



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**  
**DECEMBER 2, 2013**  
**9:30 A.M.**

**4<sup>th</sup> 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](http://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 JULY 29, 2013**
- 4. CONDUCT INTERVIEWS AND CONSIDER RECOMMENDING BOARD OF DIRECTORS' APPROVAL OF INCUMBENT REAPPOINTMENTS AND CANDIDATES FOR APPOINTMENT TO THE AIR DISTRICT'S ADVISORY COUNCIL**  
**J. Broadbent/5052**  
[jbroadbent@baaqmd.gov](mailto:jbroadbent@baaqmd.gov)  
  
*The Committee will conduct interviews and consider recommending Board of Directors' approval of incumbent reappointments and candidates 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](http://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) 749-5016 or (415) 749-4941**

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

**NOVEMBER 2013**

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
<b>Board of Directors Budget &amp; Finance Committee</b> <i>(Meets on the 4<sup>th</sup> Wednesday of each Month) -</i> <b>CANCELLED</b>	Wednesday	27	9:30 a.m.	4 <sup>th</sup> Floor Conf. Room
<b>Board of Directors Mobile Source Committee</b> <i>(Meets on the 4<sup>th</sup> Thursday of each Month) -</i> <b>CANCELLED AND RESCHEDULED TO</b> <b>DECEMBER 5, 2013 AT 9:30 AM</b>	Thursday	28	9:30 a.m.	Board Room

**DECEMBER 2013**

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
<b>Board of Directors Personnel Committee</b> <i>(At the Call of the Chair)</i>	Monday	2	9:30 a.m.	4th Floor Conf. Room
<b>Board of Directors Nominating Committee</b> <i>- (At the Call of the Chair)</i>	Wednesday	4	9:30 a.m.	Room 716
<b>Board of Directors Regular Meeting</b> <i>(Meets on the 1<sup>st</sup> &amp; 3<sup>rd</sup> Wednesday of each Month)</i>	Wednesday	4	9:45 a.m.	Board Room
<b>Board of Directors Mobile Source Committee</b> <i>(Meets on the 4<sup>th</sup> Thursday of each Month)</i>	Thursday	5	9:30 a.m.	Board Room
<b>Board of Directors Climate Protection Committee</b> <i>(Meets on the 3<sup>rd</sup> Thursday of every other month)</i>	Monday	9	9:30 a.m.	4th Floor Conf. Room  <u>And via videoconference at</u> Santa Rosa Junior College Doyle Library, Room 4243 1501 Mendocino Avenue Santa Rosa, CA
<b>Board of Directors Executive Committee</b> <i>(Meets on the 3<sup>rd</sup> Monday of each Month)</i>	Monday	16	9:30 a.m.	4 <sup>th</sup> Floor Conf. Room
<b>Board of Directors Stationary Source Committee</b> <i>(Meets on the 3<sup>rd</sup> Monday of each Month)</i>	Monday	16	10:30 a.m.	Board Room
<b>Board of Directors Regular Meeting</b> <i>(Meets on the 1<sup>st</sup> &amp; 3<sup>rd</sup> Wednesday of each Month)</i>	Wednesday	18	9:45 a.m.	Board Room
<b>Board of Directors Budget &amp; Finance Committee</b> <i>(Meets on the 4<sup>th</sup> Wednesday of each Month)</i>	Wednesday	25	9:30 a.m.	4 <sup>th</sup> Floor Conf. Room  <u>And via videoconference at</u> Santa Rosa Junior College Doyle Library, Room 4243 1501 Mendocino Avenue Santa Rosa, CA
<b>Board of Directors Mobile Source Committee</b> <i>(Meets on the 4<sup>th</sup> Thursday of each Month)</i> <b>- CANCELLED</b>	Thursday	26	9:30 a.m.	Board Room

