



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

AGENDA: 25

**Consider Approving the Proposed MOU between
the Air District and the Employees' Association
and Authorizing the Compensation Package for
Air District Employees for the Fiscal Year Ending
2024**

**Board of Directors Meeting
November 1, 2023**

**Hyacinth Hinojosa
Deputy Executive Officer of Finance & Administration
hhinojosa@baaqmd.gov**

Requested Motion



- Consider approving the proposed Memorandum of Understanding (MOU) between the Air District and the Employees' Association (EA).
- Consider adopting the Resolution authorizing employee salaries and benefits for represented and non-represented employees for Fiscal Year Ending 2024.
- Consider authorization to transfer \$820,000 from the General Fund undesignated reserves for one-time salary payments and 401A contributions.

Background



- The current agreement with the Air District and Employees' Association (EA) expired on June 30, 2023.
- The Air District and EA reached a tentative agreement on a successor MOU for the period covering July 1, 2023 through June 30, 2025. The MOU has been ratified by members of the Employee Association.
- The FYE 2023 budget assumed a 3.5% salary increase for all employees.
- In August 2023, the Board authorized a 4% salary increase for non-represented employees.

Summary of Salaries & Benefits



	Salaries	Confidential	Management	Executive*	Represented
General Wage Increase	<u>Effective first full pay period after November 1, 2023: 5%</u> <u>Effective first full pay period after July 1, 2024: up to 4.5%</u>	RESOLUTION	RESOLUTION	RESOLUTION	MOU
Overtime Pay	Eligibility for 1.5 times hourly salary (or 2 times if working on holiday) for working hours more than 80 hours per pay period.	X			X
Acting Assignment Pay	Eligibility for a pay increase during an assignment where an employee is temporarily acting in a higher paying position	Eligible for assignments longer than 15 days. Increased pay starts at day 16.	Eligible for assignments longer than 15 days. Increased pay starts at day 16.	Eligible for assignments longer than 15 days. Increased pay starts at day 16.	Eligible for assignments longer than 40 hours. Increased pay starts on hour 1.
Regular Hazard Pay	2.5% pay to employee who perform hazardous duties, including: 1) climb 30 feet or more; 2) wear Self-Contained Breathing Apparatus (SCBA) or safety harness; 3) perform confined space entries	X	X	X	X
Standby Pay	Standby duty hour	\$8 per hour			MOU: Increase from \$5 to \$8 per hour

*Executive classifications are Deputy Air Pollution Control Officer and Deputy Executive Officer. Executive Officer and Counsel compensation are approved separately by the Board of Directors.

Summary of Salaries & Benefits



Salaries		Confidential	Management	Executive*	Represented
Vehicle Allowance	Assigned Vehicle or \$500 per month Directors and above		X	X	
Transit Subsidy	Transit subsidy up to \$300 per month	X	X	X	X
Educational Reimbursement	Maximum \$2,000 per fiscal year for employee educational pursuits. Maximum \$1,500 for fiscal skill enhancement pursuits. Maximum \$1,000 per fiscal year per employee for student loan payback. Total annual amount paid to all employees cannot exceed \$30,000	X	X	X	X
Holidays	14 paid holidays	X	X	X	X
Floating Holidays	Hours of leave given per fiscal year July 1	40	72	72	MOU: Increase from 36 to 40
Annual Leave	From 12 to 30 days per year depending on length of service. Maximum 460 hours accrual each January 1. Annual cash out of up to 40 hours allowed.	X At 25 years and above, accrue 9.23 hours per PP. Max 500 hours expires 12/31/2024. Additional cash out of 40 hours.	X At 25 years and above, accrue 9.23 hours per PP. Max 500 hours expires 12/31/2024. Additional cash out of 40 hours.	X At 25 years and above, accrue 9.23 hours per PP. Max 500 hours expires 12/31/2024. Additional cash out of 40 hours.	MOU: At 25 years and above, accrue 9.23 hours per PP. Max 500 hours expires 12/31/2024. Additional cash out of 40 hours.
Sick Leave	12 days per year no accrual limit	X	X	X	X
Management Leave	Hours per year of Leave given July 1 (annual cash out allowed)		80	120	

*Executive classifications are Deputy Air Pollution Control Officer and Deputy Executive Officer. Executive Officer and Counsel compensation are approved separately by the Board of Directors.

Summary of Salaries & Benefits



	Salaries	Confidential	Management	Executive*	Represented
CalPERS Retirement	Employees pay their own mandatory contribution	X	X	X	X
Money Purchase Plan	Increase from \$119.72 to \$237.72 per month in lieu of Social Security, effective July 1, 2023	RESOLUTION	RESOLUTION	RESOLUTION	MOU
Deferred Compensation	457 plan available. Employees may set aside up to the legal pre-tax or post-tax maximum (up to \$22,500 per employee per year for 2023). \$30,000 for age 50 catch up	X	X	X	X
Fringe Benefits Allowance (Cafeteria Plan)	Includes Health, Dental, Vision and supplemental life insurance. Current maximum value is \$2,334 per month for family	X	X	X	X
Retiree Health	Same benefit as active employee for employees who retire with 10+ years of service (note, for those hired after 2010, they are subject to vesting schedule from 10-15 years of CalPERS service; for those hired prior to 2010, no vesting schedule; the fringe benefit allowance is frozen at the time of retirement)	X	X	X	X
Life Insurance	Up to \$500K District paid. Additional \$100K available for cost. Continues at retirement when dollar amount decreases with age	X	X	X	X
Long Term Disability	\$6500 per month maximum	X	X	X	X
Dependent Care Assistance	Ability to set aside \$5,000 pre-tax income per year	X	X	X	X
Medical Care Account	Ability to set aside \$3,050 pre-tax income per year	X	X	X	X

*Executive classifications are Deputy Air Pollution Control Officer and Deputy Executive Officer. Executive Officer and Counsel compensation are approved separately by the Board of Directors.

