



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

BOARD OF DIRECTORS
PERSONNEL COMMITTEE MEETING

COMMITTEE MEMBERS

HAROLD BROWN - CHAIRPERSON
SCOTT HAGGERTY
JULIA MILLER
PAMELA TORLIATT

PATRICK KWOK - VICE CHAIRPERSON
JAKE McGOLDRICK
MARK ROSS
MICHAEL SHIMANSKY

**THURSDAY
DECEMBER 15, 2005
10:00 A.M.**

4TH FLOOR CONFERENCE ROOM

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. **APPROVAL OF MINUTES OF APRIL 7, 2005**
4. **DISCUSSION OF THE PERSONNEL COMMITTEE'S ROLE IN RECOMMENDING APPOINTEES TO THE ADVISORY COUNCIL**

J. Broadbent/5052
jbroadbent@baaqmd.gov

The Personnel Committee will discuss and consider its role relative to the Advisory Council Applicant Selection Working Group and may recommend that the Board alter its current practice with respect to the recommendations of the Working Group.

5. **CONSIDERATION OF AND POSSIBLE RE-APPOINTMENT OF ADVISORY COUNCIL MEMBERS**
6. **CONSIDERATION OF RECOMMENDATION FOR PUBLIC HEALTH MEMBER TO ADVISORY COUNCIL**

J. Broadbent/5052
jbroadbent@baaqmd.gov

The Committee will consider recommendations on re-appointments to the Advisory Council.

J. Broadbent/5052
jbroadbent@baaqmd.gov

The Committee will consider recommendation of an appointment to the Public Health member category on the Advisory Council.

7. **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)

8. **TIME AND PLACE OF NEXT MEETING AT THE CALL OF THE CHAIR**

9. **ADJOURNMENT**

**CONTACT CLERK OF THE BOARDS - 939 ELLIS STREET
SAN FRANCISCO, CA 94109**

**(415) 749-4965
FAX: (415) 928-8560
BAAQMD homepage:
www.baaqmd.gov**

- To submit written comments on an agenda item in advance of the meeting.
- To request, in advance of the meeting, to be placed on the list to testify on an agenda item.
- To request special accommodations for those persons with disabilities (notification to the Clerk's Office should be given at least three working days prior to the date of the meeting so that arrangements can be made accordingly).

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairperson Brown and Members
of the Personnel Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: November 28, 2005

Re: Personnel Committee Draft Minutes

RECOMMENDED ACTION:

Approve attached draft minutes of the Personnel Committee meeting of April 7, 2005.

DISCUSSION

Attached for your review and approval are the draft minutes of the April 7, 2005, Personnel Committee meeting.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

**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
9:30 a.m., Thursday, April 7, 2005

1. **Call to Order – Roll Call:** Chairperson Harold Brown called the meeting to order at 9:38 a.m.

Present: Harold Brown, Chairperson; Patrick Kwok, Jake McGoldrick, Julia Miller, Mark Ross, Pamela Torliatt (9:42 a.m.).

Absent: Scott Haggerty.
2. **Public Comment Period:** There were none.
3. **Approval of Minutes of April 14, 2004:** Director Kwok moved approval of the minutes; seconded by Director Miller; carried unanimously by acclamation.
4. **Conduct Interviews of Candidates to fill the Regular and Alternate Public Member Category Positions on the District’s Hearing Board:** *Interviews were conducted with the following candidates for these Board-appointed positions. A recommendation was made for ratification by the Board of Directors.*
 - A) *Julio Magalhães*
 - B) *Terry Trumbull*
 - C) *DeLia Sarmiento*
 - D) *Charles Belcher*
 - E) *Peter Chiu*
 - F) *Barbara Cohrssen*
 - G) *Andrew Mingst*
 - H) *Richard Grundy*

Michael Rich, Human Resources Officer, reviewed the process for interviewing the candidates and noted that Mr. Mingst withdrew his application. The Committee then interviewed the candidates.

Committee Action: Director Miller moved that the Committee recommend that the Board of Directors reappoint Julio Magalhães to the regular Public Member position on the District Hearing Board for a three-year term ending April 2, 2008; seconded by Director Kwok; carried unanimously by acclamation.

After further discussion, the Committee took the following action:

Committee Action: Director McGoldrick moved that the Committee recommend that the Board of Directors reappoint Terry Trumbull to the regular Public Member position and Peter Chiu and Richard Grundy to the alternate Public Member positions on the District Hearing Board for three-year terms ending April 2, 2008; seconded by Director Kwok; carried unanimously by acclamation.

The Committee directed staff to forward the application and resume of Charles Belcher to the Advisory Council to be included in their pool of applicants for positions on the Council.

5. **Committee Member Comments/Other Business.** There were none.
6. **Time and Place of Next Meeting:** At the Call of the Chair.
7. **Adjournment:** The meeting was adjourned at 11:32 a.m.

Mary Romaidis
Clerk of the Boards

:mr

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Office Memorandum

To: Chairperson Brown and
Members of the Personnel Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: December 5, 2005

Re: Discussion of Personnel Committee's Role in Recommending Appointees
to the Advisory Council

RECOMMENDED ACTION:

The Personnel Committee will discuss and consider its role relative to the Advisory Council Applicant Selection Working Group and may recommend that the Board of Directors alter its current practice with respect to the recommendations of the Working Group.

