



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

AGENDA: 4

Management Audit Vendor Selection Update

**Administration Committee Meeting
October 20, 2021**

John Chiladakis
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Outcome



Committee will hear the status of vendor selection for the upcoming Management Audit.

Requested Action



No Action Requested. – Item is Informational only.

Outline



- Timeline to Date
- Next Steps

Timeline to Date



- June 16, 2021 – Board Approved Management Audit Work Plan
- June 30, 2021 – District Issued Request for Qualifications (RFQ)
- July 2021 – Vendor Selection Panel Assembled
- July 21, 2021 – RFQ Closes - District Received 6 Proposals
- August / September 2021 – Selection Panel Selected Finalists
- October 2021 – Selection Panel Interviewed Finalists

Next Steps



- October 2021 – Panel Re-Scores Finalists
- November 2021 – Recommend Vendor to Committee
- December 2, 2021 – Recommend Vendor to Board
- December 2021 – Auditor Begins Work



BAY AREA
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AGENDA: 5

Review Air District Recruitment and Selection Plan

Administration Committee Meeting
October 20, 2021

Rex Sanders
Chief Administrative Officer
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Terri Levels
People and Engagement Officer
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Presentation Outcome



Provide a review of the Air District's recruitment plan, including a discussion of how to source diverse candidates.

Presentation Outline



- Outcome, Outline & Background
- Strategic Actions
- Employee Turnover
- Next Steps
- Questions and Comments

Presentation Requested Action



Informational Only. No Action Requested.

Background



- June 16th, 2021, the Board approved 26 additional Fiscal Year Ending 22 positions
- At that time, the Board requested a recruitment plan to outline our efforts to attract, recruit and retain diverse candidates for employment at the Air District.

Strategic Actions



Current Recruitment Practices

- We attend University/College/Community & Diversity Job Fairs and staff the fairs with a diversity of Air District talent
- We have a high school and college internship and fellowship program that many of our current employees served in when they started
- We utilize broad job descriptions to attract candidates of diverse backgrounds, perspectives and experiences
- We recruit from professional organizations, networks and societies of underrepresented Science, Technology, Engineering, and Math (STEM) professionals
- We remove all personally identifiable information from application materials to help eliminate implicit biases (names, addresses, references)
- We staff a diversity of volunteers to sit on recruitment panels to assess candidates

Strategic Actions (cont.)



Newer Practices

- We proactively reach out and encourage underrepresented candidates to apply
- We utilize community outreach mailing lists to distribute job announcements
- We train all hiring managers in a mandatory inclusive hiring practices and implicit bias workshop. The next workshop is October 21, 2021.
- We publish a diversity tool kit for managers which includes trainings and information about implicit bias and diversity, equity and inclusion specific to hiring and retention of employees
- We developed Employee Resource Groups, which are crucial to an inclusive culture
- We developed partnerships with not-for-profit internship programs that help underrepresented students in STEM careers find opportunities

Strategic Actions (cont.)



Diversity Hiring Toolkit

Tim Williams
Assistant Manager

[STEP 1 Planning](#) [STEP 2 Recruitment](#) [STEP 3 Selection](#) [STEP 4 Hiring](#) [Salary Placement Guidelines](#) [RESOURCES](#)

This toolkit will provide information and tips on creating and maintaining an inclusive work force through the decisions, actions, and processes that go into developing a top-tier, diverse team. The toolkit will briefly cover the recruitment and hiring process and provide links to various resources.

<h3>Diversity</h3>	<h3>Equity</h3>	<h3>Inclusion</h3>
<p>Diversity is the collection of everything that makes us different. It includes individual differences (e.g., personality, language, life experiences) and group-social differences (e.g., race, ethnicity, gender, gender identity, sexual orientation, sexual identity, age, country of origin, ability status, or cultural, political, religious, and other affiliations).</p>	<p>Equity is the creation of equal access to opportunities that closes demographic disparities within all areas of the organization and society at large.</p>	<p>Inclusion is a state of being valued, respected and supported that enables each individual to achieve their full potential. Inclusion is reflected within the organizational culture, practices, and relationships that support diverse communities.</p>

Strategic Actions (cont.)



