

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

Finance and Administration Committee
Wednesday, September 18, 2024

APPROVED MINUTES

*This meeting was webcast, and a video recording is available on the website of the
Bay Area Air Quality Management District at
www.baaqmd.gov/bodagendas*

CALL TO ORDER

1. **Opening Comments:** Finance and Administration Committee (Committee) Chairperson, Davina Hurt, called the meeting to order at 10:05 a.m.

Roll Call:

Present, In-Person (Bay Area Metro Center (375 Beale Street, 1st Floor Board Room, San Francisco, California, 94105): Committee Chairperson Davina Hurt; and Directors Mark Ross, and Katie Rice.

Present, In-Person Satellite Location (Santa Rosa Junior College Campus, Doyle Library, Room 148, 1501 Mendocino Ave, Santa Rosa, California, 95401): Vice Chairperson Lynda Hopkins.

Present, In-Person Satellite Location (San Mateo County Board of Supervisors Offices, 500 County Center, 5th Floor, Redwood City, California, 94063): Director Ray Mueller.

Absent: Directors Margaret Abe-Koga; Juan González III, David Haubert, Tyrone Jue.

2. **PLEDGE OF ALLEGIANCE**

CONSENT CALENDAR (ITEMS 3-5)

3. **APPROVAL OF THE DRAFT MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE MEETING OF MAY 15, 2024**

The Committee approved the Draft Minutes of the Finance and Administration Committee Meeting of May 15, 2024.

4. **FINANCIAL UPDATE FOR THE FISCAL YEAR (FY) 2023-2024 THIRD QUARTER ENDING MARCH 31, 2024**

The Committee received the FY 2023-2024 financial update for the third quarter ending March 31, 2024.

5. **HEARING BOARD QUARTERLY REPORT: JANUARY 2024 - MARCH 2024**

The Committee received the Hearing Board Quarterly Report for the period of April 2024 through June 2024.

Public Comments

No requests received.

Committee Comments

None.

Committee Action

Director Rice made a motion, seconded by Director Ross to **approve** the Consent Calendar, Items 3 through 5, inclusive; and the motion **carried** by the following vote of the Committee:

AYES:	Hopkins, Hurt, Mueller, Rice, Ross.
NOES:	None.
ABSTAIN:	None.
ABSENT:	Abe-Koga, González, Haubert, Jue.

ACTION ITEM

6. **AMENDMENT TO STAFF ATTORNEY POSITION CLASSIFICATION TO REDUCE BARRIERS TO RECRUITING**

Alexander Crockett, General Counsel, gave the staff presentation *Amendment to Staff Attorney Position Classification to Reduce Barriers to Recruiting*, including: outcome; requested action; Environmental Justice (EJ) Fellowship program overview; content of the EJ Fellowship program; program timeline; need for staff attorney class specification revision; solution: create “Staff Attorney Trainee” specification; and recommended action.

Public Comments

No requests received.

Committee Comments

The Committee and staff discussed whether attempting to modify this existing classification specification, in an effort to eliminate barriers to employment, has shed light on potential improvements

that need to be made in other (recruitment) programs at the AD; competing with the private sector for job candidates; the belief that the Air District’s EJ Fellowship is an interesting way to address financial hardship (and may carry debt) of program candidates living in overburdened communities who have lived experience with EJ issues; the suggestion that the Air District offers “tours” of Air District offices to give young people exposure to office buildings and professional working environments, especially in the public sector; the suggestion of reaching out to junior and community colleges so that potentially interested students can know of the opportunity sooner than later; and what course of action would be taken if an admitted fellow who has not passed the California Bar exam within the first year of their fellowship has still not passed the exam into their second year of the fellowship.

Committee Action

Director Ross made a motion, seconded by Director Rice, to **adopt** an amendment to the “Staff Attorney” position classification to add a “Staff Attorney Trainee” level for recent law school graduates who want to begin work while awaiting their bar exam results and admission to practice; and the motion **carried** by the following vote of the Committee:

AYES:	Hopkins, Hurt, Mueller, Rice, Ross.
NOES:	None.
ABSTAIN:	None.
ABSENT:	Abe-Koga, González, Haubert, Jue.

OTHER BUSINESS

7. **PUBLIC COMMENTS ON NON-AGENDA MATTERS**

Public comments were given by Kevin Buchan, Western States Petroleum Association.

8. **COMMITTEE MEMBER COMMENTS**

Regarding public comments that were given during Item 7 (Public Comments on Non-Agenda Matters), Director Mueller requested that Air District staff report back on the status of the Regulated Community’s desire for a modified labor tracking/billing practice that includes specific efforts, such as permit number, facility, and equipment.

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

Wednesday, October 16, 2024, at 10:00 a.m. at 375 Beale Street, San Francisco, CA 94105. The meeting will be in-person for the Finance and Administration Committee members and members of the public will be able to either join in-person or via webcast.

10. **ADJOURNMENT**

The meeting was adjourned at 10:34 a.m.

/s/ Marcy Hiratzka
Marcy Hiratzka
Clerk of the Boards