



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

BOARD OF DIRECTORS
PERSONNEL COMMITTEE MEETING

COMMITTEE MEMBERS

HAROLD BROWN – CHAIRPERSON
TOM BATES
JOHN GIOIA
ERIC MAR
BRAD WAGENKNECHT

CAROLE GROOM – VICE CHAIRPERSON
CHRIS DALY
SCOTT HAGGERTY
MARK ROSS

WEDNESDAY
NOVEMBER 4, 2009
9:00 A.M.

4TH FLOOR CONFERENCE ROOM
939 ELLIS STREET
SAN FRANCISCO, CA 94109

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 MARCH 6, 2009 AND MAY 27, 2009**
4. **CONDUCT INTERVIEWS AND CONSIDER RECOMMENDING BOARD OF DIRECTORS' APPROVAL OF CANDIDATES AND INCUMBENTS FOR APPOINTMENT AND RE-APPOINTMENT TO THE AIR DISTRICT'S ADVISORY COUNCIL**

J. Broadbent/5052
jbroadbent@baaqmd.gov

The Committee will conduct interviews of candidates and consider re-appointment of incumbents to fill expired terms of office on the Advisory Council.

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: 9:00 A.M. – Wednesday, November 18, 2009, 939 Ellis Street, San Francisco, CA 94109**
7. **ADJOURNMENT**

CONTACT EXECUTIVE OFFICE - 939 ELLIS STREET SF, CA 94109

(415) 749-5130
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 Executive Office should be given at least 3 working days prior to the date of the meeting, so that arrangements can be made accordingly.
- Any writing relating to an open session item on this Agenda that is distributed to all, or a majority of all, members of the body to which this Agenda relates shall be made available at the District's offices at 939 Ellis Street, San Francisco, CA 94109, at the time such writing is made available to all, or a majority of all, members of that body. Such writing(s) may also be posted on the District's website (www.baaqmd.gov) at that time.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
939 ELLIS STREET, SAN FRANCISCO, CALIFORNIA 94109
(415) 771-6000

EXECUTIVE OFFICE:
MONTHLY CALENDAR OF DISTRICT MEETINGS

NOVEMBER 2009

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Budget & Finance Committee <i>(At the Call of the Chair)</i>	Monday	2	9:30 a.m.	4th Floor Conf. Room
Board of Directors Personnel Committee Meeting <i>(At the Call of the Chair)</i>	Wednesday	4	9:00 a.m.	4 th Floor Conf. Room
Board of Directors Regular Meeting <i>(Meets 1st & 3rd Wednesday of each Month)</i>	Wednesday	4	9:45 a.m.	Board Room
Board of Directors Mobile Source Committee <i>(Meets 4th Thursday each Month)</i>	Thursday	5	9:30 a.m.	4 th Floor Conf. Room
Joint Policy Committee <i>(Meets 3rd Friday Every Other Month)</i>	Friday	6	10:00 a.m.	MTC Auditorium 101 8 th Street Oakland, CA 94607
Advisory Council Regular Meeting	Tuesday	10	9:00 a.m.	Board Room
Board of Directors Legislative Committee <i>(Meets 2nd Thursday each Month)</i>	Thursday	12	9:30 a.m.	4 th Floor Conf. Room
Board of Directors Climate Protection Committee <i>(Meets 2nd Thursday each Month)</i> - CANCELLED	Thursday	12	Following Board Legislative Cmc. Mtg.	4th Floor Conf. Room
Board of Directors Public Outreach Committee <i>(Meets 1st Thursday each Month)</i>	Friday	13	9:30 a.m.	4 th Floor Conf. Room
Board of Directors Stationary Source Committee <i>(Meets 3rd Monday Quarterly)</i>	Monday	16	9:30 a.m.	Board Room
Board of Directors Personnel Committee <i>(At the Call of the Chair)</i>	Wednesday	18	9:00 a.m.	4th Floor Conf. Room
Board of Directors Regular Meeting <i>(Meets 1st & 3rd Wednesday of each Month)</i>	Wednesday	18	9:45 a.m.	Board Room
Executive Committee Meeting <i>(Meets at the Call of the Chair)</i>	Thursday	19	9:30 a.m.	4 th Floor Conf. Room
Joint Policy Committee <i>(Meets 3rd Friday Every Other Month)</i> - RESCHEDULED TO FRIDAY, NOVEMBER 6, 2009	Friday	20	10:00 a.m.	MTC Auditorium 101 8 th Street Oakland, CA 94607

