



BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

**AGENDA: 4**

# **Vote on Compensation Policy and Procedures**

**Community Advisory Council Meeting  
January 19, 2023**

**Miriam Torres  
Senior Advanced Projects Advisor  
[miriamtorres@baaqmd.gov](mailto:miriamtorres@baaqmd.gov)**

# Requested Action



Vote to Recommend the Community Advisory Council's Compensation Policy and Procedures to the Air District Board of Directors for Approval.

# Overview



- The Air District recognizes that financial compensation to support community engagement increases equitable representation
- The Board of Directors designates funding for the Community Advisory Council (CAC) through the Air District's budget.
- The CAC's budget is intended to cover costs related to the operations of the CAC, such as stipends, travel, reimbursements, contractors, meetings venues, and other related costs.

# Compensation Policy



The Air District will provide stipends for:

- Community Advisory Council Meetings
- Co-Chairs Meetings, Committee Meetings and Other Required Meetings
- Other Activities

# Community Advisory Council Meetings



- CAC members who participate in meetings of the full Community Advisory Council can receive a stipend of \$500 per meeting.

# Co-Chairs, Committee, and Other Required Meetings



- CAC members who participate in Ad Hoc Committees, a standing Committee of the CAC, or other required meetings related to the work of the CAC, will be compensated at \$75 per hour.
- Co-Chairs are compensated at \$75 per hour to attend meetings of the Co-Chairs.
- Stipends will be pro-rated based on time spent in the meeting.

# Other Activities



- Each Council Member can apply for up to \$1,000 in funding to cover their time spent on events, activities, or services related to the advancement of the Mission of the Air District and purpose of the CAC. Stipends cover time at \$75 per hour. This funding is only available for the first 9 months of the fiscal year.

# Reimbursements



The Air District will reimburse:

- Transportation, meals, and other incidental expenses incurred in attending meetings of the Community Advisory Council and other pre-approved activities.



# Compensation Procedures



- Staff track attendance during meetings and report information to Finance.
- Payments are processed with a signed expense report and receipts for reimbursements.
- Expense reports must be signed before the 25<sup>th</sup> of each month.
- Payments are normally processed within 2-3 weeks, late submittal delays payments by 6-9 weeks.

# Compensation Procedures (cont.)



Community Advisory Council members must submit:

- W-9 form
- Compensation Agreement



# PUBLIC COMMENT



# QUESTIONS?



**VOTE**



# RESULTS



BAY AREA  
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**AGENDA: 5**

# **Selection of a Community Benefit Fund Ad Hoc Committee and Introduction to Participatory Budgeting**

**Community Advisory Council Meeting  
January 19, 2023**

**Veronica Eady  
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**Azibuike Akaba  
Public Information Officer  
[aakaba@baaqmd.gov](mailto:aakaba@baaqmd.gov)**

# Requested Action



- Select Council Members for an ad-hoc committee to develop a plan for the Community Benefit Fund for consideration by the Air District Board of Directors.



# Presentation Outline



- Overview of Community Benefit Fund
- Introduction to Participatory Budgeting
- Selection of Community Benefit Fund Ad Hoc Committee

# Community Benefit Fund Overview



What is the Air District's Community Benefit Fund?

- The Community Benefit Fund (CBF) was created by the Board of Directors in 2021 to provide monetary resources for projects in impacted communities to reduce exposure to air pollution and address public health impacts.
- The CBF is like California Air Resources Board's (CARB) Community Air Grants Program but *not* restricted to Assembly Bill 617 communities.
- The Community Benefit Fund has an initial \$3 million. And an estimated \$500,000 per year in penalty fees will be directed to the Community Benefit Fund.



# Community Benefits Fund Overview (cont.)

- The Board of Directors intended for the Community Advisory Council to develop and propose to the Board a plan for the Community Benefit Fund (CBF). The plan should include the criteria and process for the proposed disbursement of the funds.
- The Community Advisory Council should select members to participate on a Community Benefit Fund Ad Hoc Committee to develop a plan for the CBF.
- All 17 Community Advisory Council members will have the opportunity to receive Participatory Budgeting training and it is mandatory for the members of the CBF Ad Hoc Committee.

