File No. 120847

Committee Item No. 3
Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: _____ Date _____

Board of Supervisors Meeting Date 9/6/12

Cmte	Board	
☐	☐	Motion
☐	☐	Resolution
☐	☐	Ordinance
☐	☐	Legislative Digest
☐	☐	Budget Analyst Report
☐	☐	Legislative Analyst Report
☐	☐	Youth Commission Report
☐	☐	Introduction Form (for hearings)
☐	☐	Department/Agency Cover Letter and/or Report
☐	☐	MOU
☐	☐	Grant Information Form
☐	☐	Grant Budget
☐	☐	Subcontract Budget
☐	☐	Contract/Agreement
☐	☐	Award Letter
☒	☐	Application
☐	☐	Public Correspondence

OTHER (Use back side if additional space is needed)

☒	☐	Form 700
☐	☐	
☐	☐	
☐	☐	
☐	☐	

Completed by: Linda Wong Date 8/31/12
Completed by: _____ Date _____

An asterisked item represents the cover sheet to a document that exceeds 25 pages. The complete document is in the file.

Board of Supervisors
City and County of San Francisco
1 Dr. Carlton B. Goodlett Place, Room 244
(415) 554-5184 FAX (415) 554-7714

Application for Boards, Commissions and Committees

Application for Appointment to: SUNSHINE ORDINANCE TASK FORCE
Name of Board, Commission, Committee, or Task Force

Seat # or Category (If applicable): 11 District:

Name: BRUCE WOLFE

Home Addre: — PAGE ST Zip: 94117

Home Phone: 415 — Occupation: CHIEF INFORMATION OFFICER AND SOCIAL WORKER

Work Phone: 415-456-5692 Employer: ALCOHOL JUSTICE - THE INDUSTRY WATCHDOG

Business Address: 24 BELVEDERE ST, SAN RAFAEL Zip: 94901

Business E-Mail: Home E-Mail: — @brucewolfe.net

Check All That Apply:

A citizen of the United States. ✔ At least 18 years old on or before Election Day. ✔

Not in prison or on parole for a felony conviction ✔

A resident of San Francisco ✔ Yes: ☐ No: (Place of Residence):

Please state your qualifications (attach supplemental sheet if necessary)
I am a person with a disability with expertise and knowledge of the Americans with Disabilities Act and its applications. (Please see attached resume/CV)

Education:
New Rochelle High School, Monmouth College, Institute of Audio Research, City College of San Francisco, San Francisco State University (Please see attached resume/CV)

Business and/or professional experience:
(Please see attached resume/CV)

Civic Activities:
(Please see attached resume/CV)

Ethnicity: (optional) Jewish-American, caucasian Sex: (optional) ✔ M ☐ F

Have you attended any meetings of the Board/Commission to which you wish appointment? ✔ Yes ☐ No

For appointments by the Board of Supervisors, appearance before the RULES COMMITTEE is a requirement before any appointment can be made.
(Applications must be received 10 days before the scheduled hearing.)
(Please Note: Once Completed, this form, including all attachments, become public record)

Date: 07/19/2012 **Applicant's Signature: (required)** Bruce M. Wolfe

Please Note: Your application will be retained for one year.

FOR OFFICE USE ONLY:
Appointed to Seat #:_____ Term Expires:_____ Date Seat was Vacated:_____

12/04/09

CALIFORNIA FORM 700

A PUBLIC DOCUMENT

STATEMENT OF ECONOMIC INTERESTS

COVER PAGE

Date Received
(Filing Officer Only)

FILED

12 APR -2 AM 10:05

SAN FRANCISCO
ETHICS COMMISSION

BY _____

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)

Wolfe Bruce

1. Office, Agency, or Court

Agency Name
Sunshine Ordinance Task Force

Division, Board, Department, District, if applicable
Sunshine Ordinance Task Force

Your Position
Seat 8

▶ If filing for multiple positions, list below or on an attachment.

Agency: _____ Position: _____

2. Jurisdiction of Office *(Check at least one box)*

- ☐ State
- ☐ Multi-County _____
- ☒ City of San Francisco
- ☐ Judge or Court Commissioner (Statewide Jurisdiction)
- ☒ County of San Francisco
- ☐ Other _____

3. Type of Statement *(Check at least one box)*

- ☒ **Annual:** The period covered is January 1, 2011, through December 31, 2011.
  -or-
  The period covered is ___/___/___ through December 31, 2011.
- ☐ **Assuming Office:** Date assumed ___/___/___
- ☐ **Candidate:** Election Year _____ Office sought, if different than Part 1: _____
- ☐ **Leaving Office:** Date Left ___/___/___ *(Check one)*
  - ○ The period covered is January 1, 2011, through the date of leaving office.
  - ○ The period covered is ___/___/___, through the date of leaving office.