Budget Consideration



FYE 2024 (Effective November 2023)

- For represented employees, the additional 1.5% general wage increase (from budgeted 3.5% to 5%) is projected to increase salary costs by \$435,000.
- For non-represented employees, the additional 1% cost of living adjustment (from previously approved 4% to 5%) is projected to increase salary costs by \$128,000.
- For all represented and non-represented employees, the one-time salary and benefit costs are projected to be \$820,000 above budgeted amount.
- Effect of increasing the vacancy rate assumption from 6.9% to 9.7%.

FYE 2025 (Effective July 2024)

- For represented employees, the additional 4.5% general wage increase is projected to be \$2,100,000 over FYE 2024.
- For non-represented employees, the additional 4.5% general wage increase is projected to be \$925,000 over FYE 2024.
- Total projected cost above budgeted amount is \$4,408,000 for FYE 2024 and FYE 2025.

Recommendation for Motion



- Approve the proposed Memorandum of Understanding (MOU) between the Air District and the Employees' Association (EA).
- Adopt the Resolution authorizing employee salaries and benefits for represented and non-represented employees for Fiscal Year Ending 2024.
- Authorize transfer \$820,000 from the General Fund undesignated reserves for one-time salary payments and 401A contributions.



BAY AREA
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AGENDA: 26

Status of Decommissioning Legacy Permitting and Enforcement Computer Systems and Request to Recommend Contracts for Replacement Systems

**Board of Directors Meeting
November 1, 2023**

**John Chiladakis
Chief Technology Officer
Jchiladakis@baaqmd.gov**

Outline



- Audit Work and Immediate Changes
- Status of the Decommissioning of Legacy Systems
- Audit Recommendations
- Forward Looking Project Roadmap and Projected Costs
- Request to Recommend Execution of Contracts

Requested Action



Request the Board of Director's authorization to execute vendor contracts for the maintenance, operations, development and implementation of permitting and enforcement computer systems not to exceed \$2.65 M.

Audit Work and Immediate Changes



- Cooperative Work with the Auditor
- Restructuring Project Management, Delivery and Priorities
- Focus on Accelerating Key Project Deliverables for Decommissioning

Legacy System Databank Decommissioned September 29, 2023



1977

1999

2012

2023

2024



● Databank – HP 3000

● IRIS – HP 9000 Enforcement Functionality

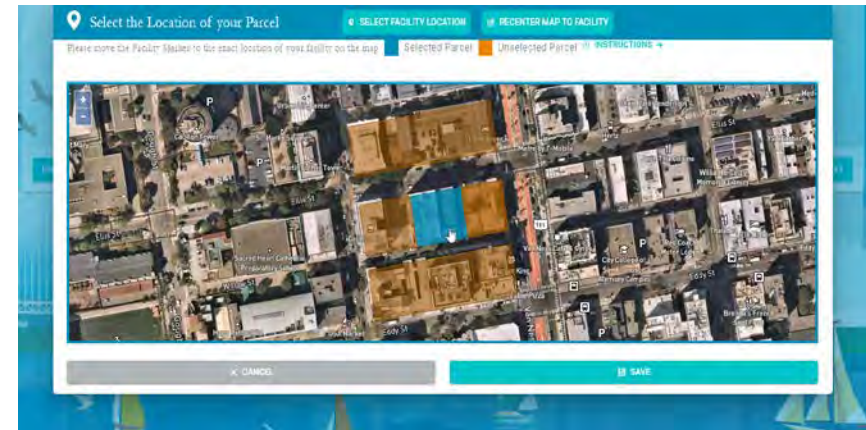
● My Air Online - Cloud



Deskside HP 3000 minicomputers from Hewlett-Packard Company, such as the System 932, are ideal for today's office or lab environments because they offer high performance and data-storage capacity in a compact package. (PRNS4700001)



**September 29, 2023,
All Facilities Live in My Air Online**

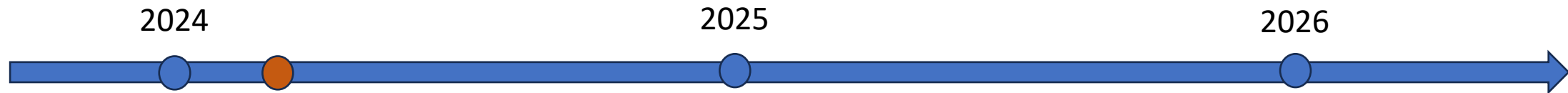


Audit Recommendations



- Best Practices Project Management and Vendor Management
- Transparency and Governance
- Knowledge Transfer
- Critical Recommendations Already Implemented

