



Agenda

FAMILY & HUMAN SERVICES COMMITTEE

SPECIAL MEETING
October 29, 2020
1:00 P.M.

The Public may observe and participate in the virtual Zoom meeting by using this link:

<https://cccouny-us.zoom.us/j/96914605233>

OR

Calling in using this phone number and Meeting ID code:

1-888-278-0254

Meeting ID: 786066

Supervisor John Gioia, Chair
Supervisor Candace Andersen, Vice Chair

Agenda Items:	Items may be taken out of order based on the business of the day and preference of the Committee
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1. Introductions
2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).
3. RECEIVE and APPROVE the draft Record of Action for the September 28, 2020 Family & Human Services Committee Meeting.
4. CONSIDER making recommendations to the Board of Supervisors on the following advisory body appointments, re-appointments or vacancies:
 - a. CONSIDER recommending to the Board of Supervisors the appointment to the Council for Homelessness, for two year terms, of:
 - Iman Novin of Walnut Creek to the Affordable Housing Developer seat;
 - Margaret Schlitz of Richmond to the Behavioral Health seat;
 - Teri House of Antioch to the City Government seat;
 - Jo Bruno of Antioch to the Consumer seat;
 - Alejandra Chamberlain of Pleasant Hill to the Education Vocational Training seat;
 - Gabriel Lemus of Martinez to the Emergency Solutions Grant seat;
 - Linea Altman of Concord to the Healthcare Provider seat;
 - Deanna Pearn of Pleasant Hill to the Homeless Service Provider seat;
 - Manjit Sappal of Martinez to the Public Safety #1 seat;
 - Misaki Hiriyama of Martinez to the Veteran Administration seat;

- Maureen Nelson to the Workforce Development seat; and
- Renee Hendrick of Crockett to the Youth representative seat.

(Jaime Jennett, Homeless Continuum of Care Planning and Policy Manager)

5. CONSIDER accepting the report and direct staff to continue to provide updates on implementation of the ordinance as part of staff's annual report on the County's Secondhand Smoke Protections Ordinance, and

CONSIDER directing the Public Health Division to study the impacts of second-hand smoke exposure in close-proximity housing, such as mobile home parks, and return to the Committee with recommendation for enhanced protections within 6 months.

(Daniel Peddycord, Public Health Director)

6. CONSIDER accepting report on the on the implementation of the tobacco retailer licensing and businesses zoning ordinances and return next year with an update, and

CONSIDER directing Public Health staff to track efforts by the tobacco industry to reverse the protections provided in SB 793, and to keep the Committee informed.

(Daniel Peddycord, Public Health Director)

7. CONSIDER accepting report from the Employment and Human Services Department on youth housing, employment, education and well-being services and the Independent Living Skills Program; and continue to support the Children and Family Services Bureau and its efforts to serve foster youth in the ILSP program. *(Don Graves, Employment and Human Services Department)*

8. CONSIDER accepting the report from the Employment and Human Services Department on the foster care Continuum of Care Reform implementation efforts and other challenges for the department including those caused by the COVID pandemic. *(Kathy Gallagher, Employment and Human Services Director)*

9. The next meeting of the Family and Human Services Committee is scheduled to be held virtually on November 23, 2020 at 9:00 AM.

10. Adjourn

The Family & Human Services Committee will provide reasonable accommodations for persons with disabilities planning to attend Family & Human Services Committee meetings. Contact the staff person listed below at least 72 hours before the meeting.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Family & Human Services Committee less than 96 hours prior to that meeting are available for public inspection at 1025 Escobar St., 4th Floor, Martinez, during normal business hours.

Public comment may be submitted via electronic mail on agenda items at least one full work day

prior to the published meeting time.

For Additional Information Contact:

Dennis Bozanich, Committee Staff
Phone (925) 655-2050, Fax (925) 655-2066
Dennis.Bozanich@cao.cccounty.us

DRAFT



FAMILY AND HUMAN SERVICES COMMITTEE

RECORD OF ACTION FOR
September 28, 2020

Supervisor John Gioia, Chair
Supervisor Candace Andersen, Vice Chair

Present: John Gioia, Chair
Candace Andersen, Vice Chair

1. Introductions

Meeting called to order at 9:02 AM.

2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).

No general public comment.

3. RECEIVE and APPROVE the draft Record of Action for the August 24, 2020 Family & Human Services Committee Meeting.

No public comment. Approved.

AYE: Chair John Gioia
Vice Chair Candace Andersen

4. CONSIDER each of the following advisory board appointments, re-appointments or vacancy declarations for possible recommendation to the Board of Supervisors.

a. RECOMMEND to the Board of Supervisors reappointment to the Contra Costa Advisory Council on Aging (ACOA) the nine individuals listed for At-Large Seats with all terms expiring on September 30, 2022, as recommended by the Council:

- At-Large Seat #2: Shirley Krohn
- At-Large Seat #5: Deborah Card
- At-Large Seat #6: Steve Lipson

- At-Large Seat #7: Summer Selleck
- At-Large Seat #10: Terri Tobey
- At-Large Seat #12: Nuru Neemuchwalla
- At-Large Seat #15: Mary Bruns
- At-Large Seat #17: Kevin Donovan
- At-Large Seat #20: Susan Frederick

No public comment. Approved forwarding recommendations to the Board of Supervisors.

AYE: Chair John Gioia
Vice Chair Candace Andersen

5. ACCEPT status report from the Employment and Human Services Department on the department's implementation of the CalFresh benefits expansion, and its CalFresh Outreach Plan and staffing needs.

No public comment. Recommendation to receive the report was approved.

AYE: Chair John Gioia
Vice Chair Candace Andersen

6. ACCEPT the report from the Employment and Human Services Department on the oversight and activities of the Community Services Bureau.

No public comment. Recommendation to accept was approved.

AYE: Chair John Gioia
Vice Chair Candace Andersen

7. The next Regular Meeting of the Family and Human Services Committee scheduled for October 26, 2020 at 9:00AM has been cancelled. The Committee will hold a Special Meeting on October 29, 2020 at 1:00PM.

8. Adjourn

Meeting was adjourned at 9:45 AM.

For Additional Information Contact:

Dennis Bozanich, Committee Staff
Phone (925) 335-1037, Fax (925) 646-1353
Dennis.Bozanich@cao.cccounty.us



Contra Costa County Board of Supervisors

Subcommittee Report

FAMILY AND HUMAN SERVICES COMMITTEE - Special Meeting

4.

Meeting Date: 10/29/2020

Subject: CONSIDER recommendations to the Board on the following advisory body appointments, re-appointments or vacancies

Department: County Administrator

Referral No.: NA

Referral Name: Advisory Body Appointments

Presenter: Dennis Bozanich

Contact: Dennis Bozanich;
925-655-2050

Referral History:

On December 6, 2011 the Board of Supervisors adopted Resolution No. 2011/497 adopting policy governing appointments to boards, committees, and commissions that are advisory to the Board of Supervisors. Included in this resolution was a requirement that applications for at-large/countywide seats be reviewed by a Board of Supervisors committee.

Referral Update:

Recommendation(s)/Next Step(s):

CONSIDER each of the following advisory board appointments, re-appointments or vacancy declarations for possible recommendation to the Board of Supervisors.

Fiscal Impact (if any):

NA

Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

FAMILY AND HUMAN SERVICES COMMITTEE - Special Meeting

4. a.

Meeting Date: 10/29/2020

Subject: RECOMMENDATION FOR APPOINTMENTS TO THE COUNCIL ON HOMELESSNESS

Submitted For: David Twa, County Administrator

Department: County Administrator

Referral No.: NA

Referral Name: Advisory Body Recruitment

Presenter: Jaime Jenett, Continuum of Care Planning
and Policy Manager

Contact: Jaime Jenett (925)
608-6700

Referral History:

On December 6, 2011 the Board of Supervisors adopted Resolution No. 2011/497 adopting policy governing appointments to boards, committees, and commissions that are advisory to the Board of Supervisors. Included in this resolution was a requirement that applications for at large/countywide seats be reviewed by a Board of Supervisors committee. Review of appointments to Countywide and At-Large seats on the Council on Homelessness are assigned to the FHS Committee.

Referral Update:

Please see the attached memo from the Council on Homelessness, which details their request to fill the 12 vacancies on the 17-member council. All applications that were considered are also attached for the Committee's review.

Recommendation(s)/Next Step(s):

RECOMMEND to the Board of Supervisors the appointment to the Council on Homelessness, for two year terms, of:

- Iman Novin of Walnut Creek to the Affordable Housing Developer seat;
- Margaret Schlitz of Richmond to the Behavioral Health seat;
- Teri House of Antioch to the City Government seat;
- Jo Bruno of Antioch to the Consumer seat;
- Alejandra Chamberlain of Pleasant Hill to the Education Vocational Training seat;
- Gabriel Lemus of Martinez to the Emergency Solutions Grant seat;
- Linea Altman of Concord to the Healthcare Provider seat;
- Deanna Pearn of Pleasant Hill to the Homeless Service Provider seat;
- Manjit Sappal of Martinez to the Public Safety #1 seat;
- Misaki Hiriyama of Martinez to the Veteran Administration seat;

- Maureen Nelson to the Workforce Development seat; and
- Renee Hendrick of Crockett to the Youth representative seat.

Fiscal Impact (if any):

NA

Attachments

Appointment Memo For Council on Homelessness - October 2020

Proposed 2021 Roster

Application - Novin

Application - Schlitz

Application - House

Application - Bruno

Application - Chamberlain

Application - Lemus

Application - Altman

Application - Pearn

Application - Sappal

Application - Hiriyama

Application - Nelson

Application - Hendrick



Date: October 7, 2020
To: Family and Human Services Committee
Supervisor John Gioia, District I, Chair
Supervisor Candace Anderson, District II, Co-Chair
From: Lavonna Martin, Director, Health, Housing and Homeless Services Division
CC: Anna Roth, RN, MS, MPH Health Services Director
Subject: Council on Homelessness Seat Membership Recommendation Process

The Director of Health, Housing and Homeless Services, Lavonna Martin, respectfully requests that the Family and Human Services Committee accepts the recommendation to appoint twelve (12) individuals for open seats on the Contra Costa Council on Homelessness (aka the Homelessness Advisory Board).

PURPOSE OF COUNCIL ON HOMELESSNESS

The Contra Costa Continuum of Care is governed by the Contra Costa Council on Homelessness (hereinafter referred to as the Council). The Council is appointed by the Contra Costa County Board of Supervisors to assist and provide guidance in the development and implementation of long-range planning and policy formulation of homeless issues in Contra Costa County.

The Contra Costa Council on Homelessness is responsible for making data driven, equitable decisions related to federal, state, and local regulations and funding guiding the administration of homelessness crisis response in the County. The Council also provides a forum for communication and coordination of the County's Strategic Plan to End Homelessness and to educate the community on federal, state and local policy issues affecting people who are homeless or at-risk of homelessness in Contra Costa County.

Governance

The Council on Homelessness is appointed by the Board of Supervisors and consists of 19 seats representing homeless or formerly homeless persons, community members, educational/vocational services, health care, housing providers, law enforcement, local government, the faith community, and homeless service providers including the Veterans Administration. All Council members reside in or are employed in Contra Costa County, demonstrate a professional interest in or personal commitment to addressing and alleviating the impact of homelessness, and be able to contribute unique expertise, opinions and viewpoints on homeless issues. Candidates will serve two-year terms.

SUMMARY OF RECRUITMENT EFFORTS/NOMINEES FOR MEMBERSHIP

The Council on Homelessness continues to make every effort to fill its vacant seats. These efforts include sending a targeted email solicitation via the Continuum of Care mailing list (1000+ contacts that include each Supervisor's office), announcing vacancies at public Council on Homelessness meetings and posting information about the vacancies and application materials on the Council on Homelessness website.



A nominating committee consisting of three (3) seated nonconflicted Council on Homelessness members reviewed applications and supplemental information including a supplemental application for all seats. The committee used a rubric to evaluate the applicants that included capacity to meet the functions and tasks of the Council on Homelessness as stated in the Council's bylaws and evaluating the diversity of current and potential Council members to ensure that a diverse population contributes to deliberations and decision-making—including consumers and community members—as well as gender, ethnic, cultural, and geographical representation.

Following a close review of applications and interviews with the candidates by a nominating committee, the Council on Homelessness recommends appointing the following twelve (12) nominees:

1. Affordable Housing Developer Representative

Iman Novin
Consultant
Novin Development Consulting
Walnut Creek, CA

2. Behavioral Health Representative

Margaret Schlitz
Program Manager
Portia Bell Hume Center's West County FSP program
Richmond, CA

3. City Government Representative

Teri House
CDBG Manager
City of Antioch
Antioch, CA

4. Consumer Representative

Jo Bruno
Consumer
Antioch, CA

5. Educational/Vocational Representative

Alejandra Chamberlain
Homeless Liaison
Contra Costa County Office of Education
Pleasant Hill, CA

6. Emergency Solutions Grant (ESG) Representative

Gabriel Lemus
Administrator, Community Development Block Grant Program and Emergency Solutions Grant Program
Contra Costa Department of Conservation and Development
Martinez, CA



7. Healthcare Provider Representative
Linea Altman
Public Health Program Specialist II
Contra Costa Community Connect and Healthcare for the Homeless
Concord, CA

8. Homeless Service Provider Representative
Deanne Pearn
Executive Director
Hope Solutions
Pleasant Hill, CA

9. Public Safety #1 Representative
Manjit Sappal
Chief of Police
City of Martinez
Martinez

10. Veteran Administration
Misaki Hiriyama
Coordinated Entry Specialist
Northern California VA Healthcare System
Martinez, CA

11. Workforce Development Representative
Maureen Nelson
Administrator
One Stop Consortium

12. Youth Representative
Renee Hendrick
Youth Action Council Member
Crockett, CA

The candidates have expressed a sincere interest in serving on the Council and are dedicated to fulfilling the mission and goals as outlines in the Council on Homelessness by-laws.

Based on the above information, the Director of Health, Housing and Homeless Services Division, on behalf of the Council on Homelessness respectfully recommends that the FHS Committee appoint the above listed people to the Council on Homelessness.

Encl:
Current Roster of Members as of 12/31/20
Full roster of applicants to open seats





Proposed Council on Homelessness Roster 2021

The Contra Costa Council on Homelessness (Council on Homelessness) is appointed by the Contra Costa County Board of Supervisors to assist and provide guidance in the development and implementation of long range planning and policy formulation that addresses homeless issues in Contra Costa County. The Council on Homelessness provides a forum for communication and coordination of the County's Strategic Plan to End Homelessness; educate the community on homeless issues, allocate federal HUD Homeless Assistance funding to providers, and advocate on federal, state and local policy issues affecting people who are homeless or at-risk of homelessness. Council on Homelessness members are appointed and serve two year terms.

	Seat Name	Appointee	Affiliation	City of Residence	Supervisorial District
1.	Affordable Housing Developer	Iman Novin	Novin Development Consulting	Walnut Creek	IV
2.	Behavioral Health Representative	Margaret Schlitz	Portia Bell Hume Center's West County FSP Program	Richmond	I
3.	City Government Seat	Teri House	CDBG Consultant, City of Antioch	Pittsburg	V
4.	CoC/ESG Program Grantee	Leslie Gleason	Executive Director, Trinity Center	Oakland	N/A
5.	Community Member Seat	Lindy Lavender	Policy Director, East Bay Leadership Council	Pacheco	V
6.	Consumer/Consumer Advocate	Jo Bruno	Consumer	Antioch	III
7.	Education and Vocational Services Representative	Alejandra Chamberlain	Homeless Education Liaison, Contra Costa Office of Education	Pleasant Hill	IV
8.	Emergency Solutions Grants Representative	Gabriel Lemus	Contra Costa Department of Conservation and Development	Martinez	V
9.	Employment and Human Services (EHSD) Representative	Sherry Lynn Peralta	Program Director, Employment and Human Services Department	Hercules	I
10.	Faith Community Representative	Doug Leich	Multi-Faith ACTION Coalition	Danville	II
11.	Health Care Representative	Linae Altman	Healthcare for the Homeless	Concord	IV
12.	Homeless Service Provider	Deanne Pearn	Executive Director, Hope Solutions	Moraga	II
13.	Public Housing Authority	Tony Ucciferri	Special Assistant to the Executive Director, Housing Authority of County of Contra Costa	Concord	IV
14.	Public Safety Representative #2	Shawn Ray	Lieutenant, San Pablo Police Department	San Pablo	I
15.	Public Safety Representative #1	Manjit Sappal	Chief, Martinez Police Department	Martinez	V
16.	Reentry Services Representative	Patrice Guillory	Managing Director, Healthright 360	Antioch	III
17.	Veterans Administration Representative	Masaki Hirayama	Northern California VA Healthcare System	Oakland	N/A
18.	Workforce Development	Maureen Nelson	One Stop Consortium	?	N/A
19.	Youth Representative	Renee Hedrick	Youth Action Council member	Rodeo	V

10.5.20



Application Form

Profile

Iman _____ Nov n _____
First Name Middle Initial Last Name

_____ _____
Home Address Suite or Apt

Wa nut Creek _____
City State Postal Code

_____ _____
Primary Phone

_____ _____
email Address

Which supervisorial district do you live in?

District 2

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

University of California San Diego

Degree Type / Course of Study / Major

B.S. Structural Engineering & B.A. Urban Studies & Planning

Degree Awarded?

Yes No

College/ University B

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

Yes No

Board and Interest

Which Boards would you like to apply for?

Contra Costa Council on Homelessness: Submitted

Seat Name

Affordable Housing Developer

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

Yes No

If you have attended, how many meetings have you attended?

3

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

Got to know the Contra Costa Council on Homelessness as a volunteer on the Affordable Housing Awareness Month Planning Committee some years ago. As a local Contra Costa County based Affordable Housing Developer, I believe my professional background in shaping affordable housing policy and experience implementing policy, would be a good addition to the Council on Homelessness.

Qualifications and Volunteer Experience

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

Yes No

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

Yes No

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

Board Member for Tr n ty Center n Wa nut Creek, non-prof t that prov des serv ces to home ess and work ng poor V ce Cha r of the Wa nut Creek P ann ng Comm ss on (former) Wa nut Creek Chamber of Commerce Board of D rectors Sunf ower H Adv sory Board (former), non-prof t ded cated to vocat ona tra n ng and hous ng for ch dren w th aut sm

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

See attached resume / b o.


Upload a Resume

Conflict of Interest and Certification

Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

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 relations?

Yes No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

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 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.

I Agree

Key Principal Bio



Iman Novin, has over 14 years of experience in the real estate development sector with a focus on mixed-income and transit-oriented development. Iman has considerable experience with the acquisition and project management of both new construction multifamily projects and rehabilitation of existing properties.

Iman previously worked at MidPen Housing as Director of Acquisitions and at BRIDGE Housing as a Project Manager in both northern and southern California. While at MidPen, Iman managed MidPen's acquisition efforts across the Bay Area closing dozens of deals and managing broker and investor relationships.

While at BRIDGE, Iman helped secure entitlements for MacArthur Transit Village, a 675 unit mixed-income TOD project in Oakland with 42,500 square feet of ground floor retail including a 5,000 square foot childcare facility. Through BRIDGE's innovative \$300M CalPERS partnership, BRIDGE Urban Infill Land Development (BUILD), Iman gained experience with a wide variety of development and investment types including mixed-income, mixed-use, large master-plan, TOD and a portfolio of market-rate value-add investment properties acquired with CalPERS equity.

Prior to BRIDGE, Iman worked in the Real Estate and Planning Divisions of the Centre City Development Corporation (CCDC) on redevelopment and affordable housing initiatives within the Downtown San Diego Redevelopment Project Area, as well as with Keyser Marston Associates (KMA) in their San Diego office.

Iman is actively involved with the Urban Land Institute and has published three ULI transit-oriented development technical assistance panel reports. Iman has volunteered as a classroom facilitator for the UrbanPlan Program at Berkeley High School and has served as Vice Chair of the Walnut Creek Planning Commission. Iman also serves on the Board of Directors for the Walnut Creek Chamber of Commerce and the Trinity Center, a non-profit which provides services to the homeless. Iman holds joint degrees in Structural Engineering and Urban Studies and Planning from the University of California, San Diego with honors.

IMAN NOVIN

1990 N California Blvd, Ste 800 Walnut Creek, CA 94596 · inovin@novindevelopment.com · (415) 882-4626

EDUCATION

UNIVERSITY OF CALIFORNIA, SAN DIEGO

B.S. Structural Engineering, Cumulative GPA: 3.48, *Tau Beta Pi Engineering Honor Society*

B.A. Urban Studies & Planning, Major GPA: 3.95, with honors

Honors Theses: *Equity in Redevelopment Incentive Policy & Affordable Housing Incentive Policy from Theory to Practice*

Relevant Coursework: Timber & Concrete Design; Conceptual Structural Design; Urban Economics

San Diego, CA

June 2007

EXPERIENCE

NOVIN DEVELOPMENT CONSULTING

Various

May 2013 - Current

- Project Management, feasibility & acquisitions consultant with a variety of clients including Enterprise Community Foundation, MidPen Housing Corp., BRIDGE Housing Corp. and Related California.

MIDPEN HOUSING CORPORATION

Foster City, CA

March 2014 –Nov 2015

- Manage acquisition efforts through Bay Area including identifying sites for potential new housing development or acquisition
- Conduct feasibility analysis, negotiate with property owners and maintain relationships with brokers and key stakeholders

BRIDGE HOUSING CORPORATION

Irvine, CA

Aug. 2011- Jan. 2014

- Project manager for Ivy at College Park, a 135 unit affordable rental development for families located in Chino, CA and Summerhouse Phase II, a 110 unit inter-generational affordable rental development for families and seniors located in Temecula, CA
- Manage a design team including architect, engineers and general contractor through all phases of development process
- Interface with City officials, planning department and building department to secure building approvals and permits
- Interact with lenders and investors to secure debt and equity for projects
- New business development including response to qualifications and networking events

BRIDGE URBAN INFILL LAND DEVELOPMENT (subsidiary of BRIDGE Housing Corp.)

