



# Bay Area Air District

BOARD OF DIRECTORS  
COMMUNITY EQUITY, HEALTH, AND JUSTICE COMMITTEE  
March 12, 2025

## COMMITTEE MEMBERS

NOELIA CORZO – CHAIR  
DIONNE ADAMS  
MONICA BROWN  
JOELLE GALLAGHER  
MARK SALINAS  
STEVE YOUNG

JOHN GIOIA – VICE-CHAIR  
BRIAN BARNACLE  
BRIAN COLBERT  
RAY MUELLER  
SHAMANN WALTON

## MEETING LOCATION(S) FOR IN-PERSON ATTENDANCE BY COMMITTEE MEMBERS AND MEMBERS OF THE PUBLIC

Bay Area Metro Center  
1st Floor Yerba Buena Room  
375 Beale Street  
San Francisco, CA 94105

Office of Contra Costa County  
Supervisor John Gioia  
Conference Room  
11780 San Pablo Ave., Suite D  
El Cerrito, CA 94530

Pittsburg City Hall  
301A City Manager's Office  
Mayor/Council Conference Room  
65 Civic Ave. – 3<sup>rd</sup> Floor  
Pittsburg, CA 94565

Napa County Administration Building  
1195 Third Street, Suite 310  
Crystal Conference Room  
Napa, CA 94559

## THE FOLLOWING STREAMING OPTIONS WILL ALSO BE PROVIDED

These streaming options are provided for convenience only. In the event that streaming connections malfunction for any reason, the Community Equity, Health and Justice Committee reserves the right to conduct the meeting without remote webcast and/or Zoom access.

The public may observe this meeting through the webcast by clicking the link available on the air district's agenda webpage at [www.baaqmd.gov/bodagendas](http://www.baaqmd.gov/bodagendas).

Members of the public may participate remotely via Zoom at <https://bayareametro.zoom.us/j/86336707629>, or may join Zoom by phone by dialing (669) 900-6833 or (408) 638-0968. The Webinar ID for this meeting is: 863 3670 7629

Public Comment on Agenda Items: The public may comment on each item on the agenda as the item is taken up. Members of the public who wish to speak on a matter on the agenda will have two minutes each to address the Committee on that agenda item, unless a different time limit is established by the Chair. No speaker who has already spoken on an item will be entitled to speak to that item again.

The Committee welcomes comments, including criticism, about the policies, procedures, programs, or services of the District, or of the acts or omissions of the Committee. Speakers shall not use threatening, profane, or abusive language which disrupts, disturbs, or otherwise impedes the orderly conduct of a Committee meeting. The District is committed to maintaining a workplace free of unlawful harassment and is mindful that District staff regularly attend Committee meetings. Discriminatory statements or conduct that would potentially violate the Fair Employment and Housing Act – i.e., statements or conduct that is hostile, intimidating, oppressive, or abusive – is *per se* disruptive to a meeting and will not be tolerated.

# COMMUNITY EQUITY, HEALTH, AND JUSTICE COMMITTEE MEETING AGENDA

WEDNESDAY, MARCH 12, 2025

1:00 PM

Chairperson, Noelia Corzo

1. Call to Order - Roll Call

*The Committee Chair shall call the meeting to order and the Clerk of the Boards shall take roll of the Committee members.*

2. Pledge of Allegiance

CONSENT CALENDAR (Item 3)

*The Consent Calendar consists of routine items that may be approved together as a group by one action of the Committee. Any Committee member or member of the public may request that an item be removed and considered separately.*

3. Approval of the Draft Minutes of the Community Equity, Health, and Justice Committee Meeting of February 19, 2025

*The Committee will consider approving the Draft Minutes of the Community Equity, Health, and Justice Committee Meeting of February 19, 2025.*

INFORMATIONAL ITEM(S)

4. Development of a Targeted Inspection Program & Policy

*The Committee will discuss opportunities to integrate new strategies to prioritize inspections in overburdened and Assembly Bill (AB) 617 communities. Staff will share new approaches to review compliance trends, identify patterns of non-compliance, and utilize the knowledge of our regulatory partners and impacted communities to transform the current inspection program. This item will be presented by Dennis Quach, Air Quality Specialist, Compliance & Enforcement Division.*

5. Diversity, Equity, and Inclusion (DEI) Initiatives and Action Plan Update

*The Committee will discuss an update on a two-year Equity Action Plan to further develop and refine internal programs, processes, and practices that advance diversity, equity, and inclusion initiatives as part of the Air District's 2024-2029 Strategic Plan. This item will be presented by Tim Williams, Director of Diversity, Equity, and Inclusion.*

**OTHER BUSINESS**

6. Public Comment on Non-Agenda Matters

*Pursuant to Government Code Section 54954.3, members of the public who wish to speak on matters not on the agenda will be given an opportunity to address the Committee. Members of the public will have two minutes each to address the Committee, unless a different time limit is established by the Chair. The Committee welcomes comments, including criticism, about the policies, procedures, programs, or services of the District, or of the acts or omissions of the Committee. Speakers shall not use threatening, profane, or abusive language which disrupts, disturbs, or otherwise impedes the orderly conduct of a Committee meeting. The District is committed to maintaining a workplace free of unlawful harassment and is mindful that District staff regularly attend Committee meetings. Discriminatory statements or conduct that would potentially violate the Fair Employment and Housing Act – i.e., statements or conduct that is hostile, intimidating, oppressive, or abusive – is per se disruptive to a meeting and will not be tolerated.*

7. Committee Member Comments

*Any member of the Committee, or its staff, on his or her own initiative or in response to questions posed by the public, may: ask a question for clarification, make a brief announcement or report on his or her own activities, provide a reference to staff regarding factual information, request staff to report back at a subsequent meeting concerning any matter or take action to direct staff to place a matter of business on a future agenda. (Gov't Code § 54954.2)*

8. Report of the Deputy Executive Officer of Equity and Community Programs

9. Time and Place of Next Meeting

*Wednesday, April 9, 2025, at 1:00 p.m. at 375 Beale Street, San Francisco, CA 94105. The meeting will be in-person for the Community Equity, Health, and Justice Committee members and members of the public will be able to either join in-person or via webcast.*

10. Adjournment

*The Committee meeting shall be adjourned by the Chair.*

**CONTACT:**

**MANAGER, EXECUTIVE OPERATIONS**  
375 BEALE STREET, SAN FRANCISCO, CA 94105  
[vjohnson@baaqmd.gov](mailto:vjohnson@baaqmd.gov)

(415) 749-4941  
FAX: (415) 928-8560  
BAAQMD homepage:  
[www.baaqmd.gov](http://www.baaqmd.gov)

- Any writing relating to an open session item on this Agenda that is distributed to all, or a majority of all, members of the body to which this Agenda relates shall be made available at the Air District's offices at 375 Beale Street, Suite 600, San Francisco, CA 94105, at the time such writing is made available to all, or a majority of all, members of that body.

