



BOARD OF DIRECTORS
PERSONNEL COMMITTEE MEETING

COMMITTEE MEMBERS

BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

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

MONDAY
JULY 7, 2014
9:30 A.M.

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

AGENDA

1. **CALL TO ORDER - ROLL CALL**

The Committee Chair shall call the meeting to order and the Clerk of the Boards shall take roll of the Committee members.

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 24, 2014**

Clerk of the Boards/5073

The Committee will consider approving the attached draft minutes of the Personnel Committee meeting of March 24, 2014.

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 Executive Officer.

5. **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

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

Monday, September 22, 2014, Bay Area Air Quality Management District Office, 939 Ellis Street, San Francisco, California 94109 at 9:30 a.m.

8. ADJOURNMENT

The Committee meeting shall be adjourned by the Committee Chair.

**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) 749-5016 or (415) 749-4941

EXECUTIVE OFFICE:
MONTHLY CALENDAR OF AIR DISTRICT MEETINGS

JUNE 2014

<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> - CANCELLED	Wednesday	25	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	Thursday	26	9:30 a.m.	Board Room

JULY 2014

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Regular Meeting - CANCELLED <i>(Meets on the 1st & 3rd Wednesday of each Month)</i>	Wednesday	2	9:45 a.m.	Board Room
Board of Directors Personnel Committee <i>(At the Call of the Chair)</i>	Monday	7	9:30 a.m.	4 th Floor Conf. Room
Advisory Council Regular Meeting <i>(Meets on the 2nd Wednesday of each Month)</i>	Wednesday	9	9:00 a.m.	Board Room
Board of Directors Regular Meeting - CANCELLED <i>(Meets on the 1st & 3rd Wednesday of each Month)</i>	Wednesday	16	9:45 a.m.	Board Room
Board of Directors Climate Protection Committee – <i>(Meets 3rd Thursday every other Month)</i>	Thursday	17	9:30 a.m.	Board Room
Board of Directors Executive Committee <i>(Meets on the 3rd Monday of each Month)</i>	Monday	21	9:30 a.m.	4 th Floor Conf. Room
Board of Directors Stationary Source Committee <i>(Meets Quarterly – At the Call of the Chair)</i>	Monday	21	10:30 a.m.	Board Room
Board of Directors Budget & Finance Committee - CANCELLED <i>(Meets on the 4th Wednesday of each Month)</i>	Wednesday	23	9:30 a.m.	4 th Floor Conf. Room
Board of Directors Mobile Source Committee - CANCELLED <i>(Meets on the 4th Thursday of each Month)</i>	Thursday	24	9:30 a.m.	Board Room

AUGUST 2014

<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
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 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.	Board Room

MM – 6/23/14 (11:05 a.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: May 12, 2014

Re: Approval of Minutes of March 24, 2014

RECOMMENDED ACTION

Approve attached draft minutes of the Personnel Committee meeting of March 24, 2014.

DISCUSSION

Attached for your review and approval are the draft minutes of the Personnel Committee meeting of March 24, 2014.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Sean Gallagher
Reviewed by: Rex Sanders

Attachment – Draft minutes of the Personnel Committee meeting of March 24, 2014

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, March 24, 2014

1. Call to Order – Roll Call

Vice-Chairperson Eric Mar called the meeting to order at 9:44 a.m.

Present: Vice-Chairperson Eric Mar; and Directors Carole Groom, Scott Haggerty, David Hudson and Carol Klatt.

Absent: Chairperson Brad Wagenknecht; and Directors Susan Adams, Mary Piepho and Jim Spering.

Also Present: None.

2. Public Comment Period: No requests received.

3. Approval of Minutes of January 13, 2014

Personnel Committee (Committee) Comments: None.

Public Comments: No requests received.

Committee Action:

Director Klatt made a motion to approve the Minutes of January 13, 2014; Director Hudson seconded; and the motion carried by the following vote of the Committee:

AYES: Groom, Haggerty, Hudson, Klatt and Mar.

NOES: None.

ABSTAIN: None.

ABSENT: Adams, Piepho, Spering and Wagenknecht.

4. Strategic Staffing Plan Update

Jack Broadbent, Executive Officer/Air Pollution Control Officer (APCO), gave the staff presentation *Strategic Staffing Plan Update*, including background, current staffing levels, strategic staffing principles, staffing considerations, vacancies being filled in fiscal year ending (FYE) 2015, climate program staffing, staffing levels in FYE 2015, and next steps.

