

File No. 120172

Committee Item No. 1

Board Item No. 22

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Rules

Date 3/29/12

Board of Supervisors Meeting

Date 4/10/12

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

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

Completed by: Linda Wong

Date 3/26/12

Completed by: L.W

Date 4/4/12

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

1 [Appointments – Workforce Investment Community Advisory Committee]

2

3 **Motion appointing Doug Parrish, term ending February 19, 2013, Liz Jackson-Simpson,**
4 **Winnie Yu, and Sheryl Davis, terms ending February 19, 2014, to the Workforce**
5 **Investment Community Advisory Committee.**

6

7 MOVED, That the Board of Supervisors of the City and County of San Francisco does
8 hereby appoint the hereinafter designated persons to serve as members of the Workforce
9 Investment Community Advisory Committee, pursuant to the provisions of Ordinance No.
10 270-07, for the terms specified:

11 Liz Jackson-Simpson, seat 1, succeeding Sheryl Davis, term expired, must be a staff
12 and/or a Board member of 501(c)3 organizations. Preferably, Committee Members should be
13 providing workforce development services or serving low-income residents and others with
14 barriers to employment, for the unexpired portion of a two-year term ending February 19,
15 2014.

16 Winnie Yu, seat 2, succeeding Cameron McHenry, term expired, must be a staff and/or
17 a Board member of 501(c)3 organizations. Preferably, Committee Members should be
18 providing workforce development services or serving low-income residents and others with
19 barriers to employment, for the unexpired portion of a two-year term ending February 19,
20 2014.

21 Doug Parrish, seat 3, succeeding Tracy Brown, term expired, must be a staff and/or a
22 Board member of 501(c)3 organizations. Preferably, Committee Members should be providing
23 workforce development services or serving low-income residents and others with barriers to
24 employment, for the unexpired portion of a two-year term ending February 19, 2013.

25

1 Sheryl Davis, seat 4, succeeding Jamie Brewster, term expired, must be a staff and/or
2 a Board member of 501(c)3 organizations. Preferably, Committee Members should be
3 providing workforce development services or serving low-income residents and others with
4 barriers to employment, for the unexpired portion of a two-year term ending February 19,
5 2014.



**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
MAR 21 PM 3:30

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): NA

District: NA

Name: Liz Jackson-Simpson

Home Address: Alpha Street

Zip: 94134

Home Phone: 415

Occupation: Executive Director

Work Phone: 4157537690

Employer: Youth Guidance Center Improvement Committee

Business Address: 375 Woodside Avenue, Building W2

Zip: 94127

Business E-Mail: liz.jacksonsimpson@gmail.com

Home E-Mail: @gmail.com

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): NA

Please state your qualifications (attach supplemental sheet if necessary)

I have been engaged with the workforce investment system for nearly 30 years in many capacities: service provider, policy maker, national workforce grantee, council member, funder and now ED of an employment & education agency.

Education:

BA - Industrial Design, MA coursework in Public Administration

Business and/or professional experience:

See resume attached

Civic Activities:

See resume attached

Ethnicity: (optional) African American

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: 14 MAR 2012 Applicant's Signature: (required)

Please Note: Your application will be retained for one year.

FOR OFFICE USE ONLY:

Appointed to Seat #: _____ Term Expires: _____ Date Seat was Vacated: _____

ELIZABETH JACKSON-SIMPSON

Alpha Street; San Francisco, CA 94134
415- _____

Qualifications and Achievements

- Created and implemented cross system collaborations and partnerships serving youth in the juvenile justice systems and from disenfranchised communities.
- Procured, administered and monitored community based services contracts totaling over \$7 million annually.
- Developed and sustained citywide, one-stop network that connects job seeking youth and service providers with the business community. Program was *nationally recognized by the US Department of Labor* in 1997.
- Raised over \$60 million for program development, implementation and capital ventures for youth services in San Francisco.
- Designed and implemented vocational educational programs for disenfranchised youth.
- Developed regional marketing campaigns including print and electronic media.
- Created a model entrepreneurship and youth job development program that has been replicated as training for foster youth through the Department of Human Services.
- Counseled representatives from the greater San Francisco Bay Area community, Australia and Japan regarding replication of vocational training programs for delinquent youth and development of youth employment systems.

Professional Highlights

Strategic Planning and Systems Design

- Lead a cross-sectorial team for the development and implementation of a city wide, public/private initiative to support youth services to San Francisco's Enterprise Communities.
- Managed an outcome based evaluation system incorporating over 50 juvenile justice providers.
- Developed and implemented an innovative and interactive basic computer literacy and basic skills training program that operates within the San Francisco Juvenile Probation Department serving hundreds of students annually.
- Established collaborations with unified school district, community college, government, private, and public agencies in an effort to develop a comprehensive, integrated, youth employment and juvenile justice system for San Francisco's youth, providers, and business communities.

Training Development

- Prepared over 6000 youth for subsidized and unsubsidized employment at a 75% placement rate.
- Developed a training academy to support youth development professionals and professionals working with youth involved with the juvenile justice system.
- Customized seminars in computer literacy, employment & training, delinquency prevention and hard to serve populations, systems building, personal development, and social service.

Finance and Management

- Raised and managed funds, grants, and contracts from public and private agencies totaling over \$60 million.
- Coordinated fundraising events for non-profit youth serving agencies.
- Supervised performance of 30 employees and volunteers.

