

File No. 111098

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

### COMMITTEE/BOARD OF SUPERVISORS

#### AGENDA PACKET CONTENTS LIST

Committee: Rules

Date 11/3/11

Board of Supervisors Meeting

Date \_\_\_\_\_

#### 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)

<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____

Completed by: Linda Wong

Date 10/31/11

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: **VETERANS AFFAIRS COMMISSION**  
Name of Board, Commission, Committee, or Task Force

Seat # or Category (If applicable): **VACANT SEAT 3, 10** District: **10**

Name: **KEVIN M. REEDS**

Home Address: **BRADFORD STREET** Zip: **94110**

Home Phone: **650-\_\_\_\_\_** Occupation: **DIRECTOR OF DEVELOPMENT**

Work Phone: **415-405-2655** Employer: **SF STATE UNIV.**

Business Address: **1600 HOLLOWAY, SF CA 94132** Zip: **94132**

Business E-Mail: **KREEDS@SFSU.EDU** Home E-Mail: **\_\_\_\_\_@GMAIL.COM**

RECEIVED  
 BOARD OF SUPERVISORS  
 SAN FRANCISCO  
 2011 MAR 19 PM 3:18

**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): **SF, CA**

Please state your qualifications (attach supplemental sheet if necessary)

**SIX YEARS OF SERVICE IN U.S. NAVY  
 HIGHEST RANK (TM2(SS), HONORABLY DISCHARGED.**

**Education:**

**U.S. NAVAL ACADEMY, 1981-1984  
 BS UNIV OF MARYLAND (CUM LAUDE)  
 MS UNIV OF MARYLAND**

**Business and/or professional experience:**

**DIRECTOR OF DEVELOPMENT AT U.S. NAVAL ACADEMY & FUNDRAISING EXP.  
 CURRENTLY DIRECTOR OF DEVELOPMENT AT SF STATE**

**Civic Activities:**

**VOLUNTEER WITH USO IN DC., HABITAT FOR HUMANITY (MD)  
 VP UNIV. OF MARYLAND ALLIANCE ASSN,  
 LAB RESCUE OF THE POTOMAC**

Ethnicity: (optional) **CAUC.** 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: **3/17/11** Applicant's Signature: (required)

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

**FOR OFFICE USE ONLY:**

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



**Board of Supervisors  
City and County of San Francisco  
1 Dr. Carlton B. Goodlett Place, Room 244  
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**Application for Boards, Commissions and Committees**

Application for Appointment to: Veterans Affairs Commission

Name of Board, Commission, Committee, or Task Force

Seat # or Category (If applicable): 0

District: 6

Name: Jordan Matthew Towers

Home Address: Sacramento Street Apt. 100

Zip: 94108

Home Phone: 916- \_\_\_\_\_

Occupation: Veteran Advocate

Work Phone: 415-252-4787 ext. 350

Employer: Swords to Plowshares

Business Address: 1060 Howard Street

Zip: 94103

Business E-Mail: jtowers@stp-sf.org

Home E-Mail: \_\_\_\_\_ @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)

Iraq War Veteran, Co-Founder of Veterans Alliance at City College of San Francisco, Founder of Returing Veterans of San Francisco Post Echo, Iraq and Afghanistan Veterans of America(IAVA), Student Veterans of America.

Education:

Laguna Creek High, City College of San Francisco

Business and/or professional experience:

U.S. Marine Corps 2003-2008, Swords to Plowshares 2010 to present.

Civic Activities:

Iraq Veterans Against the War. Coalition to save our schools.

RECEIVED  
BOARD OF SUPERVISORS  
SAN FRANCISCO  
2011 JUN 15 PM 2:16  
BY \_\_\_\_\_

Ethnicity: (optional) Hispanic

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: 6/15/2011

Applicant's Signature: (required)

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

FOR OFFICE USE ONLY:

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

Jordan M. Towers

— , Sacramento street Apt 100

San Francisco, CA 94108

July 27, 2010

Veteran Affairs Commission

City and County of San Francisco

1390 Market Street, 7<sup>th</sup> floor

San Francisco, CA 94102

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To whom it may concern,

I am seeking to fill the vacant position on the Veteran Affairs Commission to continue my work to help fellow veterans. At City College of San Francisco I co-founded the most successful student veteran program in the country. Having accomplished so much for veterans on the campus, I moved my efforts to Swords to Plowshares where I currently work.

