

BOARD MEETING DATE: July 11, 1997

AGENDA NO. 24

REPORT: Administrative Committee

SYNOPSIS: The Administrative Committee met Friday, June 20, 1997, and reviewed the proposed agenda for the July 11, 1997 Board meeting. The Committee also discussed various issues detailed in the Committee report. The next Administrative Committee meeting is Friday, July 18, 1997, at 9:30 a.m., in Conference Room CC8.

RECOMMENDED ACTION:
Receive and file this report.

Jon D. Mikels, Chairman
Administrative Committee

NN:dw

Attendance:

Present were Jon Mikels and Committee Members Mike Antonovich, Mee Hae Lee, Leonard Paulitz, and Roy Wilson. Committee Member William A. Burke was absent. Also attending were Board Members Cody Cluff and Nell Soto. In the absence of Dr. Burke, and pursuant to the Procedure for Standing Committees of the Governing Board, adopted March 8, 1996, Chairman Mikels appointed Nell Soto as an *ad hoc* member of the Administrative Committee for the meeting of June 20, 1997 only.

Administrative Committee Discussion Items:

Status of EPA's Proposed Standards Regarding Ozone: Deputy Executive Officer of Planning, Transportation and Information Management Dr. Barry Wallerstein provided a brief status report relative to the proposed ozone standards, advising that information received indicates EPA is on schedule and the new standards will be promulgated on July 19, 1997, as expected. .

Status Report on Labor Relations Legal Issues: Senior Deputy District Counsel Kurt Wiese presented the Committee with a brief history of the District's attorney fees incurred on labor matters, advising that such history necessitated certain measures be taken to reduce labor-related attorney fees. These measures include coordination by District Counsel of all litigation, employment matters brought in-house to be handled by District Counsel staff, 90-day litigation budgets, and task-based billings.

Approval of Compensation for Board Member Assistant(s): The Committee considered and recommended approval of the proposed compensation and contracts for the following

Board Member Assistants and Consultants, in accordance with the guidelines set forth in the Board Member assistance policy. *Moved (Wilson), and unanimously approved.*

Board Member	Assistant/Consultant	Proposed Capacity	Compensation
Jon D. Mikels	Daniela Fernandez (Board Member Assistant)	Assistant; employee via payroll reimbursement to San Bernardino County	\$21.61/hour
Jon D. Mikels	Nancy C. Tracy (Administrative Secretary)	Assistant; employee via payroll reimbursement to San Bernardino County	\$16.08/hour
William A. Burke	María M. Barragán	Consultant; employee	\$40.00/hour
Cody G. Cluff	Jennifer S. Korn	Consultant; contractor	\$45.00/hour
Norma J. Glover	Laura Ortega	Assistant; employee	\$21.00/hour
Mee Hae Lee	Kelly Candaele	Consultant; contractor	\$30.00/hour
Ronald O. Loveridge	Ruthanne Taylor Berger	Consultant; contractor via payroll reimbursement to WRCOG	\$41.30/hour
Leonard Paulitz	John Dutrey	Assistant; employee	\$20.00/hour
James W. Silva	Dolores "Nina" J. Hull	Consultant; contractor	\$45.00/hour
Nell Soto	Edric F. Guise	Consultant; contractor	\$45.00/hour
Roy Wilson	Carolyn Syms Luna	Assistant; employee	\$25.00/hour

Out-of-Country Travel: None.

Contract Policy Change: Director of Administrative Services and Human Resources Joe Contaoi advised that a draft contract policy is being developed with input from the Board's *Ad Hoc* Committee to Review Sole Source Contracting, and that said policy would be available for the Administrative Committee's consideration at its July 18 meeting; thus, this item was continued to the July 18 meeting of the Administrative Committee.

Staff Recommendations for July 11, 1997 Board Meeting

Recommended for Approval by the Administrative Committee:

1. Final Resolution of Unresolved Findings and Recommendations in the Biennial Audit of AB 2766 Fee Revenue Recipients for FYs 1993-94 and 1994-95: *Upon advisement by Director of Finance Rick Pearce that the hearing on the three remaining unresolved findings would be continued to the August 8, 1997 public hearing, this item was unanimously approved (Paulitz/Wilson).*
2. Remove Fixed Assets Being Transferred to Antelope Valley Air Pollution Control District from AQMD Fixed Assets Inventory: *Unanimously approved (Wilson/Lee).*

3. Recognize and Appropriate Funds from ARB for Third Year Operations of Monitoring Sites for Children's Health Study in South Coast Air Basin: *Unanimously approved (Lee/Paulitz).*
4. Recognize and Appropriate Funds from EPA for Photochemical Assessment Monitoring Stations Program: *Unanimously approved (Lee/Wilson).*
5. Recognize and Appropriate Funds from U.S. EPA to AQMD to Assist States in Developing Small Business Assistance Programs: *Unanimously approved (Lee/Paulitz).*
6. Modify Contingency Purchase/Sales Agreement for Real Property Located at 9150 Flair Drive, El Monte, California: *Unanimously approved (Lee/Wilson).*
7. Reissue RFP 9697-39, Employee Relations Litigation and/or Negotiation Services; Execute Interim Contract for Litigation Services and Extend Contract for Work Associated with On-Going Litigation for a Period Not to Exceed November 14, 1997: *Unanimously approved (Lee/Soto).*
8. Report on Major Projects for Information Management Scheduled for Implementation During the First Six Months of FY 1997-98: *Upon Mee Lee's motion that interim status reports include "spent to date" and "contractor" columns as the projects are completed, this item was unanimously approved (Lee/Paulitz).*
9. Establish Membership of Advisory Groups: *This item was continued to the July 18 meeting of the Administrative Committee after advisement that the Committee Members would be provided a draft of the Advisory Groups' proposed membership rosters well in advance of the July 18 Committee meeting. The continuance was unanimously approved (Mikels/Soto).*
10. Consider Appointment of Interim Executive Officer Pending Recruitment: *Upon the Committee's discussion of the process and methods expected to be used in undertaking an executive search, as well as the possible designation of a Deputy Executive Officer as an interim or acting Executive Officer, Mee Lee moved that this item be continued to the July 18 meeting of the Administrative Committee. The motion was seconded by Leonard Paulitz and passed by the following vote: Ayes: Mikels, Lee, Paulitz, Wilson; Noes: Antonovich, Soto.*

Board Member Travel Authorized by the Chairman (May 23-June 20, 1997):

DATE	TRAVELER	DESTINATION	PURPOSE
6/26-27/97	James Silva	Sacramento	CARB Meeting
6/24-25/97	Ronald Loveridge, Leonard Paulitz	Long Beach	Attend the Third National Clean Cities Stakeholders' Conference

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