Project Roadmap Looking Forward



FYE 2024

- **IRIS Decommissioned Planned (April 2023)**
- **Permitting Enhancements**
- **Enforcement Enhancements**
- **Legal Department Integration**

FYE 2025

- **Full Documentation / Knowledge Transfer**
- **Efficiency Enhancements**
- **Resiliency and Security Enhancements**
- **Integrate Strategic Planning Community Facing Transparency***

FYE 2026

- **Updates and Maintenance**
- **Efficiency Enhancements**
- **Community Facing Mobile Applications***

* Scope and funding needs for these initiatives have not been estimated

My Air Online Budget and Forecast



- \$300K Below Budget for FYE 2024 if this Item is Approved
- FYE 25 Projected Non-Salary Budget Anticipated to be Reduced by \$0.5M (\$3.4M reduced to \$2.9M)
- FYE 25 Net Reduction Including Salary Savings and Operations Costs from Legacy Decommissioning is Anticipated at \$2M/Year +
- Non-Salary Maintenance and Operations Costs Anticipated to Drop to Approximately \$1.1M in FYE 27

Vendor Contract Amendments



Vendor	Additional Amount Requested Through June 30, 2024	Service Description
ITDependz	\$426,304	Software development, business analysis and design services for the permitting and compliance system.
C&G Technology Services	\$637,360	Software quality assurance and business analyst services for the permitting and compliance system.
Clearsparc	\$1,316,200	Software development services for the permitting and compliance system.
SupportFocus	\$265,210	Legacy data extract, transform and load services.
TOTAL not to exceed	\$2.65 M	

Recommended Action



Authorize the execution of vendor contracts for the maintenance, operations, development and implementation of My Air Online permitting and enforcement computer systems not to exceed \$2.65 M as recommended by the Finance and Administration Committee on October 18, 2023.



BAY AREA
AIR QUALITY
MANAGEMENT
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Update on the Home Air Filtration Program with Asthma Mitigation Project Partner Agencies

Board of Directors Meeting
November 1, 2023

Amy Smith, Senior Staff Specialist, Community Engagement
Anne Kelsey Lamb, Director, Regional Asthma Management & Prevention
Tanya Payyappilly, Chief Executive Officer, Breathe California

Requested Action



- None – Informational Presentation

Presentation Outcome



- Background on the Air District's expansions and funding for the Home Air Filtration Program (HAFFP) with Asthma Mitigation Project (AMP) Partner Agencies from 2021 to 2023
- Highlights from the Regional Asthma Management and Prevention (RAMP) Case Study Report on the Air District's partnership with AMP Agencies, including client-level data results from air filter unit distribution
- An AMP partner program snapshot from Breathe California's work with AMP clients and the HAFFP

Presentation Outline



The three presenters on this item will be:

1. Air District staff – Amy Smith, Senior Staff Specialist, Community Engagement Office
2. Anne Kelsey Lamb, Director, Regional Asthma Management & Prevention
3. Tanya Payyappilly, Chief Executive Officer, Breathe California

Background



- In 2021, Compliance & Enforcement started a pilot Home Air Filtration Program (HAFP) to distribute air filter units to clients served by the CA Asthma Mitigation Project (AMP) via a liaison partnership with Regional Asthma Management and Prevention (RAMP)
- HAFP and the RAMP partnership transitioned to Community Engagement with its remaining funds of about \$230,000 in 2022
- In July 2022, the Air District's Board of Directors (Board) approved \$1 million in funds from Wildfire Reserves for air filter unit distribution (\$300k for AMP partnership overall)

AMP Expansion



- In July 2023, the Board approved HAFP program expansions for unit and replacement filter distribution to low-income residents with asthma and other lung conditions.
- Expansion has included the following:
 - Expand Asthma Mitigation Project (AMP) partnerships with MOUs
 - Expand the Regional Asthma Management & Prevention (RAMP) liaison services with AMP partnerships (\$84,000)
 - Delivery of filters to clients with respiratory disease
 - Educational materials in several languages
 - RAMP case study of the AMP client data & partnership with the District
 - Research review on the most competitive and health protective home air filters for a new Request for Quotations (RFQ)

HAFP AMP Partnerships



1,326 = Total Air Filter Unit Purchases for AMP clients from 2021-2023

AMP Partner	MOU Budget	Area Served
1. Roots Community Health Center	\$35,000	East Oakland
2. Alameda County Public Health Department	\$30,000	Alameda County
3. LifeLong Medical	\$30,000	Alameda & Contra Costa Co.
4. Contra Costa Health Services	\$68,000	Contra Costa County
5. Santa Rosa Community Health Center	\$30,000	Santa Rosa & Sonoma Co.
6. Breathe California	\$30,000	San Francisco, Santa Clara, San Mateo, Alameda & Contra Costa Counties



The Bay Area Air Quality Management District's Home Air Filtration Program: Lessons Learned and Tips for Replication

November 1, 2023

RAMP's mission is to reduce the burden of asthma with a focus on health equity. Emphasizing both prevention and management, we build capacity, create linkages, and mobilize networks to advocate for policy and systems changes targeting the root causes of asthma disparities.





“The ability to provide this resource to patients (that have limited financial means) has had a significant impact on improving patient health outcomes surrounding asthma.”

