



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

BOARD OF DIRECTORS
PERSONNEL COMMITTEE

COMMITTEE MEMBERS

JIM SPERING - CHAIR
TERESA BARRETT
JOHN GIOIA
SCOTT HAGGERTY
LIZ KNISS
BRAD WAGENKNECHT

DOUG KIM – VICE CHAIR
DAVID CANEPA
CAROLE GROOM
DAVE HUDSON
KAREN MITCHOFF

THURSDAY
JULY 12, 2018
9:30 A.M.

1ST FLOOR BOARD ROOM
375 BEALE STREET
SAN FRANCISCO, CA 94105

AGENDA

1. **CALL TO ORDER - ROLL CALL**
PLEDGE OF ALLEGIANCE
PUBLIC MEETING PROCEDURE

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.

This meeting will be webcast. To see the webcast, please visit www.baaqmd.gov/bodagendas at the time of the meeting. Closed captioning may contain errors and omissions, and are not certified for their content or form.

Public Comment on Agenda Items: *The public may comment on each item on the agenda as the item is taken up. Public Comment Cards for items on the agenda must be submitted in person to the Clerk of the Boards at the location of the meeting and prior to the Board taking up the particular item. Where an item was moved from the Consent Calendar to an Action item, no speaker who has already spoken on that item will be entitled to speak to that item again.*

Speakers may speak for up to three minutes on each item on the Agenda. However, the Chairperson or other Board Member presiding at the meeting may limit the public comment for all speakers to fewer than three minutes per speaker, or make other rules to ensure that all speakers have an equal opportunity to be heard. The Chairperson or other Board Member presiding at the meeting may, with the consent of persons representing both sides of an issue, allocate a block of time (not to exceed six minutes) to each side to present their issue.

2. **APPROVAL OF THE MINUTES OF MAY 7, 2018**

Clerk of the Boards/5073

The Committee will consider approving the attached draft minutes of the Personnel Committee meeting of May 7, 2018.

3. **CONSIDER REAPPOINTMENT OF THE INCUMBENT TO THE AIR DISTRICT'S HEARING BOARD; 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

The Committee will consider reappointment of the incumbent to the Air District's Hearing Board; conduct interviews; and consider recommending Board of Directors approval of candidates for appointment to the Air District's Hearing Board.

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

Pursuant to Government Code Section 54954.3 Speakers wishing to address the Board on non-agenda matters will be heard at the end of the agenda, and each will be allowed up to three minutes to address the Board at that time.

Members of the Board may engage only in very brief dialogue regarding non-agenda matters, and may refer issues raised to District staff for handling. In addition, the Chairperson may refer issues raised to appropriate Board Committees to be placed on a future agenda for discussion.

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
vjohnson@baaqmd.gov

(415) 749-4941
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.
- 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 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.

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

EXECUTIVE OFFICE:
MONTHLY CALENDAR OF AIR DISTRICT MEETINGS

JULY 2018

<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>	Thursday	12	9:30 a.m.	1 st Floor Board Room
Board of Directors Stationary Source Committee <i>(Meets on the 3rd Monday of every other Month)</i> – CANCELLED AND RESCHEDULED TO MONDAY, JULY 30, 2018 AT 9:30 A.M.	Monday	16	9:30 a.m.	1 st Floor Board Room
Board of Directors Regular Meeting <i>(Meets on the 1st & 3rd Wednesday of each Month)</i> - CANCELLED	Wednesday	18	9:30 a.m.	1 st Floor 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.	1 st Floor Board Room
Advisory Council Meeting <i>(At the Call of the Chair)</i>	Thursday	19	10:00 a.m.	1 st Floor Board Room
Board of Directors Executive Committee <i>(At the Call of the Chair)</i>	Monday	23	9:30 a.m.	1 st Floor Board Room
Board of Directors Budget & Finance Committee <i>(Meets on the 4th Wednesday of each Month)</i> - CANCELLED	Wednesday	25	9:30 a.m.	1st Floor, Yerba Buena Room #109
Board of Directors Ad Hoc Refinery Oversight Committee <i>(At the Call of the Chair)</i>	Wednesday	25	9:30 a.m.	1st Floor, Yerba Buena Room #109
Board of Directors Mobile Source Committee <i>(Meets on the 4th Thursday of each Month)</i>	Thursday	26	9:30 a.m.	1st Floor, Yerba Buena Room #109
Board of Directors Stationary Source Committee <i>(Meets on the 3rd Monday of every other Month)</i>	Monday	30	9:30 a.m.	1 st Floor Board Room