**Accessibility and Non-Discrimination Policy**

The Bay Area Air District (Air District) does not discriminate on the basis of race, national origin, ethnic group identification, ancestry, religion, age, sex, sexual orientation, gender identity, gender expression, color, genetic information, medical condition, or mental or physical disability, or any other attribute or belief protected by law.

It is the Air District's policy to provide fair and equal access to the benefits of a program or activity administered by Air District. The Air District will not tolerate discrimination against any person(s) seeking to participate in, or receive the benefits of, any program or activity offered or conducted by the Air District. Members of the public who believe they or others were unlawfully denied full and equal access to an Air District program or activity may file a discrimination complaint under this policy. This non-discrimination policy also applies to other people or entities affiliated with Air District, including contractors or grantees that the Air District utilizes to provide benefits and services to members of the public.

Auxiliary aids and services including, for example, qualified interpreters and/or listening devices, to individuals who are deaf or hard of hearing, and to other individuals as necessary to ensure effective communication or an equal opportunity to participate fully in the benefits, activities, programs and services will be provided by the Air District in a timely manner and in such a way as to protect the privacy and independence of the individual. Please contact the Non-Discrimination Coordinator identified below at least three days in advance of a meeting so that arrangements can be made accordingly.

If you believe discrimination has occurred with respect to an Air District program or activity, you may contact the Non-Discrimination Coordinator identified below or visit our website at [www.baaqmd.gov/accessibility](http://www.baaqmd.gov/accessibility) to learn how and where to file a complaint of discrimination.

Questions regarding this Policy should be directed to the Air District's Acting Non-Discrimination Coordinator, Diana Ruiz, at (415) 749-8840 or by email at [druiz@baaqmd.gov](mailto:druiz@baaqmd.gov).

**BAY AREA AIR DISTRICT  
375 BEALE STREET, SAN FRANCISCO, CA 94105  
FOR QUESTIONS PLEASE CALL (415) 749-4941**

**EXECUTIVE OFFICE:  
MONTHLY CALENDAR OF AIR DISTRICT MEETINGS**

**MARCH 2025**

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Advisory Council Meeting - CANCELLED	Monday	10	10:00 a.m.	1 <sup>st</sup> Floor Board Room
Board of Directors Stationary Source Committee	Wednesday	12	10:00 a.m.	1 <sup>st</sup> Floor, Yerba Buena Room
Board of Directors Community Equity, Health, and Justice Committee	Wednesday	12	1:00 p.m.	1 <sup>st</sup> Floor, Yerba Buena Room
Board of Directors Policy, Grants, and Technology Committee	Wednesday	19	10:00 a.m.	1 <sup>st</sup> Floor Board Room
Board of Directors Finance and Administration Committee	Wednesday	19	1:00 p.m.	1 <sup>st</sup> Floor Board Room
Board of Directors Community Advisory Council Meeting	Thursday	20	6:00 p.m.	Trans Pacific Center California State University East Bay Oakland Professional Development & Conference Center 1000 Broadway, Suite 109 Grand Lake Conference Room Oakland CA 94607

**APRIL 2025**

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Meeting	Wednesday	2	10:00 a.m.	1 <sup>st</sup> Floor Board Room
Board of Directors Stationary Source Committee	Wednesday	9	10:00 a.m.	1 <sup>st</sup> Floor, Yerba Buena Room
Board of Directors Community Equity, Health, and Justice Committee	Wednesday	9	1:00 p.m.	1 <sup>st</sup> Floor, Yerba Buena Room
Board of Directors Policy, Grants, and Technology Committee	Wednesday	16	10:00 a.m.	1 <sup>st</sup> Floor Board Room
Board of Directors Finance and Administration Committee	Wednesday	16	1:00 p.m.	1 <sup>st</sup> Floor Board Room

**BAY AREA AIR DISTRICT**  
Memorandum

To: Chairperson Noelia Corzo and Members  
of the Community Equity, Health, and Justice Committee

From: Philip M. Fine  
Executive Officer/APCO

Date: March 12, 2025

Re: Approval of the Draft Minutes of the Community Equity, Health, and  
Justice Committee Meeting of February 19, 2025

RECOMMENDED ACTION

Approve the Draft Minutes of the Community Equity, Health, and Justice Committee Meeting of February 19, 2025.

BACKGROUND

None.

DISCUSSION

Attached for your review and approval are the Draft Minutes of the Community Equity, Health, and Justice Committee Meeting of February 19, 2025.

BUDGET CONSIDERATION/FINANCIAL IMPACT

None.

Respectfully submitted,

Philip M. Fine  
Executive Officer/APCO

Prepared by: Marcy Hiratzka  
Reviewed by: Vanessa Johnson



ATTACHMENT(S):

1. Draft Minutes of the Community Equity, Health, and Justice Committee Meeting of February 19, 2025

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

Community Equity, Health, and Justice Committee Meeting  
Wednesday, February 19, 2025

## **DRAFT 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](http://www.baaqmd.gov/bodagendas)*

### **CALL TO ORDER**

1. **Opening Comments:** Community Equity, Health, and Justice Committee (Committee) Chairperson, Noelia Corzo, called the meeting to order at 1:01 p.m.

#### **Roll Call:**

Present, In-Person (Bay Area Metro Center, 375 Beale Street, 1<sup>st</sup> Floor Board Room, San Francisco, CA, 94105): Directors Mark Salinas and Shamann Walton.

Present, In-Person (Napa County Administration Building, 1195 Third Street, Suite 310 Crystal Conference Room, Napa, CA 94559): Director Joelle Gallagher.

Present, In-Person (San Mateo County Board of Supervisors Offices, 500 County Center - 5<sup>th</sup> Floor, Redwood City, CA 94063): Chairperson Noelia Corzo and Ray Mueller.

Present, In-Person (Office of Contra Costa County Supervisor John Gioia, 11780 San Pablo Ave., Suite D, Conference Room, El Cerrito, CA 94530): Vice Chairperson John Gioia; and Directors Dionne Adams and Steve Young.

