

**STAFF REPORT FOR CALENDAR ITEM NO.: 10
FOR THE MEETING OF: April 11, 2013**

TRANSBAY JOINT POWERS AUTHORITY

BRIEF DESCRIPTION

On February 15, 2007, the TJPA Board of Directors approved the appointment of the fifteen inaugural members to the TJPA Citizens Advisory Committee (TJPA CAC). The inaugural CAC meeting was held in April of 2007, and the newly appointed members drew lots to determine which would serve initial one year terms and which would serve full two year terms. The expiration of subsequent terms has been staggered accordingly. This year seven seats on the committee are open to be filled.

The TJPA CAC bylaws specify that members be selected to represent the following constituent categories:

1. Daily Caltrain Rider into San Francisco
2. Daily AC Transit Transbay Rider into San Francisco
3. Daily MUNI Rider on a line that terminates at or passes through the Transbay Terminal
4. Local Resident from District 6
5. Local Business from District 6
6. Environmentalist
7. Member of a planning or good-government non-profit organization
8. Representative from labor
9. Bicycle advocate
10. Disabled advocate
11. San Francisco based public transit advocate
12. Regional transit advocate
13. Regional transit advocate
14. Member of the citywide (San Francisco) business community
15. Member with expertise in real estate development or real estate finance

The criteria for membership were established to ensure a qualified committee of regional stakeholders with a diverse array of knowledge and interest/advocacy aligned with the principal components that define the Program. Membership requires affiliation with at least one category, and the bylaws further specify that this mix of representation be preserved when replacement members are appointed to the CAC.

The TJPA solicited applications for new and returning members between February 2013 and March 2013. The TJPA received nineteen applications including six current members who reapplied.

After reviewing all applications, staff is recommending that the Board of Directors reappoint three members to the CAC and appoint four new members to fill the seven seats:

1. D'Arcy Myjer Daily Caltrain Rider into San Francisco (reappointed)

- | | |
|--------------------------|--|
| 2. <u>Marla Wilson</u> | Daily AC Transit Transbay Rider into San Francisco (reappointed) |
| 3. <u>Bruce Agid</u> | Local Resident from District 6 |
| 4. <u>Joseph Scott</u> | Representative from labor |
| 5. <u>Jessica Lorenz</u> | Disabled advocate |
| 6. <u>Nathan Rapp</u> | Regional transit advocate (reappointed) |
| 7. <u>Helen Han</u> | Member of the citywide (San Francisco) business community |

APPLICATION SOLICITATION OUTREACH

Prior to forming the CAC, TJPA staff developed, and the TJPA Board of Directors approved, an application for membership that asks for qualifications for membership, a statement of the applicant's objectives and goals, and affiliation(s) and references. This same application has been used in soliciting new members.

The call for applications was posted on the TJPA website at www.transbaycenter.org/cac, distributed via e-mail to the 1500 people on the TJPA outreach list, discussed at CAC meetings, circulated through SFMTA, AC Transit, and Caltrain, shared with TJPA Board members, published in citywide and community newspapers, and distributed to various community organizations including:

- San Francisco Chamber of Commerce
- Oakland Chamber of Commerce
- San Mateo Area Chamber of Commerce
- African American Chamber of Commerce
- San Francisco and Oakland Chinese Chambers of Commerce
- San Francisco and Alameda Hispanic Chamber of Commerce
- Japanese Chamber of Commerce
- Korean American North Pacific Coast (NPC)
- San Francisco Korean Chamber of Commerce
- Korean American Chamber of Commerce of Silicon Valley
- Consulate General of Mexico
- San Francisco Planning and Urban Research Association (SPUR)
- Building Owners and Managers Association of San Francisco (BOMA)
- Accion Latina
- La Raza Community Resource Center
- Literacy for Environmental Justice
- Livable City
- People Organizing to Demand Environmental and Economic Rights (PODER)
- San Francisco and Bay Area Bicycle Coalition
- San Francisco Bay Area Society of Hispanic Professional Engineers
- San Francisco State University and University of California, Berkeley student organizations
- San Francisco Youth Commission
- Sierra Club
- San Francisco La Raza Lawyers
- The Nature Conservancy

- Laborers International Union of North America (LIUNA), Local #261
- Northern California Carpenters Regional Council
- Operating Engineers, Local #3
- San Francisco Buildings & Trades Council – Local #377

Finally, applications were available at the TJPA Office. The TJPA received applications at the office in person, via US Postal Service, and e-mail.

APPLICATIONS RECEIVED

The TJPA received nineteen applications from twelve men and seven women. Ten applications are San Francisco residents, seven are from the East Bay, and two live on the Peninsula. The applicants included three Asian, three African American, one Middle Eastern, and one of mixed heritage (four applicants did not indicate their ethnicity).

RECOMMENDATIONS FOR APPOINTMENT TO THE TJPA CAC

The Staff recommends approval of candidates in the seven indicated categories, pursuant to Article 2, Section 4 of the Bylaws of the Transbay Joint Powers Authority Citizens Advisory Committee. The recommended members include four men and three women. One applicant is Asian American, two are African American, and one is of mixed heritage. Three of the recommended applicants are San Francisco residents, two are from Alameda County, one is from Contra Costa County, and one is from Santa Clara County.

NEXT STEPS

The attached resolution appoints the seven recommended applicants for membership on the TJPA CAC. Appointed members will be contacted and invited to the next meeting of the TJPA CAC, which will be held on May 14, 2013 at the TJPA offices at 201 Mission Street, Suite 2100.

TIMELINE

April 11, 2013	TJPA Board of Directors Approves CAC membership
May 14, 2013	Next TJPA CAC Meeting

RECOMMENDATION

Adoption of the resolution approving the appointment of seven members to the TJPA CAC as recommended.

ENCLOSURES

1. Applications of recommended TJPA CAC Members
2. Resolution

**TRANSBAY JOINT POWERS AUTHORITY
BOARD OF DIRECTORS**

Resolution No. _____

WHEREAS, On October 27, 2006, the Transbay Joint Powers Authority (TJPA) Board approved the creation of the TJPA Citizens Advisory Committee (TJPA CAC) and Bylaws; and

WHEREAS, The approved TJPA CAC Bylaws calls for a CAC comprised of fifteen voting members; and

WHEREAS, The TJPA CAC first met on April 10, 2007; and

WHEREAS, 7 positions on the CAC are open for appointment or reappointment; and

WHEREAS, The TJPA has solicited applications for membership from the public and received nineteen applications; and

WHEREAS, The following current members of the TJPA CAC are recommended for reappointment:

- D'Arcy Myjer Daily Caltrain Rider into San Francisco
- Marla Wilson Daily AC Transit Transbay Rider into San Francisco
- Nathan Rapp Regional transit advocate ; and

WHEREAS, The following individuals are recommended for appointment to vacancies on the TJPA CAC:

- Bruce Agid Local Resident from District 6
- Joseph Scott Representative from labor
- Jessica Lorenz Disabled advocate
- Helen Han Member of the citywide (San Francisco) business community; and

WHEREAS, The recommended TJPA CAC members include individuals with a diverse range of interests, expertise and backgrounds and represent the regional nature of the Transbay Program; now, therefore, be it

RESOLVED, That the TJPA Board of Directors appoints the recommended applicants to serve as members of the TJPA CAC.

