



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

BOARD OF DIRECTORS
PERSONNEL COMMITTEE MEETING
COMMITTEE MEMBERS

BRAD WAGENKNECHT – CHAIR
DAVID CANEPA
SCOTT HAGGERTY

DAVID HUDSON – VICE CHAIR
MARGARET FUJIOKA
KATIE RICE
JIM SPERING

THURSDAY
JUNE 11, 2015
9:30 A.M.

7th FLOOR BOARD ROOM
939 ELLIS STREET
SAN FRANCISCO, CA 94109

AGENDA

1. **CALL TO ORDER - ROLL CALL**

The Committee Chair shall call the meeting to order and the Clerk of the Boards shall take roll of the Committee members.

2. **PUBLIC COMMENT ON NON-AGENDA MATTERS**

(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 THE MINUTES OF MAY 18, 2015**

Clerk of the Boards/5073

The Committee will consider approving the attached draft minutes of the Personnel Committee meeting of May 18, 2015.

4. **CONDUCT INTERVIEWS AND CONSIDER RECOMMENDING BOARD OF DIRECTORS APPROVAL OF CANDIDATES FOR APPOINTMENT TO THE AIR DISTRICT'S HEARING BOARD**

J. Broadbent/5052
jbroadbent@baaqmd.gov

The Committee will conduct interviews of candidates and consider recommending Board of Directors approval of candidates for appointment to the Air District's Hearing Board.

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

The Committee meeting shall be adjourned by the Committee Chair.

CONTACT:

MANAGER, EXECUTIVE OPERATIONS
939 ELLIS STREET, SAN FRANCISCO, CA 94109
mmartinez@baaqmd.gov

(415) 749-5016
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BAAQMD homepage:
www.baaqmd.gov

- To submit written comments on an agenda item in advance of the meeting. Please note that all correspondence must be addressed to the “Members of the Personnel Committee” and received at least 24 hours prior, excluding weekends and holidays, in order to be presented at that Committee meeting. Any correspondence received after that time will be presented to the Committee at the following 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 Clerk’s Office should be given in a timely manner, 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 Air 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

JUNE 2015

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Advisory Council Regular Meeting <i>(Meets on the 2nd Wednesday of each Month)</i>	Wednesday	10	10:00 a.m.	Board Room
Board of Directors Personnel Committee <i>(At the Call of the Chair)</i>	Thursday	11	9:30 a.m.	Board Room
Board of Directors Executive Committee <i>(Meets on the 3rd Monday of each Month)</i>	Monday	15	9:30 a.m.	Board Room
Board of Directors Stationary Source Committee <i>(Meets on the 3rd Monday of each Month)</i> - CANCELLED	Monday	15	10:30 a.m.	Board Room
Board of Directors Regular Meeting <i>(Meets on the 1st & 3rd Wednesday of each Month)</i> - CANCELLED	Wednesday	17	9:45 a.m.	Board Room
Board of Directors Budget & Finance Committee <i>(Meets on the 4th Wednesday of each Month)</i> - CANCELLED	Wednesday	24	9:30 a.m.	Board Room
Board of Directors Mobile Source Committee <i>(Meets on the 4th Thursday of each Month)</i> - CANCELLED	Thursday	25	9:30 a.m.	Board Room

JULY 2015

<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> - CANCELLED	Wednesday	1	9:45 a.m.	Board Room
Board of Directors Mobile Source Committee <i>(Meets on the 4th Thursday of each Month)</i>	Thursday	2	9:30 a.m.	Board Room
Board of Directors Regular Meeting <i>(Meets on the 1st & 3rd Wednesday of each Month)</i> - CANCELLED AND RESCHEDULED TO WEDNESDAY, JULY 22, 2015 AT 9:45 A.M.	Wednesday	15	9:45 a.m.	Board Room
Board of Directors Climate Protection Committee <i>(Meets 3rd Thursday of Every Other Month)</i> - CANCELLED	Thursday	16	9:30 a.m.	Board Room
Board of Directors Executive Committee <i>(Meets on the 3rd Monday of each Month)</i> - CANCELLED	Monday	20	9:30 a.m.	Board Room

JULY 2015

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Stationary Source Committee (<i>Meets on the 3rd Monday of each Month</i>) - CANCELLED	Monday	20	10:30 a.m.	Board Room
Board of Directors Budget & Finance Committee (<i>Meets on the 4th Wednesday of each Month</i>) - CANCELLED	Wednesday	22	9:30 a.m.	Board Room
Board of Directors Regular Meeting (<i>Meets on the 1st & 3rd Wednesday of each Month</i>) - CANCELLED AND RESCHEDULED TO WEDNESDAY, JULY 29, 2015 AT 9:45 A.M.	Wednesday	22	9:45 a.m.	Board Room
Board of Directors Mobile Source Committee (<i>Meets on the 4th Thursday of each Month</i>) - CANCELLED	Thursday	23	9:30 a.m.	Board Room
Board of Directors Regular Meeting (<i>Meets on the 1st & 3rd Wednesday of each Month</i>)	Wednesday	29	9:45 a.m.	Board Room

AUGUST 2015

<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
Board of Directors Executive Committee (<i>Meets on the 3rd Monday of each Month</i>)	Monday	17	9:30 a.m.	Board 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.	Board 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

HL- 6/5/15 (10:05 a.m.)

