



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

BOARD OF DIRECTORS
PERSONNEL COMMITTEE

COMMITTEE MEMBERS

KATIE RICE - CHAIR
DAVID CANEPA
CAROLE GROOM

DAVID HUDSON – VICE CHAIR
MARGARET FUJIOKA
SCOTT HAGGERTY
JIM SPERING

MONDAY
APRIL 11, 2016
9:30 A.M.

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

AGENDA

1. CALL TO ORDER - ROLL CALL – PLEDGE OF ALLEGIANCE

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

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 District headquarters, 939 Ellis Street, San Francisco, CA, 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 three (3) minutes each.

This meeting will be webcast. To see the webcast, please visit <http://www.baaqmd.gov/The-Air-District/Board-of-Directors/Agendas-and-Minutes.aspx> at the time of the meeting.

Staff/Phone (415) 749-

3. APPROVAL OF THE MINUTES OF JUNE 11, 2015

Clerk of the Boards/5073

The Committee will consider approving the attached draft minutes of the Personnel Committee meeting of June 11, 2015.

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

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**

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
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.
- **Accessibility and Title VI:** The Air District provides services and accommodations upon request to persons with disabilities and individuals who are limited-English proficient who wish to address Board matters. For accommodations or translations assistance, please call 415-749-5016 at least three days in advance of a meeting, so that arrangements can be made accordingly.

Accesibilidad y Título VI: El Distrito del Aire ofrece servicios y realiza las adaptaciones necesarias para las personas con discapacidades y para las personas con un dominio limitado del inglés siempre que estos servicios se soliciten y se deseen tratar asuntos relacionados con la Junta. Si necesita ayuda con algún tipo de adaptación o traducción, llame al 415-749-5016 como mínimo tres días antes de la reunión de manera que puedan realizarse las adaptaciones necesarias.

Magagamit na Tulong at Título VI: Nagbibigay ang Air District ng mga serbisyo at mga akomodasyon, kapag hiniling, sa mga taong may kapansanan at mga taong limitado ang kakayahan sa Ingles na gustong magpahayag tungkol sa mga usapin sa harap ng Lupon. Para sa mga tulong sa akomodasyon o sa pagsasalin, mangyaring tumawag sa 415-749-5016 nang tatlong araw man lamang na una pa sa miting, para makapaghandang ayon sa pangangailangan.

可及度及標題VI：空氣管理局根據申請為殘障人士和英語熟練程度有限但卻希望參與董事會事宜的人員提供服務和住宿。關於住宿或者翻譯幫助，請至少在會議之前三天致電 415-749-5016，以便作出相應安排。

Tạo Khả Năng Truy Cập và Chương VI: Đặc Khu cung cấp dịch vụ và phương tiện đáp ứng, khi có yêu cầu, cho những người bị khuyết tật và cho những cá nhân không thông thạo Anh ngữ muốn được tham gia các vấn đề của Hội Đồng. Để được phương tiện đáp ứng hoặc trợ giúp phiên dịch, xin gọi số 415-749-5016 ít nhất ba ngày trước khi có hội thảo, để tiện bố trí các phương tiện

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

APRIL 2016

<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	11	9:30 a.m.	Board Room
Board of Directors Executive Committee <i>(Meets on the 3rd Monday of each Month)</i> - CANCELLED	Monday	18	9:30 a.m.	Board Room
Board of Directors Stationary Source Committee <i>(Meets on the 3rd Monday of each Month)</i>	Monday	18	10:30 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
Advisory Council Meeting <i>(At the Call of the Chair)</i>	Monday	25	10:00 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 Mobile Source Committee <i>(Meets on the 4th Thursday of each Month)</i>	Thursday	28	9:30 a.m.	Board Room

MAY 2016

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Public Engagement Committee <i>(At the Call of the Chair)</i>	Monday	2	9:30 a.m.	Board Room
Board of Directors Regular Meeting <i>(Meets on the 1st & 3rd Wednesday of each Month)</i> - CANCELLED	Wednesday	4	9:45 a.m.	Board Room
Board of Directors Executive Committee <i>(Meets on the 3rd Monday of each Month)</i>	Monday	16	9:30 a.m.	Board Room
Board of Directors Stationary Source Committee <i>(Meets on the 3rd Monday of each Month)</i> - CANCELLED & RESCHEDULED TO WEDNESDAY, JUNE 1, 2016 AT 9:30 A.M.	Monday	16	10:30 a.m.	Board Room
Board of Directors Regular Meeting <i>(Meets on the 1st & 3rd Wednesday of each Month)</i>	Wednesday	18	9:45 a.m.	Board Room
Board of Directors Climate Protection Committee <i>(Meets on the 3rd Thursday of every other month)</i> - CANCELLED	Thursday	19	9:30 a.m.	Board Room