I hereby certify that the foregoing resolution was adopted by the Transbay Joint Powers Authority Board of Directors at its meeting of April 11, 2013.

Secretary, Transbay Joint Powers Authority



TRANSBAY JOINT POWERS AUTHORITY

Maria Ayerdi-Kaplan • Executive Director

APPLICATION FOR MEMBERSHIP ON THE TJPA CITIZENS ADVISORY COMMITTEE

Name: D'Arcy A.R. Myjer
 (Please type or write legibly)

Home Address: _____

City: _____ County: _____ Zip Code: _____

Email: _____ Home Phone: _____

Other Phone (work/cell): _____ Occupation: Compliance

Employer: Delta Dental Position: Compliance Director

Ethnicity: White Gender: Male
 (Voluntary Information) (Voluntary Information)

Affiliation(s) Please check at least one.

Membership requires that you fit within one of the categories below.

- Daily Caltrain rider into San Francisco
- Daily AC Transit Transbay Rider into San Francisco
- Daily MUNI Rider on a line that serves the Transbay Terminal
- Local Resident from District 6 (zip code 94105 or 94107)
- Local Business from District 6 (zip code 94105 or 94107)
- Environmentalist
- Member of a planning or good-government non-profit organization
- Representative from labor
- Bicycle advocate
- Disabled advocate
- San Francisco based public transit advocate
- Regional Transit advocate
- Member of the citywide (San Francisco) business community
- Member with expertise in real estate development or real estate finance

Please explain your qualifications with respect to the affiliation(s) you checked above.

I am a Caltrain bike commuter, traveling between Mountain View and

San Francisco, also making me interested in regional transportation and bike commuting.

My office directly overlooks that construction (100 1st). I am an experienced

Committee Member, having served two terms.

Applicants who currently sit on another regional CAC that advises on matters relevant to the Transbay Transit Center will have priority for membership on the TJPA CAC.

Check here if you are a member of another regional Citizens Advisory Committee.

List CAC _____ Member since _____
#2 _____ Member since _____
#3 _____ Member since _____

Summary of Applicant's Qualifications for Membership (You may attach a resume. Please limit your attachment to no more than three pages):

See resume and other statements.

Statement of Applicant's Objectives/Goals if accepted for membership on the TJPA Citizens Advisory Committee:

1. Increasing use of public transportation in Bay Area, (2) integrating cycling and public transportation, and (3) controlling costs.

References

Name	E-mail	Phone
<u>1. Kathy Jonzzon</u>		
<u>2. Charles Lamont</u>		

Applications are considered to be active for one year from the date of signature. Completed applications should be submitted to the Transbay Joint Powers Authority, 201 Mission Street, Suite 2100, San Francisco, CA 94105 or via e-mail to TJPACAC@transbaycenter.org

Please note that the information you include in this application, and resumes and other material provided in connection with it, may be made available to the public. If you do not want a home address, telephone number, email address, or fax number disclosed, please indicate that fact in the space below the signature line. The information will be deleted from the publicly available copies. Where residence is relevant, a portion of the address (such as street name and zip code) may be disclosed.



SIGNATURE

3.11.13
DATE

How did you hear about us?

- TJPA Website/Search Engine (Google, Yahoo, etc.)
- Email/Newsletter
- Newspaper
- Word of Mouth
- Twitter\Facebook
- Other _____

D'Arcy Aubrey Roger Myjer

HEALTH CARE EXECUTIVE

Executive with successful management in a diversity of positions and settings, ranging from Delta Dental, Stanford University Medical Center, a professional association, the City of New York, the US Army, and small consulting firms. Skilled at working with diverse professionals and personalities.

Performance Excellence: Record of improving organizational performance by focusing on interdepartmental relationships, organizational structure, metrics, technology, and management development.

Management and Financial Controls: Experienced at operational metrics, budgets, managing to the bottom line, contract negotiations, and downsizing.

Strategic Initiatives: Successful in designing & executing large scale enterprise programs such as compliance methodology, records management, the EMR, and enterprise workflow.

EXPERIENCE:

DELTA DENTAL; San Francisco, CA

Director, Office of Compliance

2007-Present

Manager, IT System Development

2005 - 2007

Designed and established **Enterprise Compliance Program**, using a sector model to fostering partnerships between compliance managers and business units and developing managers with specific content expertise and ability to target and manage analysis, strategic considerations, and effective implementations. Provide metrics and reports to reports to BOD Audit Committee, facilitating annual goal setting and program refinement.

Architected enterprise **Compliance Methodology** to analyze new laws and regulations in the 50 states, evaluate and prioritize risk, integrate various laws into compliance programs, standardizing methodology of new initiatives and extensive use of metrics.

Developed **E-Mail Records Management Program** to address high risk of e-mail in e-Discovery, integrating records and archival perspectives, developing and deploying enterprise level policies & procedures, record disposition tables, a training program, and management controls.

Instituted **HITECH Disclosure Incident and Breach Management**, addressing identification, investigation, analysis, notification, and reporting of trends and underlying root cause analysis.

Implemented **Compliance Communication and Training Program** using computer-based learning, classroom training, web and SharePoint portals as well as flyers, posters, and newsletter articles.

STANFORD HOSPITAL AND LUCILE PACKARD CHILDREN'S HOSPITAL; Palo Alto, CA

Senior Director of Health Information Management Services

1999- 2004

Information Privacy Officer

2001- 2003

Led shared services department with \$12 million budget and staff of 170 providing health information management systems for two tertiary care, academic hospitals (adult and children's), with 500,000 clinic visits a year. Negotiated and managed multiple contracts and vendor relationships.

Organizational Improvement, Process Excellence and Change Management: Developed shared services department. Integrated workflow, operational metrics, and quality controls. Recognized by University Health Consortium (UHC) as top performing academic center HIM department.

