



BOARD OF DIRECTORS  
COMMUNITY EQUITY, HEALTH, AND JUSTICE COMMITTEE

COMMITTEE MEMBERS

BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

DAVINA HURT – CHAIR  
MARGARET ABE-KOGA  
JOHN GIOIA  
NATE MILEY

KATIE RICE – VICE-CHAIR  
JOELLE GALLAGHER  
ERIN HANNIGAN  
STEVE YOUNG

**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**

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# COMMUNITY EQUITY, HEALTH, AND JUSTICE COMMITTEE MEETING AGENDA

WEDNESDAY, FEBRUARY 15, 2023

1:00 PM

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](http://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. 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 the Community Equity, Health and Justice Committee meeting of December 1, 2022

*The Committee will consider approving the draft minutes of the Community Equity, Health and Justice Committee meeting of December 1, 2022.*

## **ACTION ITEM(S)**

5. Vote on the Community Advisory Council's Compensation Policy and Procedures

*Staff will present the Community Advisory Council's proposed Compensation Policy and Procedures. The Community Equity, Health and Justice Committee will consider recommending the proposed Compensation Policy and Procedures to the Air District Board of Directors for approval. This item will be presented by Miriam Torres, Senior Advanced Projects Advisor in the Executive Office Division.*

## **INFORMATIONAL ITEM(S)**

6. Community Advisory Council, January 19, 2023, Meeting Presentation

*The Community Advisory Council (CAC) Co-Chairs, Latasha Washington, Kevin Jefferson, and Ms. Margaret Gordon, will present a summary of the key agenda items covered during the last CAC meeting held on January 19, 2023.*

7. Discussion of the 2023 Community Equity, Health, and Justice Committee Work Plan

*This is an informational item only and will review the draft work plan for the Committee in 2023. The item will be presented by Veronica Eady, Senior Deputy Executive Officer.*

## **OTHER BUSINESS**

8. 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 be given an opportunity to address the Committee members.*

9. 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)*

10. Report of the Senior Deputy Executive Officer of Policy & Equity

11. Time and Place of Next Meeting

*Wednesday, March 15, 2023, at 1:00 p.m. The meeting will also be webcast for members of the public.*

12. Adjournment

*The Committee meeting shall be adjourned by the Chair.*

**CONTACT:**

**MANAGER, EXECUTIVE OPERATIONS**  
**375 BEALE STREET, SAN FRANCISCO, CA 94105**  
[vjohnson@baaqmd.gov](mailto:vjohnson@baaqmd.gov)

**(415) 749-4941**  
**FAX: (415) 928-8560**  
**BAAQMD homepage:**  
[www.baaqmd.gov](http://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](http://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](mailto: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**

**FEBRUARY 2023**

<b><u>TYPE OF MEETING</u></b>	<b><u>DAY</u></b>	<b><u>DATE</u></b>	<b><u>TIME</u></b>	<b><u>ROOM</u></b>
<b>Board of Directors Meeting</b>	<b>Wednesday</b>	<b>15</b>	<b>9:00 a.m.</b>	<b>Webcast only pursuant to Assembly Bill 361</b>
<b>Board of Directors Community Equity, Health and Justice Committee</b>	<b>Wednesday</b>	<b>15</b>	<b>1:00 p.m.</b>	<b>Webcast only pursuant to Assembly Bill 361</b>
<b>Board of Directors Legislative Committee - CANCELLED</b>	<b>Wednesday</b>	<b>15</b>	<b>3:30 p.m.</b>	<b>Webcast only pursuant to Assembly Bill 361</b>
<b>Board of Directors Legislative Committee</b>	<b>Monday</b>	<b>27</b>	<b>9:00 a.m.</b>	<b>Webcast only pursuant to Assembly Bill 361</b>
<b>Path to Clean Air Community Emissions Reduction Plan Steering Committee</b>	<b>Monday</b>	<b>27</b>	<b>5:30 p.m.</b>	<b>Webcast only pursuant to Assembly Bill 361</b>

ADG 2/10/2023 – 8:45 a.m.

G/Board/Executive Office/Moncal

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**

Memorandum

To: Chairperson Davina Hurt and Members  
of the Community Equity, Health and Justice Committee

From: Sharon L. Landers  
Interim Executive Officer/APCO

Date: February 15, 2023

Re: Approval of the Minutes of the Community Equity, Health and Justice Committee  
meeting of December 1, 2022

RECOMMENDED ACTION

Approve the attached draft minutes of the Community Equity, Health and Justice Committee meeting of December 1, 2022.

BACKGROUND

None.

DISCUSSION

Attached for your review and approval are the draft minutes of the Community Equity, Health and Justice Committee meeting of December 1, 2022.

BUDGET CONSIDERATION/FINANCIAL IMPACT

None.

Respectfully submitted,

Sharon L. Landers  
Interim Executive Officer/APCO

Prepared by: Marcy Hiratzka  
Reviewed by: Vanessa Johnson

ATTACHMENTS:

1. Draft Minutes of the Community Equity, Health and Justice Committee meeting of December 1, 2022

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

Community Equity, Health and Justice Committee Meeting  
Thursday, December 1, 2022

### **DRAFT 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](http://www.baaqmd.gov/bodagendas)*

**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**

Community Equity, Health and Justice Committee (Committee) Co-Chairperson, Davina Hurt, called the meeting to order at 9:33 a.m.

