



Agenda

FAMILY & HUMAN SERVICES COMMITTEE

February 20, 2018

9:00 A.M.

651 Pine Street, Room 101, Martinez

Supervisor Candace Andersen, Chair

Supervisor John Gioia, Vice Chair

Agenda Items:

Items may be taken out of order based on the business of the day
and preference of the Committee

1. Introductions
2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).
3. CONSIDER recommending to the Board of Supervisors the appointments of eleven candidates to the Contra Costa Council on Homelessness as recommended by the Health Services Department.
4. CONSIDER recommending to the Board of Supervisors the appointment of Frances Trant to the Member At-Large 1 seat on the Managed Care Commission, as recommended by the Commission.
5. CONSIDER recommending to the Board of Supervisors the appointment of Jackelynn Campos to the Seat 5 - Mental Health on the Family and Children's Trust Committee as recommended by the Employment and Human Services Department.
6. CONSIDER recommending to the Board of Supervisors the appointment of Melissa Johnson to the Business #13 seat on the Workforce Development Board as recommended by the Employment and Human Services Department.

7. CONSIDER accepting the report from the Employment and Human Services Department on Human Trafficking, Commercially Sexually Exploited Children, and the Family Justice Centers and DIRECT staff to forward the report to the Board of Supervisors for their information. (Devorah Levine, EHSD Assistant Director)
8. The next meeting is currently scheduled for Monday, March 26, 2018 at 10:30 am.
9. Adjourn

The Family & Human Services Committee will provide reasonable accommodations for persons with disabilities planning to attend Family & Human Services Committee meetings. Contact the staff person listed below at least 72 hours before the meeting.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Family & Human Services Committee less than 96 hours prior to that meeting are available for public inspection at 651 Pine Street, 10th floor, during normal business hours.

Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.

For Additional Information
Contact:

Enid Mendoza, Committee Staff
Phone (925) 335-1039, Fax (925) 646-1353
enid.mendoza@cao.cccounty.us



Contra Costa County Board of Supervisors

Subcommittee Report

FAMILY AND HUMAN SERVICES COMMITTEE - Special Meeting

3.

Meeting Date: 02/20/2018
Subject: Appointments to the Contra Costa Council on Homelessness
Submitted For: FAMILY & HUMAN SERVICES COMMITTEE,
Department: County Administrator
Referral No.: N/A
Referral Name: Appointments to Advisory Bodies
Presenter: N/A **Contact:** Enid Mendoza, (925)
335-1039

Referral History:

On December 13, 2011 the Board of Supervisors adopted Resolution No. 2011/497 adopting policy governing appointments to boards, committees, and commissions that are advisory to the Board of Supervisors. Included in this resolution was a requirement that applications for at large/countywide seats be reviewed by the Board of Supervisors sub-committee.

The Council on Homelessness provides a forum for communication and coordination of the County's Strategic Plan to End Homelessness, educate the community on homeless issues, and advocate on federal, state and local policy issues affecting people who are homeless or at-risk of homelessness.

The Council on Homelessness consists of 17 seats representing homeless or formerly homeless persons, community members, educational/vocational services, health care, housing providers, law enforcement, local government, the faith community, and homeless service providers including the Veterans Administration. Each seat has a two-year term expiring in alternating years.

Referral Update:

There are currently six seats filled on the Council, six expired appointments pending reappointment, and five expired appointments pending new appointments. These vacant seats include: Affordable Housing Developer, Behavioral Health Representative, City Government, Consumer/Consumer Advocate, Education and Vocational Services Representative, Emergency Solutions Grants Representative, Homeless Service Provider, Public Safety Representative #1, Public Safety Representative #2, Reentry Services Representative, and Veterans Administration Representative. The current membership is as follows:

Seat Title	Term Expiration Date	Current Incumbent	Incumbent Supervisor District	No. of Meetings Attended Since Appointment Date	Total No. of Meetings Held Since Appointment	Total No. of Absences Allowable* in Bylaws
Affordable Housing Developer	Expired	VACANT				2

Behavioral Health Representative	Expired	VACANT				2
City Government Seat	Expired	VACANT				2
CoC/EST Program Grantee	12/31/2018	John Eckstrom	II	7	9	2
Community Member Seat	12/31/2018	Cecelia McCloy	II	9	9	2
Consumer/Consumer Advocate	Expired	VACANT				2
Educational and Vocational Services Representative	Expired	VACANT				2
Emergency Solutions Grants Representative	Expired	VACANT				2
Employment and Human Services	12/31/2018	Anne Struthers	II	7	9	2
Faith Community Representative	12/31/2018	Doug Leich	II	18	18	2
Health Care Representative	12/31/2018	John Barclay	IV	8	9	2
Homeless Service Provider	Expired	VACANT				2
Public Housing Authority	12/31/2018	Joseph Villarreal	IV	11	18	2
Public Safety Representative #1	Expired	VACANT				2
Public Safety Representative #2	12/31/2019	VACANT				2
Reentry Services Representative	11/08/2019	VACANT				2
Veterans Services Representative	Expired	VACANT				2

Recommendation(s)/Next Step(s):

RECOMMEND to the Board of Supervisors the appointments of the following candidates to the Contra Costa Council on Homelessness:

Seat Title	Term Expiration Date	Appointee	Status
Affordable Housing Director	12/31/2020	Dan Sawislak	Reappointment
Behavioral Health Representative	12/31/2020	Miguel Hidalgo-Barnes	Reappointment
City Government Seat	12/31/2020	Teri House	Reappointment
Consumer/Consumer Advocate	12/31/2020	Candace Collier	New Appointment
Education and Vocational Services Representative	12/31/2020	Alejandra Chamberlain	Reappointment
Emergency Solutions Grants Representative	12/31/2020	Gabriel Lemus	Reappointment
Homeless Service Provider	12/31/2020	Deanne Pearn	New Appointment
Public Safety Representative #1	12/31/2020	Manjit Sappal	New Appointment
Public Safety Representative #2	12/31/2019	Bradley Lindblom	New Appointment
Reentry Services Representative	11/08/2019	Patrice Guillory	New Appointment
Veterans Administration Representative	12/31/2020	Tracy Pullar	Reappointment

Fiscal Impact (if any):

There is no fiscal impact.

Attachments

Memo Recommending Appointments

Candidate Applications



Date: February 2, 2018
To: Family and Human Services Committee
Supervisor John Gioia, District I, Chair
Supervisor Candace Anderson, District II, Co-Chair
From: Lavonna Martin, Director, Health, Housing and Homeless Services Division
CC: Anna Roth, RN, MS, MPH Health Services Director
Subject: Vacant Council on Homelessness Seat Membership Recommendations

The Director of Health, Housing and Homeless Services, Lavonna Martin, respectfully requests that the Family and Human Services Committee accepts the recommendation to appoint eleven (11) individuals for open seats on the Contra Costa Council on Homelessness (aka the Homelessness Advisory Board).

PURPOSE OF COUNCIL ON HOMELESSNESS

The Contra Costa Continuum of Care is governed by the Contra Costa Council on Homelessness (hereinafter referred to as the Council). The Council is appointed by the Contra Costa County Board of Supervisors to assist and provide guidance in the development and implementation of long-range planning and policy formulation of homeless issues in Contra Costa County.

The Contra Costa Council on Homelessness provides a forum for communication and coordination of the County's Strategic Plan to End Homelessness, educate the community on homeless issues, and advocate on federal, state and local policy issues affecting people who are homeless or at-risk of homelessness.

Governance

The Council on Homelessness is appointed by the Board of Supervisors and consists of 17 seats representing homeless or formerly homeless persons, community members, educational/vocational services, health care, housing providers, law enforcement, local government, the faith community, and homeless service providers including the Veterans Administration. All Council members reside in or are employed in Contra Costa County, demonstrate a professional interest in or personal commitment to addressing and alleviating the impact of homelessness, and be able to contribute unique expertise, opinions and viewpoints on homeless issues. Candidates will serve two-year terms.

SUMMARY OF RECRUITMENT EFFORTS/NOMINEES FOR MEMBERSHIP

The Council on Homelessness continues to make every effort to fill its vacant seats. These efforts include sending a targeted email solicitation via the Continuum of Care mailing list (800+ contacts that include each Supervisor's office), announcing vacancies at public Council on Homelessness meetings and posting information about the vacancies and application materials on the Council on Homelessness website.



Following a close review of applications and interviews with the candidates by a nominating committee, the Council on Homelessness recommends appointing the following eleven (11) nominees:

1. Affordable Housing Developer

Dan Sawislak
Executive Director
Resources for Community Development
Berkeley, CA

2. Behavioral Health Representative

Miguel Hidalgo-Barnes
Program Manager/Psychologist
Portia Bell Hume Center
Concord, CA

3. City Government Seat

Teri House
CDBG Consultant
City of Antioch
Antioch, CA

4. Consumer/Consumer Advocate

Candace Collier
Mental Health Community Support Worker/CCBHS
Contra Costa County Health Services
Antioch, CA

5. Education and Vocational Services Representative

Alejandra Chamberlain
Youth Development Services Manager/Program Manager
Contra Costa County Office of Education
Pleasant Hill, CA

6. Emergency Solutions Grants Representative

Gabriel Lemus
Principal Planner
Contra Costa County
Martinez, CA

7. Homeless Service Provider

Deanne Pearn
Executive Director/Social Service Executive
Contra Costa Interfaith Housing
Moraga, CA



8. Public Safety Representative #1

Manjit Sappal
Police Chief
Martinez Police Department
Martinez, CA

9. Public Safety Representative #2

Bradley Lindblom
Priority Oriented Policing Sergeant
City of San Pablo
San Pablo, CA

10. Reentry Services Representative

Patrice Guillory
Reentry Network Manager
HealthRIGHT 360
Antioch, CA

11. Veterans Administration Representative

Tracy Pullar
Homeless Program Manager
VA Northern California Health Care
Martinez, CA

The candidates have expressed a sincere interest in serving on the Council and are dedicated to fulfilling the mission and goals as outlines in the Council on Homelessness by-laws.

Based on the above information, the Director of Health, Housing and Homeless Services Division, on behalf of the Council on Homelessness respectfully recommends that the FHS Committee appoint the above listed people to the Council on Homelessness.



Application Form

Profile

Which Boards would you like to apply for?

Contra Costa Council on Homelessness: Submitted

Seat Name (if applicable)

This application is used for all boards and commissions

Alejandra

First Name

Chamberlain

Last Name

Middle Initial

Email Address

Home Address

Suite or Apt

Pleasant Hill

City

CA

State

94523

Postal Code

Primary Phone

Contra Costa County Office of
Education

Employer

Youth Development Services
Manager

Job Title

Program Manager

Occupation

Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

☒ Yes ☐ No

Is a member of your family (or step-family) employed by Contra Costa Co.?

☐ Yes ☒ No

Education History

Select the highest level of education you have received:

☒ Other

MS

If "Other" was Selected Give Highest Grade or
Educational Level Achieved

College/ University A

California State University,
Sacramento

Name of College Attended

Counseling

Course of Study / Major

Units Completed

Type of Units Completed

☒ Semester

Degree Awarded?

☒ Yes ☐ No

Master of Science

Degree Type

2009

Date Degree Awarded

College/ University B

California State University,
Sacramento

Name of College Attended

Child Development

Course of Study / Major

Units Completed

Type of Units Completed

Degree Awarded?

☒ Yes ☐ No

Bachelor of Arts

Degree Type

2006

Date Degree Awarded

College/ University C

Name of College Attended

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

☐ Yes ☐ No

Degree Type

Date Degree Awarded

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

☐ Yes ☐ No

Work History

Please provide information on your last three positions, including your current one if you are working.

1st (Most Recent)

6/2014-Present

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

Youth Development Services
Manager

Position Title

Employer's Name and Address

Contra Costa County Office of Education 77 Santa Barbara Road Pleasant Hill Ca 94523

Duties Performed

•Manage, plan, organize, control and direct Youth Development Services operations and activities including educational and vocational training programs and services to enhance learning, achievement and educational outcomes among identified high-risk students (Foster youth, homeless youth and youth on probation). •Coordinate and direct communications, information, personnel and budgets to meet student needs and assure smooth and efficient programs and services. •Coordinate homeless and foster youth quarterly meetings with the 18 district in the county.

2nd

1/2013-06/2014

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

Youth Services Program
Coordinator

Position Title

Employer's Name and Address

City of San Pablo 13831 San Pablo Avenue San Pablo, CA 94806

Duties Performed

• Plan, organize, and direct City of San Pablo Youth Services operations and activities: educational and vocational training programs and services to enhance learning, achievement and educational outcomes among high-risk youth such as foster and homeless youth. • Manage the Team For Youth (TFY) grant funded programs; includes maintaining related time lines to assure related activities comply with established standards, requirements, policies and procedures.

3rd

11/2010-01/2013

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

Youth Development Services
Specialist

Position Title

Employer's Name and Address

Contra Costa County Office of Education 77 Santa Barbara Road Pleasant Hill Ca 94523

Duties Performed

- Assisted with planning and implementation of youth services: academic and career counseling-related programs and events for high-risk and at-risk youth such as WIA, foster and homeless youth.
 - Coordinated youth services information between teachers, administrators, staff, outside agencies, students, parents, community resources, educational institutions, and others to establish and maintain partnerships to facilitate and enhance support and services for at-risk youth.
-

Final Questions

How did you learn about this vacancy?