– Asthma home visitor



Lessons and tips

PARTNERSHIPS

Establish Memoranda of Understanding (MOUs) with all participating partners before launching the project and involve partners in project planning and rollout

Consider an intermediary organization to streamline communication, ordering and data collection

AIR CLEANER SELECTION

Select vendors and air cleaners through a competitive process with clear, health protective criteria and scoring rubrics

Involve partners in the process of establishing criteria and selecting vendors

Provide multiple air cleaners from which partners can select to meet the needs of their organizations and clients

ORDERS AND DELIVERIES

Work with programs that will be distributing the air cleaners to establish processes for orders and deliveries

DATA COLLECTION

Establish data collection expectations and protocols upfront in partnership with distribution partners

EDUCATION

Provide educational materials in different formats and languages

When feasible, provide the air cleaners as part of a comprehensive asthma management intervention



Case Study highlights lessons and tips

www.rampasthma.org



Select vendors through competitive process with clear, health protective criteria.

WHEN SELECTING AN AIR CLEANER	
AVOID	SELECT
<ul style="list-style-type: none">⊗ Ionizers⊗ UV light⊗ PlasmaWave⊗ Bi-Polar Ionization⊗ Ozone generators	<ul style="list-style-type: none">✓ HEPA only

Provide education in multiple languages and formats

THE BEST WAYS TO USE AIR CLEANERS

- 1 Place the air cleaner (also known as air purifier) so that it is 6" away from the nearest object including walls. This helps with air intake, so the air purifier can draw in more air and trap and remove more allergens and smoke.
- 2 Place on a flat surface like the floor for stability. Make sure it will not fall on anyone.
- 3 Air purifiers are for indoor use only. Windows and doors should be closed when using the air purifier. When windows and door are open, pollutants like car exhaust and wildfire smoke can come in. Air purifiers work best in closed spaces.
- 4 It is recommended that the air purifier be placed in your bedroom at night and turned on while you sleep. This allows your body to benefit from clean, filtered air throughout the night.
- 5 It is recommended that the air purifier run all the time on low. When wildfire smoke is making the outside air quality unhealthy, run the air purifier on high. Even on high they are energy efficient and low cost. For more information about air quality and wildfires, go to <http://baaqmd.gov/wildfiresafety>.
- 6 Some air cleaners have a feature called "ionizers". Ionizers may emit ozone or other byproducts that can irritate the lungs. For air cleaners with an ionizer feature, it is recommended that the ionizer is turned off. (The Winix models have an ionizer called PlasmaWave, which should

be turned off. The Germ Guardian models do not have an ionizer.)
Filters need to be changed regularly. Most purifiers have a pre-filter that needs to be replaced regularly and a HEPA filter that needs to be replaced at least every 12 months. Read the manufacturer's instructions for your air purifier. When changing a filter, disconnect the power cord, change the filter, and plug it back in. It is best to take the machine outside to change the filter, so the dust collected on the filter does not re-enter the house. (The Germ Guardian models need to have their filters changed ever 6 months. The Winix models need to have their filters changed every 12 months. The Winix 5300-2 also has a washable pre-filter and carbon filter that needs to be washed every 3 months.

- ### 7 SAFETY TIPS
- If your air purifier has a child/pet locking feature, turn it on so children and pets don't tamper with the settings.
 - Do not place objects on top of the unit, as that will block air flow.
 - Do not place the air purifier in an enclosed room where explosive, flammable or toxic gases are present.

Air cleaners funded by
BAY AREA AIR QUALITY MANAGEMENT DISTRICT



ASTHMA SMOKE & AIR PURIFIERS

ASTHMA

Asthma is a long-term lung condition that makes it hard to breathe. People with asthma often have wheezing, coughing, shortness of breath and chest tightness.

Asthma triggers can cause attacks. Common asthma triggers are cigarette smoke, wildfire smoke, outdoor air pollution, and mold.

WILDFIRE SMOKE

In California, wildfires are common. The smoke from wildfires makes the air **not safe** to breathe. Breathing in the smoke can make asthma worse.

The best way to avoid wildfire smoke is to **stay indoors with doors and windows closed.**

What can help you during a wildfire

AIR PURIFIERS

An air purifier, or air cleaner, is a machine that has a fan and filter. The fan pulls in dirty air and traps most of it in the filter. It then pushes out cleaner air for you to breathe. **Keep the air cleaner turned on for healthy indoor air.**

- **Mechanical air cleaners** are best because they are efficient at cleaning the air and don't create any harmful chemicals.
- Choose the right size air cleaner for the size of the rooms you will use it in most.

