

File No. 240819

Committee Item No. _____

Board Item No. 21

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: _____

Date: _____

Board of Supervisors Meeting

Date: September 3, 2024

Cmte Board

- Motion
- Resolution
- Ordinance
- Legislative Digest
- Budget and Legislative Analyst Report
- Youth Commission Report
- Introduction Form
- Department/Agency Cover Letter and/or Report
- MOU
- Grant Information Form
- Grant Budget
- Subcontract Budget
- Contract/Agreement
- Form 126 – Ethics Commission
- Award Letter
- Application
- Public Correspondence

OTHER

- Application Form _____
- Nomination Memo – 6/13/24 _____
- Information Sheet _____
- _____
- _____
- _____
- _____

Prepared by: Lisa Lew

Date: August 30, 2024

Prepared by: _____

Date: _____

1 [Appointment, Commission on Disability and Aging Advisory Council - Beverly Karnatz]

2

3 **Motion appointing Beverly Karnatz, term ending March 31, 2026, to the Commission on**
4 **Disability and Aging Advisory Council.**

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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 Commission
8 on Disability and Aging Advisory Council, pursuant to the provisions of Administrative Code,
9 Section 5.54, for the terms specified:

10 Beverly Karnatz, Seat 6, succeeding Janice Pettey (term expired), for the unexpired
11 portion of a two-year term expiring on March 31, 2026, must be a nominee of the District 7
12 Supervisor.

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BOARD of SUPERVISORS



City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. (415) 554-5184
Fax No. (415) 554-5163
TDD/TTY No. (415) 554-5227

Application for Boards / Commissions / Committees / Task Forces INSTRUCTIONS AND APPLICATION

San Francisco is a diverse City and County with a wide range of people and issues affecting it. In order to take advantage of the extensive experience and knowledge available throughout our communities, various Boards/Commissions/Committees/Task Forces have been established to bring that knowledge together. These groups and their membership requirements are established by legislation approved through the local, state, and/or federal government.

In addition to setting up the purpose and goals of the various groups, the governing legislation outlines the type of person - in terms of desirable skills and/or knowledge - who can contribute their knowledge and perspective. In this manner, a group of San Franciscans, who are representative of the City and County, can be active participants in addressing issues affecting the entire City and County.

If you are interested in serving the City and County of San Francisco, the following procedures are provided:

1. A list of vacancies and expected vacancies, with their qualifications, can be found at the Office of the Clerk of the Board of Supervisors, at the San Francisco Main Public Library, and online on the Board of Supervisors' website (<http://www.sfbos.org/vacancy>). Please review this list for positions of interest.
2. Submit an application (http://www.sfbos.org/vacancy_application)
(List all of the appropriate seat number(s) and/or category/categories for which you qualify. We request applications be received ten (10) days before the scheduled hearing.)

Applicants may also need to submit a Form 700, Statement of Economic Interests (<https://www.fppc.ca.gov/Form700.html>), along with their application for all bodies listed in Campaign and Governmental Conduct Code, Section 3.1-103(a)(1).

3. If the seat(s) you are applying for is vacant and requires the Board of Supervisors' confirmation, the Rules Committee may schedule your application for review. Applicants should expect to appear before the Rules Committee to speak on their qualifications and answer questions during a public hearing.
(There are no set instructions on what you are expected to present to the Rules Committee; however, a brief description of how your qualifications distinguish you from other applicants, reasons for your interest in the subject, and/or a short summarization on why you would make a good candidate is appropriate.)
4. The Rules Committee may or may not make a recommendation for appointment. If a recommendation is made by the Rules Committee, the recommendation is forwarded to the Board of Supervisors for approval. It generally takes approximately 15 days from the date the Rules Committee makes their recommendation, for the individual to become officially appointed.
5. Depending on the type of organization, a new appointee may need to take an Oath of Office.

If there are no vacancies, your application will be retained for one year. If any openings occur during this time, your application will be submitted to the Rules Committee for review.

