

BOARD MEETING DATE: November 3, 2023

AGENDA NO. 17

REPORT: Administrative Committee

SYNOPSIS: The Administrative Committee held a hybrid meeting on Thursday, November 9, 2023. The following is a summary of the meeting.

RECOMMENDED ACTION:
Receive and file.

Vanessa Delgado, Chair
Administrative Committee

SN:cb

Committee Members

Present: Chair Vanessa Delgado, Committee Chair
Vice Chair Michael Cacciotti
Board Member Gideon Kracov
Supervisor V. Manuel Perez

Call to Order

Chair Delgado called the meeting to order at 10:03 a.m.

For additional details of the Administrative Committee Meeting, please refer to the [Webcast](#).

DISCUSSION ITEMS:

1. **Board Members' Concerns:** There were no concerns to report.
2. **Chair's Report of Approved Travel:** There was travel reported for Board Member Kracov to Sacramento as the CARB representative.
3. **Report of Approved Out-of-Country Travel:** There was out-of-country travel reported for Dr. Wilton Mui to Ghana. He was invited to participate in the West Africa Air Quality Management Certificate Program in January 2024 and all travel will be paid by the US Department of State. For additional information please refer to the [Webcast at 5:42](#).

4. **Review November 3, 2023 Governing Board Agenda :** Wayne Nastri, Executive Officer, noted for Board Member awareness that there will be a Public Hearing for Proposed Rule 1405 which relates to the control of ethylene oxide emissions. There will also be a Set Hearing for Proposed Amended Rule 1180, which relates to the fenceline community air monitoring. As well as a presentation on the Annual Progress Report for AB 617 communities emission reduction plans. For additional information please refer to the [Webcast at 6:31.](#)

Board Member Kracov asked staff if Proposed Rule 1405 related to ethylene oxide was going back to Stationary Source Committee this month. Mr. Nastri replied that it was not returning to the Stationary Source Committee.

5. **Approval of Compensation for Board Member Assistant(s)/Consultant(s):** There were three proposals for modifying compensation for Board Member Assistants/Consultants. This item was moved to Action Items as approval from the Administrative Committee is needed. For additional information please refer to the [Webcast at 7:42.](#)
6. **Update on South Coast AQMD Diversity , Equity, Inclusion Efforts:** Dr. Cessa Heard-Johnson, Diversity, Equity & Inclusion (DEI) Officer/DEI with Community Air Programs, provided an update on agency efforts, seasonal events, cultural displays, Statewide DEI Working Group, and discussed Catalina Devandas Aguilar for Fabulous Female Friday. For additional information please refer to the [Webcast at 8:20.](#)
7. **Review Recommended Appointments of New Members to South Coast AQMD's Young Leader's Advisory Council (YLAC) :** Dr. Heard-Johnson reported that this item was submitted to the Administrative Committee and staff is leaving two spots available for Orange County representatives. Chair Delgado commented that she will pass the information on to contacts in Orange County. For additional information please refer to the [Webcast at 15:45.](#)
8. **South Coast AQMD's FY 2023-24 First Quarter Ended September 30, 2023 Budget vs. Actual (Unaudited) :** Sujata Jain, Chief Financial Officer/Finance, presented on the first quarter budget versus actual results that ended on September 30, 2023. She provided a summary with revenue and expenditures, comparison with last year's first quarter, our use of fund balance and an updated general fund five-year projection. For additional information please refer to the [Webcast at 16:44.](#)

Board Member Kracov inquired about the vacancy rate affecting the fund balance. Ms. Jain responded that excess funds are tracked in Full Time Employees and dollars and stated that if there is a vacancy rate higher than the budgeted amount , then the salary savings go into the reserves.

Harvey Eder, Public Solar Power Coalition, provided public comment on finances and a recession.

9. **Status Report on Major Ongoing and Upcoming Projects for Information Management:** Ron Moskowitz, Chief Information Officer, Information Management, reported on the status of various projects and projects that have been completed. For additional information please refer to the [Webcast at 26:11](#).
10. **Review Recommended Appointments of New Members to South Coast AQMD's Environmental Justice Advisory Group :** Derrick Alatorre, Deputy Executive Officer, Legislative, Public Affairs & Media, reported that this item is to appoint five new members to the Environmental Justice Advisory Group (EJAG). Mr. Alatorre pointed out that earlier this year members of the environmental justice community partnership were asked if they wanted to join EJAG, and the five members recommended for appointment said yes. For additional information please refer to the [Webcast at 28:10](#).