Electronic Health Record (HER) and Technical Projects: Transitioned hospitals to one of the first document full record imaging operations in the country. Drove integration of voice systems, conversion from Optical to SAN, implementation of Enterprise Master Patient Index software, and clean-up of 3 major registration systems.

D'Arcy Aubrey Roeder Mvier

Program Management: Architected HIPAA privacy compliance strategy for Medical Center and developed risk assessment. Oversaw 11 hospital taskforces to develop program, write policies, train workforce of 17,000 individuals and remediate 117 computer applications.

Revenue Management: Chaired hospital taskforce on revenue management and data flow. Acknowledged by Accounts Receivable Consultants for lowest consistent coding receivables among all their clients.

People Management: Developed staff mentoring programs. Peer Chair of enterprise committees.

PYRAMID HEALTH SOLUTIONS (QUADRAMED); Santa Monica, CA

Regional Pod Manager & Consultant

1996 - 1999

Business Development: First Pyramid employee on East Coast, operating out of Maryland General Hospital (MGH), in role of developing business and as directing HIM Department. After 10 months, transferred to Stanford Hospital and Clinics as Interim Director.

Change Management: Achieved management control of Stanford HIM Department by reorganizing into teams, developing metrics, establishing client relationships, and implementing process changes. Resolved information system issues by collaborating with IT department, prioritizing issues and procuring capital.

AMERICAN HEALTH INFORMATION MANAGEMENT ASSOCIATION; Chicago, IL

Director of Business Development

1992 - 1996

Revenue, profit and loss responsibility for Divisions including: Publications, Certification, Membership, Professional Practice, Education, and Independent Study and budget of \$6.5 million.

Innovation: Awarded Board of Director's Staff Innovation Award for restructuring staff organization and setting new course for business ventures.

Academic Programs: Re-engineered the Independent Study Division, restructured enrollment requirements and improved recruitment, packaging courses into phases, and changed financial relationship with instructors.

Certification Testing and Business Planning: Developed marketing strategy for recently established CCS examination, designed psychometric study for the RHIA and RHIT credentialing examinations, and developed the business plan for physician-based certified coding examination (CCS-P).

Business Development and Marketing: Quadrupled publication sales in 2 years by increasing number of titles and developing co-venture programs. Designed and implemented integrated marketing strategy of the annual convention, journal content, publications, and Association's maintenance of certification program.

BRONX MUNICIPAL HOSPITAL CENTER; New York, NY

Director, Health Information Management

1989 - 1992

Managed \$2.5 million budget and staff of 105 responsible for health information management systems for 775 bed teaching hospital and 82 clinics, with 300,000 clinic visits a year. Performed operational analysis, transforming substandard department into peak efficient unit; awarded Best Systems Management in Finance Division (1992). Served as the Co-Director of project to computerize hospital information system.

CAPTAIN, UNITED STATES ARMY; Medical Service Corps

1982 - 1986

EDUCATION:

B.A. with Honors, Johns Hopkins University

Ph.D. Sociology, Yale University

US Army ROTC Scholarship

NIMH Trainee; VA Health Services Trainee

FAHIMA: Fellow of the American Health Information Management Association



TRANSBAY JOINT POWERS AUTHORITY

Maria Ayerdi-Kaplan • Executive Director

APPLICATION FOR MEMBERSHIP ON THE TJPA CITIZENS ADVISORY COMMITTEE

Name: Marla Wilson
(Please type or write legibly)

Home Address: _____

City: _____ County: _____ Zip Code: _____

Email: _____ Home Phone: _____

Other Phone (work/cell): _____ Occupation: Environment ^{philanthropy} Fellow

Employer: The San Francisco Foundation Position: Environment Fellow

Ethnicity: Black/white Gender: Female
(Voluntary Information) (Voluntary Information)

Affiliation(s) Please check at least one.
Membership requires that you fit within one of the categories below.

- Daily Caltrain rider into San Francisco
- Daily AC Transit Transbay Rider into San Francisco
- Daily MUNI Rider on a line that serves the Transbay Terminal
- Local Resident from District 6 (zip code 94105 or 94107)
- Local Business from District 6 (zip code 94105 or 94107)
- Environmentalist
- Member of a planning or good-government non-profit organization
- Representative from labor
- Bicycle advocate
- Disabled advocate
- San Francisco based public transit advocate
- Regional Transit advocate
- Member of the citywide (San Francisco) business community
- Member with expertise in real estate development or real estate finance

Please explain your qualifications with respect to the affiliation(s) you checked above.

I ride the F transbay into SF and have ³ environmental, bike, and transit advocacy experience. I work in the Environment Program at TFF and have worked at Greenbelt Alliance and serve on the Board of Walk Oakland Bike Oakland.

Applicants who currently sit on another regional CAC that advises on matters relevant to the Transbay Transit Center will have priority for membership on the TJPA CAC.

Check here if you are a member of another regional Citizens Advisory Committee.

List CAC _____ Member since _____
#2 _____ Member since _____
#3 _____ Member since _____

N/A

Summary of Applicant's Qualifications for Membership (You may attach a resume. Please limit your attachment to no more than three pages):

See the attached documents, pulled from my LinkedIn profile.

Statement of Applicant's Objectives/Goals if accepted for membership on the TJPA Citizens Advisory Committee:

If accepted, I will continue to focus on transit, bike, and pedestrian access on the CAC, and will also bring an equity focus.

References

Name


E-mail

Phone

1. Francesca Victor,
2. Joel Ramos

Applications are considered to be active for one year from the date of signature. Completed applications should be submitted to the Transbay Joint Powers Authority, 201 Mission Street, Suite 2100, San Francisco, CA 94105 or via e-mail to TJPA_CAC@transbaycenter.org

Please note that the information you include in this application, and resumes and other material provided in connection with it, may be made available to the public. If you do not want a home address, telephone number, email address, or fax number disclosed, please indicate that fact in the space below the signature line. The information will be deleted from the publicly available copies. Where residence is relevant, a portion of the address (such as street name and zip code) may be disclosed.


SIGNATURE

3/5/13
DATE

How did you hear about us?

