

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, October 20, 2021

**This meeting was conducted under procedures authorized by Assembly Bill 361.
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 11:00 a.m.

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

Absent: None.

2. APPROVAL OF THE MINUTES OF SEPTEMBER 15, 2021

Public Comments

No requests received.

Committee Comments

None.

Committee Action

Director Constantine made a motion, seconded by Director Abe-Koga, to **approve** the Minutes of September 15, 2021; and the motion carried by the following vote of the Committee:

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

3. BAY AREA REGIONAL COLLABORATIVE (BARC) UPDATE

Allison Brooks, Executive Director of the Bay Area Regional Collaborative (BARC) , gave the presentation *BARC Update for Bay Area Air Quality Management District Administration Committee*, including: to be discussed; BARC Joint Resolution; BARC shared work plan; guiding program principles in State Budget; and new online magazine on climate resilience.

Public Comments

No requests received.

Committee Comments

None.

Committee Action

None; receive and file.

4. MANAGEMENT AUDIT VENDOR SELECTION UPDATE

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

Public Comments

No requests received.

Committee Comments

The Committee and staff discussed the selection panel's process of "re-scoring" the finalists in October.

Committee Action

None; receive and file.

5. REVIEW AIR DISTRICT RECRUITMENT AND SELECTION PLAN

Rex Sanders, Chief Administrative Officer, and Terri Levels, People and Engagement Officer, gave the staff presentation *Review Air District Recruitment and Selection Plan*, including: outcome; outline; requested action; background; strategic actions; employee turnover; and next steps.

Public Comments

No requests received.

Committee Comments

The Committee and staff discussed whether the Air District is sharing its employee recruitment practices with the Metropolitan Transportation Commission/Association of Bay Area Governments; the request to extend Air District job recruitment to historically black colleges and universities in southern and southeastern states; the request to create a proposed budget for Air District Employee Resource Groups and present it to the Committee; the suggestion of tiering paid internship and fellowship programs to incentivize people to return to the Air District; the suggestion of asking other public agencies how they retain their employees; the request to create a proposed budget for hiring bonuses/incentives, which should be designed within a formal policy to be adopted by the Board; the request to create leadership opportunities for new employees to increase their visibility; the request to expand hours for the Air District's internship program for high school students; concerns that the human resources/organizational development consultant that the Air District hired will be beginning its work during a hiring influx, and what the anticipated timeline and expectations of the consultant's feedback are; and the request that Air District staff presents to the Committee a breakdown of vacancies that have been recently filled, those that have been reorganized, and those that have yet to be filled, including new requests.

Committee Action

None; receive and file.

6. ASSEMBLY BILL (AB) 836 CLEAN AIR CENTERS PROGRAM UPDATE

Areana Flores, Senior Staff Specialist, gave the staff presentation, *Clean Air Centers for Vulnerable Populations Grant Program Assembly Bill (AB) 836*, including: outcome; outline; requested action; wildfire response (Clean Air Filtration Program); AB 836 (Wildfire Smoke Clean Air Centers for Vulnerable Populations Incentive Pilot Program); Clean Air Centers Grant Program (AB 836); AB 836 funding allocation criteria; funding allocation; and Clean Air Centers roadmap.

Public Comments

No requests received.

Committee Comments

The Committee and staff discussed the way in which a given Bay Area county will receive funding for home retrofits; the request for a report containing responses that the Air District receives from Bay Area counties, so Board members (whom are County Supervisors) may follow up with county staff; and the request that Air District staff reach out to Board members if help connecting with city and county staff is needed.

Committee Action

None; receive and file.

7. PUBLIC COMMENT ON NON-AGENDA MATTERS

No requests received.

8. COMMITTEE MEMBERS' COMMENTS

None.

9. TIME AND PLACE OF NEXT MEETING

Wednesday, November 17, 2021, at 11:00 a.m., via webcast, pursuant to procedures in accordance with Assembly Bill 361.

10. ADJOURNMENT

The meeting adjourned at 12:23 p.m.

/s/ Marcy Hiratzka
Marcy Hiratzka
Clerk of the Boards