



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

BOARD OF DIRECTORS
PERSONNEL COMMITTEE MEETING

COMMITTEE MEMBERS

BRAD WAGENKNECHT – CHAIRPERSON	ERIC MAR – VICE CHAIRPERSON
CAROLE GROOM	SCOTT HAGGERTY
JENNIFER HOSTERMAN	DAVID HUDSON
ASH KALRA	CAROL KLATT
KATIE RICE	

MONDAY
JULY 23, 2012
9:30 A.M.

4th FLOOR CONFERENCE ROOM
939 ELLIS STREET
SAN FRANCISCO, CA 94109

AGENDA

1. **CALL TO ORDER - ROLL CALL**
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 Air District headquarters, 939 Ellis Street, San Francisco, CA, and on the Air District's website 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 MINUTES OF MARCH 28, 2012**
4. **CONDUCT INTERVIEWS AND CONSIDER RECOMMENDING BOARD OF DIRECTORS APPROVAL OF CANDIDATES FOR APPOINTMENT TO THE AIR DISTRICT'S ADVISORY COUNCIL**
J. Broadbent/5052
jbroadbent@baaqmd.gov

The Committee will conduct interviews and consider recommending Board of Directors approval of candidates for the Regional Park and Transportation categories to the Air District's Advisory Council.

5. **CONSIDER RECOMMENDING BOARD OF DIRECTOR APPROVAL FOR AN ADJUSTMENT TO THE DEPUTY AIR POLLUTION CONTROL OFFICER'S BENEFITS**
J. Broadbent/5052
jbroadbent@baaqmd.gov

The Committee will consider recommending Board of Directors approval for an adjustment to the Deputy Air Pollution Control Officers benefits.

6. **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)

7. **TIME AND PLACE OF NEXT MEETING: AT THE CALL OF THE CHAIR**

8. **ADJOURNMENT**

CONTACT EXECUTIVE OFFICE - 939 ELLIS STREET SF, CA 94109

(415) 749-5130
FAX: (415) 928-8560
BAAQMD homepage:
www.baaqmd.gov

- To submit written comments on an agenda item in advance of the 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 Executive Office should be given at least 3 working days prior to the date of the meeting, 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 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. Such writing(s) may also be posted on the District's website (www.baaqmd.gov) at that time.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
939 ELLIS STREET, SAN FRANCISCO, CALIFORNIA 94109
(415) 771-6000

EXECUTIVE OFFICE:
MONTHLY CALENDAR OF DISTRICT MEETINGS

JULY 2012

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Regular Meeting <i>(Meets 1st & 3rd Wednesday of each Month)</i> - CANCELLED	Wednesday	18	9:45 a.m.	Board Room
Board of Directors Public Outreach Committee <i>(Meets Quarterly at the Call of the Chair)</i>	Thursday	19	9:30 a.m.	4 th Floor Conf. Room
Board of Directors Personnel Committee <i>(Meets at the Call of the Chair)</i>	Monday	23	9:30 a.m.	4 th Floor Conf. Room
Board of Directors Budget & Finance Committee <i>(Meets the 4th Wednesday of Each Month)</i> - CANCELLED	Wednesday	25	9:30 a.m.	4 th Floor Conf. Room
Special Meeting of the Board of Directors - CANCELLED	Wednesday	25	1:30 p.m.	Board Room
Board of Directors Mobile Source Committee <i>(Meets 4th Thursday of each Month)</i> - CANCELLED	Thursday	26	9:30 a.m.	4 th Floor Conf. Room
Special Mtg. of the Board of Directors <i>(Meets 1st & 3rd Wednesday of each Month)</i>	Monday	30	1:30 p.m.	Board Room

