

File No. 110717

Committee Item No. 3
Board Item No. 29

COMMITTEE/BOARD OF SUPERVISORS AGENDA PACKET CONTENTS LIST

Committee: Rules

Date 6/16/11

Board of Supervisors Meeting

Date 6/28/11

Cmte Board

- | | | |
|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Motion |
| <input type="checkbox"/> | <input type="checkbox"/> | Resolution |
| <input type="checkbox"/> | <input type="checkbox"/> | Ordinance |
| <input type="checkbox"/> | <input type="checkbox"/> | Legislative Digest |
| <input type="checkbox"/> | <input type="checkbox"/> | Budget Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Legislative Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Youth Commission Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Introduction Form (for hearings) |
| <input type="checkbox"/> | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/> | <input type="checkbox"/> | MOU |
| <input type="checkbox"/> | <input type="checkbox"/> | Grant Information Form |
| <input type="checkbox"/> | <input type="checkbox"/> | Grant Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Subcontract Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Contract/Agreement |
| <input type="checkbox"/> | <input type="checkbox"/> | Award Letter |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Application |
| <input type="checkbox"/> | <input type="checkbox"/> | Public Correspondence |

OTHER (Use back side if additional space is needed)

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

Completed by: Linda Wong

Date 6/13/11

Completed by: L.W.

Date 6/22/11

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

1 [Appointment - Developmental Disabilities Area Board V]

2

3 **Motion appointing Donna Adkins, term ending December 31, 2013, to the**
4 **Developmental Disabilities Area Board V.**

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 Developmental
8 Disabilities Area Board V, pursuant to the provisions of the California Welfare and Institutions
9 Code, Section 4575, for the term specified:

10 Donna Adkins, seat 2, succeeding herself, term expired, must have demonstrated
11 interest and leadership in human services, for the unexpired portion of a three-year term
12 ending December 31, 2013.

13

14

15

16

17

18

19

20

21

22

23

24

25



**Board of Supervisors
City and County of San Francisco
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, California 94102-4689
(415) 554-5184 FAX (415) 554-7714**

Application For Boards, Commissions and Committees

Application for Appointment to: CA State Council for Dev. Disabilities Area Board 5
Name of Board, Commission, Committee, or Task Force

Seat # or Category (If Applicable): _____

Print Name: Donna Adkins

Home Address: Crestline Dr. #9 San Francisco Zip 94131

Home Phone: 415 Occupation: Director of Provider Services

Work Phone: 415 276-2913 Employer: Childrens Council of SF

Business Address: 445 Church St. San Francisco CA Zip: 94114

E-Mail Address: @yaho.com Fax #: 415 343 3331

Are you a United States citizen? Yes No (Citizenship is a mandatory requirement for all appointments)
Have you ever been convicted of a felony in this state, or convicted of any offense which, if committed in this state, would be a felony?
 Yes No. (If yes, please attach a statement describing the offense(s) for which you have been convicted, the date of those conviction(s), and the court(s) that convicted you.)

Education: BA Sociology, MA Disability Studies

Business and/or professional experience: attached

Civic Activities: Current Area Board 5 Secretary

Other Personal Information: (optional) _____

Ethnicity: (optional) _____ Sex: (optional) M F

Have you attended any meetings of the Board/Commission to which you wish appointment? Yes No
Would you be able to attend night meetings? _____ Day meetings? _____ Either _____
Please state your qualifications (attach supplemental sheet if necessary).

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: 5/10/11 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: _____

Donna Adkins
Crestline Dr. # 9
San Francisco, CA 94131
(415) _____
_____ @yahoo.com

Objective

An opportunity to provide advocacy, education and support to others.

Qualifications

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

- Oversees work of project managers and staff (Child Care Initiative Project, Capacity Building, License Exempt Provider Training, Child and Adult Care Food Program, Linking for Quality) and assists in planning, implementing and coordinating program services.
- Serves as a member of the agency's Senior Management team.
- Provides direct supervision of all department staff and managers.
- Advocates for increases in child care funding and service, for accessibility and quality, through public hearings and other advocacy opportunities.
- Represents agency at various public meetings and in contract negotiations, as appropriate, with state, county and other funding agencies.