#### **Roll Call:**

Present: Chairperson Davina Hurt; and Directors Margaret Abe-Koga, John Gioia, David Haubert, Sergio Lopez, Nate Miley, and Steve Young.

Absent: Vice Chairperson Tyrone Jue and Director Pauline Russo Cutter.

#### **2. PLEDGE OF ALLEGIANCE**

#### **3. PUBLIC MEETING PROCEDURE**

#### **4. APPROVAL OF THE MINUTES OF NOVEMBER 3, 2022**

#### Public Comments

No requests received.

#### Committee Comments

None.

#### Committee Action

Director Haubert made a motion, seconded by Director Gioia, to **approve** the Minutes of November 3, 2022; and the motion carried by the following vote of the Committee:



AYES: Abe-Koga, Gioia, Haubert, Hurt, Lopez, Miley, Young.  
NOES: None.  
ABSTAIN: None.  
ABSENT: Cutter, Jue.

**5. WEST OAKLAND COMMUNITY ACTION PLAN ANNUAL REPORT (OUT OF ORDER, ITEM 6)**

Alison Kirk, Planning & Climate Protection Assistant Manager, and Nicole Merino Tsui, Senior Project Manager of the West Oakland Environmental Indicators Project (WOEIP), gave the presentation *Owning Our Air: The West Oakland Community Action Plan*, including: outcome; outline; presentation for information only; *Owning Our Air* overview; implementation process; WOEIP Steering Committee realignment and key updates; emission reductions 2018-2022; acknowledgements; next steps; community perspectives; Steering Committee; WOEIP implementation project process; exploring the 35 land use strategies; and WOEIP toxic tour.

Public Comments

Public comments were given by Ms. Margaret Gordon, West Oakland Environmental Indicators Project.

Committee Comments

The Committee and staff discussed the suggestion that the presenters keep Oakland City Councilmember, Carroll Fife, and new Mayor of Oakland, Sheng Thao, informed of West Oakland Community Action Plan activities; potential environmental impacts that could result from the proposed Howard Terminal Ballpark in Oakland; which of the 35 land use strategies within the West Oakland Community Action Plan are anticipated to be the most effective; whether a working group comprised of partner authority agencies exists; whether the presenters have received the Port of Oakland's comments regarding the Plan's proposed strategies; and the desire for the Air District to redouble its efforts to engage and collaborate with the Port of Oakland.

Committee Action

None; receive and file.

**6. COMMUNITY PERSPECTIVES (ITEM 5)**

*Air District Community Advisory Council (CAC) Co-Chair, Latasha Washington, gave the presentation *Liaising with the Board*, including: pathways to achievement of total health for students – elevate youth; what is the CAC; who is represented in the CAC; CAC Co-Chair duties; the goal of the CAC; who will serve as a liaison from the Board; status of the Board Liaison; and next steps.*

Public Comments

Public comments were given by Ms. Margaret Gordon, West Oakland Environmental Indicators Project.

Committee Comments

None.

Committee Action

None; receive and file.

**7. ASSEMBLY BILL (AB) 617 PROGRAM UPDATE**

Veronica Eady, Senior Deputy Executive Officer of Policy & Equity introduced Senior Staff Specialists, Aneesh Rana and Karissa White, and Senior Policy Advisor, David Ralston, who gave the staff presentation *Assembly Bill 617 Program Update*, including: outcome; outline; presentation for information only; 2022 highlights; key issues and strategy development - Problems to Solutions Ad Hoc and example Community Steering Committee (CSC) feedback jamboard; Path to Clean Air timeline – where have we been and where are we headed; Community Air Monitoring Plan; East Oakland Community Emissions Reduction Plan (CERP) and Steering Committee; upcoming events; proposed East Oakland CERP timeline; Bayview Hunters Point/ Southeast San Francisco – developing partnerships for a community-led CERP; and Bayview Hunters Point/ Southeast San Francisco selection timeline.

Public Comments

No requests received.

Committee Comments

The Committee and staff discussed ways in which the public is notified of East Oakland Community Emissions Reduction Plan Steering Committee meetings; and ways in which the multiple Bay Area AB 617 communities share lessons learned and best practices.

Committee Action

None. Receive and file.

**8. PUBLIC COMMENT ON NON-AGENDA MATTERS**

No requests received.

**9. COMMITTEE MEMBER COMMENTS**

Chair Hurt described a Hoopa Valley Tribal tour that she attended in Humboldt County. She also asked Ms. Eady whether the Air District knows of the upcoming equity training modules that are being hosted by California Environmental Protection Agency (CalEPA).

**10. REPORT OF THE SENIOR DEPUTY EXECUTIVE OFFICER OF POLICY & EQUITY**

Ms. Eady reported the following:

- November was Native American Heritage Month, and on November 29, 2022, George Galvis, Executive Director of Communities United for Restorative Youth Justice, led a discussion for the Air District, discussing the plight of Indigenous communities and the requisite strategies that can be utilized to overcome the myriad issues/obstacles that Indigenous communities face.
- The Air District’s Office of Diversity, Equity & Inclusion is developing the Air District’s Language Access Plan. Employees from each Air District division will weigh in on this development process.

