



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

WEDNESDAY
NOVEMBER 17, 2010
9:30 A.M.

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

TELECONFERENCE LOCATION:

City of Pleasanton Mayor's Office, 123 Main Street, Pleasanton, CA 94566

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 AUGUST 25, 2010**
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: 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

NOVEMBER 2010

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Advisory Council Regular Meeting	Wednesday	10	9:00 a.m.	Board Room
Joint Policy Committee Special Meeting	Friday	12	10:00 a.m.	MTC Auditorium 101 – 8 th Street Oakland, CA 94607
Board of Directors Personnel Committee <i>(At the Call of the Chair)</i>	Wednesday	17	9:00 a.m.	4 th Floor Conf. Room
Board of Directors Regular Meeting <i>(Meets 1st & 3rd Wednesday of each Month) - CANCELLED</i>	Wednesday	17	9:45 a.m.	Board Room
Board of Directors Mobile Source Committee <i>(Meets 4th Thursday each Month)</i>	Thursday	18	9:30 a.m.	4 th Floor Conf. Room
Board 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> - RESCHEDULED TO NOVEMBER 18, 2010 at 9:30 a.m.	Thursday	25	9:30 a.m.	4 th Floor Conf. Room

DECEMBER 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	1	9:45 a.m.	Board Room
Board of Directors Legislative Committee <i>(At the Call of the Chair)</i>	Monday	6	9:45 a.m.	4 th Floor Conf. Room
Board of Directors Budget & Finance Committee <i>(At the Call of the Chair)</i>	Wednesday	8	9:30 a.m.	4 th Floor Conf. Room
Board of Directors Stationary Source Committee Meeting <i>(At the Call of the Chair)</i>	Monday	13	9:30 a.m.	Board Room
Board of Directors Regular Meeting <i>(Meets 1st & 3rd Wednesday of each Month)</i>	Wednesday	15	9:45 a.m.	Board Room

DECEMBER 2010

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Joint Policy Committee Special Meeting	Friday	17	10:00 a.m.	MTC Auditorium 101 – 8 th Street Oakland, CA 94607
Board of Directors Mobile Source Committee (<i>Meets 4th Thursday each Month</i>) - RESCHEDULED TO NOVEMBER 18, 2010 at 9:30 a.m.	Thursday	25	9:30 a.m.	4 th Floor Conf. Room

HL – 11/8/10 (10:05 a.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 12, 2010

Re: Personnel Committee Draft Meeting Minutes

RECOMMENDED ACTION:

Approve attached draft minutes of the Personnel Committee meeting of August 25, 2010.

DISCUSSION

Attached for your review and approval are the draft minutes of August 25, 2010 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, August 25, 2010

Call to Order: Chairperson Harold Brown called the meeting to order at 9:46 a.m.

Roll Call: Chairperson Harold Brown; and Directors Tom Bates, Chris Daly, Scott Haggerty, Eric Mar and Pamela Torliatt

Absent: Vice Chairperson Carole Groom, and Directors John Gioia, and Jennifer Hosterman

Public Comment Period: There were none.

Approval of Minutes of December 16, 2009 and March 8, 2010:

Committee Action: Director Daly made a motion to approve the minutes of December 16, 2009 and March 8, 2010; seconded by Bates; carried unanimously without objection.

Closed Session:

Public Employee Performance Evaluations (Government Code Section 54957 and 54957.6)

The Committee adjourned to Closed Session at 9:50 a.m. to conduct a performance evaluation of the District Counsel.

Open Session:

The Committee reconvened in Open Session at 10:22 a.m.; Chairperson Brown announced that there was no reportable action taken in Closed Session.

Committee Member Comments/Other Business: None

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

Adjournment: The meeting was adjourned at 10:23 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 8, 2010

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

RECOMMENDED ACTION:

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

BACKGROUND:

Pursuant to Section 40261 of the California Health and Safety Code the Air 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, 2012.

DISCUSSION:

The terms of office for twelve members in the following categories will expire on December 31, 2010: public health agencies (2), conservation organization (2), colleges or universities, agriculture, community planning, transportation, registered professional engineers, general contractors, and public members (2). Ten incumbent members reapplied for their respective categories, and their reappointment may be recommended by the Personnel Committee. Staff initiated a recruitment effort to fill the remaining two vacancies. After extensive recruitment and outreach efforts, staff received a total of twelve applications for the vacancies.

The Human Resources Office and Executive Office have assessed the candidates' experience and education relative to the positions for which the candidates applied and have selected four candidates with the most relevant qualifications to interview with the Personnel Committee under the categories of community planning, architect, public health and registered professional engineer.

Interviews of the four non-incumbent candidates will take place on Wednesday, November 17, 2010 and will begin at 9:30 a.m. The length of each interview will be approximately fifteen minutes. The application materials of the four new candidates and the ten incumbent members are included for your review.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Christine Holmes
Approved by: Jack M. Colbourn