☒ Other

Jaime

If "Other" was selected please explain

. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

☒ Yes ☐ No

If Yes, please identify the nature of the relationship:

Contracts to provide services for foster youth through EHSD and services for WIOA through the WDB.

Application Form

Profile

Which Boards would you like to apply for?

Contra Costa Council on Homelessness: Submitted

Consumer

Seat Name (if applicable)

This application is used for all boards and commissions

Candace

First Name

C

Middle Initial

Collier

Last Name

Email Address

Home Address

Suite or Apt

Antioch

City

CA

State

94509

Postal Code

Primary Phone

Contra Costa County health services

Employer

Mental Health Community Support Worker

Job Title

CCBHS

Occupation

Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

☐ Yes ☒ No

Is a member of your family (or step-family) employed by Contra Costa Co.?

☐ Yes ☒ No

Education History

Select the highest level of education you have received:

☒ High School Diploma

If "Other" was Selected Give Highest Grade or Educational Level Achieved

College/ University A

Contra Costa College

Name of College Attended

Psychology

Course of Study / Major

73

Units Completed

Type of Units Completed

☒ Semester

Degree Awarded?

☐ Yes ☒ No

Degree Type

Date Degree Awarded

College/ University B

Name of College Attended

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

☐ Yes ☐ No

Degree Type

Date Degree Awarded

College/ University C

Name of College Attended

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

☐ Yes ☐ No

Degree Type

Date Degree Awarded

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

☐ Yes ☐ No

Work History

Please provide information on your last three positions, including your current one if you are working.

1st (Most Recent)

08/08/2016-present

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

Mental health community support
worker

Position Title

Employer's Name and Address

Office for consumer empowerment 1330 Arnold Dr Martinez, ca

Duties Performed

Peer support, facilitate meetings, transportation peer support. I also help my peers share their lived recovery story. Use my lived experience to help my peers overcome their obstacles.

2nd

Dates (Month, Day, Year) From - To

Hours per Week Worked?

Volunteer Work?

☐ Yes ☐ No

Position Title

Employer's Name and Address

Duties Performed

3rd

Dates (Month, Day, Year) From - To

Hours per Week Worked?

Volunteer Work?

☐ Yes ☐ No

Position Title

Employer's Name and Address

Duties Performed

Final Questions

How did you learn about this vacancy?

☒ Other

Jamie Jennett

If "Other" was selected please explain

. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

☒ Yes ☐ No

If Yes, please identify the nature of the relationship:

I am employed with the county

Application Form

Profile

Which Boards would you like to apply for?

Contra Costa Council on Homelessness: Submitted

Reentry Services

Seat Name (if applicable)

This application is used for all boards and commissions

Patrice

First Name

Guillory

Last Name

Middle Initial

[REDACTED]
Email Address

[REDACTED]
Home Address

Suite or Apt

Antioch

City

CA

State

94531

Postal Code

[REDACTED]
Primary Phone

HealthRIGHT 360

Employer

Reentry Network Manager

Job Title

Occupation

Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

☐ Yes ☒ No

Is a member of your family (or step-family) employed by Contra Costa Co.?

☐ Yes ☒ No

Education History

Select the highest level of education you have received:

☒ Other

Some Graduate School

If "Other" was Selected Give Highest Grade or
Educational Level Achieved

College/ University A

Northwestern University

Name of College Attended

Public Policy & Administration

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

☐ Yes ☒ No

M.A.

Degree Type

Date Degree Awarded

College/ University B

Spelman College

Name of College Attended

Comparative Women's Studies

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

☒ Yes ☐ No

B.A.

Degree Type

Date Degree Awarded

College/ University C

Name of College Attended

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

☐ Yes ☐ No

Degree Type

Date Degree Awarded

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

☐ Yes ☐ No

Work History

Please provide information on your last three positions, including your current one if you are working.

1st (Most Recent)

11/1/2016 - Present

Dates (Month, Day, Year) From - To

40 hrs

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

Network Manager

Position Title

Employer's Name and Address

HealthRIGHT 360 - 5119 Lone Tree Way, Antioch, CA 94531

Duties Performed

• Provide oversight and manage day to day operations of the Reentry Network collaborative system including managing project budget, assessing reentry service quality and efficiency, and monitoring system and client outcomes. • Supervise a dedicated direct service and administrative support staff, and successfully manage contract deliverables resulting in multi-year renewal. • In partnership with Contra Costa Behavioral Health and the City of Antioch's Police Department, received a \$6 million three-year grant from the California Board of State and Community Corrections' Prop 47 funds to implement a local criminal justice diversion pilot for arrestees with a history of mental illness or substance use disorder. - Provide continuous quality improvement through system-wide and interagency training and capacity building opportunities.

2nd

August 2015 - September 2016

Dates (Month, Day, Year) From - To

40 hrs.

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

Field Operations Coordinator,
Central-East Reentry Network

Position Title

Employer's Name and Address

Contra Costa County (Independent Contractor) 651 Pine St. 10th Floor, Martinez CA

Duties Performed

• Managed direct service coordination and communications between contracted service providers as they offer reentry services in Antioch and far East Contra Costa County with a specific emphasis on clients with low-level, drug-related felonies. • Develop local mentoring and community-responsive programs to enhance service navigation as a support mechanism for jail-to-community transitions into the far East Contra Costa region. • Worked collaboratively with County agencies, the County Reentry Coordinator, the County Administrator's Office, local CBOs and FBOs, and local law enforcement agencies to implement the County adopted Plan for an East & Central County Networked System of Services for Returning Citizens

3rd

April 2015 - August 2015

Dates (Month, Day, Year) From - To

40 hrs

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

Program Manager

Position Title

Employer's Name and Address

CCHS - Community Wellness & Prevention Programs 597 Center Avenue - Suite 125 Martinez, CA 94553

Duties Performed

• Managed strategic planning process of emerging local community health project that promote chronic disease prevention, healthy built environment, and reducing health inequities in east Contra Costa County. • Managed a multi-sectoral collaborative in partnership with healthcare providers, social service agencies, business leaders, FBOs and CBOs, elected officials and public sector agencies to implement the Healthy and Livable Pittsburg Action Plan. • Oversaw program budget, grant management duties, and provide technical assistance to local CBOs.

Final Questions

How did you learn about this vacancy?

☒ Other

CCP-CAB Meeting Announcement

If "Other" was selected please explain

. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

☒ Yes ☐ No

If Yes, please identify the nature of the relationship:

Employer has contracts with CCC Office of Reentry & Justice and CCHS-Behavioral Health Division.

Application Form

Profile

Which Boards would you like to apply for?

Contra Costa Council on Homelessness: Submitted

Behavioral Health

Seat Name (if applicable)

This application is used for all boards and commissions

Miguel

First Name

K

Middle Initial

Hidalgo-Barnes

Last Name

Email Address

Home Address

Suite or Apt

Richmond

City

CA

State

94806

Postal Code

Primary Phone

Hume Center

Employer

Program Manager

Job Title

Psychologist

Occupation

Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

☐ Yes ☒ No

Is a member of your family (or step-family) employed by Contra Costa Co.?

☐ Yes ☒ No

Education History

Select the highest level of education you have received:

☒ Other

Doctorate

If "Other" was Selected Give Highest Grade or
Educational Level Achieved

College/ University A

UCSC

Name of College Attended

Psychology

Course of Study / Major

Enough

Units Completed

Type of Units Completed

☒ Semester

Degree Awarded?

☒ Yes ☐ No

BA

Degree Type

2003

Date Degree Awarded

College/ University B

Pacific University

Name of College Attended

Clinical Psychology

Course of Study / Major

Enough

Units Completed

Type of Units Completed

☒ Quarter

Degree Awarded?

☒ Yes ☐ No

PsyD

Degree Type

9/31/2010

Date Degree Awarded

College/ University C

Miguel

Name of College Attended

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

☐ Yes ☐ No

Degree Type

Date Degree Awarded

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

☐ Yes ☐ No

Work History

Please provide information on your last three positions, including your current one if you are working.

1st (Most Recent)

10/2009-Current

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

Program Manager

Position Title

Employer's Name and Address

Portia Bell Hume Center 3095 Richmond PkWy #201

Duties Performed

Psychologist

2nd

Dates (Month, Day, Year) From - To

Hours per Week Worked?

Volunteer Work?

☐ Yes ☐ No

Position Title

Employer's Name and Address

Duties Performed

3rd

Dates (Month, Day, Year) From - To

Hours per Week Worked?

Volunteer Work?

☐ Yes ☐ No

Position Title

Employer's Name and Address

Duties Performed

Final Questions

How did you learn about this vacancy?

☒ Other

Sitting Member

If "Other" was selected please explain

. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

☒ Yes ☐ No

If Yes, please identify the nature of the relationship:

Hume Center has county grants and I work there.

Application Form

Profile

Which Boards would you like to apply for?

Contra Costa Council on Homelessness: Submitted

Emergency Solutions Grant Seat

Seat Name (if applicable)

This application is used for all boards and commissions

Gabriel

First Name

Lemus

Last Name

Middle Initial

Email Address

Home Address

Suite or Apt

Martinez

City

CA

State

94553

Postal Code

Primary Phone

Contra Costa County

Employer

Principal Planner

Job Title

Occupation

Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

☐ Yes ☒ No

Is a member of your family (or step-family) employed by Contra Costa Co.?

☐ Yes ☒ No

Education History

Select the highest level of education you have received:

☒ Other

Master's Degree

If "Other" was Selected Give Highest Grade or
Educational Level Achieved

College/ University A

Gabriel Lemus

Name of College Attended

History and Chicana/o Studies

Course of Study / Major

Units Completed

Type of Units Completed

☒ Quarter

Degree Awarded?

☒ Yes ☐ No

B.A.

Degree Type

6/2000

Date Degree Awarded

College/ University B

Cornell University

Name of College Attended

City and Regional Planning

Course of Study / Major

Units Completed

Type of Units Completed

Degree Awarded?

☒ Yes ☐ No

Master's in Regional Planning

Degree Type

8/2002

Date Degree Awarded

College/ University C

Name of College Attended

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

☐ Yes ☐ No

Degree Type

Date Degree Awarded

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

☐ Yes ☐ No

Work History

Please provide information on your last three positions, including your current one if you are working.

1st (Most Recent)

12/2/2002 - Present

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

Principal Planner

Position Title

Employer's Name and Address

Contra Costa County, 30 Muir Road, Martinez CA

Duties Performed

Principal Planner: Primary administrator of various community development federal programs (CDBG and ESG Programs) for Contra Costa County

2nd

Dates (Month, Day, Year) From - To

Hours per Week Worked?

Volunteer Work?

☐ Yes ☐ No

Position Title

Employer's Name and Address

Duties Performed

3rd

Dates (Month, Day, Year) From - To

Hours per Week Worked?

Volunteer Work?

☐ Yes ☐ No

Position Title

Employer's Name and Address

Duties Performed

Final Questions

How did you learn about this vacancy?

☒ Contra Costa County Homepage

If "Other" was selected please explain

. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Application Form

Profile

Which Boards would you like to apply for?

Contra Costa Council on Homelessness: Submitted

Law Enforcement representative

Seat Name (if applicable)

This application is used for all boards and commissions

Bradley

First Name

R

Middle Initial

Lindblom

Last Name

[REDACTED]

Email Address

[REDACTED]

Home Address

Suite or Apt

San Pablo

City

CA

State

94806

Postal Code

[REDACTED]

Primary Phone

City of San Pablo

Employer

Priority Oriented Policing
Sergeatn

Job Title

Police Sergeant for San Pablo
Police Department

Occupation

Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

☐ Yes ☒ No

Is a member of your family (or step-family) employed by Contra Costa Co.?

☐ Yes ☒ No

Education History

Select the highest level of education you have received:

☒ Other

Masters Degree

If "Other" was Selected Give Highest Grade or
Educational Level Achieved

College/ University A

California State Univ Chico

Name of College Attended

Public Administration

Course of Study / Major

Bachelors Degree

Units Completed

Type of Units Completed

☒ Semester

Degree Awarded?

☒ Yes ☐ No

Bachleor Degree

Degree Type

May 2003

Date Degree Awarded

College/ University B

University of Phoenix

Name of College Attended

Criminal Justice

Course of Study / Major

Masters Degree

Units Completed

Type of Units Completed

☒ Quarter

Degree Awarded?

☒ Yes ☐ No

Masters Degree

Degree Type

November 2010

Date Degree Awarded

College/ University C

Name of College Attended

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

☐ Yes ☐ No

Degree Type

Date Degree Awarded

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

☐ Yes ☐ No

Work History

Please provide information on your last three positions, including your current one if you are working.

1st (Most Recent)

5/1/2003-present

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

Police Sergeant

Position Title

Employer's Name and Address

City of San Pablo (Police Department) 13880 San Pablo Avenue. San Pablo CA, 94806

Duties Performed

I currently supervise our Priority Oriented Policing Unit which is comprised of three separate units to include: Gang Unit, School Resource Officers and Code Enforcement. My duties supervising the Code Enforcement Unit address our homeless population with regard to care and cleanup.

2nd

Dates (Month, Day, Year) From - To

Hours per Week Worked?

Volunteer Work?

☐ Yes ☐ No

Position Title

Employer's Name and Address

Duties Performed

3rd

Dates (Month, Day, Year) From - To

Hours per Week Worked?

Volunteer Work?

