



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

BOARD OF DIRECTORS
PERSONNEL COMMITTEE MEETING
COMMITTEE MEMBERS

BRAD WAGENKNECHT – CHAIRPERSON ERIC MAR – VICE CHAIRPERSON
HAROLD BROWN
SUSAN GORIN
SCOTT HAGGERTY
CAROL KLATT
JOHN GIOIA
CAROLE GROOM
JENNIFER HOSTERMAN

MONDAY
MARCH 28, 2011
1:00 P.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 JANUARY 19, 2011**
4. **CONDUCT INTERVIEWS OF CANDIDATES AND RECOMMEND APPOINTMENTS TO THE AIR DISTRICT'S HEARING BOARD ALTERNATE POSITIONS**

J. Broadbent/5052
jbroadbent@baaqmd.gov

The Committee will conduct interviews of candidates and recommend appointments to fill terms for alternate positions on the Hearing Board.

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.

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

MARCH 2011

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Budget & Finance Committee <i>(At the Call of the Chair)</i>	Wednesday	23	1:00 p.m.	4 th Floor Conf. 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
Board of Directors Personnel Committee <i>(At the Call of the Chair)</i>	Monday	28	1:00 p.m.	4 th Floor Conf. Room

APRIL 2011

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Public Outreach Committee <i>(At the Call of the Chair)</i>	Monday	4	9:30 a.m.	4 th Floor Conf. Room
Board of Directors Legislative Committee <i>(At the Call of the Chair)</i>	Monday	4	Immediately Following Public Outreach Cme.	4 th Floor Conf. Room
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 Executive Committee <i>(At the Call of the Chair)</i>	Monday	11	9:30 a.m.	4 th Floor Conf. Room
Advisory Council Meeting	Wednesday	13	9:00 a.m.	Board Room
Board of Directors Regular Meeting <i>(Meets 1st & 3rd Wednesday of each Month)</i> - CANCELLED	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
Board of Directors Budget & Finance Committee <i>(At the Call of the Chair)</i>	Thursday	28	Immediately Following Mobile Source	4 th Floor Conf. Room

MAY 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	4	9:45 a.m.	Board Room
Board of Directors Regular Meeting <i>(Meets 1st & 3rd Wednesday of each Month)</i>	Wednesday	18	9:45 a.m.	Board Room
Board of Directors Budget & Finance Committee <i>(At the Call of the Chair)</i>	Wednesday	25	1:00 p.m.	4 th Floor Conf. Room
Board of Directors Mobile Source Committee <i>(Meets 4th Thursday each Month)</i>	Thursday	26	9:30 a.m.	4 th Floor Conf. Room

HL – 3/21/11 (8:15 a.m.)

P/Library/Forms/Calendar/Calendar/Moncal

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Memorandum

To: Chairperson Wagenknecht and Members
of the Personnel Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: March 18, 2010

Re: Personnel Committee Draft Meeting Minutes

RECOMMENDED ACTION:

Approve attached draft minutes of the Personnel Committee meeting of January 19, 2011.

DISCUSSION

Attached for your review and approval are the draft minutes of January 19, 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 19, 2011
9:00 a.m.

Call to Order: Chairperson Brad Wagenknecht called the meeting to order at 9:02 a.m.

Roll Call: Present: Chairperson Brad Wagenknecht, Vice Chairperson Eric Mar (arrived late), and Directors Tom Bates, John Gioia, Scott Haggerty, Carole Groom and Pamela Torliatt (arrived late)

Absent: Director Harold Brown and Jennifer Hosterman

Public Comment Period: None

Approval of Minutes of January 12, 2011:

Committee Action: Director Gioia made a motion to approve the minutes of January 12, 2011; Director Groom seconded the motion; carried unanimously without objection.

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:

The Personnel Committee interviewed two finalists to recommend filling one term of office on the Advisory Council under the *Community Planning* category.

Directors voiced individual preferences of candidates relating to knowledge, background, experience, jurisdictional representation, skill set, and interview strengths.

Committee Action: Director Bates made a motion to recommend the appointment of Peter Chamberlin to the Advisory Council, to a term effective immediately and expiring on December 31, 2012 under the *Community Planning* category; Director Groom 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 9:35 a.m.

OPEN SESSION:

Draft Minutes of January 19, 2011 Personnel Committee Meeting

The Committee reconvened in Open Session at 9:42 a.m. Chairperson Wagenknecht stated 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 9:43 a.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: March 15, 2011

Re: Conduct Interviews and Consider Recommending Board of Director Approval
of Candidates for Appointment to the Air District's Hearing Board

RECOMMENDED ACTION:

Conduct interviews and consider recommending Board of Directors' approval of appointment of candidates to fill two (2) Alternate Hearing Board Member vacancies.

BACKGROUND

Pursuant to Section 40800 of the California Health and Safety Code the District is required to maintain one or more hearing boards consisting of five members each, appointed by the district board. The district board may also appoint one alternate for each member. Further, Section 40801 requires that the board member categories consist of one member admitted to the practice of law in this state, one member who is a professional engineer registered as such, one member from the medical profession whose specialized skills, training, or interests are in the fields of environmental medicine, community medicine, or occupational/toxicologic medicine, and two public members. The new terms would expire on April 2, 2014.

DISCUSSION:

The terms of office for the following categories will expire on April 2, 2011: alternate public members. Of the two positions with terms expiring, both incumbents have applied for re-appointment. After recruitment and outreach efforts, a total of twenty-four non-incumbents applied. The Human Resources Office, Executive Office, and two members of the Hearing Board have screened the candidate's experience and education relative to the position for which the candidates applied.

Interviews of the two incumbents and top four candidates will take place on Monday, March 28, 2011 and will begin at 1:00 pm. The length of each interview will be approximately fifteen minutes. The application materials of the candidates are included for your review.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Judy Yu
Reviewed by: Jack Colbourn