

File No. 100424

Committee Item No. 2
Board Item No. 18

COMMITTEE/BOARD OF SUPERVISORS AGENDA PACKET CONTENTS LIST

Committee: Rules

Date April 15, 2010

Board of Supervisors Meeting

Date 4/27/10

Cmte Board

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| <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 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"/> | Award Letter |
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Completed by: Linda Wong

Date April 9, 2010

Completed by: L.W.

Date 4/21/10

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

21

21

1 [Appointment, Sweatfree Procurement Advisory Board]

2

3 **Motion appointing Alicia Culver, term ending December 17, 2011, to the Sweatfree**
4 **Procurement Advisory Board, residency requirement waived.**

5

6 **MOVED,** That the Board of Supervisors of the City and County of San Francisco does
7 hereby appoint the hereinafter designated person to serve as a member of the Sweatfree
8 Procurement Advisory Board, pursuant to the provisions of Ordinance No. 223-05, for the
9 term specified:

10

11 Alicia Culver (residency requirement waived), seat 2, succeeding herself, term expired,
12 must have significant experience acquiring goods or services for a public entity, for the
unexpired portion of a two-year term ending December 17, 2011.

13

14 **FURTHER MOVED,** That the Board of Supervisors makes the following findings:
15 1. The membership of the Sweatfree Procurement Advisory Board has a goal to be
representative of the diversity of the City and County of San Francisco.

16

17 2. Applicant Alicia Culver, appointee, who is not a resident of San Francisco, is a
18 person with experience that uniquely qualifies her to serve on the Sweatfree
Procurement Advisory Board.

19

20 3. The Sweatfree Procurement Advisory Board has attempted to fill the position, for
21 which Alicia Culver was nominated, with an individual who is a City resident and
22 who has the specific experience, skills, and qualifications, but has been unable to
23 do so at this time. The Rules Committee has certified that Alicia Culver is qualified
24 to serve on the Sweatfree Procurement Advisory Board.

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4. After exercising due diligence, the Board of Supervisors concludes that there is no other possible representative, who is a resident of San Francisco and who has the specific experience, skills, or qualifications possessed by this applicant, and who is willing to serve on the Sweatfree Procurement Advisory Board at this time; and, be it

FURTHER MOVED, That the Board of Supervisors waives the residency requirement for Alicia Culver, as allowed in cases where no qualified City resident, willing to serve, can be found, pursuant to Section 4.101 of the City Charter that requires person(s) appointed to boards, commissions, and advisory bodies established by legislative act of the Board of Supervisors to be resident(s) of the City and County of San Francisco.



**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: Sweatfree Procurement Advisory Group
Name of Board, Commission, Committee, or Task Force (Reappointment)

Seat # or Category (If applicable): #2 Procurement Specialist District: N/A

Name: Alicia A. Culver

Home Address: Cartleton Street, Berkeley, CA Zip: 94703

Home Phone: 510-_____ Occupation: Green Purchasing Specialist

Work Phone: 510-547-5475 Employer: Green Purchasing Institute

Business Address: 1201 Martin Luther King Jr. Way Zip: 94612
Oakland, CA

Business E-Mail: alicia@greenpurchasing.org Home E-Mail: _____@yahoo.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): Berkeley, CA

Please state your qualifications (attach supplemental sheet if necessary)

Current chair of the Sweatfree Procurement Advisory Group
Over 15 years experience working on environmental purchasing
and sustainability issues (see attached resume)

Education:
BS, General Studies, Cornell University
Department of Natural Resources, Ithaca, NY (1987)

Business and/or professional experience:
Consultant on Sustainable Procurement to SF Environment,
Santa Clara County, City/County of Napa, City of Santa Monica,
City of Palo Alto, States of California, Washington, Oregon + WA.

Civic Activities:
Advisor to several other non-profit organizations:
Green Schools Initiative, Product Policy Project, Healthy Buildings

Ethnicity: (optional) Sex: (optional) M F Regularly attend meetings, active

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: 3/12/2010 Applicant's Signature: (required) Alicia Culver

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

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 BOARD OF SUPERVISORS
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ALICIA A. CULVER