**11. 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 15, 2023, at 1:00 p.m., via webcast, teleconference, and Zoom, under procedures authorized by Assembly Bill 361 (Rivas 2021) allowing remote meetings.

**12. ADJOURNMENT**

The meeting was adjourned at 11:14 a.m.

Marcy Hiratzka  
Clerk of the Boards

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**

Memorandum

To: Chairperson Davina Hurt and Members  
of the Community Equity, Health and Justice Committee

From: Sharon L. Landers  
Interim Executive Officer/APCO

Date: February 15, 2023

Re: Vote on the Community Advisory Council's Compensation Policy and Procedures

RECOMMENDED ACTION

Vote to Recommend the Community Advisory Council's Compensation Policy and Procedures to the Air District Board of Directors for Approval.

BACKGROUND

This is an action item for the Community Equity, Health, and Justice (CEHJ) Committee to consider recommending to the Board of Directors for approval a Compensation Policy and Procedures that formalizes practices to compensate Community Advisory Council (CAC) members for their participation in the CAC. The CAC voted to recommend the Compensation Policy and Procedures to the Community Equity, Health, and Justice (CEHJ) Committee during the CAC Meeting on January 19, 2023.

DISCUSSION

Staff will present the CAC's proposed Compensation Policy and Procedures. The CEHJ Committee will consider recommending the proposed Compensation Policy and Procedures to the Air District Board of Directors for approval. Once approved by the Board of Directors, the Compensation Policy and Procedures would be effective retroactively to July 1, 2022, except for hourly caps on time served on Ad Hoc Committees or meetings of the Co-Chairs. The hourly limits proposed in the policy would become effective starting on the first of the month after the Board approves the Compensation Policy and Procedures.

BUDGET CONSIDERATION/FINANCIAL IMPACT

The Compensation Policy and Procedures has implications on the Air District's budget annually. Desired funding levels for the CAC will be determined each fiscal year. Funding for the work of the CAC is included in the fiscal year ending (FYE) 2023 budget. The FYE 23 Budget for the Community Advisory Council is \$269,000.

Respectfully submitted,

Sharon L. Landers  
Interim Executive Officer/APCO

Prepared by: Miriam Torres  
Reviewed by: Veronica Eady

ATTACHMENTS:

1. January 19, 2023 CAC Compensation Policy and Procedures Memo

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**

Memorandum

To: Members of the Community Advisory Council

From: Sharon L. Landers  
Interim Executive Officer/APCO

Date: January 19, 2023

Re: Vote on Compensation Policy and Procedures

RECOMMENDED ACTION

Vote to Recommend the Community Advisory Council's Compensation Policy and Procedures to the Air District Board of Directors for Approval.

BACKGROUND

This is an action item for the Community Advisory Council to recommend to the Board of Directors for approval a Compensation Policy and Procedures that formalizes practices to compensate members for their participation in the Community Advisory Council.

DISCUSSION

The Community Advisory Council (CAC) will have the opportunity to discuss and suggest changes to the proposed Compensation Policy and Procedures. The CAC will vote on the proposed Compensation Policy and Procedures. After the CAC votes on the Compensation Policy and Procedures, it will be routed to the Air District Board of Directors for approval. Once approved, the Compensation Policy and Procedures would be effective retroactively to July 1, 2022.

BUDGET CONSIDERATION/FINANCIAL IMPACT

The Compensation Policy and Procedures has implications on the Air District's budget annually. Desired funding levels for the Council will be determined each fiscal year. Funding for the work of the Community Advisory Council is included in the fiscal year ending 2022 and fiscal year ending 2023 budgets. The FYE23 Budget for the Community Advisory Council is \$269,000.

Respectfully submitted,

Sharon L. Landers  
Interim Executive Officer/APCO

Prepared by: Miriam Torres  
Reviewed by: Veronica Eady

ATTACHMENTS:

1. CAC Compensation Policy
2. CAC Compensation Policy Presentation

COMMUNITY ADVISORY COUNCIL  
MEETING OF 01/19/2023

# Community Advisory Council

## Compensation Policy and Procedures

### About the Community Advisory Council

On November 17, 2021, the Board of Directors approved the formation of the Bay Area Air Quality Management District's (Air District) first Community Advisory Council (CAC). The CAC was created to advise the Air District on community related matters, to advance an equity forward policy agenda, and to provide input on key Air District policies and programs. The CAC consists of 17 members that reflect the diversity of the Bay Area and lived experiences of communities heavily impacted by air pollution. The members of the CAC include environmental justice leaders, physicians, non-profit professionals, students, and individuals with diverse skill sets.

### Overview

The Air District recognizes the importance of supporting community involvement in Air District initiatives and providing financial support to increase equitable representation in agency programs and activities. This compensation policy describes how members of the CAC will get compensated by the Air District for their time related to meetings, and activities of the CAC or the Air District.

