

File No. 140085

Committee Item No. 3

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Rules

Date February 6, 2014

Board of Supervisors Meeting

Date _____

Cmte Board

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| <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

RECEIVED
 BOARD OF SUPERVISORS
 SAN FRANCISCO

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ZAB

Application for Boards, Commissions, Committees, & Task Forces

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

Seat # or Category (If applicable): Developmental Disabilities District: _____
Board Area 5

Name: Donna Adkins

Home Address: - Crestline Dr. - Zip: 94131

Home Phone: 415 4 Occupation: Trainer

Work Phone: 510 285 5607 Employer: Public Health Institute

Business Address: 555 12th St. Oakland CA Zip: 94607

Business E-Mail: _____ 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 No If No, where registered: _____

Resident of San Francisco 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:

Business and/or professional experience:

Civic Activities:

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: 12/3/13 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: _____

Donna Adkins

█ Crestline Dr. █

San Francisco, CA 94131

(415) █ email: dmgiraffe65@█

Americans with Disabilities Act, Materials & Training Coordinator, Pacific ADA Center, Oakland, CA 2013-present

- Provide technical assistance on the ADA and other disability-related laws.
- Conduct outreach activities to solicit training opportunities.
- Create and conduct training relevant to disability and civil rights laws.
- Review and edit materials, as necessary.

Director, Provider Support Services, Children's Council of San Francisco, 2009-2012

- Oversees the work of state and city funded programs (Child Care Initiative Project, Capacity Building, License Exempt Provider Training, Resource and Referral, Child and Adult Care Food Program, Linking for Quality) and assists in planning, implementing and coordinating program services.
- Serves as a member of the agency's Senior Management team.
- Provides direct supervision to Provider Services Manager, Health and Wellness Manager, Provider Training Manager and Resource and Referral Manager.
- Promotes increases in child care funding, accessibility and quality, through public hearings and other advocacy opportunities.
- Represents agency at various public meetings and in contract negotiations, as appropriate, with state, county and other funding agencies, including Community Care Licensing and CA Department of Education.
- Prepares and submits project applications, contracts, reports and budgets.

Academic Program Coordinator, UC Hastings College of the Law, San Francisco, CA, 2006-2009

- Responsible for all administrative functions for the Center for WorkLife Law.
- Prepared budgets and monitored work plans and contracts of consultants.
- Monitored grants of nearly \$1 million dollars, including awards from the National Science Foundation and Alfred P. Sloan Foundation.
- Researched legal cites, edited and proofread all publications generated by the Center.
- Interacted with students, faculty, staff, sociologists, legislators and other interdisciplinary teams working to prevent gender/racial bias and stereotypes in the workplace.

Regional Director, Social Vocational Services, San Francisco, CA, 2004-2006

- Hired, supervised and trained Program Directors providing supported living skills and employment services to adults with developmental disabilities in Golden Gate North Region.
- Prepared expenditures and budgets; maintained approved staffing ratios; assured compliance with state licensing and funding agency requirements. Participated in strategic planning and project development.
- Maintained proactive relationships with parents, funders, and other community based organizations.

Team Manager, The Arc of San Francisco, 2001-2004

- Designed the only one-to-one service in the Bay area for adults with severe medical, physical and behavioral challenges, vendorized by Golden Gate Regional Center.
- Assisted families with transition from child to adult services.

- Increased individualized services for adults in a community setting from 5 clients to 16 clients.
- Interviewed, hired, supervised and trained 14 employees, coordinating community based activities, training and implementation of individualized goals.
- Managed department goals and budget.
- Acted as a liaison between families, case managers, employers and community resources.

Disability Resource Specialist, UC Hastings College of the Law, 1999-2001

- Assisted in the advising and assessment of over 150 law students with a variety of disabilities (learning , physical, psychiatric).
- Applied ADA compliance standards with faculty and students.
- Assisted in the coordination and monitoring of classroom and exam accommodations.
- Supervised all note takers, editors, proctors and proofreaders.
- Facilitated and assisted in accommodations such as scanning, editing, enlarging material and using assistive technology such as Duxbury Braille and other computer software.
- Assisted in the development of budgets, created a Standard Operating Procedures Manual as well as department goals.