San Francisco, CA

Aug. 2007-Aug. 2011

- Evaluate condition and development potential of candidate properties in Northern and Southern California
- Coordinate entitlements for 624-unit market rate transit village in Oakland; secured LEED ND gold to fulfill condition of approval
- Created market rent model to stabilize 1,800-unit foreclosed asset in East Palo Alto (former Page Mill Properties)
- Manage CalPERS portfolio wide green initiatives and responsible contractor hiring policy
- Respond to RFQ's and prepare development proposals for potential projects
- Monitor performance at property, portfolio and fund level and coordinate weekly draws/distributions
- Prepared government funding applications and secured \$36.4M in State Prop 1C funding
- Conduct financial modeling including IRR calculations, discounted cash flow, financing alternatives and sale sensitivities
- Implement new technologies to expedite hunting and due diligence activities and advise development team on use

CENTRE CITY DEVELOPMENT CORPORATION

San Diego, CA

Oct.2005- Mar. 2007

- Worked with senior staff to design and implement a first time homebuyer program for downtown San Diego
- Shadowed senior planning staff on the design review of a 22-story market-rate residential high-rise
- Restructured and managed the agency's Geographic Information Systems (GIS) and trained staff on use
- Analyzed use of a density bonus on a proposed affordable housing project to reduce financial gap
- Drafted and delivered PowerPoint presentation to staff assessing Information Technology needs

KEYSER MARSTON ASSOCIATES, INC.

San Diego, CA
Oct. 2004-June 2005

- Conducted acquisition due diligence including site analysis, comparable value analysis and best use studies for clients
- Assisted senior analyst in preparing 2005 affordable housing rent and sales price estimates for the City of San Diego
- Prepared case studies on redevelopment, mixed-use and smart growth for local government clients

SKILLS & AFFILIATIONS

- Strong research skills, experience with informational databases including CoStar, REIS, MLS and Census Bureau
- Proficient with engineering & project management software including AutoCAD, SketchUp & MS Project 2010
- Fluent in Persian and Spanish
- Planning Commissioner for the City of Walnut Creek, ULI Young Leaders Group Steering Committee, UrbanPlan Classroom Volunteer

PUBLICATIONS

- *Downtown San Leandro Transit-Oriented Development Strategy*, Urban Land Institute Bay Area TOD Marketplace Report, 2008
- *Antioch – Hillcrest Specific Plan*, Urban Land Institute Bay Area TOD Marketplace Report, 2009

Application Form

Profile

Margaret

First Name

A

Middle Initial

Schultz

Last Name

[Redacted]

Home Address

Suite or Apt

Richmond

City

[Redacted]

State

[Redacted]

Postal Code

[Redacted]

Primary Phone

[Redacted]

Email Address

Which supervisorial district do you live in?

District 1

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

University of Notre Dame

Degree Type / Course of Study / Major

B.A. Program of Liberal Studies

Degree Awarded?

Yes No

College/ University B

Name of College Attended

The Wright Institute

Degree Type / Course of Study / Major

PsyD Doctor of Psychology

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

Yes No

Board and Interest

Which Boards would you like to apply for?

Contra Costa Council on Homelessness: Submitted

Seat Name

Behavioral Health Representative

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

Yes No

If you have attended, how many meetings have you attended?

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

I am interested in addressing homelessness in Contra Costa County. I work for the Port a Be Hume Center's West County FSP program as the Program Manager, as well as, program manager for the step-down outpatient program. Homelessness and behavioral health are closely connected. I would like to represent the experiences I have gained as the Behavioral Health Representative on the Council on Homelessness. I have past experience as an Administrative Director for Habitat for Humanity in Orange County, CA decades ago. Providing affordable housing is a passion of mine. I would love to contribute again in this area.

Qualifications and Volunteer Experience

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

Yes No

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

Yes No

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

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

I have been in graduate school obtaining my PsyD degree as a clinical psychologist. For the past four years I have been part of the supervisory team that built the Hume's Richmond community mental health clinic. I am now Clinic Manager. I would like to give back to Contra Costa my clinical observations and experiences gained from working with homeless participants with serious to severe mental health for the past 7 years. Working with the behavioral health symptoms that can contribute to chronic homelessness is an important part of any plan or solution to address homelessness in our communities. In a previous job in the 1990's, I worked as Administrative Director in tandem with a contractor and board of directors to establish Orange County's Habitat for Humanity office. We were able to build 75 condominium units and 5 homes where I was in that role. It taught me a great deal about housing issues and how stabilizing for individuals and families a secure home is. This has been an interest of mine ever since that time. It would be an honor to serve on the Contra Costa Council on Homelessness.


Upload a Resume

Conflict of Interest and Certification

Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

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 relations?

Yes No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

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 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.

I Agree

MARGARET SCHILTZ, PsyD
License No. PSY28446
717 Western Avenue
Point Richmond, CA 94801
(510) 384-5644 margschiltz@gmail.com

EDUCATION

4/2014 **The Wright Institute, Berkeley, CA**
Accredited Doctor of Psychology in Clinical Psychology

5/1980 **University of Notre Dame, Notre Dame, Indiana**
Bachelor of Arts, Program of Liberal Studies

CLINICAL/WORK EXPERIENCE

8/19-Present **Portia Bell Hume Behavioral Health and Training Center**
Community Mental Health Clinic, Richmond, CA
Clinic Manager, Richmond Clinic
Program Manager, Community Support Program – West (CSP-W)
Program Manager, Community Integrated Outpatient Services (CIOS)
Manage and oversee daily operations of Richmond clinic with support of Clinical Administrative Assistant. Manage and supervise delivery of clinical and case management services to 100 adults with moderate to severe mental health disabilities such as schizophrenia, bipolar disorder, major depressive disorder and post-traumatic stress disorder as program manager for CSP-W and CIOS programs. Provide weekly group and individual supervision for mental health clinician and case managers. Supervise daily morning meeting for CSP-W program. Supervise two licensed Clinical Supervisor Psychologists. Maintain a personal caseload of clients. Maintain charting and provide ongoing review of assessments, treatment plans, and session notes as clinical supervisor in accordance with Hume Center Medi-Cal and Medicare procedures and regulations. Manage expenses to program budget. Interview and select new staff as needed to fulfill contract requirements.

7/16-7/19 **Portia Bell Hume Behavioral Health and Training Center**
Community Mental Health Clinic, Richmond, CA
Program Manager, Community Integrated Outpatient Services
Manage and supervise delivery of clinical and case management services to 70 adults with moderate to severe mental health disabilities such as schizophrenia, bipolar disorder, major depressive disorder and post-traumatic stress disorder. Provide weekly group and individual supervision for clinicians and case managers each, as well as one hour of didactic training. Maintain a personal caseload of six clients. Provide onsite management of two administrative staff and collaborate with Hume Center Operations Manager to oversee office operations. Established charting set-up and provide ongoing review of assessments, treatment plans, and session notes as clinical supervisor in accordance with Hume Center and Medi-Cal procedures and regulations. Develop and manage program budget. Interview and select new staff as needed.

2/16-7/16 **Program Coordinator, Community Integrated Outpatient Services**
Participated with Program Director in the start-up of a new community mental health clinic in West Contra Costa County for the Hume Center following the award of a Medi-Cal funded contract by Contra Costa Health Services, Behavioral Health Division. Took lead as program coordinator for the newly created West County Outpatient Mental Health Services. Assisted with interviews and hiring of staff, build out and furnishment of new

office space, outreach to and engagement of 80 transfer clients from the former contractor, Rubicon. Supervised and reviewed the assessment and treatment plan development for each client engaged. Trained and supervised 3 clinicians and two case managers.

**9/15-2/16 Portia Bell Hume Behavioral Health and Training Center
Community Mental Health Clinic, Concord & Pittsburg, CA
Mental Health Clinician**

Continued to provide group and individual psychotherapy to existing caseload of 20 clients in the Contra Costa Outpatient Program (CCOP) upon completion of post-doctoral fellowship. As of November, 2015 began working two days per week in the Community Support Program (CSP) as a transition into a full-time role February 1, 2016 as a license eligible staff psychologist.

**8/14-8/15 Portia Bell Hume Behavioral Health and Training Center
Community Mental Health Clinic, Concord, CA
Post-Doctoral Fellow**

Provided group and individual psychotherapy to adult community mental health clients with moderate to severe mental health disabilities working in the Partial Hospitalization Program (PHP) and the Outpatient Program (OP).

In PHP, worked as part of a clinical team with 15 to 20 clients in a day treatment program. Facilitated stabilization of clients recently released from the hospital and prevented decompensation leading to re-hospitalization. Facilitated process and educational groups utilizing CBT, DBT and SMART Recovery treatment protocols; developed activities and programs; provided family therapy and collateral care coordination for clients; and performed intake assessments and discharge planning. Staffed PHP after-hours crisis phone one week per month.

In the Outpatient Program, provided individual and family psychotherapy to 18-20 clients 3 days per week. Treated adult clients with moderate to severe chronic mental health diagnoses. Performed intake assessments, treatment planning, collateral calls with case managers, doctors and family members, and maintained appropriate charting paperwork. Facilitated a weekly Aftercare group for client's recently graduated from the PHP into the clinic's outpatient psychotherapy program.

Training and supervision were conducted in a collaborative, consultative environment. Received training in such areas as suicide assessment, family therapy, and SMART Recovery.

**4/14-7/14 Aegis Treatment Centers, LLC, Santa Maria, CA
Clinic Manager Trainee**

Worked as Clinic Manager in training for a substance abuse clinic for the treatment of opiate addiction. Terminated due to inadequate post-doctoral fellowship supervision to obtain licensure hours.

9/13-4/14 Completed dissertation for The Wright Institute on "Attention Deficit/Hyperactivity Disorder in Adult Women: Personality and Neurotransmitters as measured by the Neurotransmitter Attributes Questionnaire (NAQ)." Acted as in-home caregiver for aging parents as mother recovered from stroke.

**7/12-8/13 Portia Bell Hume Behavioral Health and Training Center
Community Mental Health Clinic, Concord, CA
Pre-Doctoral Intern**

Provided group and individual psychotherapy to adult community mental health clients with severe mental health disabilities working in the Partial Hospitalization Program (PHP) and the Outpatient Program (OP). Full-time internship was equally divided between PHP, an outpatient day treatment program, and OP, outpatient individual psychotherapy services.

Within PHP provided group and individual psychotherapy in order to stabilize clients recently released from the hospital or to prevent decompensation and re-hospitalization. Worked as part of a treatment team with 15 - 20 clients diagnosed with schizophrenia, schizoaffective disorder, bipolar disorder and major depressive disorder. Provided after hours crisis line coverage on a rotation schedule. Performed intake assessments, discharge planning, and collaboration with other community service agencies with the goal of increasing clients' independent functioning. Collaborated with program psychiatrist and clinical team for treatment planning.

Provided individual psychotherapy to 12 clients with moderate to severe mental health disabilities. Performed intake assessments, treatment planning, and collaboration with community based providers.

Training and supervision were conducted in a collaborative, consultative environment. Received training in such areas as crisis management, couples therapy, post-traumatic stress disorder protocols, DBT, psychodynamic diagnostic and treatment planning protocols.

- 1/12-4/12 Cognition, Emotion & Personality Course, Clinical Psychology Doctoral Program, The Wright Institute, Berkeley, CA**
Teaching Assistant
 Co-taught the winter 2012 trimester course on Cognition, Emotion & Personality as one of three teaching assistants. The course was mandatory for all second year Wright Institute PsyD students. Was responsible for attending lecture series, grading weekly student writing assignments, and leading three discussion classes.
- 8/11-6/12 The Wright Institute Advanced Assessment Practicum, Berkeley, CA**
Psychodiagnostic Assessment Trainee, Fourth Year Practicum
 Provide comprehensive psychological assessment testing services for children (6 and older) and adults. Testing includes clinical interview, cognitive, projective, and neuropsychological measures administration, scoring, interpretation, diagnosis, report writing, recommendations, and client feedback on a minimum of six full batteries. Supervised by Howard Friedman, Ph.D., ABPP
- 8/11 – 9/13 Dr. Lynn O'Connor's Emotion, Personality & Altruism Research Group Lab, San Francisco, CA**
Lead Research Assistant
- 4/11 – 9/11 Research on neuropsychological measures of ADHD in adolescents, Walnut Creek, CA**
Research Assistant
 Assisted Howard Friedman, Ph.D., ABPP, a neuropsychologist within the community, with data entry design and data input from archival files. Scored Rorschach tests in the RIAP5 scoring system.
- 7/10 –8/11 Portia Bell Hume Behavioral Health and Training Center**
Contra Costa County Outpatient Program, Concord, CA
Therapist, Third Year Practicum

Provided individual psychotherapy to adult community mental health clients at The Hume Center's outpatient clinic. Treated clients with serious, chronic mental illnesses such as Schizophrenia and Bipolar Disorder. Created and started with a fellow student trainee a psycho-education group for clients on coping with depression and anxiety. Received training in the areas of crisis management, reporting law, diagnostic and treatment issues in the areas of PTSD, autism, and mental disability, and theoretical orientations such as Narrative, ACT, and DBT. Presented two didactic trainings to fellow outpatient clinic student trainees: one on the effects of toxins on mental health and a second on language aphasia in schizophrenia. Training and supervision were conducted in a collaborative, consultative environment.

**4/10 – 3/11 Multicultural Course, Clinical Psychology Doctoral Program,
The Wright Institute, Berkeley, CA
Teaching Assistant**

Co-taught the spring 2010 trimester course on Multicultural Awareness as one of five teaching assistants. The course was mandatory for all first year Wright Institute PsyD students. Course focused on expanding students understanding of race, gender, and sexual orientation issues as they relate to their work as a psychologist. I also participated with two fellow teaching assistants in the research and selection of a new video for the sexual orientation segment of the multicultural course. The new video was shown to the spring 2011 class.

**3/10-6/10 ANKA Behavioral Health, Nevin House Residential Program, Richmond, CA
Therapist, Second Year Practicum**

Nevin House is a 16 bed, 3 – 6 month residential dual diagnosis treatment program for individuals with substance abuse and serious mental illness. Assisted with individual and group psychotherapy in a multicultural, milieu setting for adults faced with multiple life challenges

**9/09–1/10 Kaiser Permanente Medical Center, Department of Child Psychiatry, Richmond, CA
Therapist, Second Year Practicum**

Assisted clinical team with weekly group assessment of new clients. Provided observational feedback on assigned children from the group assessment to clinicians at the clinical team's case dispositions once a week. Co-led a psychotherapy group for children ages 8 – 11 years of age with a treatment goal to improve social and coping skills once a week. Co-taught a thirteen week psychoeducational workshop to parents of strong-willed adolescents with department head. Participated in didactic training provided weekly on topics related to child therapy. Provided individual psychotherapy to children.

**9/08–6/09 Options Recovery Services, Berkeley, CA
Therapist, First Year Practicum**

Provided individual supportive and insight therapy to Options Recovery clients and led a didactic, addiction recovery group three nights per week. Participated in weekly training sessions on addiction recovery topics and psychotherapy interventions, as well as, attended group supervision.

**7/08-9/10 Lincoln Financial Advisors Corporation, San Francisco, CA
Administrative Assistant to Paul Solorzano**

Worked part-time as a licensed administrative assistant to a financial planner in the downtown San Francisco office of Lincoln Financial Advisors.

**9/06–6/08 Lincoln Financial Advisors Corporation, Salt Lake City, UT
Business Operations Manager**

Managed the business operations for a regional branch office of 70 financial planners. Was responsible for the implementation of human resources, regulatory compliance and operations procedures. Turned around staffing issues in the Salt Lake City office and prepared office for a successful internal audit by January 2007. Coordinated and managed a successful office move into new space without any disruption of business in the summer of 2007.

CERTIFICATES

California State University, Long Beach, Long Beach, California
Certificate in Administration of Non-Profit Programs

Visiting Nurse Association of Orange County Hospice, Orange, CA
Certified Hospice Volunteer

References available upon request

Application Form

Profile

Ter _____ **House** _____
First Name Middle Initial Last Name

_____ Home Address _____ Suite or Apt _____

Pittsburg _____ City _____ State _____ Postal Code _____

_____ Primary Phone

_____ email Address

Which supervisorial district do you live in?

District 5

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

CSU Hayward

Degree Type / Course of Study / Major

MS, Counseling Psychology

Degree Awarded?

Yes No

College/ University B

Name of College Attended

CSU Hayward

Degree Type / Course of Study / Major

BS, Psychology

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Bassett College, Portland OR

Degree Type / Course of Study / Major

BA, Apparel Design

Degree Awarded?

Yes No

Other schools / training completed:

Course Studied

University of San Francisco, Development Director Certificate Program

Hours Completed

1 year course of study

Certificate Awarded?

Yes No

Board and Interest

Which Boards would you like to apply for?

Contra Costa Council on Homelessness: Submitted

Seat Name

Government

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

Yes No

If you have attended, how many meetings have you attended?

Over 500 since the BOS first established the Board in the late 1990s

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

Thank you for this opportunity to submit my application for reappointment to the Council on Homelessness. It is my honor to have served as Chair and Vice Chair of this body several times since it was established by the BOS. It is my life's commitment to work closely with residents, nonprofit agencies, as well as local, regional and federal government to help find solutions to homelessness. I have a passion for the plight of people on the streets with no home, because I am a formerly homeless youth. For a most two years, I lived in my car, on the streets, with friends, and boarded up buildings. I know what it is like to raid grocery store dumpsters and forage for food, cooking what I found over a single-burner camp stove. I know what it is like to have to clean up and "bathe" in public restrooms. I know what it is like to feel dehumanized, cold, hungry, alone. Thanks to help from the faith community, I escaped this nightmare with my life, and sanity and transitioned into successful adulthood. Many others are not so fortunate. Our society can do better, and our Homeless Continuum of Care is striving every day to do better to help those who are impoverished, mentally ill, drug and alcohol addicted. Everyone needs to be warm and dry with a roof over their heads and food in their belly. I truly believe that homelessness is not an insurmountable problem, although many times it seems that way. It is my heartfelt desire to continue to serve on the Council on Homelessness and be part of the solution to homelessness in East Contra Costa County for another term so that I may continue to make meaningful contributions to help those in our community without a place to call home.

Qualifications and Volunteer Experience

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

Yes No

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

Yes No

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

Currently Board member of Council on Homelessness, Contra Costa Healthcare for Homeless, United Way/FEMA Local Board, past member of Coco Lead+ Board.

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

I have worked in the field of homelessness and housing for over 30 years, as a past Development Director for Shelter Against Violent Environments (emergency shelter and transitional housing) in Fremont, and past Executive Director of Habitat for Humanity Contra Costa (now East Bay/Solon Valley). For the past 23 years I have managed federal CDBG and other resources to benefit lower income communities, providing services and developing affordable housing for the cities of Concord, Pittsburg and Antioch. I have worked for the City of Antioch for past decade and have lived in East Contra Costa for 25 years, so I know the area and its challenges well. Last year I conducted the public outreach and needs analysis for the Contra Costa HOME/CDBG Consortium, to develop the 2020-25 Consolidated Plan. This was an extensive year-long process that involved outreach to underserved and minority populations as well as intensive data analysis of CHAS and other housing and demographic data, as well as school and other data sources. In addition to serving on the COC Rating and Ranking Committee for federal applications since my initial appointment, I also help evaluate ESG and United Way applications for funding.

Upload a Resume

Conflict of Interest and Certification

Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

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 relations?

Yes No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

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 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.

I Agree

Application Form

Profile

Jo _____ Bruno _____
First Name Middle Initial Last Name

Without residency, Antioch _____
Home Address Suite or Apt

Antioch _____
City State Postal Code

Primary Phone

email Address

Which supervisorial district do you live in?

District 1

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

Los Medanos College, Pittsburg CA

Degree Type / Course of Study / Major

AA Journalism, graphic design

Degree Awarded?

Yes No

College/ University B

Name of College Attended

Western Oregon University, Monmouth OR

Degree Type / Course of Study / Major

BA Anthropology, writing

Degree Awarded?

Yes No

College/ University C

Name of College Attended

National Historic Institute, Emeryville CA

Degree Type / Course of Study / Major

Certified Massage Therapist

Degree Awarded?

Yes No

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

Yes No

Board and Interest

Which Boards would you like to apply for?

Contra Costa Council on Homelessness: Submitted
Mental Health Commission: Submitted
Planning Commission: Submitted
Housing Authority - BOS Appointees: Submitted

Seat Name

Consumer/Consumer Advocate

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

Yes No

If you have attended, how many meetings have you attended?

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

My return to Antioch is my return home, and I'm planting my roots here. As so, currently without residency and building a network of peer support specialists in Contra Costa County, we have created a number of programs that help with transitional housing with mental health expertise as its focus. Trauma informed care is essential as Antioch builds on the historical beauty traditions for the Delta, so I want to share my peer voice as we grow. To be involved is the only way for me to see the change in which Antioch needs. So, I would like to serve as a board member to share a unique perspective of lived experience.

