

**THIS PRINT COVERS CALENDAR ITEM NO.: 10.4**

**SAN FRANCISCO  
MUNICIPAL TRANSPORTATION AGENCY**

**DIVISION:** Office of the Board of Directors

**BRIEF DESCRIPTION:**

Appointing Christine Silva to the position of Executive Secretary to the San Francisco Municipal Transportation Agency Board of Directors, effective November 4, 2020.

**SUMMARY:**

- Charter Section 8A.102(c) states that the SFMTA Board of Directors shall appoint an executive secretary who shall be responsible for administering the affairs of the Board of Directors and who shall serve at the pleasure of the Board.

**ENCLOSURES:**

1. SFMTA Resolution

**APPROVALS:**

**DATE**

CHAIR: 

10/28/20

SECRETARY: 

October 28, 2020

**ASSIGNED MTAB CALENDAR DATE:** November 3, 2020

## **PAGE 2.**

### **PURPOSE**

Appointing Christine Silva to the position of Executive Secretary to the San Francisco Municipal Transportation Agency Board of Directors, effective November 4, 2020.

### **STRATEGIC PLAN GOALS AND TRANSIT FIRST POLICY PRINCIPLES**

Indirectly this calendar item supports all goals in the Strategic Plan as well as Transit First Policy Principles.

### **DESCRIPTION**

Charter Section 8A.102(c) states: “The Agency’s board of directors shall: ... appoint an executive secretary who shall be responsible for administering the affairs of the Board of Directors and who shall serve at the pleasure of the Board.

In April 2020, Roberta Boomer, Board Secretary to the SFMTA Board of Directors announced that she would be retiring.

On April 28, 2020, Malcolm Heinicke, former Chair of the SFMTA Board of Directors appointed a committee to conduct a search for a new Board Secretary. Vice Chair Gwyneth Borden was appointed to chair the Board Secretary Search (BSS) committee and Directors Cheryl Brinkman and Amanda Eaken were appointed to serve as members. Ms. Caroline Celaya, Manager, Public Records Requests was appointed to staff the committee. Derek Kim, Chief of Staff, Human Resources was asked to assist the committee with respect to the hiring process. Ms. Boomer was asked to be available to assist as the local “subject matter expert” with respect to the position.

The BSS committee was tasked with revising the job description for the position, interviewing potential candidates and then recommending finalists for the Board’s consideration.

The BSS committee met nine times from June 2020 to September 2020. Each meeting was posted in accordance with public meeting laws. Working with Mr. Kim, the BSS committee reviewed and made extensive edits to the job description and job announcement to reflect the SFMTA’s commitment to diversity, equity and inclusion. Prior to finalizing the description, the BSS committee sought input from the Conference of Minority Transportation Officials (COMTO).

Once approved, the job announcement and description were advertised with COMTO, and was posted on LinkedIn, Facebook, the City of SF’s job website, Indeed.com and with GovernmentJobs.com. In addition, the job was sent to all members of the American Public Transportation Association’s Transit Board Administrators subcommittee.

A Hiring and Selection Plan was developed and approved by the SFMTA Equal Employment

Opportunity division.

Twenty-seven applications were received for the position. The SFMTA's Human Resources division screened each application to determine whether the applicant met the minimum qualifications and provided the applications of eight candidates to the BSS Committee to consider for interviews.

The BSS committee reviewed the candidates' applications based on predetermined criteria with five candidates meeting the criteria and moving forward for interviews.

Following the interviews, the BSS Committee recommended two candidates to the SFMTA Board of Directors for an interview. On October 6, 2020, the SFMTA Board of Directors met in closed session to interview the finalists.

The Board is seeking to appoint Christine Silva to the position of Executive Secretary to the SFMTA Board of Directors.

For the past six years, Ms. Silva has been working as the Manager of Commission Affairs for the San Francisco Planning Department. In this role, she supervises a team and oversees all functions of the Office of Commission Affairs which includes providing high level support to the Director of Commission Affairs/Commission Secretary, the Planning Commission and the Historic Preservation Commission. In this role, she regularly acts as the Commission Secretary during public hearings.

