



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

BOARD OF DIRECTORS
PERSONNEL COMMITTEE MEETING

COMMITTEE MEMBERS

BRAD WAGENKNECHT – CHAIRPERSON	ERIC MAR – VICE CHAIRPERSON
CAROLE GROOM	SCOTT HAGGERTY
JENNIFER HOSTERMAN	DAVID HUDSON
ASH KALRA	CAROL KLATT
KATIE RICE	

WEDNESDAY
MARCH 28, 2012
11:00 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 Air District headquarters, 939 Ellis Street, San Francisco, CA, and on the Air District's website www.baaqmd.gov 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 14, 2011**
4. **CONDUCT 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 interviews and consider recommending Board of Directors' approval of a candidate for appointment to the Air District's Advisory Council.

5. **CONSIDER RECOMMENDING BOARD OF DIRECTORS' APPROVAL TO RE-APPOINT THE REGULAR AND ALTERNATE MEMBER POSITIONS FOR THE ATTORNEY MEMBER CATEGORY ON THE AIR DISTRICT'S HEARING BOARD.**
J. Broadbent/5052
jbroadbent@baaqmd.gov

The Committee will consider recommending Board of Directors' approval to re-appoint the regular and alternate member positions for the attorney member category on the Air District's Hearing Board.

CLOSED SESSION

6. **PUBLIC EMPLOYEE PERFORMANCE EVALUATIONS - (Government Code Section 54957 and 54957.6)**

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

7. **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)

8. **TIME AND PLACE OF NEXT MEETING: AT THE CALL OF THE CHAIR**

9. **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 2012

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Legislative Committee <i>(At the Call of the Chair)</i>	Wednesday	21	9:00 a.m.	4 th Floor Conf. 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> - CANCELLED AND RESCHEDULED TO THURSDAY, MARCH 29, 2012	Thursday	22	9:30 a.m.	4 th Floor Conf. Room
Board of Directors Budget & Finance Committee <i>(Meets the 4th Wednesday Each Month)</i>	Wednesday	28	9:30 a.m.	4 th Floor Conf. Room
Board of Directors Personnel Committee <i>(At the Call of the Chair)</i>	Wednesday	28	11:00 a.m.	4 th Floor Conf. Room
Board of Directors Mobile Source Committee <i>(Meets 4th Thursday each Month)</i> - CANCELLED	Thursday	29	9:30 a.m.	4 th Floor Conf. Room

APRIL 2012

<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
Advisory Council Regular Meeting <i>(Meets 2nd Wednesday each Month)</i>	Wednesday	11	9:00 a.m.	Board Room
Board of Directors Executive Committee <i>(Meets 3rd Monday of each Month)</i>	Monday	16	9:30 a.m.	4 th Floor Conf. Room
Board of Directors Climate Protection Committee <i>(At the Call of the Chair)</i>	Monday	16	10:30 a.m.	4 th Floor Conf. 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>(Meets the 4th Wednesday Each Month)</i>	Wednesday	25	9:30 a.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

MAY 2012

<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
Advisory Council Regular Meeting <i>(Meets 2nd Wednesday each Month)</i>	Wednesday	9	9:00 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 Executive Committee <i>(Meets 3rd Monday of each Month)</i>	Monday	21	9:30 a.m.	4 th Floor Conf. Room
Board of Directors Stationary Source Committee <i>(Meets 3rd Monday Every Other Month)</i>	Monday	21	10:30 a.m.	4 th Floor Conf. Room
Board of Directors Budget & Finance Committee <i>(Meets the 4th Wednesday Each Month)</i>	Wednesday	23	9:30 a.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 Public Outreach Committee <i>(Meets Quarterly at the Call of the Chair)</i>	Thursday	31	9:30 a.m.	4 th Floor Conf. Room

MM – 3/19/12 (10:29 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 15, 2012

Re: Personnel Committee Draft Meeting Minutes

RECOMMENDED ACTION

Approve attached draft minutes of the Personnel Committee meeting of November 14, 2011.

DISCUSSION

Attached for your review and approval are the draft minutes of the November 14, 2011 Personnel Committee meeting.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Maricela Martinez
Reviewed by: Jennifer C. Cooper

Attachment

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 14, 2011

Call to Order: Chairperson Brad Wagenknecht called the meeting to order at 9:38 a.m.

Present: Chairperson Wagenknecht and Directors Groom, Hosterman, Klatt, Gioia, and Haggerty.

Also Present: Board Chair Tom Bates

Absent: Vice Chairperson Eric Mar and Director Gorin.

Public Comment Period: Chair Wagenknecht opened the public comment period and there were no public comments made.

Approval of Minutes of September 19, 2011:

Director Klatt made a motion to approve the minutes of September 19, 2011; Chair Bates seconded the motion; carried unanimously without objection.

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

Committee members interviewed applicants for the Advisory Council. There are three vacancies for Advisory Council members, in the *Community Planning, Organized Labor, and Public Health* categories.

Applicants were asked about their education and experience as it relates to the position. The Committee interviewed six of nine applicants.

The interview process was completed with the sixth and final interview. Committee members discussed the merits of each of the applicants.

Committee members reached a consensus to recommend Board of Directors' approval to appoint Jessica Range to the Advisory Council, under the *Community Planning* category, to a term of office effective January 1, 2012 through December 31, 2013; Estes Al Philips to the Advisory Council, under the *Organized Labor* category, to a term of office effective January 1, 2012 through December 31, 2013; and Murray Wood to the Advisory Council, under the *Public Health* category, to a term of office effective January 1, 2012 through December 31, 2013.

CLOSED SESSION:

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

Chair Wagenknecht adjourned to the closed session at 11:10 a.m.

OPEN SESSION:

Chair Wagenknecht reconvened the open session at 11:17 a.m. Chair Wagenknecht reported there was no action taken in the 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 11:18 a.m.

Maricela Martinez
Executive Secretary

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 1, 2012

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

RECOMMENDED ACTION

Conduct interviews and consider recommending Board of Directors' approval of a 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. Advisory Council members serve a term of two years.

DISCUSSION

The former Advisory Council member in the agriculture category submitted his resignation. Staff initiated a recruitment effort to fill the vacancy. After extensive recruitment and outreach efforts, staff received a total of 8 applications for the vacancy in the agriculture category.

The Human Resources Office and the Executive Office have assessed the candidates' experience and education relative to the position for which the candidates applied and have selected candidates with the most relevant qualifications to interview with the Personnel Committee.

Interviews of the candidates will take place on Wednesday, March 28, 2012 and will begin at 11:00 a.m. 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

Reviewed by: Jack M. Colbourn

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 13, 2012

Re: Consider Recommending Board of Directors' Approval to Re-Appoint the Regular
And Alternate Member Positions for the Attorney Member Category on the Air
District's Hearing Board

RECOMMENDED ACTION

The Committee will consider recommending Board of Directors' approval to re-appoint the regular and alternate member positions for the attorney member category 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. The regular and alternate members appointed for the position must have the qualifications specified in Section 40801(a), namely, that they are admitted to the practice of law in this state.

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 the regular and alternate Members' third three-year terms on the Hearing Board.

DISCUSSION

The terms of office for the Attorney regular and alternate Members will expire on June 3, 2012. Of the two positions with terms expiring, both incumbents have expressed an interest in being considered for re-appointment. Therefore, staff recommends that interviews be waived and both incumbents be re-appointed to three (3) year terms of office.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Sean Gallagher
Approved by: Jennifer C. Cooper