### Budget

The Board of Directors wants to empower the CAC as a body of the Board to be impactful and designates funding for the CAC in the Air District's annual budget. The budgeted amount varies from year-to-year based on the availability of funds. The CAC Co-Chairs will work with the Air District Project Lead to request a desired funding level at the end of each year. The Air District's fiscal year is from July 1<sup>st</sup> to June 30<sup>th</sup> every year. The CAC's budget is intended to cover costs related to the operations of the CAC, including but not limited to: stipends, reimbursements, contractors (i.e., language services, facilitation), meeting venues, and other related costs. The Board will review the CAC's funding request and approve an optimal level of funding as part of the annual agency budgeting process. Once the Board approves a budget amount, the CAC Co-Chairs work with the Air District Project Lead to determine budget allocations for the operations of the CAC.

## Compensation Policy

### 1. Stipends

Stipends are determined based on participation in meetings of the full CAC, Ad Hoc Committee meetings, Co-Chairs meetings, other required meetings, and other pre-approved activities.



### 1.1 CAC Meetings

CAC members can receive stipends for participation in meetings of the full CAC, currently occurring every other month (bi-monthly). The Air District will provide a stipend of five hundred dollars (\$500)<sup>1</sup> to travel to and from the meeting, prepare for, participate in, and everything else related to the Bi-monthly CAC meetings. The five-hundred-dollar (\$500) stipend for each CAC meeting is intended to cover time spent during the meeting and to fully prepare and participate in CAC meetings. This shall include any Air District trainings, and educational events hosted by the Air District in advance of a full CAC meeting. Trainings and educational activities made available to CAC members in preparation for CAC meetings are not compensated separately from the CAC stipend. The time preparing for and participating in the meeting is not to exceed 10 hours.

### 1.2 Co-Chairs Meetings, Committee Meetings, and Other Required Meetings

In compliance with the Brown Act, Co-Chairs Meetings and Ad Hoc Committee meetings are held virtually, standing Committee meetings must have quorum in-person, other required meetings (consisting of less than a quorum) may be in-person or virtually. Co-Chairs are compensated at \$75 per hour<sup>2</sup> to attend Co-Chairs meetings. The maximum number of hours per month to attend Co-Chair meetings is 4 hours. The Co-Chairs may attend meetings related to the work of the CAC, beyond the designated 4 hours for Co-Chairs meetings, as requested by the Board or Air District Staff. CAC members of an Ad Hoc Committee or standing Committee will be compensated at \$75 per hour to attend committee meetings and other required meetings related to the work of the CAC. The maximum number of hours per month for participation in each Ad Hoc Committee and Other Required Meetings shall not to exceed 6 hours per member each month. CAC Members will only receive a stipend for time spent in meetings. Members will not receive a stipend for travel time or meeting preparation time.

To receive a stipend for participation members must be present in the meeting as set forth above. Stipends will be pro-rated based on time spent in the meeting. For example, if a member attends only 30 minutes of a one-hour meeting, they will receive only 50% of the hourly rate, or \$37.5.

### 1.3 Other Activities

Every fiscal year, each CAC member can apply for up to \$1,000 in funding to support their participation in events, activities, or services the CAC Co-Chairs and Air District Project Lead agree fulfils the mission of the Air District and purpose of the CAC. For example, the CAC may provide funding to send a CAC Member to a regional conference and the stipend would cover their time to attend conference sessions. Another example may be to pay a member of the CAC for research or work related to the Committees, above and beyond meeting attendance. The stipend is intended to cover pre-approved costs related to the work of the CAC up to \$1,000 and shall be calculated at \$75 per hour for time spent on the proposed activity. It the responsibility of the CAC member to make a request for funding at an appropriate level of funding. Requests should be submitted to the Air District Project Lead thirty (30) days in advance of the proposed activity. When a Co-Chair makes a request, they shall recuse themselves from the approval process and the decision to approve the funding request will be made by the other Co-Chairs. When the

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<sup>1</sup> Stipend is in alignment with the stipend the California Air Resources Board (CARB) provides to the Environmental Justice Advisory Committee.

<sup>2</sup> The Air District uses as a guide the living wage<sup>2</sup> in San Francisco, California for a household of three<sup>2</sup> (\$75/hour at the time of this publication) to determine an equitable community stipend amount.

CAC only has one Chair, and they make a request for funding, it must be approved by the full body of the CAC. Neither the CAC nor the Air District will be responsible for covering costs beyond the member's estimated expenses and up to a maximum of \$1,000. CAC Members must file a reimbursement for the approved \$1,000 stipend within the applicable fiscal year and are not eligible for additional funding from the "other activities" category until the next fiscal year. Unused funding will not rollover to the next fiscal year. This funding is only available to the CAC during the first 9 months of the fiscal year or until the amount budgeted in the CAC's Board-approved budget is exhausted, whichever comes first. The CAC Co-Chairs reserve the right to reallocate unused funding from this budget item after 9 months for any purpose related to the operations of the CAC.

## **2. Expense Reimbursement**

Members of the CAC shall be reimbursed for actual and necessary expenses incurred by them in attending meetings of the CAC, Committee meetings and other pre-approved activities. Transportation, meals, and other incidental expenses will be allowed at the same rate as is allowed to Members of the Board of Directors as described in sections 2.1-2.3 below.

