

File No. 140086

Committee Item No. 4

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

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Rules

Date February 6, 2014

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 and Legislative Analyst Report        |
| <input type="checkbox"/>            | <input type="checkbox"/> | Youth Commission Report                      |
| <input type="checkbox"/>            | <input type="checkbox"/> | Introduction Form                            |
| <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)

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Completed by: Alisa Miller Date January 31, 2014

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



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: Workforce Investment Community Advisory Committee

Seat # or Category (if applicable): 3, 4 District: \_\_\_\_\_

Name: Lai Yu Lily Wong

Home Address: Girard Street, San Francisco Zip: 94134

Home Phone: (415) \_\_\_\_\_ Occupation: Coordinator

Work Phone: (415) 545-8807 Employer: Communities United for Health and Justice

Business Address: 459 Vienna Street, San Francisco Zip: 94112

Business E-Mail: cubj.coordinator@gmail.com 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 [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 grew up in San Francisco's Mission District, and attended SFUSD schools. I am an Asian American, female immigrant. The majority of my life has been in San Francisco, working with a diverse population. I understand the struggles of working class families in San Francisco because that IS my background. I currently work as a coordinator of a collaborative of agencies to address the economic struggles of residents of District 11. I have previously worked as a youth employment coordinator in Chinatown, addressing the economic struggles of youth aged 14-18. I have also worked with the Asian Immigrant population as a Community Advocate for Asian Law Caucus.

**Business and/or professional experience:**

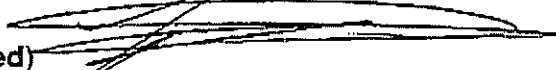
Coordinator, Communities United for Health and Justice (CURRENT)  
 Intern, Office of Democratic Leader Nancy Pelosi  
 Youth Employment Coordinator, Community Educational Services  
 Community Advocate, Asian Law Caucus  
 Community Organizer, Chinese Progressive Association  
 Intern, Office of State Senator Carole Migden  
 Intern, Office of Mayor Gavin Newsom  
 Intern, Office of Supervisor Tom Ammiano  
 Organizer, Youth Making A Change

**Civic Activities:**

Political Campaign Volunteer (Local propositions, supervisorial, and mayoral elections)  
 Mediator, Center for Conflict Resolution

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: 6/26/2013 Applicant's Signature: (required) 

**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: \_\_\_\_\_

01/20/12



**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: WICAC  
 Seat # or Category (If applicable): \_\_\_\_\_ District: \_\_\_\_\_  
 Name: James Fountain  
 Home Address: ████ Sutter Street. Apt. █ San Francisco Ca Zip: 94109  
 Home Phone: 415-████ Occupation: Associate Director Workforce Development  
 Work Phone: 415-673-0911 x 237 Employer: Larkin Street Youth Services  
 Business Address: 1150 Sutter Street San Francisco Ca Zip: 94109  
 Business E-Mail: jfountain@larkinstreetyouth.org Home E-Mail: Jamesfountain@████

**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 Yes x 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**

My work has effected individuals and groups across a richly diverse cross section of San Francisco's underserved and disconnected populations. At Larkin Street Youth Services the Human Services Agency of San Francisco has contract services for TAY aged PAES enrolled youth from the disenfranchised neighborhoods such as Bayview Hunters Point, Sunnysdale, Western Addition, Lakeview, Mission/Excelsior, The Tenderloin and Visitation Valley. The homeless clients who live in the housing provided by Larkin Street Youth Services also represent a very diverse LGBTQI communities and individuals across all socio-economic backgrounds. At Ella Hill Hutch Community Center as Director of adult services I worked with formerly incarcerated adults and people of color with few economic resources. My background has exposed me to a plethora of diversity which is one of the reasons why I feel I can represent all communities of interest and view issues from multiple lenses.

**Business and/or Professional Experience:**

Jamie Fountain, Associate Director of Workforce Development at Larkin Street Youth Services, oversees the workforce development programming that assists youth in acquiring the skills and experience needed to obtain above-minimum-wage employment through Job Readiness Classes, internships, employment sector training, and employment counseling. Jamie is an active member of the National Association of Workforce Development Professionals where is has conducted training workshops on working with homeless youth in Workforce Development at the past 4 NAWDP National Conference. Jamie also sits on the NAWDP Advocacy Committee. Jamie is also a member if the California Workforce Association and has conducted several Workshops on working with Homeless and at-Risk Youth as two CWA state conferences. Jamie previously worked with ex-offenders, Helping them find employment as the Director of Adult Services and Employment at the Ella Hill Hutch Community Center. Prior to that, he worked for a number of large corporations, and received his Bachelor's Degree in Business Administration from Georgia Southern University.