Qualifications and Volunteer Experience

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

Yes No

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

Yes No

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

At LMC 2008-2010 I was a club member for multiple school clubs, lead student ambassador, graphic design artist for multiple departments. At WOU 2010-2014 I was the non traditional student peer advisor, president of the anthropology club for two years, and help membership positions with the leadership boards for student activities WOU 2013 - student leadership position for a trip to Haiti for my graduation project POCC 2016-2018 - chair of the public policy and education committee Massage Pet Crew 2017-2018 - Business Owner CEO of on-site chair massage. Currently out of business, but I managed 20+ therapists throughout the Bay Area and trained over 100 students who came from NHI BNI 2017-2018 - Held a position on a business networking board representing massage therapy. I was the events coordinator. Delta Peers 2018 - recent - Founder of Delta Peers, chair of committee. Currently seeking an executive director, partnerships and sponsorships for the organization Health Leads (Housing Health Committee) 2019 - Recent - As a peer support specialist, I am an advisor for the Housing Health Committee that is working with housing issues within the bay area.

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

When it concerns my education, I'm an anthropologist, a writer and graphic design artist. Not quite qualifications for committee board member. But when it concerns my lived experience, that's where I'm qualified for a position with the City of Antioch. My journey, which I hold sacred to my purpose being back home, is published #CupOfJoBruno. My intention is to build a more trauma informed community in Antioch. As peer support specialists, who aren't recognized for the work we do, I come from a group of peers who have an empathetic approach to building community when in crisis. We are in crisis. Antioch is in crisis. That's why I'm qualified. I'm in crisis, as a unhoused resident of Antioch. My lived experience now, like my lived experience before, is needed.

Conflict of Interest and Certification

Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

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 relations?

Yes No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

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 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.

I Agree

EDUCATION

Certification for Massage Therapy Graduated April 2017

- National Holistic Institute (NHI), Emeryville, CA
 - Completion of 900-hour training program
 - Current Student Ambassador and Student Internship Mentor

Bachelor of Science in Anthropology with Writing Minor Graduated June 2014

- Western Oregon University (WOU), Monmouth, OR
 - Who's Who Award 2012 and 2014
 - Service-Learning Trip to Haiti 2013
 - Anthropology Club Founder and President 2010-2012

Associates of Art in Journalism (Photography and Graphic Design) Graduated June 2010

- Los Medanos College (LMC), Pittsburg, CA
 - Office of Student Life: Leader for Social Change Award 2010
 - Lead Student Ambassador 2009-2010
 - Photo editor of newspaper 2009-2010
 - National Journalism Conference 2008 and 2009

WORK EXPERIENCE

Certified Massage Therapist, CEO June 2017 – February 2020

- The Massage Pit Crew, Bay Area California
 - CEO and program manager of on-site chair massage
 - Manage NHI externship program

Social Media Consultant/Graphic Design March 2016 – Present

- California Association of Mental-Health Peer Run Organizations (CAMHPRO), California
 - Maintain and update website, manage blog posts, and provide data for online platforms
 - Expand educational and informational material on CAMHPRO social media platforms

Blogger/Photographer January 2014 – June 2014

- Public Relations Department, Western Oregon University, Monmouth Oregon
 - Responsible for attending campus events and reporting via campus blog with photos
 - Self efficiently wrote 500-700-word blogs for each event

Non-Traditional Student Peer Advisor September 2011- May 2014

- Student Leadership and Activities Department, Western Oregon University, Monmouth Oregon
 - Create and schedule programs for current non-traditional student population
 - Produce and publish a bi-weekly newsletter via email

LEADERSHIP POSITIONS

Delta Peers

- Founder, Committee Chair, Antioch, CA June 2018-Recent

Pool of Consumer Champions

- Public Policy & Education Committee Chair, Oakland CA Sept. 2018 – June 2019

Business Networking International

- Event Coordinator of Referral Factory, Brentwood CA Sept. 2017 – Sept. 2018

Application Form

Profile

Alejandra

First Name

Chamberlain

Last Name

Middle Initial

[Redacted]

Home Address

Suite or Apt

Pleasant Hill

City

[Redacted]

State

[Redacted]

Postal Code

[Redacted]

Primary Phone

[Redacted]

Email Address

Which supervisorial district do you live in?

District 3

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

California State University, Sacramento

Degree Type / Course of Study / Major

Master of Science in Counseling

Degree Awarded?

Yes No

College/ University B

Name of College Attended

California State University, Sacramento

Degree Type / Course of Study / Major

Child Development BA

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

Yes No

Board and Interest

Which Boards would you like to apply for?

Contra Costa Council on Homelessness: Submitted

Seat Name

Education and Vocational Services

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

Yes No

If you have attended, how many meetings have you attended?

Attending board meetings since appointed

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

The COE Youth Services department provides support and resources to the 18 school districts in the county, CCCOE-operated schools, and charter schools to implement McKinney-Vento. Technical assistance and trainings are available to District Homeless Liaisons and other staff who are involved in working with homeless children and youth. As the County Office of Education County Homeless Liaison, my team and I coordinate with the 18 school districts to ensure that homeless students have access to the same free, appropriate public education, including public preschools, as provided to other children and youths. Furthermore, COE Youth Services gathers a network of District Homeless Liaisons quarterly for the Homeless and Foster Youth Collaborative meetings, facilitated by the County Homeless Liaison. These collaborative meetings provide an opportunity for LEAs to work together to develop policies and protocols for services. Other functions of the quarterly meetings are for Education for Homeless Children and Youth staff to provide designated updates, inform LEAs about Continuum of Care and Council on Homelessness activities, provide guest speakers on relevant topics and community services, review homeless children and youth data and to provide a venue for districts to share concerns, case studies and best practices from the experience working with homeless students. As the Education and Vocational representative on the Contra Costa Council on Homelessness, I advocate and bring awareness to the issues relating to children and youth homelessness. I also advise on policies relating to youth homelessness in the context of representing our 18 districts.

Qualifications and Volunteer Experience

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

Yes No

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

Yes No

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

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

As the Education and Vocational representative on the Contra Costa Council on Homelessness for the past four years, I advocate and bring awareness to the issues relating to children and youth homelessness. I also advise on policies, coordinate, and collaborate with community stakeholders relating to youth homelessness in the context of representing our 18 districts. As previously mentioned, as the County Office of Education County Homeless Liaison, my team and I provide support, resources, TA and PD to the 18 school districts in order to ensure that homeless students have access to the same free appropriate public education as their peers. Furthermore, I am passionate and committed to ending children and youth homelessness while ensuring student facing homelessness have access to the education.

Conflict of Interest and Certification

Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

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 relations?

Yes No

If Yes, please identify the nature of the relationship:

As the CCCOE Youth Services Manager receives contracts to provide services for foster youth through EHSD and services for WIOA through the WDB.

Please Agree with the Following Statement

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 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.

I Agree

Application Form

Profile

Gabrie

First Name

Lemus

Last Name

Middle Initial

[Redacted] Home Address

State or Zip

Martinez

City

[Redacted] State

[Redacted] Postal Code

[Redacted] Primary Phone

[Redacted] Email Address

Which supervisorial district do you live in?

District 5

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

UCLA

Degree Type / Course of Study / Major

B.A. - History and Chicano Studies

Degree Awarded?

Yes No

College/ University B

Name of College Attended

Cornell University

Degree Type / Course of Study / Major

M.R.P. - City and Regional Planning

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

Yes No

Board and Interest

Which Boards would you like to apply for?

Contra Costa Council on Homelessness: Submitted

Seat Name

Emergency Situations Grant Representative

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

Yes No

If you have attended, how many meetings have you attended?

50-60

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

I've served on this Council for 5 years now sitting on the Emergency Solutions Grant (ESG) Representative seat. Homelessness is a growing issue in the County and those who are experiencing homelessness in our community deserve to have access to services and affordable housing. Serving on this council assists in preserving the services and housing that currently exist but also expanding them.

Qualifications and Volunteer Experience

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

Yes No

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

Yes No

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

I have served on the Contra Costa Council on Homelessness since 2015. I have also served as on the Planning Commission as a Planning Commissioner for the City of Martinez from October 2014 to March 2019.

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

I have worked with Contra Costa County for 18 years, primarily working on assisting various programs that serve low-income populations, including those who are experiencing homelessness. My role as the administrator of the Community Development Block Grant Program and the Emergency Solutions Grant Program has led me to cultivate working partnerships with various public agencies and service providers that assist in providing resources, access to services, and access to affordable housing to low-income residents and those experiencing homelessness throughout the County. I have served on the Council on Homelessness for 5 years and have enjoyed the experience to collaborate with other stakeholders to provide the necessary services and affordable permanent housing to those experiencing homelessness or those at imminent risk of becoming homeless.

 Upload a Resume

Conflict of Interest and Certification

Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

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 relations?

Yes No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

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 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.

I Agree

Gabriel C. Lemus

glemus@me.com

Address:

3510 Estudillo Street
Martinez, CA 94553
(510) 717-0544

PROFESSIONAL EXPERIENCE

Contra Costa County, Department of Conservation and Development

CDBG Program Manager (Principal Planner – Level A & Level B-Advanced Level) May 2016-Present

Overall administrative management and oversight of the Community Development Block Grant (CDBG) Program, Neighborhood Preservation Program, and Emergency Solutions Grant (ESG) Program, including the State ESG Program (approximately \$5.1 million total in Program funds). Management of over 40 Community Development Block Grant (CDBG) economic development, infrastructure/public facilities, public service and Emergency Solutions Grant (ESG) Program contracts; Grant application review of 40-60 applications, preparation and presentation of reports and materials for County Board of Supervisors and their subcommittees, program budget review, and supervising and reviewing work of four subordinate staff; NEPA environmental review specialist and NEPA Certifying Officer for the County, including review and sign-off of staff's completed environmental review documents under NEPA; Established and maintained excellent relationships with non-profit community organizations (30 to 40 organizations) throughout the County; Established and maintained excellent working relationships with U.S. Department of Housing and Urban Development (HUD) representatives with no major programmatic findings during HUD audits; Thorough knowledge of HUD reporting system (IDIS reporting system) for the CDBG and ESG Programs. Advise and present to various County committees, community stakeholders, and residents on project findings and proposals at monthly meetings/hearings.

Contra Costa County, Department of Conservation and Development

CDBG Program Planner/Redevelopment Project Manager (Planner III) May 2006-April 2016

Contract/Project management of various Community Development Block Grant (CDBG) economic development, infrastructure/public facilities, public service and Emergency Solutions Grant (ESG) Program contracts; Preparation and presentation of reports and materials for County Board of Supervisors and their subcommittees, Review work of three subordinate staff; Implementation of the County's CDBG-Recovery (CDBG-R) Program (approximately \$1 million in Program funds), which included completion of 14 public facility improvement projects for various non-profit and public agencies throughout the County; Implementation of the County's National Stabilization Program 3 (NSP3), which included the project management of a \$1.8 million rehabilitation project of a 16-unit multi-family apartment building; Management and creation of the 5-year Consolidated Plan for federal programs, which included coordination with four other CDBG entitlement cities in the County and coordination of community outreach efforts; NEPA environmental review specialist and NEPA Certifying Officer for the County, including review and sign-off of staff's completed environmental review documents under NEPA; Established and maintained excellent relationships with non-profit community organizations (30 to 40 organizations) throughout the County; Established and maintained excellent working relationships with U.S. Department of Housing and Urban Development (HUD) representatives with no major programmatic findings during HUD audits; Thorough knowledge of HUD reporting system (IDIS reporting system) for the CDBG and ESG Programs. Advised and presented to various County committees, community stakeholders and residents on project findings and proposals at monthly meetings/hearings; Conducted and coordinated inventories and/or interpret their findings on subjects such as physical resources, land use, facilities, and transportation for a redevelopment project area (Note: Redevelopment Agency work ended in February 2012 due to elimination of redevelopment agencies in California).

Contra Costa County, Community Development Department-Redevelopment Division

Planner II (CDBG Program Planner/Redevelopment Project Planner)

March 2004-April 2006

CDBG Program and Redevelopment Agency: Project manager for public service projects and various infrastructure and rehabilitation projects (20-30 contracts totaling approximately \$760,000 each year), which included management of rehabilitation projects to various public facilities and infrastructure within low-income neighborhoods; Conducted and completed environmental reviews for all CDBG funded projects; Review of 50-60 CDBG public service and infrastructure/public facilities applications; Preparation of staff reports for all CDBG public services applications and various infrastructure/public facilities applications; Project Manager/Planner for a Redevelopment Project area in the western portion of Contra Costa County, which included preparation of reports, and holding monthly redevelopment and community advisory committee meetings, included grant writing for “complete street” improvements.

Contra Costa County, Community Development Department-Redevelopment Division

Planner I (CDBG Program Planner)

Dec. 2002-Feb. 2004

CDBG Program: Project manager for all CDBG public services projects (40-45 contracts totaling over \$680,000 each year) that provided services to a wide range of low-income populations, including the homeless, elderly, persons with disabilities, victims of domestic violence, low-income renters, and persons residing in low-income neighborhoods; Review of 50-60 CDBG public services applications; Preparation of staff reports for CDBG public services applications; Conducted and completed environmental reviews for all CDBG funded projects (housing, economic development, infrastructure, and public service projects).

OTHER EXPERIENCE

City of Martinez, Planning Commission

Planning Commissioner

Oct. 2014-March 2019

Contra Costa County, Contra Costa Council on Homelessness

Council Member (Chair: August 2016 – February 2018)

February 2016-Present

PROFESSIONAL QUALITIES

- Communication/Customer Service
- Project Management
- Teamwork
- Budget Writing and Management
- Public Presentation
- Analytical Thinking & Problem Solving
- Quantitative Skills
- Leadership
- Organizing & Coordinating

COMPUTER SKILLS

Solid PC skills and familiar with Apple Macintosh; Windows; Microsoft Word; Microsoft Excel; Microsoft Works; Microsoft PowerPoint

LANGUAGES

Fluent in English and Spanish

EDUCATION

CORNELL UNIVERSITY, School of Architecture, Art, and Planning

Master’s in Regional Planning: Concentration in Economic and Community Development

UNIVERSITY OF CALIFORNIA, LOS ANGELES, College of Letters and Sciences

Bachelor of Arts in History and Bachelor of Arts in Chicana/Chicano Studies

REFERENCES:

Robert Calkins, (Retired) Deputy Director – Contra Costa County, Department of Conservation and Development
(707) 486-7348
bobtcalkins@aol.com

James Kennedy, (Retired) Deputy Director – Contra Costa County, Department of Conservation and Development
(925) 228-4253
kennedyjim222@gmail.com

Brenda Kain, Housing Manager - City of Concord
Community Services Division
1950 Parkside Drive, MS/10
Concord, CA 94519
(925) 671-3088
Brenda.kain@cityofconcord.org

Lina Velasco, Planning & Building Services Director - City of Richmond
Planning Division
450 Civic Center Plaza
Richmond, CA 94804
(510) 620-6841
lina_velasco@ci.richmond.ca.us

Degree Type / Course of Study / Major

Master of Public Health

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

Yes No

Board and Interest

Which Boards would you like to apply for?

Contra Costa Council on Homelessness: Submitted

Seat Name

Healthcare Representative

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

Yes No

If you have attended, how many meetings have you attended?

20+

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

I would like to serve as the Healthcare Representative on the Council on Homelessness Board to bring my public health knowledge and partnership to the board. I currently work with our CCHS Public Health Department managing homeless services, Health Care for the Homeless, CommunityConnect and homeless assessment for school-based clinics, public health nursing, AOD programs and the Health, Housing and Homeless services. Since the beginning of our COVID response, I have been working very closely with the Health, Housing and Homeless Division on the new housing project and provide support to our service providers throughout the county. I have been working for the Contra Costa County for 8 years within the Public Health Department and have seen an amazing growth in collaboration and partnership between our county division and community partners. I look forward to assisting in this work and

Qualifications and Volunteer Experience

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

Yes No

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

Yes No

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

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

2019 - Present CommunityConnect & Health Care for the Homeless, Public Health Program Specialist II - serve as the homeless assessment for public health clinic service programs. Provide direct supervision to 7 Homeless Services Specialist with CommunityConnect which work closely with H3, community partners and Health Care for the Homeless. Assist HCH Project Director with grant requirements and submission. Serve as the HCH program administrator for the HCH Co-Applicant Board. Serve as the program manager for coordination of health services for those experiencing homelessness throughout the county. Serve as the public health homeless services assessment with H3, Behavioral Health and city officials. In response to COVID-10 pandemic, I have been working on the Housing Project closely with H3 and our Incident Command Branch directors to provide shelter for those experiencing homelessness who are at risk for severe symptoms of COVID-19.


Upload a Resume

Conflict of Interest and Certification

Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

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 relations?

Yes No

If Yes, please identify the nature of the relationship:

I am an full time employee of Contra Costa Health Services and work for a federally funded grant program within the Public Health Department.

Please Agree with the Following Statement

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 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.

I Agree

Linae Young

4069 Sacramento Street Concord, California (925) 323-1289 linaeyoung@gmail.com

Education

Touro University, California

Master of Public Health, 2013

Major: Global/International Health

California Polytechnic State University (Cal Poly), San Luis Obispo

Bachelor of Science, June 2009

Major: Kinesiology

Contra Costa County Public Health Clinic Services, Concord, CA

Public Health Program Specialist I, Whole Person Care, CommunityConnect September 2017-Present

- Manage and supervise Homeless Service Specialists
- Lead, coordinate and maintain County division collaboration efforts
- Coordinate and attend meetings with County-wide programs and community based organizations
- Establish program priorities, goals and objectives
- Review, evaluate, implement and interpret program policies to insure compliance with State and Federal program mandates
- Lead and assist in pilot program planning and project development
- Lead program innovation projects
- Evaluate and review staff performance and productivity
- Provide reflective supervision for staff on a bi-monthly basis
- Develop workflows, processes and procedures for care coordination
- Lead staff recruitment, hiring and evaluating the work of program staff
- Interprets policies and procedures for program staff
- Monitor and evaluate program activities and budget
- Practice cultural competency differences of the County's diverse population

Contra Costa County Public Health Clinic Services, Concord, CA

October 2016-Present

Planning and Policy Manager, Health Care for the Homeless

- Set goals and objectives and establish program priorities
- Reviews, evaluates, implements and interprets program policy to insure compliance with State and Federal program mandates
- Annually review, update, monitor and evaluate program activities and budget
- Review and prepare annual and quarterly reports to manager and Board for approval
- Identify urgent needs for program services and makes appropriate referrals
- Lead and coordinate program planning efforts
- Provide supervision, technical assistance and consultation to program staff
- Participate in recruitment, hiring and evaluating the work of program staff
- Represent the program at meetings with local, State and Federal program representatives
- Coordinate and attend meetings with County-wide programs and community organizations
- Write and review proposals for grant submissions and reports
- Develop and conduct community needs assessments and satisfaction surveys
- Conduct program evaluation and develop future recommendations
- Collect, analyze and report statistical data

- Plan and supervise educational outreach activities and develops program informational material
- Coordinate County-wide clinical and health education programs
- Organize and advise Federal program Governing Board in compliance with Federal requirements

Contra Costa County Public Health Clinic Services, Martinez, CA

January 2016 – October 2016

Senior Health Education Specialist, Health Care for the Homeless

- Plan, conduct and evaluate health education and health prevention aspects of programs and recommends policies to protect and promote public health.
- Coordinate multiple program elements such as outreach efforts, health education and community awareness & involvement.
- Confer with and advise staff on strategies to integrate health education into the department's functions.
- Represent the department with various community organizations and citizen committees.
- Conduct needs assessments and prepares reports and recommendations on community health needs and services.
- Collect, analyze and report statistical data
- Develop health education curriculum based on needs assessment for Contra Costa County community members.
- Reduce barriers for homeless clients by offering affordable, accessible and quality health care in non-traditional settings.
- Educate the homeless population within the shelter environment on health education topics such as hypertension, diabetes management, wound care and much more.
- Organize and arrange for discussion groups on health problems.
- Evaluate reports on health education services and educational programs.
- Direct and coordinate relevant training activities as needed.
- Attends meetings and seminars and participates on various community committees.
- Maintains and distributes health educational material to the staff and the general public as appropriate.
- Prepare visual aids, display and outreach materials
- Publicize health programs and services through various media.
- Present health education material at the individual, group and community level.

Contra Costa County Public Health Clinic Services, Martinez, CA

October 2013 – December 2015

Health Education Specialist, Public Health School-Based Clinics

- Assist administrators and supervisors in planning, conducting and evaluating health education and health prevention aspects for Contra Costa County Public Health Clinic Services.
- Confer with and advise staff on health education and preventive principles and the techniques of community organization.
- Review publications for education sustainability and curriculum development to promote health. Assist in community needs assessments.
- Develop health education curriculum based on needs assessment for community of Contra Costa County.
- Reduce barriers for adolescents by offering affordable, accessible and quality health care at the high schools.
- Manage Contra Costa County school-based health clinic flow and scheduling. Educate adolescents on anatomy, reproductive, mental and preventive health.

- Encourage and empower adolescents to take interest in their own health responsibilities.
- Manage the communications and relationships between Contra Costa County Public Health Clinic Services and local schools and community organizations.
- Evaluate and report on health education services and programs within the county.
- Develop, maintain and distribute health education material to the staff and members of the community.
- Develop and create visual aids and display materials to promote health services.
- Conduct research and needs assessment for colleague trainings and educational updates.
- Organize and arrange for discussion groups on health problems within the community.
- Present health education material at the individual, group and community level.
- Provide excellent customer service to all clients, colleagues, and community partners.

Capstone Paper, Touro University, Vallejo, CA

February –May 2013

Knowledge of Mother-to-Child Transmission of HIV/AIDS in Ethiopia

American Public Health Association National Conference Abstract Accepted 2013

Author

- Background research, secondary data collection, regional sample selection, ordinal data analysis (Descriptive, Bivariate and Multivariate Analysis – Ordinal Multiple Logistic Regression using SPSS) data interpretation, recommendations based on findings
- Paper construction and formatting
- Granted authorization of Ethiopia Demographic and Health Survey
- PowerPoint development and presentation of research and findings.

