

BOARD MEETING DATE: August 4, 2023

AGENDA NO. 13

REPORT: Administrative Committee

SYNOPSIS: The Administrative Committee held a hybrid meeting on Friday, June 9, 2023. The following is a summary of the meeting.

RECOMMENDED ACTION:
Receive and file.

Michael Cacciotti, Vice Chair
Administrative Committee

SN:cb

Committee Members

Present: Councilmember Michael Cacciotti, Vice Chair
Supervisor Curt Hagman
Supervisor V. Manuel Perez

Absent: Chair Vanessa Delgado, Committee Chair
Board Member Gideon Kracov

Call to Order

Vice Chair Cacciotti called the meeting to order at 10:02 a.m. Supervisor Hagman was appointed by the Committee Chair to serve for this meeting only for the June Administrative Committee meeting to allow the meeting to have a quorum.

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

DISCUSSION ITEMS:

1. **Board Members' Concerns:** There were no concerns to report.

2. **Chair's Report of Approved Travel:** Board Member Kracov travel as the CARB representative was reported.
3. **Report of Approved Out-of-Country Travel:** There was no out-of-country travel reported.
4. **Review August 4, 2023 Governing Board Agenda:** Wayne Nastri, Executive Officer, reported that at the August Board Meeting Proposed Amended Rule 1178 and Proposed Amended Rule 1405 will be set for Public Hearing at the September Board Meeting and that there are two Public Hearings for Proposed Amended Rule 1153.1 and Proposed Amended Rule 2202. For additional information please refer to the [Webcast at 3:55](#).
5. **Approval of Compensation for Board Member Assistant(s)/Consultant(s):** There were two proposals, so this item has been moved to Action Items.
6. **Update on South Coast AQMD Inclusion, Diversity and Equity Efforts:** Cessa Heard-Johnson, Diversity, Equity & Inclusion Officer, provided an update on agency efforts, seasonal events, cultural displays, upcoming statewide working group, and mentioned Dr. Haunani-Kay Trask for Fabulous Female Friday. For additional information please refer to the [Webcast at 5:48](#).
7. **Pre-Audit Conference (Presenter: Kenneth Pun, Managing Partner):** Sujata Jain, Chief Financial Officer, Deputy Executive Officer, introduced Kenneth Pun, Managing Partner from The Pun Group, which is South Coast AQMD's financial auditing firm. Mr. Pun reported on their timeline and audit process for Fiscal Year 2022-23, which is ending on June 30, 2023.

Vice Chair Cacciotti asked Mr. Pun how many members will be on-site at South Coast AQMD when the audit is performed. Mr. Pun indicated that they anticipate a total of three members on site, including himself. For additional information, please refer to the [Webcast at 12:33](#).

8. **Status Report on Major Ongoing and Upcoming Projects for Information Management:** Xin Chen, Information Technology Manager/Information Technology, reported that an enhancement for the Warehouse Actions and Investments to Reduce Emissions Program Online Portal was deployed in time for phase 2 for warehouses to submit their reports starting June 1, 2023. An enhancement to the Carl Moyer Grant Management system was also deployed to improve efficiency and provide better user experience. Information Management, Compliance and Enforcement, and Finance partnered together to complete a U.S. EPA Grant application process. For additional information, please refer to the [Webcast at 18:15](#).

ACTION ITEMS:

5. **Approval of Compensation for Board Member Assistant(s)/Consultant(s):**
There were two proposals for Chair Delgado's Board Assistant, Sandra Hernandez: a contract modification for June 1, 2023 to June 30, 2023, and a new contract for Fiscal Year 2023-24.

Supervisor Hagman participated in the meeting and there was a quorum.

Moved by Hagman; seconded by Perez, unanimously approved.

Ayes: Cacciotti, Hagman, Perez

Noes: None

Absent: Delgado, Kracov

WRITTEN REPORT:

There were no written reports.

OTHER MATTERS:

9. **Other Business:** There was no other business to report.
10. **Public Comment:** There was no public comment to report.
11. **Next Meeting Date:** The next regular Administrative Committee meeting is scheduled for Friday, August 11, 2023 at 10:00 a.m.

Adjournment

The meeting was adjourned at 10:21 a.m.