4. Schedule Summary

Check applicable schedules or "None."

▶ *Total number of pages including this cover page:* 1

- ☐ Schedule A-1 - *Investments* – schedule attached
- ☐ Schedule A-2 - *Investments* – schedule attached
- ☐ Schedule B - *Real Property* – schedule attached
- ☐ Schedule C - *Income, Loans, & Business Positions* – schedule attached
- ☐ Schedule D - *Income - Gifts* – schedule attached
- ☐ Schedule E - *Income - Gifts - Travel Payments* – schedule attached

-or-

- ☐ **None** - *No reportable interests on any schedule*

5. Verification

MAILING ADDRESS (Business or Agency Address Recommended - Public Document) STREET	CITY	STATE	ZIP CODE
[redacted]	San Francisco	CA	94117

DAYTIME TELEPHONE NUMBER	E-MAIL ADDRESS (OPTIONAL)
[redacted]	sotf@brucewolfe.net

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the [redacted]

Date Signed 03/22/2012 (month, day, year)

Signature [redacted] (official)

Sunshine Ordinance Task Force appointment, Seat #11
Richard Knee
to:
Jane.Kim, Mark.Farrell, David Campos
07/19/2012 04:15 PM
Cc:
Linda Wong, Wolfe Bruce
Show Details

Board of Supervisors Rules Committee
Honorable Jane Kim, Chair
Honorable Mark Farrell
Honorable David Campos

Re: Sunshine Ordinance Task Force appointment, Seat #11: SUPPORT BRUCE WOLFE

Dear Madam Chair and Gentlemen,

Please be informed of my strong support of the appointment of Bruce Wolfe to Sunshine Ordinance Task Force Seat #11, for which he has submitted an application.

First and foremost, appointing Mr. Wolfe would satisfy the requirement in Sunshine Ordinance Section 67.30(a) that the Task Force at all times have at least one member who is physically handicapped and who has demonstrated interest in citizen access and participation in local government -- Mr. Wolfe meets both those criteria -- and would thus enable the Task Force to resume the conduct of its business, which it has frozen on the advice of the City Attorney's Office until the afore-cited requirement is met.

Second, Mr. Wolfe has served the Task Force and the people of San Francisco well. He strongly deserves reappointment.

I understand the reasons that certain Supervisors gave in May for not appointing him and other incumbent applicants: (a) that an action they took in April, 2011, violated the City Charter and ran counter to the City Attorney's advice, and (b) that the Task Force needs to operate more efficiently. Please consider:

(a) Because of some ambiguities in the Charter, the Task Force members who participated in the April, 2011, action believed they were not flouting it; their violation was not willful. I say this as someone who cast one of the two dissenting votes in that action. Moreover, when questioned on the matter during the Rules Committee's meeting on May 17, Mr. Wolfe said he was willing to re-examine the bylaw change that the action effected and to give full weight to the City Attorney's counsel on the matter.

(b) While it is true that Task Force meetings have at times lasted well into the night, and that respondents to sunshine-related complaints have had to make repeat visits to meetings of the Task Force or one of its committees, that is not due to inefficiency on the Task Force's part. First, only a quarter to a third of the complaints that the Task Force Administrator receives actually reach the Task Force; the Administrator successfully mediates most of the matters brought before her. Second, the Task Force is a quasi-judicial body and is thus duty-bound to hold a fair and thorough hearing on all complaints that come before it. Some complaints involve complex issues and evidence brought by either side can be copious. Third, at times, the backlog of complaints is so long as to force the Task Force to continue many of them to subsequent meetings.

(c) One of the six Task Force appointments that the Board approved on May 22 is more than a little surprising, given that the appointee's conduct in previous tenures on the Task Force has been less than exemplary, precisely in the contexts of procedural compliance, adherence to City Attorney's advice, and efficiency. If any of you wants more detail on this, I can provide it. For the moment, suffice it to say that I know whereof I speak; I have been serving on the Task Force since July, 2002.

