



The City of South San Francisco

Office of the City Clerk
400 Grand Avenue
South San Francisco, CA 94080
(650) 877-8518 (fax) (650) 829-6641

Application for Boards and Commissions

APPLYING FOR *(more than one may be checked)*

<input checked="" type="checkbox"/> Housing Authority	<input checked="" type="checkbox"/> Housing Authority Tenant Commission	<input checked="" type="checkbox"/> Library Board
<input type="checkbox"/> Parking Place Commission	<input checked="" type="checkbox"/> Planning Commission	<input checked="" type="checkbox"/> Personnel Board
<input type="checkbox"/> Conference Center Authority Community Representative	<input type="checkbox"/> Conference Center Authority Hotel Representative	<input type="checkbox"/> Conference Center Authority Business Representative
<input checked="" type="checkbox"/> Park & Recreation Commission	<input checked="" type="checkbox"/> Cultural Arts Commission	<input checked="" type="checkbox"/> Bicycle and Pedestrian Advisory Committee (BPAC)
<input type="checkbox"/> Colma Creek Flood Zone Advisory Committee (County Boards and Commission)	<input type="checkbox"/> San Mateo Mosquito Abatement District (County Boards and Commission)	

Are you interested in participating in the Citizen's Academy? ☒ Yes ☐ No

PERSONAL INFORMATION

Bowen, Sarah Kyong-Ju Lee

Name (last, first, middle)

Name used on voter registration

Address (number, street, and apartment number)

E-mail address

City, State and Zip Code

Telephone number

Cell phone/alternative contact number

How many years have you been a resident of South San Francisco? 8 Are you a registered voter in South San Francisco? ☒ Yes ☐ No

Have you attended any meetings of the commission/board for which you are applying? ☒ Yes ☐ No
planning commission

If yes, which one(s)?

Why are you seeking this appointment? I believe it's incredibly important to have everyday community values reflected in decision-making that impacts all residents and local business owners. SSF is a diverse city, we need diverse representation.

What qualifies you for this appointment? I have lived in SSF for many years and love my city. I am also a lawyer that represents union-employer retirement and health plans, government pension plans, and employers in employment issues and policy development.

Additional information/qualifications that support your application

Are you currently receiving any form of compensation from the City for work performed?

Yes ☐ No ☒

If yes, please explain:

Do you have any relatives serving on Council, Commissions, Boards, and Committees or otherwise employed by the City of South San Francisco? Yes ☐ No ☒ If yes,

Name

Position

Relationship

For official use only

Accepted

Not Accepted

Initials

Date

EDUCATION - Please include additional information on separate sheet.

George Washington University, Washington, DC

Name and location of college/university/technical or trade school	Dates attended
Bachelors - double major in political science and psychology	

Major subjects	Degrees received
University of San Francisco School of Law, San Francisco, CA	

Name and location of college/university/technical or trade school	Dates attended
Juris Doctor - law, focus in employee benefits and taxation (CA barred)	

Major subjects	Degrees received

CIVIC ACTIVITIES, CLUBS, ASSOCIATIONS - Please include additional information on separate sheet.

California Bar Association, American Bar Association, Asian American Bar Association of Greater Bay Area,

ABA Labor and Employment Section, Cake4Kids

MISCELLANEOUS - Please include additional information on separate sheet or attach resume.

N/A

Military Service: Dates and branch

CA driver's license number

WORK EXPERIENCE - Please include additional information on separate sheet or attach resume.

Resume attached.

Dates employed	Employer	Position
LinkedIn profile - https://www.linkedin.com/in/skbowen/		

Duties

Dates employed	Employer	Position

Duties

I certify that, to the best of my knowledge, all statements in this application are complete and true. I agree and understand that any misstatement of material fact will cause me to forfeit all rights to appointment to a Commission, Board, or Committee with the City of South San Francisco.


