



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:

Contra Costa Affordable Housing Finance Commi

Member

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name: Shephard, Tom, Joseph
(Last Name) (First Name) (Middle Name)

2. Address: [Redacted] Moraga, CA 94556
(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. Phones: [Redacted]
(Home No.) (Work No.) (Cell No.)

4. Email Address: [Redacted]

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 BS Business Administration

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) St. Mary's College of California	Business	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			BS	May 1988
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"/>			
Institute of Real Estate Management (IREM)	Certified Property Manager (CPM)					

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> </u> To <u> </u> 3/15/2011 current Total: Yrs. <u> </u> Mos. <u> </u> 2 2 Hrs. per week <u> </u>. Volunteer <input checked="" type="checkbox"/></p>	<p>Title Affordable Housing Finance Committee Employer's Name and Address Contra Costa County</p>	<p>Duties Performed</p>
<p>B) Dates (Month, Day, Year) From <u> </u> To <u> </u> 6/2014 current Total: Yrs. <u> </u> Mos. <u> </u> 1 10 Hrs. per week <u>FT</u>. Volunteer <input type="checkbox"/></p>	<p>Title Owner Employer's Name and Address Tom Shephard, LLC 1637 Del Monte Way Moraga, CA 94556</p>	<p>Duties Performed <input checked="" type="checkbox"/> Consultant responsible for sourcing and executing more than \$55MM in new apartment acquisitions in 2014-5 <input checked="" type="checkbox"/> Conduct extensive apartment market research in various regions of the United States <input checked="" type="checkbox"/> Oversee purchase and sale agreements, due diligence and underwriting <input checked="" type="checkbox"/> Provide ongoing asset management</p>
<p>C) Dates (Month, Day, Year) From <u> </u> To <u> </u> 7/2009 06/2014 Total: Yrs. <u> </u> Mos. <u> </u> 3 10 Hrs. per week <u>FT</u>. Volunteer <input type="checkbox"/></p>	<p>Title Vice President Employer's Name and Address TerraCorp Financial 1043 Stuart Street, Suite 220 Lafayette, CA 94549</p>	<p>Duties Performed <input checked="" type="checkbox"/> Oversee all operations of apartment management company including multi-family and commercial properties, staffing, technology and client relations. <input checked="" type="checkbox"/> Oversight of all affordable property compliance including HUD & Tax Credit.</p>
<p>D) Dates (Month, Day, Year) From <u> </u> To <u> </u> 12/2007 7/2009 Total: Yrs. <u> </u> Mos. <u> </u> 1 7 Hrs. per week <u>FT</u>. Volunteer <input type="checkbox"/></p>	<p>Title Asset Manager Employer's Name and Address Griffis Group of Companies 4699 S Syracuse, Suite 200 Denver, CO 80237</p>	<p>Duties Performed Oversee multifamily property portfolio consisting of approximately 1500 units</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 of Supervisors in Santa Clara County.

Sign Name: 

Date: 3/18/16

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.