



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

BOARD OF DIRECTORS
PERSONNEL COMMITTEE MEETING

COMMITTEE MEMBERS

SHELIA YOUNG - CHAIRPERSON
HAROLD BROWN
NATE MILEY
MARK ROSS
PAM TORLIATT

PATRICK KWOK - VICE CHAIRPERSON
SCOTT HAGGERTY
JULIA MILLER
MICHAEL SHIMANSKY

TUESDAY
FEBRUARY 28, 2006
9:30 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 DECEMBER 15, 2005**
4. **CONSIDER RECOMMENDING TO THE BOARD OF DIRECTORS A REASSIGNMENT TO THE TRANSPORTATION CATEGORY FOR 1 POSITION ON THE ADVISORY COUNCIL**

J. Broadbent/5052

jbroadbent@baaqmd.gov

The Committee will consider recommending to the Board of Directors a reassignment to the Transportation category to fill an unexpired term of office.

5. **CONDUCT INTERVIEWS AND CONSIDER RECOMMENDING APPLICANTS TO FILL 10 POSITIONS ON THE ADVISORY COUNCIL**

J. Broadbent/5052

jbroadbent@baaqmd.gov

The Committee will conduct interviews of candidates to fill ten (10) categories that have expired terms of offices on the Advisory Council.

6. **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)

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

8. **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: Chair Young and Members
of the Personnel Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: February 21, 2006

Re: Personnel Committee Draft Minutes

RECOMMENDED ACTION:

Approve attached draft minutes of the Personnel Committee meeting of December 15, 2005.

DISCUSSION

Attached for your review and approval are the draft minutes of the December 15, 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
10:00 a.m., Thursday, December 15, 2005

- 1. Call to Order – Roll Call:** Chair Harold Brown called the meeting to order at 10:05 a.m.

Present: Harold Brown, Chair; Scott Haggerty (10:10 a.m.), Patrick Kwok, Jake McGoldrick, Julia Miller, Mark Ross, Michael Shimansky (10:21 a.m.), Pamela Torliatt (10:17 a.m.).

Absent: None.

Also Present: Marland Townsend

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

- 3. Approval of Minutes of April 7, 2005:** Director Kwok moved approval of the minutes; seconded by Director Miller; carried unanimously without objection.

- 4. Discussion of the Personnel Committee's Role in Recommending Appointees to the Advisory Council:** *The Personnel Committee discussed and considered its role relative to the Advisory Council Applicant Selection Working Group and recommended that the Board of Directors alter its current practice with respect to the recommendations of the Working Group.*

Jack Broadbent, Executive Officer/APCO, provided background on the establishment, in September 1994, of the Advisory Council's Applicant Selection Committee, later changed to the Applicant Selection Working Group. Mr. Broadbent stated that the Air District's Administrative Code provides that the Personnel Committee is to recommend appointees for Board of Director approval to fill vacancies on the Advisory Council. The recommendations from the Applicant Selection Working Group have recently been made by the Executive Committee.

Director Scott Haggerty arrived at 10:10 a.m.

The Committee discussed the member categories as provided in the Health and Safety Code and the provision that the Board Chair is an ex-officio member of the Advisory Council.

Brian Zamora, Advisory Council Chairperson, discussed the merits of the Applicant Selection Working Group. The consensus of the Committee was to alter its current practice with respect to the recommendations of the Working Group and take a more active role in the appointment process of the Advisory Council members.

Director Miller moved that the top two candidates per category, as recommended by the Applicant Selection Working Group, be interviewed by the Personnel Committee; seconded by Director Kwok.

Director Pamela Torliatt arrived at 10:17 a.m.

There was discussion on submitting the applications of those candidates not recommended by the Applicant Selection Working Group so the Personnel Committee could review them.

Director Michael Shimansky arrived at 10:21 a.m.

Committee Action: Director Miller restated her motion and moved that the Applicant Selection Working Group conduct interviews and rank the candidates; that all of the applications are forwarded to the Committee with the Applicant Selection Working Group's top two recommendations; and that the Personnel Committee interview the top two candidates; seconded by Director Haggerty.

There was a brief discussion on the number of candidates for each category and that sometimes there is only one candidate for a given category. The motion then carried unanimously without objection.

5. Consideration of Possible Re-Appointment of Advisory Council Members: *The Committee considered recommendations on re-appointments to the Advisory Council.*

Mr. Broadbent stated that there are ten members of the Advisory Council seeking re-appointment. The Committee discussed the possible re-appointment of the ten Advisory Council members. Based on the active role the Committee will now take regarding appointments to the Council, the re-appointment of the ten Advisory Council members was deferred. Staff was directed to conduct an open recruitment for the ten positions. The Committee will consider the current members seeking re-appointment along with outside applicants. Staff was also directed to provide the Committee with additional information as discussed.

Committee Action: Director Miller moved that the Committee table the action and requested staff come back to the Committee with the information requested; seconded by Director Haggerty.

There was discussion on interviewing the current members and the process for recruiting new candidates. The process is to be completed by March 15, 2006. The motion then carried by acclamation with Director Brown opposing the motion.

6. **Consideration of Recommendation for Public Health Member to Advisory Council:** *The Committee considered recommendation of an appointment to the Public Health member category on the Advisory Council.*

William Hanna, Chairperson of the Applicant Selection Working Group, stated that three candidates were selected to be interviewed. One candidate withdrew their application. Mr. Hanna stated that the Working Group recommends the appointment of Steven Kmucha, M.D. to the Public Health Agency category on the Advisory Council for an unexpired term that will end on December 31, 2006.

