



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

BOARD OF DIRECTORS
ADMINISTRATION COMMITTEE

COMMITTEE MEMBERS

JOHN BAUTERS – CHAIR
MARGARET ABE-KOGA
JOHN GIOIA
DAVID HUDSON
KAREN MITCHOFF
MARK ROSS

DAVINA HURT - VICE CHAIR
CAROLE GROOM
TYRONE JUE
KATIE RICE
BRAD WAGENKNECHT

THIS MEETING WILL BE CONDUCTED UNDER PROCEDURES AUTHORIZED BY ASSEMBLY BILL 361 (RIVAS 2021) ALLOWING REMOTE MEETINGS. THIS MEETING WILL BE ACCESSIBLE VIA WEBCAST, TELECONFERENCE, AND ZOOM. A ZOOM PANELIST LINK WILL BE SENT SEPARATELY TO COMMITTEE OR BOARD MEMBERS

- **THE PUBLIC MAY OBSERVE THIS MEETING THROUGH THE WEBCAST BY CLICKING THE LINK AVAILABLE ON THE AIR DISTRICT'S AGENDA WEBPAGE AT**

www.baaqmd.gov/bodagendas

- **THE PUBLIC MAY PARTICIPATE REMOTELY VIA ZOOM AT THE FOLLOWING LINK OR BY PHONE**

<https://bayareametro.zoom.us/j/81632574965>

(669) 900-6833 or (408) 638-0968

WEBINAR ID: 816 3257 4965

- **THOSE PARTICIPATING BY PHONE WHO WOULD LIKE TO MAKE A COMMENT CAN USE THE “RAISE HAND” FEATURE BY DIALING “*9”. IN ORDER TO RECEIVE THE FULL ZOOM EXPERIENCE, PLEASE MAKE SURE YOUR APPLICATION IS UP TO DATE**

ADMINISTRATION COMMITTEE MEETING AGENDA

WEDNESDAY, MAY 18, 2022

10:00 AM

1. **Call to Order - Roll Call**
2. **Pledge of Allegiance**
3. **Public Meeting Procedure**

The Committee Chair shall call the meeting to order and the Clerk of the Boards shall take roll of the Committee members.

This meeting will be webcast. To see the webcast, please visit www.baaqmd.gov/bodagendas at the time of the meeting. Closed captioning may contain errors and omissions and are not certified for their content or form.

***Public Comment on Agenda Items:** The public may comment on each item on the agenda as the item is taken up. Members of the public who wish to speak on matters on the agenda for the meeting, will have two minutes each to address the Committee. No speaker who has already spoken on that item will be entitled to speak to that item again.*

CONSENT CALENDAR (Item 4)

4. Approval of the Minutes of April 20, 2022

The Committee will consider approving the attached draft minutes of the Administration Committee meeting of April 20, 2022.

PRESENTATIONS (Items 5 - 6)

5. Bay Area Regional Collaborative (BARC) Update

This is an informational item only and will be presented by Allison Brooks, BARC Executive Director.

6. Return to Office Planning and Distributed Work Updates

This is an informational item only and will be presented by Rex Sanders, Chief Administrative Officer, and Maricela Martinez, Director of Administrative Resources Division.

OTHER BUSINESS

7. Public Comment on Non-Agenda Matters

Pursuant to Government Code Section 54954.3

Members of the public who wish to speak on matters not on the agenda for the meeting, will have two minutes each to address the Committee.

8. Committee Member Comments

Any member of the Committee, or its staff, on his or her own initiative or in response to questions posed by the public, may: ask a question for clarification, make a brief announcement or report on his or her own activities, provide a reference to staff regarding factual information, request staff to report back at a subsequent meeting concerning any matter or take action to direct staff to place a matter of business on a future agenda. (Gov't Code § 54954.2)

9. Time and Place of Next Meeting

Wednesday, June 15, 2022, at 11:00 a.m., in person or via webcast, teleconference, or Zoom, pursuant to procedures in accordance with Assembly Bill 361 (Rivas 2021).

