

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

Finance and Administration Committee  
Wednesday, July 5, 2023

### **APPROVED MINUTES**

*This meeting was webcast, and a video recording is available on the website of the Bay Area Air Quality Management District at [www.baaqmd.gov/bodagendas](http://www.baaqmd.gov/bodagendas)*

#### **CALL TO ORDER**

1. **Opening Comments:** Finance and Administration Committee (Committee) Chairperson, John J. Bauters, called the meeting to order at 1:00 p.m.

#### **Roll Call:**

Present, In-Person (375 Beale Street, Board Room, San Francisco, California, 94105): Chairperson John J. Bauters; Vice Chairperson Davina Hurt; and Directors Tyrone Jue, Sergio Lopez, and Katie Rice.

Present, In-Person Satellite Location (Office of Alameda County Supervisor David Haubert, 4501 Pleasanton Ave., Pleasanton, CA 94566): Directors David Haubert and David Hudson.

Present, In-Person Satellite Location (Santa Rosa Junior College Campus, Doyle Library, 1501 Mendocino Ave., Room 148, Santa Rosa, California 95401): Director Lynda Hopkins.

Absent: Directors Abe-Koga, Brian Barnacle, and Mark Ross.

2. **PLEDGE OF ALLEGIANCE**

#### **CONSENT CALENDAR**

3. **APPROVAL OF THE DRAFT MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE MEETING OF JUNE 7, 2023**
4. **PROPOSED AMENDMENTS TO ADMINISTRATIVE CODE REGARDING PROBATIONARY PERIODS AND RETURN RIGHTS FOR CURRENT EMPLOYEES PROMOTED TO DEPUTY EXECUTIVE OFFICER OR SENIOR ASSISTANT COUNSEL**

Public Comments

No requests received.

Committee Comments

None.

Committee Action

Director Hudson made a motion, seconded by Vice Chair Hurt, to **approve** the Consent Calendar, Items 3 and 4; and the motion **carried** by the following vote of the Committee:

AYES: Bauters, Haubert, Hopkins, Hudson, Hurt, Jue, Lopez, Rice.  
NOES: None.  
ABSTAIN: None.  
ABSENT: Abe-Koga, Barnacle, Ross.

**ACTION ITEM**

**5. BAY AREA AIR DISTRICT REMOTE MEETING LOCATIONS**

Sharon L. Landers, Interim Chief Operating Officer, gave the staff presentation *Bay Area Air District Remote Meeting Locations*, including: outcome; outline; often used locations; risk; policy ideas to mitigate risk; and recommended action.

Public Comments

No requests received.

Committee Comments

The Committee and staff discussed the rationale for sending Air District staff to support some remote meeting locations but not all, and the request for remote locations that do not require Air District staff's support; the need for accountability of the Board members hosting remote locations; whether members of the public have utilized the remote locations; whether the Chairpersons and Vice Chairpersons of the Board's committees have been attending meetings at 375 Beale Street or at remote locations; whether state legislation has changed to mandate full in-person attendance at Brown Act meetings of public agencies; the current remote attendance policies of other Bay Area regional agencies' Brown Act bodies and those of other California air districts; the desire to establish meeting dates on which all Board members are expected to meet in person; the belief that Board members should uphold the Air District's missions by reducing vehicle miles traveled and being stewards of clean air; the feasibility of holding a monthly Board meeting instead of the current bi-weekly schedule, and the possibility of a later starting time, if it is feasible; whether the Board's committee meetings would still utilize remote locations, if monthly Board meetings required full in-person participation; the suggestion of having only four remote locations (North, South, East, and West Bay Area), and whether to rent, lease, or purchase office space;

and the request that Air District staff brings the Board a proposed hybrid plan for committee meetings, shared with other Bay Area regional agencies.

Committee Action

Chair Bauters made a motion, seconded by Director Haubert, to recommend the Board **adopt** a Bay Area Air Quality Management District Board of Directors Remote Meeting Locations Policy, effective September 6, 2023, containing the following requirements:

- a) One Board of Directors meeting will be held per month, on the first Wednesday of each month.
- b) The Board meeting may begin at 9:30 a.m. or 10:00 a.m., but the Board will seek staff’s recommendation
- c) Board members will attend monthly Board meetings in person at 375 Beale Street, San Francisco, California, 94105 (no remote locations/satellite offices allowed.) Remote attendance is permissible, per Assembly Bill 2449 (Rubio), for just cause, with the Chair’s permission.
- d) The Board’s committee meetings may utilize remote locations/satellite offices, but Air District staff will not staff those locations.
- e) Staff is directed to bring back to the Committee the following to options: 1) staff recommendation reflecting remote locations/satellite offices identified by staff, to be staffed by Air District staff; and 2) recommendation reflecting remote locations/satellite offices identified by Board members, not to be staffed by Air District staff (which may enforce minimum guidelines, including, but not limited to: a designated non-Air District staff person, and a policy around failure to have that location live prior to a committee meeting, resulting in the loss of that location as an Air District remote location/satellite office for several months.)

Item B of Chair Bauters’ original motion said “the Board meeting may begin at 9:30 a.m.,” but Director Hopkins made a **friendly amendment**, which revised the language to “the Board meeting may begin at 9:30 a.m. or 10:00 a.m. **Bauters accepted and said** we can start at 930 or 10am, once we see meeting agendas, advised by staff.

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

AYES: Bauters, Haubert, Hopkins, Hurt, Jue, Lopez, Rice.  
NOES: Hudson.  
ABSTAIN: None.  
ABSENT: Abe-Koga, Barnacle, Ross.

**INFORMATIONAL ITEM**

**6. STATUS UPDATE REGARDING THE HUMAN RESOURCES CORRECTIVE ACTION PLAN**

John Chiladakis, Acting Deputy Executive Officer of Finance and Administration, gave the staff presentation *Status Update Regarding the Human Resources Corrective Action Plan*, including: requested action; background; implementation progress; corrective actions – categories; and Action

Plan For Human Resources Recommendations Compensation Plan, position management, and processes and controls.

Public Comments

Public Comments were given by “Call-In-User 1”

Committee Comments

The Committee and staff discussed the status and completion date of Audit Recommendation No. 2.3 (Staff will include the steps recommended in 2.2 [Create an Administrative Operating Procedures for mid-year personnel budget adjustments] into an Administrative Operating Procedures for position status changes); and whether a Human Resources staffing increase is needed to complete the Corrective Action Plan by the intended deadline.

Committee Action

None; receive and file.

**OTHER BUSINESS**

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

No requests received.

**8. COMMITTEE MEMBER COMMENTS**

None.

**9. TIME AND PLACE OF NEXT MEETING**

Wednesday, September 6, 2023, at 1:00 p.m. at 375 Beale Street, San Francisco, CA 94105. The meeting will be in-person for the Committee members and members of the public will be able to either join in-person or via webcast.

**10. ADJOURNMENT**

The meeting was adjourned at 2:29 p.m.

*/s/ Marcy Hiratzka*  
Marcy Hiratzka  
Clerk of the Boards