



Contra  
Costa  
County

Please return completed applications to:

Clerk of the Board of Supervisors

651 Pine St., Room 106

Martinez, CA 94553

or email to: ClerkofTheBoard@cob.cccounty.us

## BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name

Glenn

Last Name

Bivens

Home Address - Street

City

Zip Code

Pittsburg

94565

Phone (best number to reach you)

Email

Resident of Supervisorial District:

5

### EDUCATION

Check appropriate box if you possess one of the following:



High School Diploma



CA High School Proficiency Certificate



G.E.D. Certificate

Colleges or Universities Attended

Course of Study/Major

Degree Awarded

Los Angeles City College

Journalism

☒ Yes

☐ No

Diablo Valley College

Administration of Justice

☐ Yes

☒ No

☐ Yes

☐ No

Other Training Completed:

Twenty-eight years of CA Standards of Training for Corrections (Juvenile)

Board, Committee or Commission Name

Seat Name

Contra Costa County Community Corrections Partnership (CCP)

Victim Advocate

Have you ever attended a meeting of the advisory board for which you are applying?

☒ No

☐ Yes

If yes, how many?

Please explain why you would like to serve on this particular board, committee, or commission.

I believe I will bring a 2 pronged analysis of the challenges and opportunities facing the Realignment Commission based on my 28 years with Alameda County Probation and my 2 years working in the crime victim/witness program at Contra Costa District Attorney's Office. I also have the experience of serving Contra Costa as a Juvenile Justice Commissioner.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

The previous section of the application states my training for working with criminal offenders. The knowledge of policies and procedures is not sufficient for dealing with felons. As an institutional officer my focus was to be an example of living right, evaluating options and considering the more successful path toward being a good citizen. Most of the detainees had not had daily contact with strong role models. I believed that as being in loco parentis we were obligated to give them that exposure. Helping them formulate processes extending beyond their detention period. Hoping to seed into them the basics of living above/beyond the criminal behaviors. I have nearly 2 years experience as a crime victim advocate for Contra Costa County. In this capacity I interview victims of crime, explain the court process to them and accompany them to court as needed. I also seek resources provided through state and local agencies to aid the crime victim in moving forward with their life.

I am including my resume with this application:

Please check one:

☒ Yes

☐ No

I would like to be considered for appointment to other advisory bodies for which I may be qualified.

Please check one:

☐ Yes

☒ No



**Are you currently or have you ever been appointed to a Contra Costa County advisory board?**

Please check one: ☒ Yes ☐ No

**List any volunteer and community experience, including any boards on which you have served.**

Four years served as member of Contra Costa County Juvenile Justice Commission 1998-2002.

**Do you have a familial relationship with a member of the Board of Supervisors?** (Please refer to the relationships listed below or Resolution no. 2011/55)

Please check one: ☐ 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 relationships?**

Please check one: ☒ Yes ☐ No

If Yes, please identify the nature of the relationship:

Employee

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 publicly accessible. I understand and agree that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

**Signed:**

**Date:**

11/12/19

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651 Pine St., Room 106  
Martinez, CA 94553

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4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2011/55, 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: mother, father, son, daughter, brother, sister, grandmother, grandfather, grandson, granddaughter, great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, great-granddaughter, first-cousin, husband, wife, father-in-law, mother-in-law, daughter-in-law, stepson, stepdaughter, sister-in-law, brother-in-law, spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouses' grandson, registered domestic partner, relatives of a registered domestic partner as listed above.
8. A person will not be eligible to serve if the person shares a financial interest as defined in Government Code §87103 with a Board of Supervisors Member.

# GLENN I. BIVENS

## OBJECTIVES

I am seeking a career in community support services that would include work with individuals and groups as applicable. I have over 30 years of professional and volunteer experience in corrections, counseling and support services. I also have two years of investigative interviewing for a college newspaper with an All American rating.

## EDUCATION

### Los Angeles City College

**1978** Associate in Arts Degree in Journalism

Recognition:

- Journalism Association of Community Colleges Award Winner 1978
- Editor of Los Angeles Collegian Newspaper 1977-1978, All American Status Publication Award
- Numerous staff awards for page layout, writing and photography

### Diablo Valley College

**1999** Completed lower division studies Criminal Justice

## EXPERIENCE

### Contra Costa County (District Attorney Office) | 900 Ward Street Martinez, CA 94553

**Victim/Witness Assistance Program Specialist** 02/1/2018 – Present

Contact victims and witnesses of crime. Explain the role of the victim/witness advocate. Provide the client with an overview of the prosecution process and their rights under Marsy's Law. Connect the client with restorative services through State Agencies, Cal Victim Compensation Board, and local non-profit agencies. Duties also include court accompaniment, filing restitution claims, safety planning and Criminal Protective Orders. Position also includes making presentations to law enforcement, community centers, schools, community based, government and private organizations about Victim and Witness Services.

