



BOARD OF DIRECTORS  
PERSONNEL COMMITTEE MEETING

COMMITTEE MEMBERS

BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

BRAD WAGENKNECHT – CHAIR  
DAVID CANEPA  
SCOTT HAGGERTY

DAVID HUDSON – VICE CHAIR  
MARGARET FUJIOKA  
KATIE RICE  
JIM SPERING

WEDNESDAY  
FEBRUARY 18, 2015  
9:00 A.M.

7<sup>th</sup> 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](http://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 JANUARY 26, 2015**

**Clerk of the Boards/5073**

*The Committee will consider approving the attached draft minutes of the Personnel Committee meeting of January 26, 2015.*

4. **STRATEGIC STAFFING PLAN UPDATE**

**J. Broadbent/5052**  
[jbroadbent@baaqmd.gov](mailto:jbroadbent@baaqmd.gov)

*The Committee will receive an update on the Air District's strategic staffing process.*

CLOSED SESSION

5. **CONFERENCE WITH LABOR NEGOTIATORS** (Government Code § 54957.6(a))

*Agency Negotiators: Jack P. Broadbent, Executive Officer/APCO  
Rex Sanders, Director of Executive and Administrative Resources  
Division*

*Employee Organizations: Bay Area Air Quality Employee's Association, Inc.  
Non-Represented Confidential Employees  
Non-Represented Management Employees*

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 Chairperson.*

8. **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**  
**FAX: (415) 928-8560**  
**BAAQMD homepage:**  
**[www.baaqmd.gov](http://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 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**

**FEBRUARY 2015**

<b><u>TYPE OF MEETING</u></b>	<b><u>DAY</u></b>	<b><u>DATE</u></b>	<b><u>TIME</u></b>	<b><u>ROOM</u></b>
<b>Advisory Council Regular Meeting</b> <i>(Meets on the 2<sup>nd</sup> Wednesday of each Month)</i>	Wednesday	11	9:00 a.m.	Board Room
<b>Board of Directors Executive Committee</b> <i>(Meets on the 3<sup>rd</sup> Monday of each Month) - CANCELLED</i>	Monday	16	9:30 a.m.	Board Room
<b>Board of Directors Stationary Source Committee</b> <i>(Meets 3rd Monday of each Month)</i> - CANCELLED	Monday	16	10:30 a.m.	Board Room
<b>Board of Directors Personnel Committee</b> <i>(At the Call of the Chair)</i>	Wednesday	18	9:00 a.m.	Board Room
<b>Board of Directors Regular Meeting</b> <i>(Meets on the 1<sup>st</sup> &amp; 3<sup>rd</sup> Wednesday of each Month)</i>	Wednesday	18	9:45 a.m.	Board Room
<b>Board of Directors Budget &amp; Finance Committee</b> <i>(Meets on the 4<sup>th</sup> Wednesday of each Month)</i>	Wednesday	25	9:30 a.m.	Board Room
<b>Board of Directors Mobile Source Committee</b> <i>(Meets on the 4<sup>th</sup> Thursday of each Month)</i>	Thursday	26	9:30 a.m.	Board Room
<b>Board of Directors Legislative Committee</b> <i>(At the Call of the Chair)</i>	Thursday	26	10:30 a.m.	Board Room