Next Steps

- A Human Resources/Organizational Development consultant has been hired to review our recruitment processes and materials to assess areas of opportunities that may create unintended barriers to apply
- We are negotiating with the Employees' Association to remove education barriers from job classifications, adding language that substitutes education for work experience & updating language to be more inclusive
- We are updating our contact lists and job board lists to distribute our job announcements to a wide audience
- We are enhancing the exit interview process to better understand why employees leave

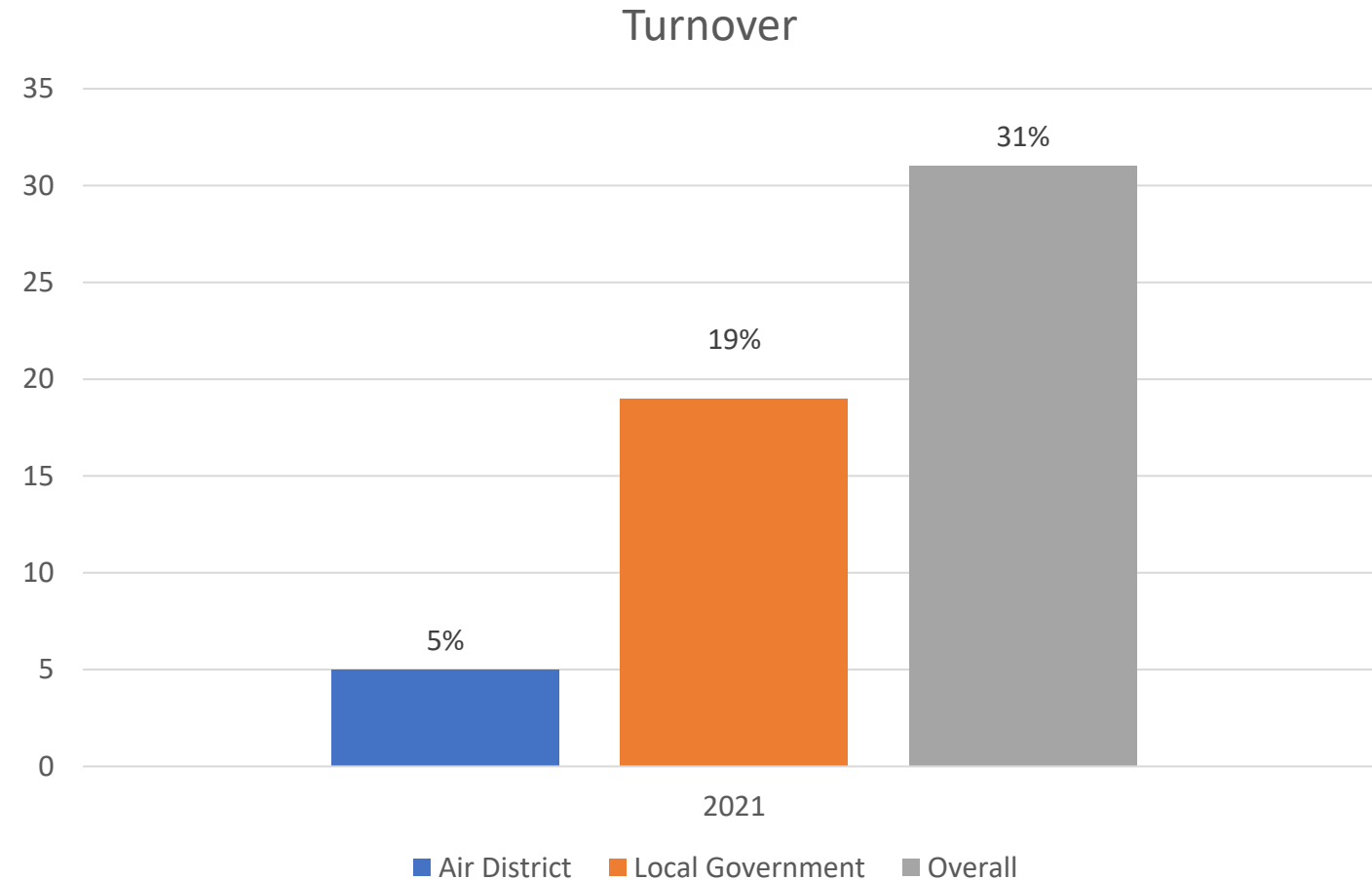


Employee Turnover

Employee Turnover Rates

- Air District turnover rate \approx 5% (25 per year)
- Local Government Rate \approx 19% and Overall \approx 31%*

*DOL-BLS Job Openings and Labor Turnover Report for August 2021, dated 10/12/2021



Employee Turnover (cont.)

