

BOARD MEETING DATE: August 1, 2025

AGENDA NO. 15

REPORT: Administrative Committee

SYNOPSIS: The Administrative Committee held a hybrid meeting on Friday, June 13, 2025. The following is a summary of the meeting.

RECOMMENDED ACTION:  
Receive and file.

Vanessa Delgado, Chair  
Administrative Committee

SN:cb

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### **Call to Order**

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

### **Roll Call**

#### **Committee Members**

Present: Chair Vanessa Delgado, Committee Chair  
Vice Chair Michael Cacciotti  
Mayor Pro Tem Larry McCallon  
Supervisor V. Manuel Perez

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

#### **DISCUSSION ITEMS:**

1. **Board Members' Concerns:** No Board Member concerns to report.
2. **Chair's Report of Approved Travel:** Travel was reported for Vice Chair Cacciotti to Columbus, Indiana to attend a tour of Cummins Engines and Chair Delgado to Olympic Valley, California to attend the California Council for Environmental and Economic Balance Summer Issues Seminar.

3. **Report of Approved Out-of-Country Travel:** Travel was reported for Dr. Raul Dominguez, Sr. AQ Chemist, Monitoring & Analysis, to participate in the National Institute of Advanced Industrial Science and Technology meeting for the International Organization for Standardization Committee in Tokyo, Japan.
4. **Review August 1, 2025 Governing Board Agenda:** Mayor McCallon inquired if we expect all the Set Hearings on the draft Board agenda to go forward. Executive Officer Wayne Nastri confirmed that the rules are needed to meet U.S. EPA requirements and must go forward and indicated that September will be busy. Mayor McCallon indicated some of the Set Hearing rules may generate a lot of public comment. For additional information, please refer to the [Webcast at 2:28](#).
5. **Approval of Compensation for Board Member Assistant(s)/Consultant(s):** This item was moved to Action Items as approval from the Administrative Committee is needed. For additional information, please refer to the [Webcast at 3:40](#).
6. **Update on South Coast AQMD's Internal Engagement Activities:** Anissa Heard-Johnson, Deputy Executive Officer, Community Engagement and Air Programs, provided an update on agency efforts, seasonal events, cultural displays, Statewide Working Group, and discussed Cecilia Chung for Fabulous Female Friday.

Vice Chair Cacciotti asked Dr. Heard-Johnson to comment on the Governing Board Internship program. Dr. Heard-Johnson gave an overview of the program and thanked Vice Chair Cacciotti for addressing the interns.

For additional information, please refer to the [Webcast at 4:17](#).

7. **Pre-Audit Conference (Presenter: Brandon Young, Engagement Partner and Ryan Domino, Quality Assurance Partner):** Sujata Jain, Chief Financial Officer, reported that this item is an entrance conference with the audit firm of Lance, Soll & Lunghard, LLP. Ryan Domino, Quality Assurance Partner, provided a presentation on the timeline of the financial audit for FY 2024-25 that is going to end on June 30, 2025. For additional information, please refer to the [Webcast at 13:09](#).
8. **Report of RFQs/RFPs Scheduled for Release in August:** Ms. Jain reported that this item is to authorize the Executive Officer to execute a contract with a translation and interpretation firm in an amount not to exceed \$200,000 using AB 617 funds for FYs 2025-26 and 2026-27. For additional information, please refer to the [Webcast at 18:36](#).
9. **Status Report on Major Ongoing and Upcoming Projects for Information Management:** Ron Moskowitz, Chief Information Officer, reported on the status

of various projects. For additional information, please refer to the [Webcast at 19:17](#).

Harvey Eder, Public Solar Power Coalition, provided public comment.

**ACTION ITEMS:**

5. **Approval of Compensation for Board Member Assistant(s)/Consultant(s):** There were two modification proposals for the compensation of Board Consultants for Mayor Patricia Lock Dawson: Thomas Gross and Andrew Silva. There were 24 new contract proposals for all Board Members for FY 2025-2026 which is effective from July 1, 2025. For additional information, please refer to the [Webcast at 3:40](#).

Moved by Cacciotti; seconded by McCallon, unanimously approved.

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

10. **Establish Lists of Prequalified Contractors for Legal Services, and for Occupational Health and Medical Services; Authorize Contracts and Funding for Services; and Execute a Contract for Insurance Brokerage Services:** John Olvera, Deputy Executive Officer, Administrative & Human Resources, reported that this item is to implement the results of several RFPs and the evaluation of the proposals. The recommendation is to establish lists of pre-qualified providers for labor and employment legal services and for occupational health and medical services. This item also seeks approval to contract and fund contracts for providers on these lists for a three-year period with a two-year possible extension. The RFP for insurance brokerage services received one proposal from our current broker, Alliant Insurance Services. They were evaluated as qualified and so this item also seeks approval to enter into a three-year contract with them with a two-year possible extension. Costs for these contracts have been requested in next year's 2025-26 budget and will be requested in subsequent budgets. For additional information, please refer to the [Webcast at 21:18](#).