Being on the Veterans Affairs Commission will increase my ability to advocate for veterans. As a veteran of the Iraq War I would like to insure that my generation of veterans has a voice on the board.

As a veteran I understand the community. I am well connected to veterans groups and organizations around the country. I understand the importance of the position and know I would be the perfect person for the job. I look forward to hearing from you soon.

Sincerely,

Jordan M. Towers

[jtowers@stp-sf.org](mailto:jtowers@stp-sf.org)

916- —

# Jordan M Towers

— Sacramento St. Apt 100

San Francisco, CA 94108

Phone: 916- —

E-mail: jtowers@stp-sf.org

## Professional Objective

Seeking a position for Veterans Affairs Commission.

## Highlights of Qualifications

Keep current on news affecting veterans

Very familiar with issues facing OIF and OEF veterans

Leader in the veteran community

Iraq War Veteran

## United States Marine Corps:

School of Infantry

3<sup>rd</sup> Intelligence Battalion

31<sup>st</sup> MEU, two deployments in the Pacific

Humanitarian Operations in Philippines

1<sup>st</sup> Light Armed Reconnaissance Battalion

## Veterans Alliance, City College of San Francisco:

Co-Founded most successful student veteran program in the Country

Member of Chancellors task force to build a veteran center on campus

1<sup>st</sup> school in the country to bring the VA on campus to serve veterans

Helped build Emergency Loan program just for student veterans

Built a yearly budget of \$30,000 for the veterans center.

Met with donors to build the veteran center

**Swords to Plowshares:**

Social media coordinator for Swords to Plowshares

Brand Ambassador to the public

Writes blogs and advises on issues facing returning veterans

Member of the Institute of veteran Policy

Web-Master for the Coalition for Iraq and Afghanistan Veterans

Helps organize SHOUT! For Women Veterans

**Activity in the veteran community:**

Member of Iraq and Afghanistan Veterans of America

Founded local chapter of student Veterans of America at CCSF

Founded Returning Veterans of America, San Francisco Post

Member of the American Legion



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 City and County of San Francisco  
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**Print Application**  
 BOARD OF SUPERVISORS  
 SAN FRANCISCO

Application for Boards, Commissions and Committees

2011 OCT -6 PM 2:41

Application for Appointment to: Veterans Affairs Commission  
 Name of Board, Commission, Committee, or Task Force

BY CR

Seat # or Category (If applicable): seat 12

Name: Dorothy Guy  
 Home Address: Bush, Apt. 604 Zip: 94109  
 Home Phone: 415- Occupation: Student  
 Work Phone: Zip:

Business Address: Zip:  
 Check All That Apply: email: @gmail.com

- 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)

Education: City College - 2010 - present  
US Army Military Police School - 2000-2001

Business and/or professional experience: Veteran of Operation Enduring Freedom + Operation Iraqi Freedom

Civic Activities:

Ethnicity: (optional) Black/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, becomes public record)

Date: 10-6-2011 Applicant's Signature: (required) Dorothy Guy  
 Please Note: Your application will be retained for one year.

FOR OFFICE USE ONLY:  
 Appointed to Seat #: \_\_\_\_\_ Term Expires: \_\_\_\_\_ Date Seat was Vacated: \_\_\_\_\_  
 04/17/09

# DOROTHY GUY

Bush Street • Apartment 604 • San Francisco, CA 94109 • (415) \_\_\_\_\_ @gmail.com •

## SUMMARY

Self-directed, detail-oriented professional with 8+ years experience in executive assistance and administration. Great problem solving skills and analytical abilities. Previous experience with providing strategic support in fast-paced, high-stress environments. Excels in managing projects and is trustworthy in all confidential matters. Successful in analyzing team needs and orienting office operations to help drive efficiency and employee/client satisfaction. Reputation for strong interpersonal and organizational skills and proficient in developing communications or and marketing strategies.

