

File No. 180104

Committee Item No. 1

Board Item No. \_\_\_\_\_

# COMMITTEE/BOARD OF SUPERVISORS

## AGENDA PACKET CONTENTS LIST

Committee: Rules Committee

Date February 1, 2018

Board of Supervisors Meeting

Date \_\_\_\_\_

### Cmte Board

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|-------------------------------------|--------------------------|--|
| <input type="checkbox"/>            | <input type="checkbox"/> | Motion                                       |
| <input type="checkbox"/>            | <input type="checkbox"/> | Resolution                                   |
| <input type="checkbox"/>            | <input type="checkbox"/> | Ordinance                                    |
| <input type="checkbox"/>            | <input type="checkbox"/> | Legislative Digest                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Budget and Legislative Analyst Report        |
| <input type="checkbox"/>            | <input type="checkbox"/> | Youth Commission Report                      |
| <input type="checkbox"/>            | <input type="checkbox"/> | Introduction Form                            |
| <input type="checkbox"/>            | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/>            | <input type="checkbox"/> | Memorandum of Understanding (MOU)            |
| <input type="checkbox"/>            | <input type="checkbox"/> | Grant Information Form                       |
| <input type="checkbox"/>            | <input type="checkbox"/> | Grant Budget                                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | Subcontract Budget                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Contract/Agreement                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Form 126 - Ethics Commission                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | Award Letter                                 |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Application                                  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Form 700                                     |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Vacancy Notice                               |
| <input type="checkbox"/>            | <input type="checkbox"/> | Information Sheet                            |
| <input type="checkbox"/>            | <input type="checkbox"/> | Public Correspondence                        |

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Completed by: Alisa Somera Date January 26, 2018

Completed by: \_\_\_\_\_ Date \_\_\_\_\_

Member, Board of Supervisors  
District 10



City and County of San Francisco

**MALIA COHEN**  
馬莉亞郭嫻

January 8, 2018

Alisa Somera  
Rules Committee Clerk

RE: Appointment to the Eastern Neighborhoods Citizens Advisory Committee

Dear Ms. Somera,

It is my pleasure to re-appoint Ms. Irma Lewis to serve on the Eastern Neighborhoods Citizen Advisory Committee. She will continue to serve in seat 2. Please find attached her application.

Sincerely,

A handwritten signature in cursive script that reads "Malia".

Malia Cohen  
Member, San Francisco Board of Supervisors



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, Committees, & Task Forces

Name of Board, Commission, Committee, or Task Force: Eastern Neighborhoods CAC

Seat # or Category (If applicable): 19 District: 10

Name: Irma Lewis

Home Address: [Redacted] Zip: 94107

Home Phone: [Redacted] Occupation: Management Consultant

Work Phone: 415 206 1456 Employer: Self

Business Address: Pennsylvania Avenue Zip: 94107

Business E-Mail: irma@SAGConsultant.com Home E-Mail: [Redacted]

Pursuant to Charter Section 4.101 (a)2, Boards and Commissions established by the Charter must consist of electors (registered voters) of the City and County of San Francisco. For certain other bodies, the Board of Supervisors can waive the residency requirement.

Check All That Apply:

Registered voter in San Francisco: Yes [X] No [ ] If No, where registered: \_\_\_\_\_

Resident of San Francisco [X] Yes [ ] No If No, place of residence: \_\_\_\_\_

Pursuant to Charter section 4.101 (a)1, please state how your qualifications represent the communities of interest, neighborhoods, and the diversity in ethnicity, race, age, sex, sexual orientation, gender identity, types of disabilities, and any other relevant demographic qualities of the City and County of San Francisco:

I have been a resident of San Francisco for over 20 years, residing in District 10 for the last 6. I am active member of my community, with activities ranging from pulling weeds in Esprit Park to representing neighbors (as part a community task force) in the negotiation process between UCSF and Dogpatch. I'm also a black woman.

