



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

MONDAY
APRIL 20, 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 MINUTES OF JANUARY 26, 2015 AND FEBRUARY 18, 2015**

Clerk of the Boards/5073

The Committee will consider approving the attached draft minutes of the Personnel Committee meetings of January 26, 2015 and February 18, 2015.

4. **STRATEGIC STAFFING UPDATE – MANAGEMENT RESTRUCTURING PLAN**

J. Broadbent/5052

jbroadbent@baaqmd.gov

The Committee will receive an update on the Air District's strategic staffing management restructuring plan.

CLOSED SESSION

5. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION - (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.

6. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION - (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 District Counsel.

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**

Monday, May 18, 2015, Bay Area Air Quality Management District Office, 939 Ellis Street, San Francisco, California 94109 at 10:30 a.m.

9. **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

- 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

APRIL 2015

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Executive Committee <i>(Meets on the 3rd Monday of each Month) - CANCELLED</i>	Monday	20	9:30 a.m.	Board Room
Board of Directors Personnel Committee <i>(At the Call of the Chair)</i>	Monday	20	9:30 a.m.	Board Room
Board of Directors Stationary Source Committee <i>(Meets on the 3rd Monday of each Month)</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.	Board 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

MAY 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	6	9:45 a.m.	Board Room
Advisory Council Regular Meeting <i>(Meets on the 2nd Wednesday of each Month)</i>	Wednesday	13	9:00 a.m.	Board Room
Board of Directors Executive Committee <i>(Meets on the 3rd Monday of each Month)</i>	Monday	18	9:30 a.m.	Board Room
Board of Directors Personnel Committee <i>(At the Call of the Chair)</i>	Monday	18	10:30 a.m.	Board Room
Board of Directors Stationary Source Committee <i>(Meets on the 3rd Monday of each Month) - CANCELLED</i>	Monday	18	10:30 a.m.	Board Room
Special Board of Directors Meeting - Budget Hearing <i>(At the Call of the Chair)</i>	Wednesday	20	9:45 a.m.	Board Room
Board of Directors Regular Meeting <i>(Meets on the 1st & 3rd Wednesday of each Month)</i>	Wednesday	20	9:45 a.m.	Board Room

MAY 2015

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Climate Protection Committee <i>(Meets on the 3rd Thursday of Every Other Month)</i>	Thursday	21	9:30 a.m.	Board Room
Board of Directors Budget & Finance Committee <i>(Meets on the 4th Wednesday of each Month)</i>	Wednesday	27	9:30 a.m.	Board Room
Board of Directors Stationary Source Committee <i>(Meets on the 3rd Monday of each Month)</i>	Wednesday	27	10:30 a.m.	Board Room
Board of Directors Mobile Source Committee <i>(Meets on the 4th Thursday of each Month)</i>	Thursday	28	9:30 a.m.	Board Room

JUNE 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	3	9:45 a.m.	Board Room
Advisory Council Regular Meeting <i>(Meets on the 2nd Wednesday of each Month)</i>	Wednesday	10	9:00 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>	Monday	15	10:30 a.m.	Board Room
Board of Directors Regular Meeting <i>(Meets on the 1st & 3rd Wednesday of each Month)</i>	Wednesday	17	9:45 a.m.	Board Room
Board of Directors Budget & Finance Committee <i>(Meets on the 4th Wednesday of each Month)</i>	Wednesday	24	9:30 a.m.	Board Room
Board of Directors Mobile Source Committee <i>(Meets on the 4th Thursday of each Month)</i>	Thursday	25	9:30 a.m.	Board Room

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 18, 2015

Re: Approval of Minutes of January 26, 2015 and February 18, 2015

RECOMMENDED ACTION

Approve attached draft minutes of the Personnel Committee (Committee) meetings of January 26, 2015, and February 18, 2015.

