



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

BOARD OF DIRECTORS
PERSONNEL COMMITTEE MEETING
COMMITTEE MEMBERS

BRAD WAGENKNECHT – CHAIRPERSON
HAROLD BROWN
SCOTT HAGGERTY
JENNIFER HOSTERMAN

ERIC MAR – VICE CHAIRPERSON
JOHN GIOIA
CAROLE GROOM
PAMELA TORLIATT

WEDNESDAY
JANUARY 19, 2011
9:00 A.M.

ED ROBERTS CAMPUS
WORLD INSTITUTE ON DISABILITY
CONFERENCE ROOM, 2nd FLOOR
3075 ADELINE STREET
BERKELEY, CA 94703

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 JANUARY 12, 2011**
4. **CONDUCT A SECOND ROUND OF INTERVIEWS AND CONSIDER RECOMMENDING BOARD OF DIRECTORS' APPROVAL OF A CANDIDATE FOR APPOINTMENT TO THE AIR DISTRICT'S ADVISORY COUNCIL**

J. Broadbent/5052
jbroadbent@baaqmd.gov

The Committee will conduct a second round of interviews of candidates to fill terms of office on the Advisory Council.

CLOSED SESSION

5. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION - (Government Code Section 54957 and 54957.6)**

J. Broadbent/5052
jbroadbent@baaqmd.gov

Pursuant to Government Code Section 54957 and 54957.6, the Committee will meet in closed session to conduct a performance evaluation of the Executive Officer/APCO and District Counsel.

OPEN SESSION

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

JANUARY 2011

| <u>TYPE OF MEETING</u> | <u>DAY</u> | <u>DATE</u> | <u>TIME</u> | <u>ROOM</u> |
|--|------------|-------------|-------------|---|
| Personnel Committee Meeting | Wednesday | 19 | 9:00 a.m. | Ed Roberts Campus World Institute on Disability Conference Room, 2 nd Floor 3075 Adeline St Berkeley, CA 94703 |
| Board of Directors Regular Meeting / Retreat <i>(Meets 1st & 3rd Wednesday of each Month)</i> | Wednesday | 19 | 9:45 a.m. | Ed Roberts Campus Osher Education Conf. Room 3075 Adeline Street Berkeley, CA 94703 |
| Joint Policy Committee Meeting | Friday | 21 | 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> | Thursday | 27 | 9:30 a.m. | 4 th Floor Conf. Room |

FEBRUARY 2011

| <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 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 each Month)</i> | Thursday | 24 | 9:30 a.m. | 4 th Floor Conf. Room |

MARCH 2011

| <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 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 each Month)</i> | Thursday | 24 | 9:30 a.m. | 4 th Floor Conf. Room |

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Memorandum

To: Chairperson Wagenknecht and Members
of the Personnel Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: January 12, 2010

Re: Personnel Committee Draft Meeting Minutes

RECOMMENDED ACTION:

Approve attached draft minutes of the Personnel Committee meeting of January 12, 2011.

DISCUSSION

Attached for your review and approval are the draft minutes of January 12, 2011 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, January 12, 2011
1:30 p.m.

Call to Order: Vice Chairperson Carole Groom called the meeting to order at 1:35 p.m. without an initial quorum

Roll Call: Present: Vice Chairperson Carole Groom, and Directors Tom Bates, Scott Haggerty

Also Present: Board of Directors Chairperson Brad Wagenknecht

Absent: Chairperson Harold Brown, and Directors Chris Daly, John Gioia, Jennifer Hosterman, and Eric Mar

Public Comment Period: There were none.

Approval of Minutes of August 25, 2010 and November 17, 2010:

The minutes of August 25, 2010 and November 17, 2010 were deferred and acted upon later in the meeting, once a quorum was established.

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

Director Haggerty asked that a roster, showing geographic representation of the Advisory Council, be provided and confirmed those member categories to be considered for appointment to the Advisory Council.

Noted Present:

Directors Mar and Torliatt arrived at 1:40 p.m.

The Personnel Committee began the interview process to consider candidates to fill terms of office on the Advisory Council. In-between candidate interviews, a quorum had been reached and the Committee considered approval of the minutes.