### **2.1 TRAVEL EXPENSES.**

CAC Members are entitled to receive reimbursement for actual and necessary expenditures incurred in connection with the performance of their official duties for the Air District. The guiding principle of this policy is that travel and expenditures incurred on behalf of the Air District must be in the public interest. This document establishes guidelines for expenditures authorized as business expenditures and business travel expenditures incurred by Air District CAC Members.

#### **a) General Procedures and Responsibilities**

All travel for the Air District CAC Members must be justified business travel (Section j) and must be preapproved in accordance with the CAC's Compensation Policy to be eligible for reimbursement. For all in-state travel, the designated CAC Co-Chair, in agreement with the Air District's Project Lead, may authorize CAC Member travel on behalf of the Air District. For all out-of-state travel, including international travel, the Community Equity, Health, and Justice Committee must authorize CAC Member travel on behalf of the Air District prior to travel. In the case of an unexpected or urgent need to travel on Air District business, a CAC Member must obtain in writing the approval of the designated CAC Co-Chair, and agreement from the Air District's Project Lead before any travel related expenditures are incurred. Such approval must be reported to and ratified by the Community Equity, Health, and Justice Committee at the committee's next meeting. CAC Members will be reimbursed for all reasonable and necessary expenditures while traveling on authorized agency business. Expenditures should be paid with a personal credit card or cash. Advances are not allowed. A list of non-reimbursable expenditures is included in Section j. Actual receipts are required except where otherwise stated in this Policy. When a CAC Member combines business and personal travel on a business trip, the CAC Member will be responsible for the additional charges related to the personal travel. Only the CAC Member's direct travel expenditures are eligible for reimbursement. The Air District will not provide reimbursement for travel expenditures incurred by a spouse or any other individual traveling with the CAC Member. Requests for reimbursement of expenditures must be submitted on the authorized Air District Expense Reimbursement Form within 30 calendar days

after the conclusion of the trip. Receipts must be provided for all expenditures (other than incidentals that typically do not result in a receipt such as tips). Any reimbursement or payment issued by the Air District which is subsequently refunded to the traveler by a third party must be repaid to the Air District within 30 calendar days of receipt. Only the Executive Director can override and approve specific cost items that would otherwise be ineligible for reimbursement under this Travel and Expenditure Policy, and only when it is in the best interests of the Air District to do so. Any CAC Member reimbursement that requires the waiver of this policy by the Executive Director for approval will be brought back to the Community Equity, Health, and Justice Committee for informational purposes. Expenditure reimbursement documents will be audited from time to time and are considered public records subject to disclosure under the California Public Records Act. Any CAC Member authorized to travel on behalf of the Air District pursuant to this section shall provide a brief, written report on their travel on the CAC Member Travel Report Back Form. Any Co-Chair may also request that CAC Members who represent the Air District at meetings, conferences, or other events provide an oral report on their participation and experience to the full CAC at the bi-monthly meeting following the CAC Members' return.

**b) CAC Member Selection for Attendance**

The CAC Chair/Co-Chairs shall nominate for approval by the Community Equity, Health, and Justice Committee, CAC Members for out-of-state and international travel to attend conferences, conventions, legislative advocacy trips and other forms of reimbursable travel covered by this policy. In making such nominations, the CAC Chair/Co-Chairs shall solicit the interest of CAC Members and consult with the Executive Director and any other relevant Air District staff to ensure compliance with this policy.

The CAC Chair or Co-Chairs shall have priority to represent the Air District at any event where attendance is limited or capped due to cost or capacity. In considering which other CAC Members may be selected for travel, or who shall represent the Air District, the CAC Chair/Co-Chairs shall consider, at a minimum, all the following:

- The history of attendance and participation by the CAC Member at regular CAC, Co-Chair meetings, and Ad Hoc Committee Meetings (if the CAC Member is a member of an Ad Hoc Committee)
- The length of service on the CAC by a CAC Member
- The prior opportunities to travel and represent the Air District by the CAC Member
- The relevance or appropriateness of the CAC Member's committee assignments to the nature and purpose for the travel
- Opportunities for the professional growth or development of new CAC Members
- The relevance and purpose of a meeting or agenda to the home jurisdiction of the CAC Member
- Equitable considerations that would elevate or include the voices of marginalized members of the Bay Area.

Additionally, the CAC Chair/Co-Chairs shall have the authority to recommend non-CAC Members for inclusion in Air District-related travel. Non-CAC Members must live in an overburdened community within the 9-County Bay Area. The recommended non-CAC member cannot be a family member of any CAC member. In making such a recommendation, the Chair/Co-Chairs

shall demonstrate how and why the recommendation fulfills the mission of the Air District and is consistent with the purpose of the CAC and agency.

**c) Conferences/Conventions**

Registration fees for conferences and conventions are reimbursable for CAC Members if the conference or convention is directly related to the mission of the Air District, and consistent with the purpose of the CAC, the CAC Member is attending as a representative of the Air District and the CAC Member received preapproval from the CAC Chair/Co-Chairs and agreement from relevant Air District staff.

