

File No. 170018

Committee Item No. 9

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Rules Committee

Date January 26, 2017

Board of Supervisors Meeting

Date _____

Cmte Board

- | | | |
|-------------------------------------|--------------------------|----------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Motion |
| <input checked="" 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"/> | 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"/> | Form 126 – Ethics Commission |
| <input type="checkbox"/> | <input type="checkbox"/> | Award Letter |
| <input type="checkbox"/> | <input type="checkbox"/> | Application |
| <input type="checkbox"/> | <input type="checkbox"/> | Public Correspondence |

OTHER (Use back side if additional space is needed)

- | | | | |
|-------------------------------------|--------------------------|--------------------------|-------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | DAAS Memo 12/1/16 | _____ |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Resume | _____ |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Form 700 | _____ |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | City Admin Memo 12/29/16 | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | | _____ |
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Completed by: Derek Evans Date January 20, 2017

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.

1 [Nomination of County Veterans Service Officer - Sergeant Dorian J. Carr, United States Air
2 Force, Retired]

3 **Resolution confirming the nomination of Sergeant Dorian J. Carr, United States Air**
4 **Force, Retired, as County Veterans Service Officer.**

5
6 WHEREAS, California Military and Veterans Code, Section 972.1 provides each county
7 within the state the appointment of a County Veterans Service Officer; and

8 WHEREAS, Administrative Code, Section 5.108.A-1 establishes the County Veterans
9 Service Officer; and

10 WHEREAS, The City Administrator shall recommend a qualified candidate for County
11 Veterans Service Officer to be then considered and confirmed by the Board of Supervisors;
12 and

13 WHEREAS, The Executive Director of the Department of Aging and Adult Services,
14 whose department is responsible for veteran's affairs, has recommended the nomination of
15 Sergeant Dorian J. Carr, United States Air Force (USAF), Retired (Ret.), to be County
16 Veterans Service Officer; and

17 WHEREAS, Sergeant Carr has worked as a Senior Veterans Claims Representative
18 since 2013 and before working for the City and County of San Francisco he worked in the
19 County Veterans Service Office for Contra Costa County; and

20 FURTHER RESOLVED, That Sergeant Dorian J. Carr, USAF, Ret., is confirmed and
21 approved as the County Veterans Service Officer for the City and County of San Francisco.

22
23
24
25



MEMORANDUM

TO: Honorable Members of the Rules Committee:
Supervisor Katy Tang, Chair
Supervisor Eric Mar, Vice Chair
Supervisor Malia Cohen

FROM: Shireen McSpadden, Executive Director

DATE: December 1, 2016

RE: **Appointment of County Veterans Service Officer**

Background:

The California Military and Veteran's Code allows (but does not require) counties to appoint a County Veterans Service Officer (CVSO). San Francisco established its CVSO in 1993, as a result of the Veterans' Administration's decision to move its regional office to Oakland. The CVSO assists veterans and eligible spouses and dependents with navigating the VA bureaucracy. It has a staff of five and serves some 1,000 veterans annually.

Subsequent to the CVSO's creation the Mayor and Board of Supervisors created the Department of Aging and Adult Services, combining Public Administrator-Public Guardian, including the CVSO, the Commission on the Aging, Mental Health Conservator, Adult Protective Services and In-Home Supportive Services.

§970 of the California Military and Veteran's Code requires that a CVSO to be a veteran.

The CVSO office is has been managed by Wallace Levin until Mr. Levin's retirement November 30, 2016. Consequently I have asked the Director of Administrative Services, Naomi Kelly, to nominate Dorian Jay Carr, TSgt (Ret.), to be County Veterans Service Officer. The City Administrator makes the nomination as the CVSO office was formerly part of the Administrative Services Department. Sergeant Carr is a current Accredited Veterans Claim Representative in the CVSO and has indicated his desire to advocate for veteran causes within the City as CVSO.

Dorian J. Carr

CAREER SUMMARY:

Highly accomplished manager, with a reputation for achieving profitability, productivity, and customer satisfaction using innovative leadership skills and more than 20-years of experience in Human Resources Management, Operations Management and Veterans Claims Representation.

