

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

Finance and Administration Committee Meeting
Wednesday, September 17, 2025

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) Vice Chairperson, Tyrone Jue, called the meeting to order at 1:01 p.m.

Roll Call:

Note: Effective September 16, 2025, one date prior to this meeting, Sergio Lopez resigned from the Air District's Board of Directors and subsequently, any Board committees on which he served, including the Policy, Grants, and Technology Committee.

Present, In-Person (Bay Area Metro Center (375 Beale Street, 1st Floor Board Room, San Francisco, California, 94105): Vice Chairperson Tyrone Jue; and Directors Juan González III, and Vicki Veenker.

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

Present, In-Person Satellite Location (Everline Resort and Spa, Lake Tahoe, Pyramid Peak Conference Room, 400 Resort Road, Olympic Valley, CA, 96146): Director David Haubert.

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

Absent: None.

2. **PLEDGE OF ALLEGIANCE**

CONSENT CALENDAR

3. Approval of the Draft Minutes of the Finance and Administration Committee Meeting of July 10, 2025
4. Authorization to Attend the United Nations Framework Convention on Climate Change Conference of the Parties 30 and Related Events, and Enter into a Sponsorship Agreement with The Climate Registry

Public Comments

No requests received.

Committee Comments

None.

Committee Action

Director González made a motion, seconded by Director Corzo, to **approve** the Consent Calendar, Items 3 - 4, inclusive; and the motion **carried** by the following vote of the Committee:

AYES:	Corzo, González, Haubert, Hopkins, Jue, Veenker.
NOES:	None.
ABSTAIN:	None.
ABSENT:	None.

INFORMATIONAL ITEM

5. PROPOSED CHANGES TO THE ADMINISTRATIVE CODE - PERSONNEL SECTION III

Clif Brady, Human Resources Manager gave the staff presentation *Proposed Changes to Administrative Code – Personnel Section III*, including: agenda; background: Administrative Code Divisions I, II, and III; Administrative Code Division current state; stakeholder feedback; Baker Tilly Consultants; consultant recommendations; Administrative Code proposed changes: overview, new language, retained language, removed language, details changed by section; Personnel Policy Manual: structure, general administration, personnel conduct and standards, recruitment and selection, employment practices; and next steps.

Public Comments

No requests received.

Committee Comments

The Committee and Air District staff discussed the ratio of represented vs unrepresented Air District employees; the development of, and appreciation for, the four new proposed sections of the Personnel Policy Manual; the suggestion of providing language clarification on Board

oversight of the Air District's Employee Association; the timeline of when the Finance and Administration Committee, and the then Board, would recommend these proposed changes for approval; and how frequently the Administrative Code would be reviewed, moving forward.

Committee Action

No action taken.

OTHER BUSINESS

6. PUBLIC COMMENTS ON NON-AGENDA MATTERS

No requests received.

7. COMMITTEE MEMBER COMMENTS

None.

8. TIME AND PLACE OF NEXT MEETING

Wednesday, October 15, 2025, at 1:00 p.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.

9. ADJOURNMENT

The meeting was adjourned at 1:42 p.m.

/s/ Marcy Hiratzka
Marcy Hiratzka
Clerk of the Boards