



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 Aviation Advisory Committee

At-Large Position

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name: Dietrich Donna Bernice
(Last Name) (First Name) (Middle Name)

2. Address: [Redacted]
(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 Bachelor of Science in Business Administration, BSBA

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Diablo Valley Junior College, Pleasant Hill, CA	AAA	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	06-1970
B) George Mason University, Fairfax, Virginia	BSBA w/an emphasis in Accounting & Economics	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	06-1977
C) [Redacted]	[Redacted]	Yes No <input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<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"/>			
[Redacted]	[Redacted]	[Redacted]				

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 To</p> <p>07.18.17 Present</p> <p>Total: Yrs. Mos.</p> <p>4</p> <p>Hrs. per week 40 . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p>Community Manager</p> <p>Employer's Name and Address</p> <p>Equity Lifestyle Concord Cascade Mobile Home Park 245 Aria Way Pacheco, CA 94553</p>	<p>Duties Performed</p> <p>Responsible for management, operations and administration of a 283 unit mobile home park, located across from the airport.</p>
<p>B) Dates (Month, Day, Year)</p> <p>From To</p> <p>2.2006 7.2017</p> <p>Total: Yrs. Mos.</p> <p>11 5</p> <p>Hrs. per week 40 . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p>Community Manager</p> <p>Employer's Name and Address</p> <p>Braddock and Logan 4155 Blackhawk Plaza Suite 201 Danville, CA 94506</p>	<p>Duties Performed</p> <p>See Resume</p>
<p>C) Dates (Month, Day, Year)</p> <p>From To</p> <p>6.2004 2.2006</p> <p>Total: Yrs. Mos.</p> <p>1 8</p> <p>Hrs. per week 40 . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p>Assistant Community Manager</p> <p>Employer's Name and Address</p> <p>JMK Investments The Gate Apartments 100 Ellinwood Pleasant Hill, CA</p>	<p>Duties Performed</p> <p>See Resume</p>
<p>D) Dates (Month, Day, Year)</p> <p>From To</p> <p>10.2002 6.2004</p> <p>Total: Yrs. Mos.</p> <p>1 6</p> <p>Hrs. per week 40 . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p>Outside Sales Representative</p> <p>Employer's Name and Address</p> <p>Valley Yellow Pages 1855 Olympic Blvd Walnut Creek, CA 94596</p>	<p>Duties Performed</p> <p>See Resume</p>

7. How did you learn about this vacancy?

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

Daniel Wick

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:

11/15/17

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.

Donna Dietrich

WORK EXPERIENCE

Braddock and Logan Services, Inc., Napa, Concord & Pleasant Hill, CA

Community Manager-Kentwood Apartments, Napa, CA, Aug 2008 - Present

- Responsible for the operations, management, administration and improvements of a 224 residential unit apartment community. Upgraded two-thirds of the units on the property. Liaison between the Owners, staff and residents.
- Trains, coordinates and evaluates the activities of a staff of five; three maintenance and two office staff. Motivates employees to provide exceptional service and performance. Ensure that all company policies and procedures are complied with.
- Utilize YARDI 7S to manage all prospect/resident files. RentCafe is used to process applications, communicate with residents and RentPayment for collection of rent.
- Responsible for the audit of Move-In files to ensure accuracy of required documents. Prepare Statement Of Deposit Accounting after resident move out. Responsible for all rent collection and monitoring of delinquency reports. Actively involved in timely & accurate receipt of rent and minimizing outstanding debt. Ensures resident compliance with lease terms and if necessary handles the evictions for non compliance. Have been successful in representing the community in court during tenant evictions.
- Plan and implement a monthly Resident Retention activity to ensure long term residency. Involved in Out Reach Marketing with major companies in our area and with the local Chamber of Commerce.
- Inspect unit turnovers, grounds, facilities, and equipment routinely to determine necessity of repairs or maintenance. Select vendors, create and administer all purchase orders for the necessary work. Supervised the upgraded of approximately two thirds of the property units.
- Recognition received from upper management regarding my thoroughness and attention to detail in all aspects of my job. Also recognized for my ability to work independently and ensure tasks are completed timely. Have participated on several committees to assist in analyzing and rolling out new company procedures. Excellent verbal and written skills allow me to communicate effectively with residents, staff and other employees within the company.