☐ Yes ☐ No

Position Title

Employer's Name and Address

Duties Performed

Final Questions

How did you learn about this vacancy?

☒ Other

If "Other" was selected please explain

. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

☒ Yes ☐ No

If Yes, please identify the nature of the relationship:

I oversee our AVAP (abandoned vehicle abatement program) which is economically funded through the County AVAP authority.

Application Form

Profile

Which Boards would you like to apply for?

Contra Costa Council on Homelessness: Submitted

Homeless Service Provider

Seat Name (if applicable)

This application is used for all boards and commissions

Deanne

First Name

M

Middle Initial

Pearn

Last Name

Email Address

Home Address

Suite or Apt

Moraga

City

CA

State

94556

Postal Code

Primary Phone

Contra Costa Interfaith Housing

Employer

Executive Director

Job Title

Social Service Executive

Occupation

Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

☒ Yes ☐ No

Is a member of your family (or step-family) employed by Contra Costa Co.?

☐ Yes ☒ No

Education History

Select the highest level of education you have received:

☒ Other

Masters in Public Policy

If "Other" was Selected Give Highest Grade or
Educational Level Achieved

College/ University A

Stanford University

Name of College Attended

Human Biology

Course of Study / Major

180

Units Completed

Type of Units Completed

☒ Quarter

Degree Awarded?

☒ Yes ☐ No

BA

Degree Type

June 1993

Date Degree Awarded

College/ University B

University of California at Berkeley

Name of College Attended

Masters in Public Policy

Course of Study / Major

60

Units Completed

Type of Units Completed

Degree Awarded?

☒ Yes ☐ No

Masters in Public Policy (MPP)

Degree Type

June 1998

Date Degree Awarded

College/ University C

Name of College Attended

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

☐ Yes ☐ No

Degree Type

Date Degree Awarded

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

☐ Yes ☐ No

Work History

Please provide information on your last three positions, including your current one if you are working.

1st (Most Recent)

4/15/2017-Present

Dates (Month, Day, Year) From - To

Full time

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

Executive Director

Position Title

Employer's Name and Address

CCIH 399 Taylor Blvd. #115 Pleasant Hill, CA 94523

Duties Performed

Oversee all aspects of agency performance, including governance, fundraising, contract management, program operations, agency operations, personnel

2nd

June 1998- April 2017

Dates (Month, Day, Year) From - To

Full time

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

Co-Founder, VP Policy

Position Title

Employer's Name and Address

First Place for Youth 426 17th Street, #100 Oakland, CA 94612

Duties Performed

Serve as member of executive team. Shape strategy and direction for agency. Oversee government relations and policy agenda for agency

3rd

Dates (Month, Day, Year) From - To

Hours per Week Worked?

Volunteer Work?

☐ Yes ☐ No

Position Title

Employer's Name and Address

Duties Performed

Final Questions

How did you learn about this vacancy?

☒ Other

Attending COH meetings as a
community member

If "Other" was selected please explain

. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

☒ Yes ☐ No

If Yes, please identify the nature of the relationship:

Contra Costa Interfaith Housing is a private, non-profit community based agency providing permanent housing and vital support services to the county's most vulnerable families and individuals. CCIH has a number of contracts with the County to pay for housing and services for residents.



CLERK OF THE BOARD OF SUPERVISORS
CONTRA COSTA CO.
Office Use Only
Date Received:

RECEIVED

MAY 10 2017

Print Form

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:

Council on Homelessness Executive Board

Health Care Representative

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name:	Cascio	Tracy	
	(Last Name)	(First Name)	(Middle Name)
2. Address:		Martinez	CA 94553
	(No.)	(Street)	(Apt.) (City) (State) (Zip Code)
3. Phones:			
	(Home No.)	(Work No.)	(Cell No.)
4. Email Address:			

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 Graduate School

	Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
				Semester	Quarter		
A)	Western Washington Univ.	Psychology	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>		64	BA	1986
B)	UC Berkeley, School of SW	MSW	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	6		MSW	1991
C)			Yes No <input type="checkbox"/> <input type="checkbox"/>				
D)	Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			

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 <input type="text"/> To <input type="text"/></p> <p><input type="text"/> 2/05 <input type="text"/> Present</p> <p>Total: Yrs. <input type="text"/> Mos. <input type="text"/></p> <p><input type="text"/> 10 <input type="text"/> 7</p> <p>Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p>Homeless Program Manager</p> <p>Employer's Name and Address</p> <p>VA Northern California Health Care 150 Muir Road Martinez, CA 94553</p>	<p>Duties Performed</p> <p>Supervise staff and manage a continuum of services for homeless Veterans in the region of NCHCS, including permanent supportive housing, contracted emergency and transitional housing, justice outreach and employment services. Team size is 73 staff, 1340 units of permanent housing, 221 transitional, 121 emergency.</p>
<p>B) Dates (Month, Day, Year)</p> <p>From <input type="text"/> To <input type="text"/></p> <p><input type="text"/> 9/91 <input type="text"/> 2/05</p> <p>Total: Yrs. <input type="text"/> Mos. <input type="text"/></p> <p><input type="text"/> 13 <input type="text"/> 5</p> <p>Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p>Homeless Program Coordinator</p> <p>Employer's Name and Address</p> <p>San Francisco VA 401 3rd St. San Francisco, CA 94103</p>	<p>Duties Performed</p> <p>Supervised a team of social workers and operated a continuum of services for Veterans in the SF Bay area. Team size was 10, number of transitional and emergency beds totaled 50.</p>
<p>C) Dates (Month, Day, Year)</p> <p>From <input type="text"/> To <input type="text"/></p> <p><input type="text"/> <input type="text"/></p> <p>Total: Yrs. <input type="text"/> Mos. <input type="text"/></p> <p><input type="text"/> <input type="text"/></p> <p>Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p><input type="text"/></p> <p>Employer's Name and Address</p> <p><input type="text"/></p>	<p>Duties Performed</p> <p><input type="text"/></p>
<p>D) Dates (Month, Day, Year)</p> <p>From <input type="text"/> To <input type="text"/></p> <p><input type="text"/> <input type="text"/></p> <p>Total: Yrs. <input type="text"/> Mos. <input type="text"/></p> <p><input type="text"/> <input type="text"/></p> <p>Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p><input type="text"/></p> <p>Employer's Name and Address</p> <p><input type="text"/></p>	<p>Duties Performed</p> <p><input type="text"/></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: Contract with CCC for emergency beds.

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: [REDACTED]

Date: 10/7/15

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.

THIS FORM IS A PUBLIC DOCUMENT

Application Form

Profile

Which Boards would you like to apply for?

Contra Costa Council on Homelessness: Submitted

Public Safety

Seat Name (if applicable)

This application is used for all boards and commissions

Manjit

First Name

Sappal

Last Name

Middle Initial

[REDACTED]
Email Address

[REDACTED]
Home Address

Suite or Apt

Martinez

City

CA

State

94553

Postal Code

[REDACTED]
Primary Phone

Martinez Police Department

Employer

Police Chief

Job Title

Police

Occupation

Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

☐ Yes ☒ No

Is a member of your family (or step-family) employed by Contra Costa Co.?

☐ Yes ☒ No

Education History

Select the highest level of education you have received:

☒ Other

Masters Public Administration

If "Other" was Selected Give Highest Grade or
Educational Level Achieved

College/ University A

Golden Gate University

Name of College Attended

Public Administration

Course of Study / Major

36

Units Completed

Type of Units Completed

☒ Semester

Degree Awarded?

☒ Yes ☐ No

Masters Public Administration

Degree Type

April 26, 2014

Date Degree Awarded

College/ University B

University of Phoenix

Name of College Attended

Business Administration

Course of Study / Major

57

Units Completed

Type of Units Completed

Degree Awarded?

☒ Yes ☐ No

Business Administration

Degree Type

2003

Date Degree Awarded

College/ University C

San Francisco State University

Name of College Attended

Biology

Course of Study / Major

39

Units Completed

Type of Units Completed

☒ Semester

Degree Awarded?

☐ Yes ☒ No

Degree Type

Date Degree Awarded

Other schools / training completed:

FBI National Academy

Course Studied

400
Hours Completed

Certificate Awarded?

☒ Yes ☐ No

Work History

Please provide information on your last three positions, including your current one if you are working.

1st (Most Recent)

8/31/2015 to current
Dates (Month, Day, Year) From - To

60
Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

Police Chief
Position Title

Employer's Name and Address

City of Martinez Police Department 525 Henrietta Street Martinez, CA 94549

Duties Performed

Lead and manage the Martinez Police Department with a focus on providing public safety services to the community. Focus on policy implementation, problem solving, and collaboration with the community as well as other agencies and entities.

2nd

7/23/1997 to 8/28/2015
Dates (Month, Day, Year) From - To

50

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

Police Captain

Position Title

Employer's Name and Address

City of Richmond Police Department 1701 Regatta Boulevard Richmond, CA 94804

Duties Performed

Began as a police officer and worked numerous assignments to include: METRO, NITRO, Intelligence, Homicide Detective, SWAT, Mobile Field Force, Firearms Instructor, Patrol Sergeant, Crime Analysis and COMPSTAT Manager, Patrol Lieutenant, Internal Affairs Commander, and District Captain that oversaw policing services for two different geographical areas during my tenure.

3rd

7/1995 to 6/1997

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

Police Officer

Position Title

Employer's Name and Address

City of Pittsburg Police Department 65 Civic Avenue Pittsburg, CA 94565

Duties Performed

Patrol officer and School Resource Officer

Final Questions

How did you learn about this vacancy?

☒ Other

Email from Jaime Jenett

If "Other" was selected please explain

. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

☒ Yes ☐ No

If Yes, please identify the nature of the relationship:

The City of Martinez has a contract with the Contra Costa County Division of Health, Housing, and Homeless Services as well as with the Pleasant Hill Police Department for CORE Team services for the homeless population.

Application Form

Profile

Which Boards would you like to apply for?

Contra Costa Council on Homelessness: Submitted

Affordable Housing Developer

Seat Name (if applicable)

This application is used for all boards and commissions

Daniel

First Name

Sawislak

Last Name

Middle Initial

Email Address

Home Address

Suite or Apt

Berkeley

City

CA

State

94703

Postal Code

Primary Phone

Resources for Community Development

Employer

Housing Developer

Job Title

Housing Developer/Operator

Occupation

Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

☐ Yes ☒ No

Is a member of your family (or step-family) employed by Contra Costa Co.?

☐ Yes ☒ No

Education History

Select the highest level of education you have received:

☒ High School Diploma

If "Other" was Selected Give Highest Grade or
Educational Level Achieved

College/ University A

Daniel Sawislak

Name of College Attended

Urban and Regional Planning

Course of Study / Major

Units Completed

Type of Units Completed

☒ Semester

Degree Awarded?

☒ Yes ☐ No

Bachelor's

Degree Type

May 1983

Date Degree Awarded

College/ University B

University of California, Berkeley

Name of College Attended

City and Regional Planning

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

☒ Yes ☐ No

Master's

Degree Type

1988

Date Degree Awarded

College/ University C

Name of College Attended

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

☐ Yes ☐ No

Degree Type

Date Degree Awarded

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

☐ Yes ☐ No

Work History

Please provide information on your last three positions, including your current one if you are working.

1st (Most Recent)

10/15/98-1/3/18

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

Executive Director

Position Title

Employer's Name and Address

Resources for Community Development 2220 Oxford St. Berkeley CA 94703

Duties Performed

Responsible for leadership and management of a non-profit housing development corporation,
Responsible for all housing development, asset management, and supportive services programs.
Provides operational, financial, and staff leadership for a growing organization.

2nd

2-1-93-10/14/88

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

Housing Development
Director/Project Manager

Position Title

Employer's Name and Address

Resources for Community Development 2220 Oxford St. Berkeley CA 94703

Duties Performed

Led a staff of affordable housing managers in the development of affordable housing in Alameda and Contra Costa Counties.

3rd

2/1/89-1/31/93

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

Volunteer Work?

☐ Yes ☐ No

Project Developer

Position Title

Employer's Name and Address

Housing for Independent People

Duties Performed

Managed the development of supportive housing for a non-profit developer in Northern California.

Final Questions

How did you learn about this vacancy?

☒ Other

Current member of the
commission.

If "Other" was selected please explain

. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

☒ Yes ☐ No

If Yes, please identify the nature of the relationship:

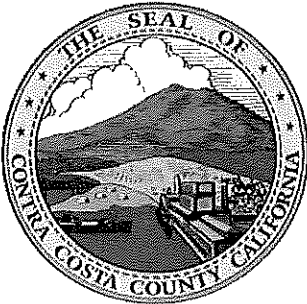
My organization, Resources for Community Development, works with the County (acting as a lender/grantor) as a non-profit developer and operator of affordable housing.



