

## **SoMa West Community Benefit District**

745 Clementina St, Unit B  
San Francisco, CA 94103



### **AGENDA**

**SoMa West Community Benefit District  
Executive Formation Committee Meeting  
Tuesday, July 23<sup>rd</sup>, 2019  
6:00 - 7:30 pm**

*Panoramic Residences Conference Room  
1321 Mission St*

*All SWCBD Executive Formation Committee meetings are open to the public. Attendees may address the Committee on items appearing on the agenda and may also address the Committee on items on or not on the agenda during the Public Comment periods, so long as the matters addressed fall within the scope of the Committee's authority. Each speaker shall have up to 3 minutes up to address the Committee. Agenda materials will be made available at the Committee meeting and otherwise upon request.*

- 1. CALL TO ORDER, INTRODUCTIONS AND WELCOME**
- 2. PUBLIC COMMENT**
- 3. UPDATES SINCE LAST MEETING**
  - a. DPW Service Levels
- 4. DISCUSS BOARD APPLICATIONS AND MATRIX**
- 5. REVIEW BY-LAWS**
- 6. REVIEW GOVERNANCE POLICIES**
  - a. Conflict of Interest
  - b. Document Retention
  - c. Whistle Blower
  - d. Open Meeting Policy
  - e. Gift Acceptance
  - f. Drug Free Workplace
  - g. EEO
  - h. Anti-Discrimination/harassment
- 7. REVIEW INSURANCE QUOTES**
- 8. REVIEW AND DISCUSS FINANCIAL POLICIES**

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- a. Bank Account Management & Signing Authority
- b. Cash Management & Investment Policy

**9. DISCUSS EXECUTIVE DIRECTOR HIRING**

- a. Job description
- b. Hiring process and timeline

**10. ADJOURN**