

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

Finance and Administration Committee
Wednesday, November 1, 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*

CALL TO ORDER

1. **Opening Comments:** Finance and Administration Committee (Committee) Chairperson, John J. Bauters, called the meeting to order at 1:07 p.m.

Roll Call:

Present, In-Person (375 Beale Street, 1st Floor Board Room, San Francisco, California, 94105):
Chairperson John J. Bauters; Vice Chairperson Davina Hurt; and Directors Lynda Hopkins, Tyrone Jue, and Sergio Lopez.

Present, In-Person Satellite Location (San Ramon City Hall, 7000 Bollinger Canyon Road, Community Conference Room, 2nd Floor, San Ramon, California, 94583): Director David Hudson.

Absent: Directors Margaret Abe-Koga, Brian Barnacle, David Haubert, Katie Rice, and Mark Ross.

2. **PLEDGE OF ALLEGIANCE**

CONSENT CALENDAR

3. **APPROVAL OF THE DRAFT MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE SPECIAL MEETING OF OCTOBER 18, 2023**
4. **HEARING BOARD QUARTERLY REPORT: JULY - SEPTEMBER 2023**

Public Comments

No requests received.

Committee Comments

None.

Committee Action

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

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

ACTION ITEM

5. **IMPLEMENTATION POLICIES TO SUPPORT PROPOSED NEW ADMINISTRATIVE CODE**

Alexander Crockett, District Counsel, Sharon Landers, Interim Chief Operating Officer, and Amy Ackerman of Renne Public Law Group, gave the presentation *Administrative Code Update: Implementation Policies*, including: outcome; requested action; overview; Administrative Code versus policies; meeting compensation and expense reimbursement policy; records management and access policy; records retention schedule; procurement policy; grants policy; sponsorships policy; non-discrimination policy; employer-employee relations resolution; executive leadership continuity policy; remote teleconference meeting policy for standing committee meetings; project timeline; and action requested.

Public Comments

No requests received.

Committee Comments

The Committee and staff discussed concerns regarding the security provision of the proposed draft policy, including the purpose of the provision, whether Air District staff will dictate requirements that must be met by all remote teleconferencing locations, and potential liability issues; Procurement Policy timeline; applicant criteria for sponsorships; the request to revise the draft language of the security provision; and the request for a future amendment providing proactive Board approval for attendance and compensation for the “Bay Area AQMD Member” on CARB’s Governing Board to attend CARB meetings.

Committee Action

Chair Bauters made a motion, seconded by Director Hopkins, to recommend that the Board does the following:

Adopt a comprehensive suite of Implementation Policies and related documents to accompany the proposed new Administrative Code on November 15, 2023, with the following adjustments:

- 1) Revise the draft language of the Remote Teleconferencing Meeting Policy accordingly:
Board members are responsible for ensuring that security is provided at the remote teleconferencing location consistent with any security needs identified or directed by Air District staff. Security will be provided in the manner dictated by existing security policies at each remote location, to the extent that special circumstances arise, at which point, the Board member who procured the remote

location will confirm with the Chair and Vice Chair of the Air District Board committee of any special arrangements that may be required to facilitate and effective meeting.

- 2) Revise the draft language of the Meeting Compensation and Expense Reimbursement Policy to add a new paragraph approving payments to the Governor-appointed “Bay Area AQMD Member” on CARB’s Governing Board for attendance at any regularly scheduled or special CARB Board and committee meetings.
- 3) The Sponsorship Policy will come back to the Committee by the first calendar quarter of 2024.

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

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

OTHER BUSINESS

6. PUBLIC COMMENT ON NON-AGENDA MATTERS

No requests received.

7. COMMITTEE MEMBER COMMENTS

None.

8. TIME AND PLACE OF NEXT MEETING

Wednesday, December 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.

9. ADJOURNMENT

The meeting was adjourned at 2:03 p.m.

/s/ Marcy Hiratzka
Marcy Hiratzka
Clerk of the Boards