

File No. 140086

Committee Item No. 4

Board Item No. 5

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Rules

Date February 6, 2014

Board of Supervisors Meeting

Date February 25, 2014

Cmte Board

- Motion
- Resolution
- Ordinance
- Legislative Digest
- Budget and Legislative Analyst Report
- Youth Commission Report
- Introduction Form
- 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)

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Completed by: Alisa Miller Date January 31, 2014

Completed by: Alisa Miller Date February 20, 2014

1 [Appointments, Workforce Investment Community Advisory Committee - Lai Yu Lily Wong,
2 Winnie Yu, and Dion-Jay Brookter]

3 **Motion appointing Lai Yu Lily Wong, Winnie Yu, and Dion-Jay Brookter (residency**
4 **requirement waived), terms ending February 19, 2016, to the Workforce Investment**
5 **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 Board of
10 Supervisors Ordinance No. 270-07, for the terms specified:

11 Lai Yu Lily Wong, seat 1, succeeding Liz Jackson-Simpson, term expiring on February
12 19, 2014, must be staff and/or Board member of a 501(c)(3) organization, preferably
13 committee members should be providing workforce development services or serving low-
14 income residents and other with barriers to employment, for a two-year term ending February
15 19, 2016.

16 Winnie Yu, seat 2, succeeding herself, term expiring on February 19, 2014, must be
17 staff and/or Board member of a 501(c)(3) organization, preferably committee members should
18 be providing workforce development services or serving low-income residents and other with
19 barriers to employment, for a two-year term ending February 19, 2016.

20 Dion-Jay Brookter (residency requirement waived), seat 4, succeeding himself, term
21 expiring on February 19, 2014, must be staff and/or Board member of a 501(c)(3)
22 organization, preferably committee members should be providing workforce development
23 services or serving low-income residents and other with barriers to employment, for a two-
24 year term ending February 19, 2016.

1 FURTHER MOVED, That the Board of Supervisors makes the following findings:

- 2 1. The membership of the Workforce Investment Community Advisory Committee has a
3 goal to be representative of the diversity of the City and County of San Francisco.
- 4 2. Applicant Dion-Jay Brookter, who is not a resident of San Francisco, is a person with
5 experience that uniquely qualifies him to serve on the Workforce Investment
6 Community Advisory Committee.
- 7 3. The Workforce Investment Community Advisory Committee has attempted to fill the
8 position, for which Dion-Jay Brookter was nominated, with an individual who is a City
9 resident and who has the specific experience, skills, and qualifications, but has been
10 unable to do so at this time. The Rules Committee has certified that Dion-Jay Brookter
11 is qualified to serve on the Workforce Investment Community Advisory Committee.
- 12 4. After exercising due diligence, the Board of Supervisors concludes that there is no
13 other possible representative, who is a resident of San Francisco, and who has the
14 specific experience, skills, or qualifications possessed by this applicant, and who is
15 willing to serve on the Workforce Investment Community Advisory Committee at this
16 time; and, be it

17 FURTHER MOVED, That the Board of Supervisors waives the residency requirement
18 for Dion-Jay Brookter, as allowed in cases where no qualified City resident, willing to serve,
19 can be found, pursuant to Charter, Section 4.10,1 that requires person(s) appointed to boards,
20 commissions, and advisory bodies established by legislative act of the Board of Supervisors
21 to be resident(s) of the City and County of San Francisco.

22
23
24
25



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: Workforce Investment Community Advisory Committee

Seat # or Category (if applicable): 3, 4 District: _____

Name: Lai Yu Lily Wong

Home Address: Girard Street, San Francisco Zip: 94134

Home Phone: (415) _____ Occupation: Coordinator

Work Phone: (415) 545-8807 Employer: Communities United for Health and Justice

Business Address: 459 Vienna Street, San Francisco Zip: 94112

Business E-Mail: cubj.coordinator@gmail.com Home E-Mail: _____

Pursuant to Charter Section 4.101 (a)2, Boards and Commissions established by the Charter must consist of electors (registered voters) of the City and County of San Francisco. For certain other bodies, the Board of Supervisors can waive the residency requirement.

Check All That Apply:

Registered voter in San Francisco: Yes No If No, where registered: _____

Resident of San Francisco Yes No If No, place of residence: _____

Pursuant to Charter section 4.101 (a)1, please state how your qualifications represent the communities of interest, neighborhoods, and the diversity in ethnicity, race, age, sex, sexual orientation, gender identity, types of disabilities, and any other relevant demographic qualities of the City and County of San Francisco:

I grew up in San Francisco's Mission District, and attended SFUSD schools. I am an Asian American, female immigrant. The majority of my life has been in San Francisco, working with a diverse population. I understand the struggles of working class families in San Francisco because that IS my background. I currently work as a coordinator of a collaborative of agencies to address the economic struggles of residents of District 11. I have previously worked as a youth employment coordinator in Chinatown, addressing the economic struggles of youth aged 14-18. I have also worked with the Asian Immigrant population as a Community Advocate for Asian Law Caucus.