## Training

- CCVAA Entry Level Advocate Training (40 hours)
- Completion of 100% of OVC TTAC Online Training
- CCVAA Mass Casualty Training
- Online Trainings-Safe at Home,
- Taking Victim Services to the Next Level
- Webinars- Signs of Elder Abuse, Cyberbullying, DV/SA Survivors,

## **Contra Costa County (EHSD) | 40 Douglas Street, Martinez, CA 94553**

**Exchange agent 1** 07/10/2013 – 11/30/2016

Call center customer service representative. Inform and educate California residents about medical benefits mandated by the Federal Affordable Care Act (ACA). Enroll new customers in ACA and Medi-Cal health plans while assisting individuals through the online customer portals. Report and protect Personally Identifiable Information (PII) and Health Insurance Portability and Accountability Act information.

## SKILLS

- Microsoft Office software
- Softphone

## **Alameda County - Probation | 400 Broadway Oakland, CA 94607**

**Institutional Supervisor** September 2005 – March 2012

Duties include supervision and training of duty peace officers in a custodial institution. Oversee all custodial and educational operations within the 358 bed facility. Job duties included overseeing the intake and releasing process of detainees. I served as juvenile activities program facilitator. Coordinate academics and physical fitness competitions for youth. Developed and co-authored the detention facilities organizational operations manual.

## SKILLS

- Microsoft Office software
- Intake (booking) of detained persons
- Trained in weapon scanning, processing of evidence, fingerprinting, DNA collection, use of physical and chemical restraints
- Transportation of detainees

## **Alameda County (Probation) | 400 Broadway Oakland, CA 94607**

**Institutional Officer** December 1986 – September 2005

Duties included intake and custodial care of juvenile offenders assigned to the facility. I served as a court officer and transporter for Oakland presiding court (5 years) and the Hayward court (3 years). During my period as an institutional officer, I developed and conducted detainee workshops for life skills, citizenship and inter-cultural education. Under direct approval from management, I created a speakers' bureau which included Tuskegee Airmen, local sports figures and community leaders.



## **VOLUNTEER WORK**

### **1998-2002**

Contra Costa County Juvenile Justice Commissioner

### **1996-2002**

Black Families Association of Central Contra Costa

### **2003-2009**

Richmond Rescue Mission (Pastor)

### **2010-current**

Darius Jones Foundation (Board Member)



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**BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION**

**First Name**

Mary Elizabeth

**Last Name**

Knox

**Home Address - Street**

**City**

Martinez

**Zip Code**

Ca.

**Phone (best number to reach you)**

**Email**

**Resident of Supervisorial District:**

4

**EDUCATION**

*Check appropriate box if you possess one of the following:*



High School Diploma



CA High School Proficiency Certificate



G.E.D. Certificate

**Colleges or Universities Attended**

**Course of Study/Major**

**Degree Awarded**

UCLA

History

☒ Yes

☐ No

Pepperdine University School of Law

Law

☒ Yes

☐ No

☐ Yes

☐ No

**Other Training Completed:**

**Board, Committee or Commission Name**

Public Protection Committee

**Seat Name**

Victims' Representative

**Have you ever attended a meeting of the advisory board for which you are applying?**

☐ No

☒ Yes

If yes, how many?

2

**Please explain why you would like to serve on this particular board, committee, or commission.**

The CCP is entrusted with making decisions regarding the supervision and rehabilitation of individuals who have been convicted of felonies. These decisions have a significant impact on public safety and on those who have been the victims of the felonious conduct. I would like to ensure that crime victims have a voice in this process

**Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)**

I have been employed as a deputy district attorney in Contra Costa County for 34 years and handled thousands of felony prosecutions. Throughout my years as a prosecutor, I have had direct interaction with crime victims and their families and the issues they have faced in the criminal justice system.

**I am including my resume with this application:**

Please check one:

☐ Yes

☒ No

**I would like to be considered for appointment to other advisory bodies for which I may be qualified.**

Please check one:

☐ Yes

☒ No

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

Please check one: ☐ Yes ☒ No

List any volunteer and community experience, including any boards on which you have served.

