



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

MONDAY  
NOVEMBER 23, 2009  
9:30 A.M.

4<sup>TH</sup> 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 NOVEMBER 18, 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](mailto: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: AT THE CALL OF THE CHAIR**
7. **ADJOURNMENT**

**CONTACT EXECUTIVE OFFICE - 939 ELLIS STREET SF, CA 94109**

**(415) 749-5130**

**FAX: (415) 928-8560**

**BAAQMD homepage:**

**[www.baaqmd.gov](http://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](http://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>
<b>Board of Directors Public Outreach Committee</b> <i>(Meets 1<sup>st</sup> Thursday each Month)</i>	Friday	13	9:30 a.m.	4 <sup>th</sup> Floor Conf. Room
<b>Board of Directors Stationary Source Committee</b> <i>(Meets 3<sup>rd</sup> Monday Quarterly)</i>	Monday	16	9:30 a.m.	Board Room
<b>Board of Directors Personnel Committee</b> <i>(At the Call of the Chair)</i>	Wednesday	18	9:00 a.m.	4th Floor Conf. Room
<b>Board of Directors Regular Meeting</b> <i>(Meets 1<sup>st</sup> &amp; 3<sup>rd</sup> Wednesday of each Month)</i>	Wednesday	18	9:45 a.m.	Board Room
<b>Executive Committee Meeting</b> <i>(Meets at the Call of the Chair)</i>	Thursday	19	9:30 a.m.	4 <sup>th</sup> Floor Conf. Room
<b>Joint Policy Committee</b> <i>(Meets 3rd Friday Every Other Month) - RESCHEDULED TO FRIDAY, NOVEMBER 6, 2009</i>	Friday	20	10:00 a.m.	MTC Auditorium 101 8 <sup>th</sup> Street Oakland, CA 94607
<b>Board of Directors Personnel Committee</b> <i>(At the Call of the Chair)</i>	Monday	23	9:30 a.m.	4th Floor Conf. Room
<b>Board of Directors Budget &amp; Finance Committee</b> <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
<b>Board of Directors Mobile Source Committee</b> <i>(Meets 4<sup>th</sup> Thursday each Month)</i> CANCELLED	Thursday	26	9:30 a.m.	4 <sup>th</sup> Floor Conf. Room

**DECEMBER 2009**

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
<b>Board of Directors Regular Meeting</b> <i>(Meets 1<sup>st</sup> &amp; 3<sup>rd</sup> Wednesday of each Month)</i>	Wednesday	2	9:45 a.m.	Board Room
<b>Board of Directors Public Outreach Committee</b> <i>(Meets 1<sup>st</sup> Thursday each Month)</i> CANCELLED	Thursday	3	9:30 a.m.	4 <sup>th</sup> Floor Conf. Room
<b>Board of Directors Mobile Source Committee</b> <i>(Meets 4<sup>th</sup> Thursday each Month)</i>	Monday	7	9:30 a.m.	4 <sup>th</sup> Floor Conf. Room

## DECEMBER 2009

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
<b>Board of Directors Climate Protection Committee</b> <i>(Meets 2nd Thursday each Month)</i> RESCHEDULED TO FRIDAY, DECEMBER 11, 2009	Thursday	10	9:30 a.m.	4th Floor Conf. Room
<b>Board of Directors Climate Protection Committee</b> <i>(Meets 2nd Thursday each Month)</i>	Friday	11	9:30 a.m.	4th Floor Conf. Room
<b>Board of Directors Regular Meeting</b> <i>(Meets 1<sup>st</sup> &amp; 3<sup>rd</sup> Wednesday of each Month)</i>	Wednesday	16	9:45 a.m.	Board Room
<b>Board of Directors Mobile Source Committee</b> – <i>(Meets 4<sup>th</sup> Thursday of each Month)</i> - CANCELLED	Thursday	24	9:30 a.m.	4 <sup>th</sup> Floor Conf. Room

## JANUARY 2010

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

HL – 11/18/09 (12:10 p.m.)  
P/Library/Forms/Calendar/Calendar/Moncal

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 18, 2009

Re: Personnel Committee Draft Meeting Minutes

RECOMMENDED ACTION:

Approve attached draft minutes of the Personnel Committee meeting of November 18, 2009.

DISCUSSION

Attached for your review and approval are the draft minutes of November 18, 2009 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  
Wednesday, November 18, 2009

- Call to Order:** Chairperson Harold Brown called the meeting to order at 9:13 a.m.
- Roll Call:** Harold Brown, Chairperson; Carole Groom, Vice Chairperson, Tom Bates, Chris Daly and Mark Ross
- Absent:** John Gioia, Eric Mar, and Brad Wagenknecht
- Others Present:** Board Chairperson Pamela Torliatt
- Public Comment Period:** There were none.

**Approval of Minutes of March 6, 2009 and May 27, 2009:**

**Committee Action:** Director Groom made a motion to approve the Minutes of March 6, 2009 and May 27, 2009; Director Bates seconded the motion; which carried unanimously without objection (Chair Torliatt and Secretary Bates abstained on the May 27, 2009 minutes).

**Closed Session - Public Employee Performance Evaluation (Government Code Section 54957 and 54957.6):** Pursuant to Government Code Section 54957 and 54957.6, the Committee met in closed session to conduct a performance evaluation of District Counsel.

The Committee convened Closed Session at 9:15 a.m.

**Open Session**

The Committee reconvened in open session at 9:49 a.m.

**Committee Member Comments/Other Business.** There were none.

**Time and Place of Next Meeting:** 9:30 a.m., Monday, November 23, 2009.

**Adjournment:** The meeting was adjourned at 9:50 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: November 17, 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

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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 Monday, November 23, 2009 and will begin at 9:30 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,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: Lisa Harper  
Approved by: Jennifer Chicconi