



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

AGENDA: 5

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

**Community Equity, Health and Justice Committee
February 15, 2023**

**Miriam Torres
Senior Advanced Projects Advisor
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Requested Action



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

Overview



- The Air District recognizes that financial compensation to support community engagement increases equitable representation
- The Board of Directors designates funding for the Community Advisory Council (CAC) through the Air District's budget.
- The CAC's budget is intended to cover costs related to the operations of the CAC, such as stipends, travel, reimbursements, contractors, meetings venues, and other related costs.

Compensation Policy



The Air District will provide stipends for:

- Community Advisory Council Meetings
- Co-Chairs Meetings, Committee Meetings and Other Required Meetings
- Other Activities

Community Advisory Council Meetings



- CAC members who participate in meetings of the full Community Advisory Council can receive a stipend of \$500 per meeting.

Co-Chairs, Committee, and Other Required Meetings



- CAC members who participate in Ad Hoc Committees, a standing Committee of the CAC, or other required meetings related to the work of the CAC, will be compensated at \$75 per hour.
- Co-Chairs are compensated at \$75 per hour to attend meetings of the Co-Chairs.
- Stipends will be pro-rated based on time spent in the meeting.

Other Activities



- Each Council Member can apply for up to \$1,000 in funding to cover their time spent on events, activities, or services related to the advancement of the Mission of the Air District and purpose of the CAC. Stipends cover time at \$75 per hour. This funding is only available for the first nine (9) months of the fiscal year.

Reimbursements



The Air District will reimburse:

- Transportation, meals, and other incidental expenses incurred in attending meetings of the CAC and other pre-approved activities.

Compensation Procedures



- Staff track attendance during meetings and report information to Finance.
- Payments are processed with a signed expense report and receipts for reimbursements.
- Expense reports must be signed before the 25th of each month.
- Payments are normally processed within 2-3 weeks, late submittal delays payments by 6-9 weeks.

Compensation Procedures (cont.)



CAC members must submit:

- W-9 form
- Compensation Agreement



QUESTIONS?



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AGENDA: 6

Overview of the January 19, 2023, Community Advisory Council Meeting

Community Equity, Health and Justice Committee Meeting
February 15, 2023

Latasha Washington, CAC Co-Chair
Ms. Margaret Gordon, CAC Co-Chair
Kevin Jefferson, CAC Co-Chair

Presentation for Information Only



- No action required.

Presentation Outline



- **Introduction by the CAC Co-Chairs**
- **January 19, 2023, CAC Agenda – Action Items**
 - Vote on Compensation Policy and Procedures
 - Selection of a Community Benefit Fund Ad Hoc Committee and Introduction to Participatory Budgeting
- **January 19, 2023, CAC Agenda – Informational Items**
 - Discuss the Draft Community Advisory Council Charter
 - Work Plan Ad Hoc Committee Update
 - Environmental Justice Policy Ad Hoc Committee Update

Compensation Policy and Procedures



- Air District staff presentation on the Compensation Policy and Procedures.

Community Benefit Fund (CBF) and Participatory Budgeting



- Staff provided an overview of the CBF created by the Board in 2021 to support air pollution exposure reduction and health projects in impacted communities.
 - Board intended the CAC to propose a disbursement plan for CBF.
 - Initial \$3 million; estimated \$500,000 per year in penalties.
- CAC selected a CBF Ad Hoc Committee
 - Selected: Massey, Mendoza, Mejia, Pelagio, Ritterman.
 - Five (5) Council Members to be considered by the Co-Chairs for three (3) slots: Campos, Goodwin, Harrison, Jefferson, Reed.

CBF and Participatory Budgeting (cont'd)



- Introduction to Participatory Budgeting (PB)
 - PB is a democratic process in which community members decide how to spend part of a public budget.
 - PB annual cycle of engagement: Design, Brainstorm Ideas, Develop Proposals, Vote, and Fund.
 - All 17 Community Advisory Council members will have the opportunity to receive PB training and it is mandatory for the members of the CBF Ad Hoc Committee.

Community Advisory Council Charter



- Council Member Goodwin presented the draft CAC Charter developed by the Governance Ad Hoc Committee.
- The draft CAC Charter proposes the purpose, mission and guiding principles of the Council, as well as membership, appointments, meetings, and compensation.
- Council Members have until February 10, 2023, to provide edits.
- On March 16, 2023, the CAC will consider recommending the final version of the proposed Charter to the CEHJ Committee for approval.

Work Plan Ad Hoc Committee Update



- Council Member Szutu provided an update of the Work Plan Ad Hoc Committee.
- The Ad Hoc is developing a prioritized schedule of CAC meeting agenda topics.
- The Ad Hoc is prioritizing compliance and enforcement.
- Council Member Szutu will present the proposed Work Plan at the March 16, 2023, CAC meeting.

Environmental Justice (EJ) Policy Ad Hoc Committee Update



- Council Member Ruano-Hernandez provided an update for the EJ Policy Ad Hoc Committee.
- In the first two meetings, the committee reviewed and discussed a draft EJ Policy and/or Action Plan Outline.
- The Committee is meeting with consultants, The Metropolitan Group, for the development of an EJ Policy and/or Action Plan to present to the Board.
- The Metropolitan Group is a Social Change Agency that crafts strategic and creative services to amplify the power of voice of change agents in building a just and sustainable world.

Questions





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AGENDA: 7

Discussion of the 2023 CEHJ Committee Work Plan

Community Equity, Health and Justice Committee
February 15, 2023

Veronica Eady
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Presentation Outcome



- The Committee will review and discuss the proposed schedule and work plan for meetings in 2023.

Presentation Outline



- Staff will share the anticipated agenda items for the CEHJ Committee in 2023.

Presentation for Information Only



- No action required.

2023 CEHJ Work Plan



- **March - May**

- Community Advisory Council Update
- Community Perspectives
- Path to Clean Air Steering Committee Next Steps
- Community Advisory Council Charter
- Community Advisory Council Work Plan Update
- Strategic Incentives Update
- Overview of Air Quality Programs in Overburdened Communities

2023 CEHJ Work Plan (cont'd)



- **June - July**

- Community Advisory Council Update
- Community Perspectives
- Environmental Justice Policy Check-In
- Spare the Air Resource Teams Update
- Technology Implementation Office Update and Racial Equity Toolkit
- Bay Air Center
- Participatory Budgeting

2023 CEHJ Work Plan (cont'd)



- **September - December**
 - Community Perspectives
 - Community Advisory Council Update
 - Community-engaged Enforcement (guest speaker)
 - EPA Grant Funding for Local-scale Community-led Monitoring in East Oakland
 - AB 617 Annual Overview and Update
 - West Oakland Annual Report

2023 CEHJ Work Plan (cont'd)



- **September – December (cont'd)**
 - Diversity, Equity, and Inclusion Office Update
 - Air District-wide Stipend Policy
 - James Cary Smith Community Grant Program Update/Transparent and Equitable Funding
 - Community Benefits Fund Update
 - Update on Voluntary Complaint Agreement with EPA

Questions?