WCEF board, 4 years

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed below or Resolution no. 2011/55)

Please check one: ☐ 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 relationships?

Please check one: ☒ Yes ☐ No

If Yes, please identify the nature of the relationship:

Employment

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Signed:

Date: 11/15/2019

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**BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION**

**First Name**

Shannon

**Last Name**

Mahoney

**Home Address - Street**

**City**

**Zip Code**

Martinez

94553

**Phone (best number to reach you)**

**Email**

**Resident of Supervisorial District:**

5

**EDUCATION**

*Check appropriate box if you possess one of the following:*



High School Diploma



CA High School Proficiency Certificate



G.E.D. Certificate

**Colleges or Universities Attended**

**Course of Study/Major**

**Degree Awarded**

Diablo Valley College

Associates of Arts Degree



Yes



No

California State University, Chico

Bachelor of Arts Degree in Psychology



Yes



No

John F. Kennedy University

Master of Arts Degree in Counseling Psychology



Yes



No

**Other Training Completed:**

**Board, Committee or Commission Name**

**Seat Name**

Contra Costa County Community Corrections Partnership

Victims' Representative

**Have you ever attended a meeting of the advisory board for which you are applying?**



No



Yes

If yes, how many?

**Please explain why you would like to serve on this particular board, committee, or commission.**

As the Victim Witness Program Manager for the Contra Costa District Attorney's Office, I am dedicated to serving victims of all crimes in our community. I constantly work to strengthen the victim services response in our county by advocating for victims' rights and ensuring that crime victims have a voice in the criminal justice process. I believe that my experience as an advocate, combined with my passion to make a difference for crime victims, makes me a good candidate to fill the victims' representative seat on this board.

**Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)**

I hold a bachelor's degree in psychology and a master's degree in counseling psychology. Before coming to the DA's Office, I worked with children and parents involved in the foster care system. I saw the impact that trauma has on families. I began as a victim advocate in 2006, working with victims in all areas of the county. I took over as the interim program manager in 2012 and was placed into the permanent position in 2014. I am fortunate to have incredible advocates that provide invaluable services to the most vulnerable members in our community. I use creative victim centered practices to meet the needs of the people we serve. I collaborate with community and law enforcement partners to provide trauma informed, culturally responsive services to crime victims.

**I am including my resume with this application:**

Please check one:



Yes



No

**I would like to be considered for appointment to other advisory bodies for which I may be qualified.**

Please check one:



Yes



No

**Are you currently or have you ever been appointed to a Contra Costa County advisory board?**

Please check one: ☐ Yes ☒ No

**List any volunteer and community experience, including any boards on which you have served.**

While I have not served on any boards, I am invested in our community and participate in several meetings and collaborative groups with regard to victim services. I was previously a member of the Contra Costa County Human Trafficking Coalition executive team and served on multiple sub-committees.

**Do you have a familial relationship with a member of the Board of Supervisors?** (Please refer to the relationships listed below or Resolution no. 2011/55)

Please check one: ☐ 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 relationships?**

Please check one: ☒ Yes ☐ No

If Yes, please identify the nature of the relationship:

County employee, CCP funds 3 advocates

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 publicly accessible. I understand and agree that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

**Signed:**

[Redacted Signature]

**Date:** 11-21-19

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## PROFESSIONAL EXPERIENCE

Contra Costa County District Attorney's Office  
Victim Assistance Program  
Martinez, CA

Victim Witness Program Manager  
November 2014 – Present

- Manage the day to day operations of the Victim Witness Assistance Program, consisting of multiple grant funding sources. Train and supervise program staff located at sites throughout the county
- Provide trauma informed and victim centered services to victims of violent crime; including homicide, sexual assault, domestic violence, human trafficking and elder abuse
- Able to adapt to emotionally charged situations and meet the diverse needs of our community. Strong understanding of the dynamics of violence and trauma to support survivors as they heal
- Excellent relationships with District Attorney's Office staff, law enforcement and community organizations to bring together different ideas and approaches
- Assist in strengthening collaborative partnerships with community organizations and justice partners to support a successful response to violence as well as strategies regarding prevention and education
- Knowledge of current trends, legislation and laws. Assist in budget planning and assessing grant needs while staying current on changing regulations and policies
- Program performance evaluation to ensure grant objectives are being met and to address gaps in service delivery
- Actively participate in community meetings and coalitions. Complete speaking engagements on a variety of topics at different venues to increase awareness around the dynamics that crime victims face
- Plan and host training opportunities for law enforcement and community partners. Assist with outreach campaigns through public service announcements and written materials.
- Compile statistics and grant reports for grant funders and the District Attorney's Office

