
Susan Jeong
Contra Costa County Local Planning and Advisory Council
Pleasant Hill, CA 94523

jsmith@unitycouncil.org



EMAIL



Concord, CA 94520



Dear Ms. Jeong:

As an experienced Family and Community Partnerships Manager, the invitation to join the Local Planning and Advisory Council with Contra Costa County is graciously accepted as I would be honored to become a member. When reviewing the board requirements and your website, I was excited to see that my qualifications and personal traits align with your needs and mission.

I bring a set of talents that I believe will be valuable to the Contra Costa Local Planning and Advisory Committee. My role as a Family and Community Partnerships Manager, has allowed me to hone my abilities in working on a team while also allowing me to share innovative ideas. My collaborative spirit, people-centric nature, and community engagement passion have afforded me excellent communication and advocacy skills. Additionally, as a personable communicator with documented partnerships in Contra Costa, Alameda, and San Francisco Counties, my focus on building strong professional relationships has been a valuable asset throughout my career. I would be honored and excited to contribute my strengths and skills to the LPC and its efforts

I am respectfully submitting this letter of interest in hopes of joining the LPC of Contra Costa County in 2019. Please review my resume for a complete collection of my work history and accomplishments.

Sincerely,

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Jacqueline Smith
Brentwood Ca. 94513 •

EDUCATION

Cal State Hayward

Hayward, CA

Bachelors of Arts- Sociology/ Minor in Women Studies

May 1999

Activities: Women's Director Assistant, Children's Ministry Coordinator, Music and Poetry Group, Activities Coordinator for local youth groups

EXPERIENCE

Unity Council Head Start

Oakland, CA

Family and Community Partnerships Manager

July 2013-Present

- Develop and maintain effective working relationships with families that demonstrate respect and understanding on-site and within the community of the families served.
- Contact parents/caregivers on a regular basis to follow up on individual and family goals, offer services, and provide connections to community resources and services.
- Provide resources, presentations, and workshops to families related to housing, employment, financial literacy, health, parenting and other services when additional services are needed.
- Facilitate parent's engagement with their child's education and advocacy.
- Organize and facilitate monthly parent/caregiver meetings, parent education, and parent involvement events.
- Exhibit an understanding of Head Start School Readiness in relation to parent/caregiver engagement and educating families for their transition to Kindergarten.
- Ensure the availability of necessary developmental program materials by working closely with the educational team.
- Participate in recruitment, enrollment, outreach, referral, and consultation services for identified families as required.
- Assess parent/caregiver interests to schedule monthly activities.
- Solicit and train parent volunteers for the center.
- Complete monthly reports with Nest forms and report monthly in-kind reports.
- Attend staff meetings, in-service training, community partnership meetings and trainings.

Unity Council Early Head Start

Oakland, CA

Parent Involvement Specialist

March 2010-July 2013

- Organized social and multicultural events and planned educational trips.
- Communicated with prospective community partners to generate workshop participation.
- Increased quantity of donations by collaborating with private donors.
- Coordinated with the Site Directors in the planning, implementation and facilitation of parent participation activities.
- Conducted parent workshops and enlisted translator to promote attendees understanding
- Managed and updated parent records and event participants to ensure accuracy and federal regulation compliance.
- Drafted monthly parent calendars and event flyers.
- Prepared presenter evaluation forms.
- Recruit parents for parent policy committee.

- Received extensive training in Urban Male Health, Family Health Services, Male and Father Hood Unit, LGBT Domestic Violence Survivors, Class and Culture, Echo Fair Housing, Cal Fresh, Faith Based Bereavement, and Cultural Competence.

Unity Council Early Head Start

Oakland, CA

Family Advocate

March 2010- July 2013

- Provide comprehensive services to pregnant women, children, and families through home visits, referrals and child/family goal setting.
- Assist parent in planning and implementing activities that promote bonding, attachment and sustained positive parenting.
- Assembled child files in accordance with agency policies.
- Assist with recruitment and enrollment of children and families for the EHS Program.
- Responsible for direct services and support for 18 children and their families.
- Generated monthly reports to track families' progress and interactions.

