

BOARD MEETING DATE: January 9, 2026

AGENDA NO. 3

PROPOSAL: Approve Amendments to Board Member Assistant and Board Member Consultant Policy and Methodology to Determine Support Level per Board Member

SYNOPSIS: South Coast AQMD's Administrative Code Section 112 – Board Assistant and Board Member Consultant Policy provides the calculation methodology to determine the amount of compensation Board Member Assistants and Consultants receive for their Board Member's participation in Board Committees, Advisory Groups, or other Board Member assignments. The current methodology is based on a point system that accounts for Board Member's role, and number and types of Advisory Groups and Committee meetings. To streamline and create a more transparent approach, the proposed calculation approach continues to account for the level of effort but will be based on a dollar amount per fiscal year instead of a point system.

COMMITTEE: Administrative, November 14 and December 12, 2025;
Recommended for Approval

RECOMMENDED ACTIONS:

Amend the Board Member Assistant and Board Member Consultant Policy Section 112 – Board Assistant and Board Member Consultant Policy to revise the calculation methodology to determine the support level per Board Member and incorporate the Policy into the South Coast AQMD Administrative Code. (Attachment A Clean Version and Attachment B Strike Out Version).

Wayne Nastri
Executive Officer

SJ:ks

Background

Board Members must address a wide range of complex air quality issues related to the performance of their duties that require assistance. South Coast AQMD's Administrative Code Section 112 – Board Assistant and Board Member Consultant Policy provides the calculation methodology and calculations that Board Assistants and Consultants receive. The calculation methodology uses an assignment-of-points that was approved at the July 2015 Board meeting and is incorporated into Section 112, Exhibit I of the Administrative Code. The assignment-of-points methodology is based on the level of complexity, number of meetings, and role (such as providing support for the Chair or Vice-Chair). Comments have been raised by some Board Members that the point methodology is confusing and is not transparent. As a result, the Chair requested that staff develop a more straight forward methodology for determining annual compensation for Board Assistants and Consultants, based on their Board Member's assignments to Committees, Advisory Groups, and other Board Member assignments.

Proposal

This action is to amend the Board Member Assistant and Board Member Consultant Policy and the methodology to determine the support level per Board Member. The revised calculation methodology is based on each Board Member's assignments to Committees, Advisory Groups, and other Board Member assignments. Section 112 of the Administrative Code would increase the maximum amount that the Chair's and Vice Chair's Assistants and Consultants receive, from \$118,872 to \$120,000. For Board Members' Assistants and Consultants, the Administrative Code would be revised to provide an annual amount for participation in Governing Board meetings, number of assignments for Committee or Advisory Groups, MSRC, Partnerships (natural gas or fuel cell), and South Coast AQMD's CARB representative. An additional annual amount is provided for those Assistants and Consultants where their Board Member is assigned to be a Chair or Vice Chair of a Committee or Advisory Group. The annual amount for the different meeting types and role of Board Members is provided in Attachment A.

Additionally, this action is to approve the support level of expenditures for Board Member Assistants and Board Member Consultants for FY 2026-27 in accordance with the amended policy.

Resource Impacts

Sufficient funding will be requested in the FY 2026-27 Budget to accommodate the recommended changes to the amended policy and methodology.

Attachments

- A. Proposed Amendments to Administrative Code Section 112 Board Member Assistant and Board Member Consultant Policy
- B. Original SCAQMD Administrative Code Section 112 with Strike Out

ATTACHMENT A

Proposed Amendments to Board Member Assistant and Board Member Consultant Policy

Section 112 – Board Member Assistant and Board Member Consultant Policy

1. That an employee classification of Board Member Assistant be established, with the following scope of duties, minimum requirements, and compensation rates:

Scope of Duties: performs for Board Member a variety of tasks ranging from liaison with constituent public entities, other Board Members, the public, and SCAQMD staff related to clerical functions. Typical functions may include preparing narrative and statistical reports, preparing correspondence, filing and maintaining records, arranging meetings and other group functions; monitoring various programs and projects; responding to inquiries from constituent public entities, SCAQMD Board Members, the public, and SCAQMD staff.