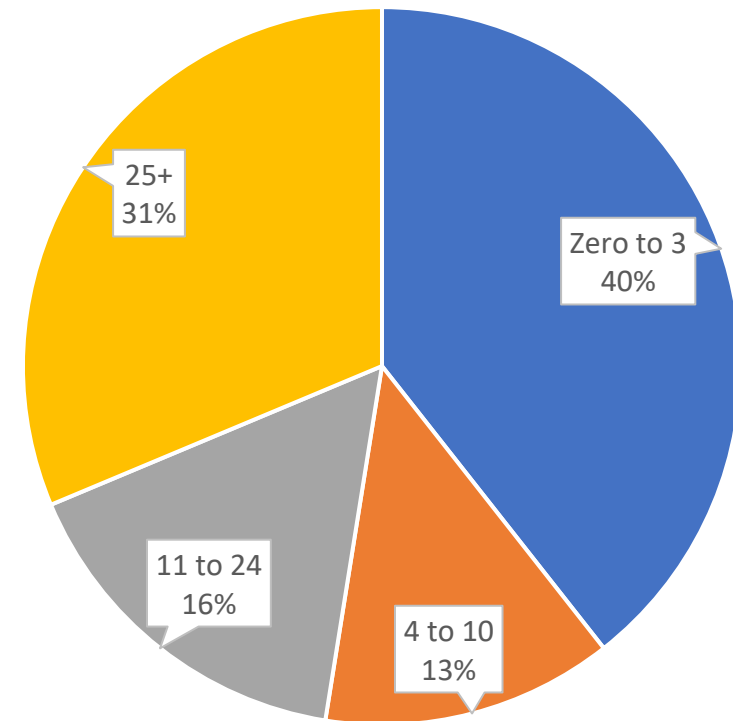


- Recent trend is a slight increase in 0-3 years of service

In 2020:

- 7 in the 0–3-year category (32%)
- 2 in the 4–10-year category (9%)
- 4 in the 11–24-year category (18%)
- 9 in the 25+ year category (41%)

Years of Service 2019-2021



■ Zero to 3 ■ 4 to 10 ■ 11 to 24 ■ 25+

Next Steps



Next Steps

- 56 current vacancies + Attrition Expected by Year End
- 26 vacancies to remain unfilled until informed by Management Audit results (expected in 2022)



Questions and Comments





BAY AREA
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AGENDA: 6

Clean Air Centers for Vulnerable Populations Grant Program Assembly Bill (AB) 836

**Administration Committee Meeting
October 20, 2021**

**Areana Flores
Senior Staff Specialist
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Outcome



Committee will be updated on the status of the AB 836 Clean Air Centers Program.



Source: Canva.com
BAC_mTKUmW8

Outline



-
- 01 Overview of Wildfire Response: Clean Air Filtration Program
 - 02 AB 836: Wildfire Smoke Clean Air Centers for Vulnerable Populations Incentive Pilot Program
 - 03 Clean Air Centers Grant Program (AB 836)
 - 04 Funding Allocation
 - 05 Roadmap and Next Steps

Requested Action



None. This is an informational item only.

Wildfire Response: Clean Air Filtration Program



School Air Filtration

Improved air filtration and ventilation systems in schools located in disadvantaged communities under CARB's Supplemental Environment Project program.