**Business and/or professional experience:**

As a management consultant, I help business leaders- Fortune 50, universities, not for profits and startups - implement business strategies, build process and workgroup capacity, and deliver programs. Ie held senior leadership roles with global responsibilities working for large corporations such as Sun Microsystems, Levi Strauss & Co., and financial institutions. In almost every role, success required working within functionally integrated teams, identifying a roadmap to success, and building consensus from executive leadership to the teams responsible for execution.

**Civic Activities:**

Currently, core team member of Toes and Paws for Green Space, an advocacy group I co-founded. Member of Dogpatch Neighborhood Assoc. and UCSF Dogpatch Community Task Force. Provide pro bono consulting services to various community not for profits.

Prior activities include: Global Women's Health Imperative Advisory Board; JLSF - Board of Directors; Committee Chair for Edgewood Family Center Partnership, Done in a Day, Enabling Funds, and Fashion Show Corporate Sponsors.

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.*)

**Date:** 3/14/17 **Applicant's Signature: (required)** Irma Lewis

(Manually sign or type your complete name.  
NOTE: By typing your complete name, you are hereby consenting to use of electronic signature.)

**Please Note:** Your application will be retained for one year. Once Completed, this form, including all attachments, become public record.

**FOR OFFICE USE ONLY:**

Appointed to Seat #: \_\_\_\_\_ Term Expires: \_\_\_\_\_ Date Seat was Vacated: \_\_\_\_\_

# Irma Lewis

SAN FRANCISCO, CA

TEL [REDACTED]

irma@SAGConsultant.com

## Profile

I help leaders figure out why implementing a new strategy seems to be such a heavy lift, and develop an actionable roadmap to success. I partner with business owners to design innovative strategies to build capacity in a particular process or area. And I work with organizations to craft and build-out executive level programs which exceed expectations.

## Experience

### **PRINCIPAL, SYNCOPATION ADVISORY GROUP, SAN FRANCISCO, CA 2008-PRESENT**

In a fast paced culture with a steady stream of new platforms and tools, the bottom line impact for an organization maintaining a laser like focus on the needs of its customer should not be underestimated. Successful businesses find ways to stay in ongoing dialogue with customers, while building the internal capacity for flawless execution. Reaching these goals is part art, and part science.

As Principal of Syncopation Advisory Group, I help leaders address challenges to growth by creating a clear integrated picture of the current environment and opportunities, and identify the space and requirements to innovate and transform relationships, services and products.

Practice areas include: Strategy optimization; change management; process design and improvement; post-merger integration; and executive program management.

## **SELECT CLIENT SUCCESSES:**

- Fast growth - Tech - Partnered with VC backed Silicon Valley Start-up Client to re-engineer a mission critical process impacting scalability. Identified opportunities to improve quality and customer alignment from sales through product delivery. Developed a framework and innovative strategies that addressed branding, on-boarding, roles and responsibilities, systems, and workflow - all implemented with immediate positive results.
- High performance - Tech - Engaged by Fortune 50 Client to turnaround development efforts for a leadership program impacting 135 SVP's. Established a Program Management Office, integrating activities of a multidisciplinary team including Instructional Design, Engineering, and Talent Management. Tailored communications for senior leaders to ensure successful messaging. Delivered a top rated program leading to improved new business identification and better customer and talent alignment.
- Transformation - Edu/Not for Profit - Asked by a leading Graduate School of Business to help improve the capacity of a workgroup responsible for student facing products and services. Assessed stakeholders and developed recommendations impacting the entire organization at all levels. Led implementation and change management activities, resulting in: organization alignment of talent, roles and responsibilities; seamless on-boarding; enhanced program management; and improved team morale. Supported innovation by facilitating design sessions and Agile Salesforce CRM implementation.
- Innovation - Post-merger acquisition integration - Fortune 50 Tech Client- led global, cross functional team to design and implement strategies to transition customers in deals representing over \$4 billion in bookings. Documented new AI workflows for cross deal adoption. Business lead for Corporate Development Salesforce implementation.