Business Development

- Developed business plan for youth-directed concession and retail outlet within a city agency.
- Attained an overall placement rate of 75% for "at-risk" youth into unsubsidized employment.
- Achieved less than 10% recidivism rate for delinquent youth successfully completing educational, vocational and life skills programs.
- Wrote and oversaw proposal writing for local, state, and federal governmental agencies, foundations, and corporate sponsors.

Work History

EXECUTIVE DIRECTOR Youth Guidance Center Improvement Committee	7/06- Present
EXECUTIVE DIRECTOR OF PROGRAM DEVELOPMENT & DEPUTY DIRECTOR OF URBAN SERVICE BRANCH YMCA of San Francisco	7/06- 8/10
DIRECTOR, COMMUNITY PROGRAMS DIVISION (Retired) San Francisco Juvenile Probation	7/01 – 5/06
ASSOCIATE VICE PRESIDENT FOR YOUTH COLLABORATIVES Private Industry Council of SF, Inc.	7/00 – 7/01
DIRECTOR Jobs for Youth/Private Industry Council of SF, Inc.	1/97 – 7/00
INDEPENDENT LIVING SKILLS PROGRAM INSTRUCTOR Department of Human Services	2/89 – 6/99
FOUNDER, YOUTH DIRECTED BUSINESS Juvy Java	11/95 – 1/97
EDUCATION COORDINATOR/CONTRACT MANAGER Youth Guidance Center Improvement Committee	8/88 – 1/97
VOCATIONAL PROGRAM COORDINATOR Florence Crittenton Services	4/88 – 8/88
ASSISTANT AREA SUPERVISOR SUMMER YOUTH EMPLOYMENT TRAINING PROGRAM & ACCRA/ACCOUNT MANAGER Young Community Developers	5/87 – 4/88

Education

Basic Skills Education Emergency Credential, San Francisco State University, California, 1995
 Master of Arts Candidate, Organizational Development, University of California, Berkeley, California
 Bachelor of Arts, Industrial Design, San Francisco State University, San Francisco, California, 1986

Affiliations

Youth For Service	Board Member
Enterprise for High School Students	Board Member
Workforce Investment Board Member	Former Youth Council Member
Juvenile Detention Alternatives Initiative	DMC Committee Chair
Mayor's Youth Arts and Education Committee	Member
Youth Guidance Center Improvement Committee	Former Board President, Board Member
Juvenile Justice Coordinating Council	Council Member
SF Beacon Steering Committee Member	Former Executive Committee Member
San Francisco Youth Employment Coalition	Executive Committee Member
California Career Education Association 2000	Presenter
California Workforce Association 2000, 2005, 2010	Presenter
Public Private Ventures Forum 1999	Facilitator
San Francisco Youth Works	Advisory Board Member
Op-Net Community Ventures, Inc.	Advisory Board Member
Epsilon Pi Tau	Industrial Arts Honor Fraternity Member
Chamber of Commerce Leadership San Francisco	1997 Alumni
1996 San Francisco Children and Youth Summit	Delegate
San Francisco Youth Enrichment Program	Co-Chair, 1989 – 1996
Parent/Teacher Association	Parent Representative/Volunteer

Jewish Vocational Services
Willie's Kids
Catholic Catechism Doctrine

Advisory Board Member
Co-Chair
Volunteer Instructor

Elizabeth "Liz" Jackson-Simpson is one the rarest of all commodities—a native-born African American San Franciscan. Liz loves San Francisco with all her heart. She was born in the City, and raised in the Western Addition. She began her career at the tender age of 13, in service to her community, teaching music to younger children at the Buchanan YMCA. Liz graduated from Lowell High School and achieved her Bachelor's of Arts in Industrial Design from San Francisco State University.

Although Liz is indeed an artist, even art took a second place to her love of community. While at San Francisco State Liz began working with the Private Industry Council, becoming an expert in workforce development and education programs, and eventually co-authoring the highly praised Youth Opportunity grant from the Federal Department of Labor. The YO! grant secured \$28 million for youth employment programs in San Francisco.

From the Private Industry Council, Liz went to the San Francisco Juvenile Probation Department, where she spent 16 years creating job training programs at Log Cabin Ranch for Boys, and developing re-integration services for young people released from incarceration. Liz directed the Juvenile Probation Department's Community Programs Division, overseeing millions of dollars each year for enrichment programs and opportunities for our youth.

Last year, Liz took the challenge to become the first Executive Director of the Youth Guidance Center Improvement Committee following a five year-stint as the first-ever YMCA of San Francisco Executive Director of Program Development—a position created specifically to showcase and borrow her enormous expertise. Back to her career roots within the YMCA, Liz is working hard to develop strong connections between traditional YMCA wellness programs and desperately needed social services.

Despite her full schedule, including family—sons, husband, mother, and extended family—Liz finds time to serve as the Executive Director of Youth For Service, and as a guiding voice and strong presence in establishing San Francisco State's Multimedia Studies Program at its Downtown Campus and Success Center SF Scholarship Program with the SF State University Foundation.

Throughout all, Liz has achieved the one thing that every private citizen and every public servant yearns for—a good reputation. Liz is the "go-to" person. She has the Golden Rolodex. She will "get it done" with speed, integrity, creativity, excellence, and compassion.

When asked, "What Have You Done for Your People Today?" Liz may well answer, "I've given my life to my people."

