

BOARD MEETING DATE: January 9, 2025

AGENDA NO. 13

REPORT: Administrative Committee

SYNOPSIS: The Administrative Committee held a hybrid meeting on Friday, December 12, 2025. The following is a summary of the meeting.

RECOMMENDED ACTION:
Receive and file.

Vanessa Delgado, Chair
Administrative Committee

SN:cb

Call to Order

Chair Vanessa Delgado called the meeting to order at 10:01 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 Mayor Patricia Lock Dawson for travel to Sacramento, California for the monthly CARB Board meeting as the South Coast AQMD representative.

3. **Report of Approved Out-of-Country Travel:** No travel was reported.
4. **Review January 9, 2026 Governing Board Agenda:** There was nothing to report.
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 4:04](#).
6. **Update on South Coast AQMD's Internal Engagement Activities:** Dr. 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 Dr. Arline Geronimus for Fabulous Female Friday. For additional information, please refer to the [Webcast at 4:55](#).
7. **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 10:16](#).
8. **Report of RFQs/RFPs Scheduled for Release in January:** Sujata Jain, Chief Financial Officer, reported that this item is to issue a request for quotations and qualifications to pre-qualify vendors capable of providing computer, network and printer, hardware, software, audio-visual equipment, to purchase desktop computer hardware upgrades for a new two-year period. Funds for these services are included in the fiscal year 2025-26 budget and will be requested in subsequent fiscal years. For additional information, please refer to the [Webcast at 11:45](#).

ACTION ITEMS:

5. **Approval of Compensation for Board Member Assistant(s)/Consultant(s):** There were two contract modification proposals and one new contract proposal for Mayor Pro Tem's Larry McCallon's Consultants. For additional information, please refer to the [Webcast at 4:04](#).

Moved by Cacciotti; seconded by McCallon, unanimously approved.

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

9. **Approve Recommendations to Revisions to Governing Board Committees and Advisory Groups:** Executive Officer Nastri presented a proposal to pause the Local Government and Small Business Advisory Group and Environmental Justice Advisory Group to allow staff to convene a stakeholder group discuss the development of a Charter for a new Policy Group.

For additional information, please refer to the [Webcast at 12:46.](#)

Supervisor Perez commented regarding the importance of Climate Change. Executive Officer Nastri confirmed Climate Change will continue to be a priority through Stationary Source Committee and within the legislature.

For additional information, please refer to the [Webcast at 12:46.](#)

David Rothbart representing Clean Water Southern California, Rita Loof, RadTech International, Curtis Coleman, Southern California Air Quality Alliance, James Breitling, City of Upland and Bill LaMarr, California Alliance of Small Business Associations commented that they recognize the importance of streamlining and having a forum similar to LGSBA for small business stakeholders to have longer discussions with staff and Board members.

Chair Delgado commented that these revisions to the Committees and Advisory Groups are a priority, and she was hoping to complete this while she is Chair of the Governing Board.

Mayor Pro Tem McCallon commented on the importance to receive input from small businesses, local government and environmental communities and is encouraged by the recommendation and looks forward to seeing the results in the Spring. He also added that his door is open to whoever wants to talk.

Vice Chair Cacciotti agreed that it is important to make it clear that these are advisory committees, not policy committees, and asked if other air districts have Advisory groups. Executive Officer Nastri stated that other air districts do not have these groups nor as many committees where they hear directly from constituents.

Moved by Cacciotti; seconded by McCallon, unanimously approved.

Ayes: Cacciotti, Delgado, McCallon, Perez

Noes: None

10. **Approve Amendments to Board Member Assistant and Board Member Consultant Policy and Methodology to Determine Support Level per Board Member:** Chief Operating Officer Susan Nakamura presented three revised options for compensation for Board Member Assistants/Consultants based on input from the Administrative Committee last month. For additional information, please refer to the [Webcast at 41:12.](#)

Mayor Pro Tem McCallon expressed support for the first option which accounts for number of Board Member assignments. Vice Chair Cacciotti said he was supportive

of the first option and had no strong feelings. Supervisor Perez and Chair Delgado agreed.

Mayor Pro Tem McCallon made a motion for the first option.

Mayor McCallon inquired if benefits were included in this budget and when would this be effective. Ms. Nakamura replied that the benefits are in the Governing Board budget and if approved, this would be effective at the beginning of Fiscal Year 2026-27.

Chair Delgado confirmed this item was now going to the full Board in January.

Moved by McCallon; seconded by Cacciotti, unanimously approved.

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

WRITTEN REPORTS:

There were no written reports.

OTHER MATTERS:

11. **Other Business:** There was no other business to report.
12. **Public Comment:** There was no public comment to report.
13. **Next Meeting Date:** The next regular Administrative Committee meeting is scheduled for Friday, January 16, 2026 at 10:00 a.m.

Adjournment

The meeting was adjourned at 10:51 a.m.