



# Agenda

## FAMILY & HUMAN SERVICES COMMITTEE

September 14, 2015

10:30 A.M.

651 Pine Street, Room 101, Martinez

Supervisor Federal D. Glover, Chair  
Supervisor Candace Andersen, Vice Chair

### Agenda Items:

Items may be taken out of order based on the business of the day and preference of the Committee

1. Introductions
2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).
3. CONSIDER recommending to the Board of Supervisors the appointments of Carolyn Johnson to Public Agency Seat #1 West County, Eran Perera to Discretionary Seat #1 East County, Cathy Roof to Discretionary Seat #3 Central/South County, and Dan Safran to Discretionary Seat #2 Central/South County on the Local Planning and Advisory Council for Early Care and Education, as recommended by the County Office of Education.
4. CONSIDER recommending to the Board of Supervisors the appointments of Juliana Boyle, Sheri Richards, Rita Xavier, Ella Jones, Mary Bruns, Dr. Robert Leasure, and Teri Mountford to the Advisory Council on Aging for terms expiring on September 30, 2017.
5. CONSIDER the re-appointment of Carol Carillo to the Child Abuse Council seat, Marianne Gagen to At-Large Seat #3, and Joseph DeLuca to At-Large Seat #4 on the Family & Children's Trust Committee for terms expiring on September 30, 2017, as recommended by the Employment and Human Services Director.
6. CONSIDER accepting the report from the Employment and Human Services Department Workforce Development Board on the Workforce Innovation and Opportunity Act and forward the report to the Board of Supervisors for informational purposes. (Stephen Baiter, Workforce Development Board Director)
7. CONSIDER accepting the report from the Employment and Human Services Department regarding the challenges the department is currently facing and is projecting for the future, and forward it to the Board of Supervisors for informational purposes. (Kathy Gallagher, EHSD Director)

8. The next meeting is currently scheduled for October 12, 2015.

9. Adjourn

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*The Family & Human Services Committee will provide reasonable accommodations for persons with disabilities planning to attend Family & Human Services Committee meetings. Contact the staff person listed below at least 72 hours before the meeting.*

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*Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Family & Human Services Committee less than 96 hours prior to that meeting are available for public inspection at 651 Pine Street, 10th floor, during normal business hours.*

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*Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.*

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For Additional Information Contact:

Enid Mendoza, Committee Staff  
Phone (925) 335-1039, Fax (925) 646-1353  
[enid.mendoza@cao.cccounty.us](mailto:enid.mendoza@cao.cccounty.us)



# Contra Costa County Board of Supervisors

## Subcommittee Report

### FAMILY AND HUMAN SERVICES COMMITTEE

3.

**Meeting Date:** 09/14/2015  
**Subject:** Appointments to the Contra Costa Local Planning Council  
**Submitted For:** FAMILY & HUMAN SERVICES COMMITTEE,  
**Department:** County Administrator  
**Referral No.:** 25  
**Referral Name:** Child Care Planning/Development Council Membership  
**Presenter:** **Contact:** Enid Mendoza, (925) 335-1039

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#### **Referral History:**

The review of applications for appointments to the Contra Costa Local Planning Council for Child Care and Development was originally referred to the Family and Human Services Committee by the Board of Supervisors on April 22, 1997.

#### **Referral Update:**

Please see the attached request from the Local Planning Council and the application.

#### **Recommendation(s)/Next Step(s):**

RECOMMEND the following appointments, to the Local Planning and Advisory Council for Early Care and Education with terms expiring April 30, 2018, as recommended by the County Office of Education:

Public Agency Seat #1 West County: Carolyn Johnson  
Discretionary Seat #1 East County: Eran Perera  
Discretionary Seat #3 Central/South County: Cathy Roof  
Discretionary Seat #2 Central/South County: Dan Safran

#### **Fiscal Impact (if any):**

Not applicable.

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#### **Attachments**

Request Memo and Applications

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## MEMORANDUM

DATE: September 8, 2015

TO: Family and Human Services Committee  
Supervisor Federal D. Glover, District V, Chair  
Supervisor Candace Andersen, District II, Vice Chair

Contra Costa County Office of Education  
Karen Sakata, Contra Costa County Superintendent of Schools  
Dr. Pamela Comfort, Deputy Superintendent of Schools

FROM: Ruth Fernández, LPC Coordinator/Manager, Educational Services

SUBJECT: Referral #25 – LPC APPOINTMENTS  
Contra Costa County Local Planning and Advisory Council for Early Care and Education (LPC)

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### **RECOMMENDATION(S):**

1) **APPOINT** the following members to the Contra Costa Local Planning and Advisory Council for Early Care and Education, as recommended by the LPC. These members are applying for re-appointment due to term expiration for their respective seats.

<b><u>Name</u></b>	<b><u>Seat</u></b>	<b><u>Area</u></b>
Carolyn Johnson	Public Agency 1	West County
Eran Perera	Discretionary 1	East County
Cathy Roof	Discretionary 3	Central/South County
Dan Safran	Discretionary 2	Central/South County

2) **ACCEPT** resignation from Sharon Bernhus previously appointed to Community 3 Seat in Central/South County. See attached email communication stating resignation.

3) **DECLARE VACANT** Community 3 seat in Central/South County.

### **REASON/S FOR RECOMMENDATION:**

The Contra Costa County Local Planning Council for Child Care and Development (LPC) was established in April 1998. Required by AB 1542, which was passed in 1993, thirty members of the LPC were appointed by the County Board of Supervisors and the County Superintendent of Schools. Childcare consumers and providers, public agency representatives, and community representatives each comprise 20% of the LPC. The remaining 20% are discretionary appointees. Membership is for a three-year term. On January 7, 2003, membership was decreased from 30 to 25 members, due to the difficulty being experienced in filling all of the seats.

On September 19, 2012 membership was decreased from 25 to 20, due to continued difficulty to fill vacant seats. Official reduction of appointed seats provides flexibility to ensure quorum is met in order to conduct Council business.



Membership consists of the following:

- Four consumer representatives - a parent or person who receives or has received child care services in the past 36 months;
- Four child care providers - a person who provides child care services or represents persons who provide child care services;
- Four public agency representatives - a person who represents a city, county, city and county, or local education agency;
- Four community representatives - a person who represents an agency or business that provides private funding for child care services or who advocates for child care services through participation in civic or community based organizations;
- Four discretionary appointees - a person appointed from any of the above four categories or outside of those categories at the discretion of the appointing agencies.

Appointments to the Contra Costa County Local Planning and Advisory Council for Early Care and Education (LPC) are subject to the approval of the Board of Supervisors and County Superintendent of Schools, Karen Sakata. The Board of Supervisors designated the Family and Human Services Committee to review and recommend appointments on their behalf. Dr. Pamela Comfort, Deputy Superintendent of Schools has been designated to review and recommend appointments on behalf of the County Superintendent of Schools.

Carolyn Johnson, M.A.  
1848 Cleveland Court  
Concord, CA 94521  
925 270-7010  
[Cmj\\_7174@yahoo.com](mailto:Cmj_7174@yahoo.com)

Ruth Fernandez, M.A.  
Coordinator of Contra Costa Local Planning and Advisory Council for Early Care and Education (LPC)  
77 Santa Barbara Road  
Pleasant Hill, CA 94523

Dear Ms. Fernandez,

I am writing to inform you that I am interested in continuing my membership and service in the Local Planning Council (LPC). I am committed to the mission of the LPC and in serving families with accessible, affordable, high quality care, community assessment of child care needs, collaboration with community organizations and support professional development opportunities for early care and education staff members.

It has been my privilege to serve in several positions as a member of the LPC, such as the LPC Chair, Executive Committee member, Advocacy Committee member and Road Map to Kindergarten adhoc committee member. I currently lead the Project and Workforce Development Committee as chair, and I am a member of the Executive Committee, School Readiness Committee and participate in the Annual Forum.

I am committed to supporting and regularly attending the LPC Board meetings, committee meetings and look forward to further service opportunities within the LPC.

Sincerely,



Carolyn Johnson, M.A.  
Assistant Director,  
EHSD, Community Services Bureau



Contra  
Costa  
County

For Office Use Only

Date Received:

For Reviewers Use Only:

Accepted Rejected

## BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

MAIL OR DELIVER TO:

Contra Costa County  
CLERK OF THE BOARD  
651 Pine Street, Rm. 106  
Martinez, California 94553-1292

**PLEASE TYPE OR PRINT IN INK**

(Each Position Requires a Separate Application)

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

Local Planning Council for child Care and Dev.

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

Public Agency One West County

PRINT EXACT SEAT NAME (if applicable)

1. Name:	Johnson	Carolyn	Marie
	(Last Name)	(First Name)	(Middle Name)
2. Address:	1848	Cleveland Court	Concord, CA 94521
	(No.)	(Street)	(City) (State) (Zip Code)
3. Phones:	925 270-7010	925 646-5797	925 852-9735
	(Home No.)	(Work No.)	(Cell No.)
4. Email Address:	cmj_7174@yahoo.com		

5. **EDUCATION:** Check appropriate box if you possess one of the following:

High School Diploma ☒ G.E.D. Certificate ☐ California High School Proficiency Certificate ☐

Give Highest Grade or Educational Level Achieved: Master of Arts Degree

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Mills College	Education	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			MA	2002
B) Cal State East Bay	Human Development	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			BA	1999
C)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			

THIS FORM IS A PUBLIC DOCUMENT

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <div>6/2007</div> <div>present</div>   Total: <u>Yrs.</u>    <u>Mos.</u>  <div>8 years</div> <div>1 month</div>   Hrs. per week <div>40</div> . Volunteer <input type="checkbox"/> </p>	<p>Title  <div>Assistant Director</div>   Employer's Name and Address  <div>Contra Costa County EHSD Community Services Bureau, Civic Court, Concord, CA 94521</div> </p>	<p>Duties Performed  <div>Responsible for administration and oversight of 8 site supervisors and 8 Head Start/Child Development sites. Supervise the Health Manager, Lead for Comprehensive Services, liaison for CSB and Community Care Licensing</div> </p>
<p>B) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <div>2002</div> <div>2007</div>   Total: <u>Yrs.</u>    <u>Mos.</u>  <div>5 years</div> <div></div>   Hrs. per week <div>40</div> . Volunteer <input type="checkbox"/> </p>	<p>Title  <div>Child Development and Health Manager</div>   Employer's Name and Address  <div>The Spanish Speaking Unity Council 35th Ave., Oakland, CA</div> </p>	<p>Duties Performed  <div>Over sight and manager of supervisors of Head Start Centers, Education, Health and Disabilities Mangers. Responsible for implementation of the Head Start Performance Standards in the programs.</div> </p>
<p>C) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <div></div> <div></div>   Total: <u>Yrs.</u>    <u>Mos.</u>  <div></div> <div></div>   Hrs. per week <div></div> . Volunteer <input type="checkbox"/> </p>	<p>Title  <div></div>   Employer's Name and Address  <div></div> </p>	<p>Duties Performed  <div></div> </p>
<p>D) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <div></div> <div></div>   Total: <u>Yrs.</u>    <u>Mos.</u>  <div></div> <div></div>   Hrs. per week <div></div> . Volunteer <input type="checkbox"/> </p>	<p>Title  <div></div>   Employer's Name and Address  <div></div> </p>	<p>Duties Performed  <div></div> </p>

7. How did you learn about this vacancy?

☐ CCC Homepage ☐ Walk-In ☐ Newspaper Advertisement ☐ District Supervisor ☒ Other Present Board member

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No ☒ Yes ☐

If Yes, please identify the nature of the relationship:

N/A

9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations? No ☐ Yes ☒

If Yes, please identify the nature of the relationship:

I am employed by CCC EHSD Community Services Bur

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee, or Commission in Contra Costa County.

Sign Name:



Date:

7/8/15

**Important Information**

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. Send the completed paper application to the Office of the Clerk of the Board at: **651 Pine Street, Room 106, Martinez, CA 94553.**
3. A résumé or other relevant information may be submitted with this application.
4. All members are required to take the following training: 1) The Brown Act, 2) The Better Government Ordinance, and 3) Ethics Training.
5. Members of boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
6. Advisory body meetings may be held in various locations and some locations may not be accessible by public transportation.
7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

**THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA and for  
Special Districts, Agencies and Authorities Governed by the Board Adopted Resolution  
no. 2011/55 on 2/08/2011 as follows:**

IN THE MATTER OF ADOPTING A POLICY MAKING FAMILY MEMBERS OF THE BOARD OF SUPERVISORS INELIGIBLE FOR APPOINTMENT TO BOARDS, COMMITTEES OR COMMISSIONS FOR WHICH THE BOARD OF SUPERVISORS IS THE APPOINTING AUTHORITY

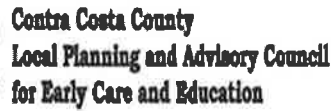
WHEREAS the Board of Supervisors wishes to avoid the reality or appearance of improper influence or favoritism;

NOW, THEREFORE, BE IT RESOLVED THAT the following policy is hereby adopted:

I. SCOPE: This policy applies to appointments to any seats on boards, committees or commissions for which the Contra Costa County Board of Supervisors is the appointing authority.

II. POLICY: A person will not be eligible for appointment if he/she is related to a Board of Supervisors' Member in any of the following relationships:

1. Mother, father, son, and daughter;
2. Brother, sister, grandmother, grandfather, grandson, and granddaughter;
3. Great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, and great-granddaughter;
4. First cousin;
5. Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
6. Sister-in-law (brother's spouse or spouse's sister), brother-in-law (sister's spouse or spouse's brother), spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouse's grandson;
7. Registered domestic partner, pursuant to California Family Code section 297.
8. The relatives, as defined in 5 and 6 above, for a registered domestic partner.
9. Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.



Name: Carolyn Johnson

Home Address: 1848 Cleveland Court City: Concord Zip: 94521

Business/Agency/Affiliation: CCCCounty EHSD Community Services Bureau

Address: 3068 Grant Street City: Concord Zip: 94520

Type of Organization: Head Start/Child Development Position: Assistant Director

Day Phone: (925) 646-5797 FAX: (925) 646-5815 Email: [cjohnson@ehsd.cccounty.us](mailto:cjohnson@ehsd.cccounty.us)

The County Board of Supervisors and the Superintendent of Schools make appointments to the Early Care and Education Planning Council. Members must live or work in Contra Costa County. Twenty percent of the Planning Council members are to be drawn from each of the following categories described below: Child Care Consumer, Child Care Provider, Community Representative, Public Agency Representative, and All Other. Please indicate which categories you could represent.

- 11

**B. GEOGRAPHIC, ETHNIC, AND CULTURAL DIVERSITY REPRESENTATION**

CalWORKS legislation AB 1542 (Education Code 8499.3 d) states, "Every effort shall be made to ensure that the ethnic racial, and geographic composition of the local planning council is reflective of the ethnic, racial, and geographic distribution of the population of the county"

Please indicate your ethnic origin: Which region of the County would you represent: West

- ☒ White (non-Hispanic)  
☐ Black (Includes African, Jamaican, Trinidad and West Indian)  
☐ Hispanic (includes Mexican, Puerto Rican Cuban, Latin American or Spanish)  
☐ Asian or Pacific Islander (includes Pakistani, East Indian, Japanese, Tongan, Filipino, Laotian, or Vietnamese)  
☐ American Indian or Alaskan Native (includes persons who identify themselves or are known as such by virtue or tribal association)  
☐ Other \_\_\_\_\_

**C. CURRENT COUNCIL INVOLVEMENT:**

Are you currently an active participant on a Council Committee? \_\_\_ No X Yes

Which Committee: Project&workforce Dev What is your participation? Chair of committee

**D. INTERESTS:** Personal/Professional areas of interest/experience/skills that could benefit the Council:

I have served the community in some type of leadership capacity for 30 years in early care and education.  
For the past 8 years I have served CCC as CSB Head Start/Child development Assistant Director of  
programs, lead of comprehensive service managers serving children and families and liaison between  
CSB and CCL. I am interested in work force development, quality care for children and family access to services.  
I am interested in becoming a Council representative because: I believe in the mission of the LPC.  
and am committed to the mission statement and work of the LPC. Through the approach and work of the LPC  
identified quality child care is accessible to families, child care staff professional development is available, and  
local and state stakeholders are provided opportunity to hear the voice of community members.

**E. MEMBER RESPONSIBILITIES:** Members are expected to attend regular meetings on the fourth Monday of July, September, November, January, March, and May from 3:00 p.m. to 5:00 p.m. and participate in at least one committee. Additional meetings may be scheduled for training and council business.

Are you able to commit to regular participation, given this schedule: X Yes \_\_\_\_\_ No

If needed, do you have the support of your agency/employer to be an active member of the Council?  
X Yes \_\_\_\_\_ No

**F. How did you hear about the Planning Council?**

I presently serve as a Planning Council member.

Please attach your resume and a letter of interest with this application. Mail completed application, resume and letter of interest to the Contra Costa County Local Planning and Advisory Council (LPC) Coordinator at the Contra Costa County Office of Education, 77 Santa Barbara Road, Pleasant Hill, CA 94523.

For more information please call the LPC Coordinator at (925) 942-3413.

Signature: Carolyn Johnson Date: 7/8/15



Carolyn Johnson, M.A.

1848 Cleveland Court

Concord, CA 94521

(925) 270-7010

[cmj7174@yahoo.com](mailto:cmj7174@yahoo.com)

### **Education:**

California State College, East Bay, Hayward, CA      BA in Human Development      2000

Mills College, Oakland, CA      MA in Education: Educational Leadership in

Early Childhood Education: Theory, Research  
and Action      2002

Master of Arts Project - Conducted Research Case study project, Leonberg, Germany; studying the effects of teacher education relating to and integrating theory into classroom practice; in order to gain further knowledge into the importance of integrating theory into practice and make an effective change in the United States early childhood education community.

2001

### **Professional Experience:**

2007 – Present: **Assistant Director** - Contra Costa County Community Services Bureau, Employment and Human Services Department

### **Responsibilities:**

- Responsible for program management such as developing and implementing program goals, objectives, policies, procedure, reports and plans
- Program planning, design, implementation, maintenance and evaluation
- Interpret and ensure that all child care sites meet State, Federal, County, and Community Care Licensing, Performance Standards and rules and regulations
- Over site and supervise the Education Manager responsible for East and Central Contra Costa County
- Over site and responsible for the Health content area, Safe Environments and supervision of the Health Service Manager
- Lead of the Comprehensive Service Team comprised of all area content area managers Health, Family Engagement, Disabilities, Mental Health, and Nutrition
- Responsible for and supervise nine Site Supervisors responsible for the daily operations of 8 Head Start/Child Development programs in Contra Costa County, including monitoring of sites, professional development for site supervisors and staff and site monitoring

- Leadership role in internal team building
- Community Services Bureau liaison with Community Care Licensing
- Establish and maintain effective working relationships with employees, community organizations, and the public.

2002-2007- **Child Development and Health Service Area Manager** - Unity Council Children and Family Services, Oakland, CA

**Responsibilities:**

Management and over site of the Child Development and Health Service Area for the Unity Council Head Start program, two Head Starts sites and one Early Head Start site and Home Base program

- Over site and responsible for and supervising Education Coordinator, Health Coordinator, Disabilities Coordinator and Mental Health contractors, and Site Supervisors
- Responsible for ensuring Head Start performance Standards and program policy and procedures are adhered to in all services areas
- Part of team that organizes the Health Advisory committee meetings
- Part of the team that is responsible for and prepares the annual Program Information Report
- Team leader for on-going quarterly formal monitoring of program systems
- Provide leadership during the annual self assessment
- Part of the Head Start grant writing team
- Part of the grant writing team for local grants, such as the Pre-K summer preschool grant sponsored by First 5 of Alameda County and implementation of grant
- Part of community needs assessment team and parent survey process and analysis that guides program
- Budget preparation
- Responsible for family literacy programs, teacher trainings, service area reports and outcomes report, goal setting, strategies and follow up
- Identify and collaborate with various community partners that support the Head Start and Early Head Start programs and families
- Communicate, strategize and work with Community and Family Partnership team to ensure health and child development workshops and trainings are provided for program families
- Developed a mentor/coaching program for teaching staff to provide additional support and strategies for teacher classroom practice

2007-2008-**Adjunct Child Development Instructor** - Los Medanos Community College, Pittsburg, CA

- Teaching Administration for site supervision of early care and education sites
- Prepared, organized and implemented instruction for adult learners interested in or presently directing/operating child development centers
- Submitting the necessary curriculum development, reports, attendance and grades to administration

2002-2003- **Adjunct Child Development Instructor** - Los Medanos Community College, Brentwood, CA

**Responsibilities:**

- Responsible for teaching Introduction to Child Development
- Prepared, organized and implemented instruction for adult learners entering the field of Child Development
- Submitting the necessary curriculum development, reports, attendance and grades to administration

1/2002-05/02-**Administrative Practicum, Team Leader** to obtain reaccreditation process Mills College - National Association for the Education of Young Children for Mills College Children's School, Mills College, Oakland, CA

**Responsibilities:**

- Coordinated, organize, strategize and complete the process for preschool reaccreditation
- Worked with faculty, staff, administrators and families during the accreditation process
- Supervised Mills student earning BA during the process

11/2002-/5/02-**Assistantship in Infant/toddler program** - Mills College Children's School, Infant/toddler program, Oakland, CA

**Responsibilities:**

- Prepared and implemented infant/toddler curriculum as a teacher and mentor/coached beginning teachers in the classroom
- Conducted observations, case studies and research projects

08/97-08/98-**Assistant Director** - Footsteps Preschool, Brentwood, CA

- Part of the team that developed the program, recruited families, wrote policies and procedures for staff, handbook for parents and developed and organized infant care through school age care serving the community of Brentwood
- Worked with the Board of Directors
- Developed curriculum for teaching staff serving children beginning at birth through school age
- Hired teachers, responsible for training and implementation of curriculum in the classroom

1988-1995 **Director** - Concord Christian Schools, Concord, CA

Served children 2 years through third grade

**Responsibilities:**

- Directed and responsible for all aspects of the program
- Worked with the Board of Directors
- Annual Budgeting

- Developed and wrote policies and procedures
- Developed and wrote parent handbook
- Conducted parenting classes
- Hiring of staff, training and professional development
- Ensured State Licensing regulations are adhered to at all times
- Meeting school district requirements to operate a private non-profit elementary school

**Certificate:** Child Development Program Director Permit issued by the State of CA Commission on Teacher Credentialing

**Professional and Community Organizations:**

- National Association for the Education of Young Children
- CA Head Start Association
- Contra Costa County Office of Education Local Planning Council for Child Care and Development -serving on the Executive Committee, Workforce and Project Advisory Committee, School Readiness Committee and planning committee for the annual Young Children's Issues Forum

Reference available upon request



Contra  
Costa  
County

For Office Use Only  
Date Received:

For Reviewers Use Only:  
Accepted Rejected

## BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

MAIL OR DELIVER TO:

Contra Costa County  
CLERK OF THE BOARD

651 Pine Street, Rm. 106  
Martinez, California 94553-1292

PLEASE TYPE OR PRINT IN INK

(Each Position Requires a Separate Application)

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

Local Planning Council  
PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

Discretionary / East County  
PRINT EXACT SEAT NAME (if applicable)

1. Name: P E R E R E R A N  
(Last Name) (First Name) (Middle Name)
2. Address: 19 Oakview Ln. Martinez CA 94553  
(No.) (Street) (Apt.) (City) (State) (Zip Code)
3. Phones: 925-957-1918 925-323-5748  
(Home No.) (Work No.) (Cell No.)
4. Email Address: eranaPereravineyard.com

5. EDUCATION: Check appropriate box if you possess one of the following:

High School Diploma ☐ G.E.D. Certificate ☐ California High School Proficiency Certificate ☐

Give Highest Grade or Educational Level Achieved BA

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) univesity of Sri-Lank	Economics	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	8	BA	BA	1973
B)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
C)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			
	ECE	850				

THIS FORM IS A PUBLIC DOCUMENT

RECEIVED  
7-7-15

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year)          From <u>9-1-1989</u> To <u>9-1-2014</u>          Total: Yrs. <u>          </u> Mos. <u>          </u>          Hrs. per week <u>30</u> . Volunteer <input type="checkbox"/></p>	<p>Title  <u>Head Teacher/Director</u>          Employer's Name and Address  <u>PH Recreation &amp; Park District</u>  <u>320 Civic Dr.</u>  <u>Pleasant Hill</u>  <u>CA 94523</u></p>	<p>Duties Performed          1. Planned and implemented pre-K curriculum          2. Conducted early evaluations for the Pre-School staff.          3. Organized staff development work shops.          4. Worked with the administrative staff at the PH Rec. to conduct several fund raising events.</p>
<p>B) Dates (Month, Day, Year)          From <u>9-6-1980</u> To <u>8-1-1980</u>          Total: Yrs. <u>2</u> Mos. <u>          </u>          Hrs. per week <u>20</u> . Volunteer <input type="checkbox"/></p>	<p>Title  <u>Teacher</u>          Employer's Name and Address  <u>Blacksburg Virginia</u></p>	<p>Duties Performed          1. Wrote daily reports of the children performance          2. Conducted conferences with the parents</p>
<p>C) Dates (Month, Day, Year)          From <u>1979</u> To <u>1980</u>          Total: Yrs. <u>1</u> Mos. <u>2</u>          Hrs. per week <u>20</u> . Volunteer <input type="checkbox"/></p>	<p>Title  <u>English Teacher</u>          Employer's Name and Address  <u>University of Sri-Lanka</u></p>	<p>Duties Performed          1. Taught English as a second language to first year students          2. Evaluate the progress</p>
<p>D) Dates (Month, Day, Year)          From <u>8-4-1974</u> To <u>8-31-1979</u>          Total: Yrs. <u>4</u> Mos. <u>          </u>          Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p>Title  <u>Head Teacher</u>          Employer's Name and Address  <u>Play Mate Preschool</u>  <u>Honolulu</u>  <u>Hawaeii</u></p>	<p>Duties Performed          1. Head Teacher for pre-K class.          2. Planned weekly curriculum          3. Conducted quarterly Parents conferences.</p>

7. How did you learn about this vacancy?

☐ CCC Homepage ☐ Walk-In ☐ Newspaper Advertisement ☒ District Supervisor ☐ Other

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No ☒ Yes ☐

If Yes, please identify the nature of the relationship:

9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations? No ☒ Yes ☐

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee, or Commission in Contra Costa County.