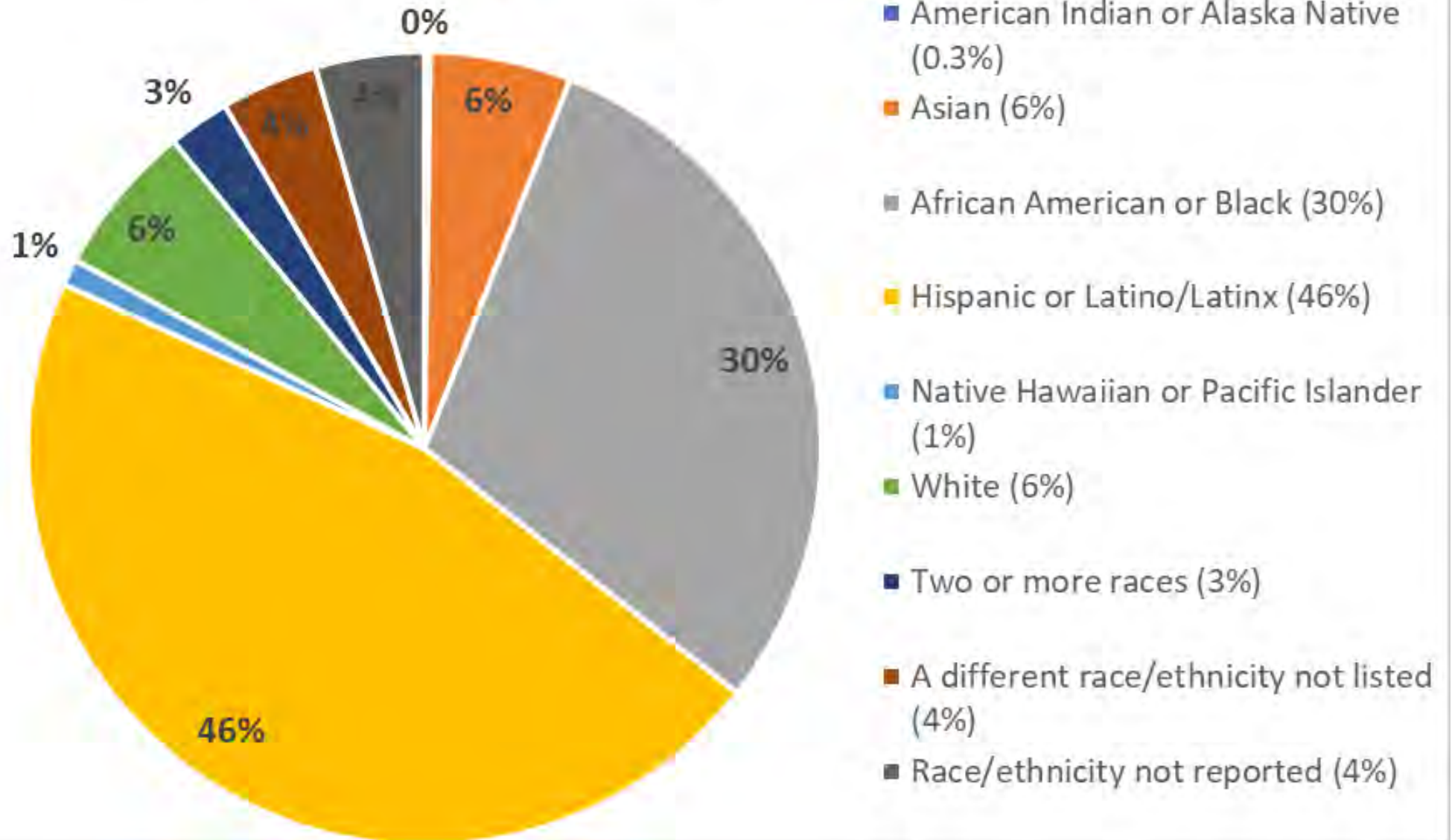
MASKS

- If you go outside, wearing a mask helps you breathe in less smoke.
- Use **N95 masks marked NIOSH**. These masks are also useful for preventing the spread of COVID.
- Children should only wear masks if they are over age 2 and are able to tell you if they are uncomfortable.

