

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

Finance and Administration Committee  
Wednesday, October 4, 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 1:12 p.m.

#### **Roll Call:**

Present, In-Person (375 Beale Street, 1<sup>st</sup> Floor Board Room, San Francisco, California, 94105): Chairperson John J. Bauters; Vice Chairperson Davina Hurt; and Directors Abe-Koga, Sergio Lopez, and Katie Rice.

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

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

Present, In-Person Satellite Location (Office of Contra Costa County Supervisor John Gioia, 11780 San Pablo Ave., Suite D, Conference Room, El Cerrito, California 94530): Director Mark Ross.

Absent: Directors David Hudson and Tyrone Jue.

2. **PLEDGE OF ALLEGIANCE**

### **CONSENT CALENDAR**

3. **APPROVAL OF THE DRAFT MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE MEETING OF SEPTEMBER 6, 2023**
4. **HEARING BOARD QUARTERLY REPORT: APRIL – JUNE 2023**

Public Comments

No requests received.

Committee Comments

None.

Committee Action

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

**ACTION ITEMS**

5. **PROPOSED UPDATE OF THE ADMINISTRATIVE CODE**

Alexander Crockett, District Counsel, and Amy Ackerman of Renne Public Law Group, gave the presentation *Administrative Code Update Project*, including: outcome; Ad Hoc Committee requested action; project overview; direction from Ad Hoc Committee; Administrative Code vs. policies; effective Board leadership; streamlined standing committees; Board and committee meeting schedules; Advisory Councils and Hearing Board; codified staff roles; more effective and efficient financial practices; efficient governance practices; Board Rules of Procedure; project timeline; and action requested.

NOTED PRESENT: Director Barnacle was noted present at 2:00 p.m.

Public Comments

Public comments were given by “Call-In-User 1.”

Committee Comments

The Committee and staff discussed who would facilitate a Board meeting, should neither the Chair, nor Vice Chair, be available, given the proposed “Two-Officer Board Leadership Model”; the practicality of Board members having their own Air District email address for Air District-related business; the way in which a new Chair or Vice Chair would be determined, if either officer position became vacant; proposed quorum requirements; and how the proposal for streamlining standing committees was determined; the number of members for each committee.

Committee Action

Vice Chair Hurt made a motion, seconded by Chair Bauters, to recommend the Board **adopt** a comprehensive overhaul of Division I and II of the Administrative Code, replacing those portions of the Code with a new Administrative Code, and **adopt** Rules of Procedure to accompany the new Administrative

Code, excluding the proposed provision requiring Board members to use Air District email addresses for Air-District-related business; and the motion **carried** by the following vote of the Committee:

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

6. **CONDUCT INTERVIEWS AND CONSIDER RECOMMENDING BOARD OF DIRECTORS APPROVAL OF CANDIDATES FOR APPOINTMENT TO THE AIR DISTRICT'S HEARING BOARD**

Chair Bauters explained that two Public Category Hearing Board Member terms would expire on October 7, 2023, and become vacant on that date: 1) Principal Member B, and 2) Alternate Member B. As a result, there were two positions to fill. Staff initiated recruitment processes to fill these positions. The job posting remained open for eight weeks, during which time 13 applications were received from candidates interested in serving in these positions. At the September 6, 2023 Finance and Administration Committee meeting, the Committee members designated an Ad Hoc Committee to review all Public Category applications, using established criteria discussed at the meeting, and recommend that five candidates be interviewed at the next Finance and Administration Committee meeting on Wednesday, October 4, 2023. The established criteria included: geographic diversity; whether the applicant qualifies for another Hearing Board category; diversity in professional experience; dedication to community service; and completeness of application. The Ad Hoc Committee met and chose to move six candidates forward to interview, rather than five.

The Committee conducted six interviews:

1. Barbara Toole O'Neil, San Mateo County
2. Qian Tan, Santa Clara County
3. Chuck Leonard, Contra Costa County
4. Danny Cullenward, San Francisco County
5. David Grace, San Francisco County
6. Gena Hilliard, Alameda County

The candidates were asked the following questions by the Committee: their understanding of the Hearing Board's function and how they would use their own lived experiences to enhance the work of the Hearing Board; what makes them stand out as a candidate, including community service; why they wished to serve on the Hearing Board and how their accomplishments strengthened their candidacy; and whether things from their personal or professional backgrounds may conflict with serving on the Hearing Board.

Public Comments

Public Comments were given by "Call-In-User 1."

Committee Comments

The Committee and staff discussed the status of the recruitment for the Air District's Advisory Council seats; the manner in which the Hearing Board Officers (Chair and the Vice Chair) are determined; and how Hearing Board members determine conflict of interest and necessary self-recusal as matters/cases are brought before the Hearing Board.

Committee Action

Vice Chair Hurt made a motion, seconded by Director Rice, to recommend the Board **approve** the appointment of Barbara Toole O’Neil, as Principal Member B in the Public category of the Hearing Board, and of Danny Cullenward as Alternate Member B in the Public category of the Hearing Board; and the motion **carried** by the following vote of the Committee:

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

**OTHER BUSINESS**

7. **COMMITTEE MEMBER COMMENTS**

None.

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

Wednesday, October 18, 2023, at 10:00 a.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.

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

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

10. **ADJOURNMENT**

The meeting was adjourned at 3.58 p.m., in honor of the late Senator Dianne Feinstein, who served on the Air District’s Board of Directors from 1970-1972.

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