Sign Name: Alan Preece

Date: July 7, 2015

### Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. Send the completed paper application to the Office of the Clerk of the Board at: **651 Pine Street, Room 106, Martinez, CA 94553.**
3. A résumé or other relevant information may be submitted with this application.
4. All members are required to take the following training: 1) The Brown Act, 2) The Better Government Ordinance, and 3) Ethics Training.
5. Members of boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
6. Advisory body meetings may be held in various locations and some locations may not be accessible by public transportation.
7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

THIS FORM IS A PUBLIC DOCUMENT



Contra Costa County  
Local Planning and Advisory Council  
for Early Care and Education

### APPLICATION FOR MEMBERSHIP

Name: Eran Perera

Home Address: 19 Oakview Ln City: Martinez Zip: CA 94553

Business/Agency/Affiliation: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Type of Organization: \_\_\_\_\_ Position: Retired

Day Phone: (925) 957-1918 FAX: ( ) \_\_\_\_\_ Email: erans@pereravineyard.com

#### **A. CATEGORIES FOR APPOINTMENT**

The County Board of Supervisors and the Superintendent of Schools make appointments to the Early Care and Education Planning Council. Members must live or work in Contra Costa County. Twenty percent of the Planning Council members are to be drawn from each of the following categories described below: Child Care Consumer, Child Care Provider, Community Representative, Public Agency Representative, and All Other. Please indicate which categories you could represent.

- ☐ **1. Consumer of Child Care Services** - using childcare or have used it within the past 36 months.  
Are you currently utilizing Child Care? ☐ Yes ☐ No Date you last used it: \_\_\_\_\_  
Type of Care: \_\_\_\_\_ Location: \_\_\_\_\_  
Length of Time as a Consumer: \_\_\_\_\_

- ☐ **2. Child Care Provider**- please check the types of care you provide and note the number of children:
- |   |                                  |
|---|----------------------------------|
| _____ Licensed family care provider   | # of children licensed for _____ |
| _____ Licensed & publicly funded child care center                          | # of children licensed for _____ |
| _____ Licensed, private for profit, or private non-profit child care center | # of children licensed for _____ |
| _____ Subsidized Child Care Program   | # of children licensed for _____ |
| _____ License exempt child care provider                                    | # of children cared for _____    |
- Location of your facility: \_\_\_\_\_ Program/Center Name: \_\_\_\_\_

- ☒ **3. Community Representative**: Includes civic or community based agencies or business that advocate for child care but do NOT provide child care or contract with the California Department of Education to provide child care and developmental services.

Organization: P.H. Recreation and Park District  
Location: \_\_\_\_\_

Service Provided: Director of the Preschool  
Service Area: Pleasant Hill

- ☐ **4. Public Agency Representative** - Including city, county and local education agencies.  
Agency: \_\_\_\_\_ Service Area: \_\_\_\_\_

- ☐ **5. All Other**- Please describe:

\_\_\_\_\_  
\_\_\_\_\_





## B. GEOGRAPHIC, ETHNIC, AND CULTURAL DIVERSITY REPRESENTATION

CalWORKS legislation AB 1542 (Education Code 8499.3 d) states, "Every effort shall be made to ensure that the ethnic racial, and geographic composition of the local planning council is reflective of the ethnic, racial, and geographic distribution of the population of the county"

Please indicate your ethnic origin:

Which region of the County would you represent: \_\_\_\_\_

- ☐ White (non-Hispanic)
- ☐ Black (Includes African, Jamaican, Trinidad and West Indian)
- ☐ Hispanic (includes Mexican, Puerto Rican Cuban, Latin American or Spanish)
- ☐ Asian or Pacific Islander (includes Pakistani, East Indian, Japanese, Tongan, Filipino, Laotian, or Vietnamese)
- ☐ American Indian or Alaskan Native (includes persons who identify themselves or are known as such by virtue or tribal association)
- ☐ Other SRI-LANKAN

## C. CURRENT COUNCIL INVOLVEMENT:

Are you currently an active participant on a Council Committee? ☒ No ☐ Yes

Which Committee: \_\_\_\_\_ What is your participation? \_\_\_\_\_

## D. INTERESTS: Personal/Professional areas of interest/experience/skills that could benefit the Council:

1. Organized Professional development work shops for three preschools in the area
2. Organized many fund raising events
3. Preschool Director for more 15 years at the P.H. Recreation Preschool

I am interested in becoming a Council representative because:

I have been a early childhood educator for more than 30 years. Becoming a representative will give me an opportunity to offer my knowledge to the community

**E. MEMBER RESPONSIBILITIES:** Members are expected to attend regular meetings on the fourth Monday of July, September, November, January, March, and May from 3:00 p.m. to 5:00 p.m. and participate in at least one committee. Additional meetings may be scheduled for training and council business.

Are you able to commit to regular participation, given this schedule: ☒ Yes ☐ No

If needed, do you have the support of your agency/employer to be an active member of the Council?  
☐ Yes ☐ No

## F. How did you hear about the Planning Council?

Through Ruth Fernandez

Please attach your resume and a letter of interest with this application. Mail completed application, resume and letter of interest to the Contra Costa County Local Planning and Advisory Council (LPC) Coordinator at the Contra Costa County Office of Education, 77 Santa Barbara Road, Pleasant Hill, CA 94523.

For more information please call the LPC Coordinator at (925) 942-3413.

Signature: Aran Pearce Date: February 7, 2015

### *Objective*

Being involved in a committee will give me the opportunity to share my experience of working with young children and families in the community.

### *Skills & Abilities*

- Excellent organizing skills
- Organizing fund raising events with the community
- Staff development and supervision

### *Experience*

HEAD TEACHER/DIRECTOR, PLEASANT HILL RECREATION AND PARK DISTRICT, 1989-2014

- Managed over 130 families and children every year
- Conducted staff development programs
- Maintained our reputation as one of the best preschools in the area
- Planned and organized many community events

TEACHER 1980-1982, BLACKSBURG, VIRGINIA

- Responsible for curriculum development and implementation
- Handled student evaluations and parent teacher conferences.

### *Academic*

CHILD DEVELOPMENT SITE SUPERVISOR CERTIFICATE - STATE OF CALIFORNIA COMMISSION ON TEACHER CREDENTIALING

- 36+ECE units and conferences
- First Aid and CPR certified

UNIVERSITY OF SRI LANKA, BA (ECONOMICS)

### *Communication*

I have worked with PH Recreation and Park district for 25 years. I have worked on community projects and helped to organize many events for families.

### *References*

Bob Berggren, General Manager, PH Recreation and Park District | 925.682.0896

Tina Young, Supervisor PH Recreation and Park District | 925.771.7625

Marla Watawala, Owner / Director, Forest Hill Preschools | 925 370 1601

April 15, 2015


Ruth Fernandez, Coordinator  
Contra Costa Local Planning Council and Advisory  
for Early Care and Education  
77 Santa Barbara Road  
Pleasant Hill, CA 94523

Dear Ruth Fernandez,

Please consider me for another term on the Local Planning Council. These are exciting times because the importance of early learning is finally being recognized on a national basis. I would like to stay to see the developments, and to continue to push for full funding of the child development programs for low income families.

Please consider me for another term on the Local Planning Council.

Sincerely,

  
Cathy Roof, Chair  
Advocacy Committee

RECEIVED



# Contra Costa County

For Office Use Only

Date Received:

For Reviewers Use Only:

Accepted

Rejected

## BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

**MAIL OR DELIVER TO:**

Contra Costa County  
CLERK OF THE BOARD  
651 Pine Street, Rm. 106

Martinez, California 94553-1292

**PLEASE TYPE OR PRINT IN INK**

(Each Position Requires a Separate Application)

**BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:**

Local Planning and Advisory Council for Discretionary 3 - Central / South County  
PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION PRINT EXACT SEAT NAME (if applicable)  
Early Care and Education

1. Name: Roof (Last Name) Cathy (First Name) J. (Middle Name)  
2. Address: 97 (No.) Valley Avenue (Street) Martinez (City) CA (State) 94553 (Zip Code)  
3. Phones: 925-229-2185 (Home No.) (Work No.) 925-899-2690 (Cell No.)  
4. Email Address: Biscuit94553@yahoo.com

5. **EDUCATION:** Check appropriate box if you possess one of the following:

High School Diploma ☒ G.E.D. Certificate ☐ California High School Proficiency Certificate ☐

Give Highest Grade or Educational Level Achieved Masters in Educational Leadership

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Diablo Valley College	Child Development	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			child Dev Certificate	1979
B) CAL State Hayward	Child Development	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			BA	1987
C) CAL State Hayward	Educational Leadership	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			MA	1995
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			

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RECEIVED

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  2009      Present</p> <p>Total: <u>Yrs.</u>    <u>Mos.</u>  6      5</p> <p>Hrs. per week <u>10</u> . Volunteer <input type="checkbox"/></p>	<p>Title  Chief Financial Officer</p> <p>Employer's Name and Address  Martinez Early Childhood Ctr  Inc.  615 Arch Street  Martinez, CA 94553</p>	<p>Duties Performed  In charge of all finance work and state reports. mecc is funded by CA Dept of Education.</p>
<p>B) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  1976      2009</p> <p>Total: <u>Yrs.</u>    <u>Mos.</u>  85</p> <p>Hrs. per week <u>50</u> . Volunteer <input type="checkbox"/></p>	<p>Title  Executive Director</p> <p>Employer's Name and Address  Martinez Early Childhood Center, Inc.  615 Arch Street  Martinez, CA 94553</p>	<p>Duties Performed  Fully responsible for all phases of the school.</p>
<p>C) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  1971      1974</p> <p>Total: <u>Yrs.</u>    <u>Mos.</u>  4</p> <p>Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p>Title  Teacher</p> <p>Employer's Name and Address  Patchin's Schools  Out of business.</p>	<p>Duties Performed  Preschool, Kindergarten and primary grades science teacher, + Administrative Aide to the owner of the school.</p>
<p>D) Dates (Month, Day, Year)  <u>From</u>      <u>To</u></p> <p>Total: <u>Yrs.</u>    <u>Mos.</u></p> <p>Hrs. per week _____ . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p>Employer's Name and Address</p>	<p>Duties Performed</p>

7. How did you learn about this vacancy? *Was a member of the previous Child Care Task Force since 1991.*

☐ CCC Homepage ☐ Walk-In ☐ Newspaper Advertisement ☐ District Supervisor ☒ Other *above*

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No ☒ Yes ☐

If Yes, please identify the nature of the relationship: \_\_\_\_\_

9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

No ☐ Yes ☒

If Yes, please identify the nature of the relationship: *Head Start and County contracts with Martinez Early Childhood Center, Inc.*

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee, or Commission in Contra Costa County.

Sign Name: *Cheryl Roof* Date: *April 15, 2015*

### Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. Send the completed paper application to the Office of the Clerk of the Board at **651 Pine Street, Room 106, Martinez, CA 94553**.
3. A résumé or other relevant information may be submitted with this application.
4. All members are required to take the following training: 1) The Brown Act, 2) The Better Government Ordinance, and 3) Ethics Training.
5. Members of boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
6. Advisory body meetings may be held in various locations and some locations may not be accessible by public transportation.
7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

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**THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA and for  
Special Districts, Agencies and Authorities Governed by the Board Adopted Resolution  
no. 2011/55 on 2/08/2011 as follows:**

IN THE MATTER OF ADOPTING A POLICY MAKING FAMILY MEMBERS OF THE BOARD OF SUPERVISORS INELIGIBLE FOR APPOINTMENT TO BOARDS, COMMITTEES OR COMMISSIONS FOR WHICH THE BOARD OF SUPERVISORS IS THE APPOINTING AUTHORITY

WHEREAS the Board of Supervisors wishes to avoid the reality or appearance of improper influence or favoritism;  
NOW, THEREFORE, BE IT RESOLVED THAT the following policy is hereby adopted:

I. SCOPE: This policy applies to appointments to any seats on boards, committees or commissions for which the Contra Costa County Board of Supervisors is the appointing authority.

II. POLICY: A person will not be eligible for appointment if he/she is related to a Board of Supervisors' Member in any of the following relationships:

1. Mother, father, son, and daughter;
2. Brother, sister, grandmother, grandfather, grandson, and granddaughter;
3. Great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, and great-granddaughter;
4. First cousin;
5. Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
6. Sister-in-law (brother's spouse or spouse's sister), brother-in-law (sister's spouse or spouse's brother), spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouse's grandson;
7. Registered domestic partner, pursuant to California Family Code section 297.
8. The relatives, as defined in 5 and 6 above, for a registered domestic partner.
9. Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.



## APPLICATION FOR MEMBERSHIP

Name: Cathy Roof  
Home Address: 97 Valley Avenue City: Martinez Zip: 94553  
Business/Agency/Affiliation: Martinez Early Childhood Center, Inc.  
Address: 615 Arch street City: Martinez Zip: 94553  
Type of Organization: Child Development Program Position: Chief Financial Officer  
Day Phone: (925) 899-2690 FAX: ( ) Email: Biscuit94553@yahoo.com

### A. CATEGORIES FOR APPOINTMENT

The County Board of Supervisors and the Superintendent of Schools make appointments to the Early Care and Education Planning Council. Members must live or work in Contra Costa County. Twenty percent of the Planning Council members are to be drawn from each of the following categories described below: Child Care Consumer, Child Care Provider, Community Representative, Public Agency Representative, and All Other. Please indicate which categories you could represent.

- ☐ **1. Consumer of Child Care Services** - using childcare or have used it within the past 36 months.

Are you currently utilizing Child Care? ☐ Yes ☐ No Date you last used it: \_\_\_\_\_  
Type of Care: \_\_\_\_\_ Location: \_\_\_\_\_  
Length of Time as a Consumer: \_\_\_\_\_

- ☐ **2. Child Care Provider**- please check the types of care you provide and note the number of children:

_____ Licensed family care provider	# of children licensed for _____
_____ Licensed & publicly funded child care center	# of children licensed for _____
_____ Licensed, private for profit, or private non-profit child care center	# of children licensed for _____
_____ Subsidized Child Care Program	# of children licensed for _____
_____ License exempt child care provider	# of children cared for _____

Location of your facility: \_\_\_\_\_ Program/Center Name: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- ☐ **3. Community Representative:** Includes civic or community based agencies or business that advocate for child care but do NOT provide child care or contract with the California Department of Education to provide child care and developmental services.

Organization: \_\_\_\_\_ Service Provided: \_\_\_\_\_  
Location: \_\_\_\_\_ Service Area: \_\_\_\_\_

- ☐ **4. Public Agency Representative** - Including city, county and local education agencies.  
Agency: \_\_\_\_\_ Service Area: \_\_\_\_\_

- ☒ **5. All Other**- Please describe:

Discretionary 3 - Central / South County  
\_\_\_\_\_



## B. GEOGRAPHIC, ETHNIC, AND CULTURAL DIVERSITY REPRESENTATION

CalWORKS legislation AB 1542 (Education Code 8499.3 d) states, "Every effort shall be made to ensure that the ethnic racial, and geographic composition of the local planning council is reflective of the ethnic, racial, and geographic distribution of the population of the county"

Please indicate your ethnic origin:

Which region of the County would you represent: \_\_\_\_\_

- ☒ White (non-Hispanic)
- ☐ Black (Includes African, Jamaican, Trinidad and West Indian)
- ☐ Hispanic (includes Mexican, Puerto Rican Cuban, Latin American or Spanish)
- ☐ Asian or Pacific Islander (includes Pakistani, East Indian, Japanese, Tongan, Filipino, Laotian, or Vietnamese)
- ☐ American Indian or Alaskan Native (includes persons who identify themselves or are known as such by virtue or tribal association)
- ☐ Other \_\_\_\_\_

## C. CURRENT COUNCIL INVOLVEMENT:

Are you currently an active participant on a Council Committee? \_\_\_ No ☒ Yes

Which Committee: Advocacy What is your participation? Chair

## D. INTERESTS: Personal/Professional areas of interest/experience/skills that could benefit the Council:

Have been an active advocate for young children and the child development field for 44 years.

I am interested in becoming a Council representative because: I have a historical perspective to offer in regards to funding of the child development field.

**E. MEMBER RESPONSIBILITIES:** Members are expected to attend regular meetings on the fourth Monday of July, September, November, January, March, and May from 3:00 p.m. to 5:00 p.m. and participate in at least one committee. Additional meetings may be scheduled for training and council business.

Are you able to commit to regular participation, given this schedule: ☒ Yes \_\_\_\_\_ No

If needed, do you have the support of your agency/employer to be an active member of the Council?  
☒ Yes \_\_\_\_\_ No

## F. How did you hear about the Planning Council?

Have been an active member since the Child Care Task Force.

**Please attach your resume and a letter of interest with this application. Mail completed application, resume and letter of interest to the Contra Costa County Local Planning and Advisory Council (LPC) Coordinator at the Contra Costa County Office of Education, 77 Santa Barbara Road, Pleasant Hill, CA 94523.**

**For more information please call the LPC Coordinator at (925) 942-3413.**

Signature: Cathy Roof Date: April 15, 2015

## **J. Catherine Roof**

97 Valley Avenue  
Martinez, CA 94553

Home (925) 229-2185

Office (925) 229-2000

### **Professional Objective**

*To use my skills as an administrator in the field of child development.*

### **Education/Credential**

Master of Science Degree	Education, Educational Leadership Option California State University, Hayward
Baccalaureate Degree	Teachers Education, Early Childhood Studies Option California State University, Hayward
Associate Degree	Diablo Valley College Early Childhood Education
Credential	Life Children's Center Supervision Permit

### **Qualifications**

- \* Have administered every aspect of a child development center from building a facility, writing operation policies, training staff, parent education, to menu writing.
- \* Able to motivate others, parents, children, staff, other professionals in the field.
- \* Able to communicate successfully with peers, staff, children, and families.
- \* Ability to run successful meetings and act as mediator.
- \* Have successfully managed eighteen to twenty-five staff.
- \* Have successfully run a State-funded child care and development program for the past nineteen years, receiving high scores and commendations in program quality. The program is recognized as a model program for Northern California.
- \* Am a successful grant writer and fund-raiser.
- \* Have been a hard working advocate for issues that effect low-income, disadvantaged children. Have worked on licensing regulatory changes, education code changes, worthy wage campaign, and teacher-child ratios.
- \* Have been a life-long learner, eager to gain more knowledge.

## Professional Experience

Instructor	Los Medanos College Teach CHDEV 95 & 96, Supervision and Administration for Programs of Young Children	1996 to Dec 98
Executive Director	Martinez Early Childhood Center, Inc. State/Federally Funded Child Care and Development	1976 to Present
Office Manager	Martinez Early Childhood Center, Inc.	1974 - 1976
Teacher	Patchins Schools Taught Preschool, Kindergarten, and Grammar School Science	1971 - 1974

## Professional Organizations

Member, Sub-Committee Chair	Contra Costa County Child Care Task Force Appointed by the Board of Supervisors. This task force advises the Board of Supervisors on child care issues.
Current Chair, Past Chair of 10 Years	Contra Costa County Directors Association Made up of State/Federally funded child development programs.
Committee Chair,	California Child Care Administrators Association Made up of State/Federally funded programs throughout the state of California. Have held the office of Legislative Liaison, Secretary, Member- at-Large, State Board Member for two years, Committee Chair for five years. Participated in California Care Conference 4/17/95 - sponsored by the State Department of Education. The department is looking at solutions for change in the reimbursement system to the diverse and complicated subsidized programs.
Sue Brock Fellowship,	California Child Care Administrators Association Was chosen for advocacy training to carry on the advocacy work for disadvantaged children, fully paid for by the association.
Advisory Board	We Care Treatment Center Advisory capacity to the Director and Board of Directors.
Member	National Association for the Education of Young Children
Member	Association for Childhood Education International
Active Citizen	Take an active part in issues that effect the community, state, and children.

## Awards

Advocacy Award	California Child Development Administrators Association	1994
Kiddie Award - Hall of Fame	Contra Costa Child Care Council	1993



Contra  
Costa  
County

For Office Use Only

Date Received:

For Reviewers Use Only:

Accepted Rejected

## BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

**MAIL OR DELIVER TO:**

Contra Costa County  
CLERK OF THE BOARD  
651 Pine Street, Rm. 106  
Martinez, California 94553-1292

**PLEASE TYPE OR PRINT IN INK**

(Each Position Requires a Separate Application)

**BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:**

Local Planning Council on Early Care and Educati

Discretionary 2, Central/South

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. **Name:** Safran Daniel (Last Name) (First Name) (Middle Name)

2. **Address:** 105 Rolling Green Circle Pleasant Hill CA 94523  
(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. **Phones:** 925-689-5452 925-998-1094  
(Home No.) (Work No.) (Cell No.)

4. **Email Address:** danielsafran@yahoo.com

5. **EDUCATION:** Check appropriate box if you possess one of the following:

High School Diploma ☒ G.E.D. Certificate ☐ California High School Proficiency Certificate ☐

Give Highest Grade or Educational Level Achieved Ph.D

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) UC Berkeley	Adult Education	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			Ph.D.	June 1979
B) Bryn Mawr College	Community Organization	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			MSW	June 1963
C) Queens College	Anthro-Soc	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			B.A.	June 1960
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>			
University of Pennsylvania	Anthro/Human Relations	21				

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6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year)          From <input type="text"/> To <input type="text"/>  <input type="text"/>/11 <input type="text"/>/12          Total: Yrs. <input type="text"/> Mos. <input type="text"/>  <input type="text"/>1          Hrs. per week <input type="text"/>30. Volunteer <input checked="" type="checkbox"/></p>	<p>Title  <input type="text"/>          Member          Employer's Name and Address  <input type="text"/>          Contra Costa Civil Grand Jury          PO Box 431          Martinez, CA 94553</p>	<p>Duties Performed  <input type="text"/>          Examine functions of Special Districts and County and City governments and agencies in Contra Costa County; gather data, conduct interviews and prepare/edit reports.</p>
<p>B) Dates (Month, Day, Year)          From <input type="text"/> To <input type="text"/>  <input type="text"/>3/99 <input type="text"/>1/09          Total: Yrs. <input type="text"/> Mos. <input type="text"/>  <input type="text"/>9 <input type="text"/>10          Hrs. per week <input type="text"/>40. Volunteer <input type="checkbox"/></p>	<p>Title  <input type="text"/>          Deputy Director          Employer's Name and Address  <input type="text"/>          Children's Council of San Francisco 445 Church Street, SF 94117</p>	<p>Duties Performed  <input type="text"/>          - Oversee program and internal operations of non-profit agency helping 6,000 San Francisco families find, choose and pay for child care.          - Hire, supervise and coach 5 senior managers (overseeing 80+ employees).</p>
<p>C) Dates (Month, Day, Year)          From <input type="text"/> To <input type="text"/>  <input type="text"/>3/88 <input type="text"/>3/99          Total: Yrs. <input type="text"/> Mos. <input type="text"/>  <input type="text"/>11 <input type="text"/>          Hrs. per week <input type="text"/>35. Volunteer <input type="checkbox"/></p>	<p>Title  <input type="text"/>          Professor of Psychology          Employer's Name and Address  <input type="text"/>          John F. Kennedy University Orinda, Ca</p>	<p>Duties Performed  <input type="text"/>          - Direct organizational psychology graduate program on main and satellite campus (Orinda and Campbell, CA).          - Design and direct internship program placing graduate students in Bay Area agencies.          - Teach graduate courses</p>
<p>D) Dates (Month, Day, Year)          From <input type="text"/> To <input type="text"/>  <input type="text"/>6/84 <input type="text"/>6/88          Total: Yrs. <input type="text"/> Mos. <input type="text"/>  <input type="text"/>4 <input type="text"/>          Hrs. per week <input type="text"/>. Volunteer <input type="checkbox"/></p>	<p>Title  <input type="text"/>          Executive Director          Employer's Name and Address  <input type="text"/>          Pacific Children's Center          303 Van Buren Ave.          Oakland, CA 94610</p>	<p>Duties Performed  <input type="text"/>          - Direct non-profit agency offering counseling and therapeutic preschool services to families with severely emotionally disturbed children.          - Develop grant proposals, solicit donors and organize fund raising events.</p>

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7. How did you learn about this vacancy?

☐ CCC Homepage ☐ Walk-In ☐ Newspaper Advertisement ☐ District Supervisor ☒ Other Continuing member

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No ☒ Yes ☐

If Yes, please identify the nature of the relationship:

9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

No ☒ Yes ☐

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee, or Commission in Contra Costa County.