Minimum requirements: evidence of the required training and experience shall be demonstrated by coursework in business administration or a related field, and/or sufficient experience performing data analysis and adjunct clerical functions for which familiarity with personal computers is desirable.

Maximum compensation rate: up to \$31.05 per hour effective January 1, 2015; \$31.51 per hour effective January 1, 2016; and \$31.99 per hour effective January 1, 2017, and as revised by the Governing Board.

2. That an employee classification of Board Member Consultant be established, with the following scope of duties, minimum requirements, and compensation rates:

Scope of Duties: performs for Board Member a variety of professional-level assignments in the development and formulation of policy, data analysis, reports, plans, assessments, and strategies for SCAQMD programs; provides advice and recommendations to the Board Member regarding matters subject to the Board Member's decision-making authority; may provide liaison with the public on behalf of the Board Member. Typical functions may include planning, organizing, and developing a wide variety of programs on the Board Member's behalf and evaluating the effectiveness of various approaches.

Minimum requirements: evidence of the required training and experience shall be demonstrated by graduation from an accredited college or university preferably with a major in an academic discipline related to the assignment and/or sufficient experience involving technical or analytical work at a professional level which would demonstrate the required knowledge, skills, and abilities related to the assignment.

Maximum compensation rate: up to \$55.90 per hour effective January 1, 2015; \$56.73 per hour effective January 1, 2016; and \$57.59 per hour effective January 1, 2017, and as revised by the Governing Board, except for the Board Chair's Assistant/Consultant.

3. That class specifications of Board Member Assistant and Board Member Consultant be added to SCAQMD's Classification Plan at that maximum compensation rate and with the scope of duties and minimum requirements specified above.
4. That Board Member Consultants and Board Member Assistants may only be employed as SCAQMD contract employees. Board Consultants and Assistants who are employees of an entity with which the District contracts must follow the Administrative Code provisions applicable to employee Consultants.
5. Contracts for Board Consultants and Assistants shall be subject to Section 40 of SCAQMD's Administrative Code—Code of Ethics, except that they shall adhere to the work rules and performance standards established by the Board Member to whom they report.
6. That a Board Member wishing to engage the services of a person to provide assistance shall submit to the Administrative Committee a Proposal identifying the person and setting forth his or her qualifications, scope of duties, and proposed compensation. The proposal shall include a listing of other employment and/or clients sufficient to determine whether the person has existing work that conflicts directly or indirectly with his or her duties and responsibilities for SCAQMD. The Administrative Committee shall review the Proposal and determine if the proposed compensation rate is consistent with the required qualifications described above and shall, with advice of General Counsel, make a case-by-case determination of whether a person proposed to provide assistance complies with the conflict-of-interest requirements of this Policy and is a Board Member Assistant or a Board Member Consultant. All Board Member Assistants and Consultants shall be contract employees. Board Member Assistants, and Board Member Consultants are exempt from SCAQMD's Salary Resolution, Personnel Rules, and Administrative Code, except as specifically referenced in the said documents, this policy, or in his/her contract with SCAQMD.
7. That the position of Board Member Consultant and Board Member Assistant be noticed for designation in SCAQMD's Conflict of Interest Code listing classifications subject to the Code and the incumbent must disclose economic interests and comply with the Conflict of Interest provisions of the Political Reform Act.
8. That Board Member Assistants and Board Member Consultants serve at the pleasure of the Board Member to whom support services are provided and pursuant to the provisions of the contract executed between the Board Member Assistant or Board Member Consultant and SCAQMD. The Board Member served may determine whether his/her Board Member Consultant is to be paid on an hourly or a monthly basis. Board Member Assistants must be paid on an hourly basis. Board Member Assistants and Board Member Consultants who are contract SCAQMD employees and who are paid on an hourly basis shall receive overtime pay at the rate of 1.5 times the hourly rate specified in his or her contract for hours worked in excess of ten per day or forty per week provided the Board Member approves in advance in writing the working of any overtime by the Board Member Assistant or Board Member Consultant. Board Member Consultants paid on a monthly basis will be paid a pro rata share of their annual contract amount each month, provided the Board Member approves in writing, which will also cover all expense reimbursements authorized under the contract.