10. Adjournment

The Committee meeting shall be adjourned by the Chair.

CONTACT:

MANAGER, EXECUTIVE OPERATIONS
375 BEALE STREET, SAN FRANCISCO, CA 94105
vjohnson@baaqmd.gov

(415) 749-4941
FAX: (415) 928-8560
BAAQMD homepage:
www.baaqmd.gov

- Any writing relating to an open session item on this Agenda that is distributed to all, or a majority of all, members of the body to which this Agenda relates shall be made available at the Air District's offices at 375 Beale Street, Suite 600, San Francisco, CA 94105, at the time such writing is made available to all, or a majority of all, members of that body.

Accessibility and Non-Discrimination Policy

The Bay Area Air Quality Management District (Air District) does not discriminate on the basis of race, national origin, ethnic group identification, ancestry, religion, age, sex, sexual orientation, gender identity, gender expression, color, genetic information, medical condition, or mental or physical disability, or any other attribute or belief protected by law.

It is the Air District's policy to provide fair and equal access to the benefits of a program or activity administered by Air District. The Air District will not tolerate discrimination against any person(s) seeking to participate in, or receive the benefits of, any program or activity offered or conducted by the Air District. Members of the public who believe they or others were unlawfully denied full and equal access to an Air District program or activity may file a discrimination complaint under this policy. This non-discrimination policy also applies to other people or entities affiliated with Air District, including contractors or grantees that the Air District utilizes to provide benefits and services to members of the public.

Auxiliary aids and services including, for example, qualified interpreters and/or listening devices, to individuals who are deaf or hard of hearing, and to other individuals as necessary to ensure effective communication or an equal opportunity to participate fully in the benefits, activities, programs and services will be provided by the Air District in a timely manner and in such a way as to protect the privacy and independence of the individual. Please contact the Non-Discrimination Coordinator identified below at least three days in advance of a meeting so that arrangements can be made accordingly.

If you believe discrimination has occurred with respect to an Air District program or activity, you may contact the Non-Discrimination Coordinator identified below or visit our website at www.baaqmd.gov/accessibility to learn how and where to file a complaint of discrimination.

Questions regarding this Policy should be directed to the Air District's Non-Discrimination Coordinator, Suma Peesapati, at (415) 749-4967 or by email at speesapati@baaqmd.gov.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

375 BEALE STREET, SAN FRANCISCO, CA 94105

FOR QUESTIONS PLEASE CALL (415) 749-4941

EXECUTIVE OFFICE: MONTHLY CALENDAR OF AIR DISTRICT MEETINGS

MAY 2022

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Technology Implementation Office (TIO) Steering Committee	Friday	13	1:00 p.m.	Webcast only pursuant to Assembly Bill 361
Board of Directors Stationary Source and Climate Impacts Committee - CANCELLED	Monday	16	9:00 a.m.	Webcast only pursuant to Assembly Bill 361
Path to Clean Air Community Emissions Reduction Plan Steering Committee	Monday	16	5:30 p.m.	Webcast only pursuant to Assembly Bill 361
Board of Directors Nominating Committee	Wednesday	18	8:45 a.m.	Webcast only pursuant to Assembly Bill 361
Board of Directors Meeting	Wednesday	18	9:00 a.m.	Webcast only pursuant to Assembly Bill 361
Board of Directors Administration Committee	Wednesday	18	10:00 a.m.	Webcast only pursuant to Assembly Bill 361
Board of Directors Budget and Finance Committee - CANCELLED	Wednesday	25	9:30 a.m.	Webcast only pursuant to Assembly Bill 361
Board of Directors Mobile Source and Climate Impacts Committee	Thursday	26	9:30 a.m.	Webcast only pursuant to Assembly Bill 361

