



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:	<u>Trant</u>	<u>Frances (Fran)</u>	
	(Last Name)	(First Name)	(Middle Name)
2. Address:	<u>[REDACTED]</u>	<u>Pittsburg</u>	<u>CA</u> <u>94565</u>
	(No.) (Street) (Apt.)	(City)	(State) (Zip Code)
3. Phones:	<u>[REDACTED]</u>	<u>[REDACTED]</u>	
	(Home No.) (Work No.)	(Cell No.)	
4. Email Address:	<u>[REDACTED]</u>		

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 <u>Mos.</u> 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

<p><u>To</u> 1/2016</p> <p>Total: <u>4 Mos.</u></p> <p>Hrs. per week <u>40</u></p>	<p>Employer's Name and Address</p> <p>Tenderloin Neighborhood Development Corporation (TNDC)</p> <p>201 Eddy St, San Francisco, CA 94102</p>	<p>environment of new broker and new health plans; 100% employees understood what was best plan(s) for them.</p> <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.
<p>D) Dates (Month, Day, Year)</p> <p><u>From</u> 2/2009</p> <p><u>To</u> 9/2015</p> <p>Total: <u>6 Yrs.</u> <u>7 Mos.</u></p> <p>Hrs. per week <u>50 - 60+</u></p>	<p>Title</p> <p>HR & Training Officer</p> <p>Contra Costa Housing Authority</p> <p>Employer's Name and Address</p> <p>3133 Estudillo Street, PO Box 2759 , Martinez, CA 94553</p>	<p>Duties Performed</p> <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 X 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 X 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.
7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

**THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA and for
Special Districts, Agencies and Authorities Governed by the Board Adopted Resolution no.
2011/55 on 2/08/2011 as follows:**

IN THE MATTER OF ADOPTING A POLICY MAKING FAMILY MEMBERS OF THE BOARD OF SUPERVISORS INELIGIBLE FOR APPOINTMENT TO BOARDS, COMMITTEES OR COMMISSIONS FOR WHICH THE BOARD OF SUPERVISORS IS THE APPOINTING AUTHORITY

WHEREAS the Board of Supervisors wishes to avoid the reality or appearance of improper influence or favoritism;
NOW, THEREFORE, BE IT RESOLVED THAT the following policy is hereby adopted:

- I. SCOPE: This policy applies to appointments to any seats on boards, committees or commissions for which the Contra Costa County Board of Supervisors is the appointing authority.
- II. POLICY: A person will not be eligible for appointment if he/she is related to a Board of Supervisors' Member in any of the following relationships:
 1. Mother, father, son, and daughter;
 2. Brother, sister, grandmother, grandfather, grandson, and granddaughter;
 3. Great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, and great-granddaughter;
 - 4 . First cousin;
 5. Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 6. Sister-in-law (brother's spouse or spouse's sister), brother-in-law (sister's spouse or spouse's brother), spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouse's grandson; 7 . Registered domestic partner, pursuant to California Family Code section 297.
 8. The relatives, as defined in 5 and 6 above, for a registered domestic partner.
 9. Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

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.