- TJPA Website/Search Engine (Google, Yahoo, etc.)
- Email/Newsletter
- Newspaper
- Word of Mouth
- Twitter/Facebook
- Other _____

Marla Wilson, MPA

Public Policy, Community Engagement, and Philanthropic Professional

Specialties

Making connections between diverse stakeholders, "strange bedfellows" advocacy, event planning, relationship-building, social equity outcomes, strategic media/messaging and communications, volunteer recruitment/retention, public outreach and community engagement, sustainable transportation and land use planning in an urban context, infill development in the Bay Area, affordable housing policy, public management

Experience

Environment Program Fellow at The San Francisco Foundation

July 2012 - Present (9 months)

Coordinating annual responsive grantmaking process, including: presenting at How to Apply Workshop, conducting due diligence to evaluate and make recommendations on grant proposals, conduct site visits, making funding recommendations, and presenting to Board of Trustees. Review and report analysis of grantees' final reviews to assess philanthropic impact. \$1.3 million in grantmaking from the Environment Program in FY2012.

Preparing educational and informational materials around TSFF's opposition to San Francisco's Proposition F, on the Nov. 2012 ballot, to save Hetch Hetchy as a source of greenhouse-gas-free, publicly owned, hydroelectric power, and high-quality water for 2.6 million Bay Area residents.

Pursuing new body of grantmaking around access to healthy, sustainable, local food and clean, high-quality water.

Updating TSFF Environment Program guidelines and objectives to reflect ongoing evolution of the program.

Helping draft proposal for Healthy Food for All Initiative, to pursue equitable implementation of cutting-edge urban agriculture programs in San Francisco and the Bay Area.

Monitoring environmental community response to Chevron refinery disaster in Richmond, and respond as needed.

Contributing to TSFF's communications and social media presence.

Participating in extensive training and leadership/professional development through the fellowship program, including engaging with a cohort of more than 60 former fellows.

Representing TSFF at conferences nationwide and at special events across the region.

Field Representative at Greenbelt Alliance

June 2006 - June 2012 (6 years 1 month)

Was responsible for managing the Compact Development Endorsement Program and the Livable Communities Outreach Program, two all-volunteer teams. These programs advocated for individual developments and plans that created equitable, livable communities, and educated residents and decision-makers about the benefits of creating pedestrian-friendly development. Worked with local residents, elected officials, and diverse groups through grassroots-organizing, outreach and advocacy. Managed a Greenbelt Alliance priority campaign around the Broadway-Valdez Specific Plan, an urban planning effort underway in the City of Oakland.

Previously served as Livable Communities Outreach Coordinator, June 2006 to March 2008, and Sustainable Development Associate, March 2008 to March 2012.

9 recommendations available upon request

Grassroots Program Associate at Alliance for Justice

August 2003 - June 2006 (2 years 11 months)

Engaged a broad range of advocates in target states concerning two Supreme Court nomination campaigns. Recruited law students for First Monday Campaign lobby visits, letter-writing, U.S. Senate call-in days, and press conferences. Wrote and reworked sections of Student Action Campaign 2005 Organizer's Manual, and wrote text/basic HTML for 3 websites. Organized an educational luncheon for over 200 interns on the future of the Supreme Court. Worked with a team to launch the "Save Phil" Campaign, which helped curb efforts to eliminate the Senate filibuster.

Contractor at Rehabilitation Services Administration, U.S. Department of Education

January 2003 - August 2003 (8 months)

Edited disability rights policy documents for blind and low-vision staff members. Tracked disability rights legislation and attended and reported on hearings of the U.S. House of Representatives' HELP Committee. Evaluated, selected, and edited submissions for American Rehabilitation magazine.

Volunteer Experience

Member, Board of Directors at Walk Oakland Bike Oakland

October 2011 - Present (1 year 6 months)

WOBO is a membership-based, volunteer-driven organization whose mission is to improve neighborhood quality of life by making walking and biking in Oakland safe, easy, accessible and fun.

Member, Transbay Terminal Citizens Advisory Committee at Transbay Joint Powers Authority

May 2011 - Present (1 year 11 months)

Social Media/Communications Coordinator, Precinct Captain at Richard Raya for Oakland City Council District 1

May 2012 - November 2012 (7 months)

Managing Facebook and Twitter presence for campaign, organizing and attending special events, engaging new volunteers, canvassing, phonebanking, serving as precinct captain for my precinct, and other communications and outreach assignments as needed.

Courses

M.P.A., Public Administration

San Francisco State University

Environmental & Land Use Planning
Community & Economic Development
Managing Human Resources
Environmental Policy
Policymaking & Implementation
Managing Budgets in the Public Sector

Languages

Spanish (basic conversational, novice)

Skills & Expertise

Social Media

Land Use Planning

Non-profits

Sustainable Development

Community Engagement

Public Policy

Writing

Volunteer Management

Public Relations

Government Relations

Event Planning

Editing

Program Management

Media Relations

Transit-oriented Development

Relationship Cultivation

Building Coalitions

Facilitation

Environmental Advocacy

Campaign Strategy Development

Education

San Francisco State University

M.P.A., Public Administration, 2008 - 2010

Activities and Societies: Pi Alpha Alpha, The National Honor Society
for Public Affairs and Administration

1 recommendation available upon request

James Madison University

B.A., Sociology, Political Communication, Women's Studies, 1999 - 2002

Interests

organizational development, grantmaking, urban transportation issues, city and regional planning, civic engagement, community revitalization, social equity, cooking, music, politics, world travel, biking, running, current events



TRANSBAY JOINT POWERS AUTHORITY

Maria Ayerdi-Kaplan • Executive Director

APPLICATION FOR MEMBERSHIP ON THE TJPA CITIZENS ADVISORY COMMITTEE

Name: Bruce Agid

(Please type or write legibly)

Home Address: _____

City: _____ County: _____ Zip Code: _____

Email: _____ Home Phone: _____

Other Phone (work/cell): _____ Occupation: ConsultingEmployer: Energy Experts International Position: Managing Director - Business DevelopmentEthnicity: Caucasian Gender: Male
(Voluntary Information) (Voluntary Information)**Affiliation(s)** Please check at least one.**Membership requires that you fit within one of the categories below.**

- Daily Caltrain rider into San Francisco
 Daily AC Transit Transbay Rider into San Francisco
 Daily MUNI Rider on a line that serves the Transbay Terminal
 Local Resident from District 6 (zip code 94105 or 94107)
 Local Business from District 6 (zip code 94105 or 94107)
 Environmentalist
 Member of a planning or good-government non-profit organization
 Representative from labor
 Bicycle advocate
 Disabled advocate
 San Francisco based public transit advocate
 Regional Transit advocate
 Member of the citywide (San Francisco) business community
 Member with expertise in real estate development or real estate finance

Please explain your qualifications with respect to the affiliation(s) you checked above.

