



BOARD OF DIRECTORS
PERSONNEL COMMITTEE MEETING

COMMITTEE MEMBERS

BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

BRAD WAGENKNECHT – CHAIR
SUSAN ADAMS
SCOTT HAGGERTY
CAROL KLATT
JIM SPERING

ERIC MAR – VICE CHAIR
CAROLE GROOM
DAVID HUDSON
MARY PIEPHO

MONDAY
JANUARY 26, 2015
9:30 A.M.

7th FLOOR BOARD 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 ON NON-AGENDA MATTERS**

(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 DECEMBER 15, 2014**

Clerk of the Boards/5073

The Committee will consider approving the attached draft minutes of the Personnel Committee meeting of December 15, 2014.

4. **UPDATE ON THE AIR DISTRICT ADVISORY COUNCIL**

J. Broadbent/5052
jbroadbent@baaqmd.gov

The Committee will receive an update on the Advisory Council restructure.

5. **STRATEGIC STAFFING PLAN UPDATE**

J. Broadbent/5052
jbroadbent@baaqmd.gov

The Committee will receive an update on the Air District's strategic staffing process.

CLOSED SESSION

6. **CONFERENCE WITH LABOR NEGOTIATORS** (*Government Code § 54957.6(a)*)

Agency Negotiators: Jack P. Broadbent, Executive Officer/APCO
Rex Sanders, Director of Administrative Services

Employee Organizations: Bay Area Air Quality Employee's Association, Inc.
Non-Represented Confidential Employees
Non-Represented Management Employees

OPEN SESSION

7. **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)

8. **TIME AND PLACE OF NEXT MEETING:** *At the Call of the Chairperson.*

9. **ADJOURNMENT**

The Committee meeting shall be adjourned by the Committee Chair.

CONTACT:

MANAGER, EXECUTIVE OPERATIONS
939 ELLIS STREET, SAN FRANCISCO, CA 94109
mmartinez@baaqmd.gov

(415) 749-5016
FAX: (415) 928-8560
BAAQMD homepage:
www.baaqmd.gov

- To submit written comments on an agenda item in advance of the meeting. Please note that all correspondence must be addressed to the "Members of the Personnel Committee" and received at least 24 hours prior, excluding weekends and holidays, in order to be presented at that Committee meeting. Any correspondence received after that time will be presented to the Committee at the following 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 Clerk's Office should be given in a timely manner, 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**

JANUARY 2015

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Personnel Committee <i>(At the Call of the Chair)</i>	Monday	26	9:30 a.m.	Board Room
Board of Directors Budget & Finance Committee <i>(Meets on the 4th Wednesday of each Month)</i>	Wednesday	28	9:30 a.m.	Board Room

FEBRUARY 2015

<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> CANCELLED	Wednesday	4	9:45 a.m.	Board Room
Advisory Council 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.	Board 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 Budget & Finance Committee <i>(Meets on the 4th Wednesday of each Month)</i>	Wednesday	25	9:30 a.m.	Board Room
Board of Directors Mobile Source Committee <i>(Meets on the 4th Thursday of each Month)</i>	Thursday	26	9:30 a.m.	Board Room

MARCH 2015

<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
Advisory Council Special 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.	Board 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 3rd Thursday every other Month)</i>	Thursday	19	9:30 a.m.	Board Room
Board of Directors Budget & Finance Committee <i>(Meets on the 4th Wednesday of each Month)</i>	Wednesday	25	9:30 a.m.	Board Room
Board of Directors Mobile Source Committee <i>(Meets on the 4th Thursday of each Month)</i>	Thursday	26	9:30 a.m.	Board Room

VJ – 1/22/15 (8:50 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: January 12, 2015

Re: Approval of Minutes of December 15, 2014

RECOMMENDED ACTION

Approve attached draft minutes of the Personnel Committee (Committee) meeting of December 15, 2014.

DISCUSSION

Attached for your review and approval are the draft minutes of the Committee meeting of December 15, 2014.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Sean Gallagher
Reviewed by: Maricela Martinez

Attachment Draft Minutes of the Committee Meeting of December 15, 2014

Draft Minutes – Personnel Committee Meeting of December 15, 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, December 15, 2014

1. Call to Order – Roll Call

Vice-Chairperson Eric Mar called the meeting to order at 9:37 a.m.

Present: Personnel Committee (Committee) Chairperson Brad Wagenknecht; Vice-Chairperson Eric Mar; and Directors Susan Adams, Carole Groom, Scott Haggerty, David Hudson and Jim Spering.

Absent: Directors Carol Klatt (resigned) and Mary Piepho.

Also Present: Board of Directors (Board) Chairperson Nate Miley.

2. Public Comment on Non-Agenda Matters: No requests received.

3. Approval of Minutes of September 22, 2014

Committee Comments: None.

Public Comments: No requests received.

Committee Action:

Director Adams made a motion, seconded by Director Spering, to approve the Minutes of September 22, 2014; and the motion carried by the following vote of the Committee:

AYES: Adams, Groom, Hudson, Mar and Spering.

NOES: None.

ABSTAIN: None.

ABSENT: Haggerty, Klatt, Piepho and Wagenknecht.

4. Discussion Regarding Advisory Council (Council) Structure for 2015

Jack Broadbent, Executive Officer/Air Pollution Control Officer (APCO), introduced the topic and Jeff McKay, Deputy APCO (DAPCO), who gave the staff presentation *Discussion Regarding Council Structure for 2015*, including a summary of the recently adopted Senate Bill (SB) 1415; future Council structure and function; and next steps.