Form Center

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

Contra Costa County 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 (Each Position Requires a
Separate Application)

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

PRINT EXACT NAME OF BOARD,
COMMITTEE , OR COMMISSION

Council on Homelessness

PRINT EXACT SEAT NAME (if applicable)

Government Seat

Last Name

House

First Name

Teri

Middle Name

Address1

[Redacted Address]

City

Pittsburg

State

CA

Zip

94565

Home Number

Work Number

Cell Number

[REDACTED]

[REDACTED]

[REDACTED]

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**

MS degree and post Masters 1 year certificate program

A) Names of College/University attended

Cal State Hayward

Course of Study/Major

Counseling Psychology

Degree Awarded☒ Yes☐ No**Semesters
Completed****Degree Type**

MS

**Date Degree
Awarded**

1994

Enter Another College/University?☒ Yes☐ No**B) Name of College/University**

Cal State Hayward

Course of Study/Major

Psychology

Degree Awarded☒ Yes☐ No**Semesters
Completed****Degree Type**

BA

Date Awarded

1992

Enter Another College/University☒ Yes☐ No

C) Name of College/University

Bassist College, Portland OR

Course of Study/Major

Apparel Design

Degree Awarded☒ Yes☐ No**Semesters Completed****Degree Type**

BA

Date Awarded

1982

Other:**School/Training Completed**

University of San Francisco

Course Studied

Fund Development

Hours Completed

Certificate

Certificate Awarded☒ Yes☐ No**EXPERIENCE:****THIS FORM IS A PUBLIC DOCUMENT**

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.

Employer

Self-Employed - Consultant for CDBG/Housing. Primary contract

Address1

City of Antioch

Address2

200 H. Street

City	State	Zip
Antioch	CA	94509

From	To	Total Time (Years/Months)
10/01/2010	12/20/2017	7 years 2 months

Hours Per Week	Volunteer
32	<input type="radio"/> Yes <input checked="" type="radio"/> No

Duties Performed

Administer federal Community Development Block Grant (CDBG), Neighborhood Stabilization Program (NSP), as well as Housing Successor funding for homeless programs, affordable housing

Employer

City of Concord

Address1

1950 Parkside Drive

Address2

City	State	Zip
Concord	CA	94519

From	To	Total Time (Years/Months)
01/01/1999	09/30/2010	11 years/9 months

Hours Per Week

Volunteer

☐ Yes☒ No**Duties Performed**

Administer federal CDBG program grants, Child Care Developer fee grants, and housing rehabilitation program loans.

Employer**Address1****Address2****City****State****Zip****From****To****Total Time (Years/Months)****Hours Per Week****Volunteer**☐ Yes☒ No**Duties Performed**

Assist in administration of CDBG program, first year after transition from State CDBG to Entitlement with federal government.

Employer

Mt. Diablo Habitat for Humanity, Executive Director

Address1

Walnut Creek Methodist Church

Address2

1543 Sunnyvale Ave.

City

Walnut Creek

State

CA

Zip

94597

From

mm/dd/yyyy

To

mm/dd/yyyy

Total Time (Years/Months)**Hours Per Week**

50

Volunteer

☐ Yes

☒ No

Duties Performed

Executive Director of housing construction nonprofit, administration including fundraising, board development, family application and selection process, construction activities, and more.

**How did you learn about this vacancy ?**

☐ CCC Homepage

☐ Walk - In

☐ Newspaper
Advertisement

☐ District Supervisor

Other

Current member of Council on Homelessness

~~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

Do you have any financial relationships with the County such as grants, contracts, or other economic relations ?

☒ No

☐ Yes

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 :

Teri House

Date :

12/20/17

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.

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 NOW, THEREFORE, BE IT RESOLVED THAT the following policy is hereby adopted: 1. Mother, father, son, and daughter; 2. Brother, sister, grandmother, grandfather, grandson, and granddaughter; 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: 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.

☒ Receive email copy

Email address

[REDACTED]

This field is not part of the form submission.

3



Contra Costa County Board of Supervisors

Subcommittee Report

FAMILY AND HUMAN SERVICES COMMITTEE - Special Meeting

4.

Meeting Date: 02/20/2018
Subject: Appointments to the Managed Care Commission
Submitted For: FAMILY & HUMAN SERVICES
COMMITTEE,
Department: County Administrator
Referral No.: N/A
Referral Name: Appointments to Advisory Bodies
Presenter: N/A **Contact:** Enid Mendoza,
(925) 335-1039

Referral History:

On December 13, 2011 the Board of Supervisors adopted Resolution No. 2011/497 adopting policy governing appointments to boards, committees, and commissions that are advisory to the Board of Supervisors. Included in this resolution was a requirement that applications for at large/countywide seats be reviewed by the Board of Supervisors sub-committee.

The Managed Care Commission (MCC) was established in May 1995 and replaced the Contra Costa Health Plan Advisory Board and the Medi-Cal Advisory Planning Commission. The purpose of the Commission is to make recommendations to the Board of Supervisors, Health Services Director and Chief Executive Officer of the Contra Costa Health Plan (CCHP) on operational objectives, policies and procedures as well as revised service, product development, marketing, and data-gathering priorities. Additionally, the MCC assures effectiveness, quality, efficiency, access, acceptability of CCHP services by ongoing as well as periodic formal reviews of Management Information System data.

The MCC consists of 15 seats: 9 At-Large, 4 subscriber, and 2 provider seats.

Each seat has a fixed three-year term. As recommended by the Phase III of Triennial Advisory Body Review and approved by the Board of Supervisors at their December 5, 2017 meeting, the MCC is in the process of revising its bylaws to add one additional seat for a Medicare subscriber for a senior or person with disabilities as this is required by the National Committee for Quality Assurance. In addition, the MCC is also broadening the title of “medical provider” to include Nurse Practitioners, Physician’s Assistants and Optometrists.

Referral Update:

There are currently 7 seats filled in the MCC, 4 expired appointments pending reappointment, 1 pending appointment, and 3 vacant seats without pending candidates. These vacant seats include: Commercial Subscriber, Representative for Medically Indigent Health Care Needs, Physician, and Member-At-Large seats 1, 3, 4, and 8. The current membership is as follows:

Seat Title	Term Expiration Date	Current Incumbent
Medi-Cal Subscriber	8/31/2018	Tamara Mello
Medicare Subscriber	8/31/2018	Ella Jones
Commercial Subscriber		VACANT
Representative for Medically Indigent Health Care Needs		VACANT
Physician, non-contracting		VACANT
Other Provider, non-contracting	8/31/2018	Joan Lautenberger
At-Large 1		VACANT
At-Large 2	8/31/2018	Toya Thomas-Cruz

At-Large 3		VACANT
At-Large 4		VACANT
At-Large 5	8/31/2018	Jeffrey Kalin
At-Large 6	8/31/2018	Henry Tyson
At-Large 7	8/31/2018	Debra Shorter-Jones
At-Large 8		VACANT
At-Large 9	8/31/2018	Andi Li

* In a rolling 12-month period

Recommendation(s)/Next Step(s):

RECOMMEND to the Board of Supervisors the appointment of Frances Trant to the Member At-Large 1 seat on the Managed Care Commission, as recommended by the Commission.

Fiscal Impact (if any):

There is no fiscal impact.

Attachments

Memo Recommending Appointment
F.Trant Application

PATRICIA TANQUARY, MPH, PhD
Chief Executive Officer
GERALD BOURNE, MD
Medical Director



ADMINISTRATION
595 Center Avenue, Suite 100
Martinez, California 94553
Main Number: 925-313-6000
Member Call Center: 877-661-6230
Provider Call Center: 877-800-7423

Se Habla Español

Date: February 2, 2018

To: Family and Human Services Committee, Contra Costa Board of Supervisors
Susan Smith, County Administrator's Office

From: Deboran Everist, Staff contact for Managed Care Commission

RE: MANAGED CARE COMMISSION – APPOINTMENT

The Managed Care Commission (MCC), in its continued efforts to recommend commissioners that are able to articulate concerns of health care recipients as well as represent the diverse population within our community, hereby makes the following recommendation for appointment to the MCC.

<u>NOMINEE</u>	<u>SEAT</u>	<u>TERM EXPIRATION</u>
Frances (Fran) Trant [REDACTED] Pittsburg, CA 94565	Member-at-Large 1	Three years Vacant since expiration on 8/31/2016

Fran resides in Pittsburg, California. Our other commissioners reside:

Member-at-Large 3	San Ramon	Member-at-Large 9	San Ramon
Member-at-Large 5	Pleasant Hill	Medicare Subscriber	San Pablo
Member-at-Large 6	Walnut Creek	Other Provider	Lafayette
Member-at-Large 7	Richmond	Medi-Cal Subscriber	Pleasant Hill
Member-at-Large 8	Walnut Creek		

There were no other applications received for open commission seats at this time.

Fran's application is attached. Fran did serve previously on the Commission as the CCHP Commercial Subscriber but had to vacate her position when she no longer met the requirements. She is returning as a Member-At-Large. The MCC By-Laws, Article III: MEMBERSHIP states that (E.) The term of office is for three years.

The Managed Care Commission supports this recommendation with a unanimous vote at the January 17, 2018 meeting and hopes to announce this appointment at their March 21, 2018 meeting. My contact information is:

Phone: 925-313-6035
Email: Deboran.Everist@hsd.cccounty.us

Thank you in advance for your kind consideration in this matter.





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:

MANAGED CARE COMMISSION
OF BOARD, COMMITTEE, OR COMMISSION

MEMBER-AT-LARGE #1 PRINT EXACT NAME
PRINT EXACT SEAT NAME (if applicable)

1. Name:	Trant	Frances (Fran)	
	(Last Name)	(First Name)	(Middle Name)
2. Address:			
	(No.)	(Street)	(Apt.)
		Pittsburg	CA
		(City)	(State)
			94565
			(Zip Code)
3. Phones:			
	(Home No.)	(Work No.)	(Cell No.)
4. Email Address:			

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

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) University of Toronto, Rotman School of Business, Executive Series	Mini-MBA	No X Completion Certificate				1994
B) University of Ottawa, Ottawa, Canada	Labor Relations, Organizational Development	Yes post BA Certificate			Post BA Certificate	1982

C) University of Guelph, Guelph, Canada	Social Sciences	<u>Yes</u> X			Hon. BA	1976
D) Other schools / training completed: American National Certifications in Human Resources following 4 hour qualifying exam and regular renewals Senior Professional HR (SPHR); and SHRM-SCP	Course Studied Human Resources	Hours Completed 60 CEUs every 3 years	Certificate Awarded: <u>Yes</u>			

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.

A) Dates (Month, Day, Year) <u>From</u> 11/1/2016 <u>To</u> 12/31/2017 Total: 1 year 2 months Hrs. per week <u>50 – 60</u>	<div> Title Executive HR Director/Special HR Advisor (Interim); </div> <div> Employer's Name and Address UC Hastings College of the Law 200 McAllister St., San Francisco, CA 94102 </div>	Duties Performed <ul style="list-style-type: none"> Member of College's Executive Leadership team; Directed delivery of numerous people management projects. Improved quality and quantity across full range HR services with existing team members for 425 faculty, staff and student employees.
B) Dates (Month, Day, Year) <u>From</u> 5/2016 <u>To</u> 8/2016 Total: 3 Mos. Hrs. per week <u>50 - 60</u>	<div> Title Director, Human Resources </div> <div> Employer's Name and Address UCSF Benioff Physicians Group 6475 Christie Ave, Suite 300, Emeryville, CA 94608 </div>	Duties Performed <ul style="list-style-type: none"> Established the organization's comprehensive HR program: created job descriptions, conducted salary research, recruited clinic professional/support personnel, managed leave, and coached leaders. Implemented e-time and attendance system to ensure optimum deployment of hourly paid staff HR leadership for acquisition of large clinic and merged staff into UCBP environment.
C) Dates (Month, Day, Year) <u>From</u> 10/2015	<div> Title HR Generalist </div>	Duties Performed <ul style="list-style-type: none"> Delivered full range of benefit services in open enrollment

<u>To</u> 1/2016 Total: <u>4 Mos.</u> Hrs. per week <u>40</u>	Employer's Name and Address Tenderloin Neighborhood Development Corporation (TNDC) 201 Eddy St, San Francisco, CA 94102	environment of new broker and new health plans; 100% employees understood what was best plan(s) for them. <ul style="list-style-type: none"> Designed and implemented process to identify employee funds allowed to be borrowed from 403(b) program mitigating risks identified by auditors. Marketed organization to potential employees through facilitation of two career fairs; ensuring more diverse candidates applied to opportunities.
D) Dates (Month, Day, Year) <u>From</u> 2/2009 <u>To</u> 9/2015 Total: <u>6 Yrs.</u> <u>7 Mos.</u> Hrs. per week <u>50 - 60+</u>	Title HR & Training Officer Contra Costa Housing Authority Employer's Name and Address 3133 Estudillo Street, PO Box 2759 , Martinez, CA 94553	Duties Performed <ul style="list-style-type: none"> Directed delivery of all HR responsibilities and: Increased team capacity by 60% by automating and moving payroll, time reporting and applicant tracking from spreadsheet to the cloud in unionized environment. Automated applicant system to reduce recruitment costs by 50%. Executed transition from expensive self-insured health benefits to joining CalPERS Health benefits saving \$200 to \$800 a month for each enrolled employee. Negotiated 3 sets of collective agreements without any work action or strikes. Researched and presented information to Board of Supervisors during union negotiations and CalPERS health benefits implementation. Initiated and maintained consistent processes to improve performance and effect discipline of employees.

How did you learn about this vacancy? CCC Homepage Walk-In Newspaper Advertisement District Supervisor

Other Invitation from CCHP Chief Executive Officer, Patricia Tanguary

7. 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: _____

8. 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

[REDACTED]

Date: January 17, 2018

Frances Trant

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.
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NATIONALLY CERTIFIED TRANSFORMATIONAL HUMAN RESOURCES EXECUTIVE

- Established and automated best-practice human resources programs to increase capacity by 60% and reduce department costs by 50% within multiple organizations.
- Track record in skillful employee and labor relations negotiations; negotiated 5 collective agreements in 12 years without work action or strikes; compensation and benefits kept within viable economic ranges.
- Negotiated agreements to implement affirmative action programs and new business needs.
- Business oriented approach to employee engagement, people development and coaching that measurably increases organizational productivity, improved patient/customer focus and reduced complaints by 90%.