JUNE 2022

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Meeting	Wednesday	1	9:00 a.m.	1 st Floor, Board Room (In person option available) and REMOTE pursuant to Assembly Bill 361
Board of Directors Community Equity, Health and Justice Committee	Thursday	2	9:30 a.m.	Webcast only pursuant to Assembly Bill 361
Advisory Council Meeting - CANCELLED	Monday	13	8:30 a.m.	Webcast only pursuant to Assembly Bill 361
Board of Directors Legislative Committee	Monday	13	1:00 p.m.	Webcast only pursuant to Assembly Bill 361
Board of Directors Stationary Source and Climate Impacts Committee	Monday	13	2:30 p.m.	Webcast only pursuant to Assembly Bill 361

JUNE 2022

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Meeting	Wednesday	15	9:00 a.m.	1 st Floor, Board Room (In person option available) <u>and REMOTE</u> pursuant to Assembly Bill 361
Board of Directors Administration Committee	Wednesday	15	11:00 a.m.	1 st Floor, Board Room (In person option available) <u>and REMOTE</u> pursuant to Assembly Bill 361
Board of Directors Stationary Source and Climate Impacts Committee – CANCELLED & RESCHEDULED TO MONDAY, JUNE 13, 2022 AT 2:30 P.M.	Monday	20	9:00 a.m.	Webcast only pursuant to Assembly Bill 361
Board of Directors Budget and Finance Committee	Wednesday	22	9:30 a.m.	Webcast only pursuant to Assembly Bill 361
Board of Directors Mobile Source and Climate Impacts Committee	Thursday	23	9:30 a.m.	Webcast only pursuant to Assembly Bill 361
Path to Clean Air Community Emissions Reduction Plan Steering Committee	Monday	27	5:30 p.m.	Webcast only pursuant to Assembly Bill 361
Community Advisory Council Meeting	Thursday	30	6:00 p.m.	Webcast only pursuant to Assembly Bill 361

HL 5/12/2022 – 11:50 A.M.

G/Board/Executive Office/Moncal

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Memorandum

To: Chairperson John Bauters and Members
of the Administration Committee

From: Alexander G. Crockett
Interim Executive Officer/APCO

Date: May 18, 2022

Re: Approval of the Minutes of April 20, 2022

RECOMMENDED ACTION

Approve the attached draft minutes of the Administration Committee (Committee) meeting of April 20, 2022.

BACKGROUND

None.

DISCUSSION

Attached for your review and approval are the draft minutes of the Administration Committee meeting of April 20, 2022.

BUDGET CONSIDERATION/FINANCIAL IMPACT

None.

Respectfully submitted,

Alexander G. Crockett
Interim Executive Officer/APCO

Prepared by: Marcy Hiratzka
Reviewed by: Vanessa Johnson

ATTACHMENTS:

1. Draft Minutes of the Administration Committee Meeting of April 20, 2022

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

DRAFT MINUTES

Administration Committee Meeting
Wednesday, April 20, 2022

This meeting was conducted under procedures authorized by Assembly Bill 361 (Rivas 2021), allowing remote meetings. Members of the Board of Directors participated both by teleconference (via Zoom) and in person.

1. CALL TO ORDER – ROLL CALL

Administration Committee (Committee) Chairperson Karen Mitchoff called the meeting to order at 12:54 p.m.

Present: Committee Chairperson Karen Mitchoff; Committee Vice Chairperson John Bauters; and Directors Margaret Abe-Koga (ZOOM), John Gioia (ZOOM), David Hudson, Tyrone Jue, Katie Rice, Mark Ross (ZOOM).

Absent: Directors Carole Groom and Brad Wagenknecht.

2. PLEDGE OF ALLEGIANCE

3. PUBLIC MEETING PROCEDURE

CONSENT CALENDAR (ITEMS 4 – 5)

4. APPROVAL OF THE MINUTES OF MARCH 16, 2022

Public Comments

No requests received.

Committee Comments

None.

Committee Action

Director Hudson made a motion, seconded by Director Jue, to approve the Minutes of March 16, 2022; and the motion carried by the following vote of the Committee:

AYES: Abe-Koga, Bauters, Gioia, Hudson, Jue, Mitchoff, Rice, Ross.
NOES: None.
ABSTAIN: None.
ABSENT: Groom, Wagenknecht.