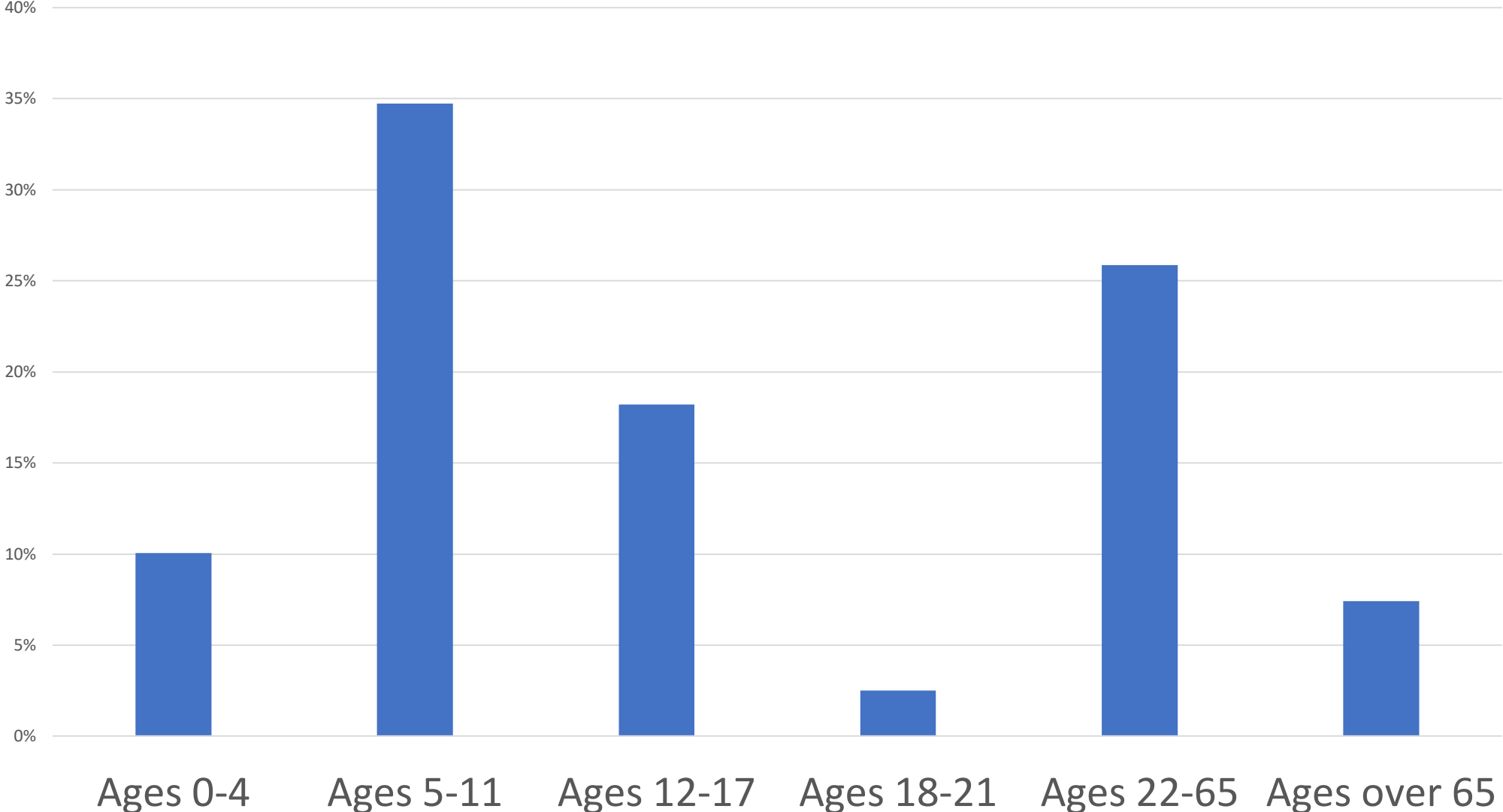
For more information visit: <http://www.rampasthma.org/archives/16973>



