



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

BOARD OF DIRECTORS
PERSONNEL COMMITTEE

COMMITTEE MEMBERS

JIM SPERING – CHAIR
TERESA BARRETT
CAROLE GROOM
DAVE HUDSON
NATE MILEY
KATIE RICE

BRAD WAGENKNECHT – VICE CHAIR
CINDY CHAVEZ
SCOTT HAGGERTY
TYRONE JUE
KAREN MITCHOFF

WEDNESDAY
FEBRUARY 5, 2020
9:30 A.M.

1ST FLOOR BOARD ROOM
375 BEALE STREET
SAN FRANCISCO, CA 94105

AGENDA

1. **CALL TO ORDER - ROLL CALL**
PLEDGE OF ALLEGIANCE
PUBLIC MEETING PROCEDURE

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

This meeting will be webcast. To see the webcast, please visit www.baaqmd.gov/bodagendas at the time of the meeting. Closed captioning may contain errors and omissions and are not certified for their content or form.

Public Comment on Agenda Items: *The public may comment on each item on the agenda as the item is taken up. Public Comment Cards for items on the agenda must be submitted in person to the Clerk of the Boards at the location of the meeting and prior to the Board taking up the particular item. Where an item was moved from the Consent Calendar to an Action item, no speaker who has already spoken on that item will be entitled to speak to that item again.*

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

Public Comment on Non-Agenda Items, Pursuant to Government Code Section 54954.3 *For the first round of public comment on non-agenda matters at the beginning of the agenda, ten persons selected by a drawing by the Clerk of the Boards from among the Public Comment Cards indicating they wish to speak on matters not on the agenda for the meeting will have two minutes each to address the Board on matters not on the agenda. For the first round of public comments on non-agenda matters, all Public Comment Cards must be submitted in person to the Clerk of the Board at the location of the meeting and prior to commencement of the meeting.*

Staff/Phone (415) 749-

3. **APPROVAL OF THE MINUTES OF OCTOBER 16, 2019**

Clerk of the Boards/5073

The Committee will consider approving the attached draft minutes of the Personnel Committee meeting of October 16, 2019.

CLOSED SESSION

4. **PUBLIC EMPLOYEE PERFORMANCE EVALUATIONS - (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 performance evaluations of the Executive Officer and General Counsel.

OPEN SESSION

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

Speakers who did not have the opportunity to address the Board in the first round of comments on non-agenda matters will be allowed two minutes each to address the Board on non-agenda matters.

6. **COMMITTEE MEMBER COMMENTS/OTHER BUSINESS**

Any member of the Committee, 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**

At the Call of the Committee Chair.

8. **ADJOURNMENT**

The Committee meeting shall be adjourned by the Committee Chair.

CONTACT:

MANAGER, EXECUTIVE OPERATIONS
375 BEALE STREET, SAN FRANCISCO, CA 94105
vjohnson@baaqmd.gov

(415) 749-4941
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.
- 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 375 Beale Street, Suite 600, San Francisco, CA 94105, at the time such writing is made available to all, or a majority of all, members of that body.

Accessibility and Non-Discrimination Policy

The Bay Area Air Quality Management District (Air District) does not discriminate on the basis of race, national origin, ethnic group identification, ancestry, religion, age, sex, sexual orientation, gender identity, gender expression, color, genetic information, medical condition, or mental or physical disability, or any other attribute or belief protected by law.

It is the Air District’s policy to provide fair and equal access to the benefits of a program or activity administered by Air District. The Air District will not tolerate discrimination against any person(s) seeking to participate in, or receive the benefits of, any program or activity offered or conducted by the Air District. Members of the public who believe they or others were unlawfully denied full and equal access to an Air District program or activity may file a discrimination complaint under this policy. This non-discrimination policy also applies to other people or entities affiliated with Air District, including contractors or grantees that the Air District utilizes to provide benefits and services to members of the public.

Auxiliary aids and services including, for example, qualified interpreters and/or listening devices, to individuals who are deaf or hard of hearing, and to other individuals as necessary to ensure effective communication or an equal opportunity to participate fully in the benefits, activities, programs and services will be provided by the Air District in a timely manner and in such a way as to protect the privacy and independence of the individual. Please contact the Non-Discrimination Coordinator identified below at least three days in advance of a meeting so that arrangements can be made accordingly.

If you believe discrimination has occurred with respect to an Air District program or activity, you may contact the Non-Discrimination Coordinator identified below or visit our website at www.baaqmd.gov/accessibility to learn how and where to file a complaint of discrimination.