In light of all of the foregoing, I strongly urge that you give Mr. Wolfe favorable consideration. Thank you for your attention.

Sincerely,
Richard A. Knee
Task Force Member, Seat #2*

**For identification purposes only; the foregoing reflects my personal views only.*

C: Linda Wong, Clerk of the Rules Committee
Bruce Wolfe

Board of Supervisors
City and County of San Francisco
1 Dr. Carlton B. Goodlett Place, Room 244
(415) 554-5184 FAX (415) 554-7714

Application for Boards, Commissions and Committees

Application for Appointment to: Sunshine Ordinance Task Force Vacancy
Name of Board, Commission, Committee, or Task Force

Seat # or Category (If applicable): District: San Francisco

Name: Francine Simon

Home Address: — Sunnydale Ave Zip: 94134

Home Phone: 415-/ — Occupation: Project Management

Work Phone: n/a Employer: n/a

Business Address: n/a Zip:

Business E-Mail: n/a Home E-Mail — @gmil.com

Check All That Apply:

A citizen of the United States. ☑ At least 18 years old on or before Election Day. ☑

Not in prison or on parole for a felony conviction ☑

A resident of San Francisco ☑ Yes: ☐ No: (Place of Residence):

Please state your qualifications (attach supplemental sheet if necessary)

Project management, quality assurance, change management, communication service desk, network help desk, computer operator, clerical, risk management.

Education:

AA in Business Administration Skyline College; San Bruno, CA
Senior year at San Francisco State University, San Francisco, CA

Business and/or professional experience:

Bank of America- 25 years, San Francisco and Concord, CA
Sterling Vineyards, Calistoga, CA

Civic Activities:

United Way, VP PTA, Den Leader for Cub scouts, Zeta Phi Beta Sorority-VP

Ethnicity: (optional) African American Sex: (optional) ☐ M ☑ F

Have you attended any meetings of the Board/Commission to which you wish appointment? ☑ Yes ☐ No

For appointments by the Board of Supervisors, appearance before the RULES COMMITTEE is a requirement before any appointment can be made.
(Applications must be received 10 days before the scheduled hearing.)
(Please Note: Once Completed, this form, including all attachments, become public record)

Date: 8/8/12 **Applicant's Signature: (required)** Francine Simon

Please Note: Your application will be retained for one year.

FOR OFFICE USE ONLY:
Appointed to Seat #:_____ Term Expires:_____ Date Seat was Vacated: _____

12/04/09

Board of Supervisors
City and County of San Francisco
1 Dr. Carlton B. Goodlett Place, Room 244
(415) 554-5184 FAX (415) 554-7714

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
2012 AUG -9 PM 3:05

Application for Boards, Commissions and Committees

AK

Application for Appointment to: SUNSHINE ORDINANCE TASK FORCE
Name of Board, Commission, Committee, or Task Force

Seat # or Category (If applicable): 11 District: 8

Name: Kai (Wilson) Forsley

Home Address: — San Jose Avenue, Suite #5 Zip: 94110

Home Phone: 773 — Occupation: Volunteer Program Coordinator

Work Phone: 415.557.4251 Employer: City and County of San Francisco

Business Address: 100 Larkin Street Zip: 94102

Business E-Mail: kaiwilson@sfpl.org Home E-Mail: [redacted]@gmail.com

Check All That Apply:

A citizen of the United States. ☑ At least 18 years old on or before Election Day. ☐

Not in prison or on parole for a felony conviction ☑

A resident of San Francisco ☑ Yes: ☐ No: (Place of Residence):

Please state your qualifications (attach supplemental sheet if necessary)

Please see attached sheet.

Education:

I received my Bachelor of Arts degree in English Literature from the University of Illinois at Urbana-Champaign.

Business and/or professional experience:

Please see attached sheet.

Civic Activities:

Please see attached sheet.

Ethnicity: (optional) Black Sex: (optional) ☐ M ☑ F

Have you attended any meetings of the Board/Commission to which you wish appointment? ☑ Yes ☐ No

For appointments by the Board of Supervisors, appearance before the RULES COMMITTEE is a requirement before any appointment can be made.
(Applications must be received 10 days before the scheduled hearing.)
(Please Note: Once Completed, this form, including all attachments, become public record)

Date: 8/7/2012 **Applicant's Signature: (required)** Kai (Wilson) Forsley

Please Note: Your application will be retained for one year.