Irma Lewis

**DIRECTOR, SUN MICROSYSTEMS, INC., PALO ALTO, CA 1997-2004**

**Director, Global Sales Operations (GSO) 2004**

Set strategies and managed programs to apply SixSigma principles within GSO, increasing revenue and customer satisfaction. Led the Global Program Office for SunSigma, including: project development, approval, integration, tracking and management reporting.

**Director, Global Sales Top Accounts, Operations & Business Development 1999 – 2003**

Developed strategies to improve Sun's global sales penetration of and opportunity identification in the top 50 accounts. Designed and launched the Executive Leadership Program, a 1 year graduate level program delivered by IMD (Switzerland). Directed 40+ global team, with programs including: Sales Compensation; Strategic Account Planning and Executive Sponsorship.

**Sr. Manager, Finance & Strategy 1997 - 1999**

Led global, interdisciplinary engagements to assess and improve business units, functional areas, and major initiatives. Engagements included: HROperations; HRIT system implementation; Field Sales - US and International; and Manufacturing. Synthesized key findings and conclusions in a dashboard for executive management and Sun's Board of Directors.

Additional Work Experience

**LEVI STRAUSS & CO., SAN FRANCISCO, CA**

- Sr. Mgr., Consumer Marketing and Forecasting
- Business Lead, Program Management Office for supply chain re-engineering initiative
- Merchandiser/Product Manager

MANAGER, NEW PRODUCT DEVELOPMENT AND MARKETING, **AVON PRODUCTS INC., NY, NY**

ANALYST, CORPORATE FINANCE, **MANUFACTURERS HANOVER TRUST BANK, NY, NY**

Education

**Harvard Graduate School of Business – MBA, General Management**

**Yale University - BA, Economics**

Volunteer and Related Experience

**Toes and Paws for Green Space**, Founding Member, SF, CA

**UCSF Dogpatch Community Task Force**, Member, SF, CA

**Association for Corporate Growth**, Social Responsibility Committee, SF CA

**Global Women's Health Imperative**, Advisory Board Chair and Founding Member, SF, CA

**Junior League of San Francisco**, Board of Directors;

**Junior League of San Francisco**, Committee Chair - Fashion Show Corporate Sponsors; Enabling Funds; Edgewood Family Center Partnership

Training

Six Sigma Black Belt; SBA Small Business Consulting; Executive Leadership; Project Management Tools and Techniques; Problem Solving & Process Improvement; Negotiations; Group Process; Managing within the Law; Diversity; Ethics; Audit.

Member, Board of Supervisors  
District 10



City and County of San Francisco

**MALIA COHEN**  
馬莉亞郭嫻

December 12, 2017

Alisa Somera  
Rules Committee Clerk

RE: Appointment to the Eastern Neighborhoods Citizens Advisory Committee

Dear Ms. Somera,

It is my pleasure to appoint Ms. Jolene Yee to serve on the Eastern Neighborhoods Citizen Advisory Committee. She would serve in the appointment for seat three, formerly held by Mr. Joe Boss. Please find attached Ms. Yee's application.

Sincerely,

A handwritten signature in cursive script that reads "Malia".

Malia Cohen  
Member, San Francisco Board of Supervisors



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, Committees, & Task Forces**

Name of Board, Commission, Committee, or Task Force: ENCAC

Seat # or Category (If applicable): \_\_\_\_\_ District: 10

Name: Jolene Yee

Home Address: \_\_\_\_\_ Zip: 94110

Home Phone: \_\_\_\_\_ Occupation: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Employer: \_\_\_\_\_

Business Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Business E-Mail: \_\_\_\_\_ Home E-Mail: \_\_\_\_\_

**Pursuant to Charter Section 4.101 (a)2, Boards and Commissions established by the Charter must consist of electors (registered voters) of the City and County of San Francisco. For certain other bodies, the Board of Supervisors can waive the residency requirement.**

Check All That Apply:

Registered voter in San Francisco: Yes  No  If No, where registered: \_\_\_\_\_

Resident of San Francisco  Yes  No If No, place of residence: \_\_\_\_\_

**Pursuant to Charter section 4.101 (a)1, please state how your qualifications represent the communities of interest, neighborhoods, and the diversity in ethnicity, race, age, sex, sexual orientation, gender identity, types of disabilities, and any other relevant demographic qualities of the City and County of San Francisco:**

I am a first generation Chinese American woman who lives in the North East Mission. I've lived here in San Francisco since 2001. I'm a parent of two boys, ages 5 and 8, who attend preschool and public elementary school in San Francisco.



