



City and County of San Francisco
Commission on the Environment
Search Committee*

MEETING MINUTES DRAFT

Monday, November 21, 2022, at 4:00 p.m.
Remote meeting via web conference

COMMITTEE MEMBERS: Commissioners Eddie Ahn (Chair), Elmy Bermejo,
and Johanna Wald; Lowell Chu; and Sarah Owens.

ORDER OF BUSINESS

Public comment will be taken before the Committee takes action on any item.

1. Call to Order and Roll Call.

The meeting was called to order at 4:07 p.m.

Present: Commissioners Eddie Ahn, Elmy Bermejo, and Johanna Wald; Members Lowell Chu and Sarah Owens.

Excused: None.

Absent: None.

2. Review and vote on whether to approve Resolution File 2022-02-COE-SC, Resolution Making Findings to Allow Teleconferenced Meetings Under California Government Code Section 54953(e). Speaker: Kyle Wehner, Commission Affairs Officer. (Explanatory Document: Resolution File 2022-02-COE-SC) (Discussion and Action)

Upon a motion by Commissioner Wald and a second by Commissioner Bermejo, the resolution was approved without objection. (Ayes: Commissioners Ahn, Bermejo, and Wald, and Members Chu and Owens; Noes: None; Absent: None)

There was no public comment.

3. Approval of minutes of the August 22, 2022, Commission on the Environment Search Committee meeting. (Explanatory Document: August 22, 2022, Meeting Draft Minutes) (Discussion and Action)

Upon a motion by Commissioner Bermejo and a second by Commissioner Wald, the minutes were approved without objection. (Ayes: Commissioners Ahn, Bermejo, and Wald, and Members Chu and Owens; Noes: None; Absent: None)

There was no public comment.

4. General Public Comment. Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.

There was no public comment.

- 5. Update on the Environment Department Executive Director search and vote on whether to begin official recruitment process.** Speaker: Rachael Danke, Associate Executive Recruiter, CPS HR Consulting. (Explanatory Documents: Proposed Recruitment Timeline and Brochure Draft) (Discussion and Possible Action)

Rachael Danke, Associate Executive Recruiter at CPS HR Consulting, presented on the proposed Environment Department Director recruitment process.

Commissioners Wald, Ahn, and Bermejo, Members Chu and Owens, Rachael Danke, and Charles Sheehan, Chief Policy and Public Affairs Officer, discussed the recruitment timeline, the need for additional Department funding, and the importance of strong leadership at the Department.

Rachael Danke suggested ending the application window on January 16. Commissioners Ahn and Bermejo and Member Owens expressed approval of the revised timeline.

Shawn Sherburne, Assistant Director for Employment Services at the Department of Human Resources, and Member Owens discussed the role of the Mayor's Office in the recruitment process.

Commissioner Wald discussed the importance of significant local government experience in a candidate. Commissioner Bermejo discussed the importance of understanding how funding flows through local government when developing a budget. Rachael Danke confirmed the brochure text will be revised to include these recommendations.

Commissioner Ahn, Rachael Danke, and Kyle Wehner, Commission Affairs Officer, discussed a vote to approve changes to the draft brochure.

Commissioners Ahn and Wald, Member Owens, Shawn Sherburne, and Kyle Wehner discussed the role of Commissioners who do not sit on the Search Committee in the interview process. Commissioner Ahn discussed logistical issues related to in-person and remote interviews. Commissioner Wald and Shawn Sherburne discussed their experiences from previous interviews.

Commissioner Ahn encouraged the Search Committee to narrow the field to five candidates to advance to the full Commission for consideration.

Commissioners Wald and Ahn, Member Owens, and Rachael Danke discussed holding remote interviews when possible.

Shawn Sherburne, Kyle Wehner, and Rachael Danke discussed reimbursements for candidate travel.

There was no public comment.

Upon a motion by Commissioner Bermejo and a second by Member Owens, the motion to begin the recruitment process with the discussed revisions was approved without objection. (Ayes: Commissioners Ahn, Bermejo, and Wald, and Members Chu and Owens; Noes: None; Absent: None)

- 6. New Business/Future Agenda Items.** Speaker: Kyle Wehner, Commission Affairs Officer. (Discussion)

Kyle Wehner discussed the timeline for future Search Committee meetings.

There was no public comment.

7. **Adjournment.**

The meeting was adjourned at 5:20 p.m.