

File No. 160341

Committee Item No. 5

Board Item No. 7

### COMMITTEE/BOARD OF SUPERVISORS

#### AGENDA PACKET CONTENTS LIST

Committee: Rules Committee

Date April 14, 2016

Board of Supervisors Meeting

Date April 26, 2016

#### Cmte Board

- Motion
- Resolution
- Ordinance
- Legislative Digest
- Budget and Legislative 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
- Form 126 – Ethics Commission
- Award Letter
- Application
- Public Correspondence

#### OTHER (Use back side if additional space is needed)

- Information Sheet
- Vacancy Notice
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Completed by: Derek Evans Date April 11, 2016

Completed by: Derek Evans Date April 20, 2016

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

1 [Appointment, Commission on the Aging Advisory Council - Diane Lawrence]

2  
3 **Motion reappointing Diane Lawrence, term ending March 31, 2018, to the Commission**  
4 **on Aging Advisory Council.**

5  
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 the Aging Advisory Council, pursuant to the provisions of Administrative Code, Section  
9 5.54, for the term specified:

10 Diane Lawrence, seat 5, succeeding herself, term expired, must be a nominee of the  
11 District 4 Supervisor, for the unexpired portion of a two-year term ending March 31, 2018.

# MEMORANDUM

**TO:** Rules Committee Clerk  
**FROM:** Supervisor Katy Tang  
**DATE:** 4/4/16  
**SUBJECT:** Appointment by Supervisor Katy Tang

Please be advised that I have selected Diane Lawrence to be appointed to the Advisory Council to the Aging and Adult Services Commission.

This appointment will fill seat #5

Diane Lawrence's address is:

██████████ Santiago Street  
San Francisco, CA 94116

RECEIVED  
DEPT OF SUPERVISOR  
SAN FRANCISCO  
2016 APR -4 AM 9:59  
BY \_\_\_\_\_

Attachment

For Clerk's office use only:

Seat #: \_\_\_\_\_ Term expiration date: \_\_\_\_\_ Seat Vacated: \_\_\_\_\_



**Board of Supervisors  
City and County of San Francisco  
1 Dr. Carlton B. Goodlett Place, Room 244  
(415) 554-5184 FAX (415) 554-5163**

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

Name of Board, Commission, Committee, or Task Force: Advisory Council to Commission on Aging and Adult Services

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

Name: Diane Lawrence

Home Address: ---- Santiago Street San Francisco Zip: 94116

Home Phone: 415----- Occupation: semi-retired

Work Phone: \_\_\_\_\_ Employer: State Compensation Insurance Fund

Business Address: 5890 Owens Drive Pleasanton, CA Zip: 94588

Business E-Mail: \_\_\_\_\_ Home E-Mail: -----@comcast.net

**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:

Resident of San Francisco: Yes  No  If No, place of residence: \_\_\_\_\_

Registered Voter in San Francisco: Yes  No  If No, where registered: \_\_\_\_\_

**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 am a native San Franciscan and have been sitting on the Council for the last 2.25 years. As a native, I am familiar with the City and have seen in change and grow over the years. As a Council member, I have become increasingly aware of the challenges of seniors and adults with disabilities and the competing priorities to serve their needs and the needs of all San Franciscans. I currently serve as co-chair of the Joint Legislative Committee so I am also familiar with the legislation that could impact San Francisco and the constituency of the Council

**Business and/or professional experience:**

EDUCATION  
 1969 Bachelor of Arts in History, University of San Francisco  
 1978 Master of Arts in Teaching History, University of San Francisco  
 1978 Master of Arts in Counseling Psychology, Santa Clara University  
 Secondary and Community College Teaching Credentials  
 May 2014-present Annuitant, State Compensation Insurance Fund, Pleasanton,  
 1981 to March 2013 State Compensation Insurance Fund, Pleasanton--  
 1991-2005; 2007-March 2013 Corporate Underwriting Department  
 Various roles from last position as Senior Vice President of Corporate Underwriting to Underwriter; Responsibilities included underwriting product for the company, manuals, publications, and programs as well as legislative review, systems development, special projects, and portfolio analysis; project manager for major Corporate and Department projects ranging from policy contract to reorganization of our Los County Offices; served as a technical and training resource.

2005-2007 Program Manager, Project Services Office--Developed initial project management office.  
 1981-1991 Various responsibilities in the Corporate Marketing Department from writing corporate marketing campaigns and collateral materials to supervising a staff that wrote and developed same.  
 1979-1980 -Admissions Counselor, University of Portland--Recruited students in Oregon, Washington, California and Hawaii  
 First woman admissions counselor at the University.  
 1970-1979-Mercy High School, San Francisco--Director of Student Activities, Counselor and Social Studies Teacher.

