



Contra
Costa
County

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 FEB 11 2019
 CLERK BOARD OF SUPERVISORS
 CONTRA COSTA CO.

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:

Public Agency Representative []
 PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION PRINT EXACT SEAT NAME (if applicable)

1. Name: Wells, Amy, Elizabeth
 (Last Name) (First Name) (Middle Name)

2. Address: [] Discovery Bay, CA 94505
 (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 Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Cal State, Hayward	Human Development	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	[]	[]	BA	June 1999
B) University of Phoenix	Early Childhood Education	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	37	[]	MA	March 2011
C) []	[]	Yes No <input type="checkbox"/> <input type="checkbox"/>	[]	[]	[]	[]
D) Other schools / training completed:	Course Studied	Hours Completed		Certificate Awarded: Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>		
University of Connecticut	Family Development	[]		Family Development Credential		

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) From To <input type="text" value="9/2010"/> <input type="text" value="Present"/> Total: Yrs. Mos. <input type="text" value="8"/> <input type="text" value="5"/> Hrs. per week <input type="text" value="50"/> . Volunteer <input type="checkbox"/></p>	<p>Title <input type="text" value="Assistant Director"/> Employer's Name and Address <input type="text" value="Contra Costa County-Community Services Bureau"/> <input type="text" value="1470 Civic Court"/> <input type="text" value="Concord, CA 94521"/></p>	<p>Duties Performed <input type="text" value="Oversee all educational components of the Head Start and Early Head Start programs (county-wide), coordinate T/TA for site supervisors and teachers, support professional development opportunities, oversight of QRIS, oversight of NAEYC accreditations, oversight of CCL regulations and compliance, develop school readiness and long-term agency goals."/></p>
<p>B) Dates (Month, Day, Year) From To <input type="text" value="1/2005"/> <input type="text" value="2/2010"/> Total: Yrs. Mos. <input type="text" value="5"/> <input type="text" value="1"/> Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title <input type="text" value="Director"/> Employer's Name and Address <input type="text" value="Aim High Child Care"/> <input type="text" value="Griffith Lane"/> <input type="text" value="Brentwood, CA 94513"/></p>	<p>Duties Performed <input type="text" value="Provided a responsive, educational environment for children, responsible for maintaining all CCL requirements, Coordinate and implement curriculum, responsible for enrollment and maintenance of contracts, coordinate staff trainings, coordinate parent trainings, organize community events, maintain site budget."/></p>
<p>C) Dates (Month, Day, Year) From To <input type="text"/> <input type="text"/> Total: Yrs. Mos. <input type="text"/> <input type="text"/> Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title <input type="text"/> Employer's Name and Address <input type="text"/></p>	<p>Duties Performed <input type="text"/></p>
<p>D) Dates (Month, Day, Year) From To <input type="text"/> <input type="text"/> Total: Yrs. Mos. <input type="text"/> <input type="text"/> Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title <input type="text"/> Employer's Name and Address <input type="text"/></p>	<p>Duties Performed <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:

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: 2.3.19

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.

Amy E. Wells

Discovery Bay, CA 94505

Career Objective

To seek a rewarding and challenging position where I can utilize my educational background and experiences.

Experience

Contra Costa County-Community Services Bureau, Concord, CA

Assistant Director-Education, 4/1/2018-Present

- Oversee all educational components of the Head Start and Early Head Start programs (county-wide)
- Coordinate T/TA for teaching staff and site supervisors
- Maintain and oversee QRIS requirements
- Oversee NAEYC accreditations
- Oversee Community Care Licensing regulations and components within our agency
- Develop and implement agency-wide school readiness goals
- Develop long-term agency-wide goals
- Coordinate services with community agencies to enhance our Program-Exploratorium, Tandem, Bay Area Discovery Museum
-

Contra Costa County-Community Services Bureau, Concord, CA

Comprehensive Services Manager-Education Manager, 7/1/2013-Present

- Oversee all educational components, including monitoring, observing classrooms, and reviewing education files to ensure that all education criteria are met.
- Participate in the development of long-term Community Services Bureau goals and objectives based on needs, trends, and prior concerns of the surrounding communities.
- Develop and implement annual School Readiness Educational Goals.
- Review and report outcomes based on assessments and goals.
- Individualize training and technical assistance as needed to teaching staff, administrative staff, and parents.
- Supervise and mentor staff including site teachers.
- Supervise and oversee Homebase educator and program operations.
- Program monitoring using various tools, including CLASS, ECERS, ITERS.
- Analyze Desired Results Development Profile Revised (DRDP) data and other technical data to evaluate program effectiveness.
- Present to Policy Council and the Board of Supervisors as needed.
- Assume responsibilities in the absence of the Assistant Director, including supervision and oversight of sites and staff.

- Review and support the implementation of program standards and requirements, such as CCL regulations, Head Start Program Performance Standards, and Department of Education regulations.
- Act as liaison to outside agencies, such as First Five and Contra Costa County Office of Education.

Contra Costa County-Community Services Bureau, Martinez, CA

Comprehensive Services Manager, 9/2010-6/30/2013

- Plan, coordinate, and implement comprehensive services, including health, nutrition, mental health, and education, to federal and state-program eligible families and children.
- Provide various trainings to staff and families.
- Provide administrative and technical assistance to all partnering agencies and staff.
- Oversee partner and delegate agencies to ensure compliance with federal and state guidelines and regulations.
- Program monitoring using various tools, including CLASS, ECERS, ITERS.
- Manage and supervise assigned staff.
- Monitor programs to ensure compliance with Community Care Licensing.
- Monitor unit budget for staffing, equipment, and supplies.

Aim High Child Care, Brentwood, CA

Director, 1/2005-2/2010

- Provide a positive, hands-on environment for school-aged children and their families.
- Responsible for maintaining all state licensing requirements.
- Create, coordinate, and implement program activities and curriculum.
- Responsible for enrollment and the maintenance of parent/provider contracts.
- Provide direction, supervision and assistance to all staff and monitor work practices.
- Coordinate staff trainings.
- Coordinate and implement physical education and nutrition curriculum.
- Organize events to increase public and community awareness/knowledge of our program.
- Work closely with agencies such as PACE, Child Care Council and Contra Costa County.
- Assess the needs of students and families.
- Prepare and maintain site budget and expenses and responsible for tuition and fees collection.

Education

- **University of Connecticut**, Family Development Credential
- **University Of Phoenix**, Online Program
Master's Degree, Early Childhood Education, 2011
- **California State University**, Hayward
Bachelor's Degree, Human Development-Major: Child Development; Minor: Adolescent Development, 1999

Trainings and Certifications

- Family Development Credential Program- Trainer/Facilitator
- Classroom Assessment Scoring System Certification (CLASS)-Reliable in Toddler and Preschool