When someone asks us, "What have YOU done for your people today?" we may well answer, "*I tried to emulate Liz Jackson-Simpson!*"



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 City and County of San Francisco
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 SAN FRANCISCO

JAN 27 PM 12:29

Application for Boards, Commissions and Committees

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

Seat # or Category (If applicable):

District: San Francisco

Name: Winnie H. Yu

Home Address: La Grande Ave, San Francisco, CA

Zip: 94112

Home Phone: (415) _____

Occupation: Chinatown One Stop Center Manager

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: _____ @gmail.com

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)

Manage and coordinate operations of new 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:

2010 - present, 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:

7/17/2011: 2011 AIDS Walk San Francisco; 2007-11: Commissioner, SF Elections Commission, appointed by then District Attorney Kamala Harris; 2005-07: League of Women Voters Board; 1997-01: 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: 1/26/2012 Applicant's Signature: (required)

Please Note: Your application will be retained for one year.

FOR OFFICE USE ONLY:

Appointed to Seat #: _____ Term Expires: _____ Date Seat was Vacated: _____

Winnie H. Yu

— La Grande Ave • San Francisco, CA 94112 • (415) — , ——— jgmail.com

Education

University of California, Berkeley

- B.A. in Political Economy of Industrial Societies, with Honors and Distinction, 2001-2004
- Honors thesis completed: 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

Leadership California: California Issues & Trends Program, 2007

- Professional and leadership development: exposure to the sectors, demographics, and employers of California's economy

and

Scholarships

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

One Stop Center Manager, Self-Help for the Elderly, San Francisco, 2010 to present

- Oversee and manage the daily operation of the Chinatown One Stop Career Link Center
- Hire, train, and supervise a team of 7 staff
- Ensure high quality services for a comprehensive and integrated workforce development center
- Participate in designing and coordinating the Chinatown One Stop Career Link Center programs and operations
- Compliance and reporting: monitor program and contract goals, prepare and submit funder reports
- Develop and maintain 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
- Plan, organize, and implement bilingual community outreach, public presentations, and media interviews
- Participate 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
- Generated a total of 28 grant requests: secured a total of \$693,954 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 casework: provided paralegal, and administrative support for attorneys, and staff

Chinese Bilingual Instructional Aide, San Francisco Unified School District, 1998-2001

Spring Valley Science School, Grades K-5

- Provided remedial individual and group tutoring for 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, 1998

Domestic Violence Unit, Hate Crimes Unit

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

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

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

Zeum, San Francisco, 2002-2005

- Staffed program activities, conducted research for grants, assisted the fund development team

Languages

Fluent in English and Chinese: Cantonese, Mandarin, and Taishanese.

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, KTSF Channel 26 "Mandarin Journal," 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.

11 04:23a

TRUE HOPE CHURCH Fax Serv

415-2-5962

p.2



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

Print Application

Application for Boards, Commissions and Committees

Application for Appointment to: WICAC

Name of Board, Commission, Committee, or Task Force

Seat # or Category (If applicable): 3

Name: Doug Parrish

Home Address: Campbell Ave San Francisco, CA

Zip: 94134

Home Phone: 415: _____

Occupation: CEO of Red Dipper, BOD for BVHCDC, Founer of M3

Work Phone: 4153219442

Employer: Red Dipper

Business Address: 950 Gilman Ave

Zip: 94124

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)

Board Member of Bayview Hope Community Development Corporation Chaired by Dr. Arelious Walker.

Education:

UC Berkeley

Business and/or professional experience:

Founder of 3 Successful Businesses in SF. Over a decade of Business Development experience.

Civic Activities:

SF African American Chamber of Commerce, SF NAACP, M3-(Men's Mentor Men), Avid supporter of the Black Coalition on Aids(BCOA)-Green Economy Expert Panelist.

Ethnicity: (optional) African American

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: 12/2/2011 Applicant's Signature: (required) Doug Parrish
Please Note: Your application will be retained for one year.

FOR OFFICE USE ONLY:

Appointed to Seat #: _____ Term Expires: _____ Date Seat was Vacated: _____



Board of Supervisors
City and County of San Francisco
1 Dr. Carlton B. Goodlett Place, Room 244
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ATTN:
LINDA WONG

Application for Boards, Commissions and Committees

Application for Appointment to: Workforce Investment Citizen's Advisory Committee

Name of Board, Commission, Committee, or Task Force

Seat # or Category (If applicable): 501 (c) 3

District:

Name: Sheryl Evans Davis

Home Address: Garces Drive

Zip: 94132

Home Phone: 415. _____

Occupation: Director

Work Phone: 415.567.0400

Employer: Collective Impact

Business Address: 1050 McAllister

Zip: 94115

Business E-Mail: sheryl@momagic.org

Home E-Mail: _____ @gmail.com

Check All That Apply:

A citizen of the United States. [checked]

At least 18 years old on or before Election Day. [checked]

Not in prison or on parole for a felony conviction [checked]

A resident of San Francisco [checked] Yes: [] No: (Place of Residence):

Please state your qualifications (attach supplemental sheet if necessary)

Previously served on the WICAC, working with organizations, community members and merchants with issues around economic development, workforce opportunities and developing strategies to address issues around employment barriers. Served on the WA Redevelopment CAC, Fillmore CBD and currently part of the WICAC

Education:

BA, SFSU and MPA from the University of San Francisco

Business and/or professional experience:

Director Collective Impact

Director, Mo' MAGIC Collaborative

Educator, Convent and Stuart Hall

Civic Activities:

Fillmore CBD

Western Addition Redevelopment Agency

Leo MCCarthy Center for Public good, Board Member

Ethnicity: (optional) African American

Sex: (optional) [] M [checked] F

Have you attended any meetings of the Board/Commission to which you wish appointment? [checked] 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: 3/23/2012 Applicant's Signature: (required)

Please Note: Your application will be retained for one year.