EXPERIENCE & RESULTS:

Executive HR Director/Special HR Advisor (Interim); UC Hastings College of the Law 11/2016 – 12/2017

Member of Executive Leadership team; successfully delivered numerous people management projects.

Improved quality and quantity across full range HR services with existing team members for 425 faculty, staff and student employees.

- Implemented quality control processes to improve payroll input quality and timeliness by >98%.
- Co-led implementation of time and attendance system to accurately record hourly paid and salaried employees' time.
- Communicated College-wide focus on being accountable for assigned work schedule and allayed employee's fears about change. Conducted meet and confer sessions with unions to explain new system.
- Negotiated administrative staff and Librarians' collective agreements, ensuring wage and benefit plans are sustainable within College financial ecosystem and agreement language focuses on College success.
- Implemented State and Federal risk mitigation/legal compliance: Harassment-Discrimination prevention training; comprehensive Fair Labor Standard review in preparation for accurate bi-weekly and monthly pay periods; ensured faculty and staff followed FMLA processes, Workers' Compensation processes; annual and probation period evaluations conducted; and EAP services delivered as needed.

HR DIRECTOR, UCSF Benioff Children's Physicians (UCBP) (200 + employees) 2016 – 2016

- Established the organization's comprehensive HR program: created job descriptions, conducted salary research, recruited clinic professional/support personnel, managed leave, and coached leaders.
- Implemented e-time and attendance system to ensure optimum deployment of hourly paid staff
- HR leadership for acquisition of large clinic and merged staff into UCBP environment.

HR GENERALIST, Tenderloin Neighborhood Development Corporation (300+ employees) 2015 – 2016

- Delivered full range of benefit services in open enrollment environment of new broker and new health plans; 100% employees understood what was best plan(s) for them.
- Designed and implemented process to identify employee funds allowed to be borrowed from 403(b) program mitigating risks identified by auditors.
- Marketed organization to potential employees through facilitation of two career fairs; ensuring more diverse candidates applied to opportunities.

Frances Trant
SPHR, SHRM-SCP

HR & TRAINING OFFICER/DIRECTOR, Housing Authority of the County of Contra Costa 2009 – 2015

- ***Delivered comprehensive Director level HR services: employee / labor relations, State and Federal risk mitigation/legal compliance, staffing, benefits, all types of employee leave, and safety program.***
- Increased team capacity by 60% by automating and moving payroll, time reporting and applicant tracking from spreadsheet to the cloud in unionized environment.
- Automated applicant system to reduce recruitment costs by 50%. Executed transition from expensive self-insured health benefits to joining CalPERS Health benefits saving \$200 to \$800 a month for each enrolled employee.
- Negotiated 3 sets of collective agreements without any work action or strikes.
- Researched and presented information to Board of Supervisors during union negotiations and CalPERS health benefits implementation.
- Initiated and maintained consistent processes to improve performance and effect discipline of employees.

PERSONNEL ANALYST III - Contra Costa County, Health Services Department (4,000+ employees)

Organization Development:

2006 – 2009

- Initiated and executed strategic evaluation, design and implementation of organizational development and effectiveness programs.
- Awarded **GEM (Going the Extra Mile)** distinction for impact of Department-wide effectiveness interventions and nominated 'Manager of the Year' in 2007 out of pool of 250 possible candidates.

Employee Relations:

2004 – 2006

- Negotiated collective agreement with California Nurses Assoc. without any work action or strike.
- Conducted salary analysis for nurses and other health care professionals resulting in 5-10% pay increases despite 'no salary increases' decree by County Board of Supervisors.

Training Coordinator; Mt Diablo Unified School District (59 schools), Concord, CA

2002 – 2003

- Analyzed needs, designed, delivered and evaluated training programs including: new teacher orientation, administrative staff professional development and safety. Assisted in design of new classroom assistant program.
- Recognized by Superintendent Leadership team and unions as 'Delivering Best Training Ever!'

Trant and Associates; Strategic OD/HR Consulting

1997 – 2002

- Clients included Canadian Blood Services, World Bank assignments in Washington and Brazil, and organization effectiveness for various owner operated businesses.

Civil Service Co-op (Credit Union) now Alterna Savings, (350+ employees)

1996 – 1997

- Corporate Manager, HR & Admin. Services; directed team of 15 who delivered HR, admin services to branches in myriad cities.

Corporate HR Management, Canadian Broadcasting Corporation (17,000+ employees) 1986 – 1996

- Designed and executed **country-wide** programs by leveraging positive working relationships with executive team, senior staff and HR colleagues throughout the country, and 26 different national level union leaders.
- **Initiated Employment Equity Office**; directed team of 10 that designed and delivered leading edge national recruitment/OD/data analysis programs increasing hiring and retention of all protected groups throughout all levels.
- Initiated **Workforce Planning and Policy Development** programs and directed teams that designed and delivered national multi-input performance evaluation, succession planning programs and revised HR policies and created innovative on-line policy system with IT colleagues.

Education:

- Executive Program, University of Toronto Rotman School of Business, Toronto, Canada; four-month highly focused mini MBA for senior managers.
- Certificate in Labor Management Relations, Post BA; University of Ottawa, Ottawa, Canada
- Honors B.A. University of Guelph, Guelph, Canada.

Industry Contributions and Accreditations

Facilitate both National HR Certification Preparation courses

2003 – Current

Through Northern California Human Resources Association (NCHRA).

- 36 – 40 hours of content covering whole spectrum of best practice HR professional knowledge and competencies for Society of Human Resource Management (SHRM) and Human Resource Certification Institute (HRCI) certifications.
- 98% of students pass demanding four (4) hour national certification exams.

Member of Contra Costa Health Plan Board of Commissioners.

2009 – 2017

- CCHP is a HMO that delivers wrap around health services for county residents.

Professional Development:

- 2015 – 2018: **SHRM-SCP** - Senior Certified Professional; Society for Human Resources Management (SHRM)
- 2002 – 2018: **SPHR** – Senior Professional Human Resources; Human Resources Certification Institute (HRCI)
- 2008 – Ongoing: **Appreciative Inquiry**, Certified facilitator through Company of Experts
- 2007 – 2014: **CPLP – Certified Professional in Learning and Performance**; American Society for Training and Development Certification Institute.



Contra Costa County Board of Supervisors

Subcommittee Report

FAMILY AND HUMAN SERVICES COMMITTEE - Special Meeting

5.

Meeting Date: 02/20/2018

Subject: APPOINTMENTS TO THE FAMILY AND
CHILDREN'S TRUST COMMITTEE

Submitted For: FAMILY & HUMAN SERVICES COMMITTEE,

Department: County Administrator

Referral No.: 101

Referral Name: FACT Committee At-Large Appointments

Presenter: N/A

Contact: Enid Mendoza,
(925) 335-1039

Referral History:

On December 6, 2011 the Board of Supervisors adopted Resolution No. 2011/497 adopting policy governing appointments to boards, committees, and commissions that are advisory to the Board of Supervisors. Included in this resolution was the requirement that applications for at large/countywide seats be reviewed by a Board of Supervisors sub-committee.

The Family and Children's Trust Committee (FACT), was established in 1982 by the Contra Costa County Board of Supervisors to make funding recommendations on the allocation of a variety of funds for prevention and intervention services to reduce child abuse and neglect, provide supportive services to families and children, and promote a more coordinated, seamless system of services for families. Funding for FACT supported projects derived from federal and state program legislation, and donations to the County's Family and Children's Trust Fund.

Every two years, the members of the FACT establish a series of County priorities for the use of these funds through review of existing data and reports and by holding Public Hearings in various areas of the county. The Committee

then develops a competitive bidding process to select non-profit, community-based agencies that can best provide the services determined to be most important. Program recommendations are made to the Board of Supervisors which makes the final funding decisions. The Committee continues to evaluate these funded programs to ensure continued provision of quality service and achievement of stated goals. Programs currently being supported include countywide parenting classes, therapeutic day care for emotionally disturbed children, treatment for families, young children and teens with both substance abuse and child abuse issues, services for homeless families, and projects to support children whose mothers have been victims of domestic violence and sexual assault.

The FACT has up to fifteen members who are appointed by the Board and include citizens with expertise in children's issues, education, law, non-profit agency management, public health, and program research/evaluation. In addition, the Director of the Child Abuse Prevention Council sits as ex-officio member of the Committee and participates in all matters except actually voting on funding recommendations. Terms for all Commission seats are two years.

At Large and non-District appointed seat vacancies on the FACT have been assigned for Family and Human Services Committee (F&HS) review since 2003.

Referral Update:

There are currently 11 seats filled and there are four vacancies on FACT. The Committee has vacancies in the District I, Local Committee Richmond, Seat 3 - Child Development or Early Childhood Education, At-Large 2 and Seat 5 - Mental Health. Please see the attached memo for more information.

Recommendation(s)/Next Step(s):

RECOMMEND to the Board of Supervisors the appointment of Jackelynn Campos to the Seat 5 - Mental Health seat on the Family and Children's Trust Committee as recommended by the Employment and Human Services Department.

Fiscal Impact (if any):

There is no fiscal impact.

Attachments

Memo Recommending Appointment

J.Campos Application



EMPLOYMENT &
HUMAN SERVICES

MEMORANDUM

Kathy Gallagher, Director

40 Douglas Drive, Martinez, CA 94553 • (925) 608-5000 • Fax (925) 313-9748 • www.ehsd.org

To: Family and Human Services Committee
Supervisor Candace Andersen, District II, Chair
Supervisor John Gioia, District I, Vice-Chair

Date: February 20, 2018

CC:

From: Kathy Gallagher, EHSD Director
Juliana Mondragon, FACT Staff

Subject: Family and Children's Trust (FACT) Committee Seat Membership Recommendation

The Employment and Human Services Department Director, Kathy Gallagher, respectfully requests that the Family and Human Services Committee accepts this recommendation to appoint the following new applicant to the discipline specific seat 5 (Mental Health) on the Family and Children's Trust (FACT) Committee.

Name	Seat	Area
Jackelynn Campos	Seat 5, Mental Health	Central County

Seat 5, Mental Health was declared vacant due to committee member resignation on July 7, 2015.

PURPOSE OF COMMITTEE

The purpose of this Committee is to establish priorities and make funding recommendations to the Board of Supervisors on the allocation of specific funds for the prevention/amelioration of child abuse and neglect, and the promotion of positive family functioning. These funds include: Child Abuse Prevention, Intervention, and Treatment funds (CAPIT) funds, (AB 1733), Birth Certificate revenue to the County Children's Trust (AB2994), the Ann Adler Children's Trust funds, Community-Based Child Abuse Prevention funds (CBCAP) and other funds as may be subsequently directed by the Board of Supervisors.

The FACT Committee also provides information and data to the Employment and Human Services Department on the effectiveness of current and proposed programs for families and children and on recent or pending legislation that would potentially impact family and children's services programs, clients, or funding mechanisms.

SUMMARY OF RECRUITMENT EFFORTS/NOMINEES FOR MEMBERSHIP

The FACT Committee, in conjunction with the County Administrator's Office, continues to make every effort to fill its vacant seats. These efforts include contacting each district Supervisor's office

and releasing a public notice, inviting interested parties to consider membership and soliciting the support of current members to outreach to potential candidates for consideration for membership.

FACT Committee membership consists of the following:

- Five At-Large seats
- One representative from each of the five Supervisorial Districts
- Five discipline/sector specific seats

There are currently 11 seats filled and there are four vacancies on FACT. The Committee has vacancies in the District I Seat, Seat 3, Local Planning Council, Seat 5, Mental Health and one At-Large Seat. Seat 3, Local Planning Council was declared vacant due to committee member resignation on October 18, 2016. The FACT Committee is actively recruiting to fill Seat 3 and the At-Large Seat.

Current FACT Committee seat members live or work in the following areas of the county:

- East (2): One At-Large, District III
- Central/South (9): Three discipline specific, Three At-Large, Districts II, IV and V

Candidates for appointment to the FACT Committee will serve a two-year term. Seat 5, Mental Health is set to expire on September 30, 2019.

Ms. Campos has expressed a sincere interest in serving on the Committee and is dedicated to fulfilling the mission and goals as outlined in the Committees' policies and procedures.

Based on the above information, the Director of EHSD on behalf of the FACT Committee respectfully recommends that the FHS Committee appoint Ms. Campos to membership on the FACT Committee.

Enc.

Board, Committees, and Commission Application for *Jackelynn Campos*

Application Form

Profile

Which Boards would you like to apply for?

Family & Children's Trust Committee: Submitted

Category 1. Mental Health
Commission

Seat Name (if applicable)

Describe why you are interested in serving on this advisory board/commission (please limit your response to one paragraph).

This application is used for all boards and commissions

Jackelynn

First Name

m

Middle Initial

Campos

Last Name


Email Address


Home Address

Suite or Apt

concord

City

CA

State

94518

Postal Code


Primary Phone

Youth Homes

Employer

Residential Behavior Specialist

Job Title

Mental Health

Occupation

Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

☐ Yes ☒ No

Is a member of your family (or step-family) employed by Contra Costa Co.?

☒ Yes ☐ No

Education History

Select the highest level of education you have received:

☒ High School Diploma

If "Other" was Selected Give Highest Grade or
Educational Level Achieved

College/ University A

Saint Mary's College

Name of College Attended

Bachelors of Science in Nursing

Course of Study / Major

Units Completed

Type of Units Completed

☒ Semester

Degree Awarded?

☒ Yes ☐ No

Associates

Degree Type

May 2011

Date Degree Awarded

College/ University B

Samuel Merritt University

Name of College Attended

Nursing

Course of Study / Major

Units Completed

Type of Units Completed

☒ Semester

Degree Awarded?

☒ Yes ☐ No

Bachelor

Degree Type

May 2013

Date Degree Awarded

College/ University C

Name of College Attended

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

☐ Yes ☐ No

Degree Type

Date Degree Awarded

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

☐ Yes ☐ No

Work History

Please provide information on your last three positions, including your current one if you are working.

1st (Most Recent)

2/19/16-ongoing

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

Residential Behavior Specialist

Position Title

Employer's Name and Address

Linda Callahan Youth Homes 3480 Buskirk Ave #210, Pleasant Hill, CA 94523

Duties Performed

Provide interventions to foster kids based on assessment plan. Effectively teach and coach skills related to activities of Daily living. Assess clients and report findings to Clinician to discuss clients progress and regress. Formulate ideas to improve and manage client's behaviors. Communicate with team member in the program and outside the program. Connect with a diverse and challenging client population. Use computer skills, including knowledge (Word, Excel) to writer billing notes. Manage crisis situations and adjust schedule to meet the needs of clients and program.

2nd

9/1/2015-05/1/2016

Dates (Month, Day, Year) From - To

16

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

Family Support Counselor

Position Title

Employer's Name and Address

Alternative Family Services 401 Roland Way Suite 100, Oakland, CA 94621

Duties Performed

Structure supportive, non-judgmental teaching visits between parents and children after the removal of a child due to abuse, neglect, or where children are experiencing mental health related issues. Teach parenting skills in controlled home setting at the Gathering Place office, also in homes, and communities. Elicit permanent pertinent information concerning family support systems, learning disabilities, financial obligations, and parenting knowledge. Record and Document summarized of visits with families. Review visit summaries and review them with parents, caregivers and social workers. Assess and Implement the family goals planned made in family orientation meeting.

3rd

6/1/2014-5/1/2016

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

Behavior Technician

Position Title

Employer's Name and Address

STE Consultants 3650 Mt Diablo Blvd Suite 107, Lafayette, CA 94549

Duties Performed

Work with children/adolescent whom fall anywhere on the autistic spectrum. I am a behavioral aide and help develop positive relationships with clients. Use opportunistic teaching to teach families behavioral management and about ABA. Use ABA (Applied Behavioral Analysis) in our client's behavioral program and also use our rapport to help our clients grow and develop great behavioral and social skills.



Upload a Resume

Final Questions

How did you learn about this vacancy?

☒ Other

It was recommended to me by a
board member

If "Other" was selected please explain

. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:



Contra Costa County Board of Supervisors

Subcommittee Report

FAMILY AND HUMAN SERVICES COMMITTEE - Special Meeting

6.

Meeting Date: 02/20/2018
Subject: APPOINTMENT TO THE WORKFORCE DEVELOPMENT BOARD
Submitted For: FAMILY & HUMAN SERVICES COMMITTEE,
Department: County Administrator
Referral No.: N/A
Referral Name: Appointments to Advisory Bodies
Presenter: N/A **Contact:** Enid Mendoza, (925) 335-1039

Referral History:

On December 13, 2011, The Board of Supervisors adopted Resolution No. 2011/498 adopting policy governing appointments to independent boards, committees, and commissions, and special districts. Included in this resolution was a requirement that independent bodies initially conducting interviews for At Large/Countywide seats provide appointment recommendations to a Board Committee for further review.

The Workforce Development Board implements federal requirements for programs to address the education, skills, and employment needs for a skilled workforce, and that lead to an increase in the skills and earnings of Contra Costa residents.

On March 14, 2016, the Family and Human Services Committee (F&HS) accepted the Employment and Human Services Department's recommendation to decertify the then current Workforce Investment Act local Board and recertify a new board structure in compliance with the new Workforce Innovation and Opportunity Act (WIOA). F&HS approved these recommendations, and the Board did the same at their March 29, 2016 meeting.

Under new standards in WIOA (2016) and as adopted by the Board on March 29, 2016, the new Workforce Development Board structure is: a total of 23 required seats and 2 "optional seats", consisting of: 13 Business representatives, 5 Workforce representatives, and 5 Education and Training representatives as follows: (1) Adult Education/Literacy; (2) Higher Education; (3) Economic & Community Devl; (4) Wagner Peyser representative; (5) Vocational Rehabilitation. Also two additional/ "optional" seats that may be filled from any of the 3 categories above.

Referral Update:

The Workforce Development Board currently has 21 filled seats and 4 vacancies. Below is the current roster:

Seat Title	Term Expiration Date	Current Incumbent	Incumbent Supervisor District	BOS Appointment Date	Number of Meetings Attended Since Appointment Date	Total Number of Meeting Since Appointment (Full Board)	Total Number of Absences Allowable in By-laws
Business 1	6/30/2020	McGill Michael	II	3/29/2016	7	7	3

Business 2	6/30/2020	VACANT					
Business 3	6/30/2020	Mahoney, William	V	5/23/2017	1	2	3
Business 4	6/30/2020	Carrillo Maggie	III	3/29/2016	2	7	3
Business 5	6/30/2020	Amin Bhuphen B.	IV	3/29/2016	7	5	3
Business 6	6/30/2020	Carrascal Jose	III	3/29/2016	7	5	3
Business 7	6/30/2020	Cox Jason	IV	3/29/2016	6	5	3
Business 8	6/30/2020	Georgian Ashley	II	3/29/2016	6	5	3
Business 9	6/30/2020	Robert Lilley	V	7/11/2017	1	0	3
Business 10	6/30/2020	Rivera Robert	IV	3/29/2016	5	5	3
Business 11	6/30/2020	Steele Justin	I	3/29/2016	7	5	3
Business 12	6/30/2020	Adler Paul	V	3/29/2016	5	5	3
Business 13	6/30/2020	VACANT					3
Workforce Representative 1	6/30/2020	Hansen Thomas		10/17/2017	1	1	3
Workforce Representative 2	6/30/2020	Williams III Robert	I	3/29/2016	5	5	3
Workforce Representative 3	6/30/2020	Older Steve	IV	3/29/2016	6	5	3
Workforce Representative 4	6/30/2020	Hanlon Margaret	I	3/29/2016	5	5	3
Workforce Representative 5	6/30/2020	VACANT					3
Workforce Representative 5	6/30/2020	VACANT			1		3
Education 1: Adult Ed/Literacy	6/30/2020	Abbate G.Victoria	II	10/17/2017	1	1	3
Education 2: Higher Education	6/30/2020	VACANT					3
Education 3: Economic/Community Dev.	6/30/2020	Connelly Kristin	II	3/29/2016	6	7	3
Education 4: Employment Development	6/30/2020	Johnson Richard	IV	3/29/2016	6	7	3
Additional/Optional #1	6/30/2020	Vega Yolanda	II	3/29/2016	7	7	3
Additional/Optional #2	6/30/2020	Montagh, John	IV	6/6/2017	2	2	3
Education 5: Vocational Rehabilitation	6/30/2020	Asch Carol	IV	3/29/2016	6	7	3

Recommendation(s)/Next Step(s):

RECOMMEND to the Board of Supervisors the appointment of Melissa Johnson to the Business #13 seat on the Workforce Development Board as recommended by the Employment and Human Services Department and approved by the Workforce Development Board Executive Committee.

Fiscal Impact (if any):

There is no fiscal impact.

Attachments

Memo Recommending Appointment
M.Johnson Application

MEMORANDUM

DATE: February 9, 2018
TO: Family and Human Services Committee
CC: Enid Mendoza, CAO Sr. Deputy County Administrator
FROM: Donna Van Wert, Interim Executive Director
SUBJECT: **Appointment to Workforce Development Board**

This memorandum requests the Family and Human Services Committee recommend to the Contra Costa County Board of Supervisors the appointment of the following candidates to the new WIOA compliant Workforce Development Board of Contra Costa County.

Background:

Local board structure and size:

Compared to predecessor legislation, the Workforce Innovation and Opportunity Act (WIOA) substantially changes Local Board composition by reducing local workforce development board size while maintaining a business and industry majority and ensuring representation from labor and employment and training organizations.

The Executive Committee of the local WIOA board met January 21, 2016 and approved a recommended WIOA Board configuration, subsequently approved by the Board of Supervisors on March 29, 2016. To meet the categorical membership percentages, the WDB recommended a board of twenty-five (25) members. This option represents the minimum required local board size under WIOA plus an additional six (6) optional representatives in the following enumerated categories: 1) business; 2) workforce; 3) education and training.

Category – Representatives of Business (WIOA Section 107(b)(2)(A))

- Thirteen (13) representatives (52%)

Category – Representatives of Workforce (WIOA Section 107(b)(2)(A))

- Five (5) representatives (20%)

Category – Representatives of Education and Training (WIOA Section 107(b)(2)(C))

- One (1) Adult Education/Literacy Representative (WIOA title II)
- One (1) Higher Education Representative
- One (1) Economic and Community Development Representative
- One (1) Wagner Peyser Representative
- One (1) Vocational Rehabilitation Representative

Two (2) additional seats from the above categories, including constituencies referenced in Attachment III of Training Employment & Guidance Letter (TEGL) 27-14.

Recommendation:

- a) Recommend approval of local board candidate for the vacant Business Seat # 13 to the new WIOA-compliant board (*Attached application & board roster*)
- Interview Date – December 4, 2017
 - Melissa Johnson-Scranton- Approved on January 17, 2018 at the Executive Committee Meeting
 - No other candidate competed for the vacant Business Seat # 13

NEW APPOINTMENT

Seat	Last Name	First Name	Address & District #	Term of Expiration	District (Resident)
Business Seat #13	Johnson-Scranton	Melissa	<div></div> Walnut Creek, CA District # 4	6/30/2020	Oakland, CA

Thank you

DVW/rms
attachment



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:

Workforce Development Board of CCC

PRINT EXACT SEAT NAME (if applicable)

1. Name:	Johnson-Scranton	Melissa	S.
	(Last Name)	(First Name)	(Middle Name)
2. Address:			
	(No.)	(Street)	(Apt.) (City) (State) (Zip Code)
3. Phones:			
	(Home No.)	(Work No.)	(Cell No.)
4. Email Address:			

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's Degree

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) University of Minnesota	Healthcare & Business Administration	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			MHA/ME	2001
B) University of Iowa	Biology	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			B.A.	1997
C)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
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> <div>2/2014 10/2017</div> <p>Total: <u>Yrs.</u> <u>Mos.</u> <div>3 8</div> <p>Hrs. per week <div>40</div> . Volunteer <input type="checkbox"/></p> </p></p>	<p>Title <div>Assistant Medical Group Administrator</div> <p>Employer's Name and Address <div>Kaiser Permanente <div></div> <div></div> </div> </p></p>	<p>Duties Performed <div>Line of Sight accountability for KP Walnut Creek Campus, Emergency Department, Neurology, Nephrology, Neuroscience and Internal Consultants. Previous duties included Outpatient Quality (HEDIS), population management programs, Talent Development programs, and various clinic operations accountability.</div> </p>
<p>B) Dates (Month, Day, Year) <u>From</u> <u>To</u> <div>2/2011 2/2014</div> <p>Total: <u>Yrs.</u> <u>Mos.</u> <div>3 0</div> <p>Hrs. per week <div>40</div> . Volunteer <input type="checkbox"/></p> </p></p>	<p>Title <div>Director, Kaiser Permanente Diablo Service</div> <p>Employer's Name and Address <div>Kaiser Permanente <div></div> <div></div> </div> </p></p>	<p>Duties Performed <div>Accountable for strategic initiatives and oversight of daily clinical operations of Neurology, Nephrology and Memory Center clinics.</div> </p>
<p>C) Dates (Month, Day, Year) <u>From</u> <u>To</u> <div>7/2007 2/2011</div> <p>Total: <u>Yrs.</u> <u>Mos.</u> <div>3 7</div> <p>Hrs. per week <div>40</div> . Volunteer <input type="checkbox"/></p> </p></p>	<p>Title <div>Director, TPMG Revenue Cycle</div> <p>Employer's Name and Address <div>Kaiser Permanente <div></div> <div></div> </div> </p></p>	<p>Duties Performed <div>Managed team of professional consultants with a portfolio of over 100 projects focusing on revenue cycle improvements for Northern California clinics, Laboratories, Imaging and Emergency Departments.</div> </p>
<p>D) Dates (Month, Day, Year) <u>From</u> <u>To</u> <div>6/2003 7/2007</div> <p>Total: <u>Yrs.</u> <u>Mos.</u> <div>4 1</div> <p>Hrs. per week <div>40</div> . Volunteer <input type="checkbox"/></p> </p></p>	<p>Title <div>Manager and Director, Kaiser Permanente</div> <p>Employer's Name and Address <div>Kaiser Permanente <div></div> <div></div> </div> </p></p>	<p>Duties Performed <div>Oversight of all registration practices of 170 receptionists. Managed the Cardiology and Physician Schedule Creation Departments. Managed a variety of strategic projects.</div> </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: _____ Date: _____

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.