Business and/or professional experience:

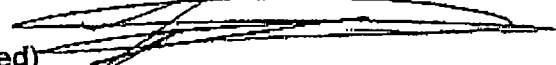
Coordinator, Communities United for Health and Justice (CURRENT)
 Intern, Office of Democratic Leader Nancy Pelosi
 Youth Employment Coordinator, Community Educational Services
 Community Advocate, Asian Law Caucus
 Community Organizer, Chinese Progressive Association
 Intern, Office of State Senator Carole Migden
 Intern, Office of Mayor Gavin Newsom
 Intern, Office of Supervisor Tom Ammiano
 Organizer, Youth Making A Change

Civic Activities:

Political Campaign Volunteer (Local propositions, supervisorial, and mayoral elections)
 Mediator, Center for Conflict Resolution

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: 6/26/2013 Applicant's Signature: (required) 

Please Note: Your application will be retained for one year. Once Completed, this form, including all attachments, become public record.

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

01/20/12



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City and County of San Francisco
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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):

District: San Francisco

Name: Winnie H. Yu

Home Address: San Francisco, CA

Zip: 94112

Home Phone: (415) _____

Occupation: Assistant Director of Employment Training

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: winnie.yu@ _____

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)

Managed and coordinated operations of the 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:

2013-present, Assistant Director; 2010-2013, 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:

12-14: Member, WICAC; 07-14: Commissioner, SF Elections Commission, appointed by then DA Kamala Harris and re-appointed by DA George Gascón; 05-07: League of Women Voters Board; 97-01: 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: 1/15/2014 Applicant's Signature: (required) *Winnie Yu*
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

San Francisco, CA 94112 • (415) _____ • winnie.yu@_____

Education

University of California, Berkeley

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

Assistant Director, Employment Training, Self-Help for the Elderly, San Francisco, 2013-present

- Assists and works closely with the Director of Marketing & Business Operations to implement the marketing and business development plan for the department
- Plans, develops, implements, and oversees annual contract compliance goals and objectives for the department; monitors the department's progress on meeting contract goals, and takes corrective actions as needed
- Oversees grant funded programs and analyzes program performance data. Identifies areas for improvement and makes changes as needed
- Compliance and reporting: monitor program and contract goals, prepare and submit funder reports
- Serves as a liaison to program funders and community partners; establishes and maintains partnerships with city and county workforce development agencies, employment, and service providers
- Prepares and presents program evaluation reports (including results of consumer satisfaction surveys) to the agency's Board of Directors and/or Program Committee
- Recruits, trains, supervises and evaluates the Operations Manager; assists with staff development and training needs
- Develops proposals in response to open bids

One Stop Center Manager, Employment Training, Self-Help for the Elderly, San Francisco, 2010-2013

- Oversaw and managed the daily operation of the Chinatown One Stop Career Link Center
- Hired, trained, and supervised a team of 7-10 staff
- Ensured high quality services for a comprehensive and integrated workforce development center
- Participated in designing and coordinating the Chinatown One Stop Career Link Center programs and operations
- Compliance and reporting: monitored program and contract goals, prepared and submitted funder reports
- Developed and maintained 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
- Planned, organized, and implemented bilingual community outreach, public presentations, and media interviews
- Participated 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
- Participated in generating a total of 28 grant requests, and securing a total of \$93,954 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 case work: provided paralegal, and administrative support for attorneys, and staff

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

- Provided remedial individual and group tutoring for a 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, Domestic Violence Unit, Hate Crimes Unit, 1998

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

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

Member, Workforce Investment Community Advisory Committee (WiCAC), City & County of San Francisco, 2012-2014

- Advise Workforce Investment San Francisco (WISF) board on the City's workforce needs and solutions to meet them

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

Languages

Fluent in English and Chinese (Cantonese, Mandarin, and Taishanese dialects)

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 at KTSF Channel 26 *Mandarin Journal* interview, 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.