9. That the maximum support service-related expenditure SCAQMD may make for the Chair and Vice-Chair is \$118,872 for FY 2016-17 and \$120,000 beginning FY 2026-27, and as revised by the Governing Board, not including business-related expenses. That the maximum support service-related expenditure SCAQMD may make for all other Board Members, not including business-related expenses shall be calculated prior to the beginning of each fiscal year based upon the Committee/Advisory/Other Group Assignment Methodology and Calculation, as described in Exhibit I. That the minimum support service related expenditure SCAQMD may make for all other Board Members, is \$39,624 for FY 2017-18 and \$50,000 beginning FY 2026-27, and as revised by the Governing Board, not including business-related expenses. Expenses approved in advance that are associated with Board Member-approved attendance at mobile Board meetings and Board retreats will be reimbursed by SCAQMD upon presentation of expense receipts. Expenses approved in advance that are associated with Board Chair-approved attendance at mobile Board meetings and Board retreats will be reimbursed by SCAQMD upon presentation of expense receipts.
 - a. Board Member Assistants and Board Member Consultants will be provided vehicle mileage reimbursement, at the rate set forth in Administrative Code section 110.4, for travel within the geographical boundaries of SCAQMD for travel directly related to their duties as a Board Member Assistant or Board Member Consultant.
 - b. A Board Member Assistant or Board Member Consultant to the Board Member(s) serving as SCAQMD's CARB representative or as SCAQMD's representative to the California Fuel Cell Partnership (CaFCP) will be provided reimbursement for necessary expenses related to attending CARB or CaFCP workshops, hearings, meetings, or related events, subject to advance approval by the Board Chair.
 - c. Board Member Assistant and Board Member Consultant meal and travel expenses shall follow the reimbursement procedures described in Section 120 of the Administrative Code.
 - d. The Board Chair may also approve other Board Member Assistant/Consultant travel for SCAQMD-related activities provided such travel is requested by their associated Board Member and is reported to the Administrative Committee.
10. That Board Member Assistants and Board Member Consultants who work on average a minimum of 13 hours per week may elect, from among SCAQMD-sponsored health, dental, and vision insurance plans available to SCAQMD employees, SCAQMD-paid single-party coverage up to the dollar amount of the benefits cap approved by the Board for professional employees.
11. That Board Member Assistants and Board Member Consultants may elect to participate in the deferred compensation plan SCAQMD sponsors for employees, as covered under section 457 of the Federal Internal Revenue Code.
12. The total compensation provided under a contract between the Board Member Assistant or Board Member Consultant and SCAQMD for any Board Member shall not exceed the amounts specified in paragraph 9 above. At such time as the compensation for services reaches said amounts, the contract for services shall be terminated and the employment relationship between the Board Member Assistant or Board Member Consultant and SCAQMD shall be terminated.

13. That all present and future assistants to a Board Member (whether Board Member Assistant or Board Member Consultant) shall be subject to this policy.

EXHIBIT I

Committee/Advisory/Other Group Assignment Methodology and Calculation

- 1) Utilizes the Board Committee/Advisory Group/Other Group Assignment spreadsheet as maintained by the Executive Officer or his designee.
- 2) Calculation is as follows and will apply beginning FY 2026-27:

Meeting Type	Role	Annual Amount	Notes
Governing Board	Member	\$36,000	
Committee or Advisory Group	Member	\$14,000	Board Member is assigned to 2 or Less Committees or Advisory Groups
Committee or Advisory Group	Member	\$26,000	Board Member is assigned to 3 or more Committees or Advisory Groups
Committee or Advisory Group	Chair of Committee	\$18,000	In addition to Committee or Advisory Group Member amount
Committee or Advisory Group	Vice Chair of Committee	\$8,000	In addition to Committee or Advisory Group Member amount
MSRC	Member	\$10,000	South Coast AQMD representative
CARB	Member	\$40,000	South Coast AQMD representative
Partnership	Member	\$8,000	Natural Gas or Fuel Cell Partnership

Note: Section 3 will be removed after FY 2025-26.