Sign Name:



Date:

6/25/15

### Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. Send the completed paper application to the Office of the Clerk of the Board at: **651 Pine Street, Room 106, Martinez, CA 94553.**
3. A résumé or other relevant information may be submitted with this application.
4. All members are required to take the following training: 1) The Brown Act, 2) The Better Government Ordinance, and 3) Ethics Training.
5. Members of boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
6. Advisory body meetings may be held in various locations and some locations may not be accessible by public transportation.
7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

**THIS FORM IS A PUBLIC DOCUMENT**

**THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA and for  
Special Districts, Agencies and Authorities Governed by the Board Adopted Resolution  
no. 2011/55 on 2/08/2011 as follows:**

IN THE MATTER OF ADOPTING A POLICY MAKING FAMILY MEMBERS OF THE BOARD OF SUPERVISORS INELIGIBLE FOR APPOINTMENT TO BOARDS, COMMITTEES OR COMMISSIONS FOR WHICH THE BOARD OF SUPERVISORS IS THE APPOINTING AUTHORITY

WHEREAS the Board of Supervisors wishes to avoid the reality or appearance of improper influence or favoritism;

NOW, THEREFORE, BE IT RESOLVED THAT the following policy is hereby adopted:

- I. SCOPE: This policy applies to appointments to any seats on boards, committees or commissions for which the Contra Costa County Board of Supervisors is the appointing authority.
- II. POLICY: A person will not be eligible for appointment if he/she is related to a Board of Supervisors' Member in any of the following relationships:
  1. Mother, father, son, and daughter;
  2. Brother, sister, grandmother, grandfather, grandson, and granddaughter;
  3. Great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, and great-granddaughter;
  4. First cousin;
  5. Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
  6. Sister-in-law (brother's spouse or spouse's sister), brother-in-law (sister's spouse or spouse's brother), spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouse's grandson;
  7. Registered domestic partner, pursuant to California Family Code section 297.
  8. The relatives, as defined in 5 and 6 above, for a registered domestic partner.
  9. Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

**APPLICATION FOR MEMBERSHIP**

Name: Daniel Safran

Home Address: 105 Rolling Green Circle City: Pleasant Hill Zip: 94523

Business/Agency/Affiliation: None

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_ Type of Organization: \_\_\_\_\_  
Position: \_\_\_\_\_

Day Phone: ( 925 ) 689-5452 FAX: ( ) \_\_\_\_\_ Email: danielsafran@yahoo.com

**A. CATEGORIES FOR APPOINTMENT**

The County Board of Supervisors and the Superintendent of Schools make appointments to the Early Care and Education Planning Council. Members must live or work in Contra Costa County. Twenty percent of the Planning Council members are to be drawn from each of the following categories described below: Child Care Consumer, Child Care Provider, Community Representative, Public Agency Representative, and All Other. Please indicate which categories you could represent.

- ☐ **1. Consumer of Child Care Services** - using childcare or have used it within the past 36 months.

Are you currently utilizing Child Care? Yes No Date you last used it: \_\_\_\_\_

Type of Care: \_\_\_\_\_ Location: \_\_\_\_\_

Length of Time as a Consumer: \_\_\_\_\_

- ☐ **2. Child Care Provider**- please check the types of care you provide and note the number of children:

\_\_\_\_\_ Licensed family care provider # of children licensed for \_\_\_\_\_

\_\_\_\_\_ Licensed & publicly funded child care center # of children licensed for \_\_\_\_\_

\_\_\_\_\_ Licensed, private for profit, or private # of children licensed for \_\_\_\_\_

\_\_\_\_\_ non-profit child care center

\_\_\_\_\_ Subsidized Child Care Program # of children licensed for \_\_\_\_\_

\_\_\_\_\_ License exempt child care provider # of children cared for \_\_\_\_\_

Location of your facility: \_\_\_\_\_ Program/Center Name: \_\_\_\_\_

\_\_\_\_\_

- ☐ **3. Community Representative:** Includes civic or community based agencies or business that advocate for child care but do NOT provide child care or contract with the California Department of Education to provide child care and developmental services.

Organization: \_\_\_\_\_ Service Provided: \_\_\_\_\_

Location: \_\_\_\_\_ Service Area: \_\_\_\_\_

- ☐ **4. Public Agency Representative** - Including city, county and local education agencies.  
Agency: \_\_\_\_\_ Service Area: \_\_\_\_\_

- ☒ **[ X ] 5. All Other-** Please describe: Long time practitioner/advocate for young children, currently retired.

\_\_\_\_\_  
\_\_\_\_\_



**B. GEOGRAPHIC, ETHNIC, AND CULTURAL DIVERSITY REPRESENTATION**

CalWORKS legislation AB 1542 (Education Code 8499.3 d) states, "Every effort shall be made to ensure that the ethnic racial, and geographic composition of the local planning council is reflective of the ethnic, racial, and geographic distribution of the population of the county"

Please indicate your ethnic origin: \_\_\_\_\_ Which region of the County would you represent: \_\_\_\_\_

- ☒ [ X ] White (non-Hispanic)
- ☐ Black (Includes African, Jamaican, Trinidad and West Indian)
- ☐ Hispanic (includes Mexican, Puerto Rican Cuban, Latin American or Spanish)
- ☐ Asian or Pacific Islander (includes Pakistani, East Indian, Japanese, Tongan, Filipino, Laotian, or Vietnamese)
- ☐ American Indian or Alaskan Native (includes persons who identify themselves or are known as such by virtue or tribal association)
- ☐ Other \_\_\_\_\_

**C. CURRENT COUNCIL INVOLVEMENT:**

Are you currently an active participant on a Council Committee? \_\_\_ No \_\_\_ X Yes  
Which Committee: School Readiness. What is your participation? Chair

**D. INTERESTS:** Personal/Professional areas of interest/experience/skills that could benefit the Council:

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I am interested in becoming a Council representative because: Opportunity to shape/influence policy

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**E. MEMBER RESPONSIBILITIES:** Members are expected to attend regular meetings on the fourth Monday of July, September, November, January, March, and May from 3:00 p.m. to 5:00 p.m. and participate in at least one committee. Additional meetings may be scheduled for training and council business.

Are you able to commit to regular participation, given this schedule: [ X ] Yes \_\_\_ No

If needed, do you have the support of your agency/employer to be an active member of the Council?  
\_\_\_\_\_ Yes \_\_\_\_\_ No N/A

**F. How did you hear about the Planning Council?**

Known about LPCs since working in San Francisco.

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Please attach your resume and a letter of interest with this application. Mail completed application, resume and letter of interest to the Contra Costa County Local Planning and Advisory Council (LPC) Coordinator at the Contra Costa County Office of Education, 77 Santa Barbara Road, Pleasant Hill, CA 94523.

For more information please call the LPC Coordinator at (925) 942-3413.

Signature: David Ayala Date: 6/25/15

Daniel Safran, PhD  
105 Rolling Green Circle  
Pleasant Hill, CA 94523

[danielsafran@yahoo.com](mailto:danielsafran@yahoo.com)  
925/998-1094

## **RESUME**

### **PREVIOUS PROFESSIONAL EXPERIENCE**

#### **Deputy Director (1999-2009)**

Children's Council of San Francisco, San Francisco, CA

- Oversee program and internal operations of a large (\$55 million annual budget) non-profit agency helping 6,000 San Francisco families find, choose and pay for child care.
- Hire, supervise and coach 5 senior managers (overseeing 80+ employees)
- Support internal communications and positive staff relations.
- Develop and implement agency outreach to diverse community constituencies.
- Provide educational supervision for graduate interns.
- Serve as back up for executive director and trouble-shooting internal issues.

#### **Interim Executive Director (1999)**

South of Market Council, San Francisco, CA

- Oversee all agency operations
- Assist board of directors in reassessing agency mission and scope of services
- Supervise staff and interns
- Reconcile complications in board-staff roles and relationships
- Manage grant service delivery and reporting

#### **Professor of Psychology (1988-1999)**

##### **Department Chair, MA Program in Organizational Psychology (1990-1999)**

John F. Kennedy University, Graduate School of Professional Psychology, Orinda, CA

- Direct organizational psychology graduate program on main and satellite campus (Orinda and Campbell, CA).
- Design and direct internship program placing graduate students in Bay Area agencies.
- Manage grants program, securing \$1+ million in government funding for drug abuse prevention education.
- Conduct outreach and increase recruitment of ethnically diverse students into a field where minorities had been underrepresented.
- Facilitate campus visits by international guests (Bulgaria, Romania, Russia, Slovakia, South Africa).
- Organize and direct state and international conferences.
- Member of Faculty Senate (1991-93, 1995; 1997-9); member of by-laws and professional development committees; newsletter editor (1995).

## **EDUCATION**

### **Ph.D. Education (6/79)**

Focus: Adult and Teacher Education

School of Education, Univ. of California, Berkeley, CA

Dissertation: *"Parent Involvement and Parents' Rights: A Study of Parental Attitudes."*

Student Member, School of Education Faculty Development Committee (1972-1974)

### **MSW Community Organization (6/63)**

Social Work, Bryn Mawr College, Bryn Mawr, PA

Dissertation: *"Participation in the Professional Association: A Study of Two Small Chapters of the National Association of Social Workers."*

Student Body President (1962-1963)

### **B.A. Anthropology-Sociology (6/60)**

Queens College, Flushing, NY

Departmental Honors

Member of Student Senate, Chair of Student Welfare Committee (1958-1960)

## **ADDITIONAL EDUCATION**

- CompassPoint Training (Interim Executive Director Certificate) May 5-6, 2008
- Berlitz School of Language (Spanish), 1967, 2004
- High Intensity Language Training (Swahili) Peace Corps/Kenya, 1970
- University of Pennsylvania (Anthropology and Human Relations graduate courses) 1960-61
- University of New Mexico (Anthropology: Fieldwork in Archaeology) 1958, 1959

## **RECENT COMMUNITY LEADERSHIP ACTIVITIES**

- Contra Costa County Civil Grand Jury, Member (2011-2012)
- Contra Costa County Adult Day Services Network, Board Member (2009-2011)
- Friends of the Pleasant Hill Library, Board Member (2012 - )
- Rolling Green Circle Homeowners Association, Pleasant Hill, President (2006-2008), Board Member (2006-2010) and Vice President (2014 - )
- Rancho Colorado Homeowners Association, Orinda, President (1999-2001) and Board Member (1992-2005)

Seat Title	Terms of Office		Name
	Appt. Date	Expires	
Consumer 1 West County	6/25/2013	4/30/2016	Dr. Crystal McClendon-Gourdine (First Vice-Chair)
Consumer 2 Central/South County	4/1/2013	4/30/2016	Cynthia Castain
Consumer 3 Central/South County		4/30/2017	Vacant
Consumer 4 East County		4/30/2017	Vacant
Child Care Provider 1 West County	4/16/2013	4/30/2016	Silvana Mosca-Carreon
Child Care Provider 2 Central/South County	4/16/2013	4/30/2016	Kathy Lafferty
Child Care Provider 3 Central/South County	Need official appt. date	4/30/2016	Luis Arenas
Child Care Provider 4 East County	Need official appt. date	4/30/2016	Estela Alvarez
Public Agency 1 West County	9/11/2012	4/30/2015	Carolyn Johnson
Public Agency 2 Central/South County	3/31/2015	4/30/2018	Jessica Hudson
Public Agency 3 Central/South County	4/16/2013	4/30/2016	Joan Means
Public Agency 4 East County		4/30/2018	Vacant
Community 1 West County	6/25/2013	4/30/2016	Margaret Wiegert-Jacobs
Community 2 Central/South County	4/16/2013	4/30/2016	Dr. Deborah Penry (Chair)
Community 3 Central/South County	9/11/2012	4/30/2015	Sharon Bernhus
Community 4 East County	4/16/2013	4/30/2016	Janeen Rockwell-Owens
Discretionary 1 East County	12/16/2014	4/30/2015	Eran Perera
Discretionary 2 Central/South County	8/14/2012	4/30/2015	Daniel Safran (Second Vice-Chair)
Discretionary 3 Central/South County	4/16/2013	4/30/2015	Cathy Roof
Discretionary 4 West County	12/16/2014	4/30/2016	Aurora Ruth

**From:** Sharon Bernhus <SharonB@shelterinc.org>  
<sharonb@shelterinc.org>

30-Jun-2015 17:16

**To:** Mary Louise Vander Meulen <mvandermeulen@cccoe.k12.ca.us>

**Subject:** RE: LPC Board Seat re-application needed

Mary Louise,

I apologize for taking so long to get back to you. I was not aware that my time had expired. I regret to inform the Board that I will not be able to serve another term. My goal is to move out of the area next year. I would love to continue as a volunteer on the advisory committee in the interim.

Sharon



# Contra Costa County Board of Supervisors

## Subcommittee Report

### FAMILY AND HUMAN SERVICES COMMITTEE

4.

**Meeting Date:** 09/14/2015  
**Subject:** Appointments to the Advisory Council on Aging  
**Submitted For:** FAMILY & HUMAN SERVICES COMMITTEE,  
**Department:** County Administrator  
**Referral No.:**  
**Referral Name:** Appointments to Advisory Bodies  
**Presenter:** None **Contact:** Enid Mendoza, 925-335-1039

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#### **Referral History:**

On December 6, 2011 the Board of Supervisors adopted Resolution No. 2011/497 adopting policy governing appointments to boards, committees, and commissions that are advisory to the Board of Supervisors. Included in this resolution was the requirement that applications for at large/countywide seats be reviewed by a Board of Supervisors sub-committee.

#### **Referral Update:**

Staff to the Advisory Council on Aging has submitted the attached request for appointments to seats on the Council.

#### **Recommendation(s)/Next Step(s):**

RECOMMEND the Board of Supervisors appoint the following individuals to the Advisory Council on Aging for terms expiring on September 30, 2017:

At-Large Seat #3: Juliana Boyle  
At-Large Seat #8: Sheri Richards  
At-Large Seat #9: Rita Xavier  
At-Large Seat #14: Ella Jones  
At-Large Seat #15: Mary Bruns  
At-Large Seat #16: Dr. Robert Leasure  
At-Large Seat #18: Teri Mountford

#### **Fiscal Impact (if any):**

No fiscal impact.

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#### **Attachments**

Advisory Council on Agenda Appointments

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Contra Costa County California  
**Employment & Human Services**

**Kathy Gallagher, Director**

40 Douglas Dr., Martinez, CA 94553 \* Phone: (925) 313-1579 \* Fax: (925) 313-1575 \* [www.cccounty.us/ehsd](http://www.cccounty.us/ehsd)

**MEMORANDUM**

**DATE:** 8/26/15

**TO:** Family and Human Services Committee

**cc:** Pam Phillips

**FROM:** Jaime Ray, Secretary for the Area Agency on Aging

**SUBJECT:** CC Advisory Council on Aging - Appointments Requested

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The Contra Costa Area Agency on Aging (AAA) recommends the following individuals for reappointment to At-Large seats assigned to the Contra Costa Advisory Council on Aging (ACOA) with terms expiring on September 30, 2017:

At-Large Seat #3: Juliana Boyle  
At-Large Seat #8: Sheri Richards  
At-Large Seat #9: Rita Xavier  
At-Large Seat #14: Ella Jones  
At-Large Seat #15: Mary Bruns  
At-Large Seat #16: Dr. Robert Leasure  
At-Large Seat #18: Teri Mountford

Recruitment is handled by both the Area Agency on Aging, the ACOA Membership Committee and the Clerk of the Board using CCTV. Members of the AAA staff have encouraged interested individuals including minorities to apply through announcements provided at the East, Central and West County Senior Coalition meetings and at the regular monthly meetings of the ACOA. The Contra Costa County EHSD website contains dedicated web content where interested members of the public are encouraged to apply and are provided an application with instructions on whom to contact for ACOA related inquiries, including application procedure.

All MAL applicants for reappointment were interviewed by members of the ACOA Membership Committee. The Membership Committee and the Council's current President, Gerald Richards recommend the reappointment of all MAL applicants. Please find copies of the members applications provided as separate attachments.

Thank You



Contra  
Costa  
County

For Office Use Only  
Date Received:

For Reviewers Use Only:  
Accepted Rejected

## BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

**MAIL OR DELIVER TO:**

Contra Costa County  
CLERK OF THE BOARD  
651 Pine Street, Rm. 106  
Martinez, California 94553-1292  
PLEASE TYPE OR PRINT IN INK  
(Each Position Requires a Separate Application)

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

ADVISORY COUNCIL ON AGING

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name: BOYLE JULIANA CAITLIN  
(Last Name) (First Name) (Middle Name)

2. Address: 5390 STONESTURST DR. MARTINEZ, CA 94553  
(No.) (Street) (Apt.) (State) (Zip Code)

3. Phones: - 925 933-0911 925 963-7026  
(Home No.) (Work No.) (Cell No.)

4. Email Address: jboyle@abarigroup.com

5. EDUCATION: Check appropriate box if you possess one of the following:

High School Diploma ☒ G.E.D. Certificate ☐ California High School Proficiency Certificate ☐

Give Highest Grade or Educational Level Achieved \_\_\_\_\_

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) <u>U OF NM</u>	<u>ECONOMICS</u>	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			<u>BA</u>	<u>12/1985</u>
B) <u>SAINT MARY'S COLLEGE</u>	<u>BUSINESS</u>	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			<u>MBA</u>	<u>9/2001</u>
C)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			



7. How did you learn about this vacancy?

☐ CCC Homepage ☐ Walk-In ☒ Newspaper Advertisement ☐ District Supervisor ☐ Other PATCH.COM

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No ☒ Yes ☐

If Yes, please identify the nature of the relationship: \_\_\_\_\_

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee, or Commission in Contra Costa County.

Sign Name: Juliana Bogle Date: 1-21-14

### Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. Send the completed paper application to the Office of the Clerk of the Board at: **651 Pine Street, Room 106, Martinez, CA 94553.**
3. A résumé or other relevant information may be submitted with this application.
4. All members are required to take the following training: 1) The Brown Act, 2) The Better Government Ordinance, and 3) Ethics Training.
5. Members of boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
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8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

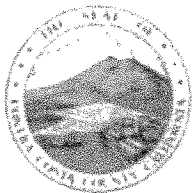
THIS FORM IS A PUBLIC DOCUMENT

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  8/1985    8/1992</p> <p>Total: <u>Yrs.</u>    <u>Mos.</u>  7      -</p> <p>Hrs. per week <u>40</u>. Volunteer <input type="checkbox"/></p>	<p>Title  ECONOMIST I, II</p> <p>Employer's Name and Address  UNIVERSITY OF NM  BUREAU OF BUSINESS &amp;  ECONOMIC RESEARCH  ALBUQUERQUE, NM</p>	<p>Duties Performed  • ECONOMIC DATA  ANALYSIS FOR PUBLIC  &amp; PRIVATE SECTORS</p>
<p>B) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  8/1992    4/1993</p> <p>Total: <u>Yrs.</u>    <u>Mos.</u>  -      9</p> <p>Hrs. per week <u>40+</u>. Volunteer <input type="checkbox"/></p>	<p>Title  POLICY ANALYST</p> <p>Employer's Name and Address  NEW MEXICO DEPT.  OF FINANCE &amp; ADMIN.  SANTA FE, NM</p>	<p>Duties Performed  • ANALYZED HEALTH  LEGISLATION  • SPECIAL STUDIES AS  REQUESTED BY THE  CABINET SECRETARY</p>
<p>C) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  4/1993    1/1994</p> <p>Total: <u>Yrs.</u>    <u>Mos.</u>  1      10</p> <p>Hrs. per week <u>40+</u>. Volunteer <input type="checkbox"/></p>	<p>Title  SENIOR FISCAL ANALYST</p> <p>Employer's Name and Address  NM LEGISLATIVE  FINANCE COMMITTEE  SANTA FE, NM</p>	<p>Duties Performed  • ASSISTED WITH THE  STATE'S GENERAL  FUND ESTIMATES  • ANALYZED &amp; MADE  BUDGET RECOMMENDATIONS  FOR ASSIGNED AGENCY  DEPARTMENTS</p>
<p>D) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  1/1995    6/1995</p> <p>Total: <u>Yrs.</u>    <u>Mos.</u>  -      6</p> <p>Hrs. per week <u>40+</u>. Volunteer <input type="checkbox"/></p>	<p>Title  SENIOR POLICY ANALYST</p> <p>Employer's Name and Address  NM DEPARTMENT OF  FINANCE &amp; ADMIN.  SANTA FE, NM</p>	<p>Duties Performed  • ASSISTED W/ THE  GOVERNOR'S PROPOSED  LEGISLATIVE PACKAGE  • SPECIAL STUDIES AS  REQUESTED BY THE  CABINET SECRETARY</p>

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <b>6/1995</b>    <b>PRESENT</b></p> <p>Total: <u>Yrs.</u>    <u>Mos.</u>  <b>18</b>        <b>7</b></p> <p>Hrs. per week <u>40<sup>+</sup></u> . Volunteer <input type="checkbox"/></p>	<p>Title  <b>ECONOMIST/ VICE PRES.</b></p> <hr/> <p>Employer's Name and Address  <b>THE ABATIS GROUP</b>  <b>5390 DOWNTOWN DR.</b>  <b>MARTINEZ, CA 94553</b></p>	<p>Duties Performed  <b>• RESEARCH &amp; DATA ANALYSIS FOR CLIENTS IN THE EMERGENCY MEDICAL SERVICES ARENA</b>  <b>WWW.ABATISGROUP.COM</b></p>
<p>B) Dates (Month, Day, Year)  <u>From</u>      <u>To</u></p> <p>Total: <u>Yrs.</u>    <u>Mos.</u></p> <p>Hrs. per week _____ . Volunteer <input type="checkbox"/></p>	<p>Title</p> <hr/> <p>Employer's Name and Address</p>	<p>Duties Performed</p>
<p>C) Dates (Month, Day, Year)  <u>From</u>      <u>To</u></p> <p>Total: <u>Yrs.</u>    <u>Mos.</u></p> <p>Hrs. per week _____ . Volunteer <input type="checkbox"/></p>	<p>Title</p> <hr/> <p>Employer's Name and Address</p>	<p>Duties Performed</p>
<p>D) Dates (Month, Day, Year)  <u>From</u>      <u>To</u></p> <p>Total: <u>Yrs.</u>    <u>Mos.</u></p> <p>Hrs. per week _____ . Volunteer <input type="checkbox"/></p>	<p>Title</p> <hr/> <p>Employer's Name and Address</p>	<p>Duties Performed</p>



Contra  
Costa  
County

For Office Use Only

Date Received:

For Reviewers Use Only:

Accepted Rejected

## BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

MAIL OR DELIVER TO:

Contra Costa County  
CLERK OF THE BOARD

651 Pine Street, Rm. 106  
Martinez, California 94553-1292

PLEASE TYPE OR PRINT IN INK

(Each Position Requires a Separate Application)

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

Advisory Council on Aging

Member-at-Large

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. **Name:** Richards (Frances) Sheri  
(Last Name) (First Name) (Middle Name)

2. **Address:** 340 Scottsdale Road Pleasant Hill, CA 94523  
(No.) (Street) (Apt.) (State) (Zip Code)

3. **Phones:** (925) 825-4519 N/A (925) 351-7617  
(Home No.) (Work No.) (Cell No.)

4. **Email Address:** sheririchards@comcast.net

5. **EDUCATION:** Check appropriate box if you possess one of the following:

High School Diploma ☐ G.E.D. Certificate ☐ California High School Proficiency Certificate ☐

Give Highest Grade or Educational Level Achieved Master of Science Degree

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) California State University Los Angeles	Counseling	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>		90	MS	1973
B) Loyola-Marymount University	Sociology	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	100		BA	1970
C) Antelope Valley Community College	Liberal Arts	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	90		AA	1968
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETING THE INFORMATION THAT DEMONSTRATES YOUR QUALIFICATIONS TO SERVE on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  May 2014    Present</p> <p>Total: <u>Yrs.</u>    <u>Mos.</u>                      5 Months</p> <p>Hrs. per week <u>6 hr</u> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title  Consolidated Planning &amp; Advisory Workgroup</p> <p>Employer's Name and Address  * Monthly Aging &amp; Older Adult Comm  * Monthly CPAW Orientation Meetings  * Monthly CPAW Regular Meetings  2425 Bisso Lane, Concord, CA</p>	<p>Duties Performed  Commitment to 12 month CPAW Orientation</p> <p>Attendance and Participation in orientation and regular meetings in response to appointment to act as liaison to ACOA Health Workgroup.</p> <p>Participation in A &amp; OA Committee</p>
<p>B) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  Oct 2013    Present</p> <p>Total: <u>Yrs.</u>    <u>Mos.</u>                      1 Yr    11 Mo</p> <p>Hrs. per week <u>2-4 hr</u> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title  Advisory Council on Aging</p> <p>Employer's Name and Address  * Outreach &amp; Education Workgroup  Pleasant Hill, CA</p>	<p>Duties Performed  Participation 2x monthly planning meetings for first annual Disaster Preparedness for Families of Older Adults, May 15, 2014</p> <p>Continued planning for future programs</p>
<p>C) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  Fall 2012    Present</p> <p>Total: <u>Yrs.</u>    <u>Mos.</u>                      1 Yr    10 Mo</p> <p>Hrs. per week <u>2 hr</u> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title  Advisory Council on Aging</p> <p>Employer's Name and Address  * Health Workgroup  Pleasant Hill, CA</p>	<p>Duties Performed  Participation in monthly meetings focus on emergency and Health Services for Older Adults  Renew liaison with county agencies regarding Mental Health Issues for Older Adults  Report Aging &amp; Older Adult and CPAW information back to Health Workgroup with the plan of intentional advocacy and support</p>
<p>D) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  Sept 1978    July 2011</p> <p>Total: <u>Yrs.</u>    <u>Mos.</u>                      33 yrs</p> <p>Hrs. per week <u>55</u> . Volunteer <input type="checkbox"/></p>	<p>Title  Saint Mary's College of CA</p> <p>Employer's Name and Address  SMC, Saint Mary's Rd, Moraga, CA</p> <p>Director of Counseling &amp; Psychological Services</p>	<p>Duties Performed  Administration &amp; primary provider of full range of mental health, social &amp; crisis intervention services for full-time undergrad students. Admin oversight of Alcohol &amp; Other Drug Awareness programs, clinical Intern program, ind, couple &amp; grp therapy, program design, outreach &amp; psycho-educ'l presentations. Consultation &amp; collaboration with faculty/staff/family</p>

7. How did you learn about this vacancy?

☐ CCC Homepage ☐ Walk-In ☐ Newspaper Advertisement ☐ District Supervisor ☒ Other refer'd: Dr. Robert Leasure & GAIL GARRET

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No ☒ Yes ☐

If Yes, please identify the nature of the relationship: \_\_\_\_\_

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee, or Commission in Contra Costa County.

