

BOARD MEETING DATE: April 3, 2015

AGENDA NO. 20

REPORT: Administrative Committee

SYNOPSIS: The Administrative Committee met on Friday, March 13, 2015. The Committee discussed various issues detailed in the Committee report. The next Administrative Committee meeting is scheduled for Friday, April 10, 2015 at 10:00 a.m.

RECOMMENDED ACTION:
Receive and file.

Dr. William A. Burke, Chair
Administrative Committee

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Attendance: Attending the March 13, 2015 meeting were Committee Members Dennis Yates at SCAQMD headquarters, and Dr. William Burke, Dr. Clark E. Parker, Sr., and Judith Mitchell via videoconference.

ACTION/DISCUSSION ITEMS:

1. **Board Members' Concerns:** None
2. **Chairman's Report of Approved Travel:** Executive Officer Barry Wallerstein reported that Councilmember Judith Mitchell will be traveling to Sacramento to meet with State Legislators and will also be attending the monthly CARB Board meeting. Additional meetings will potentially be scheduled for Councilmember Mitchell in the Capitol if time permits. Councilmember Joe Buscaino will also be traveling to Sacramento to meet with State Legislators and will also travel to San Francisco for several meetings related to air quality. Councilmember Mitchell noted that the dates of her travel to Sacramento to meet with Legislators have changed due to their availability. She will now meet with them on April 21.

3. **Approval of Compensation for Board Member Assistant(s)/Consultant(s):** None to report.
4. **Report of Approved Out-of-Country Travel:** None to report.
5. **Proposed Mobile Source Initiatives:** Dr. Wallerstein advised that this item was delayed one month.
6. **Status Report on the Career Development Intern Program:** Assistant Deputy Executive Officer Bill Johnson reported that staff has conferred with the Los Angeles County Department of Human Resources regarding a letter received from the Board of Supervisors requesting that SCAQMD create a Career Development Internship Program. Staff proposes to develop a classification of Career Development Intern tied to one of possibly six currently existing classifications. This would be a limited-term opportunity for up to twelve months focused on youth emancipated out of the foster care system.

Moved by Parker; seconded by Mitchell; unanimously approved.

7. **Receive Public Input on Executive Officer's Draft Goals and Priority Objectives for FY 2015-16:** Dr. Wallerstein reported that the Executive Officer's Draft Goals and Priority Objectives for FY 2015-16 were released at the last Committee meeting. Based on feedback received on the proposed Goals & Objectives, minor amendments were made to recognize the Chairman's Initiative on Environment Justice Community Partnerships. Also referenced were additional outreach efforts, as directed by the Board, including the cable TV summary that is now provided to cable TV stations regarding monthly Board meetings and other forms of communication. The Board will also be provided with an Attachment 2, which is a status report that summarizes agency performance relative to last year's Board-approved FY 2014-15 Goals & Objectives.
8. **Execute Contract for Independent Audit Services for FYs Ending June 30, 2015, 2016, and 2017:** Chief Financial Officer Michael O'Kelly reported that every year staff prepares financial statements for SCAQMD as required by law, which also requires that those financial statements be audited by a qualified independent auditor. An RFP was released and an evaluation panel reviewed the proposals received. The top three scoring firms were Simpson & Simpson CPAs, Lance, Soll, & Lunghard, LLP, and BCA Watson Rice LLP. After interviewing these firms, the Committee discussed each of their specific qualifications. It was determined that Simpson & Simpson CPAs were best qualified to perform the audit. The Committee amended the recommended action and authorized a 2-year contract with Simpson & Simpson CPAs.

Moved by Mitchell; seconded by Parker; unanimously approved.

9. **Approve Compensation Adjustments for Board Member Assistants/Consultants and Revisions to Board Member Assistant and Board Member Consultant Policy:** Mr. O’Kelly reported that this item requests approval to adjust the compensation for Board Member Assistants/Consultants effective January 1, 2015 in the same manner that compensation adjustments were provided to Teamsters Local 911, unrepresented employees, the Executive Officer and General Counsel.

Moved by Yates; seconded by Mitchell; unanimously approved.

10. **Remove Various Fixed Assets from SCAQMD Inventory:** Mr. O’Kelly reported that this item requests approval to declare designated equipment and motor vehicles as surplus and authorize the removal of these items from our fixed asset inventory.

Moved by Mitchell; seconded by Parker; unanimously approved.

11. **Amend Contracts to Provide Short- and Long-Term Systems Development, Maintenance and Support Services:** Assistant Deputy Executive Officer Chris Marlia reported that staff receives competitive bids to have several companies perform software development work for the District. Periodically during the year, staff identifies where software development or maintenance work is needed. This action is to amend the contracts for those companies to add additional budgeted funding needed to perform the work. Dr. Burke requested an update on the improvements to the website. Mr. Marlia responded that he has been in discussion with the company that provided an independent assessment before the new website went live. Enhancements to the website are continuing in particular with regard to compliance issues with the Americans with Disabilities Act. Mr. Marlia has also discussed whether this company would be interested in doing some further work and they have indicated that they are. Dr. Wallerstein mentioned that the contractor proposed a scope of work that was much larger than anticipated and was above his signature authority. He and Mr. Marlia will review the recommendations and determine what would be an appropriate scope of work. Dr. Burke expressed his frustration with the progress of the improvements and directed staff to expeditiously bring the website up to a standard that is equivalent to expected industry standards.

Moved by Mitchell; seconded by Parker; unanimously approved.

12. **Issue RFP for Purchase of Conference Room GB and Hearing Board Room Audio Visual Enhancements:** Mr. Marlia reported that this item is to release an RFP to enhance the GB Conference Room and Hearing Board Room to enable web streaming from both locations and to improve the quality of the sound and video in the GB Conference Room.

Moved by Yates; seconded by Parker; unanimously approved.

13. **Execute Replacement Contract for Refurbishment of Elevator Cab Interiors at Diamond Bar Headquarters:** Mr. Johnson reported that staff is requesting to execute a replacement contract to refurbish four elevator cars at the Diamond Bar facility. Earlier last year an RFP was released and West Coast Elevators, Inc. was selected. They were awarded a contract and accepted an initial payment, but they have since disappeared from contact. General Counsel has initiated legal action to recover the costs. This item is to execute a replacement contract with Thyssen Krupp Elevator, the second highest-rated proposal. Dr. Parker inquired whether a policy was in place that required a threshold or payment bond from a contractor, especially if they are seeking money in advance for mobilization. Mr. Johnson responded that there is not a policy in place requiring such a bond. Dr. Parker suggested that consideration be given to setting a threshold and requiring a payment bond when advancing money before performance to avoid problems of this nature in the future. Dr. Wallerstein agreed with that idea and suggested that such a provision be incorporated into RFPs. Dr. Burke thought it was a good idea as well, but expressed his concerns that it would prevent small businesses from bidding because of the financial burden. Dr. Burke determined that a policy decision should be held for further consideration and that the Committee only take action on the item currently before them.

Moved by Parker; seconded by Yates; unanimously approved.

14. **Review of the April 3, 2015 Governing Board Agenda:** There were no questions regarding the April 3, 2015 Governing Board Agenda.
15. **Other Business:** None
16. **Public Comment:** None

Meeting adjourned at 11:30 a.m.