Contra Costa County District Attorney's Office  
Victim Assistance Program  
Martinez, CA

Victim Witness Interim Program Manager  
December 2012 – November 2014

- Oversee daily program activities and goals to ensure that victims receive a high standard of service while advocating for victims' rights under Marsy's Law
- Provide direct services to victims including crisis intervention, appropriate referrals, support through the criminal justice system, restitution and victim impact statement assistance
- Assist in interviewing, hiring, and evaluation of Victim Witness staff members
- Maintain strong relationships with all justice partners and community organizations to assist in providing victim centered services
- Utilize case management systems to maintain accurate records of services and provide training to staff members
- Create program brochures, pamphlets and training materials to spread awareness about services for crime victims and build relationships within the community
- Participate in the evaluation of program goals and staff performance and assist in the disciplinary or corrective process
- Complete quarterly reports for the District Attorney's Office and grant funders as well as to assess program effectiveness



Contra Costa County District Attorney's Office  
Victim Assistance Program  
Martinez, CA

Victim Witness Program Specialist  
April 2006 – December 2012

- Advocate for crime victims' constitutional rights while collaborating with Deputy District Attorneys, law enforcement, and other community agencies to aid in the successful prosecution of criminal cases.
- Skilled at reading different character and personality traits of individuals while adjusting my approach to better meet the needs of the survivor
- Proficient in using Microsoft Office programs and completing administrative duties
- Strong organizational skills to effectively manage hundreds of cases a year while meeting deadlines
- Show resourcefulness and initiative in working with attorney staff to better support victims.
- Network with all staff members involved in the criminal justice system and community agencies to ensure awareness of my mission, so that I may better advocate for victims.
- Ability to manage and diffuse emotional reactions of people facing traumatic situations.

Family Stress Center  
Antioch, CA

Parent Aide Coordinator  
July 2003 – April 2006

- Train and supervise Parent Aide staff.
- Supervise management of cases and scheduling of parent-child visitations for families whose children have been placed in the foster care system for Central and East Contra Costa County
- Supervise visitations for Children and Family Services between biological parents and children placed in the foster care system.
- Work alongside Social Workers and foster families to organize and complete visitations.
- Compile monthly reports and help facilitate staff meetings.

## **EDUCATION**

John F. Kennedy University  
Pleasant Hill, CA

Graduated June 2005

- Master of Arts Degree in Counseling Psychology

California State University Chico  
Chico, CA

Graduated May 2002

- Bachelor of Arts Degree in Psychology

Diablo Valley College  
Pleasant Hill, CA

Graduated December 1999

- Associate of Arts Degree

## **AWARDS**

- 2009 Community Violence Solutions Community Champion Award

## **CERTIFICATES**

- 2006 California Victim Witness Advocate Entry Level Training Certificate
- 2007 California Advanced Level Victim Advocate Training Certificate
- 2009 NOVA Community Crisis Response Team Training Certificate
- 2013 California Victim Witness Program Coordinator Training Certificate

References available upon request



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**BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION**

**First Name**

Ana

**Last Name**

Villalobos

**Home Address - Street**

**City**

**Zip Code**

**Phone (best number to reach you)**

**Email**

**Resident of Supervisorial District:**

**EDUCATION**

*Check appropriate box if you possess one of the following:*

☒ High School Diploma

☐ CA High School Proficiency Certificate

☐ G.E.D. Certificate

**Colleges or Universities Attended**

**Course of Study/Major**

**Degree Awarded**

University of Baja California, Mexicali, Mexico

Register Nurse

☒ Yes

☐ No

Baja California Education Department

BA in Biology- Nursing

☒ Yes

☐ No

**Other Training Completed:**

License Certified Cyclist Instructor ( LCI)

**Board, Committee or Commission Name**

**Seat Name**

Concord Bike and Pedestrian Advisory Board-

Board Chair

**Have you ever attended a meeting of the advisory board for which you are applying?**

☐ No

☒ Yes

If yes, how many?

