

BOARD MEETING DATE: January 6, 2023

AGENDA NO. 13

REPORT: Administrative Committee

SYNOPSIS: The Administrative Committee held a meeting remotely on Friday, December 9, 2022. The following is a summary of the meeting.

RECOMMENDED ACTION:
Receive and file.

Ben J. Benoit, Chair
Administrative Committee

SN:cb

Committee Members

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

Call to Order

Chair Benoit called the meeting to order at 10:00 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 reported.
2. **Chair's Report of Approved Travel:** Board Member Kracov reported travel report to Sacramento for a CARB meeting.
3. **Report of Approved Out-of-Country Travel:** There was no travel to report.
4. **Review January 6, 2023 Governing Board Agenda:** There were no edits to report.

Public comment was provided by Allison Hall from Communities for a Better Environment regarding the Set Hearing for Proposed Amended Rule 1148.2 (PAR 1148.2). Ms. Hall requested that this item be pulled from the agenda to allow more time work with stakeholders.

Wayne Nastri, Executive Officer, explained this is a Set Hearing for PAR 1148.2 and the Public Hearing is scheduled for the February Board meeting, allowing time for staff to continue to work with stakeholders.

Board Member Kracov communicated that we previously pulled this item to allow staff to meet with community representatives.

Dr. Sarah Rees, Deputy Executive Officer/Planning, Rule Development & Area Sources, confirmed staff did meet with community representatives.

Chair Benoit recommended proceed with the Set Hearing for PAR 1148.2.

5. **Approval of Compensation for Board Member Assistant(s)/Consultant(s):** Mark Taylor and Debra Mendelsohn had proposals to modify their contracts. Mark Taylor will now be the Board Consultant for Mayor Rodriguez and Debra Mendelsohn will remain the sole Board Consultant for Supervisor Janice Rutherford.

Moved by Cacciotti; seconded by Rutherford, unanimously approved.

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

6. **Update on South Coast AQMD Inclusion, Diversity and Equity Efforts:** Cessa Heard-Johnson, Diversity, Equity & Inclusion Officer, provided an update on agency efforts and plans next year, and discussed Patsy Takemoto Mink's accomplishments for Fabulous Female Friday. For additional information on this update please refer to the [Webcast at 8:15](#).

Board Member Kracov thanked staff for their hard work and requested a report on the metrics for progress.

Mr. Nastri confirmed staff is working on this report for February 2023.

7. **Status Report on Major Ongoing and Upcoming Projects for Information Management:** Ron Moskowitz, Chief Information Officer, reported that major projects completed including a new module online filing was deployed for

emergency internal combustion engines. For additional information on this update please refer to the [Webcast at 16:21](#).

ACTION ITEMS:

8. **Execute Contract for Biennial Audit of Motor Vehicle Registration Revenues for FYs 2019-20 and 2020-21:** Sujata Jain, Chief Financial Officer, reported that this item is to execute a contract with the audit firm Simpson & Simpson, Certified Public Accountants, for the biannual audit in the amount of \$123,250 and funds will be available in the budget.

Moved by Cacciotti; seconded by Benoit, unanimously approved.

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

9. **Amend FY 22-23 Budget by Adding and Deleting Positions Throughout the Agency to Address Operational Needs, and Adopt a New Class Specification:** John Olvera, Deputy Executive Officer/Administrative & Human Resources, reported this item is to add and delete positions to this year's budget for succession, planning and operational purposes and to adopt a new Graphic Art Supervisor Position. There is existing funding for these items.

Moved by Cacciotti; seconded by Delgado, unanimously approved.

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

WRITTEN REPORT:

None.

OTHER MATTERS:

10. **Other Business:** There was no other business to report.
11. **Public Comment:** There was no public comment to report.
12. **Next Meeting Date:** The next regular Administrative Committee meeting is scheduled for Friday, January 13, 2023 at 10:00 a.m.

Adjournment

The meeting was adjourned at 10:23 a.m.