

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

Finance and Administration Committee Special Meeting
Wednesday, November 6, 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 11:49 a.m.

Roll Call:

Present, In-Person (Bay Area Metro Center (375 Beale Street, 1st Floor Board Room, San Francisco, California, 94105): Committee Chairperson Davina Hurt; and Directors Juan González III, Tyrone Jue, Katie Rice, and Mark Ross.

Present, In-Person Satellite Location (Office of Alameda County Supervisor David Haubert, Heritage House, 4501 Pleasanton Ave., Pleasanton, CA 94566): Director David Haubert.

Present, In-Person Satellite Location (San Mateo County Board of Supervisors Offices, 500 County Center - 5th Floor, Redwood City, CA 94063): Director Ray Mueller.

Absent: Committee Vice Chairperson Lynda Hopkins; and Director Margaret Abe-Koga.

2. **PLEDGE OF ALLEGIANCE**

CONSENT CALENDAR (ITEMS 3 – 7)

3. **APPROVAL OF THE DRAFT MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE MEETING OF OCTOBER 16, 2024**

The Committee considered approving the Draft Minutes of the Finance and Administration Committee Meeting of October 16, 2024.

4. **HEARING BOARD QUARTERLY REPORT: JULY THROUGH SEPTEMBER 2024**

The Committee received the Hearing Board Quarterly Report for the period of July 2024 through September 2024.

5. **PRELIMINARY ANNUAL FINANCIAL REPORT FOR FISCAL YEAR 2023-2024 AND FIRST QUARTER FINANCIAL REPORT FOR FISCAL YEAR 2024-2025**

The Committee received (i) the Air District's preliminary annual financial results for Fiscal Year (FY) 2023-2024, which ended June 30, 2024; and (ii) the financial update for the first quarter of FY 2024-2025, which ended September 30, 2024.

6. **CONTRACT AMENDMENT WITH ROBERT HALF FOR TEMPORARY STAFFING**

The Committee considered recommending the Board of Directors authorize the Executive Officer/Air Pollution Control Officer (APCO) to amend the Professional Services Agreement with Robert Half Inc. to increase the total not-to-exceed dollar amount of the agreement by \$1,000,000, from \$1,000,000 to \$2,000,000, for staff augmentation to support the Air District's Strategic Plan.

7. **ESTABLISHMENT OF A NEW CLASSIFICATION OF CIVIL RIGHTS OFFICER**

The Committee considered recommending the Board of Directors establish a new classification of Civil Rights Officer.

Public Comments on Items 3 – 7

No requests received.

Committee Comments on Items 3 – 7

None.

Committee Action on Items 3 – 7

Director Rice made a motion, seconded by Director Ross to **approve** the Consent Calendar, Items 3 through 7, inclusive; and the motion **carried** by the following vote of the Committee:

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

ACTION ITEM

8. FISCAL YEAR ENDING (FYE) 2025 MID-YEAR BUDGET AND STAFFING ADJUSTMENTS

Arsenio Mataka, Deputy Executive Officer of Equity and Community Programs, Greg Nudd, Deputy Executive Officer of Science and Policy, and Hyacinth Hinojosa, Deputy Executive Officer of Finance and Administration, gave the staff presentation *Authorization of Fiscal Year Ending 2025 Mid-Year Budget and Staffing Adjustments*, including: requested motion; background; Equity and Community programs: organizational restructure; Community Investments Office – staffing request and fund amounts; Strategic Incentives Division – staffing request; Meteorology & Measurement Division – staffing request; refinery community monitoring; Community Air Monitoring program; new funding and staffing cost considerations; add and delete positions; and recommendation.

Public Comments

Public comments were given by Bob Brown, Western States Petroleum Association; Todd Osterberg, Chevron; Matt Reagan, Bay Area Council; Jan Warren, Interfaith Climate Action Network of Contra Costa County; and Jan Callaghan, Rodeo Citizens Association.

Committee Comments

The Committee and staff discussed the manner in which Community Investments Office staff assignments will be deployed; whether the proposed FYE 2025 Mid-Year Budget includes associated costs for recruitment outreach and marketing; anticipated challenges regarding the proposed funding for the creation of the Community Investments Office, which would be supported by a portion of penalty funds allocated for community benefits, under the Air District’s Policy on Funding Community Benefits from Penalty Funds; and whether the proposed position of “Civil Rights Officer” would be considered new work that is not currently being performed by Air District staff.

Committee Action

Director Jue made a motion, seconded by Director González to recommend the Board **approves** FYE 2025 mid-year budget and staffing adjustments to support operational improvements and the implementation of the Strategic Plan as follows:

1. Authorize the use of up to 9% of the Community Benefit penalty assessment funds for administrative costs to support the creation of the new Community Investment Office to implement the penalty policy and direct funds to impacted communities .
2. Authorize the use of Schedule X designated reserves to accelerate and improve the Community Air Monitoring Program in refinery communities.
3. Authorize the addition of three new FTEs and three new Limited- Term Contract Employees (LTCEs) for the Community Investments Office; three new FTEs for Meteorology & Measurement; and three new FTE for Strategic Incentives, all funded by new revenue sources.
4. Authorize reclassify vacant positions and transfers to support organizational operations.

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

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

OTHER BUSINESS

9. PUBLIC COMMENTS ON NON-AGENDA MATTERS

Public comments were given by Jan Warren, Interfaith Climate Action Network of Contra Costa County.

10. COMMITTEE MEMBER COMMENTS

None.

11. TIME AND PLACE OF NEXT MEETING

Wednesday, December 18, 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.

12. ADJOURNMENT

The meeting was adjourned at 12:39 p.m.

/s/ Marcy Hiratzka
Marcy Hiratzka
Clerk of the Boards