Absent: Directors Brian Barnacle, Monica Brown, and Brian Colbert.

2. **PLEDGE OF ALLEGIANCE**

### **CONSENT CALENDAR**

3. **APPROVAL OF THE DRAFT MINUTES OF THE COMMUNITY EQUITY, HEALTH, AND JUSTICE COMMITTEE MEETING OF DECEMBER 11, 2024**

#### **Public Comments**

No requests received.

Committee Comments

None.

Committee Action

Director Walton made a motion, seconded by Director Salinas, to approve the Draft Minutes of the Community Equity, Health, and Justice Committee Meeting of December 11, 2024; and the motion carried by the following vote of the Committee:

AYES: Adams, Corzo, Gallagher, Gioia, Mueller, Salinas, Walton, Young.  
NOES: None.  
ABSTAIN: None.  
ABSENT: Barnacle, Brown, Colbert.

**INFORMATIONAL ITEMS**

**4. COMMUNITY PERSPECTIVES**

Cynthia Prieto-Diaz, Public Health Analyst, Certified Public Health Ambassador, and member of the Air District's Community Advisory Council, gave the presentation *From MedTech to Environmental Justice (EJ) Using Science for Advocacy & Community Empowerment*, including: disclaimer; biography; intersection of public health and environmental justice; this life chose me; we are all public health; mitigation efforts; community-driven and evidence-based solutions; using the scientific method to advance solutions; community impact projects; reflections with a call to action; addressing root causes; pitching proposals; quote; and references.

Public Comments

No requests received.

Committee Comments

The Committee and staff discussed best practices of how to reflect the realities of public health impacts for jurisdictions that are updating land use elements in their General Plans; the difference that community and individual advocacy can make; ways to engage with youth regarding EJ issues; the importance of both qualitative and quantitative public health impact data; and Temtop M2000C and Temtop LKC-1000S portable air monitors on loan for City of San Leandro Library patrons.

Committee Action

No action taken.

**5. COMMUNITY ADVISORY COUNCIL (CAC) RECRUITMENT AND SELECTION PROCESS**

Miriam Torres, Senior Advanced Projects Advisor, and Lisa Flores, Staff Specialist, gave the staff presentation *Community Advisory Council Recruitment and Selection Process*, including: outcome; background; CAC terms; CAC seats; recruitment and outreach; process and timeline; CAC’s role in selection process; Board of Directors’ role in selection process; and Board of Directors selection criteria.

Public Comments

Public comments were given by LaDonna Williams, All Positives Possible; and Janniece Murray, All Positives Possible.

Committee Comments

The Committee and staff discussed the geographic representation of the current CAC members who work or live in Alameda County; the desire for representation from the southwestern Alameda County communities of Union City, Hayward, Newark, and San Leandro; the suggestion of sending recruitment notices to cities’ and counties’ sustainability committees; the reason why there is only one CAC seat for Solano County; whether there are geographic requirements within the candidate criteria; whether the City of Vallejo is considered “overburdened”; which current CAC members’ term are expiring; how the Air District plans to balance the number of incumbents with new candidates; lessons learned from the first CAC membership recruitment; and a request for clarification about the recommendation process (whether incumbents are involved with making recommendations which could be seen as a conflict of interest.)

Committee Action

No action taken.

**OTHER BUSINESS**

**6. PUBLIC COMMENT ON NON-AGENDA MATTERS**

Public comments were given by LaDonna Williams, All Positives Possible.

**7. COMMITTEE MEMBER COMMENTS**

None.

**8. REPORT OF THE DEPUTY EXECUTIVE OFFICER OF EQUITY AND COMMUNITY PROGRAMS**

Arsenio Mataka, Deputy Executive Officer of Equity and Community Programs, made the following announcements:

- The CAC will have a retreat on May 16 and 17, 2025 (location yet to be determined.)
- The next meeting of the Richmond Area Path to Clean Air Community Steering Committee will be held on February 24, 2025 at the Air District Richmond Headquarters.

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

Wednesday, March 12, 2025, at 1:00 p.m. at 375 Beale Street, San Francisco, CA 94105. The meeting will be in-person for the Community Equity, Health, and Justice Committee members and members of the public will be able to either join in-person or via webcast.

**10. ADJOURNMENT**

The meeting was adjourned at 2:10 p.m.

Marcy Hiratzka  
Clerk of the Boards

**BAY AREA AIR DISTRICT**  
Memorandum

To: Chairperson Noelia Corzo and Members  
of the Community Equity, Health, and Justice Committee

From: Philip M. Fine  
Executive Officer/APCO

Date: March 12, 2025

Re: Development of a Targeted Inspection Program & Policy

RECOMMENDED ACTION

None; the Committee will discuss this item, but no action is requested at this time.

BACKGROUND

The Air District is developing and implementing a new Targeted Inspection Program and Policy as part of our *2024-2029 Strategic Plan*. The program is aimed at advancing Environmental Justice initiatives and enhancing enforcement by utilizing comprehensive data analyses and tools to better identify compliance issues, prioritize inspections, and target enforcement resources. The Targeted Inspection Program and Policy will integrate new enforcement strategies, starting in Assembly Bill (AB) 617 communities, and create a more robust program that strives to identify and resolve community concerns more efficiently and effectively. The program and policy will help transform the current General Inspection Program to one that seeks to identify and reduce disparities and align with the Air District's Environmental Justice initiatives.

The new Targeted Inspection Program will organize the general inspection frequencies for routine inspections by source categories and implement targeted strategies where potential non-compliance and health impacts are high. A key focus will be on leveraging compliance and enforcement data, health risk assessment (HRA) data, and utilizing community experience and knowledge to pinpoint local air quality issues. Identifying and analyzing compliance trends will be an important aspect of the program to prioritize inspections and direct staff resources more efficiently and effectively. By focusing on the most significant sources of non-compliance, the policy aims to allocate enforcement resources where they are most needed, while still maintaining a rigorous inspection program throughout the Bay Area.

## DISCUSSION

The development of a Targeted Inspection Program and Policy represents a significant shift in how air quality enforcement is approached. By leveraging information-driven decision-making, the program aims to improve existing routine-based inspections and focus enforcement efforts on sources that have the highest potential for impacting air quality and public health. This strategic shift is essential in addressing both compliance challenges and environmental justice concerns, particularly in AB 617 and overburdened communities.

