

BOARD MEETING DATE: February 4, 2022

AGENDA NO. 18

REPORT: Administrative Committee

SYNOPSIS: The Administrative Committee held a meeting remotely on Friday, January 14, 2022. The following is a summary of the meeting.

RECOMMENDED ACTION:
Receive and file.

Senator (Ret.) Vanessa Delgado, Vice Chair
Administrative Committee

JW:cb

Committee Members

Present: Senator (Ret.) Vanessa Delgado, Vice Chair
Mayor Michael Cacciotti
Board Member Gideon Kracov
Supervisor Janice Rutherford

Absent: Chair Ben Benoit, Committee Chair

Call to Order

Vice Chair Delgado called the meeting to order at 10:00 a.m.

DISCUSSION ITEMS:

1. **Board Members' Concerns:** There was no information to report.
2. **Chair's Report of Approved Travel:** There was no travel to report.
3. **Report of Approved Out-of-Country Travel:** There was no travel to report.
4. **Review February 4, 2022 Governing Board Agenda:** There were no changes to report.
5. **Approval of Compensation for Board Member Assistant(s)/Consultant(s):**
There was no information to report.

6. **Update on South Coast AQMD Inclusion, Diversity and Equity Efforts:** Dr. Anissa Heard-Johnson, Diversity, Equity & Inclusion Officer, provided an update on agency efforts.

Dr. Heard-Johnson highlighted a Fabulous Female Friday and provided information on the gender wage gap and equal pay days. She provided updates on events and meetings occurring in January, which include the Martin Luther King commemoration event, a new book club, the first monthly think tank and work group meetings.

Board Member Kracov inquired how many members were hired as part of the DEI team and wanted to share a welcome. Dr. Heard-Johnson confirmed that two individuals were hired: Cassandra Johnson, who was promoted from within South Coast AQMD and Frances Fernando, who was hired from outside the agency.

7. **Budget and Economic Outlook Update:** Jill Whynot, Chief Operating Officer, indicated that we have not seen any changes in trends and are continuing to see fewer incoming permits, which may have some long-term budget impacts. We are working to lower our vacancy rate and preparing for projected retirements. Staff has been working on the draft budget that will be presented to the Board in May.

Mayor Cacciotti asked if the vacancy rate was similar across the agency. Ms. Whynot confirmed that the rate was for the entire agency and although some division's vacancy rates are higher than others, it isn't significantly higher. She indicated that we are also working hard on succession planning. Mayor Cacciotti thanked staff for carrying the extra workload so well for so long.

8. **Status Report on Major Ongoing and Upcoming Projects for Information Management:** Ron Moskowitz, Chief Information Officer, Information Management, reported that updates have been made to our PeopleSoft payroll and finance system, including implementation of the labor agreement, payroll updates, and employee W2 forms and 1099 update. Mr. Moskowitz indicated that we successfully deployed updates to our annual emissions reporting portal for reporting year 2022, which include new equipment categories, improved messaging and other enhancements. Our mobile application is at over 55,000 users now. Everything else is on schedule.
9. **Report of RFPs/RFQs Scheduled for Release in January:** Sujata Jain, Chief Financial Officer, Finance, reported that this is a routine item requesting the release of an RFP for landscaping and tree maintenance for the headquarters.

Mayor Cacciotti thanked staff for using electric leaf blowers and wanted to ensure that all landscape, maintenance, and tree equipment used at our facility is electric battery equipment. John Olvera, Deputy Executive Officer, Administrative & Human Resources, responded that proposed contractors are informed that they will be undergoing an American Green Zone Alliance accreditation or the equivalent. Mr. Olvera also indicated that we used to separate tree trimming and landscaping and now we have combined the two into one contract in order to have more control over the type of equipment that is used, which we have asked to be certified green. Mayor Cacciotti mentioned including more points in the evaluation process if they have electric vehicles that aren't large gas polluting and to encourage a whole transition to electric. Mr. Olvera confirmed that responses to the RFP with zero or near-zero emission vehicles get a preference on cost allocation.

ACTION ITEMS:

10. **Execute Contract for Janitorial Services at Diamond Bar Headquarters:** John Olvera reported that this item seeks approval to execute a 34-month contract with Santa Fe Janitorial Maintenance Services for a total amount not to exceed \$1.65 million over the term of the contract. Santa Fe Janitorial was selected through an RFP process and the proposal was rated the highest based on technical score and cost.