Approval of Minutes of August 25, 2010 and November 17, 2010:

Committee Action: Director Haggerty made a motion to approve the minutes of August 25, 2010 and November 17, 2010; Chair Wagenknecht seconded the motion; carried unanimously without objection.

Consider Procedure for Handling Formal Complaints Against Board of Director Appointed Positions

The Committee considered a procedure for handling formal complaints against Board of Director appointed positions. The Committee briefly reviewed staff recommendations regarding filing a complaint, applicable criteria, limitations, and procedures.

Committee Comments/Questions:

Director Haggerty suggested the procedure be amended to require that the Board Member shall promptly refer the complaint to the Personnel Committee “and to the Chair of the Board of Directors” which was supported by Committee members.

Director Torliatt questioned and confirmed with staff that complaints must be made in writing.

Public Comments: There were no public comments.

Committee Action: Director Haggerty made a motion to recommend that the Board of Directors adopt a procedure for handling formal complaints against Board appointed positions, as amended, to read: “If an Air District employee, member of the public or another Board member brings a complaint to the attention of a Board member, that Board member shall promptly refer the complaint to the Personnel Committee and to the Chair of the Board of Directors”; Director Wagenknecht seconded the motion; carried unanimously without objection.

CLOSED SESSION:

Public Employee Performance Evaluation – Executive Officer/APCO, Pursuant to Government Code Section 54957 and 54957.6

The Committee adjourned to Closed Session at 2:08 p.m.

OPEN SESSION:

The Committee reconvened in Open Session at 2:31 p.m. Vice Chairperson Groom reported the Closed Session would be continued to the end of the meeting, as necessary.

Conduct Interviews and Consider Recommending Board of Directors’ Approval of Candidates for Appointment to the Air District’s Advisory Council (continued)

The Personnel Committee continued its interviews of candidates for appointment to the Air District’s Advisory Council. Directors discussed qualifications of the two top candidates under the *Community Planning* member category. A tie straw vote occurred between the top two candidates.

The Committee was unanimous in their recommendation for candidate appointment in the *Architect* member category.

Committee Action: Director Haggerty made a motion to recommend Jonathan Cherry to the Air District’s Advisory Council to fill an immediate vacancy, with a term of office expiring December 31, 2011 in the *Architect* member category; Director Bates seconded the motion; which carried unanimously without objection.

Director Bates suggested scheduling a Personnel Committee meeting prior to the Board of Directors Retreat on January 19, 2011 to re-interview the top two candidates.

Committee Action: Director Bates made a motion to schedule a Personnel Committee meeting prior to the Board of Directors Special Meeting/Retreat on January 19, 2011 at 9:00 a.m. to interview the two top candidates for the Community Planning category to the Advisory Council for an expired term of office, effective immediately through December 31, 2012; Director Haggerty seconded the motion; which carried unanimously without objection.

CLOSED SESSION:

Public Employee Performance Evaluation – Executive Officer/APCO, Pursuant to Government Code Section 54957 and 54957.6

The Committee again adjourned to Closed Session at 3:32 p.m.

OPEN SESSION:

The Committee reconvened in Open Session at 3:21 p.m. Vice Chairperson Groom stated no reportable action had been taken in Closed Session.

Committee Member Comments/Other Business: None

Time and Place of Next Meeting: Wednesday, January 19, 2011, 9:00 a.m., Ed Roberts Campus, World Institute on Disability, Conference Room, 2nd Floor, 3075 Adeline Street, Berkeley, CA 94703

Adjournment: The meeting was adjourned at 3:36 p.m.

Lisa Harper
Clerk of the Boards

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Memorandum

To: Chairperson Brad Wagenknecht and
Members of the Personnel Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: January 12, 2011

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

RECOMMENDED ACTION:

Conduct interviews and consider recommending Board of Directors' approval of one candidate 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 term expires on December 31, 2012.

DISCUSSION:

Six candidates were interviewed by the Personnel Committee on January 12, 2011, to fill two current vacant positions. The vacant positions are in the Architect and Community Planning member categories. The Personnel Committee reached consensus on a candidate to fill the Architect member category. They wish to bring two of the candidates for the Community Planning category back for a second interview, to be scheduled on January 19, 2011 beginning at 9:00 a.m. The length of each interview will be approximately 15 to 20 minutes. The application materials of the two candidates to be interviewed again are included for your review.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

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