Ms. Silva oversees the recording of all weekly Planning Commission and bi-monthly Historic Preservation Commission hearings, including preparation of public notifications, agendas and various supporting documents. She supervises the issuance of post-hearing documents including minutes, motions, resolutions and commission letters. She collaborates with staff on software implementation projects that align business values with product capabilities and has managed the Planning Department's multi-year enterprise project to digitize the Department's entire paper-based holding, including 7,000+ boxes of on and off-site records in collaboration with an internal project team and various vendors. Lastly, she oversees the coordination and response to the Planning Department's requests for public records and develops and manages the Planning Department's public record retention policy and schedule.

## **STAKEHOLDER ENGAGEMENT**

Prior to approval of the final job announcement and description, Chair Borden reached out to the Conference of Minority Transportation Officials to seek their input with respect to the job announcement and description. In addition, at Chair Borden's request, Board Secretary Boomer provided a draft job description to the SFMTA's Executive Team seeking their input regarding the qualities, experience and skills required for the job.

## **ALTERNATIVES CONSIDERED**

The SFMTA Board could approve a different candidate at its discretion.

## **FUNDING IMPACT**

This will have no financial impact.

## **ENVIRONMENTAL REVIEW**

On October 15, 2020, the SFMTA, under authority delegated by the Planning Department, determined that appointing Christine Silva to the position of Executive Secretary to the San Francisco Municipal Transportation Agency Board of Directors is not defined as a “project” under the California Environmental Quality Act (CEQA) pursuant to Title 14 of the California Code of Regulations Sections 15060(c) and 15378(b).

A copy of the CEQA determination is on file with the Secretary to the SFMTA Board of Directors and is incorporated herein by reference.

## **OTHER APPROVALS RECEIVED OR STILL REQUIRED**

The City Attorney has reviewed this calendar item.

No other approvals are required.

## **RECOMMENDATION**

Approval of this item is a policy matter for the SFMTA Board of Directors.

SAN FRANCISCO  
MUNICIPAL TRANSPORTATION AGENCY  
BOARD OF DIRECTORS

RESOLUTION No. \_\_\_\_\_

WHEREAS, The Board of Directors of the San Francisco Municipal Transportation Agency (SFMTA) has the duty under San Francisco Charter Section 8A.102(c)(2) to appoint an executive secretary who shall be responsible for administering the affairs of the Board of Directors and who shall serve at the pleasure of the Board; and,

WHEREAS, In April 2020, Roberta Boomer, Board Secretary announced her retirement; and,

WHEREAS, On April 28, 2020, Chair Malcolm Heinicke established a committee to search for a new Board Secretary and tasked the committee with revising the job description for the position, interview potential candidates and recommend finalists for the Board of Director's consideration; and,

WHEREAS, Former Board Chair Heinicke appointed Directors Gwyneth Borden, Amanda Eaken and Cheryl Brinkman to the Board Secretary Search committee; and,

WHEREAS, On October 6, 2020, the SFMTA Board of Directors interviewed candidates for the position of Executive Secretary; and,

WHEREAS, On October 15, 2020, the SFMTA, under authority delegated by the Planning Department, determined that appointing Christine Silva to the position of Executive Secretary to the San Francisco Municipal Transportation Agency Board of Directors is not defined as a "project" under the California Environmental Quality Act (CEQA) pursuant to Title 14 of the California Code of Regulations Sections 15060(c) and 15378(b); and,

WHEREAS, A copy of the CEQA determination is on file with the Secretary to the SFMTA Board of Directors, and is incorporated herein by reference; and,

RESOLVED, That the Municipal Transportation Agency Board of Directors does hereby appoint Christine Silva to the position of Executive Secretary to the San Francisco Municipal Transportation Agency Board of Directors, effective November 4, 2020.

I certify that the foregoing resolution was adopted by the San Francisco Municipal Transportation Agency Board of Directors at its meeting of November 3, 2020.

\_\_\_\_\_  
Secretary to the Board of Directors  
San Francisco Municipal Transportation Agency

