



BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

**AGENDA: 14**

# **Agenda Management System (AMS) Launch**

**Board of Directors Meeting  
February 16, 2022**

**Vanessa Johnson  
Manager, Executive Office**

**[vjohnson@baaqmd.gov](mailto:vjohnson@baaqmd.gov)**

# Presentation Outline



- Agenda Management System (AMS) Overview
- Benefits
- Visual Previews

# AMS Overview



- Software to automate and manage Board/Committee meeting materials
- Worked alongside Chair Mitchoff on Board needs
- Project team comprised of staff worked over the past year to implement

**CIVICCLERK** 

# Benefits



Improved efficiency in creation/distribution process

Improved transparency & collaboration among staff

Reduction of needed resources

Additional viewing format for public and Board

# Homepage Access



# Table Access



**FILTERS** ▲ Collapse to hide search or filter options

Date Range  
From  To  **APPLY**

Meeting Type  Alerts & Comment Opportunities

**CLEAR FILTERS**

Items per Page: 10 7 Items in 1 pages

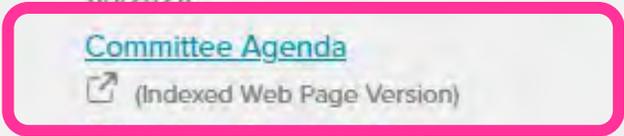
Date	Meeting Type	Agenda	
1/27/2022	Mobile Source and Climate Impacts Committee	N/A	<b>CANCELLED</b>
1/19/2022	Administration Committee	N/A	<b>CANCELLED</b>
1/19/2022	Board of Directors Special Meeting		
2/8/2022	Community Equity Health and Justice Committee		<b>UPDATED</b>
1/19/2022	Legislative Committee Meeting		<b>CANCELLED</b>

**2/8/2022** Community Equity Health and Justice Committee **UPDATED**

[Committee Agenda](#) (886 Kb PDF, 57 pgs., posted 11/1/2021)

[Committee Agenda](#) (Indexed Web Page Version)

[Committee Presentations](#) (354 Kb PDF, 45 pgs., posted 11/1/2021)



← → ↻ [baaqmdca.civicclerk.com/Web/Dialogs/AIDocs.aspx?id=118](http://baaqmdca.civicclerk.com/Web/Dialogs/AIDocs.aspx?id=118)

[Download Packet](#)

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1/19/2022 Board of Directors / Retreat - 01/19/22

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▼ **OPENING ITEMS**

Monthly Calendar  
[Monthly Calendar](#)

1. Call to Order - Roll Call

2. Pledge of Allegiance

3. Public Meeting Procedure

▼ **CONSENT CALENDAR (Items 4 - 17)**

4. Continuation of Remote Teleconferencing per Assembly Bill (AB) 361 (Rivas)  
[Memorandum](#)  
[Assembly Bill \(AB\) 361 Remote Teleconferencing Draft Resolution March 6, 2022](#)

5. Approval of the Minutes of the Board of Directors Special Meeting of December 15, 2021  
[Memorandum](#)  
[Draft Minutes of the Board of Directors Meeting of December 15, 2021](#)

6. Board Communication Received from December 15, 2021, through January 18, 2022  
[Memorandum](#)

# Web Version





civicclerk.blob.core.windows.net/stream/BAAQMDOCA/126203ca-bc0e-4da2-909e-794249e16a90.pdf?sv=2015-12-11&sr=b&sig=%2B%2FA5z1h34bm1eQqaP2zlcAw%2B...

126203ca-bc0e-4da2-909e-794249e16a90.pdf 1 / 142 100%

OPENING ITEMS

- > Monthly Calendar
- 1. Call to Order - Roll Call
- 2. Pledge of Allegiance
- 3. Public Meeting Procedure

CONSENT CALENDAR (Items 4 - 17)

- > 4. Continuation of Remote Teleconferencing per Assemb
- > 5. Approval of the Minutes of the Board of Directors
- > 6. Board Communication Received from December 15, 202
- > 7. Air District Personnel on Out-of-State Business Tr
- > 8. Notices of Violations Issued and Settlements in Ex
- > 9. Projects and Contracts With Proposed Grant Awards
- > 10. Authorization to Amend Environmental Consultant Co
- > 11. Authorization to Accept Clean Cars For All Funding
- > 12. Notice of Proposed Amendments to the Air District Administrative



**BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT**

**BOARD OF DIRECTORS / RETREAT  
MEETING**  
January 19, 2022

**THIS MEETING WILL BE CONDUCTED UNDER PROCEDURES AUTHORIZED BY  
ASSEMBLY BILL 361**

- **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)
- **THE PUBLIC MAY PARTICIPATE REMOTELY VIA ZOOM AT THE FOLLOWING  
LINK OR BY PHONE**  
  
<https://bayareametro.zoom.us/j/86850147751>  
  
(669) 900-6833 or (408) 638-0968  
  
WEBINAR ID: 868 5014 7751
- **THOSE PARTICIPATING BY PHONE WHO WOULD LIKE TO MAKE A COMMENT  
CAN USE THE "RAISE HAND" FEATURE BY DIALING "9". IN ORDER TO RECEIVE  
THE FULL ZOOM EXPERIENCE, PLEASE MAKE SURE YOUR APPLICATION IS UP  
TO DATE**

