



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:

Local Planning and Advisory Council for Early Care & Education

Child Care Consumer 2

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. **Name:** Clarke Denise Elaine
(Last Name) (First Name) (Middle Name)

2. **Address:** y Benicia CA 94510
(Street) (Apt.) (City) (State) (Zip Code)

3. **Phones:**

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 of Arts

	Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
				Semester	Quarter		
A)	Cal State San Bernardino	Psychology: Child Dev.	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			MA	12/2004
B)	Sonoma State University	English	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			BA	5/1998
C)	Crafton Hills College	Child Development	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			AA	6/2002
D)	Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded:			
	Ventura College	Liberal Studies	AA Degree	Yes No <input checked="" 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) From To 9/2015 Present Total: Yrs. Mos. 3 6 Hrs. per week 40 . Volunteer <input type="checkbox"/></p>	<p>Title Youth Development Services Supervisor Employer's Name and Address Contra Costa County Office of Education 77 Santa Barbara Road Pleasant Hill, CA 94523</p>	<p>Duties Performed Program supervisor for the Education for Homeless Children and Youth Program. Provide technical assistance to school districts around the educational rights of homeless youth. Also serve as the employer engagement coordinator the the Workforce Innovation and Opportunity Act Program.</p>
<p>B) Dates (Month, Day, Year) From To 10/2008 8/2015 Total: Yrs. Mos. 7 Hrs. per week 40 . Volunteer <input type="checkbox"/></p>	<p>Title Youth Development Services Specialist I Employer's Name and Address Contra Costa County Office of Education 77 Santa Barbara Road Pleasant Hill, CA 94523</p>	<p>Duties Performed Provided case management for youth under the Workforce Investment Act program. Also provided program support for the homeless education and foster youth services programs.</p>
<p>C) Dates (Month, Day, Year) From To 11/2007 10/2008 Total: Yrs. Mos. 11 Hrs. per week 40 . Volunteer <input type="checkbox"/></p>	<p>Title Case Manager II Employer's Name and Address Regional Center of the East Bay 2151 Salvio Street, Suite 365. Concord, CA 94520</p>	<p>Duties Performed Provided case management for over 70 children diagnosed with qualifying special needs. Facilitated the planning process, developed the Individual Program Plans and coordinated services for clients.</p>
<p>D) Dates (Month, Day, Year) From To 11/2005 7/2007 Total: Yrs. Mos. 1 8 Hrs. per week 40 . Volunteer <input type="checkbox"/></p>	<p>Title Program Specialist Employer's Name and Address Sonoma State University California Institute on Human Services 1801 E. Cotati Ave. Rohnert Park, CA 94928</p>	<p>Duties Performed Provided project leadership and developed project training materials. Coordinated state-wide trainings on mandated reporting and childhood abduction. Tracked data and prepared project reports for funders.</p>

7. How did you learn about this vacancy?

☐ CCC Homepage ☐ Walk-In ☐ Newspaper Advertisement ☐ District Supervisor ☒ Other Existing LPC 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: _____

3/24/19

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.



APPLICATION FOR MEMBERSHIP

Name: Denise Clarke

Home Address: _____ City: Benicia Zip: 94510

Business/Agency/Affiliation: Contra Costa County Office of Education

Address: _____ City: Pleasant Hill Zip: 94523

Type of Organization: Education Services Position: Youth Development Services Supervisor

Day Phone: (925) _____ FAX: (925) _____ 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 _____ |
| _____ 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: _____ Program/Center Name: _____
- _____
- _____

- ☐ **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: County Office of Education Service Area: County

- ☐ **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: All

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: Project and Workforce What is your participation? _____

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

I have vast educational and career experience in early childhood education and have completed both site supervisor and program director permits through the California Commission on teacher credentialing. I've also provided training and technical assistance to child care providers and worked with the early childhood environment rating scales and teacher career initiatives in the past. Currently I work in Youth Development Services at the CCC Office of Education supporting families and school districts in regards to education and services to support homeless and foster youth.

I am interested in becoming a Council representative because: _____

I would like to be more involved in the field of early childhood education and stay up to date with current trends and initiatives in the field as they relate to local programs and services.

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: x Yes _____ No

If needed, do you have the support of your agency/employer to be an active member of the Council?

x Yes _____ No

F. How did you hear about the Planning Council?

Existing member

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: 3/22/19

DENISE E. CLARKE, M.A.

BENICIA CA 94510 •

EDUCATION

Master of Arts, Psychology: Child Development

California State University, San Bernardino, CA 2004

Bachelor of Arts, English

Sonoma State University, Rohnert Park, CA 1998

Associate of Arts, Child Development

Crafton Hills College, Yucaipa CA 2001

Associate of Arts, Liberal Sciences

Ventura College, Ventura, CA 1996

EMPLOYMENT

Youth Development Services Supervisor, Contra Costa County Office of Education, Pleasant Hill CA

September 2015 – Present

- Supervise and coordinate services for the Education for Homeless Children and Youth Program and shelter tutoring program.
- Provide technical assistance and training to school districts on the educational rights of homeless children and youth and collaborate with community partners to provide educational support services to homeless youth.
- Serve as the employer engagement coordinator for the Workforce Innovation and Opportunity Act program.
- Facilitate trainings and deliver presentations to the community on youth programs, data and outcomes.
- Research and prepare grant applications for youth programs in the Youth Development Services Department.

Youth Development Services Specialist I, Contra Costa County Office of Education, Pleasant Hill CA

October 2008 – 2015

- Enrolled eligible youth and provided case management for students in the youth Workforce Investment Act program.
- Coordinated the Homeless Education Program and Foster Youth Tutoring programs in 2008-2012.
- Interviewed families and students to assess needs and coordinate the provision of supportive services.
- Attended and participated in meetings to deliver presentations on programs and outcome data.
- Prepared Requests for Applications and ensured completion of grant reporting requirements.
- Assisted in the development of program budgets and monitored program expenditures.

Case Manager II, Regional Center of the East Bay, Concord, CA

November 2007-October 2008

- Provided case management and conducted home visits for over 70 children diagnosed with qualifying special needs.
- Facilitated the planning process, developed the Individual Program Plans (IPP), and coordinated services for assigned clients.
- Attended school and parent meetings and advocated on behalf of consumers to protect their rights under the law and ensured that they received those services and benefits to which they were entitled.

Project Specialist, Sonoma State University, California Institute on Human Services, Rohnert Park, CA

November 2005-July 2007

- Provided project leadership, performed administrative functions and directed support staff.
- Developed project training materials and coordinated all aspects of training events.
- Monitored project timelines and budget and made changes as appropriate.
- Conducted research and provided written material and data as necessary for grant applications and reporting.
- Prepared contractual agreements and documentation of services.

Program Director, Redlands Day Nursery Child Development Center, Redlands, CA

December 2000-October 2005

- Managed two child development centers with 60 staff and 200 children ages 0 to 5 years.
- Ensured programs were in compliance with the California Department of Education and Community Care Licensing standards and conducted annual program and staff evaluations.
- Developed and monitored fiscal budget and prepared and submitted quarterly reports CA Department of Education.