If you have any further questions, please contact the Rules Committee Clerk at (415) 554-5184. If you require detailed information concerning the operations of a particular Board/Commission/Committee/Task Force, please contact the administering department directly.

(Applications must be submitted to BOS-Appointments@sfgov.org or to the mailing address listed above.)

BOARD of SUPERVISORS



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Application for Boards, Commissions, Committees, & Task Forces

Name of Board/Commission/Committee/Task Force: Commission on the Aging Advisory Committee

Seat # (Required - see Vacancy Notice for qualifications): District 7

Full Name: Beverly Anne Karnatz

[Redacted] Zip Code: 94132
[Redacted] ation: retired

Work Phone: n/a Employer: n/a

Business Address: n/a Zip Code: n/a

Business Email: n/a Home Email: [Redacted]

Pursuant to Charter, Section 4.101(a)(2), Boards and Commissions established by the Charter must consist of residents of the City and County of San Francisco who are 18 years of age or older (unless otherwise stated in the code authority). For certain appointments, the Board of Supervisors may waive the residency requirement.

Resident of San Francisco: Yes [X] No [] If No, place of residence:
18 Years of Age or Older: Yes [X] No []

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 have lived in San Francisco for approximate 56 years. During that period I have worked in Chinatown, the South of Market area and the Tenderloin.
While in Chinatown, I worked as a teacher, youth program supervisor, therapist and administrator in a senior agency. I participated in several community committees.
In the South of Market area, I was the administrator of an 121 apartment senior community and participated in events in the area.
In the Tenderloin I was the area supervisor for an agency that provides money management and supportive services in housing.
While I am not member of a special class, I am an older adult and have worked in the field of aging for nearly 30+ years.

Business and/or Professional Experience:

- Lincoln Court Senior Apartments, San Francisco, CA 2018-2023
 - Recruited for vacant positions
 - Supervised and mentored six other service coordinators, four of which were remote; two of these in rural areas
 - Conducted trainings for 50+ service coordinators within Services Department
 - Lead author of updated Resident Services operations manual
 - Wrote service plans for three new senior housing developments and one renovated community.
- Resident Service Coordinator: Rotary Plaza, South San Francisco, CA 2013-2023
 - Available to 213 residents of 179 apartments in an affordable housing community with supportive services
 - Assisted residents to secure and maintain their entitlements, particularly SSI and Medi-Cal
 - Advocated and intensively worked with residents who were in jeopardy of losing their housing
 - Supported residents with dementia by working with their support systems and enlisting the support of community agencies such as the Alzheimer's Association, IOA, and APS
 - Established the model for partnerships between housing communities and healthcare providers
 - Served on the Care Advantage Advisory Committee of the Health Plan of San Mateo
- Program Manager: Lincoln Court Senior Apartments, Oakland, CA. 2006-2013
 - Wrote service plan for the Lincoln Court Apartments
 - Obtained grant to provide Title 3 congregate meals at four sites
 - Enlisted volunteers to conduct weekly classes in the on-site community center.
 - Actively supported the district's Congress of California Seniors by providing space for their meetings
 - Secured community musical group to perform monthly as a fundraiser for the center
- Special Projects Coordinator: Self-Help for the Elderly, San Francisco, CA 2005- 2006
 - Wrote grants to support agency's programs
 - Conducted training sessions in managerial skills for second and third tier managers
 - Reviewed and updated policy and procedure manuals to ensure compliance with funding and regulator sources
- Area Director: Lutheran Social Services of Northern California, San Francisco, CA May 2001 – April 2005
 - Solicited, negotiated, developed and monitored contracts.
 - Developed and monitored budgets for programs
 - Developed program policy and procedure manuals to comply with funding requirements and CQI standards.
 - Primary contact for funders, private and public.
 - Increased number of programs in San Francisco from three to seven within three-year period.
- Administrator: Wool House Apartments, San Francisco, CA May 1997 - May 2001
 - Oversight of 212 apartments of senior housing: 182 funded by the California Housing Finance Agency and 30 units funded from the Rental Housing Construction Program.
 - Represented the John Stewart Company/TODCO at the Department of Public Health Supportive Housing Committee and the Assisted Living Task Force.
 - Coordinated services with the North of Market Senior Services, St. Anthony's Geriatric Services, South of Market Senior Health Center and Adult Day Health for services for the residents.
 - Supervising administrator for 24-unit 811 building.
 - Close working relationship with Resident Council and Services team