**Civic Activities:**

Board Treasure, Board of Directors of San Francisco Pride.  
Board Member of And Castro for All.  
Treasure of the Lower Polk CBD steering Committee  
Has been the Host and Supervisor of the San Francisco Pride Queer Youth Pavilion for the past 5 years.  
Member of the Lower Polk Neighbors Association.  
Member of the NYEC steering Committee  
Member of the San Francisco LGBT Professionals Association  
Member of the Alice B. Toklas LGBT Democratic Club  
Member of the San Francisco LGBT Pride Committee

Have you ever attended any meetings of the Board/Commission to which you wish appointment? YES X 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: 1/17/14 Applicant's Signature: (Required) 

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: \_\_\_\_\_

**Miller, Alisa**

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**From:** Board of Supervisors  
**Sent:** Friday, January 17, 2014 6:10 PM  
**To:** Miller, Alisa  
**Subject:** FW: Application for open WiCAC board seat for Jamie Fountain  
**Attachments:** image001.jpg; Application for open WICAC-board seat for Jamie Fountain.pdf

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**From:** Jamie Fountain [mailto:JFountain@larkinstreetyouth.org]  
**Sent:** Friday, January 17, 2014 3:12 PM  
**To:** Board of Supervisors  
**Cc:** Ray Fort; Jim Welsh  
**Subject:** Application for open WiCAC board seat for Jamie Fountain

To Whom it may concern,

Attached is my completed application for one of the open board seats of the WiCAC board. Thank you in advance for your kind consideration of my application. Feel free to contact me at any time if needed.

Thanks,

James (Jamie) Fountain  
Associate Director  
Workforce Development  
Larkin Street Youth Services  
1150 Sutter Street  
San Francisco, CA. 94109  
(415) 673-0911 x 211 Fax: (415) 923-1378  
[jfountain@larkinstreetyouth.org](mailto:jfountain@larkinstreetyouth.org)  
[www.larkinstreetyouth.org](http://www.larkinstreetyouth.org)

**"When the many come together to help the few, the Universe smile on us all."**

***The mission of Larkin Street Youth Services is to create a continuum of services that inspires youth to move beyond the street. We will nurture potential, promote dignity, and support bold steps by all.***

The information in this email and in any attachments is confidential and may be legally privileged. If you are not the intended recipient, please destroy this message, delete any copies held on your systems and notify the sender immediately. If you are not the intended recipient of this email, you should not retain, copy, or use this email for any purpose, nor disclose all or any part of its content to any other person. Thank you.



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

BOARD RECEIVED  
SAN FRANCISCO  
2014 MAR 15 AM 9:33

**Application for Boards, Commissions and Committees**

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

Seat # or Category (If applicable):

District: San Francisco

Name: Winnie H. Yu

Home Address: San Francisco, CA

Zip: 94112

Home Phone: (415) \_\_\_\_\_

Occupation: Assistant Director of Employment Training

Work Phone: (415) 677-7505

Employer: Self-Help for the Elderly

Business Address: 601 Jackson St, San Francisco, CA

Zip: 94133

Business E-Mail: winniey@selfhelpelderly.org

Home E-Mail: winnie.yu@\_\_\_\_\_

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)

Managed and coordinated operations of the Chinatown One Stop Career Link Center, a model integrated workforce development Center. See attached resume for program operation experience managing and delivering direct services.

Education:

University of California, Berkeley: BA in Political Economy of Industrial Societies, with Honors and Distinction  
 National Taiwan University: Certificate in Business Chinese, International Chinese Language Program

Business and/or professional experience:

2013-present, Assistant Director; 2010-2013, Chinatown One Stop Center Manager; 2010 Decennial Census Project Coordinator; 2009 Digital TV Transition Project Coordinator, at Self-Help for the Elderly. (See attached resume)

Civic Activities:

12-14: Member, WiCAC; 07-14: Commissioner, SF Elections Commission, appointed by then DA Kamala Harris and re-appointed by DA George Gascón; 05-07: League of Women Voters Board; 97-01: The Women's Foundation Board

Ethnicity: (optional) Chinese

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: 1/15/2014 Applicant's Signature: (required) Winnie Yu  
 Please Note: Your application will be retained for one year.