**Business and/or professional experience:**

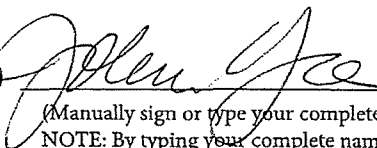
Prior to the birth of my kids, I was a municipal bond analyst for Moody's Investors Service. In that capacity, I analyzed financials, legal documents, management/governance for many governmental entities including cities, counties, transit agencies, etc. I have a Masters in Public Policy from Columbia University School of International and Public Affairs.

**Civic Activities:**

I am the current co-leader of Friends of Franklin Square, an all volunteer group of neighbors who advocate for and volunteer to improve our local park. I also volunteer for both of my childrens' schools both in the classroom and running their fundraisers.

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.*)

Date: 12/9/2017 Applicant's Signature: (required)   
(Manually sign or type your complete name.  
NOTE: By typing your complete name, you are hereby consenting to use of electronic signature.)

**Please Note:** Your application will be retained for one year. Once Completed, this form, including all attachments, become public record.

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

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# JOLENE K. YEE

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San Francisco, California 94110

- Experience**
- Friends of Franklin Square Park, San Francisco, CA** *2013 – Present*  
Leader of volunteer-based community group to improve a local park in the Mission
- Organized community to identify park needs, create solutions to improve park safety and cleanliness, and develop methods to engage the neighborhood.
  - Secured \$101,000 corporate donation pledge and an agreement for a multi-year park clean up series from three local real estate development company.
  - In coordination with San Francisco Parks and Recreation Department, awarded a \$120,000 grant from the Eastern Neighborhoods Citizen Advisory Committee to construct an outdoor adult workout center at Franklin Square.
  - Coordinated advocacy efforts with Supervisor Cohen to procure \$25,000 in City Funds to install additional safety lights at the park.
  - Authored a grant application to the San Francisco Recreation & Parks Department Community Opportunity Fund to secure nearly \$500,000 in funding to construct a dog play area at the park.
  - Coordinated grass root efforts to gather 300+ petition signatures in support of the project.
- Parent Volunteer Friends of Potrero Hill Preschool & Clarendon Elementary** *2012-Present*
- Moody's Investors Service, San Francisco, CA** *2001 – 2010*  
Vice President – Senior Analyst
- Lead credit analyst for public sector tax-exempt financings totaling several billions of dollars.
  - Elected Board Member for the California Society of Municipal Analysts (2008-2009).
  - Credit portfolio included a wide range of transaction types including revenue, special tax, general obligation, lease transactions. Experience evaluating swaps.
  - Managed and cultivated relationships with underwriters, financial advisors, and government officials for a variety of local governments.
  - Formulated rating recommendations by analyzing financial statements, evaluating legal documents, conducting macroeconomic research, and monitoring legislative changes. Prepared written reports supporting rating rationale by outlining key credit factors.
  - Speaker at regional municipal finance conferences.
  - Author and contributor to several special reports and rating methodologies.
  - Trained and mentored new associates.
- J.P. Morgan & Co., Incorporated, New York, NY** *June – August 2000*  
*Summer Associate: Community Relations & Philanthropic Services*
- Provide consulting services to the YMCA of Greater New York to design and implement an alumni program.
- Pacific Crest Outward Bound School, Portland, OR** *1997 – 1999*  
*Special Projects Director*
- Devised and implemented strategies to increase effectiveness and maximize revenue for Oregon and Washington annual fundraising events.
  - Monitored and reconciled a quarter million dollar budget.
- Education**
- Columbia University, School of International & Public Affairs, New York, NY**  
*Master of Public Administration, 2001*  
Concentration: Advanced Management Techniques  
Awarded graduate fellowship
- Willamette University, Salem, OR** Bachelor of Arts, 1997

