

Bay Area Air Quality Management District  
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San Francisco, California 94105  
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**APPROVED MINUTES**

Summary of Board of Directors  
Personnel Committee Meeting  
Wednesday, February 7, 2018

**1. CALL TO ORDER – ROLL CALL**

Personnel Committee (Committee) Chairperson, Jim Spering, called the meeting to order at 9:30 a.m.

Present: Committee Chairperson Jim Spering; Committee Vice Chairperson Doug Kim; and Directors Teresa Barrett, David J. Canepa, Scott Haggerty, Liz Kniss, and Brad Wagenknecht.

Absent: Directors John Gioia and Carole Groom.

Also Present: Board of Directors Chairperson, David Hudson.

**2. PUBLIC COMMENT ON NON-AGENDA MATTERS**

No requests received.

**3. APPROVAL OF THE MINUTES OF DECEMBER 18, 2017**

Public Comments:

No requests received.

Committee Comments:

None.

Committee Action:

Director Haggerty made a motion, seconded by Director Hudson, to approve the minutes of December 18, 2017; and the motion carried by the following vote of the Committee:

AYES: Canepa, Haggerty, Hudson, Kniss, and Spering.  
NOES: None.  
ABSTAIN: Barrett.  
ABSENT: Gioia, Groom, Kim, and Wagenknecht.

4. **UPDATE OF THE AIR DISTRICT'S DIVERSITY, EQUITY, AND INCLUSION PROGRAM**

Jack Broadbent, Executive Officer/Air Pollution Control Officer, introduced Rex Sanders, Chief Administrative Officer, Judy Yu, Human Resources Manager, and Mary Ann Okpalaugo, Diversity, Equity, and Inclusion Manager, who all gave the staff presentation *Update on Diversity, Equity and Inclusion Program*, including: overview; current snapshot of the Air District; new hires and promotions by gender and race from 2013 to 2017; Air District's diversity efforts; the Diversity, Equity, and Inclusion Office; participation in Government Alliance on Race and Equity (GARE); and ongoing efforts.

NOTED PRESENT: Vice Chair Kim was noted present at 9:36 a.m.

Public Comments:

No requests received.

Committee Comments:

The Committee and staff discussed how District salary schedules ensure pay equity for positions of the same title across different District divisions; the District's awareness of the historical trend of male District employees outnumbering female District employees, the District's intent to diversity moving forward; the concern that listing some, but not all, Bay Area colleges on the list of organizations that receive Air District job announcements is misleading; whether the Board will be asked for its guidance on the comparable salaries researched by the consultant that will be selected by the District to conduct a salary survey; the request for the number of District positions for which recruitment is currently open, and how many of those positions require a four - year degree; the request that staff brings back to the Committee data regarding positions relative to gender (percentage of women to men within a given position); how often District job classifications are reviewed and updated; the District's enhanced efforts to reach out to veterans regarding District employment opportunities; whether opportunities for reimbursement for job-related skill enhancement exist at the District; the suggestion that staff remains cognizant of the changing workforce and trends pertaining to the retention of younger employees; the suggestion that staff considers how to attract potential employees that might not have been considered in the past; and the suggestion that the District opens job classifications to two-year degrees, rather than four-year degrees.

NOTED PRESENT: Director Wagenknecht was noted present at 9:43 a.m.

Committee Action:

None; receive and file.

**CLOSED SESSION** (commenced at 10:12 a.m.)

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 Executive Officer.*

6. **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** (commenced at 11:15 a.m.)

Chair Sperring reported that Mr. Broadbent and Brian Bunger, District Counsel, both received excellent performance evaluations, and he praised their work during a particularly controversial year in 2017.

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 11:16 a.m.

*/s/ Marcy Hiratzka*  
Marcy Hiratzka  
Clerk of the Boards