Sign Name:

(Frances) Sheri Richards Date: October 1, 2014

Frances Sheri Richards Dec 1, 2014

#### Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. Send the completed paper application to the Office of the Clerk of the Board at: 651 Pine Street, Room 106, Martinez, CA 94553.
3. A résumé or other relevant information may be submitted with this application.
4. All members are required to take the following training: 1) The Brown Act, 2) The Better Government Ordinance, and 3) Ethics Training.
5. Members of boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
6. Advisory body meetings may be held in various locations and some locations may not be accessible by public transportation.
7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

Copy 12/3/14

December 1, 2014

TO: Clerk of the Board  
FROM: Frances Sheri Richards  
RE: Required Training and CA Form 700

Enclosed please see proof of

1. Public Ethics Training
2. Brown Act and Better Governance
3. CA Form 700 (correct agency name)

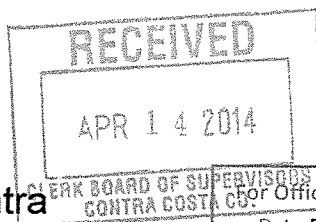
I have also re-submitted my original application from Oct 6 and my resume to clarify that I have submitted my application for membership for "Advisory Council on Aging" before.

Respectfully,

Frances Sheri Richards  
Sheri Richards



Contra  
Costa  
County



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Print Form

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Accepted Rejected

## BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

MAIL OR DELIVER TO:

Contra Costa County  
CLERK OF THE BOARD  
651 Pine Street, Rm. 106  
Martinez, California 94553-1292

PLEASE TYPE OR PRINT IN INK  
(Each Position Requires a Separate Application)

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

ADVISORY COUNCIL ON AGING  
PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

AT-LARGE MEMBER  
PRINT EXACT SEAT NAME (If applicable)

1. Name: XAVIER (Last Name) RITA (First Name) CLAIRE (Middle Name)  
2. Address: 2703 18<sup>th</sup> ST (No.) (Street) (Apt.) SAN PABLO, CA 94806 (State) (Zip Code)  
3. Phones: 510-233-4672 (Home No.) (Work No.) (Cell No.)  
4. Email Address: xavierrita@gmail.com

5. EDUCATION: Check appropriate box if you possess one of the following:

High School Diploma ☒ G.E.D. Certificate ☐ California High School Proficiency Certificate ☐

Give Highest Grade or Educational Level Achieved 12

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
B)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
C)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
D) Other schools / training completed	Course Studied	Hours Completed	Certificate Awarded Yes No <input type="checkbox"/> <input type="checkbox"/>			



6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <u>02/2013</u>   <u>PRESENT</u></p> <p>Total: <u>Yrs.</u>   <u>Mos.</u>                    <u>1</u>     <u>2</u></p> <p>Hrs. per week ____ . Volunteer <input checked="" type="checkbox"/></p>	<p>Title  <u>SECRETARY</u></p> <p>Employer's Name and Address  <u>WEST COUNTY</u>  <u>SENIOR COALITION</u></p>	<p>Duties Performed  <u>EDUCATIONAL EVENTS ON</u>  <u>SENIOR ISSUES</u></p>
<p>B) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <u>02/2013</u>   <u>PRESENT</u></p> <p>Total: <u>Yrs.</u>   <u>Mos.</u>                    <u>1</u>     <u>2</u></p> <p>Hrs. per week ____ . Volunteer <input checked="" type="checkbox"/></p>	<p>Title  <u>VICE CHAIR</u></p> <p>Employer's Name and Address  <u>SAN PABLO COMMITTEE</u>  <u>ON AGING</u></p> <p><u>APPOINTED BY CITY</u>  <u>COUNCIL</u></p>	<p>Duties Performed  <u>FUND RAISING FOR</u>  <u>MEALS ON WHEELS</u>  <u>EDUCATIONAL EVENTS,</u>  <u>SEMINARS ON HEALTH</u>  <u>&amp; OTHER SENIOR ISSUES</u></p>
<p>C) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <u>06/2013</u>   <u>PRESENT</u></p> <p>Total: <u>Yrs.</u>   <u>Mos.</u>                                <u>10</u></p> <p>Hrs. per week ____ . Volunteer <input checked="" type="checkbox"/></p>	<p>Title</p> <p>Employer's Name and Address  <u>SAN PABLO SENIOR</u>  <u>CENTER ADVISORY</u>  <u>BOARD</u>  <u>ELECTED POSITION</u></p>	<p>Duties Performed  <u>SENIOR SERVICES, ACTIVITIES</u>  <u>SENIOR CENTER FUNDING</u></p>
<p>D) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <u>9/2013</u>     <u>PRESENT</u></p> <p>Total: <u>Yrs.</u>   <u>Mos.</u>                                <u>7</u></p> <p>Hrs. per week ____ . Volunteer <input checked="" type="checkbox"/></p>	<p>Title  <u>PLANNING COMMISSIONER</u></p> <p>Employer's Name and Address  <u>CITY OF SAN PABLO</u>  <u>PLANNING COMMISSION</u>  <u>APPOINTED BY</u>  <u>CITY COUNCIL</u></p>	<p>Duties Performed  <u>DEVELOPMENT INCLUDING</u>  <u>NEW HEALTH CARE FACILITIES</u>  <u>SENIOR HOUSING</u>  <u>ZONING, CODE ENFORCEMENT</u></p>

7. How did you learn about this vacancy?

☐ CCC Homepage ☐ Walk-In ☐ Newspaper Advertisement ☐ District Supervisor ☒ Other INVOLVEMENT IN OTHER SENIOR ORGANIZATIONS

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No ☒ Yes ☐

If Yes, please identify the nature of the relationship: \_\_\_\_\_

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee, or Commission in Contra Costa County.

Sign Name: Rita C. Xavier Date: April 10, 2014

### Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. Send the completed paper application to the Office of the Clerk of the Board at: **651 Pine Street, Room 106, Martinez, CA 94553.**
3. A résumé or other relevant information may be submitted with this application.
4. All members are required to take the following training: 1) The Brown Act, 2) The Better Government Ordinance, and 3) Ethics Training.
5. Members of boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
6. Advisory body meetings may be held in various locations and some locations may not be accessible by public transportation.
7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

THIS FORM IS A PUBLIC DOCUMENT

**THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA and for  
Special Districts, Agencies and Authorities Governed by the Board Adopted Resolution  
no. 2011/55 on 2/08/2011 as follows:**

IN THE MATTER OF ADOPTING A POLICY MAKING FAMILY MEMBERS OF THE BOARD OF SUPERVISORS INELIGIBLE FOR APPOINTMENT TO BOARDS, COMMITTEES OR COMMISSIONS FOR WHICH THE BOARD OF SUPERVISORS IS THE APPOINTING AUTHORITY

WHEREAS the Board of Supervisors wishes to avoid the reality or appearance of improper influence or favoritism;  
NOW, THEREFORE, BE IT RESOLVED THAT the following policy is hereby adopted:

- I. SCOPE: This policy applies to appointments to any seats on boards, committees or commissions for which the Contra Costa County Board of Supervisors is the appointing authority.
- II. POLICY: A person will not be eligible for appointment if he/she is related to a Board of Supervisors' Member in any of the following relationships:
  1. Mother, father, son, and daughter;
  2. Brother, sister, grandmother, grandfather, grandson, and granddaughter;
  3. Great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, and great-granddaughter;
  4. First cousin;
  5. Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
  6. Sister-in-law (brother's spouse or spouse's sister), brother-in-law (sister's spouse or spouse's brother), spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouse's grandson;
  7. Registered domestic partner, pursuant to California Family Code section 297.
  8. The relatives, as defined in 5 and 6 above, for a registered domestic partner.
  9. Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.



Contra  
Costa  
County

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Date Received:

For Reviewers Use Only:  
Accepted Rejected

## BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

MAIL OR DELIVER TO:  
Contra Costa County  
CLERK OF THE BOARD  
651 Pine Street, Rm. 106  
Martinez, California 94553-1292  
PLEASE TYPE OR PRINT IN INK  
(Each Position Requires a Separate Application)

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

Advisory Council on Aging

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (If applicable)

1. Name: Jones Ella Corene  
(Last Name) (First Name) (Middle Name)
2. Address: 13728 San Pablo Avenue #1022 San Pablo CA 94806  
(No.) (Street) (Apt.) (City) (State) (Zip Code)
3. Phones: 510-778-8192 N/A 862-576-2740  
(Home No.) (Work No.) (Cell No.)
4. Email Address: jonesellac@yahoo.com

5. EDUCATION: Check appropriate box if you possess one of the following:

High School Diploma ☒ G.E.D. Certificate ☐ California High School Proficiency Certificate ☐

Give Highest Grade or Educational Level Achieved One year of college

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Morgan State University Baltimore, MD	Business Administration	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>	13			Incomplete
B)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
C)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded:			
Upsala College East Orange, NJ	Paralegal Studies	2 years	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			

THIS FORM IS A PUBLIC DOCUMENT

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year)</p> <p>From <u>10/2009</u> To <u>Present</u></p> <p>Total: Yrs. <u>4</u> Mos. <u>5</u></p> <p>Hrs. per week <u>10</u> Volunteer <input checked="" type="checkbox"/></p>	<p>Title</p> <p>AARP VOLUNTEER</p> <p>Employer's Name and Address</p> <p>AARP FOUNDATION SACRAMENTO, CA</p>	<p>Duties Performed</p> <p>Senior advocacy representing and lobbying on behalf of fair government accountability towards older citizens. Participated in community event i.e. CA state fair, health fairs and food banks for AARP.</p>
<p>B) Dates (Month, Day, Year)</p> <p>From <u>10/2005</u> To <u>05/2009</u></p> <p>Total: Yrs. <u>  </u> Mos. <u>  </u></p> <p>Hrs. per week <u>  </u> Volunteer <input type="checkbox"/></p>	<p>Title</p> <p>Retired</p> <p>Employer's Name and Address</p>	<p>Duties Performed</p> <p>Relocated to home state of New Jersey</p>
<p>C) Dates (Month, Day, Year)</p> <p>From <u>09/2001</u> To <u>10/2005</u></p> <p>Total: Yrs. <u>  </u> Mos. <u>  </u></p> <p>Hrs. per week <u>  </u> Volunteer <input type="checkbox"/></p>	<p>Title</p> <p>Tax Technician I</p> <p>Employer's Name and Address</p> <p>State of California Board of Equalization Clay Street Oakland, CA</p>	<p>Duties Performed</p> <p>Determined eligibility and/or processed permits for persons seeking business tax permits in this state.</p>
<p>D) Dates (Month, Day, Year)</p> <p>From <u>  </u> To <u>  </u></p> <p>Total: Yrs. <u>  </u> Mos. <u>  </u></p> <p>Hrs. per week <u>  </u> Volunteer <input type="checkbox"/></p>	<p>Title</p> <p> </p> <p>Employer's Name and Address</p> <p> </p>	<p>Duties Performed</p> <p> </p>

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7. How did you learn about this vacancy?

☐ CCC Homepage ☐ Walk-In ☐ Newspaper Advertisement ☐ District Supervisor ☒ Other Visit to ACOA meeting

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No ☒ Yes ☐

If Yes, please identify the nature of the relationship:

9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations? No ☒ Yes ☐

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee, or Commission in Contra Costa County.

Sign Name: Ella C. Jones Date: March 3, 2013

#### Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. Send the completed paper application to the Office of the Clerk of the Board at: 651 Pine Street, Room 106, Martinez, CA 94553.
3. A résumé or other relevant information may be submitted with this application.
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7. Meeting dates and times are subject to change and may occur up to two days per month.
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## CONTRA COSTA COUNTY

## ADVISORY COUNCIL ON AGING



## APPLICATION FOR MEMBERSHIP

Please print clearly. If completing on computer, move from space to space with F1.

NAME:	ELLA C. JONES			DATE:	March 11, 2013	
HOME ADDRESS:	13728 SAN PABLO AVENUE, APT #1022					
	CITY	SAN PABLO		ZIP CODE	94806	
MAILING ADDRESS:	SAME AS ABOVE					
(If different)	CITY			ZIP CODE		
E-MAIL:	jonesellac@yahoo.com					
PHONE:	510-778-8192		CELL (If applicable):	862-576-2740		
Current or former occupation:	PARALEGAL/RETIRED					
Employer (if applicable):	N/A			Work Phone:		
Educational Background:	PARALEGAL STUDIES, UPSALA COLLEGE, EAST ORANGE, NJ – MORGAN STATE UNIVERSITY, BALTIMORE, MD					
Community Involvement / Civic Activities:	AARP FOUNDATION, LEGISLATIVE, LOBBYING ADVOCACY					
Special Interests:	HEALTHCARE EDUCATION AND EMPLOYMENT OPPORTUNITIES FOR SENIORS					
Area(s) of Senior Advocacy in Which I Am Most Interested:	HOUSING SEARCH EDUCATION AND IMPLEMENTATION FOR SENIORS					
Work Group(s) Most Interested in Exploring:	Health X	Housing X	Legislative X	Mental Health	Transportation <input type="checkbox"/>	
Council members must serve on at least one of our work groups.						
				Under 60	Over 60 XX	<input type="checkbox"/>
How did you learn of the Advisory Council on Aging?	GAIL GARRETT, SENIOR CITIZEN ADVOCATE					

Signature:

*Ella C. Jones*

Thank you for your interest in serving on the Council!

NOTE: All meetings are open and you may attend as a guest at any time.

Return application to: Ms. Beverly Wallace, Chair, Membership Committee at 3086 Keith Drive, Richmond, CA 94803 PH (510) 223-4528 FX (510) 223-1824 or e-mail [Bevwallace1@aol.com](mailto:Bevwallace1@aol.com)







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Date Received:

For Reviewers Use Only:  
Accepted Rejected

## BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

**MAIL OR DELIVER TO:**

Contra Costa County  
CLERK OF THE BOARD

651 Pine Street, Rm. 106  
Martinez, California 94553-1292

PLEASE TYPE OR PRINT IN INK  
(Each Position Requires a Separate Application)

**BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:**

Advisory Council On Aging

Member-At-Large

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. **Name:** Bruns Mary Kay  
(Last Name) (First Name) (Middle Name)

2. **Address:** 5457 Roundtree Place, # 1, Concord, CA 94521  
(No) (Street) (Apt) (State) (Zip Code)

3. **Phones:** (925) 673-1616 (925) 284-5546 (925) 639-7482  
(Home No) (Work No) (Cell No)

4. **Email Address:** mbruns@lovelafayette.org

**5. EDUCATION:** Check appropriate box if you possess one of the following:

High School Diploma ☒ G.E.D. Certificate ☐ California High School Proficiency Certificate ☐

Give Highest Grade or Educational Level Achieved B.A. Grinnell College, Grinnell, Iowa

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Grinnell College	Psychology	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	All		B A	June, 1963
B)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
C)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
D) Other schools / training completed San Francisco State	Course Studied Adult Education	Hours Completed 32	Certificate Awarded Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>			

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  5/06          Present</p> <p>Total: <u>Yrs.</u>   <u>Mos.</u>  7 years      4 months</p> <p>Hrs. per week <u>25</u> . Volunteer <input type="checkbox"/></p>	<p>Title  Program Coordinator</p> <hr/> <p>Employer's Name and Address  Lamorinda Spirit Van Program  City of Lafayette  500 Saint Mary's Road  Lafayette, CA 94549</p>	<p>Duties Performed  Set up operations from initial concept. Recruit volunteer drivers, dispatchers, and passengers. Raise funds and maintain self-sufficiency through those funds. Set and manage budget. Supervise paid and volunteer staff (currently 16 people). Write articles, grant applications, grant and city reports. Chair Senior Mobility Action Council</p>
<p>B) Dates (Month, Day, Year)  <u>From</u>      <u>To</u></p> <p>Total: <u>Yrs.</u>   <u>Mos.</u></p> <p>Hrs. per week _____ . Volunteer <input type="checkbox"/></p>	<p>Title</p> <hr/> <p>Employer's Name and Address</p>	<p>Duties Performed</p>
<p>C) Dates (Month, Day, Year)  <u>From</u>      <u>To</u></p> <p>Total: <u>Yrs.</u>   <u>Mos.</u></p> <p>Hrs. per week _____ . Volunteer <input type="checkbox"/></p>	<p>Title</p> <hr/> <p>Employer's Name and Address</p>	<p>Duties Performed</p>
<p>D) Dates (Month, Day, Year)  <u>From</u>      <u>To</u></p> <p>Total: <u>Yrs.</u>   <u>Mos.</u></p> <p>Hrs. per week _____ . Volunteer <input type="checkbox"/></p>	<p>Title</p> <hr/> <p>Employer's Name and Address</p>	<p>Duties Performed</p>

7. How did you learn about this vacancy?

☐ CCC Homepage ☐ Walk-In ☐ Newspaper Advertisement ☐ District Supervisor ☒ Other Earle Ormiston

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No ☒ Yes ☐

If Yes, please identify the nature of the relationship: \_\_\_\_\_

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee, or Commission in Contra Costa County.

Sign Name: Mary K Burns Date: September 13, 2013

### Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. Send the completed paper application to the Office of the Clerk of the Board at: **651 Pine Street, Room 106, Martinez, CA 94553.**
3. A résumé or other relevant information may be submitted with this application.
4. All members are required to take the following training: 1) The Brown Act, 2) The Better Government Ordinance, and 3) Ethics Training.
5. Members of boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
6. Advisory body meetings may be held in various locations and some locations may not be accessible by public transportation.
7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

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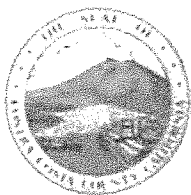
**THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA and for  
Special Districts, Agencies and Authorities Governed by the Board Adopted Resolution  
no. 2011/55 on 2/08/2011 as follows:**

IN THE MATTER OF ADOPTING A POLICY MAKING FAMILY MEMBERS OF THE BOARD OF SUPERVISORS INELIGIBLE FOR APPOINTMENT TO BOARDS, COMMITTEES OR COMMISSIONS FOR WHICH THE BOARD OF SUPERVISORS IS THE APPOINTING AUTHORITY

WHEREAS the Board of Supervisors wishes to avoid the reality or appearance of improper influence or favoritism;

NOW, THEREFORE, BE IT RESOLVED THAT the following policy is hereby adopted:

- I. SCOPE: This policy applies to appointments to any seats on boards, committees or commissions for which the Contra Costa County Board of Supervisors is the appointing authority.
- II. POLICY: A person will not be eligible for appointment if he/she is related to a Board of Supervisors' Member in any of the following relationships:
  1. Mother, father, son, and daughter;
  2. Brother, sister, grandmother, grandfather, grandson, and granddaughter;
  3. Great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, and great-granddaughter;
  4. First cousin;
  5. Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
  6. Sister-in-law (brother's spouse or spouse's sister), brother-in-law (sister's spouse or spouse's brother), spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouse's grandson;
  7. Registered domestic partner, pursuant to California Family Code section 297.
  8. The relatives, as defined in 5 and 6 above, for a registered domestic partner.
  9. Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.



Contra  
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651 Pine Street, Rm. 106  
Martinez, California 94553-1292  
PLEASE TYPE OR PRINT IN INK  
(Each Position Requires a Separate Application)

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

ADVISORY COUNCIL ON AGING

MAL-16

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name: LEASURE ROBERT DILLON  
(Last Name) (First Name) (Middle Name)
2. Address: 748 GLEN EAGLE CT, DANVILLE, CA, 94526  
(No.) (Street) (Apt.) (State) (Zip Code)
3. Phones: 925-831-9656 - -  
(Home No.) (Work No.) (Cell No.)
4. Email Address: 2leasure@comcast.net

5. EDUCATION: Check appropriate box if you possess one of the following:

High School Diploma ☒ G.E.D. Certificate ☐ California High School Proficiency Certificate ☐

Give Highest Grade or Educational Level Achieved DOCTOR OF MEDICINE

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) <u>UNIV. ILLINOIS</u>	<u>PREMED</u>	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	<u>6</u>			
B) <u>UNIV. ILLINOIS</u>	<u>MEDICINE</u>	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			<u>M.D.</u>	<u>1962</u>
C)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			
<u>UNIV. ILLINOIS</u>	<u>MED. RESIDENCY</u>		<u>board certification</u>			

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6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <u>2003</u>      <u>present</u></p> <p>Total: <u>Yrs.</u>      <u>Mos.</u>  <u>10 yrs</u></p> <p>Hrs. per week ____ . Volunteer <input checked="" type="checkbox"/>  <u>variable</u></p>	<p>Title  <u>member + current president</u></p> <hr/> <p>Employer's Name and Address  <u>Advisory Council on Aging</u></p>	<p>Duties Performed  <u>member, Health Group</u>  <u>" Housing Group</u>  <u>" Exec. Comm.</u>  <u>" Legislative Group</u></p>
<p>B) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <u>1968</u>      <u>1998</u></p> <p>Total: <u>Yrs.</u>      <u>Mos.</u>  <u>30 yrs.</u></p> <p>Hrs. per week <u>60</u> . Volunteer <input type="checkbox"/>  <u>avg.</u></p>	<p>Title</p> <hr/> <p>Employer's Name and Address  <u>Internal Medicine Associates</u>  <u>San Jose, CA</u></p>	<p>Duties Performed  <u>practice of medicine</u>  <u>administration of multiple-doctor office</u></p>
<p>C) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <u>1980</u>      <u>1994 ?</u></p> <p>Total: <u>Yrs.</u>      <u>Mos.</u>  <u>14 yrs.</u></p> <p>Hrs. per week ____ . Volunteer <input checked="" type="checkbox"/>  <u>avg. 1-2 hrs/wk</u></p>	<p>Title  <u>chair + Bd member</u></p> <hr/> <p>Employer's Name and Address  <u>Cambrian Center (HUD housing)</u>  <u>San Jose</u></p>	<p>Duties Performed  <u>Advisor</u></p>
<p>D) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <u>1979</u>      <u>1981</u></p> <p>Total: <u>Yrs.</u>      <u>Mos.</u>  <u>2</u></p> <p>Hrs. per week <u>8</u> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title  <u>chair</u>  <u>chief of Medical staff</u></p> <hr/> <p>Employer's Name and Address  <u>Good Samaritan Hosp</u>  <u>San Jose, CA</u></p>	<p>Duties Performed  <u>administered medical staff</u></p>


7. How did you learn about this vacancy?

☐ CCC Homepage ☐ Walk-In ☒ Newspaper Advertisement ☐ District Supervisor ☐ Other \_\_\_\_\_

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No ☒ Yes ☐ No!

If Yes, please identify the nature of the relationship: \_\_\_\_\_

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee, or Commission in Contra Costa County.

Sign Name:  Date: Sept. 3, 2013

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  7. Registered domestic partner, pursuant to California Family Code section 297.
  8. The relatives, as defined in 5 and 6 above, for a registered domestic partner.
  9. Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.



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ADVISORY COUNCIL ON AGING

MAL-16

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PRINT EXACT SEAT NAME (if applicable)

1. Name: LEASURE ROBERT DILLON  
(Last Name) (First Name) (Middle Name)
2. Address: 748 GLEN EAGLE CT, DANVILLE, CA, 94526  
(No.) (Street) (Apt.) (State) (Zip Code)
3. Phones: 925-831-9656 - -  
(Home No.) (Work No.) (Cell No.)
4. Email Address: aleasure@comcast.net

5. EDUCATION: Check appropriate box if you possess one of the following:

High School Diploma ☒ G.E.D. Certificate ☐ California High School Proficiency Certificate ☐

Give Highest Grade or Educational Level Achieved DOCTOR OF MEDICINE

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
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C)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded:			
<u>UNIV. ILLINOIS</u>	<u>MED. RESIDENCY</u>		Yes No <input checked="" type="checkbox"/> <input type="checkbox"/> <u>board certification</u>			

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

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  3. Great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, and great-granddaughter;
  4. First cousin;
  5. Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
  6. Sister-in-law (brother's spouse or spouse's sister), brother-in-law (sister's spouse or spouse's brother), spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouse's grandson;
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Advisory Council on Aging

Member at Large

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. **Name:** Mountford Teri  
(Last Name) (First Name) (Middle Name)

2. **Address:** 155 Midhill Rd., Martinez California 94553  
(No.) (Street) (Apt.) (State) (Zip Code)

3. **Phones:** (925) 372-7846 (925) 405-2811  
(Home No.) (Work No.) (Cell No.)

