



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

AGENDA: 5

Bay Area Air District Remote Meeting Locations

Finance and Administration Committee Meeting
July 5, 2023

Sharon Landers
Interim Chief Operating Officer
slanders@baaqmd.gov

Outcome



- Committee to provide direction to staff regarding managing risk for Air District Board and Committee meetings.

Outline

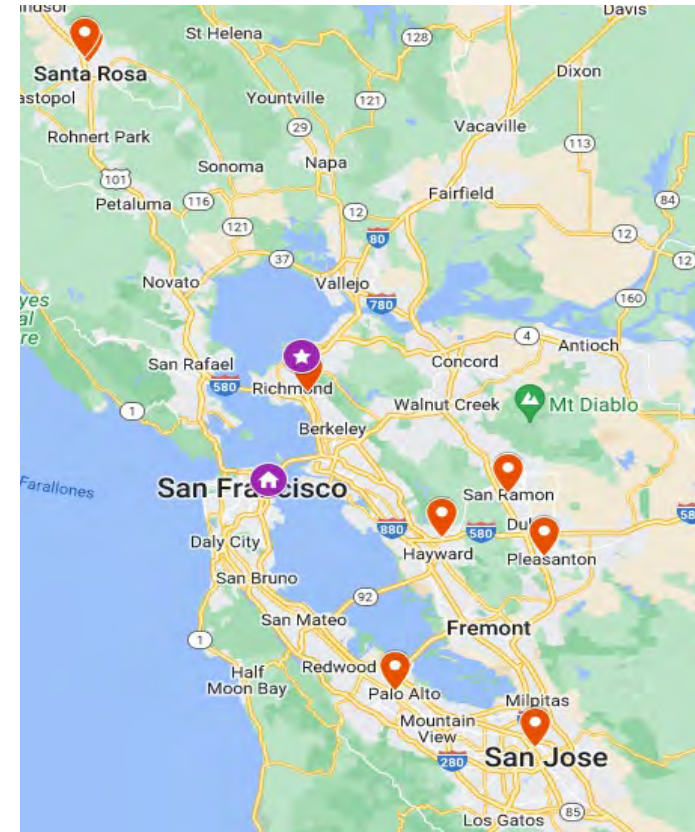


- Risk
- Policy Ideas to Reduce Risk
- Recommendations

Often Used Locations



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



Risk



If any of the following occur:

- 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 Consequence:

- 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.

Policy Ideas to Mitigate Risk



- Establish a limited number of locations that are located sensibly and re-used for each meeting.
- Limit the use of remote locations if there is a critical public hearings, fee or budget item.
- Air District could send additional staff to manage a limited number of remote locations.
- Air District could acquire meeting spaces that it fully owns and controls.

Recommended Action



- Direct staff to investigate one or more risk mitigation options.



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AGENDA: 6

Status Update Regarding the Human Resources Corrective Action Plan

**Finance and Administration Committee Meeting
July 5, 2023**

**John Chiladakis
Acting Deputy Executive Officer
of Finance and Administration
jchiladakis@baaqmd.gov**

Requested Action



- None – informational only

Background



- On November 2, 2022, the Administration Committee heard the Management Audit Report on Air District Human Resources Functions
- The Audit Report called for **22 recommendations** to address multiple findings
- Staff developed a Human Resources Corrective Action Plan to implement the recommendations
- The Board of Directors Approved the Implementation of a Human Resources Corrective Action Plan on January 23, 2023

Implementation Progress



November 2, 2022

HR Audit Completed

July 5, 2023

Status Update



January 23, 2023

Board Approved
Corrective Action Plan

Status	Count
Completed – including 4 Board actions	12 ✓
On schedule – estimated delivery dates in 2023 and 2024	9 ●
In Process – need more time than originally estimated	1 ●
TOTAL	22