EMQ Families First

Concord, CA

Mental Health Rehabilitation Specialist (MHRS)

June 2002-December 2010

- Promoted by supervisor from MHRS 1 to MHRS 2 and later promoted to Interim Program Coordinator
- Facilitated and leader of family and individual counseling sessions.
- Chaired family meetings, attended individual educational planning meetings, and maintained weekly contact with probation officers, medical doctors, and social workers.
- Directed living skills and self-advocacy training for parents and children.
- Implemented child behavioral goals and evaluated child progress.

COMMUNITY SERVICE

Hands of Hope Food Bank, Volunteer; Little Bethany Baptist Church, Guidance Counselor, Youth Mentor

Trainings

Circle of Security, Family Development Credential, CPR, First Aid, Cultural Sensitivity and Awareness, Disaster Preparedness, Mandated Reporting



Contra
Costa
County

For Office Use Only

Date Received:

For Reviewers Use Only:

Accepted Rejected

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

MAIL OR DELIVER TO:

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

PLEASE TYPE OR PRINT IN INK

(Each Position Requires a Separate Application)

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

Contra Costa County Local Planning Advisory Council Early Ed.
PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

[Blank Box]
PRINT EXACT SEAT NAME (if applicable)

1. Name: Smith (Last Name) Jacqueline (First Name) Marie (Middle Name)

2. Address: [Redacted] Blentwood, CA 94513
(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. Phones: [Redacted]

4. Email Address: [Redacted]

5. EDUCATION: Check appropriate box if you possess one of the following:

High School Diploma G.E.D. Certificate California High School Proficiency Certificate

Give Highest Grade or Educational Level Achieved Bachelors of Arts Degree

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) <u>Cal State Hayward</u>	<u>Sociology</u>	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	<u>104</u>		<u>BA</u>	<u>May 1999</u>
B) [Redacted]	[Redacted]	Yes No <input type="checkbox"/> <input type="checkbox"/>				
C) [Redacted]	[Redacted]	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"/>			
[Redacted]	[Redacted]	[Redacted]				

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</p> <p>July 2008 Present</p> <p>Total: Yrs. Mos.</p> <p>5 6</p> <p>Hrs. per week <input type="checkbox"/> Volunteer <input type="checkbox"/></p>	<p>Title</p> <p>Family & Community Partnerships</p> <p>Employer's Name and Address</p> <p>The Unity Council 1900 Fruitvale Ave. Oakland, CA</p>	<p>Duties Performed</p> <ul style="list-style-type: none"> • provide resources • facilitate parenting classes • facilitate monthly parent meetings • community liaison services
<p>B) Dates (Month, Day, Year) From To</p> <p>March 2010 July 2013</p> <p>Total: Yrs. Mos.</p> <p>3 4</p> <p>Hrs. per week <input type="checkbox"/> Volunteer <input type="checkbox"/></p>	<p>Title</p> <p>Parent Involvement Specialist</p> <p>Employer's Name and Address</p> <p>The Unity Council 1900 Fruitvale Ave. Oakland, CA</p>	<p>Duties Performed</p> <ul style="list-style-type: none"> • organized and planned educational trips • organized and planned events • conducted workshops • train and recruit volunteers
<p>C) Dates (Month, Day, Year) From To</p> <p>March 2010 July 2013</p> <p>Total: Yrs. Mos.</p> <p>3 4</p> <p>Hrs. per week <input type="checkbox"/> Volunteer <input type="checkbox"/></p>	<p>Title</p> <p>Family Advocate</p> <p>Employer's Name and Address</p> <p>The Unity Council 1900 Fruitvale Ave. Oakland, CA</p>	<p>Duties Performed</p> <ul style="list-style-type: none"> • provided comprehensive services to pregnant women, children and families • assembled child files • managed a caseload of 18 children
<p>D) Dates (Month, Day, Year) From To</p> <p>June 2002 December 2010</p> <p>Total: Yrs. Mos.</p> <p>8 6</p> <p>Hrs. per week <input type="checkbox"/> Volunteer <input type="checkbox"/></p>	<p>Title</p> <p>Mental Health Rehabilitation Specialist (MHR)</p> <p>Employer's Name and Address</p> <p>EMQ/Families First 2380 Solvito St. Ste 201 Concord, CA</p>	<p>Duties Performed</p> <ul style="list-style-type: none"> • facilitated and led family & individual counseling sessions. • directed living skills and self-advocacy training • implemented positive behavior training

7. How did you learn about this vacancy?

CCC Homepage Walk-In Newspaper Advertisement District Supervisor Other LPC Board Member

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: 1/8/19

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.