4. **Email Address:** mountfd@sbcglobal.net

5. **EDUCATION:** Check appropriate box if you possess one of the following:

High School Diploma ☒ G.E.D. Certificate ☐ California High School Proficiency Certificate ☐

Give Highest Grade or Educational Level Achieved \_\_\_\_\_

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) CSU, Fresno	Therapeutic Recreation	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	124		BS	12/77
B)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
C)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
D) Other schools / training completed: Certified Therapeutic Rec. Therapy	Course Studied	Hours Completed	Certificate Awarded: Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  2/02          9/14</p> <p>Total: <u>Yrs.</u>    <u>Mos.</u>  12 years      6 months</p> <p>Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p>Title  Program Manager</p> <hr/> <p>Employer's Name and Address  City of San Ramon Parks and  Community Services Dept.  2226 Camino Ramon, San Ramon,  CA. 94583</p>	<p>Duties Performed  Managed Senior Services,  Therapeutic Recreation and Teen  Programs. Duties included hiring,  training, supervising and evaluation  of staff and volunteers; budget  preparation and management;  programming; community outreach,  social services; evaluating services  and facility management. Oversight  of San Ramon Senior Advisory Com</p>
<p>B) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  6/84          1/02</p> <p>Total: <u>Yrs.</u>    <u>Mos.</u>  17 years      1 month</p> <p>Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p>Title  Recreation Supervisor</p> <hr/> <p>Employer's Name and Address  City of Anaheim  200 S. Anaheim Blvd.  Anaheim, CA 92805</p>	<p>Duties Performed  Supervised the Therapeutic  Recreation Program for persons  with developmental disabilities ages  5- adult, Tiny Tot Programs,  Volunteer Program and one  Community Center. Responsible for  programming, hiring, training and  evaluating staff and volunteers,  budgeting, community outreach,  social services.</p>
<p>C) Dates (Month, Day, Year)  <u>From</u>      <u>To</u></p> <p>Total: <u>Yrs.</u>    <u>Mos.</u></p> <p>Hrs. per week _____ . Volunteer <input type="checkbox"/></p>	<p>Title</p> <hr/> <p>Employer's Name and Address</p>	<p>Duties Performed</p>
<p>D) Dates (Month, Day, Year)  <u>From</u>      <u>To</u></p> <p>Total: <u>Yrs.</u>    <u>Mos.</u></p> <p>Hrs. per week _____ . Volunteer <input type="checkbox"/></p>	<p>Title</p> <hr/> <p>Employer's Name and Address</p>	<p>Duties Performed</p>

7. How did you learn about this vacancy?

☐ CCC Homepage ☐ Walk-In ☐ Newspaper Advertisement ☐ District Supervisor ☐ Other Through my job.

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No ☒ Yes ☐

If Yes, please identify the nature of the relationship: \_\_\_\_\_

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee, or Commission in Contra Costa County.

Sign Name: *Lein Mountain* Date: 3/3/15

### Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. Send the completed paper application to the Office of the Clerk of the Board at: 651 Pine Street, Room 106, Martinez, CA 94553.
3. A résumé or other relevant information may be submitted with this application.
4. All members are required to take the following training: 1) The Brown Act, 2) The Better Government Ordinance, and 3) Ethics Training.
5. Members of boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
6. Advisory body meetings may be held in various locations and some locations may not be accessible by public transportation.
7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.





## Contra Costa County Advisory Council on Aging 2014 Re-Appointments\*

\*Terms for the members highlighted in yellow below will end 9/30/15. This list identifies members who are due for reappointment.

	Seat Type	ACOA Member	Residence	Phone	District	First Appointed	Term Ending
1	Nutrition Project Council	Garrett, Gail	721 Payne Ct Richmond, CA 94806	H (925) 631-4908	1	4/25/2006	9/30/2016
2	MAL #1	SanVicente, Richard	645 Glasgow Circle Danville, CA 94526	H (925) 848-6575	2	5/22/2007	9/30/2016
3	MAL #2	Krohn, Shirley CSL - Assembly	324 El Divisadero Avenue Walnut Creek, CA 94598	H (925) 256-8736	4	11/2/2004	9/30/2016
4	MAL #3	Boyle, Juliana	5390 Stonehurst Drive Martinez, CA 94553	(925) 933-0911	5	7/29/2014	9/30/2015
5	MAL #4	Welty, Patricia	85 Kenneth Court Pittsburg, CA 94565	H (925) 458-6787	5	9/27/1993	9/30/2016
6	MAL #5	Card, Deborah	2140 Rain Drop Circle Pittsburg, CA 94565	H (925) 709-0518	5	9/10/1996	9/30/2016
7	MAL #6	VACANT (Appt. David Weiss)					9/30/2016
8	MAL #7	Ormiston, Earle	1678 Heartland Court Concord, CA 94519-2459	H (925) 827-4905	4	8/7/2007	9/30/2016
9	MAL #8	VACANT (Appt. Delores Hill)					9/30/2015
10	MAL #9	Xavier, Rita	2703 18th Street San Pablo, CA 94806	(510) 233-4672	1	9/9/2014	9/30/2015
11	MAL #10	Doran, Jennifer	1976 Lupine Road Hercules, CA 94547	(510) 799-3697	5	9/9/2014	9/30/2016
12	MAL #11	Schroth, Edward	49 Brookshire Court Pittsburg, CA 94565	H (925) 432-2248	5	2/4/2009	9/30/2015
13	MAL #12	Neemuchwalla, Nuru	22 Carpenter Court Pleasant Hill, CA 94523	(925) 938-1281	4	5/15/2012	9/30/2016
14	MAL #13	Dunne-Rose, Mary	753 Winterside Circle San Ramon, CA 94583	(925) 286-8796	2	11/15/2011	9/30/2016
15	MAL #14	Jones, Ella	13728 San Pablo Avenue, #1022 San Pablo, CA 94806	H (925) 673-1616	1	12/17/2013	9/30/2015
16	MAL #15	Bruns, Mary	5457 Roundtree Place #1 Concord, CA 94521	H (925) 673-1616	4	8/14/2012	9/30/2015
17	MAL #16	Leasure, Robert	748 Glen Eagle Court Danville, CA 94526	H (925) 831-9656	2	4/29/2003	9/30/2015
18	MAL #17	VACATE PENDING - (Appt. Sheri Richards)					9/30/2016
19	MAL #18	Nahm, Richard	453 Effie Court Brentwood, CA 94513	H (925) 240-9885	3	8/7/2007	9/30/2016
20	MAL #19	VACATE PENDING					9/30/2015
21	MAL #20	Frederick, Susan	2227 Greenridge Drive Richmond, CA 94803	H (510) 223-5760	1	8/14/2012	9/30/2015

22	Local Seat: Lafayette VACANT	RECRUITING					9/30/2015
23	Local Seat: Orinda	Clark, Nina	11 Meadow Court Orinda, CA 94563	H (925) 254-5332	3	6/17/2014	9/30/2015
24	Local Seat: Antioch	Fernandez, Rudy	2816 Lupine Court Antioch, CA 94509	H (925) 778-2295	3	11/13/1990	9/30/2016
25	Local Seat: Pleasant Hill	Clearwater, Cynthia	735 West Boyd Road Pleasant Hill, CA 94523	(925) 285-0684	4	11/12/2013	9/30/2015
26	Local Seat: Pinole VACANT	RECRUITING					9/30/2016
27	Local Seat: Concord VACANT	Resignation Pending B. Hornstein					9/30/2015
28	Local Seat: Richmond VACANT	RECRUITING					9/30/2016
29	Local Seat: El Cerrito	Kim-Selby, Joanna CSL - Senior Senator	2516 Mira Vista Drive El Cerrito, CA 94530	H (510) 235-6179	1	4/14/2004	9/30/2016
30	Local Seat: Hercules	Richards, Gerald	1099 Baywood Lane Hercules, CA 94547	H (510) 313-0080	5	8/2/2005	9/30/2016
31	Local Seat: Pittsburg VACANT	Resignation Pending J. Rinaldo					9/30/2016
32	Local Seat: San Ramon	Prilutsky, Michael	3008 Sombrero Circle San Ramon, CA 94583	(925) 895-6446	2	4/16/2013	9/30/2016
33	Local Seat: Clayton	Tervelt, Ron	5617 Frank Place Clayton, CA 94517	(925) 458-6787	5	7/29/2014	9/30/2015
34	Local Seat: Alamo-Danville	Ryan, Nell	179 Tivoli Lane Danville, CA 94506	(925) 648-1490	3	4/9/2013	9/30/2016
35	Local Seat: Walnut Creek	Brunner, Fritz	248 Santa Fe Drive, CA Walnut Creek, CA 94598	H (925) 817-8902	4	4/22/2014	9/30/2015
36	Local Seat: Moraga	Katzman, Keith	1229 Rimer Dr. Moraga, CA 94556	(925) 376-7776	2	4/9/2013	9/30/2015
37	Local Seat: San Pablo	Gantt, Dorothy	1824 21st St., #14 San Pablo, CA 94	(650) 669-1799	1	10/7/2014	9/30/2016
38	Local Seat: Martinez	Joslin, David	300 Pantano Circle Pacheco, CA 94553	(925) 648-1490	3	10/7/2014	9/30/2016
39	Local Seat: Brentwood	Kee, Arthur	170 Moraga Way Brentwood, CA 94513	(925) 634-4783	3	4/17/2012	9/30/2015
40	Local Seat: Oakley	Mijares, Arthur	504 Brooks Drive Oakley, CA 94561	(925) 679-9901	3	3/27/2012	9/30/2016



# Contra Costa County Board of Supervisors

## Subcommittee Report

### FAMILY AND HUMAN SERVICES COMMITTEE

5.

**Meeting Date:** 09/14/2015  
**Subject:** Appointments to the Family and Children's Trust Committee  
**Submitted For:** FAMILY & HUMAN SERVICES COMMITTEE,  
**Department:** County Administrator  
**Referral No.:**  
**Referral Name:** Appointments to Advisory Bodies  
**Presenter:** None **Contact:** Enid Mendoza, 925-335-1039

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#### **Referral History:**

On December 6, 2011 the Board of Supervisors adopted Resolution No. 2011/497 adopting policy governing appointments to boards, committees, and commissions that are advisory to the Board of Supervisors. Included in this resolution was the requirement that applications for at large/countywide seats be reviewed by a Board of Supervisors sub-committee.

#### **Referral Update:**

The Family and Children's Trust Committee (FACT), was established in 1982 by the Contra Costa County Board of Supervisors to make funding recommendations on the allocation of a variety of funds for prevention and intervention services to reduce child abuse and neglect, provide supportive services to families and children, and promote a more coordinated, seamless system of services for families. Funding for FACT supported projects derived from federal and state program legislation, and donations to the County's Family and Children's Trust Fund.

Every two years, the members of the FACT establish a series of county priorities for the use of these funds through review of existing data and reports and by holding Public Hearings in various areas of the county. The Committee then develops a competitive bidding process to select non-profit, community-based agencies that can best provide the services determined to be most important. Program recommendations are made to the Board of Supervisors which makes the final funding decisions. The Committee continues to evaluate these funded programs to ensure continued provision of quality service and achievement of stated goals. Programs currently being supported include countywide parenting classes, therapeutic day care for emotionally disturbed children, treatment for families, young children and teens with both substance abuse and child abuse issues, services for homeless families, and projects to support children whose mothers have been victims of domestic violence and sexual assault.

The FACT has up to fifteen members who are appointed by the Board and include citizens with expertise in children's issues, education, law, non-profit agency management, public health, and program research/evaluation. In addition, the Director of the Child Abuse Prevention Council sits as ex-officio member of the Committee and participates in all matters except actually voting on

funding recommendations. Terms for all Commission seats are two years.

At Large seat vacancies on the FACT have been assigned for Family & Human Services Committee (F&HS) review since 2003. In 2011 the Board of Supervisors, by resolution, expanded the FACT seats assigned for review by F&HS to include all non-Supervisory District seats. As a result of the policy change and rotation in staffing assignments for the FACT, nominations to fill expiring seats were not scheduled for timely F&HS review.

**Recommendation(s)/Next Step(s):**

RECOMMEND the re-appointment of Carol Carillo to the Child Abuse Council seat, Marianne Gagen to At-Large Seat #3, and Joseph DeLuca to At-Large Seat #4 on the Family & Children's Trust Committee for terms expiring on September 30, 2017, as recommended by the Employment and Human Services Director.

**Fiscal Impact (if any):**

No fiscal impact.

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**Attachments**

Recommendation Letter for Appointments to FACT

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MEMORANDUM

Kathy Gallagher, Director

40 Douglas Drive, Martinez, CA 94553 • (925) 313-1500 • Fax (925) 313-1575 • [www.ehsd.org](http://www.ehsd.org)

To: Family and Human Services Committee  
Supervisor Federal D. Glover, District V, Chair  
Supervisor Candace Andersen, District II, Vice-Chair

Date: September 14, 2015

CC:  
From: Kathy Gallagher, EHSD Director  
Juliana Granzotto, FACT Staff

Subject: Vacant Family and Children's Trust (FACT) Committee Seat Membership Recommendations

The Employment and Human Services Department Director, Kathy Gallagher, respectfully requests that the Family and Human Services Committee accept recommendations to re-appoint the following members for two At-Large seats and one discipline specific seat (Seat 4; Child Abuse Prevention Council) to the Family and Children's Trust (FACT) Committee, for a total of three (3) open seats.

(4) Child Abuse Council

Carol Carrillo, MSW  
Executive Director, CAPC  
2120 Diamond Blvd. Ste. 120  
Concord, CA 94520 • O: (925) 798-0546  
[capcarol@sbcglobal.net](mailto:capcarol@sbcglobal.net)

At-Large Seat 3

Marianne Gagen  
Retired Teacher  
22 Toyon Terrace  
Danville, CA 94526 • C: (925) 683-7636  
[mgagen@pacbell.net](mailto:mgagen@pacbell.net)

At-Large Seat 4

Joseph DeLuca  
Consultant  
3559 South Silber Springs Rd.  
Lafayette, CA 94549 • C: (510) 917-4772  
[jdeluca@itoptimizers.com](mailto:jdeluca@itoptimizers.com)

**PURPOSE OF COMMITTEE**

The purpose of this Committee is to establish priorities and make funding recommendations to the Board of Supervisors on the allocation of specific funds for the prevention/amelioration of child abuse and neglect, and the promotion of positive family functioning. These funds include: Child Abuse Prevention, Intervention, and Treatment funds (CAPIT) funds, (AB 1733), Birth Certificate revenue to the County Children's Trust (AB2994), the Ann Adler Children's Trust funds, Community-Based Child Abuse Prevention funds (CBCAP) and other funds as may be subsequently directed by the Board of Supervisors.

The FACT Committee also provides information and data to the Employment and Human Services Department on the effectiveness of current and proposed programs for families and children and on recent or pending legislation that would potentially impact family and children's services programs, clients, or funding mechanisms.

## **SUMMARY OF RECRUITMENT EFFORTS/NOMINEES FOR MEMBERSHIP**

The FACT Committee, in conjunction with the County Administrator's Office, continues to make every effort to fill its vacant seats. These efforts include contacting each district Supervisor's office and releasing a public notice, inviting interested parties to consider membership and soliciting the support of current members to outreach to potential candidates for consideration for membership.

Presently, the Committee has scheduled vacancies in Seat 4, Child Abuse Council; and two At-Large Seats, all of which are due to expire on September 30, 2015. Seat 5, Mental Health Commission was declared vacant due to committee member resignation on July 7, 2015. The FACT Committee is actively recruiting to fill Seat 5.

The FACT Committee recommends re-appointing current Seat 4 member, Ms. Carol Carrillo and At-Large Seat members, Ms. Marianne Gagen and Mr. Joseph DeLuca as their seats term will expire on September 30, 2015.

Candidates for re-appointment to the FACT Committee will serve a two-year term.

All candidates have expressed a sincere interest in continuing to serve on the Committee and are dedicated to fulfilling the mission and goals as outlined in the Committees' policies and procedures. The following members are requesting re-appointment for membership:

**Carol Carrillo:** - It is required by the California Department of Social Services (CDSS) that a representative of the local Child Abuse Prevention Council be an active member on the governing body that oversees Community-Based Child Abuse Prevention (CBCAP) and Child Abuse Prevention and Intervention Treatment (CAPIT) funding. In compliance with state and Board of Supervisors requirements, Ms. Carrillo actively serves as a member in the discipline specific Seat 4; Child Abuse Council as a representative of the Child Abuse Prevention Council. Ms. Carrillo is the Executive Director for the Child Abuse Prevention Council.

Ms. Carrillo has actively served on the Committee for several years and has served as a liaison between CDSS, the community, and the FACT Committee. She remains dedicated to the goals and mission of the FACT Committee and has expressed her willingness to continue as a Committee member. Ms. Carrillo has a Masters of Arts in Social Work (MSW) from Washington University in St. Louis, Missouri. Ms. Carrillo is a candidate for re-appointment to Seat 4; Child Abuse Council.

**Marianne Gagen:** - Ms. Gagen actively serves on the FACT Committee as an At-Large member. She was appointed to the Committee in May, 2010. Ms. Gagen is a retired K-12 educator and continues to be involved with education foundations and Advisory Boards including the Corporate Advisory Committee and School of Education. Ms. Gagen served on the San Ramon Valley Unified School District Board of Education for twelve years. Ms. Gagen has dedicated considerable time to the FACT Committee over the past years and remains as committed to its mission as when she first began membership. Ms. Gagen has a Bachelor of Arts (BA) from U.C. Berkeley in History and French. She also has a Secondary Teaching Credential in History and French from U.C. Berkeley. Ms. Gagen is a candidate for re-appointment to At-Large Seat 3.

**Joseph DeLuca:** - Mr. DeLuca actively serves on the FACT Committee as an At-Large member. The term for the seat that he occupies is set to expire on September 30, 2015. Mr.

DeLuca has worked extensively in research and technology development with specific emphasis on at risk populations. His interest is improving the health care system through information technology and he is a consultant to the health services industry in program management and administration/health care delivery. His extensive background in improving the effectiveness, efficiency, quality and safety of health care systems provides an evaluative expertise to the functions of the FACT Committee. Mr. DeLuca has a Masters of Arts (MA) in Health Services Program Management and Administration from the University of Wisconsin. Mr. DeLuca is a candidate for re-appointment to At-Large Seat 4.

Based on the above information, the Director of EHSD on behalf of the FACT Committee respectfully recommends that the FHS Committee re-appoint all three (3) candidates to continued membership on the FACT Committee.

Enc.

Board, Committees, and Commission Application for *Carol Carrillo*  
Board, Committees, and Commission Application for *Joseph DeLuca*  
Board, Committees, and Commission Application for *Marianne Gagen*





**Contra  
Costa  
County**

**For Office Use Only**  
Date Received:

**For Reviewers Use Only:**  
Accepted Rejected

## BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

**MAIL OR DELIVER TO:**

Contra Costa County  
CLERK OF THE BOARD  
651 Pine Street, Rm. 106  
Martinez, California 94553-1282  
PLEASE TYPE OR PRINT IN INK  
(Each Position Requires a Separate Application)

**BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:**

Family and Childrens Trust Fund (FACT)

Advisory

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name: Carrillo Carol (Last Name) (First Name) (Middle Name)
2. Address: 2120 Diamond Blvd. # 120 Concord California 94520 (No.) (Street) (Apt.) (City) (State) (Zip Code)
3. Phones: 925-798-0546 707-853-6024 (Home No.) (Work No.) (Cell No.)
4. Email Address: capc.carol@gmail.com

**5. EDUCATION:** Check appropriate box if you possess one of the following:

High School Diploma ☐ G.E.D. Certificate ☐ California High School Proficiency Certificate ☐

Give Highest Grade or Educational Level Achieved: Masters

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Washington University in St. Louis	Social Work	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MSW	1986
B) <input type="text"/>	<input type="text"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
C) <input type="text"/>	<input type="text"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			
<input type="text"/>	<input type="text"/>	<input type="text"/>				

**6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY.** List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<b>A) Dates (Month, Day, Year)</b> <b>From To</b> <div>April 1999 present</div> <b>Total: Yrs. Mos.</b> <div></div> Hrs. per week <u>30</u> . Volunteer <input type="checkbox"/>	<b>Title</b> <div>Executive Director</div> <b>Employer's Name and Address</b> <div>Child Abuse Prevention Council of Contra Costa County (CAPC)</div>	<b>Duties Performed</b> <div>Manage a 1.8 million dollar agency providing programs and services to families and service providers across Contra Costa County to prevent child abuse and neglect. CAP is the lead child abuse prevention agency in the county.</div>
<b>B) Dates (Month, Day, Year)</b> <b>From To</b> <div></div> <b>Total: Yrs. Mos.</b> <div></div> Hrs. per week <u></u> . Volunteer <input type="checkbox"/>	<b>Title</b> <div></div> <b>Employer's Name and Address</b> <div></div>	<b>Duties Performed</b> <div></div>
<b>C) Dates (Month, Day, Year)</b> <b>From To</b> <div></div> <b>Total: Yrs. Mos.</b> <div></div> Hrs. per week <u></u> . Volunteer <input type="checkbox"/>	<b>Title</b> <div></div> <b>Employer's Name and Address</b> <div></div>	<b>Duties Performed</b> <div></div>
<b>D) Dates (Month, Day, Year)</b> <b>From To</b> <div></div> <b>Total: Yrs. Mos.</b> <div></div> Hrs. per week <u></u> . Volunteer <input type="checkbox"/>	<b>Title</b> <div></div> <b>Employer's Name and Address</b> <div></div>	<b>Duties Performed</b> <div></div>

## 7. How did you learn about this vacancy?

☐ CCC Homepage ☐ Walk-In ☐ Newspaper Advertisement ☐ District Supervisor ☒ Other

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No ☒ Yes ☐

If Yes, please identify the nature of the relationship:

## 9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

No ☐ Yes ☒

If Yes, please identify the nature of the relationship:

County funding

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee, or Commission in Contra Costa County.

Sign Name:

Carol Curren

Date:

7-21-15

## Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. Send the completed paper application to the Office of the Clerk of the Board at: 651 Pine Street, Room 106, Martinez, CA 94553.
3. A résumé or other relevant information may be submitted with this application.
4. All members are required to take the following training: 1) The Brown Act, 2) The Better Government Ordinance, and 3) Ethics Training.
5. Members of boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
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7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

**THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA and for  
Special Districts, Agencies and Authorities Governed by the Board Adopted Resolution  
no. 2011/55 on 2/08/2011 as follows:**

**IN THE MATTER OF ADOPTING A POLICY MAKING FAMILY MEMBERS OF THE BOARD OF SUPERVISORS INELIGIBLE  
FOR APPOINTMENT TO BOARDS, COMMITTEES OR COMMISSIONS FOR WHICH THE BOARD OF SUPERVISORS IS THE  
APPOINTING AUTHORITY**

WHEREAS the Board of Supervisors wishes to avoid the reality or appearance of improper influence or favoritism;

NOW, THEREFORE, BE IT RESOLVED THAT the following policy is hereby adopted:

- I. SCOPE: This policy applies to appointments to any seats on boards, committees or commissions for which the Contra Costa County Board of Supervisors is the appointing authority.
- II. POLICY: A person will not be eligible for appointment if he/she is related to a Board of Supervisors' Member in any of the following relationships:
  1. Mother, father, son, and daughter;
  2. Brother, sister, grandmother, grandfather, grandson, and granddaughter;
  3. Great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, and great-granddaughter;
  4. First cousin;
  5. Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
  6. Sister-in-law (brother's spouse or spouse's sister), brother-in-law (sister's spouse or spouse's brother), spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouse's grandson;
  7. Registered domestic partner, pursuant to California Family Code section 297.
  8. The relatives, as defined in 5 and 6 above, for a registered domestic partner.
  9. Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.



Contra  
Costa  
County

For Office Use Only  
Date Received:

For Reviewers Use Only:  
Accepted Rejected

## BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

**MAIL OR DELIVER TO:**

Contra Costa County  
CLERK OF THE BOARD  
651 Pine Street, Rm. 106  
Martinez, California 94553-1292

**PLEASE TYPE OR PRINT IN INK**

(Each Position Requires a Separate Application)

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

Family and Children's Trust Committee

At Large

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. <b>Name:</b>	DeLuca	Joseph	Michael
	(Last Name)	(First Name)	(Middle Name)
2. <b>Address:</b>	3559 South Silver Springs Road, Lafayette, CA 94549		
	(No.)	(Street)	(Apt.) (State) (Zip Code)
3. <b>Phones:</b>	925-299-2903	510-287-3920	510-917-4772
	(Home No.)	(Work No.)	(Cell No.)
4. <b>Email Address:</b>	jdeluca@ltoptimizers.com		

5. **EDUCATION:** Check appropriate box if you possess one of the following:

High School Diploma ☒ G.E.D. Certificate ☐ California High School Proficiency Certificate ☐

Give Highest Grade or Educational Level Achieved Master of Arts, Health Services Administration

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Lawrence University, Appleton, WI	Biology and Philosophy	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			BA	1978
B) University of Wisconsin, Madison	Health Services Administration	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			MA	1980
C)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			

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6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  June 2012      Current</p> <p>Total: <u>Yrs.</u>    <u>Mos.</u></p> <p>Hrs. per week ____ . Volunteer <input checked="" type="checkbox"/></p>	<p>Title  Member, Family and Children's Trust C</p> <hr/> <p>Employer's Name and Address  Volunteer for Contra Costa County</p>	<p>Duties Performed  Active FACT committee member fulfilling fiduciary duties per charter.</p>
<p>B) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  2003      2005</p> <p>Total: <u>Yrs.</u>    <u>Mos.</u></p> <p>Hrs. per week ____ . Volunteer <input checked="" type="checkbox"/></p>	<p>Title  Member, Finance and Mgt Committee</p> <hr/> <p>Employer's Name and Address  City of Alameda Health Care District (Alameda Hospital and associated clinics)--non-compensated citizen appointment by publicly elected board</p>	<p>Duties Performed  Director fiduciary duties and responsibilities; also served on pension plan committee</p> <p>Resignation required after relocation to Contra Costa County</p>
<p>C) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  2002      2003</p> <p>Total: <u>Yrs.</u>    <u>Mos.</u></p> <p>Hrs. per week ____ . Volunteer <input checked="" type="checkbox"/></p>	<p>Title  Trustee, Member of Finance Committee</p> <hr/> <p>Employer's Name and Address  Alameda County Medical Center--stipend compensation for each meeting attended</p>	<p>Duties Performed  Trustee fiduciary duties and responsibilities</p> <p>Resignation required to avoid conflict of interest with Alameda Hospital appointment after Alameda Hospital became a tax supported district agency</p>
<p>D) Dates (Month, Day, Year)  <u>From</u>      <u>To</u></p> <p>Total: <u>Yrs.</u>    <u>Mos.</u></p> <p>Hrs. per week ____ . Volunteer <input type="checkbox"/></p>	<p>Title</p> <hr/> <p>Employer's Name and Address</p>	<p>Duties Performed</p>

7. How did you learn about this vacancy?

☐ CCC Homepage ☐ Walk-In ☐ Newspaper Advertisement ☐ District Supervisor ☒ Other Requesting reappointment

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No ☒ Yes ☐

If Yes, please identify the nature of the relationship: \_\_\_\_\_

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee, or Commission in Contra Costa County.