# Community Benefit Fund Ad Hoc Committee



- The Community Benefit Fund Ad Hoc Committee will cover an anticipated period from April 2023 to October 2023.
- Up to 8 Community Advisory Council (CAC) members can serve on the ad hoc committee.
- Participation from Council Members not currently signed up for an ad hoc committee is encouraged.
- Council members will be compensated for their time according to the Compensation Policy approved by the Board.

# Introduction to Participatory Budgeting



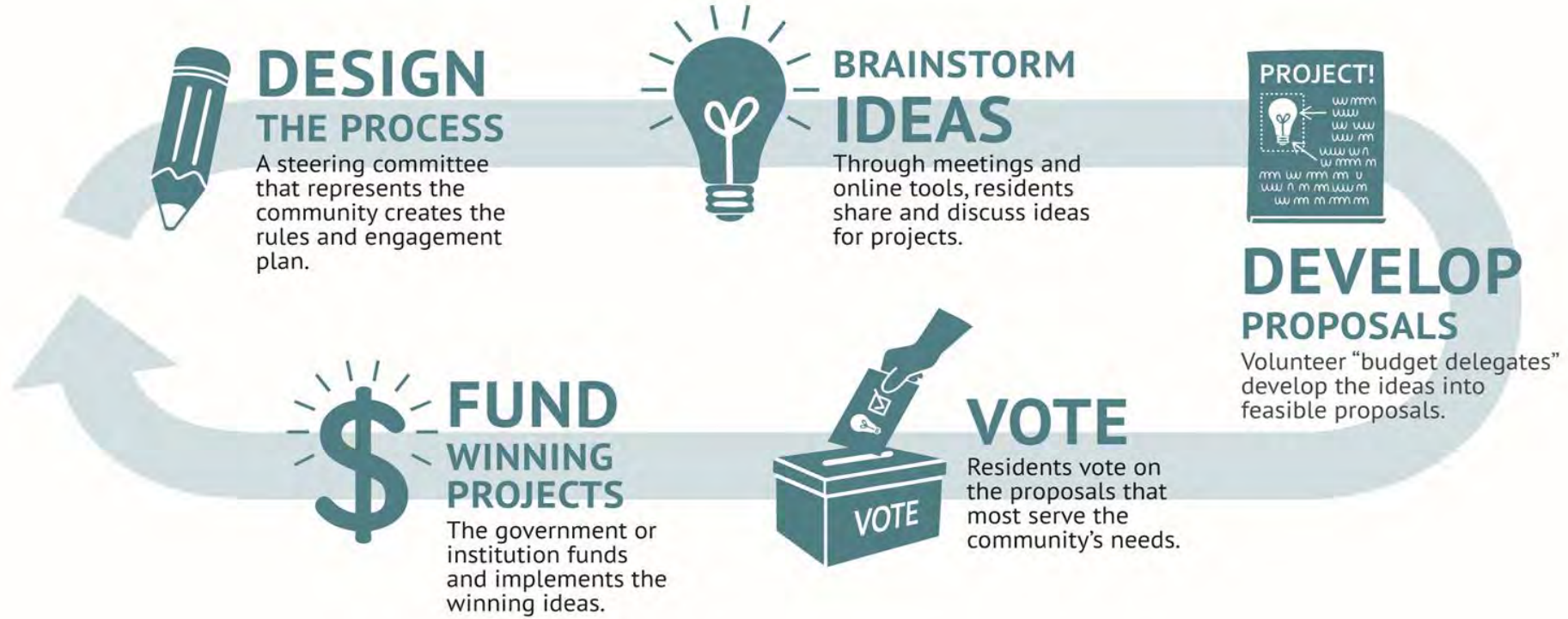
- Participatory budgeting (PB) is a democratic process in which community members decide how to spend part of a public budget. It gives people real power over real money.
- PB started in Porto Alegre, Brazil, in 1989, as an anti-poverty measure that helped reduce child mortality by nearly 20%. Since then, PB has spread to over 7,000 cities around the world, and has been used to decide budgets from states, counties, cities, housing authorities, schools, and other institutions.
- The New York Times calls PB “revolutionary civics in action” — it deepens democracy, builds stronger communities, and creates a more equitable distribution of public resources.

