

File No. 091351

Committee Item No. 3

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Rules Date December 3, 2009

Board of Supervisors Meeting Date _____

Cmte Board

- | | | |
|-------------------------------------|--------------------------|----------------------------------------------|
| <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 Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Legislative Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Youth Commission Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Introduction Form (for hearings) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/> | <input type="checkbox"/> | 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 type="checkbox"/> | <input type="checkbox"/> | 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"/>	_____
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<input type="checkbox"/>	<input type="checkbox"/>	_____

Completed by: Alisa Somera Date November 30, 2009

Completed by: _____ Date _____

An asterisked item represents the cover sheet to a document that exceeds 25 pages.
The complete document can be found in the file and the online version.



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

Print Application

Application for Boards, Commissions and Committees

Application for Appointment to: WORKFORCE INVESTMENT COMMUNITY ADVISORY COMMITTEE
 Name of Board, Commission, Committee, or Task Force

Seat # or Category (If applicable): 1-4

Name: Corrin Buchanan

Home Address: _____ Zip: 94114

Home Phone: _____ Occupation: Community Programs Director

Work Phone: 415-431-1180 x11 Employer: The Women's Building

Business Address: 3543 18th Street, San Francisco CA Zip: 94110

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 direct our Community Programs at The Women's Building, including our Job Search Assistance Program. We assist job seekers in creating a resume, learning internet job search strategies, and in practicing for interviews

Education:

Bachelors degree from UC Berkeley in Development Studies with a geographic focus in Latin American. Coursework in Policy Analysis and Management from Cornell University.

Business and/or professional experience:

2008/2009 Fellow in the Women's Foundation of California's Women's Policy Institute

Civic Activities:

Human Rights Commission LGBT Advisory Committee Member (2009)
 Americorps VISTA volunteer in San Francisco public schools (2002/2003)

Ethnicity: (optional) _____ 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: 9/29/09 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: _____

04/17/09



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

Print Application

Application for Boards, Commissions and Committees

Application for Appointment to: Workforce Investment Community Advisory Committee
Name of Board, Commission, Committee, or Task Force

Seat # or Category (If applicable): There are four vacant seats

Enter your name, mailing address and daytime telephone number in the spaces provided.

Do you authorize release of your private/personal information? Yes No

Name: Cameron McHenry

Home Address:

Home Phone: Occupation: Supportive Housing Employment Collaborative Manager

Work Phone: 415-749-2790 x352 Employer: Community Housing Partnership

Business Address: 1095 Market Street, Suite 704 Zip: 94103

E-Mail Address: cmchenry@ Fax #: (415) 626-5820

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): 183 Parnassus Avenue #6

Please state your qualifications (attach supplemental sheet if necessary)

I have over eight years of professional experience in the non-profit sector. I have four years of experience managing workforce programs for economically disadvantaged communities in San Francisco/Treasure Island.

Education:

BA from the University of California, Santa Cruz (2002)

Business and/or professional experience:

I am responsible for management of the Supportive Housing Employment Collaborative (SHEC), including the annual budget, a staff of 22 (3 who I directly supervise), and the 260 clients who access our services annually.

Civic Activities:

I am a volunteer at St. Anthony Foundation, Global Exchange, Circus Center of San Francisco, and Berkeley Rep. Theater.

Ethnicity: (optional) 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.)

Date: 9.9.09 Applicant's Signature: (required) Cameron McHenry
Please Note: Your application will be retained for one year.

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

RECEIVED
 BOARD OF SUPERVISORS
 SAN FRANCISCO
 2009 SEP 18 AM 11:03
 BY: 6

Cameron McHenry
SHEC Manager
Community Housing Partnership
1095 Market Street
San Francisco, CA 94103

QUALIFICATIONS SUMMARY

- Over eight years of professional experience in the nonprofit sector
- Experience developing and managing programs for economically disadvantaged communities
- Demonstrated success in grant writing and fundraising to support community programs
- Expertise in contract management and reporting
- Ability to manage all aspects of an employment services collaborative of seven nonprofit organizations

PROFESSIONAL EXPERIENCE

Employment Manager. Community Housing Partnership. San Francisco, California

August 2006 – Present

- Provide management and overall responsibility for the operation of the Supportive Housing Employment Collaborative (SHEC) and other employment programs operated by CHP's Employment Department.
- Responsible for overseeing a budget of \$450,000, staff of 22 (directly supervise 3) and over 225 tenants who access services annually.
- Responsible for strategic planning, fund development, contract management, budget monitoring, management practices, program development and collaborative involvement.
- Developed and implemented the innovative Recycling Internship Program, which has been recognized by both the Department of the Environment and the Department of Conservation as a leading model for waste diversion practices in multifamily housing.
- Work closely with the Executive Committee, the Steering Committee, the Line-Staff Committee and the SHEC Tenant Advisory Board to oversee the development and implementation of collaborative goals.