Michael Rich, Human Resources Officer, noted that the Personnel Committee had interviewed Dr. Kmucha when he applied for a position on the Hearing Board.

Committee Action: Director Ross moved that the Committee recommend 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 that began on January 1, 2005 and will end on December 31, 2006; seconded by Director Miller; carried unanimously without objection.

7. **Committee Member Comments/Other Business.** Director Haggerty requested that a future agenda include the issues of term limits, attendance at meetings, and the number of years each member has been on the Council.

Mr. Broadbent stated that a report on the Ozone Strategy will be presented at the January 4, 2005 Board meeting.

8. **Time and Place of Next Meeting:** At the Call of the Chair.
9. **Adjournment:** The meeting was adjourned at 11:10 a.m.

Mary Romaidis
Clerk of the Boards

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chair Young and
Members of the Personnel Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: February 22, 2006

Re: Consider Recommending Board of Director Approval of A Reassignment to
the Transportation Category for (1) One Advisory Council Member

RECOMMENDED ACTION:

Consider recommending Board of Director approval to reassign a current Advisory Council member to fill an unexpired term of office in the Transportation category.

BACKGROUND:

Pursuant to Section 40261 of the California Health and Safety Code the District is required to maintain an Advisory Council consisting of 20 members. Further, section 40262 requires that the member categories consist of at least three representatives of public health agencies; at least four representatives of private organizations active in conservation or protection of the environment within the bay district; at least one representative of colleges or universities in the state; and at least one representative of each of the following groups within the bay district: regional park district, park and recreation commissions or equivalent agencies of any city, public mass transportation system, agriculture, industry, community planning, transportation, registered professional engineers, general contractors, architects, and organized labor. To the extent that suitable persons cannot be found for each of the specified categories, council members may be appointed from the general public.

DISCUSSION:

The current appointee to the transportation category, Kevin Shanahan, has announced his intention to resign. Mr. Shanahan's term of office on the Advisory Council expires December 31, 2006. Louise Bedsworth has requested reassignment to the Transportation category as that category is better suited to her experience. Currently Ms. Bedsworth is listed as a member of the Advisory Council. If the Committee recommends and the Board of Directors concurs with the recommendation to reassign Ms. Bedsworth to the Transportation category to fill the unexpired term of office, there will be one vacancy on the Advisory Council. Staff is recommending that an additional position in the Public Health Agency category be added.

If the Transportation position is not filled by Louise Bedsworth, there will be no additional vacancies on the Advisory Council.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Memorandum

To: Chair Young and
Members of the Personnel Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: February 22, 2006

Re: Conduct Interviews and Consider Recommending Board of Director Approval
of Candidates for Appointments to the District Advisory Council

RECOMMENDED ACTION:

Conduct interviews and consider recommending Board of Director approval of appointments of candidates to fill expired terms of offices for ten Advisory Council positions.

BACKGROUND:

Pursuant to Section 40261 of the California Health and Safety Code the District is required to maintain an Advisory Council consisting of 20 members. Further, section 40262 requires that the member categories consist of at least three representatives of public health agencies; at least four representatives of private organizations active in conservation or protection of the environment within the bay district; at least one representative of colleges or universities in the state; and at least one representative of each of the following groups within the bay district: regional park district, park and recreation commissions or equivalent agencies of any city, public mass transportation system, agriculture, industry, community planning, transportation, registered professional engineers, general contractors, architects, and organized labor. To the extent that suitable persons cannot be found for each of the specified categories, council members may be appointed from the general public.

DISCUSSION:

The terms of office for the following categories expired on December 31, 2005: conservation organization (two positions open), park and recreation, transportation, general contractor, agriculture, industry, regional park district, organized labor, public health agency, and public mass transportation. Thirty-two persons applied for the vacancies that were noticed in Bay Area newspapers. As directed by the Personnel Committee screening of the applications was conducted and yielded 20 candidates to be interviewed for these positions, including the ten incumbents. The new terms would expire on December 31, 2007.

The Advisory Council Applicant Selection Working Group, a Deputy APCO, Peter Hess and the Human Resources Officer, Michael Rich screened the candidates as requested by the Committee. Interviews of candidates will take place on Tuesday, February 28, 2006 and will begin at 9:40 am. The length of each interview will be approximately fifteen minutes.

As requested by the Personnel Committee, a complete set of applications is included for your information and review.

A list of the open positions and the candidates to be interviewed is listed below. The name of the incumbent who currently holds the position has been highlighted in bold letters.

Public Health Agency	Brian Zamora Janice Kim Walter Kruse
Transportation	Louise Bedsworth* Bradley Edgar
Conservation Organization (two positions open)	Diane Bailey -not available for interview Emily Drennen Karen Farnkopf
Park and Recreation	Jeff Bramlett Julia Miller
General Contractor	Fred Glueck Ernest Freeman
Agriculture	William Hanna (no other applicants applied for this position)
Industry	Kraig Kurucz Steve Ziman
Regional Park District	Ken Blonski Anthony Mendicino
Organized Labor	Victor Torreano Edward Proctor
Public Mass Transportation	Harold Brazil Ludwik Bednarz

* Incumbent to Advisory Council, presently assigned to the Public-at-Large category.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO