

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 Advisory Council on Aging Walnut Creek Representative
PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION PRINT EXACT SEAT NAME (if applicable)

1. Name: O'TOOLE BRIAN ANTHONY
(Last Name) (First Name) (Middle Name)
2. Address: [Redacted]
(No.) (Street) (Apt.) (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 J.D.

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Diablo Valley College	College Prep	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>	60		N/A	
B) UC Davis	Biology/Philosophy	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>		120	B.A.S.	June 1999
C) UC Hastings	Law	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	90		J.D.	May 2007
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> January 1, 2009 - Current</p> <p>Total: <u>Yrs.</u> <u>Mos.</u> 9 years</p> <p>Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p>Title Attorney</p> <hr/> <p>Employer's Name and Address Law Offices of Brian O'Toole 2835 Mitchell Drive, Suite 105 Walnut Creek, CA 94598</p>	<p>Duties Performed</p> <p>Estate Planning - work with families to create wills, trusts, and powers of attorneys to effectively navigate the challenges of growing older.</p> <p>Elder Law: work with individuals and their families to coordinate the legal, financial, and medical issues that arise when long-term skilled nursing care is required.</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 Walnut Creek Nutshell

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: January 23, 2018

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.

Attachment 1

Experience Relevant to Serving on Contra Costa Advisory Council Commission on Aging

Having worked in the fields of Estate Planning and Elder Law for the last 9 years, I have had the unique experience to advise hundreds of families and individuals regarding the challenges that the elderly face and the strategies to address those challenges.

In particular, my legal practice focusses on helping seniors to navigate the variety of services that may be necessary after having suffered a debilitating medical event. These services often include reviewing options for continuing care such as assisted living, in-home care, board and care, memory care, and when necessary, skilled nursing care.

Many of my senior clients live off of a fixed or very limited income. So I additionally work with seniors to be educated about the variety of governmental services that are available to help offset the high cost of simply growing older. These services include the proper use and utilization of programs from Meals-on-Wheels to Long-Term Care Medi-Cal.

The need for comprehensive senior services is only going to grow. Per the 2016 census, Contra Costa County has over 154,000 persons over the age of 65, 109,000 households with one or more person over the age of 65, and over 51,000 disabled persons over the age of 65.

<https://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?src=bkml>

As the baby boomer generation ages and medical advances continue, the need to identify, provide, and implement appropriate senior services is only going to grow. I hope contribute to this effort.

I believe my skillset would be particularly useful as part of the Commission's duty to provide 1) Communication, Education, and Information, and 2) Advocacy on behalf of the county's senior residents.

Thank you,

Brian O'Toole /s/



CITY OF WALNUT CREEK 2018 COMMISSION APPLICATION

For City Use Only:

Voter registration confirmed	___
Date interviewed	___/___/___
Date appointed	___/___/___
Date oath administered	___/___/___

PERSONAL DATA		
NAME BRIAN O'TOOLE	HOME PHONE [REDACTED]	BUSINESS / CELL PHONE [REDACTED]
E-MAIL ADDRESS brian@brianoolelaw.com		
RESIDENCE ADDRESS (STREET CITY STATE ZIP) [REDACTED]		
LENGTH OF RESIDENCE AT ABOVE ADDRESS 1.5 YEARS	LIVE WITHIN CITY LIMITS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO REGISTERED VOTER <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	CITIZEN'S INSTITUTE GRADUATE: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

Commission applications are public documents. Commission seats are unpaid positions.

EMPLOYMENT		
PRESENT EMPLOYER (OR LAST) SELF-EMPLOYED	POSITION / OCCUPATION ATTORNEY	LENGTH OF EMPLOYMENT 9 YRS
IF YOU ARE CURRENTLY SERVING ON A COMMISSION, OR HAVE PREVIOUSLY SERVED ON A PUBLIC BODY, INDICATE THE AGENCY AND EXPLAIN WHAT SIGNIFICANT CONTRIBUTIONS YOU MADE (attach additional sheets as necessary) I have not served on a commission or public body before.		

CONSIDERING YOUR EXPERIENCE AND ACTIVITIES IN BUSINESS, PROFESSIONAL, SOCIAL, OR OTHER ORGANIZATIONS, INDICATE THE EXPERIENCE, TECHNICAL TRAINING, AND/OR SKILLS WHICH QUALIFY YOU TO SERVE ON THE COMMISSION FOR WHICH YOU ARE APPLYING (attach additional sheets as necessary)
See Attached.

APPOINTMENT, SELECTION PROCESS, AND MEETING ATTENDANCE RESPONSIBILITIES

APPOINTMENT PREFERENCE **Please respond to the attached supplemental questionnaire(s) for each commission applied for:**

- ARTS – 1 seat open, 4-year term (must be a registered voter; need not be a Walnut Creek resident)
- DESIGN REVIEW – 2 seats open, 4-year terms (one seat open for a registered architect/registered voter and a second seat open for a resident/registered voter of Walnut Creek)
- PARK, RECREATION & OPEN SPACE – 1 seat open, 4-year term (must be Walnut Creek resident and registered voter)
- PLANNING – 1 seat open, 4-year term (must be Walnut Creek resident and registered voter)
- CONTRA COSTA COUNTY LIBRARY COMMISSION – 1 seat open for an Alternate representative for a term through June 30, 2022 (must be Walnut Creek resident and registered voter). Board of Supervisors must confirm the appointment.
- CONTRA COSTA ADVISORY COUNCIL ON AGING – 1 seat open, 4-year term (must be Walnut Creek resident and registered voter)

Note: No supplemental questionnaire exists for the Contra Costa County Advisory Council on Aging. In addition to the City application, if applying to the Contra Costa County Advisory Council on Aging, a Contra Costa County Boards, Committees, and Commissions Application must also be submitted. Board of Supervisors must confirm the appointment.

CITY COMMISSION / REPRESENTATIVE SELECTION PROCESS AND DATES TO CALENDAR:
The City Council will review the applications at the **February 6, 2018** City Council meeting and select the most qualified applicants to interview. Interviews will be conducted for selected applicants at a Council meeting on the evening of **February 20, 2018**. Following interviews, the Council will appoint the applicant(s) receiving the highest number of votes for each seat. Mandatory new Commissioner orientation will be held on **February 27, 2018** at 5:30 p.m. at City Hall. Newly appointed Commission/Representative terms will begin with the Oath of Office at the City Council meeting on **March 6, 2018**. Note: Dates may be subject to change.

CITY COMMISSION REPRESENTATIVE MEETING ATTENDANCE
See the Commission/Representative's regular meeting schedule attached. Special Commission meetings may be called by the chair if necessary. In addition to time spent attending Commission meetings, Commissioners will spend a considerable amount of time preparing for meetings by reviewing the agenda packet and, when applicable, making site visits. Commissioners are expected to be fully prepared to discuss and take action on agenda items. Prospective Commission applicants should seriously consider the time commitment of serving on a Commission and evaluate their ability to meet that commitment. It is important that all Commission members attend and actively participate in meetings of their Commission. Individuals with heavy business and/or personal commitments may find those commitments preclude effective service on a Commission.

SIGNATURE OF APPLICANT 	DATE SUBMITTED 1/23/18
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An Equal Opportunity Employer. It is the policy of the City of Walnut Creek to not discriminate against qualified employees, applicants or volunteers because of race, color, religion, gender, sexual orientation, marital status, national origin, ancestry, citizenship, age, medical condition, physical or mental disability, or any other basis protected by law. Qualified individuals with a disability will receive reasonable accommodation, as required by the California Family Rights Act (CFRA), and federal laws including the Americans with Disabilities Act and Section 504, during any phase of the selection process, providing such request is made to Human Resources at least five working days in advance.

**Walnut Creek City Commission/Representative
Regular Meeting Schedule:**

Commission	Frequency	Day	Months	Time
Arts	Quarterly	4 th Mondays	January, April, July and October	6:00 p.m.
Design Review	Twice per month	1 st and 3 rd Wednesdays	Every month	7:00 p.m.
Park, Recreation and Open Space	Bi-monthly	1 st Monday	February, April, June, August, October and December	6:00 p.m.
Planning	Twice per month	2 nd and 4 th Thursdays	Every month	7:00 p.m.
Transportation	Bi-monthly	3 rd Thursdays	January, March, May, July, September and November	6:00 p.m.
Advisory Council on Aging	Once per month	3 rd Wednesday	Every month	9:30 a.m.
Contra Costa County Library Commission	Bi-monthly	4 th Thursday	January, March, May, July, September and November	7:00 p.m.
County Connection Advisory Committee	Bi-monthly	2 nd Tuesday	January, March, May, July, September and November	2:00 p.m.
Contra Costa County Mosquito and Vector Control Board	Bi-monthly	2 nd Monday	January, March, May, July, September and November	7:00 p.m.
Iron Horse Corridor Advisory Committee	Quarterly	TBA	February, May, August, November	4:30 p.m.

CONTRA COSTA ADVISORY COUNCIL ON AGING DUTIES

The Contra Costa County Advisory Council on Aging facilitates countywide planning, cooperation and coordination for individuals and groups interested in improving and developing services and opportunities for older residents. The Council provides leadership and advocacy on behalf of older persons and serves as a channel of communication and information on aging issues. The Council, whose members are appointed by the Board of Supervisors, is advisory to the Board and to the Area Agency on Aging.

The Advisory Council is one facet of the Area Agency on Aging or Planning Services Area 7 (PSA 7) in California. There are 33 PSAs in the state. The California Department on Aging in Sacramento administers the Older Americans Act (OAA) throughout the state through the PSAs. Area Agencies on Aging are mandated by the OAA.

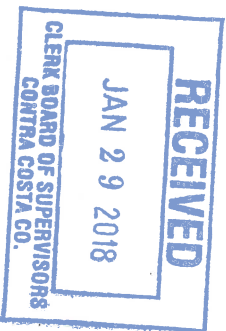
Roles of the Advisory Council on Aging are:

1. Planning and evaluation
2. Communication, Education and Information
3. Advocacy
4. Advisory to the Area Agency on Aging and the Board of Supervisors.

No supplemental questionnaire exists for the Contra Costa County Advisory Council on Aging. In addition to the City application, if applying to the Contra Costa County Advisory Council on Aging, a Contra Costa County Boards, Committees, and Commissions Application must also be submitted.

Law Office of
BRIAN O'TOOLE

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