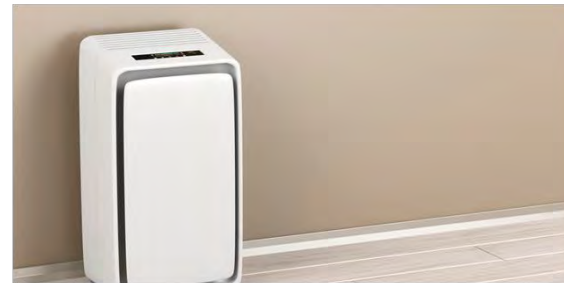
Home Air Filtration

- Partnership with Regional Asthma Management and Prevention
- **New** Shelters for the unhoused
- **New** Delivering portable units to vulnerable communities



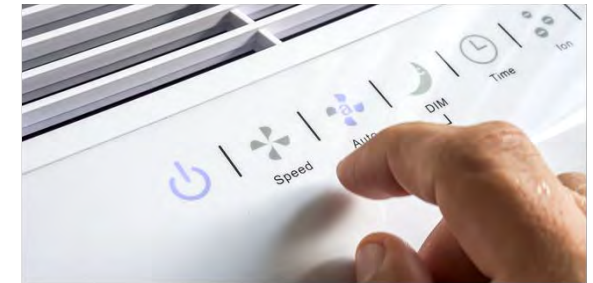
Evacuation and Sheltering Facilities

Partnerships with Red Cross and County Office of Emergency Services to deploy portable air filtration units during wildfire emergencies.



Clean Air Centers

Establishing a network of facilities with high-efficiency air filtration systems in Bay Area's vulnerable communities.



Source: Canva.com
BAC_mTKUmW8

AB 836: Wildfire Smoke Clean Air Centers for Vulnerable Populations Incentive Pilot Program



ASSEMBLY MEMBER BUFFY WICKS SPONSORS AB 836 (EARLY 2019)

Legislation aimed to improve air filtration and ventilation in public buildings and provide communities access to facilities with cleaner air when wildfire smoke impacts the region.



GOVERNOR NEWSOM SIGNED AB 836 (OCTOBER 2019)

Governor Newsom signed AB 836 in October 2019 and the state approved \$5 Million towards the program in June 2020.



PROGRAM GUIDELINES DEVELOPED IN COLLABORATION WITH CARB

Program addresses areas with air pollution disparities and ensures a broader network of air filtration systems and cleaner air centers are more accessible.

Clean Air Centers Grant Program (AB 836)



Program Overview and Funding Types

Facility Ventilation Upgrade

- Funding for facility ventilation retrofits and high efficiency air filtration systems (MERV 13 or greater) in smoke burdened areas and those in close proximity to disadvantaged communities.

Portable Air Cleaner

- Funding for purchase of portable air cleaners for facilities in disadvantaged and smoke burdened communities designated as emergency shelters.
- Must be certified by CARB and equipped with HEPA filter.