AUGUST 2012

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Regular Meeting <i>(Meets 1st & 3rd Wednesday of each Month)</i> - CANCELLED	Wednesday	1	9:45 a.m.	Board Room
Board of Directors Regular Meeting <i>(Meets 1st & 3rd Wednesday of each Month)</i> - CANCELLED	Wednesday	15	9:45 a.m.	Board Room
Board of Directors Executive Committee <i>(Meets 3rd Monday of each Month)</i> - CANCELLED	Monday	20	9:30 a.m.	4 th Floor Conf. Room
Board of Directors Budget & Finance Committee <i>(Meets the 4th Wednesday of each Month)</i> - CANCELLED	Wednesday	22	9:30 a.m.	4 th Floor Conf. Room
Board of Directors Mobile Source Committee <i>(Meets 4th Thursday of each Month)</i> - CANCELLED	Thursday	23	9:30 a.m.	4 th Floor Conf. Room

SEPTEMBER 2012

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Regular Meeting <i>(Meets 1st & 3rd Wednesday of each Month)</i> - CANCELLED	Wednesday	5	9:45 a.m.	Board Room
Advisory Council Regular Meeting <i>(Meets 2nd Wednesday of each Month)</i>	Wednesday	12	9:00 a.m.	Board Room
Board of Directors Executive Committee <i>(Meets 3rd Monday of each Month)</i>	Monday	17	9:30 a.m.	4 th Floor Conf. Room
Board of Directors Stationary Source Committee <i>(Meets the 3rd Monday of Every Other Month)</i>	Monday	17	10:30 a.m.	4 th Floor Conf. Room
Board of Directors Regular Meeting <i>(Meets 1st & 3rd Wednesday of each Month)</i>	Wednesday	19	9:45 a.m.	Board Room
Board of Directors Budget & Finance Committee <i>(Meets the 4th Wednesday of each Month)- CANCELLED</i>	Wednesday	26	9:30 a.m.	4 th Floor Conf. Room
Board of Directors Mobile Source Committee <i>(Meets 4th Thursday of each Month)</i>	Thursday	27	9:30 a.m.	4 th Floor Conf. Room

HL – 7/16/12 (1:50 p.m.)

P/Library/Forms/Calendar/Calendar/Moncal

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Memorandum

To: Chairperson Wagenknecht and Members
of the Personnel Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: July 12, 2012

Re: Personnel Committee Draft Meeting Minutes

RECOMMENDED ACTION

Approve attached draft minutes of the Personnel Committee meeting of March 28, 2012.

DISCUSSION

Attached for your review and approval are the draft minutes of the March 28, 2012, Personnel Committee meeting.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Sean Gallagher
Reviewed by: Jennifer C. Cooper

Attachment

Bay Area Air Quality Management District
939 Ellis Street
San Francisco, California 94109
(415) 771-6000

DRAFT MINUTES

Summary of Board of Directors
Personnel Committee Meeting
11:00 a.m., Wednesday, March 28, 2012

1. Call to Order – Roll Call

Committee Chairperson Brad Wagenknecht called the meeting to order at 11:01 a.m.

Present: Committee Chairperson Brad Wagenknecht; Vice Chairperson Eric Mar; and Directors Carole Groom, Jennifer Hosterman, David Hudson, Carol Klatt and Katie Rice.

Absent: Directors Scott Haggerty and Ash Kalra.

Also Present: Board of Directors Chairperson John Gioia.

2. Public Comment Period: None.

3. Approval of Minutes of November 14, 2011

Committee Action: Director Klatt made a motion to approve the Minutes of November 14, 2011; Director Hosterman seconded; carried unanimously without objection.

4. Conduct Interviews and Consider Recommending Board of Directors' Approval of a Candidate for Appointment to the Air District's Advisory Council

Committee Chairperson Wagenknecht asked how the Committee should proceed with the interview process. Jack Colbourn, Director of Administrative Services, said the Committee members are assigned specific questions that are then asked by those members of each of the candidates.

The Committee discussed the interview questions and assigned the same.