- 3) The following calculation methodology will be used through the end of FY 2025-26:
 - a. Assumes various levels of effort per assignment, based on agenda size and routine/non-routine nature of agenda items (Board Meetings/CARB/CACFP - 3 points, Admin/Leg/etc. - 2 points, LGSBA/IOC/BLTAP - 1 point);
 - b. Assumes the following points based on assignment/role:
 - i. Governing Board Meetings (12 mtgs/Yr): 4 points per meeting for Chair, 2 points for Vice-Chair, 1 point per meeting for all other Governing Board Members
 - ii. Committee/Advisory Group/Other Group Meetings (1-12 mtgs/Yr, depending on Comm/Advisory/Other): 2 points per meeting for Chair, 1.5 points per meeting for Vice Chair, 1 point for all other Governing Board Members
 - iii. CARB Meetings (12 mtgs/Yr): 2 points per meeting for CARB representative
 - iv. CA Fuel Cell partnership (2 mtgs/Yr): 2 points per meeting for CAFCP representative
 - v. For Committee/Advisory Group/Other Group assignments that may not have any actual meetings scheduled, it is assumed they will meet one time per year to reflect the possibility of a meeting (Refinery, Marine Port Committees, etc.)

ATTACHMENT B

Proposed Amendments to Board Member Assistant and Board Member Consultant Policy

Section 112 – Board Member Assistant and Board Member Consultant Policy

1. That an employee classification of Board Member Assistant be established, with the following scope of duties, minimum requirements, and compensation rates:

Scope of Duties: performs for Board Member a variety of tasks ranging from liaison with constituent public entities, other Board Members, the public, and SCAQMD staff related to clerical functions. Typical functions may include preparing narrative and statistical reports, preparing correspondence, filing and maintaining records, arranging meetings and other group functions; monitoring various programs and projects; responding to inquiries from constituent public entities, SCAQMD Board Members, the public, and SCAQMD staff.

Minimum requirements: evidence of the required training and experience shall be demonstrated by coursework in business administration or a related field, and/or sufficient experience performing data analysis and adjunct clerical functions for which familiarity with personal computers is desirable.

Maximum compensation rate: up to \$31.05 per hour effective January 1, 2015; \$31.51 per hour effective January 1, 2016; and \$31.99 per hour effective January 1, 2017, and as revised by the Governing Board.

2. That an employee classification of Board Member Consultant be established, with the following scope of duties, minimum requirements, and compensation rates:

Scope of Duties: performs for Board Member a variety of professional-level assignments in the development and formulation of policy, data analysis, reports, plans, assessments, and strategies for SCAQMD programs; provides advice and recommendations to the Board Member regarding matters subject to the Board Member's decision-making authority; may provide liaison with the public on behalf of the Board Member. Typical functions may include planning, organizing, and developing a wide variety of programs on the Board Member's behalf and evaluating the effectiveness of various approaches.

Minimum requirements: evidence of the required training and experience shall be demonstrated by graduation from an accredited college or university preferably with a major in an academic discipline related to the assignment and/or sufficient experience involving technical or analytical work at a professional level which would demonstrate the required knowledge, skills, and abilities related to the assignment.

Maximum compensation rate: up to \$55.90 per hour effective January 1, 2015; \$56.73 per hour effective January 1, 2016; and \$57.59 per hour effective January 1, 2017, and as revised by the Governing Board, except for the Board Chair's Assistant/Consultant.