Condo owner in Mission Bay at 300 Berry St. Board Member and Transportation Rep for the South Beach/

Rincon/Mission Bay Neighborhood Assn. Actively participate in development & transportation planning

matters, i.e. Pier's 30-32, Pier 38, TEP, NE neighborhoods transit workshop and Port/BCDC Waterfront

Planning Working Group. A current member of SPUR and Board member with the Market Street Railway.

Applicants who currently sit on another regional CAC that advises on matters relevant to the Transbay Transit Center will have priority for membership on the TJPA CAC.

Check here if you are a member of another regional Citizens Advisory Committee.
List CAC _____ Member since _____
#2 _____ Member since _____
#3 _____ Member since _____

Summary of Applicant's Qualifications for Membership (You may attach a resume. Please limit your attachment to no more than three pages):

See attached Bio. Background demonstrates an optimal mix of civic/community involvement and professional experience to ensure neighborhood interests are well represented while supporting the project goals of Transparency, Fiduciary Responsibility, Quality Control, ROI and Collaboration.

Statement of Applicant's Objectives/Goals if accepted for membership on the TJPA Citizens Advisory Committee:

Provide a conduit for 2-way communications between neighborhood residents and TJPA Board/project addressing transportation, QoL & land use issues; while ensuring the delivery of a successful project

References

Name	E-mail	Phone
1. Katy Liddell		
2. Ken Floyd		

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Please note that the information you include in this application, and resumes and other material provided in connection with it, may be made available to the public. If you do not want a home address, telephone number, email address, or fax number disclosed, please indicate that fact in the space below the signature line. The information will be deleted from the publicly available copies. Where residence is relevant, a portion of the address (such as street name and zip code) may be disclosed.

SIGNATURE

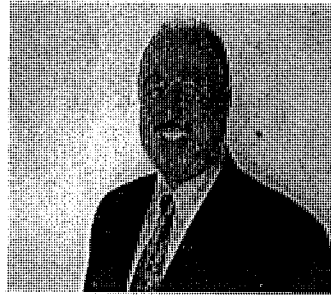
3/12/13

DATE

How did you hear about us?

- TJPA Website\Search Engine (Google, Yahoo, etc.)
- Email\Newsletter
- Newspaper
- Word of Mouth
- Twitter\Facebook
- Other Sunny Angulo, Legislative Aid, Supervisor Kim's Office

Bruce Agid



Bruce is a native San Franciscan and has either lived or worked in the city a majority of his life. He grew up in the Sunset and Lakeshore Districts, and is a product of the public school system, graduating from Lowell High School. As a young adult he lived in Bernal Heights and Visitacion Valley before moving down the Peninsula. He and his wife moved back to San Francisco five years ago and currently live in Mission Bay.

Bruce is committed to giving back to his city. He is uniquely qualified to take a leadership role in shaping and influencing our city's future, understanding the city's history and present day challenges. Bruce is a current member of SPUR, serves on the Board of the Market Street Railway, is a Board member and transportation rep for the South Beach, Rincon Hill, Mission Bay Neighborhood Association and is a member of the BCDC/Port Waterfront Planning Study working group.

Bruce has over 35 years of experience serving local communities through his career providing natural gas and electricity to San Francisco and communities throughout Northern/Central California. He is currently employed by Energy Experts International as their Managing Director of Business Development, consulting with energy companies specializing in utility operations. Bruce is a versatile, highly qualified leader, skilled in developing strategies to deliver breakthrough performance and results. His strengths include building cross functional teams, gaining executive sponsorship, creating and communicating clear project visions, developing employees and managing performance to deliver expected results.

Prior to utility consulting, Bruce worked at Pacific Gas & Electric (PG&E). He had a successful career, retiring in 2011 as a Director in Utility Operations. Bruce led a highly complex project team responsible for the deployment of 20,000 telecommunications network nodes and 10 million gas and electric smart meters managing a budget of \$1.5 Billion. In addition, he led the change management and benefits realization programs encompassing the delivery of IT functionality and business process redesign resulting in improved levels of customer service, reductions in operating expenses and increased labor efficiencies.

Bruce developed his broad utility experience through leadership assignments in Gas and Electric Field Services, Electric Switching Center Operations, Call Center Operations, Local Office Customer Service and Meter Reading. Bruce has a Bachelor of Science Degree in Business Administration from San Francisco State University and earned a green belt certification in Lean Six Sigma Methodology. He also served on the Board of Directors of Utilimetrics (Utility Technology Association).



03-01-13P01:00 RCVD

TRANSBAY JOINT POWERS AUTHORITY

Maria Ayerdi-Kaplan • Executive Director

APPLICATION FOR MEMBERSHIP ON THE TJPA CITIZENS ADVISORY COMMITTEE

Name: Joseph Scott
(Please type or write legibly)

Home Address: _____

City: _____ County: _____ Zip Code: _____

Email: _____ Home Phone: _____

Other Phone (work/cell): _____ Occupation: Business Representative

Employer: LIUNA, Local Union 261 Position: Business Rep/Organizer

Ethnicity: African - American Gender: Male
(Voluntary Information) (Voluntary Information)

Affiliation(s) Please check at least one.
Membership requires that you fit within one of the categories below.

- Daily Caltrain rider into San Francisco
- Daily AC Transit Transbay Rider into San Francisco
- Daily MUNI Rider on a line that serves the Transbay Terminal
- Local Resident from District 6 (zip code 94105 or 94107)
- Local Business from District 6 (zip code 94105 or 94107)
- Environmentalist
- Member of a planning or good-government non-profit organization.
- Representative from labor
- Bicycle advocate
- Disabled advocate
- San Francisco based public transit advocate
- Regional Transit advocate
- Member of the citywide (San Francisco) business community
- Member with expertise in real estate development or real estate finance

**Please explain your qualifications with respect to the affiliation(s) you checked above.
Over 20 years of experience in the Field.**

Applicants who currently sit on another regional CAC that advises on matters relevant to the Transbay Transit Center will have priority for membership on the TJPA CAC.

Check here if you are a member of another regional Citizens Advisory Committee.

List CAC _____ Member since _____
#2 _____ Member since _____
#3 _____ Member since _____

Summary of Applicant's Qualifications for Membership (You may attach a resume. Please limit your attachment to no more than three pages):

I have served as a Business Representative/President for eight years, currently serving as a Business Representative. Have continuously in my nine years through LiUNA, attended various Educational Seminars.

