

File No. 120071

Committee Item No. 2
Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Rules

Date 2/2/11

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

Completed by: Linda Wong

Date 1/30/11

Completed by: _____

Date _____

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

MEMORANDUM

TO: Rules Committee Clerk
FROM: Matthias Mormino
DATE: 01/05/2012
SUBJECT: Appointment by Supervisor Jane Kim

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
2012 JAN -5 PM 12:18
BY *JKC*

Please be advised that Supervisor Jane Kim
has selected Deepa Metha
to be appointed to the Child Care Planning and Advisory Council
This appointment will fill seat District 6

Deepa Metha 's address is:

— Belhave St.
Hayward, CA
94545

Attachment: **Application must be attached.**

For Clerk's office use only:

Seat #: _____ Term expiration date: _____ Effective Date: _____

This form and an attached applicant statement (see below) must be received by Graham Dobson, CPAC Coordinator, c/o DCYF 1390 Market Street, Suite 900 San Francisco, CA 94102 Ph: (415) 554-8482 Fax: (415) 554-8965

Name: DEEPA MEHTA

Address (circle work or home): ELLIS

SAN FRANCISCO Zip Code: 94102

Phone (day time): 415-674-6250 Fax: 415-674-5570

Phone (evening): 510- E-mail: dmehta@glide.org

Applicants for CPAC must work or live in San Francisco County, and should exhibit:

- 1) a strong commitment to advocating for increased quality child care services;
- 2) an ability to make information-based decisions; and
- 3) excellent leadership skills.

Child Care Planning and Advisory Council member's duties include:

1. Participation in one orientation and/or retreat per year;
2. Attendance at a minimum of eight CPAC meetings per year (CPAC meets monthly and has both day and evening meeting times);
3. Participation in at least one CPAC committee (committees usually also meet monthly);
4. Thoughtful and consistent response to concerns of the Board of Supervisors, Board of Education, Superintendent of Schools, parents, child care providers, and the general public.

Check ALL categories you believe you are qualified for nomination. See reverse side for description of categories.

- Child Care Consumer (do you pay full tuition for care? Y N) Child Care Provider
 Community Representative Public Agency Representative Discretionary

The Child Care Planning and Advisory Council has a strong commitment to ensuring geographical, ethnic, and gender diversity on CPAC. Please complete the following:

What neighborhood or district of San Francisco do you work: Tenderloin
What neighborhood or district of San Francisco do you live: N/A

- Do you identify as: Male Female
 White/Caucasian African-American Hispanic/Latino Origin Asian/Pacific Islander
 Native American/American Indian Other: Asian-East Indian Decline to state

Are you a member any of the following groups: lesbian, gay, bisexual, transgender? Yes No Decline to state

APPLICATION STATEMENT:

On a separate page, attached to this form, please explain in your own words your qualifications for serving on the Child Care Planning and Advisory Council. Describe your community, professional, or personal experiences that enable you to provide leadership and work collaboratively with diverse groups of people. Please list specific contributions you would make to the work of CPAC. We are unable to accept statements longer than ONE 8 1/2 x 11 typed page or two handwritten pages or applications without signature and date below. For questions, please call (415) 554-8482 to speak with Graham Dobson, or (415) 863-4642 to speak with Natalie Brutto, Chair of the Membership Committee.

I understand that this application will be processed as described on the reverse side, and does not guarantee me a position on Child Care Planning and Advisory Council, and that I will be informed of my status during the process.

[Signature]
Signature

10-24-11
Date

DEEPA MEHTA

Belhaven St. Hayward, CA 94545

(510)

@gmail.com

OBJECTIVE

To obtain a position working with a dynamic organization that supports children and families.