BACKGROUND:

Pursuant to Division I, Section 6.6 of the Administrative Code the Personnel Committee of the Board of Directors has the function, among other things, of recommending selection of Advisory Council members for Board approval whenever a vacancy exists. Prior to 1995, recommendations were made to the full Board of Directors after the Personnel Committee interviewed applicants. In 1988 the Personnel Committee recommended and the Board of Directors approved creation of an "Applicant Resource Pool" in order to promptly fill vacancies from a pool of applicants who had previously been interviewed but not recommended for appointment. On September 23, 1994, several interviewees for an Advisory Council vacancy did not appear for their interview with the Personnel Committee. As a result, the Personnel Committee recommended that an ad hoc committee of the Advisory Council take on the role of screening applications, interviewing applicants and making recommendations to the Personnel Committee on which applicants should be appointed to the Advisory Council. This Ad Hoc Screening Committee (subsequently named the Applicant Selection Working Group) was created and held its first meeting in September 1995. Since then, the Applicant Selection Working Group has received and screened applications, interviewed candidates, and provided a selection recommendation to the Board's Personnel Committee, and, more recently, to the Board's Executive Committee.

DISCUSSION:

Sections 40260 *et seq.* of the California Health and Safety Code establishes the Advisory Council. The Health and Safety Code provides that the Council consist of 20 members, appointed by the Board of Directors, and that the Chairman of the Board serves as an ex officio member. The District's Administrative Code provides that the Personnel Committee of the Board is to recommend appointees for Board approval to fill vacancies on the Advisory Council. Recently, such recommendations have been made, instead, by the Executive Committee of the Board.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Memorandum

To: Chairperson Brown and Members of the Board Personnel Committee

From: Brian Zamora, Advisory Council Chairperson

Date: November 18, 2005

Re: Consider Recommendations on Re-appointments of Ten (10) Advisory Council
Members to an Unexpired Term Ending January 1, 2006

RECOMMENDED ACTION:

Consider recommendations to the Board of Directors on the reappointment of 10 Advisory Council members to a two-year term beginning January 1, 2006 and ending December 31, 2007.

BACKGROUND:

Pursuant to Section 40261 through 40263 of the California Health and Safety Code the District is required to maintain an Advisory Council consisting of 20 members who serve two year terms. The terms are staggered such that the terms of 10 members expire each calendar year. The Board of Directors has a practice of reviewing the attendance records of those members whose two-year terms have expired and who request re-appointment.

DISCUSSION:

Ten members have requested reappointment to a two-year term beginning January 1, 2006 and ending December 31, 2007. The chart below shows the total Regular and Committee meetings that the members were assigned, how many they attended, and the total attendance percentage of each member.

The attendance data covers the two-year term beginning January 1, 2004 and ending December 31, 2005, with attendance calculated through November 17, 2005, after the final meeting of the full Advisory Council and subsequent Applicant Selection Working Group. The newest member, Ken Blonski, was appointed by the Board on October 19, 2005 to fill an unexpired two-year term in the "Regional Park District" category that concludes on December 31, 2005. He will only have attended one meeting in the unexpired term following his appointment.

<u>Name</u>	<u>Category</u>	<u>Assigned/Attended</u>	<u>Percentage</u>
Diane Bailey	Conservation Organization	23/15	65%
Jeffrey Bramlett	Public Health Agency	25/23	92%
Harold Brazil	Transportation	32/26	81%
Emily Drennen	Conservation Organization	22/18	81%
Fred Glueck	General Contractor	27/25	96%
William Hanna	Agriculture	30/20	67%
Kraig Kurucz	Industry	32/24	75%
Ken Blonski	Regional Park District	1/1	100%
Victor Torreano	Organized Labor	28/26	93%
Brian Zamora	Public Health Agency	30/24	80%

All of the above Council members have exceeded the 50% attendance threshold that the Board of Directors has identified as a minimum standard for attendance.

I will be present at the December 15, 2005 meeting of the Personnel Committee to answer any questions that you may have.

Respectfully submitted,

Brian Zamora
Chairperson
Advisory Council

Prepared by: James N. Corazza

FORWARDED BY: _____

BZ:jc

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Memorandum

To: Chairperson Brown and Members of the Personnel Committee
From: Bill Hanna, Chairperson, Applicant Selection Working Group
Date: November 28, 2005
Re: Consider Recommendation for Appointment of Member to “Public Health Agency” Category
on the Advisory Council

RECOMMENDED ACTION:

Consider recommending that the Board of Directors appoint Steven Kmucha, M.D., to the “Public Health Agency” category on the Advisory Council to complete an unexpired term beginning January 1, 2005 and ending December 31, 2006.

BACKGROUND:

Elinor Blake tendered her resignation from the Advisory Council in the “Public Health Agency” category effective October 1, 2005. Her term was set to expire on December 31, 2006.

DISCUSSION:

A Press Release soliciting applications for vacancies on the Advisory Council was issued in the Fall of 2005. It was posted on the District’s website, forwarded to the Board of Directors, Advisory Council and Hearing Board, and transmitted via fax to the District’s list of newsprint, radio and television recipients. At the conclusion of the application period, the Applicant Selection Working Group received and reviewed five applications, of which three were selected for an interview. Shortly before the date on which interviews were to be held, one of the three candidates withdrew from consideration but requested that his application be retained on file in the event future vacancies arise. On November 17, two candidates were interviewed by the Applicant Selection Working Group, which recommends that Steven Kmucha, M.D., be recommended by the Personnel Committee to the full Board of Directors for appointment to the “Public Health Agency” category vacancy. Dr. Kmucha is presently an alternate member of the District’s Hearing Board in the “Medical Professional” category. He has indicated that he will resign from that position if appointed to the Advisory Council.

I will attend the Personnel Committee meeting to answer any questions that you may have.

Respectfully submitted,

William Hanna
Chairperson
Applicant Selection Working Group

Prepared by: James N. Corazza

FORWARDED BY: _____