Civic Activities:

Currently a member of LeadingAge California.
Please refer to resume for previous civic activities

Have you attended any meetings of the body to which you are applying? Yes No

An appearance before the Rules Committee may be required at a scheduled public hearing, prior to the Board of Supervisors considering the recommended appointment. Applications should be received ten (10) days prior to the scheduled public hearing.

Date: 05/23/2024 Applicant's Signature (required): Beverly Karnatz
*(Manually sign or type your complete name.
NOTE: By typing your complete name, you are hereby consenting to use of electronic signature.)*

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 Vacated: _____

Member, Board of Supervisors
District 7



City and County of San Francisco

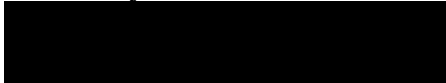
MYRNA MELGAR

DATE: June 13, 2024
TO: Victor Young, Clerk, Rules Committee
FROM: Supervisor Myrna Melgar
RE: Commission on the Aging Advisory Council Nomination by Supervisor Myrna Melgar

Dear Mister Clerk,

Please be advised that I am nominating Beverly Karnatz to fill Seat #6 on the Commission on the Aging Advisory Council.

Beverly Karnatz's address is:



Sincerely,

A handwritten signature in blue ink that reads "Myrna Melgar".

Myrna Melgar

Attachment: Beverly Karnatz's Application

For Clerk's office use only:

Seat No. _____ Term Expiration Date: _____ Seat Vacated: _____



COMMISSION ON DISABILTY AND AGING ADVISORY COUNCIL

The below listed summary of seats, term expirations and membership information shall serve as notice of **vacancies, upcoming term expirations** and information on currently held seats, appointed by the Board of Supervisors. Appointments by other bodies are listed, if available. Seat numbers listed in **bold** are open for immediate appointment. However, you are able to submit applications for all seats and your application will be maintained for one year, in the event that an unexpected vacancy or opening occurs.

Membership and Seat Qualifications

Seat #	Appointing Authority	Seat Holder	Term Ending	Qualification
1	BOS	Eva Aber	3/31/24	Must be a nominee of the District 2 Supervisor and approved by the Board for a two-year term
2	BOS	Allen Cooper	3/31/26	Must be a nominee of the District 6 Supervisor and approved by the Board for a two-year term
3	BOS	VACANT	3/31/24	Must be a nominee of the District 10 Supervisor and approved by the Board for a two-year term
4	BOS	Juliet Rothman	3/31/24	Must be a nominee of the District 3 Supervisor and approved by the Board for a two-year term
5	BOS	Margaret Graf	3/31/26	Must be a nominee of the District 4 Supervisor and approved by the Board for a two-year term
6	BOS	VACANT	3/31/26	Must be a nominee of the District 7 Supervisor and approved by the Board for a two-year term
7	BOS	Morningstar Vancil	3/31/26	Must be a nominee of the District 8 Supervisor and approved by the Board for a two-year term
8	BOS	Ivy Fang Chang	3/31/25	Must be a nominee of the District 1 Supervisor and approved by the Board for a two-year term
9	BOS	Chris Dillon	3/31/25	Must be a nominee of the District 11 Supervisor and approved by the Board for a two-year term
10	BOS	Lisa Cook	3/31/25	Must be a nominee of the District 5 Supervisor and approved by the Board for a two-year term

Seat #	Appointing Authority	Seat Holder	Term Ending	Qualification
11	BOS	VACANT	3/31/25	Must be a nominee of the District 9 Supervisor and approved by the Board for a two-year term

Additional Qualifications: More than 50% of all Advisory Council members must be 60 years of age or older. The Council shall include service providers, older persons with the greatest socio and economic need, consumers, and others specified by federal regulation

BOARD OF SUPERVISORS (BOS) APPLICATION FORMS AVAILABLE HERE

- English - https://sfbos.org/sites/default/files/vacancy_application.pdf
- 中文 - https://sfbos.org/sites/default/files/vacancy_application_CHI.pdf
- Español - https://sfbos.org/sites/default/files/vacancy_application_SPA.pdf
- Filipino - https://sfbos.org/sites/default/files/vacancy_application_FIL.pdf

(For seats appointed by other Authorities please contact the Board / Commission / Committee / Task Force (see below) or the appointing authority directly.)