FOR OFFICE USE ONLY:

Appointed to Seat #: _____ Term Expires: _____ Date Seat was Vacated: _____



**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 and Committees

Application for Appointment to: Workforce Committee

Name of Board, Commission, Committee, or Task Force

Seat # or Category (If applicable): 3

District: 5

Name: Erris Edgerly

Home Address: Golden Gate Ave.

Zip: 94115

Home Phone: (415) _____

Occupation: Executive Director

Work Phone: (415) 525-0851

Employer: Brothers For Change

Business Address: 1290 Fillmore St. Suite # 105

Zip: 94115

Business E-Mail: PastorErris@brothersforchangeincca.org

Home E-Mail: _____@yahoo.com

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): San Francisco

Please state your qualifications (attach supplemental sheet if necessary)

Executive Director For non-profit organization for 12 years. Employment Development for low- income community. the job training for formerly incarcerated individuals looking for employment.

Education:

Currently in theological studies program. Enrolled in Business Administration and Management.

Business and/or professional experience:

Developing Red Rose Culinary program to teach individuals in the hospitality industry.
Developing Janitorial academy in sanitation methods,stripping and waxing floors.

Civic Activities:

Board member of Lower Fillmore neighborhood Association.
Board member of African American Leadership Council.

Ethnicity: (optional) African American

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: 3-22-2012 Applicant's Signature: (required) Erris Edgerly

Please Note: Your application will be retained for one year.

FOR OFFICE USE ONLY:

Appointed to Seat #: _____ Term Expires: _____ Date Seat was Vacated: _____

RECEIVED
BOARD OF SUPERVISORS
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2012 MAR 22 PM 1:32

MyFax - Monique Allen To:Linda Wong (14155545163)

19:06 03/06/12 EST Pg 2-2



Board of Supervisors
City and County of San Francisco
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RECEIVED
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2012 MAR -6 PM 4:41

Application for Boards, Commissions and Committees

Application for Appointment to: WORKFORCE INVESTMENT COMMUNITY ADVISORY COMMITTEE
Name of Board, Commission, Committee, or Task Force

Seat # or Category (If applicable): 3

District:

Name: Monique B. Allen

Home Address: Cedarcrest Drive, Vacaville, CA 95687

Zip: 95687

Home Phone: 707

Occupation: Program Manager

Work Phone: 510-926-0970

Employer: La Bella Vita Inc Foundation & Department of Veterans Affairs

Business Address: 3000 F Danville Blvd #245, Alamo

Zip:

Business E-Mail: monique.lbv@gmail.com

Home E-Mail: @gmail.com

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): Vacaville, CA

Please state your qualifications (attach supplemental sheet if necessary)

La Bella Vita Inc Foundation is a non-profit organization. Focus is career event that aims to change the lives of ONE MILLION people ONE JOB at a time called Get Hired! I am the program manager/director for the Get Hired Tour.

Education:

Masters in Project Management

Bachelor of Science Applied Behavioral Sciences and Communications, University of California, Davis

Business and/or professional experience:

15 years experience in health care administration and Information Technology Program Management; 5 years non profit business development director promoting economic development.

Civic Activities:

Charitable events that include: Community Housing Initiatives, Career Development Fairs, Health screenings and fairs at various sporting events, and feeding college students as part of the Hunger Sucks campaign.

Ethnicity: (optional)

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: 3-6-12

Applicant's Signature: (required)

Monique B Allen

Please Note: Your application will be retained for one year.

FOR OFFICE USE ONLY:

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



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1 Dr. Carlton B. Goodlett Place, Room 244
(415) 554-5184 FAX (415) 554-7714**

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 BOARD OF SUPERVISORS
 SAN FRANCISCO
 2012 FEB -1 PM 2:18
 BY *ABC*

Application for Boards, Commissions and Committees

Application for Appointment to: WORKFORCE INVESTMENT COMMUNITY ADVISORY COMMITTEE
Name of Board, Commission, Committee, or Task Force

Seat # or Category (If applicable): 3, or any seat that is vacant or will become vacant that I am qualified for District: 8

Name: Kai Wilson Forsley

Home Address: — San Jose Avenue, Suite #5

Zip: 94110

Home Phone: 773 —

Occupation: Volunteer Program Coordinator

Work Phone: 415-557-4251

Employer: City and County Of San Francisco

Business Address: 100 Larkin Street, Suite 651

Zip: 94102

Business E-Mail: kaiwilson@sfpl.org

Home E-Mail: — @gmail.com

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)

Please see attached sheet and attached resume.

Education:

Please see attached sheet and attached resume.

Business and/or professional experience:

Please see attached sheet and attached resume.

Civic Activities:

Please see attached sheet and attached resume.

Ethnicity: (optional) Black

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: 2/13/2012 Applicant's Signature: (required) *Kai Wilson*

Please Note: Your application will be retained for one year.

FOR OFFICE USE ONLY:

Appointed to Seat #: _____ Term Expires: _____ Date Seat was Vacated: _____

Please state your qualifications (attach supplemental sheet if necessary)

Please see attached resume.)

I have been in the nonprofit and public service sector for over 8 years. I implement initiatives efficiently and my ultimate goal is to ensure that individuals who reallocate my tax dollars are held accountable for their actions. That objective can take on many dimensions, including my interest in this committee.

I have worked for several entities including those that focus on community investment and workforce development. I have administered a Summer Youth Employment Program for a nonprofit and I have limitless outreach and community facilitation skills. I was responsible for creating job opportunities, community partnerships, training youth to work with the public and a myriad of other things.

