



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  
MAY 18, 2015  
9:30 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 THE MINUTES OF APRIL 20, 2015**

**Clerk of the Boards/5073**

*The Committee will consider approving the attached draft minutes of the Personnel Committee meeting of April 20, 2015.*

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

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

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

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**

*Thursday, June 11, 2015, Bay Area Air Quality Management District Office, 939 Ellis Street, San Francisco, California 94109 at 9:30 a.m.*

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  
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 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**

**MAY 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	13	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	18	9:30 a.m.	Board Room
<b>Board of Directors Personnel Committee</b> <i>(At the Call of the Chair)</i>	Monday	18	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) - CANCELLED</i>	Monday	18	10:30 a.m.	Board Room
<b>Special Board of Directors Meeting - Budget Hearing</b> <i>(At the Call of the Chair)</i>	Wednesday	20	9:45 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	20	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	21	9:30 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) - CANCELLED</i>	Wednesday	27	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>	Wednesday	27	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	28	9:30 a.m.	Board Room

**JUNE 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	3	9:45 a.m.	Board Room
<b>Board of Director Public Engagement Committee Meeting</b> <i>(At the Call of the Chair)</i>	Thursday	4	9:30 a.m.	Board Room
<b>Advisory Council Regular Meeting</b> <i>(Meets on the 2<sup>nd</sup> Wednesday of each Month)</i>	Wednesday	10	9:00 a.m.	Board Room

## JUNE 2015

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
<b>Board of Directors Personnel Committee</b> <i>(At the Call of the Chair)</i>	Thursday	11	9:30 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	15	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	15	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	17	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> - CANCELLED	Wednesday	24	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	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>
<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>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 Climate Protection Committee</b> <i>(Meets 3<sup>rd</sup> Thursday of Every Other Month)</i>	Thursday	16	9:30 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 – 5/6/15 (3:30 p.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: May 4, 2015

Re: Approval of the Minutes of April 20, 2015

RECOMMENDED ACTION

Approve attached draft minutes of the Personnel Committee (Committee) meeting of April 20, 2015.

DISCUSSION

Attached for your review and approval are the draft minutes of the Committee meeting of April 20, 2015.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: Sean Gallagher  
Reviewed by: Maricela Martinez

Attachment: Committee Meeting Minutes of April 20, 2015

Draft Minutes – Personnel Committee Meeting of April 20, 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, April 20, 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 David Hudson; and Directors David J. Canepa, Scott Haggerty and Jim Spring.

Absent: Directors Margaret Fujioka and Katie Rice.

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

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

**CLOSED SESSION**

The Committee adjourned to Closed Session at 9:33 a.m.

NOTED PRESENT: Director Haggerty was noted entering the closed session at 9:38 a.m. and Director Spring was noted entering the closed session at 10:00 a.m.

**3. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code Section 54957 and 54957.6) (OUT OF ORDER AGENDA ITEM 5)**

*Pursuant to Government Code Sections 54957 and 54957.6, a need existed to meet in closed session to conduct a performance evaluation of the Executive Officer.*

**4. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code Section 54957 and 54957.6) (AGENDA ITEM 6)**

*Pursuant to Government Code Sections 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 10:33 a.m. with no reportable action.

**5. STRATEGIC STAFFING UPDATE – MANAGEMENT RESTRUCTURING PLAN (AGENDA ITEM 4)**

Committee Action:

The presentation and subsequent discussion were postponed for lack of time.

**6. APPROVAL OF MINUTES OF JANUARY 26, 2015 AND FEBRUARY 18, 2015 (AGENDA ITEM 3)**

Committee Comments: None.

Public Comments: No requests received.

Committee Action:

Director Canepa made a motion, seconded by Director Hudson, to approve the Minutes of January 26, 2015; and the motion carried by the following vote of the Committee:

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

Director Canepa made a motion, seconded by Director Hudson, to approve the Minutes of February 18, 2015; and the motion carried by the following vote of the Committee:

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

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

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

Monday, May 18, 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 10:34 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 a management restructuring plan. This plan includes the creation of new job classifications in the management classification system, the establishment of additional salary levels, and amendment of the existing classifications and a refinement of the current classification system. This plan will provide clear 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, Air District staff recommends a management restructuring plan. Specifically, the plan would create four new job classifications in the management classification system: Assistant Manager, Manager, Director/Officer and Deputy Executive Officer. 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 (CFO, COO, etc.). 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