FOR OFFICE USE ONLY:
Appointed to Seat #:_____ Term Expires:_____ Date Seat was Vacated: _____

12/04/09

CALIFORNIA FORM 700
FAIR POLITICAL PRACTICES COMMISSION
A PUBLIC DOCUMENT

STATEMENT OF ECONOMIC INTERESTS

COVER PAGE

Date Received

Please type or print in ink.

NAME OF FILER (LAST): Wilson (FIRST): Kai (MIDDLE):

1. Office, Agency, or Court

Agency Name: Sunshine Ordinance Task Force

Division, Board, Department, District, if applicable: Task Force

Your Position: Committee Member

► If filing for multiple positions, list below or on an attachment.

Agency: _____ Position: _____

2. Jurisdiction of Office *(Check at least one box)*

- ☐ State
- ☐ Multi-County _____
- ☒ City of San Francisco
- ☐ Judge or Court Commissioner (Statewide Jurisdiction)
- ☒ County of San Francisco
- ☐ Other _____

3. Type of Statement *(Check at least one box)*

☐ **Annual:** The period covered is January 1, 2011, through December 31, 2011.

-or-

The period covered is ____/____/_____, through December 31, 2011.

☐ **Assuming Office:** Date assumed ____/____/_____

☑ **Candidate:** Election Year _____ Office sought, if different than Part 1: _____

☐ **Leaving Office:** Date Left ____/____/_____ *(Check one)*

○ The period covered is January 1, 2011, through the date of leaving office.

○ The period covered is ____/____/_____, through the date of leaving office.

4. Schedule Summary

Check applicable schedules or "None."

► ***Total number of pages including this cover page:*** _____

- ☐ **Schedule A-1** - *Investments* – schedule attached
- ☐ **Schedule A-2** - *Investments* – schedule attached
- ☐ **Schedule B** - *Real Property* – schedule attached
- ☐ **Schedule C** - *Income, Loans, & Business Positions* – schedule attached
- ☐ **Schedule D** - *Income – Gifts* – schedule attached
- ☐ **Schedule E** - *Income – Gifts – Travel Payments* – schedule attached

-or-

☒ **None** - *No reportable interests on any schedule*

5. Verification

MAILING ADDRESS (Business or Agency Address Recommended - Public Document): STREET: Larkin Street, Room 651 CITY: San Francisco STATE: CA ZIP CODE: 94102

DAYTIME TELEPHONE NUMBER: (773) _____ E-MAIL ADDRESS (OPTIONAL):

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed 8/21/2012 *(month, day, year)*

Signature Kai Wilson *(File the originally signed statement with your filing official.)*

Please state **your qualifications (attach supplemental sheet if necessary)/ Sunshine Ordinance Task Force**

I have been in the nonprofit and public service sector for over 8 years. As a logical person, I feel it is my duty to hold people accountable for their actions. I feel the Task Force is a great place to serve the community in terms of accountability.

Though I am not yet a lawyer, I have triumphed in two legal battles, representing myself and I have realized that the law is not a mystery though it is convoluted. The key is documentation and it is important that individuals know their rights, and governmental agencies and their offshoots are held accountable for their public policies.

I am deeply aware of the properties of the Sunshine Ordinance because I set a precedent in regards to a local entity being subject to the ordinance. It is really time to get some diversity on these committees, commissions and task forces and I am available and more than capable to serve in this capacity.

I am duly aware of various aspects of administration of justice and it's time board supervisors allow the underrepresented a chance to serve in a public policy capacity. I am also aware of board procedures, the Sunshine Ordinance itself, the California Public Records Act and other documents and procedural aspects of serving on this task force.

I currently sit on the 501c3 board of the Friends of the San Francisco Independent Living Skills Program as the Secretary, as various Boards previous to that. The Independent Living Skills Program is funded with government money to provide case management and "life skills" to youth in San Francisco's foster care system. Our organization gives grants to emancipating foster youth. I also currently serve as a board member on the Black Young Democrats Club, though I side with policy not necessarily certain people and don't necessarily identify with a political party.

I also was a board member with the North of Market/ Tenderloin Community Benefit District, so I understand the implications of a nonprofit board of directors, a public governing board as well as a public/private board of directors.

Education:

I received my Bachelor of Arts degree in English Literature from the University of Illinois at Urbana-Champaign.

Business and/or professional experience:

(Please also see attached resume.)