AUGUST 2018

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Special Meeting as The Sole Member of The Bay Area Clean Air Foundation <i>(At the Call of the Chair) - CANCELLED</i>	Wednesday	1	9:00 a.m.	1 st Floor Board Room
Board of Directors Regular Meeting <i>(Meets on the 1st & 3rd Wednesday of each Month)</i>	Wednesday	1	9:30 a.m.	1 st Floor Board Room
Board of Directors Regular Meeting <i>(Meets on the 1st & 3rd Wednesday of each Month)</i>	Wednesday	15	9:30 a.m.	1 st Floor Board Room
Board of Directors Budget & Finance Committee <i>(Meets on the 4th Wednesday of each Month)</i>	Wednesday	22	9:30 a.m.	1st Floor, Yerba Buena Room #109
Board of Directors Mobile Source Committee <i>(Meets on the 4th Thursday of each Month)</i>	Thursday	23	9:30 a.m.	1 st Floor Board Room

SEPTEMBER 2018

<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	5	9:30 a.m.	1 st Floor Board Room
Board of Directors Stationary Source Committee <i>(Meets on the 3rd Monday of every other Month)</i>	Monday	17	9:30 a.m.	1 st Floor Board Room
Board of Directors Regular Meeting <i>(Meets on the 1st & 3rd Wednesday of each Month)</i>	Wednesday	19	9:30 a.m.	1 st Floor Board Room
Board of Directors Climate Protection Committee <i>(Meets on the 3rd Thursday of every other Month)</i>	Thursday	20	9:30 a.m.	1 st Floor Board Room
Board of Directors Budget & Finance Committee <i>(Meets on the 4th Wednesday of each Month)</i>	Wednesday	26	9:30 a.m.	1st Floor, Yerba Buena Room #109
Board of Directors Mobile Source Committee <i>(Meets on the 4th Thursday of each Month)</i>	Thursday	27	9:30 a.m.	1st Floor, Yerba Buena Room #109

VJ – 7/5/18 – 8:45 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: July 2, 2018

Re: Approval of the Minutes of May 7, 2018

RECOMMENDED ACTION

Approve the attached draft minutes of the Personnel Committee (Committee) meeting of May 7, 2018.

DISCUSSION

Attached for your review and approval are the draft minutes of the Committee meeting of May 7, 2018.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Marcy Hiratzka
Reviewed by: Vanessa Johnson

Attachment 2A: Draft Minutes of the Committee Meeting of May 7, 2018

AGENDA: 2A – ATTACHMENT

Draft Minutes – Personnel Committee Meeting of May 7, 2018

Bay Area Air Quality Management District
375 Beale Street, Suite 600
San Francisco, California 94105
(415) 749-5073

DRAFT MINUTES

Summary of Board of Directors
Personnel Committee Meeting
Monday, May 7, 2018

1. CALL TO ORDER – ROLL CALL

Personnel Committee (Committee) Chairperson, Jim Spering, called the meeting to order at 9:35 a.m.

Present: Committee Chairperson Jim Spering; Committee Vice Chairperson Doug Kim; and Directors Teresa Barrett, David J. Canepa, John Gioia, Carole Groom, Scott Haggerty, David Hudson, Karen Mitchoff, and Brad Wagenknecht.

Absent: Director Liz Kniss.

Also Present: None.

2. APPROVAL OF THE MINUTES OF FEBRUARY 7, 2018

Public Comments:

No requests received.

Committee Comments:

None.

Committee Action:

Director Gioia made a motion, seconded by Board Chair Hudson, to approve the minutes of February 7, 2018; and the motion carried by the following vote of the Committee:

AYES:	Barrett, Canepa, Gioia, Groom, Haggerty, Hudson, Kim, Mitchoff, Spering, and Wagenknecht.
NOES:	None.
ABSTAIN:	None.
ABSENT:	Kniss.