## CORE SKILL AREAS

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Brand Management          | <input type="checkbox"/> Organizational Strategy          | <input type="checkbox"/> Client Services         |
| <input type="checkbox"/> Media Content Development | <input type="checkbox"/> Marketing Campaigns              | <input type="checkbox"/> Calendar Management     |
| <input type="checkbox"/> Executive Assistance      | <input type="checkbox"/> Business Development             | <input type="checkbox"/> Logistical Coordination |
| <input type="checkbox"/> People Management         | <input type="checkbox"/> Social Media Campaign Management | <input type="checkbox"/> Communication & Reports |

## PROFESSIONAL EXPERIENCE

### Social Media & Community Management

Freelance – San Francisco, CA

06/09 to Present

Brand  
Management  
  
Social Media  
Strategy

- ◆ Maintained and improved relationships to followers of three military related websites via social media.
- ◆ Created marketing campaigns and business development initiatives for various military-related websites.

### Project Manager & Administrative Assistant

10/07 to 01/09

SunPower Corp. – Richmond, CA

Operations  
  
Executive  
Assistance  
  
Team Support

- ◆ Performed office manager tasks including document preparation, copies, errand running, scanning, sending of company files and packages, coordinated all mail processing, drafting office correspondence, and receiving clients
- ◆ Coordinated company resources by ordering supplies, food, event planning for company events, scheduled maintenance with service providers and landlords
- ◆ Provided administrative support across teams and divisions, including supply chain, operations, research & development, manufacturing, and information technology
- ◆ Arranged domestic and international travel for executives and non-managers, identifying the best flight options to minimize travel time and maximize budget efficiency
- ◆ Managed complex calendars, coordinating conferences, meetings, and other events with outside vendors, internal teams, and clients

### Executive Assistant

03/05 – 05/07

American Legacy Foundation – Washington, D.C

Executive  
Assistance

- ◆ Prepared correspondence for board members and high-level CEOs, developed file plan for the President's Office, and arranged last minute domestic travel for high-ranking officials
- ◆ Managed calendars and arranged meetings for a team of 50 people

### Executive Assistant, Acquisition, Technology & Logistics (Developmental Testing & Evaluation)

07/04 – 02/05

Office of the Secretary of Defense — Pentagon, VA

Executive  
Support

- ◆ Supported the Deputy Director of Developmental Testing and Evaluation including word processing, meeting preparation and support, purchase order processing, travel coordination, and calendar management
- ◆ Screened and received phone calls, performed receptionist duties, and established record keeping and filing procedures
- ◆ Event management for Deputy Director of Developmental Testing and Evaluation
- ◆ Managed security clearance database



# DOROTHY GUY

• (415) ————— @gmail.com •

(Continued)

## Executive Assistant

01/04– 07/04

Office of the Secretary of Defense – Counternarcotics – The Pentagon, VA

### Executive Assistance

- ◆ Provided administrative assistance for the Department of Counternarcotics which included special project coordination, word processing, meeting preparation and support, purchase order processing, travel coordination, supplies ordering, and expense reporting

### Classified Communication

- ◆ Served as receptionist, established record keeping and filing systems, screened and received phone calls, and managed relationships with distinguished department affiliates
- ◆ **Managed, created, edited, and processed sensitive correspondence** for Director, Programs, Resources, Assessments, Counternarcotics, and Deputy Assistant Secretary of Defense
- ◆ Responsible for safeguarding and destruction of classified material

## MILITARY EXPERIENCE

### Military Police Officer

09/03 – 01/04

Operation Iraqi Freedom – Baghdad, Iraq

Ensured the safe and humane treatment of prisoners in a high-value detainee camp

### Administrative Assistant, Headquarters Support Troops

02/03 – 08/03

U.S. Army Garrison – Aberdeen Proving Ground, MD

Assisted in day-to-day operations for a company of 400+ soldiers, organized department functions and meetings, answers questions pertaining to company and provided administrative support, operated multi-line phone system, generated forms and documents using Microsoft applications and Form-Flow