Sign Name:  Date: 6/3/2015

### Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. Send the completed paper application to the Office of the Clerk of the Board at: **651 Pine Street, Room 106, Martinez, CA 94553.**
3. A résumé or other relevant information may be submitted with this application.
4. All members are required to take the following training: 1) The Brown Act, 2) The Better Government Ordinance, and 3) Ethics Training.
5. Members of boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
6. Advisory body meetings may be held in various locations and some locations may not be accessible by public transportation.
7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

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**THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA and for  
Special Districts, Agencies and Authorities Governed by the Board Adopted Resolution  
no. 2011/55 on 2/08/2011 as follows:**

IN THE MATTER OF ADOPTING A POLICY MAKING FAMILY MEMBERS OF THE BOARD OF SUPERVISORS INELIGIBLE FOR APPOINTMENT TO BOARDS, COMMITTEES OR COMMISSIONS FOR WHICH THE BOARD OF SUPERVISORS IS THE APPOINTING AUTHORITY

WHEREAS the Board of Supervisors wishes to avoid the reality or appearance of improper influence or favoritism;

NOW, THEREFORE, BE IT RESOLVED THAT the following policy is hereby adopted:

- I. SCOPE: This policy applies to appointments to any seats on boards, committees or commissions for which the Contra Costa County Board of Supervisors is the appointing authority.
- II. POLICY: A person will not be eligible for appointment if he/she is related to a Board of Supervisors' Member in any of the following relationships:
  1. Mother, father, son, and daughter;
  2. Brother, sister, grandmother, grandfather, grandson, and granddaughter;
  3. Great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, and great-granddaughter;
  4. First cousin;
  5. Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
  6. Sister-in-law (brother's spouse or spouse's sister), brother-in-law (sister's spouse or spouse's brother), spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouse's grandson;
  7. Registered domestic partner, pursuant to California Family Code section 297.
  8. The relatives, as defined in 5 and 6 above, for a registered domestic partner.
  9. Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.



# Joseph DeLuca

Health Care Management & Informatics Consultant, Entrepreneur

jdeluca@itoptimizers.com

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## Summary

My journey to improve our health system through informatics and information technology began some 30 years ago in graduate school at the University of Wisconsin-Madison. There, as a research assistant, I was on a team that developed severity of illness models for heart attack, burn and trauma patients. The models were used to justify life-flight transportation in several states as well as improve care standards in rural hospitals and trauma centers. My personal flame was lit, and my career today continues this focus on measurably improving the effectiveness, efficiency, quality and safety of health care systems. Along the way I hope to increase the inherent ability and core management competency of health care executives, providers and interested corporations to use health care informatics and information technology to achieve quantifiable benefits. Today I provide consulting and research services where I can directly see the challenges, opportunities and results from initiatives as a team member. I also advise, help build and govern companies that share my goals and expand the potential beyond my personal reach. Leadership positions on nonprofit boards (in both youth development and for health care systems) complements my operational experiences.

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## Volunteer Experience

### **Member, Family and Children's Trust Committee, County Supervisor Appointment at Contra Costa County**

June 2012 - Present (3 years 1 month)

Committee functions include development of a bi-annual needs assessment on family and children's services in the County; recommend the establishment of program priorities (with emphasis on child abuse prevention and intervention) to the Board of Supervisors; coordinate monitoring of funded contracts.

### **Member, Regents Senior Executive Advisory Council at American College of Healthcare Executives**

January 2014 - Present (1 year 6 months)

Advisory services to elected Regent of ACHE on policy and direction of ACHE, coordination of regional leadership activities and facilitation of learning from leaders events.

### **Member, Board of Directors at California Association of Healthcare Leaders**

January 2014 - Present (1 year 6 months)

The California Association of Healthcare Leaders (CAHL) is an independent chapter for the Northern and Central California Region, chartered by the American College of Healthcare Executives (ACHE).

### **Co-Chair, Career Development and Transition Committee at California Association of Healthcare Leaders**

May 2012 - Present (3 years 2 months)

The California Association of Healthcare Leaders (CAHL) is an independent chapter for the Northern and Central California Region, chartered by the American College of Healthcare Executives (ACHE). Author of articles on career transitions and development for regional newsletter, featuring interviews and perspectives from top executives.

**Trustee & Finance Committee Member, Board Appointed at City of Alameda Health Care District**  
January 2003 - December 2004 (2 years)

Nonprofit Public District Agency operating Alameda Hospital. Appointment by publicly elected board.  
Resignation required after relocation out of the City of Alameda.

**Trustee & Finance Committee Member, County Supervisor Appointment at Alameda County Medical Center**

January 2002 - January 2003 (1 year 1 month)

Nonprofit Public Agency operating three regional medical centers, trauma services and a network of outpatient clinics. Resignation required to avoid conflict with Alameda Hospital appointment.

**Corporate Director, Co-Chair of Board, Finance Committee & Funds Development at Junior Achievement of Northern California**

June 1986 - November 1994 (8 years 6 months)

Nonprofit organization dedicated to educating young people about business, economics and free enterprise.  
Leadership role in taking organization to preeminent status within the Junior Achievement family.

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## Experience

**Member, Advisory Board; Investor at goBalto, Inc.**

November 2008 - Present (6 years 8 months)

Provide advisory services to CEO on health care industry. Early stage investor to company. goBalto is an award-winning team creating simple, focused & affordable web based software for the global clinical trial industry.

**Knowledge Architect at Fulcrum Methods**

January 2008 - Present (7 years 6 months)

Provide product strategy and market alignment services in support of development and deployment teams. Fulcrum Methods is a proficiency development company focused on the health care industry, with methodologies, tools and templates that manage information technology, change management and other complex health care initiatives including the ARRA HITECH EMR Meaningful Use incentive adoption program. Fulcrum Methods is a Health Care Investment Visions LLC portfolio company.

**Corporate Director, Investor at Accreditation Helper**

March 2007 - Present (8 years 4 months)

Serve as corporate member and secretary; perform governance responsibilities. Accreditation Helper supports DME providers with online, interactive tools to attain CMS accreditation status. Compliance Helper, a sister company, supports health care providers and business associates with online, interactive tools for HIPAA compliance and assurance. Accreditation Helper is a Health Care Investment Visions LLC portfolio company.

**Managing Practice Director at IT Optimizers**

September 1998 - Present (16 years 10 months)

Overall responsibility for management of health care informatics and information technology consultancy. Provides leadership to practice directors as well as direct client support through project and managed services engagements. Clients include preeminent and award winning health systems, hospitals, health plans, and medical groups. IT Optimizers is a Health Care Investment Visions portfolio company.

**Member; Investor at Health Care Investment Visions**

March 1997 - Present (18 years 4 months)

Advise on strategy development and investment oversight of this venture management, funding and governance firm focused solely on the health care informatics and information technology market. Provides support to principals, venture associates and portfolio companies.

**Corporate Director & Chair, Audit Committee; Sarbanes-Oxley Act Compliance Officer at Crdentia**

September 2002 - March 2006 (3 years 7 months)

High growth company providing clinical staffing in private homes and health care facilities across the United States. Crdentia was established as a public company by using a dormant public shell. Growth was spurred by use of securities for targeted acquisitions of regional companies. Crdentia went private in 2009. Crdentia is a Health Care Investment Visions LLC portfolio company that was subsequently purchased by NurseStaffing and SeniorBridge Corporations.

**President & Founder at JDA**

March 1985 - March 1997 (12 years 1 month)

Lead executive of consultancy providing information systems strategy, vendor selection, development and implementation services to health care provider and payer organizations. JDA was acquired by Science Applications International Corporation (SAIC) in January 1996 as a wholly owned subsidiary.

**Senior Manager at Computer Synergy Incorporated**

September 1984 - March 1985 (7 months)

Public company that developed and marketed hospital information systems. Duties included corporate product strategy development, sales and marketing support, financial systems product management and operational finance. In 1985, company was acquired by SMS, now Siemens.

**Manager at Arthur Andersen & Co, Management Information Services Division**

September 1980 - August 1984 (4 years)

Provided advisory and project management services in health care strategy and information systems to health care industry.

**Program Manager, Resident at Mendota Mental Health Institute**

August 1979 - August 1980 (1 year 1 month)

Direct report to physician CEO; administrative and management duties; developed computerized systems for medication management, incident reporting and research.

**Research Analyst at University of Wisconsin-Madison, Center for Health Systems Research and Analysis**

September 1978 - August 1980 (2 years)

Participated in development, testing and implementation of severity index models for heart attack, burn and trauma patients. Primary duties included data analysis, computer modeling and supervision of field data collection staff.

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**Education**

**University of Wisconsin-Madison**

Master of Arts, Health Services Program Management and Administration, 1979 - 1980

**Lawrence University**

Bachelor of Arts, Biology and Philosophy, 1974 - 1978

**Marquette University High School**

Graduate, 1972 - 1974

**Admiral Farragut Academy**

1968 - 1972

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**Certifications**

**Fellow**

American College of Healthcare Executives      August 1995

**Certificate of Director Education**

National Association of Corporate Directors      October 2005

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**Skills & Expertise**

**Healthcare IT**

**Healthcare Information Technology**

**Healthcare Technology**

**Long Range Planning**

**Board Development**

**Board Leadership**

**Entrepreneur**

**Practical health care expertise**

**Public Health Policy**

**Change Leadership**  
**Change Management**  
**Discretion**  
**Trusted confidant**  
**Team Building**  
**Team Motivator**  
**Competitive Strategy**  
**Competitive Market Alignment**  
**Project Management and Execution**  
**Building Accountable Communities**  
**Analytic, Financial, Strategic Thinker**  
**Future Market Vision and Roadmap Development**  
**Bridge Between Technology, Business Realms**

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## Honors and Awards

ACHE Regents Leadership Award, 2002

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## Publications

### **Technology Powered Healthcare**

Cisco Corporate Social Responsibility November 2010

Authors: Joseph DeLuca, Rebecca Enmark

An exploration of five themes redefining US healthcare delivery, and the central role that health information technology plays in each: virtual health, health information exchange, patient-centered medical homes, consumer health and clinician-centered technologies.

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**Contra  
Costa  
County**

**For Office Use Only**  
Date Received:

**For Reviewers Use Only:**  
Accepted Rejected

## BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

MAIL OR DELIVER TO:  
Contra Costa County  
CLERK OF THE BOARD  
651 Pine Street, Rm. 108  
Martinez, California 94553-1292  
**PLEASE TYPE OR PRINT IN INK**  
(Each Position Requires a Separate Application)

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name Gagen Marianne McDaniel  
(Last Name) (First Name) (Middle Name)

2. Address: 22 Toyon Terrace, Danville CA 94526  
(No.) (Street) (Apt.) (State) (Zip Code)

3. Phones: 925-837-3603  
(Home No.) (Work No.) (Cell No.)

4. Email Address: mgagen@pacbell.net

5. **EDUCATION:** Check appropriate box if you possess one of the following:

High School Diploma ☒ G.E.D. Certificate ☐ California High School Proficiency Certificate ☐

Give Highest Grade or Educational Level Achieved post graduate

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) University of California, Berkeley	History, French	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			BA	June 1968
B) University of California, Berkeley	Standard Teaching Credential	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			credential	April 1969
C) University of California, Berkeley	ESL Teaching Certificate	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			certificate	1985
D) Other schools / training completed	Course Studied	Hours Completed	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			

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6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  1996      Present</p> <p>Total: <u>Yrs.</u>    <u>Mos.</u>  17 years</p> <p>Hrs. per week ____ . Volunteer <input checked="" type="checkbox"/></p>	<p>Title  At large member</p> <hr/> <p>Employer's Name and Address  FACT Committee</p>	<p>Duties Performed  Secretary, site visit monitoring</p>
<p>B) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  1997      present</p> <p>Total: <u>Yrs.</u>    <u>Mos.</u>  10 years</p> <p>Hrs. per week <sup>5</sup> ____ . Volunteer <input checked="" type="checkbox"/></p>	<p>Title  SRVEF Endowment liaison to SRVEF</p> <hr/> <p>Employer's Name and Address  San Ramon Valley Education  Foundation  P.O. Box 1463  San Ramon, CA 94583</p>	<p>Duties Performed  attend meetings and coordinate  activities between SRVEF  Endowment and Board.  chair of Endowment committee,  participate in grant committee work  and recommend grants</p>
<p>C) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  Dec. 1990    December 2002</p> <p>Total: <u>Yrs.</u>    <u>Mos.</u></p> <p>Hrs. per week <sup>25</sup> ____ . Volunteer <input type="checkbox"/></p>	<p>Title  Board member, SRVUSD Board of Ed</p> <hr/> <p>Employer's Name and Address  San Ramon Valley USD  699 Old Orchard Drive  Danville, CA 94526</p>	<p>Duties Performed  curriculum, budget, facilities,  personnel oversight</p>
<p>D) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  1989      1990</p> <p>Total: <u>Yrs.</u>    <u>Mos.</u>  21 years</p> <p>Hrs. per week <sup>40</sup> ____ . Volunteer <input type="checkbox"/></p>	<p>Title  teacher, ESL, history, French</p> <hr/> <p>Employer's Name and Address  San Ramon Valley USD  Vallejo USD  Ladywood High school</p>	<p>Duties Performed  taught, adults  junior high, and high school  students</p>

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7. How did you learn about this vacancy?

☐ CCC Homepage ☐ Walk-In ☐ Newspaper Advertisement ☐ District Supervisor ☐ Other \_\_\_\_\_

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No ☐ Yes ☐

If Yes, please identify the nature of the relationship: \_\_\_\_\_

9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations? No ☐ Yes ☐

If Yes, please identify the nature of the relationship: \_\_\_\_\_

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee, or Commission in Contra Costa County.

Sign Name: \_\_\_\_\_

*Margaret Gager*

Date: \_\_\_\_\_

*8/4/15*

### Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. Send the completed paper application to the Office of the Clerk of the Board at: **651 Pine Street, Room 106, Martinez, CA 94553.**
3. A résumé or other relevant information may be submitted with this application.
4. All members are required to take the following training: 1) The Brown Act, 2) The Better Government Ordinance, and 3) Ethics Training.
5. Members of boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
6. Advisory body meetings may be held in various locations and some locations may not be accessible by public transportation.
7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.





# Contra Costa County Board of Supervisors

## Subcommittee Report

### FAMILY AND HUMAN SERVICES COMMITTEE

6.

**Meeting Date:** 09/14/2015

**Subject:** Referral #109 - Workforce Innovation and Opportunity Act Report

**Submitted For:** FAMILY & HUMAN SERVICES COMMITTEE,

**Department:** County Administrator

**Referral No.:** 109

**Referral Name:** Workforce Innovation and Opportunity Act (WIOA)

**Presenter:** Stephen Baiter, Executive Director, Workforce Development Board **Contact:**

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#### **Referral History:**

On January 6, 2015 the Board of Supervisors referred oversight and receipt of updates on the Workforce Innovation and Opportunity Act (WIOA) to the Family and Human Services Committee.

#### **Referral Update:**

Please see attached report from the Employment and Human Services Department Workforce Development Board.

#### **Recommendation(s)/Next Step(s):**

ACCEPT the report from the Employment and Human Services Department Workforce Development Board on the Workforce Innovation and Opportunity Act and forward it to the Board of Supervisors for informational purposes.

#### **Fiscal Impact (if any):**

Not applicable.

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#### **Attachments**

WIOA Report

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**MEMORANDUM**

**DATE:** September 8, 2015  
**TO:** Family and Human Services Committee  
**CC:** Dorothy Sansoe, Enid Mendoza  
**FROM:** Stephen Baiter, Executive Director  
**SUBJECT:** **Workforce Innovation & Opportunity Act (WIOA)**

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**I. Overview**

With overwhelming bipartisan support from Congress, President Barack Obama signed the Workforce Innovation and Opportunity Act (WIOA) into law on July 22, 2014, ushering in the first legislative reform of the public workforce system in fifteen (15) years. WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match businesses with the talent they need to compete in the global economy.

WIOA replaces the Workforce Investment Act of 1998 and retains and amends the Adult Education and Family Literacy Act (AEFLA), the Wagner-Peyser Act, and the Rehabilitation Act of 1973. It also brings together, in strategic coordination, the following federally funded core programs focused on skill development:

- Employment and training services for adults, dislocated workers, and youth and Wagner-Peyser employment services administered by the United States Department of Labor (DOL) through formula grants to states; and
- Adult education and literacy programs and Vocational Rehabilitation state grant programs that assist individuals with disabilities in obtaining employment administered by the United States Department of Education (DOEd).

WIOA also authorizes programs for specific vulnerable populations, including the Job Corps, YouthBuild, Native Americans, and Migrant and Seasonal Farmworker programs as well as evaluation and multistate projects administered by DOL. In addition, WIOA authorizes other programs administered by DOEd and the United States Department of Health and Human Services (HHS).

**WIOA's Three Hallmarks of Excellence**

1. The needs of businesses and workers drive workforce solutions and local boards are accountable to communities in which they are located.
  2. One-Stop Centers (or American Job Centers) provide excellent customer service to jobseekers and employers and focus on continuous improvement.
  3. The workforce system supports strong regional economies and plays an active role in community economic and workforce development.
-

## II. Strategic Issues & Considerations

WIOA places an emphasis on greater coordination and alignment in job seeker services, business services, economic development and training strategies. The law also redefines how Local Workforce Development Areas (LWDAs) should be structured and designated by the states as follows:

- Requires States to Strategically Align Workforce Development Programs: WIOA necessitates that employment and training services provided by the core programs are coordinated and complementary so that job seekers acquire skills and credentials that meet employers' needs.
- Promotes Accountability and Transparency: WIOA ensures that federal investments in employment and training programs are evidence-based and data-driven, and accountable to participants and the public.
- Fosters Regional Collaboration: WIOA promotes alignment of workforce development programs with regional economic development strategies to meet the needs of the local and regional economy and labor markets.
- Improves the American Job Center (AJC) System: WIOA increases the quality and accessibility of services that job seekers and employers receive at their local AJCs.
- Improves Services to Employers and Promotes Work-Based Learning: WIOA contributes to economic growth and business expansion by ensuring the workforce system is job-driven and matches businesses with skilled individuals.
- Provides Access to High Quality Training: WIOA helps job seekers acquire industry-recognized credentials for in-demand jobs.
- The law reinforces connections with Registered Apprenticeship (RA): WIOA promotes using apprenticeship models that help workers pursue career pathways and access opportunities to earn while they learn.
- Enhances Workforce Services for the Unemployed and Other Job Seekers: WIOA ensures that unemployed and other job seekers have access to high-quality workforce services.
- Improves Services to Individuals with Disabilities: WIOA increases the access of individuals with disabilities to high quality workforce services and prepares them for competitive integrated employment.
- Makes Key Investments in Serving Disconnected Youth and Other Vulnerable Populations: WIOA prepares vulnerable youth and other job seekers for successful employment through increasing the use of proven service models services.
- Enhances the Job Corps Program: WIOA raises the performance outcomes and quality of the Job Corps.
- Streamlines and Strengthens the Strategic Roles of Workforce Development Boards: WIOA requires state and local workforce boards to be more agile and better-positioned to meet local and regional business and human capital needs.
- The law enables local boards to deliver business services: In addition to business services provided through One-Stops, local boards may also provide business assistance.

## III. State of California Priorities

Under WIOA, states are intended to take the leading role in transforming the workforce system into one that is integrated, streamlined, and helps expand opportunities for job seekers, workers, and businesses. The California Workforce Development Board (CWDB) is currently working with representatives from

each of the funded titles under the law and appropriate stakeholders, to provide policy recommendations and implementation guidance to assure that policies and service delivery are responsive to evolving needs.

#### State Workforce Board Membership

State boards must make adjustments to membership to comply with WIOA rules including:

- a) Appointment of a new state workforce board by the Governor
- b) A newly designed appointment process that ensures representation from legislation, business, workforce and others that ensures a business driven, customer-centered approach to state board strategies and policies
- c) Adjust the structure, membership, and functions of the state board to enable it to carry out the new required WIOA mandates
- d) Establish a process by which mandatory partner programs are:
  - Implemented into the State Plan
  - Have opportunity to provide input on the State's planning process
  - Are represented at the local level

#### State Leadership and Strategic Vision Development

States are required to develop and implement a strategic vision for a comprehensive and integrated workforce system at all levels. This plan must also include strategies that break down barriers for job seekers and businesses and by addressing the following:

- a) A system-wide plan for all core and mandatory program partners to implement any new activities under the new vision
- b) Finalizing a strategic vision that is fully supported by the Governor, the state board and the state cabinet agencies responsible for implementation of WIOA; and/or governed under WIOA
- c) Inclusion of core and mandatory One-Stop partners in a meaningful process to finalize the State's policies and procedures
- d) Alignment and linkages to economic development strategies and business climate
- e) The identification of regions through a process that includes consulting with local workforce development areas and their chief local elected officials
- f) State Board preparedness to implement WIOA including:
  - Full engagement of workforce stakeholders to assess changes in policies and procedures
  - Implementation of policies that assist all partners with integration that are sector-based; and address skills gaps, career pathways, and work-based learning

The State of California will be developing a new strategic workforce development plan that will go into effect by July 2016, and the WDB's local plan for Contra Costa County will remain in effect through June 2017. An overview of the core strategies and activities that the California Workforce Development Board anticipates building into its overall plan for the 2016-2020 timeframe (covering the full authorization period for WIOA) is attached to this report (see Attachment I).

#### System Capacity and Continuous Improvement

States must develop plans for continuous improvement and capacity building at all levels of the workforce system. These plans must include:

- a) One-Stop certification criteria
- b) Staff training at all levels of the system
- c) A system for the dissemination of best practices
- d) Criteria for performance assessment
- e) Criteria for resources sharing and contribution
- f) The promotion of fiscal integrity at all levels

### Infrastructure and Operations

State infrastructure must be in place to manage the new information requirements under WIOA. Improvement plans must be implemented to address:

- a) Eligible training providers
- b) Increasing online access to services
- c) Integrated data and performance management systems across all workforce partners
- d) User-friendly and timely labor market information

### Memoranda of Understanding (MOUs)

Services provided across program partners must be coordinated through MOUs as directed by the State. The State Board must ensure that MOU policies and procedures are to be adopted at the LWDA levels that include:

- a) Which partners must enter into MOUs
- b) Which One-Stop delivery system services, operating costs, customer referrals, special population services are required in MOUs
- c) New MOUs must be renewed every three (3) years

## **IV. Regional & Local Priorities**

### Policy Implications

With WIOA's new areas of emphasis, the Workforce Development Board of Contra Costa County (WDB) will need to reaffirm its strategic plan and analyze, modify and create policies addressing the new requirements and embracing the vision and intent of the legislation. WIOA has a direct impact on the following policy areas:

1. Local Workforce Development Board composition, role and function
2. Regional/Local Planning and Designation
3. Partnership Development and One-Stop System requirements
4. The design of the One-Stop System, including the certification of One-Stops
5. Fiscal requirements, procurement rules, allowable costs and caps
6. Modification of contracts, sub-contracts, MOUs, and agreements
7. Procurement and use of training providers; and the use of the Eligible Training Provider List (ETPL)
8. Business Services and Sector Strategies
9. Services to In-School and Out-of-School Youth
10. Priority of service for low-income individuals and individuals with barriers to employment
11. New performance measures and continuous improvement

Additional details about each of the above areas are laid out in the ensuing section of this report. Some policy areas contain more details than others based upon their relative significance and/or anticipated work effort.

#### 1. Local Workforce Development Board composition, role and function

While maintaining a business majority, the Workforce Innovation and Opportunity Act (WIOA) decreases the size of local workforce development boards and allows for the designation of standing committees. It strengthens the strategic roles of local workforce development boards by expanding their roles and making state and local boards more agile and well-positioned to meet local and regional employers' workforce needs.

In addition to the responsibilities outlined in the prior legislation, WIOA expands the role of local workforce development boards by requiring they do the following:

- Conduct analyses of regional workforce and labor market conditions
- Lead efforts to engage employers
- Support efforts to develop and implement career pathways
- Identify and promote proven and promising practices
- Establish standing committees to more effectively accomplish the work of the local boards
- Better utilize technology to facilitate connections among the intake and case management information systems of One-Stop partners, to access services provided through the One-Stop system, to meet the needs of individuals with barriers to employment, and to leverage resources and capacity
- Promote consumer choice of participants among providers
- Enhance coordination with education and training providers
- Assess the physical and programmatic accessibility of One-Stop centers annually in accordance with applicable nondiscrimination provisions under Title I of the WIOA and the Americans with Disabilities Act (ADA)

Under WIOA, local boards must be certified by the chief local elected official by March 31, 2016. New committee structures encourage – and actually require – participation from non-board members.

## 2. Regional/Local Planning and Designation

WIOA, like its predecessor programs, requires that states and local areas produce plans within federally prescribed guidelines that describe approaches and strategies regarding the delivery of workforce services in defined regions. Under the new legislation, both local and regional plans that support the statewide workforce plan will be required. These plans will highlight how local boards, program leaders, and elected officials share a common vision and design and will work together regionally; create unified regional and local strategies integrating education, training, support services, and other workforce services across the core programs; align workforce policies and services with regional economies; and support sector strategies tailored to the needs of their areas.

