



The City of South San Francisco

Department of the City Clerk
400 Grand Avenue
South San Francisco, CA 94080
(650) 877-8518 (fax) (650) 829-6641

Application for Boards and Commissions

APPLYING FOR *(more than one may be checked)*

☐ Housing Authority ☒ Library Board ☐ Parking Place Commission
☒ Personnel Board ☐ Planning Commission ☐ Parks & Recreation Commission ☐ SMC Flood Control Dist.
☒ Cultural Arts Commission ☐ Mosquito Abatement District ☐ Bicycle and Pedestrian Advisory Committee
☐ Conference Center Authority Hotel Representative ☐ Conference Center Authority Business or Resident Representative

Are you interested in participating in the Citizen's Academy? Yes

PERSONAL INFORMATION

Luster, Frances

Frances Luster

Name (last, first, middle)

Name used on voter registration

Address (number, street, and apartment number)
South San Francisco, CA 94080

E-mail address

City, State and Zip Code

Telephone number

Cell phone/alternative contact number

How many years have you been a resident of South San Francisco? 35

Are you a registered voter in South San Francisco? ☒ Yes ☐ No

Have you attended any meetings of the commission/board for which you are applying? ☒ Yes ☐ No

If yes, which one(s)? Personnel Board, Parking Place & various others

Why are you seeking this appointment? I am currently serving on the personnel board and I am applying to serve an additional term in my current position on

Personnel board. I believe that I can make a valuable contribution in helping the commission to meet and exercise its goals.

What qualifies you for this appointment?

I have a Masters Degree in Rehabilitation Counseling and I have served on various community boards and commissions. I am a former 35+ year Veteran Probation Officer for the City & County of San Francisco, as well as a long time community activist standing up for the rights of victims of violent crimes.

Additional information/qualifications that support your application

Are you currently receiving any form of compensation from the City for work performed? Yes ☐ No ☒

If yes, please explain:

Do you have any relatives serving on Council, Commissions, Boards, Committees or otherwise employed by the City of South San Francisco? Yes ☐ No ☒

Name	Relationship	Position

For official use only	Accepted	Not Accepted	Initials	Date
	X		FA	8/5/2022

EDUCATION

San Francisco State University	
Name and location of college/university/technical or trade school	Dates attended
Master of Science Degree in Rehabilitation Counseling	
Major subjects	Degrees received
San Francisco State University	
Name and location of college/university/technical or trade school	Dates attended
Bachelor of Science in Education	
Major subjects	Degrees received
Name and location of college/university/technical or trade school	Dates attended
Major subjects	Degrees received

CIVIC ACTIVITIES, CLUBS, ASSOCIATIONS

Soroptmist International of North San Mateo County, Charter Member of Bay View Hunters Point Lions Club; Active in St. Elizabeth Episcopal Church and various other community based organizations.

MISCELLANEOUS

Military Service: Dates and branch K0763131
CA driver's license number

WORK EXPERIENCE

Dates employed Retired	Employer City & County Of San Francisco	Position Deputy Probation Officer
Duties		
Dates employed	Employer	Position
Duties		

Please include additional information on separate sheet or attach resume.

I certify that, to the best of my knowledge, the information provided is complete and true. I agree and understand that any mis-statement of material fact will cause me to forfeit my membership in the City of South San Francisco Committee with the City of South San Francisco.

Frances Luster	08/05/2022
Signature	Date*

*Application is kept on file for one year from receipt.

The interest of the City is served best by actual and regular participation by Board and Commission members. Thus, upon the second absence from a regular meeting within any rolling twelve-month period, a member shall receive a written communication from the Mayor requesting that the member respond to the Mayor with an explanation for said absences within one week of the member's receipt of the written communication. The Mayor shall report to the City Council the reasons provided for the member's absences. If the City Council determines that the absences occurred for legitimate reasons, the City Council may excuse both or one of the absences. Members are also encouraged to give advanced notice of their absence from meetings.

BIOGRAPHICAL SKETCH



Frances Luster, a residence of South San Francisco for approximately thirty years, has been an involved community activist and organizer, helping to improve the quality of life of South San Francisco's citizens, especially in the Westborough area. Some of the activities she has been involved in are:

- Getting citizens to vote
- Organizing safety awareness programs
- Organizing the Christmas tree lighting ceremony in Westborough park

In addition, Frances was Vice President and Board Member for the child care center, Friends to Parents, for eleven years. Her involvements with the center included promotion goodwill between parents, instructors and administrators. She also was actively involved in fundraising, visiting the classrooms to evaluate and observe teacher/children interaction. On behalf of the Westborough Braewood #2 Homeowners Association, she organized the Christmas tree lighting ceremony in Westborough Park.

Francis attended San Francisco State University of California, earning a Bachelor of Arts degree in Psychology and a Master of Science degree in Rehabilitation Counseling. Her lifetime credentials include the Community College Credential, California Teachers' Credential, and Standard Service Credential – Pupil Personnel. She was also elected as the President of California Probation Parole Correctional Association in 2002.

Frances has 10+ years experience in counseling, supervising, and lecturing high-risk, violent, diverse inmates and youths in the different San Francisco and San Mateo city and county facilities.

- 1973 - Juvenile Probation Officer for the City and County of San Francisco
- 1977 - Supervisor at the Department of Rehabilitation in San Francisco
- 1980 - Counselor for Family Service Agency as a Counselor for the Teenage Pregnancy and Parenting program on anger management and self esteem issues
- 1984 - Probation Officer in the Adult Probation Department of the City and County of San Francisco as a Probation Officer. In this position, she worked in the Mental Health, Child Abuse and Domestic Violence units.
- 2004 - Counselor for the San Mateo Juvenile Center until 2006

Frances Luster's only son was murdered in San Francisco in 1990. As a result of this tragedy, she has made a mission of working to stop the cycle of violence toward all citizens, especially

children. She is victim-driven, and committed to making a difference in the community. To accomplish this, she has volunteered for several victims group, including:

- Justice for Murdered Victims
- Parents of Murdered Children
- Children as Peace Makers
- Inner City Adolescent Network, Inc.
- Crime Victims Unite
- The Healing Circle

Frances also works with the Victims' Assistant Program, which is through the District Attorney's office and the Domestic Violence Program administered by the Adult Probation Department. She facilitates anger management and conflict resolution group courses at the county jail in San Francisco. She has lectured in various venues to inmates about the effects of violence on their victims, including:

- Sheriff's Department County of San Francisco Restorative Justice program for Adult men
- California Youth Authority (various locations)
- Juvenile Centers of San Mateo and San Francisco

She also has traveled to Ghana, West Africa and Washington, DC to promote "Stop the Clock of Violence".

Frances is very active in community and service organizations.

- Current President -
 - Soroptimist International of North San Mateo County
- Former President -
 - Park and Place Commission in South San Francisco
 - Westborough Braewood #2 Homeowners' Association
 - California Probation Parole Association
- Chairperson -
 - Health Committee for Alpha Kappa Alpha San Francisco chapter
 - International Service Organization Bayview Hunter's Point Lions Club (Charter Member)
 - Personnel Board of South San Francisco
- Member -
 - Bishop's committee at St. Elizabeth Episcopal Church in South San Francisco
 - International Society of Government Event Planning (SGMP)
 - Sister City of South San Francisco