**MARCH 2015**

<b><u>TYPE OF MEETING</u></b>	<b><u>DAY</u></b>	<b><u>DATE</u></b>	<b><u>TIME</u></b>	<b><u>ROOM</u></b>
<b>Board of Directors Regular Meeting</b> <i>(Meets on the 1<sup>st</sup> &amp; 3<sup>rd</sup> Wednesday of each Month)</i>	Wednesday	4	9:45 a.m.	Board Room
<b>Advisory Council Regular Meeting</b> <i>(Meets on the 2<sup>nd</sup> Wednesday of each Month)</i>	Wednesday	11	9:00 a.m.	Board Room
<b>Board of Directors Executive Committee</b> <i>(Meets on the 3<sup>rd</sup> Monday of each Month)</i>	Monday	16	9:30 a.m.	Board Room
<b>Board of Directors Stationary Source Committee</b> <i>(Meets on the 3<sup>rd</sup> Monday of each Month)</i>	Monday	16	10:30 a.m.	Board Room
<b>Board of Directors Regular Meeting</b> <i>(Meets on the 1<sup>st</sup> &amp; 3<sup>rd</sup> Wednesday of each Month)</i>	Wednesday	18	9:45 a.m.	Board Room
<b>Board of Directors Climate Protection Committee</b> <i>(Meets on the 3<sup>rd</sup> Thursday of Every Other Month)</i>	Thursday	19	9:30 a.m.	Board Room

## MARCH 2015

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
<b>Board of Directors Budget &amp; Finance Committee</b> <i>(Meets on the 4<sup>th</sup> Wednesday of each Month)</i>	Wednesday	25	9:30 a.m.	Board Room
<b>Board of Directors Mobile Source Committee</b> <i>(Meets on the 4<sup>th</sup> Thursday of each Month)</i>	Thursday	26	9:30 a.m.	Board Room

## APRIL 2015

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
<b>Board of Directors Regular Meeting</b> <i>(Meets on the 1<sup>st</sup> &amp; 3<sup>rd</sup> Wednesday of each Month)</i>	Wednesday	1	9:45 a.m.	Board Room
<b>Advisory Council Regular Meeting</b> <i>(Meets on the 2<sup>nd</sup> Wednesday of each Month)</i>	Wednesday	8	9:00 a.m.	Board Room
<b>Board of Directors Regular Meeting</b> <i>(Meets on the 1<sup>st</sup> &amp; 3<sup>rd</sup> Wednesday of each Month)</i>	Wednesday	15	9:45 a.m.	Board Room
<b>Board of Directors Executive Committee</b> <i>(Meets on the 3<sup>rd</sup> Monday of each Month)</i>	Monday	20	9:30 a.m.	Board Room
<b>Board of Directors Stationary Source Committee</b> <i>(Meets on the 3<sup>rd</sup> Monday of each Month)</i>	Monday	20	10:30 a.m.	Board Room
<b>Board of Directors Budget &amp; Finance Committee</b> <i>(Meets on the 4<sup>th</sup> Wednesday of each Month)</i>	Wednesday	22	9:30 a.m.	Board Room
<b>Board of Directors Mobile Source Committee</b> <i>(Meets on the 4<sup>th</sup> Thursday of each Month)</i>	Thursday	23	9:30 a.m.	Board Room

HL – 2/4/15 (11:35 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/Air Pollution Control Officer

Date: February 4, 2015

Re: Approval of Minutes of January 26, 2015

RECOMMENDED ACTION

Approve attached draft minutes of the Personnel Committee (Committee) meeting of January 26, 2015.

DISCUSSION

Attached for your review and approval are the draft minutes of the Committee meeting of January 26, 2015.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: Sean Gallagher  
Reviewed by: Maricela Martinez

Attachment Draft Minutes of the Committee Meeting of January 26, 2015

Draft Minutes – Personnel Committee Meeting of January 26, 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, January 26, 2015

**1. CALL TO ORDER – ROLL CALL**

Personnel Committee (Committee) Chairperson Brad Wagenknecht called the meeting to order at 9:32 a.m.

Present: Committee Chairperson Brad Wagenknecht; Vice-Chairperson Eric Mar; Board of Directors (Board) Chairperson Carole Groom; and Directors Scott Haggerty, David Hudson and Jim Spering.

Absent: None.

Also Present: None.

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

**3. UPDATE ON THE ADVISORY COUNCIL (OUT OF ORDER AGENDA ITEM 4)**

Jeff McKay, Deputy Air Pollution Control Officer, gave the staff presentation *Update on Advisory Council Restructure*, including a summary of the recent Health and Safety Code amendments under Senate Bill 1415 and proposed Advisory Council (Council) restructure.