I am also very active in my employment position working with individuals to create digital learning opportunities and other programmatic activities that address the 'digital divide.' Creating free opportunities for the general public to learn technology is at the center of this programming. I have also created programming that offers individuals small stipends for their expertise, and I am actively working with a dean at the City Colleges of San Francisco and my business partner to create a sustainable micro lending program for a targeted community.

I currently sit on the 501c3 Board of the Friends of the San Francisco Independent Living Skills Program as the secretary. As you are aware, the Independent Living Skills Program is funded with government money to provide case management and "life skills" to youth in San Francisco's foster care system. "Life skills" include job readiness programs. Our organization gives grants to emancipating foster youth.

Previously, I worked in a women's transitional shelter that provided workforce development support. I have been in San Francisco for about 4 years and have worked independently to ask the City to consider language barriers (in terms of requiring people to be bi-lingual to get a job) and racial barriers that are literally shutting out Black San Franciscans in terms of systemic workforce development.

After reviewing the agendas and minutes from 2011, logically you will be looking for people who have proven they work on initiatives, accomplish them, and can multitask.

In addition to working 40 hours per week, keeping a home, serving on the Friends Board as well as my recent endeavor serving as a Board Member with *SF Bay Area Illini* as an Event Planner, each year I bring together several nonprofits, Tenderloin Community School, for profit entities and over 600 youth for the International Walk to School Day celebration in the Tenderloin. I pull all of these pieces together each year. It's my favorite event.

<http://tenderloinneighbors.cfsites.org/>

Education:

Please also see attached resume.)

I received my Bachelor of Arts degree in English Literature from the University of Illinois at Urbana-Champaign.

Business and/or professional experience

Please also see attached resume.)

I have several years of nonprofit management and public service experience. In the nonprofit sector, I have been in all positions of the structure including: Executive Director, Program Manager, Case Manager, Project Coordinator, Volunteer Manager, etc. My favorite role is Volunteer Manager, and I currently work as the Volunteer Program Coordinator for the entire San Francisco Public Library system.

I also work part-time helping people start nonprofits and as an assistant to my husband, who is an artist.

Civic Activities:

Please also see attached resume.)

- **Friends of the San Francisco Independent Living Skills Program** – Offer grants to youth that are emancipating foster youth. What drew me to this board was a story about a foster youth who had obviously worked hard throughout high school and was accepted to New York University. The caveat was that she did not have plane fare to get to NYU and our organization was able to help her get there through a small grant. It's small incidentals like this that many people don't think about.
- **Tenderloin Neighborhood Association** – As a former resident of the Tenderloin, one of my goals was to increase pedestrian safety in every sense of the word. I brought the International Walk to School Day to the area and thus far the yearly event has allowed over 1000 youth and their families to participate. For the past two years on International Walk to School Day, I have set up 'Wellness Stations' at area locations and provided fruit, water, healthy living books, safety gear, etc. to youth and their families.

KAI WILSON

SUMMARY OF QUALIFICATIONS

- Cultivated volunteer program for the entire San Francisco Public Library system, which includes oversight of the program within 28 distinct locations.
- Penned all aspects of various organizations' technical materials, including several manuals, forms, handbooks, etc.
- 7 plus years in social service, nonprofit community development with a focus on community programming, child/youth work, case management and community economic development.
- Several years experience working in nonprofit and governmental settings developing and administering programming; and facilitating partnerships.
- Excellent written communication and program documentation skills due to college coursework in English Literature as well as service on two area Board of Directors as Secretary.
- Extensive experience coordinating informational sessions, facilitating meetings, producing report and case logs.
- Extensive experience organizing and giving orientations, presentations, workshops and recognition events in governmental, nonprofit and community settings.
- Computer skills include Microsoft Word, Excel, Publisher and ability to use various specialized software such as Volunteer Reporter and Salesforce.com. Proficient in database management.
- Exceptional ability to manage time and multiple projects in fast paced environment successfully.
- Can work well under minimal supervision. Possesses great attention to detail and work great on teams.
- Incorporated two nonprofit organizations.

EDUCATION

1999-2003 University of Illinois at Urbana-Champaign Urbana, Illinois
Bachelor of Arts in English Literature with a Concentration in American Short Story Fiction

- President's Award Scholar, 1999-2001

2009-2010 City College of San Francisco San Francisco,
California

Professional Enrichment/ Noncredit Courses

- Creating Effective Websites
- Project Management Fundamentals
- LSAT Preparation Course

2007
Illinois

Parkland College

Champaign,

- Completion of Statistics and Social Work Courses

PROFESSIONAL EXPERIENCE

January 2011 - present **San Francisco Public Library** San Francisco, California
Volunteer Program Coordinator

- Restarted volunteer program after 4-year hiatus.
- Increased volunteer program participation by 75% after successfully consolidating the inherited program.
- Active participant in 8 committees and networking organizations on behalf of the Library, including the Bay Area Regional Library Volunteer Managers in partnership with the California State Library.
- Called upon to diversify Public Affairs programming and activities.

September 2010 – August 2011 **Chinatown Community Development Center** San Francisco, California
Tenant Services Coordinator

- Responsible for complete programmatic activities for low income tenants located in a housing complex.
- Extensive knowledge of housing laws and housing-related information due to role as liaison between tenants of the housing complex and the property manager.

November 2009-present **Local Neighborhood Association** San Francisco, California
President

- Responsible for overall operations of incorporated Neighborhood Association.
- Built over 20 community based contacts and created a leadership team of 8 residents within a 3-month period.
- Organizes community events, one of which served over 600 youth in the neighborhood.