Carleton Street ☑ Berkeley, CA 94703 ☑ 510-547-5475 ☑ alicia@greenpurchasing.org

EXPERIENCE

January 2004 to present

Executive Director, Green Purchasing Institute, Berkeley, CA

- Provide technical assistance on policies and practices relating to the procurement and use of goods and services that minimize harm to human health and the environment
- Document the commercial availability, life-cycle costs and performance of environmentally preferable products
- Draft technical and environmental specifications for products such as lighting and HVAC equipment, appliances, computers, copiers/other office equipment, paints, janitorial cleaning supplies, building and maintenance products, etc.
- *Some recent initiatives include the following:*
 - Drafted specifications for environmentally preferable lighting equipment that have been issued by the States of California, New York, New Jersey and Cities of San Francisco and Santa Monica, and New York;
 - Presented *How to Specify Green Lighting Equipment* workshops for USEPA, CA EPP Task Force, ABAG
 - Worked on team to evaluate products under San Francisco's Precautionary Purchasing Ordinance
 - Wrote feasibility study that outlined strategies for San Francisco departments to maximize their purchases of cost-effective organic and Fair Trade-certified food products
 - Published *Buying Smart* report on successful municipal EPP programs; held workshops in over a dozen cities
 - Participated on a team to identify and test safer, bio-based lubricants by Seattle Public Utilities
 - Recommend locally available "green" products to the Alameda County Green Business Program
 - Conducted pilot tests of "green" cleaners in schools in Honolulu, HI and San Francisco, CA
 - Co-authored report on alternatives to products that trigger asthma for Healthcare Without Harm
- Chair, San Francisco Sweat-free Procurement Advisory Group; Co-Chair, National Green Lighting Campaign
- Advisor to the Responsible Purchasing Network, California Green Schools Initiative, CA Product Stewardship Council, European Environmental Bureau, Mercury Policy Project, Product Policy Institute, and Grassroots Recycling Network
- Received Responsible Purchasing Advocate of the Year Award (2009) from Responsible Purchasing Network

May 1999 to December 2003

Director, Chemical Hazards Prevention Program, INFORM, New York, NY (www.INFORMInc.org)

- Initiated and coordinated national *Purchasing for Pollution Prevention Project*, which helps government agencies minimize their use of products that contain mercury and other persistent and bioaccumulative toxins (PBTs)
- Wrote and edited fact sheets, articles, news releases, website content, PowerPoints and other outreach materials
- Coordinated grant writing, reporting and other program development activities
- Co-authored several INFORM reports, including *Shedding Light on Mercury in Fluorescents: A Workbook for Design Professionals* (2004) and *Cleaning for Health: Products and Practices for a Safer Indoor Environment* (2002)
- Made presentations at on environmentally preferable purchasing, green building, and pollution prevention at numerous events including workshops hosted by USEPA, US Green Building Council and other organizations

June 1997 to May 1999

Deputy Director, New Jersey Office of Sustainability, Commerce and Economic Growth Commission, Trenton, NJ

- Worked with other state agencies to attract, retain and expand manufacturers of environmental products in New Jersey
- Helped draft and implement sustainable development policies relating to environmental purchasing, energy efficiency, renewable energy, urban revitalization/brownfields redevelopment, pollution prevention, and sustainable transportation
- Coordinated research on *Greening the Garden State*, a report on environmental businesses in New Jersey's economy
- Served as Co-chair of the New Jersey Eco-Industrial Roundtable and advisor to the Trenton Clean Economy Project
- Helped state agencies and businesses procure energy-efficient products and other environmental technologies
- Served as a liaison to other state agencies and the Governor's Office on various sustainable development issues

September 1994 to June 1997

Coordinator, Government Purchasing Project (GPP), Washington, DC (www.GPP.org)

- Promoted and facilitated procurement of environmentally preferable products nationwide
- Edited and wrote articles for *Energy Ideas*, which profiles efficient and renewable energy technologies and policies
- Spoke at numerous conferences and training workshops
- Served on the Federal Copy Paper Task Force, National Dioxin Elimination Steering Committee and Energy-Efficient Procurement Collaborative; provided comments to Green Seal on proposed standards and recommended products

March 1991 to August 1994

Research Associate, Center for the Biology of Natural Systems (CBNS), Flushing, NY

- Under direction of Dr. Barry Commoner, served as Outreach Director for the Park Slope and Starrett City *Intensive Recycling Pilot Projects*. Responsibilities included: coordinating door-to-door campaigns to promote participation in the nation's first urban food waste collection and composting projects, public speaking, recruiting/deploying volunteers, training recycling coordinators, creating/distributing outreach materials, surveying residents, analyzing tonnage data, troubleshooting poorly-performing buildings, and evaluating program with the New York City Department of Sanitation (DOS) staff
- Made public presentations, recruited volunteers, and developed/disseminated outreach materials to promote NYC's Household Hazardous Waste Collection Program under DOS contract
- Designed environmental curricula and internship training programs for New York City Technical College

December 1987 to March 1991

Upstate Coordinator, Toxics Project, New York Public Interest Research Group (NYPIRG)

- Helped community and student groups implement solid waste reduction and recycling programs
- Evaluated proposed permits for several proposed trash incinerators and hazardous waste sites
- Commented on statewide recycling and packaging reduction laws

August 1985 to June 1986

Environmental Analyst, State of New Mexico's Washington Office, DC Office

- Researched and drafted policies for Governor Tony Anaya, Chairman, Environment Subcommittee, National Governor's Association

May 1985 to August 1985

Campaign Coordinator/Consultant, Pesticide Action Network (PAN), International, Washington, DC

- Organized news conferences and Congressional briefing to launch PAN's "Dirty Dozen" Campaign to ban the manufacture and use of persistent organochlorine pesticides (POPs)
- Authored *Residues from the Past*, a study on pesticide contamination in the United States