Jimma University Hospital, Jimma, Ethiopia

September –December 2012

Assessment of CD4+ T-Cell Levels in HIV Infected Breast Milk

Project Manager

- Served as the Touro University primary point of contact on Touro Breast Milk Project while in Ethiopia while collaborating with the Head of the Pharmacy Department and Director of Maternity Ward and Head of Obstetrics at Jimma University.
- Demonstrated strong interpersonal skills for working closely with team members.
- Administrative duties managing research and study teams in varying departments.
- Developed fiscal projections and budgets while overseeing the fiscal aspects of project locally and globally.
- Development and completion of study materials such as team member orientation and instructions, consent forms, questionnaires, data collection records, supply inventory and financial/grant documents.
- Recruitment of project team members (10) and participants of approximately 60.
- Attend & contribute to project meetings with collaborators and team & take minutes/notes.
- Assess project progress & any issues that may arise and report to principle investigator.
- Ensure quality of data collected
- Manage and help with any lab procedures or experiments if needed
- Monitor all activities that are related to the research project such as: patient recruitment, data collection, data interpretation & analysis, lab analysis, & study progression.

Health Education and Wellness Program, Elsa Widenmann Elementary, Vallejo, CA

2011- 2012

Public Health Educator

- Needs Assessment establishing participant's demographics and prior knowledge.
- Lesson plan development

- Health education mentoring and activity leader
- Engaging young students about healthy behaviors such as dietary, oral, physical activity.

Application Form

Profile

Deanne

First Name

M

Middle Initial

Pearn

Last Name

[Redacted] Home Address

State or Zip

Moraga

City

[Redacted] State

[Redacted] Postal Code

[Redacted] Primary Phone

[Redacted] Email Address

Which supervisorial district do you live in?

District 2

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

Stanford University

Degree Type / Course of Study / Major

BA Human Biology

Degree Awarded?

Yes No

College/ University B

Name of College Attended

UC Berkeley

Degree Type / Course of Study / Major

MA Public Policy

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

Yes No

Board and Interest

Which Boards would you like to apply for?

Contra Costa Council on Homelessness: Submitted

Seat Name

Homeless Service Provider

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

Yes No

If you have attended, how many meetings have you attended?

30

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

As the Executive Director of Hope Solutions, an organization that provides permanent housing and vital support services to highly vulnerable populations in Contra Costa County, I have a unique perspective on how we can improve our homelessness service system's functioning and how we can improve it to end homelessness quickly and permanently for our residents. Our organization works in a highly collaborative way with other non-profits, community groups and the County and will be better able to provide impactful services by deepening our partnerships through participation in the COH.

Qualifications and Volunteer Experience

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

Yes No

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

Yes No

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

I am currently serving on the Contra Costa County Council on Homelessness Board. I served for 6 years on the Housing California Board, another 6 years on the Alameda County EveryoneHome Board (including two years as Board Chair), and served 4 years on my children's preschool Board (including serving as President.)

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

See resume


Upload a Resume

Conflict of Interest and Certification

Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

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 relations?

Yes No

If Yes, please identify the nature of the relationship:

the non profit for wh ch I am the Execut ve D rector (Hope So ut ons) has contracts w th the County.

Please Agree with the Following Statement

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 undersand that all information in this application is publicly accessible. I understand 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.

I Agree

Deanne Pearn

Contra Costa Interfaith Housing
399 Taylor Blvd., #115 Pleasant Hill, CA 94523
dpearn@ccinterfaithhousing.org * 925-944-2246

SUMMARY

Visionary and dynamic professional provides leadership on a local, statewide and national landscape addressing the needs of homeless populations. Co-created and expanded \$20 million nonprofit organization to respond to alleviate poverty and eliminate disparities between vulnerable youth and their peers. Highly successful fund raiser plays lead role in policy development and organizational impact and growth. Works highly collaboratively and has written extensively about systems of care for children and their families.

EDUCATION

M.P.P., Goldman School of Public Policy, University of California at Berkeley
B.A. Human Biology, Stanford University

PROFESSIONAL EXPERIENCE

CONTRA COSTA INTERFAITH HOUSING, PLEASANT HILL, CA

April 2017-Present

Executive Director of organization committed to ending poverty and homelessness among the most vulnerable families and individuals by providing permanent supportive housing and intensive services.

- Set vision and strategy for dynamic non-profit that serves 1,100 people per year in Contra Costa County
- Lead staff of 45 and manage \$4.2M agency budget
- Lead team of 5 Directors to implement 5 major program areas across the County
- Ensure systems in place to deliver highest quality services to residents and clients of CCIH
- Work with other providers and county partners to fundamentally improve housing and homeless service delivery system county-wide

FIRST PLACE FOR YOUTH, OAKLAND, CA

Present

June 1998-

Co-Founded premier organization designed to end homelessness among former foster youth.

- **Helped grow** agency from 2-person start-up into statewide organization touching 2500 youth per year with budget of \$20 Million and over 100 employees; highly respected organization known for innovation, being performance/outcomes driven, and embodying youth development framework

Vice President of Policy

Present

July 2010-

- **Created** policy department to strengthen organizations efforts to shape systems level change to fundamentally improve outcomes among transition age foster youth

- **Advocate** key policy changes--*California's Fostering Connections to Success Act extends foster care to 21*. Participate in statewide/local county working groups to implementation of key policies/programs
- **Advocate** for transparency/performance standards among public contracts to ensure public investments in transition age youth are yielding a strong return on investments
- **Author** regular issue briefs to help build the field and promote best practices. Present at national, state and local conferences regarding best practices for helping homeless youth attain permanent housing and strong educational and employment gains

Chief Development Officer

- **Lead** department to raise \$7.8 million through individual, foundation, government and event revenue in FY 2010. Manage agency communications, marketing strategies, messaging and branding
- **Responsible for** agency communications--quarterly newsletters, website, annual report, collateral materials, press releases, and donor engagement
- **Raise issues** awareness through speaking engagements and presentations to state legislators, academic audiences, funders and service providers

Program Director

- **Designed programs and evaluation measurement** combining scattered site housing, education and employment support, and intensive case management to help transition age foster youth achieve long-term self sufficiency; Developed partnerships with community of providers--county stakeholders and young adult participants; created Youth Advisory Board to provide input and worked with partner organizations in Alameda County to birth the Alameda County Foster Youth Alliance.

Alameda County, Social Services Agency, Oakland, CA

Graduate Research Associate

June 1997-

September 1997

- Analyzed research and developed empirically based employability assessment tool for welfare recipients.
- Presented findings to 50 Agency managers/executives.

Jesuit Volunteer Corps

Placement at Volunteer Legal Services Program, San Francisco, CA

Special Projects Coordinator

August 1995- August

1996

- Spent year exploring the intersection of spirituality, social justice and community with cohort of full-time volunteers. Provided advocacy and holistic case management for homeless clients; coordinated monthly legal clinic for San Francisco residents; and conducted client intake and referral on poverty law issues.

Research Analyst, Health Systems Research, Inc., Washington, DC

October

1993 - July 1995

- Researched federal, state, local maternal/child health programs and state health care reform initiatives.

Environmental Fellow, Homemaker's Union and Foundation, Taipei, Taiwan, ROC

June 1991- September 1991

- Facilitated public awareness campaign of environmental issues; taught environmental education classes.

BOARD MEMBERSHIPS

- *Contra Costa County Council on Homelessness (2018-)* - Advisory Board to County's Health, Housing and Homeless Service Department and Board of Supervisors regarding community's efforts to end homelessness
- *Housing California Board Member, (2009-2016)* Board member for statewide policy and advocacy organization dedicated to affordable housing for most vulnerable.
- *Sequoia Nursery School Board (2010 - 2013)* Board President, Vice President, Secretary for cooperative preschool

RECENT PUBLICATIONS

- Van Buren, Pearn, Leer, Jones, Cobbs; "More than Me: 2015 Exploratory Study of Pregnant and Parenting Youth in the Foster Care System," Issue Brief published by First Place for Youth, March 2016.
- Pearn, Orozco, Selver, Cobbs; "Staying Power: Longer Stays in the My First Place Program Contribute to Successful Outcomes for Transition Age Youth," Issue Brief published by First Place for Youth, October 2012.

HONORS AND AWARDS

- *0 Keynote commencement speaker, University of California at Berkeley, Goldman School of Public Policy, May 2003
- *1 Guest Lecturer, Public Management Class, UC Berkeley Goldman School of Public Policy
- *2 "Alumnus of the Decade", Goldman School of Public Policy to honor contribution made to foster care community through development of First Place Fund for Youth. September 2001

RECENT PRESENTATIONS - (full list of presentations available)

- "Strategic Use of Longer-Term Housing Options for Youth," workshop presented at National Alliance to End Homelessness National Conference on Ending Family and Youth Homelessness, Oakland, CA February 19, 2016.
- "Working with Systems Involved Youth," workshop presented at National Alliance to End Homelessness National Conference on Ending Family and Youth Homelessness, San Diego, CA, February 20, 2015.
- "Improving Economic Self-Sufficiency: Enhancing Employment Outcomes and Increasing Income," workshop presented at National Alliance to End Homelessness Nat'l Conference, Ending Family and Youth Homelessness, New Orleans, LA, 2014.
- "Fulfilling the Promise of the Fostering Connections to Success Act: Lessons From California," presentation to National Resource Center for Youth Development Conference, Philadelphia, PA, August 7, 2014
- "Promoting Housing Stability for Newly Re-housed Families and Youth: Case Management and Financial Assistance," workshop presented at National Alliance to End Homelessness National Conference on Ending Family and Youth Homelessness, New Orleans, LA, February 19, 2014.

Application Form

Profile

Manjit
First Name

Middle Initial

Sappa
Last Name

Home Address

Suite or Apt

Martinez
City

State

Postal Code

Primary Phone

Email Address

Which supervisorial district do you live in?

District 2

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

Golden Gate University

Degree Type / Course of Study / Major

Public Administration

Degree Awarded?

Yes No

College/ University B

Name of College Attended

University of Phoenix

Degree Type / Course of Study / Major

Business Administration

Degree Awarded?

Yes No

College/ University C

Name of College Attended

San Francisco State University

Degree Type / Course of Study / Major

Biography

Degree Awarded?

Yes No

Other schools / training completed:

Course Studied

FBI National Academy

Hours Completed

400

Certificate Awarded?

Yes No

Board and Interest

Which Boards would you like to apply for?

Contra Costa Council on Homelessness: Appointed

Seat Name

Public Safety Seat

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

Yes No

If you have attended, how many meetings have you attended?

I have been on the Council for the previous two years and have attended over 20 meetings

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

I have served on the Contra Costa Council on Homelessness for the past two years as a Public Safety Representative. As the police chief for the City of Martinez I have been able to coordinate a variety of endeavors related to serving the homeless such as being one of the first cities to collaborate with CH3 on homeless outreach, working with CH3 on identifying information needed through data collection efforts, working on collaborations between the police department and non-profit organizations to provide services to the homeless population, and creating a full-time police officer position to work with the homeless population. I would like to continue serving on this Council in an effort to continue expanding ways to help the vulnerable homeless population in our County. The ability to collaborate with other people and entities allows us, from the police side, to gather important perspectives on how we can all work together to impact the less fortunate in meaningful ways.

Qualifications and Volunteer Experience

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

Yes No

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

Yes No

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

I have served on the Contra Costa Council on Homelessness for the past two years.

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

I have served as a police officer, supervisor, and manager in police agencies in this county prior to being appointed as the police chief in the City of Martinez. I have been the police chief in Martinez for the last five years and have a strong foundation in a variety of aspects of policing from patrol investigations to administration.


Upload a Resume

Conflict of Interest and Certification

Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

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 relations?

Yes No

If Yes, please identify the nature of the relationship:

The City of Martinez has a contract with the Contra Costa County Division of Health, Housing, and Homeless Services as well as with the Pasant Hill Police Department for CORE Team services for the homeless population.

Please Agree with the Following Statement

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 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.

I Agree

Manjit Sappal
525 Henrietta Street, Martinez CA 94553

Contact Number:
925-372-3445

E-mail Address:
msappal@cityofmartinez.org

Education:

Master's Degree – Public Administration, Golden Gate University, San Francisco, CA (2014)

- Focus on public administration, completed in thirteen months with a 4.0 GPA

PERF Senior Management Institute for Police, Boston University, MA (2012)

FBI National Academy Session 241, Quantico VA; (June 2010)

Bachelor's Degree – Business Management, University of Phoenix, San Francisco, CA (2003)

San Francisco State University, San Francisco, CA; September 1992 to December 1994

Diablo Valley College, Pleasant Hill, CA; September 1989 to June 1992

Contra Costa College, San Pablo, CA; 1989 to 1990

Professional Experience:

Chief of Police, Martinez Police Department, CA (pop. 39,000), 2015 to present

- 55 personnel; \$12m budget
- Provide policy direction for an organization of over 50 employees to enhance the safety and quality of life of our community.
- Leverage partnerships in a variety of collaborations to enhance the quality of life for our residents and visitors.
- Provide opportunities for team building, employee development, and problem solving within the organization.
- Work with City Government and City Departments to solve neighborhood problems.
- Implemented geographic based community policing model for neighborhood problem solving.

Captain (+other ranks), Richmond Police Department, Richmond, CA (pop. 110,000), 1997 to 2015

- 320 personnel
- Exercised managerial command over the Northern Policing and Southern Policing Districts as well as the Criminal Investigative Section, the Crime Analysis Unit, the Police Service Dog program, the Range/Armory program, and chaired department Use of Force Review Committee.
- Developed crime reduction, crime prevention, and quality of life improvement strategies to facilitate neighborhood problem solving.
- Formulated crime reduction strategies with a heavy emphasis on managing neighborhood beat projects and engaging the community with an emphasis on building collaborative relationships.
- Crime reductions were achieved each year in the Northern District for a 31% decrease in residential burglaries and a 19% reduction in auto thefts in 2014.

- Led and managed the Professional Standards Unit and was involved investigating several high profile cases of corruption. Coordinated with the FBI on corruption cases and introduced technology for case management that was later adopted department wide for use of force reporting.
- Created CompStat program for the police department with a component of crime mapping and data analysis.
- Experience in numerous areas of policing to include Patrol, SWAT, Narcotics Enforcement, and Investigating homicides, gang crimes, and gun offenses.

Police officer, Pittsburg Police Department, CA (pop. 65,000), 1995 to 1997

Provided police services and served as a School Resource Officer at Pittsburg High School

Certifications:

- POST Executive Development Course certificate
- POST Management and Supervisory certificates
- POST Advanced, Intermediate, and Basic certificates
- Executive Development course certificate – POST mandated for police chief Executive Certificate

Professional Memberships and Civic Organizations:

- International Association Chiefs of Police (IACP)
- Police Executive Research Forum (PERF)
- FBI National Academy Associates
- Member of Rotary and Kiwanis in Martinez
- Member of Contra Costa County Council on Homelessness from 2018 to 2020
- Advisory Board member for the Boys and Girls Club - El Sobrante, CA
- Cub Scout Pack 645 – Assistant Cubmaster
- Lamorinda Youth Association coach (2007, 2010, 2012, and 2014) for kindergarten – second grade sports

Application Form

Profile

Masak

First Name

Hirayama

Last Name

Middle Initial

[Redacted]

Home Address

State or Zip

Oakland

City

[Redacted] State

[Redacted] Postal Code

[Redacted]

Primary Phone

[Redacted]

Email Address

Which supervisorial district do you live in?

None Selected

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

UC Santa Barbara

Degree Type / Course of Study / Major

BA

Degree Awarded?

Yes No

College/ University B

Name of College Attended

UC Los Angeles

Degree Type / Course of Study / Major

MSW

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

Yes No

Board and Interest

Which Boards would you like to apply for?

Contra Costa Council on Homelessness: Submitted

Seat Name

Veterans Administration Representative

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

Yes No

If you have attended, how many meetings have you attended?

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

I am an LCSW with the Homeless Program at the VA Northern California Healthcare System. I actively work with homeless providers in CC County to house homeless veterans.

Qualifications and Volunteer Experience

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

Yes No

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

Yes No

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

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

Please see attached resume.


Upload a Resume

Conflict of Interest and Certification

Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

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 relations?

Yes No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

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 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.

I Agree

SUMMARY OF QUALIFICATIONS

- Proven ability to promote VA commitment to ending homelessness by forming effective partnerships with three Continuum of Cares with a diverse group of providers, governing bodies, and veterans.
- Direct key VA activities, strategic planning, system performance evaluation and partnerships and engagement in compliance with federal, state and local CoC program requirements.
- Proven ability to work and prioritize multiple tasks independently and with minimum supervision.
- Excellent written/ oral communication and interpersonal skills as well as clinical/administrative consultative skills.
- Experience developing technical assistance and drafting clear and concise correspondence.
- Expertise in working with diverse patient populations and making relevant referrals, including chronic homelessness, dual diagnosis, substance use disorder, severe mental illness, women, combat Veterans, and older adults.

PROFESSIONAL EXPERIENCE

08/2019 - Present Coordinated Entry Specialist

Northern California VA Healthcare System

Oakland, CA

- Represent the VA in relevant community-wide planning efforts to end homelessness.
- Maintain knowledge and expertise regarding VA and CoC regulations and requirements to ensure that VA activities are following VA expectations and HUD.
- Overseeing the integration of VA resources into the larger CoC homeless systems to support increased accessibility, transparency, and utilization of VA resources.
- Develop and maintain active collaborations with governmental and non-governmental leadership, local, state and national advocacy groups, homeless service providers, and formerly homeless clients.
- Lead veteran case conferences and leadership meetings for resource-matching and prioritization of resources.
- Provide leadership in the community by actively participating in local plans to end Veteran homelessness as well as conducting and leading the coordination of outreach services to homeless Veterans.
- Developing a communication strategy and protocols for VA medical centers (VAMCs), Veteran Integrated Service Networks (VISNs), collaborating VA offices, and non-VA partners related to new approaches for targeting Veterans and providing case management and supportive services in HUD-VASH.
- Identifying the steps and tasks for both the VA, public housing authorities (PHAs), and non-VA partners to increase the utilization of HUD-VASH vouchers.

**06/2014 - 08/2018 Grant and Per Diem (GPD) Liaison
Northern California VA Healthcare System Oakland, CA**

- Provide oversight of GPD programs with two models to ensure the programs provide quality services that comply with applicable regulations as well as the GPD proposal that was submitted and approved for funding.
- Partner with outside agencies in negotiating the needs of the greater community with the priorities of the VA.
- Collaborate with GPD providers to use data from HOMES and VSSC and incident reports to monitor and improve program outcomes, lengths of stay, lower barriers to admission, and to identify staff's training needs.
- Assemble a team of subject matter experts to complete yearly inspections and deciding for approval of continued per diem payments based on the program meeting GPD requirements and standards.
- Quarterly, provide VSSC scorecard outcomes as well as occupancy rates to program administrators and provide consultation on how to maintain compliance with GPD expectations.
- Provide clinical consultation to GPD programs for complex cases, e.g. active substance abuse; conflict between veterans; discharge planning within 24 months; and providing relevant resources and referrals.
- Establish accurate billing procedures to submit GPD vouchers and invoices in a timely manner.
- Determine eligibility for GPD programs, including eligibility for various GPD models; consult VA eligibility and HEC.
- Complete accurate documentation in a thorough and timely manner in CPRS and in HOMES.

**05/2013 - 06/2014 Compensated Work Therapy (CWT) Coordinator & Case Manager
San Francisco VA Medical Center San Francisco, CA**

- Monitored two homeless Transitional Residences (11 vets) and Transitional Work Experience program (20 vets).
- Oversaw all operations of 11 bed Transitional Residence, including health/safety inspections, clinical documentation, billing procedures, and mediating conflicts between residents.
- Developed policies and procedures that comply with CARF, JCAHO, as well as VA handbooks.
- Completed VA reports to local leadership, VISN, and VACO accurately and on time.
- Reviewed and assigned electronic CWT consults to most clinically indicated program.
- Completed documentation in a thorough and timely manner in CPRS, including HOMES and NEPEC forms.
- Provided consultation to staff regarding psychosocial needs of Veterans and the impact of psychosocial problems related to substance use, mental and physical health care.
- Provided effective discharge planning, including coordinating referrals to HUD-VASH and providing housing referrals.
- Provided case management to Veterans with complex mental health and substance abuse issues, including a variety of physical and mental health care needs.

**01/2010 - 05/2013 PACT Social Worker, Medical Practice, Geriatrics, Women's Clinic
San Francisco VA Medical Center San Francisco, CA**

- Coordinated referrals to housing programs (HUD-VASH, GPD, HCHV) to address unstable housing and homelessness; also made referrals to address eviction, rental assistance grants, and locating low-income housing.
- Coordinated and implemented treatment plans with the Veteran, family and providers to minimize risk.
- Provided consultation to interdisciplinary team about psychosocial issues that impact treatment plans.
- Assessed Veterans that have a wide range of complicated biopsychosocial issues in primary care and specialty clinics with over 13,000 patients combined.
- Appropriately responded to crises, including APS, CPS, domestic violence, and homelessness.
- Organized and delivered group clinics to Veteran for efficient dissemination of information.
- Created and delivered training on elder abuse to geriatric fellows and MSW interns.
- Completed documentation in a thorough and timely manner in CPRS.

09/2009 - 01/2010 Medical Social Worker and Clinical Therapist (24 hours/ week)
Community Health Resource Center San Francisco, CA

- Provided outpatient case management and consultation services to patients in Hematology/Oncology, Cardiology, and Pulmonary clinics of California Pacific Medical Center, San Francisco.
- Conducted assessments and interventions to a medically fragile population.
- Provided referrals to relevant community resources.
- Provided outpatient therapeutic services, utilizing a variety of therapeutic modalities.