EDUCATION

Bachelor of Science - California State University Fullerton
Major in Child & Adolescent Studies
Minor in Sociology

Masters in Education – Mills College
Leadership Program in Early Childhood

HISTORY OF EMPLOYMENT

Glide Foundation – Family, Youth, and Childcare Center (FYCC)

Glide FYCC provides youth and family programs to the Tenderloin community in San Francisco. FYCC serves extremely low income families and provides year round care. Programs consist of childcare serving 18 months to 5 years old and afterschool serving Kindergarten to 5th grade. The childcare program receives state, city, and federal funding and serves 42 children. The afterschool program receives city funding and serves 75 youth. FYCC is also a Family Resource Center where we offer family programming, such as parent workshops, family events and family support services.

Childcare and Afterschool Program Coordinator (October 2011 – present)

- Assist Program Manager in developing high quality programs.
- Supervise a school age, toddler, and preschool program with a total of 20 staff.
- Set educational standards and goals, and help establish policies, procedures, and programs to carry them out. Maintain a nurturing environment, which supports the development of each child and youth, and ensures a child/youth-centered approach.
- Ensure childcare programs are in compliance with grants, contracts, licensing and agency standards.
- Implement and evaluate the annual Summer Program
- Assist in developing annual budget for childcare and afterschool programs.
- Monitor and evaluate enrollment levels and the effectiveness of all programs.
- Ensure adequate program coverage and that proper teacher/child ratios are maintained. Provide substitute coverage when assigned staff is not available.
- Plan, direct, and monitor curriculum implementation and content of educational or student activities. Responsible for curriculum and programs that are developmentally and culturally appropriate.
- Assist teachers with assessments and parent conferences. Ensure regular parent/teacher conferences are conducted.

- Work collaboratively with others to problem solve, ensure ongoing communication, create linkages between services and to create a supportive, professional work environment.
- Build relationships with families- Organize and implement a Parent Advisory Committee for childcare. Support Family Resource Center Coordinator in planning and attending family events and workshops.
- Develop and maintain strong relationships with other family and youth agencies to improve the quality of services and enhance the visibility of Glide's programs.
- Assist with drafting and editing reports and grant proposals.
- Gather and input data into databases and ensure data is being captured.
- Administrative tasks- organize all staff and youth files, maintenance of all fiscal records/billing accounts, process all vouchers/expense reports, coordinate meeting logistics.
- Coordinate the recruitment and selection of qualified candidates with HR.
- Orient, train, and evaluate staff. Provide tools and resources necessary for successful staff performance and development.
- Consistently communicate to staff regarding responsibilities and expectations. Provide job coaching and performance feedback throughout the year. Write and deliver annual performance reviews.
- Work with Program Manager and HR to resolve personnel issues in accordance with Glide's policies and procedures.

YMCA of the East Bay – Fremont/Newark Family Branch

The YMCA of the East Bay – Fremont/Newark branch provides youth and family programs to various communities in Fremont, which consists of before and after school child care programs, preschool (state and Kindergarten readiness) programs, summer day camps, teen programs and health and wellness. The child care, State Preschool, and Kindergarten Readiness programs consists of 9 school age, 1 state preschool, and 1 kindergarten readiness sites located on elementary school campuses throughout the district and services an average of 440 children annually. In addition, the summer day camp program serves on average 800 youth and teens every summer and the teen program serves on average 15 kids annually.

Associate Program Director (November 2003 – October 2011)

- Assist the Program Director in developing and implementing high quality programs.
- Supervise 9 school age & preschool sites with a total of 30 staff.
- Supervise 3 day camp sites with a total of 30 staff
- Conduct site visits on a regular basis to ensure compliance with Community Care Licensing regulations program standards and safety procedures for all program sites.
- Ensure programs meet YMCA mission, standards and objectives. Includes volunteer involvement, character development, and cross promotion of other YMCA programs.
- Implemented YArts program into the sites
- Took actions in maximizing enrollment and new program development/expansion
- Active role in the Human Resources cycle for programs, which includes recruitment, selection, hiring, orientation, training, supervision, yearly performance reviews and ongoing communication and recognition.
- Counseling program staff regarding professional growth and development.
- Support administrative functions including licensing, registration, program policies/procedures, enrollment, rosters, record keeping and other support as needed.
- Provide leadership in Annual Partners Campaign