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NOVEMBER 2009

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Budget & Finance Committee <i>(At the Call of the Chair)</i> - CANCELLED & RESCHEDULED TO MONDAY, NOVEMBER 2, 2009	Wednesday	25	1:30 p.m.	4th Floor Conf. Room
Board of Directors Mobile Source Committee <i>(Meets 4th Thursday each Month)</i> CANCELLED	Thursday	26	9:30 a.m.	4 th Floor Conf. Room

DECEMBER 2009

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Regular Meeting <i>(Meets 1st & 3rd Wednesday of each Month)</i>	Wednesday	2	9:45 a.m.	Board Room
Board of Directors Public Outreach Committee <i>(Meets 1st Thursday each Month)</i>	Thursday	3	9:30 a.m.	4 th Floor Conf. Room
Board of Directors Climate Protection Committee <i>(Meets 2nd Thursday each Month)</i>	Thursday	10	9:30 a.m.	4th Floor Conf. Room
Board of Directors Regular Meeting <i>(Meets 1st & 3rd Wednesday of each Month)</i>	Wednesday	16	9:45 a.m.	Board Room
Board of Directors Mobile Source Committee - <i>(Meets 4th Thursday of each Month)</i>	Thursday	24	9:30 a.m.	4 th Floor Conf. Room

JANUARY 2010

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Regular Meeting <i>(Meets 1st & 3rd Wednesday of each Month)</i>	Wednesday	6	9:45 a.m.	Board Room
Board of Directors Public Outreach Committee <i>(Meets 1st Thursday each Month)</i>	Thursday	7	9:30 a.m.	4 th Floor Conf. Room
Advisory Council Regular Meeting	Wednesday	13	9:00 a.m.	Board Room
Board of Directors Climate Protection Committee <i>(Meets 2nd Thursday each Month)</i>	Thursday	14	9:30 a.m.	4th Floor Conf. Room
Joint Policy Committee <i>(Meets 3rd Friday Every Other Month)</i>	Friday	15	10:00 a.m.	MTC Auditorium 101 8 th Street Oakland, CA 94607
Board of Directors Regular Meeting <i>(Meets 1st & 3rd Wednesday of each Month)</i>	Wednesday	20	9:45 a.m.	Board Room
Board of Directors Mobile Source Committee <i>(Meets 4th Thursday each Month)</i>	Thursday	28	9:30 a.m.	4 th Floor Conf. Room

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairperson Brown and Members
of the Personnel Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: September 28, 2009

Re: Personnel Committee Draft Meeting Minutes

RECOMMENDED ACTION:

Approve attached draft minutes of the Personnel Committee meetings of March 6, 2009 and May 27, 2009.

DISCUSSION

Attached for your review and approval are the draft minutes of the March 6, 2009 and May 27, 2009 Personnel Committee meetings.

Respectfully submitted,



ae 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
Friday, March 6, 2009

1. **Call to Order:** Chairperson Harold Brown called the meeting to order at 9:31 a.m.
Roll Call: Harold Brown, Chairperson; Michael Shimansky, Vice Chairperson, Chris Daly, Carole Groom, Scott Haggerty, Mark Ross
Absent: Tom Bates, John Gioia and Brad Wagenknecht
Also Present: Chairperson Pamela Torliatt
2. **Public Comment Period:** There were none.
3. **Approval of Minutes of February 18, 2009:**
Committee Action: Director Shimansky made a motion to approve the Minutes of February 18, 2009; seconded by Director Haggerty; carried unanimously without opposition.

