

BOARD MEETING DATE: June 5, 2020

AGENDA NO. 17

REPORT: Administrative Committee

SYNOPSIS: The Administrative Committee held a meeting on Friday, May 8, 2020. The following is a summary of the meeting.

RECOMMENDED ACTION:
Receive and file.

Dr. William A. Burke, Chair
Administrative Committee

nv

Committee Members

Present: Dr. William A. Burke/Chair (videoconference)
Council Member Ben Benoit/Vice Chair (videoconference)
Council Member Judith Mitchell (videoconference)
Council Member Michael Cacciotti (videoconference)

Absent: None

Call to Order

Chair Burke called the meeting to order at 10:11 a.m.

DISCUSSION ITEMS:

1. **Board Members' Concerns:** None to report.
2. **Chairman's Report of Approved Travel:** None to report.
3. **Report of Approved Out-of-Country Travel:** None to report.
4. **Review June 5, 2020 Governing Board Agenda:** Nothing to report.

5. **Approval of Compensation for Board Member Assistant(s)/Consultant(s):** None to report.
6. **Monthly Update on Economic Forecast and Key Indicators:** Jill Whynot, Chief Operating Officer, provided an update on recent economic forecasts, revenue and expenditures, current vacancy rate and number of actual employees, permit applications received and permits not renewed, requests submitted to the Fee Review Committee, and CEQA documents received. Dr. Burke asked about the difference in revenue from March 2019 to March 2020. Council Member Cacciotti responded that the shelter-in-place began in March 2020 which explains the small increase. Ms. Whynot reported that the Alameda court hearing and potential future decision prompted some key staff to retire early. Dr. Burke asked how much money these staff departures represent. Ms. Whynot will research that and report back, but the estimated budget savings is \$900,000 annually. Dr. Burke asked about permit revenue. Ms. Whynot responded it varies by permit type and additional information will be added to future briefings. Council Member Cacciotti commented that the pandemic has impacted cities which is prompting furloughs. Dr. Burke commented that time will tell if the South Coast AQMD will be heavily impacted. Council Member Cacciotti asked when will the labor contracts expire. John Olvera, Deputy Executive Officer/Administrative-Human Resources, responded that the MOUs expire at the end of December 2020. Council Member Mitchell commented that the greatest uncertainty is revenue and that a decrease in permits should be expected. She noted that the vacancy rate will help. Mr. Nastri reported that everything possible is being done to maintain labor costs and we will continue to track permit and other revenue. Council Member Benoit asked about permits for new businesses and renewals. Mr. Nastri responded that more permit detail will be provided in subsequent reports.
7. **South Coast AQMD's FY 2019-20 Third Quarter ended March 31, 2020 Budget vs. Actual (Unaudited):** Sujata Jain, Chief Financial Officer/Finance provided a summary of the budget vs. actual for the third quarter, displayed comparisons for revenue and expenditures and a five-year projection. During this quarter, COVID-19 had not yet made an impact and the impact would most likely be seen in the fourth quarter.
8. **Report of RFQs Scheduled for Release in June:** Ms. Jain reported that this item is to release one RFQ, Issue Request for Quotations to Lease Mailing Equipment.
9. **Status Report on Major Ongoing and Upcoming Projects for Information Management:** Ron Moskowitz, Chief Information Officer/Information

Management reported that the public facing permit application dashboard was deployed last week. Also deployed was an enhancement to the Mobile application which now displays the hourly air quality forecast and provides direct Zoom links to South Coast AQMD public meetings. The phone system upgrade will be deferred. ESRI selected South Coast AQMD from over 1,000 organizations to receive a special award in recognition of outstanding GIS management. The committee members congratulated Mr. Moskowitz and his team for a job well-done.

ACTION ITEM:

10. **Authorize Purchase of Oracle PeopleSoft and Support:** Mr. Moskowitz reported that this request is to authorize the purchase of a three-year software maintenance support contract with Oracle for the integrated Financial and Human Resources system. The software package provides purchasing, accounting, asset management, financial management, project reporting, and payroll and human resources functionality for the District. Funds are available in the budget. Council Member Benoit asked if this is local server-based or iCloud-based. Mr. Moskowitz responded that it is local server-based.

Moved by Mitchell; seconded by Benoit, unanimously approved.

Ayes:	Burke, Benoit, Cacciotti, Mitchell
Noes:	None
Absent:	None

OTHER MATTERS:

11. **Other Business:** None.
12. **Public Comment:** Bill LaMarr, Small Business Alliance, requested a copy of the slides for item number 6, the Monthly Update on Economic Forecast and Key Indicators. Harvey Eder, Public Solar Power Coalition, commented on the pandemic as a climate issue in terms of costs and human casualties.
13. **Next Meeting Date:** The next regular Administrative Committee meeting is scheduled for June 12, 2020 at 10:00 a.m.

Adjournment

The meeting adjourned at 10:55 a.m.