### Military Police/Security Force Officer

09/01 – 07/02

Echo Company, 1110<sup>th</sup> Signal Battalion – Fort Belvoir, VA

Provided security for a controlled access communications center, processed visitors using various security databases, operated closed circuit security monitoring systems, and maintained log of daily activities on the compound

## EDUCATION

### City College of San Francisco

Spring 2012 (Expected)

San Francisco, CA: Associate of Science Degree in Social Sciences

## TECHNICAL PROFICIENCIES

**Software:** Mac and PC Operating Systems, Microsoft Office, Outlook, Entourage, Adobe Creative Suite, QuickBooks, Social Media Platforms, Google Analytics, other Google Products and Applications. IT troubleshooting. WPM 65



**Board of Supervisors  
City and County of San Francisco  
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**Application for Boards, Commissions and Committees**

Application for Appointment to: Veterans Affairs Commission  
Name of Board, Commission, Committee, or Task Force

Seat # or Category (If applicable): Vacant Seat #12 District: \_\_\_\_\_

Name: Jou "Jessi" Tseng

Home Address: Taraval Street Zip: 94116

Home Phone: 415 \_\_\_\_\_ Occupation: Currently Unemployed

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

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

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

**Education:**

Bachelor of Arts: University of California, Santa Barbara  
Major: Sociology Minor: Asian American Studies  
G.P.A: 3.83 Deans Honors, Cum Laude

**Business and/or professional experience:**

Santa Barbara County Veteran Services Office, Administrative Assistant  
United States Army, Human Resource Sergeant


**Civic Activities:**

Vets4Vets, Board of Directors  
Student Veterans of America, Western Regional Director (2009-2010) Board of Directors (2010)

Ethnicity: (optional) Asian 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: Oct. 16, 2011 Applicant's Signature: (required)   
Please Note: Your application will be retained for one year.

**FOR OFFICE USE ONLY:**

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

# JESSI JOU TSENG

— Taraval Street, San Francisco, CA 94116 ❖

— \_j@gmail.com ❖ (415) —

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## Professional Experience

### Vets4Vets

#### Board of Directors (Jan 2010 - Present)

- ❖ Undertakes in the financial and structural decision making process to ensure organizational growth and progress
- ❖ Established a chapter in Santa Barbara, California facilitating regular use of peer support with local veterans to ease reintegration back into society by building a strong support network
- ❖ Organized and hosted a three day workshop for female veterans from all over the United States in Portland, Oregon arranging their flights, accommodations, and meals

### Student Veterans of America

#### Western Regional Director (April 2009 - June 2010)

#### Board of Directors (Sept 2009 - Jan 2010)

- ❖ Managed over \$7,000 of donation funds to organize and host the first annual Student Veterans of America Western Regional Conference, resulting in a turnout of over 100 veterans
- ❖ Mentored over 50 student veteran chapters in ten states while reaching out to college administrations to facilitate, coordinate, and develop new student veteran chapters
- ❖ Provided student veteran chapters with the information and resources needed to establish and grow, in turn advocating for better veteran policies at the university, state, and national level

### Santa Barbara County Veteran Services Office

#### Administrative Assistant (Nov 2008 - June 2010)

- ❖ Performed data entry on VETPRO computer system; typed, examined, and verified Department of Veteran Affairs (DVA) claims benefits documents
- ❖ Responsible for maintaining a positive environment in the waiting room area, answered any questions veterans had about benefits, and performed various clerical and administrative duties
- ❖ Managed the operations calendar of a fast pace office as well as the county service officer's appointments