Statement of Applicant's Objectives/Goals if accepted for membership on the TJPA Citizens Advisory Committee:

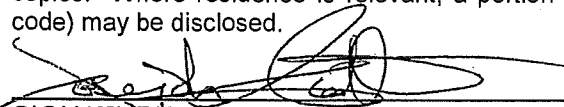
To engage in all agendas that the TJPA will be committed to, continue my Leadership Advancements with all, and help push the vision of the TJPA.

References

Name	E-mail	Phone
1. Ramon Hernandez		
2. Oscar De La Torre		

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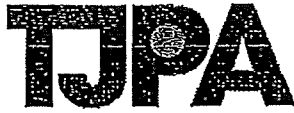
Please note that the information you include in this application, and resumes and other material provided in connection with it, may be made available to the public. If you do not want a home address, telephone number, email address, or fax number disclosed, please indicate that fact in the space below the signature line. The information will be deleted from the publicly available copies. Where residence is relevant, a portion of the address (such as street name and zip code) may be disclosed.


SIGNATURE

2/28/13
DATE

How did you hear about us?

- TJPA Website/Search Engine (Google, Yahoo, etc.)
- Email/Newsletter
- Newspaper
- Word of Mouth
- Twitter/Facebook
- Other _____



TRANSBAY JOINT POWERS AUTHORITY

Maria Ayardi-Kaplan • Executive Director

APPLICATION FOR MEMBERSHIP ON THE TJPA CITIZENS ADVISORY COMMITTEE

Name: Jessie Lorenz
(Please type or write legibly)

Home Address: _____

City: _____ County: _____ Zip Code: _____

Email: _____ Home Phone: _____

Other Phone (work/cell): _____ Occupation: Executive Director of Non-Profit OrganizationEmployer: Independent Living Resource Position: Executive DirectorEthnicity: White Gender: Female
(Voluntary Information) (Voluntary Information)Affiliation(s) Please check at least one.
Membership requires that you fit within one of the categories below.

- Daily Caltrain rider into San Francisco
 Daily AC Transit Transbay Rider into San Francisco
 Daily MUNI Rider on a line that serves the Temporary Terminal
 Local Resident from District 6 (zip code 94105 or 94107)
 Local Business from District 6 (zip code 94105 or 94107)
 Environmentalist
 Member of a planning or good-government non-profit organization
 Representative from labor
 Bicycle advocate
 Disabled advocate
 San Francisco based public transit advocate
 Regional Transit advocate
 Member of the citywide (San Francisco) business community
 Member with expertise in real estate development or real estate finance

Please explain your qualifications with respect to the affiliation(s) you checked above.

I am the Executive Director of ILRCSF, a disability rights organization which has among its goals improving the accessibility of Bay Area transportation for people with disabilities. Also, as a blind mother of a small child, and a resident of the East Bay who works in San Francisco, I count myself amongst the ridership of Bay Area Public Transportation Systems.

Applicants who currently sit on another regional CAC that advises on matters relevant to the Transbay Transit Center will have priority for membership on the TJPA CAC.

Check here if you are a member of another regional Citizens Advisory Committee.

List CAC	<u>San Francisco Better Streets Advisory</u>	Member since <u>2006</u>
#2	<u>Proposition K Expenditure Advisory Committee</u>	Member since <u>2002</u>
#3	<u>San Francisco Transportation Plan</u>	Member since <u>2010</u>

Summary of Applicant's Qualifications for Membership (You may attach a resume. Please limit your attachment to no more than three pages):

Please see attached resume.

Statement of Applicant's Objectives/Goals if accepted for membership on the TJPA Citizens Advisory Committee:

To ensure that issues of accessibility figure centrally in the development of the Transbay Terminal and that people with disabilities are included in the planning of said terminal.

References

Name	E-mail	Phone
1. <u>Susan Mizner</u>		
2. <u>Herb Levine</u>		

Applications are considered to be active for one year from the date of signature. Completed applications should be submitted to the Transbay Joint Powers Authority, 201 Mission Street, Suite 2100, San Francisco, CA 94105 or via e-mail to TJPACAC@transbaycenter.org

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 3/15/13
SIGNATURE DATE

JESSICA LORENZ

Qualifications:

- Manager with superior organizational and delegation skills
- Exceptionally strong verbal communications, including some Spanish and American Sign Language
- Excellent writing skills, including independently publishing a disability advocacy newsletter, and proficiency in writing reports
- Expertise in the analysis of, and investigation into, the programmatic implementation of Americans with Disabilities Act
- Strong working relationships with organizations and leaders in the disability rights community
- Demonstrated commitment to enhancing the civil rights of people with disabilities

Professional Experience

- Current director of grants management and fiscal obligations at Independent Living Resource Center San Francisco
- Organizer of 500 people with disabilities and allies to attend Disability Capital Action Day in Sacramento, 2010
- California Certified Access Specialist, 2009
- Certification through Pacific Disability and Business Technical Assistance Center in ADA/California Title 24 Compliance, 2006
- Organizer of statewide teleconference on medically necessary transportation and alternative sources of funding, including Medicaid, 2006
- Conductor of yearly campaign on the California State Budget and its' impact on people with disabilities, including organizing a legislative hearing on health care for women and girls with disabilities, 2003

Professional History

- Independent Living Resource Center San Francisco – Executive Director, July 2011 - present
- LightHouse for the Blind and Visually Impaired – Director of Public Policy, October 2006 – December, 2009
- San Francisco Mayor's Office on Disability – Intake Coordinator, January 2006 – August 2006
- Kids Project San Francisco – Consultant, October – December 2005
- Independent Living Resource Center San Francisco – Systems Change Coordinator, April 2000- April 2005

Education

- University of California, Berkeley: Political Science

Awards and Community Activities

- Member – Board of Directors for Disability Rights Advocates
- Member – State Independent Living Council
- Member – Transportation Authority Expenditure Plan Advisory Committee
- President – California Association of Blind Athletes
- Keynote Speaker – National Association of Parents of the Visually Impaired, 2009
- Award for Excellence – Mayor's Disability Council, San Francisco, 2008
- Keynote Speaker – California Transcribers and Educators of the Visually Handicapped, 2008
- USA Women's Goalball Gold Medalist, 2008 and Paralympic Silver Medalist-2004
- VIP Award – New Orleans Tourism Bureau, 2006
- Advocate of the Year Award – California Foundation for Independent Living Centers, 2005
- Member – San Francisco Labor Council, 2004
- Host of KPFA Radio Program, Pushing Limits, on Politics and Disability Community, 2003-2004
- President – Blind Students of California, 1999-2001