Moved by McCallon; seconded by Cacciotti, unanimously approved.

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

**WRITTEN REPORT:**

11. **Young Leaders Advisory Council Minutes for the February 19, 2025 Meeting:** The report was acknowledged and received.

**OTHER MATTERS:**

12. **Other Business:** There was no other business to report.

13. **Public Comment:** Dr. James Enstrom provided public comment regarding health effects in California and the Health Effects Officer position. Executive Officer Nastri indicated that Dr. Nichole Quick is currently serving as a contracted Health Effects Officer. She is an MD and has a Master's degree in Public Health.

Ronald Edwards provided public comment, but General Counsel Gilchrist directed him to focus his comments on items on the Administrative Committee agenda. Mr. Edwards thanked the Board for their service.

Mr. Eder provided public comment that did not pertain to the Administrative Committee agenda.

For additional information, please refer to the [Webcast at 23:17](#).

14. **Next Meeting Date:** The next regular Administrative Committee meeting is scheduled for Friday, August 8, 2025 at 10:00 a.m.

**Adjournment**

The meeting was adjourned at 10:42 a.m.



# South Coast Air Quality Management District

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## **YOUNG LEADERS ADVISORY COUNCIL WEDNESDAY, FEBRUARY 19, 2025 MEETING MINUTES**

### **Members Present:**

Gabriela Ballesteros  
Emanuel De Jesús Cruz  
Alexander Goytia Fajardo  
Leslie Helen Garcia  
Mark Jimenez  
Shirley Mariel Rivera  
Jordan Ashley Salcido  
Linh Tran  
Silvestre Lopez  
Roxana Marina Barrera  
Jose Marquez Cuevas  
Heaven Denham  
Vanessa Melesio  
Jessica Santos  
Joshua Scheel  
Gilbert Sebastian Sanchez

### **Members Absent:**

Jai Lin Alise Salas  
Andres Coronel  
Eric Tomas  
Tai Nguyen

### **South Coast AQMD Staff:**

Dr. Anissa Heard-Johnson, Deputy Executive Officer, Community, Engagement and Air Programs  
Josephine Lee, Senior Deputy Counsel, Legal  
Shahrzod Hanizavareh, Principal Deputy District Council  
Tom Gross, Board Member Consultant to Mayor Lock Dawson

Dr. Alexis Thrower, Senior Public Affairs Specialist, Community, Engagement and Air Programs

Cassandra Johnson, Senior Public Affairs Specialist, Community, Engagement and Air Programs

Carolina Vargas, Staff Assistant, Community, Engagement and Air Programs

Heatherlynn Pomeroy, Senior Administrative Assistant, Community, Engagement and Air Programs

Paola Servas, Senior Office Assistant, Community, Engagement and Air Programs

### **Call To Order**

Dr. Heard-Johnson called the meeting to order at 12:34 p.m.

### **Roll Call**

### **Agenda Item #1: Staff Introductions and Agenda Overview**

Dr. Heard-Johnson introduced herself and said we need the youth perspective now more than ever as it is critical to address any issue to work through education. Member skills and knowledge will help South Coast AQMD staff in their work. South Coast AQMD staff introduced themselves and their roles. Dr. Heard-Johnson went over the agenda items we are addressing for the day. For additional information, please refer to the [webcast](#) beginning 5:27.

### **Agenda Item #2: Overview of Community Engagement and Air Programs (CEAP)**

Dr. Heard-Johnson gave a brief description of how the CEAP division came to be. Cessa is pleased there is still a commitment to our work in light of the current political climate. One of her roles is to increase the cultural competency of South Coast AQMD staff. For additional information please refer to the [webcast](#) beginning at 14:50.

### **Agenda Item #3: Introductions**

YLAC Members gave a brief introduction of themselves and why they joined YLAC. For additional information please refer to the [webcast](#) beginning at 21:10.

### **Agenda Item #4: Review and Approve the Minutes**

Motion: Dr. Heard-Johnson

Seconded: Emanuel Cruz

Roxana Barrera and Joshua Scheel requested amendments to the minutes related to the chart updates to clarify term limits. The Adjustment will be made to the minutes.

Motion: Gabriella Ballesteros

Seconded: Joshua Scheel

Unanimously Approved

Aye: Gabriela Ballesteros  
Emanuel De Jesús Cruz  
Alexander Goytia Fajardo  
Leslie Helen Garcia  
Mark Jimenez  
Shirley Mariel Rivera  
Jordan Ashley Salcido  
Lihn Tran  
Silvestre Lopez  
Roxana Marina Barrera  
Jose Marquez Cuevas  
Heaven Denham  
Vanessa Melesio  
Jessica Santos  
Joshua Scheel  
Gilbert Sebastian Sanchez

Noes: None

Absent: Jai Lin Alise Salas  
Andres Coronel  
Eric Tomas  
Tai Nguyen

For additional information please refer to the [webcast](#) at 35:14.

