

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

Finance and Administration Committee
Wednesday, February 21, 2024

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, Davina Hurt, called the meeting to order at 10:00 a.m.

Roll Call:

Present, In-Person (Bay Area Metro Center (375 Beale Street, 1st Floor Board Room, San Francisco, California, 94105): Board Chairperson Davina Hurt; and Director Juan Gonzalez.

Present, In-Person Satellite Location (San Mateo County Hall of Justice, 400 County Center, Criminal Justice Training Room, 1st Floor, Redwood City, CA 94063): Director Ray Mueller

Present, In-Person Satellite Location (Mountain View City Hall, 500 Castro Street, 2nd Floor, Mountain View, CA 94041): Director Margaret Abe-Koga.

Present, In-Person Satellite Location (Office of Alameda County Supervisor David Haubert, 4501 Pleasanton Avenue, Pleasanton, CA 94566): Directors David Haubert and Mark Ross.

Absent: Vice Chairperson Lynda Hopkins; and Directors Tyrone Jue and Katie Rice.

2. **PLEDGE OF ALLEGIANCE**

CONSENT CALENDAR

3. **APPROVAL OF THE DRAFT MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE MEETING OF DECEMBER 20, 2023**

Public Comments

No requests received.

Committee Comments

None.

Committee Action

Director Gonzalez made a motion, seconded by Director Mueller to **approve** the Minutes of the Finance and Administration Committee meeting of December 20, 2023; and the motion **carried** by the following vote of the Committee:

AYES: Abe-Koga, Haubert, Gonzalez, Hurt, Mueller.
NOES: None.
ABSTAIN: None.
ABSENT: Hopkins, Jue, Rice, Ross.

ACTION ITEM

4. **AIR DISTRICT COMPENSATION POLICY**

Lisa Baker, Human Resources Officer, gave the staff presentation *Air District Compensation Policy*, including: requested action; overview; project overview; definition and key elements of a Compensation Philosophy; proposed Compensation Philosophy; comprehensive compensation; our proposed talent market; sustainability and public stewardship; our proposed compensation program; stakeholder input; communication plan; and recommended action.

NOTED PRESENT: Director Ross was noted present at 10:16 a.m.

Public Comments

No requests received.

Committee Comments

The Committee and staff discussed whether compensation should be data-driven, given the potential for bias; the suggestion of conducting salary surveys to collect data, and whether other California Air Districts and the private sector are appropriate comparators; whether Air District staff compensation should be continue to be above market rates for government employers, challenges with merit-based compensation; the desire to see an Air District workforce that mirrors and represents the communities that are served by the Air District; MAK: the desire for continued remote work flexibility, and the status of the Air District’s Remote Work Policy); the perspectives that the Air District is a “marquee” agency that is well-known, attracts large audiences, can lead to career progression, and is also altruistic; the importance of highlighting the non-cash benefit of a work culture where innovation, dedication, and belonging are recognized and celebrated; and the need for management training that will develop individuals to increase relational and problem-solving skills.

Committee Action

Director Gonzalez made a motion, seconded by Director Abe-Koga, to recommend the Board **establishes** a Compensation Philosophy for the Bay Area Air Quality Management Air District; and the motion **carried** by the following vote of the Committee:

AYES: Abe-Koga, Gonzalez, Haubert, Hurt, Mueller, Ross.
NOES: None.
ABSTAIN: None.
ABSENT: Hopkins, Jue, Rice.

INFORMATIONAL ITEM

5. AIR DISTRICT SPONSORSHIP PROGRAM

Viet Tran, Deputy Executive Officer of Public Affairs, gave the staff presentation *Air District Sponsorship Procedures*, including: background; sponsorship policy; criteria; internal and external procedures; and end of year summary.

Public Comments

No requests received.

Committee Comments

The Committee and staff discussed the budget trends for sponsorships over the years; whether “the number of people impacted by the sponsorship” is an existing sponsorship criteria; the cost associated with sponsorships; encouragement to be purposeful and consider the motivation of sponsoring; the suggestion of streamlining applications so as not to create barriers to diverse sponsorship; and whether the Air District engages in community outreach regarding sponsorship opportunities.

Committee Action

None; receive and file.

OTHER BUSINESS

6. PUBLIC COMMENT ON NON-AGENDA MATTERS

No requests received.

7. COMMITTEE MEMBER COMMENTS

Chair Hurt asked the Committee members to complete a survey that was sent to them regarding a review of the Air Pollution Control Officer.

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

Wednesday, March 20, 2024, at 10:00 a.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.

9. **ADJOURNMENT**

The meeting was adjourned at 10:53 a.m.

/s/ Marcy Hiratzka
Marcy Hiratzka
Clerk of the Boards