March 1983 to May 1985

Hazardous Waste Specialist, Environmental Action Foundation, Washington, DC

- Coordinated national Hazardous Waste Reduction Campaign
- Researched and wrote articles for *Exposure* and *Environmental Action* magazine
- Maintained an informational clearinghouse and organized community training workshops
- Assisted with media relations, fundraising and organizational networking

July 1982 to March 1983

Research Assistant, Natural Resources Defense Council/Sierra Club Atlantic Chapter, Albany, NY

- Worked on a joint "Water Watch" Project, which tracked industrial discharges into surface water
- Gathered documents from state agencies, drafted technical comments on proposed permit renewals under the Clean Water Act, and conducted training sessions on effective public participation

January 1982 to July 1982

Intern Lobbyist, New York Public Interest Research Group (NYPIRG), Albany, NY

As a Legislative Representative focusing on toxic waste issues, responsibilities included: coalition building, conducting legal and technical research, presenting testimony and writing legislative memoranda on several environmental protection bills promoting State "Superfund", Community Right-to-Know, and Toxic Tort Reform.

EDUCATION

Cornell University, College of Agriculture and Life Sciences, Department of Natural Resources, Ithaca, NY, B.S. (1987)

- Relevant coursework included Biochemistry, Biology, Chemistry, Communication Arts, Ecology, Environmental Law and Policy, Epidemiology, Hydrology, Microbiology, and Toxicology
- Served as the Co-Director of Cornell Public Interest Research Group, and initiated a project to evaluate the use, disposal and recyclability of laboratory chemicals on campus
- Outside activities included working on an organic farm and as a part-time manager of the Greenstar Food Cooperative

San Francisco
BOARD OF SUPERVISORS

Date Printed: April 6, 2010

Date Established: December 15, 2005

Active

SWEATFREE PROCUREMENT ADVISORY GROUP

Contact and Address:

Carmen Herrera
Office of Labor Standards Enforcement
City Hall, Rm 430
San Francisco, CA 94102

Phone: (415) 554-6492

Fax: (415) 554-6291

Email: carmen.herrera@sfgov.org

Authority:

Ordinance No. 223-05.

Board Qualifications:

The Sweatfree Procurement Advisory Group shall consist of eleven members. The Mayor and the Board of Supervisors shall each appoint five members. The Controller shall appoint one member. Each member shall be appointed to a term of two years. At least one of the Board of Supervisors' appointees and one of the Mayor's appointees must have significant experience representing employees in labor matters. At least one of the Board of Supervisors' appointees and one of the Mayor's appointees must have significant experience acquiring goods or services for a public entity. At least one of the Board of Supervisors' appointees and one of the Mayor's appointees must have significant experience as an advocate for human rights or the poor. The Controller's appointee shall have significant experience in finance, financial auditing, or accounting. All members of the Sweatfree Procurement Advisory Group shall be appointed within sixty days of the effective date of this Chapter. Each member shall serve at the pleasure of the appointing authority. The Sweatfree Procurement Advisory Group shall meet not less than once each fiscal year.

The Sweatfree Procurement Advisory Group shall evaluate the industries engaged in the manufacture and sale of goods to determine whether contracts for any goods, in addition to apparel and garments, should be targeted for enforcement, and to evaluate the implementation, administration, and enforcement of this Chapter. To determine whether a particular good shall be targeted for enforcement, the factors that the Sweatfree Procurement Advisory Group shall consider shall include, but not be limited to: (a) the amount the City and County has spent, and anticipates spending for such good; (b) evidence of Sweatshop Labor or other conditions

"R Board Description" (Screen Print)

San Francisco
BOARD OF SUPERVISORS

prohibited by this Chapter in the manufacturing, assemblage or distribution of such good; and (c) any financial impact that targeting the good for enforcement will have on the City and County.

The Sweatfree Procurement Advisory Group shall determine how the City and County may maximize its purchase of goods produced in San Francisco. Within four months of its formation, the Sweatfree Procurement Advisory Group shall examine how the City and County may provide preferences and/or incentives to garment industry manufacturers in San Francisco that are in compliance with this Chapter, and explore the expansion of preferences and/or incentives to other industries. Within the four-month period, the Sweatfree Procurement Advisory Group shall propose legislation to immediately implement the preferences and/or incentives.

Sunset Date: None specified

Report: At the end of the first full fiscal year of the City and County following the effective date of this Chapter, and annually thereafter, the Sweatfree Procurement Advisory Group shall submit a written report to the Director and the Office of Labor Standards Enforcement that contains any recommendations on the administration, implementation, and enforcement of this Chapter, or the application of this Chapter to other goods. The report shall include the supporting information upon which each recommendation is based and a report on the financial impact that adoption of the recommendation will have on the City and County. The Director may submit any recommendation to extend the applicability of this Chapter to other goods to the Board of Supervisors. Upon the adoption of an ordinance approving such recommendation, Contracts for the purchase of such goods shall be subject to this Chapter. The Director in the Director's discretion may adopt other recommendations of the Sweatfree Procurement Advisory Group subject to the Municipal Code and the Charter.