Traditional inspection models often rely on predetermined schedules or random site visits based on the last inspection conducted. While these methods ensure broad regulatory coverage, they do not always effectively identify the most significant polluters or emerging non-compliance trends. An information-driven approach allows the Air District to target and allocate limited resources more effectively by prioritizing inspections based on:

- **Compliance History** – Facilities with repeat violations can be subject to more frequent and/or focused inspections
- **Non-Compliance Trends Identified through Enforcement Data** – Identify patterns of violations across specific source categories or operation types
- **Sources with the Highest Potential Impact on Public Health** – Leverage prioritization scores and emissions inventory data to target inspections at facilities with the highest potential risk to public health
- **Community Engagement and Partnership** – Utilize community knowledge and understanding of local air quality issues to better address compliance concerns.

A targeted inspection approach represents a modernization of air quality enforcement, ensuring that inspections are more strategic, equitable, and impactful. Engaging AB 617 and other overburdened communities, and coordinating with our regulatory partners will be a key facet of the program to increase inspection transparency and spotlight compliance concerns. The benefits of improving compliance, protecting vulnerable communities, and maximizing enforcement efforts make this program and policy shift a critical step forward to align with the goals and mission of the Air District.

## BUDGET CONSIDERATION/FINANCIAL IMPACT

None.

Respectfully submitted,

Philip M. Fine  
Executive Officer/APCO

Prepared by: Dennis Quach  
Reviewed by: Tracy Lee and Jeff Gove

ATTACHMENT(S):

1. Targeted Inspection Program and Policy





# Development of a Targeted Inspection Program & Policy

Community Equity, Health, and Justice Committee

March 12, 2025

Dennis Quach

Air Quality Specialist

Compliance & Enforcement Division

# Presentation Outline

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- Strategic Plan Framework
- Targeted Inspection Program and Policy: Goals and Objectives
- Overview of Targeted Inspection Program and Policy
- Compliance Inspection Background
- General Inspection Program Priorities
  - Routine Inspections by Source Type
- Enhanced Inspection Priorities in Overburdened Communities (*launch in Assembly Bill (AB) 617 communities*)
  - Analyze Compliance Data to Target Inspections
  - Community Engagement and Partnership
- Additional Strategies Associated with Policy Changes
- Next Steps

# Strategic Plan Framework

**MISSION** The Air District improves air quality to protect public health, reduce historical and current environmental inequities, and mitigate climate change and its impacts.

**CORE VALUES**



**5-YEAR VISION** Over the next 5 years, the Air District will transform its workforce, operations, community engagement, and programs to improve air quality, increase public trust, and demonstrate leadership in equity-centered environmental stewardship.

**Environmental Justice Priorities**

**5-YEAR GOALS**



**Strategy 1.6:** New Enforcement Policy

**Strategy 4.5:** Improve Compliance Investigations

# Targeted Inspection Program and Policy: Goals & Objectives

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- Align with the Air District Strategic Plan to provide **transparency** into how routine compliance work is prioritized across the nine Bay Area counties and with a key focus, on overburdened communities, starting with AB 617 communities
- Improve inspection program by incorporating **routine data review and analysis** to identify sites/facilities in AB 617 communities that require additional enforcement efforts
- Integrate internal and external information and **utilize community knowledge and experiences** to pinpoint compliance issues
- Direct staffing resources **more efficiently and effectively** to target non-compliance and repeat violators, and resolve community concerns in AB 617 areas

# Overview of Targeted Inspection Program & Policy



## General Inspection Program Priorities (*Air District-wide*)

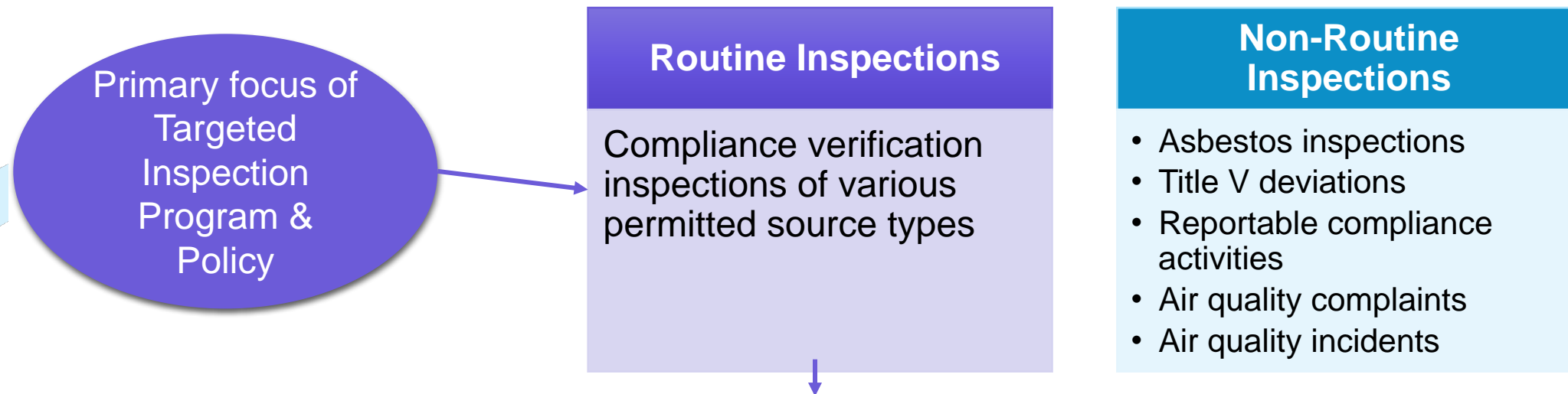
- Update inspection frequencies across the nine counties based on various source types, facilities, and operations
  - Title V facilities
  - Sites/facilities with elevated health risk



## AB 617 Priority Areas

- Prioritizes and identifies community concerns
- Incorporates information-driven compliance strategies to target non-compliance

# Compliance Inspection Types



A **routine inspection** typically includes the following activities:

- Review of Air District permit and regulations that apply
- Onsite inspection of equipment, operations, abatement, and controls, including general housekeeping
- Records review (e.g., usage/throughput logs, emissions testing, monitoring, maintenance, etc.)
- Documenting inspection findings in a compliance report (determination of compliance or Notice of Violation)