A new component of WIOA is the development of regional plans, which will need to be developed concurrent with local plans. At the present time, the California Workforce Development Board (CWDB) has placed Contra Costa County in the East Bay region, which includes three (3) other local workforce boards: Alameda County, City of Oakland, and the City of Richmond. While these local boards have been working regionally for many years, WIOA requires the following of so-called “planning regions”:

- a) Development of a regional plan
- b) Establishment of regional service strategies
- c) Alignment of sector-based initiatives
- d) Collection and analysis of regional labor market data
- e) Establishment of administrative cost arrangements
- f) Coordination of supporting services
- g) Coordination with regional economic development; and
- h) Regional performance measures

### 3. Partnership Development and One-Stop System requirements

WIOA strengthens linkages among a myriad of complementary programs within the One-Stop center system. It requires co-location of employment services in the One-Stop centers; adds new mandatory One-Stop center partners, such as the Temporary Assistance for Needy Families (TANF) program; enhances the role of apprenticeship; clarifies partner programs' support for system infrastructure costs and other common costs; and asks the system to work regionally and across local workforce development areas.

It will take a more concerted effort to ensure that these services are coordinated effectively through the One-Stop system through integrated case management and data systems. Principal considerations in planning for the type, content, and quality of partnerships for Contra Costa County include how to work best with a range of partner groups, including both required and non-mandated partners.

Core Program Partnerships: WIOA aligns the “core” programs to provide coordinated, comprehensive services. The core programs are:

1. The WIOA Adult, Dislocated Worker and Youth formula programs administered locally by the WDB
2. The Adult Education and Literacy programs administered locally by the Department of Education
3. Wagner-Peyser Employment Service programs locally administered by the State Employment Development Department (EDD)
4. Programs under title I of the Rehabilitation Act that provide services to individuals with disabilities administered locally by the State Department of Rehabilitation

Other important partnerships for the WDB include working with business and business associations, partnerships with education, partnerships with Registered Apprenticeship (RA) programs, and sector-specific industry partnerships.

### 4. The design of the One-Stop System, including the certification of One-Stops

WIOA requires that certification of One-Stops Career Centers occur at least once every three (3) years. The law indicates that the State Board will establish objective criteria for certification and continuous improvement, including, but not limited to:

- Service coordination between One-Stop system and partners
- Effectiveness, accessibility and improvement of the One-Stop system
- At a minimum, how well the One-Stop Career Centers support:
  - Achievement of local levels of performance
  - Integration of available services
  - Meeting the needs of local employers and participants

Local boards are responsible for One-Stop designation and certification and can establish criteria in addition to what is required by the state. In order to receive infrastructure funding, the state board, in consultation with the chief local elected official and local boards shall establish criteria and procedures to be used in assessing effectiveness, physical and program accessibility relating to the Americans with Disabilities Act (ADA) and continuous improvement of the One-Stop system.

WIOA requires local areas to develop a plan to select a One-Stop operator concurrent with local board certification (by March 2016); the selection process must be completed by July 2017. To help support this process, the WDB and the Contra Costa County Employment Human Services Department (EHSD) have retained the support of an outside entity to conduct an analysis/scan of employment services in Contra Costa County to get a baseline assessment of the current service delivery system and recommend areas

for improvement. This analysis is also expected to help inform and improve the capacity of the WDB to make system improvements to the local One-Stop system and potentially also competitively select a One-Stop operator, which is a (somewhat contentious) requirement of the new law that is still being worked out in the final WIOA rulemaking process.

5. Fiscal requirements, procurement rules, allowable costs and caps

The administrative provisions of WIOA are substantially similar to those of its predecessor program. However, as is the case with virtually every aspect of the new legislation, nuanced distinctions in administrative requirements, financial management issues and the content of the programs to be overseen all suggest that Contra Costa County will need to closely examine how administrative management and oversight functions (including achieving greater efficiency and stronger compliance around fiscal and procurement issues) can be improved and what will be required for compliance with the statute, ensuing federal regulations, as well as current and forthcoming state policy guidance.

In addition, WIOA authorizes appropriations for each of Fiscal Years 2015 to 2020. The levels increase a total of seventeen percent (17%) over that time period. However, the amounts authorized in WIOA remain subject to the annual Congressional appropriations process.

6. Modification of contracts, sub-contracts, MOUs, and agreements

Local boards continue to be required to negotiate and regularly review a Memorandum of Understanding (MOU) with every One-Stop partner to describe operations, services provided and coordinated, funding, and referrals. MOUs will be reviewed every three years. All partners are required to share in the funding of services and infrastructure costs of the One-Stop delivery system.

For the past few years, the WDB has had a strong track record with the execution of MOUs and cost-sharing agreements with mandated partners in the One-Stop Career Center system. It is hoped that this particular component of the transition to the WIOA will prove to be seamless, for historically the administrative burdens associated with ensuring and maintaining compliance around these issues have been formidable.

7. Procurement and use of training providers; and the use of the Eligible Training Provider List (ETPL)

WIOA supports – and emphasizes – an array of training options to allow workers to acquire skills that will enable them to obtain better paying jobs and more easily find access to the middle class in a way where they can further contribute to the economy. Job seekers are expected to have access to quality education and training and workforce activities through more on-the-job training; incumbent worker training and customized training opportunities. WIOA has been designed to assist any job seekers, employers and workers who meet the priorities and eligibility requirements, as stated in the plan, to access and acquire industry-recognized credentials for in-demand jobs by providing training leading to such credentials.

Training services, which are substantially similar to those available under predecessor legislation, include:

- Occupational skills training
- On-the-Job Training (OJT)
- Incumbent worker training (IWT)
- Programs that combine workplace training with related instruction
- Training programs operated by the private sector
- Skills upgrade training and retraining
- Entrepreneurial training
- Transitional jobs (new category of training)
- Job readiness training in combination with other training



- Adult Education and literacy activities including English acquisition, in combination with other training
- Customized training conducted with a commitment by an employer(s)

#### 8. Business Services and Sector Strategies

For the first time in the history of federal workforce legislation, WIOA recognizes the employer as an equal customer to the job seeker and worker. WIOA seeks to support economic growth and business expansion by ensuring the workforce system is job-driven: matching skilled individuals to employment opportunities with local businesses, principally in priority industry sectors. State and local boards will promote the use of sector partnerships to address the workforce needs of multiple employers within an industry. Local areas can use funds for demonstrated effective strategies that meet employers' workforce needs, including incumbent worker training, registered apprenticeships, transitional jobs, on-the-job training, and customized training. Employers may be more likely to use the system to meet their workforce needs and offer opportunities for workers to learn given increased reimbursement rates for on-the-job and customized training that are a key feature of WIOA.

Clearly WIOA highlights a variety of training options as services that will be of keen interest to businesses. In addition, WIOA Section 134 lists an array of additional services available to businesses including, but not limited to:

- Customized screening and referrals of job candidates
- Customized employment-related services to employers (fee-for-service)
- Developing and implementing sector strategies
- Developing and implementing effective programs like – career pathways, skills upgrade, apprenticeship, etc.
- Layoff aversion and marketing of business services
- Implementation of promising services to workers and business
- Work based training options

Other important elements of the WIOA relative to business services and sector strategies include the following:

- Organization and use of sector partnerships
- Ensure that the local workforce system is responsive to the evolving needs of business
- Use of Work-Based Learning
- System coordination with economic development
- Development of sector strategies and integration of strategies into business services
- Use of various training modalities to address business needs

A key component of the WDB's business services efforts and sector strategies has been focused on Slingshot, which is emerging as the signature industry sector partnership within the East Bay. Focused on five (5) priority industry sectors (Advanced Manufacturing, Biomedical, Healthcare, Information Communication Technology (ICT), Transportation & Logistics), this initiative has emerged as the premiere demand-side initiative that is helping to shape and influence the myriad supply-side efforts that are currently underway in the region. Information about the East Bay Slingshot initiative is attached to the end of this report (see Attachment VI).

#### 9. Services to In-School and Out-of-School Youth

WIOA supports an integrated system for youth service delivery and provides a framework through which local areas can leverage other resources to support in-school and out-of-school youth. WIOA affirms DOL's commitment to providing high quality services for youth and young adults beginning with career exploration and guidance, continued support for educational attainment, opportunities for skills training in in-demand industries and occupations, and culminating with a good job along a career pathway or enrollment in post-secondary education.

More specifically, the new age requirements under WIOA (16-24) went into effect on July 1, 2015. The change in eligible age range is a shift from the Workforce Investment Act, as is the elimination of "low income" for most youth in this category. Youth that are within the age of compulsory high school attendance must not have attended school for a full semester/quarter to be considered out-of-school. Youth enrolled in a General Education Development program (GED) are also considered to be out-of-school. Additionally, a minimum of 75% of all WIOA youth funds must be used to support the needs of out-of-school youth, and at least 20% of all WIOA youth funds must be used to support work-based learning (WBL) activities – internships, job shadowing, etc. Finally, while Youth Councils are no longer required under WIOA, it is expected that there will be strong coordination and partnerships with regional career pathway development efforts.

#### 10. Priority of service for low-income individuals and individuals with barriers to employment

WIOA requires priority be given to "public benefits recipients, other low-income individuals, and individuals who are basic skills deficient" when providing career and training services using WIOA Title I Adult funds. As stated in WIOA Section 134(c)(3)(E), with respect to individualized career services and training services funded with WIOA adult funds, priority of service must be given to recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient.

*The state has defined the term "priority" to mean that fifty-one percent (51%) or more of the participants served with WIOA adult funds must be either low-income, recipients of public assistance, or basic skills deficient. (Emphasis from the State of California Employment Development Department.)*

Priority of service status is established at the time of eligibility determination and does not change during the period of participation. Priority does not apply to the dislocated worker population. The WIOA adult funding priority of service doesn't affect or negate the priority of service provided to veterans and eligible spouses. Veterans and eligible spouses continue to receive priority of service among all eligible individuals; however, they must meet the WIOA adult program eligibility criteria. Thus, for WIOA adult services, the program's eligibility determination must be made first, and then veteran's priority applied. Veterans and eligible spouses that are not low-income, recipients of public assistance, or basic skills deficient are not included in the required 51 percent priority of service calculation.

Local Workforce Development Boards (local boards) may establish additional priority groups for their local area (e.g., residents of the local area, individuals with disabilities, etc.). However, these additional priority groups are not included in the required fifty-one percent (51%) priority of service calculation.

#### 11. New Performance Measures and Continuous Improvement

WIOA establishes performance measures for the Adult and Dislocated Worker programs. These include revisions of three current WIA measures and the addition of two new measures. With regard to performance under WIOA Youth Program, the legislation eliminates one current WIA measure, revises three other measures and adds two new measures. Still to be determined, with regard to content, is an employer measure that is expected to focus on effectiveness of services and to be implemented in year two of the law. WIOA performance measures are designed to measure the effectiveness and continuous improvement of the One-Stop and Youth service delivery systems.

WIOA Section 116 specifies that the performance measures applicable to its Adult and Dislocated Worker programs also apply to the other core programs: Adult Education and Literacy services under Title II; Employment services authorized in sections 1 through 13 of the Wagner-Peyser Act; and programs authorized under Title I of the Rehabilitation Act. With regard to the still undefined business measure, WIOA directs the Secretary of Labor and the Secretary of Education to establish a new performance measure on the effectiveness of services to employers across the core programs. At the State level, Governors, with support from State Boards, will identify levels of performance for the first two (2) program years. States shall reach agreement with the secretaries on new levels of performance for the third and fourth year of the state plan. At the local level, the local board, chief local elected official, and Governor shall negotiate and reach agreement based on state-adjusted levels.

A summary of the new performance measures under WIOA is attached to this report (Attachment II).

## **V. Future Outlook & Actions**

The strategic vision and foresight of the Contra Costa County Board of Supervisors and current WDB leadership – including both board members and staff – have enabled the WDB to be well-positioned around most of the major elements required for the successful implementation of the Workforce Innovation and Opportunity Act (WIOA). This is most clearly evidenced by the WDB's 2013-2017 strategic workforce development plan, which clearly calls out a number of the major tenets of WIOA even before its passage, including sector strategies, career pathway development, regional planning, expansion of “earn and learn” models, strategically coordinated business services, and more. That being said, this is also not a time for complacency, as the new requirements and expectations of the public workforce system under WIOA are ambitious and will require a formidable effort from the WDB and its many stakeholders and partners in order to be successful.

Indeed, while the WDB has entered into the era of WIOA with many advantages, there are also a number of areas that will require attention in both the near-term and further out, including recruitment and selection of members for the new local workforce development board, One-Stop system redesign (and potential procurement of the local One-Stop system), strengthened administrative systems, as well as greater attention to priority of service, performance, and other requirements. Additionally, the rapid pace of change in the regional economy and labor market compel the WDB to become more agile in how it works with businesses, job seekers, and workers, as these larger forces often have a disproportionate impact on the populations for which WIOA compels more intensive services and support. To this end, the WDB and its leadership will need to continue to optimize the way in which it links, aligns, and leverages resources at both the local and regional level in order to help Contra Costa County realize its full potential and promise that it offers its diverse array of businesses, workers, residents, and communities.

## **VI. Attachments:**

- I. WIOA Implementation Timeline
- II. WIOA Performance Measures overview
- III. Local Workforce Development Board Composition requirements from U.S. Department of Labor
- IV. California Workforce Development Board – WIOA Program Strategies (April 2015)
- V. WDB 2013-2017 Strategic Plan summary pages
- VI. East Bay Slingshot Summary

**Workforce Innovations and Opportunity Act (WIOA)  
Draft Implementation Plan**

The following is an estimated timeline of actions the Department of Labor and State will take in order to implement WIOA. The timeline will be updated as planning continues and more information becomes available. California specific dates are in bold italics.

<u>Estimated Date</u>	<u>Action</u>
July 22, 2014	WIOA was Signed into Law by President Barack Obama
<b><i>February 2015</i></b>	<b><i>Final Guidance Issued on Initial Local Area Designation and Local Board Certification</i></b>
<b><i>March 2015</i></b>	<b><i>Draft Guidance Released for Competitive Procurement of One Stop Providers</i></b>
<b><i>March 31, 2015</i></b>	<b><i>Applications Due for Initial Local Area Designation and Local Board Certification</i></b>
Spring 2015	WIOA Draft Regulations Released
<b><i>Spring 2015</i></b>	<b><i>Draft Guidance Released on Local Board Recertification</i></b>
<b><i>Spring 2015</i></b>	<b><i>Draft Guidance Released on 100% Transfer between Adult and Dislocated Worker Funds</i></b>
<b><i>Spring 2015</i></b>	<b><i>Draft Guidance Released on Youth Spending Requirements</i></b>
July 1, 2015	WIOA Provisions Take Effect, Unless Otherwise Noted  <b><i>Initial Local Area Designation and Local Board Certification in Effect</i></b>
July 1, 2015	WIA State and Local Plan Provisions Continue to Apply for Program Year (PY) 2015-16  Current Performance Accountability System in Effect for PY 2015-16
July 22, 2015	Eligible Training Providers Provisions in Effect
<b><i>January 2016</i></b>	<b><i>Draft Guidance Released for Subsequent Local Area Designation</i></b>
March 3, 2016	Deadline for State Unified Plan Submission
<b><i>March 31, 2016</i></b>	<b><i>Applications Due for Local Board Recertification</i></b>
<b><i>July 1, 2016</i></b>	<b><i>Local Board Recertification in Effect</i></b>

## **Workforce Innovation and Opportunity Act (WIOA) – H.R. 803 as amended Common Measures and Some Uncommon WIOA Measures**

The Act likely replacing WIA includes some changes to Common Measures and at least 8 new performance measures. Although ETA will craft final definitions and clarifications, the table below summarizes the changes and includes some questions and comments as **FutureWork Systems** begins our dialogue with workforce professionals to enhance our decision support reporting and analysis web applications.

The table below compares the current **WIA Common Measures** with the measures as outlined under the **Workforce Innovation and Opportunity Act (WIOA) – H.R. 803**. The WIOA performance measures apply across multiple programs.

**In addition to Adult, Dislocated Worker and Youth WIOA programs, these WIOA measures apply to:**

1. Adult Ed & Literacy under Title II
2. Wagner-Peyser (Adult Measures Only and New Employer Measure)
3. Selected programs under Title I of Rehabilitation Act of 1973
4. Job Corps – (Youth Measures and possibly New Employer Measure)

WIOA; Section 505 (b) **Effective Dates** includes a provision that these new measures shall apply **after the first full program year after enactment** or presumably **July 1, 2016**. As with WIA, we expect some states could adopt these new measures earlier.

## **FutureWork Systems Prepares for WIOA Performance Metrics**

As providers of web-based decision support systems for the reporting and analysis of workforce system performance, FutureWork Systems is paying close attention to the progress of this new Act.

FutureWork Systems is prepared to make any updates and enhancements to its Performance Matters web apps to meet the reporting and analysis needs of the workforce system under this new Act.

To stay connected with our progress, join the discussion on Twitter,  
[https://twitter.com/FutureWork\\_sys](https://twitter.com/FutureWork_sys)

WIA Common Measures 9 Measures		WIOA Measures 15 Measures (+employer measures)	What is Different?	Comments & Questions
<b>ADULT</b>				
Entered Employment Rate	REVISED	Entered Employment Rate	Now Employed <b>Q-2</b> after exit	Adds additional quarter lag to reporting, makes managing programs/performance more challenging
Employment Retention Rate	REVISED	Employment Retention Rate	Now Employed <b>Q-4</b> after exit	Adds additional quarter lag to reporting, makes managing programs/performance more challenging
Average Earnings	REVISED	Earnings	<b>Median</b> earnings <b>Q-2</b> after only	Earnings measure will be reported 1 qtr earlier than Common Measures
	NEW	Credential Rate	<b>New</b> Measure	Will require follow-up for 1 yr after exit
	NEW	In Program Skills Gain	<b>New</b> Measure	Real Time Measure, not exit based. How report & document skill gains toward credential or employment?
<b>DISLOCATED WORKER</b>			SAME AS ADULT COMMENTS	
Entered Employment Rate	REVISED	Entered Employment Rate	Now Employed <b>Q-2</b> after exit	"
Employment Retention Rate	REVISED	Employment Retention Rate	Now Employed <b>Q-4</b> after exit	"
Average Earnings	REVISED	Earnings	<b>Median</b> earnings <b>Q-2</b> after only	"
	NEW	Credential Rate	<b>New</b> Measure	"
	NEW	In Program Skills Gain	<b>New</b> Measure	"
<b>YOUTH</b>			New 75% of funds to O/S Youth – Now defined as ages 16-24	
Placement in Emp/Ed/Train	REVISED	Placement in Emp/Ed/Train	Now <b>Q-2</b> after exit	Adds additional qtr lag in reporting
Literacy & Numeracy Gains	DELETED	<i>Eliminated</i>		Eliminates most complex Common Measure
	NEW	Retention in Emp/Ed/Train	<b>New Q-4</b> after exit	Will require follow-up for 1 yr after Exit
	NEW	Earnings	<b>New Median</b> earnings <b>Q-2</b> after only	New for Youth. Will it include In-School Youth?
Attain Degree/Certificate	REVISED	Credential Rate	<b>Similar</b> Measure	Applies to all Youth not just in Ed/Training?
	NEW	In Program Skills Gain	<b>New</b> Measure	Real Time, not exit based – see Adult comment
<b>Employer Measures</b>				
	NEW	<i>Employer Measure (TBD)</i>	<b>New</b> At least one Employer Measure to be implemented in Year 2	Will this apply separately to Adult, Dislocated & Youth resulting in 18 measures?

# ATTACHMENT III

## Local Board Membership Requirements

LWDB Members	Who May Satisfy The Requirement
<b>Representatives of Business</b> (WIOA Section 107(b)(2)(A))	<p><b>The majority</b> of the members of the Local Board must be representatives of business in the local area. At a minimum, two members must represent small business as defined by the U.S. Small Business Administration. Business representatives serving on Local Boards may also serve on the State Board. Each business representative must meet the following criteria:</p> <ul style="list-style-type: none"> <li>• be an owner, chief executive officer, chief operating officer, or other individual with optimum policymaking or hiring authority;</li> <li>• provide employment opportunities in in-demand industry sectors or occupations, as those terms are defined in WIOA section 3(23); and provide high-quality, work-relevant training and development opportunities to its workforce or the workforce of others (in the case of organizations representing business as per WIOA Sec. 107(b)(2)(A)(ii); and</li> <li>• are appointed from among individuals nominated by local business organizations and business trade associations.</li> </ul>
<b>Representatives of Workforce</b> (WIOA Section 107(b)(2)(B))	<p><b>Not less than 20 percent</b> of the members of the Local Board must be workforce representatives. These representatives:</p> <ul style="list-style-type: none"> <li>• must include <b>two or more representatives of labor organizations</b>, where such organizations exist in the local area. Where labor organizations do not exist, representatives must be selected from other employee representatives;</li> <li>• must include <b>one or more representatives of a joint labor-management, or union affiliated, registered apprenticeship</b> program within the area who must be a training director or a member of a labor organization. If no union affiliated registered apprenticeship programs exist in the area, a representative of a registered apprenticeship program with no union affiliation must be appointed, if one exists; and <b>may include:</b></li> </ul> <p>In addition to the representatives enumerated above, the Board may include the following to contribute to the 20 percent requirement:</p> <ul style="list-style-type: none"> <li>• <b>one or more representatives of community-based organizations</b> that have demonstrated experience and expertise in addressing the employment, training or education needs of individuals with barriers to employment, including organizations that serve veterans or provide or support competitive integrated employment for individuals with disabilities; and</li> <li>• <b>one or more representatives of organizations that</b></li> </ul>

	<p><b>demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth,</b> including representatives of organizations that serve out-of-school youth.</p>
<p><b>Representatives of Education and Training</b> (WIOA Section 107(b)(2)(C))</p>	<p>The balance of Local Board membership <b>must include:</b></p> <ul style="list-style-type: none"> <li>• <b>At least one eligible provider</b> administering adult education and literacy activities under WIOA title II;</li> <li>• <b>At least one representative from an institution of higher education</b> providing workforce investment activities, including community colleges; and</li> <li>• <b>At least one representative from each of the following governmental and economic and community development entities:</b> <ul style="list-style-type: none"> <li>o Economic and community development entities;</li> <li>o The state Employment Service Office under the Wagner-Peyser Act (29 U.S.C. 49 et seq.) serving the local area; and</li> <li>o The programs carried out under title I of the Rehabilitation Act of 1973, other than sec. 112 or Part C of that title.</li> </ul> </li> </ul> <p><b>In addition to the representatives enumerated above, the CLEO may appoint</b> other appropriate entities in the local area, including:</p> <ul style="list-style-type: none"> <li>• Entities administering education and training activities who represent local educational agencies or community-based organizations with demonstrated expertise in addressing the education or training needs for individuals with barriers to employment;</li> <li>• Governmental and economic and community development entities who represent transportation, housing, and public assistance programs;</li> <li>• Philanthropic organizations serving the local area; and</li> <li>• Other appropriate individuals as determined by the chief elected official.</li> </ul>



# WIOA Program Strategies

## Partnering In Sector Strategies

- Organizing Industry To Strategize/Address Common Workforce Needs
- Organizing Workforce/Education Professionals To Provide Training And Education To Meet Industry Needs
- Developing A Plan To Connect Job Seekers With Relevant Skillsets To Industries That Are Hiring

**Purpose: Ensure Training Program Are Relevant To The Economy**

## Building Career Pathways

- Progressive Skills Development
- Each Level Of Development Has Earnings Impact (Stackable Credentials)
- Multiple Entry And Exit Points (On And Off Ramps)

**Purpose: Access, Flexibility, Facilitated Navigation Of Training And Education Programs**

## Utilizing “Earn-and-learn”

- Paid Work While Learning Skills
- Apprenticeships
- On-the-job Training (OJT)
- Subsidized/Transitional Employment
- Paid Internships

**Purpose: Simultaneous Access To Income And Training For Those Who Cannot Afford Full Time Education**

## Organizing Regionally

- Value-added Partnerships (Both Sides Gain)
- Partnerships Based On Program Specialization/Core Competencies

**Purpose: Economies Of Scale, Gains To Exchange, Labor Markets Are Regional, Industry Is Organized Regionally**

## Providing Supportive Services

- Dealing With Obstacles Faced By Clients, Customers, Consumers, Students, Participants, Workers
- Subsidized Childcare
- Subsidized Transportation
- Books, Uniforms, Equipment
- Counseling
- Tutoring/Mentoring

**Purpose: Removing Barriers To Program Completion And Employment**

## Creating Cross-system Data Capacity

- Diagnostic Data To Understand Labor Markets
- Research Data To Know What Works
- Performance Data To Ensure Success And Foster Accountability

**Purpose: Effective Use Of Resources**

## Integrating Service Delivery & Braiding Resources

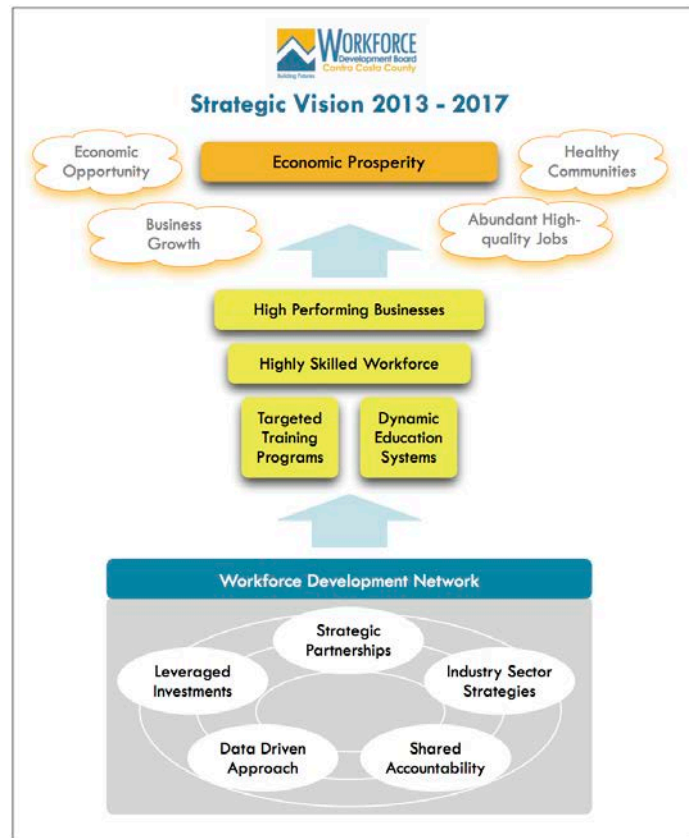
- Each Partner Has Something To Contribute
- Everyone Has Limited Resources
- We Share Common Goals

**Purpose: Optimize Limited Resources And Make Use Of Program Specialization To Better Serve Individuals**

## Contra Costa County

Contra Costa County's Local Plan Vision supports a network that creates and promotes dynamic education systems, high-performing businesses, and a prosperous local economy with an abundance of high-quality jobs and skilled workers to fill them. This vision is being realized through strategies such as:

- Analysis of the local and regional economy and priority industry sectors;
- Development and expansion of relationships with businesses and individuals from these priority sectors;
- Creation of a regional workforce intermediary organization that links, aligns and leverages the collective assets of all partners;
- Investment in initiatives that prepare workers for entry into career-pathway jobs; and
- Strengthening relationships with CTE providers and other networks to effectively leverage resources



Contra Costa's East Bay regional economic and workforce analysis shows that the region has a highly diversified workforce, world-class research and development institutions, growing innovation industries, a well-developed physical infrastructure, and diverse residential communities. The following priority and emerging industry sectors were identified:

- Health;
- Advanced Manufacturing;
- Life Sciences/Biotech;
- Information and Communication Technology/Digital Media; and
- Energy Efficiency and Utilities.