Community Manager-Lime Ridge Apartments, Concord, CA, Sep 2007 - Aug 2008

- Managed a 70 unit residential apartment community. Supervised one Maintenance Tech that performed all apartment turnovers and apartment maintenance for the residents. Responsible for leasing, rent collection, communication with residents, adherence to budget. Frequently assisted other properties to provide office coverage and assist them with Leasing.

Assistant Manager-Brookside Apartments, Pleasant Hill, CA, Feb 2006 - Aug 2007

- Assisted Manager in operations of 140 unit residential apartment community. Primarily involved in leasing. Interacted with Residents creating work orders for needed maintenance. Received checks for rent and laundry. Created receipt batches and deposited the checks and cash at the bank.

JMK Investments/The Gate Apartments

Assistant Community Manager, Pleasant Hill, CA, Jun 2004 - Feb 2006

- Assisted Manager with the operations of a 112 residential unit property. Primary duties were to prelease any notices before they went vacant. Created purchase orders and scheduled vendors to perform maintenance for the turnovers. Processed vendor invoices to Accounting. Prepared Statement of Deposit Accounting for all residents after move out.

Valley Yellow Pages, Walnut Creek, CA

Outside Sales Representative, Oct 2002 - Jun 2004

- Outside sales rep responsible for cold calling to generate new advertisers for their Yellow Pages advertising. Generally ranked in the top 5% of new business brought in each month. Worked with the customer to create and lay out their advertising based upon the ad size that was sold.

Give Something Back, Oakland, CA

Outside Sales Representative, Jan 2002 - Aug 2004

- Outside sales responsible for selling office, break room, and janitorial supplies as well as office furniture and printing services. Was responsible for increasing sales to the existing customer base and for cold calling to secure new customers for the company for increased growth. Assisted my customers by helping them save time and money on their office products purchases and then worked with them to determine how the company profits were given back to their community organizations.

4-Life/Shaperite, Walnut Creek, CA

Independent Distributor, Jan 1994 - Jan 2004

- Network Marketing of natural herbal products out of Utah. Built a down line organization throughout the US. Responsible for training, motivating and encouraging monthly sales from the distributors. To build the organization and strengthen sales, developed radio advertising for call centers in CA, WA, VA and NY. Was the first single person to achieve Platinum level (highest payout) status in the company.

MCI Telecommunications (1977-1994), Washington DC, Los Angeles & Sherman Oaks, CA

Accountant, Nov 1977 - Dec 1979

- Began as an entry level Accountant preparing monthly billing for their customer base, which at that time, was serving 13 cities.

Senior Accountant, Jan 1982 - Jul 1983

- Promoted to Senior Accountant responsible for monthly preparation of financial documents. Assisted in compiling documentation used by the company in its efforts to fight the Antitrust litigation against AT&T.

Admin and Advantage Manager, Jul 1983 - Sep 1989

- Transferred from the Corporate Office in DC to the Western Regional Office. Responsible for all administrative aspects of the office including supervision of the receptionist. Supervised a staff of three for all purchasing and contract negotiation for the terminal facilities located in Southern California, Arizona and Hawaii. Managed auto-dialer program supervising 15 employees and 20-3rd party installers. My first year saved the company approximately \$1 million in operating expenses. Worked with Regional Director in creating and managing operating budgets for the entire region.

Customer Service Manager, Oct 1989 - Jan 1994

- Supervised a staff of seven responsible for ensuring customer satisfaction with their phone service. As new products or services were rolled out was responsible for selling to the existing customer base.

US Geological Survey, Reston , VA

Procurement and Contracts, Dec 1973 - Oct 1977

EDUCATION

George Mason University, Fairfax, VA

Bachelor of Science in Business Administration, Jun 1977

- Emphasis in both Accounting and Economics.

ADDITIONAL SKILLS

- Proficient in the use of Microsoft Word, Excel, Outlook and YARDI 7S.
- Bachelor of Science Degree in both Accounting and Economics.
- Previous work experience brings strong background in accounting, purchasing, customer service, sales and employee motivation and supervision.
- Great verbal and written communications skills to positively interact with both residents and employees.
- 2016 California Apartment Association "Manager of the Year for a Property with 101 to 250 Units".