Signature

6/10/19
Date

The interest of the City is served best by actual and regular participation by Board and Commission members. Thus, upon the second absence from a regular meeting within any rolling twelve-month period, a member shall receive a written communication from the Mayor requesting that the member respond to the Mayor with an explanation for said absences within one week of the member's receipt of the written communication. The Mayor shall report to the City Council the reasons provided for the member's absences. If the City Council determines that the absences occurred for legitimate reasons, the City Council may excuse both or one of the absences. Members are also encouraged to give advanced notice of their absence from meetings.

Applications are accepted on a continuous basis and will remain valid 1 year from the date of submission. If you are selected to serve on a Board or Commission, you may be required to file an Annual Statement of Economic Interest (FPPC Form 700).

PRINT AND MAIL TO:
CITY OF SOUTH SAN FRANCISCO
Office of the City Clerk
400 Grand Avenue, South San Francisco, CA 94080
For more information, call (650) 877-8518

SARAH K. BOWEN

EDUCATION & BAR ADMISSION

University of San Francisco School of Law, J.D.

08/2012-05/2015

- Focus: Employee Benefits, Tax
- Survey Author, Intellectual Property Law Bulletin
- Technical Editor, Maritime Law Journal

The George Washington University, B.A. Political Science, Psychology

08/2004-05/2008

- Broadcaster, Washington Radio at George Washington (WRGW)

Bar Admission: California (#308633)

PROFESSIONAL EXPERIENCE

Bullivant Houser Bailey, PC, Attorney – Employee Benefits
San Francisco, California

06/2016-Present

- Counsel multiemployer and government pension, health and welfare plans in all legal aspects of plan design and administration, plan investments, employer contribution collection matters, benefit claim denials and appeals, withdrawal liability litigation, and compliance with related laws and regulations, including under ERISA, IRC, PBGC, HIPAA, EEOC and ACA.
- Educate and advise plan trustees on plan governance and administrative matters, including counseling on employee handbooks, workplace policies and fiduciary responsibilities related to employee benefit plans.
- Advise on all legal matters relating to participants' Qualified Domestic Relations Orders and plan loans.
- Counsel employers, including universities, on various employment issues, policies and regulation compliance.

Kraw Law Group APC, Attorney – Employee Benefits
Mountain View, California

05/2016-Present

- Counsel multiemployer pension, health and welfare plans in all legal aspects of plan design and administration, plan investments, employer contribution collection matters, benefit claim denials and appeals, withdrawal liability litigation, and compliance with related laws and regulations, including under ERISA, IRC, PBGC, HIPAA, EEOC and ACA.
- Educate and advise plan trustees on plan governance and administrative matters, including counseling on employee handbooks, workplace policies and fiduciary responsibilities related to multiemployer benefit plans.
- Advise on all legal matters relating to participants' Qualified Domestic Relations Orders and plan loans.

Funding Circle Securities, LLC, Compliance Officer – FinTech, Securities Compliance
San Francisco, California

10/2015-04/2016

- Lead various internal audits to ensure compliance with AML, FINRA Rule 407, Investment Company Act § 3(c)(5), and state usury laws.
- Managed all in-house corporate state and federal taxes and domestic and foreign registrations.
- Collaborated with investor clients to establish accredited investor status under SEC Rule 501 of Regulation D.
- Researched, analyzed and prepared SEC Form D notices (blue sky filings) in multiple states.

Thompson Law Offices, Law Clerk – Civil Litigation
Burlingame, California

08/2014-12/2014

- Drafted discovery, complaints, preference and *pro hac vice* motions, objections and public records.
- Researched and produced internal reports on discovery privileges, evidence public policy exceptions, personal injury cases, and civil litigation procedure.
- Conducted investigational telephone calls with witnesses to build client cases.
- Observed and debriefed interrogatory strategy in witness depositions and client settlement conferences.

Law Office of Waukeen Q. McCoy, Law Clerk – Civil Litigation
San Francisco, California

05/2014-08/2014

- Conducted in-person and teleconference client interviews to obtain information related to discovery.
- Drafted appellate briefs and subpoenas.
- Researched and produced internal reports on civil rights and civil litigation procedure.
- Observed and debriefed interrogatory strategy in witness depositions and direct and cross examinations at trial.