



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
DECEMBER 16, 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 NOVEMBER 23, 2009**
4. **CONDUCT INTERVIEWS AND CONSIDER RECOMMENDING BOARD OF DIRECTORS' APPROVAL OF CANDIDATE FOR APPOINTMENT TO THE AIR DISTRICT'S ADVISORY COUNCIL**

J. Broadbent/5052
jbroadbent@baaqmd.gov

The Committee will conduct interviews of candidates to fill an expired term 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

- 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

DECEMBER 2009

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Climate Protection Committee <i>(Meets 2nd Thursday each Month)</i> RESCHEDULED TO FRIDAY, DECEMBER 11, 2009	Thursday	10	9:30 a.m.	4th Floor Conf. Room
Board of Directors Climate Protection Committee <i>(Meets 2nd Thursday each Month)</i>	Friday	11	9:30 a.m.	4th Floor Conf. Room
Board of Directors Personnel Committee <i>(At the Call of the Chair)</i>	Wednesday	16	9:00 a.m.	4 th 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> - CANCELLED	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
Board of Directors Legislative Committee <i>(Meets 2nd Thursday each Month)</i>	Thursday	14	Following Board Climate Protection Cme. Mtg.	4 th 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: December 2, 2009

Re: Personnel Committee Draft Meeting Minutes

RECOMMENDED ACTION:

Approve attached draft minutes of the Personnel Committee meeting of November 23, 2009.

DISCUSSION

Attached for your review and approval are the draft minutes of November 23, 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
Monday, November 23, 2009

Call to Order: Chairperson Harold Brown called the meeting to order at 9:30 a.m.

Roll Call: Chairperson Harold Brown; Vice Chairperson Carole Groom, and Directors Tom Bates, Chris Daly, Eric Mar, Mark Ross and Brad Wagenknecht

Absent: John Gioia and Scott Haggerty

Public Comment Period: There were none.

Approval of Minutes of November 18, 2009:

Committee Action: Director Daly made a motion to approve the Minutes of November 18, 2009; Director Ross seconded the motion; which carried unanimously without objection.

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

Deputy APCO Jean Roggenkamp briefly described current incumbents and provided a background of the recruitment process.

Committee Action: Vice Chairperson Wagenknecht made a motion to recommend Board of Directors' approval to re-appoint Ken Blonski, Secretary, Regional Park District; Jeffrey Bramlett, Vice Chair, Park & Recreation; Harold Brazil, Chair, Mass Public Transportation; Kraig Kurucz, Industry; Kendal Oku, Organized Labor to the Advisory Council for two-year terms, effective January 1, 2010 through December 31, 2011; Director Daly seconded the motion; which carried unanimously without objection.

The Committee interviewed Mr. Gary Lucks and Stephen Ziman. Mr. Nicholas Lutsey was not available or present for an interview.

Committee members discussed candidate qualifications, technical experience of Advisory Council Members, and the recruitment process.

Committee Action: Vice Chairperson Wagenknecht made a motion to recommend Board of Directors' approval to appoint Gary Lucks to the Advisory Council, under the Conservation Organization category, to a two-year term of office, effective January 1, 2010 through December 31, 2011; to re-advertise the vacancy in the Conservation Organization category; and for the

District to conduct outreach to advocacy groups in the recruitment process; Director Daly seconded the motion; which carried unanimously without objection.

Committee Member Comments/Other Business: Chairperson Brown discussed the recruitment process and requested interviews be scheduled prior to the January 6, 2010 Board of Directors meeting.

Time and Place of Next Meeting: At the call of the Chair.

Adjournment: The meeting was adjourned at 10:21 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: December 10, 2009

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

RECOMMENDED ACTION:

Conduct interviews and consider recommending Board of Directors' approval of candidate for 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. At the November 23, 2009 Personnel Committee Meeting, the Committee recommended to reappoint five incumbents who reapplied for their respective categories. Additionally, the Committee interviewed two non-incumbent candidates for the remaining two vacancies in the conservation organization member category and recommended appointment of one of those candidates. Staff initiated a recruitment effort to fill the remaining vacancy. After extensive recruitment and outreach efforts, staff received a total of 13 applications for the vacancy.

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 four (4) candidates with the most relevant experience to interview with the Personnel Committee under the category of conservation organization.

Interviews of the four non-incumbent candidates will take place on Wednesday, December 16, 2009 and will begin at 9:00 a.m. The length of each interview will be approximately fifteen minutes. The application materials of the four candidates are included for your review.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Rex Sanders
Approved by: Jack M. Colbourn