Training Specialist, Adelante Development Center, Albuquerque, New Mexico, 1997-1999

- Assisted in the development and revision of staff training levels and protocols as mandated by the state.
- Created training programs and modules for supervisory and line staff utilizing current adult learning theory.
- Developed annual training catalogue and calendar as well as training tracking database.
- Was the lead facilitator in a variety of state mandated training.
- Used graphic design and desktop publishing skills to produce training and PR materials.

Service Coordinator, Adelante Development Center, Albuquerque, New Mexico, 1992-1997

- Developed Individualized Service Plans for adults with developmental disabilities, including those dually diagnosed with mental health/cognitive disabilities.
- Supervised Individual Support Trainers in the implementation of goals/objectives for over 40 clients in a community-based program.

Program Supervisor, University of New Mexico Children's Psychiatric Hospital, New Mexico, 1985-1992

- Supervised over 20 staff in the areas of treatment plans, milieu therapy and team interactions.
- Responsible for writing and implementing treatment plans for behaviorally and emotionally challenged children.
- Coordinated with clinical, medical and educational professionals in an interdisciplinary format.
- Facilitated parent support groups.

Education

- Master's of Arts in Humanities and Leadership, New College of California. Thesis on *Persons With Disabilities in the Criminal Justice System*, 2002.
- Bachelor's of Arts in Sociology, New College of California, 2000.

Community Involvement

- Board Secretary for State Council on Developmental Disabilities, Area Board 5, **2007-present**
- Rape Crisis hotline Volunteer and Speakers' Bureau (**1993-1996**)
- Court Appointed Special Advocate (CASA) (**1986-1989**)
- Trained the Albuquerque Police Department cadets in Crisis Intervention Training. This was a 40-hour program that assisted new police officers in recognizing people with mental health and developmental disabilities, developing appropriate responses to decrease incidents of force.

San Francisco
BOARD OF SUPERVISORS

Date Printed: December 27, 2013

Date Established: January 1, 1975

Active

DEVELOPMENTAL DISABILITIES AREA BOARD V

Contact and Address:

Valerie Buell
DDAB Area Board V
1515 Clay Street, #300
Oakland, CA 94612

Phone: (510) 286-0439

Fax: (510) 286-4397

Email: Valerie.Buell@scdd.ca.gov

Authority:

Welfare and Institutions Code Section 4546; Developmental Disabilities Area Board V Bylaws.

Board Qualifications:

The Developmental Disabilities Area Board consists of fifteen (15) members, two of whom are appointed by the Board of Supervisors. The composition of the members are as follows: two voting members appointed by the governing body of each county (five counties-Alameda, Contra Costa, Marin, San Francisco and San Mateo; ten positions, two from each county) and five members appointed by the Governor.

Appointees must have demonstrated leadership in human services activities; shall not be an employee or a provider of services to developmentally disabled persons or on the governing body of any entity providing services with State funds.

The Area Board is one of thirteen (13) federally funded Boards established by California state law to protect and advocate for the rights of persons with developmental disabilities. The Board is responsible for advocacy, monitoring, training, planning, resource development, public education, and public information on behalf of persons with developmental disabilities living in Alameda, Contra Costa, Marin, San Francisco and San Mateo counties. The Board does not operate or fund any direct social or health care services. The purpose is to carry out the responsibilities and duties assigned to it by the Lanterman Act and the State Plan under the Federal Developmental Disabilities Act.

Term of Office: Members may serve two three-year terms. If a member is appointed to fill another member's unexpired term, the months served in the unexpired term shall not be counted

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towards the maximum of six years of service as an Area Board member.

Sunset Clause: None referenced.

Report Requirements: None referenced.