



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

BOARD OF DIRECTORS
PERSONNEL COMMITTEE MEETING

COMMITTEE MEMBERS

BRAD WAGENKNECHT – CHAIRPERSON	ERIC MAR – VICE CHAIRPERSON
SUSAN ADAMS	CAROLE GROOM
SCOTT HAGGERTY	DAVID HUDSON
CAROL KLATT	MARY PIEPHO

MONDAY
JULY 29, 2013
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 MAY 6, 2013 AND JUNE 20, 2013**
4. **CONDUCT INTERVIEWS AND CONSIDER RECOMMENDING BOARD OF DIRECTORS' APPROVAL OF A CANDIDATE 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 a candidate for appointment to the Air District's Advisory Council.
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 THE 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.

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT
939 ELLIS STREET, SAN FRANCISCO, CALIFORNIA 94109
FOR QUESTIONS PLEASE CALL (415) 749-4963**

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

JULY 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) - CANCELLED</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) - CANCELLED</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) - CANCELLED</i>	Wednesday	17	9:45 a.m.	Board Room
Board of Directors Climate Protection Committee <i>(Meets on the 3rd Thursday every other month)</i>	Thursday	18	9:30 a.m.	Board Room
Board of Directors Budget & Finance Committee <i>(Meets on the 4th Wednesday of each Month) - CANCELLED</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) - CANCELLED</i>	Thursday	25	9:30 a.m.	Board Room
Board of Directors Personnel Committee <i>(At the Call of the Chair)</i>	Monday	29	9:30 a.m.	4 th Floor Conf. Room

AUGUST 2013

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Budget & Finance Committee <i>(Meets on the 4th Wednesday of each Month)</i>	Monday	5	9:30 a.m.	4 th Floor Conf. Room
				And via videoconference at Santa Rosa Junior College Doyle Library, Room 4243 1501 Mendocino Avenue Santa Rosa, CA
Board of Directors Executive Committee <i>(Meets on the 3rd Monday of each Month)</i>	Monday	5	11:00 a.m.	4 th Floor Conf. Room
Board of Directors Regular Meeting <i>(Meets on the 1st & 3rd Wednesday of each Month)</i>	Wednesday	7	9:45 a.m.	Board Room
Board of Directors Executive Committee <i>(Meets on the 3rd Monday of each Month) - CANCELLED & RESCHEDULED TO MONDAY, AUGUST 5, 2013 AT 11:00 A.M.</i>	Monday	19	9:30 a.m.	4 th Floor Conf. Room

AUGUST 2013

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Stationary Source Committee <i>(Meets on the 3rd Monday of each Month)</i> - CANCELLED	Monday	19	10:30 a.m.	4 th Floor Conf. Room
Board of Directors Mobile Source Committee <i>(Meets on the 4th Thursday of each Month)</i> - CANCELLED	Thursday	22	9:30 a.m.	Board Room
Board of Directors Regular Meeting <i>(Meets on the 1st & 3rd Wednesday of each Month)</i> - CANCELLED	Wednesday	21	9:45 a.m.	Board Room
Board of Directors Budget & Finance Committee <i>(Meets on the 4th Wednesday of each Month)</i> - CANCELLED & RESCHEDULED TO MONDAY, AUGUST 5, 2013 AT 9:30 A.M.	Wednesday	28	9:30 a.m.	4 th Floor Conf. Room

SEPTEMBER 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	4	9:45 a.m.	Board Room
Board of Directors Public Outreach Committee <i>(At the Call of the Chair)</i>	Monday	9	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>	Monday	9	11:00 a.m.	4 th Floor Conf. Room
				And via videoconference at Santa Rosa Junior College Doyle Library, Room 4243 1501 Mendocino Avenue Santa Rosa, CA
Advisory Council Regular Meeting <i>(Meets on the 2nd Wednesday of each Month)</i>	Wednesday	11	9:00 a.m.	Board Room
Board of Directors Executive Committee <i>(Meets on the 3rd Monday of each Month)</i>	Monday	16	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	16	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	18	9:45 a.m.	Board Room
Board of Directors Climate Protection Committee <i>(Meets on the 3rd Thursday every other month)</i>	Thursday	19	9:30 a.m.	4 th Floor Conf. Room
				And via videoconference at Santa Rosa Junior College Doyle Library, Room 4243 1501 Mendocino Avenue Santa Rosa, CA

SEPTEMBER 2013

TYPE OF MEETING

DAY

DATE

TIME

ROOM

**Board of Directors Budget & Finance
Committee** *(Meets on the 4th Wednesday of each
Month)*

Wednesday

25

9:30 a.m.

**4th Floor
Conf. Room**

**Board of Directors Mobile Source
Committee** *(Meets on the 4th Thursday of each Month)*

Thursday

26

9:30 a.m.

Board Room

HL – 7/11/13 (2:50 p.m.)

P/Library/Forms/Calendar/Calendar/Moncal

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: July 10, 2013

Re: Approval of Minutes of May 6, 2013 and June 20, 2013

RECOMMENDED ACTION

Approve attached draft minutes of the Personnel Committee meetings of May 6, 2013 and June 20, 2013.

