



SAN FRANCISCO  
MUNICIPAL TRANSPORTATION AGENCY  
BOARD OF DIRECTORS

SEARCH COMMITTEE FOR THE BOARD SECRETARY

Thursday, June 18, 2020

MINUTES  
3:30 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 3:32pm.

### 2. Roll Call

Present: Gwyneth Borden  
Cheryl Brinkman  
Amanda Eaken

### 3. Presentation, discussion and possible action regarding the job description including minimum qualifications. (Explanatory documents include a report.)

Derek Kim, Chief of Staff, Human Resources, presented the job description.

Chair Borden requested a substitution for years of experience for education and that manager experience be listed as preferred but not mandatory.

Director Eaken recommended that the Conference of Minority Transportation Officials (COMTO) provided feedback on the job description and Chair Borden offered to reach out to COMTO officials.

Director Eaken suggested the items in the third paragraph be listed in bullet points to draw attention to their importance.

#### PUBLIC COMMENT:

David Pilpel stated that he supports the changes to the minimum qualifications. He discussed several formatting issues. and suggested adding something like "coordinate or facilitate public participation and comments by members of the public to the Board, at Board meetings and at other times." He suggested the Committee reach out to or advertise with COMTO, the American Public Transportation Association, Bay Area transit agencies, the Metropolitan Transportation Commission, the Municipal Executive Association, the Board of Supervisors, and City Board and Commission Secretaries. He also suggested that secretaries in the City Attorney's office might be interested.

### 4. Public Comment

David Pilpel stated that this meeting format is working but suggested staff review the boiler plate language because some isn't current nor applicable.

ADJOURN – The meeting adjourned at 4:26pm

Submitted by:

Caroline Celaya  
Secretary, Board Secretary Search Committee

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).