Please Note: Depending upon the posting date, a vacancy may have already been filled. To determine if a vacancy for this Commission is still available, or if you require additional information, please call the Rules Committee Clerk at (415) 554-5184.

Applications and other documents may be submitted to BOS-Appointments@sfgov.org

Next Steps: Applicants who meet minimum qualifications will be contacted by the Rules Committee Clerk once the Rules Committee Chair determines the date of the hearing. Members of the Rules Committee will consider the appointment(s) at the meeting and applicant(s) may be asked to state their qualifications. The appointment of the individual(s) who is recommended by the Rules Committee will be forwarded to the Board of Supervisors for final approval.

The Advisory Council is not to exceed 22 members (voting members), 11 of whom shall be appointed by the Board of Supervisors and 11 members appointed by the Commission on Disability and Aging. More than 50% of each group of 11 members shall be persons who are 60 years of age or older. The Council shall be representative of the geographic and ethnic populations of the City and County of San Francisco by districts determined by the Commission. The Council shall include service providers, older persons with the greatest socio and economic need, consumers, and others specified by federal regulation.

The Advisory Council members shall be appointed to serve two-year terms. When vacancies occur due to resignation or other causes, they shall be filled by the appointment of a person to fill the unexpired portion of the term by the Commission or corresponding Supervisor.

The Advisory Council shall advise the Commission on Disability and Aging on all matters relating to the development and administration of its area plan and the operations conducted thereunder, including needs assessment, priorities, programs, and budgets, and such other matters relating to the well-being of all senior citizens 60 years of age and older within the scope and spirit of Federal, State and local regulations, laws and ordinances. The Advisory Council member shall be responsible for representing the needs and concerns of all senior citizens in the City and County of San Francisco, duties of which are outlined in the Bylaws.

Council members shall collect all appropriate information in order to provide the Commission with advice in the Commission's decision-making on the needs, assessments, priorities, programs and budgets concerning older San Franciscans.

Authority: Administrative Code, Section 5.54 (Ordinance Nos. 500-80, and 248-85; Res. No. 499- 03) and Bylaws of the Advisory Council

Sunset Date: None

Contact: Ravi Durbeej, Advisory Council Secretary
Human Services Agency
1650 Mission Street, 5th Floor
San Francisco, CA 94103
(415) 355-3509
ravi.durbeej@sfgov.org

Updated: July 7, 2024

Introduction Form

By a Member of the Board of Supervisors or Mayor

Time stamp
or meeting date

I hereby submit the following item for introduction (select only one):

- 1. For reference to Committee. (An Ordinance, Resolution, Motion or Charter Amendment).
- 2. Request for next printed agenda Without Reference to Committee.
- 3. Request for hearing on a subject matter at Committee.
- 4. Request for letter beginning : "Supervisor inquiries"
- 5. City Attorney Request.
- 6. Call File No. from Committee.
- 7. Budget Analyst request (attached written motion).
- 8. Substitute Legislation File No.
- 9. Reactivate File No.
- 10. Topic submitted for Mayoral Appearance before the BOS on

Please check the appropriate boxes. The proposed legislation should be forwarded to the following:

- Small Business Commission
- Youth Commission
- Ethics Commission
- Planning Commission
- Building Inspection Commission

Note: For the Imperative Agenda (a resolution not on the printed agenda), use the Imperative Form.

Sponsor(s):

Subject:

The text is listed:

Signature of Sponsoring Supervisor:

For Clerk's Use Only