DISCUSSION

Attached for your review and approval are the draft minutes of the Committee meetings of January 26, 2015, and February 18, 2015.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Sean Gallagher
Reviewed by: Maricela Martinez

Attachment A: Personnel Committee Meeting Minutes of January 26, 2015
Attachment B: Personnel Committee Meeting Minutes of February 18, 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 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

Draft Minutes – Personnel Committee Meeting of February 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
Wednesday, February 18, 2015

1. CALL TO ORDER – ROLL CALL

Personnel Committee (Committee) Chairperson Brad Wagenknecht called the meeting to order at 9:03 a.m.

Present: Committee Chairperson Brad Wagenknecht; Vice-Chairperson David Hudson; and Directors David J. Canepa, Margaret Fujioka, Scott Haggerty and Katie Rice.

Absent: Director Jim Spring.

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

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

3. STRATEGIC STAFFING PLAN UPDATE (OUT OF ORDER AGENDA ITEM 4)

Jack Broadbent, Executive Officer/Air Pollution Control Officer, gave the initial staff presentation *Strategic Staffing Plan Update* through slide 6, *Staffing Goals & Budget Considerations*, including staffing principles; filling vacancies; dedicated Climate Action Program; current staffing versus goals; and staffing goals and budget considerations.

NOTED PRESENT: Director Haggerty was noted present at 9:08 a.m. and Director Hudson was noted present at 9:11 a.m.

The Committee and staff discussed, at slide 4, *Dedicated Climate Action Program*, whether Air District staff will be active in outreach and community engagement with offers to assist local governments.

Mr. Broadbent introduced Rex Sanders, Director of the Executive and Administrative Resources Division, who gave the continued staff presentation *Strategic Staffing Plan Update*, including staffing goals and budget considerations.

Mr. Broadbent then concluded the presentation.

Committee Comments:

The Committee and staff discussed staff's work on filling various positions; advertising of recruitments through partner agencies, local governments and veterans groups; and the state of the recruitment process for the Health and Science Officer.

Public Comments: No requests received.

Committee Action: None; receive and file.

CLOSED SESSION

The Committee adjourned to Closed Session at 9:20 a.m.

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

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 9:43 a.m. with no reportable action.

5. APPROVAL OF MINUTES OF JANUARY 26, 2015

The approval of the minutes of January 26, 2015 was not addressed and will be agendized for a future Committee meeting.

6. COMMITTEE MEMBER COMMENTS / OTHER BUSINESS: None.

7. TIME AND PLACE OF NEXT COMMITTEE MEETING

At the call of the Chairperson.

8. ADJOURNMENT: The meeting adjourned at 9:44 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: April 8, 2015

Re: Strategic Staffing Update – Management Restructuring Plan

RECOMMENDATION

None; receive and file.

BACKGROUND

The Board of Directors and the Executive Officer/APCO have been engaged in discussions regarding the strategic staffing plan and the human resources of the Air District. As a result of these discussions, Air District staff in consultation with a third-party public sector human resources legal firm, recommends the development of a management restructuring plan. This plan would include the creation of new job classifications in the management classification system, the establishment of additional salary levels, an amendment of the existing classifications and a refinement of the current classification system. This plan will provide succession opportunities and will address redundancies within the current system.

DISCUSSION

In order to address the need for clear succession planning and in an effort to refine the current system of classifications, a management restructuring plan is recommended. It is recommended that the plan create four new job classifications in the management classification system: Assistant Manager, Manager, Director/Officer and Deputy Executive Officer. It is recommended that the plan would also amend the current job classification of Deputy Air Pollution Control Officer to allow for specific designations of expertise within that classification. This enhanced management plan allows for the greatest flexibility in staffing, better deployment of resources and a clear succession plan for the Agency.

The newly created and amended job classifications will replace 30 of the existing job classifications in the management classification system. The new streamlined classes provide the Air District with flexibility in staffing and position mobility throughout the Agency. The positions of Assistant Manager and Deputy Executive Officer will enhance succession opportunities at the Air District.

All current management staff which hold positions within the existing 30 job classifications will be reclassified to the newly adopted classifications which are consistent with current salaries.

BUDGET CONSIDERATION/FINANCIAL IMPACT

There is no budget/financial impact beyond that already contemplated in the Fiscal Year Ending 2016 budget which will be presented to the full Board this year. This recommendation will not increase FTEs.

Respectfully Submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Rex Sanders