Multiple

**Please explain why you would like to serve on this particular board, committee, or commission.**

"He who is sinless to throw the first stone". Life is hard and if we do not contemplate the idea of forgiveness and second chances in certain cases, we run the risk of supporting a social system full of resentment and a legal system unfit to provide and create new opportunities in our lives. Despite what life has given me, I choose to continue fighting to find and highlight the good in humanity. I still believe that in many cases, with the right support system and a little mercy, the world can be a much better place. About 21 years ago, I experienced a tremendous change in my life. In less than 2 months, I was going through a painful divorce and I was suddenly in the need to start my life all over again in a different country, all while raising two children; the oldest one being autistic. When I arrived in the United States, I found myself naturally in a clash of cultures, values and languages. I had to

**Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)**

My experience as a program manager, community outreach coordinator and educator has helped me to open doors that would otherwise not easily open and to create new doors that did not exist before. In the same way, my passion for service helps me to find appropriate forms of communication among Spanish-speaking members. This communication allows for trust in me and the systems in which I work to be able to support them to reach new goals. As a registered nurse, my main goal has always been to serve my community in the best way possible; starting with the main goal to preserve and improve the quality of life of any individual as much as possible. For many years I worked as a nurse in charge of intensive care in my country. After changing my homeland, while waiting for my RN credentials to transfer over, I decided to focus in the public health arena of which my main job has been to serve communities; especially those most at risk, to help them obtain

**I am including my resume with this application:**

Please check one:

☒ Yes

☐ No

**I would like to be considered for appointment to other advisory bodies for which I may be qualified.**

Please check one:

☒ Yes

☐ No

**County Victims' Representative Application- Ana Villalobos**

Complete answer to question number one:

"He who is sinless to throw the first stone". Life is hard and if we do not contemplate the idea of forgiveness and second chances in certain cases, we run the risk of supporting a social system full of resentment and a legal system unfit to provide and create new opportunities in our lives. Despite what life has given me, I choose to continue fighting to find and highlight the good in humanity. I still believe that in many cases, with the right support system and a little mercy, the world can be a much better place.

About 21 years ago, I experienced a tremendous change in my life. In less than 2 months, I was going through a painful divorce and I was suddenly in the need to start my life all over again in a different country, all while raising two children; the oldest one being autistic. When I arrived in the United States, I found myself, naturally, in a clash of cultures, values and language. I had to start all over and learn a completely new language and way of living for the three of us in the fastest and most



productive way possible. I can't imagine what my life and my children's lives would be without the support of a great family and a wonderful group of friends and teachers who have helped me get ahead in life. We all know that life, in general, is hard and that every day may present different, challenging and heartbreaking circumstances. Not everyone has the blessing of being part of an integrated family, society and church group that can bring love, emotional and financial support when you need it while also providing you with ethical and moral values. In the same way, in many circumstances, life offers really hard situations that, as human beings, we are not able to understand nor confront. Four years ago, my only son died at the hands of a distracted driver, who should not have been driving at that time. The driver was a father, attending to his baby in the back seat. When they asked me what I wanted to do, I asked them to please have mercy on him. My son had already left a 1.5-year-old baby without a father and having this individual incarcerated would only increase the number of children without parents.

I believe that every human being deserves second and in some cases third chances to change. In my country we have a saying: "If in life we charge every eye with another eye, very soon we will live in a world of the blind!"

Complete answer for question number 2:

My experience as a program manager, community outreach coordinator and educator has helped me to open doors that would otherwise not easily open and to create new doors that did not exist before. In the same way, my passion for service helps me to find appropriate forms of communication among Spanish-speaking members. This communication allows for trust in me and the systems in which I work to be able to support them to reach new goals. As a registered nurse, my main goal has always been to serve my community in the best way possible; starting with the main goal to preserve and improve the quality of life of any individual as much as possible. For many years I worked as a nurse in charge of intensive care in my country. After changing my homeland, while waiting for my RN credentials to transfer over, I decided to focus in

the public health arena of which my main job has been to serve communities; especially those most at risk, to help them obtain and create a better standard of living including everything from employment opportunities, opportunities for higher levels of education, food and housing assistance and case management services. For the past 15 years I have been working as a Health Education Specialist supporting and training people to create positive changes in their lives and communities; this work I have also in focused in low-income areas. My job has not only been to educate community members but also to become the necessary bridge between community members, associations and government agencies that promote the well-being and the growth of every individual.

Complete answer for question number 3:

- Healthy Community Manager for Concord
- HEAL( Healthy Eating Active Living) Zone grant with Kaiser Permanente for two consecutive sessions of three years each one and an the administration of \$ 1,000,000.00 per session.



