



SAN FRANCISCO  
MUNICIPAL TRANSPORTATION AGENCY  
BOARD OF DIRECTORS

SEARCH COMMITTEE FOR THE BOARD SECRETARY

MINUTES

Tuesday, August 25, 2020

REGULAR MEETING AND CLOSED SESSION  
1:00 P.M.

COMMITTEE  
Gwyneth Borden, Chair  
Cheryl Brinkman  
Amanda Eaken

Jeffrey Tumlin  
DIRECTOR OF TRANSPORTATION

Caroline Celaya  
SECRETARY

## ORDER OF BUSINESS

### 1. Call to Order

The meeting was called to order by Chair Borden at 1:00 p.m.

### 2. Roll Call

Present: Gwyneth Borden  
Cheryl Brinkman  
Amanda Eaken

### 3. Approval of the Minutes

David Pilpel stated that he would provide non substantive edits to the minutes to the committee secretary. He asked the committee to approve the minutes with discretion given to committee secretary to make non-substantive changes.

On motion to approve the minutes of the June 4, 2020, June 18, 2020 and July 2, 2020 meeting minutes: unanimously approved.

### 4. Presentation, discussion and possible action regarding the job announcement posting and search timeline. (Explanatory documents include a report.)

Derek Kim, Chief of Staff, Human Resources, presented the report.

#### Public Comment:

David Pilpel stated that he doesn't want to receive the names of the applicants nor for the applications to be disclosed. He is assuming that the full board will take a final action to appoint or hire and that it would be in closed session after the committee makes its recommendation. He is not clear if that would be at a regular meeting or a special meeting. He believes that it will depend on the interview timeline.

### 5. Public Comment

David Pilpel stated that the committee addressed his concerns. He would be interested to know if the committee excludes any candidates from the applicant pool during today's closed session. He'd also like to know the interview timeline.

### 6. Discussion and vote pursuant to Administrative Code Section 67.10(d) as to whether to invoke the attorney-client privilege and conduct a closed session conference with legal counsel.

## RECESS REGULAR MEETING AND CONVENE CLOSED SESSION

### CLOSED SESSION

#### 7. Call to Order

Chair Borden called the closed session to order at 1:29 p.m.

#### 8. Roll Call

Present: Gwyneth Borden  
Cheryl Brinkman  
Amanda Eaken

Also present: Derek Kim, Chief of Staff, Human Resources  
Tracy Pon, Senior Human Resources Analyst  
Jennifer Stoughton, Deputy City Attorney  
Caroline Celaya, Committee Secretary

9. Pursuant to Government Code Section 54957(b) and Administrative Code Section 67.10(b), the Search Committee for the Board Secretary will meet in Closed Session for discussion and possible action:

#### PUBLIC EMPLOYEE APPOINTMENT/HIRING FOR THE POSITION OF BOARD SECRETARY

ADJOURN CLOSED SESSION AND RECONVENE OPEN SESSION - The closed session was adjourned at 2:29 p.m.

#### 10. Announcement of Closed Session.

Chair Borden announced that Board Secretary Search Committee met in closed session to discuss the appointment/hiring for the position of Board Secretary. The committee agreed to pare down the number of candidates.

#### 11. Motion to disclose or not disclose the information discussed in closed session.

On motion to not disclose the information discussed: unanimously approved.

ADJOURN – The meeting adjourned at 2:34 p.m.

Submitted by:

Caroline Celaya  
Committee, Secretary

A tape of the closed session is on file in the office of the Secretary to the San Francisco Municipal Transportation Agency Board of Directors.

The Ethics Commission of the City and County of San Francisco has asked us to remind individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [S.F. Campaign and Governmental Conduct Code section 2.100 et seq.] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 415-581-2300; fax: 415-581-2317; 25 Van Ness Ave., Suite 220, SF, CA 94102-6027 or the web site: [sfgov.org/ethics](http://sfgov.org/ethics).