Air Filter Replacements

- Funding for HEPA or MERV 13 or greater replacement filters



Source: Canva.com
BAC_mTKUmW8

AB 836 Funding Allocation Criteria



**DISADVANTAGED
COMMUNITIES**

33%

**SMOKED BURDENED
COMMUNITIES**

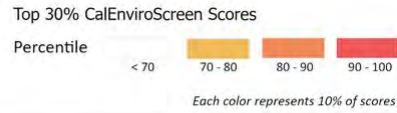
33%

**OFFICE OF
EMERGENCY SERVICES
+ RED CROSS**

34%

Source: Canva.com
BAC_mTKUmW8

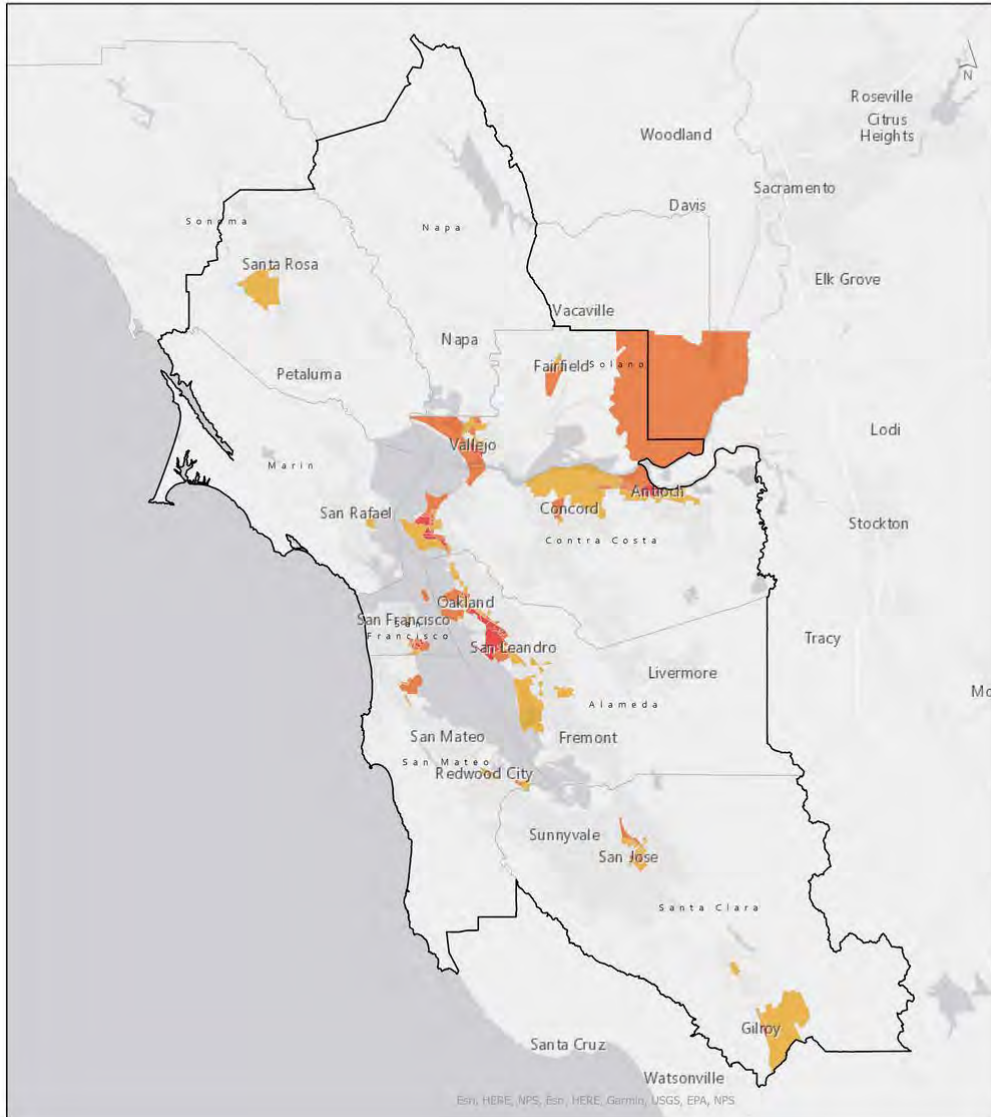
\$3M of the \$5M from AB 836 was allocated to Bay Area Air Quality Management District.



