



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

BOARD OF DIRECTORS
PERSONNEL COMMITTEE MEETING

COMMITTEE MEMBERS

HAROLD BROWN – CHAIRPERSON
TOM BATES
JOHN GIOIA
JENNIFER HOSTERMAN
PAMELA TORLIATT

CAROLE GROOM – VICE CHAIRPERSON
CHRIS DALY
SCOTT HAGGERTY
ERIC MAR

MONDAY
MARCH 8, 2010
9:30 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 DECEMBER 16, 2009**
4. **CONSIDER RECOMMENDING BOARD OF DIRECTORS' APPROVAL TO RE-APPOINT THE REGULAR AND ALTERNATE MEMBER POSITIONS FOR THE MEDICAL MEMBER AND ENGINEER MEMBER CATEGORIES ON THE AIR DISTRICT'S HEARING BOARD**

The Committee will consider recommending Board of Directors' approval to re-appoint the two incumbent Hearing Board Regular and Alternate Members to new, three (3) year terms.

J. Broadbent/5052
jbroadbent@baaqmd.gov
5. **CONDUCT INTERVIEWS AND CONSIDER RECOMMENDING BOARD OF DIRECTORS' APPROVAL TO FILL UNEXPIRED TERMS OF OFFICE ON THE ADVISORY COUNCIL IN THE COMMUNITY PLANNING CATEGORY AND THE PUBLIC HEALTH AGENCY CATEGORY**

J. Broadbent/5052
jbroadbent@baaqmd.gov

The Committee will conduct interviews of candidates and consider recommending Board of Directors' approval to fill two unexpired terms of office 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 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

FEBRUARY 2010

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Executive Committee <i>(At the Call of the Chair)</i>	Monday	22	9:30 a.m.	4 th Floor Conf. Room
Board of Directors Mobile Source Committee <i>(Meets 4th Thursday each Month)</i>	Thursday	25	9:30 a.m.	4 th Floor Conf. Room

MARCH 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> CANCELLED	Wednesday	3	9:45 a.m.	Board Room
Board of Directors Climate Protection Committee <i>(At the Call of the Chair)</i>	Wednesday	3	9:30 a.m.	4 th Floor Conf. Room
Board of Directors Stationary Source Committee <i>(At the Call of the Chair)</i>	Friday	5	9:30 a.m.	Board Room
Board of Directors Personnel Committee <i>(At the Call of the Chair)</i>	Monday	8	9:30 a.m.	4 th Floor Conf. Room
Advisory Council Regular Meeting and Symposium – CA 2050 GHG Emission Reduction Target – Industrial Sector	Wednesday	10	9:00 a.m. – 12:00 p.m.	Board Room
Board of Directors Regular Meeting <i>(Meets 1st & 3rd Wednesday of each Month)</i>	Wednesday	17	9:45 a.m.	Board Room
Board of Directors Budget & Finance Committee <i>(At the Call of the Chair)</i>	Wednesday	24	1:00 p.m.	4 th Floor Conf. Room
Board of Directors Mobile Source Committee <i>(Meets 4th Thursday each Month)</i>	Thursday	25	9:30 a.m.	4 th Floor Conf. Room
Board of Directors Legislative Committee <i>– (At the Call of the Chair)</i>	Monday	29	10:00 a.m.	4 th Floor Conf. Room

APRIL 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	7	9:45 a.m.	Board Room
Board of Directors Stationary Source Committee <i>(At the Call of the Chair)</i>	Monday	12	9:30 a.m.	Board Room
Advisory Council Regular Meeting	Wednesday	14	9:00 a.m. – 11:00 a.m.	Board Room
Board of Directors Regular Meeting <i>(Meets 1st & 3rd Wednesday of each Month)</i>	Wednesday	21	9:45 a.m.	Board Room
Board of Directors Mobile Source Committee <i>(Meets 4th Thursday each Month)</i>	Thursday	22	9:30 a.m.	4 th Floor Conf. Room
Board of Directors Budget & Finance Committee <i>(At the Call of the Chair)</i>	Wednesday	28	1:00 p.m.	4 th Floor Conf. Room

LH – 2/19/10 (12:00 Noon)

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: February 18, 2010

Re: Personnel Committee Draft Meeting Minutes

RECOMMENDED ACTION:

Approve attached draft minutes of the Personnel Committee meeting of December 16, 2009.

