



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
DAVID HUDSON CAROL KLATT

MONDAY
FEBRUARY 11, 2013
09:30 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 NOVEMBER 8, 2012**

CLOSED SESSION

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

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

OPEN SESSION

5. **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)
6. **TIME AND PLACE OF NEXT MEETING: AT THE CALL OF THE CHAIR**
7. **ADJOURNMENT**

CONTACT CLERK OF THE BOARDS - 939 ELLIS STREET SF, CA 94109

(415) 749-5073
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) 749-4963

EXECUTIVE OFFICE:
MONTHLY CALENDAR OF DISTRICT MEETINGS

FEBRUARY 2013

| <u>TYPE OF MEETING</u> | <u>DAY</u> | <u>DATE</u> | <u>TIME</u> | <u>ROOM</u> |
|---|------------|-------------|-------------|-------------------------------------|
| Board of Directors Executive Committee (<i>Meets on the 3rd Monday of each Month</i>) – CANCELLED AND RESCHEDULED TO MONDAY, FEBRUARY 25, 2013 | Monday | 4 | 9:30 a.m. | 4 th Floor Conf. Room |
| Board of Directors Stationary Source Committee (<i>Meets on the 3rd Monday of each Month</i>) – CANCELLED - THE NEXT MEETING WILL BE HELD ON MONDAY, MARCH 18, 2013 | Monday | 4 | 10:30 a.m. | 4 th Floor Conf. Room |
| Board of Directors Regular Meeting (<i>Meets on the 1st & 3rd Wednesday of each Month</i>) | Wednesday | 6 | 9:45 a.m. | Board Room |
| Board of Directors Personnel Committee (<i>Meets At the Call of the Chair</i>) | Monday | 11 | 9:30 a.m. | 4 th Floor Conf. Room |
| Advisory Council Regular Meeting (<i>Meets on the 2nd Wednesday of each Month</i>) | Wednesday | 13 | 9:00 a.m. | Board Room |
| Board of Directors Executive Committee (<i>Meets on the 3rd Monday of each Month</i>) - CANCELLED DUE TO HOLIDAY | Monday | 18 | 9:30 a.m. | 4 th Floor Conf. Room |
| Board of Directors Stationary Source Committee (<i>Meets on the 3rd Monday of each Month</i>) - CANCELLED DUE TO HOLIDAY | Monday | 18 | 10:30 a.m. | 4 th Floor Conf. 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 |
| Board of Directors Mobile Source Committee (<i>Meets on the 4th Thursday of each Month</i>) – RESCHEDULED FROM THURSDAY, FEBRUARY 28, 2013 | Thursday | 21 | 9:30 a.m. | 4 th Floor Conf. Room |
| Board of Directors Executive Committee (<i>Meets on the 3rd Monday of each Month</i>) – RESCHEDULED FROM MONDAY, FEBRUARY 18, 2013 | Monday | 25 | 9:30 a.m. | 4 th Floor Conf. Room |
| Board of Directors Budget & Finance Committee (<i>Meets on the 4th Wednesday of each Month</i>) | Wednesday | 27 | 9:30 a.m. | 4 th Floor Conf. Room |
| Board of Directors Mobile Source Committee (<i>Meets on the 4th Thursday of each Month</i>) – CANCELLED AND RESCHEDULED TO THURSDAY, FEBRUARY 21, 2013 | Thursday | 28 | 9:30 a.m. | 4 th Floor Conf. Room |

MARCH 2013

| <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 | 6 | 9:45 a.m. | Board Room |
| Advisory Council Regular Meeting <i>(Meets on the 2nd Wednesday of each Month)</i> | Wednesday | 13 | 9:00 a.m. | Board Room |
| Board of Directors Executive Committee <i>(Meets on the 3rd Monday of each Month)</i> | Monday | 18 | 9:30 a.m. | 4 th Floor Conf. Room |
| Board of Directors Stationary Source Committee <i>(Meets on the 3rd Monday of each Month)</i> | Monday | 18 | 10:30 a.m. | 4 th Floor Conf. 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 |
| Board of Directors Budget & Finance Committee <i>(Meets on the 4th Wednesday of each Month)</i> | Wednesday | 27 | 9:30 a.m. | 4 th Floor Conf. Room |
| Board of Directors Mobile Source Committee <i>(Meets on the 4th Thursday of each Month)</i> | Thursday | 28 | 9:30 a.m. | 4 th Floor Conf. Room |