3. That class specifications of Board Member Assistant and Board Member Consultant be added to SCAQMD's Classification Plan at that maximum compensation rate and with the scope of duties and minimum requirements specified above.
4. That Board Member Consultants ~~may be engaged as either independent contractors or exempt SCAQMD contract employees and that~~ Board Member Assistants may only be employed as SCAQMD contract employees. Board Consultants and Assistants who are employees of an entity with which the District contracts must follow the Administrative Code provisions applicable to employee Consultants.
5. ~~That the Contracts for Board Member Consultants engaged as independent contractors shall specify that they shall not, during the term of their employment, engage in any performance of work that is in direct or indirect conflict with duties and responsibilities for SCAQMD, and that their contracts shall contain a provision so stating.~~ Contracts for Board Consultants and Assistants ~~engaged as contract employees~~ shall be subject to Section 40 of SCAQMD's Administrative Code—Code of Ethics, except that they shall adhere to the work rules and performance standards established by the Board Member to whom they report.
6. That a Board Member wishing to engage the services of a person to provide assistance shall submit to the Administrative Committee a Proposal identifying the person and setting forth his or her qualifications, scope of duties, and proposed compensation. The proposal shall include a listing of other employment and/or clients sufficient to determine whether the person has existing work that conflicts directly or indirectly with his or her duties and responsibilities for SCAQMD. The Administrative Committee shall review the Proposal and determine if the proposed compensation rate is consistent with the required qualifications described above and shall, with advice of General Counsel, make a case-by-case determination of whether a person proposed to provide assistance complies with the conflict-of-interest requirements of this Policy and is a Board Member Assistant or a Board Member Consultant. ~~If the determination is made that the person is a Board Member Consultant, the Administrative Committee also shall determine whether the Board Member consultant be classified as an employee or an independent contractor.~~ All Board Member Assistants and Consultants shall be contract employees. Board Member Assistants, and Board Member Consultants ~~who are SCAQMD employees~~, are exempt from SCAQMD's Salary Resolution, Personnel Rules, and Administrative Code, except as specifically referenced in the said documents, this policy, or in his/her contract with SCAQMD.
7. That the position of Board Member Consultant ~~(whether SCAQMD employee or independent contractor)~~ and Board Member Assistant be noticed for designation in SCAQMD's Conflict of Interest Code listing classifications subject to the Code and the incumbent must disclose economic interests and comply with the Conflict of Interest provisions of the Political Reform Act.
8. That Board Member Assistants and Board Member Consultants serve at the pleasure of the Board Member to whom support services are provided and pursuant to the provisions of the contract executed between the Board Member Assistant or Board Member Consultant and SCAQMD. The Board Member served may determine whether his/her Board Member Consultant is to be paid on an

hourly or a monthly basis. Board Member Assistants must be paid on an hourly basis. Board Member Assistants and Board Member Consultants who are contract SCAQMD employees and who are paid on an hourly basis shall receive overtime pay at the rate of 1.5 times the hourly rate specified in his or her contract for hours worked in excess of ten per day or forty per week provided the Board Member approves in advance in writing the working of any overtime by the Board Member Assistant or Board Member Consultant. Board Member Consultants paid on a monthly basis will be paid a pro rata share of their annual contract amount each month, provided the Board Member approves in writing, which will also cover all expense reimbursements authorized under the contract.

9. That the maximum support service-related expenditure SCAQMD may make for the Chair and Vice-Chair is ~~\$116,250 for FY 2015-16; \$117,993 for FY 2015-16; and \$118,872 for FY 2016-17 and \$120,000 beginning FY 2026-27~~, and as revised by the Governing Board, not including business-related expenses. That the maximum support service-related expenditure SCAQMD may make for all other Board Members, not including business-related expenses shall be calculated prior to the beginning of each fiscal year based upon the Committee/Advisory/Other Group Assignment Points Methodology and Calculation, as described in Exhibit I. That the minimum support service related expenditure SCAQMD may make for all other Board Members, is ~~\$38,750 for FY 2015-16; \$39,331 for FY 2016-17; and \$39,624 for FY 2017-18 and \$50,000 beginning FY 2026-27~~, and as revised by the Governing Board, not including business-related expenses. ~~Effective May 1, 2009, e~~Expenses approved in advance that are associated with Board Member-approved attendance at mobile Board meetings and Board retreats will be reimbursed by SCAQMD upon presentation of expense receipts. ~~Effective May 1, 2009, e~~Expenses approved in advance that are associated with Board Chair-approved attendance at mobile Board meetings and Board retreats will be reimbursed by SCAQMD upon presentation of expense receipts.
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 - b. A Board Member Assistant or Board Member Consultant to the Board Member(s) serving as SCAQMD's CARB representative or as SCAQMD's representative to the California Fuel Cell Partnership (CaFCP) will be provided reimbursement for necessary expenses related to attending CARB or CaFCP workshops, hearings, meetings, or related events, subject to advance approval by the Board Chair.
 - c. Board Member Assistant and Board Member Consultant meal and travel expenses shall follow the reimbursement procedures described in Section 120 of the Administrative Code.
 - d. The Board Chair~~man~~ may also approve other Board Member Assistant/Consultant travel for SCAQMD-related activities provided such travel is requested by their associated supervising Board Member and is reported to the Administrative Committee.
10. That Board Member Assistants and Board Member Consultants ~~who are contract SCAQMD employees and~~ who work on average a minimum of 13 hours per week may elect, from among SCAQMD-sponsored health, dental, and vision insurance plans available to SCAQMD employees, SCAQMD-paid single-party coverage up to the dollar amount of the benefits cap approved by the

