



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

BOARD OF DIRECTORS
PERSONNEL COMMITTEE

COMMITTEE MEMBERS

JIM SPERING – CHAIR
TERESA BARRETT
CAROLE GROOM
DAVID HUDSON
NATE MILEY
KATIE RICE

BRAD WAGENKNECHT – VICE CHAIR
CINDY CHAVEZ
SCOTT HAGGERTY
TYRONE JUE
KAREN MITCHOFF

**THIS MEETING WILL BE CONDUCTED UNDER PROCEDURES AUTHORIZED BY
EXECUTIVE ORDER N-29-20 ISSUED BY
GOVERNOR GAVIN NEWSOM**

- **MEMBERS OF THE COMMITTEE MUST PARTICIPATE BY
TELECONFERENCE**
- **THE PUBLIC MAY PARTICIPATE AND OBSERVE THIS MEETING VIA
ZOOM**

<https://zoom.us/j/91950905108>

- **PUBLIC COMMENTS WILL BE TAKEN DURING THE TELECONFERENCE.
INSTRUCTIONS WILL BE PROVIDED ON HOW TO COMMENT AT THE
START OF THE MEETING. COMMENTS MAY ALSO BE SUBMITTED AT**

Comments@baaqmd.gov

- **THE PUBLIC MAY OBSERVE THIS MEETING THROUGH THE WEBCAST
OF THE MEETING BY CLICKING THE LINK AVAILABLE ON THE AIR
DISTRICT'S AGENDA WEBPAGE FOR THE MEETING AVAILABLE AT**

www.baaqmd.gov/bodagendas

**WEDNESDAY
MAY 27, 2020
10:30 A.M.**

AGENDA

1. CALL TO ORDER - ROLL CALL

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.

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.

***Email Comment on Agenda Items:** The public may comment on each item on the agenda. Email Comments for items on the agenda must be submitted to Comments@baaqmd.gov prior to the Committee taking up the particular item and indicate the agenda item to which the comment relates. Emailed comments will be considered as the agenda item is taken up by the Committee. Emailed comments containing 250 words or less will be read aloud by staff. Emailed comments exceeding 250 words may be summarized during the meeting, if feasible.*

Staff/Phone (415) 749-

2. APPROVAL OF THE MINUTES OF APRIL 15, 2020

Clerk of the Boards/5073

The Committee will consider approving the attached draft minutes of the Personnel Committee meeting of April 15, 2020.

CLOSED SESSION

3. CONFERENCE WITH LABOR NEGOTIATORS (Government Code § 54957.6(a))

***Agency Negotiators:** Jack P. Broadbent, Executive Officer/APCO
Rex Sanders, Chief Administrative Officer*

***Employee Organizations:** Bay Area Air Quality Management District Employees' Association, Management, and Confidential Employee Groups*

OPEN SESSION

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

Emailed comments indicating the comment pertains to non-agenda matters will be considered under this item. Emailed comments containing 250 words or less will be read aloud by staff. Emailed comments exceeding 250 words may be summarized during the meeting, if feasible.

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

Any member of the Committee, 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 Committee 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

- 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, CA 94105

FOR QUESTIONS PLEASE CALL (415) 749-4941

EXECUTIVE OFFICE: MONTHLY CALENDAR OF AIR DISTRICT MEETINGS

MAY 2020

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Budget & Finance Committee – CANCELLED AND RESCHEDULED TO WEDNESDAY, MAY 20, 2020 AT 11:00 A.M.	Wednesday	27	9:30 a.m.	Webcast only pursuant to Executive Order N-29-20
Board of Directors Personnel Committee	Wednesday	27	10:30 a.m.	Webcast only pursuant to Executive Order N-29-20
Board of Directors Legislative Committee	Wednesday	27	1:00 p.m.	Webcast only pursuant to Executive Order N-29-20
Board of Directors Mobile Source Committee - CANCELLED AND RESCHEDULED TO WEDNESDAY, MAY 20, 2020 AT 9:30 A.M.	Wednesday	27	11:00 a.m.	Webcast only pursuant to Executive Order N-29-20
Board of Directors Community & Public Health Committee - CANCELLED AND RESCHEDULED TO WEDNESDAY, MAY 20, 2020 AT 2:30 P.M.	Wednesday	27	12:30 p.m.	Webcast only pursuant to Executive Order N-29-20