DISCUSSION

Attached for your review and approval are the draft minutes of December 16, 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, December 16, 2009

Call to Order: Chairperson Harold Brown called the meeting to order at 9:12 a.m.

Roll Call: Chairperson Harold Brown; Vice Chairperson Carole Groom, and Directors Chris Daly, John Gioia, Eric Mar and Brad Wagenknecht

Absent: Directors Bates, Haggerty, and Ross

Public Comment Period: There were none.

Approval of Minutes of November 23, 2009:

Committee Action: Board Vice Chairperson Wagenknecht made a motion to approve the Minutes of November 23, 2009; Director Daly seconded the motion; which carried unanimously without objection.

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

The Committee interviewed Richard Schorske, Debbie Mytels, Robert Lawrence and Nicholas Lutsey. Committee members discussed candidate qualifications, representation of regions and the recruitment process.

Committee Action: Board Vice Chairperson Wagenknecht made a motion to recommend Board of Directors' approval to appoint Debbie Mytels to the Advisory Council for a two-year term, effective January 1, 2010 through December 31, 2011, under the Conservation Organization category; Director Groom seconded the motion; which carried unanimously without objection.

Committee Member Comments/Other Business: None

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

Adjournment: The meeting was adjourned at 9:57 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: February 25, 2010

Re: Consider Recommending Board of Directors' Approval to Re-Appoint the
Regular and Alternate Member Positions for the Medical Member and Engineer
Member Categories on the Air District's Hearing Board

RECOMMENDED ACTION:

Consider Recommending Board of Directors' Approval to Re-Appoint the Regular and Alternate Member Positions for the Medical Member and Engineer Member Categories on the Air District's Hearing Board

BACKGROUND:

Pursuant to Section 40800 of the California Health and Safety Code, the Air District is required to maintain a Hearing Board consisting of five members. Section 40801 (d) requires that two public members be appointed and appoint one alternate member for each of the positions, provided that the alternate has the qualifications specified in Section 40801.

Pursuant to Division I, Section 8.6 of the District's Administrative Code, Hearing Board Member terms are limited to twelve (12) consecutive years, with re-appointment possible after a three-year absence. If re-appointed, this will be both the Engineer and Medical Members' final three-year term on the Hearing Board.

DISCUSSION:

The term of office for the Engineer Member/Alternate Member will expire on March 6, 2010. The term of office for the Medical Member/Alternate Member will expire on April 14, 2010. Of the four positions with terms expiring, all four incumbents have expressed an interest in being considered for re-appointment. Therefore, staff recommends that interviews be waived and all four incumbents be re-appointed to a three (3) year term of office.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Lisa Harper
Approved by: Jennifer A. Chicconi

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: February 16, 2010

Re: Conduct Interviews and Consider Recommending Board of Directors' Approval to Fill Unexpired Terms of Office on the Advisory Council in the Community Planning Category and the Public Health Agency Category

RECOMMENDED ACTION:

Conduct interviews and consider recommending Board of Directors' approval to fill unexpired terms of office on the Advisory Council in the Community Planning Category and the Public Health Agency 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. The two terms would fill unexpired vacancies and would expire on December 31, 2010.

DISCUSSION:

A member in the Community Planning category resigned effective January 12, 2010, and a member in the Public Health Agency category resigned effective January 14, 2010.

The recruitment period opened on January 26, 2010 and closed on February 18, 2010, after having been extended one week. Applications were reviewed and screened by the Human Resources Office, Technical Services Division and the Executive Office as to each candidate's experience and education relative to the position for which they applied. Two (2) candidates have been selected with the most relevant experience to interview under the category of Community Planning, and two (2) candidates have been selected under the category of Public Health Agency.

Interviews of applicants will take place on March 8, 2010, beginning at 9:40 a.m. The length of each interview will be approximately ten minutes. The application materials for the candidate will be provided to Personnel Committee Members and also presented in a binder at the meeting for review.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Lisa Harper
Approved by: Jennifer A. Chicconi