**Agenda Item #5: Annual Report**

Dr. Heard-Johnson provided an overview of the Annual Report. Linh said she felt that YLAC members should be a part of giving the presentation to the Board. Dr. Heard Johnson said we would look into it. Emanuel De Jesús Cruz said he liked the mobile monitoring van. Leslie Garcia wanted to know about participating in past events from previous members. Vanessa Melesio talked about sharing events and some of the presentations from last year. Dr. Heard-Johnson will find out about being a part of the presentation or speaking about public comment.

Motion: Emanuel De Jesús Cruz  
Second: Roxana Marina Barrera  
Unanimously Approved

Aye: Gabriela Ballesteros  
Emanuel De Jesús Cruz  
Alexander Goytia Fajardo  
Leslie Helen Garcia

Mark Jimenez  
Shirley Mariel Rivera  
Jordan Ashley Salcido  
Lihn Tran  
Silvestre Lopez  
Roxana Marina Barrera  
Jose Marquez Cuevas  
Heaven Denham  
Vanessa Melesio  
Jessica Santos  
Joshua Scheel  
Gilbert Sebastian Sanchez

Noes: None

Absent: Jai Lin Alise Salas

Andres Coronel  
Eric Tomas  
Tai Nguyen

For additional information please refer to the [webcast](#) at 39:17.

#### **Agenda Item #6: Brown Act Compliance**

Ms. Hanizavareh gave the YLAC members a presentation of the Brown Act. Ms. Hanizavareh opened the floor for questions from YLAC members. There were no questions. For additional information please refer to the [webcast](#) at 49:13.

#### **Agenda Item #7: 2024 Member Recognition**

Dr. Heard-Johnson shared the following statement regarding the 2024 YLAC Members. “The mission of the Young Leaders Advisory Council of South Coast AQMD is to educate and engage young adults regarding the region’s clean air issues and to garner from them greater insight into their generation’s concerns, values and priorities about air quality to their peers and others.” and recognized the leadership and dedication of the YLAC members. For additional information please refer to the [webcast](#) at 01:16:03.

#### **Agenda Item #8: Materials and Expense Claims**

Cassandra Johnson gave an overview on *The Color of Law* by Richard Rothstein and *From the Inside Out* by Jill Lindsey Harrison. Heatherlynn Pomeroy talked about financial documents and expense claims members will need to complete for their stipends and mileage claims. Dr. Heard-Johnson said knowledge is power, reiterating the importance of sharing the resources. For additional information please refer to the [webcast](#) at 01:17:28.

#### **Agenda Item #9: Community Spotlight**



YLAC members made the following comments:

- Jessica Santos raised concerns about mistrust in air quality alerts during recent fires. She recommended clear, multilingual outreach and emphasized using empathy to connect with the public. She noted the value of YLAC as a tool for community empowerment and supported stronger university partnerships with South Coast AQMD.
- Heaven Denham shared that Riverside residents are concerned about pollution from transit and lead. She stressed the need for actionable information during air quality events and praised AQMD outreach booths. She encouraged mixing digital and traditional methods to engage the community.
- Lihn Tran shared that she gets information from her community and neighbors.
- Gabriella Ballesteros and Shirley Rivera said they rely on social media and local groups for their information.
- Roxana Barrera stressed using reliable sources like EJ journalists and reminded the group to fact-check before sharing online.
- Vanessa Melesio said social media can be useful for quick info and discussion. She promoted the People's History IE event at Cal State San Bernardino and encouraged members to contribute local insights. She also shared a public comment proposal.
- Gilbert Sanchez highlighted student sustainability projects, including a solar boat trip to Sacramento and the Solar Cup.

For additional information please refer to the [webcast](#) at 01:25:49.

#### **Agenda Item #10: Goals and Requests for 2025**

Dr. Heard-Johnson asked the members for goals and requests that they would like put in front of them for the 2025 year. Gabriella Ballesteros requested that Board members speak about their experience and the work they're doing. Vanessa Melesio requested Jonathan Pacheco Bell to speak about the practice of embedded planning in order to drive change. Lihn tabling and community outreach. Jessica Santos mentioned the possibility of a group service project or a talking points/tool kit. Ms. Santos also requested a possible speaker, Mark Lopez to talk about grassroots activism. For additional information please refer to the [webcast](#) at 01:50:49.

#### **Agenda Item #11: Other Business**

Heatherlynn Pomeroy spoke about the Governing Board Internship Program. Members were encouraged to apply to it and any open recruitment opportunities. For additional information please refer to the [webcast](#) at 01:58:00.

#### **Agenda Item #12: Public Comment**

No Public comment was given. For additional information please refer to the [webcast](#) at 01:59:40.

**Agenda Item #13: Next Meeting Date**

The next regular YLAC meeting is scheduled for Wednesday, May 21, 2025, at 12:30 p.m.

**Adjournment**

The meeting was adjourned the meeting at 2:31 p.m.