*Source: The Participatory Budgeting Project*

# How Participatory Budgeting Works



Participatory Budgeting is an annual cycle of engagement that is integrated into a regular budgeting process. A typical PB process follows these steps, usually over the course of a year:



Source: *The Participatory Budgeting Project*

# Participatory Budgeting In North America



## PB BY THE NUMBERS



in public funding allocated through PB.



PB participants across the US & Canada.



community-generated winning projects.

Source: *The Participatory Budgeting Project*



# PUBLIC COMMENT





# QUESTIONS?



# AD HOC COMMITTEE SELECTION

# Requested Action



- Select Council Members for an ad-hoc committee to develop a plan for the Community Benefit Fund for consideration by the Air District Board of Directors.



# COUNCIL VOTE



# RESULTS



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**AGENDA: 6**

# **Discuss the Draft Community Advisory Council Charter**

**Community Advisory Council Meeting  
January 19, 2023**

**William Goodwin  
Community Advisory Council Member**

# Presentation for Information Only



- Information only. No action required. Discuss the draft Community Advisory Council Charter developed by the Governance Ad Hoc Committee.

# Governance Ad Hoc Committee



- Formed during the March 30, 2022 Community Advisory Council (CAC) meeting
- Began meeting on Wednesday, August 31, 2022
- Members:
  - Ms. Margaret Gordon, Gov. Ad Hoc Committee Co-Lead
  - Charles Reed, Gov. Ad Hoc Committee Co-Lead
  - William Goodwin, primary writer of the draft Charter
  - John K. Jefferson
  - Kevin Ruano Hernandez
  - Ken Szutu



# CAC Charter



- The Community Advisory Council Charter establishes the purpose, mission and guiding principles of the CAC.
- The purpose of the CAC is to use Environmental Justice principles to provide guidance to the Board of Directors on programs and policies that impact overburdened communities within the Air District's jurisdiction to ensure the fair treatment of all persons living in those communities.
- 10 Principles will guide the CAC to elevate voices of overburdened communities and promote fairness in decision-making.

# CAC Members



- The CAC will be composed of (17) seventeen members from overburdened communities.
- All CAC members shall participate and be engaged during bi-monthly meetings, as well as attend required trainings.
- The CAC Members shall hold office for up to (4) four years. At the (2) two-year mark, nine (9) members will be allowed to opt-out of the CAC.

# CAC Member Appointments (cont'd)



- Council Members shall create a Selection Ad Hoc Committee to recommend candidates or a slate to the Board.
- Recommended candidates are approved by the Committee on Health, Equity, and Justice (CEHJ).
- Appointments to the CAC are confirmed by the Air District Board of Directors.

# Meetings



- An external professional meeting Facilitator will assist the CAC with bi-monthly CAC meetings, if budget allows.
- At least 50% plus one of the CAC's appointed Membership must be present **in-person** to constitute a quorum and vote on issues.
- The CAC requires active participation and attendance of 75% for all meetings.
- Continued absenteeism from CAC Meetings (three missed meetings in a year) constitutes voluntary abandonment.

# Meetings (cont'd)



- All meetings shall be governed by the Ralph M. Brown Act (Government Code Section 54950 et. seq.), the CAC Charter, Robert's Rules of Order for decorum and parliamentary procedure.
- Members of the public will be allotted (3) three minutes to speak on agenda matters.

# Compensation



- Compensation for CAC Members will be subject to attendance and in accordance with the CAC's Compensation Policy and Procedures.

# Next Steps



- Community Advisory Council Members review and submit edits to CAC Staff [[communityadvisorycouncil@baaqmd.gov](mailto:communityadvisorycouncil@baaqmd.gov)] by **February 10<sup>th</sup>**.
- An updated version the CAC Charter will be scheduled for a vote during the March CAC Meeting.
- The CAC Members will consider recommending the final CAC Charter to the Air District Board of Directors for approval.



# PUBLIC COMMENT





# QUESTIONS?