**d) Air Travel**

CAC Members flying on business should make reservations as early as possible to minimize costs. For domestic air travel with a flight duration of four hours or less, airfare should be purchased for coach/economy seats only, at the lowest cost possible which provides a practical flight itinerary and meets the requirements of the trip. First and business class airfare is not a reimbursable expenditure, nor are upgrades from the lowest coach/economy fare to “economy plus” seats (or equivalent), or to first or business class. If a CAC Member purchases a first or business class ticket, he/she will be reimbursed for the lowest available coach/economy fare only. For domestic air travel with a flight duration of more than four hours, as well as for international travel, airfare may be purchased at the “economy plus” fare/seats. First and business class airfare is not a reimbursable expenditure, nor are upgrades to first or business class. If a CAC Member purchases a first or business class ticket, he/she will be reimbursed for the lowest available “economy plus” fare only. CAC Members will be reimbursed for regular baggage fees charged pursuant to applicable airline policy. Excess baggage charges will be reimbursed only when the CAC Member is traveling with heavy or bulky materials or equipment necessary for Air District business.

**e) Hotel Accommodations**

Reimbursement for hotel accommodation while traveling on Air District business is limited to those circumstances where the meeting or activity is expected to last longer than one business day or if there is an emergency that causes the CAC Member stay overnight. When making hotel reservations, CAC Members must use the approved Per Diem Rates for lodging located on the General Services Administration (GSA) website, [www.gsa.gov](http://www.gsa.gov) for the location of the stay plus 25%, to determine the maximum hotel accommodation expenditure that the Air District will reimburse per night, plus any applicable taxes.

CAC Members should use hotels where government rates are available.

Hotels that subscribe to a “green” standard must be utilized where available.

If the hotel stay is in connection with a conference or training activity, the cost should not exceed the maximum group rate published by the conference or activity sponsor. Inquiries should always be made about any special rates or discounts available to the Air District by the hotel, such as governmental rates, to get the best rate possible.

If accommodations are shared with individuals who are not traveling on Air District business, the CAC Member is responsible for the payment of any rate difference between the single occupancy room rate and actual rate incurred.

Resort or facility use fees imposed by the hotel, such as fitness center fees and internet connection fees and business center charges incurred for performing the Air District work, are allowable as reimbursable business-related expenditures.

Hotel self-parking fees are also allowable as reimbursable business-related expenditures, however, the cost of parking at the hotel should be considered when deciding whether to rent a vehicle or use public transportation (see Transportation discussion below). Valet parking fees will not be reimbursed.

**f) Rental Vehicles**

Reimbursement for rental of cars or other vehicles while traveling on Air District business is limited to those circumstances where the need for a vehicle for business purposes is expected to be extensive, or the use of taxi services or public transportation would not be economical or practical. CAC Members who operate vehicles on Air District business must have a valid driver's license and proof of insurance in their possession and must also have a good driving record. In the event a rental vehicle is required, the Air District will reimburse for a "Standard Class" size vehicle or alternative fuel vehicle, except when there are justifiable circumstances, such as group requirements, which make a larger vehicle necessary. The use of alternative fuel vehicles, when available, should be used, even if the cost triggers a surcharge or exceeds the cost of a non-alternative fuel vehicle.

The Air District holds liability insurance to cover third parties in case a CAC Member injures someone or causes property damage to another vehicle while renting a car or driving his/her own personal vehicle while engaging in Air District business. Accordingly, rental car insurance is not an allowable reimbursable expenditure. Rental cars should be returned with a full tank of gas to avoid refueling fees. The cost of gas for rental cars is an allowable expenditure under this policy.

**g) Meals While Traveling**

One-Day Travel – meals are NOT an allowable reimbursable expenditure for one-day travel unless such travel is more than 25 miles one way from either the Bay Area Metro Center, the CAC meeting location, or the CAC Member's personal residence. Multiple-Day Travel – meals will be reimbursed at the lesser of:

- i) Actual reasonable cost (including applicable taxes and reasonable tip), or
- ii) The Per Diem Rates for meals located on the GSA website, [www.gsa.gov](http://www.gsa.gov) for the location of the stay plus 25%. Note that separate rates are provided for Breakfast, Lunch and Dinner. For travel days where a CAC Member has traveled more than 12 hours but less than 24 hours, the Per Diem Rate shall be 75% of the GSA rate for the destination.

If the actual cost method is used, an original itemized receipt must be submitted with the expense report form. If meals are provided by an event or conference the cost for which is paid by the Air District, then no separate reimbursement is allowed for that meal. A CAC Member who pays the bill for a meal attended by more than one CAC Member or Air District employee may submit the expenditure with receipt for the combined meal cost, but all attendees' names must be included on the expense report form. Only costs related to CAC Members and Air District employees' meals are eligible for reimbursement. Costs incurred for any other person at such a meal (including applicable taxes and appropriate allocation of any tip) must be deducted from the amount of the requested reimbursement.