Contra Costa County Board of Supervisors

Subcommittee Report

FAMILY AND HUMAN SERVICES COMMITTEE - Special Meeting

7.

Meeting Date: 02/20/2018

Subject: Annual Report on Human Trafficking, CSEC and Family Justice Centers

Submitted For: FAMILY & HUMAN SERVICES COMMITTEE,

Department: County Administrator

Referral No.: 111

Referral Name: Family Justice Center & Commercially Sexually Exploited Children

Presenter: Devorah Levine, EHSD
Assistant Director

Contact: Enid Mendoza,
(925) 335-1039

Referral History:

On January 6, 2015, the Board approved referring oversight to the Family and Human Services Committee (F&HS) on the Family Justice Centers and Commercially Sexually Exploited Children initiatives. This became F&HS Referral No. 111.

On June 8, 2015 and November 14, 2016, the Family and Human Services Committee received and approved annual reports from the Employment and Human Services Department on the Zero Tolerance for Domestic Violence Initiative, Human Trafficking, Commercially Sexually Exploited Children, and the Family Justice Centers.

Referral Update:

Please see the attached report as submitted by the Employment and Human Services Department.

Recommendation(s)/Next Step(s):

ACCEPT the report from the Employment and Human Services Department on Human Trafficking, Commercially Sexually Exploited Children, and the Family Justice Centers and DIRECT staff to forward the report to the Board of Supervisors for their information.

Fiscal Impact (if any):

There is no fiscal impact.

Attachments

Referral No. 111 Report



EMPLOYMENT &
HUMAN SERVICES

MEMORANDUM

Kathy Gallagher, Director

40 Douglas Drive, Martinez, CA 94553 • (925) 608-5000 • Fax (925) 313-9748 • www.ehsd.org

To: **Family and Human Services Committee, Contra Costa County Board of Supervisors**

From: **Devorah Levine, Assistant Director, Employment and Human Services Department**

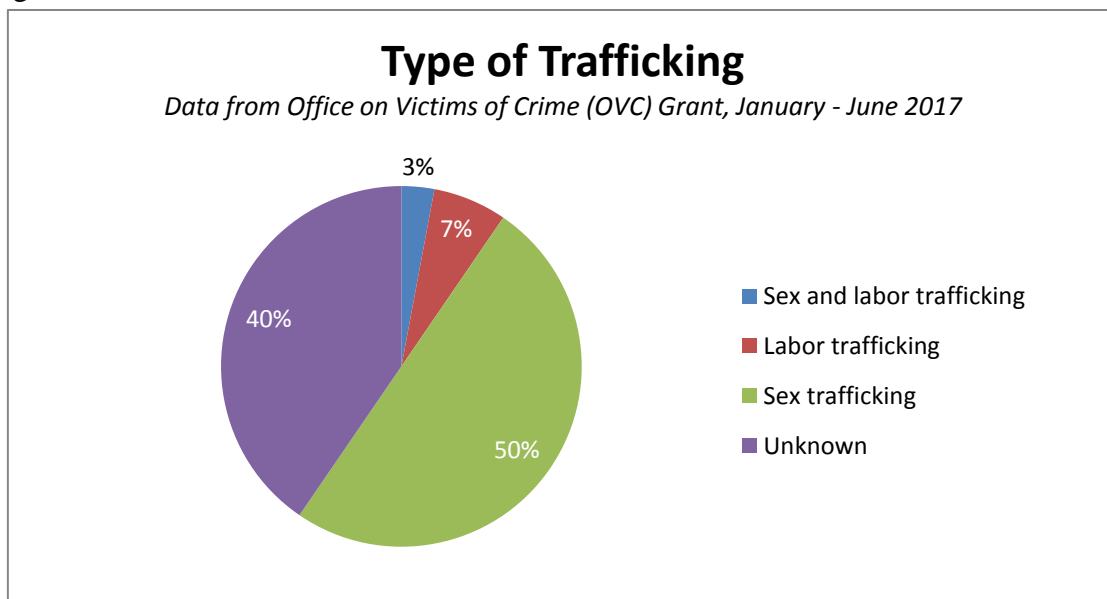
Date: **February 20, 2018**

Subject: **Update on Human Trafficking, Commercially Sexually Exploited Children, and Family Justice Centers**

Human Trafficking in Contra Costa County: A Snapshot

Data on Prevalence

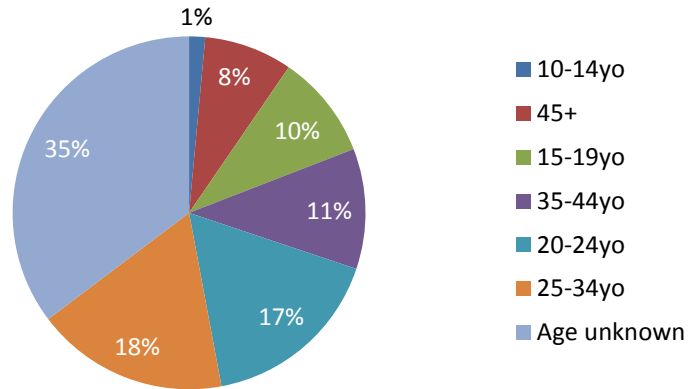
Human trafficking is the illegal exploitation of human beings for the purpose of forced and coerced labor or sexual activities. By nature, it is a hidden crime and is often under reported. However, six agencies have consistently collected data over the last several years, providing an important snapshot.¹ The data presented below was collected over a six-month period from January to June 2017 and represents 136 survivors of human trafficking who were identified during this time.



¹ These agencies include STAND! for Families Free of Violence, Community Violence Solutions, Calli House, Bay Area Legal Aid and Rainbow Community Center.

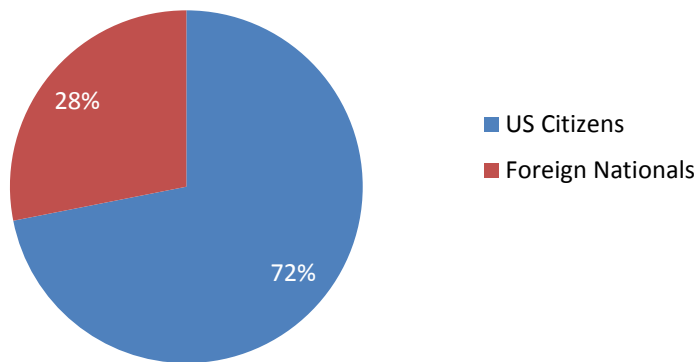
Age

Data from OVC Grant, January - June 2017



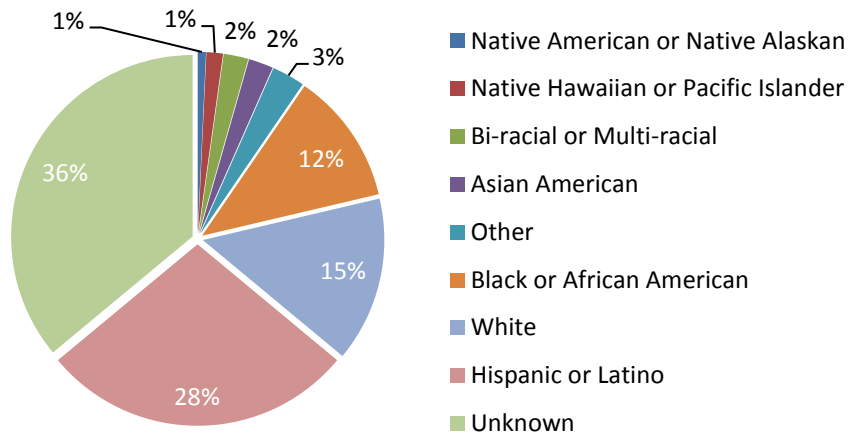
Citizenship

Data from OVC Grant, January - June 2017



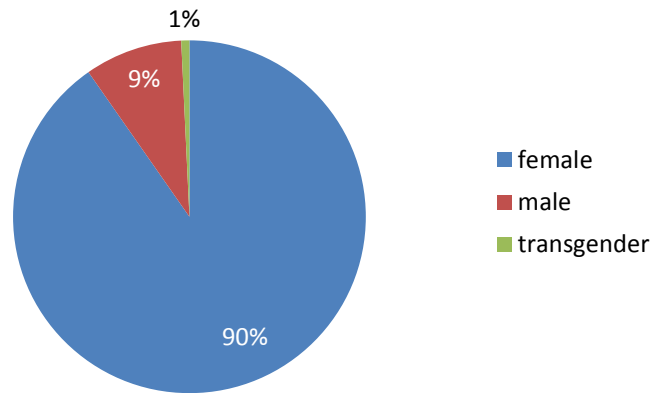
Race/Ethnicity

Data from OVC Grant, January - June 2017



Self Identified Gender

Data from OVC Grant, January - June 2017



Human Trafficking Intervention and Prevention Efforts

Human Trafficking Coalition

The [Contra Costa Human Trafficking Coalition](#) continues to serve the region and envisions public and private systems working together to create a community free of exploitation. The Coalition is made up of over 30 partner agencies including a wide range of service providers, community based organizations, law enforcement, the District Attorney's Office and other local and national governmental departments.

The flagship of the Coalition continues to be the Human Trafficking Multidisciplinary Team Meeting (HT MDT). Contra Costa County conducted ongoing monthly HT MDT meetings since April 2016. The HT MDT reviews complex human trafficking cases that benefit from further examination and resources (the majority of cases reviewed are Commercially Sexually Exploited Children, called "CSEC"). The HT MDT focuses on identifying needs and accomplishing one to five goals per case, each of which are associated with five Wellness Domains. The MDT is designed to be survivor centered. Survivors develop their own goals with a case manager that MDT partners then focus their attention on. The objective is to support and empower survivors in what they deem as goals or progress. Goals are centered on the survivor's well-being and protective factors.

Participants in the MDT include:

- Community agencies and non-profits such as STAND! for Families Free of Violence, Community Violence Solutions, Rainbow Community Center.
- Probation
- Children and Family Services (Child Welfare)
- Behavioral Health
- Homeless Services
- Public Defender's Office
- District Attorney's Office
- Victim Witness
- Law enforcement from multiple jurisdictions

In early 2017 the MDT launched a survey to collect information on the effectiveness of the MDT process. 79% of partners surveyed had learned about different services because of the MDT. 13 out of 14 partners surveyed wanted to see the MDT continue, and over 29 new connections to partner agencies were made in the first year of the MDT.

A particular highlight around coordination and collaboration of services was a complicated and challenging CSEC case that was brought to the MDT in fall 2017. Because of the complexities involved in this case a smaller group met several times outside of the MDT to focus on coordination and streamlining of services. The meetings included local law enforcement, the Sheriff's Office, the youth's Children and Family Services social worker, two case managers from Community Violence Solutions (CVS) and the youth's group home provider. The meetings ultimately resulted in a detailed action plan including further placement options for the youth and delineation of law enforcement's role when the youth AWOL' d (absence without leave) in order more quickly find the youth and increase their safety once identified. Law enforcement were able

to take this case to the regional Innocence's Lost Working Group and learned that the youth had open cases in two other Bay Area counties. Law enforcement, in partnership with CVS and Children and Family Services, was able to streamline case information across Counties and jurisdictions. While this case is still ongoing, the smaller meetings and proactive approach to case coordination has and will continue to make service delivery and advocacy for this youth more effective.

In addition to the MDT, The Contra Costa County Human Trafficking Coalition launched the [Red Sand Project](#) this year to continue to focus on outreach and prevention efforts. The Red Sand Project is an engaging outreach event that raises awareness about survivors of human trafficking by asking community members to spread red sand in cracks in sidewalks. The event launched in Martinez in August 2017. During the 4 hour event, 185 Red Sand Kits were distributed and 30 individuals were trained in the Coalition's Human Trafficking 101 curriculum. The event was repeated in Antioch in the fall of 2017.

The Coalition outreach team also successfully led another [SB1193 Day of Action in East County](#) in June 2017. The event was co-hosted by the Antioch Police Department and involved volunteers pairing up with law enforcement to go to businesses mandated to post information about human trafficking in Pittsburg, Antioch, Oakley, Brentwood and Knightsen. At each business, volunteers passed out posters about human trafficking and informational brochures, and had conversations with business owners.

Office of Victims of Crime – Comprehensive Services for Victims of Human Trafficking Grant

The Alliance to End Abuse (Employment and Human Services Department) manages a Comprehensive Services for Victims of Human Trafficking Grant through the Office of Victims of Crime (Department of Justice). This grant, which the Alliance has managed since 2014, has four main goals: increase the number of trafficking victims served; increase the number of services provided to human trafficking victims; increase the number of professionals trained in human trafficking identification and serving victims; and increase cross-agency collaboration to enhance and expand services for victims of human trafficking.

Since June 2014, community partners served 409 victims of human trafficking. At the grant's inception in 2014, partners reported 32 victims identified in the first six months, and 73 victims identified by the first year. Since then there has been a steady increase in victims identified and served.

Additionally, 245 units of service were provided to those 409 victims over the last three years by community partners. The most frequent service recorded was ongoing case management followed closely by emotional/moral support, mental health services, housing/shelter advocacy, personal items and safety planning.