- Concord Bike and Pedestrian Committee- Chair member for the past 3 years
- Cultural Adviser for State Assembly Tim Grayson
- Bike Concord and Volunteer Board Member
- San Francisco Jr. Giants Hall of Fame 2019 and Advisory Member
- Women of the year for City of Concord, Soroptimist, and City of Pleasant 2017

As a registered nurse, my main goal has always been to serve my community in the best way possible; starting with the main goal to preserve and improve the quality of life of any individual as much as possible. For many years I worked as a nurse in charge of intensive care in my country. After changing my homeland, while waiting for my RN credentials to transfer over, I decided to focus in the public health arena of which my main job has been to serve communities; especially those most at risk, to help them obtain and create a better standard of living including everything from employment opportunities, opportunities for higher levels of education, food and housing assistance and case management services.

# Ana Villalobos de McAdoo

## *Summary:*

*Senior Health Education Specialist and Trainer; passionate about promoting safe environment, Routes to schools and healthy and active living with 5 years of experience in program management and 11 years of experience in planning, training, developing, and implementing programs that promote community and individual transformation for all.*

*Objective: To obtain a Public Health position at Contra Costa County Health Services that will give me the opportunity to share my knowledge, experience and expertise in health education promotion, community needs assessments, leadership training, program planning, program development and implementation among community members in disadvantage or at risk to become homeless, and governmental organizations that serve individual transformation and promote well-being.*

## *Summary of Qualifications:*

- Excellent communications skills in both Spanish and English.
- Experienced with program management and leadership.
- Excellent capability to work independently and as a member of a team.
- Experienced in working with Public Health services.
- Great experience working with diverse communities.
- Capable of working successfully in a multicultural environment.
- Experienced working with disadvantaged populations.
- Trustworthy and with high ethical principles.
- Excellent knowledge of the Monument area.
- Passionate about promoting healthy living and community transformation.
- Bachelor of Nursing Degree, University of Baja California Mexico; Associate Degree in Biology.
- More than 9 years of progressive experience in community development and Public Health services.
- Experience in management.
- More than 10 years of experience working as a Chef/Health Educator and Trainer for major health systems including Contra Costa County Health Services, Kaiser Permanente and the City of Livermore.

## *Work experience:*

- **February 2019 to present. Senior Health Education Specialist for Contra Costa County Health Services.** Work with Nutrition and Physical Activity Project. Work in

partnership with community and youth focused organizations, educational institutions, local government agencies to provide nutrition education and physical activity promotion throughout Contra Costa County. In addition, this project also support organizations as they develop and implement changes to improve the nutrition and physical activity environment in ethnic and culturally diverse low- income communities through policy system and environmental change at the same time that supervised nutrition and physical activity programs assign to health education specialist and multiple subcontracting agencies throughout Contra Costa County.

- **October 2016 – January 2019. Health Education Specialist and Trainer for Contra Costa County Health Services.** Work with the Safe Routes to School, Injury Prevention and Physical Activity Promotion Project. This project includes a variety of bilingual activities, such as coordination of community events. Plans, conducts, and evaluates the health education and health prevention aspects of Safe Route to Schools programs and recommends specific policies to protect and promote public health. Meet and confer with parent liaison groups in the coordination of parents and volunteers. Coordination of community leaders and organizers including trainings, data gathering and analysis of data. Maintains and distributes health educational material to school, non-profit organizations, community organizations and government organizations including citizen committees that support community safety and bike and pedestrian's protection. Represent the department with various civic groups and community organizations. Creation and review of education materials, preparation of visual aids, and display materials. Conduct needs assessments including walkability audits and park community assessments. Publicizes reports on health education services and educational programs that support safe and healthy communities. Evaluation of reports and assessments. Direct and coordinate relevant trainings in collaboration with other community and governmental agencies. Preparation of accurate and concise reports, program creation, community outreach and workshops presentations for students, teachers, principals and community organizations to encourage physical activity promotion, safe communities and walking and bicycling to school and work as a means of everyday physical activity and community building.
- **October 2012 – June 2018. Chef Educator and Trainer for Kaiser Permanente (contract position).** Planning and conducting health education presentations to promote health prevention aspects of departmental programs. Creating recommendations to promote public health and active living among individuals. Coordinate and carries out specific phases of healthy eating programs. Coordinate multiple programs among various civic groups, community leaders, community parent liaison and instructors as well as Kaiser Permanente employees and families through schools, community set ups, community centers, health fairs, clinics and groups in Contra Costa County. Creation and review of new healthy recipes and publications for educational sustainability. Maintain and distribute articles and recipes that promote healthy habits. Preparation of visual aids and display materials including recipes, articles, cooking and nutrition classes. Conduct special trainings and education classes that support healthier lifestyles for large and small groups in English and Spanish. Evaluated pre and post surveys to create reports on health education services and cultural and appropriate health promotion including community approach. Direct and coordinate relevant trainings activities for employees, community leaders and community organizations including hands on cooking classes and demonstrations that support healthier lifestyles. Served as an advocate for individuals and communities in disadvantage providing information and referrals regarding county health systems and services available to the public including medical services and CAL FRESH to foster