TRANSBAY JOINT POWERS AUTHORITY

Maria Ayerdi-Kaplan • Executive Director

APPLICATION FOR MEMBERSHIP ON THE TJPA CITIZENS ADVISORY COMMITTEE

Name: Nathan Rapp

(Please type or write legibly)

Home Address: _____

City: _____ County: _____ Zip Code: _____

Email: _____ Home Phone: _____

Other Phone (work/cell): _____ Occupation: District RepresentativeEmployer: Senator Loni Hancock Position: District RepresentativeEthnicity: African American Gender: Male
(Voluntary Information) (Voluntary Information)**Affiliation(s)** Please check at least one.**Membership requires that you fit within one of the categories below.**

- Daily Caltrain rider into San Francisco
 Daily AC Transit Transbay Rider into San Francisco
 Daily MUNI Rider on a line that serves the Transbay Terminal
 Local Resident from District 6 (zip code 94105 or 94107)
 Local Business from District 6 (zip code 94105 or 94107)
 Environmentalist
 Member of a planning or good-government non-profit organization
 Representative from labor
 Bicycle advocate
 Disabled advocate
 San Francisco based public transit advocate
 Regional Transit advocate
 Member of the citywide (San Francisco) business community
 Member with expertise in real estate development or real estate finance

Please explain your qualifications with respect to the affiliation(s) you checked above.

As a district representative and resident of the 9th State Senate, which includes, Richmond,

Berkeley and Oakland, I have been involved in working with our transportation agencies in

forming plans that support the linkages in having a comprehensive

transportation network that serves all residents in the SF Bay Area.

Applicants who currently sit on another regional CAC that advises on matters relevant to the Transbay Transit Center will have priority for membership on the TJPA CAC.

Check here if you are a member of another regional Citizens Advisory Committee.

List CAC _____ Member since _____
#2 _____ Member since _____
#3 _____ Member since _____

Summary of Applicant's Qualifications for Membership (You may attach a resume. Please limit your attachment to no more than three pages):

See Resume; Attached

Statement of Applicant's Objectives/Goals if accepted for membership on the TJPA Citizens Advisory Committee:

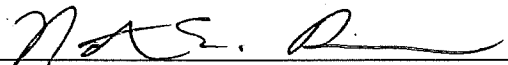
To collaborate with other San Francisco Bay Area entities to achieve the goal of creating a model of regional transportation through the planning of the new Transbay Terminal.

References

Name	E-mail	Phone
1. Melissa Male		
2. Katrina Dycus		

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SIGNATURE

3/6/13
DATE

How did you hear about us?

- TJPA Website/Search Engine (Google, Yahoo, etc.)
- Email/Newsletter
- Newspaper
- Word of Mouth
- Twitter\Facebook
- Other _____

NATHAN E. RAPP, MBA, PHR

Education

SANTA CLARA UNIVERSITY
MBA 2009, (Management and Human Resources Concentration)

UNIVERSITY OF CALIFORNIA, BERKELEY
Bachelor of Sciences 1999, (Environmental Science, Policy and Management)

Experience

HR INTEGRITY

HERCULES, CA

HR Director/Consultant July 2001– Present

- *Evaluate, develop and implement organizational HR strategies.*
- *Respond to inquiries/charges from DFEH/EEOC. Conducts investigations based on alleged employee/employer/company misconduct. Conducts company-wide analysis of Human Resource policies and initiatives.*
- *Determine effective metrics necessary for evaluation and success of EEO/AA programs and other Human Resource policies.*
- *Update and change company HR website as host administrator.*
- *Partner with executive management to develop and implement effective diversity initiatives within company.*
- *Conduct trainings with management and employees regarding changes in federal and state employment laws to minimize company risk exposure.*
- *Advise companies on whether HR company policies meet state requirements.*
- *Conduct ongoing management and executive coaching sessions designed to improve communication between executive management and employees.*
- *Facilitate internal discussions between employees designed to mediate conflict within the workplace.*
- *Create and develop performance management programs meant to outline company expectations and assist in evaluating employee compliance with expectations.*
- *Collaborate with senior management and executives regarding employee relations issues, policies, and disputes.*
- *Collaborate with union leaders to address issues such as grievances, collective bargaining agreements and settlements.*
- *Partner with management to prepare for discussions with unions regarding company policy change.*
- *Regularly communicate with union leaders regarding policy changes, law changes and any other changes that will either directly/indirectly impact union employees.*
- *Lead comprehensive recruitment efforts based upon thorough needs assessment of company. Recruitment participation includes writing job description, creating*

NATHAN E. RAPP, MBA, PHR

job posting, determining best strategy for internal and external recruiting, and pre-screening applicants.

- *Collaborate with levels of management to identify training needs for employees and management.*
- *Develop and implement training programs for employees and management.*
- *Participate in creating and implementing efficiency models focused on improving workflow and utilization of resources.*
- *Assist in evaluation of classification of employees, comparing roles and responsibilities to actual work performed to determine salary value of position.*

STATE OF CALIFORNIA, SENATOR LONI HANCOCK BERKELEY, CA
District Representative/District Press Director, March 2009 – Present

- *Participate in District-wide negotiations and disputes involving labor interests, transportation agencies, community-based organizations, and constituents.*
- *Speak to leaders, organizations, and constituents at District events involving state budget, housing, transportation, education, and labor disputes.*
- *Coordinate with local transit agencies to receive updates and encourage discussion on creating a more efficient public transportation system that will regionally benefit the Bay Area.*
- *Respond to press inquiries regarding Senator's viewpoints on local and statewide issues.*
- *Participate in labor negotiations with hospitals, transit agencies and other entities to settle disputes and contract issues.*
- *Provide analysis of state budget to local businesses and organizations in terms of predicting change in industry trends.*

HOWARD RICE SAN FRANCISCO, CA
Senior Paralegal, July 2006 – January 2008

- *Provide legal support to attorneys by assisting in trial preparation, overseeing document reviews, drafting pleadings, propounding and responding to discovery,*
- *Manage staff throughout trial process.*
- *Collaborate with Human Resources regarding needs of staff.*

ERICKSEN ARBUTHNOT OAKLAND/SAN FRANCISCO, CA
Paralegal/Paralegal Supervisor, August 2004 – January 2006

- *Provide legal support to attorneys by assisting in trial preparation, preparing exhibit lists and binders, overseeing and ordering medical records, and drafting briefs and memos to attorneys.*
- *Assist in developing new policies and procedures for trial preparation.*

NATHAN E. RAPP, MBA, PHR

Other Experience (Volunteer)

TRANSBAY JOINT POWERS AUTHORITY (Citizens Advisory Committee)
Committee Member
August 2011 – Present