Mayor Cacciotti asked how often we check that the chemicals used by the janitorial services do not emit toxins. Mr. Olvera responded that it is one of the requirements in the contract, they meet with the contractor on a monthly basis and review the chemicals used. Mayor Cacciotti further inquired about chemicals used. Mr. Olvera indicated that the contractor keeps their supplies here on site and they provide a list on a regular basis. Board Member Kracov inquired if our need for janitorial services is decreasing or increasing with COVID and more staff working remotely. Mr. Olvera indicated that the schedule has remained the same and we work closely when there has been an exposure for intense cleaning and we have someone on rotation that walks around and wipes down common areas, as well as door handles and elevators, where people come and go on a regular basis.

Moved by Kracov; seconded by Cacciotti, unanimously approved.

Ayes: Delgado, Cacciotti, Kracov, Rutherford
Noes: None
Absent: Benoit

11. **Establish List of Prequalified Vendors to Provide Computer, Network, Printer, Hardware and Software:** Mr. Moskowitz reported that this is a

standard item to establish a list of prequalified vendors to provide computer network, printer, hardware and software. On November 5, 2021, the Board approved the release of an RFQ and 11 vendors were identified as capable of providing these products and this action is to approve these 11 vendors to provide the products for a two-year period.

Moved by Cacciotti; seconded by Kracov, unanimously approved.

Ayes: Delgado, Cacciotti, Kracov, Rutherford
Noes: None
Absent: Benoit

WRITTEN REPORT:

12. **Local Government & Small Business Assistance Advisory Group Minutes for the November 12, 2021 Meeting:** The report was acknowledged and received.

OTHER MATTERS:

13. **Other Business:** Board Member Kracov inquired about the Martin Luther King event. Derrick J. Alatorre, Deputy Executive Officer, Legislative, Public Affairs & Media, indicated that about 150 people have signed up, and the event is also available via Facebook live and YouTube. Board Member Kracov encouraged participation at tomorrow's event.
14. **Public Comment:** There was no public comment.
15. **Next Meeting Date:** The next regular Administrative Committee meeting is scheduled for February 11, 2022 at 10:00 a.m.

Adjournment

The meeting adjourned at 10:32 a.m.

Attachments

Local Government & Small Business Assistance Advisory Group Minutes for November 12, 2021



South Coast Air Quality Management District

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LOCAL GOVERNMENT & SMALL BUSINESS ASSISTANCE ADVISORY GROUP FRIDAY, NOVEMBER 12, 2021 MEETING MINUTES

MEMBERS PRESENT:

Mayor Pro Tempore Carlos Rodriguez, LGSBA Chairman (Board Member)
Felipe Aguirre
Mayor Rachelle Arizmendi, City of Sierra Madre
Paul Avila, P.B.A. & Associates
Todd Campbell, Clean Energy
LaVaughn Daniel, DancoEN
Bill LaMarr, California Small Business Alliance
Rita Loof, RadTech International
Eddie Marquez, Roofing Contractors Association

MEMBERS ABSENT:

Supervisor Janice Rutherford (Board Member)
Geoffrey Blake, Metal Finishers of Southern California
John DeWitt, JE DeWitt, Inc.
David Rothbart, Los Angeles County Sanitation Districts

OTHERS PRESENT:

Mark Abramowitz
Harvey Eder
Matt Holder, Board Member Consultant (*Rodriguez*)
Mark Taylor, Board Member Consultant (*Rutherford*)

SOUTH COAST AQMD STAFF:

Jill Whynot, Chief Operating Officer
Derrick Alatorre, Deputy Executive Officer
Sarah Rees, Deputy Executive Officer
Philip Crabbe III, Public Affairs Manager
Sheri Hanizavareh, Senior Deputy District Counsel
Nico Schulte, Air Quality Specialist
Van Doan, Air Quality Specialist
Elaine-Joy Hills, Air Quality Specialist
Debra Ashby, Senior Public Information Specialist
Robert Paud, Information Technology Supervisor
Anthony Tang, Information Technology Supervisor
Sindy Enriquez, Secretary

Agenda Item #1 – Call to Order/Opening Remarks

Chair Carlos Rodriguez called the meeting to order at 11:37 a.m.