DISCUSSION

Attached for your review and approval are the draft minutes of the Personnel Committee meetings of May 6, 2013 and June 20, 2013.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Sean Gallagher
Reviewed by: Rex Sanders

Attachment

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
Monday, May 6, 2013

1. Call to Order – Roll Call

Committee Chairperson Brad Wagenknecht called the meeting to order at 9:33 a.m.

Present: Committee Chairperson Brad Wagenknecht; Vice-Chairperson Eric Mar; and Directors Susan Adams, Scott Haggerty, David Hudson, Carol Klatt and Mary Piepho.

Absent: Director Carole Groom.

Also Present: Board of Directors Chairperson Ash Kalra.

2. Public Comment Period: None.

3. Approval of Minutes of March 11, 2013

Committee Comments: None.

Public Comments: None.

Committee Action: Director Adams made a motion to approve the Minutes of March 11, 2013; Committee Chairperson Wagenknecht seconded; and the motion carried unanimously.

NOTED PRESENT: Director Piepho was noted present at 9:35 a.m.

CLOSED SESSION

The Committee adjourned to Closed Session at 9:34 a.m.

4. 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 continue a performance evaluation of the Executive Officer.

Pursuant to Government Code Section 54957 and 54957.6, a need existed to meet in closed session to continue a performance evaluation of the District Counsel.

NOTED PRESENT: Director Mar was noted entering the Closed Session meeting at 9:52 a.m.

NOTED PRESENT: Director Haggerty was noted entering the Closed Session meeting at 10:02 a.m.

OPEN SESSION

The Committee resumed Open Session at 10:27 a.m. with no reportable action.

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 10:28 a.m.

Sean Gallagher
Clerk of the Boards

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, June 20, 2013

1. Call to Order – Roll Call

Chairperson Brad Wagenknecht called the meeting to order at 9:32 a.m.

Present: Chairperson Brad Wagenknecht; and Directors Susan Adams, Scott Haggerty and David Hudson.

Absent: Vice-Chairperson Eric Mar; and Directors Carole Groom, Carol Klatt and Mary Piepho.

Also Present: None.

2. Public Comment Period: None.

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

Chairperson Wagenknecht welcomed Terry Trumbull, Esq., Hearing Board Chairperson and made introductory comments.

Brian Bunger, District Counsel, gave the staff presentation Conduct Interviews and Consider Recommending a Candidate for Appointment to the Hearing Board.

Hearing Board Chairperson Trumbull provided background information regarding the Hearing Board.

The Committee and staff discussed the role and composition of the Hearing Board and the nature of its relationship with the Air District.

NOTED PRESENT: Director Haggerty was noted present at 9:45 a.m.

The Committee discussed and assigned the interview questions.

The Committee interviewed candidates Kirsten Schwind, Barbara Toole O'Neil, Patrick Kwok, Sharon Halper, James Robenolt and Richard Grundy for the Air District Hearing Board public category alternate seat.

Committee Comments:

The Committee discussed the candidates.

Director Adams requested that more intense outreach efforts be made in the northern Bay Area for future Hearing Board recruitments.

Public Comments: None.

Committee Action:

Upon a motion made by Director Haggerty and seconded by Chairperson Wagenknecht, a consensus of the members present at the Committee meeting recommend Board of Directors approval of the appointment to the Air District Hearing Board of Barbara Toole O’Neil for the public category alternate seat, effective immediately.

4. **Approval of Minutes of May 6, 2013:** Approval of the minutes was postponed for lack of a quorum.
5. **Committee Member Comments/Other Business:** Director Haggerty suggested that Ms. Halper be considered for the next appropriate appointment to the Advisory Council.
6. **Time and Place of Next Meeting:** Wednesday, July 24, 2013, at Bay Area Air Quality Management District Headquarters, 939 Ellis Street, San Francisco, CA 94109 at 9:30 a.m.
7. **Adjournment:** The meeting adjourned at 11:43 a.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 9, 2013

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

RECOMMENDED ACTION

Conduct interviews of candidates and consider recommending Board of Directors' approval of a candidate for appointment to the Air District's Advisory Council in the Regional Park District Category.

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

The former incumbent submitted her resignation, which leaves one vacancy in the Regional Park District category. Staff initiated a recruitment effort to fill the position. The vacancy announcement was posted on the Air District website and outreached to the following sites:

- Bay Area Newspapers including: Contra Costa Times, Oakland Tribune, Marin Independent Journal, Napa Valley Register, Press Democrat (Santa Rosa), San Francisco Chronicle, San Jose Mercury, San Mateo Times, and Times Herald (Vallejo)
- California Park & Recreation Society
- National Recreation & Park Association
- Governmentjobs.com
- Ecoemploy.com

- Planetizen.com
- Opportunityknocks.org
- Craigslist.org
- California Air Pollution Control Officers Association (CAPCOA)
- Bay Area Cities & Counties mailing lists
- Air District Community Outreach email lists
- Air District Weekly Update email lists

After extensive recruitment and outreach efforts, staff received a total of 15 applications. Staff have assessed the candidates' experience and education relative to the position for which the candidate applied and have selected 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: Jack M. Colbourn