10/2007 - 02/2009 Social Worker, MHR RTP - Domiciliary
VA Greater Los Angeles Los Angeles, CA

- Provided complex treatment coordination and discharge planning for homeless population.
- Coordinated referrals to housing programs (HUD-VASH, GPD, HCHV) to address unstable housing and homelessness; also made referrals to address eviction, rental assistance grants, and locating low-income housing.
- Conducted assessments and treatment plans for a diverse group of Veterans, including chronic homelessness, substance abuse, and mental health issues.
- Collaborated with an interdisciplinary team to develop, coordinate and implement treatment plans.
- Provided weekly individual and group therapy; utilized CBT, crisis intervention, and Seeking Safety.
- Completed documentation in a thorough and timely manner in CPRS.

6/2007 - 10/2007 Contract Social Worker, MHR RTP
VA Greater Los Angeles Los Angeles, CA

- Provided complex treatment coordination and discharge planning for homeless population.
- Coordinated referrals to housing programs (HUD-VASH, GPD, HCHV) to address unstable housing and homelessness; also made referrals to address eviction, rental assistance grants, and locating low-income housing.
- Conducted assessments and treatment plans for a diverse group of Veterans, including chronic homelessness, substance abuse, and mental health issues.
- Collaborated with an interdisciplinary team to develop, coordinate and implement treatment plans.
- Provided weekly individual and group therapy; utilized CBT, crisis intervention, and Seeking Safety.
- Completed documentation in a thorough and timely manner in CPRS.

09/2006 - 05/2007 Social Work Intern (24 hours/ week)
VA Greater Los Angeles Los Angeles, CA

- Provided weekly therapy and case management in the Day Treatment Program.
- Assessed Veterans with serious mental illness and geriatric issues.
- Co-facilitated groups using CBT, MI, supportive therapy, psychoeducation, and psychotherapy.
- Collaborated with an interdisciplinary team to develop, coordinate and implement treatment plans.
- Organized and delivered presentations on early dementia to families of Veterans.

10/2005 - 06/2006 Social Work Intern (16 hours/ week)

Prototypes

Los Angeles, CA

- Provided weekly psychotherapy to homeless victims of domestic violence and Prop. 36 clients in a residential treatment facility for women and children in Los Angeles.
- Provided case management, court accompaniment, and advocacy for mothers to regain custody of children and file restraining orders.
- Collaborated with an interdisciplinary team to coordinate and implement treatment plans and discharge plans.

EDUCATION

06/2007 Masters, Social Welfare (Specialization: Gerontology)

University of California, Los Angeles

01/2000 BA Cultural Anthropology and BA Japanese Studies

University of California, Los Angeles

- Graduated with Honors, Dean's List of Academic Excellence, Golden Key National Honor Society

LEADERSHIP ACTIVITIES AND PROFESSIONAL PRESENTATIONS

08/2020 **HUD-VASH National Orientation Call Presenter:** Partnering with SSVF – A Pilot Project

07/2020 **Supportive Services for Veteran Families National Call Presenter:** Partnering During COVID-19

07/2018 **Grant and Per Diem National Call Presenter:** Integration of GPD with Coordinated Entry

10/2015 - 3/2020 **Co-Chair & Secretary, Professional Standards Board, Northern CA VA Healthcare System**

- Review recommendations of initial appointment of new employees as well as promotions of existing employees to be compliant with SW Standards Board Handbook

02/2011 - 06/2013 **Co-Chair, Professional Standards Board, SF VA Medical Center**

- Review recommendations of initial appointment of new employees as well as promotions of existing employees to be compliant with SW Standards Board Handbook.

12/2010 - 05/2013 **Contributor, Committee Leadership in Aging**

- Recruited gerontological social workers by writing quarterly publications for a national newsletter that is distributed to MSW students and practitioners.

09/2005 - 06/2007 **Co-Chair, Gerontology Student Caucus, UCLA**

- Organized and executed activities to increase awareness of gerontological social work, such as a tour of senior programs for students and a shadowing experience with 2nd year students.

03/2006 - 06/2006 **Mentee, Senior Fellows Mentorship Program, UCLA**

- Selected amongst applicants to be mentored by David E. Janssen, Chief Administrative Officer, County of Los Angeles, to organize and present community presentation on housing and homelessness.

PROFESSIONAL DEVELOPMENT

06/2013 Psychiatric Rehabilitation Association Annual conference

07/2011 Approaches to the Challenges of Dementia conference

06/2011 PACT New Models of Care conference

11/2010 Motivational Interviewing for Hazardous Drinking in Patients with Hepatitis C conference

10/2010 Emerging Leaders Development Program

05/2008 Acceptance and Commitment Therapy conference

12/2007 Seeking Safety conference

Application Form

Profile

Maureen

First Name

P

Middle Initial

Nelson

Last Name

[Redacted] Home Address

Suite or Apartment

Walnut Creek City

[Redacted] State

[Redacted] Postal Code

[Redacted] Primary Phone

[Redacted] Email Address

Which supervisorial district do you live in?

District 4

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

California State East Bay

Degree Type / Course of Study / Major

B.A., Liberal Studies

Degree Awarded?

Yes No

College/ University B

Name of College Attended

John F. Kennedy University

Degree Type / Course of Study / Major

M.A., Career Deve opment

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

Other schools / training completed:

Course Studied

Management & Superv s on

Hours Completed

Certificate Awarded?

Yes No

Board and Interest

Which Boards would you like to apply for?

Contra Costa Council on Home lessness: Subm tted

Seat Name

Workforce

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

Yes No

If you have attended, how many meetings have you attended?

6

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

I have always been interested in assisting people who are unsheltered or fragilely housed. I have friends and family who have experienced homelessness. I feel that Contra Costa is doing a great job delivering homeless services and I have been so impressed by the Council on Homelessness meetings I have attended. There is so much expertise and dedication in the room. I want to join that team and contribute at a higher level. I believe the knowledge I bring about workforce development will help move the Council's work forward.

Qualifications and Volunteer Experience

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

Yes No

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

Yes No

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

Executive Committee, Contra Costa Interfaith Housing (now Hope Solutions). Overnight Shelter Monitor, Holy Trinity, Richmond, Winter Nights Shelter. Instructor, Global Career Development Facilitator training. Instructor, Basic Employment Specialist Training (BEST). Lobbied at State Capitol for transgender community and adolescent workforce development projects. Presented at Human Trafficking Summit on resources at the One-Stop Career Centers. Produced CD and 12-binder set on career development resources for transgender job seekers and those who serve them. Edited Trauma Nurses' Manual on Sexual Assault.

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

Volunteer for Point-in-Time Homeless Count (2 years). Volunteer overnight shelter monitor for Winter Nights Shelter. Have friends/family who are unsheltered. I am applying for the Workforce seat. I have been employed in the career and workforce development field for 15 years. I have managed grants and contracts, conducted focus groups, written policies, led trainings, done public speaking, published articles, and supervised teams. I have skills in analysis and recommendation, project development and implementation, planning and policy. I am eager to dig in and serve in any capacity that will help the effort to have all Contra Costans housed.


Upload a Resume

Conflict of Interest and Certification

Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

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 relations?

Yes No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

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 undersand that all information in this application is publicly accessible. I understand 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.

I Agree

MAUREEN NELSON, M.A.

Work: (925) 671-4542

MAUREENPNELSON@GMAIL.COM

Cell: (925) 708-7476

ONE STOP CONSORTIUM ADMINSTRATOR

GRANT OVERSIGHT | BUDGET MANAGEMENT | COMPLIANCE & MONITORING
PARTNER ENGAGEMENT | PROGRAM COORDINATION & EVALUATION | STRATEGIC PLANNING

Fifteen years in workforce development with responsibilities ranging from management of grants, programs, projects and budgets to supervising and developing staff to convening partnerships to support shared clients/students to achieve success. Experience in higher education, government and non-profit settings. Passionate proponent of Strong Workforce, promoting Career Education programs, especially to underserved groups, as pathways to high-wage jobs. Excel in communication; background in publishing and training.

M.A. in Career Development • Global Career Development Facilitator (GCDF) Instructor

PROFESSIONAL HISTORY & HIGHLIGHTS

CONTRA COSTA COUNTY, EMPLOYMENT & HUMAN SERVICES, Concord, CA	2012–Present
Administrator – America’s Job Center of California (AJCC)	2017–2020
Assistant Administrator	2012–2017

Oversee and support four sites of America’s Job Center of California (AJCC), all core programs and grants. Hire, train, supervise and evaluate site managers and support staff. Promote programs and services throughout county. In collaboration with education partners, promote middle-skill trainings in strategic industries: Advanced Manufacturing; Health Care/Biotech; Information and Communication Technology (ICT); Transportation and Logistics; Construction; Energy. Serve as face of AJCCs to community; resolve complaints. Serve as key contact for bureau in Executive Director’s absence.

Roles & Responsibilities:

- **PROGRAM MANAGEMENT.** Oversee all programs, projects and budgets of AJCCs, ensuring equal access to all groups and a diverse clientele. Track and analyze data and report outcomes. Analyze regulations and develop policy, procedures, trainings and tools. Supervise four managers plus support staff. Hire, train, motivate, coach and evaluate staff. Use best practices of progressive discipline. Successfully partner with unions. Active in county mentoring program and cross-functional roundtables. Planned and executed staff enrichment series, securing speakers.
- **GRANT MANAGEMENT.** Serve as co-lead on grant life cycle from application to close, including budget monitoring, data tracking, quarterly and final reporting. Key contributor to extension/modification (including budget) requests. (Also served as rater for proposals *submitted* to WDB.)
- **COLLABORATIVE WORK.** Convened One-Stop Consortium (in which Diablo Valley College participated), superseded by MOU Partnerships. Subsequently launched Workforce Integration Networks (WINs), comprised of organizations focused on career education and employment. Serve on advisory committees at Diablo Valley (MTEC and Manufacturing) and Los Medanos (PTEC) campuses, as well as at Martinez Adult Education. Active in Contra Costa College job fairs.
- **STRATEGIC LEADERSHIP.** Serve on EASTBAY Works (regional consortium) Coordination Team. As part of website revamp workgroup, developed RFP for designer and wrote business success stories. Collaborating with Calif. Emerging Technology Fund and Tech Exchange to bring free computers and broadband to low-income clients. Key contributor to WDB’s strategic planning process, particularly in relation to Business Services (2012-2017) and Adult Services (2017-2020).

Selected Achievements:

- **CoCo SOARS (Sustainable Occupational Advancement for Reentry Success), AB 2060 funded.**
As of Q7 (March 2018), 48 probationers enrolled (**96% of goal**); 9 completed training, earning 14 credentials; 13 are employed (8 in strategic industries). Grant extension approved by State.
- **WIOA (Workforce Innovation & Opportunity Act), Dept. of Labor funded.**
For PY 2015-2016 (latest year for which State-validated data is available):
9,268 New Registrants in CalJOBS. **740** Clients Enrolled in WIOA. **408** Placed in Employment.
Dislocated Workers: 85% of clients employed (**110% of State-negotiated performance goal**); 86% retained jobs (**101% of goal**); average earnings of \$45,000 (**111% of goal**)
Adults: 74% of clients employed (**99% of goal**); 86% retained jobs (**104% of goal**); average earnings of \$36,300 (**99% of goal**).
 - **Strategic Sectors:** Centers delivered 28 presentations on trainings in target industries; spotlighted trainings were offered at community colleges and partnership programs.
 - **Online Training:** Issued Metrix licenses to over 1,000 job seekers. The top 10 Metrix users passed 673 courses and logged over 1,000 hours, mostly in strategic sectors.
 - **Collaboration:** All education partners participate in their local Workforce Integration Network (WIN) and all site coordinators sit on community college or adult education advisory boards. All COHORT TRAININGS in sectors were developed in partnership.
- **SCSEP (Senior Community Service Employment Program), Dept. of Labor funded.**
During PY 2012-2013 (year of my oversight): 92 very low-income older (55+) workers with substantial barriers worked in subsidized positions across county. 35% gained unsubsidized employment.

OAKLAND PRIVATE INDUSTRY COUNCIL (OPIC), Oakland, CA 2009–2012

Manager, Workforce Investment Act (WIA) Program

Co-Site Manager, Oakland Career Center

Oversee 20-person staff in career center serving 250+ clients per day, plus 10-person Adult Career Dept. Hiring, train, manage performance and compliance. Build relationships with community colleges.

ONE STOP CAREER LINK, GOODWILL OF SF, San Francisco, CA 2008–2009

Business Relations Specialist and Chair, Bay Area Coalition of Employment Developers

NATIONAL CAREER DEVELOPMENT ASSN, Career Convergence, Walnut Creek, CA 2006–2008

Dept. Editor, Non-Profits / Coach / Author / Speaker

Product Manager, PIVOTAL RESOURCES (process training/consulting), Walnut Creek, CA 2001–2006

ACADEMIC BACKGROUND

M.A., Career Development ▪ John F. Kennedy University

B.A., Liberal Studies, Math Minor ▪ California State University – East Bay

Your report on the third Sanctuary Café was, as always, a stellar report. You were a great champion and facilitator for the entire trauma-informed training series and we can all be proud, thanks to your efforts and leadership in this endeavor.

– Donna Van Wert, Executive Director, Workforce Development Board

PROFESSIONAL DEVELOPMENT, 2012–Present

■ ■ ■ WORKING WITH DIVERSE POPULATIONS

Key Legal Issues in Reentry, Bay Area Legal Aid, in conjunction with Reentry Success Center, *Richmond Clean Slate, pre-trial/early representation, expungements, employment barriers, housing/benefits barriers, traffic, child custody, child support, restraining orders, domestic violence, substance abuse, “crimmigration”*

Windmills Disability Awareness, Milt Wright & Associates, *Bay Point*

Conversation on Homelessness, panel, County Continuum of Care, *Concord*

Gender-Responsive Interventions + Post-Prison Shock Syndrome, HealthRight360, *Pittsburg*

Trauma-Informed Care and Self-Care for Providers, Contra Costa County Mental Health, *Antioch*

Transgender/Ally Leadership Summit, *Los Angeles (2006) & Sacramento (2007)*

■ ■ ■ ENSURING UNIVERSAL ACCESS TO SERVICES

Partnerships that Unlock Social Mobility, Community Colleges, Adult Eds & Workforce, *Richmond*

Workplace Diversity ■ Implicit Bias ■ Sensitivity in the Workplace, County Staff Dev., *Concord*

Universal Design: Customer-Centered Approach, *webinar ■*

Designing Accessible Documents, EDD Capacity Building Unit, *Sacramento*

■ ■ ■ CONFERENCES

National Association of Workforce Boards (NAWB) Conference, 2017 *Washington DC*

Attended sessions on sector strategies; WIOA and TANF; veterans, people with disabilities; technology, finance, health care, hospitality; career readiness measurement tools.

California Workforce Association (CWA) Spring Conference, 2012 & 2018, *San Diego*

Forward Focus (reentry grant) Communities of Practice Convening, 2017, *Los Angeles*

Forward Focus (reentry grant) Communities of Practice Convening, 2016, *Sacramento*

Human Trafficking Summit, HealthRight360, *Concord*

Government Transformation & Innovation Conference, *Sacramento*

Developing the Homeless Workforce, Saffron Strand, *Richmond*

■ ■ ■ EXTENDED MANAGEMENT TRAININGS

Supervisory Effectiveness (12 months), UC Davis (County-sponsored), *Concord*

Leadership Academy (6 months), Millenium Career Advantage (County-sponsored), *Concord*

Mentoring Program (6 months), Employment & Human Services Dept., *Concord*

■ ■ ■ BRIEF MANAGEMENT TRAININGS

Customer Service for Managers, focused on internal customers, Contra Costa County, *Concord*

Labor Relations for Managers, Labor Relations, County Administrator’s Office, *Concord*

Weingarten Rights, Target Solutions, *webinar*

■ ■ ■ SAFETY

CPR/AED/First Aid for Adults and Children, 2017, County Risk Management Department, *Concord*

Red Cross Shelter Fundamentals, County Risk Management Department, *Concord*

PRESENTATIONS, 2012–Present

Presented on WIOA and American Job Center programs, services and partnerships, including career pathways, strategic sectors, trainings, work with diverse populations and special grants to following groups:

State Legislative Analyst's Office ▪ California Legislative Staff Education Institute
Congressman Jerry McNerney ▪ Assemblyman Tim Grayson's staff ▪ Supervisor Diane Burgis' staff
National Asian Pacific Council on Aging ▪ Concilio Latino, West County ▪ Young Men of Color
Social Policy Research Associates ▪ Bay Area Literacy Programs (BALIT) ▪ Rubicon Programs
County Probation Dept.'s Managers and Supervisors ▪ General Public (*at county services fair*)
County Mentor/Mentee Orientation ▪ Family & Human Services Committee, Board of Supervisors
Putnam Clubhouse (*for those recovering from mental illness*) ▪ Human Trafficking Summit

STRATEGIC & ADVOCACY WORK, 2012–Present

Visits with Lawmakers on Capitol Hill, Washington DC, 2017

Met with four congress members to share success stories, achievement data and needs of their constituencies; requested full funding of WIOA at level Congress authorized.

State One-Stop Certification Workgroup, Sacramento, 2017

Developed tool for evaluating AJCCs for certification, including refining 64 criteria (divided in eight Hallmarks of Excellence); also refined certification process.

DVC PATHWAYS TO LLNL □ Partnership to put low math achievers on track to STEM internships.

Presented opportunity for WIOA co-enrollment to provide supportive services for interns.

Education Partners Focus Group (DVC hosted location)

Co-facilitated group to gather partner input on Workforce Development Board's strategic plan.

Workforce Development Board □ Local Strategic Plan 2017-2020

Presented to Board at two sessions and co-facilitated discussions around Board priorities.

CAPACITY BUILDING WORK, 2012–Present

As a strong advocate of equipping personnel with the knowledge and skills to do their best work, below is a list of trainings I was instrumental in bringing to my staff. Trainings I delivered are in bold.

Ethics in the Workplace	File Audit Training for Site Coordinators
Civility in the Workplace	Hallmarks of Excellence (<i>for AJCC Certification</i>)
Sharepoint Fundamentals	Services for Vision-Impaired (<i>Hatlen Center for the Blind</i>)
Trauma-Informed Treatment	CMIA (Confidential Medical Information) for Supervisors
FMLA (for staff and managers)	Interpersonal Violence & Human Trafficking (<i>Family Justice Center</i>)
Coordinated Entry for Homeless	Mental Health First Aid (<i>8-hour, certification</i>)

I really appreciate the way you think on the broader level. You clearly see and understand the importance of looking holistically at the organization.

– Mickey Williams, Division Manager, Staff Development and Mentoring Program

Application Form

Profile

Renee

First Name

J

Middle Initial

Hedrick

Last Name

[Redacted] Home Address

Suite or Apartment

Crockett

City

[Redacted] State

[Redacted] Postal Code

[Redacted] Primary Phone

[Redacted] Email Address

Which supervisorial district do you live in?

District 5

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

Occidental College

Degree Type / Course of Study / Major

Sociology

Degree Awarded?

Yes No

College/ University B

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

Yes No

Board and Interest

Which Boards would you like to apply for?

Contra Costa Council on Homelessness: Submitted

Seat Name

Youth Representative

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

Yes No

If you have attended, how many meetings have you attended?

2

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

As an acting member on the Youth Act on Council and as of now having attended a few CoC/CoH meetings, I feel fully comfortable looking to become further involved in the discussions within that space. My overall goal is to share the experiences and knowledge of myself and my peers with the rest of the council. Additionally, I want to continue to maintain the work the Youth Act on Council has completed in direct coordination with the Contra Costa Council on Homelessness as well as to grow our capacity to do even more in collaboration down the road.

Qualifications and Volunteer Experience

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

Yes No

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

Yes No

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

Standing member on the Youth Act on Council CCYCS Program participant

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

Standing member on the Youth Act on Council Education experience in sociology. Lived experiences in the CCYCS - resume attached -


Upload a Resume

Conflict of Interest and Certification

Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

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 relations?

Yes No

If Yes, please identify the nature of the relationship:

As a participant in the CCYCS I would also be related to any county grants, contracts or economic relations related to youth services.

Please Agree with the Following Statement

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 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.

I Agree



Renee Juno Hedrick

1538 Pomona st.
Crockett, CA
94525

(510) 292 8284

rjunozh@gmail.com

SUMMARY

Motivated and focused with a diverse skill set. Experienced in technology, communications and customer service including years of experience in leadership roles. Passion for computer science and hardware engineering as well as sociology with a distinct focus on race and gender. Specialized in computer hardware and hardware engineering, fulfilled private contracts for computer part acquisition and construction. Skills in managing business media outlets and communication services. Extensive experience in the service industry.

EXPERIENCE

MHW - Autosplitter Project

Crockett, CA — 2020

Personal software engineering project involving C++ with the goal of designing and writing an Auto-splitting stopwatch program that interfaces with various other programs and clients. Program is designed to be used for timed computer activities/challenges. Considering placing this program on the Microsoft app store.

Quality Auditor

Hello Fresh

Richmond, CA — 2019-2020

The Quality Associate ensures that Hello Fresh quality standards are achieved through inspection of grocery ingredients during the receiving/yielding, production auditing and discarding processes in support of production goals for Hello Fresh meal subscriptions

Conservation Corp.

Contra Costa County

Richmond, CA — 2019-2019

Maintained and conserved Contra Costa County parks grounds while learning about various methods of gardening, park upkeep skills, wildlife preservation and creation of park materials like park benches and fences.

Office Assistant

Occidental College Grants Office

Los Angeles, CA — 2018

Completed various office tasks. Assigned multiple independent projects to complete efficiently. Performed some data entry tasks.