APRIL 2013

| <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 | 3 | 9:45 a.m. | Board Room |
| Advisory Council Regular Meeting <i>(Meets on the 2nd Wednesday of each Month)</i> | Wednesday | 10 | 9:00 a.m. | Board Room |
| Board of Directors Executive Committee <i>(Meets on the 3rd Monday of each Month)</i> | Monday | 15 | 9:30 a.m. | 4 th Floor Conf. Room |
| Board of Directors Stationary Source Committee <i>(Meets on the 3rd Monday of each Month)</i> | Monday | 15 | 10:30 a.m. | 4 th Floor Conf. Room |
| Board of Directors Regular Meeting <i>(Meets on the 1st & 3rd Wednesday of each Month)</i> | Wednesday | 17 | 9:45 a.m. | Board Room |
| Board of Directors Budget & Finance Committee <i>(Meets on the 4th Wednesday of each Month)</i> | Wednesday | 24 | 9:30 a.m. | 4 th Floor Conf. Room |
| Board of Directors Mobile Source Committee <i>(Meets on the 4th Thursday of each Month)</i> | Thursday | 25 | 9:30 a.m. | 4 th Floor Conf. Room |

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Memorandum

To: Chairperson Brad Wagenknecht and Members
of the Personnel Committee

From: Jack P. Broadbent
Executive Officer/Air Pollution Control Officer

Date: January 28, 2013

Re: Approval of Minutes of November 8, 2012

RECOMMENDED ACTION

Approve attached draft minutes of the Personnel Committee meeting of November 8, 2012.

DISCUSSION

Attached for your review and approval are the draft minutes of the Personnel Committee meeting of November 8, 2012.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Sean Gallagher
Reviewed by: Ana Sandoval

Attachment

Bay Area Air Quality Management District
939 Ellis Street
San Francisco, California 94109
(415) 771-4963

DRAFT MINUTES

Summary of Board of Directors
Personnel Committee Meeting
Monday, November 8, 2012

1. Call to Order – Roll Call

Committee Chairperson Brad Wagenknecht called the meeting to order at 9:34 a.m.

Present: Committee Chairperson Brad Wagenknecht and Directors Carole Groom, Jennifer Hosterman, David Hudson, Ash Kalra, Carol Klatt and Katie Rice.

Absent: Directors Scott Haggerty and Eric Mar.

Also Present: Board of Directors Chairperson John Gioia.

2. Public Comment Period: None.

3. Approval of Minutes of July 23, 2012

Committee Comments: None.

Public Comments: None.

Committee Action: Director Hudson made a motion to approve the Minutes of July 23, 2012; Director Klatt seconded; and the motion was carried unanimously without objection.

4. Conduct Interviews and Consider Recommending Board of Directors Approval of Incumbent Reappointments and Candidates for Appointment to the Air District’s Advisory Council

Committee Chairperson Wagenknecht welcomed Stan Hayes, Advisory Council Chairperson.

Eric Stevenson, Director of Technical Services, and Advisory Council Chairperson Hayes provided background information regarding the Advisory Council.

Board Chairperson Gioia expressed his opinion that it is important to maintain a diverse body of representatives on the Advisory Council and asked about the history of appointments to the Public Health category, which questions were answered by Jean Roggenkamp, Deputy Air Pollution Control Officer.

Director Rice, Ms. Roggenkamp and Brian Bunger, District Counsel, discussed the various representative categories.

The Committee discussed the interview questions and assigned the same.

The Committee interviewed the candidates for the Air District Advisory Council Public Health category, including Heather Forshey and Thomas Rivard.

NOTED PRESENT: Director Hosterman was noted present at 9:53 a.m., during Ms. Forshey’s interview.

Committee Comments:

The Committee discussed the candidates.

Public Comments: None.

Committee Action:

Director Kalra made a motion to recommend Board of Directors approval of incumbent reappointments on the Air District Advisory Council; Director Hosterman seconded; and the motion was carried unanimously without objection.

Director Kalra made a motion to recommend Board of Directors approval of the appointment of Heather Forshey in the Public Health category on the Air District Advisory Council; Director Rice seconded; and the motion was carried unanimously without objection.

The Committee interviewed the candidates for the Air District Advisory Council Conservation Organization category, including Timothy O’Connor and Abigail Blodgett.

Committee Comments:

The Committee discussed the candidates.

Public Comments: None.

Committee Action:

Board Chairperson Gioia made a motion to recommend Board of Directors approval the appointment of Timothy O’Connor in the Conservation Organization category on the Air District Advisory Council; Director Hudson seconded; and the motion was carried unanimously without objection.

5. **Committee Member Comments/Other Business:** None.
6. **Time and Place of Next Meeting:** At the call of the Chairperson.
7. **Adjournment:** The meeting adjourned at 11:25 a.m.

Sean Gallagher
Clerk of the Boards