



August 18, 2015

Ms. Theresa Speiker
Chief Assistant County Administrator
Contra Costa County Board of Supervisors
Office of the Clerk of the Board
651 Pine Street, Room 106
Martinez, California 94553

Dear Ms. Speiker,

Enclosed please find my application for a position on the Executive Board of the Council on Homelessness, Non-Profit Homeless Service Provider seat. I have also enclosed an abbreviated resume for your information.

I have been the Executive Director of Contra Costa Interfaith Housing (CCIH) for ten years. With the support of many, we have grown CCIH to be a well-respected and important part of the Contra Costa Continuum of Care for homeless and high-risk residents of our county. In 2004, we opened our first program, the Garden Park Apartments where we provided permanent housing and on-site support services for homeless families with special needs, serving approximately 70 people. Today our programs offer housing and/or support services to approximately 950 Contra Costa residents. In that capacity, we have worked closely with the Contra Costa County's Homeless Program. It would be a privilege to serve on the Executive Board of the Council on Homelessness.

Thank you for your assistance with getting this application to the appropriate person and/or the members of the Board of Supervisors.

Best regards,

Louise Bourassa, RN, MS
Executive Director
Contra Costa Interfaith Housing



Contra
Costa
County

RECEIVED
AUG 21 2015
CLERK BOARD OF SUPERVISORS
CONTRA COSTA CO.

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:

Executive Board of the Council on Homelessness

Non-profit Homeless Service Provider

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name: Bourassa Louise Marie
(Last Name) (First Name) (Middle Name)

2. Address: 1136 Laurel Drive Lafayette California 94549
(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. Phones: 925.944.2246 925.285.8694
(Home No.) (Work No.) (Cell No.)

4. Email Address: louise@ccinterfaithhousing.org; louisebourassa@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: Masters Degree

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Cypress College	Registered Nurse	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			AA, RN	1978
B) University of California, San Francisco	Bachelors of Science	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			BSN	1984
C) University of California, San Francisco	Masters Degree in Nursing	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			MS	1986
D) Other schools / training completed: New York University	Course Studied Management for Advanced Clinicians	Hours Completed 2 years - part time	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)</p> <p>From <input type="text"/> To <input type="text"/></p> <p>August 2005 <input type="text"/> present <input type="text"/></p> <p>Total: Yrs. <input type="text"/> Mos. <input type="text"/></p> <p>10 years <input type="text"/></p> <p>Hrs. per week <input type="text"/> 40 <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p>Executive Director</p> <p>Employer's Name and Address</p> <p>Contra Costa Interfaith Housing 399 Taylor Blvd. Suite 115 Pleasant Hill, California 94523</p>	<p>Duties Performed</p> <p>Responsible for overall operations of CCIH.</p>
<p>B) Dates (Month, Day, Year)</p> <p>From <input type="text"/> To <input type="text"/></p> <p>August 1992 <input type="text"/> August 2005 <input type="text"/></p> <p>Total: Yrs. <input type="text"/> Mos. <input type="text"/></p> <p>13 years <input type="text"/></p> <p>Hrs. per week <input type="text"/> 20 <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p>Principal, Louise Bourassa Consulting</p> <p>Employer's Name and Address</p> <p>Louise Bourassa 1136 Laurel Drive Lafayette, California 94549</p>	<p>Duties Performed</p> <p>Provide consultation services to non-profit and government entities related to the development of service programs for homeless people with special needs.</p>
<p>C) Dates (Month, Day, Year)</p> <p>From <input type="text"/> To <input type="text"/></p> <p>Total: Yrs. <input type="text"/> Mos. <input type="text"/></p> <p>Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p>Employer's Name and Address</p>	<p>Duties Performed</p>
<p>D) Dates (Month, Day, Year)</p> <p>From <input type="text"/> To <input type="text"/></p> <p>Total: Yrs. <input type="text"/> Mos. <input type="text"/></p> <p>Hrs. per week <input type="text"/> . 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?

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: *Amber Barason* Date: *8/17/2015*

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.

**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.

LOUISE BOURASSA, RN, MS

SUMMARY OF WORK EXPERIENCE

***Contra Costa Interfaith Housing, Inc.
Lafayette, California***

Executive Director, August 15, 2005 – present

Responsible for overall operations of agency including fiscal management, fundraising, strategic planning and implementation, personnel supervision, program development and evaluation.

Louise Bourassa Consulting Services

Principal, 1993 – 2005

Consulting services specializing in the development, evaluation, and funding of programs and supportive housing for special needs populations, including persons with HIV/AIDS, low-income and homeless populations, and those with substance addiction, mental illness, and other disabilities.

Selected Client List:

- *AIDS Housing of Washington, Seattle, Washington*
- *San Francisco Redevelopment Agency, San Francisco, California*
- *San Francisco Foundation, San Francisco, California*
- *San Francisco Department of Public Health, San Francisco, California*
- *CompassPoint Nonprofit Services, San Francisco, California*
- *ARIS of Santa Clara County, San Jose, California*
- *Community Action Marin, Marin, California*
- *United Indian Nations, Oakland, California*
- *Rubicon Programs, Richmond, California*

Comprehensive AIDS Resource Education Program, St. Mary Medical Center, Long Beach, California

HIV Clinical Specialist: Responsible for AIDS project development, education, and grant writing. Developed Buddy Project of Greater Long Beach, quality assurance program, and consultant to Serra Project of Los Angeles.

August 1990 – January 1993

Beth Israel Medical Center, New York, New York

Nursing Care Coordinator and Clinical Specialist: Opened and supervised in-patient AIDS unit. Responsible for hospital wide staff development, clinical programs, and quality assurance.

September 1986 – May 1990

Nursing Positions

Registered Nursing positions in San Francisco, Long Beach, and Hawaii

June 1978 – September 1986

EDUCATION

New York University, Graduate School of Public Administration,
Advanced Management Program for Clinicians, June 1990

University of California, San Francisco, M.S. Nursing, June 1986

University of California, San Francisco, B.S. Nursing, September 1984

Cypress Community College, California
A.A. Nursing, June 1978



OAKLAND CA 946
THU 20 AUG 2015 AM



Contra Costa Interfaith Housing
399 Taylor Blvd., Suite 115
Pleasant Hill, CA 94523

RECEIVED
AUG 21 2015
CLERK BOARD OF SUPERVISORS
CONTRA COSTA CO.

Ms. Theresa Speiker
Chief Assistant County Administrator
Contra Costa County Board of Supervisors
Office of the Clerk of the Board
651 Pine Street, Room 106
Martinez, CA 94553