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Application for Boards, Commissions, Committees, & Task Forces

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

Seat # or Category (if applicable): 4 District: _____

Name: DIONJAY (DJ) BROOKER

Home Address: EL CAMINO REAL - BURLINGAME, CA Zip: 94010

Home Phone: (415) _____ Occupation: DIRECTOR

Work Phone: (415) 822-3491 Employer: YOUNG COMMUNITY DEVELOPERS, INC

Business Address: 1715 YOSEMITE AVE, SF, CA Zip: 94124

Business E-Mail: dbrookerv@ycdjobs.org Home E-Mail: dionjaybrooker@_____

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: BURLINGAME

Resident of San Francisco Yes No If No, place of residence: BURLINGAME

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:

Attache

Business and/or professional experience:

Attached

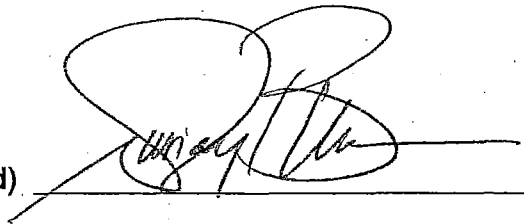
Civic Activities:

Attached

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: 1/15/2014 Applicant's Signature: (required)



Please Note: Your application will be retained for one year. Once Completed, this form, including all attachments, become public record.

FOR OFFICE USE ONLY:

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

01/20/12

Biography

Born January 17th, 1983 in Fresno California, Dion-Jay LeKent Brookter was born to two loving parents – John L. Brookter & Denise M. Brown. Born and raised in Fresno he was taught early on the values of dedication, integrity and excellence were not simply words, but ideas that you live by every day. From grammar school to high school Dion-Jay distinguished himself academically and in athletics by consistently holding a variety of leadership positions both on the field and in the classroom. Eventually, this dedication paid off in 2001 earning him a full athletic scholarship to play football at Utah State University in Logan, Utah.

While attending Utah State University from 2001-2006 Dion-Jay once again distinguished him-self on the field, in the classroom and in the community. Upon commencing from Utah State University with a Bachelor's of Science in Speech Communication with an emphasis in businesses his interest was sparked in joining the corporate world. Working for major corporations – World Savings, and Icon Health & Fitness – Dion-Jay realized his true calling and passion for service of others leaving the corporate world behind in 2007 to pursue the non-profit world. It was one of his many off campus experience – but one as a Hurricane Katrina volunteer, which lit the flame of service and dedication for those not looking for a handout but a helping hand up.

Returning to Fresno, CA - Fresno Career Development Institute Inc. (FCDI) gave Dion-Jay his first nonprofit opportunity as their Workshop Facilitator working with the previously incarcerated population with their re-entry back into our communities. While working full time at FCDI he also pursued and reached one of his professional goals in 2009 - obtaining a Masters Degree in Business Administration in order to better serve and understand the needs of employers.

In late 2009 Dion-Jay relocated to Northern California where he currently holds the position as Deputy Director - for a well established non-profit organization – Young Community Developers Inc. in San Francisco CA. where he oversees 9 programs, a staff of 22 and assist with the management of their 3 million dollar budget. Dion- Jay has worked in a variety of roles and positions in both the non-profit and corporate arenas. Dion-Jay has been instrumental in developing and cultivating relationships with corporate entities and other Southeast Community Based Organizations. By utilizing non-traditional CBO strategies such as hosting Business Mixers – where local businesses in the Southeast Community come to connect with community based organizations – is just one example of the innovation Mr. Brookter hopes to bring to the WICAC.

Highlights:

Appointed to the Workforce Investment Community Advisory Committee in December of 2013;

Recognized by the Office of Economic & Workforce Development in 2012 for his work on the Workforce Leaders Peer Learning Group;

Recognized by the San Francisco Public Utilities Commission for agency work with the Sewer System Improvement Internship Program (SSIP);

Attended training in Management Strategies for Success with Private Sector Businesses in a Recessionary Economy;

Attended training on how to Measure & Improve Business Customer Satisfaction with Your Services.

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
Workforce Leaders Peer Learning Group (OEWD), 2012
Active Member, Omega Psi Phi Fraternity Member, 2013
Workforce Investment Community Advisory Member, Appointed December 2013

EXPERIENCE:

Deputy Director

Young Community Developers Inc., San Francisco Ca.