# Routine Inspections by Source Types

Fixed Inspection Frequencies	
Title V & Synthetic Minor Facilities	1.5 years
Facilities with Elevated Health Risks	1.5 years
Industrial Sources and Operations ( <i>non-Title V/Synthetic Minor Facilities</i> )	
<ul style="list-style-type: none"> <li>Landfills and Organic Material Handling Operations</li> <li>Tanks, Terminals, and Bulk Plants</li> <li>Metal Shredding and Recycling Operations</li> <li>Aggregate, Cement, and Asphalt Plants</li> </ul>	2 years
<ul style="list-style-type: none"> <li>Surface Coating and Prep, Solvent, Adhesive and Resin Operations</li> <li>Wastewater Treatment Operations</li> <li>Chrome Plating Operations</li> <li>Combustion Sources</li> <li>Gasoline Dispensing Facilities (Retail)</li> </ul>	3 years
<ul style="list-style-type: none"> <li>Auto Body Coating Operations</li> <li>Printing Operations</li> <li>Soil Groundwater Remediation / Soil Vapor Extraction</li> <li>Food &amp; Agricultural Processes</li> <li>Dry Cleaners</li> </ul>	4 years
<ul style="list-style-type: none"> <li>Gasoline Dispensing Facilities (Non-Retail)</li> </ul>	5 years

Permitted Sites and Facilities

## Title V & Synthetic Minor Facilities

- **Major Facility (Title V):** A facility with the potential to emit 100 tons/yr of Criteria Air Pollutants (CAP) or 10 tons/yr of Hazardous Air Pollutant (HAP)
- **Synthetic Minor:** A facility that emits or has the potential to emit at or above 80% of the Title V threshold
- Federal Environmental Protection Agency (EPA) Compliance Monitoring Strategy (CMS) recommends the following inspection frequency
  - **Title V:** **Minimum** once every **2 fiscal years**
  - **Synthetic Minor:** **Minimum** once every **5 fiscal years**

# Routine Inspections by Source Types (cont.)

Fixed Inspection Frequencies	
Title V & Synthetic Minor Facilities	1.5 years
Facilities with Elevated Health Risks	1.5 years
Industrial Sources and Operations (non-Title V/Synthetic Minor Facilities)	
<ul style="list-style-type: none"> <li>Landfills and Organic Material Handling Operations</li> <li>Tanks, Terminals, and Bulk Plants</li> <li>Metal Shredding and Recycling Operations</li> <li>Aggregate, Cement, and Asphalt Plants</li> </ul>	2 years
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<ul style="list-style-type: none"> <li>Gasoline Dispensing Facilities (Non-Retail)</li> </ul>	5 years

Permitted Sites and Facilities

## Facilities with Elevated Health Risks

- Focus compliance efforts on facilities that have been identified with elevated health risks
  - Utilize prioritization scores to guide inspection priorities
  - Prioritization scores are based on the quantity of toxic air contaminants (TACs), the relative toxicity of the TACs emitted, and the proximity of the facility to possible receptors
  - Prioritization scores are updated annually



# Routine Inspections by Source Types (cont.)

Fixed Inspection Frequencies	
Title V & Synthetic Minor Facilities	1.5 years
Facilities with Elevated Health Risks	1.5 years
<b>Industrial Sources and Operations (non-Title V/Synthetic Minor Facilities)</b>	
<ul style="list-style-type: none"> <li>Landfills and Organic Material Handling Operations</li> <li>Tanks, Terminals, and Bulk Plants</li> <li>Metal Shredding and Recycling Operations</li> <li>Aggregate, Cement, and Asphalt Plants</li> </ul>	2 years
<ul style="list-style-type: none"> <li>Surface Coating and Prep, Solvent, Adhesive and Resin Operations</li> <li>Wastewater Treatment Operations</li> <li>Chrome Plating Operations</li> <li>Combustion Sources</li> <li>Gasoline Dispensing Facilities (Retail)</li> </ul>	3 years
<ul style="list-style-type: none"> <li>Auto Body Coating Operations</li> <li>Printing Operations</li> <li>Soil Groundwater Remediation / Soil Vapor Extraction</li> <li>Food &amp; Agricultural Processes</li> <li>Dry Cleaners</li> </ul>	4 years
<ul style="list-style-type: none"> <li>Gasoline Dispensing Facilities (Non-Retail)</li> </ul>	5 years

Permitted Sites and Facilities

Compliance priorities are based on the type of site, facility, and sources of operation.

- Source categories are listed based on current Air District priorities
- Inspection frequencies can vary based on staffing resources available, types of pollutants emitted, and known causes for potential compliance concerns.
- Inspection frequencies of source categories may be adjusted or augmented as Air District priorities change

# Enhanced Inspection Priorities in Overburdened Communities



## Methodology in Information-Driven Compliance Strategies

- Utilize **community knowledge and understanding** of local air quality issues to better address compliance concerns
- Review and **analyze** the last three years of **compliance data** such as Notice of Violation (NOV), Air Quality Complaint, inspection history data
- **Identify non-compliance trends** for inspections and additional actions
  - Allocate staffing resources towards areas or sites/facilities that have patterns of non-compliance for further investigation/inspection

# Analyze Compliance Data to Target Inspections



Leverage Information to Target Inspections

## Notice of Violation (NOV) Data

- Identify sites/facilities with reoccurring violations
- Identify reoccurring non-compliance issues at the same sources/operations
- Prioritize additional inspections/investigations

## Air Quality Complaint Data

- Identify hotspots, patterns and reoccurrences of emissions
- Prioritize area patrols and inspections

## Collaborative Identification

- Enhance internal collaboration and align priorities across divisions
- Coordinate with external partners and local regulators

## Community Engagement and Partnership

- Utilize community knowledge and understanding of local air quality issues to target compliance concerns

# Community Engagement and Partnership

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Collaborate with Environmental Justice Division to solicit community knowledge and experiences to target air quality concerns

- Identify community partners
- Develop tools for the community to interact with the Air District to collect data on air quality issues (e.g. Air Pollution Log)
- Establish scope, protocol, timeline, and resource commitment, and set expectations



# Additional Strategies Associated with Policy Changes

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- Expand staff coverage *outside of business hours*
- Develop a “Whistleblower” Tip Line
- Utilize data to support work across divisions (e.g., prioritize and inform emissions monitoring and other data analyses)
- Continue to update Targeted Inspection Program & Policy goals and methodologies
- Increase inspection transparency by providing compliance updates on the website and improving data accessibility

# Next Steps

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- **Starting March 2025** - Pilot elements of the program in AB 617 communities, starting with Bayview Hunters Point
- **May 2025** - Present policy concepts to the Board of Directors
- **June - August 2025** - Complete draft policy and enhance existing compliance tracking tool
- **October 2025** - Release draft policy for community review and input
- **December 2025** - Finalize program and policy
- **January – March 2026** - Conduct staff training and implement new policy
- Review and provide **annual updates** to the Targeted Inspection Program

# Questions / Feedback

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**For more information:**  
[dquach@baaqmd.gov](mailto:dquach@baaqmd.gov)

**BAY AREA AIR DISTRICT**  
Memorandum

To: Chairperson Noelia Corzo and Members  
of the Community Equity, Health, and Justice Committee

From: Philip M. Fine  
Executive Officer/APCO

Date: March 12, 2025

Re: Diversity, Equity, and Inclusion (DEI) Initiatives and Action Plan Update

RECOMMENDED ACTION

None; the Committee will discuss this item, but no action is requested at this time.