September 2009-June 2010 **City and County of San Francisco** San Francisco, California
Environmental Education Aide (Temporary, rotating position within the Department of Environment)

- Coordinated and gave environmental awareness presentations reaching over 500 students.
- Facilitated team meetings.
- Created written reports, which were submitted to school environmental contacts.
- Used City Vehicle Pool daily to conduct site visits.

September 2008- May 2009 **AmeriCorps/ Rebuilding Together** San Francisco, California
Outreach Coordinator

- Conducted outreach that resulted in 20 new partnerships and recruited numerous skilled

and unskilled volunteers.

- Created social service resource manual.
- Created Public Service Announcements for the radio and one for television.
- Created volunteer handbook for incoming volunteers
- Organized several days of several that included soliciting volunteers, locating clients to serve and coordinating day-of logistics.
- Coordinated volunteer day of service at Golden Gate Park's Bunny Meadow in conjunction with the Recreation and Parks Department.

January 2008-September 2008 **Oxford Round Table, Inc.** Urbana, Illinois

Wikipedia Technical Editor

- Configured plan to combat cyber defamation for well-established educational organization.
- Used code language and cyber searching (internet research tactics) to help restore correct information about organization.
- Edited multiple documents for the internet.

August 2006-September 2008 **Champaign County Christian Health Center** Champaign, Illinois

Director of Volunteer Services

- Oversaw and managed over several hundred volunteers and potential volunteers as well as interns in the areas of recruitment/placement, training/orientation, scheduling, assessment and appreciation.
- Due to targeted outreach plan, increased potential volunteer inquires by 50%.
- Arranged several large-scale events with considerable budgets.
- Wrote and distributed all volunteer and outreach-related correspondence to volunteers, Board members, staff and the public. This included newsletters, email alerts, personal correspondence, handbooks, informational pamphlets and various other forms of communication. On average, dealt with 45-50 emails per day.
- Responsible for volunteer program budget.
- Developed programming to support organizational growth and development, and created/defined volunteer roles as needed.
- Managed computer and volunteer files for the entire volunteer program
- Recognized by Board of Directors for exceptional community service and management skills.

August 2005-August 2006 **Champaign Public Library** Champaign, Illinois

Library Assistant I

- Coordinated and produced library programs, activities and gatherings for library patrons of various age groups.
- Resurrected and managed program that offered homework assistance to elementary school children.

- Selected to represent the library on the 'Read Across America' and 'Employee of the Month' committee.

August 2005-May 2006 **Center for Women in Transition** Champaign, Illinois
House Staff

- Provided support for potentially homeless women and children.
- Updated computer-based case files and notes.

August 2003-July 2006 **B.O.A.S.T. Academy After School Program** Champaign, Illinois
Co-coordinator/ Tutor

- Developed projects weekly for students; created a multi-week lesson plan on environmental awareness.
- Coordinated employee schedules and students groups.

VOLUNTEER EXPERIENCE

February 2010-April 2010 **San Francisco Board of Supervisors** San Francisco, California
Short Term Intern with Supervisor Michela Alioto-Pier's Office

May 2009-August 2009 **Mayor's Office of Neighborhood Services** San Francisco, California

Mayor's Annual Backpack Giveaway Coordinator

- Coordinated Mayor Gavin Newson's annual backpack giveaway, which included coordinating the distribution of 2, 500 backpacks to 40 community partners and 500 backpacks to day-of participants.
- Coordinated all aspects of this large-scale event, which included working with several City agencies (San Francisco Police Department, Municipal Transit Authority, Department of the Environment) to ensure the correct permits were issued, the correct streets were closed for the event and the correct public transportation vehicles were re-routed.
- Supervised over \$25, 000 worth of donations within a 2 month period.
- Handled and researched constituent complaints.

May 2009-June 2010 **World Food Program USA** San Francisco, California
California State Coordinator

- Organized, managed and recruited World Food Program Committee members throughout California that work to support the largest humanitarian effort in the world, World Food Program of the United Nations.

April 2009-May 2010 **Black Rock Arts Foundation** San Francisco, California
Consultant for Volunteer Program

- Oversaw the creation of a complete volunteer management system for this organization.
- Created volunteer handbook, volunteer application, volunteer intake process and streamlined response to handle influx of volunteers.

- Managed database of over 600 volunteers, the majority of which were active files.
- Coordinated events that utilized over 75 volunteers per event.

August 2007-May 2008 **Land of Lincoln Legal Assistance** Champaign, Illinois
Law and Health Case Volunteer

- Researched information and provided paperwork to low-income clients that had been denied Medicaid and Social Security Disability benefits.
- Maintained case files for clientele.

August 2007-August 2008 **Metanoia Centers, Inc.** Champaign, Illinois
Program Coordinator

- Case manager for Summer Youth Employment Program, which connected under served youth with summer employment opportunities.
- Contacted several community for-profit and nonprofit organizations to build partnerships so these entities would sponsor the youth for employment.
- Created several brochures, publications and press releases for various campaigns within the organization.

August 2004-April 2006 **Salvation Army Social Services** Champaign, Illinois
Social Services Assistant

- Mobilized community resources for Salvation Army clientele.
- Located low income housing for residents that sought our services.
- Case manager for over 70 Hurricane Katrina evacuee families that relocated to Champaign.