high school students and community members in need. Directing, conducting and creating outreach events that connect, and open opportunities for all to achieve better opportunities and quality of life.

- **October 2012 - June 2016. Healthy Community- HEAL (Healthy Eating Active Living) Zone Manager.** -Healthy Community Manager - HEAL Zone (Healthy Eating Active Living Zone) Manager for KP in Concord, California. The Healthy Living Program Manager served as the point person for the Monument Community Healthy Eating Active Living (HEAL) Zone collaborative sponsored by Kaiser Permanente. Planned, conducted, evaluated and served as an advocator when necessary and conduct outreach to community members in need. Planned, conducted and evaluated the health education and health prevention aspects of departmental programs, community organizations and groups in the community. Coordinated the creation of implementation of agencies healthy policies to protect and promote public health including the promotion of free or low-cost physical activity, and healthy eating in a budget. Coordinated and carried out specific phases of programs including the creation, execution and evaluation of the Healthy and Active living -CAP (Community Action Plan) created with the support of multiple organizations, partners and investors. Coordinated multiple programs, trainings, evaluation reports, community assessments, park assessments and health related events. Confers with and advised staff on health education and preventive health principles and cultural appropriate community teaching techniques to integrate health education materials into the activity plan. Coordinated various civic groups, community agencies, business, schools, organizations and community leaders including Contra Costa County Health Services – Physical Activity Promotion Project, First 5 services, Healthy and Active B4 Five, Clinica la Raza, Health Promoters, Community Parents Liaison, Bike East Bay, Bike Concord, City of Concord Public Works and Parks and Recreation Department, MDUSD- Nutrition Department, Monument Crisis Center and Family Justice Center during the implementation of the CAP and the health community assessments. Represent the Monument HEAL Zone group with various organizations and city committees and at multiple local, county and national public health events including the National Conference of Public Health, Bi-national Childhood and Obesity Prevention Conference, and the HEAL (Healthy Eating Active Leaving) Zone conferences. Created, translated and reviewed public health publications that support health educational sustainability. Created, translated, maintained and distributed health education materials including healthy recipes and articles to staff and general public as need it. Prepared bilingual visual aids and display materials such as the “healthy bingo” or **Loteria Saludable** used during community events and presentations to promote healthy habits, activates. Conducted cultural appropriated community needs assessments and reports with specific recommendations on community health needs and services for the community. Organized and arranged for discussion groups on health problems or barriers to support healthier lifestyles including walkability audits, parks assessments and health education presentations among city council representatives and community organizations. Publicized and created health related articles in Spanish and English through various media including radio, television and magazines. Evaluated reports on health education services and educational programs including pre and post community assessments and community surveys. Directed and coordinated relevant training activities to support the CAP implementation. Provided and promoted excellent customer and service to community members and groups to identify short- and long-term needs and the creation of plans to reach goals and maintain quality lifestyle. Created and promoted meetings and special event to support



and connect each other and stay committed to a lifelong learning and healthy lifestyle.