BACKGROUND

As an agency, the Air District is committed to creating a diverse, equitable, and inclusive organization that reflects the communities we serve. In alignment with the *2024-2029 Strategic Plan*, specifically Strategies 3.1 and 3.2, during the September 4, 2024, Board of Directors Meeting, the Diversity, Equity, & Inclusion Office (DEI) introduced several key programs and initiatives aimed at fostering diversity within our workforce and operations. The actions described were designed to advance our commitment to environmental justice, promote diversity in hiring and procurement, and ensure that all employees have access to professional development opportunities that support their growth and success.

DISCUSSION

The Air District developed an action plan to support efforts that foster diversity, equity, inclusion, and belonging. At the Community Equity, Health, and Justice Committee meeting, the DEI Office will provide an update on the initial progress made and review the existing timeline. Below is a list of the actions:

**(1) Air District Environmental Justice Scholarship and Internship/Fellowship Program:** This will be a new program designed to cultivate a diverse, skilled, and environmentally conscious workforce that reflects the communities we serve. This program embodies our commitment to advancing environmental justice and fostering inclusion within our organization, aligning with Strategy 3.1 of our draft *2024-2029 Strategic Plan*, which emphasizes building a diverse workforce to instill community trust and develop better solutions to air quality problems.



The program aims to support students and early-career professionals from “overburdened communities” as defined in Rule 2-2, “an area located within a census tract identified by the California Communities Environmental Health Screening Tool (CalEnviroScreen), Version 4.0, as having an overall CalEnviroScreen score at or above the 70th percentile, or within 1,000 feet of any such census tract, who are dedicated to improving air quality, public health, and environmental justice in the Bay Area.”

The **scholarship component** is open to entering and continuing undergraduate students who are Bay Area residents. Scholarship funds will cover a portion of educational and living expenses. The **internship/fellowship component** is designed for undergraduates, graduate students or early-career professionals. Internships will build upon our current summer program with a new focus on overburdened communities. Fellows will gain longer-term hands-on experience with the Air District and receive competitive salaries, professional development, and mentorship opportunities. Scholarship recipients will be given priority consideration for internship/fellowship opportunities. The program’s impact will be measured by the number of participants who complete the program and pursue careers in environmental justice, air quality, and related fields. We will also assess the diversity of our applicant pool and the program’s effectiveness in fostering a more inclusive workforce at the Air District. The scholarship program will be further developed in the coming months. The current internship program will incorporate changes to further support inclusive outreach efforts for the summer of 2025 session, with additional improvements planned for the summer of 2026. The fellowship program will require negotiating with the Employee Association to expand the number of hours interns and fellows may work.

**(2) Air District’s Supplier Diversity Initiative.** Supplier diversity is a proactive process that seeks to create a supplier base that reflects the diverse communities in which we do business while promoting economic empowerment. This effort aims to diversify the suppliers involved in our procurement processes in alignment with Strategy 3.2 of the *2024-2029 Strategic Plan*, which focuses on creating a welcoming and inclusive environment. This initiative is designed to actively engage minority-owned, women-owned, veteran-owned, and other underrepresented businesses, with a goal of creating a supplier base of qualified suppliers reflecting the diverse communities we serve. The initiative will begin with developing Supplier Diversity Guidelines by late 2025. This will be followed by outreach and engagement activities, including workshops, networking events, and training sessions to equip all suppliers with the tools they need to participate in our procurement processes. Changes to our procurement policies and procedures will also be needed to successfully implement this initiative.

In early 2026, we will enhance the Air District's supplier database to include certified diverse-owned business enterprises, ensuring they are equally considered in all relevant procurement opportunities. Regular reporting will ensure transparency and accountability are maintained throughout the implementation process. The Supplier Diversity Initiative will be fully integrated into our procurement processes by the end of 2026. This effort will increase the participation of diverse suppliers and strengthen community trust and further our commitment to equity and inclusion across all Air District operations.

**(3) Air District's Internal Diversity, Equity and Inclusion Learning Program.** This program will be a pivotal component of our commitment to building a diverse, equitable, and inclusive workplace in alignment with Strategy 3.2 of the *2024-2029 Strategic Plan*. The Internal DEI Learning Program is designed to ensure that every employee, from entry-level staff to senior leadership, is well-versed in the principles of inclusion and belonging and can apply them in their daily work and interactions. The training will encompass a broad range of topics, including but not limited to mitigating implicit and unconscious bias, increasing cultural competency, fostering allyship, inclusive communication, and more.

The implementation of this DEI inclusion learning program began in late 2024, with mandatory foundational sessions for managers. By early 2025, the Air District will establish a schedule for ongoing DEI trainings, ensuring that inclusion is an integral and continuous part of the organization's culture and performance evaluation. This ongoing training will be supplemented by regular workshops, guest speakers, and facilitated discussions. To measure effectiveness, the Air District will establish key performance indicators and regularly report progress to senior leadership, ensuring accountability. Employee feedback will be actively sought to continuously refine and improve the learning program, ensuring it remains relevant and impactful.

**(4) Air District's Employee Development Program.** This program will be a strategic effort to support the professional growth and retention of employees from diverse backgrounds, directly aligned with Strategy 3.1 of the *2024-2029 Strategic Plan*. Strategy 3.1 emphasizes the importance of building a diverse workforce that reflects the communities we serve, to instill community trust and develop better solutions to air quality problems. The program will design culturally responsive development programs, including mentorship, leadership training, skill-building workshops, and career advancement planning.

Additionally, targeted leadership development opportunities will be created, featuring specialized training, rotational assignments, and stretch projects to prepare employees for higher-level roles. Regular check-ins and progress reviews will be conducted to ensure success, with ongoing support through coaching and peer networks. Full implementation, including increased mentorship and leadership opportunities, will be in place by late 2025, with ongoing evaluation and improvements. The Employee Development Program will enhance retention and career advancement for diverse employees, strengthen our leadership pipeline, ensure greater and better representation in higher-level roles, and reinforce our commitment to a diverse, inclusive, and equitable Air District.