P/Library/Forms/Calendars/Moncal

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: May 28, 2015

Re: Approval of the Minutes of May 18, 2015

RECOMMENDED ACTION

Approve attached draft minutes of the Personnel Committee (Committee) meeting of May 18, 2015.

DISCUSSION

Attached for your review and approval are the draft minutes of the Committee meeting of May 18, 2015.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Sean Gallagher
Reviewed by: Maricela Martinez

Attachment: Committee Meeting Minutes of May 18, 2015

Draft Minutes – Personnel Committee Meeting of May 18, 2015

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, May 18, 2015

1. CALL TO ORDER – ROLL CALL

Vice-Chairperson David Hudson called the meeting to order at 9:33 a.m.

Present: Personnel Committee (Committee) Chairperson Brad Wagenknecht; Vice-Chairperson David Hudson; and Directors David J. Canepa, Margaret Fujioka and Jim Sperring.

Absent: Directors Scott Haggerty and Katie Rice.

Also Present: Board of Directors (Board) Chairperson Carole Groom.

2. PUBLIC COMMENT ON NON-AGENDA MATTERS: No requests received.

NOTED PRESENT: Board Chairperson Groom was noted present at 9:34 a.m.

3. APPROVAL OF THE MINUTES OF APRIL 20, 2015

Committee Comments: None.

Public Comments: No requests received.

Committee Action:

Vice-Chairperson Hudson made a motion, seconded by Director Canepa, to approve the minutes of April 20, 2015; and the motion carried by the following vote of the Committee:

AYES: Canepa, Fujioka, Groom, Hudson and Sperring.
NOES: None.
ABSTAIN: None.
ABSENT: Haggerty, Rice and Wagenknecht.

4. STRATEGIC STAFFING UPDATE – MANAGEMENT RESTRUCTURING PLAN

Jack Broadbent, Executive Officer/Air Pollution Control Officer (APCO), introduced Rex Sanders, Director of the Executive and Administrative Resources Division, who gave the staff presentation *Strategic Staffing Plan Update – Management Restructuring Plan*, including background; succession planning efforts; management restructuring plan; and next steps.

NOTED PRESENT: Committee Chairperson Wagenknecht was noted present at 9:43 a.m.

Committee Comments:

The Committee and staff discussed why these changes were mentioned in the context of the headquarters move; what is meant by and expected of employees relative to “hire from within when possible” on slide 7, *Next Steps*; what a comparison of organizational charts before and after the changes would look like; impetus for classification amendment for one Deputy APCO; organizational justification for transition from “supervisor” to “assistant manager;” importance of making all known changes as part of the collective update; the importance of communication between the agencies housed at 375 Beale Street; the internal training and management skills development options offered; clarification of the nature of “Recommended Management Classifications” on slide 5, *Management Restructuring Plan*, relative to salaries and pensions; and encouragement for building flexibility into the staffing plan.

Public Comments: No requests received.

Committee Action: None; receive and file.

CLOSED SESSION

The Committee adjourned to Closed Session at 9:55 a.m.

5. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code Sections (GOV §§) 54957 and 54957.6)

Pursuant to GOV §§ 54957 and 54957.6, a need existed to meet in closed session to conduct a performance evaluation of the Executive Officer.

6. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (GOV §§ 54957 and 54957.6)

Pursuant to GOV §§ 54957 and 54957.6, a need existed to meet in closed session to conduct a performance evaluation of the District Counsel.

OPEN SESSION

The Committee resumed Open Session at 10:53 a.m. with no reportable action.

7. COMMITTEE MEMBER COMMENTS / OTHER BUSINESS

Director Hudson suggested the installation of an electronic voting system with a public display at 375 Beale Street and that his fellow Board members recall the importance of supporting the Chair and Air District staff over political gain.

8. TIME AND PLACE OF NEXT COMMITTEE MEETING

Thursday, June 11, 2015, Bay Area Air Quality Management District Headquarters, 939 Ellis Street, San Francisco, California 94109 at 10:30 a.m.

9. ADJOURNMENT: The meeting adjourned at 10:56 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: June 11, 2015

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

RECOMMENDED ACTION

Conduct interviews and consider recommending Board of Directors' approval of candidates for appointment to 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 including, one member who is a professional engineer registered as such pursuant to the Professional Engineers Act (Chapter 7 (commencing with Section 6700) of Division 3 of the Business and Professions Code), 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, one member admitted to the practice of law in this state, and two public members. The Air District board may also appoint one alternate for each member. The alternate shall have the same qualifications, specified in Section 40801, as the member for whom such person is the alternate. The alternate may serve only in the absence of the member, and for the same term as the member.

Pursuant to Division I, Section 8.6 of the Air District's Administrative Code, Hearing Board Member terms are limited to fifteen (15) consecutive years, with re-appointment possible after a three-year absence.

DISCUSSION

The terms of office for the current members in the attorney category will expire on June 3, 2015. This leaves a vacancy in both the principal and alternate position. Staff initiated a recruitment effort to fill the positions.

Staff outreached and advertised the positions to the following sites:

- Bay Area Newspapers
- Governmentjobs.com
- Lawcrossing.com
- Lawjobs.com
- Ecojobs.com
- Capcoa.org
- Craigslist.org
- Air District email list

After extensive recruitment and outreach efforts, staff received a total of eighteen (18) applications. Staff and the Hearing Board Chair 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: Rex Sanders