I have several years of nonprofit management, community development and public service experience. In the nonprofit sector, I have been in all positions of the structure including: Executive Director, Program Manager, Case Manager, Project Coordinator, Volunteer Manager, etc. My favorite role is Volunteer Manager, and I currently work as the Volunteer Program Coordinator for the entire San Francisco Public Library system.

I also work part-time helping people start nonprofits and as an assistant to my husband, who is an artist.

Civic Activities:

(OVER)

- **Black Investment/Empowermer ~roject** – Developed and created comp' ~e systems (paperwork, intake process, loan monies procurement, etc.) for a microloan entity in San Francisco that seeks to support the severely underrepresented Black business owner population.

- **Friends of the San Francisco Independent Living Skills Program** – Offer grants to youth that are emancipating foster youth. What drew me to this board was a story about a foster youth who had obviously worked hard throughout high school and was accepted to New York University. The caveat was that she did not have plane fare to get to NYU and our organization was able to help her get there through a small grant. Its small incidentals like this that many people don't think about. To date, we have given out over $300,000 to emancipating foster youth.
- **Tenderloin Neighborhood Association** – As a former resident of the Tenderloin, one of my goals was to increase pedestrian safety in every sense of the word. I brought the International Walk to School Day to the area and thus far the yearly event has allowed over 1000 youth and their families to participate. For the past two years on International Walk to School Day, I have set up 'Wellness Stations' at area locations and provided fruit, water, healthy living books, safety gear, etc. to youth and their families.

SAN FRANCISCO, CALIFORNIA
PHONE: 773. • E-MAIL: EMAIL .YAHOO.COM

KAI WILSON

SUMMARY OF QUALIFICATIONS

- Cultivated volunteer program for the entire San Francisco Public Library system, which includes oversight of the program within 28 distinct locations.
- Penned all aspects of various organizations' technical materials, including several manuals, forms, handbooks, etc.
- 7 plus years in social service, nonprofit community development with a focus on community programming, child/youth work, case management and community economic development.
- Several years experience working in nonprofit and governmental settings developing and administering programming; and facilitating partnerships.
- Excellent written communication and program documentation skills due to college coursework in English Literature as well as service on two area Board of Directors as Secretary.
- Extensive experience coordinating informational sessions, facilitating meetings, producing report and case logs.
- Extensive experience organizing and giving orientations, presentations, workshops and recognition events in governmental, nonprofit and community settings.
- Computer skills include Microsoft Word, Excel, Publisher and ability to use various specialized software such as Volunteer Reporter and Salesforce.com. Proficient in database management.
- Exceptional ability to manage time and multiple projects in fast paced environment successfully.
- Can work well under minimal supervision. Possesses great attention to detail and work great on teams.
- Incorporated two nonprofit organizations.

EDUCATION

1999-2003 University of Illinois at Urbana-Champaign Urbana, Illinois

Bachelor of Arts in English Literature with a Concentration in American Short Story Fiction

- President's Award Scholar, 1999-2001

2009-2010 City College of San Francisco San Francisco, California

Professional Enrichment/ Noncredit Courses

- Creating Effective Websites
- Project Management Fundamentals
- LSAT Preparation Course

2007 Parkland College Champaign, Illinois

- Completion of Statistics and Social Work Courses

PROFESSIONAL EXPERIENCE

January 2011 - present **San Francisco Public Library** San Francisco, California

Volunteer Program Coordinator

- Restarted volunteer program after 4-year hiatus.
- Increased volunteer program participation by 75% after successfully consolidating the inherited program.
- Active participant in 8 committees and networking organizations on behalf of the Library, including the Bay Area Regional Library Volunteer Managers in partnership with the California State Library.
- Called upon to diversify Public Affairs programming and activities.

September 2010 – August 2011 **Chinatown Community Development Center** San Francisco, California

Tenant Services Coordinator

- Responsible for complete programmatic activities for low income tenants located in a housing complex.
- Extensive knowledge of housing laws and housing-related information due to role as liaison between tenants of the housing complex and the property manager.

November 2009-present **Local Neighborhood Association** San Francisco, California

President

- Responsible for overall operations of incorporated Neighborhood Association.
- Built over 20 community based contacts and created a leadership team of 8 residents within a 3-month period.
- Organizes community events, one of which served over 600 youth in the neighborhood.