CLOSED SESSION

4. **Public Employee Performance Evaluations (Government Code Section 54957 and 54957.6):** Pursuant to Government Code Section 54957 and 54957.6, the Committee met in closed session to conduct performance evaluations of the Executive Officer/APCO and the District Counsel.

The Committee adjourned to Closed Session at 9:35 a.m.

OPEN SESSION

Chairperson Brown reconvened the Committee meeting at 11:50 a.m.; no reportable action was taken.

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 11:51 a.m.

Lisa Harper
Clerk of the Boards

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
Wednesday, May 27, 2009

- Call to Order:** Chairperson Harold Brown called the meeting to order at 9:30 a.m.
- Roll Call:** Harold Brown, Chairperson; Michael Shimansky, Vice Chairperson, Mark Ross, and Brad Wagenknecht
- Absent:** Tom Bates, Chris Daly, John Gioia, Carole Groom and Scott Haggerty
- Public Comment Period:** There were none.
- Approval of Minutes of March 6, 2009:** Deferred due to lack of a quorum.
- Conduct Interviews of Candidates to fill the Regular and Alternate Attorney Member Category on the Air District's Hearing Board**
- The Committee interviewed the following candidates:
- Rolf Lindenhayn, Esq. (incumbent Regular Attorney Member category)
 - Valerie Armento, Esq.; (incumbent Alternate Attorney Member category)
 - Alan Linch, Esq.
 - Laura Blair, Esq.
- Committee Action:** It was the consensus of the Personnel Committee to recommend Board of Directors' approval to re-appoint Rolf Lindenhayn, Esq., and Valerie Armento, Esq., to the Attorney Regular and Alternate Member category, respectively, for a three-year term of office, effective June 4, 2009 through June 3, 2012.
- Committee Member Comments/Other Business.** There were none.
- Time and Place of Next Meeting:** At the call of the Chair.
- Adjournment:** The meeting was adjourned at 10:15 a.m.

Lisa Harper
Clerk of the Boards

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Memorandum

To: Chairperson Harold Brown and
Members of the Personnel Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: October 29, 2009

Re: Conduct Interviews and Consider Recommending Board of Directors'
Approval of Candidates and Incumbents for Appointment and Re-Appointment
to the Air District's Advisory Council

RECOMMENDED ACTION:

Conduct interviews and consider recommending Board of Directors' approval of candidates and incumbents for appointment and re-appointment to the Air District's Advisory Council.

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. The new terms would expire on December 31, 2011.

DISCUSSION:

The terms of office for the following categories will expire on December 31, 2009: regional park district, park and recreation, mass public transit, conservation organization (2), industry, and organized labor. Of the seven positions with terms expiring, five incumbents have expressed an interest in re-appointment. After extensive recruitment and outreach efforts, a total of 13 non-incumbents applied.

The Human Resources Office and Executive Office have screened each candidate's experience and education relative to the position for which the candidate applied and has selected three (3) candidates with the most relevant experience to interview with the Personnel Committee under the category of conservation organization. It is recommended that the Committee re-appoint the five incumbents under the categories of regional park district, park and recreation, mass public transit, industry and organized labor.

Interviews of the three non-incumbent candidates will take place on Wednesday, November 4, 2009 and will begin at 9:00 a.m. The length of each interview will be approximately fifteen minutes. The application materials of the three candidates are included for your review. Incumbent candidates (those seeking re-appointment) will not be scheduled for an interview, but information on their attendance and leadership roles is included for your review.

Respectfully submitted,



h Jack P. Broadbent
Executive Officer/APCO

Prepared by: Lisa Harper
Approved by: Jennifer Chicconi