



**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:** [Redacted] PH CA 94523
(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. **Phones:** [Redacted] [Redacted] [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 Master of Science

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) CA STATE U Los Angeles	Counseling Educ	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>		90	MS	1973
B) LMU	Sociology	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	100		BA	1970
C) AVCC	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 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>May 2014</u> To <u>present</u></p> <p>Total: Yrs. <u>3</u> Mos. <u></u></p> <p>Hrs. per week <u>2</u> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title</p> <p>Consolidated Planning & Advisory Work</p> <p>Employer's Name and Address</p> <p>Monthly Meetings 2425 Bisso Lane Concord</p>	<p>Duties Performed</p> <p>Participation in Orientation, CPAW Executive Meeting, Aging & Older Adult (AOA) Workgroup Chair/Facilitator of AOA</p>
<p>B) Dates (Month, Day, Year)</p> <p>From <u>Oct 13</u> To <u>Present</u></p> <p>Total: Yrs. <u>4</u> Mos. <u></u></p> <p>Hrs. per week <u>2</u> . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p>Advisory Council On Aging</p> <p>Employer's Name and Address</p> <p>500 Ellinwood, Pleasant Hill</p>	<p>Duties Performed</p> <p>Monthly Council meeting Monthly Health Workgroup</p>
<p>C) Dates (Month, Day, Year)</p> <p>From <u>1978</u> To <u>2011</u></p> <p>Total: Yrs. <u>33</u> Mos. <u></u></p> <p>Hrs. per week <u></u> . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p>Saint Marys College of CA</p> <p>Employer's Name and Address</p> <p>SMC 1928 Saint Mary's Road Moraga, CA</p>	<p>Duties Performed</p> <p>Director of Counseling & Psychological Service Center (CAPS) Admin & Clinical provider of full range of mental health and psychological services, crisis intervention and education to full-time undergraduate Alcohol Awareness & Prevention Consortium for Women's Center President's Diversity Training Workgroups</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>

7. How did you learn about this vacancy?

☐ CCC Homepage ☐ Walk-In ☐ Newspaper Advertisement ☐ District Supervisor ☐ Other ☐ Gail Garret refer by Dr. Leisur

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: Aug 16, 2017

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.