#### Services Summary

\*Full-time duties for 4 years as HEAL Zone Manager\*

- **September 2007- October 2012.** Community Health Worker Specialist/Educator for Contra Costa Health Services. Working as a site coordinator and trainer for the “NEW (Nutrition, Exercise and Wellness) Kids” program in the Monument Community in Concord, and in Pittsburg, California. CHW Specialist for the Lead poisoning Prevention Project, doing workshops, community presentations and special follow up with families in our area with identified children with high lead levels, and families with children in need of extra training and support, follow up, case management and care to obtain a better quality of life and stay connected with clinical and medical services available for them.  
-In this position I also have over 3 years’ experience providing outreach and connecting services to homeless and at-risk communities. I was responsible for providing healthy eating and cooking workshops for homeless and low-income families in Concord and Pittsburg for the Nutrition and Physical Activity Project. As a part of these workshops it was part of my duty to facilitate ongoing relationships with the families, consult with county program staff on homeless relations, coordinate services and refer participants and their families to assist them with low-income housing, homeless services, section 8 applications, medical and social services, employment, health, and other client needs-
- **October 2004 to present. Chef Educator and Trainer for Kaiser Permanente (contract position).** Planning and conducting health education presentations to promote health prevention aspects of departmental programs. Creating recommendations to promote public health and active living among individuals. Coordinate and carries out specific phases of healthy eating programs. Coordinate multiple programs among various civic groups, community leaders, community parent liaison and instructors as well as Kaiser Permanente employees and families through schools, community set ups, community centers, health fairs, clinics and groups in Contra Costa County. Creation and review of new healthy recipes and publications for educational sustainability. Maintain and distribute articles and recipes that promote healthy habits. Preparation of visual aids and display materials including recipes, articles, cooking and nutrition classes. Conduct special trainings and education classes that support healthier lifestyles for large and small groups in English and Spanish. Evaluated pre and post surveys to create reports on health education services and cultural and appropriate health promotion including community approach. Direct and coordinate relevant trainings activities for employees, community leaders and community organizations including hands on cooking classes and demonstrations that support healthier lifestyles. Served as an advocate for individuals and communities in disadvantage providing information and referrals regarding county health systems and services available to the public including medical services and CAL FRESH to foster high school students and community members in need. Directing, conducting and creating outreach events that connect, and open opportunities for all to achieve better opportunities and quality of life.
- **September 2006-October 2012.** Chef Educator and Trainer for City of Livermore (under contract). Working with adults, high school students and families in general as a presenter and trainer for the City of Livermore, promoting good nutrition, and

healthy and active living. Creator of the new “Promotores” project for the City of Livermore under the Cooking Matters program.

- **October 2005 to October 2007**, Office Manager at Bay Area Carbice Inc. Concord, California.
- **May 2002 to October 2005**, Part owner and operator of Villa’s Mexicatessen Restaurant, Concord, California.
- **April 2000 to February 2002**, C.N.A for We Care of Contra Costa County, Concord, California.
- **September 1992 to January 1997**, Charge Nurse and Nurse Supervisor in a hospital setting in Mexicali, Mexico.

#### ***Publications:***

- Created a family game called ***Healthy Loteria***. This game was published by Kaiser Permanente and used as a resource in educational settings.
- ***Families Cooking Together*** recipe book, published by the City of Livermore, Livermore Unified School District and Kaiser Permanente.
- I also developed my own bilingual recipes (Spanish and English) that demonstrate that traditional food can be nutritious and delicious.
- Many of my recipes have been printed and published by Kaiser Permanente, City of Livermore, Univision (TV show in Spanish), Contra Costa County Health service; these recipes are also used as “Give away” gift at special events.

#### ***Education:***

##### **United States**

- LCI Trainer Certification under the League of American Bicyclists
- RN Certification and validation of RN degree from the National Board of Nursing and CA Board of Nursing.
- CPR and First Aid Train the Trainers Certification, by the American Heart Association
- Train the Trainers certification from the SF University Research Department under the Positive Mains in Action – Stress Management and prevention of Depression Curriculum.
- C.N.A. from California Nurse Institute of San Francisco, June 2000.
- High School Diploma from Pittsburg Adult Education Center, June 2001.
- Studied English at Pittsburg Adult Education Center, April 1997 – June 2000.

##### **Mexico**

- Associate Degree in Nursing and Biology from the S.E.P. (Department of Education) August 1996.
- Bachelor Degree in Nursing from the University of Mexicali, Baja California, Mexico.
- Received R.N. license in June 1992.

### ***Languages:***

Bilingual (English-Spanish)

### ***Recognitions and Awards:***

- **SF Giants 2019 Hall of Fame Award in Leadership-** March 2019.
- **California State Senate- 7th. District-** Distinction of Honor 2017.
- **California State Assembly Recognition-** Women of Honor 2017- 14th Assembly District.
- **City of Concord** - Woman of Distinction 2017.
- **City of Pleasant Hill-** Women of Distinction Commendation 2017.
- **Soroptimist International of Diablo Vista-** 2017 Woman of Distinction.
- **Making A Difference Trough Developing Award-** 2017 Woman of Distinction.

### ***Community activities***

- Concord Junior Giants Commissioner – with the SF Giants Organization
- Chef and Volunteer Trainer and Educator for Cooking Matters in Contra Costa and Alameda County and Share our Straight National level.
- Motivational Speaker

### ***References:***

