



1 [Appointment - Commission on the Aging Advisory Council]

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3 **Motion appointing Diane Lawrence, term ending March 31, 2014, to the Commission on**  
4 **the Aging Advisory Council.**

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6 **MOVED,** That the Board of Supervisors of the City and County of San Francisco does  
7 hereby appoint the hereinafter designated person to serve as a member of the Commission  
8 on the Aging Advisory Council, pursuant to the provisions of San Francisco Administrative  
9 Code, Section 5.54, for the term specified:

10 Diane Lawrence, seat 5, succeeding Gracia Wiarda, term expired, must be a nominee  
11 of District 4 Supervisor, for the unexpired portion of a two-year term ending March 31, 2014.

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# MEMORANDUM

**TO:** Rules Committee Clerk  
**FROM:** Supervisor Katy Tang  
**DATE:** October 28, 2013  
**SUBJECT:** Appointment by Supervisor Katy Tang

Please be advised that Supervisor Katy Tang has selected Diane Lawrence to be appointed to the Advisory Council to the Aging and Adult Services Commission.

This appointment will fill seat no.5.

Applicant's address is:      Santiago Street  
San Francisco, CA 94116-1621

Attachment: [Application]

For Clerk's office use only:

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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) 554-7714

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

Name of Board, Commission, Committee, or Task Force: Advisory Council On Aging

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

Name: Diane Lawrence

Home Address: Santiago Street Zip: 94116

Home Phone: 415 Occupation: Retired Insurance Und Vice President

Work Phone: \_\_\_\_\_ Employer: \_\_\_\_\_

Business Address: \_\_\_\_\_ Zip: \_\_\_\_\_

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:

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:**

I am a fourth generation San Franciscan and have lived the majority of my life in the Sunset. I have worked with people with disabilities and assisted with the care of my mother who had disabilities and grandmother. I am knowledgeable of the challenges facing the aging population in getting around San Francisco, dealing with the limitations of stairs as mobility lessens and the make-up of the Sunset. As a native, I am aware of the history and challenges facing the neighborhood and have worked with a diverse population of people during my working career. I would like to give back to the City I love.

**Business and/or professional experience:**

State Compensation Insurance Fund, 1981-2013--Senior Vice Pres, Corp Und  
Mercy High School, San Francisco, 1970-1979--teacher, counselor and administrator  
Bachelor of Arts in History and a Master of Arts in Teaching History, USF  
Master of Arts in Counseling Psychology, Santa Clara University  
Classes in Gerontology.

**Civic Activities:**

Epiphany Project, Mt. St. Joseph's-St. Elizabeth's working with the clients as part of  
Ladies of Charity of the Archdiocese of San Francisco  
Mercy High School San Francisco, Board of Directors & formerly Alumnae Association  
Council, served a President of the Council.  
Fromm Institute of Lifelong Learning at the University of San Francisco  
The Commonwealth Club  
Active in St. Gabriel's Parish also Archdiocesan Committees

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: 10/26/2013 Applicant's Signature: (required) *Elaine Launese*

**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: \_\_\_\_\_

01/20/12

# Diane Lawrence

— Santiago Street  
San Francisco, CA 94116-1621  
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## EDUCATION

- 1969 Bachelor of Arts in History, University of San Francisco
- 1970 Secondary Teaching Credential issued for Life, 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  
Community College Teaching Credentials in Counseling and in Psychology issued for Life.

## EMPLOYMENT

- 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 for the university; developed university's college search materials and program; counseled students. First woman admissions counselor at the University.
- 1970-1979-Mercy High School, San Francisco
- 1970-1979-Director of Student Activities, Counselor and Social Studies Teacher.  
Coordinated testing program for admissions, college counseling program, and student activity program for 900+ students and taught on the 9-11<sup>th</sup> grade levels.

## Community Activities:

- St. Gabriel's Parish
  - Religious Education Teacher—7<sup>th</sup> and 8<sup>th</sup> Grade, 1996 to the present
  - Parish Committees and Volunteer activities
  - Strategic Planning Committee for St. Gabriel School, 2011
- Mercy High School, San Francisco Board of Directors Member
- Mercy High School, San Francisco Alumnae Association
  - Council Member 2003-present
  - President (1983-1984), and
  - Board Member (1977-1979, 1980-1985)
  - Mercy Society (1987)
- Various Archdiocesan Committees and Programs
  - Ladies of Charity of the Archdiocese of San Francisco, President (1994-1996) and member (1991-present)
- Tutor at Mt. St., Joseph's-St. Elizabeth's 1993-1995
- References Available upon Request

**Wong, Linda (BOS)**

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**From:** Mo, Carol  
**Sent:** Monday, October 28, 2013 4:22 PM  
**To:** Wong, Linda (BOS)  
**Cc:** dlawrence47@comcast.net; Tang, Katy  
**Subject:** RE: Advisory Council to the Aging and Adult Services Commission  
**Attachments:** Appointment Memo Diane Lawrence.pdf; Diane Lawrence Resume.pdf; BOS Application 10262013.pdf

Hi Linda,

Please see attached Appointment memo, her resume and BOS application for the appointment of Diane Lawrence. Let me know if you need anything else.

Thanks, Carol

Carol Mo 毛綺雯

Legislative Aide  
Office of Supervisor Katy Tang  
District 4  
City Hall, Room 264  
Phone: (415) 554-7460  
[www.sfbos.org/tang](http://www.sfbos.org/tang)

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**From:** Wong, Linda (BOS)  
**Sent:** Wednesday, October 23, 2013 2:45 PM  
**To:** Mo, Carol  
**Subject:** RE: Advisory Council to the Aging and Adult Services Commission

Unfortunately, we don't have a Word version. However, if she wishes to attach a resume, please feel free to ask her to do so.

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**From:** Mo, Carol  
**Sent:** Wednesday, October 23, 2013 2:36 PM  
**To:** Wong, Linda (BOS)  
**Subject:** RE: Advisory Council to the Aging and Adult Services Commission

Hi Linda,

Thanks for the quick response. Do you have word document for the application so we can fill it out? Or we need to complete it by hand?

Carol

Carol Mo 毛綺雯

Legislative Aide  
Office of Supervisor Katy Tang  
District 4  
City Hall, Room 264

San Francisco  
BOARD OF SUPERVISORS

Date Printed: November 8, 2013

Date Established: November 28, 1980

Active

**COMMISSION ON THE AGING ADVISORY COUNCIL**

**Contact and Address:**

Jeannie Chan Advisory Council  
Department of Aging and Adult Services  
1650 Mission Street, 5th Floor  
San Francisco, CA 94103

Phone: (415) 355-6783

Fax:

Email: Jeannie.Chan@sfgov.org

**Authority:**

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

**Board Qualifications:**

The Advisory Council is not to exceed 22 members (voting members), 11 of whom shall be appointed by the Board of Supervisors. The composition of the other members are as follows: 11 members appointed by the Commission on the Aging. More than 50% of the members 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.

"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

"R Board Description" (Screen Print)