- Active in developing and maintaining a positive relationship with the 9 host schools, school district, parent groups, and other organizations and agencies related.
- Responsible for developing annual budget for Child Care - \$1.6 million annually and Day Camp - \$400,000 annually
- Demonstrate the character values of caring, honesty, respect, and responsibility
- **Youth & Government:** Lead Advisor for Downtown Oakland YMCA & Fremont/Newark YMCA Youth and Government is a statewide leadership program teaching teens about state government processes. The teens discuss issues facing California, as well as ways to implement solutions through the legislative and judicial process. Participants write bills, prepare briefs, and select governmental positions to role-play, attend training conferences and run for elected office.

Center Director (March 2001-November 2003)

- Ensured child care center complied with all state licensing regulations including maintaining all licensing forms, children's files, and staff files.
- Supervised, 3-4 staff and 35-60 kids
- Conducted staff orientations, training and performance reviews.
- Planned and coordinated the implementation of curriculum with program staff
- Planned and conducted monthly staff meetings
- Developed nutritious monthly snack menus in accordance with Community Care Licensing requirements
- Participated in monthly staff meeting with Program Director
- Implemented parent surveys and followed up by addressing concerns
- Developed and implemented a monthly Parent Advisory Committee
- Initiated, established and maintained strong communication and relationships with parents by coordinating family nights/meetings on site, communicating through the Annual Partners Campaign, and by extending invitations to special events
- Coordinated the purchasing of supplies, equipment and food
- Participated in the Annual Partners Campaign

INTERNSHIPS

- Oct-Dec 2000, Orange County Child Abuse Prevention Center – Santa Ana, CA
Tender Care Parenting Program
- May 1998-Sept 1999, Child Abuse Services Team (CAST) – Orange, CA
Court Appointed Special Advocate

ACHIEVEMENTS

- Diversity Champion Certificate – YMCA of the East Bay
- Various certificates in completing YMCA trainings
- Child Abuse Services Team Merit Certificate
- Member of California State University Fullerton's Student Leadership Institution
- Member of California State University Fullerton's Association of Intercultural awareness
- Fundraising Chair for California State University Fullerton's India International Club
- Outstanding Professional Achievement award received from the Association of YMCA Professionals (AYP)
- Senior Director Award received from the YMCA of USA

DEEPA MEHTA

Wainwright Common, Fremont, CA 94538
(510) _____ @gmail.com

Professional References

- **LaMonica Hopkins**
Program Manager
Glide Foundation – Family, Youth, and Childcare Center
434 Ellis St
San Francisco, CA 94102
415-674-6230
- **Catherine Rice**
Program Director
Fremont/Newark Family YMCA
41811 Blacow Rd.
Fremont, CA 94538
510-279-2910 or 510-289-7092 cell
- **Hudson Moore (Former Colleague)**
Training & Development Director
YMCA of Silicon Valley
1922 The Alameda
San Jose, CA 95126
510-409-5511 cell
- **Julie Nicholson**
Professor
Mills College
650-269-1601 cell
- **George Philipp**
Mills College Mentor
408-439-0229
- **Melissa Dougherty (Former Colleague)**
Rehabilitative Mental Health Case Manager: In-Home Services
Eagle Quest of Nevada, Inc.
7381 Praise Falcon Rd.
Las Vegas, NV. 89128
951-743-2275 cell

Belhaven St

Deepa Mehta
Hayward, CA 94545

(510)

November 15, 2011

To whom it may concern:

I am applying for the Child Care and After School Program Coordinator position for the Glide Foundation. My experience in the areas of program planning and development, program and staff evaluation, and direct client service is a natural fit for this position. Over the past nine and a half years I have worked for the Fremont/Newark YMCA as an Associate Program Director. In this role I have developed numerous skills and abilities I believe are a valuable addition to the Glide Foundation.

I supervise 25-30 staff members within my programs. I am responsible for developing and monitoring a large budget.