Areas of Expertise

Veterans Claims Representative, Human Resource Management, Recruiting, Quality Assurance, Contract Management, Training & Development, Environmental Compliance, Conflict Resolution

PROFFESIONAL EXPERIENCE

2013 - Present Senior Veterans Claims Representative San Francisco, Ca

- Currently serving as a senior veterans claims representative in San Francisco, Ca Veterans Service Office
- Coordinates with city agencies assisting with benefits and housing for San Fran cisco homeless population
- Member of National Association of County Veteran Service Officers, California Dept of Veterans Affairs
- Possess multiple accreditations with CDVA and American Legion, VFW, MOPH
- Counsels veterans and their dependents on complex Veterans Federal and State benefits
- Advises veterans on available benefits, programs and eligibility requirements and assists with appeals
- Effective Veteran Services Case Manager, managing over 300 veteran claims per month
- Conducts interviews determining eligibility for Pension Programs and Survivor Benefits

2008 – 2013 Office Manager Veteran Service Representative Martinez, Ca

- Currently serving as Branch Office Manager for the Richmond, Ca veterans service office
- 5 years of experience as a Veteran Service Representative serving Contra Costa County
- Member of the National Association of County Veteran Service Officers
- Possess dual state accreditations with CDVA and American Legion
- Counsels veterans and their dependents on complex Federal and State benefits
- Advises veterans on available benefits, programs and eligibility requirements and assists with appeals
- Effective Veteran Services Case Manager, managing over 300 veteran claims per month
- Conducts interviews determining eligibility for Pension Programs and Survivor Benefits
- Coordinates with various governmental agencies for Veteran Outreach Programs
- Proficiently interprets and apply the complex rules and laws in 38 CFR and Veterans Regulations

(2002 - 2008) Human Resource Manager/ Recruiter Sacramento, Ca

- Performed services as the Recruiting Service Employment Operations Area Chief for the Air Force's second largest recruiting squadron and entrusted to ensure under-represented minority recruitment production goals align with and job skill placement, and affirmative employment program.
- Identified candidates for open positions - source, recruit, interview, reference, pre-qualify and test.
- Performed personnel needs assessments on difficult to fill Air Force Specialty jobs.
- Assisted in the planning of solutions by advising senior level management on availability of skill requirements and utilizing previously overlooked sources of qualified diverse candidates.
- Sought out new business opportunities to grow the area/market ,conducted cold calls and visited client sites
- Worked with Air Force RISS/ HRIS to log and track applicants through recruiting/hiring process
- Worked one-on-one with candidates screening resumes for minimum qualifications and job placement
- Proactively develop and maintain effective working relationships with hiring managers, colleagues, clients, candidates/applicants, administrative staff and others.
- Collaborate with essential school administrators and staff to provide on site recruitment opportunities.
- Placed Exempt and Non Exempt candidates in matched skill set
- Monitors and maintains integrity of assigned requisitions on applicant tracking system to ensure accurate reporting of data and metrics.

(1997-2002)

Quality Assurance Manager

Travis AFB, CA

- Manage Transient Alert and Corrosion Control contract valued at \$6.8 M.
- Monitor and examined contract services in accordance with federal and state regulations.
- Performed Air Worthiness inspections on MD-80, L-1011, 747 and other commercial aircraft contracted for DOD use providing oversight and safety recommendations
- Provided overall technical and managerial oversight to assigned Functional Area Chief
- Maintained productive customer dialogue resulting in Best Maintenance Organization award 2000-2001
- Developed and maintained reliability maintenance tracking database program and processes for 250 units
- Evaluated equipment past performance, implemented training; 50% reduction in operator incidents
- Budget analysis expert; managed multi-million dollar budget (controlled resources & tracked expenditures)
- Supervised twelve Quality Assurance Evaluators, and provided guidance for 140 contractors.
- Perform technical evaluations to determine equipment condition for use by staff
- Enforced standard safety protocols and productive work environment; encouraged safety first.

(1994- 1997)

Environmental Management

Travis AFB, CA

- Managed the Asbestos and Lead based paint program for Travis Air Force Base.
- Inspected over 300 facilities ensuring all lead-based paint/asbestos was removed from construction sites, enforcing contract specifications and environmental regulations.
- Provided professional knowledge of hazardous waste management, abatement and environmental analysis with respect to air quality impacts.
- Served as contact with the regional office of the Environmental Protection Agency (EPA) and Bay Area Air Quality Management District (BAAQMD) on air quality issues and permits with regard to major demolition and construction contracts on Travis AFB.
- Provided technical reviews of environmental documents involving plans, programs, and project designs and provided feedback with regard to Federal, State and local laws.
- Develop and maintained MS Office database program to track building inspections and history of hazardous waste abatement and integrated it with Geographical Information System (GIS) as an environmental layer.
- Negotiated the no cost transportation and ownership of several electric vehicles to be used by base personnel for short trips reducing smog complying with Clean Air Act initiatives.