BOARD of SUPERVISORS



City Hall  
1 Dr. Carlton B. Goodlett Place, Room 244  
San Francisco 94102-4689  
Tel. No. 554-5184  
Fax No. 554-5163  
TDD/TTY No. 554-5227

## VACANCY NOTICE

### EASTERN NEIGHBORHOODS CITIZENS ADVISORY COMMITTEE

#### Replaces All Previous Notices

NOTICE IS HEREBY GIVEN of the following vacancies (**in bold**) and term expirations, appointed by the Board of Supervisors:

**Seat 1**, Keith Goldstein, term expires October 19, 2017, must be nominated by the District 10 Supervisor, and shall live, work, own property or own a business in the "Plan Area" they are appointed to represent, for a two-year term.

**Seat 2**, Irma Lewis, term expires October 19, 2017, must be nominated by the District 10 Supervisor, and shall live, work, own property or own a business in the "Plan Area" they are appointed to represent, for a two-year term.

**Seat 3**, succeeding Joseph Boss, term expired, must be nominated by the District 10 Supervisor, and shall live, work, own property or own a business in the "Plan Area" they are appointed to represent, for the unexpired portion a two-year term ending October 19, 2019.

**Seat 4**, succeeding Walker Bass, term expired, must be nominated by the District 10 Supervisor, and shall live, work, own property or own a business in the "Plan Area" they are appointed to represent, for the unexpired portion of a two-year term ending October 19, 2019.

**Seat 5**, Fernando Marti, term expires October 19, 2017, must be nominated by the District 6 Supervisor, and shall live, work, own property or own a business in the "Plan Area" they are appointed to represent, for a two-year term.

Seat 6, Theresa Imperial, term expires October 19, 2019, must be nominated by the District 6 Supervisor, and shall live, work, own property or own a business in the "Plan Area" they are appointed to represent, for a two-year term.

**Seat 7**, succeeding Chris Block, term expired, must be nominated by the District 8 Supervisor, and shall live, work, own property or own a business in the "Plan Area" they are appointed to represent, for the unexpired portion of a two-year term ending October 19, 2019.

**Seat 8**, Chirag Bhakta, term expires October 19, 2017, must be nominated by the District 9 Supervisor, and shall live, work, own property or own a business in the "Plan Area" they are appointed to represent, for a two-year term.

**Seat 9**, Roshann Pressman, term expires October 19, 2017, must be nominated by the District 9 Supervisor, and shall live, work, own property or own a business in the "Plan Area" they are appointed to represent, for a two-year term.

**Seat 10**, Toby Levy, term expires October 19, 2017, must be nominated by the District 6 Supervisor, and shall live, work, own property or own a business in the "Plan Area" they are appointed to represent, for a two-year term.

**Seat 11**, John Elberling, term expires October 19, 2017, must be nominated by the District 6 Supervisor, and shall live, work, own property or own a business in the "Plan Area" they are appointed to represent, for a two-year term.

The five designated "**Plan Areas**" of the Eastern Neighborhoods Area Plan, include: 1) East SoMa, 2) Western SoMa, 3) Mission, 4) Showplace Square/Potrero Hill, and 5) Center Waterfront.

**Additional Qualifications:** All members shall represent the diversity of the Eastern Neighborhoods, including resident renters, resident homeowners, low-income residents, local merchants, established neighborhood groups within the Plan Area, and other groups identified through refinement of the process.

Reports: None.

Sunset Date: The Committee will automatically terminate on December 31, 2020, unless the Board of Supervisors extends the Eastern Neighborhoods Citizens Advisory Committee's term by Ordinance.