Barista

Occidental College “Green Bean” Coffee Shop

Los Angeles, CA — 2017-2018

Barista trained by Caffe Vita (<http://www.caffevita.com/>). Mixed drinks, pulled espresso shots, served customers through the register and stocked inventory. Participated in deep shop cleans. Closed the shop.

Barback

Spats Berkeley

Berkeley, CA — 2016-2017

Prepared all garnishes, bar tools and glasses. Ran food from the kitchen. Stocked all fridges and kegs. Served guests. Opened and Closed the shop. Was the youngest barback on staff.

**Personal Contract Work
Remote Work**

New York City, NY — 2016

Self taught how to construct computers as well as the skill of part acquisition at the most efficient cost point. Leveraged this knowledge to fulfill personal contract work in constructing high-end computers for business acquaintances, school connections and friends.

**Field Manager
ACLU Manhattan**

New York City, NY — 2015

Lead canvassing teams out in the field and organized daily activities. Trained prospective staff members and organized canvassing routes on a daily basis. Worked alongside coworkers making NY, Manhattan the top ALCU office for funds raised in the country multiple weeks consecutively. Staffed without ever falling behind quota.

**Paid Internship
Tonic Beverage Catering**

San Francisco, CA — 2013-2014

Actively created content for social media communication and helped manage those same outlets in dispersal of that content. Assisted with information acquisition and graphic design services for investor information packets. Assisted with organizing and work at multiple music festivals and company bar events.

EDUCATION

Occidental College

Bachelor's Degree of Sociology — In progress

St. Paul's School - Concord, NH

High School — 2010-2014

Received diverse liberal arts education with a focus on writing, leadership and problem solving skills. Participated in a school funded independent study project to explicate the entirety of Dante's *The Divine Comedy* and used it to inform my own creative poetry. Was the head of the school choir and was the school cantor for religious services.

SKILLS

- Computer Engineering
- Software Design
- Adept leader and manager.
- Classically trained vocalist.
- Pop culture and social media expert.
- Motivated and enthusiastic with a keen eye for detail.
- Adept problem solving skills and strategic thinker.



Contra Costa County Board of Supervisors

Subcommittee Report

FAMILY AND HUMAN SERVICES COMMITTEE - Special Meeting

5.

Meeting Date: 10/29/2020
Subject: Secondhand Smoke Ordinance
Submitted For: David Twa, County Administrator
Department: County Administrator
Referral No.: FHS #82
Referral Name: Secondhand Smoke Ordinance
Presenter: Daniel Peddycord, Public Health
Director

Contact: Rynn Schumacher
925-313-6712

Referral History:

At the November 13, 2017 Family and Human Services Committee meeting, Public Health presented its annual report on the implementation of the County's Secondhand Smoke ordinance with a recommendation that the Committee consider a proposed ordinance to strengthen the current smoking protections to prohibit smoking inside dwelling units of multi-unit housing, including condos and townhomes. The Committee accepted the report and recommendations, requested that language be added to extend smoking restrictions to guest rooms of hotels and motels, and directed staff to forward those recommendations to the Board of Supervisors for discussion and approval.

The ordinance, titled Smoke-free Multi Unit Residences, was adopted by the Board of Supervisors on March 13, 2018 with implementation to begin for new and renewing leases on July 1, 2018, and for continuing leases and owner-occupied units on July 1, 2019. At the request of the Board of Supervisors, Contra Costa Public Health staff provided reports in March 2018 on preliminary implementation of the ordinances with a follow up report to the Family and Human Services Committee being made in October of 2018, at which FHS asked Public Health staff to send a letter to each City Manager inviting them to model their own city ordinances after the County's ordinance.

Referral Update:

Please see the attached report from the Public Health Division of the Health Services Department with an update, since the October 2019 report, on the implementation of the Secondhand Smoke Protections Ordinance. This latest report includes updates on the implementation of the Multi-Unit Housing Ordinance, compliance challenges and the technical assistance provided to cities within Contra Costa County

Recommendation(s)/Next Step(s):

ACCEPT the annual report from the Public Health Division of the Health Services Department on the implementation of the Secondhand Smoke Protections Ordinance and DIRECT public health staff to forward the report to the Board of Supervisors for their information.

DIRECT staff from the Public Health Division to study the impacts of second-hand smoke exposure in close-proximity housing, such as mobile home parks, and return to the Committee with recommendation for enhanced protections within 6 months.

Fiscal Impact (if any):

There is no fiscal impact.

Attachments

Annual Report on Secondhand Smoke Ordinance - 2020

To: Family and Human Services Committee, Contra Costa Board of Supervisors
From: Daniel Peddycord, RN, MPA/HA, Director, Public Health
Re: Annual Report on Implementation of Secondhand Smoke Protections Ordinance 2018-07
Date: 10/26/20

I. Summary

On March 13, 2018, the Contra Costa Board of Supervisors adopted Smoke-free Multi Unit Residences Ordinance 2018-07 which increased secondhand smoke protections for persons and families living within multiunit housing. Ordinance 2018-07 began implementation for new and renewing leases on July 1, 2018, whereas for continuing leases and owner-occupied units, implementation would start on July 1, 2019. This is a brief report specific to the continued implementation of the broader Smoke-free Secondhand Protections (Division 445-4) and the modified strategies being utilized to continue activities through the challenges presented by the COVID-19 pandemic.

II. Secondhand Smoke Ordinance Background

Contra Costa County is recognized as a national leader in local tobacco control policies. Over the past decade, the County's secondhand smoke protections have been updated and strengthened by the Contra Costa Board of Supervisors with additional policies adopted in October 2009, October 2010, April 2013, June 2014, July 2017, and March 2018. Specifically, amendments to Secondhand Smoke policy (Division 445-4) have included expanding secondhand smoke protections to make all County-owned properties 100% smoke-free, the addition of electronic smoking devices as part of the definition for "secondhand smoke", and 100% smoke-free multi-unit housing including condos, townhomes, and guest rooms of hotels and motels.

III. Implementation of Smoke-free Multi-Unit Housing Ordinance 2018-07, since the October 2019 Report to Board of Supervisors

The Public Health Department's Tobacco Prevention Program (TPP) continues implementation activities of Smoke-free Multi Unit Residences Ordinance 2018-07. Although some of these activities have been modified as a result of COVID-19, TPP Staff are responding to secondhand smoke complaints received through both the TPP online portal and complaint line, conducting site-visits for signage observations to ensure compliance while adhering to the COVID-19 guidelines, and providing virtual education to community members about smoke-free multiunit housing tobacco control policies.

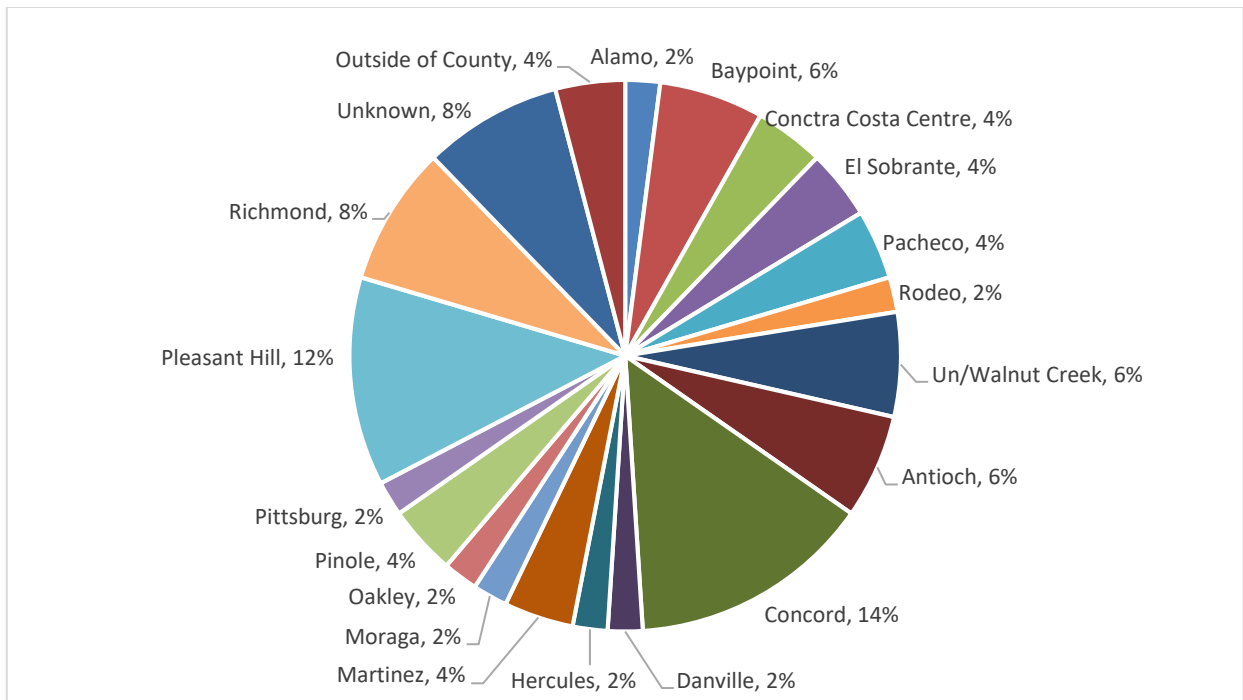
TPP Staff made its last report to the Family and Human Services Committee in October 2019. In late November through December of 2019, TPP Staff conducted site visits to determine if tenants, landlords, and property managers were complying with Ordinance 2018-07. Forty-eight multi-unit residences located in El Sobrante and Bay Point were visited by TPP Staff. During the site visits, TPP Staff conducted inspections for signage indicating that the properties were smoke-free, the presence (or lack thereof) of ashtrays, the presence of cigarette waste, and a review of lease addendums with tobacco control laws described for each tenant were also conducted. Each visit was documented through a written summary of

observations, photos, and the number of compliance violation warning letters to landlords and tenants issued was also addressed during the visit. The site visits revealed that only 6% of the properties that were visited were in total compliance with the ordinance. Despite previous outreach efforts, most of the properties did not have the required “no smoking” signs posted on their properties, and only a small number had tobacco waste in areas where smoking was allowed. TPP Staff concluded that a primary factor that contributed to the lack of enforcement was related to the absence of an on-site property manager or landlord on the properties.

Since March 2020, as residents complied with the Contra Costa County Health Officer Orders to shelter in place and limit activities outside of their homes, there has been a significant increase in secondhand smoke complaints. From November 2019 to date, TPP has received a total of 49 secondhand smoke complaints from residents and landlords within the unincorporated areas and cities throughout the County. (see Graph I below). Comparatively, this is twice the number of secondhand smoke complaints (24) received since the last report made to this committee in October 2019.

Prior to COVID-19, TPP Staff responded quickly to complaints, assessed, and completed the case within an average of 3-5 days. More recently, responses have been delayed as TPP Staff have been reassigned as Disaster Service Workers for COVID-19. The response rate is currently 7-10 days. TPP Staff focuses on completing complaints within the jurisdiction of the unincorporated County areas, while also connecting local city departments to complaints outside of the County’s jurisdiction. All complaints are given resources and receive a follow-up call or email to ensure the health and safety of residents living in multiunit housing is not compromised due to a lack of adherence to secondhand smoke tobacco control policies.

Graph I: Percentage breakdown of number of complaints within 2019-2020



In reviewing the 49 complaints, over half (51%) were secondhand smoke violations within apartment complexes, 32% were in owner-occupied units such as townhomes and condominiums, and less than 5%

came from other multi-unit housing types such as mobile homes parks, duplexes, etc. Seventy-four percent of the complaints were regarding combustible cigarette smoke, while 26% pertained to second-hand smoke from the use of cannabis and electronic cigarettes devices. TPP Staff also received requests for clarification of the ordinance and technical assistance by landlords and property managers seeking to comply with the ordinance.

IV. Next Steps for Compliance

The results of the site visits provided insight into the effectiveness of the previous outreach and education efforts in the implementation and enforcement activities of the smoke-free multiunit housing tobacco control policy. Based on the site visits, TPP Staff have determined that additional outreach efforts are needed to increase awareness regarding the ordinance. In order to inform and educate landlords, property managers, and tenants, TPP Staff will launch a multi-phased educational outreach strategy in the Fall of 2020 and continue throughout the Summer of 2021. Details of the strategy are as follows:

- TPP Staff have created an informational fact sheet for Ordinance 2018-07 that will not only be mailed to owners, landlords, and property managers, but will also be used in presentations to HOAs, community-based organizations, and County departments who serve tenants that live in multiunit housing.
- A postcard mailer that provides an overview of Ordinance 2018-07 will be disseminated to multi-unit property residents in the unincorporated Contra Costa County. In addition to the overview, this postcard will provide actions that tenants can take to comply with tobacco control policies while living in multiunit dwellings.
- Finally, an educational media campaign will be launched early 2021 utilizing organic social media posts and paid media in public spaces. Informational messages and resources will be posted on the Tobacco Prevention Coalition's Facebook and Instagram, as well as placed on billboards, bus stops, and on buses in the East and West Contra Costa County.

TPP Staff will continue to respond to requests for technical assistance from landlords, property owners and managers. However, due the COVID-19 pandemic, TPP Staff have shifted from in-person educational activities to online and virtual platforms. In addition, TPP Staff will also conduct compliance surveys both online and by phone with landlords, property owners/managers, and residents to the properties that have been visited in the past for continued compliance issues. Post-COVID-19, TPP Staff will resume auditing and inspecting properties at random to confirm compliance with the smoke-free multiunit housing tobacco control policies.

Recently the issue of secondhand smoke in mobile parks has been brought to the forefront as the frequency of complaints from persons residing in mobile home parks have increased. The proximity of mobile dwelling units to one to another can allow secondhand smoke to drift into other nearby units which may intensified the number of complaints. Since the adoption of Concord's smoke-free multiunit housing policy in January 2020, which included protections for those living in mobile home parks, some residents have expressed a desire to be protected under the County's smoke-free multiunit housing tobacco control policy for the unincorporated areas.

V. Technical Assistance to Contra Costa Cities

As of October 2020, fourteen (14) cities have adopted smoke-free multiunit housing tobacco control policies into their jurisdictions utilizing the County’s model ordinance. TPP Staff provided technical assistance to these local jurisdictions to incorporate components of the model ordinance including the following:

- Multi-unit residences as defined as 2 or more units
- Restrictions on smoking areas that include private enclosed or unenclosed gathering areas (balconies/patios)
- Restrictions of smoking in all indoor and outdoor common areas
- Inclusion of secondhand smoke from electronic smoking devices and cannabis smoke within the definition
- Requirement of a “no smoking” clause in the lease
- Requirement of “no smoking” signage to be posted in several common areas of multiunit properties.

Half of the cities that have adopted a smoke-free multiunit housing tobacco control policy have all components of the model ordinance. TPP Staff continues to work with the other half to consider more protections to strengthen their modified versions of the ordinance (see Table I below). TPP Staff also seeks to educate the jurisdictions with no tobacco control policy to consider and explore the health benefits of a smoke-free multiunit housing policy for protecting their residents living in multiunit dwellings.

In early 2020, the City of San Pablo (Jan 2020) and City of Concord (Feb 2020) were added to the list of cities that have adopted a smoke-free multiunit housing tobacco control policy. This was a major accomplishment for the City of San Pablo as their secondhand smoking laws had not been updated since 1984.

Table I: City jurisdictions in each District with smoke-free multiunit housing policy

District	City	Smoke-free Policy
District 1	El Cerrito	Comprehensive policy; smoking prohibited in: <ul style="list-style-type: none"> • 100% of MUH properties with 2+ units • All indoor and outdoor common areas
	Richmond	Comprehensive policy; smoking prohibited in: <ul style="list-style-type: none"> • 100% of MUH properties with 2+ units • All indoor and outdoor common areas
	San Pablo	Smoke-free policy; smoking prohibited in: <ul style="list-style-type: none"> • 100% of MUH properties with 2+ units with the exception of owner-occupied unites (townhomes and condominiums); Existing units must be in compliance by July 1, 2021 • All indoor and outdoor common areas
	Pinole	Smoke-free policy; smoking prohibited in: <ul style="list-style-type: none"> • 100% of MUH properties with 2+ units built after May 5, 2010 • Indoor/outdoor common areas
District 2	Orinda	No policy
	Lafayette	Smoke-free policy; smoking is prohibited in: <ul style="list-style-type: none"> • MUH properties with 3+ units

		<ul style="list-style-type: none"> • Only applies to units built after effective date and units rented/leased to new tenants after effective date • All indoor and outdoor common areas • Does NOT include vape smoke
	Moraga	No policy
	Danville	Comprehensive policy; smoking prohibited in: <ul style="list-style-type: none"> • 100% of MUH properties with 3+ units, including enclosed and unenclosed private gathering areas (I.e. balconies/patios) • All indoor and outdoor common areas
	San Ramon	Non-comprehensive policy; smoking prohibited on MUH balconies and patios
District 3	Antioch	No smoke-free policy
	Oakley	Comprehensive smoke-free policy; smoking prohibited in: <ul style="list-style-type: none"> • 100% of MU properties with 2+ units build after April 2014 • All indoor and outdoor common areas
	Brentwood	No smoke-free policy
District 4	Clayton	Comprehensive policy; smoking prohibited in: <ul style="list-style-type: none"> • 100% of MUH properties with 2+ units • All indoor and outdoor common areas
	Concord	Comprehensive policy; smoking prohibited in: <ul style="list-style-type: none"> • 100% of MUH properties with 2+ units, including enclosed and unenclosed private gathering areas (I.e. balconies/patios) • All indoor and outdoor common areas • Within 25ft of doorways, windows and vents • Mobile home parks
	Pleasant Hill	Smoke-free policy; smoking prohibited in: <ul style="list-style-type: none"> • MUH properties with 4+ units; does NOT include Condominiums; Properties built prior to Jan. 2010 must have 50% of units designated smoke-free • All indoor and outdoor common areas
	Walnut Creek	Comprehensive smoke-free policy; smoking prohibited in: <ul style="list-style-type: none"> • 100% of MUH properties with 2+ units • All indoor and outdoor common areas
District 5	Hercules	Smoke-free policy; smoking prohibited in: <ul style="list-style-type: none"> • 100% of MUH properties with 10+ • Indoor/outdoor common areas
	Martinez	Smoking prohibited in: <ul style="list-style-type: none"> • All private outdoor spaces of MUH with 4+ units
	Pittsburg	No policy

V. Next Steps for Technical Assistance to Contra Costa Cities

TPP Staff will continue to provide technical assistance to the areas with high numbers of smoke-free multiunit housing needs, which are specifically in the East County cities of Antioch and Pittsburg. TPP Staff continues to partner with local community organizations to conduct needs assessment, data collection, and virtual community engagement to increase awareness of tobacco control policies for

families living in multiunit dwellings. However, TPP Staff anticipates delays in the adoption of smoke-free multiunit housing policies in Antioch and Pittsburg due to challenges resulting from the COVID-19 pandemic.

VI. Recommendations

TPP Staff recommends that the Family and Human Services Committee direct the Public Health Division to study the impacts of second-hand smoke exposure in-close proximity housing, such as mobile home parks, and return to the Committee with recommendation for enhances protections within 6 months.

TPP Staff recommends that the Family and Human Services Committee accept the report and direct staff to continue to provide updates on implementation of the ordinance as part of staff's annual report on the County's Secondhand Smoke Protections Ordinance.

Recommendation(s)/Next Step(s):

ACCEPT report on the on the implementation of the tobacco retailer licensing and businesses zoning ordinances and return next year with an update.

DIRECT staff to track efforts by the tobacco industry to reverse the protections provided in SB 793, and to keep the Committee informed.

Fiscal Impact (if any):

There is no fiscal impact.

Attachments

Annual Report on Tobacco Retail Licensing - 2020

To: Family and Human Services Committee, Contra Costa Board of Supervisors
From: Daniel Peddycord, RN, MPA/HA, Director, Public Health
Re: Annual Report on Implementation of Tobacco Retail Licensing Ordinance 2019-34
Date: 10/26/20

I. Summary

In November 2019, the Board of Supervisors adopted Ordinance 2019-34 (Sale of Electronic Smoking Devices and E-Liquids Prohibited) which increased the protections for youth from tobacco influences in the retail environment. Ordinance 2019-34 was a necessary response to an epidemic rise in youth vaping where young people were vulnerable to tobacco addiction as well as concerns related to E-cigarette/Vaping Associated Lung Injury (EVALI). The ordinance also expanded the restrictions on the sale of flavored tobacco in all areas of the unincorporated areas of the County, rather than just within 1,000 feet of youth-sensitive areas. A brief report specific to the implementation of the newly adopted Ordinance 2019-34 is presented, including information on the necessary strategies to continue activities despite the challenges presented by the COVID-19 pandemic.

II. Tobacco Retailer License Ordinance Background

On September 12, 2019, the Board of Supervisors directed Public Health staff to prepare policy options that would address mounting concerns related to the rapid increase of use with electronic cigarettes by minors as well as the co-occurring epidemic of serious lung disease that has been linked to the use of vaping devices.

On November 18, 2019, Public Health staff provided the following three policy recommendations to the Board of Supervisors in response to the rise of youth vaping epidemic and preventing youth in Contra Costa County from E-cigarette/Vaping Use Associated Lung Injury (EVALI), subsequently adopted by the Board.

1. Revise Division 445-6.006 (Secondhand Smoke and Tobacco Product Control) of the County Ordinance Code to prohibit the sale of any electronic smoking device or e-liquid that is required to obtain, but has not yet obtained, a premarket review order from the U.S. Food and Drug Administration pursuant to the federal Family Smoking Prevention and Tobacco Control Act.
2. Revise Section 445-6.006 of the County Ordinance Code to prohibit the sale of flavored tobacco products and menthol cigarettes expanding this prohibition to the entirety of the unincorporated county. Previously, the sale of these products was only prohibited within 1,000 feet of a public or private school, playground, park, or library.
3. Amend Section 413-4.608 (Commercial Cannabis Health Permits) of the County Ordinance Code to prohibit the sale or delivery of any e-liquid that contains tetrahydrocannabinol or any other cannabinoid, and to prohibit the sale or delivery of any electronic smoking device that can be used to deliver tetrahydrocannabinol or any other cannabinoid in aerosolized or vaporized form.

