



BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

THURSDAY  
March 4, 2004  
9:30 A.M.

BOARD OF DIRECTORS  
PERSONNEL COMMITTEE MEETING

COMMITTEE MEMBERS

HAROLD BROWN – CHAIRPERSON  
CHRIS DALY  
LIZ KNISS  
MARK ROSS

PATRICK KWOK – VICE CHAIRPERSON  
JERRY HILL  
JAKE MCGOLDRICK  
TIM SMITH

4<sup>th</sup> FLOOR CONFERENCE ROOM

**REVISED AGENDA**

1. **CALL TO ORDER - ROLL CALL**
2. **PUBLIC COMMENT PERIOD** (*Public Comment on Non-Agenda Items Pursuant to Government Code § 54954.3*) *Members of the public are afforded the opportunity to speak on any agenda item. All agendas for regular meetings are posted at District headquarters, 939 Ellis Street, San Francisco, CA, at least 72 hours in advance of a regular meeting. At the beginning of the regular meeting agenda, an opportunity is also provided for the public to speak on any subject within the Committee's subject matter jurisdiction. Speakers will be limited to five (5) minutes each.*
3. **APPROVE MINUTES OF SEPTEMBER 4, 2002**
4. **CONDUCT INTERVIEWS OF CANDIDATES TO FILL THE ALTERNATE MEDICAL PROFESSION POSITION ON THE DISTRICT HEARING BOARD**  
  
*Interviews will be conducted with the following candidates for this Board-appointed position for a three-year term of office effective April 13, 2004.*  
  
*Ronit Benabraham-Katz  
Sabir Khan  
Steven Kmucha  
Becky Bell  
Edward Swenson  
Jade Pyle*
5. **COMMITTEE MEMBER COMMENTS/OTHER BUSINESS**  
  
*Any member of the Board, or its staff, on his or her own initiative or in response to questions posed by the public, may: ask a question for clarification, make a brief announcement or report on his or her own activities, provide a reference to staff regarding factual information, request staff to report back at a subsequent meeting concerning any matter or take action to direct staff to place a matter of business on a future agenda. (Gov't Code § 54954.2)*
6. **TIME AND PLACE OF NEXT MEETING AT THE CALL OF THE CHAIR**
7. **ADJOURNMENT**

JPB:mag

**Bay Area Air Quality Management District  
939 Ellis Street  
San Francisco, California 94109  
(415) 771-6000**

**DRAFT MINUTES**

Summary of Board of Directors  
Personnel Committee Meeting  
9:00 a.m., Wednesday, September 4, 2002

**1. Call to Order – Roll Call:** 9:06 a.m.

**Present:** Dena Mossar, Chair; Harold Brown, Scott Haggerty (9:30 a.m.), Jerry Hill, Nate Miley (9:30 a.m.), Julia Miller (9:12 a.m.), Shelia Young.

**Also Present:** Randy Attaway.

**Absent:** Liz Kniss.

**2. Public Comment Period:** There were none.

**3. Approval of Minutes of April 26, 2002:** Mr. Brown moved approval of the minutes; seconded by Ms. Young; carried unanimously by acclamation.

**4. Proposed Amendments to District Administrative Code Division III, Section 13: Method of Filling Vacancies:** *The Committee considered amending the Administrative Code Division III; Section 13: Method of Filling Vacancies to streamline the hiring process.*

Peter Rogosin, Acting Human Resources Officer, presented the report stating the proposed amendments simplify the process for filling vacancies and address issues that have come up when having to deal with this section of the Administrative Code. The amendments provide a uniform set of principles governing employee selection procedures that are consistent with applicable professional standards.

During discussion, it was noted that Section 13.1(e) referred to a “partial listing of reasons for which an applicant or candidate for employment may be rejected”. It was suggested that the language be revised to indicate that the list was a comprehensive “but not limiting” list of reasons. There was also discussion on the ability for electronic filing of an application under Section 13.1(d). Bill Norton, Interim CEO, stated the District is working on a new web site that will be fully operational by the end of the fiscal year and recommended this issue be addressed at that time.

**Committee Action:** Mr. Hill moved recommendation to the Board to approve the proposed amendments to the District’s Administrative Code Division III, Section 13: Method of Filling

Vacancies, including the additional language under Section 13.1 (e) as discussed; seconded by Ms. Young; carried unanimously by acclamation.

5. **Closed Session – Conference with District’s Labor Negotiator, IEDA:** *Pursuant to Government Code Section 54957.6(a) the Committee met with the District’s Labor Negotiator to discuss compensation for unrepresented personnel in the Management and Confidential classes.*

The Committee convened to Closed Session at 9:16 a.m. The Committee Reconvened to Open Session at 9:34 a.m.

Brian Bunger, Acting Legal Counsel, reported the Committee met in Closed Session with a representative from IEDA to discuss Management and Confidential compensation; the Committee provided guidance to IEDA to move forward with discussions.

6. **Committee Member Comments/Other Business.** There were none.
7. **Time and Place of Next Meeting:** At the Call of the Chair.
8. **Adjournment:** The meeting was adjourned at 9:40 a.m.

Mary Romaidis  
Clerk of the Boards

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BAY AREA AIR QUALITY MANAGEMENT DISTRICT  
Inter-office Memorandum

To: Chairperson Brown and  
Members of the Personnel Committee

From: Michael Rich  
Human Resources Officer

Date: March 3, 2004

Re: Conduct Interviews of Candidates to Fill the Alternate Medical  
Profession Position on the District Hearing Board

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RECOMMENDED ACTION:

The Personnel Committee will interview and consider candidates to fill the alternate Medical Profession position on the District Hearing Board. The Committee will then make a recommendation on candidate selection for consideration by the Board of Directors.

BACKGROUND:

Pursuant to Section 40800 of the California Health and Safety Code the District is required to maintain a Hearing Board consisting of five members. Further, section 40801 requires that one of the Hearing Board members is from the medical profession and has specialized skills, training or interests in the fields of environmental medicine, community medicine, or occupational/toxicological medicine. Section 40800 allows the District to appoint one alternate for each member of the Hearing Board with the same qualifications specified in Section 40801.

DISCUSSION

The Hearing Board currently has a vacancy for the alternate medical professional member. There are six candidates who have been notified of the interviews scheduled for March 4, 2004, listed alphabetically as follows: 1) Becky Bell; 2) Ronit Benabraham-Katz; 3) Sabir Khan; 4) Steven Kmucha; 5) Jade Pyle; 6) Edward Swenson. A binder has been prepared for each member of the Personnel Committee with information on each candidate, including answers to the supplemental questionnaire that was sent out to each applicant. The schedule for interviews on March 4, 2004 is as follows:

Interview Time:

9:40 a.m.  
10:05 a.m.  
10:30 a.m.  
10:55 a.m.  
11:20 a.m.  
11:45 a.m.

Candidate:

Ronit Benabraham-Katz  
Sabir Khan  
Steven Kmucha  
Becky Bell  
Edward Swenson  
Jade Pyle

The length of each interview will be approximately twenty minutes. A few minutes are available between each candidate for Committee members to organize notes on the previous candidate prior to the next interview. Please remember to bring your binder to the meeting.

Respectfully submitted,

Michael K. Rich  
Human Resources Officer

FORWARDED: \_\_\_\_\_

Prepared by: Michael K. Rich