EDUCATION

- **Bachelor of Science Degree in Work Education and Training Development**
Southern Illinois University, Carbondale, IL, Coordinating Externship for completion
- **Associate of Applied Science Degree in Human Resource Management**
Community College of the Air Force, Travis AFB, CA
- **Associate of Applied Science Degree in Aircraft Maintenance Technologies**
Community College of the Air Force, Travis AFB, CA
- **Non Commission Officer Leadership Academy**
Eight Week in residence Leadership and Management Course

MANAGEMENT/TRAINING

Professional Selling Skills, Marketing Initiatives, USAF Leadership School, Supervisor Safety Training, Occupational Risk Management, Effective Management Techniques, Public Speaking/Speech, Quality Management, Situational Leadership, Conflict Resolution, Research & Development, Hazardous Materials & Safety Training, Kronos Timekeeping Software, International Hazardous Shipping Declaration Course, OSHA Safety Standards & Procedures, Microsoft Office Access Certification, Conflict Resolution, Elected Worshipful Master of the California Prince Hall Masonic Lodge, Appointed Position as Grand Lodge Officer of California Prince Hall GRAND LODGE

AWARDS & DECORATIONS

Three Air Force Commendation Medals, Air Force Achievement Medal, Outstanding Unit Award, Good Conduct Medal, National Defense Ribbon, National Defense

STATEMENT OF ECONOMIC INTERESTS
COVER PAGE

Date Initial Filing Received
 Official Use Only

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)
 Carr Dorian Jay

1. Office, Agency, or Court

Agency Name (Do not use acronyms)
 City & County of San Francisco
 Division, Board, Department, District, if applicable Your Position
 San Francisco County Veterans Service Office (HSA) Veterans Service Representative

► If filing for multiple positions, list below or on an attachment. (Do not use acronyms)

Agency: Human Services Agency Position: County Veterans Service Officer

2. Jurisdiction of Office (Check at least one box)

State Judge or Court Commissioner (Statewide Jurisdiction)
 Multi-County _____ County of _____
 City of San Francisco Other _____

3. Type of Statement (Check at least one box)

Annual: The period covered is January 1, 2015, through December 31, 2015. Leaving Office: Date Left ____/____/_____
 (Check one)
 -or- The period covered is ____/____/_____, through
 December 31, 2015. The period covered is January 1, 2015, through the date of leaving office.
 Assuming Office: Date assumed ____/____/_____. -or- The period covered is ____/____/_____, through the date of leaving office.
 Candidate: Election year _____ and office sought, if different than Part 1: _____

4. Schedule Summary (must complete) ► Total number of pages including this cover page: _____

Schedules attached

Schedule A-1 - Investments - schedule attached Schedule C - Income, Loans, & Business Positions - schedule attached
 Schedule A-2 - Investments - schedule attached Schedule D - Income - Gifts - schedule attached
 Schedule B - Real Property - schedule attached Schedule E - Income - Gifts - Travel Payments - schedule attached

-or-

None - No reportable interests on any schedule

5. Verification

MAILING ADDRESS STREET CITY STATE ZIP CODE
 (Business or Agency Address Recommended - Public Document)
 _____ San Francisco Ca 94102
 DAYTIME TELEPHONE NUMBER E-MAIL ADDRESS
 (415) 934-4200 Dorian.Carr@SFGOV.ORG

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed 12/29/2016
 (month, day, year)

Signature Dorian Carr
 (File the originally signed statement with your filing official.)



OFFICE OF THE CITY ADMINISTRATOR



Edwin M. Lee, Mayor
Naomi M. Kelly, City Administrator

December 29, 2016

Angela Calvillo
Clerk of the Board
Board of Supervisors
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
2016 DEC 30 AM 11:58
AK

Dear Ms. Calvillo:

Attached please find an original and two black and white copies of a proposed Resolution for the Board of Supervisors approval, for the nomination of a County Veterans Service Officer by the City Administrator, to be approved by the Board of Supervisors. Administrative Code §5-108.A-1 provides for the nomination of a County Veterans Service Officer by the City Administrator, to be approved by the Board of Supervisors. I hereby nominate Sergeant Dorian J. Carr USAF (Ret.) to be the County Veterans Service Officer of the City and County of San Francisco.

The Following is a list of accompanying documents:

- Resolution Nominating Sergeant Dorian J. Carr USAF (Ret.)
- Memo from Shireen McSpadden, Executive Director of the Department of Aging and Adult Services
- Resume for Sargent Dorian J. Carr USAF (Ret.)

If you have any questions, please contact Jack Gallagher (415) 554-6272. Thank you for your consideration.

Sincerely,

Naomi M. Kelly
City Administrator

CC: Shireen McSpadden