Public Health's Tobacco Prevention Program (TPP) Staff partnered with Contra Costa County's Department of Conservation and Development, Alcohol and Other Drugs Services (AODS), the Contra Costa County Office of Education Tobacco Use Prevention Education Program (TUPE) and community partners to inform community members about the upcoming policy. The Tobacco Prevention Coalition (TPC) and community partners worked to educate vulnerable populations, especially the youth, on the positive impact of the proposed policy recommendations. More than 25 community members provided public testimony or wrote letters of support for the expansion of restrictions of the tobacco retailer license ordinance, most of which were youth who experienced the negative health effects of vaping amongst their friends and schoolmates. Ordinance 2019-34 was adopted by the Board of Supervisors unanimously on December 18, 2019.

III. Implementation efforts from October 2019 report to the Board of Supervisors

Implementation of Ordinance 2019-34

After the adoption of Ordinance 2019-34, the Tobacco Prevention Program (TPP) staff created a comprehensive plan to inform the retailers and the general members of the community of the upcoming changes on the sale of flavored tobacco and vaping devices in the unincorporated areas of the County. The community engagement plan included community presentations (i.e., retailer forums), social media posts on the TPC's Facebook and Instagram, and informational mailers that were sent to all retailers in the unincorporated County.

January through February 2020, TPP Staff facilitated 2 retailers informational forums in Bay Point and El Sobrante. Both forums were advertised by a staff developed flyer which was sent to all 84 retailers in the County. A total of 10 retailers participated in the forums which provided details on the new ordinance, information regarding products that were now prohibited to sell, and a timeline of activities that needed to be completed in order to be compliant with the ordinance. The Sheriff's Department also participated in the forum and they presented detailed information on procedures of a compliance inspection. Lastly, TPP Staff provided resources on healthy retail as an option for retailers interested in increasing the sales of healthier food options as an alternative to tobacco products.

TPP Staff held virtual retailer educational workshops in March and July 2020 to further inform retailers about the about the new tobacco control policy regarding the sale of flavored tobacco and vaping devices. Despite the lack of participation and attendance from retailers in these virtual workshops, the sessions were recorded and have been viewed over 10 times since they were recorded. Although more and more community members are utilizing online platforms (i.e. Zoom), TPP Staff recognizes that retailers may be unfamiliar with or are unable to use these new technologies during the COVID-19 pandemic.

Annually, the Contra Costa County Business License Office sends a mailing to remind all tobacco retailers to renew their business license. TPP Staff coordinated with the Business License Office to include an informational letter and flyer about the new ordinance as well as resources for retailers. In May 2020, the Business License Office mailed the annual business renewal reminder letters to all 84 unincorporated tobacco retailers.

In order to inform the community at large about Ordinance 2019-34, TPP Staff presented at the Tobacco Prevention Coalition (TPC) meetings in January and March 2020. Members of the TPC discussed the new ordinance and agreed to disseminate the information to their network of several

communities within Contra Costa County (community-based organizations, youth, parents, educators, etc). TPP Staff also launched a series of social media posts on the TPC's Facebook and Instagram as another outreach effort to inform members of the community about the new tobacco control policy.

Enforcement of Ordinance 2019-34

With the COVID-19 pandemic, TPP Staff have delayed in-person activities, such as youth decoy and shoulder tap operations. Moreover, several of the TPP Staff have been deployed as Disaster Service Workers. These TPP Staff are now performing other duties in addition to their normal functions to support the County's response to COVID-19 as described in the Government Code Section 3100, et seq.

TPP Staff continues implementation and enforcement activities within the constrained parameters of the COVID-19 pandemic through its partnership with the Sheriff's Department. TPP Staff have assisted the Sheriff's Department in completing 86 compliance checks from October 2019 to June 2020 while adhering to the Contra Costa Health Officer's COVID-19 guidelines. These compliance checks were completed through a grant provided by California Department of Justice. The Sheriff's Department reported a 100% compliance rate, which revealed that all 86 retailers were compliant with the new requirements of Ordinance 2019-34. Future compliance checks have been postponed until early 2021 as the Sheriff's Department seeks additional funding to participate in these activities.

Next Steps for Increased Compliance

The Tobacco Prevention Program received funding from the California Department of Justice to perform local tobacco control policy enforcement activities complementary to those enforcement activities under the purview of the Sheriff's Department. As a designated enforcement agency for tobacco retailer licensing laws, TPP Staff will continue to provide retailer education sessions which provides compliance information regarding Ordinance 2019-34. Funding for the project began in November 2018 and it will continue through June 2021.

Other activities funded under this grant include conducting outreach to youth and young adults to combat their use of tobacco and tobacco products including electronic cigarettes and vaping devices. A Youth Taskforce will be formed where youth will be trained to educate their peers about the negative health effects of the use of tobacco and tobacco products. Recruitment for the taskforce began Summer of 2020 and 2 presentations educating youth about the dangers of vaping at Diablo Valley College are scheduled for October 2020.

Grant applications from both the Public Health Department and the Sheriff's Department were completed and submitted to the California Department of Justice in August 2020. If funded the projects will run fiscal years 2021-2024 and support the continuation of enforcement activities. TPP Staff anticipates announcements of grantees no later than December 2020.

If TPP receives this funding, project deliverables will not only include enforcement activities in the unincorporated County but will also allow partnerships with at least 5 other cities to conduct the following:

1. Provide technical assistance to create model enforcement activities with licensed tobacco retailers which include updating protocols for conducting compliance inspections with local retailers within their city jurisdiction;

2. Conduct at least 100 tobacco retail compliance checks across 5 cities per year, assessing the sale of tobacco products in each city (e.g., flavored products, minimum pack size, samples, self-service displays, original packaging, etc.);
3. Conduct at least 20 trainings per year to train enforcement staff (city staff and/or police officers) model enforcement procedures and culture competency (specifically in implicit bias, equity, diversity and inclusion).
4. Conduct 4 tobacco retailer education classes on an annual basis with emphasis on tobacco laws meant to reduce youth tobacco influence.

IV. Technical Assistance to Contra Costa Cities

Staff continues to offer technical assistance to Contra Costa cities that are interested in considering policies that prohibit the sale of e-cigarettes and vaping devices in order to protect youth from EVALI or E-cigarette/Vaping Use Associated Lung Injury. Within the past year, the following cities have adopted or they are in the process of expanding their tobacco retail control policies utilizing the Contra Costa County ordinance as a model:

City	Policy Description	Date adopted/ Date effective
Antioch	Adopt comprehensive tobacco retailer license with a flavors restriction and a minimum pack size requirement	Staff and community partners plan to meet with Antioch staff to discuss policy options in January 2021.
Pittsburg	Adopt a comprehensive tobacco retailer license ordinance inclusive of flavored tobacco restrictions and a minimum pack size requirement	Staff and community partners plan to meet with Pittsburg staff to discuss policy options in January 2021.
Danville	Prohibits the sale of vaping devices and electronic smoking devices	February 18, 2020/ March 18, 2020
Concord	Adopt comprehensive tobacco retailer restrictions that are inclusive of flavored tobacco restrictions and a minimum pack size requirement	In Progress
San Ramon	Community partners in San Ramon and Public Health staff met with San Ramon city Attorney to discuss policy options and share information on best practices in March 2019.	In Progress

V. Technical Assistance to Statewide Tobacco Control

On a celebratory note, Public Health staff were invited by the California State Senate- Health Committee to present at their February 10, 2020 committee meeting in Sacramento, CA. Public Health presented to the Senate Health Committee, Chaired by Senator Pan on the “Rise of Youth Vaping Epidemic.” Public Health staff were invited to share details of Contra Costa County’s successful adoption and implementation of tobacco retailer licensing laws, ban on the sale of flavored tobacco products as well as Contra Costa’s

local ordinance related to the ban on selling vaping products. Presenters included Contra Costa County Health Officer - Dr. Chris Farnitano, Public Health Director - Dan Peddycord, and Tobacco Prevention Project Manager - Rryn Schumacher. Contra Costa County was among a short-list of counties invited by the California Senate to present on how local jurisdictions could effectively respond in protecting youth and young adults from the vaping epidemic and EVALI.

Subsequently, in August 2020, California became the second state to ban the sale of flavored tobacco and electronic cigarettes through SB793. The Contra Costa County Board of Supervisors, Tobacco Prevention Coalition, as well as several organizational partners and community members from the Tobacco Prevention Coalition, submitted a letter supporting SB 793, which is expected to be effective in January 2021.

With the support of the Board of Supervisors, TPP continues to advance tobacco control policies and responds to various requests to provide technical assistance to other local jurisdictions throughout California including Sonoma and San Diego Counties. Technical assistance includes sharing best practices on the adoption, implementation, and enforcement of local tobacco control policies and ordinances.

VI. Recommendations

Direct staff to track efforts by the Tobacco Industry to reverse the protections provided in SB 793, and to keep the Committee informed.

Staff recommends that the Family and Human Services Committee accept the report and direct staff to continue to provide updates on implementation of the ordinance as part of staff's annual report on the County's Tobacco Retail Licensing Ordinance.

Independent Living Skills Program
Children & Family Services Bureau



October 29, 2020

Report to Family and Human Services Committee

Kathy Gallagher

Employment and Human Services Director

RECOMMENDATION:

Accept this report from the Employment and Human Services Department; and continue to support the Children and Family Services Bureau's efforts to serve transitional age foster youth through the Children and Family Services' Independent Living Skills Program (ILSP).

BACKGROUND OF ILSP SERVICES AND SERVICES FOR TRANSITION AGE YOUTH:

The Omnibus Budget Reconciliation Act of 1993 permanently authorized funding for Independent Living Programs nationwide. The Contra Costa County Children and Family Services' Independent Living Skills Program sent a youth participant to the White House to give a speech during the bill signing ceremony of the John Chafee Foster Care Independence Program (CFCIP) Act of 1999 (Public Law 106-169). In California, every county provides ILP services and County Child Welfare Departments have the flexibility to design services to meet the needs of current and former foster youth under their jurisdiction.

In September 2010, the California Governor signed into law Assembly Bill (AB) 12, the California Fostering Connections to Success Act. AB 12 is a voluntary program that provides extended foster care services and supports for youth ages 18 to 21. Youth must meet specific criteria to qualify for AB 12 services, such as being employed 80 hours per month, attending vocational training, or a combination of employment and skills development training. AB 12 supports transitional aged youth and provides an opportunity to strengthen their employability and develop life skills to support successful independent living.

Subsequently, AB 403, The Continuum of Care Reform was signed into law in 2015. AB 403 provides the statutory and policy framework to ensure services and supports provided to each child or youth and family are tailored toward the ultimate goal of maintaining a stable permanent family. The tenets of CCR align with ILSP service delivery and ILSP staff support the intended outcomes of CCR by participating in the Child and Family Team Meetings (CFTs) and following up with support needs identified during the CFT. This past fiscal year, ILSP staff participated in total of 155 Child and Family Team Meetings.

OVERVIEW OF CONTRA COSTA COUNTY ILSP:

Since 1988, the Contra Costa County Children and Family Services Bureau of the Employment and Human Services Department has provided services through the Independent Living Skills Program. Contra Costa County's ILSP educates and supports youth in a wide variety of areas designed to facilitate a successful transition to adulthood. Contra Costa County's ILSP takes pride in serving as a role model to other counties throughout California and has received many awards and accolades for their program development and services delivered.

With the Continuum of Care Reform in mind, ILSP staff, during our participation in Child and Family Team meetings, provide support and services to eligible youth in four core areas that we refer to as the Four Pillars. The Four Pillars consist of Education, Employment, Housing, and Overall Well-Being.

ILSP PILLAR- HOUSING:

Contra Costa County contracts services for Transitional Housing Programs (THP) for current and emancipated foster youth. There are two types of THP housing programs, Transitional Housing Program for Non-dependent Minors (THPNMD), which serves 18-21 year olds participating in the AB12 program, and Transitional Housing Program Plus (THP+), which is available to young adults from age 21 up to their 24th birthday. The ILSP staff collaborate with transitional housing providers to ensure essential services and supports are available and readily accessible to the young adults being served. Quarterly meetings are held to address specific needs and identify permanency plans post-emancipation. Housing continues to be a significant challenge for young adults as they exit foster care and THP+ housing is a key component to the prevention of homelessness and preparation for a successful transition into adulthood. Contra Costa County has contracts to provide extended supportive services and housing units for thirty-one former foster youth. However, even with the extended services many former foster youth remain at risk of homelessness. The cost of housing is high, particularly in the Bay Area, and many of our youth who have aged out of extended foster care would benefit from an extended transitional housing program.

ILSP PILLAR- EMPLOYMENT:

ILSP has been collaborating with the Contra Costa County Office of Education (OOE), to provide employment assistance and training to eligible foster youth via the Workforce Innovative and Opportunities Act (WIOA). We work with the organizations that hold WIOA contracts and refer youth to these employment programs for job readiness assessment, training, and support. Twenty percent (20%) of the caseloads for these providers have to include the foster care population. This past fiscal year in conjunction with the Office of Education ILSP was able to enroll 12 into the WIOA program.

For several years ILSP has been engaged in a community collaboration program under The John Muir Land Trust and has assisted with the development of *The Family Harvest Farm Project*. This was created as a job readiness program specifically to support current and former foster youth ages 18-24 in gaining work experience and developing employable skills. The John Muir Land Trust also donated funds to assist foster youth who may need to purchase appropriate clothing, such as work shoes and gloves. After countless planning sessions, *The Family Harvest Farm Project* broke ground this past summer, and four foster youth are currently working as

apprentices on the farm. In addition to gaining valuable work experience, the program has provided youth the opportunity to further their knowledge about the environment and has expanded their networking community.

ILSP PILLAR- EDUCATION:

ILSP supports and encourages youth to stay in school through curriculum that motivates youth to strive towards graduation, pursue a higher education through either college, vocational education or apprenticeships and embrace learning as a lifelong process. This past year 86 participants graduated from high school and eleven graduated from college. Although, due to COVID-19, ILSP was unable to host what would have been Contra Costa County's 32nd Annual ILSP Recognition event this year, we were still able to celebrate. The honorable Judge Haight hosted a small gathering at Vic Stewart's restaurant to celebrate the educational achievements of our youth. Eleven ILSP participants were awarded Lois Haight Foundation for Foster Children scholarships totaling twenty-two thousand dollars. The total amount of scholarships and financial supports this year exceeded sixty thousand dollars.

The Assistance League of Diablo Valley awards 22 scholarships each year to help seniors with added high school expenses, such as prom tickets, clothing, graduation photos, and other expenses that occur. In addition, ILSP provides extra workshops that provide assistance to youth in their senior year of high school to assist them with fulfilling their goals after graduation. ILSP collaborates with the community colleges within Contra Costa County and Sierra Community College in Sacramento County. In addition to collaboration with the community colleges, ILSP also partners with agencies such as Year Up and Job Corps of Treasure Island.

ILSP PILLAR- WELL-BEING:

ILSP provides a variety of activities and workshops to support positive social development and broaden personal interests as well as promote healthy relationships within the community. ILSP promotes and emphasizes the importance of self-care through its wellness curriculum, some of which has recently been made available online and readily available to the youth and those providing direct services to this population. One of the workshops being offered this year is an expression arts series, Art, Recreation and Movement (ARM) which demonstrates and supports the use of art as a tool for self-expression and self-care. The ILSP unit provides supportive services to our youth, case carrying social workers, and caregivers with the goal of identifying and developing life-long connections and supporting youth in building healthy relationships.

COMMUNITY COLLABORATIONS/ COVID-19 RESPONSE:

Since the outbreak of COVID-19, ILSP has received tremendous support from the community agencies and partnerships they have developed over the years. An outpouring of support allowed us to assist youth financially with food and clothing during the pandemic. Once Shelter-in-Place went into effect, some youth became unemployed and have needed help with basic essentials. Since March 2020, ILSP has reached out to the community and received donations totaling \$25,000, that provide emergency financial support and Target Gift cards to help meet the essential needs of youth who lost their jobs and were struggling to make ends meet.

Our partner agencies and organizations continue to demonstrate their desire to help our youth develop lifelong connections and have helped not only with tangible items, but with the financial costs of doing this work. The Woman's League of Diablo Valley, The Orinda Woman's Club, Lois Haight Foundation for Foster Children, Court Appointed Special Advocates (CASAs), iFoster, Philanthropic Ventures, ARM of Care (Arts, Recreation and Movement therapeutic arts program), YFIA (Youth Financial Institute of America), Friends of ILSP, The Methodist Church of Walnut Creek, 1Closet, California Youth Connection, the Spark Initiative (a program of VOICES) and Family Harvest Farm Project are some of the organizations that ILSP works with who help support the foster youth in our county.

CONCLUSION:

Youth exiting from foster care are expected to be self-sufficient. Self-sufficiency entails the ability to maintain stable housing, maintain employment, and maintain one's physical and mental health. Research on the outcomes of emancipated foster youth indicates that this is a difficult task for these youth and ILSP workers to support these youth to become self-sufficient.

The Contra Costa County CFS ILSP has identified 700 youth who were eligible to ILSP services this past fiscal year. Of those, 584 youth engaged with one or more ILSP services during the year. ILSP held 85 workshops/events which served over 70 individual youth.

ILSP staff have expertise in engaging youth and motivating them to stay in school, graduate, and obtain life-sustaining employment. The ILSP staff has a unique ability to connect with and engage the youth and this serves them well when discussing lifelong connections and plans for their lives after leaving the system. ILSP Coordinators and staff cultivate collaborative partnerships with community-based organizations and other foster youth serving groups to grow each youth's connections with their community and get their various needs met. ILSP works in accordance with Continuum of Care Reform to try to improve outcomes for our youth.

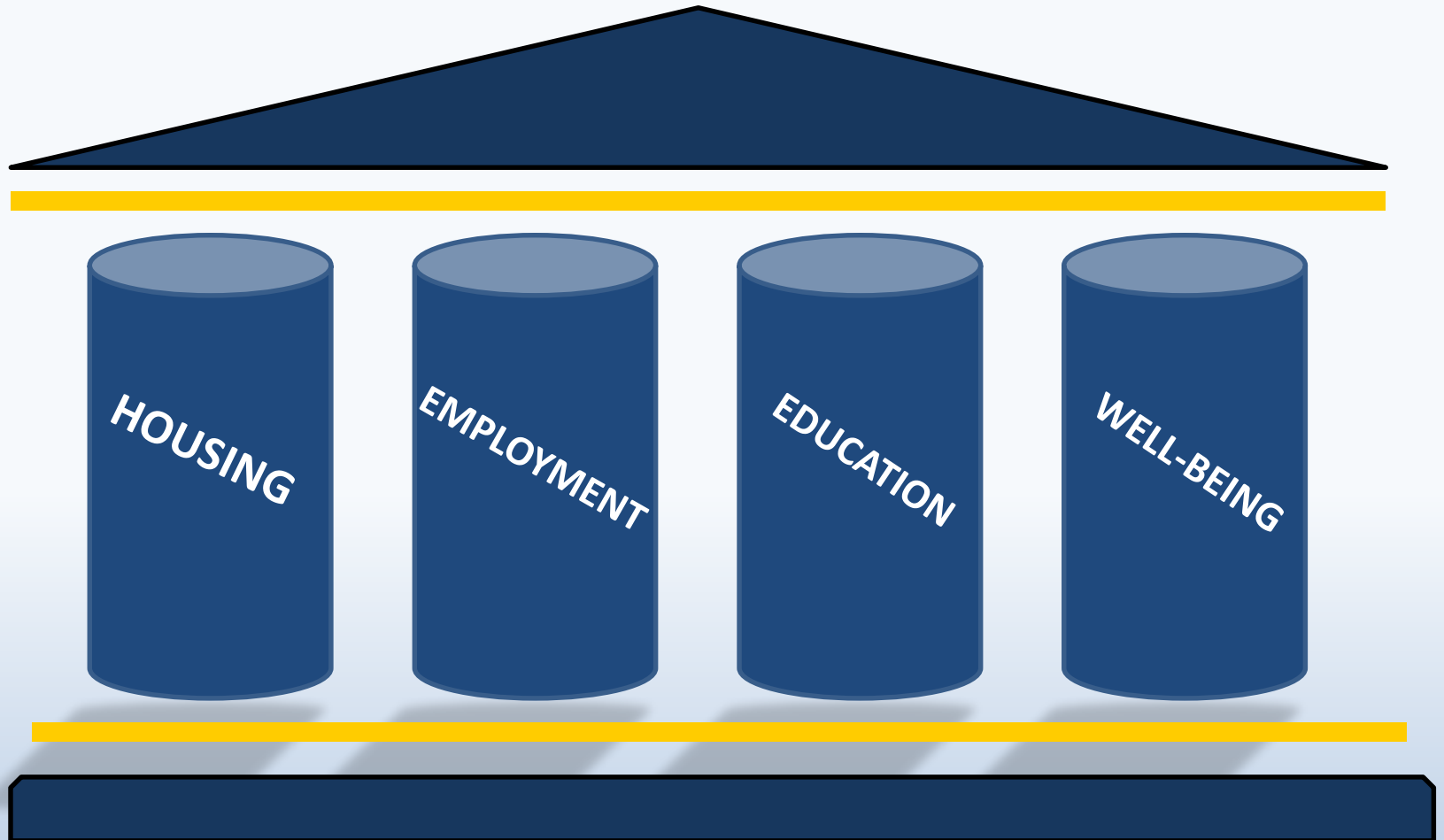
With all of the challenges currently facing our society, foster youth often face exponentially more. ILSP offers crucial support so these emerging adults can face those challenges with perseverance, community support and resources, and self-care habits that will set them on a path to self-sufficiency and serve them throughout their lives.