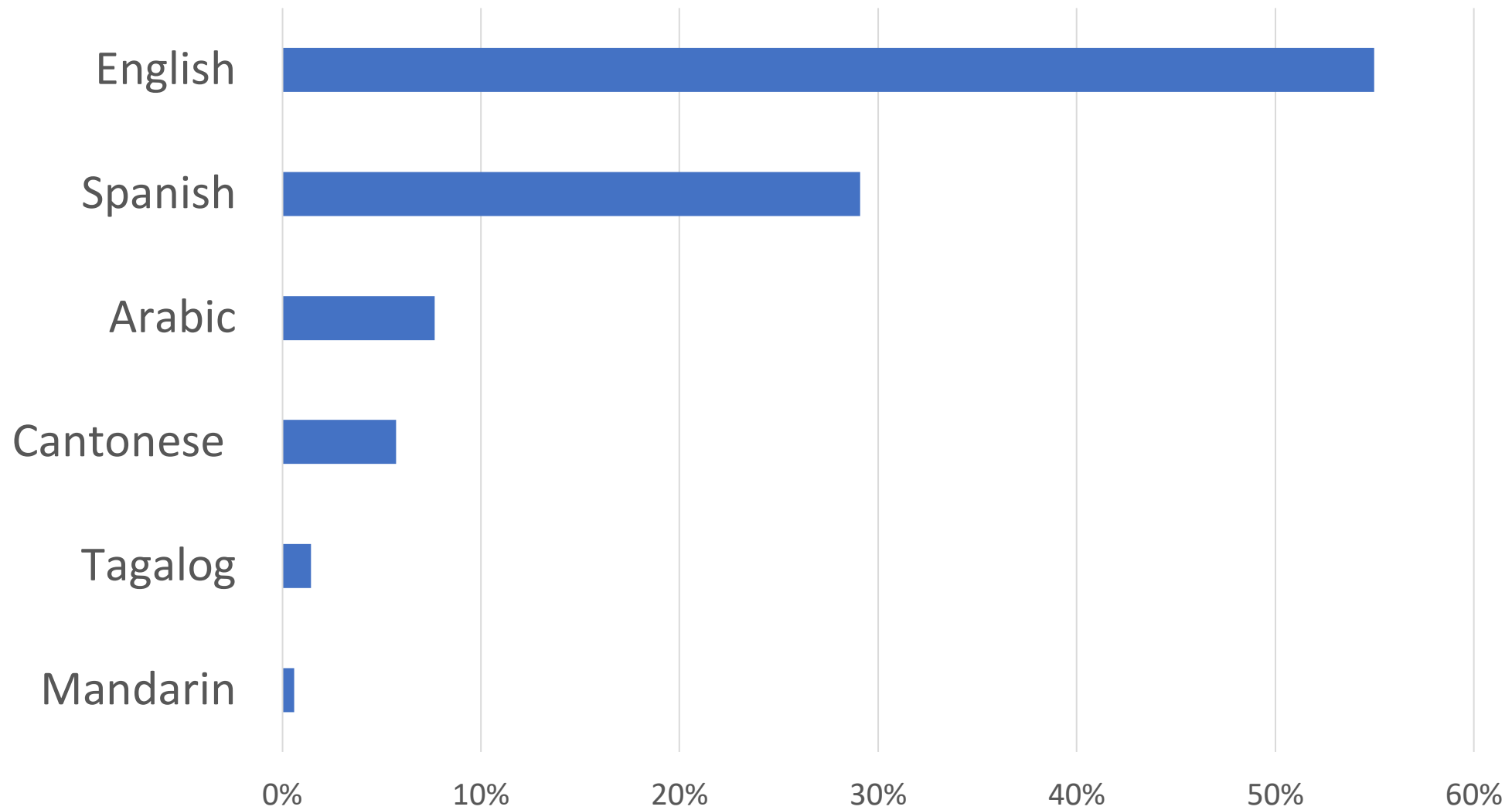
Self-reported race/ethnicity



Age of Recipients



Primary language of recipients





“The air is breathable in my house”

—Program participant with asthma



Breathe California of the Bay Area, Golden Gate, and Central Coast

“The clean air and healthy lungs leader”



Who we are

Mission Statement:

As the local clean air and healthy lungs leader, Breathe California fights lung disease in all its forms and works with its communities to promote lung health.

Who we are

Did you know that the average person breathes in 15,000 liters of air per day?

- ▶ Located in San Jose, CA at 1469 Park Avenue
- ▶ 501(c)(3) non-profit organization
- ▶ Serving the counties of Santa Clara, San Benito, Alameda, San Francisco, San Mateo, Monterey, Santa Cruz, and Contra Costa
- ▶ Fighting against lung disease and for clean air through education, research, support programs, and advocacy



Lungs are Unique--Open to the Environment

Primary point of contact with the outside world

Air Pollution and Environmental

Hazards

Infections

Allergens

Air pollution can lead to poor lung function, heart disease, and even death.

More than 90% of our time is spent indoors, so a greater focus must be placed on improving indoor air quality.

Our History

- ▶ Founded in 1911 to fight tuberculosis (TB Society)
- ▶ Expanded mission to other lung diseases and air quality
- ▶ Key roles have been:
 - ▶ To establish tobacco-free communities
 - ▶ To achieve healthy air quality
 - ▶ To fight lung diseases such as asthma and tuberculosis
 - ▶ To fight emerging health threats like COVID-19, wildfires, and the vaping epidemic

From 1964 to 2014, the proportion of adult smokers declined from 42.0% to 18.0%

Long Partnership with Bay Area Air Quality Management District

- ▶ Wood Smoke Regulations
- ▶ CARE Communities
- ▶ Consumer Surveys
- ▶ Clean Air Awards
- ▶ Spare the Air Resource Teams
- ▶ Local problems like Lehigh Hansen Cement Plant and Refineries in Contra Costa County
- ▶ AB 617
- ▶ Air Filter Distribution

Ideal Partner for Air Filter Distribution Program

- ▶ Distributed Respiratory Therapy Equipment for 40 years, and air filters for 25
- ▶ Provided home visits for asthma education and assessment of respiratory hazards for over 20 years
- ▶ Work in 5 of the Air District's 9 Counties
- ▶ Focus on EJ and DAC communities, where lung disease has always been more prevalent
- ▶ Able to deliver services in multiple languages



Asthma Mitigation Project Air Filter Program Outcomes

- ▶ Distributed 266 filter units and replacement filters
- ▶ Diverse recipients:

American Indian or Alaska Native	1
Asian/Pacific Islander	18
African American or Black	36
Hispanic or Latino/Latinx	178
White	30
Two or More Races	2
Unknown	1
Medi-Cal and Medicare dual coverage	43
Medi-Cal only	211
Uninsured	12

Accessibility of the AMP program:



We use telephone apps, such as What's App, as well as Zoom via computer browsers for virtual home visits



Clients can show proof of eligibility through contact with a social worker, nurse or doctor. A doctor's visit is not required.



The AMP application is a quick 1-page form, and we can assist clients to complete it.



We have written material in several languages and can offer home visits in four.

We serve 100% of clients who maintain communication with us.

Thank You!



@BreatheCaliforniaBA



BreatheCA

27

@breathebayarea



Tanya Payyappilly, MD, MPH
408-998-5865

tanya@lungsrus.org

<https://lungsrus.org/>



BREATHE
CALIFORNIA



Questions?

Strategic Plan Board Introduction

Bay Area Air Quality Management District Board Meeting
November 1, 2023

Mindy Craig, Principal/Owner, BluePoint Planning



Innovation.
Empathy.
Impact.

BluePoint Planning

- Focus on Strategic Planning and Action Planning for initiatives and organizations related to:
 - Climate Mitigation and Adaptation
 - Energy
 - Parks, Open Space, Working Lands
- Work with regional, state and federal government
- Operating BluePoint for 12 years
 - Small Women Owned Business
- Over 30 years consulting expertise

What is the Strategic Plan?