Funding Allocation

Disadvantaged Communities

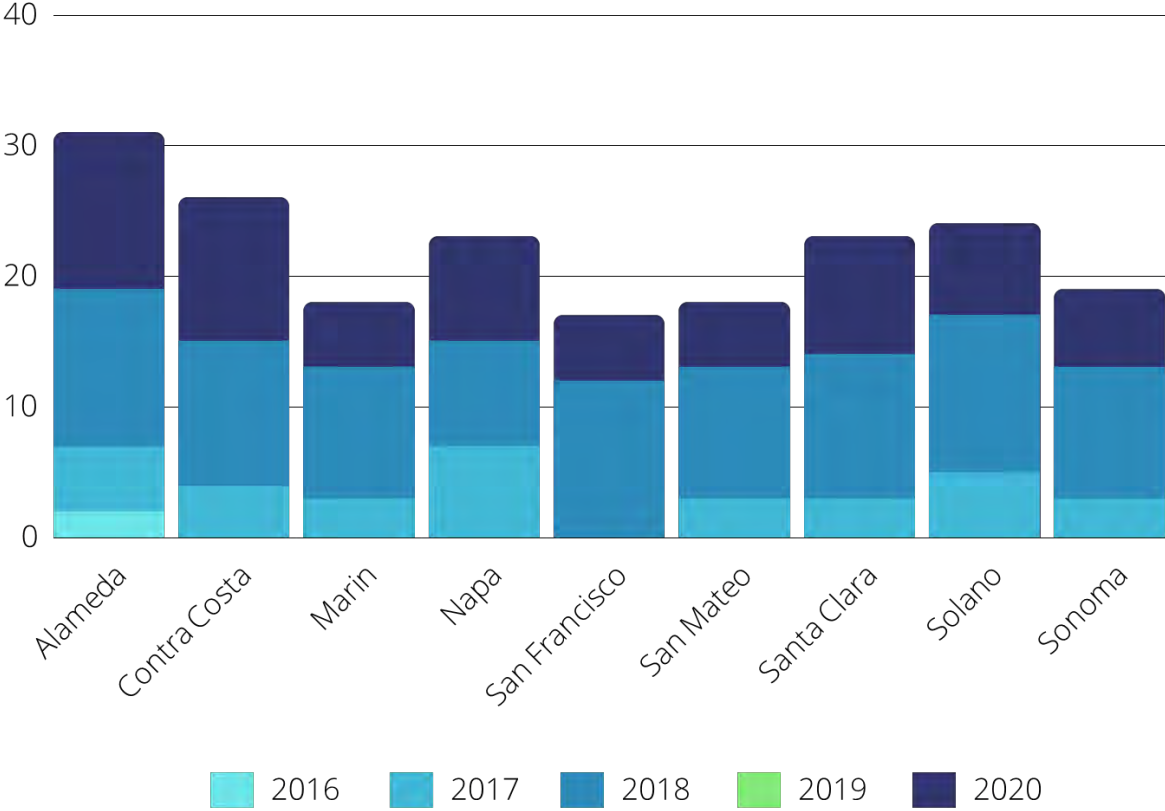
Communities scoring in the top 30% of CalEnviroScreen 4.0



Funding Allocation (cont.)



No. of Days with AQI > 150
(2016-2020)



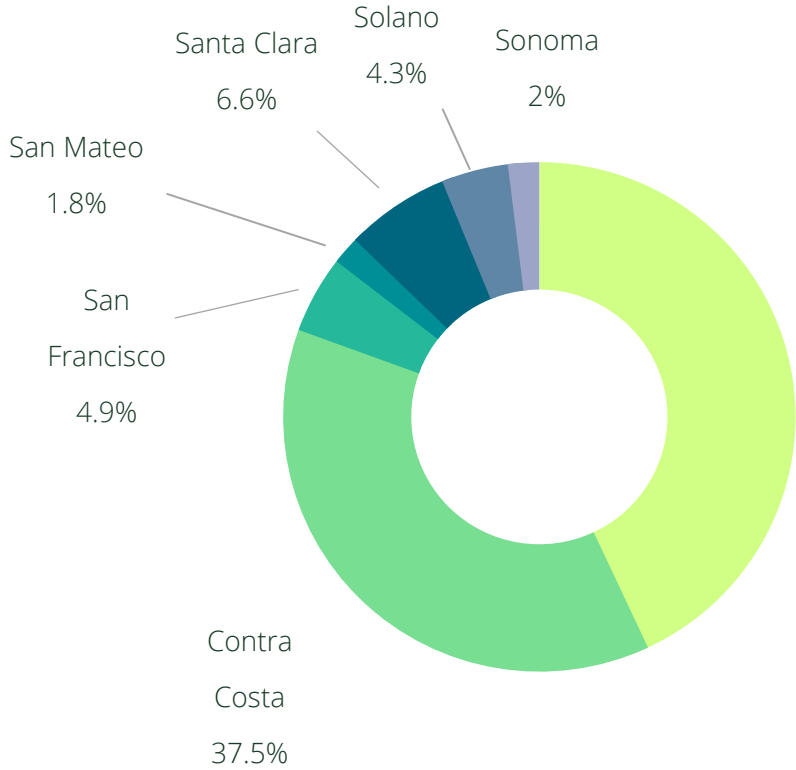
Smoke Burdened

Multiple days at or above EPA's "Unhealthy" category of AirNow Air Quality Index (or Air Quality Index of 150 or higher) in the past five years.