CAC Members who claim the allowable Per Diem Rate from the GSA website should print the page for the location of the meeting or conference from the website to attach to their expense report form. In addition, they should retain their actual receipts to

substantiate out-of-pocket expenses in the event of an audit by the State or IRS. Alcoholic beverages are not a reimbursable expenditure. Alcoholic beverages may appear on the itemized receipt for a meal, but the charge (including applicable taxes and appropriate allocation of any tip) must be deducted from the amount of the requested reimbursement.

Entertainment expenditures are not considered reimbursable expenditures. This includes, but is not limited to, meals unrelated to Air District business, movies, shows, etc...

**h) Other Meals**

Expenditures for business meals other than meals during travel, such as meals with other elected officials where Air District business is discussed, must be preapproved by the Executive Director. To obtain reimbursement for such expenditures, the following documentation is required and must be recorded on the expense report form or backup documentation: i. Names of individuals present along with their titles and affiliation, ii. Name and location of where the meal took place, iii. Exact amount and date of the expenditure, and iv. Specific Air District-related topics discussed.

**i) Miscellaneous Travel Expenditures**

Ordinary, reasonable, and necessary miscellaneous expenditures are reimbursable at actual cost when accompanied by itemized receipts and justification for the expenditures including WiFi, phone, fax, and similar expenses.

In-flight phones and WiFi services should be used only in emergency situations.

Tipping – reasonable and customary tipping rates are reimbursable. In the US 15-20% gratuity on meals, up to a \$3 baggage handling gratuity and up to \$5 per day housekeeping gratuity are considered reasonable and are allowable. (Receipts for baggage and housekeeping gratuities are not required for reimbursement.)

Transportation – Fares and expenditures for taxis, shuttles, buses, BART, or other public transportation (including Uber, Lyft or similar services) are reimbursable when incurred for Air District business. Receipts should be obtained whenever possible, but expenditures are still eligible for reimbursement when a receipt is unavailable. If a receipt is not available, a printout from the transportation agency showing the fare must be submitted for reimbursement. For example: a printout from the BART website showing the total fare for the trip taken. CAC Members should apply prudent business judgment in determining the means of transportation to use.

Personal/Private Vehicle Usage – CAC Member's use of a personal/private vehicle is reimbursable at the mileage rate established by the IRS which can be found at [www.irs.gov](http://www.irs.gov).

Details on the date of travel, starting and ending destinations, purpose of travel, miles driven, tolls and parking costs (receipt required when possible) incurred must be provided on the expense report form. A printout from a map website such as Google Maps should be used to determine the total miles driven and must be submitted with the expense report form. CAC Members who operate vehicles on Air District business must have a valid driver's license and proof of insurance in their possession, and a good driving record.

**j) Justified Air District Travel**

Justified Air District travel trips include but are not limited to:

- Attending meetings with local representatives in Sacramento or Washington DC or Sacramento with Air District Staff for legislative advocacy purposes.
- Attending the AWMA Conference as an Air District representative
- Attending other air quality-related conferences as an Air District representative

NOTE: Justified travel is not limited to the list provided above. This list is provided for reference purposes only and includes the most common examples of justified travel. All trips must be preapproved, regardless of whether they are included on this list.

**k) Non-Reimbursable Expenditures**

Non-reimbursable expenditures include but are not limited to:

Airfare upgrades or rental car upgrades

Air phone charges (except in emergencies)

Alcoholic beverages

Business class airfare

Entertainment expenditures

Expenditures incurred by/for spouses or other travel companions

Expenditures related to personal days while on business trip

First class airfare Interest incurred on credit cards

Loss due to theft of cash or personal property

Lost baggage or briefcase Meeting room rentals (when not for Air District business) “No show”

charges for hotel or car service

Optional travel or baggage insurance

Parking or traffic tickets or fines

Personal items

Reading material such as magazines, books and newspapers

Rental car insurance

Valet parking fees

NOTE: Non-reimbursable expenditures are not limited to the list provided above. This list is provided for reference purposes only.

**l) Forms**

The Travel and Expense Reimbursement Forms and Member Travel Report Back Form are kept by the Clerk of the Board.

2.2 CAC MEMBER PER DIEM MEAL EXPENSES. The CAC is authorized to include meals in their expenses, when such expenses occur as a result of attendance at CAC, committee or other authorized functions and provided that receipts are presented as required.

2.3 INCIDENTAL EXPENSES OF CAC MEMBERS. Actual and necessary incidental expenses in attendance at other meetings or on direction of the CAC Chair/Co-Chairs, or Chairperson of the Board, the Community Equity, Health, and Justice Committee, or in conference on Air District business with qualified persons, shall be allowed to the member of the CAC.

## Compensation Procedures

### Payments

Stipend payments are processed based on meeting attendance. Air District staff track attendance during CAC meetings, Ad Hoc meetings and all other required meetings or events of the CAC. Air District staff will email each CAC Member an "Expense Report" documenting their attendance and corresponding stipend. CAC Members must return their signed expense forms with receipts **before** the 25<sup>th</sup> of each month. If the signed expense reports are submitted timely, payments will normally be processed within 2-3 weeks. If the signed expense form is received **after** the 25<sup>th</sup>, payment will be delayed by 6-9 weeks. Council Members may receive checks or sign-up for Direct Deposit.