- *Discuss strategies to improve Transbay Terminal Project, while remaining within budget.*
- *Provide ongoing feedback to Board members regarding public critiques and concerns.*

EFFICACY GROUP

RICHMOND, CA

Board Member/Marketing and Communications Director
February 2000 – Present

- *Provide support to families experiencing family and education difficulties.*
- *Conduct strategic planning of organization and overall vision of Board Members.*
- *Fundraise to provide increased services to existing and future families.*
- *Set quarterly budget and provide semi-annual forecasts for organization.*

Memberships

- *Society for Human Resource Management (SHRM)*
- *Professional in Human Resources Certification*
- *California Alumni Association*
- *Santa Clara Alumni Association*
- *National Honor Society (Beta Gamma Sigma) for Business Students*
- *Northern California Chapter of the International Public Management Association*



TRANSBAY JOINT POWERS AUTHORITY

Maria Ayerdi-Kaplan • Executive Director

APPLICATION FOR MEMBERSHIP ON THE TJPA CITIZENS ADVISORY COMMITTEE

Name: Helen Han

(Please type or write legibly)

Home Address: _____

City: _____ County: _____ Zip Code: _____

Email: _____

Home Phone: _____

Other Phone (work/cell): _____ Occupation: MarketingEmployer: Boston Properties Position: Marketing ManagerEthnicity: Asian Gender: Female
(Voluntary Information) (Voluntary Information)

Affiliation(s) Please check at least one.
Membership requires that you fit within one of the categories below.

- Daily Caltrain rider into San Francisco
 Daily AC Transit Transbay Rider into San Francisco
 Daily MUNI Rider on a line that serves the Transbay Terminal
 Local Resident from District 6 (zip code 94105 or 94107)
 Local Business from District 6 (zip code 94105 or 94107)
 Environmentalist
 Member of a planning or good-government non-profit organization
 Representative from labor
 Bicycle advocate
 Disabled advocate
 San Francisco based public transit advocate
 Regional Transit advocate
 Member of the citywide (San Francisco) business community
 Member with expertise in real estate development or real estate finance

Please explain your qualifications with respect to the affiliation(s) you checked above.

I ride the Muni 82X into work, I am a member of the Yerba Buena CBD
 and on the board of directors for the Children's Creativity Museum. The company I
 work for, Boston Properties, has recently acquired several properties in District 6.
 In addition, I spend the majority of my free time in this area.

Applicants who currently sit on another regional CAC that advises on matters relevant to the Transbay Transit Center will have priority for membership on the TJPA CAC.

Check here if you are a member of another regional Citizens Advisory Committee.

List CAC _____ Member since _____
#2 _____ Member since _____
#3 _____ Member since _____

Summary of Applicant's Qualifications for Membership (You may attach a resume. Please limit your attachment to no more than three pages):

See attached resume.

Statement of Applicant's Objectives/Goals if accepted for membership on the TJPA Citizens Advisory Committee:

I would like to assist the TJPA in making informed decisions on different public matters not only from the business side, but also as someone who spends the majority of her free time in the area.

References

Name	E-mail	Phone
1. Michael Nobleza		
2. Bob Pester		

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SIGNATURE

DATE

*Please do not release my home address or telephone number.

How did you hear about us?

- TJPA Website/Search Engine (Google, Yahoo, etc.)
- Email/Newsletter
- Newspaper
- Word of Mouth
- Twitter\Facebook
- Other _____

HELEN D. HAN

Experience

Jan. 2009-Present

Boston Properties, San Francisco, CA (San Francisco Region)

Marketing Manager

Secure sponsorship of the annual Holiday Ice Rink at Embarcadero Center (over \$200,000) and outside revenue sources through promotional events and signage opportunities

Oversee logistics and operations management for various events including coordinating event partners/sponsors, drafting production notices, conducting meetings, coordinating with production and rental companies on staging, lighting, props and rental equipment, managing event and staff and event break-down.

Plan and execute retail promotions and events to increase traffic in the Center.

Develop and oversee purchase programs to increase average purchase price and drive traffic.

Act as primary day-to-day contact for implementation of print and media advertising campaign to target primary consumer markets, raise awareness of retail center, and drive traffic to retail stores and restaurants.

Communicate consistently and effectively with retail managers and employees to educate them on Center programs, obtain their participation, and assist them with questions, concerns or problems.

Monitor monthly retail sales and address under-performing tenants and those close to reaching breakpoints to increase revenue.

Promote and publicize new stores and restaurants at the Embarcadero Center, informing the general public, office tenants, and the hospitality industry.

Develop and maintain annual budget to a less than 2% variance. Report on monthly and quarterly forecast and variance.

Plan and execute tenant events including: Total Wellness Fair, Blood Drive, Summer Concerts, Winter Carnival, Building Lighting and other tenant retention events.

Schedule, promote, provide signage and oversee community events including toy drives.

Liaison with office tenants to provide guidance on their various events, charity functions and corporate initiatives.

Liaison with SFCVB, SF Chamber of Commerce, charities, radio stations, event producers and vendors on Center events.

May 2006-Jan. 2009

Boston Properties, San Francisco, CA (Embarcadero Center)

Marketing Coordinator

Oversee signage program and work with retail tenants on their storefront window displays.

Serve as "webmaster" for the Embarcadero Center web site. Develop and update its content, architecture, graphics, restaurant content, and promotion of retail web site to increase on-line visits and revenue.

Maintain, record, and process all invoices.

Schedule, promote, provide signage and oversee community events including toy drives.

Assist with the creation and distribution of newsletter to office tenants to keep them apprised of development, transportation, retail and community happenings at the Embarcadero Center.

Feb. 2004-May 2006

Boston Properties, San Francisco, CA (Embarcadero Center)

Tenant Services Coordinator, Property Management

Created and maintained contracts for work related to both Capital and Operating projects

Coordinated Tenant Warden Trainings and Annual Relocation Drills

Created a new database to keep track of janitorial vacancy credits for five buildings

Updated and maintained emergency contact information for both office and retail tenants

Coordinated with Engineering, Construction and Security different events affecting tenants

Assisted in the bid out of vendor service agreements to comply with service agreement specifications

Answered and routed phone calls and dispatch personnel based on request

Updated and maintained Certificates of Insurance for all vendors

Leadership

Chair of the Boston Properties Charitable Contributions Committee (SF Region), Board of Directors of the Children's Creativity Museum, Marketing Committee of the Yerba Buena Community Benefit District, Alternate for the Board of Directors of the Yerba Buena Community Benefit District