

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

APPROVED MINUTES

Administration Committee Meeting
Wednesday, December 21, 2022

**This meeting was conducted under procedures authorized by Assembly Bill 361 (Rivas 2021).
Members of the Committee participated by teleconference.**

1. CALL TO ORDER – ROLL CALL

Administration Committee (Committee) Chairperson John J. Bauters called the meeting to order at 12:15 p.m.

Present: Chairperson John J. Bauters; Vice Chairperson Davina Hurt; and Directors Margaret Abe-Koga, Teresa Barrett, David Hudson, Tyrone Jue, Karen Mitchoff, Katie Rice, Mark Ross, and Brad Wagenknecht.

Absent: Director John Gioia.

2. PLEDGE OF ALLEGIANCE

3. PUBLIC MEETING PROCEDURE

4. APPROVAL OF THE MINUTES OF NOVEMBER 2, 2022

Public Comments

No requests received.

Committee Comments

None.

Committee Action

Director Hudson made a motion, seconded by Director Abe-Koga, to **approve** the Minutes of November 2, 2022; and the motion carried by the following vote of the Committee:

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

5. CONSIDER RECOMMENDING THE BOARD OF DIRECTORS AUTHORIZE A CORRECTIVE ACTION PLAN TO IMPLEMENT THE RECOMMENDATIONS FROM THE HUMAN RESOURCES (HR) MANAGEMENT PERFORMANCE AUDIT

John Chiladakis, Acting Chief Administrative Officer, gave the staff presentation *Consider the Authorization of the Corrective Action Plan to Implement the Recommendations from the Human Resources Management Performance Audit*, including: outcome; background; HR audit recommendations by category; legal consultations; organizational structure; strategic-Board guidance suggested; outside services required; recommendation and associated action plan (compensation plan, position management, processes and controls, consolidated timeline); and motion.

Public Comments

No requests received.

NOTED PRESENT: Directors Rice and Ross were noted present at 12:30 p.m.

Committee Comments

The Committee and staff discussed whether the Air District anticipates the migration of payroll functions to other divisions; whether the Air District anticipates downsizing as responsibilities are shifted; the level of urgency that the Board should consider before taking action; and whether Air District staff has been given a chance to digest and form opinions of the proposed recommendations.

Committee Action

Director Hudson made a motion, seconded by Vice Chair Hurt, to recommend the Board **authorizes** the proposed Corrective Action Plan, and to implement recommendations from the Human Resources Management Performance Audit; and the motion carried by the following vote of the Committee:

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

6. PROPOSED AMENDMENTS TO ADMINISTRATIVE CODE - CREATION OF NEW FINANCE & ADMINISTRATION COMMITTEE AND TIME LIMITS FOR PUBLIC COMMENT

Alexander Crockett, District Counsel, gave the staff presentation *Proposed Revisions to the Administrative Code: Consolidation of Administration and Budget & Finance Committees Public Comment Time Limits*, including: action items; current committee structure; reasons for consolidation; proposed Finance and Administration Committee; time limits for public comment; and action requested.

Public Comments

Public comments were given by Rochele Henderson, Air District Employee; and Jan Warren, Interfaith Climate Action Network of Contra Costa County.

Committee Comments

The Committee and staff discussed whether the Board Chairperson should have the authority to establish the amount of time allowed for public comments, and how far in advance such decisions must be announced to the public; varying opinions of minimum amounts of time that should be given to public speakers; the difficulty in anticipating how many public speakers there will be for a given item on the agenda; and the disadvantages of allowing more time than less for public comments.

Committee Action

Vice Chair Hurt made a motion, seconded by Director Rice, to recommend the Board makes the following revisions to the Air District’s Administration Code:

- 1) Consolidate the current Administration Committee and Budget & Finance Committee into a new Finance & Administration Committee; and
- 2) Revise the provision on time limits for public comment at Board and Committee meetings to specify that time limits will be established by the Director chairing the meeting.

The motion carried by the following vote of the Committee:

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

7. PUBLIC COMMENT ON NON-AGENDA MATTERS

No requests received.

8. COMMITTEE MEMBER COMMENTS

None.

9. TIME AND PLACE OF NEXT MEETING

At the end of the meeting, the next meeting was to be held at the Call of the Chair, but after the meeting adjourned, the next meeting was scheduled for Wednesday, February 1, 2023, at 12:00 p.m., via webcast, teleconference, and Zoom, under procedures authorized by Assembly Bill 361 (Rivas 2021) allowing remote meetings. After the meeting adjourned, it was decided that on Wednesday, April 5, 2023, at 1:00 p.m., the first meeting of the newly formed Finance & Administration Committee will occur. This new committee will have combined the current Budget & Finance and Administration Committees. The April 5 meeting will be held in person at 375 Beale Street, San Francisco, CA, 94105, and will also be webcast for members of the public. *Note: On February 28, 2023, the Governor’s State of Emergency will expire, which will prompt the return to in-person public meetings at the Air District. Under Assembly Bill 2449 (Rubio), the Air District is preparing new procedures for in-person meetings that will enable limited remote attendance at publicly accessible locations.*

10. ADJOURNMENT

The meeting adjourned at 1:12 p.m.

/s/ Marcy Hiratzka
Marcy Hiratzka
Clerk of the Boards