### Requirements

CAC Members are eligible to receive stipends and travel reimbursements with the appropriate documentation. To be eligible, a CAC Member must submit a completed W-9 form (with a Social Security number or IRS Individual Taxpayer Identification Number) to Air District staff. In addition, the CAC members must submit a *Community Advisory Council Compensation Agreement* to acknowledge receipt and understanding of the CAC's Compensation Policy and Procedures.

### Disclaimers

Community Advisory Council Members are not employees of the Air District. Stipends are typically considered taxable income. As stipends are not considered wages, taxes will not be deducted. CAC members who meet certain income thresholds will have to calculate and pay taxes as required by law. In addition, an increase in taxable income could impact social program eligibility. Grievances applicable to any portion of the CAC Compensation Policy and Procedures shall be resolved in accordance with the Air District Administrative Code.



**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**

Memorandum

To: Chairperson Davina Hurt and Members  
of the Community Equity, Health and Justice Committee

From: Sharon L. Landers  
Interim Executive Officer/APCO

Date: February 15, 2023

Re: Community Advisory Council, January 19, 2023, Meeting Presentation

RECOMMENDED ACTION

None; presentation only.

BACKGROUND

The Community Advisory Council (CAC) was established on November 4, 2021, by the Community Equity, Health and Justice Committee (CEHJ) of the Air District Board of Directors. On November 17, 2021, the Air District Board of Directors approved the formation of the CAC. The CAC has 17 members representing different environmental justice communities throughout the Bay Area.

DISCUSSION

The CAC Co-Chairs, Latasha Washington, Kevin Jefferson, and Ms. Margaret Gordon, will present a summary of the key agenda items covered during the last CAC meeting held on January 19, 2023.

BUDGET CONSIDERATION/FINANCIAL IMPACT

None.

Respectfully submitted,

Sharon L. Landers  
Interim Executive Officer/APCO

Prepared by: Amy Smith  
Reviewed by: Suma Peesapati

ATTACHMENTS:

None

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**

Memorandum

To: Chairperson Davina Hurt and Members  
of the Community Equity, Health and Justice Committee

From: Sharon L. Landers  
Interim Executive Officer/APCO

Date: February 15, 2023

Re: Discussion of the 2023 Community Equity, Health, and Justice Committee Work  
Plan

RECOMMENDED ACTION

None; presentation only.

BACKGROUND

The Community Equity, Health and Justice, Committee (Committee) advises the Board of Directors regarding equitable and inclusive actions the Air District takes to create a healthy breathing environment for all people of the Bay Area, regardless of race, ethnicity, age, gender identity, national origin, immigration status, ability or disability, or sexual orientation.

The Committee oversees staff efforts in developing policies for both internal and external operations, which impact the Bay Area. Internal operations include applying an equity lens to programs, policies, practices, and procedures related to staffing, recruitment, promotions, inclusive practices in the workplace, contracting for capital projects and services, and continuous racial equity training. External operations include addressing disparities by applying an equity lens to Air District programs, policies, practices, and procedures.

DISCUSSION

As part of its first meeting of the year, the Committee will review and discuss the proposed schedule and workplan for meetings in 2023.

BUDGET CONSIDERATION/FINANCIAL IMPACT

None.

Respectfully submitted,

Sharon L. Landers  
Interim Executive Officer/APCO

Prepared by: Sonam Shah-Paul  
Reviewed by: Veronica Eady

ATTACHMENTS:

1. 2023 CEHJ Workplan

## Proposed 2023 Community Equity, Health, and Justice Committee Workplan

Meeting Schedule	Topics
March - May	<ul style="list-style-type: none"> <li>• Community Advisory Council Update</li> <li>• Community Perspectives</li> <li>• Path to Clean Air Steering Committee Next Steps</li> <li>• Community Advisory Council Charter</li> <li>• Community Advisory Council Work Plan Update</li> <li>• Strategic Incentives Update</li> <li>• Overview of Air Quality Programs in Overburdened Communities</li> </ul>
June - July	<ul style="list-style-type: none"> <li>• Community Advisory Council Update</li> <li>• Community Perspectives</li> <li>• Environmental Justice Policy Check-In</li> <li>• Spare the Air Resource Teams Update</li> <li>• TIO Update and Racial Equity Toolkit</li> <li>• Bay Air Center</li> <li>• Participatory Budgeting</li> </ul>
<b>August – No Meeting</b>	
September - December	<ul style="list-style-type: none"> <li>• Community Perspectives</li> <li>• Community Advisory Council Update</li> <li>• Community-engaged Enforcement (guest speaker)</li> <li>• EPA Grant Funding for Local-scale Community-led Monitoring in East Oakland</li> <li>• AB 617 Annual Overview and Update</li> <li>• West Oakland Annual Report</li> <li>• Diversity, Equity, and Inclusion Office Update</li> <li>• Air District-wide Stipend Policy</li> <li>• James Cary Smith Community Grant Program Update/Transparent and Equitable Funding</li> <li>• Community Benefits Fund Update</li> <li>• Update on Voluntary Complaint Agreement with EPA</li> </ul>