## JANUARY 2014

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
<b>Board of Directors Regular Meeting</b> <i>(Meets on the 1<sup>st</sup> &amp; 3<sup>rd</sup> Wednesday of each Month)</i>	Wednesday	1	9:45 a.m.	Board Room
<b>Advisory Council Regular Meeting</b> <i>(Meets on the 2<sup>nd</sup> Wednesday of each Month)</i>	Wednesday	8	9:00 a.m.	Board Room
<b>Board of Directors Regular Meeting</b> <i>(Meets on the 1<sup>st</sup> &amp; 3<sup>rd</sup> Wednesday of each Month)</i>	Wednesday	15	9:45 a.m.	Board Room
<b>Board of Directors Climate Protection Committee</b> <i>(Meets 3<sup>rd</sup> Thursday of every other month)</i>	Thursday	16	9:30 a.m.	4th Floor Conf. Room
<b>Board of Directors Executive Committee</b> <i>(Meets on the 3<sup>rd</sup> Monday of each Month)</i>	Monday	20	9:30 a.m.	4 <sup>th</sup> Floor Conf. Room
<b>Board of Directors Stationary Source Committee</b> <i>(Meets on the 3<sup>rd</sup> Monday of each Month)</i>	Monday	20	10:30 a.m.	Board Room
<b>Board of Directors Budget &amp; Finance Committee</b> <i>(Meets on the 4<sup>th</sup> Wednesday of each Month)</i>	Wednesday	22	9:30 a.m.	4 <sup>th</sup> Floor Conf. Room <b><u>And via videoconference at</u></b> <b>Santa Rosa Junior College</b> <b>Doyle Library, Room 4243</b> <b>1501 Mendocino Avenue</b> <b>Santa Rosa, CA</b>
<b>Board of Directors Mobile Source Committee</b> <i>(Meets on the 4<sup>th</sup> Thursday of each Month)</i>	Thursday	23	9:30 a.m.	Board Room

HL – 11/25/13 (2:30 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 29, 2013

Re: Approval of Minutes of July 29, 2013

RECOMMENDED ACTION

Approve attached draft minutes of the Personnel Committee meeting of July 29, 2013.

DISCUSSION

Attached for your review and approval are the draft minutes of the Personnel Committee meeting of July 29, 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, July 29, 2013

**1. Call to Order – Roll Call**

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

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

Absent: Directors Carole Groom and Mary Piepho.

Also Present: None.

**2. Public Comment Period: None.**

**3. Approval of Minutes of May 6, 2013, and June 20, 2013**

Committee Comments: None.

Public Comments: None.

Committee Action:

Director Hudson made a motion to approve the Minutes of May 6, 2013, and June 20, 2013; Director Haggerty seconded; and the motion carried unanimously.

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

Jack Colbourn, Director of Administrative Services, introduced Eric Stevenson, Director of Technical Services, who gave the staff presentation Conduct Interviews and Consider Recommending a Candidate for Appointment to the Advisory Council, including Advisory Council background and current membership and summaries of the recruitment and interview processes.

Mr. Stevenson welcomed Samuel Altshuler, P.E., Advisory Council Vice-Chairperson.

NOTED PRESENT: Director Mar was noted present at 9:44 a.m.

The Committee discussed and assigned the interview questions.

The Committee interviewed candidates Ana Alvarez and Matthew Graul for the Air District Advisory Council regional parks district category seat.

Committee Comments:

The Committee and Mr. Altshuler discussed the candidates.

Public Comments: None.

Committee Action:

Director Adams made a motion, seconded by Director Klatt, to recommend Board of Directors' approval of the appointment to the Air District Advisory Council of Ana Alvarez for the regional parks district category seat, effective immediately, to complete a term ending December 31, 2013; and the motion carried unanimously.

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 10:29 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: November 20, 2013

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

---

RECOMMENDED ACTION

Conduct interviews and consider recommending Board of Directors approval of incumbent reappointments and 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

The terms of office for nine members in the following categories will expire on December 31, 2013: Regional Park District (1), Parks & Recreation (1), Mass Public Transportation (1), Architect (1), Industry (1), Organized Labor (1), Community Planning (1), Conservation Organization (1), and Public Health Agency (1). Seven incumbent members reapplied for their respective categories. These incumbents have demonstrated excellent attendance and participation at the Advisory Council meetings. As such, Air District staff recommends the Personnel Committee to recommend their reappointment.



The seven incumbents are:

Ana Alvarez (Regional Park District)  
Jeffrey Bramlett (Parks & Recreation)  
Harold Brazil (Mass Public Transportation)  
Jonathan Cherry (Architect)  
Kraig Kurucz (Industry)  
Estes Al Phillips (Organized Labor)  
Jessica Range (Community Planning)

Staff initiated a recruitment effort to fill the remaining two vacancies in the Public Health and Conservation Organization categories in which the incumbents did not seek reappointment. The vacancy announcement was posted on the Air District website and outreach 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)
- National Association of County and City Health Officials
- California Air Pollution Control Officers Association (CAPCOA)
- Air & Waste Management Association (AWMA)
- Governmentjobs.com
- Ecojobs.com
- Planetizen.com
- Craigslist.org
- Bay Area Cities & Counties mailing lists

After extensive recruitment and outreach efforts, staff received a total of five applications for the vacancy in the Public Health Agency and Conservation Organization categories. The Human Resources Office and the Executive Office have assessed the candidates' experience and education relative to the position for which the candidates applied and have selected candidates with the most relevant qualifications to interview with the Personnel Committee.

The Personnel Committee will interview candidates for the Public Health Agency category. Staff will continue to recruit and outreach for the Conservation Organization category.

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