



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

AGENDA: 6

Remote Teleconferencing Guidance

**Finance and Administration Committee
September 6, 2023**

**Sharon L. Landers
Interim Chief Operating Officer
slanders@baaqmd.gov**

Outline



- Requested Actions
- Often Used Remote Teleconferencing Locations
- Remote Teleconferencing - Potential Risks and Consequences
- Board and Committee Meeting Preferences
- Policy Questions for Discussion

Requested Actions













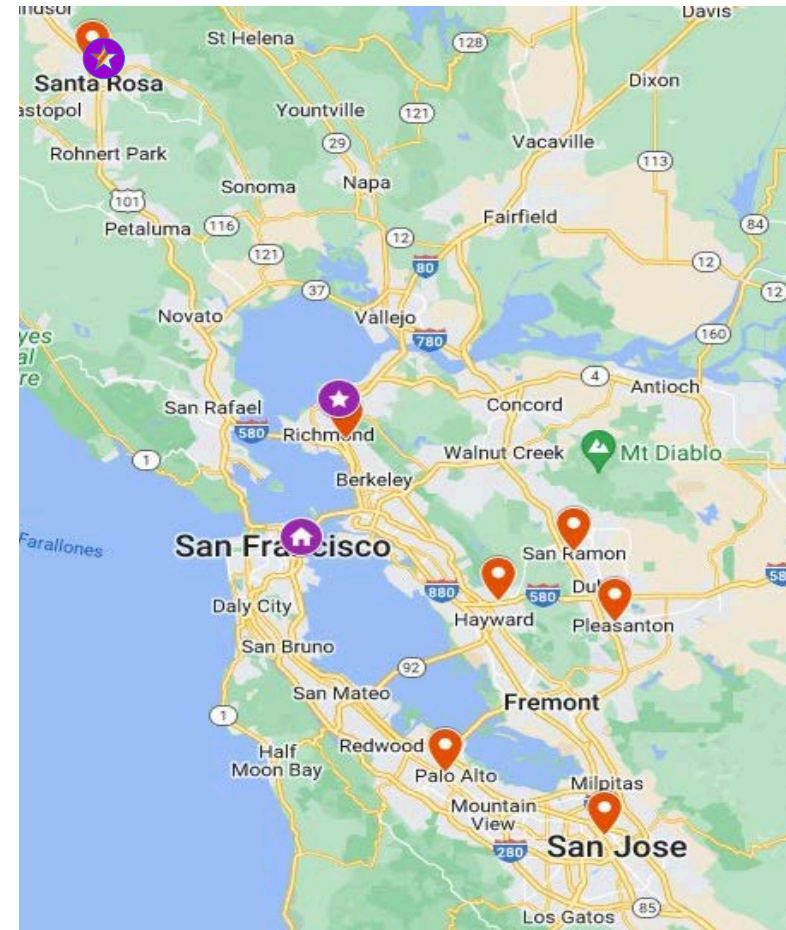
Committee is requested to recommend:

- One in-person Board meeting per month at Beale St. office with start time of 9:30 a.m. or 10:00 a.m., where public can attend in-person or via Zoom.
- Remote Teleconferencing for Committee meetings (in-person at Beale St. office & remote teleconferencing locations); public may attend in-person or via Zoom.
- A Remote Teleconferencing Policy with provisions to reduce risks inherent in remote teleconferencing meetings.
- Direction that staff engage a real estate broker to identify potential fixed locations in the North Bay and South Bay and to collaborate with MTC on shared arrangements.
- Direction that staff include one Board meeting per month & new start time in revised Admin Code.

Often Used Locations



-  Director John Gioia's Office
-  Director David Haubert's Office
-  Director Nate Miley's Office
-  Palo Alto City Hall
-  Director Otto Lee's Office
-  Sonoma County Administrator's Office
-  San Ramon City Hall
-  Santa Rosa Junior College, Doyle Library
-  Bay Area Metro Center, Beale Street SF
-  Air District Headquarters East



Teleconferencing Locations

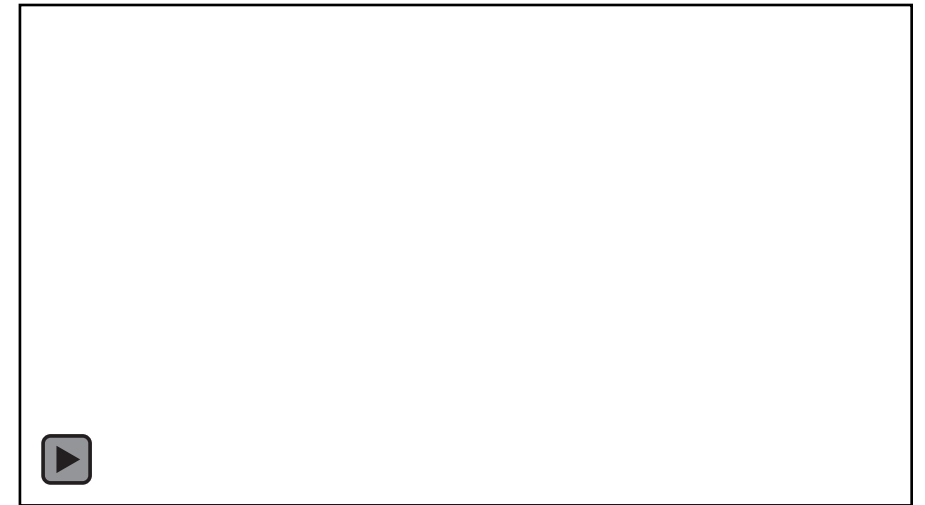


Potential Risks:

- Late noticing of agenda at any single location.
- A single location is not staffed properly due to staff illness, childcare, etc.
- Notice is prematurely removed from a single location.
- Amended agenda not updated.

Potential Consequences:

- The meeting would have to be cancelled.
- The meeting could be invalidated after the fact.
- Votes could be invalidated affecting budget timelines, regulatory adoption and other public hearings.





Board and Committee Meeting Preferences

For Board meetings, does the Committee recommend:

- One in-person Board meeting a month at Beale St. office (public participation still available in-person or via Zoom)?
- Moving the meeting start time from 9:00 a.m. to 9:30 a.m. or 10:00 a.m.?

For Committee meetings, does the Committee recommend:

- Continuing to allow remote teleconferencing (in-person at Beale St. office & remote locations), with public participation still available in-person and via Zoom?

What Should be Included in a Remote Teleconferencing Policy?



If the Committee is interested in allowing remote teleconferencing for Committee meetings:

- Does the Committee recommend capping the number of locations?
- Or, alternatively, does it recommend a policy with any of the following elements to reduce potential risks and consequences:
 - Only use Board members' offices available for free that can be staffed by their teams.
 - Limit teleconferencing to locations within the Air District's jurisdiction.
 - Require training with Executive Office staff for those assisting at remote locations.
 - Require notification of remote location a minimum of 30 days before meeting.
 - Require a primary and secondary point of contact (POC) for each remote Board location.
 - Require Board member staff to post meeting notices, open the space, connect with Beale St., and provide technical assistance as needed.
 - Require an agreement guaranteeing the selected requirements will be met.
 - Work on securing permanent satellite locations in the North Bay and South Bay.