



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

BOARD OF DIRECTORS
PERSONNEL COMMITTEE MEETING

COMMITTEE MEMBERS

BRAD WAGENKNECHT – CHAIRPERSON	ERIC MAR – VICE CHAIRPERSON
SUSAN ADAMS	CAROLE GROOM
SCOTT HAGGERTY	DAVID HUDSON
CAROL KLATT	MARY PIEPHO

MONDAY
JANUARY 13, 2014
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 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 DECEMBER 2, 2013**
4. **CONDUCT INTERVIEWS AND CONSIDER RECOMMENDING BOARD OF DIRECTORS' APPROVAL OF INCUMBENT REAPPOINTMENT AND CANDIDATES 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 incumbent reappointment and candidates for appointment to the Air District's 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 THE CLERK OF THE BOARDS
939 ELLIS STREET SF, CA 94109**

**(415) 749-5073
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.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
939 ELLIS STREET, SAN FRANCISCO, CALIFORNIA 94109
FOR QUESTIONS PLEASE CALL (415) 749-5016 or (415) 749-4941

EXECUTIVE OFFICE:
MONTHLY CALENDAR OF AIR DISTRICT MEETINGS

JANUARY 2014

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Personnel Committee <i>(At the Call of the Chair)</i>	Monday	13	9:30 a.m.	4 th Floor Conf. Room
Board of Directors Special Meeting/Retreat <i>(Meets on the 1st & 3rd Wednesday of each Month)</i>	Wednesday	15	9:45 a.m.	Alameda County Transportation Commission 1111 Broadway, Suite 800 Oakland, CA 94607
Board of Directors Climate Protection Committee <i>(Meets 3rd Thursday of every other month)</i>	Thursday	16	9:30 a.m.	4th Floor Conf. Room
Board of Directors Executive Committee <i>(Meets on the 3rd Monday of each Month) - CANCELLED</i>	Monday	20	9:30 a.m.	4 th Floor Conf. Room
Board of Directors Stationary Source Committee <i>(Meets on the 3rd Monday of each Month) - CANCELLED</i>	Monday	20	10:30 a.m.	Board Room
Board of Directors Budget & Finance Committee <i>(Meets on the 4th Wednesday of each Month)</i>	Wednesday	22	9:30 a.m.	4 th Floor Conf. Room
Board of Directors Mobile Source Committee <i>(Meets on the 4th Thursday of each Month)</i>	Thursday	23	9:30 a.m.	Board Room

FEBRUARY 2014

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Regular Meeting <i>(Meets on the 1st & 3rd Wednesday of each Month)</i>	Wednesday	5	9:45 a.m.	Board Room
Advisory Council Regular Meeting <i>(Meets on the 2nd Wednesday of each Month)</i>	Thursday	13	9:00 a.m.	Board Room
Board of Directors Executive Committee <i>(Meets on the 3rd Monday of each Month)</i>	Monday	17	9:30 a.m.	4 th Floor Conf. Room
Board of Directors Stationary Source Committee <i>(Meets on the 3rd Monday of each Month)</i>	Monday	17	10:30 a.m.	Board Room

FEBRUARY 2014

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Regular Meeting <i>(Meets on the 1st & 3rd Wednesday of each Month)</i>	Wednesday	19	9:45 a.m.	Board Room
Board of Directors Budget & Finance Committee <i>(Meets on the 4th Wednesday of each Month)</i>	Wednesday	26	9:30 a.m.	4 th Floor Conf. Room
Board of Directors Mobile Source Committee <i>(Meets on the 4th Thursday of each Month)</i>	Thursday	27	9:30 a.m.	Board Room

MARCH 2014

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Regular Meeting <i>(Meets on the 1st & 3rd Wednesday of each Month)</i>	Wednesday	5	9:45 a.m.	Board Room
Advisory Council Regular Meeting <i>(Meets on the 2nd Wednesday of each Month)</i>	Wednesday	12	9:00 a.m.	Board Room
Board of Directors Executive Committee <i>(Meets on the 3rd Monday of each Month)</i>	Monday	17	9:30 a.m.	4 th Floor Conf. Room
Board of Directors Stationary Source Committee <i>(Meets on the 3rd Monday of each Month)</i>	Monday	17	10:30 a.m.	Board Room
Board of Directors Regular Meeting <i>(Meets on the 1st & 3rd Wednesday of each Month)</i>	Wednesday	19	9:45 a.m.	Board Room
Board of Directors Budget & Finance Committee <i>(Meets on the 4th Wednesday of each Month)</i>	Wednesday	26	9:30 a.m.	4 th Floor Conf. Room
Board of Directors Mobile Source Committee <i>(Meets on the 4th Thursday of each Month)</i>	Thursday	27	9:30 a.m.	Board Room

VJ – 1/8/14 (1:50 p.m.)

P/Library/Forms/Calendar/Calendar/Moncal

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Memorandum

To: Chairperson Brad Wagenknecht and Members
of the Personnel Committee

From: Jack P. Broadbent
Executive Officer/Air Pollution Control Officer

Date: December 30, 2013

Re: Approval of Minutes of December 2, 2013

RECOMMENDED ACTION

Approve attached draft minutes of the Personnel Committee meeting of December 2, 2013.

