



BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

BOARD OF DIRECTORS  
PERSONNEL COMMITTEE

COMMITTEE MEMBERS

JIM SPERING - CHAIR  
CAROLE GROOM  
DAVID HUDSON  
DOUG KIM  
BRAD WAGENKNECHT

KATIE RICE – VICE CHAIR  
SCOTT HAGGERTY  
TYRONE JUE  
PETE SANCHEZ

**FRIDAY  
MARCH 24, 2017  
9:30 A.M.**

**1<sup>ST</sup> FLOOR BOARD ROOM  
375 BEALE STREET  
SAN FRANCISCO, CA 94105**

**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, 375 Beale Street, San Francisco, CA, 94105 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/about-the-air-district/board-of-directors/resolutionsagendasminutes> at the time of the meeting.*

**Staff/Phone (415) 749-**

**3. APPROVAL OF THE MINUTES OF APRIL 11, 2016**

**Clerk of the Boards/5073**

*The Committee will consider approving the attached draft minutes of the Personnel Committee meeting of April 11, 2016.*

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](mailto: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**

*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**  
**375 BEALE STREET, SAN FRANCISCO, CA 94105**  
**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.
- 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 375 Beale Street, Suite 600, San Francisco, CA 94105, at the time such writing is made available to all, or a majority of all, members of that body.

#### **Accessibility and Non-Discrimination Policy**

The Bay Area Air Quality Management District (Air District) does not discriminate on the basis of race, national origin, ethnic group identification, ancestry, religion, age, sex, sexual orientation, gender identity, gender expression, color, genetic information, medical condition, or mental or physical disability, or any other attribute or belief protected by law.

It is the Air District’s policy to provide fair and equal access to the benefits of a program or activity administered by Air District. The Air District will not tolerate discrimination against any person(s) seeking to participate in, or receive the benefits of, any program or activity offered or conducted by the Air District. Members of the public who believe they or others were unlawfully denied full and equal access to an Air District program or activity may file a discrimination complaint under this policy. This non-discrimination policy also applies to other people or entities affiliated with Air District, including contractors or grantees that the Air District utilizes to provide benefits and services to members of the public.

Auxiliary aids and services including, for example, qualified interpreters and/or listening devices, to individuals who are deaf or hard of hearing, and to other individuals as necessary to ensure effective communication or an equal opportunity to participate fully in the benefits, activities, programs and services will be provided by the Air District in a timely manner and in such a way as to protect the privacy and independence of the individual. Please contact the Non-Discrimination Coordinator identified below at least three days in advance of a meeting so that arrangements can be made accordingly.

If you believe discrimination has occurred with respect to an Air District program or activity, you may contact the Non-Discrimination Coordinator identified below or visit our website at [www.baaqmd.gov/accessibility](http://www.baaqmd.gov/accessibility) to learn how and where to file a complaint of discrimination.

Questions regarding this Policy should be directed to the Air District’s Non-Discrimination Coordinator, Rex Sanders, at (415) 749-4951 or by email at [rsanders@baaqmd.gov](mailto:rsanders@baaqmd.gov).

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**  
**375 BEALE STREET, SAN FRANCISCO, CALIFORNIA 94105**  
**FOR QUESTIONS PLEASE CALL (415) 749-5016 or (415) 749-4941**

**EXECUTIVE OFFICE:**  
**MONTHLY CALENDAR OF AIR DISTRICT MEETINGS**

**MARCH 2017**

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
<b>Board of Directors Executive Committee</b> <i>(Meets on the 3<sup>rd</sup> Monday of each Month) - CANCELLED</i>	Monday	20	9:30 a.m.	1 <sup>st</sup> Floor Board Room
<b>Board of Directors Climate Protection Committee</b> <i>(Meets on the 3<sup>rd</sup> Thursday of Every Other Month) – CANCELLED AND RESCHEDULED TO WEDNESDAY, MARCH 22, 2017 AT 10:30 A.M.</i>	Monday	20	9:30 a.m.	1 <sup>st</sup> Floor 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	9:30 a.m.	1 <sup>st</sup> Floor 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.	1st Floor, Yerba Buena Room #109
<b>Board of Directors Climate Protection Committee</b> <i>(Meets on the 3<sup>rd</sup> Thursday of Every Other Month)</i>	Wednesday	22	10:30 a.m.	1st Floor, Yerba Buena Room #109
<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.	1 <sup>st</sup> Floor Board Room
<b>Board of Directors Personnel Committee</b> <i>(Meets At the Call of the Chair)</i>	Friday	24	9:30 a.m.	1 <sup>st</sup> Floor Board Room
<b>Board of Directors Legislative Committee</b> <i>(At the Call of the Chair)</i>	Thursday	30	9:30 a.m.	1 <sup>st</sup> Floor Board Room

**APRIL 2017**

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
<b>Advisory Council Mtg.</b> <i>(Meets on the 1<sup>st</sup> Monday of Every Other Month)</i>	Monday	3	10:00 a.m.	1 <sup>st</sup> Floor 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)- CANCELLED</i>	Wednesday	5	9:45 a.m.	1 <sup>st</sup> Floor Board Room
<b>Board of Directors Executive Committee</b> <i>(Meets on the 3<sup>rd</sup> Monday of each Month)</i>	Monday	17	9:30 a.m.	1 <sup>st</sup> Floor Board Room
<b>Board of Directors Stationary Source Committee</b> <i>(Meets on the 3<sup>rd</sup> Monday of each Month)</i>	Monday	17	10:30 a.m.	1 <sup>st</sup> Floor 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	19	9:45 a.m.	1 <sup>st</sup> Floor Board Room