Questions regarding this Policy should be directed to the Air District’s Non-Discrimination Coordinator, Rex Sanders, at (415) 749-4951 or by email at rsanders@baaqmd.gov.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

375 BEALE STREET, SAN FRANCISCO, CA 94105

FOR QUESTIONS PLEASE CALL (415) 749-4941

EXECUTIVE OFFICE:

MONTHLY CALENDAR OF AIR DISTRICT MEETINGS

FEBRUARY 2020

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Regular Meeting - CANCELLED	Wednesday	5	9:30 a.m.	1 st Floor Board Room
Board of Directors Personnel Committee	Wednesday	5	9:30 a.m.	1 st Floor Board Room
Board of Directors Stationary Source Committee - CANCELLED	Monday	17	9:30 a.m.	1 st Floor Board Room
Board of Directors Regular Meeting	Wednesday	19	9:30 a.m.	1 st Floor Board Room
Board of Directors Climate Protection Committee	Thursday	20	9:30 a.m.	1 st Floor Board Room
Board of Directors Budget & Finance Committee	Wednesday	26	9:30 a.m.	1 st Floor Yerba Buena Room
Board of Directors Legislative Committee	Wednesday	26	10:30 a.m.	1 st Floor Yerba Buena Room
Board of Directors Mobile Source Committee	Thursday	27	9:30 a.m.	1 st Floor Board Room

MARCH 2020

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Regular Meeting	Wednesday	4	9:30 a.m.	1 st Floor Board Room
Board of Directors Community and Public Health Committee	Thursday	5	9:30 a.m.	1 st Floor Board Room
Advisory Council Special Meeting - PM Symposium	Tuesday	24	9:00 a.m.	Oakland Marriott City Center 1001 Broadway, Oakland CA
Board of Directors Budget & Finance Committee	Wednesday	25	9:30 a.m.	1 st Floor Yerba Buena Room
Board of Directors Legislative Committee	Wednesday	25	10:30 a.m.	1 st Floor Yerba Buena Room
Board of Directors Mobile Source Committee	Thursday	26	9:30 a.m.	1 st Floor Board Room

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairperson Jim Spering and Members
of the Personnel Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: January 24, 2020

Re: Approval of the Minutes of October 16, 2019

RECOMMENDED ACTION

Approve attached draft minutes of the Personnel Committee (Committee) meeting of October 16, 2019.

DISCUSSION

Attached for your review and approval are the draft minutes of the Committee meeting of October 16, 2019.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Marcy Hiratzka
Reviewed by: Vanessa Johnson

Attachment 3A: Draft Minutes of the Committee Meeting of October 16, 2019

AGENDA: 3A – ATTACHMENT

Draft Minutes – Personnel Committee Meeting of October 16, 2019

Bay Area Air Quality Management District
375 Beale Street, Suite 600
San Francisco, California 94105
(415) 749-5073

DRAFT MINUTES

Summary of Board of Directors
Personnel Committee Meeting
Wednesday, October 16, 2019

1. CALL TO ORDER – ROLL CALL

Personnel Committee (Committee) Chairperson, Jim Spering, called the meeting to order at 9:40 a.m.

Present: Chairperson Jim Spering; Committee Vice Chairperson Brad Wagenknecht; and Directors Cindy Chavez and Rod Sinks.

Absent: Directors Teresa Barrett, Carole Groom, Scott Haggerty, David Hudson, Tyrone Jue, Nate Miley, and Katie Rice.

Also Present: None.

2. PUBLIC COMMENT ON NON-AGENDA MATTERS

Public Comment on Non-Agenda Items, Pursuant to Government Code Section 54954.3

Public comments were given by Makena World, Air District employee.

3. APPROVAL OF THE MINUTES OF September 6, 2019

Public Comments

No requests received.

Committee Comments

None.

Committee Action

Due to a lack of quorum, this item was tabled until the next Committee meeting.

CLOSED SESSION (9:45 a.m.)

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

Agency Negotiators: *Jack P. Broadbent, Executive Officer/APCO
Rex Sanders, Chief Administrative Officer*

Employee Organizations: *Bay Area Air Quality Employees' Association, Inc.
Management, Confidential, and Limited Term Employee
Groups*

Reportable Action: Brian Bunger, District Counsel, announced that there was no reportable action from this item.

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 and General Counsel.

Reportable Action: Mr. Bunger announced that there was no reportable action from this item.

OPEN SESSION (10:44 a.m.)

6. **REQUEST TO AMEND THE FISCAL YEAR ENDING (FYE) 2020 BUDGET TO INCREASE STAFFING**

Jack P. Broadbent, Executive Officer/Air Pollution Control Officer, gave the staff presentation *Request to Amend the Fiscal Year Ending 2020 Budget to Increase Staffing*.

Public Comments

No requests received.

Committee Comments

The Committee and staff discussed the request for a list of funding sources for these newly-requested positions, and the estimated number of newly-requested positions that could be paid for with facility fees and property tax revenue; the number of Air District employees that have worked on Assembly Bill (AB) 617 implementation (Community Air Protection Program) in the identified communities of Richmond-San Pablo and West Oakland; the need to coordinate interagency oversight for AB 617 implementation, and whether the Air District's newly-created position of Deputy Executive Officer of Policy and Equity would be appropriate for managing that program; criteria for the aforementioned position; and whether the various "AB 617" agencies could pool their funds to support and/or jointly hire whomever would oversee interagency coordination for AB 617 implementation.

Committee Action

None, due to a lack of quorum.

7. PUBLIC COMMENT ON NON-AGENDA MATTERS

No requests received.

8. COMMITTEE MEMBER COMMENTS / OTHER BUSINESS

Director Chavez asked Air District staff to give the Committee a status on the fire and explosion at the terminal in Crocket that occurred on October 15, 2019, and staff complied.

9. TIME AND PLACE OF NEXT COMMITTEE MEETING

At the Call of the Chair.

10. ADJOURNMENT

The meeting adjourned at 11:07 a.m.

Marcy Hiratzka
Clerk of the Boards