5. HEARING BOARD QUARTERLY REPORT: JANUARY 2022 – MARCH 2022

Public Comments

No requests received.

Committee Comments

None.

Committee Action

None; receive and file.

PRESENTATIONS

6. RENEWAL OF CONTRACT FOR SPARE THE AIR ADVERTISING AND MESSAGING CAMPAIGNS (ITEM 8)

Kristina Chu, Communications Manager, gave the staff presentation *Renewal of Contract for Spare the Air Advertising and Messaging Campaigns*, including: outcome; outline; requested action; Spare the Air Request for Proposal (RFP) background; proposals received; RFP evaluation criteria; firm evaluation scores; contractor team; and feedback requested/prompt.

Public Comments

No requests received.

Committee Comments

The Committee members discussed concerns about a lack of depth in the Spare the Air public surveys, the request for increased funding for this in the future; and the request for data that shows the demographics of those that the Spare the Air programs are reaching.

Committee Action

Director Hudson made a motion, seconded by Director Jue, to recommend the Board **authorize** the Interim Executive Officer/APCO to amend the existing contract with Allison + Partners (A+P) for the Fiscal Year Ending 2023 Spare the Air Campaigns' Advertising, Communications & Evaluation Services in an amount not to exceed \$1,950,000 for the second year of a three-year contract; and the motion **carried** by the following vote of the Committee:

AYES: Abe-Koga, Bauters, Gioia, Hudson, Jue, Mitchoff, Rice, Ross.
NOES: None.
ABSTAIN: None.
ABSENT: Groom, Wagenknecht.

7. AIR DISTRICT BOARD COMPOSITION DISCUSSION (ITEM 9)

Alan Abbs, Legislative Officer, gave the staff presentation *Air District Board Composition Discussion*, including: outcome; outline; requested action; county representation; selection process; and other air districts.

Public Comments

Public comments were given by Jed Holtzman, San Francisco resident; Dr. Stephen Rosenblum, Palo Alto resident; Lonnie Mason, First Generation. Environmental Health & Economic Development; and LaDonna Williams, All Positives Possible.

Committee Comments

The Board and staff discussed whether input on this issue should be provided to the Board by the Air District's Community Advisory Council (CAC) and/or the agencies who appoint new members to the Air District's Board; varying opinions on increasing, reducing, or leaving alone the Board's current number of members, and which types of positions to add; how long the AC has existed, whether the Air District should wait to engage with the CAC about this issue, issues/items the CAC has considered thus far, and its future activities; and the fact that other entities (outside of the Air District) have the capability of sponsoring bills that would affect the Board's composition; next steps.

Committee Action

Although this was not originally an action item, Vice Chair Bauters made a motion, seconded by Director Hudson, to recommend the Board executes the following:

1. Commits to having this discussion;
2. Asks the Air District's Community Advisory Council whether it wishes to provide input on the matter;
3. Publicly outlines the Board's discussion of this matter; and
4. Reports back to the Committee by October 2022 so that the Board may consider a recommendation by Nov 2022.

The motion **carried** by the following vote of the Committee:

AYES: Abe-Koga, Bauters, Gioia, Hudson, Jue, Mitchoff, Rice.
NOES: None.
ABSTAIN: None.
ABSENT: Groom, Ross, Wagenknecht.

8. MANAGEMENT AUDIT FISCAL YEAR ENDING (FYE) 2022 STAFFING UPDATE (OUT OF ORDER, ITEM 6)

John Chiladakis, Director of Information Services, introduced George Skiles of Sjoberg Evashenk, the contractor hired by the Air District to conduct the management audit. Mr. Skiles gave the presentation *Performance Audit of District-Wide Human Resources Management*, including: project objective; and project approach.

Public Comments

No requests received.

Committee Comments

The Committee and staff discussed when this item will be brought to the Board.