JUNE 2020

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Meeting	Wednesday	3	9:30 a.m.	Webcast only pursuant to Executive Order N-29-20
Board of Directors Budget & Finance Committee - CANCELLED	Wednesday	24	9:30 a.m.	Webcast only pursuant to Executive Order N-29-20
Board of Directors Legislative Committee	Wednesday	24	9:30 a.m.	Webcast only pursuant to Executive Order N-29-20
Board of Directors Mobile Source Committee	Wednesday	24	11:00 a.m.	Webcast only pursuant to Executive Order N-29-20
Board of Directors Stationary Source Committee	Wednesday	24	12:00 p.m.	Webcast only pursuant to Executive Order N-29-20
Board of Directors Climate Protection Committee	Wednesday	24	2:00 p.m.	Webcast only pursuant to Executive Order N-29-20

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: May 18, 2020

Re: Approval of the Minutes of April 15, 2020

RECOMMENDED ACTION

Approve the attached draft minutes of the Personnel Committee (Committee) meeting of April 15, 2020.

DISCUSSION

Attached for your review and approval are the draft minutes of the Committee meeting of April 15, 2020.

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 April 15, 2020

AGENDA: 2A – ATTACHMENT

Draft Minutes – Personnel Committee Meeting of April 15, 2020

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
Wednesday, April 15, 2020

This meeting was conducted under procedures authorized by executive order N-29-20 issued by Governor Gavin Newsom. Members of the committee participated by teleconference.

1. CALL TO ORDER – ROLL CALL

Personnel Committee (Committee) Chairperson, Jim Spering, called the meeting to order at 1:13 p.m.

Present: Committee Chairperson Jim Spering; Vice Chairperson Brad Wagenknecht; and Directors Teresa Barrett, Cindy Chavez, Carole Groom, David Hudson, Tyrone Jue, Karen Mitchoff, and Katie Rice.

Absent: Directors Scott Haggerty and Nate Miley.

Also Present: Board Chair Rod Sinks.

2. APPROVAL OF THE MINUTES OF SEPTEMBER 6, 2019

Public Comments

No requests received.

Committee Comments

None.

Committee Action

Vice Chair Wagenknecht made a motion, seconded by Director Hudson, to approve the minutes of September 6, 2019; and the motion carried by the following vote of the Committee:

AYES: Barrett, Chavez, Groom, Hudson, Jue, Mitchoff, Rice, Sinks, Spering,
Wagenknecht.
NOES: None.
ABSTAIN: None.
ABSENT: Haggerty, Miley.

3. APPROVAL OF THE MINUTES OF FEBRUARY 5, 2020

Public Comments

No requests received.

Committee Comments

None.

Committee Action

Vice Chair Wagenknecht made a motion, seconded by Director Hudson, to approve the minutes of February 5, 2020; and the motion carried by the following vote of the Committee:

AYES: Barrett, Chavez, Groom, Hudson, Jue, Mitchoff, Rice, Sinks, Spering,
Wagenknecht.
NOES: None.
ABSTAIN: None.
ABSENT: Haggerty, Miley.

CLOSED SESSION (1:16 p.m.)

4. CONFERENCE WITH LABOR NEGOTIATORS (Government Code § 54957.6(a))

Agency Negotiators: Jack P. Broadbent, Executive Officer/APCO
Rex Sanders, Chief Administrative Officer

Employee Organizations: Bay Area Air Quality Management District Employees'
Association, Management, and Confidential Employee
Groups

5. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION - (Government Code Section 54957 and 54957.6)**

Pursuant to Government Code Section 54957 and 54957.6, the Committee met 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 met in closed session to conduct a performance evaluation of the District Counsel.

REPORTABLE ACTION ON ITEMS 4-6: Chair Spering announced that contract amendments for the Executive Officer and General Counsel, as well as a new Memorandum of Understanding with the Employees' Association, will be presented to the Board of Directors for approval at the same time.

OPEN SESSION (2:10 p.m.)

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

No requests received.

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

None.

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

At the conclusion of the meeting, Chair Spering announced that the next meeting would be at the Call of the Chair. After the meeting adjourned, the next meeting was scheduled for Wednesday, May 27, 2020, at 10:30 a.m. via webcast, pursuant to procedures authorized by Executive Order N-29-20 issued by Governor Gavin Newsom.

10. **ADJOURNMENT**

The meeting adjourned at 2:13 p.m.

Marcy Hiratzka
Clerk of the Boards