Corrective Actions - Categories



Category	Count
Compensation Plan (1.1 – 1.9)	9
Position Management (2.1 – 2.5)	5
Processes and Controls (3.1 – 3.8)	8
TOTAL	22

Action Plan for HR Recommendations Compensation Plan



Status	Audit Recommendation No.	Planned Action	Q4 2022	Q1 2023	Q2 2023	Q3 2023	Q4 2023	Q1 2024	Q2 2024
✓	1.8	EO sent memo to all staff on 12/16 and established new policy with default ratings for not completing evaluations when probation or salary increases are due							
✓	1.3	Staff will consult with Counsel regarding the potential for recovering acting pay provided to non-represented employees in conflict with the Administrative Code							
✓	1.9	Develop Board direct reports succession resolution for Board authorization							
✓	1.1	Establish policy and procedures and implement controls that require board action and the Chair of the Board to authorize by signature the salary for individuals acting in Board appointed positions							
✓	1.4	Initiate RFQ for outside services to conduct an independent review and documentation of FLSA status for every position.							
●	1.2	Present compensation plan to the Board and removal of benefits from the administrative code. RFQ to engage services for Administrative Code update							
●	1.5	Short Term – Staff will develop management policy that requires completion of timely and accurate performance evaluations Long Term Staff will engage with Employees association to develop RFP for services to overhaul the performance evaluation system							
●	1.6	In consultation with the Board of Directors, Initiate RFP for service to facilitate strategic planning for the agency, strategic planning for HR and setting of compensation philosophy as part of the HR strategic plan							
●	1.7	In consultation with the Board of Directors, develop compensation plan and maintenance protocols consistent with the overall strategic plan							

Action Plan for HR Recommendations Position Management



Complete	Audit Recommendation No.	Planned Action	Q4 2022	Q1 2023	Q2 2023	Q3 2023	Q4 2023	Q1 2024	Q2 2024
✓	2.1.a,b	Staff will develop governing policy and Administrative Operating Procedures (AOP) to assure proper controls listed in recommendations 2.1a and 2.1b for recruitment authorizations of funded vacancies.							
✓	2.2	Staff will include the steps recommended in 2.2 into the annual budget process. Create an AOP for mid-year personnel budget adjustments							
✓	2.3	Staff will include the steps recommended in 2.2 into an AOP for position status changes							
●	2.4	Staff will initiate a procurement for outside services to conduct an independent classification study that includes the scope listed under recommendation 2.4							
●	2.5	Develop internal Policy and AOP that requires updates of position descriptions and classifications at key milestones							

Action Plan for HR Recommendations Processes and Controls



Status	Audit Recommendation No.	Planned Action	Q4 2022	Q1 2023	Q2 2023	Q3 2023	Q4 2023	Q1 2024	Q2 2024
✓	3.6	Staff will develop and implement policy and Administrative Operating Procedure (AOP) to for the governance of background checks to include the recommendations in section 3.6 of the HR Audit Report.							
✓	3.3	Staff will obtain a list of currently authorized personnel for the Human Resources file room from building security, assure that list conforms to need to know, and create Policy and AOP for maintaining that list.							
✓	3.7	Staff will migrate resources and tasks from Human Resources Division to Financial Resources Division in consultation with the employees responsible for the activities.							
✓	3.8	Staff will migrate resources and tasks from Human Resources Division to Information Services Division in consultation with the employees responsible for the activities.							
●	3.1a,b,c	Staff will develop and implement policy and Administrative Operating Procedure (AOP) to for the governance of paper and electronic HR records in accordance with audit recommendations 3.1.							
✓	3.2	Legal staff will review records retention schedule and draft updates for board approval.							
●	3.4	In consultation with the Board of Directors, Initiate RFQ for service to facilitate strategic planning for the agency, strategic planning for HR and setting of compensation philosophy as part of the HR strategic plan.							
●	3.5	Staff will initiate a procurement for services to conduct an independent review and recommendations for all HR policy and AOP updates.							



Questions