Contra Costa's Business Services Plan includes strategies that focus on working with partners to analyze, and understand labor market trends that are responsive to the needs of business, and it also emphasizes the need to improve systems and networks that bring together industry and education in support of regional economic and workforce development priorities.

Contra Costa's Adult Strategies are focused on developing and strengthening career pathway programs in high-demand industries, increasing the number of underprepared job seekers who successfully transition to post-secondary education, training, or employment, enhancing layoff aversion efforts, and expanding apprenticeship, on-the-job training (OJT), and other training that enables workers to build skills while working.

Contra Costa's Youth Strategies include promoting efforts that support K-12 educational achievement for increasing numbers of youth and young adults and increasing opportunities for high school graduates and disconnected youth to transition into post-secondary education and careers.

Administratively, Contra Costa will provide leadership in convening a broad range of partners to facilitate efforts promoting the development of a skilled workforce, including increased transparency and accountability for existing investments and securing additional resources that enhance regional economic prosperity.

**BUSINESS SERVICES GOAL:** Meet the workforce needs of high-demand sectors of the local and regional economies

- ➔ **Obj 3.1:** Analyze and understand trends and respond to business needs
  - Strat 3.1.1:** Determine employer needs from analysis and direct engagement
  - Strat 3.1.2:** Identify high-priority jobs for which it's tough finding qualified candidates
  - ➔ **Strat 3.1.3:** Implement training and educational opportunities to close skills gaps and enhance business competitiveness
  - Strat 3.1.4:** Strengthen linkages with business-serving organizations to expedite access to resources and services beyond workforce development
- ➔ **Obj 3.2:** Bring industry and education together to address workforce needs in priority sectors
  - Strat 3.2.1:** Integrate business services (including WPA) within the One-Stop system
  - ➔ **Strat 3.2.2:** Collaborate with industry and education partners to develop solutions for workers to acquire essential skills in high-growth, high-demand sectors
  - Strat 3.2.3:** Foster collaboration between community colleges and DIR-DAS approved apprenticeship programs for planned use of WIA Title I funds
- ➔ **Obj 3.3:** Work with WDB partners to develop an array of innovative workforce services supports
  - ➔ **Strat 3.3.1:** Partner with business to implement customized job training strategies, including OJT, with focus on employers from high-priority sector and occupations
  - Strat 3.3.2:** Develop a proactive Rapid Response system that supports workers and businesses, including those covered by the Trade Adjustment Act (TAA)
- ➔ **Obj 3.4:** Support development and evolution of regional workforce and economic development networks to address workforce education and training priorities
  - ➔ **Strat 3.4.1:** Work with key partners to organize and develop an East Bay workforce intermediary network for funding and other resources to meet business needs
  - Strat 3.4.2:** Organize sub-regional networks that align with regional needs and priorities
  - Strat 3.4.3:** Explore and promote the establishment shared measures of workforce and economic development success

**ADULT STRATEGIES GOAL:** Increase the number of Contra Costa residents who obtain marketable and industry-recognized credentials or degrees, with special emphasis on unemployed, low skilled, low-income, veterans, individuals with disabilities, and other in-need populations

- ➔ **Obj 4.1:** Increase the number of career pathway programs in priority industry sectors
  - Strat 4.1.1:** Identify and continue to monitor local priority industry sectors within the region
  - Strat 4.1.2:** Collaborate with education, employer, local government, and other partners to develop and/or enhance career pathway training programs in priority sectors
  - ➔ **Strat 4.1.3:** Provide a diverse array of training and services that enable participants to obtain a credential or degree acknowledged by priority-sector employers
- Obj 4.2:** Increase the number of Adult Basic Education students who successfully transition to post-secondary education, training, or employment
  - Strat 4.2.1:** Utilize emerging East Bay workforce intermediary to promote CTE and related educational offerings and increase enrollment in post-secondary programs
  - Strat 4.2.2:** Identify the unique needs of Adult Basic Education students and provide a variety of education and training opportunities to address them
- ➔ **Obj 4.3:** Increase the number of under-prepared job seekers and displaced workers who enter and successfully complete education/training in demand industries
  - Strat 4.3.1:** Identify attributes and needs of priority populations of under-prepared job seekers and displaced workers to facilitate access to education/training
  - ➔ **Strat 4.3.2:** Work with partners from education, CBOs, and other entities to provide a wide range of training options for under-prepared job seekers and displaced workers

**Obj 4.4:** Develop and implement a strategic layoff aversion strategy to retain workers in current jobs and provide rapid transition to new employment

**Strat 4.4.1:** Provide support to businesses facing potential layoffs and assist with solutions to help retain or rapidly transition their existing workforce

**Strat 4.4.2:** Develop proactive training for workers at risk of layoffs

- ➔ **Obj 4.5:** Expand the availability of apprenticeships, OJT, and other customized training that enables workers to build skills while working
  - ➔ **Strat 4.5.1:** Collaborate with business and labor to determine needs for apprenticeships, OJT, and other customized training and plan accordingly
  - Strat 4.5.2:** Work with partners to strengthen existing apprenticeship programs, develop new apprenticeship opportunities, and link these to state supports
  - Strat 4.5.3:** Expand the number and variety of “earn and learn” opportunities for job seekers

**YOUTH STRATEGIES GOAL:** Increase the number of high school students, with emphasis on at-risk youth and those from low-income communities, who graduate prepared for postsecondary vocational training, further education, and/or a career

- ➔ **Obj 5.1:** Broaden the scope of the Youth Council and move from regulatory to strategic agenda
  - ➔ **Strat 5.1.1:** Engage Youth Council and WDB in a self-assessment process and set goals and benchmarks to guide development of an integrated youth-serving vision
  - Strat 5.1.2:** Participate in needs assessment and opportunity scan of county and provide regular public reports on factors affecting successful local youth transition
  - ➔ **Strat 5.1.3:** Develop and implement strategies to direct WIA and other resources to serve youth and young adults most in need and support their success in training, etc.
  - ➔ **Strat 5.1.4:** Strengthen collaborations between workforce system and other programs and systems that seek to help youth with significant barriers to employment
  - Strat 5.1.5:** Leverage employers to support WIA enrolled youth, engage K-12 Career Pathway programs and community college initiatives, and influence growth of education/training programs aligned with growth clusters and workforce needs
- ➔ **Obj 5.2:** Collaborate with partners and participate in efforts to support K-12 educational achievement for increasing numbers of youth and young adults
  - Strat 5.2.1:** Work with partners to establish baseline data for county High Schools and to set goals and measures for graduation and drop-out reduction and recovery
  - ➔ **Strat 5.2.2:** Work with education and others to increase access for at-risk populations in Linked Learning, Career Academies, and other high-school CTE offerings
  - ➔ **Strat 5.2.3:** Collaborate with and support career-focused strategies at high schools and community colleges, particularly those aligned with WDB priority industries
  - ➔ **Strat 5.2.4:** Work with partners to develop systems that effectively engage employers in career development and work-based learning opportunities for youth and young adults to learn about, explore, and prepare for careers
  - Strat 5.2.5:** Work with partners to help identify potential dropouts and focus WIA and other investments on interventions and supports to keep them connected/engaged
  - Strat 5.2.6:** Collaborate with education partners to identify and replicate approaches to provide pathways back to high school for recent dropouts
- ➔ **Obj 5.3:** Work with partners to increase opportunities for High School graduates and disconnected youth to transition into postsecondary education and careers
  - Strat 5.3.1:** Develop resources to establish baseline data and adopt goals and measures to reflect post-secondary participation and success rates
  - ➔ **Strat 5.3.2:** Work with Community Colleges, Apprenticeship Programs, Trade Schools and others to offer more opportunities for disconnected youth to achieve success
  - ➔ **Strat 5.3.3:** Form functional teams of youth case managers and one-stop reps to increase access to and participation in one-stop services for entry level job seekers

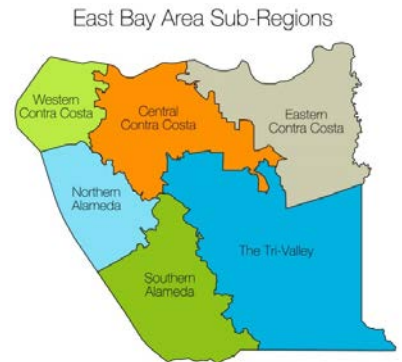
ACCOUNTABILITY, ADMINISTRATION, & SYSTEM ALIGNMENT GOAL: Support system alignment, service integration and continuous improvement, using data to support evidence-based policymaking

- **Obj 6.1:** Support and strengthen administration, management, and oversight roles and responsibilities
  - **Strat 6.1.1:** Refine and update policies, procedures, and tools used to support needs and requirements as a Local Workforce Investment Area (LWIA)
- Obj 6.2:** Create a high level of accountability for results and strengthen program performance and reporting
  - Strat 6.2.1:** Develop and publish reports of WDB investments on WDB website and in other venues
- **Obj 6.3:** Improve and expand the Workforce Development Board's communications systems and networks
  - **Strat 6.3.1:** Develop and implement a communications plan
- **Obj 6.4:** Secure and expand resources that help to support workforce and economic development in Contra Costa County and the greater region
  - **Strat 6.4.1:** Research and pursue targeted fund development opportunities focused on local and regional economic and workforce development efforts

## East Bay Region SlingShot Initiative

### Mission/Vision

The East Bay SlingShot initiative aims to strengthen regional economic prosperity and improve income mobility by **creating stronger relationships between employers and community partners in the region's key industries and six sub-regions**. The ultimate goal of the East Bay SlingShot initiative is to ensure that local firms have the resources and support they need to grow and offer good jobs in the region, and residents are prepared to access those opportunities, resulting in an increased regional prosperity to be shared by all.



### How will you get there?

To achieve the dual goals of SlingShot, the East Bay Region must support the growth of industries that can provide good jobs and family-sustaining wages. In this vein, the SlingShot initiative will focus on the following key industry sectors: **Healthcare, Advanced Manufacturing, Biomedical, Transportation and Logistics, and Information & Communications Technology**. Working with business leaders across the region, the East Bay SlingShot initiative will link, align, and leverage the assets and resources of our economic development, education, and workforce development partners to create and implement a regional economic and workforce development strategy designed to enhance income mobility and ensure even greater prosperity and opportunity in the coming decade and beyond.

As a first step, the SlingShot team will convene employers by sector to lead the discussion and identify priority actions that will truly stimulate the kind of business growth that leads to good jobs. Building on these discussions, industry and community partners will identify roles and action for private and public sector partners to achieve the SlingShot goals.

Business leadership in action planning is a critical component of the East Bay SlingShot initiative. These first industry sector meetings allow business to lead the conversation, determine the priority actions of SlingShot, and make real commitments to this shared effort. As employers work with SlingShot partners to build more formal, detailed action plans driven by our private sector partners, the specific strategies and tactics of the SlingShot Compact will be refined.

### How will you know when you've arrived?

Working together through SlingShot, our goals for action include:

- Identifying immediate actions to accelerate economic growth & improve workforce outcomes;
- Improving linkages among related organizations and businesses, and helping them work together as partners;
- Elevating industry priorities to help mobilize business leaders as champions to build stronger education and workforce systems; and,
- Better leveraging existing resources and efforts; and,
- Helping to identify and close gaps in services.

### Who is on this Journey with you?

**Business:** All five (5) industry sectors above

**Workforce Boards:** Contra Costa, Alameda, Oakland, Richmond

**Economic Development:** East Bay Leadership Council, East Bay Economic Development Alliance

**Education:** Contra Costa Community College District, Peralta Community College Dist.

**Labor and other organizations** (public and community-based organizations) will also be working on implementation.



# Contra Costa County Board of Supervisors

## Subcommittee Report

### FAMILY AND HUMAN SERVICES COMMITTEE

7.

**Meeting Date:** 09/14/2015  
**Subject:** Referral #44 - Challenges for EHSD  
**Submitted For:** Kathy Gallagher, Employment & Human Services Director  
**Department:** Employment & Human Services  
**Referral No.:** 44  
**Referral Name:** Challenges for EHSD  
**Presenter:** Kathy Gallagher **Contact:** Kathy Gallagher

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#### **Referral History:**

This referral to the Family and Human Services Committee was originally made by the Board of Supervisors on April 25, 2000. Another referral, number 19, on Welfare Reform was referred on January 21, 1997. On January 1, 2005, the Board of Supervisors combined these two referrals so that the Department could provide updates on various aspects of their programs as the need arose. Since that time, the Family and Human Services Committee has received annual updates from the Employment and Human Services Department on a variety of issues impacting the Department.

#### **Referral Update:**

Please see the attached report from the Employment and Human Services Department.

#### **Recommendation(s)/Next Step(s):**

ACCEPT the report from the Employment and Human Services Department on the challenges the department faces and forward it to the Board of Supervisors for informational purposes.

#### **Fiscal Impact (if any):**

No fiscal impact.

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#### **Attachments**

EHSD Challenges

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## MEMORANDUM

*Kathy Gallagher, Director*

40 Douglas Drive, Martinez, CA 94553 • (925) 313-1500 • Fax (925) 313-1575 • [www.ehds.org](http://www.ehds.org)

**To:** Family and Human Services Committee **Date:** September 2, 2015

**Cc:** Dorothy Sansoe  
Enid Mendoza

**From:** Kathy Gallagher, EHSD Director

**Subject:** **Family & Human Services Committee Report – EHSD Challenges**

Included here are several significant challenges that the Employment & Human Services Department is facing now, and projected into the future. Some of these are new and emerging challenges, others continue from year to year. As the economy has improved, EHSD has focused on restoring our capacity to meet the heightened expectations of the community and of our customers. This includes things like speed of our service delivery in a highly automated society, shortened response times, more detailed analyses of our program and fiscal data, more transparent communications, and more. A positive customer experience through service and organizational excellence is our highest priority.

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5. Aging and Adult Services Reorganization
6. CSB Head Start Facing a Facilities Crisis
7. Developing a Results-Oriented Organization

### **Medi-Cal Funding Inadequate**

EHSD continues to struggle with the inadequacy of State and Federal allocations for conducting MediCal eligibility determinations, annual renewals and case management. The Department of Health Care Services methodology for determining allocations to California's 58 counties is not based on realistic and equitable factors, such as the cost per case, number of applications and continuing caseload. Some counties with smaller caseloads than that of Contra Costa are awarded a higher annual allocation. The net result is our inability to maintain staffing levels that are sufficient to meet the high demand in our county for health care access through the MediCal program. Consequently, we continue to struggle with significant backlogs of applications, overdue renewals of eligibility, and excessive wait times for callers. EHSD is the front door for the CCHP managed care system in our county that provides health

access to our MediCal recipients. These backlogs and delays in EHSD have a rollover effect on the health plan's ability to meet their administrative mandates. Local health clinics are impacted as well.

Advocacy for a rational and fair allocation methodology on behalf of Contra Costa County can have an impact. Later this year, the Department of Finance, Department of Health Care Services, CSAC and other relevant stakeholders will begin an assessment of the current factors included in the allocation methodology, and developing a proposed model for a future methodology. Contra Costa deserves equity in the distribution of health care funding.

### **CalWorks Work-Participation-Rate Risks**

The CalWORKs/Welfare-to-Work program is currently focused on increasing the Work Participation Rate (WPR). The WPR reflects the percentage of participants that are in an approved activity (i.e. employment, training program, volunteering etc.). The participants are required to be engaged in a specific number of hours weekly based on their family size and situation. When a participant is engaged in an approved activity for the required number of hours, they are meeting their WPR requirement and are counted toward the WPR of the county.

Starting in the Great Recession (2008-09) and the years since, the State of California have failed to meet the required WPR of 50%. As a result, a significant Federal penalty is looming which will impact our county. The Federal Government has agreed to waive the penalty for these years if the State of California meets the 50% WPR in the current Federal Fiscal Year (10/2014 – 9/2015).

Being one of the counties hardest hit by the Great Recession, Contra Costa County has struggled to meet the WPR. Due to the economic downturn, we were required to terminate all of our discretionary contracts, and now we have a very limited service spectrum for our WTW participants. We are diligently collaborating with our community partners to identify and increase the services we can offer the CalWORKs/WTW population.

As the economy in our county recovers and we experience an uptake in our employment rate, we have also been able to raise our WPR. Although we are not currently meeting the WPR, we have implemented an action plan that will result in a 2%-5% increase in the WPR by the end of September. With the State of California's WPR at 49%, it is imperative that we achieve a minimum increase of 2% and continue with our goal of increasing the WPR by 8%-10% by the end of the calendar year. These are the first of many steps that we will be taking to increase the WPR to 50%.

### **Total Compensation Disparities Impact Attracting and Retaining Qualified Staff**

The Employment and Human Services Department (EHSD) is rebuilding its capacity and capabilities after experiencing dramatic staff reductions during the period of 2007 to 2010. During this period, the Department was forced into layoffs, and kept many positions unfilled because its budget was greatly reduced. As the economy has improved, the federal and state allocations that are used to fund



approximately 90% of the Department's operations have increased and have allowed the Department to start to rebuild.

At the same time, the Department continues to experience issues from the past recession. Wages and benefits in Contra Costa County have not kept pace with surrounding counties, and even when wages are similar, the amount employees pay for retirement and health benefits means that actual take home pay is substantially lower. One very recent example is a Division Manager level position where the person EHSD is hoping to attract is paying \$90 for health benefits in her current county versus a cost of \$369 for the same plan in Contra Costa County. The take home pay issue is so acute that the Department is compelled to offer pay at the top of the salary range to ensure that pay for outside applicants actually increases when they accept a promotion in Contra Costa County. In addition, we routinely advise applicants to check with HR Benefits and Retirement to ensure they have an accurate picture of benefits costs in Contra Costa as compared to their present employment. There have been instances of highly qualified people accepting positions and leaving after they receive their first check and others declining positions because of the pay and benefits.

Coupled with the compensation and benefits disparities between Contra Costa County and the surrounding counties is the trend in unemployment. As of May 2015, Bay Area counties are experiencing unemployment rates as low as 3.3% with a high of 5.9% for Solano. Contra Costa's rate was 4.8%. It is a job seeker's market and job seekers are in a position to pick and choose.

EHSD is losing trained and qualified staff to surrounding counties because employees realize that both salaries and their take home pay will increase by accepting even a lateral placement in a neighboring county. At the same time as EHSD is rebuilding its staff capacity, surrounding counties are doing the same thing. There is strong competition for talent. EHSD has become a target for recruitment efforts by other counties, and we are now a "training ground" for staff who take the training, knowledge and experience they gained in Contra Costa County and move to adjacent counties for higher net compensation. The impact of the salary and benefits disparities continues to make attracting and retaining skilled and qualified staff a significant challenge.

### **California Fostering Connections to Success Act Creates Unfunded Workload**

Assembly Bill 12, better known as the California Fostering Connections to Success Act, is a landmark decision that offers soon-to-emancipate youth additional services and support beyond age 18 (the previous age for emancipation from foster care), up to the age of 21. The requirement for monthly in-person visitation has been extended to non-minors, up to the age of twenty-one, whether or not that youth is placed in the county of original dependency, or she has moved far away, in some cases, to distant states. At this point in the development and practice of AB12, the number of out-of-county and out-of-state placements for non-minors is expanding rapidly, along with the cost for monthly in-person visitation. With a growing number of out-of-state and far out-of-county placements, worker safety concerns and steep costs associated with travel have come to the forefront of case management, as monthly visits with these non-minors directly competes with each Social Worker's time and attention available to serve minor dependents and their families. Currently, when a youth relocates far out of

county or to another state, the assigned social worker's responsibility to provide ongoing case management and monthly visitation presents a unique set of worker-related safety issues: workers who drive long distances out of county or out of state are at added risk for exhaustion-related traffic accidents since they are driving in unfamiliar, sometimes difficult to navigate territory; workers also face the added stresses related to making travel, hotel, rental car and other arrangements, driving unfamiliar vehicles in unfamiliar areas without adequate knowledge of area-specific safety concerns.

Our challenge is the time and cost to travel out of state on a monthly basis, especially with social workers having to front the costs. It would be helpful if we had legislation addressing reciprocity amongst states somewhat like the Interstate Compact Agreement (ICPC), which allows us to contract with the other state to provide the oversight of foster care cases, however, that does not exist for non-minor dependents as all states do not have the same programs in place.

### **Aging and Adult Services Reorganization**

In-Home Supportive Services (IHSS), Adult Protective Services (APS), the Area Agency on Aging (AAA), Information and Assistance, General Assistance (GA), and the IHSS Public Authority comprise the major programs in this bureau, all of which suffered significant impacts during the recession. The recovery in staffing and in efficient service delivery has been slow and unfocused. We are now pursuing a major reorganization in the bureau to restore the integrated service system that was so successful in the past and gave Contra Costa County the reputation as one of the "best practice" counties in the State. Elder abuse, self-neglect, and victimization of dependent adults have been increasing in the county yet many in the community do not make reports to APS as they are legally required to do. The GA program is always under the microscope of various legal advocacy organizations, and over the past year some have pointed out gaps in GA systems and processes. Lawsuits are always a considered a risk in this program and prudent action is required to update our policies and practices. IHSS applications are backlogged as are the annual reassessments of need. A tragic event in this program as a direct result of the business processes have escalated the sense of urgency to reorganize and re-establish well defined and efficient systems. Major new mandates will challenge the IHSS staff in the next year, and, continuing collaboration with the health systems in establishing care coordination services will require strategic efforts and expert leadership.

The bureau staff are dedicated and committed to their mission. They have shown the readiness for change and for building a path to a new future for Aging and Adult Services.

### **CSB Head Start Facing a Facilities Crisis**

Community Services continues to be challenged by the lack of facilities space and adequate funding to renovate and repair potential space for childcare. This is the second year that the State Department of Education has released a call for the expansion of preschool slots for which Community Services has not been able to apply due to lack of space. Partners such as the Housing Authority and the school districts, that at one time provided childcare space, no longer have the space available due to lack of funding and the expansion of Transitional Kindergarten.

This coupled with the fact that ACF (Administration for Children and Families) has not released quality improvement funds since 2002 and the State Department of Education, since 2013, has not released Facilities Renovation and Repair grant funding, has forced CSB to seek space that is childcare ready – something that is not readily available in this county.

CSB traditionally has strategically partnered throughout the county with quality providers who have existing space to ensure Head Start services are available in the neediest areas; however, our partners are also experiencing their own facilities struggles. CSB's largest childcare partner, Antioch Kid's Club, which housed more than 200 of CSB's childcare slots, was forced to close its doors in July due to the loss of their facility to the Antioch School District.

Community Services' current centers are aging, and due to several years of budget reductions and deferred maintenance, CSB spent nearly \$800,000 in facilities repairs in the 2014-15 school year using dollars received through the E-Rate Technology grant. Current advocacy efforts at the State and Federal levels include advocating for facilities grant dollars to build and renovate space.

### **Developing a Results-Oriented Organization**

EHSD is "data rich but information poor". Our department programs are supported by a variety of complex technologies and systems that gather reams of data – about our customers, about our processes, about our performance. Unfortunately, during the recession EHSD lost much of its capability to access and report some of our data that we should be using to guide our strategic thinking and decision-making. We are struggling to rebuild the lost infrastructure in IT, and to develop and train critical thinking skills in our newer analyst staff.

One of the initiatives that we are pursuing is a partnership with Santa Clara County Social Services Agency to join their data warehouse. It provides detailed information about customers of the public benefits programs as well as child welfare families. EHSD will access our data from the same computer systems and programs using their data architecture. This will allow us to have considerably greater access to data in our systems in ways that enhance our understanding of what is happening to the people we serve. While this is an excellent opportunity, it is also a major challenge and will require significant EHSD resources from IT, Policy & Planning and program staff. We will dedicate these resources and will be prepared to provide enhanced information to stakeholders in the coming year.