

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

Administration Committee Meeting
Wednesday, November 17, 2021

APPROVED MINUTES

*Note: Audio recordings of the meeting are available on the website of the
Bay Area Air Quality Management District at
www.baaqmd.gov/bodagendas*

This meeting was conducted under procedures in accordance with Assembly Bill 361. Members of the Committee participated by teleconference.

OPENING ITEMS

1. Call to Order - Roll Call

Opening Comments: Administration Committee Co-Chairperson Chavez, called the meeting to order at 11:05 a.m.

Roll Call:

Present: Co-Chairperson Cindy Chavez; Vice Chair Karen Mitchoff; and Directors John Bauters, Rich Constantine, Erin Hannigan, Tyrone Jue, Mark Ross, Brad Wagenknecht.

Absent: Co-Chairperson Carole Groom; and Directors Margaret Abe-Koga and Katie Rice.

CONSENT CALENDAR (ITEM 2)

2. Approval of the Minutes of October 20, 2021

Public Comments

No requests received.

Committee Comments

None.

Committee Action

Director Bauters made a motion, seconded by Director Wagenknecht, to **approve** the minutes of October 20, 2021; and the motion Passed by the following vote of the Administration Committee:

Yes 8, No 0, Abstained 0

AYES: John Bauters, Cindy Chavez, Rich Constantine, Erin Hannigan, Tyrone Jue, Karen Mitchoff, Mark Ross, Brad Wagenknecht.

NOES: None

ABSTAIN: None

ABSENT: Margaret Abe-Koga, Carole Groom, Katie Rice.

REGULAR AGENDA (ITEMS 3-6)

3. Summary of 2021 Spare the Air Summer Season and Update of 2021-2022 Spare the Air Winter Season

Kristina Chu, Communications Manager, and Dr. Tim McLarney from True North Research gave the presentation *Summary of 2021 Spare the Air Summer Campaign and Update of 2021-2022 Spare the Air Winter Campaign*, including: outcome; outline; requested action; summer campaign; creative and advertising; media and social media; outreach; Eemployer Program; survey; winter campaign; creative and advertising; media and social media; forecasting air quality; and feedback requested prompt.

Public Comments

No requests received.

Committee Comments

The Committee and staff discussed whether the Air District targets Aassembly Bill 617 communities for Spare the Air program outreach, and whether the Air District uses data to determine its allocation of Spare the Air program advertising for particular communities; the status of the reestablishment of an air monitoring station in Napa County; the request that the Air District monitors whether Spare the Air advertisements affect the public’s behavior and informs their choices; the request for door-to-door outreach (door hanger advertisements) in areas that are geographically far from dominant press, and the suggestion of piloting that effort in Santa Clara County; and the need to educate the unhouses population on the dangers of burning things for a heat source, and discuss this at the Stationary Source Committee meeting.

Committee Action

None; receive and file.

4. Management Audit Vendor Qualification Recommendation

John Chiladakis, ISS Officer, gave the staff presentation *Management Audit Vendor Qualification Recommendation*, including: outcome; requested action; outline; timeline to date; vendor scores; next steps; and requested action.

Public Comments

No requests received.

Committee Comments

The Committee and staff discussed the total possible interview and proposal scores; and the average award for a contract for management audit services, and whether \$250,000 is a sufficient amount of funds to meet the Air District's objectives.

Committee Action

Director Bauters made a motion, seconded by Vice Chair Mitchoff, to enter discussions with vendors (Sjoberg Evashenk or TAP International) qualified under Request for Qualifications No. 2021-011, to establish a contract for management audit services in an amount not to exceed \$250,000; and the motion carried by the following vote of the Committee:

Yes 8, No 0, Abstained 0

AYES: John Bauters, Rich Constantine, Erin Hannigan, Tyrone Jue, Mark Ross, Brad Wagenknecht, Karen Mitchoff, Cindy Chavez

NOES: None

ABSTAIN: None

ABSENT: Margaret Abe-Koga, Carole Groom, Katie Rice.

5. Request to Amend Fiscal Year Ending 2022 Budget to Increase Staffing

Jack Broadbent, Executive Officer/Air Pollution Control Officer, Adan Schwartz, Acting District Counsel; and Chair Chavez gave the presentation *Request to Amend Fiscal Year Ending (FYE) 2022 Budget to Increase Staffing*, including: outcome; outline; requested action; overview of discussions of Ad-Hoc Executive Support Committee; restructuring of the Executive Office and Legal Department; new staffing request; and recommended action.

Public Comments

No requests received.

Committee Comments

The Committee and staff discussed whether the four proposed positions will be at-will positions;

whether to begin the recruitment process before the management audit is conducted; will these whether the four proposed positions will require administrative support (additional hires); and the date on which the Board will consider this item, and the request for a current organizational chart and another capturing the additional proposed positions when the Board does consider it.

Committee Action

Board Member Mitchoff made a motion, seconded by Board Member Ross, to do the following:

- 1) Amend the FYE 2022 Budget to authorize the creation of four additional full-time positions (a Senior Deputy Executive Officer, Senior Assistant Counsel, Director/Officer, and Assistant Counsel) for immediate recruitment;
- 2) Request that the vendor selected to conduct the Air District’s management audit review the creation of the aforementioned positions and recruitment before offers of employment are made; and
- 3) Direct Air District staff to present a status update to the Board on the work of MEB Consulting Group no later than February 2022.

The motion Passed by the following vote of the Administration Committee:

Yes 8, No 0, Abstained 0

AYES: John Bauters, Rich Constantine, Erin Hannigan, Tyrone Jue, Mark Ross, Brad Wagenknecht, Karen Mitchoff, Cindy Chavez
NOES: None
ABSTAIN: None
ABSENT: Margaret Abe-Koga, Carole Groom, Katie Rice.

6. Board of Directors International Travel Policy

Mr. Broadbent gave the presentation *Board of Directors International Travel Policy*, including: outcome; outline; requested action; other agency board travel policies; past practice; proposed Board member international travel policy – guidelines and reimbursement; and requested action. Director Bauters explained the components of the travel and expenditure policy that he had drafted and Mr. Broadbent added that the Board would have to consider adopting changes to the Air District’s Administrative Code to implement such a policy.

Public Comments

No requests received.

Committee Comments

The Committee and staff discussed whether additional auto insurance coverage will be required within this policy; the request that the policy requires an estimated cost for each trip request, especially for international travel, and a report from each person who traveled that captures how the

trip will benefit the Air District; whether upgrades to premium economy or business class for long distance flights may be covered in the policy; whether the policy pertains to Air District staff, in addition to Board members; the request that travel expenses covered by the Air District be made available to the public, upon request; whether certain levels of travel (regional, out of state, out of county) are to be approved by the Board Chair or the Administration Committee; and the current policy for Air District staff and whether to combine it with the proposed travel policy for the Board members.

Committee Action

None; receive and file.

7. Public Comment on Non-Agenda Matters

No requests received.

8. Committee Member Comments

Vice Chair Mitchoff mentioned a scheduling conflict on December 1 with the California State Association of Counties Annual Meeting.

9. Time and Place of Next Meeting

Wednesday, December 1, 2021, 11:00 a.m., via webcast, pursuant to procedures in accordance with Assembly Bill 361.

10. Adjournment

The meeting adjourned at 12:39 p.m.

/s/ Marcy Hiratzka

Marcy Hiratzka
Clerk of the Boards