APPLICATION FOR MEMBERSHIP

Name: Jacqueline Smith
Home Address:
City: Brentwood, CA Zip: 94513
Business/Agency/Affiliation: The Unity Council
Address:
City: Oakland, CA Zip: 94601
Type of Organization: Head Start Position: Family and Community Relationships Mgr.
Day Phone:
Email:

A. CATEGORIES FOR APPOINTMENT

The County Board of Supervisors and the Superintendent of Schools make appointments to the Early Care and Education Planning Council. Members must live or work in Contra Costa County. Twenty percent of the Planning Council members are to be drawn from each of the following categories described below: Child Care Consumer, Child Care Provider, Community Representative, Public Agency Representative, and All Other. Please indicate which categories you could represent.

1. Consumer of Child Care Services - using childcare or have used it within the past 36 months.
Are you currently utilizing Child Care? Yes No
Date you last used it:
Type of Care:
Location:
Length of Time as a Consumer:

2. Child Care Provider- please check the types of care you provide and note the number of children:
Licensed family care provider # of children licensed for
Licensed & publicly funded child care center # of children licensed for 90
Licensed, private for profit, or private non-profit child care center # of children licensed for
Subsidized Child Care Program # of children licensed for
License exempt child care provider # of children cared for
Location of your facility: 1187 Meadow Lane - D Concord, CA 94520
Program/Center Name: Cesar Chavez Head Start

3. Community Representative: Includes civic or community based agencies or business that advocate for child care but do NOT provide child care or contract with the California Department of Education to provide child care and developmental services.
Organization:
Service Provided:
Location:
Service Area:

4. Public Agency Representative - Including city, county and local education agencies.
Agency:
Service Area:

5. All Other- Please describe:

B. GEOGRAPHIC, ETHNIC, AND CULTURAL DIVERSITY REPRESENTATION

CalWORKS legislation AB 1542 (Education Code 8499.3 d) states, "Every effort shall be made to ensure that the ethnic racial, and geographic composition of the local planning council is reflective of the ethnic, racial, and geographic distribution of the population of the county"

Please indicate your ethnic origin:

Which region of the County would you represent: Central

- White (non-Hispanic)
- Black (Includes African, Jamaican, Trinidad and West Indian)
- Hispanic (includes Mexican, Puerto Rican Cuban, Latin American or Spanish)
- Asian or Pacific Islander (includes Pakistani, East Indian, Japanese, Tongan, Filipino, Laotian, or Vietnamese)
- American Indian or Alaskan Native (includes persons who identify themselves or are known as such by virtue or tribal association)
- Other _____

C. CURRENT COUNCIL INVOLVEMENT:

Are you currently an active participant on a Council Committee? No ___ Yes

Which Committee: _____ What is your participation? _____

D. INTERESTS: Personal/Professional areas of interest/experience/skills that could benefit the Council:

Positive attachment parenting programs and trainings such as Circle of Security. Anti-drug and alcohol coalition with Bay Area Community Resources. I also work with the Community Liaison for the MADUSP to facilitate parent classes.

I am interested in becoming a Council representative because: I am an advocate for early child care and learning. I want to support all children and families with access to affordable childcare and support policies to bring more services to low income families.

E. MEMBER RESPONSIBILITIES: Members are expected to attend regular meetings on the fourth Monday of July, September, November, January, March, and May from 3:00 p.m. to 5:00 p.m. and participate in at least one committee. Additional meetings may be scheduled for training and council business.

Are you able to commit to regular participation, given this schedule: Yes _____ No

If needed, do you have the support of your agency/employer to be an active member of the Council? Yes _____ No

F. How did you hear about the Planning Council?

I heard about the LPC from my site Director and Board Member Brenda Brown.

Please attach your resume and a letter of interest with this application. Mail completed application, resume and letter of interest to the Contra Costa County Local Planning and Advisory Council (LPC) Coordinator at the Contra Costa County Office of Education, 77 Santa Barbara Road, Pleasant Hill, CA 94523.

For more information please call the LPC Coordinator at (925) 942-3413.

Signature: _____

Date: 1/22/19