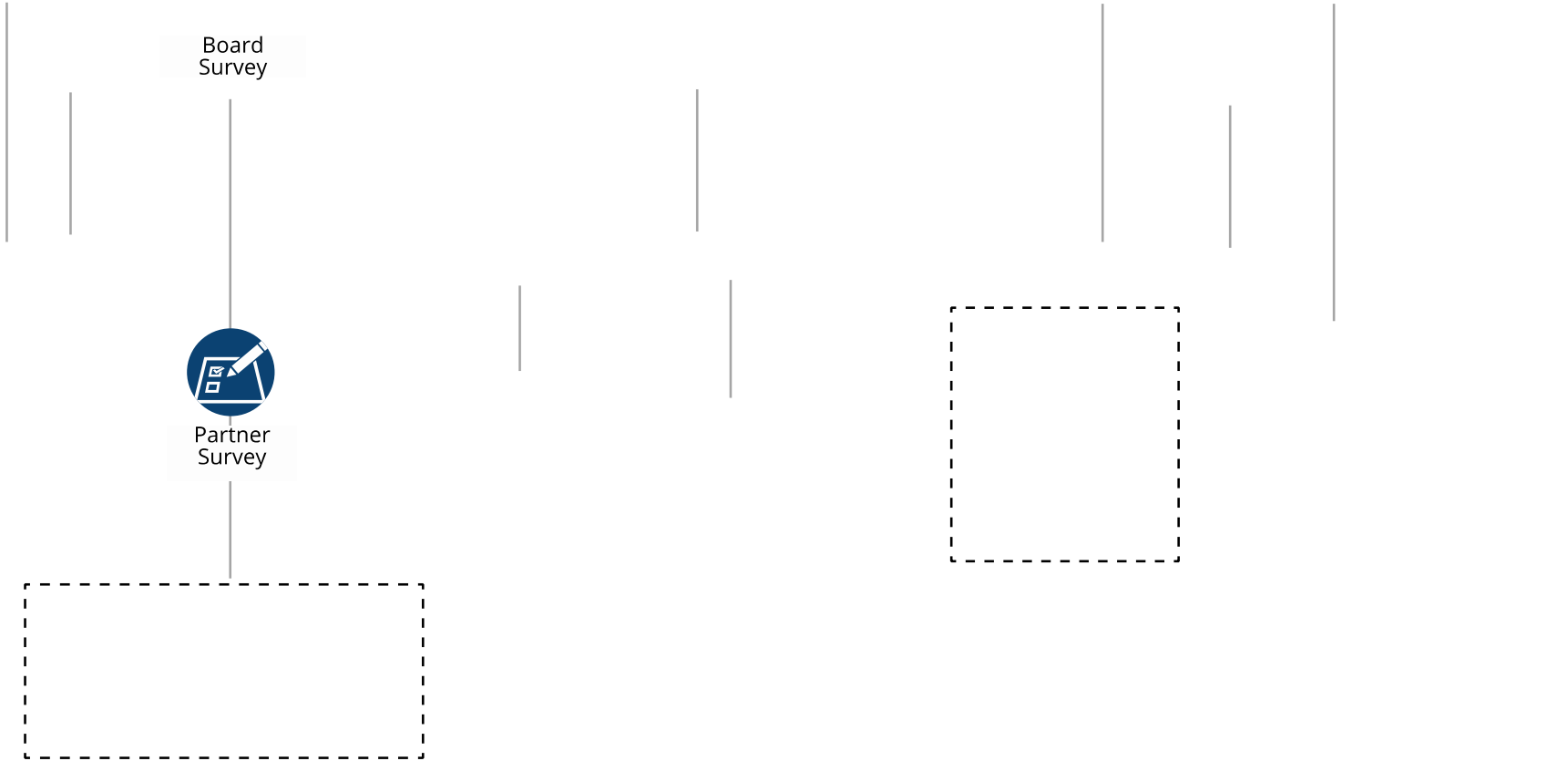
- Focused and actionable
- Covering the next 5 years
- Will focus on:
 - Equity
 - Shared Leadership
 - Priorities Informing Budget Process



Integration with the Environmental Justice Action Plan

- Community Advisory Council (CAC) is developing an Environmental Justice Action Plan.
- Strategic Plan will integrate the work of the draft EJ Action Plan that is done and underway.
- CAC Environmental Justice Ad Hoc will be involved.

Alignment with Budget Process



EMT Meetings, and Staff Engagement and Communications



Internal and External Stakeholders

Community Advisory Council / Environmental Justice Ad Hoc Committee

This Council and Committee will provide input into the Strategic Plan, as well as align it with the Environmental Justice Action Plan.

Board of Directors Strategic Planning Ad Hoc Committee

This committee will represent the Board of Directors and work throughout the process to shape the Strategic Plan.

Executive Management Team

Composed of the Executive Officer, Deputy Executive Officers, and the Consultant Team. The Team will meet at key points in the process.

Air District Staff Engagement

Engagement through Staff Project Team, All Staff through Division Leads, Division Directors, Employees' Association

Other External Stakeholders

External partners including other agencies, nongovernmental organizations, and regulated industry will provide valuable input.

What is the role of the Board Ad Hoc?



Act as a liaison to the Board of Directors



Provide early input into the Strategic Plan process

Board Involvement



Survey



Stakeholder Interviews



Board Ad Hoc Engagement



Board Meetings + Board Retreat?

Opportunity for Board Member Interviews

- One-on-One Via Telephone/Video Call
- Scheduled for 30 minutes +/-
- BluePoint will coordinate directly to find a time that works sometime in November (and December if needed)

Questions?



Innovation.
Empathy.
Impact.