FOR OFFICE USE ONLY:

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

## Education

### University of California, Berkeley

- B.A. in Political Economy of Industrial Societies, with Honors and Distinction, 2001-2004
- Honors thesis completed on the comparative political economy of China and the U.S., December 2003

### International Experience

- Certificate in Business Chinese, National Taiwan University, International Chinese Language Program, 2004
- Certificate in Global Studies, University of Pittsburgh, Semester at Sea Program, 2004

## Awards and Scholarships

### Leadership California: California Issues & Trends Program, 2007

- Professional and leadership development: exposure to the sectors, demographics, and employers of California's economy
- ### Monarch Award for Young Leaders, Pacific Asian American Women Bay Area Coalition (PAAWBAC), 2006
- ### Alumni Leadership Scholar Award, University of California, Berkeley, 2001, 2002, 2003
- ### Gordon J. Lau Community Activist Award, The Association of Chinese Teachers, 1996
- ### Ground Breakers: Dream Makers Award, The Women's Foundation, 1996

## Professional Experience

### Assistant Director, Employment Training, Self-Help for the Elderly, San Francisco, 2013-present

- Assists and works closely with the Director of Marketing & Business Operations to implement the marketing and business development plan for the department
- Plans, develops, implements, and oversees annual contract compliance goals and objectives for the department; monitors the department's progress on meeting contract goals, and takes corrective actions as needed
- Oversees grant funded programs and analyzes program performance data. Identifies areas for improvement and makes changes as needed
- Compliance and reporting: monitor program and contract goals, prepare and submit funder reports
- Serves as a liaison to program funders and community partners; establishes and maintains partnerships with city and county workforce development agencies, employment, and service providers
- Prepares and presents program evaluation reports (including results of consumer satisfaction surveys) to the agency's Board of Directors and/or Program Committee
- Recruits, trains, supervises and evaluates the Operations Manager; assists with staff development and training needs
- Develops proposals in response to open bids

### One Stop Center Manager, Employment Training, Self-Help for the Elderly, San Francisco, 2010-2013

- Oversaw and managed the daily operation of the Chinatown One Stop Career Link Center
- Hired, trained, and supervised a team of 7-10 staff
- Ensured high quality services for a comprehensive and integrated workforce development center
- Participated in designing and coordinating the Chinatown One Stop Career Link Center programs and operations
- Compliance and reporting: monitored program and contract goals, prepared and submitted funder reports
- Developed and maintained partnerships that include multiple stakeholders and service providers including employers, training providers, community based training organizations, the One Stop Career Link System, and other workforce partners
- Planned, organized, and implemented bilingual community outreach, public presentations, and media interviews
- Participated in generating proposals, and grant writing for workforce development opportunities

### 2010 Decennial Census Project Coordinator, Self-Help for the Elderly, San Francisco, 2009-2010

- Oversaw the 2010 Census community outreach program, including operation of three Questionnaire Assistance Centers
- Compliance and reporting: monitored program and contract goals, prepared and submitted funder reports
- Planned, organized, and implemented bilingual community outreach, public presentations, and media interviews

### DTV (Digital Television) Project Coordinator, Self-Help for the Elderly, San Francisco, 2009

- Oversaw and managed the DTV transition program, including daily operation of the DTV Assistance Center
- Hired, trained, and supervised a team of 12 staff, and more than 10 volunteers
- Developed, and wrote federal funding proposals to the Federal Communications Commission
- Secured \$168,100 in federal contracts from the Federal Communications Commission
- Compliance and reporting: monitored program and contract goals, prepared and submitted funder reports
- Planned, organized, and implemented bilingual community outreach, public presentations, and media interviews



**Development Associate, Asian Law Caucus, San Francisco, 2007**

- Coordinated all aspects of developing, and managing institutional grants
- Participated in generating a total of 28 grant requests, and securing a total of \$93,954 in grant awards
- Managed all aspects of processing, collecting, organizing, and providing data on grants and contracts
- Compliance and reporting: monitored program and contract goals, and prepared funder reports
- Worked closely with; and provided administrative support to Interim Executive Director
- Communicated and coordinated with Management Team, and program staff on fundraising efforts
- Participated in overall communication strategy with funders, stakeholders, and the community