Committee Comments:

The Committee and staff discussed the maintaining of vacant budgeted positions that are not expected to be filled in FYE 2015.

Public Comments: No requests received.

Committee Action: None; receive and file.

5. Conduct Interviews and Consider Recommending Board of Directors' (Board) Approval of a Candidate for Appointment to the Air District's Advisory Council (AC) in the Agriculture Category and Consider Recommending Hearing Board (HB) Reappointments

Jack Colbourn, Director of Administrative Services, introduced the topic and Brian Bunker, District Counsel, who gave the initial staff presentation *HB Reappointments & AC Interviews*, regarding HB Member Reappointments.

Committee Comments:

The Committee and staff discussed the recruitment process relative to the HB positions.

Public Comments: No requests received.

Committee Action:

Director Hudson made a motion, seconded by Director Haggerty, to recommend Board approval of the re-appointment of incumbent HB Members Terry A. Trumbull and Julio A. Magalhães and HB Alternate Members Michael F. McGowan and Barbara Toole O'Neil for three-year terms; and the motion carried by the following vote of the Committee:

- AYES: Groom, Haggerty, Hudson, Klatt and Mar.
- NOES: None.
- ABSTAIN: None.
- ABSENT: Adams, Piepho, Spring and Wagenknecht.

Mr. Colbourn introduced the topic further and Eric Stevenson, Director of Technical Services, who gave the staff presentation *HB Reappointments & AC Interviews*, regarding AC Appointment in the Agriculture Category.

At slide 4, *AC Background*, the Committee and staff discussed the potential impact of Senate Bill (SB) 1415 Hill on the recruitment and future composition of the AC.

Mr. Colbourn concluded the presentation.

Committee Comments:

The Committee discussed and assigned the interview questions, interviewed candidates Frank Imhof and Jeryl Smith, and discussed the candidates.

Public Comments: No requests received.

Committee Action:

Director Hudson made a motion, seconded by Director Haggerty, to recommend Board approval of the appointment of Frank Imhof to the Agriculture Category seat on the AC, for the remainder of a term expiring December 31, 2014; and the motion carried by the following vote of the Committee:

AYES: Groom, Haggerty, Hudson, Klatt and Mar.

NOES: None.

ABSTAIN: None.

ABSENT: Adams, Piepho, Spring and Wagenknecht.

6. Appeal of APCO/Executive Officer Decision on Douglas W. Hall's Complaint of Violation of the Air District's Equal Employment Opportunity Policy

Mr. Bunger introduced the topic and delivered the staff report *Appeal of APCO/Executive Officer Decision on Douglas W. Hall's Complaint of Violation of the Air District's Equal Employment Opportunity (EEO) Policy*, including summaries of the Air District's EEO Policy and EEO Plan, background on the initial complaint and staff responses, and the written appeal of Mr. Hall.

Mr. Hall submitted to the Committee two documents, *Substantive Equality of Opportunity* and an email to and from Mr. Hall entitled, *FW: Promotion – Air Quality Engineering Manager*, and gave the presentation, *EEO Employer*.

Committee Comments:

The Committee and Mr. Hall discussed in greater detail Mr. Hall's recommendation that the acting manager assignment be handled on a rotating basis.

The Committee and staff discussed the next steps in the appeal, the nature of the Committee’s relationship with appeals, and the advisability of amending the Administrative Code for the future.

Public Comments: No requests received.

Committee Action:

Director Hudson made a motion, seconded by Director Klatt, that the Committee deny the appeal and take no further action because the allegations in Mr. Hall’s complaint and appeals lack merit.

AYES: Groom, Haggerty, Hudson, Klatt and Mar.

NOES: None.

ABSTAIN: None.

ABSENT: Adams, Piepho, Spering and Wagenknecht.

Committee Comments (continued):

The Committee and staff continued to discuss the advisability of amending the Administrative Code for the future.

7. **Committee Member Comments/Other Business:** None.
8. **Time and Place of Next Committee Meeting:** At the call of the Chairperson.
9. **Adjournment:** The meeting adjourned at 11:10 a.m.

Sean Gallagher
Clerk of the Boards