# CivicClerk - Agenda Template



CIVICCLERK Search Support + 🕒 JB

MyClerk **Meetings** **Agenda** EDIT AGENDA SETTINGS

Stationary Source and Climate Impacts Committee - 12/20/21 GO TO MINUTES

VIEW: AGENDA CREATE SELECT REORDER » Agenda is Unlocked

Item	Lock	ID	Progress
<b>OPENING ITEMS</b>			
1. Call to Order - Roll Call	🔒	2021-1228	0%
<b>CONSENT CALENDAR (Item 2)</b>			
2. Approval of the Minutes of November 15, 2021.	🔒	2021-1231	0%
<b>REGULAR AGENDA (Items 3 - 4)</b>			
3. Bay Area Refinery Update	🔒	2021-1236	0%
4. Regulation 8, Rule 18 Background	🔒	2021-1237	0%
5. Public Comment on Non-Agenda Matters	🔒	2021-1232	0%
6. Committee Member Comments	🔒	2021-1233	0%

**MEETING PAST**  
📅 12/20/2021 🕒 9:00 AM

**CUT-OFF PAST**  
📅 12/20/2021 🕒 9:00 AM

**TYPE OF MEETING**  
Stationary Source and Climate Impacts Committee

**BOARDS**  
Stationary Source and Climate Impacts Committee

**AGENDA WORD DESIGN**  
Comm Agenda

# CivicClerk - Content Editor



CIVICCLERK Search Support JB

Meetings Agenda Item 2. EDIT ITEM SETTINGS

MyClerk

Meetings

Events

Analytics

STATIONARY SOURCE AND CLIMATE IMPACTS COMMITTEE - 12/20/21

## Approval of the Minutes of November 15, 2021

0%

GO TO ITEM

VIEW: ITEM FIELDS ACTIONS SAVE ITEM START APPROVALS

### DETAILS

**Item Category**  
Action Item

**Description**  
The Committee will consider approving the draft minutes of the Stationary Source and Climate Impacts Committee meeting of November 15, 2021.

**VERSION HISTORY** 1

**Department**  
Council and Board

**ITEM CATEGORY**  
Action Item

**AGENDA STATUS**  
Agenda is Unlocked

**ITEM STATUS**  
Item is Unlocked  
Status: New

**MEETING** PAST  
12/20/2021 9:00 AM

**LEGISLATIVE BODY**  
Stationary Source and Climate Impacts Committee

# CivicClerk - Approval Status/Dialog



CIVICCLERK

Search

Support

JB

Meetings Agenda Item 14.

MyClerk

BOARD OF DIRECTORS - 2/16/2022

Agenda Management System (AMS) Launch

90%

GO TO ITEM

VIEW ITEM APPROVALS

ACTIONS

SAVE ITEM

INITIATED

JAN 19 Aloha de Guzman CREATED/INITIATED

JAN 24 Aloha de Guzman APPROVED

JAN 24 DB Damian Breen APPROVED

JAN 25 GN Gregory Nudd APPROVED

JAN 26 JM Jeffrey McKay APPROVED

JAN 26 VE Veronica Eady APPROVED

JAN 31 RS Rex Sanders APPROVED

JAN 31 AS Adan Schwartz APPROVED

JAN 31 VJ Vanessa Johnson APPROVED

FEB 1 ET Erica Trask APPROVED

FEB 1 JB Jack Broadbent NEW TAKE ACTION

### APPROVE AGENDA ITEM

What do you want to do?

Notify Creator That Agenda Item Content Has Changed (Optional)

Add My Signature (Optional)

Message

# CivicClerk – Minutes Module



The screenshot displays the CivicClerk web application interface. At the top left, the logo 'CIVICCLERK' is visible. A search bar is located at the top center. On the top right, there is a 'Support' button and a user profile icon labeled 'JB'. Below the search bar, a navigation menu includes 'Meetings', 'Agenda', 'Minutes', and 'Items 14.'. The main content area shows the meeting title 'BOARD OF DIRECTORS - 2/16/2022' and 'Agenda Management System (AMS) Launch'. A timer shows '00:00:00' and the current display is set to 'WELCOME'. A status bar indicates 'PRESENT 0', 'ABSENT 0', 'NOT VOTING 0', and 'EXCUSED 0'. A 'ROLL CALL' button is also present. The main editing area has a 'DISCUSSION' tab and a rich text editor with various formatting options. A 'Minutes Snippets' dropdown menu is open, showing a list of items: 14. Agenda Management System (AMS) Launch, 15. Public Comment on Non-Agenda Matters, 16. Time and Place of Next Meeting, 17. Board Member Comments, 18. Report of the Executive Officer/APCO, 19. Chairperson's Report, and 20. Adjournment. The item '14. Agenda Management System (AMS) Launch' is highlighted with a green border. The left sidebar contains navigation options: 'MyClerk', 'Meetings', 'Events', and 'Analytics'.

# AMS Project Team



Blair Adams

Vanessa Johnson

Erica Trask

Justine Buenaflor

Anja Page

Duane Vazquez

Sonam Shah-Paul



# Questions?