I am able to analyze complex systems and develop comprehensive strategies to meet organization objectives. My work at the Fremont/Newark YMCA has given me the skills to be an exceptional leader in this field.

I look forward to discussing my qualifications with you in more detail. Should you need more information please feel free to contact me at (510) 364-1834 or deeps724@gmail.com.

Thank you for your consideration.

Sincerely,

Deepa Mehta

San Francisco
BOARD OF SUPERVISORS

Date Printed: January 25, 2012

Date Established: November 20, 1995

Active

CHILD CARE PLANNING AND ADVISORY COUNCIL 2003

Contact and Address:

Graham Dobson
1390 Market Street
#900
San Francisco, CA 94102

Phone: (415) 554-8482

Fax: (415) 554-8965

Email: graham@dcyf.org

Authority:

Ordinance No. 362-95, as amended by Ord. 118-99; amended by Ord 192-99; amended by Ord. No 31-00; as amended by Ordinance 6-03 (amending Admin Code 5.200 and by adding section 10.100-367); California Education Code Section 8499-8499.8; Ordinance 49-10.

Board Qualifications:

The Child Care Planning and Advisory Council consists of 25 members. The Board of Supervisors appoint 12 members, one each of whom is nominated by an individual member of the Board, and a second being nominated by the President of the Board.. The Board of Education or County Superintendent of Schools, if the Board of Education delegates the appointment power to her or him, shall appoint the remaining 12 members and the Board of Supervisors and the Board of Education, or County Superintendent of Schools, if the Board of Education delegates the appointment power to her or him, shall jointly appoint 1 member. The members appointed by the Board of Supervisors shall be representative of the following categories: A) Parents, guardians or caretakers with varied income levels who use child care and/or early education services, including but not limited to clients of publicly subsidized programs such as CalWORKS, and other child care programs funded through the San Francisco Human Services Agency, the California Department of Education, Head Start or Preschool for All B) Child Care Providers - Private and subsidized child care providers including, but not limited to, from a private center, from a family day care home, a Title 5 program, a school age program, from a Head Start center and from a Preschool for All site. C) Discretionary: representatives of the public at large and/or representatives from any of the other categories, or outside of these categories at the discretion of the appointing agencies D) Community representatives: Parent advisory councils of public and private child care programs; associations of child care providers, family child care providers and Head Start; City College of San

San Francisco
BOARD OF SUPERVISORS

Francisco, San Francisco State University, public interest organizations including, but not limited to, the Child Care Law Center, Low Income Investment Fund community organizations, members of labor organizations and local businesses that fall within the definition of "community representative" as described in Subsection (d)(1) (B) and other community and public agency representatives that deal with child care. E)Public Agency Representatives: Representative from two of the following agencies - the Department of Children, Youth and their Families, Human Services Agency, San Francisco Children and Families Commission, Community Care Licensing, Department of Public Health, Recreation and Parks Department, Mayor's Office of Community Investment and San Francisco Housing Authority, or other entities.

The Council is established to advise the Board of Supervisors, the Mayor, the SF Children and Families Commission and, with their consent, the Board of Education and the Superintendent of Schools about child care issues. The Council will serve as a representative advisory and planning body to maintain, expand and improve local child care services. The Council will provide links between government and the community, and will work to maximize the amount and impact of local State, federal and private resources and funding for child care in San Francisco. Powers and Duties are outlined in Administrative Code section 5.200.

All terms shall be for three years. Members may serve for up to two consecutive terms, and may be re-appointed after one year off the Council. No terms served prior to March 8, 2010 shall be counted towards the term limit for Council members. A member appointed to serve a term of two years or less, including the initial term provided in the preceding paragraph, shall not be deemed to have served a full term for purposes of this term limit.

Reports: None referenced.

Sunset date: None referenced.

Compensation: Upon approval by the Council, each member who is not otherwise compensated to attend meetings may receive a stipend of no more than \$50 per meeting, not to exceed \$300 annually, exclusively from funds provided to the Council by the State of California.