Agenda Item #2 – Approval of October 8, 2021 Meeting Minutes

Chair Rodriguez called for approval of the October 8, 2021 meeting minutes.

Mr. Bill LaMarr requested changes to clarify the October meeting minutes to reflect: “Mr. LaMarr expressed his concerns regarding Ms. Rita Loof’s public records request. Rather, he suggested that Ms. Loof make one public records request with a list of all commercial printers providing Standard Industrial Classification (SIC) codes. Then, Mr. LaMarr suggested other information be obtained independently.”

Ms. Loof indicated she was fine with the October meeting minutes.

Chair Rodriguez asked for a staff recommendation on paraphrasing future meeting minutes. Ms. Jill Whynot indicated it is the discretion of the chair. Chair Rodriguez stated his preference for minutes is a more general summary.

Motion to approve minutes by Mr. Eddie Marquez; seconded by Mr. Todd Campbell; unanimously approved.

Ayes: Aguirre, Arizmendi, Avila, Campbell, Daniel, LaMarr, Loof, Marquez, Rodriguez

Noes: None

Abstain: None

Absent: Rutherford, Blake, DeWitt, Rothbart

Agenda Item #3 – Review of Follow-Up/Action Items

Mr. Derrick Alatorre reviewed the follow-up and action items from the previous meeting.

Mr. LaMarr commented on the representation of small businesses on the AB 617 Community Steering Committees (CSC). Ms. Loof echoed the concerns and requested putting the topic on a future agenda.

Moved by Ms. Loof; seconded by Mr. Marquez; approved

Ayes: Aguirre, Arizmendi, Avila, Campbell, Daniel, LaMarr, Loof, Rodriguez

Noes: None

Abstain: Marquez

Absent: Rutherford, Blake, DeWitt, Rothbart

***Action Item #1:** Agendize at future meeting an action item on business and/or trade associations membership on AB 617 CSCs.*

No public comment.

Agenda Item #4 – End-of-Year Summary Report on State Legislature’s and Governor’s Actions during 2021 Legislative Session

Mr. Philip Crabbe III presented an end-of- year summary on state legislation.

Ms. Loof inquired about AB 361 related to teleconferencing and virtual meetings. Mr. Crabbe reported that South Coast AQMD supported the bill and complies with the provisions.

Mr. Paul Avila inquired about future state budget funding levels and any potential surplus. Mr. Crabbe responded that there may be a budget surplus, but the amount is unknown.

Agenda Item #5 – The New South Coast AQMD Real-Time Air Quality Index (AQI) Map

Mr. Nico Schulte presented an overview on the new South Coast AQMD real-time AQI map.

Chair Rodriguez requested that the AQI map information be sent out to local governments, including Council of Governments (COGs), and to the advisory group to share with the public and stakeholders.

Mr. Campbell commented on the thoroughness and value of the AQI map.

Mr. Avila asked whether the recent wildfires affected the AQI and measurements. Mr. Schulte responded that the recent wildfires did contribute to high PM2.5 and was reflected on the AQI map.

Mr. Harvey Eder provided public comment on climate change and solar energy.

Action Item #2: Email AQI map information to local governments and the advisory group.

Agenda Item #6 – Monthly Report on Small Business Assistance Activities

Mr. Eder made public comment on AB 617, climate change and solar.

Agenda Item #7 – Other Business

Mr. Alatorre advised that the Mobile Source Committee written report on the Rule 2305 Warehouse Indirect Source Rule could be provided on a monthly basis and that LGSBA member comments could be made at Governing Board meetings. Chair Rodriguez advised that it would be more efficient for LGSBA members to attend and to provide comment at Mobile Source Committee.

Mr. LaMarr commented on mail subscription delays. Ms. Loof inquired about protocols to attend and the format of the next LGSBA Advisory Group meeting.

Agenda Item #8 – Public Comment

Mr. Eder commented on the AQI and climate change.

Agenda Item #9 – Next Meeting Date

The next regular LGSBA Advisory Group meeting is scheduled for Friday, December 10, 2021 at 11:30 a.m. at Centro Basco in Chino, California.

Adjournment

The meeting adjourned at 1:18 p.m.