Funding Allocation (cont.)

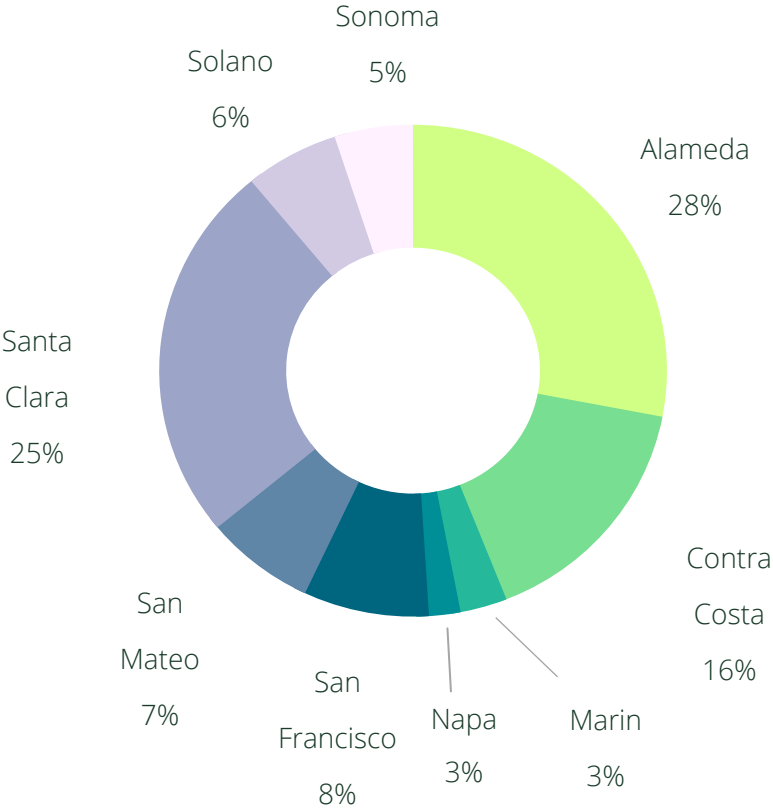


Disadvantaged Communities



CalEnviroScreen 4.0 Top 30% census tracts in region broken down by County and weighted by population

Smoke Burdened



Total number of days in the past 5 years (2016-2020) where AQI > 150 per County weighted by population.

Funding Allocation (cont.)



Table 1. Funding Allocation Breakdown

	DAC	Smoke Burdened	Emergency Management	Total
Alameda	\$400,942	\$258,757	\$100,000	\$759,699
Contra Costa	\$349,257	\$147,821	\$100,000	\$597,079
Marin	\$162	\$23,548	\$100,000	\$123,710
Napa	\$0	\$16,172	\$100,000	\$116,172
San Francisco	\$45,369	\$75,225	\$100,000	\$220,595
San Mateo	\$16,347	\$67,637	\$100,000	\$183,984
Santa Clara	\$60,915	\$224,701	\$100,000	\$385,616
Solano	\$39,489	\$53,997	\$100,000	\$193,485
Sonoma	\$2,519	\$47,142	\$100,000	\$149,661
Red Cross			\$45,000	\$45,000

Clean Air Centers Roadmap



MILESTONES:

- Public Workshop
- Kick-off w/Air Districts
- Application Template
- Program Guidelines
- Website
- Intent to apply



MILESTONES:

- Begin retrofits and purchases of portable air cleaners

MILESTONES:

- All project installations and reporting complete
- Final Report submitted to CARB July 2026

MILESTONES:

- Application submittal and review
- Grant agreements signed, 24 months to complete work
- Update Board on approved projects

MILESTONES:

- Potential GIS Dashboard
- Annual tracking and reporting of Clean Air Center Projects for 5 years after project completion
- Disbursement of funds as projects are completed



BAY AREA AIR QUALITY
MANAGEMENT DISTRICT

Comments

Administration Committee Meeting
October 20, 2021