Committee Comments:

The Committee and staff discussed the possibility of and reasoning for a potential staff recommendation to appoint one member of the current Council as a member of the restructured Council; the importance of the candidate having meeting leadership skills and the possibility of appointing two members of the current Council as members of the new Council; if and how staff has considered prioritizing the inclusion of the represented fields from the current Council on the new Council; concerns relative to a loss of perspectives and the prospective community council as a means to mitigate that loss; and the varying assessments of the concept of a restructured Council and prospective community council.

NOTED PRESENT: Director Haggerty was noted present at 9:42 a.m.

Public Comments: No requests received.

Committee Action: None; receive and file.

**4. APPROVAL OF MINUTES OF DECEMBER 15, 2014 (AGENDA ITEM 3)**

Committee Comments: None.

Public Comments: No requests received.

Committee Action:

Director Spring made a motion, seconded by Director Hudson, to approve the Minutes of December 15, 2014; and the motion carried by the following vote of the Committee:

AYES: Groom, Haggerty, Hudson, Spering and Wagenknecht.  
NOES: None.  
ABSTAIN: None.  
ABSENT: Mar.

**5. STRATEGIC STAFFING PLAN UPDATE**

NOTED PRESENT: Director Mar was noted present at 9:51 a.m.

Jack Broadbent, Executive Officer/Air Pollution Control Officer, gave the initial staff presentation *Strategic Staffing Plan Update* through slide 4, *Succession Planning Efforts*, including background; staffing considerations; and succession planning efforts.

The Committee and staff discussed, at slide 4, *Succession Planning Efforts*, what the Air District does to ensure there are opportunities at every level pursuant to California Proposition 209, the California Civil Rights Initiative and job sharing possibilities with the other agencies to occupy the new Air District headquarters at 375 Beale Street.

Mr. Broadbent then introduced Rex Sanders, Director of the Executive and Administrative Resources Division, who gave the remainder of the staff presentation *Strategic Staffing Plan Update*, including strategic staffing principles; current staffing levels; filling vacancies; staffing goals and budget considerations; and next steps.

Committee Comments:

The Committee and staff discussed the staff proposal to enhance training opportunities for existing staff to better enable them to serve in different capacities for the Air District.

Public Comments: No requests received.

Committee Action: None; receive and file.

**CLOSED SESSION**

The Committee adjourned to Closed Session at 10:07 a.m.

**6. CONFERENCE WITH LABOR NEGOTIATORS (Government Code § 54957.6(a))**

*Pursuant to Government Code Section 54957.6(a), a need existed to meet in closed session to confer with labor negotiators.*

**OPEN SESSION**

The Committee resumed Open Session at 10:26 a.m. with no reportable action.

**7. COMMITTEE MEMBER COMMENTS / OTHER BUSINESS:** None.

**8. TIME AND PLACE OF NEXT COMMITTEE MEETING**

At the call of the Chairperson.

**9. ADJOURNMENT:** The meeting adjourned at 10:27 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: February 3, 2015

Re: Strategic Staffing Plan Update

RECOMMENDED ACTION

None; receive and file.

BACKGROUND

At the January 21, 2015 Board Retreat, the Executive Officer/APCO provided a presentation on the Air District's Strategic Staffing process and priorities.

DISCUSSION

The Air District, as part of its annual budget process, considers, analyzes and implements the staffing of the Agency. Staff will update the Personnel Committee on this annual process and the considerations for the Fiscal Year Ending (FYE) 2015 and 2016 budgets.

BUDGET CONSIDERATION/FINANCIAL IMPACT

None; all personnel costs are contained the FYE 2015 budget and will be proposed to the Board as part of the FYE 2016 budget, which the Board will adopt in the first half of 2015.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: Rex Sanders