**Civic Activities:**

St. Gabriel's Parish--Religious Education Teacher; Parish Committees and Volunteer activities; Strategic Planning Committee for the School, 2011  
 Mercy High School, San Francisco Board of Directors Member and current Chairperson  
 Mercy High School, San Francisco Alumnae Association  
 Council Member 2003-present  
 President (1983-1984), and  
 Board Member (1977-1979, 1980-1985)

Various Archdiocesan Committees and Programs  
 Ladies of Charity of the Archdiocese of San Francisco, President (1994-1996) and member (1991-present)  
 Advisory Council Member to the Aging and Adult Services Commission December 2013-March 2016  
 Joint Legislative Committee Advisory Council and Commission on Aging and Adult Services, March 2015-present--co-chair  
 Fromm Institute for Lifelong Learning at the University of San Francisco  
 Tutor at Mt. St., Joseph's-St. Elizabeth's 1993-1995

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

Appointments confirmed by the Board of Supervisors require an appearance before the Rules Committee. Once your application is received, the Rules Committee Clerk will contact you when a hearing is scheduled. *(Please submit your application 10 days before the scheduled hearing.)*

Date: 3/16/2016 Applicant's Signature: (required) Diane C. Lawrence  
 (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 Seat was Vacated: \_\_\_\_\_

San Francisco  
BOARD OF SUPERVISORS

Date Printed: July 7, 2015

Date Established: November 28, 1980

Active

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**COMMISSION ON THE AGING ADVISORY COUNCIL**

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**Contact and Address:**

Bridget Badasow Advisory Council Secretary  
Department of Aging and Adult Services  
1650 Mission Street, 5th Floor  
San Francisco, CA 94103

Phone: (415) 355-3509

Fax:

Email: [bridget.badasow@sfgov.org](mailto:bridget.badasow@sfgov.org)

**Authority:**

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

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**Board Qualifications:**

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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 the 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 the 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.

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"R Board Description" (Screen Print)

San Francisco  
BOARD OF SUPERVISORS

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.

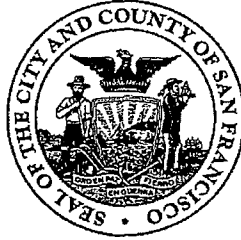
Reports: Annual Report

Sunset Clause: None.

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"R Board Description" (Screen Print)

BOARD of SUPERVISORS



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

## VACANCY NOTICE

### COMMISSION ON THE AGING ADVISORY COUNCIL

#### Replaced All Previous Notices

NOTICE IS HEREBY GIVEN of the following vacancies:

**Vacant seat 2**, succeeding Alexander MacDonald, term expired, must be a nominee of the District 6 Supervisor, for the unexpired portion of a two-year term ending March 31, 2016.

**Vacant seat 3**, succeeding Mary Higgins, term expired, must be a nominee of the District 10 Supervisor, for the unexpired portion of a two-year term ending March 31, 2016.

**Vacant seat 4**, succeeding Anna Maria Pierini, term expired, must be a nominee of the District 3 Supervisor, for the unexpired portion of a two-year term ending March 31, 2016.

**Vacant seat 5**, succeeding Diane Lawrence, term expired, must be a nominee of the District 4 Supervisor, for the unexpired portion of a two-year term ending March 31, 2018.

**Vacant seat 6**, succeeding Catherine Rose Russo, term expired, must be a nominee of the District 7 Supervisor, for the unexpired portion of a two-year term ending March 31, 2018.

**Vacant seat 7**, succeeding Ken Prag, term expired, must be a nominee of the District 8 Supervisor, for the unexpired portion of a two-year term ending March 31, 2018.

**Vacant seat 8**, succeeding Vera Haile, deceased, must be a nominee of the District 1 Supervisor, for the unexpired portion of a two-year term ending March 31, 2017.

**Vacant seat 10**, succeeding Patricia Webb, term expired, must be a nominee of the District 5 Supervisor, for the unexpired portion of a two-year term ending March 31, 2017.

**Vacant seat 11**, succeeding Margie Ramirez, term expired, must be a nominee of the District 9 Supervisor, for the unexpired portion of a two-year term ending March 31, 2017.



**Additional Qualifications:** At least 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.

**Reports:** None.

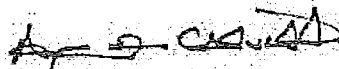
**Sunset Date:** None.

Additional information relating to the Commission on Aging Advisory Council may be obtained by reviewing Administrative Code, Section 5.54, at <http://www.sfbos.org/sfmunicodes> or by visiting the Advisory Council's website at <http://www.sfhsa.org/474.htm>.

Interested persons may obtain an application from the Board of Supervisors website at [http://www.sfbos.org/vacancy\\_application](http://www.sfbos.org/vacancy_application) or from the Rules Committee Clerk, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689. Completed applications should be submitted to the Clerk of the Board. All applicants must be residents of San Francisco, unless otherwise stated.

**Next Steps:** Applicants nominated by a District Supervisor 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(s) of the individual(s) recommended by the Rules Committee will be forwarded to the Board of Supervisors for final approval.

*Please Note: Depending upon the posting date, these vacancies may have already been filled. To determine if vacancies for this Advisory Council are still available, or if you require additional information, please call the Rules Committee Clerk at (415) 554-7702.*

  
Angela Calvillo  
Clerk of the Board

DATED/POSTED: April 5, 2016

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