

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

Administration Committee Meeting
February 16, 2022

APPROVED MINUTES

*Note: Audio recordings of the meeting are available on the website of the
Bay Area Air Quality Management District at
www.baaqmd.gov/bodagendas*

This meeting was conducted under procedures in accordance with Assembly Bill 361. Members of the Committee participated by teleconference.

OPENING ITEMS

1. CALL TO ORDER - ROLL CALL

Opening Comments: Administration Committee (Committee) Chairperson, Karen Mitchoff, called the meeting to order at 1:00 p.m.

Roll Call:

Present: Chairperson Karen Mitchoff; Vice Chairperson Bauters; and Directors Margaret Abe-Koga, Cindy Chavez, John Gioia, Carole Groom, David Hudson, Tyrone Jue, Katie Rice, Mark Ross, and Brad Wagenknecht.

Absent: None.

3. PUBLIC MEETING PROCEDURE (OUT OF ORDER, ITEM 2)

2. PLEDGE OF ALLEGIANCE (ITEM 3)

CONSENT CALENDAR (Items 4 - 5)

4. APPROVAL OF THE MINUTES OF DECEMBER 1, 2021

Public Comments

No request received.

Committee Comments

None.

Committee Action

See action in Item 5.

5. Hearing Board Quarterly Report: October 2021 - December 2021

Director Groom made a motion, seconded by Director Hudson, to **approve** the Consent Calendar, Items 4 and 5, inclusive; and the motion carried by the following vote of the Administration Committee:

AYES:		Abe-Koga, Chavez, Gioia, Groom, Hudson, Jue, Mitchoff, Rice, and Ross.
NOES:		None.
ABSTAIN:		None.
ABSENT:		Bauters and Wagenknecht.

REGULAR AGENDA (Items 6 - 9)

6. Management Audit Update

Chair Mitchoff, introduced John Chiladakis, Director of Information Services, who gave the staff presentation *Management Audit Update*, including: outline; timeline to date; and management auditor overview, Mr. Chiladakis then introduced George Skiles of Sjoberg Evashenk Consulting, Incorporated, who continued with the presentation that included slides: current status and questions.

Public Comments

Public comments were given by Bob Brown, Western States Petroleum Association.

Committee Comments

The Committee and staff discussed the importance of working with the management auditor to address additional staffing needs.

Committee Action

None; receive and file.

7. Proposed Timeline to Discuss and Provide Direction Regarding Board Composition

Jack Broadbent, Executive Officer/Air Pollution Control Officer (APCO) gave an update on the proposed timeline to discuss and provide further direction to staff regarding Board composition. He discussed the prospect of members of the community serving on the Board. Mr. Broadbent introduced Alan Abbs, Legislative Officer, who talked about the timeline and strategy for proposed legislation regarding Board composition, to be introduced in 2023. Mr. Abbs stated that the Air District is currently analyzing the manner in which other California air districts have pursued legislative changes that affect their boards' composition. Mr. Abbs added that he plans to discuss this issue with several of the Board's committees by May, and plans to propose a recommendation to the Board in the summer.

NOTED PRESENT: Director Wagenknecht was noted present at 1:26 p.m.

Public Comments

Public comments were given by Jed Holtzman, San Francisco resident; and Dr. Steve Rosenblum, Palo Alto resident.

Committee Comments

The Committee and staff discussed the need to identify the Board's objective for adding members of the public to the Board; the roles that members of the public hold on other California air district Boards; the distinction between the issues of changing legislation to add specific mayoral appointments to the Air District's Board, and adding members of the public as voting members of the Board; whether adding an additional member of the public to the Board would help with trust, transparency and expectations, and the concern that retracting such an action would lead to bad publicity; the need to analyze the current composition of the Board to identify whether issues need to be addressed besides adding members of the public; and a Committee member's request for background information on how the Air District's Board appointments became based on population, as well as how the Mayor of the City of San Francisco received a designated seat on the Board.

Committee Action

None; receive and file.

8. Update on the Air District's Recruitment and Selection Plan

Rex Sanders, Chief Administration Officer (CAO), gave the staff presentation *Update on the Air District's Recruitment and Selection Plan*; including: presentation outcome; presentation outline; presentation requested action; background; and diverse recruiting practices. Mr. Sanders then introduced Dr. Maisha Beasley, Chief Executive Officer (CEO), and Co-founder, and Ashley Carter, Chief Operations Officer (COO), of MEB Consulting Group, who gave the presentation *Bay Area Air Quality Management District (BAAQMD) External Review Findings & Recommendations*, including: initial phase; theme (overview, equity of hiring practices, staff retention and satisfaction, updating and reviewing job descriptions and qualifications); next steps; phase two; phase three; next steps; and questions.

Public Comments

No requests received.

NOTED PRESENT: Vice Chair Bauters at 2:13 p.m.

Committee Comments

The Committee and staff discussed the proposed best practices regarding updating and reviewing job descriptions and qualifications, and whether there have been any disagreements from the Air District regarding the proposed recommendations from the consultant; whether the Air District has standard practices regarding the composition of hiring panels, evaluators of potential candidates, and the onboarding process; a Committee member's request for a policy regarding hiring panels; under what circumstances members of the public are to be involved in hiring panels; how to accelerate the Air District's current recruitment process; the request for an update at one of the May Board meetings; and the length of time it takes for public agencies to hire an employee.

Committee Action

None; receive and file.

9. Update on Hearing Board Efforts

Mr. Broadbent gave the staff presentation *Update on Hearing Board Efforts*, including: outcome; outline; requested action; upcoming Hearing Board meetings; and Hearing Board recruitment.

Public Comments

Public comments were given by Dr. Steve Rosenblum, Palo Alto resident; and Jan Warren, Interface Climate Action Network of Contra Costa County.

Committee Comments

The Committee and staff discussed how many Hearing Board vacancies need to be filled/appointed on March 16th.

Committee Action

None; receive and file.

OTHER BUSINESS

10. Public Comment on Non-Agenda Matters

No requests received.

11. Committee Member Comments

Chair Mitchoff stated that after she officially changed the amount of time for public comments from three to two minutes, she did not see language reflecting that change in subsequent Board and committee agendas.

12. Time and Place of Next Meeting

The next meeting was originally scheduled for Wednesday, March 16th, 2022, at 1:00 p.m., via webcast, pursuant to procedures authorized by Assembly Bill 361. During the meeting, Chair Mitchoff stated that she may move up the time, prior to 1:00 p.m.

13. Adjournment

The meeting adjourned at 2:43pm.

/s/ Luis Espino
Luis Espino
Acting Clerk of the Boards