Since June 2014 over 2,854 professionals and individuals have been trained on human trafficking identification and response (2,376 professionals trained June 2014 – December 2016, 478 professionals trained from January to June 2017). The most commonly covered topics at trainings included defining and identifying victims of human trafficking, services available for victims, techniques for screening and interviewing victims, procedures for reporting victims, health and trauma consequences of trafficking, and local and regional dimensions of trafficking. The most frequently trained professionals include advocacy and awareness groups, victim

service providers, community agencies, mental health providers and educational institutions, schools and students.

Responding to Commercially Sexually Exploited Children/Youth (CSEC/Y) involved with Children and Family Services (CFS)

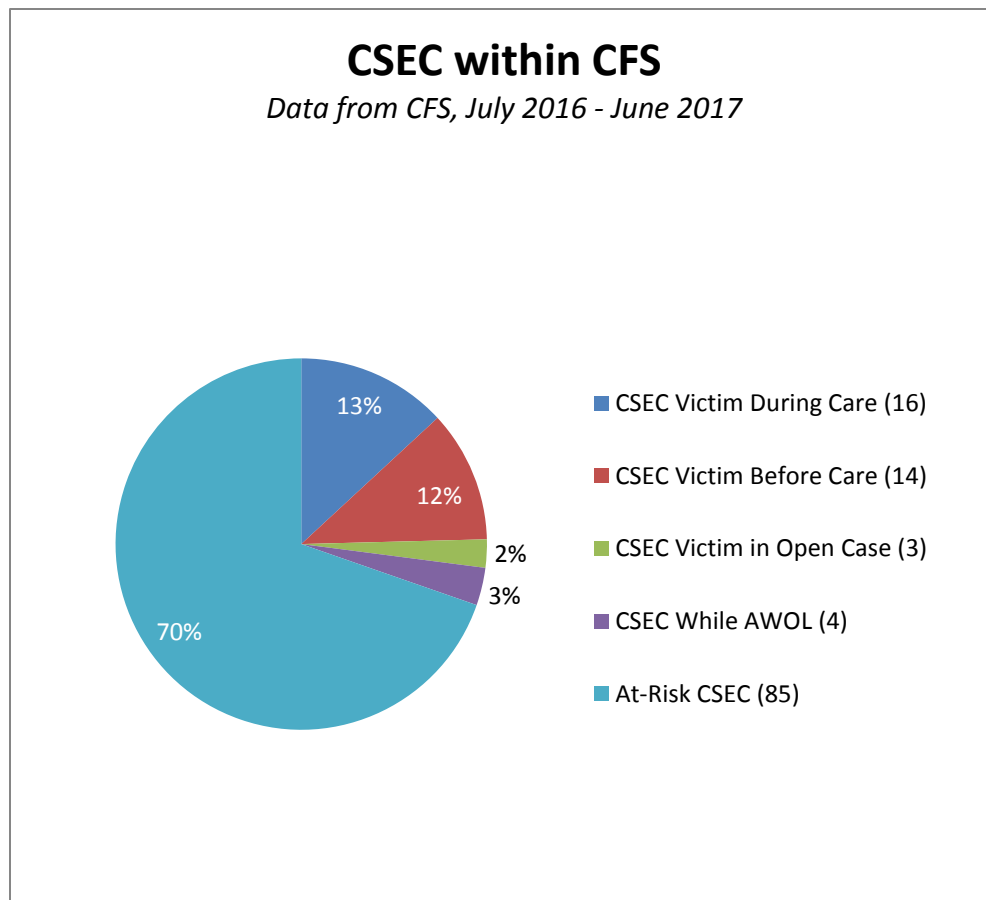
Recent Federal and State regulations and laws require county child welfare agencies to implement policies and procedures for commercially sexually exploited children and youth. These regulations include: identification, documentation, finding appropriate services and providing training.

The Contra Costa County Commercially Sexually Exploited Children (CSEC) Program is now entering its fourth year of implementation. Contra Costa County Children & Family Services (CFS) opted into the CSEC Program at its inception. CFS Social Workers are required to identify children and youth who are at risk of sexual exploitation. Identifying these children and youth as victims and survivors rather than as prostitutes and criminals continues to help change how these children are viewed in the community.

CFS staff have been trained to notice common red flags and warning signs for CSEC. Additionally, CFS participated in the pilot to create the West Coast Children's Clinic CSE-IT Tool. This tool helps staff identify and respond to CSE youth. CFS staff properly document within the state case management system the children and youth who are alleged or suspected victims or at risk of commercial sexual exploitation (CSE).

Below is a snapshot of the children and youth who are alleged or suspected victims or at risk of commercial sexual exploitation (CSE) within the child welfare system. California Department of Social Services requires that counties properly document within the state case management system called Child Welfare Services/Case Management System (CWS/CMS) the children and youth who are alleged or suspected victims or at risk of commercial sexual exploitation (CSE). Data is categorized as follows:

1. Victim During Care
2. Victim in Open Case, Not in Foster Care (FC)
3. Victim while Absent Without Leave (AWOL)
4. Victim in Closed Case, Receiving (Rcv) Independent Living Program (ILP) Services (Svcs)
5. Victim Before Care
6. At Risk



CFS serves victims of CSEC in a variety of ways, including service linkage, case coordination and consultation, and outreach/education. This past fiscal year, CSEC within Child Welfare were served in the following ways:

Case Coordination & Collaboration

- Participation in Countywide Multi-Disciplinary Team (MDT) meetings held monthly
- Child and Family Teams (CFT) held to coordinate care for youth who are CSE
- Work with Youth Partner to try to engage youth

Service Linkage

- CFS contracts with community agencies (Community Violence Solutions and Catholic Charities) to provide critical service linkages including: a CSEC Case Specialist for CFS CSE youth; humanitarian bags which contain clothes, sundries, clipper cards, shoes, etc.; a Forensic Interviewer at the Children's Interview Center (CIC) to assist with the interviewing of CSEC victims when brought to the CIC; case management services to high risk youth and families, specifically targeting CSE involved youth; a CSEC Liaison and CSEC Coordinator to help streamline identification, service provision and training.

Trauma Responsive Training & Outreach

- Provide trauma-informed services for youth in the form of classes at Independent Living Services Program (ILSP) via ARM of Care, a healing arts therapeutic agency.
- Set aside a fund for social workers to access money to pay for CSEC related expenses (tattoo removal, etc.)
- Sanctuary Institute provided a weeklong training for around 40 CFS staff (from various departments and levels) and provided consultation around creating trauma-informed environments for staff and youth. Trauma Transformed provided Trauma 101 courses six times in March 2017, over 100 CFS staff attended.

In order to prevent identified at risk youth from becoming victims, CFS provides the following services and outreach:

- Child and Family Teams (CFT) held to coordinate care for youth who are at risk
- Community Violence Solutions (CVS) Case Specialist consults with social workers regarding youth who are identified "at risk".
- ILSP CSEC Awareness Workshop held February 2017 (Yvette Williams)
- Provided trauma-informed interventions strategies via First Aid Arts Training for ILSP Staff in March 2017
- Ongoing CSEC Awareness classes held by the Community Colleges as part of their Resource Family Training series
- Set aside a fund for social workers to access money to pay for at risk and in-risk CSE youth related expenses

Significantly, an internal policy guide was developed to assist CFS staff in serving CSE youth. This policy guide followed CDSS guidelines and incorporated best practices identified through the interagency collaborations throughout the county. In February 2016, a CFS CSEC Workgroup was launched and provided input to the policy. The policy addresses:

- Protocol regarding identifying CSEC
- Procedures for the Hotline/Centralized Screening Unit, Emergency Response social workers, and social worker responsible for ongoing case management.
- Procedures for children/youth missing from placement

Challenges and Needs in Addressing Human Trafficking

While incredible progress has been made on identifying and serving victims of human trafficking, significant barriers remain.

Some of the most consistent challenges have arisen around the lack of trained dedicated staff within agencies to address this population. Without consistent individuals who know and understand the intricacies of human trafficking and how to best work with and engage, survivors, clients are left to work with whomever is assigned to their case or available.

Both the District Attorney's Office and Children and Family Services have not been able to create full time staff positions or units to address human trafficking. While other forms of interpersonal violence (like domestic violence) have staff and units dedicated to the nuances and complexities of the issue, human trafficking lags behind.

While Children and Family Services as well as the District Attorney's office have worked brought in contractors to assist and rely on partner agencies, this has created real barriers to warm hand offs, wrap around services and consistent care. Many other Counties have moved towards specialized staff positions, task forces and units in order to address the specific training and expertise it takes to provide effective services to this population.

Additional challenges remain around flexible and timely housing and shelter options, language capacity, and training on identifying and serving labor trafficking survivors.

The Family Justice Center

[The Family Justice Center](#) (FJC) continues to be a one-stop center for families affected by domestic violence, sexual assault, elder abuse, child abuse, and human trafficking. The Family Justice Center coordinates with on-site partners so clients can get safer sooner. Between October 1, 2016 and September 30, 2017, the Family Justice Centers provided services to 2,297 individuals who experienced interpersonal violence. Those services impacted an additional 1,949 children living with these clients. FJC is able to provide comprehensive and integrated services by working together with their 26 on-site partners. On-site partners include 7 law enforcement partners, 9 public agencies and 30 community based organizations. Below is a snapshot of FJC clients:

- 81% of clients are between ages 25 and 59; 8% are between 18 and 24; 8% over 60; and 2% are under 18
- 50% of clients are Latino, 20% White, 19% African American, and 6% Asian
- 76% of clients seek services related to domestic violence, 11% sexual assault, 8% child abuse and 5% elder abuse
- 64% report monthly income of \$2,000 or less
- 87% of clients are female
- 20% of clients have no health insurance, and 51% are on MediCal or emergency MediCal
- 15% reported that they are disabled
- 23% do not speak English

One recent case highlights the effectiveness of FJC's one stop model:

Lara was introduced to the Family Justice Center by a Community Violence Solutions advocate. She confided to the advocate that her ex-boyfriend had hit her the previous night and she did not know what to do next. The Navigator met with Lara and connected her to a *Lawyers for Family Justice* Attorney to file an online petition for a restraining order. She was also connected to RotaCare Richmond for an appointment to check on her injuries, since the client only had emergency MediCal. Lara also will meet with a STAND! liaison to prepare a safety plan and get emotional support while she is waiting for her restraining order hearing.

The intended outcomes of FJC's work are demonstrated in three areas: coordinated seamless services for victims of interpersonal violence (IPV); capacity building and partnership support; and building supportive and knowledgeable community. Below these three focus areas are further broken down.

Coordinate Integrated Services

FJC's services are organized into two groups: crisis support and long term safety. Crisis support services are coordinated through FJC Navigators, who connect clients to the services they need to leave their abusive situations or deal with their present crisis. After dealing with crisis, FJC staff offer services to get clients to long term safety and independence by working on four domains: health, education and training, wealth and community. Below are highlights from FJC's work to integrate services in 2017:

- The number of IPV clients served (2,297) increased, compared to the previous one-year period.
- FJC expanded their partnerships by adding more on- and off-site partners.
- Out of the 903 clients who filled out client surveys, 98% were satisfied with the services, 98% felt safe and comfortable at the FJC, and 98% would recommend the FJC to a friend in need.
- FJC's Women INspired to Grow and Succeed (WINGS) program completed two 6-week series with 30 participants. As a result, participants created resumes (two of which resulted in new jobs), signed up to complete GED courses, and signed up to further their education in ESL and computer skills. 12 continued to engage with the Center by joining Project Connect.

Capacity Building and Partnership Support

FJC's capacity building and partnership support strategy includes hosting monthly multidisciplinary team (MDT) case reviews of high danger domestic violence and human trafficking cases and law enforcement training coordination. In addition, through the Family Justice Institute, FJC offers trainings and workshops to educate service providers and the public about issues related to IPV. Below are highlights from FJC's work in capacity building and partnership:

- Of the 45 partners who completed partner surveys in July 2017, 84% stated that they could connect clients to more resources, compared to 78% who shared that view in July 2016 and 68% who shared that view in July 2015. 89% stated that they understood a shared vision and how their organization contributed to it, and 85% felt a sense of community at the FJC.

- 25 agencies participate in the monthly domestic violence MDT meetings and review 2 to 4 cases per meeting. Of the reviewed cases, 98% of victims were women, 77% had children and 32% were still married to their abusers.
- The Family Justice Institute offered 3 workshops, attended by 89 individuals. FJC developed these workshops in response to training needs identified by partners. The topics include IPV 101, Implicit Bias, and Cycles of Violence.

Community Building

FJC strives to support resident-centered and community-based prevention strategies. They aim to engage residents and foster resident ownership of the Family Justice Center, build on community assets, and improve connections among residents, public agencies and non-profit organizations. FJC's Community Fellowship Program has advanced this approach, engaging 10 local resident survivors with leadership development training and opportunities for 10 months. In turn, these Community Fellows have brought community input and survivor insight to FJC's work. They have been involved in every facet of FJC's work and have made significant contributions.

FJC also hosts monthly Project Connect gatherings, intended to build community, offer learning opportunities and share stories. 114 individuals, many of them current or former clients, have come together for Project Connect.

More information and resources can be found below:

- [Contra Costa Human Trafficking Coalition](#)
- [The Red Sand Project](#)
- [Human Trafficking Awareness Month Toolkit](#)
- [2016 Contra Costa Human Trafficking Impact Report](#)
- [The Alliance to End Abuse: Trainings](#)