DISCUSSION

Attached for your review and approval are the draft minutes of the Personnel Committee meeting of December 2, 2013.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Sean Gallagher
Reviewed by: Rex Sanders

Attachment

Bay Area Air Quality Management District
939 Ellis Street
San Francisco, California 94109
(415) 749-5073

DRAFT MINUTES

Summary of Board of Directors
Personnel Committee Meeting
Monday, December 2, 2013

1. Call to Order – Roll Call

Committee Chairperson Brad Wagenknecht called the meeting to order at 9:33 a.m.

Present: Committee Chairperson Brad Wagenknecht; Vice-Chairperson Eric Mar; and Directors Susan Adams, Scott Haggerty, David Hudson and Mary Piepho.

Absent: Directors Carole Groom and Carol Klatt.

Also Present: Board of Directors Chairperson Ash Kalra.

2. Public Comment Period: None.

3. Conduct Interviews and Consider Recommending Board of Directors' Approval of Incumbent Reappointments and Candidates for Appointment to the Air District's Advisory Council [OUT OF ORDER]

Jack Colbourn, Director of Administrative Services, gave the staff presentation Conduct Interviews and Consider Recommending Reappointments to the Advisory Council (Council), including background, current membership and a summary of the recruitment process.

NOTED PRESENT: Director Mar and Board Chairperson Kalra were noted present at 9:36 a.m.

Committee Chairperson Wagenknecht welcomed Robert Bornstein, Ph.D., Council Chairperson.

Committee Comments:

Director Haggerty expressed a desire to see greater geographical diversity on the Council and asked that future recruitment announcements be shared with the Board of Directors (Board). Jack Colbourn, Director of Administrative Services, agreed to do for the next meeting.

The Personnel Committee (Committee), staff and Council Chairperson Bornstein discussed the geographic diversity of the Council members and the pre-interview selection process.

NOTED PRESENT: Director Piepho was noted present at 9:41 a.m.

The Committee discussed whether Council Member Jeffrey Bramlett should be reappointed in light of his attendance record.

Committee Action:

Director Hudson made a motion, seconded by Director Haggerty, to recommend Board approval of the incumbent reappointments, with the exception of Member Bramlett, to the Council to terms ending December 31, 2015; and the motion carried unanimously.

Committee Chairperson Wagenknecht directed staff to agendaize the consideration of the reappointment of incumbent Member Bramlett for the next meeting of the Committee and to discuss attendance and interest in participation on the Council with Member Bramlett.

4. Approval of Minutes of July 29, 2013

Committee Comments: None.

Public Comments: None.

Committee Action:

Director Hudson made a motion to approve the Minutes of July 29, 2013; Director Adams seconded; and the motion carried unanimously.

3. Conduct Interviews and Consider Recommending Board of Directors' Approval of Incumbent Reappointments and Candidates for Appointment to the Air District's Advisory Council [CONTINUED]

The Committee discussed and assigned the interview questions.

The Committee interviewed candidates SaraT Mayer and June Weintraub for the Council public health agency category seat.

Committee Comments (continued):

The Committee discussed the candidates.

Public Comments: None.

Committee Action (continued):

Director Haggerty made a motion to recommend Board approval of the appointment to the Council of SaraT Mayer for the public health agency category seat, effective January 1, 2014, to a term ending December 31, 2015.

Director Piepho seconded the motion.

The Committee discussed the perceived strengths and weaknesses of the current Council.

The motion carried unanimously.

5. Committee Member Comments/Other Business:

The Committee and staff discussed the Health and Science Officer working directly with the Council, the legal and logistical considerations relative to the formation of Council subcommittees that could include non-Council members, and staff provision of technical support to the Board.

Ms. Roggenkamp provided the Committee with copies of the recruitment announcement for the conservation organization seats.

6. Time and Place of Next Meeting: At the call of the Chairperson.

7. Adjournment: The meeting adjourned at 10:43 a.m.

Sean Gallagher
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: December 23, 2014

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

RECOMMENDED ACTION:

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

DISCUSSION

The terms of office for one member in the Parks & Recreation category expired on December 31, 2013. The incumbent has expressed continued interest and commitment in participating at the Advisory Council meetings. As such, Air District staff recommends the Personnel Committee to recommend the reappointment of Jeffrey Bramlett in the Parks & Recreation category.

There are two vacancies in the Conservation Organization member category, in which one incumbent did not seek reappointment, for a term ending December 31, 2015, and one incumbent resigned, for a term ending on December 31, 2014. Staff initiated a recruitment effort to fill the two vacancies. The vacancy announcement was posted on the Air District website and advertised in the following locations:

- Bay Area Newspapers including: Contra Costa Times, Oakland Tribune, Marin Independent Journal, Napa Valley Register, Press Democrat (Santa Rosa), San Francisco Chronicle, San Jose Mercury, San Mateo Times, and Times Herald (Vallejo)
- California Air Pollution Control Officers Association (CAPCOA)
- Air & Waste Management Association (AWMA)
- Governmentjobs.com
- Ecojobs.com
- Ecoemploy.com
- Planetizen.com
- Craigslist.org
- Bay Area Cities & Counties mailing lists

After extensive recruitment and outreach efforts, staff received a total of thirteen (13) applications for the vacancies in the Conservation Organization categories. 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 six (6) candidates with the most relevant qualifications to interview with the Personnel Committee.

Interviews of the candidates will occur during the Personnel Committee meeting. The length of each interview will be approximately fifteen minutes. The application materials of the candidates will be provided to you for your review.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Judy Yu
Reviewed by: Jack M. Colbourn