



SAN FRANCISCO  
MUNICIPAL TRANSPORTATION AGENCY  
BOARD OF DIRECTORS

SEARCH COMMITTEE FOR THE BOARD SECRETARY

Thursday, June 4, 2020

MINUTES  
2:30 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 Chairman Borden at 2:38 p.m.

### 2. Roll Call

Present: Gwyneth Borden  
Cheryl Brinkman  
Amanda Eaken

### 3. Presentation, discussion and possible action regarding a review of the public meeting laws regarding the work of the committee. (Explanatory documents include a slide presentation.)

Jennifer Stroughter, Deputy City Attorney, City Attorney's Office, made the presentation.

#### PUBLIC COMMENT:

David Pilpel stated that the job candidate names are kept confidential but the number of candidates can be disclosed in open session. He encouraged committee members to make those numbers public without revealing names.

### 4. Presentation, discussion and possible action regarding the job description. (Explanatory document includes the draft job description.)

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

Borden asked that the minimum qualifications be addressed at the next meeting.

#### PUBLIC COMMENT:

David Pilpel expressed concern about items on draft job description which reference requests by the Director of Transportation. Under Charter the Board Secretary is responsive to the Board and not the director of transportation. He requested staff make those items as requested by the Board or Board chair and not by the director of transportation. He also suggested adding more explicit responsibility to facilitate public involvement and that communications from the public get to the Board and staff. He also suggested the committee look at the job descriptions for Recreation and Park Department, San Francisco Airport, Golden Gate Transit District and BART.

Chair Borden requested staff add language highlighting facilitating public participation and experience with hosting online meetings.

Director Eaken asked staff to cast a wide net rather than set up any barriers to entry.

## 5. Public Comment

David Pilpel agreed that the number of years of experience in the minimum qualifications could limit the pool of candidates. He encouraged the committee to think about the kind of people that the committee wants to apply. Cast the net so that you get people familiar with public meetings more than years of experience, and experience that is relevant to job responsibilities. He also requested that the public be notified if another meeting is scheduled.

ADJOURN– The meeting adjourned at 3:21 p.m.

Submitted by:

*Caroline Celaya*

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).