NOTED PRESENT: Committee Chairperson Wagenknecht was noted present at 9:42 a.m.

Committee Comments:

The Committee and staff discussed an example of how the Council would function, how it would receive direction and the form of the product of its efforts; concerns about politicizing the Council and efforts to do the opposite; whether the subject matter experts will be possible successors or alternates for the seven council members; concerns about the natural tension between efficiency and democracy and how best to ensure broad representation on the new Council; the possibility of staff recommending the formation of a community council in the future and the expectation that the remaining members of the current Council will be invited to apply for appointment to the same; concerns about the Council being composed of experts; the fate of the current Council as of July 2015; who will represent agriculture on the new Council; whether staff provides enough scientific expertise to negate the need for the new Council; whether the change in the Council is a result of an Air District need or to alleviate a staffing issue; concerns about the potential community council becoming an advocacy platform; acknowledgement that experts on staff are focused on the day-to-day work of the Air District and the new Council vision makes sense in conjunction with the potential community council; the possibility of Council committees that can address more focused topics; the desire to avoid a silencing of community voices as a result of this transition; the ongoing Air District challenge of finding how best to translate air quality science to policy and community action as a driving force behind this change; the importance of Board and staff direction guiding Council work but also that an opportunity exists for the Council to determine its own direction; the importance of the Council including common sense solutions as well as scientific ones; the new Council structure being one that emulates a similar model at the U.S. Environmental Protection Agency; and concerns about geographic and general diversity among the members of the new Council.

NOTED PRESENT: Board Chairperson Miley was noted present at 9:48 a.m. and Director Haggerty was noted present at 9:49 a.m.

Public Comments: No requests received.

Committee Action: None; receive and file.

5. Consider Recommending Board Approval of Incumbent Reappointments to the Air District's Council

Jean Roggenkamp, DAPCO, delivered the staff report *Consider Recommending Board of Directors Approval of Incumbent Reappointments to the Air District's Advisory Council*.

Committee Action:

Director Hudson made a motion, seconded by Director Spring, to recommend Board approval of incumbent reappointments to the Air District's Council.

Committee Comments:

The Committee and staff discussed the nominees’ understanding of the unusual term of their proposed appointments and the attendance record of the nominees.

Public Comments: No requests received.

Committee Action (continued):

The motion carried by the following vote of the Committee:

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

6. Presentation of the Air District’s Administrative Code Division III Personnel Policies and Procedures – Section 2 Equal Employment Opportunity Policy (EEOP) and (2) Equal Employment Opportunity Plan

Mr. Broadbent introduced Rex Sanders, Director of Executive and Administrative Resources, who gave the staff presentation *EEOP*, including the purpose of EEOPs; the history of the EEOP at the Air District; Air District recruitment process; and other equal employment opportunity-related provisions at the Air District.

Committee Comments:

The Committee and staff discussed whether staff conducts a diversity analysis by department and rank and, if so, the frequency of the analysis and what is done with the results; plans to offset potential mass retirements, as being experienced in local jurisdictions; why “affirmative action” was not edited out of Air District policies until 2011 when SB 209 was adopted in 1996; what features of the new processes will assure equal opportunity at promotions in a way that avoids favoritism; the Committee desire to continue discussing this aspect to better ensure all involved remain attentive to its importance; what is meant by and done with surveys of the constitution of the Bay Area; the adequacy of and flexibility relative to deadlines for the filing of discrimination complaints; what is meant by “Employers with over 150 employees” in the Air District’s EEOP; that the Human Resources Officer should be overseeing and monitoring all Air District training programs, if not doing so already; staff efforts to establish a pool of qualified candidates and experts to pull from for future recruitments, as needed; the importance of enhancing transparency whenever possible; the form and substance of employee educational opportunities; the importance of a workforce that represents the diversity of the region; and a concern about the use of the term “unwelcome sexual advances” unless borrowed from related state or federal material.

Public Comments: No requests received.

Committee Action: None; receive and file.

7. Committee Member Comments/Other Business:

Director Adams bid the Committee and staff farewell.

8. Time and Place of Next Committee Meeting: At the call of the Chairperson.

9. Adjournment: The meeting adjourned at 10:35 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/Air Pollution Control Officer

Date: January 22, 2015

Re: Update on the Air District Advisory Council

RECOMMENDED ACTION

None; receive and file.

DISCUSSION

The Committee will receive an update on the Advisory Council restructure. Senate Bill 1415 (SB1415) abolishes the current membership of the Advisory Council, and reconstitutes the membership of the Advisory Council to include 7 appointed members effective July 1, 2015.

SB1415 requires that the Advisory Council members be skilled and experienced in the fields of air pollution, climate change, or the health impacts of air pollution. The new Advisory Council will include a diversity of perspectives, expertise, and backgrounds.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Jeff McKay

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: January 22, 2015

Re: Strategic Staffing Plan Update

RECOMMENDED ACTION

None; receive and file.

BACKGROUND

At the January 21, 2015 Board Retreat, the Executive Officer/APCO provided a presentation on the Air District's Strategic Staffing process and priorities.

DISCUSSION

The Air District, as part of its annual budget process, considers, analyzes and implements the staffing of the Agency. Staff will update the Personnel Committee on this annual process and the considerations for the Fiscal Year Ending (FYE) 2015 and 2016 budgets.

BUDGET CONSIDERATION/FINANCIAL IMPACT

None; all personnel costs are contained the FYE 2015 budget and will be proposed to the Board as part of the FYE 2016 budget, which the Board will adopt in the first half of 2015.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Rex Sanders