

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Members of the Board of Directors

From: Chairperson Cindy Chavez

Date: January 12, 2021

Re: Proposed Administrative Changes to Bay Area Air Quality Management District Board and Committee Meetings

DISCUSSION

The work of the Bay Area Air Quality Management District is important, maybe more so now than ever before. Good governance, transparency and public participation are imperative to reaching the Air District's goals. The contribution of time, energy and thoughtful evaluations by the Board of Directors, Air District staff, and the public are invaluable and should be used well.

Moving forward, I believe that the work of the Air District's many committees would be better continued in the spirit of good governance with fewer committees and an increase in consistency throughout the committees. This would allow for the directors and the public to improve focus on the Air District's important policy work and would provide additional time for staff to implement the work of the District.

In an effort to make the work of the Board of Directors more streamlined, transparent, and accessible for public participation, I would like to make the following recommendations for changes to the Air District's board and committee meetings.

In summary, I would like to:

- A. Consolidate the number of committees from 12 to 7 (this does not include any Advisory Committees).
- B. Ensure consistent committee management.
- C. Ensure transparency and accessibility for the public.

My recommendations are as follows:

1. Consolidate the 12 existing committees down to 7 (this item does not reference Advisory Committees). The recommended committees are as follows:

A. Administration

- This is a consolidation of Budget & Finance, Executive, Personnel and the Ad Hoc Building Oversight Committees.
 - Under this new model, the committee would review the budget, staffing, building operations/acquisition, and executive level policies that advise the agency's staff on administrative functions in order to provide comprehensive exposure and experience to these interconnected administrative parts.

B. Community Equity, Health & Justice

- This is a consolidation of the Ad Hoc Committee on Equity, Access, and Inclusion with the Committee on Community and Public Health.
 - This consolidation will delete duplicative work and provide the opportunity for the committee and the public to work on the interconnected substantive issues of equity and health.

C. Mobile Source and Climate Impacts

- This is a consolidation of the Climate Protection and Mobile Source Committees.
 - This consolidation will allow for the committee members to obtain knowledge of ways to improve climate welfare so that they may better tie the Air District's climate goals to the work of the Mobile Source Committee.

D. Stationary Source and Climate Impacts

- This is a consolidation of the Climate Protection and Stationary Source Committees.
 - This consolidation will allow for the committee members to obtain knowledge of ways to improve climate welfare so that they may better tie the Air District's climate goals to the work of the Stationary Source Committee.

E. Legislative

- This committee would remain in its current form.

- F. Bay Area Regional Collaborative (BARC)
 - This committee would remain in its current form with four appointments from the BAAQMD Board of Directors.
- G. Technology Implementation Office (TIO) Steering Committee
 - This committee would remain in its current form with two appointments from the BAAQMD Board of Directors.

2. Alter the committee management as follows:

- A. Hold an annual training for committee chairs and vice chairs so that all committees share best practices to ensure consistent good governance.
 - This training will include time management and public comment best practices.
- B. Increase the number of chairs per committee to 2 co-chairs.
 - This would increase leadership opportunities for directors and would increase continuity of leadership.
- C. Monthly pre-committee meeting briefings for the committee co-chairs and vice chair prior to each committee meeting.
- D. The committees will each create an annual work plan at the beginning of the calendar year that will receive final approval from the full board.

3. Alter Board of Director meeting management as follows:

- A. Staff presentations adhere to a 10-minute maximum presentation time unless the item is exceptionally complicated.
- B. Staff presentations begin with a description of the outcome of the item.
- C. The addition of the staff member's name and email for each meeting agenda item.
- D. The inclusion of information about the process for vendor selection for each item with a contract.
- E. After the staff presentation, the Chair will move directly to public comment.
- F. After public comment, the Chair will return to the directors for questions, comments and deliberation.

- G. Directors will be limited to 5 minutes each time they are called upon to speak.
 - This does not limit the number of times they may be called upon to ask questions or make comments on an item, it simply limits the time allotment per speaking request.
 - This will require a staff member to keep track of the directors' speaking time during the meeting and to alert the director when that time is up.
- H. Committee reports will be provided in writing unless the co-chairs have additional information to share with the Board.
- I. The Board Chair, Vice Chair and Secretary will receive monthly agenda briefings prior to the Board of Directors meeting.

4. Alter the following other management items as follows:

- A. The Board Chair should be provided the opportunity to have part-time staff support.