Comments

None.

Committee Action

Director Constantine made a motion, seconded by Director Wagenknecht, to **approve** the Consent Calendar Items 2 through 3, inclusive; and the motion carried by the following vote of the Committee:

AYES: Abe-Koga, Chavez, Constantine, Groom, Hannigan, Mitchoff, Rice, Ross, Wagenknecht.
NOES: None.
ABSTAIN: None.
ABSENT: Bauters, Jue.

4. MANAGEMENT AUDIT VENDOR SELECTION

John Chiladakis, Director of ISS, gave the staff presentation *Management Audit Vendor Selection*, including: outcome; requested action; outline; timeline to date; and next steps.

Public Comments

No requests received.

Committee Comments

The Committee and staff discussed the Chair's clarification why this management audit was initiated and the fact that it does not reflect a lack of confidence in staff's judgment regarding the overall management of the agency.

Committee Action

None; receive and file.

5. REVIEW AIR DISTRICT RECRUITMENT AND SELECTION PLAN

The Committee was to review and discuss the Air District Recruitment and Selection Plan, but Air District staff deferred this presentation to make modifications.

Public Comments

No requests received.

Committee Comments

None.

Committee Action

None; receive and file.

6. REVIEW AIR DISTRICT ADVISORY COUNCIL RECRUITMENT AND SELECTION PROCESS

Greg Nudd, Deputy Air Pollution Control Officer of Policy, gave the staff presentation *Review Air District Advisory Council Recruitment and Selection Process Review*, including: outcome; outline; requested action; background on recruitment; review of qualified candidates/Board selection; review of process and opportunities for improvement; and next steps.

NOTED PRESENT: Director Jue was noted present at 11:30 a.m.

Public Comments

Public comments were given by Bob Brown, Western States Petroleum Association; and Jed Holtzman, San Francisco resident.

Committee Comments

The Committee and staff discussed concerns expressed by a selection panelist about the criteria used to evaluate the candidates, the amount of time the process required, and lack of candidates that identify as African-America/Black and Hispanic/Latino; whether the Advisory Council members should receive a stipend for attending meetings; the suggestion that the Clean Air Foundation issues awards commemorating leadership excellence for members of Air District voting bodies; whether the Advisory Council's upcoming workplan has already been established for this upcoming term (expiring in 2023); and whether the Air District analyzed potential barriers to candidates' eligibility, such as time commitment or whether the meetings would be held virtually.

Committee Action

None; receive and file.

7. UPDATE ON THE EMPLOYEE ENGAGEMENT AND CULTURE INITIATIVE

Terri Levels, People and Engagement Officer, introduced Mark Tang and Sonam Shah-Paul, both Air District employees who currently co-chair the Air District's Cultural Advisory Team (CAT). Mr. Tang and Ms. Shah-Paul gave the staff presentation *Update on the Employee Engagement and Culture Initiative*, including: outcome; outline; requested action; Cultural Advisory Team; mission; timeline of employee engagement; Air District culture score; theme scores overview; overview of strengths and focus areas; action planning; and existing Air District activities.

Public Comments

No requests received.

Committee Comments

The Committee and staff discussed the scoring methodology of the Culture & Engagement Survey that was issued to Air District employees in August 2020; the objectives of Year 1 action planning projects; by when the CAT anticipates having staff feedback on proposed Year 1 action planning projects, and how the Board can support these efforts; the request for regular reports to the Board by the CAT; how to prioritize the proposed Year 1 action planning projects/recommendations and their implementation and whether a third party will be needed to help implement the selected actions/recommendations.

Committee Action

None; receive and file.

8. PUBLIC COMMENT ON NON-AGENDA MATTERS

No requests received.

9. COMMITTEE MEMBERS' COMMENTS

None.

10. TIME AND PLACE OF NEXT MEETING

The next meeting was originally scheduled for Wednesday, October 20, 2021, at 9:30 a.m., via webcast, pursuant to procedures in accordance with Assembly Bill 361. After the meeting adjourned, the time of the next meeting was changed from 9:30 a.m. to 11:00 a.m. (October 20, 20201 remains the date of the next meeting).

11. ADJOURNMENT

The meeting adjourned at 12:15 p.m.

/s/ Marcy Hiratzka
Marcy Hiratzka
Clerk of the Boards