COMMUNITY ACTIVITIES

- I oversee a yearly public safety project that serves over 600 children and their family members, called 'International Walk to School Day.'
- Board Member, SF Bay Area Illini, present
- Board Member (Secretary), Friends of the Independent Living Skills Program (With 3 other Board Members oversee \$100,000 budget), present
- Board Member (Secretary), North of Market/ Tenderloin Community Benefit District (With 11 other Board Members oversaw \$1,000,000 budget), 2009-2010
- Online Photographer, The News-Gazette (largest newspaper in Central Illinois), 2008
- Restarted *Family to Family* support group for the Depression and Bipolar Support Alliance of Champaign County, 2008
- Radio Show Host, Radio Free Urbana, 2006-2007.

Statement of Conflict of Interest

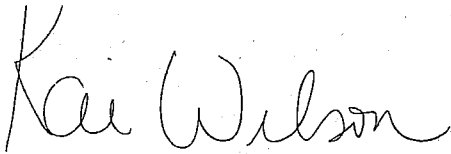
I would like to state for the record that there is a possible conflict of interest in terms of who may review these applications regarding the Office of Economic and Workforce Development staff.

In 2010, I filed a complaint with the Sunshine Ordinance Task Force against the North of Market/Tenderloin Community Benefit District for hiding documents; I prevailed.

In an attempt to stop me from getting the documents, two staff members of the Office of Economic and Workforce Development office worked tirelessly close with Elaine Zamora and Dina Hillard to ensure that I did not receive the documents.

As stated, I prevailed and my case set a precedence regarding Community Benefit Districts inability to be above the "accessibility law."

For the record, I want to submit this information to ensure that my application is reviewed without prejudice.

A handwritten signature in cursive script that reads "Kai Wilson". The signature is written in black ink on a white background.



Board of Supervisors
 City and County of San Francisco
 1 Dr. Carlton B. Goodlett Place, Room 244
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RECEIVED
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 SAN FRANCISCO

2011 DEC 29 AM 10:44
 LBO

Application for Boards, Commissions and Committees

Application for Appointment to: WICAC

Name of Board, Commission, Committee, or Task Force

Seat # or Category (If applicable): reapplying for same seat

(4)

District:

Name: Jamie Brewster

Home Address: 6th ave Oakland, Ca

Zip: 94605

Home Phone: 415-

Occupation: Ste Manager

Work Phone: 415-575-0423 x 201

Employer: Asian Neighborhood Design

Business Address: 1245 Howard St. SF, CAL

Zip: 94103

Business E-Mail: jbrewster@andnet.org

Home E-Mail: @yahoo.com

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): Oakland

Please state your qualifications (attach supplemental sheet if necessary)

When i was originally appointed to this seat by Supervisor Daly, I was a Bayview Resident. I have recently moved to Oakland because we could not afford to live here any longer.

Education:

Armijo High School, Fairfield Ca. 94533
 Solano Community College, San Francisco State University

Business and/or professional experience:

I have been working with at risk youth and Adults for over 10 years. For the last 6 years, my focus has been on workforce activities and ensuring those who want to work, can work.

Civic Activities:

Current member of WICAC seeking second term.

Ethnicity: (optional) African American

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: 12/29/11 Applicant's Signature: (required)

Please Note: Your application will be retained for one year.

FOR OFFICE USE ONLY:

Appointed to Seat #: _____ Term Expires: _____ Date Seat was Vacated: _____



**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 and Committees

Application for Appointment to: Workforce Investment Citizens Advisory Committee
Name of Board, Commission, Committee, or Task Force

Seat # or Category (If applicable): 1, 2, 3, 4 District: _____

Name: Dion-Jay Brookter

Home Address: El Camino Real #1 Zip: 94010

Home Phone: 559- Occupation: Director of Operations

Work Phone: 415.822.3491 Employer: Young Community Developers Inc.

Business Address: 1715 Yosemite Ave. Zip: 94124

Business E-Mail: dbrookter@ycdjobs.org Home E-Mail: @gmail.com

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): Burlingame Ca.

Please state your qualifications (attach supplemental sheet if necessary)

Attached Supplemental Sheet

Education:

B.S. Speech Communications , Utah State University - 2006
Master of Business Administration, University of Phoenix - 2009

Business and/or professional experience:

Attached Supplemental Sheet

Civic Activities:

Attached Supplemental Sheet

Ethnicity: (optional) African American 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: 01/03/2012 Applicant's Signature: (required)

Please Note Your application will be retained for one year.

FOR OFFICE USE ONLY:
Appointed to Seat #: _____ Term Expires: _____ Date Seat was Vacated: _____

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2012 JAN -5 PM 3:37
D

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

EXPERIENCE:

Director of Operations

Young Community Developers Inc., San Francisco Ca.

12/10-Present

As the Director of Operations - 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

Under the direction of 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 planed 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.



**Board of Supervisors
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 2012 FEB -2 PM 2:45
 BY: *[Signature]*

Application for Boards, Commissions and Committees

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

Seat # or Category (If applicable): 1, 2, 3, 4

District: _____

Name: Matthew A Poland

Home Address: _____ Waller St., San Francisco, CA

Zip: 94117

Home Phone: 415- _____

Occupation: Director of MatchBridge

Work Phone: 415-808-4313

Employer: United Way of the Bay Area

Business Address: 221 Main St., Suite 300, San Francisco, CA

Zip: 94105

Business E-Mail: mpoland@uwba.org

Home E-Mail: _____ @gmail.com

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)

Nine years of experience in management of workforce development / employment services programs for youth, adults, persons with disabilities and job seekers with barriers to employment; able to advocate on behalf of these populations.

Education:

Bachelors Degree in Psychology - University of Michigan
 Masters of Public Administration Degree (in process) - San Francisco State University

Business and/or professional experience:

Managing employment services programs for nine years across various populations, active member and former Co-Chair of the Bay Area Coalition for Employment Development, speaker and trainer for workforce services.