## APRIL 2017

<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	26	9:30 a.m.	1st Floor, Yerba Buena Room #109
<b>Board of Directors Mobile Source Committee</b> <i>(Meets on the 4<sup>th</sup> Thursday of each Month)</i>	Thursday	27	9:30 a.m.	1 <sup>st</sup> Floor Board Room

## MAY 2017

<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	3	9:45 a.m.	1 <sup>st</sup> Floor 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.	1 <sup>st</sup> Floor 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.	1 <sup>st</sup> Floor 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.	1 <sup>st</sup> Floor 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	18	9:30 a.m.	1 <sup>st</sup> Floor 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	24	9:30 a.m.	1st Floor, Yerba Buena Room #109
<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.	1 <sup>st</sup> Floor Board Room

VJ – 3/17/17 (7:37 a.m.)

G/Board/Executive Office/Moncal

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**  
Memorandum

To: Chairperson Jim Spering and Members  
of the Personnel Committee

From: Jack P. Broadbent  
Executive Officer/APCO

Date: March 13, 2017

Re: Approval of the Minutes of April 11, 2016

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RECOMMENDED ACTION

Approve attached draft minutes of the Personnel Committee (Committee) meeting of April 11, 2016.

DISCUSSION

Attached for your review and approval are the draft minutes of the Committee meeting of April 11, 2016.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: Marcy Hiratzka  
Reviewed by: Maricela Martinez

Attachment: Draft Minutes of the Committee Meeting of April 11, 2016.

Draft Minutes – Personnel Committee Meeting of April 11, 2016

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, April 11, 2016

**1. CALL TO ORDER – ROLL CALL**

Personnel Committee (Committee) Chair Katie Rice called the meeting to order at 9:35 a.m.

Present: Chairperson Katie Rice; Vice-Chairperson David Hudson; and Directors David Canepa, Carole Groom, and Jim Spring.

Absent: Directors Margaret Fujioka and Scott Haggerty.

Also Present: None.

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

No requests received.

**3. APPROVAL OF THE MINUTES OF JUNE 11, 2015**

Committee Comments: None.

Public Comments: No requests received.

Committee Action:

Director Canepa made a motion, seconded by Director Hudson, to approve the minutes of June 11, 2015; and the motion carried by the following vote of the Committee:

AYES: Canepa, Groom, Hudson, Rice, and Spring.

NOES: None.

ABSTAIN: None.

ABSENT: Fujioka and Haggerty.

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

Brian Bunger, District Counsel, gave the staff presentation *Conduct Interviews for the Air District's Hearing Board* including background; current members; and recruitment overview.

It was noted that one of the original six candidates withdrew candidacy, leaving five for consideration. Judy Yu, Human Resources Manager, was also introduced.

Committee Comments:

The Committee discussed and assigned the interview questions, and then conducted interviews with the following candidates, introduced by Ms. Yu:

- Peter Chiu, Principal seat for Medical category
- Jason Meggs, Principal and Alternate seats for Medical category
- Ryan Janoch, Alternate seat for Professional Engineer category
- Raquib Khan, Principal and Alternate seats for Professional Engineer category
- Gilbert Bendix, Principal seat for Professional Engineer category

Committee Action:

Committee Vice Chair Hudson made a motion, seconded by Director Canepa, to recommend the Board of Directors' approval of primary incumbent, Peter Chiu, for the appointment of Principal in the Medical category, and Jason Meggs for the appointment of Alternate in the Medical category.

The motion carried by the following vote of the Committee:

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

Committee Vice Chair Hudson made a motion, seconded by Director Canepa, to recommend the Board of Directors' approval of primary incumbent, Gilbert Bendix, for the appointment of Principal in the Professional Engineer category.

The motion carried by the following vote of the Committee:

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

Director Groom made a motion, seconded by Director Sperring, to recommend the Board of Directors' approval of Ryan Janoch for the appointment of Alternate in the Professional Engineer category.

The motion carried by the following vote of the Committee:

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

**5. COMMITTEE MEMBER COMMENTS / OTHER BUSINESS**

None.

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

At the call of the Chairperson.

**7. ADJOURNMENT**

The meeting adjourned at 10:49 a.m.

Marcy Hiratzka  
Clerk of the Boards

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**

Memorandum

To: Chairperson Jim Spering and Members  
of the Personnel Committee

From: Jack P. Broadbent  
Executive Officer/APCO

Date: March 13, 2017

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 public category will expire on April 2, 2017. This leaves a total of 4 vacancies in both the principal and alternate positions. Staff initiated a recruitment effort to fill the positions.

Staff outreached and advertised the positions to the following sites:

- Bay Area Newspapers
- Governmentjobs.com
- California Air Pollution Control Officers Association (CAPCOA)
- Air & Waste Management Association (AWMA)
- National Association of Clean Air Agency
- Ecojobs.com
- Environmentaljobs.com
- Vetjobs.com
- Linkedin.com
- Indeed.com
- Craigslist.org
- Community Mailing Lists

After extensive recruitment and outreach efforts, staff received a total of 29 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 the top 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