**Community Advocate, Asian Law Caucus, San Francisco, 2005-2006**

- Provided direct service and legal information to monolingual, low-income, Asian seniors and immigrants
- Provided bilingual interpretation and translation for clients and attorneys
- Managed case work: provided paralegal, and administrative support for attorneys, and staff

**Chinese Bilingual Instructional Aide, San Francisco Unified School District, Spring Valley Science School, 1998-2001**

- Provided remedial individual and group tutoring for a diverse population of LEP children from low-income immigrant families
- Adapted and implemented curriculum for different learning styles

**District Attorney's Office Intern, City and County of San Francisco, Domestic Violence Unit, Hate Crimes Unit, 1998**

- Prepared discovery, monitored case work, and translated for Assistant District Attorney Misdemeanor Division, Preliminary Hearings
- Attended hearings, assisted Assistant District Attorney with case work

**The Women's Foundation Fellow, San Francisco, 1996-1997**

- Shadowed Program Director, assessed proposals in accordance with funding guidelines
- Grants Review Committee Member: evaluated organizations seeking funding

Public Service  
**Commissioner, Elections Commission, City & County of San Francisco, 2007 to present**  
Vice President, 2011; Chairperson, Budget and Oversight of Public Elections Committee (BOPEC), 2008

- Supervise and set general policies for the Department of Elections

**Member, Workforce Investment Community Advisory Committee (WiCAC), City & County of San Francisco, 2012-2014**

- Advise Workforce Investment San Francisco (WISF) board on the City's workforce needs and solutions to meet them

Nonprofit Board Experience and Volunteer Work  
**Board of Directors, The League of Women Voters, San Francisco, 2005-2007**  
Voter Education Services Committee Member: assist with planning voter education activities

- Moderated *Pros and Cons* discussion on municipal proposition for Access SF Community Television

**Board of Directors, The Women's Foundation, San Francisco, 1997-2001**

Program Committee Member: evaluated and assessed organizations for funding

- Allocated funding to organizations serving low-income women and girls, and marginalized, under-represented populations

Languages  
**Fluent in English and Chinese (Cantonese, Mandarin, and Taishanese dialects)**

**Bilingual Interpreter / Translator / Consultant**

- Mandarin presentation for Director of Central Government Training Center, Director of Human Resources for Bank of China, and 23 Chinese government directors on workforce development in San Francisco, Chinatown One Stop Center, 8/23/2011
- Translated for Executive Director of Asian Law Caucus at KTSF Channel 26 *Mandarin Journal* interview, 2005
- Translated for Consul General of China in San Francisco at VIP reception for Zeum's 1st international exhibit, Zeum, 2005

Additional Skills  
**Public Speaking**

- Reinventing the One Stop: Partnerships, Outcomes and Impact, CWA Annual Spring Workforce Conference, 4/21/11
- Collaborative Capacity Building: A Model for Neighborhood Partnerships, OEWD Spring Forum, 4/13/11
- San Francisco Young Women's Health Conference – Keynote, 11/14/01
- Multiculturalism at Cal, moderated by Chancellor Berdahl – Panelist, University of California, Berkeley, 9/29/01
- San Francisco Mayor's Summit for Women, moderated by Valerie Coleman of CNN – Education Panel, 4/16/99

Proficient in: MS Office, Windows, Chinese Word Processing, Adobe Pro, FileMaker Pro, AbacusLaw, Raiser's Edge.



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

RECEIVED  
 BOARD OF SUPERVISORS  
 SAN FRANCISCO

2014 JAN 17 PM 2:43

**Application for Boards, Commissions, Committees, & Task Forces**

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

Seat # or Category (If applicable): 4 District: \_\_\_\_\_

Name: DIONJAY (DJ) BROOKER

Home Address: EL CAMINO REAL - BURLINGAME, CA Zip: 94010

Home Phone: (415) \_\_\_\_\_ Occupation: DIRECTOR

Work Phone: (415) 822-3491 Employer: YOUNG COMMUNITY DEVELOPERS, INC

Business Address: 1715 YOSEMITE AVE, SF, CA Zip: 94124

Business E-Mail: dbrooker@ycdigs.org Home E-Mail: dionjaybrooker@\_\_\_\_\_

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: BURLINGAME

Resident of San Francisco  Yes  No If No, place of residence: BURLINGAME

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:

*Attached*

**Business and/or professional experience:**

Attached

**Civic Activities:**

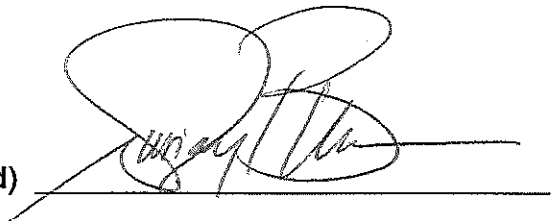
Attached

Have you attended any meetings of the Board/Commission to which you wish appointment? Yes  No

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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: 1/15/2014 Applicant's Signature: (required)



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

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**FOR OFFICE USE ONLY:**

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

## **Biography**

Born January 17th, 1983 in Fresno California, Dion-Jay LeKent Brookter was born to two loving parents – John L. Brookter & Denise M. Brown. Born and raised in Fresno he was taught early on the values of dedication, integrity and excellence were not simply words, but ideas that you live by every day. From grammar school to high school Dion-Jay distinguished himself academically and in athletics by consistently holding a variety of leadership positions both on the field and in the classroom. Eventually, this dedication paid off in 2001 earning him a full athletic scholarship to play football at Utah State University in Logan, Utah.

While attending Utah State University from 2001-2006 Dion-Jay once again distinguished him-self on the field, in the classroom and in the community. Upon commencing from Utah State University with a Bachelor's of Science in Speech Communication with an emphasis in businesses his interest was sparked in joining the corporate world. Working for major corporations – World Savings, and Icon Health & Fitness – Dion-Jay realized his true calling and passion for service of others leaving the corporate world behind in 2007 to pursue the non-profit world. It was one of his many off campus experience – but one as a Hurricane Katrina volunteer, which lit the flame of service and dedication for those not looking for a handout but a helping hand up.

Returning to Fresno, CA - Fresno Career Development Institute Inc. (FCDI) gave Dion-Jay his first nonprofit opportunity as their Workshop Facilitator working with the previously incarcerated population with their re-entry back into our communities. While working full time at FCDI he also pursued and reached one of his professional goals in 2009 - obtaining a Masters Degree in Business Administration in order to better serve and understand the needs of employers.

In late 2009 Dion-Jay relocated to Northern California where he currently holds the position as Deputy Director - for a well established non-profit organization – Young Community Developers Inc. in San Francisco CA. where he oversees 9 programs, a staff of 22 and assist with the management of their 3 million dollar budget. Dion- Jay has worked in a variety of roles and positions in both the non-profit and corporate arenas. Dion-Jay has been instrumental in developing and cultivating relationships with corporate entities and other Southeast Community Based Organizations. By utilizing non-traditional CBO strategies such as hosting Business Mixers – where local businesses in the Southeast Community come to connect with community based organizations – is just one example of the innovation Mr. Brookter hopes to bring to the WICAC.

### **Highlights:**

Appointed to the Workforce Investment Community Advisory Committee in December of 2013;

Recognized by the Office of Economic & Workforce Development in 2012 for his work on the Workforce Leaders Peer Learning Group;

Recognized by the San Francisco Public Utilities Commission for agency work with the Sewer System Improvement Internship Program (SSIP);

Attended training in Management Strategies for Success with Private Sector Businesses in a Recessionary Economy;

Attended training on how to Measure & Improve Business Customer Satisfaction with Your Services.

## Dion-Jay L. Brookter, MBA

### QUALIFICATIONS:

Excellent communication and leadership skills as well as the ability to relate well in multicultural environments  
Highly organized with the ability to multi-task effectively while efficiently managing time and resources  
Quick learner who is able to take direction very well  
Computer literate in Mac & PC Platforms, Microsoft Office Suite capable, MS Project  
Enthusiastic, strong interpersonal skills and highly self motivated

### EDUCATION:

**Utah State University, Logan, UT 84341**

*B.S. Speech Communications with an emphasis in Business , May – 2006*

**University of Phoenix, Fresno, CA 93722**

*Masters of Business Administration, October – 2009*

### ACHIEVEMENTS & CIVIC ACTIVITIES:

Full Athletic Scholarship, Utah State University football team, 2001-2005  
Hurricane Katrina Volunteer, 2005  
True Colors Certification, 2008  
Fresno's Leading Young Professionals (Board Member), 2009  
Jeffery Gittomer "Yes Attitude" Certified, 2010  
Workforce Leaders Peer Learning Group (OEWD), 2012  
Active Member, Omega Psi Phi Fraternity Member, 2013  
Workforce Investment Community Advisory Member, Appointed December 2013