September 2009-June 2010 **City and County of San Francisco** San Francisco, California

Environmental Education Aide (Temporary, rotating position within the Department of Environment)

- Coordinated and gave environmental awareness presentations reaching over 500 students.
- Facilitated team meetings.
- Created written reports, which were submitted to school environmental contacts.
- Used City Vehicle Pool daily to conduct site visits.

September 2008- May 2009 **AmeriCorps/ Rebuilding Together** San Francisco, California

Outreach Coordinator

- Conducted outreach that resulted in 20 new partnerships and recruited numerous skilled

and unskilled volunteers.

- Created social service resource manual.
- Created Public Service Announcements for the radio and one for television.
- Created volunteer handbook for incoming volunteers
- Organized several days of several that included soliciting volunteers, locating clients to serve and coordinating day-of logistics.
- Coordinated volunteer day of service at Golden Gate Park's Bunny Meadow in conjunction with the Recreation and Parks Department.

January 2008-September 2008 **Oxford Round Table, Inc.** Urbana, Illinois
Wikipedia Technical Editor

- Configured plan to combat cyber defamation for well-established educational organization.
- Used code language and cyber searching (internet research tactics) to help restore correct information about organization.
- Edited multiple documents for the internet.

August 2006-September 2008 **Champaign County Christian Health Center** Champaign, Illinois
Director of Volunteer Services

- Oversaw and managed over several hundred volunteers and potential volunteers as well as interns in the areas of recruitment/placement, training/orientation, scheduling, assessment and appreciation.
- Due to targeted outreach plan, increased potential volunteer inquires by 50%.
- Arranged several large-scale events with considerable budgets.
- Wrote and distributed all volunteer and outreach-related correspondence to volunteers, Board members, staff and the public. This included newsletters, email alerts, personal correspondence, handbooks, informational pamphlets and various other forms of communication. On average, dealt which 45-50 emails per day.
- Responsible for volunteer program budget.
- Developed programming to support organizational growth and development, and created/ defined volunteer roles as needed.
- Managed computer and volunteer files for the entire volunteer program
- Recognized by Board of Directors for exceptional community service and management skills.

August 2005-August 2006 **Champaign Public Library** Champaign, Illinois
Library Assistant I

- Coordinated and produced library programs, activities and gatherings for library patrons of various age groups.
- Resurrected and managed program that offered homework assistance to elementary school children.

- Selected to represent the library on the 'Read Across America' and 'Employee of the Month' committee.

August 2005-May 2006 **Center for Women in Transition** Champaign, Illinois
House Staff

- Provided support for potentially homeless women and children.
- Updated computer-based case files and notes.

August 2003-July 2006 **B.O.A.S.T. Academy After School Program** Champaign, Illinois
Co-coordinator/ Tutor

- Developed projects weekly for students; created a multi-week lesson plan on environmental awareness.
- Coordinated employee schedules and students groups.

VOLUNTEER EXPERIENCE

February 2010-April 2010 **San Francisco Board of Supervisors** San Francisco, California
Short Term Intern with Supervisor Michela Alioto-Pier's Office

May 2009-August 2009 **Mayor's Office of Neighborhood Services** San Francisco, California
Mayor's Annual Backpack Giveaway Coordinator

- Coordinated Mayor Gavin Newson's annual backpack giveaway, which included coordinating the distribution of 2, 500 backpacks to 40 community partners and 500 backpacks to day-of participants.
- Coordinated all aspects of this large-scale event, which included working with several City agencies (San Francisco Police Department, Municipal Transit Authority, Department of the Environment) to ensure the correct permits were issued, the correct streets were closed for the event and the correct public transportation vehicles were re-routed.
- Supervised over $25, 000 worth of donations within a 2 month period.
- Handled and researched constituent complaints.

May 2009-June 2010 **World Food Program USA** San Francisco, California
California State Coordinator

- Organized, managed and recruited World Food Program Committee members throughout California that work to support the largest humanitarian effort in the world, World Food Program of the United Nations.

April 2009-May 2010 **Black Rock Arts Foundation** San Francisco, California
Consultant for Volunteer Program

- Oversaw the creation of a complete volunteer management system for this organization.
- Created volunteer handbook, volunteer application, volunteer intake process and streamlined response to handle influx of volunteers.

- Managed database of over 600 volunteers, the majority of which were active files.
- Coordinated events that utilized over 75 volunteers per event.