**(5) Air District's Diversity Awareness in Hiring Program.** This program will be designed to enhance hiring practices to ensure our workforce reflects the diversity of the communities we serve, in alignment with Strategy 3.1 of the *2024-2029 Strategic Plan*. This initiative provides hiring managers with demographic data on their teams and the organization to benchmark against local demographic realities. Central to the program is the development of interactive dashboards that offer real-time insights into team diversity. These tools will compare workforce demographics with broader community profiles. Training sessions will be conducted to teach managers how to utilize the dashboards, reduce unconscious bias, and attract diverse talent. Full integration of these practices is expected by mid-2025, with ongoing monitoring to keep the data relevant. An additional portion of inclusive hiring practices will involve a partnership between the Diversity, Equity, and Inclusion and Human Resources Offices on recruiting efforts. These efforts will include attending diversity job fairs, outreach to diverse student groups and organizations prior to attending college job fairs, diversifying job panels for interviews, creating and updating job posting advertisement locations to ensure diversity, and reaching out to diverse community groups and professional organizations regarding open employment opportunities.

**(6) Air District's Employee Resource Group (ERG) Empowerment Program.** This program aims to harness the collective strength of the ERGs to advance diversity, equity, and inclusion within the Air District. In line with Strategy 3.2 of the *2024-2029 Strategic Plan*, it seeks to build strong partnerships with ERGs, recognizing their vital role in shaping a more inclusive workplace. ERGs can play a critical role in influencing and promoting inclusion and belonging across the organization. Through this initiative, we will actively engage with ERGs, inviting them to contribute to key DEI projects, such as organizing cultural awareness events, developing mentorship programs, and facilitating community engagement activities. The Air District aims to align its DEI efforts with the insights and initiatives that ERGs are uniquely positioned to provide. To support this collaboration, the Air District will ensure ERGs have the resources they need to be effective partners. This includes offering them platforms to voice their ideas, creating opportunities for dialogue with leadership, and providing logistical support for their initiatives. Regular touchpoints will be established to ensure ongoing communication and alignment between the Air

District's DEI goals and the efforts of the ERGs.

**(7) Air District's Pathway to Permanency Program.** This program will focus on retaining diverse talent by providing training and resources to better equip temporary employees to secure permanent positions. This program aligns with Strategy 3.1 of the *2024-2029 Strategic Plan*, which emphasizes building a workforce that reflects the diversity of the communities we serve. The Pathway to Permanency Program will begin by identifying the challenges that temporary employees face in transitioning to permanent roles. This will involve gathering feedback from temporary staff, analyzing hiring data, and identifying potential obstacles within our current processes. The program will require close consultation with the Air District's Employees Association. To address these challenges, the program will implement targeted support initiatives such as mentoring, skills development workshops, and personalized career counseling to help temporary employees better compete for permanent positions. By mid-2025, we aim to have identified key barriers and initiated the first wave of support initiatives.

**(8) Equity Integrated into Decision-Making.** This effort seeks to incorporate equity considerations into all board actions, ensuring that decision-making at the Air District does not disproportionately negatively affect any one community. To carry out this direction, the Air District will introduce a standardized equity section in the board memo template, requiring Air District staff to assess and articulate the equity implications of the proposed actions. This new section will be added alongside the existing sections — Recommended Action, Background, Discussion, and Budget Consideration/Financial Impact. Air District staff will be responsible for evaluating how the proposed item may impact various communities, particularly those disproportionately affected by environmental burdens. Training will be provided for all staff involved in preparing these memos, ensuring they understand how to identify and address potential impact. The training will cover best practices for using data, stakeholder input, and relevant research to inform this analysis. Additionally, content creators will be guided on how to present equity considerations in a clear and concise manner, enabling Board, Council, and Committee members to make more informed decisions. This effort will be fully implemented by late 2025, with ongoing support and periodic reviews to ensure that equity remains a key consideration in the Air District's decision-making processes.

BUDGET CONSIDERATION/FINANCIAL IMPACT

None.

Respectfully submitted,

Philip M. Fine  
Executive Officer/APCO

Prepared by: Tim Williams  
Reviewed by: Arsenio Mataka

ATTACHMENT(S):

1. Diversity, Equity, & Inclusion Presentation



# Diversity, Equity, and Inclusion (DEI) Action Plan

## Community Equity, Health, and Justice Committee

Wednesday, March 12, 2025

**Tim Williams, Director**

**Nunu Phengphanh, Supervising Staff Specialist**  
**Office of Diversity, Equity, and Inclusion**

# About the Office of Diversity, Equity, and Inclusion

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- Established in 2017
- Maintains equitable, welcoming, and inclusive environment
- Designs and implements DEI initiatives and data-informed strategies that transform workforce culture and operations
- Builds cultural awareness, supports professional development, and facilitates employee engagement events



Stock image via Microsoft.

# DEI Action Plan: Purpose and Scope

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## Purpose

- Alignment with 2024-2029 Strategic Plan
  - Strategy 3.1 – A Diverse Workforce
  - Strategy 3.2 – Be Welcoming and Inclusive
- Internal Capacity-Building
  - Inclusion Training
  - Leadership Development
- Program and Policy Development

## Scope

- Internal Focus





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# September 2024-February 2025

## DEI Program Updates

# Heritage Celebrations and Cultural Events



Latin American Heritage Month is a vibrant and meaningful period where we recognize the rich tapestry of American cultures.

Celebrating Latin American Heritage Month is a testament to our organization's commitment to the multicultural fabric of the region. It is an opportunity to honor the traditions of our employees and community members, and to integrate these diverse perspectives into our work.

By celebrating Latin American Heritage Month, we acknowledge the significant impact of Latin American cultures on our community and inspire all employees to embrace diversity.



Air District proudly serves Lunar New Year. The Lunar New Year festival is typically celebrated in Asian countries, beginning on the first new moon of the lunar calendar and ending on the first full moon, 15 days later.

Diversity@ba



Black History Month is a time to honor the remarkable contributions, resilience and achievements of Black individuals throughout history while acknowledging the ongoing challenges faced by Black communities. At the Air District, we recognize that celebrating this month is not just a gesture — it's an opportunity to deepen our understanding of how Black people have shaped and continue to shape our community.