The Committee interviewed the candidates for the Air District Advisory Council, including Keith Abeles, Edgar Downs, Kathryn Lyddan and Richard Strong.

Committee Comments:

Committee Chairperson Wagenknecht asked how the Committee should proceed with the appointment process. Eric Stevenson, Director of Technical Services, said that the Committee discusses its decision and it will go to the Board of Directors for consideration.

Chairperson Gioia said he had worked Ms. Lyddan on specific projects in the past and she has amazing skill sets.

Director Hosterman said she likes Mr. Abeles and Ms. Lyddan and suggested that Mr. Downs and Mr. Strong are looking for retirement projects. Director Hosterman commended the expertise and enthusiasm of Ms. Lyddan.

Committee Chairperson Wagenknecht said that his issue with Ms. Lyddan and Mr. Strong is the lack of personal, hands-on experience in the agricultural field and he likes Mr. Abeles because he is a farmer that understands the issues at the ground level.

Director Rice suggested that Ms. Lyddan has a good of picture of the state of agriculture despite her lack of hands-on experience because of her level and breadth of involvement and commended her obvious passion for public service.

Director Mar ranked Ms. Lyddan first and Mr. Abeles second, noting his appreciation for Ms. Lyddan's breadth of experience and her ability to address regional issues.

Director Hudson urged the Committee to stay focused on the composition of the Council, said hands-on experience is an important factor for the agriculture representative, suggested that Ms. Lyddan would be a great choice for another category such as land use, proposed that appointing Ms. Lyddan to this position will effectively remove agriculture from the Council, and suggested that the same is probably true of Mr. Strong.

Director Klatt ranked Mr. Abeles first, noting his focus on the pertinent issues, and Ms. Lyddan second, noting her focus on land use issues.

Director Groom supported Ms. Lyddan.

Committee Chairperson Wagenknecht conducted a straw poll, the results being five votes for Ms. Lyddan and three votes for Mr. Abeles.

Public Comments: None.

Committee Action:

Director Hosterman made a motion to recommend Board of Directors' approval of Ms. Lyddan for appointment to the Air District's Advisory Council; Chairperson Gioia seconded and noted Ms. Lyddan's close work with farmers small and large; approved over the objection of Director Hudson.

5. Consider Recommending Board of Directors' Approval to Re-Appoint the Regular and Alternate Member Positions for the Attorney Member Category on the Air District's Hearing Board

Jennifer Cooper, Manager, Executive Operations, provided the attendance records and resumes of the incumbent regular and alternate member candidates for the attorney member category on the Air District's Hearing Board.

Committee Comments:

Chairperson Gioia asked why Rolf Lindenhayn, Member of the Hearing Board, has a conflict of interest regarding matters involving Chevron. Brian Bungler, District Counsel, responded that Mr. Lindenhayn had represented Chevron in some capacity in the past but that Chevron is not frequently a party before the Hearing Board.

Chairperson Gioia asked about the attendance record of Valerie Armento, Alternate Member of the Hearing Board. Ms. Cooper responded with details about the absences of Mr. Lindenhayn and Ms. Armento. Chairperson Gioia asked when each was appointed. Ms. Cooper responded that Mr. Lindenhayn was appointed in May 2002 and Ms. Armento was appointed in October 2006 and, if re-appointed, that Mr. Lindenhayn will serve a total time in excess of the twelve-year limit. Chairperson Gioia asked how the appointment process generally works and if today's proposal to re-appoint is consistent with it. Ms. Cooper responded in the affirmative. Mr. Bungler added that today's proposal is consistent with past practice, the appointments are for the term unless there is misconduct, there were issues with members in the past that resulted in an advertised recruitment process, and with the professional Hearing Board that is currently in place the advertising process has been waived for the last few cycles provided the incumbents expressed an interest in re-appointment.

Chairperson Gioia asked about the jurisdiction of the Hearing Board. Mr. Bungler responded that they address requests for variances, permit appeals by facility operators or third party participants, and act on abatement orders requested by the Air District.

