

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

Finance and Administration Committee
Wednesday, December 6, 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 1:03 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, Sergio Lopez, and Katie Rice.

Present, In-Person Satellite Location (Office of Alameda County Supervisor David Haubert, 4501 Pleasanton Avenue, Pleasanton, California, 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): Director Brian Barnacle.

Absent: Directors Margaret Abe-Koga, David Hudson, and Mark Ross.

2. **PLEDGE OF ALLEGIANCE**

CONSENT CALENDAR

3. **APPROVAL OF THE DRAFT MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE MEETING OF NOVEMBER 1, 2023**

Public Comments

No requests received.

Committee Comments

None.

Committee Action

Vice Chair Hurt made a motion, seconded by Director Hopkins, to **approve** the Draft Minutes of the Finance and Administration Committee Meeting of November 1, 2023; and the motion **carried** by the following vote of the Committee:

AYES: Barnacle, Bauters, Haubert, Hopkins, Hurt, Jue, Lopez, Rice.

NOES: None.

ABSTAIN: None.

ABSENT: Abe-Koga, Hudson, Ross.

ACTION ITEMS

4. CONDUCT INTERVIEWS AND CONSIDER RECOMMENDING THE BOARD OF DIRECTORS' APPROVAL OF CANDIDATES FOR APPOINTMENT TO THE ADVISORY COUNCIL

Greg Nudd, Deputy Executive Officer of Science and Policy, spoke about the function of the Advisory Council, and emphasized that its new focus will be cumulative impacts of air pollution on overburdened communities. Chair Bauters explained that terms of the seven Advisory Council members expired in July 2023, and that, based on the Air District's 13-week recruitment to fill these positions, 15 applications were received. Candidates were initially screened by a panel of Air District staff that share subject matter expertise and have worked closely with the Advisory Council in the past. Ten candidates were advanced to the next step and interviewed by a panel composed of Air District Executive Officer Dr. Phillip Fine, Deputy Executive Officer Greg Nudd and Community Advisory Councilmember Dr. Juan Aguilera. The interview panel assessed those ten candidates. All 10 of the candidates were deemed qualified to serve on the Advisory Council, but four of the ten candidates were *highly* qualified in the subject of cumulative impacts.

Chair Bauters asked the Committee if it would agree to recommend that the Board appoint the four candidates who were deemed highly qualified, without a full interview during the Committee meeting, and the Committee agreed. Chair Bauters explained to candidates Garima Raheja, Dr. Gina Solomon, Dr. Phil Martien, and Dr. Stephanie Holm that they would be recommended for Board appointment to the Advisory Council on December 20, 2023, and then they were given 2 minutes to address the Committee, as a courtesy.

The Committee then conducted full interviews of the remaining six candidates for consideration of the remaining three seats on the Advisory Council. These candidates included: Dr. Michael Kleinman, Dr. Ann Marie Carlton, Dr. David Reichmuth, Jared Briskman, Jessica Coria, and Dr. Michael Schmeltz.

Public Comments

Public comments were given by Dr. Stephen Rosenblum, Palo Alto resident.

Committee Comments

The Committee and staff discussed the manner in which Air District staff plans to rely upon the Advisory Council; outreach methods used to advertise the recruitment; the request to remove the question of whether an Air District job applicant has a driver’s license from the Air District’s job application template; and the suggestion of refining the Advisory Council candidate interview questions to incorporate lived experiences of environmental injustice.

Committee Action

Chair Bauters made a motion, seconded by Director Hopkins, to recommend the Board **approve:**

1. The appointment of Garima Raheja to the Advisory Council for a two-year term.
2. The appointment of Dr. Gina Solomon to the Advisory Council for a two-year term.
3. The appointment of Dr. Phil Martien to the Advisory Council for a two-year term.
4. The appointment of Dr. Stephanie Holm to the Advisory Council for a two-year term.

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

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

Chair Bauters made a motion, seconded by Director Hopkins, to recommend the Board **approve:**

1. The appointment of Dr. Michael Kleinman to the Advisory Council for a two-year term.
2. The appointment of Dr. Ann Marie Carlton to the Advisory Council for a two-year term.
3. The appointment of Dr. Michael Schmeltz to the Advisory Council for a two-year term.

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

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

5. RECOMMEND AUTHORIZATION OF FISCAL YEAR ENDING (FYE) 2024 MID-YEAR BUDGET AND STAFFING ADJUSTMENTS

Dr. Philip Fine, Executive Officer/Air Pollution Control Officer (APCO), gave the staff presentation *Authorization of FYE 2024 Mid-Year Budget and Staffing Assignments*, including: requested action; Assembly Bill (AB) 617 program background; comprehensive approach for AB 617; revenue to support additional positions; AB 617 budget cost considerations; staffing adjustment cost considerations; and recommended action.

Public Comments

No requests received.

Committee Comments

The Committee and staff discussed the need to reclassify vacant positions to support organizational operations; whether Air District staff takes the past, current, and future Fiscal Years into consideration when calculating revenue projection; and whether the Air District is confident that the California Legislature will continue to allocate annual funding for AB 617.

Committee Action

Director Rice made a motion, seconded by Director Lopez, to recommend the Board do the following:

Approve the FYE 2024 mid-year budget and staffing adjustments to: 1) Authorize use of Community Air Protection Program grant for six (6) new Full Time Equivalents (FTEs) and seven (7) new Limited-Term Contract Employees (LTCEs) to support AB 617 initiatives; 2) Authorize one (1) new FTE for executive operations and reclassify vacant positions to support organizational operations, and 3) transfer \$100,000 from the Legal Division’s professional services budget to the salaries budget specifically designated to hire one (1) temporary staff attorney.

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

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

OTHER BUSINESS (OUT OF ORDER)

6. PUBLIC COMMENT ON NON-AGENDA MATTERS (ITEM 7)

No requests received.

7. COMMITTEE MEMBER COMMENTS (ITEM 8)

None.

8. TIME AND PLACE OF NEXT MEETING (ITEM 9)

Wednesday, December 20, 2023, at 1:00 p.m. at 375 Beale Street, San Francisco, CA 94105. The meeting will be in-person for the Finance and Administration Committee members and members of the public will be able to either join in-person or via webcast.

INFORMATIONAL ITEM (OUT OF ORDER)

9. **AIR DISTRICT PRELIMINARY ANNUAL FINANCIAL REPORT FOR THE FYE JUNE 30, 2023, AND THE FISCAL YEAR 2023-2024 FINANCIAL REPORT FOR THE FIRST QUARTER ENDING SEPTEMBER 30, 2023 (ITEM 6)**

Chair Bauters waived the two staff presentations that were prepared for this item, *Preliminary Financial Results for FYE 2023*, and *First Quarter Financial Update FYE 2024*. These presentations contained updates on the Air District's preliminary financial results for the Fiscal Year (FY) 2022-2023 and the FY 2023-2024 financial update for the first quarter ending September 30, 2023.

Public Comments

No requests received.

Committee Comments

None.

Committee Action

None; receive and file.

10. **ADJOURNMENT**

The meeting was adjourned at 2:51 p.m.

/s/ Marcy Hiratzka
Marcy Hiratzka
Clerk of the Boards