2006-present Academic Program Coordinator, UC Hastings College of The Law San Francisco, California

- Responsible for all administrative, database, fiscal and grant management for the Center for WorkLife Law.
- Develops budgets, contracts, monitor grants and other expenditures.
- Responsible for all grant reporting, which includes nearly \$1 million worth of revenue, including grants from the National Science Foundation and Alfred P. Sloan Foundation.
- Develops newsletters, brochures and announcements pertaining to the Center. Updates websites.
- Researches legal cites, edits and proofreads all publications generated by the Center.
- Interacts with students, faculty, staff, sociologists, legislators and other interdisciplinary teams working to prevent gender/racial bias and stereotypes.

2004-2006 Regional Director, Social Vocational Services Daly City, California

- Hire, supervise and train Program Directors in Golden Gate North Region (14).
- Prepare expenditures, budgets; maintain approved staffing ratios, assure compliance with state licensing and funding agency requirements. Participate in strategic planning and project development.
- Maintain working relationships with stakeholders.
- Conduct regional safety and consumer advisory committee meetings.

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

- Designed the only one to one service in the Bay area for adults with severe medical and physical challenges, as well as behavioral challenges.
- Increased individualized services for adults in a community setting from 5 clients to 16 clients.

- Interviewed, hired, supervised and trained 14 employees.
- Managed department goals and budget.
- Acted as a liaison between families, case managers, employers and community resources.

**1999-2001 Disability Resource Specialist, UC Hastings College of the Law
San Francisco, California**

- Assisted in the advising and assessment of over 150 Juris Doctorate candidates with a variety of disabilities (learning, physical, psychiatric).
- Assisted in the coordination/monitoring of providing classroom and exam accommodations to students
- Supervised all note takers, editors, proctors and proofreaders.
- Facilitated and assisted in accommodations such as scanning, editing, enlarging material and using assistive technology such as Duxbury Braille and other computer software.
- Assisted development of budgets, developing Standard Operating Procedures Manual and developing department goals.

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

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

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

- Developed Individualized Service Plans for adults with developmental disabilities, including those dually diagnosed with mental health/cognitive disabilities..
- Supervised staff in the implementation of goals/objectives for over 40 clients in a community-based program.
- Trained supervisory and line staff on agency procedures and behavioral support procedures.

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

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

Education

- 2001 BA in Sociology, New College of California.
- 2002 MA in Humanities and Leadership, New College of California. Thesis on "Persons with Disabilities in the Criminal Justice System."
- 2004-2005 John F. Kennedy School of Law

Memberships

Autism Speaks

Volunteer Experience

State Appointment to Council on Developmental Disabilities, January 2007-Present (Board Secretary 2009-present)

Adjunct Advisor-New College of CA-2006-2007

Court Appointed Special Advocate (CASA)

Rape Crisis Volunteer and Speakers' Bureau

Relevant Experience

Trained the Albuquerque Police Department cadets in Crisis Intervention Training for over three years. This is a 40-hour training that assists new police officers in recognizing people with mental health and developmental disabilities in a community setting and alternatives to decrease incidents of force.

Consulted with the Behavioral Health Court with the SF Public Defender's office to assist in the referral of adults with disabilities in the criminal justice system.

References available upon request.

San Francisco
BOARD OF SUPERVISORS

Date Printed: June 7, 2011

Date Established: January 1, 1975

Active

DEVELOPMENTAL DISABILITIES AREA BOARD V

Contact and Address:

Susan Schultz
DDAB Area Board V
1515 Clay Street, #300
Oakland, CA 94612

Phone: (510) 286-0439

Fax: (510) 286-4397

Email: susan.schultz@scdd.ca.gov

Authority:

Welfare and Institutions Code Section 4575; Developmental Disabilities Area Board V Bylaws.

Board Qualifications:

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

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

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

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

"R Board Description" (Screen Print)

San Francisco
BOARD OF SUPERVISORS

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

Sunset Clause: None referenced.

Report Requirements: None referenced.

"R Board Description" (Screen Print)