Black communities have fought for environmental justice. From environmental racism to the Black leadership and organizing movement to ensure that we have a healthy environment. Icons like the "Father of Environmentalism" have shown that Black communities disproportionately experience pollution and climate change, and we must work to address these issues.





# Professional Development Webinars

## Elevating the Latine Community (Oct 7)

- An interactive session exploring how leaders and co-workers can actively and intentionally challenge outdated and harmful stereotypes and societal norms so our community can thrive equitably and inclusively.

## Leveling Up Your Career & Brand (Oct 10)

- A professional development workshop specifically designed to address the unique challenges faced by the Latin American/Latine community in professional development and career advancement.



# Workplace Allyship Program

- Launched Air District Allyship Program in Nov 2024
- Aligns with strategic plan efforts to foster cohesion and inclusion
- 76% of participants so far rated sessions as excellent
  - 24% rated as good
- 98% rated as very effective or effective



Graphics courtesy of Lean In.

# Air District Mentorship Program

- Launched 3rd cohort in Jan 2025, with 60 participants
- Aligns with strategic plan commitment 3.6.1 (Develop an expanded mentoring program)
- Highlights from two cohorts:
  - **96%** reported gaining perspectives and knowledge
  - **80%** report gaining personal satisfaction
  - **76%** rated the program as "Very successful"





# Employee Resource Group Empowerment

## **CLIMA: Comunidad Latina para Impacto y Medio Ambiente**

- For Latine/Latin American-identified employees and allies

## **The CULTURE**

- For Black/African American-identified employees and allies





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# Purpose and Scope

# Strategic Plan Alignment

# Strategy 3.1: A Diverse Workforce

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**3.1.1**

Establish recruitment, hiring, retention, and advancement policies and practices that promote diversity and inclusion and remove any structural biases, including consideration of an expanded internship program.

**3.1.2**

Create development programs tailored to employees from diverse backgrounds.

**3.1.3**

Establish and grow employee support groups.

**3.1.4**

Regularly assess recruitment, retention, and promotion rates for under-represented employees, especially in leadership positions.

**3.1.5**

Gather employee feedback and adjust as needed.



# Strategy 3.2: Be Welcoming and Inclusive

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## 3.2.1

Redouble efforts to consider diversity, equity, and inclusion in our work, including internal and external decision-making, policies, procedures, regulations, funding initiatives, public outreach, planning, and hiring practices.

## 3.2.2

Conduct annual diversity and unconscious bias training for all levels of the organization, with a focus on those making hiring and promotional decisions.

# DEI Action Plan Overview

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1. Establish an Environmental Justice Scholarship and Internship/Fellowship Program
2. Implement a Supplier Diversity Initiative
3. Refine our DEI Trainings and Learning Experience
4. Launch an Employee Development Program
5. Integrate Diversity Awareness in Hiring Process
6. Build an Employee Resource Group (ERG) Empowerment Program
7. Develop a Pathway to Permanency Design
8. Integrate Equity into Decision Making



Stock image via Microsoft.

# Environmental Justice (EJ) Scholarship & Internship/Fellowship Programs (Strategy 3.1.1)

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## 1. Establish an Environmental Justice Scholarship and Internship/Fellowship Program

### Scholarship

- Entering and undergraduate students from the Bay Area
- Goal to achieve 50% participation from students from overburdened communities
- Funds to cover a portion of educational and living expenses, starting in Fall 2026 academic year

### Internship/Fellowship

- Undergraduates, graduate students or early-career professionals
- Hands-on experience with the Air District and receive competitive salaries, professional development, and mentorship opportunities
- Current existing Internship Program will add a diversity component by 2026

# Supplier Diversity (Strategy 3.2.1)



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## 2. Implement a Supplier Diversity Initiative Program

- Proactive process to create a supplier base that reflects diverse communities in which we work
- To launch once new procurement software in place
- Development of Supplier Diversity guidelines, outreach, and engagement by Summer 2026

# DEI Learning Program (Strategy 3.2.2)

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Stock image via Microsoft.

- ### 3. Refine Internal DEI Learning Program
- Learning content to cover topics such as: Implicit Bias, Microaggression and Allyship, Equity 101, and Intersectionality
  - Establish ongoing training schedule and require manager participation
  - Offer at least six DEI learning opportunities in 2025



# Employee Development Program (Strategy 3.1.2)



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## 4. Launch an Employee Development Program

- Support professional growth and retention of employees from diverse backgrounds and strengthen leadership pipeline
- Begin offering leadership development by Summer 2025

# Diversity Awareness (Strategy 3.1.1)

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Stock image via Microsoft.

- ## 5. Integrate Diversity Awareness into our Hiring Process
- Develop interactive dashboards that offer insights into team demographics for hiring managers
  - Provide hiring manager training on unconscious bias, attracting diverse talent
  - Partner with Human Resources Office to integrate DEI into recruitment efforts

# Employee Resource Groups (Strategy 3.1.3)



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## 6. Build an Employee Resource Group (ERG) Empowerment Program

- Establish stronger partnerships with ERGs to harness their collective strength, including launching two new groups by end of 2025
- Actively engage ERGs on key DEI projects and align DEI efforts with ERG insights and existing initiatives
- Provide additional resources to ERGs, including logistical support, opportunities for dialogue, and leadership opportunities to support career growth and development



# Pathway to Permanency (Strategy 3.1.1)

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## 7. Develop a Pathway to Permanency Program

- Creating clear, accessible pathways for temporary employees to secure permanent positions
- Offer targeted support initiatives (mentorship opportunities, interview skills, and career counseling)

# Equity Integration in Decisions (Strategy 3.2.1)



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## 8. Integrate Equity into Decision Making

- Incorporate equity considerations into board actions
- Introduce a standardized equity section in the board memo template, requiring content creators to assess and articulate the equity implications of the proposed actions

# Adjusted DEI Action Plan

Actions	Q4 2024	Q1 2025	Q2 2025	Q3 2025	Q4 2025	Q1 2026
EJ Scholarship and Fellowship/Internship Program						
Supplier Diversity Initiative						
Internal DEI Learning Program						
Employee Development Program						
Diversity Awareness in Hiring Program						
Employee Resource Group (ERG) Empowerment Program						
Pathway to Permanency Program						
Equity Integrated into Decision Making						

# Questions?

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## **For more information:**

Tim Williams, DEI Director

[twilliams@baaqmd.gov](mailto:twilliams@baaqmd.gov)

Nunu Phengphanh, DEI Supervising Staff Specialist

[sphengphanh@baaqmd.gov](mailto:sphengphanh@baaqmd.gov)