### United States Army 4<sup>th</sup> Brigade 2<sup>nd</sup> Infantry Division

#### Human Resource Sergeant (June 2004 - June 2005, Sept 2008-Feb 2010)

#### Executive Admin. Assistant (June 2005-Sept 2008)

- ❖ Managed over \$28,100 worth of office equipment during wartime and ensuring transport to and from Iraq with no loss or damage
- ❖ Directly trained and mentored 12 soldiers in personnel records management and created an automated tracking system to effectively manage and in-process over 4,000 soldiers
- ❖ Provided executive support to the three highest ranking officials in the Brigade; managed their calendars, scheduled and prepared all meetings, inspected and corrected every document entering and exiting the office, coordinated travel arrangements, took care of VIPs, and varies other administrative duties

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## Additional Information

- ❖ **Awards:** Presidential Volunteer Service Award (Gold level- over 500 hours of volunteer service)
- ❖ **Military Awards:** Commandants list for the Army's Leadership Development Course, Combat Action Badge, Army Commendation Medal (4), Army Achievement Medal (2), Army Good Conduct Medal, National Defense Service Medal, Global War on Terrorism Service Medal, Non Commissioned Officer Professional Development Ribbon, Army Service Ribbon, Iraq Campaign Medal with Bronze Service Star, and Overseas Service Ribbon
- ❖ **Languages:** Fluent in spoken and written Mandarin-Chinese. Published an article in the World Journal, a daily Chinese language newspaper
- ❖ **Foreign Travel:** Iraq, Qatar, Kuwait, Italy, Spain, Belgium, Netherlands, France, China, Korea, Thailand, Philippines, Japan, Tibet, Taiwan, Mexico, and Canada
- ❖ **Computer Skills:** Proficient and experienced with Microsoft Office Suite

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## Education

### Bachelor of Arts

#### University of California, Santa Barbara

Sociology, Minor: Asian American Studies

GPA 3.83 Academic Achievements: Deans Honors, Cum Laude

Extracurricular Activities: Vice-President (10<sup>th</sup>) Treasurer (09<sup>th</sup>) UCSB Student Veterans Organization

### Education Abroad:

#### Peking University Beijing, China

Chinese Studies, Sociology

June 2010-July 2011

San Francisco  
BOARD OF SUPERVISORS

Date Printed: October 11, 2011

Date Established: September 13, 1982

Active

**VETERANS AFFAIRS COMMISSION**

**Contact and Address:**

Stephen Noetzel  
3440 25th Street #705  
San Francisco, CA 94110

Phone: (415) 378-8214

Fax:

Email:

**Authority:**

Administrative Code Section 5.100 et seq. Added by Ord. 449-82, amended by Ordinance Nos. 33-94, 224-94, 97-97 and 245-09.

**Board Qualifications:**

The Veterans Affairs Commission consists of a total of seventeen members, twelve of whom are appointed by the Board of Supervisors and five of whom are appointed by the Mayor as follows: Of the seventeen members, at least three must be women veterans (at least 2 members shall be appointed by the Board) and two members who served in the Armed Forces of the United States and who have a physical disability arising from that service (the Mayor and Board of Supervisors shall each appoint at least one member), in accordance with the definitions applied in such cases by the Veterans' Administration. All members shall reside in the City and County of San Francisco. The Board of Supervisors may only waive this requirement by ordinance.

The term of each member of the Commission shall be four years, provided, however, that the members first appointed shall, by lot, classify their terms so that three members shall serve a one-year term, four members shall serve a two-year term, four members shall serve a three-year term and four members shall serve a four-year term. On the expiration of these and successive terms, their successors shall be appointed for a four-year term in a manner similar to that described for the initial members. In the event a vacancy occurs during the term of office of any member, a successor shall be appointed for the unexpired portion of the term of the office vacated in a manner similar to that described for the initial members.

The Commission shall advise directly the Mayor and the Board of Supervisors on all matters affecting veterans of the Armed Forces of the United States of American, on the problems,

San Francisco  
BOARD OF SUPERVISORS

interests and needs of veterans who are residents of the City and County of San Francisco and on the coordination of economic development, health care, and social services programs as they relate to veterans who are residents of the City and County of San Francisco.

Reports: The Commission shall render annually a written report of its activities to the Board of Supervisors and the Mayor.

Sunset Date: None referenced.