It was identified for the record that Board Member Kracov does not have a financial interest, but out of an abundance of caution will abstain from participation due to a potential interest with Unite Here 11, which is involved in this item.

Mr. Eder provided public comment on an attempt to join a meeting.

ACTION ITEM S:

5. **Approval of Compensation for Board Member Assistant(s)/Consultant(s):** There was one new proposal for Board Member Padilla-Campos' Board Consultant, Fred Minassian, and one proposal to modify the compensation for Board Member Padilla Campos' Board Consultant, Amy Wong. The contract and modification will be effective from November 6, 2023 to June 30, 2024. For additional information please refer to the [Webcast at 7:42](#).

Moved by Cacciotti; seconded by Kracov, unanimously approved.

Ayes: Cacciotti, Delgado, Kracov, Perez

Noes: None

11. **Appoint Medical Member to Hearing Board:** Faye Thomas, Clerk of the Board, reported that this item is to fill the vacancy of medical member Dr. Alan Bernstein who passed away a few months ago. The item is to fill his vacancy for the term that ends June 30, 2025. The Advisory Committee appointed by five members of the Governing Board reviewed the resumes of two candidates and recommended both candidates be interviewed by the Administrative Committee.

The Committee interviewed the two medical member candidates in the following order: 1. Dr. Jerry Abraham; and 2. Dr. Sharon Williams. For additional information please refer to the [Webcast at 30:27](#).

The Committee considered their respective professional backgrounds and experience.

After interviewing the candidates and discussion amongst Committee members, Vice Chair Cacciotti moved to appoint Dr. Abraham as the medical member of the Hearing Board; seconded by Delgado, unanimously approved.

Vice Chair Cacciotti recommended that the full Board appoint Dr. Williams as the alternate member of the Hearing Board.

Mr. Eder provided public comment on deaths related to air pollution.

Moved by Cacciotti; seconded by Delgado, unanimously approved.

Ayes: Cacciotti, Delgado, Kracov Perez
Noes: None

12. **Appropriate Funds, Issue Solicitation and Purchase Orders to Meet Operational Needs for Rule 1180 Community Air Monitoring Program :** Dr. Jason Low, Deputy Executive Officer, Monitoring & Analysis, reported that this item is to support the community air monitoring network implemented under Rule 1180. This item is to appropriate up to \$610,000 to the Monitoring & Analysis budget, issue solicitations, purchase orders and to purchase air monitoring equipment and for operational needs of the program. For additional information please refer to the [Webcast at 1:10:30](#).

Moved by Kracov; seconded by Cacciotti, unanimously approved.

Ayes: Cacciotti, Delgado, Kracov, Perez
Noes: None

13. **Transfer and Appropriate Funds, Issue Solicitations and Purchase Orders for MATES VI :** Dr. Low reported that this item is to transfer approximately \$5,000,000 from the Clean Fuels Fund to the General Fund, appropriate those funds to Monitoring & Analysis and Planning, Rule Development & Area Sources budgets to do solicitations, purchase orders for air monitoring equipment and for a specialized contract for brake and tire wear and equipment for MATES VI . For additional information please refer to the [Webcast at 1:11:23](#).

Moved by Kracov; seconded by Cacciotti, unanimously approved.

Ayes: Cacciotti, Delgado, Kracov, Perez
Noes: None

14. **Transfer and Appropriate Funds and Execute Sole Source Contract to Upgrade the Fire Life Safety System at Headquarters Building :** John Olvera, Deputy Executive Officer, Administrative & Human Resources, reported that this item is to transfer \$720,000 from the infrastructure improvement fund to pay for a sole source contract to upgrade the building's fire safety system. For additional information please refer to the [Webcast at 1:13:04](#).

Moved by Kracov; seconded by Cacciotti, unanimously approved.

Ayes: Cacciotti, Delgado, Kracov, Perez
Noes: None

WRITTEN REPORT :

There were no reports.

OTHER MATTERS:

15. **Other Business:** There was no other business to report.
16. **Public Comment:** Mr. Eder provided public comment regarding a 2022 CEQA document.
17. **Next Meeting Date:** The next regular Administrative Committee meeting is scheduled for Friday, December 8, 2023 at 10:00 a.m.

Adjournment

The meeting was adjourned at 11:16 a.m.