Civic Activities:

Lead organizer for Workforce Development Summit in SF (2010), Panelist at the SF Chamber Job Forum (since 2008), former non-profit Board Member, member of TAY-SF Steering Committee, San Mateo/SF Mayor's Committees.

Ethnicity: (optional) White

Sex: (optional) M F

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

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(Please Note: Once Completed, this form, including all attachments, become public record)

Date: 2-1-12 Applicant's Signature: (required) *[Signature]*

Please Note: Your application will be retained for one year.

FOR OFFICE USE ONLY:

Appointed to Seat #: _____ Term Expires: _____ Date Seat was Vacated: _____

Matthew A. Poland

@gmail.com

Waller Street
San Francisco, CA 94117
(415)

Objective: To demonstrate my qualifications for the Workforce Investment Community Advisory Committee.

Highlighted Qualifications:

- **Establishing Community Relationships in San Francisco to Foster Jobs for Youth and Adults:** Extensive network of employers, agencies, CBOs and other contacts to facilitate hiring people with barriers to employment from the community. Spearheaded a project to promote hiring people with disabilities on Craigslist. Also part of successful community partnerships such as the Bay Area Coalition for Employment Development (BACED) and the Youth Employment Coalition
- **Community Program Development and Management** Over 5 years in program design, implementation and management for employment services for youth, adults and persons with disabilities.
- **Key Organizer for:**
Workforce Development Summit (2010) www.workdevsummit.org
Unison in Industries (2009) www.unisoninindustries.org
- **Speaker/Trainer** Have conducted various workforce development and employment service-related workshops and trainings for workforce development professionals as well as job seekers in areas such as Online Applications, Case Management and Employer Engagement.

Relevant Experience:

United Way of the Bay Area (UWBA)
Director of MatchBridge

San Francisco, CA
Oct. 2010 - Present

- **Strategic planning** – Designed and begun implementation of aggressive growth plan to expand services into new sectors of employment and broader service area
- **Management of program** – Oversee day to day operations, supervise three staff members and manage complex relationships with both internal and external partners
- **Fundraising and financial oversight** – Facilitate corporate philanthropy and write grants in coordination with the UWBA development team; manage finances of program with multiple funding sources and detailed programmatic elements
- **Engage community partners** to cut poverty in half by 2020 as Director on the Community Investment Team of UWBA

PEP Jobs Program at California Pacific Medical Center
Employment Coordinator

San Francisco, CA
April 2006 – Oct. 2010

- **Creation of program**, from fee-for-service negotiation by Department of Rehabilitation and grant management to program documents, handbook, service delivery model
- **Identification and marketing to referral sources**, follow-up with potential clients, moderation of initial focus groups, liaison to Department of Rehabilitation and other community partners including Stanford Epilepsy Center, UCSF Epilepsy Center and the Epilepsy Foundation

References Available Upon Request

- Training and supervision of staff – Employment Specialist (2007), Job Placement Rep (2008) and Job Coach (2008)
- Have performed presentations, large and small, about services both to employers, clients and service providers at conferences, office meetings and other venues; Recently presented to the entire administration of CPMC on partnering with program to fill positions at CPMC.
- Delivery of Employment Preparation, Job Placement and Retention services to clients
- Daily operation – billing, accounts receivable / payable, customer service, outreach, grant management, etc.

Janet Pomeroy Center (formerly RCH, Inc.)

Vocational Counselor

Community Integration Specialist

San Francisco, CA

Mar. 2003 – April 2006

Nov. 2001 – Mar. 2003

- Meeting with clients (10-15 client caseload) on a regular basis to assess needs and appropriate services relating to job training and employment
- Supervisory responsibilities – oversaw work of Job Coaches, Training Specialist and CIS staff
- Presentation of services to employers and community members
- Coordination of services and advocacy for clients with the Dept. of Rehabilitation, Golden Gate Regional center, employers and other parties involved
- Preparing clients for work including reviewing job search tactics and interview practice
- Development of jobs for clients based on their individual needs and vocational goals
- Assisting the employer in creating workplace accommodations
- Managing paperwork and updating case files to ensure proper documentation of services

Current Affiliations:

- Member, Bay Area Coalition for Employment Development
- Member, Youth Employment Coalition
- San Francisco Chamber of Commerce Job Forum Panelist
- Member, TAY SF Steering Committee

Former Affiliations:

- Co-Chair, Bay Area Coalition for Employment Development www.baced.us
June 2008-2010
- The Rebuilding Alliance, Board of Directors Secretary www.rebuildingalliance.org
Sept 2008-July 2009
- San Francisco Chamber of Commerce Ambassador Group
Nov 2007 – Dec 2008
- San Francisco Mayor's Committee for the Employment of Persons with Disabilities
2006-2010
- San Mateo Mayor's Committee for the Employment of Persons with Disabilities
2003-2010
- Employment Coalition Committee (San Mateo County) 2003-2010

Education:

Masters of Public Administration, San Francisco State University
Bachelor of Arts degree, in Psychology, University of Michigan

expected in 2013

2000

References Available Upon Request

San Francisco
BOARD OF SUPERVISORS

Date Printed: February 22, 2012

Date Established: November 26, 2007

Active

WORKFORCE INVESTMENT COMMUNITY ADVISORY COMMITTEE

Contact and Address:

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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 501c3 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

"R Board Description" (Screen Print)

San Francisco
BOARD OF SUPERVISORS

Reports: None