### EXPERIENCE:

#### Deputy Director

*Young Community Developers Inc., San Francisco Ca.  
12/10-Present*

As Deputy Director - Working with our Controller, I am responsible for managing and overseeing our financial and business planning activities, including: review and analyzing our financial reports, support and advise our Executive Director in decision making, lead and support organizational budgeting. I am also responsible for managing and overseeing the human resource function of our agency including: recruitment, hiring, compensation benefits, administration and oversight. Responsible for staff development, training, including new employee orientation, retention strategies, regulatory oversight and legal compliance, ensuring that the human resource function is properly resourced and represented within the senior management team. In charge of risk management and legal activities: letters of agreement, contracts, leases, and other legal documents and agreements. Information technology – working as the manager of information technology, ensure the ongoing maintenance and updating of information systems and infrastructure, including hardware, software. Organizational reporting and monitoring: provide guidance and leadership through management of our agency metrics and measurement reporting process. Office management: oversee administrative functions for the entire agency, ensuring smooth daily operations.

#### Sales Manager

*Lowe's Home Improvement, San Francisco, Ca.  
08/10 – 12/10*

Working with the Store Manager, I was responsible for providing Superior Customer Service while achieving sales and margin budgets by managing the growth and profitability of retail and specialty sales initiatives. In addition, as the Sales Manager I was responsible for managing all Sales Specialists' performance while working with employees to achieve individual and budgeted sales goals. My goal as Sales Manager was to ensure maximum productivity by monitoring sales as compared to payroll expense, monitor sales, identify sales opportunities, and set the standard for providing exceptional service by interacting with customers. All of which was accomplished by acquiring thorough knowledge of our Commercial Sales, Installed Sales and Special Order Sales programs. Thorough knowledge of Credit programs. Thorough knowledge of Customer Call Lists including their content, purpose and

application. The ability to follow instructions. Anticipate, recognize and respond to change by innovative problem solving. Developing and planning activities to ensure proper completion within a timely manner.

**Director of Program Development & Marketing**

*Young Community Developers Inc., San Francisco Ca.*

*03/10 – 08/10*

As the Director of Program Development & Marketing I was responsible for planning, initiating and managing the marketing and public relations activities for the organization. My primary focus revolved on promoting, fundraising and expanding the outreach and impact of the overall organization 1) educational and advocacy content (e.g. speakers, articles, videos, pamphlets, books, petitions, and OpEds), 2) programmatic events. I planned the overall communications/marketing strategy, developed branding and messaging while promoting the organization and its programs across various media outlets including traditional television, radio and print as well as seminars and conference speaking opportunities, press releases, direct mail, advertising and the entire online realm of websites, blogs, wikis, social networks and related portals (e.g. Facebook, LinkedIn, Ning, TownHall, etc.) I reported directly to the Executive Director and worked closely with the Founder/President as well as senior management to achieve the organization's targeted strategic marketing plan.

**Job Agent**

*Fresno Career Development Institute Inc., Fresno, Ca.*

*09/07 – 03/10*

As a Job Agent I was responsible for providing Intake, case management, job development, retention services, and development of skills training contracts, OJT's, and try out contracts to eligible participants and ensure all applicants seeking assistance were referred to an appropriate service provider. Outreach and recruit inside and outside of the prisons and ensured that potential participants met eligibility requirements. Conducted workshops addressing job readiness skills, job search techniques, self-motivation, as well as objective assessment activities. Also worked with qualified mentoring programs to increase exposure and services to clients on parole or probation. Provided overall services in the area of assessment, counseling and the development of client's Individual Development Plan (IDP). Interacted effectively with customers, service providers and all other agencies involved with the delivery of services.

San Francisco  
BOARD OF SUPERVISORS

Date Printed: January 8, 2014

Date Established: November 26, 2007

Active

**WORKFORCE INVESTMENT COMMUNITY ADVISORY COMMITTEE**

**Contact and Address:**

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San Francisco, CA 94103

Phone: (415) 701-4825

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Email: Greg.Asay@sfgov.org

**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 501(c)(3) 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.

Sunset Clause: None

Compensation: None

Reports: None