Committee Action

Although this was not an action item, the consensus of the Committee members present was to request that this item be agendaized at the May 4, 2022 Board meeting, and to recommend that staff moves forward with Task Order No. 2.

9. BAY AREA REGIONAL COLLABORATIVE UPDATE (ITEM 7)

Chair Mitchoff announced that this presentation would be continued until the Committee's next meeting.

OTHER BUSINESS

10. PUBLIC COMMENT ON NON-AGENDA MATTERS

Public comments were given by Lonnie Mason, First Generation. Environmental Health & Economic Development.

11. COMMITTEE MEMBER COMMENTS

None.

12. TIME AND PLACE OF NEXT MEETING

Wednesday, May 18, 2022, at 10:00 a.m., via webcast, teleconference, or Zoom, pursuant to procedures in accordance with Assembly Bill 361 (Rivas 2021).

13. ADJOURNMENT

The meeting adjourned at 2:06 p.m.

Marcy Hiratzka
Clerk of the Boards

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Memorandum

To: Chairperson John Bauters and Members
of the Administration Committee

From: Alexander G. Crockett
Interim Executive Officer/APCO

Date: May 18, 2022

Re: Bay Area Regional Collaborative (BARC) Update

RECOMMENDED ACTION

None; receive and file.

BACKGROUND

The Bay Area Regional Collaborative (BARC) consists of Board/Commission representatives of the four regional agencies and provides a forum for discussing issues of regional importance.

DISCUSSION

At the upcoming Administration Committee meeting, BARC Executive Director, Allison Brooks, will present the Draft BARC Shared Work Plan Overview.

BUDGET CONSIDERATION/FINANCIAL IMPACT

None.

Respectfully submitted,

Alexander G. Crockett
Interim Executive Officer/APCO

Prepared by: Michelle Beteta
Reviewed by: Vanessa Johnson

ATTACHMENTS:

None

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Memorandum

To: Chairperson John Bauters and Members
of the Administration Committee

From: Alexander G. Crockett
Interim Executive Officer/APCO

Date: May 18, 2022

Re: Return to Office Planning and Distributed Work Updates

RECOMMENDED ACTION

None; receive and file.

BACKGROUND

In March 2020, the onset of the COVID-19 pandemic and related public health policy and guidance required the Air District to move board meetings, staff work and operations to a mostly remote work environment. Management found that productivity and communication increased throughout the Air District during this time. As the pandemic stretched into late 2020 and public health guidance to keep workers remote persisted, Air District management and staff recognized that the future of the Air District's work could be performed in the same distributed way it had during the pandemic, meaning that some operations could be performed remotely long-term and some operations would continue to require work to be performed in the office or in the field. Air District management created the Remote Work Taskforce to study the Air District's ability to perform work in this distributed way and to create a policy to expand the opportunities for permanent remote work at the Air District. Additionally, Air District management has followed the public health guidelines in anticipation of developing a return to the office plan which includes vaccine and reporting requirements, guidance on face-coverings, COVID-19 testing requirements and preparing Air District facilities for a return of staff to the office environment.

DISCUSSION

Air District management works in collaboration with our building partners, the Metropolitan Transportation Commission (MTC) / Association of Bay Area Governments (ABAG) and the Bay Conservation and Development Commission (BCDC) through our partnership at the Bay Area Headquarters Authority (BAHA) to develop a policy that is consistent throughout the shared agency spaces at the MetroCenter located at 375 Beale Street in San Francisco.

Management is also in negotiations with the Employees' Association for mandatory subjects of bargaining as it relates to the policies.

Staff will present the Air District's COVID-19 health protective policy direction, discuss the Air District's distributed work plan and next steps in the planning for an eventual implementation of a return to the office environment, expected in Summer 2022.

BUDGET CONSIDERATION/FINANCIAL IMPACT

None.

Respectfully submitted,

Alexander G. Crockett
Interim Executive Officer/APCO

Prepared by: Rex Sanders
Reviewed by: Alexander G. Crockett

ATTACHMENTS:

None