

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

Administration Committee Meeting  
Wednesday, December 1, 2021

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

**This meeting was conducted under procedures authorized by Assembly Bill 361.  
Members of the Committee participated by teleconference.**

#### **1. CALL TO ORDER – ROLL CALL**

Administration Committee (Committee) Co-Chairperson, Cindy Chavez, called the meeting to order at 11:01 a.m.

#### **Roll Call:**

Present: Co-Chairperson Cindy Chavez; Vice Chair Karen Mitchoff; and Directors Margaret Abe-Koga, John Bauters, Rich Constantine, Tyrone Jue, Katie Rice, and Mark Ross.

Absent: Co-Chairperson Carole Groom; and Directors Erin Hannigan, and Brad Wagenknecht.

#### **CONSENT CALENDAR (ITEMS 2 – 3)**

#### **2. APPROVAL OF THE MINUTES OF NOVEMBER 17, 2021**

#### **3. HEARING BOARD QUARTERLY REPORT: JULY 2021-SEPTEMBER 2021**

#### Public Comments

No requests received.

#### Committee Comments

None.

### Committee Action

Director Constantine made a motion, seconded by Director Bauters, to **approve** the Consent Calendar Items 2 through 3, inclusive; and the motion carried by the following vote of the Committee:

AYES: Abe-Koga, Bauters, Chavez, Constantine, Jue, Mitchoff, Rice, Ross.  
NOES: None.  
ABSTAIN: None.  
ABSENT: Groom, Hannigan, Wagenknecht.

### **4. FORMATION OF AN EXECUTIVE SUPPORT STANDING COMMITTEE**

Chair Chavez introduced Director Lori Wilson, who gave the presentation *Formation of an Executive Support Standing Committee*, including: outcome, background, and recommendations.

### Public Comments

No requests received.

### Committee Comments

The Committee and staff discussed the anticipated labor intensiveness, frequency, and timeline regarding the proposed “360 evaluation” process for the Executive Officer that would be asked of Air District employees, and the suggestion of requiring the “360 evaluation” for the Executive Officer to be conducted every two years to maintain continuity of the Board Officers at any given time; the request for additional information regarding the expectations of support from the new committee that would provide direction to Air District staff and engage outside legal counsel to improve the current process used by the Board to evaluate its direct reports; the anticipated frequency of the meetings of the new committee; the composition of the new committee; whether the new committee would be subject to the Brown Act and whether it will be an ad hoc committee; and the recommendation that the Committee provides to the Board a report out of this discussion without requiring a motion from the Board, and the incoming Chair and Committee continue to develop the structure of the new committee.

### Committee Action

The following actions were considered:

1. *Creation of an oversight standing Committee that includes minimally the Board Chair, Vice Chair and past or recent past Chair.*
2. *Set quarterly meetings with the Committee and the Executive Officer to review current and planned actions and activities and discuss how they connect to the Board’s goals.*
3. *Set quarterly meetings with the Committee and the District Counsel to review current and upcoming legal actions and any other relevant information.*

4. *Perform an employee 360\* or other innovative evaluation of the Executive Officer every 3 years to gain clarity about how District employees perceive the direction of the agency under the leadership of the Executive Officer. Evaluation reports should be written with an emphasis on confidentiality.*
5. *Perform an employee 360\* or other innovative evaluation of the District Counsel every 3 years to gain clarity about District employees' opinion of the current legal direction of the agency. Evaluation reports should be written with an emphasis on confidentiality.*
6. *Retain outside counsel to assess the current annual evaluation process.*
7. *Work with outside counsel to create a standardized annual evaluation process, including performance measures and a standardized set of evaluation questions.*
8. *Create an annual practice of providing each board member with a list of the annual evaluation questions, past years' materials, and previous evaluations at the beginning of the year to help inform their future assessment.*

**Before the Committee members voted, they changed the nature of the item from a matter to be recommended to the Board for approval to an *informational item only*, to express and record their consensus and support for these actions.**

Vice Chair Mitchoff made a motion, seconded by Director Bauters, to **approve** Recommendations 2-8 and **revise** Recommendation 1 to request that the current Ad Hoc Executive Support Standing Committee continues in its current capacity and develops the composition of a future standing committee that meets at least quarterly and minimally consists of the current Board Officers and past or immediate past Board Chair; and the motion **carried** by the following vote of the Administration Committee:

AYES: Abe-Koga, Bauters, Chavez, Constantine, Jue, Mitchoff, Rice.  
 NOES: None.  
 ABSTAIN: None.  
 ABSENT: Groom, Hannigan, Ross, Wagenknecht.

**5. REPORT OF UNDERSTANDING THE HEALTH AND ECONOMIC COSTS OF WILDFIRES IN THE SAN FRANCISCO BAY AREA**

Dr. Jeff McKay, Chief Financial Officer, introduced Patrick Kallerman, Vice President of Research of the Bay Area Council Economic Institute, and Leonid Bak, Economist of the Air District, who gave the presentation to provide context regarding this report before Mr. Kallerman. Mr. Kallerman provided a presentation *The True Cost of Wildfires in California*, including: annual wildfire acres burned in California; factors that have increased the severity of wildfires in California; economic losses; carbon emissions from fires; impacts to air quality; wildfire pollution creates health costs; and recommendations.

Public Comments

Public comments were given by Ken Szutu, Vallejo Citizen Air Monitoring; and Jed Holtzman, San Francisco resident.

Committee Comments

The Committee and staff discussed wildfire preventative measures for utility companies; ways in which low-income communities who are at risk of wildfires can mitigate (prevention, evacuation, etc.) costs; how to leverage and uphold current Air District mandates to prevent wildfire impacts; and how to improve the Air District's ability to help prevent and prepare for wildfires.

Committee Action

None; receive and file.

**6. FOURTH QUARTER FINANIAL REPORT – FISCAL YEAR ENDING (FYE) 2021**

Dr. McKay introduced Stephane Osaze, Director of Finance, who gave the staff presentation *Fourth Quarter Financial Report Fiscal Year Ending 2021*, including: outcome; outline; requested action; 4th quarter results FYE 2021; revenue and expenditure comparison (prior year versus current year); investments; fund balance and outstanding liabilities; purchasing reporting requirements; FYE 2021 vendor payments; and feedback requested.

Public Comments

No requests received.

Committee Comments

None.

Committee Action

None; receive and file.

**7. FIRST QUARTER FINANCIAL REPORT – FYE 2022**

Ms. Osaze gave the presentation *First Quarter Financial Report Fiscal Year Ending 2022*, including: outcome; outline; requested action; 1st quarter results FYE 2022; revenue an expenditure comparison (prior year versus current year); investments; fund balance and outstanding liabilities; purchasing reporting requirements; FYE 2022 vendor payments; and feedback requested.

Public Comments

No requests received.

Committee Comments

The Committee and staff discussed why the interest revenue percentage is it lower than usual, and whether a subsequent mid-cycle review would be required.

Committee Action

None; receive and file.

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

No requests received.

**9. COMMITTEE MEMBERS' COMMENTS**

None.

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

The time and place of next meeting was originally to be at the Call of the Incoming Chair. After the meeting adjourned, the next meeting was scheduled for Wednesday, February 16, 2022, at 1:00 p.m., via webcast, pursuant to procedures in accordance with Assembly Bill 361.

**11. ADJOURNMENT**

The meeting adjourned at 12:42 p.m.

*/s/ Marcy Hiratzka*  
Marcy Hiratzka  
Clerk of the Boards