August 2007-May 2008 **Land of Lincoln Legal Assistance** Champaign, Illinois
Law and Health Case Volunteer

- Researched information and provided paperwork to low-income clients that had been denied Medicaid and Social Security Disability benefits.
- Maintained case files for clientele.

August 2007-August 2008 **Metanoia Centers, Inc.** Champaign, Illinois
Program Coordinator

- Case manager for Summer Youth Employment Program, which connected under served youth with summer employment opportunities.
- Contacted several community for-profit and nonprofit organizations to build partnerships so these entities would sponsor the youth for employment.
- Created several brochures, publications and press releases for various campaigns within the organization.

August 2004-April 2006 **Salvation Army Social Services** Champaign, Illinois
Social Services Assistant

- Mobilized community resources for Salvation Army clientele.
- Located low income housing for residents that sought our services.
- Case manager for over 70 Hurricane Katrina evacuee families that relocated to Champaign.

COMMUNITY ACTIVITIES

- I oversee a yearly public safety project that serves over 600 children and their family members, called 'International Walk to School Day."
- Board Member, SF Bay Area Illini, present.
- Board Member (Secretary), Friends of the Independent Living Skills Program (With 3 other Board Members oversee $100, 000 budget), present
- Board Member (Secretary), North of Market/ Tenderloin Community Benefit District (With 11 other Board Members oversaw $1, 000, 000 budget), 2009-2010
- Online Photographer, The News-Gazette (largest newspaper in Central Illinois), 2008
- Restarted *Family to Family* support group for the Depression and Bipolar Support Alliance of Champaign County, 2008
- Radio Show Host, Radio Free Urbana, 2006-2007.

San Francisco
BOARD OF SUPERVISORS

Date Printed: August 21, 2012 Date Established: August 18, 1993

Active

SUNSHINE ORDINANCE TASK FORCE 2000

Contact and Address:

Andrea Ausberry Assistant Administrator
Board of Supervisors
City Hall, Room 244
San Francisco, CA 94102

Phone: (415) 554-5184
Fax: (415) 554-7854
Email: sotf@sfgov.org

Authority:

Added by Board of Supervisors' Ordinance No. 265-93 (Added Admin. Code Section 67.30); amended by Ordinance Nos. 118-94, 432-94, 287-96, 198-98, 387-98, and by Proposition G adopted November 2, 1999.

Board Qualifications:

The Sunshine Ordinance Task Force 2000 consists of a total of thirteen members, eleven of whom are appointed by the Board of Supervisors. The Mayor or his/her designee, and the Clerk of the Board of Supervisors or his/her designee serve as non-voting members. All members must have experience and/or demonstrated interest in the issues of citizen access and participation in local government. The City Attorney shall serve as legal advisor to the Task Force.

The members are drawn from the following categories: two appointed from names submitted by local chapter of the Society of Professional Journalists, one an attorney and one a local journalist; one appointed from the press or electronic media; one appointed from names submitted by the local chapter of the League of Women Voters; four members of the public who have demonstrated interest in or have experience in the issues of citizen access and participation in local government; two members of the public experienced in consumer advocacy; one appointed from names submitted by New California Media, to be a journalist from a racial/ethnic-minority-owned news organization.

The term of each appointive member shall be two years unless earlier removed by the Board of Supervisors. In the event of such removal or vacancy during the term of office of any appointive member, a successor shall be appointed for the unexpired term of the office vacated.

San Francisco
BOARD OF SUPERVISORS

At all times, the Task Force shall include at least one member who shall be a member of the public who is physically handicapped and who has demonstrated interest in citizen access and participation in local government.

The Task Force shall advise the Board of Supervisors and provide information to other City departments on appropriate ways in which to implement Chapter 67 of the Administrative Code. The Task Force shall develop appropriate goals to ensure practical and timely implementation of Chapter 67; propose to the Board of Supervisors amendments to Chapter 67; report to the Board of Supervisors at least once annually on any practical or policy problems encountered in the administration of Chapter 67; make referrals to a municipal office with enforcement power under the Sunshine Ordinance or under the California Public Records Act and the Brown Act whenever it concludes that any person has violated any provisions of this ordinance or the Acts.

In addition to regular Task Force meetings, Task Force members are expected to participate in committee work.

Reports: Receive and review the Annual Report of the Supervisor of Public Records and may request additional reports or information as it deems necessary. Shall issue public reports as it sees fit, evaluating compliance with this ordinance and related California laws by the City or any Department, Officer, or Official thereof.

Sunset Date: None