Chairperson Gioia noted the industry background of Mr. Lindenhayn, the public service background of Ms. Armento and asked about the resulting perspectives that are brought to the Hearing Board. Mr. Bungler said that Mr. Lindenhayn has been tough with industry and is well informed.

Director Hosterman asked how the attendance record of Mr. Lindenhayn and Ms. Armento compare to those of other members. Ms. Cooper responded that they are comparable and last year was very busy for the Hearing Board.

Committee Chairperson Wagenknecht recited the staff recommendation.

Public Comments: None.

Committee Action:

Director Rice made a motion to recommend Board of Directors' approval to re-appoint Mr. Lindenhayn as the Regular Member and Ms. Armento as the Alternate Member of the Air District's Hearing Board; Director Hudson seconded; carried unanimously without objection.

CLOSED SESSION

The Committee adjourned to Closed Session at 12:22 p.m.

6. Public Employee Performance Evaluations (Government Code Section 54957 and 54957.6)

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

OPEN SESSION

The Committee resumed Open Session at 12:35 p.m. with no reportable action.

- 7. Committee Member Comments/Other Business:** None.
- 8. Time and Place of Next Meeting:** At the call of the Chairperson.
- 9. Adjournment:** The meeting adjourned at 12:36 p.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: July 23, 2012

Re: Conduct Interviews and Consider Recommending Board of Directors Approval of
Candidates for Appointment to the Air District's Advisory Council

RECOMMENDED ACTION

Conduct interviews and consider recommending Board of Directors approval of candidates for appointment to the Air District's Advisory Council.

BACKGROUND

Pursuant to Section 40261 of the California Health and Safety Code the Air District is required to maintain an Advisory Council consisting of 20 members. Further, section 40262 requires that the member categories consist of at least three representatives of public health agencies; at least four representatives of private organizations active in conservation or protection of the environment within the bay district; at least one representative of colleges or universities in the state; and at least one representative of each of the following groups within the bay district: regional park district, park and recreation commissions or equivalent agencies of any city, public mass transportation system, agriculture, industry, community planning, transportation, registered professional engineers, general contractors, architects, and organized labor. To the extent that suitable persons cannot be found for each of the specified categories, council members may be appointed from the general public. Advisory Council members serve a term of two years.

DISCUSSION

Two Advisory Council members submitted their resignation, which leaves one vacancy in the Transportation category and one vacancy in the Regional Park District category. Staff initiated a recruitment effort to fill the vacancies. After extensive recruitment and outreach efforts, staff received a total of 19 applications for the vacancies in the transportation and regional park district categories.

The Human Resources Office and the Executive Office have assessed the candidates' experience and education relative to the position(s) for which the candidates applied and have selected candidates with the most relevant qualifications to interview with the Personnel Committee.

Interviews of the candidates will take place at 9:30 a.m. on Monday, July 23, 2012. The length of each interview will be approximately fifteen minutes. The application materials of the candidates are included for your review.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Judy Yu
Reviewed by: Jack M. Colbourn

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: July 23, 2012

Re: Discussion and Consideration of Adjustments to the Deputy Air Pollution Control
Officer Benefits

RECOMMENDED ACTION

Discuss and consider recommending Board of Directors approval of adjustments to the Deputy Air Pollution Control Officer (DAPCO) benefits.

BACKGROUND

The Executive Officer/APCO conducted salary reviews for the DAPCOs as proposed in the April 25, 2012 Budget and Finance Committee meeting.

DISCUSSION

The Executive Officer/APCO will present potential adjustments of the DAPCO benefits based on the salary reviews for the Personnel Committee's consideration

BUDGET CONSIDERATION/FINANCIAL IMPACT

None. Possible adjustments to the DAPCO benefits are included in the 2012-2013 budget.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Reviewed by: Jack Colbourn