Board for professional employees. ~~Board Member Consultants who are independent contracts are not eligible for any SCAQMD benefits.~~

11. That Board Member Assistants and Board Member Consultants ~~who are contract SCAQMD employees~~ may elect to participate in the deferred compensation plan SCAQMD sponsors for employees, as covered under section 457 of the Federal Internal Revenue Code.
12. The total compensation provided under a contract between the Board Member Assistant or Board Member Consultant and SCAQMD for any Board Member shall not exceed the amounts specified in paragraph 9 above. At such time as the compensation for services reaches said amounts, the contract for services shall be terminated and the employment relationship between the Board Member Assistant or Board Member Consultant and SCAQMD shall be terminated.
13. That all present and future assistants to a Board Member (whether Board Member Assistant or Board Member Consultant ~~and whether or not an independent contractor~~) shall be subject to this policy.

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<u>Governing Board</u>	<u>Member</u>	<u>\$36,000</u>	
<u>Committee or Advisory Group</u>	<u>Member</u>	<u>\$14,000</u>	<u>Board Member is assigned to 2 or Less Committees or Advisory Groups</u>
<u>Committee or Advisory Group</u>	<u>Member</u>	<u>\$26,000</u>	<u>Board Member is assigned to 3 or more Committees or Advisory Groups</u>
<u>Committee or Advisory Group</u>	<u>Chair of Committee</u>	<u>\$18,000</u>	<u>In addition to Committee or Advisory Group Member amount</u>
<u>Committee or Advisory Group</u>	<u>Vice Chair of Committee</u>	<u>\$8,000</u>	<u>In addition to Committee or Advisory Group Member amount</u>
<u>MSRC</u>	<u>Member</u>	<u>\$10,000</u>	<u>South Coast AQMD representative</u>
<u>CARB</u>	<u>Member</u>	<u>\$40,000</u>	<u>South Coast AQMD representative</u>
<u>Partnership</u>	<u>Member</u>	<u>\$8,000</u>	<u>Natural Gas or Fuel Cell Partnership</u>

Note: Section 3 will be removed after FY 2025-26.

- 3) The following calculation methodology will be used through the end of FY 2025-26:
- 2) a. Assumes various levels of effort per assignment, based on agenda size and routine/non-routine nature of agenda items (Board Meetings/CARB/CACFP - 3 points, Admin/Leg/etc. - 2 points, LGSPA/IOC/BLTAP - 1 point)
- 3) b. Assumes the following points based on assignment/role:
 - a. i. Governing Board Meetings (12 mtgs/Yr): 4 points per meeting for Chair, 2 points for Vice-Chair, 1 point per meeting for all other Governing Board Members
 - b. ii. Committee/Advisory Group/Other Group Meetings (1-12 mtgs/Yr, depending on Comm/Advisory/Other): 2 points per meeting for Chair, 1.5 points per meeting for Vice Chair, 1 point for all other Governing Board Members
 - c. iii. CARB Meetings (12 mtgs/Yr): 2 points per meeting for CARB representative
 - d. iv. CA Fuel Cell partnership (2 mtgs/Yr): 2 points per meeting for CAFCP representative
- 4) v. For Committee/Advisory Group/Other Group assignments that may not have any actual meetings scheduled, it is assumed they will meet one time per year to reflect the possibility of a meeting (Refinery, Marine Port Committees, etc.)