3. RECOMMEND REAPPOINTMENT OF FIVE INCUMBENTS AND INTERVIEW AND RECOMMEND APPLICANTS FOR ADVISORY COUNCIL VACANCIES

Dr. Jeff McKay, Chief Financial Officer, gave the staff presentation *Conduct Interviews of Potential Candidates for the Advisory Council*, including: overview; background; incumbent Council member biographies; recruitment; and interviews and discussion.

Public Comments:

Public comments were made by Jed Holtzman and Janet Stromberg, 350 Bay Area.

Committee Comments:

The Committee and staff discussed the desire for increased representation of medical professionals on the Council; Council term limits; and whether Council terms will be staggered among the seven members.

Committee Action:

Chair Spering made a motion, seconded by Board Chair Hudson, to recommend that the Board reappoint the five incumbent Council members that wish to continue serving (Chair Stan Hayes, Vice Chair Michael Kleinman, and members Severin Borenstein, Tim Lipman, and Jane Long); and the motion carried by the following vote of the Committee:

AYES:	Canepa, Gioia, Groom, Haggerty, Hudson, Kim, Mitchoff, Spering, and Wagenknecht.
NOES:	Barrett.
ABSTAIN:	None.
ABSENT:	Kniss.

Director Groom made a motion, seconded by Director Barrett, to recommend that the Board approve the appointment of Gina M. Solomon, M.D., M.P.H., and Linda Rudolph, M.D., M.P.H., to the Council for a two-year term; and the motion carried by the following vote of the Committee:

AYES:	Barrett, Canepa, Gioia, Groom, Haggerty, Hudson, Kim, Mitchoff, Spering, and Wagenknecht.
NOES:	None.
ABSTAIN:	None.
ABSENT:	Kniss.

4. COMMITTEE MEMBER COMMENTS / OTHER BUSINESS

Director Mitchoff suggested that District staff reach out to candidate, Yuanyuan Fang, Ph.D., and alert her of any applicable recruitments at the District, given her expertise in climate change and monitoring air quality.

Director Spering said that in two years, all seven Council members will have to undergo interviews if they wish to be considered for reappointment. Board Chair Hudson requested that issues regarding Council recruitment be discussed by the Executive Committee.

Director Haggerty requested that staff propose a way to stagger the terms of the seven Council members so that in the future, the entire Council is not changing at the same time.

Director Groom suggested that District staff refrain from posting Council recruitment as job openings in the future. She suggested that Council recruitment be advertised in a different place than job openings on the website, and that the District publish press releases and advertise on television and social media for Council recruitment. She also suggested that future Council recruitment begins earlier.

5. TIME AND PLACE OF NEXT COMMITTEE MEETING

Thursday, July 12, 2018, Bay Area Air Quality Management District office, 375 Beale Street, 1st floor Board Room, San Francisco, CA 94105, at 9:30 a.m.

6. ADJOURNMENT

The meeting adjourned at 11:20 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: July 2, 2018

Re: Consider Reappointment of the Incumbent to the Air District's Hearing Board;
Conduct Interviews; and Consider Recommending Board of Directors Approval of
Candidates for Appointment to the Air District's Hearing Board

RECOMMENDED ACTION

Consider reappointment of the incumbent to the Air District's Hearing Board. 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 of Directors 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 reappointment possible after a three-year absence.

DISCUSSION

The terms of office for the incumbent in the Attorney (Principal) category will expire on July 28, 2018. Staff is recommending the reappointment of Ms. Valerie Armento, the current Chair of the Hearing Board.

On December 18, 2017, the Board of Directors appointed an alternate member in the Professional Engineer category to a principal position. As a result, there is one vacancy in the alternate position. Staff initiated a recruitment effort to fill the position.

After extensive recruitment and outreach efforts, staff received a total of four applications. Staff have assessed the candidates' experience and education relative to the position for which the candidates applied and have selected the top two candidates with the most relevant qualifications to interview with the Personnel Committee.

Interviews of the candidates will occur during the Personnel Committee meeting of July 12, 2018. The length of each interview will be approximately 15 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: Raegan Carmon
Reviewed by: Rex Sanders