12/10-Present

As Deputy Director - 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

Working with 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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Application for Boards, Commissions, Committees, & Task Forces

Name of Board, Commission, Committee, or Task Force: WICAC
 Seat # or Category (If applicable): _____ District: _____
 Name: James Fountain
 Home Address: ████ Sutter Street. Apt. █ San Francisco Ca Zip: 94109
 Home Phone: 415-████ Occupation: Associate Director Workforce Development
 Work Phone: 415-673-0911 x 237 Employer: Larkin Street Youth Services
 Business Address: 1150 Sutter Street San Francisco Ca Zip: 94109
 Business E-Mail: jfountain@larkinstreetyouth.org Home E-Mail: Jamesfountain@████

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

My work has effected individuals and groups across a richly diverse cross section of San Francisco's underserved and disconnected populations. At Larkin Street Youth Services the Human Services Agency of San Francisco has contract services for TAY aged PAES enrolled youth from the disenfranchised neighborhoods such as Bayview Hunters Point, Sunnydale, Western Addition, Lakeview, Mission/Excelsior, The Tenderloin and Visitation Valley. The homeless clients who live in the housing provided by Larkin Street Youth Services also represent a very diverse LGBTQQI communities and individuals across all socio-economic backgrounds. At Ella Hill Hutch Community Center as Director of adult services I worked with formerly incarcerated adults and people of color with few economic resources. My background has exposed me to a plethora of diversity which is one of the reasons why I feel I can represent all communities of interest and view issues from multiple lenses.

Business and/or Professional Experience:

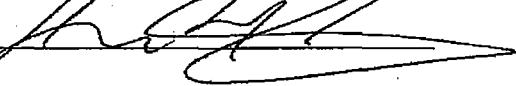
Jamie Fountain, Associate Director of Workforce Development at Larkin Street Youth Services, oversees the workforce development programming that assists youth in acquiring the skills and experience needed to obtain above-minimum-wage employment through Job Readiness Classes, internships, employment sector training, and employment counseling. Jamie is an active member of the National Association of Workforce Development Professionals where he has conducted training workshops on working with homeless youth in Workforce Development at the past 4 NAWDP National Conference. Jamie also sits on the NAWDP Advocacy Committee. Jamie is also a member of the California Workforce Association and has conducted several Workshops on working with Homeless and at-Risk Youth as two CWA state conferences. Jamie previously worked with ex-offenders, Helping them find employment as the Director of Adult Services and Employment at the Ella Hill Hutch Community Center. Prior to that, he worked for a number of large corporations, and received his Bachelor's Degree in Business Administration from Georgia Southern University.

Civic Activities:

Board Treasure, Board of Directors of San Francisco Pride.
Board Member of And Castro for All.
Treasure of the Lower Polk CBD steering Committee
Has been the Host and Supervisor of the San Francisco Pride Queer Youth Pavilion for the past 5 years.
Member of the Lower Polk Neighbors Association.
Member of the NYEC steering Committee
Member of the San Francisco LGBT Professionals Association
Member of the Alice B. Toklas LGBT Democratic Club
Member of the San Francisco LGBT Pride Committee

Have you ever 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: 1/17/14 Applicant's Signature: (Required) 

Please Note: Your application will be retained for one year. Once completed, this form, including all attachments, become public record.

For Office Use Only:
Appointed to Seat#: _____ Term Expires: _____ Date Seat was Vacated: _____

Miller, Alisa

From: Board of Supervisors
Sent: Friday, January 17, 2014 6:10 PM
To: Miller, Alisa
Subject: FW: Application for open WICAC board seat for Jamie Fountain
Attachments: image001.jpg; Application for open WICAC-board seat for Jamie Fountain.pdf

From: Jamie Fountain [mailto:JFountain@larkinstreetyouth.org]
Sent: Friday, January 17, 2014 3:12 PM
To: Board of Supervisors
Cc: Ray Fort; Jim Welsh
Subject: Application for open WICAC board seat for Jamie Fountain

To Whom it may concern,

Attached is my completed application for one of the open board seats of the WICAC board. Thank you in advance for your kind consideration of my application. Feel free to contact me at any time if needed.

Thanks,

James (Jamie) Fountain
Associate Director
Workforce Development
Larkin Street Youth Services
1150 Sutter Street
San Francisco, CA. 94109
(415) 673-0911 x 211 Fax: (415) 923-1378
jfountain@larkinstreetyouth.org
www.larkinstreetyouth.org

"When the many come together to help the few, the Universe smile on us all."

The mission of Larkin Street Youth Services is to create a continuum of services that inspires youth to move beyond the street. We will nurture potential, promote dignity, and support bold steps by all.

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San Francisco
BOARD OF SUPERVISORS

Date Printed: January 8, 2014

Date Established: November 26, 2007

Active

WORKFORCE INVESTMENT COMMUNITY ADVISORY COMMITTEE

Contact and Address:

Greg Asay
Mayor's Ofc of Econ & Workforce Development
One South Van Ness Ave., 5th Floor
San Francisco, CA 94103

Phone: (415) 701-4825

Fax: (415) 701-4897

Email: Greg.Asay@sfgov.org

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 501(c)(3) 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

Reports: None

"R Board Description" (Screen Print)