Development Associate. St. Anthony Foundation. San Francisco, CA

August 2005-August 2006

- Served as a grant writer—raised funds from family, corporate, and community foundations.
- Worked collaboratively with Development and Communications staff to write and edit grant-related materials, donor correspondence, and event materials.
- Served as a lead project assistant for development-related internal and external special events, including planning, public relations, and donor acknowledgement. Provided support for media and donor visits.
- Conducted foundation and corporate prospect research and helped to create and maintain grants calendar. Updated and researched donor profiles using Raiser's Edge Software.

Program Associate. St. Anthony Foundation. San Francisco, CA.

August 2004-August 2005

- Served as Program Coordinator for the monthly EFAP and Brown Bag food programs. Tasks included: donor coordination, supervision of 12 volunteers, data tracking of clients, and overall program management.
- Compiled, updated and recorded statistical information on St. Anthony Dining Room to distribute in monthly reports.
- Coordinated Dining Room Volunteer Program.
- Worked directly with Dining Room guests, volunteers, and staff in a fast-paced free dining room, serving 2,500 meals daily.

Community Development Coordinator. United States Peace Corps. Namibia, Africa.

May 2002-August 2004

- Worked collaboratively with community members to raise funds and identify local resources for the creation of a library, computer lab, and resource center on the community's school grounds.
- Worked closely with the American and German Embassies to manage the Namibian Rural Development Project's Small Business Development and Self-Help Program.
- Directed several small business ventures for women's groups; assisted them in project management, development and fiscal skills.
- Worked in collaboration with community members to create and facilitate workshops and programs for HIV/AIDS information distribution and education.
- Taught English as a second language to adults and schoolchildren.

Administrator. Center for Collaborative Planning. Sacramento, CA.

December 2000-May 2002

- Organized, prioritized and handled multiple administrative tasks for three different community health programs.
- Served as primary point of contact for collaborative.
- Facilitated workshops on best practices in asset-based community development in rural and urban communities.

ESL Teacher. Universita di Ca' Foscari. Venice, Italy.

August 1999- August 2000

- Taught English as a second language to Italian University students.

EDUCATION

BA in Literature. 2002. University of California, Santa Cruz.

Contemporary Italian Literature, 1999 - 2000. Universita di Ca' Foscari.

San Francisco
BOARD OF SUPERVISORS

Date Printed: November 30, 2009

Date Established: November 26, 2007

Active

WORKFORCE INVESTMENT COMMUNITY ADVISORY COMMITTEE

Contact and Address:

Phone:

Fax:

Email:

Authority:

Ordinance 270-07

Board Qualifications:

The Workforce Investment Community Advisory Committee shall consist of 7 members. The Board of Supervisors shall appoint four (4) members to the Committee. The Transitional Youth Task Force shall appoint one (1) member to the Committee; the Local Homeless Coordinating Board shall appoint one (1) member to the Committee; the San Francisco Safe Communities Re-Entry Council shall appoint one (1) member to the Committee. All Committee members must be staff and/or Board members of 501c3 organizations.

All Committee members will be appointed to serve for a two year term, and all Committee members and/or the organizations they represent will serve for no more than two (2) consecutive terms. The terms are to be staggered. Therefore, at the first meeting of the Committee, the members will draw lots to determine which three (3) members will serve for one (1) year.

The Committee shall be convened to serve in an advisory capacity to the Workforce Investment San Francisco (WISF). This committee shall include members representing workforce development service providers and other community-based organizations serving low-income San Francisco residents and those with barriers to employment. The Committee shall advise the WISF on workforce system priorities, client needs and services.

Compensation: None

Reports: None