MAY 2016

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

JUNE 2016

<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 Stationary Source Committee <i>(Meets on the 3rd Monday of each Month)</i>	Wednesday	1	9:30 a.m.	Board Room
Board of Directors Regular Meeting <i>(Meets on the 1st & 3rd Wednesday of each Month)</i>	Wednesday	15	9:45 a.m.	Board Room
Board of Directors Executive Committee <i>(Meets on the 3rd Monday of each Month)</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
HL – 4/5/16 (3:30 p.m.)				G/Board/Executive Office/Moncal

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairperson Katie Rice and Members
of the Personnel Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: March 28, 2016

Re: Approval of the Minutes of June 11, 2015

RECOMMENDED ACTION

Approve attached draft minutes of the Personnel Committee (Committee) meeting of June 11, 2015.

DISCUSSION

Attached for your review and approval are the draft minutes of the Committee meeting of June 11, 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 June 11, 2015

Draft Minutes – Personnel Committee Meeting of June 11, 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
Thursday, June 11, 2015

1. CALL TO ORDER – ROLL CALL

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

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

Absent: Director Margaret Fujioka.

Also Present: Hearing Board (HB) Chairperson Terry A. Trumbull, Esq.

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

3. CONDUCT INTERVIEWS AND CONSIDER RECOMMENDING BOARD OF DIRECTORS (BOARD) APPROVAL OF CANDIDATES FOR APPOINTMENT TO THE AIR DISTRICT'S HB [OUT OF ORDER AGENDA ITEM 4]

Chairperson Wagenknecht and Brian Bungler, District Counsel, discussed the siting of future Personnel Committee (Committee) meetings.

Mr. Bungler gave the staff presentation *Conduct Interviews and Consider Recommending Appointment to the HB*, including background; current members; and recruitment overview.

NOTED PRESENT: Director Rice was noted present at 9:36 a.m.

Chairperson Wagenknecht welcomed Terry A. Trumbull, Esq., Chairperson, HB, who addressed the Committee regarding the state and future of the HB.

Committee Comments:

The Committee discussed and assigned the interview questions.

NOTED PRESENT: Director Haggerty was noted present at 9:44 a.m.

The Committee interviewed candidate James Ralph for the HB principle and alternate attorney category seat.

4. APPROVAL OF THE MINUTES OF MAY 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 May 18, 2015; and the motion carried by the following vote of the Committee:

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

3. CONDUCT INTERVIEWS AND CONSIDER RECOMMENDING BOARD APPROVAL OF CANDIDATES FOR APPOINTMENT TO THE AIR DISTRICT'S HB [CONTINUED OUT OF ORDER AGENDA ITEM 4]

Committee Comments (continued):

The Committee interviewed candidates R. “Kathy” Paul, Valerie Armento, Robb Kapla, Jamey Volker and Rolf Lindenhayn for the HB principle and alternate attorney category seats.

The Committee, HB Chairperson Trumbull and staff discussed the candidates.

The Committee deliberated on the appointments.

Committee Action:

Chairperson Wagenknecht made a motion, seconded by Director Haggerty, to recommend Board approval of the appointments of Valerie Armento to the principal attorney member position and James Ralph to the alternate attorney member position, both for three-year terms effective immediately.

Committee Comments (continued):

The Committee deliberated on the appointments further and discussed altering the application process for future HB and Advisory Council recruitments.

Public Comments: None.

Committee Action (continued):

The motion carried by the following vote of the Committee:

AYES: Canepa, Haggerty, Rice, Spering and Wagenknecht.

NOES: Hudson.
ABSTAIN: None.
ABSENT: Fujioka.

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

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

At the call of the Chairperson.

5. **ADJOURNMENT:** The meeting adjourned at 11:52 a.m.

Sean Gallagher
Clerk of the Boards

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairperson Katie Rice and Members
of the Personnel Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: March 28, 2016

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 engineering category expired on March 20, 2016 and in the medical category will expire on April 15, 2016. This leaves a vacancy in both the principal and alternate positions in both categories. Staff initiated a recruitment effort to fill the positions.

Staff outreached and advertised the positions to the following sites:

- Bay Area Newspapers
- Governmentjobs.com
- CAPCOA
- Air & Waste Management Association
- Ecojobs.com
- Ecoemploy.com
- Vetjobs.com
- National Association of County & City Health Officials
- American Academy of Environmental Engineers & Scientists
- Bay Area County Mailing Lists

After extensive recruitment and outreach efforts, staff received a total of nine (9) 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: Maricela Martinez
Reviewed by: Rex Sanders