Additional information relating to the Eastern Neighborhoods Citizens Advisory Committee, or other seats on this body that are appointed by another authority, may be obtained by reviewing Administrative Code, Section 10E.2(d), available at <http://www.sfbos.org/sfmunicodes> or by visiting the Committee's website at <http://sf-planning.org/eastern-neighborhoods-citizens-advisory-committee>.

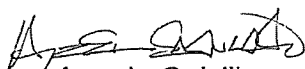
Interested persons may obtain an application from the Board of Supervisors website at [http://www.sfbos.org/vacancy\\_application](http://www.sfbos.org/vacancy_application) or from the Rules Committee Clerk at 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689. Completed applications should be submitted to the Clerk of the Board. All applicants must be residents of San Francisco, unless otherwise stated.

**Next Steps:** Applicants who are nominated by a District Supervisor and meet minimum qualifications will be contacted by the Rules Committee Clerk once the Rules Committee Chair determines the date of the hearing. Members of the Rules Committee will consider the appointment(s) at the meeting and the applicant(s) may be asked to

state their qualifications. The appointment(s) of the individual(s) who are recommended by the Rules Committee will be forwarded to the Board of Supervisors for final approval.

*Please Note: Depending upon the posting date, a vacancy may have already been filled. To determine if any vacancy for this Committee is still available, or if you require additional information, please call the Rules Committee Clerk at (415) 554-5184.*

*Further Note: Additional seats on this body may be available through other appointing authorities, including the Mayor.*

  
Angela Calvillo  
Clerk of the Board

DATED/POSTED: October 3, 2017

San Francisco  
BOARD OF SUPERVISORS

Date Printed: March 24, 2017

Date Established: December 19, 2008

Active

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**EASTERN NEIGHBORHOODS CITIZENS ADVISORY COMMITTEE**

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**Contact and Address:**

Mathew Snyder  
Planning  
1660 Mission Street  
San Francisco, CA 94103

Phone: (415) 558-6377

Fax: (415) 558-6409

Email: mathew.snyder@sfgov.org

**Authority:**

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Administrative Code, Section 10E.2(d) (Ordinance Nos. 58-09, 230-09, 197-11, 44-13, and 71-14) (formerly Administrative Code, Section 10E.2 (Ordinance Nos. 500-85, 263-99, 199-06, and 300-08))

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**Board Qualifications:**

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The Eastern Neighborhoods Citizens Advisory Committee (CAC) was established to be the advisory body charged with providing input to City agencies and decision makers on all activities related to the implementation of the Eastern Neighborhoods Area Plans: 1) East SoMa, 2) Western SoMa, 3) Mission, 4) Showplace Square/Potrero Hill, and 5) Central Waterfront (Plan Areas). The CAC shall provide input on the prioritization of public benefits, updating the public benefits program, relaying information to community members in each of the four neighborhoods regarding the status of development proposals in the Eastern Neighborhoods, and providing input to Plan Area monitoring efforts.

The CAC shall consist of nineteen (19) members that represent the diversity of the Eastern Neighborhoods (key stakeholders), including resident renters, resident homeowners, low-income residents, local merchants, established neighborhoods groups within the Plan Area, and other groups identified through refinement of the CAC process:

**BOARD OF SUPERVISORS APPOINTMENTS (11 Total)**

- > Four (4) members nominated by the District 6 Supervisor
- > Four (4) members nominated by the District 10 Supervisor
- > Two (2) members nominated by the District 9 Supervisor
- > One (1) member nominated by the District 8 Supervisor

San Francisco  
BOARD OF SUPERVISORS

MAYORAL APPOINTMENTS (8 Total)

- > Five (5) members, with one (1) voting member representing each of the five neighborhoods
- > Three (3) at-large members

Additional Qualifications: All members shall live, work, own property or own a business in the Plan Area they are appointed to represent.

Members shall serve for two-year terms, with the initial terms being staggered randomly. The Planning Department or the Interagency Plan Implementation Committee shall designate necessary staffing from relevant agencies to the CAC.

Reports: None.

Sunset Date: The CAC will automatically terminate on December 31, 2020, unless the Board of Supervisors extends the CAC's term by Ordinance.