Contra Costa County Independent Living Skills Program

**A Glimpse of Highlights, Events, and
Workshops this past year.**

Four Pillars



A few highlights...

Family Harvest Farm Project

Awarded scholarships totaling over \$60,000 this year

New workshops (ARM)

Additional support for youth needing essentials during COVID-19 pandemic

Family Harvest Farm Project



ILSP Food Pantry



Cooking Workshop



Groundswell Surf Therapy



Yosemite National Park



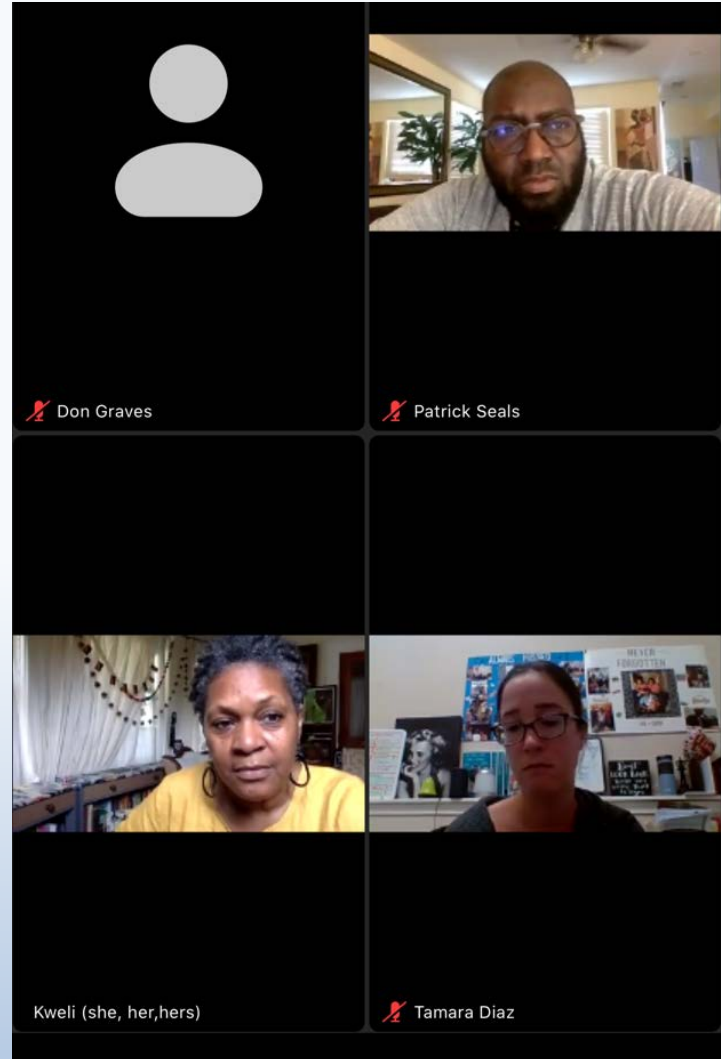
Graduation celebration with Judge Haight



ILSP Annual Fall Retreat



Zoom Workshops



Iron Chef Workshop



Road to College Success Workshop



ILSP is grateful for the support of Contra Costa County and the many community partners that support this program.

- The Woman's League of Diablo Valley
- The Orinda Woman's Club
- Lois Haight Foundation for Foster Children
- Court Appointed Special Advocates (CASAs)
- iFoster
- Philanthropic Ventures
- ARM of Care
- YFIA (Youth Financial Institute of America)
- Friends of ILSP
- The Methodist Church of Walnut Creek
- 1Closet
- California Youth Connection
- The Spark Initiative
- Family Harvest Farm



Contra Costa County Board of Supervisors

Subcommittee Report

FAMILY AND HUMAN SERVICES COMMITTEE - Special Meeting

8.

Meeting Date: 10/29/2020

Subject: Annual Report on Challenges for EHSD - Continuum of Care Reform

Submitted For: David Twa, County Administrator

Department: County Administrator

Referral No.: 44

Referral Name: Challenges for EHSD - Continuum of Care Reform

Presenter: Kathy Gallagher, Employment and Human Services Director
Contact: Dennis Bozanich
925-655-2050

Referral History:

This referral to the Family and Human Services Committee (F&HS) was originally made by the Board of Supervisors on April 25, 2000. Another referral to F&HS, number 19, on Welfare Reform was referred on January 21, 1997. On January 1, 2005, the Board of Supervisors combined these two referrals so that the Department could provide updates on various aspects of their programs as the need arose. Since that time, the Family and Human Services Committee has received annual updates from the Employment and Human Services Department on a variety of issues impacting the Department.

On January 5, 2016, the Board approved the staff recommendation to carry forward this referral to the 2016 F&HS. On June 7, 2016, the Board approved the recommendation of the Employment and Human Services Director to eliminate the "Office of the Future" component of the referral and expand the referral to include a report on the Continuum of Care (Foster Care) topic.

Referral Update:

Please see the two attached reports from the Employment and Human Services Department. One report provides an update on the Department's implementation of the Continuum of Care Reform (AB 403) and their efforts to improve services to dependent children and youth. The other report provides an update on general challenges including those caused by the COVID pandemic.

Recommendation(s)/Next Step(s):

ACCEPT the report from the Employment and Human Services Department on the foster care Continuum of Care Reform implementation efforts and other challenges for the department including those caused by the COVID pandemic.

Fiscal Impact (if any):

There is no fiscal impact, the report is informational.

Attachments

Annual Report on General Challenges for EHSD - 2020

General Challenges for EHSD Presentation

Annual Report on Challenges of Continuum of Care Reform - 2020

Continuum of Care Reform Presentation 2020

Employment and Human Services Department
2020 Report on Challenges Met and Those Ahead



October 29, 2020

Report to Family and Human Services Committee

Kathy Gallagher

Employment and Human Services Director

As EHSD endeavors to meet the key challenges it presently faces, the overarching influence was the arrival of COVID-19 in March 2020. In some cases, the pandemic has introduced entirely new factors into our environment; in others, it has exacerbated existing dynamics. In this document, we outline the major challenges impacting the Department and those we serve.

INCREASED DEMAND FOR SOCIAL SERVICES – IMPACTS OF COVID-19

COVID-19 and the March 16, 2020 Shelter-in-Place order exacerbated the need for EHSD and our community partners to respond to job loss, food insecurity, and limited childcare. Businesses deemed to be non-essential were required to close at physical locations, leading to an immediate surge in job losses. The number of layoffs and business closures happening all over the County markedly increased, with many businesses reporting closing permanently.

EHSD has energetically pursued an understanding of these impacts on Contra Costa County and the resulting effects on the demand for social services, providing data and illustrations in [*Contra Costa County Social Service Impact & Response to the COVID-19 Crisis*](#). The following are featured highlights:

The unemployment rate in Contra Costa jumped from 3.1 percent in February 2020 to 14.5 percent in April 2020, a period of just two months. While the rate has come down from the April peak to 9.3 percent in September, it is important to note that the September 2020 figure is much closer to the County's peak unemployment rate during the Great Recession (11.3 percent in January 2010) than it is to the average unemployment rate of the past several years. For example, prior to March 2020, the unemployment rate in Contra Costa County had been under 5 percent since September 2015 and under 4 percent since September 2017.

The number of New Weekly Unemployment Insurance Claims skyrocketed from 840 the week before Shelter-in-Place, to 4,252 the following week, and 28,108 during the week of March 28, 2020. New Weekly Unemployment Insurance Benefit (UIB) Claims were declining during the month of May but have ticked back up slightly since early June, with an average of more than 10,000 per week in September. It is anticipated that the economic fallout from COVID-19 will continue for some time.

Declining incomes has led to a rise in food insecurity. Applications for CalFresh food assistance surged, from 4,535 applications in March to 7,308 in April and 5,647 in May. The result has been a sustained increase in CalFresh enrollment, with more than 77,000 individuals enrolled in the program in August 2020. This compares to approximately 62,000 in March – a 24 percent increase in five months. Emergency CalFresh allotments to eligible households have also provided increased support with California's approval to raise regular monthly CalFresh allotments to the maximum allowable benefits based on CalFresh household size has resulted in the addition of approximately \$4 million per month to more than 23,000 Contra Costa households since March.

While increased Medi-Cal enrollment lagged a bit behind CalFresh (possibly due to unemployed individuals maintaining other health coverage for a period), there has been a significant enrollment increase lately: 261,000 individuals were enrolled in September, compared to approximately 232,000 at the beginning of 2020 (about a 12 percent increase).

Crucially, the number of individuals covered by “Expanded Medi-Cal,” a feature of the Affordable Care Act (ACA), has reached an all-time high of more than 78,000 individuals. If the ACA is overturned by the Supreme Court, the county will be faced with the prospect of these members of our community finding themselves without access to insurance – and possibly without access to health care.

As schools and child care centers shut down for Shelter-in-Place, parents who would have normally relied on schools to provide daytime care and instruction for their children were left without this options. This put an extra strain on essential workers who now had to find child care for their school-aged children and find help for daily studies. The child care providers of the EHSD-led Emergency Child Care Program filled this gap, serving 565 children of essential workers and issuing 405 emergency child care vouchers to essential worker families. The Contra Costa County Child Care Task Force produced a report titled, [COVID-19 Emergency Child Care Response](#) which detailed the program's efforts and outlined the impacts the pandemic has had on child care in Contra Costa. Providers struggle to meet challenges and new requirements in an industry where profit margins are already slim. New costs of cleaning supplies make it almost unaffordable to maintain centers facing revenue loss from fewer children served.

Mandated reporters who view children in educational environments have been the main source of child abuse reporting. With children out of school, mandated reporters, such as teachers and counsellors, have been unable to observe children in person and report abuse. For vulnerable adults, average weekly calls fell during the first two weeks of Shelter-in-Place, compared to the weekly average over the prior 6 weeks (February 3 – March 15, 2020). After reaching a low point during the weeks of March 30 – April 12, weekly calls have slightly rebounded. Community partner organizations serving families affected by interpersonal violence echoed the drop in assistance requests, as Shelter-in-Place orders kept callers in close proximity to their abusers and limited their ability to make private calls.

While we are working to improve our ability to measure and report racial and ethnic data, we do know that people of color have been disproportionately affected by COVID-19, from both a health and an economic perspective. Among the people who applied for EHSD benefit programs between March 1 and July 28, 2020 (and for whom race/ethnicity was reported): 21 percent of applicants were Black or African American as compared to 9 percent of Contra Costa's population; 30 percent of applicants were Hispanic or Latino compared to 24 percent of the County's population.

EHSD is working to address the disproportionate economic challenges of COVID in a number of ways. Even before the pandemic, in collaboration with trusted community partners, the Department established itself as a source of education and information regarding Public Charge and other issues affecting our immigrant community. Members of EHSD staff are now engaged in COVID-specific resource building task forces, including the Equitable Economic Recovery Task Force. However, it is clear that major infusions of financial assistance will be required to provide the necessary support for vulnerable members of the community who will continue to be impacted by COVID for some time.

RESPONDING & REBUILDING

EHSD has experienced – and has acted upon – the impact of the COVID-19 fallout in a number of ways, with ongoing challenges expected into the year ahead: for the Department, its customers and community partners.

Immediate Response

A snapshot of some of the responses EHSD implemented in addressing the acute demand for social services include the following:

- #BounceBackContraCosta was launched in direct response to the COVID-19 emergency to support job-seekers and employers alike. In addition, EHSD joined with County and community partners in an Equitable Economic Recovery Task Force that has been tackling employment challenges.
- EHSD implemented a Social Service Rapid Response Team by mobilizing its “4-Our-Families” Navigators and equipping them with a streamlined intake process to assess the immediate needs of vulnerable community members quickly. The SSRRT is an immediate resource working in partnership with health services contact tracing unit and numerous community partners. Targeted needs include: housing, food, finances, legal support, children’s needs, medical, immigration assistance, transportation and more. More than 20 percent of the individuals and families served by the program have identified themselves as undocumented immigrant members of our community – a group that has fewer options for assistance than others
- Social service emergency programs ramped up to assist with distribution of vital resources and providing for a wide variety of needs. EHSD’s Volunteer & Emergency Services (VES), in partnership with San Francisco Chronicle’s Season of Sharing (SOS) Program, shifted its emergency relief funding focus to families and individuals who faced sudden shortfalls due to COVID-19. EHSD and Contra Costa Health Services joined forces with several CBO partners to create the Food and Nutrition Task Force in response to increased food insecurity caused by COVID-19. The Task Force developed a food delivery project, which continues to provide food boxes to individuals and families in all regions of the County, with hundreds of households benefiting from the service. The Great Plates program, administered by EHSD is currently serving 195 older adults and has provided 46,675 meals as of July.

THE CHALLENGES OF REMOTE WORK ON THE WORKFORCE AND CUSTOMERS/CONSUMERS

The sudden occurrence of the Covid virus resulted in the precipitous order for our workforce to Shelter-in-Place, and to continue working remotely to the extent possible. While EHSD has had an effective and popular Telecommuting Policy, the Department was not prepared to support hundreds of workers wishing to work from home. Our State-mandated programs and systems are designed around neighborhood district offices, with congregate work spaces and shared tools and hardware. The unpredictability of the length of the pandemic and projected need for continued support of remote work slowed our efforts to redesign our service delivery system to function in a new environment. This has been true of many County departments which led to extraordinary demands on our Public Works and IT departments.

Our experience with remote work during this pandemic has been mixed. The most successful are “thought” workers conducting analytical tasks, writing procedures and manual sections, training curricula, etc. The least successful are “output” workers, those with productivity and task requirements, and prescribed deadlines. These represent the preponderance of our remote workers and, therefore, we have observed that in most bureaus overall productivity is lower. We are seeing the signs of greater distancing and disengagement from the Department, a loss of connection to our mission and values. We are seeing the difficulties of remote work using our State-mandated systems and the limitations of remote technology. In many homes our remote staff are in competition with other family members for limited Wi-Fi and Internet access. We have deep concerns about the risks that remote work poses to customer/consumer privacy and confidentiality. On the positive side, we see some staff performing well in a remote setting, one that is well-defined and organized, with work conducted according to a set schedule. For some, remote work is allowing more flexibility in work schedules, enabling those staff with school-age children greater latitude in meeting work expectations. The recapture of lost time spent in commuting has been reported as a significant positive.

The customer/consumer experience has likewise been mixed. EHSD had implemented service delivery efficiencies prior to the onset of the pandemic. Fewer in-person interviews were required, allowing applications and interviews to be handled using technology. We had already planned a shift to a distributed call center, no longer a place-based center, using a Telework model of staff working full-time from their homes. This was in the pilot phase when Covid remote work was necessitated, and continues to show success.

The sudden loss of income and jobs brought thousands of applicants to our programs, overwhelming our capacity to meet the demand. The need for more staff coupled with the limitations of remote work as mentioned above created long waits for assistance. Customers are frustrated by the long waits and slow response times, but have shown a high level of acceptance and appreciation for the use of on-line access for applications, emailing, and interviews. A customer in Antioch may be served sooner by a worker in Richmond, rather than waiting until a worker is available at their local office.

Significant progress has been achieved since March to fill vacancies and reduce wait times, but backlogs do remain as staffing continues to be inadequate to meet customer and State-mandated requirements. Ongoing caseloads have grown to historic heights and recipients are remaining on aid for longer periods due to the high unemployment rate and delays in receiving unemployment and other stimulus benefits. We expect the high caseloads to continue as the economic recovery drags out over the next two or more years.

The Pathways Initiative

EHSD will be embarking on an initiative to absorb these lessons from our “as-is” environment and define the pathway to our future post-pandemic world. The employer – employee relationship has shifted and the nature of our work must be reimagined and redefined. At this time, Federal and State-mandated systems, compliance requirements, and performance measures have not changed. Numerous Covid-related waivers and process mitigations will be expiring in the coming months further impacting staffing and productivity. Successful remote work for “output” workers must be defined, and mechanisms for maintaining linkages between remote workers and the Department need to be created. Communications strategies, the changing nature of management and supervision, methods to promote personal and mental wellbeing, and ideas for encouraging

networking and socialization will all be elements of our Pathways Initiative.

Envisioning our future path will be a strategic interactive process, beginning with listening sessions with our staff, our customers/consumers, our bargaining units, and our community partners. Anticipated guidance from our State oversight agencies and policy directives from our Board of Supervisors will be monitored and included. At the same time, we will be continuing to follow economic indicators and gauging the economic recovery in our County as we know that our caseloads will remain at higher than normal levels for up to another two years. This will inform our long-range outlook on budget and staffing needs. We will also be outlining and incorporating planned statewide changes impacting our service delivery and staffing models, such as the replacement of the CalWIN public assistance system with the CalSAWS system and the Child Welfare CWS/CMS system with the CARES system. State legislation already passed will bring changes to some of our programs which must also be incorporated into our Pathways planning.

Our goal is to build a better, more robust human services system, solidly rooted in a strong and resilient workforce with exceptional supports for our customers/consumers and local partners.

BECOMING A DATA DRIVEN ORGANIZATION

The demand for data analytics is dramatically increasing. Consumers want fast, accurate, and comprehensive data at State and local levels and the requirements from State agencies for sophisticated analysis has increased exponentially in the last year.

EHSD lags far behind other counties and other agencies within the County when it comes to data analytics. Current systems and databases, including legacy systems mandated by the State, are not integrated to be able to view data across systems, and EHSD has no single integrated place to pull together a whole-agency view. EHSD has very limited staff resources dedicated to data analysis. In order to face the new demand for data, and allow data to drive decisions affecting customers, EHSD must invest in building a new data culture, including new integrated systems, agency-wide training, and a well-resourced data analytics team.

EHSD recognized this challenge, and continues to prioritize the department-wide goal of becoming a data driven organization focused on performance and results-based outcomes and accountability. Our Data Council has led the development of a menu of data dashboards and reports to make data more timely and accessible. These reports are posted on our website. New resources are being introduced, including data tools such as Tableau and Exemplar. Additionally, Contra Costa County will be one of four counties included in the first wave of CalSAWS implementation, which will unify California counties in a single benefits-reporting system.

ADDRESSING RACIAL EQUITY, SOCIAL JUSTICE AND IMMIGRANT INCLUSION

Recently, the Department stepped up its inquiry into the equitable delivery of its services. However, racial and ethnic data is collected inconsistently making it difficult to disaggregate data to identify disproportionate impacts or compare across programs. For example, race and ethnicity tend not to be required categories for customers to provide.

Data issues notwithstanding, communities we serve experience fears, obstacles and inequities in accessing social services. For example, immigrants make up over a quarter of Contra Costa

County's population according to a 2017 New American Economy and Zellerbach Family Foundation report, and this number is believed to be underestimated. Political rhetoric has produced a chilling effect and fear in immigrant communities that may be causing them to not seek aid for which they are eligible, and cutting them off from resources they formerly had access to. Families are afraid to answer U.S. Census questions, and emergency support has not adequately reached language minority and indigenous language communities due to communication barriers. As COVID-19 moved many services online, lower income and technology challenged residents also have additional difficulty accessing services.

Internally, EHSD is highly invested in ensuring the Department is a place where diversity, equity, and inclusion are fully realized and practiced. In recent months, EHSD formed an Equity & Inclusion effort led by a core team of staff with representatives from across the Department. Goals include listening to the input of staff and researching best practices for developing employee education and learning for equity and inclusion, building connection and community that supports education and learning, utilizing data to inform and drive actions, and developing a racial equity action plan that is responsive to input and aligns with the County's efforts on equity and inclusion.

Employment and Human Services Department

2020 Report on Challenges Met and Those Ahead

REPORT TO
FAMILY AND HUMAN SERVICES COMMITTEE
OCTOBER 29, 2020

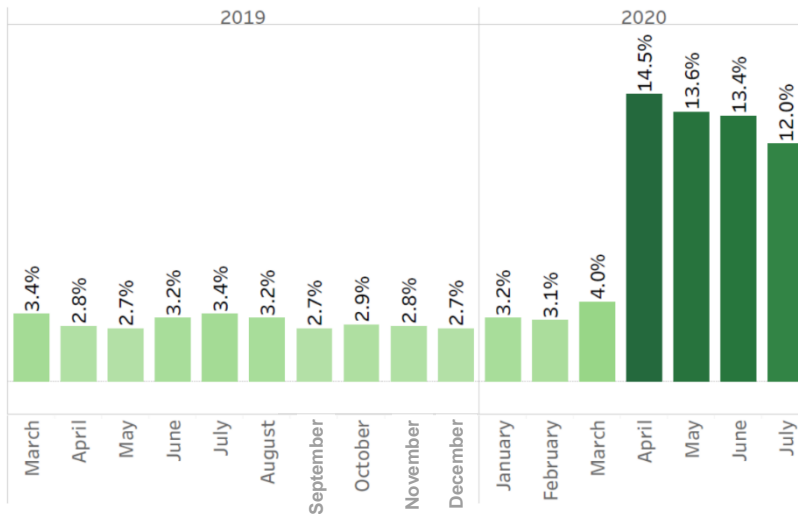


INCREASED DEMAND FOR SOCIAL SERVICES – IMPACTS OF COVID-19

1. RESPONDING & REBUILDING
2. THE CHALLENGES OF REMOTE WORK ON THE WORKFORCE AND CUSTOMERS/CONSUMERS
3. BECOMING A DATA DRIVEN ORGANIZATION
4. ADDRESSING RACIAL EQUITY, SOCIAL JUSTICE AND IMMIGRANT INCLUSION

Increased Demand

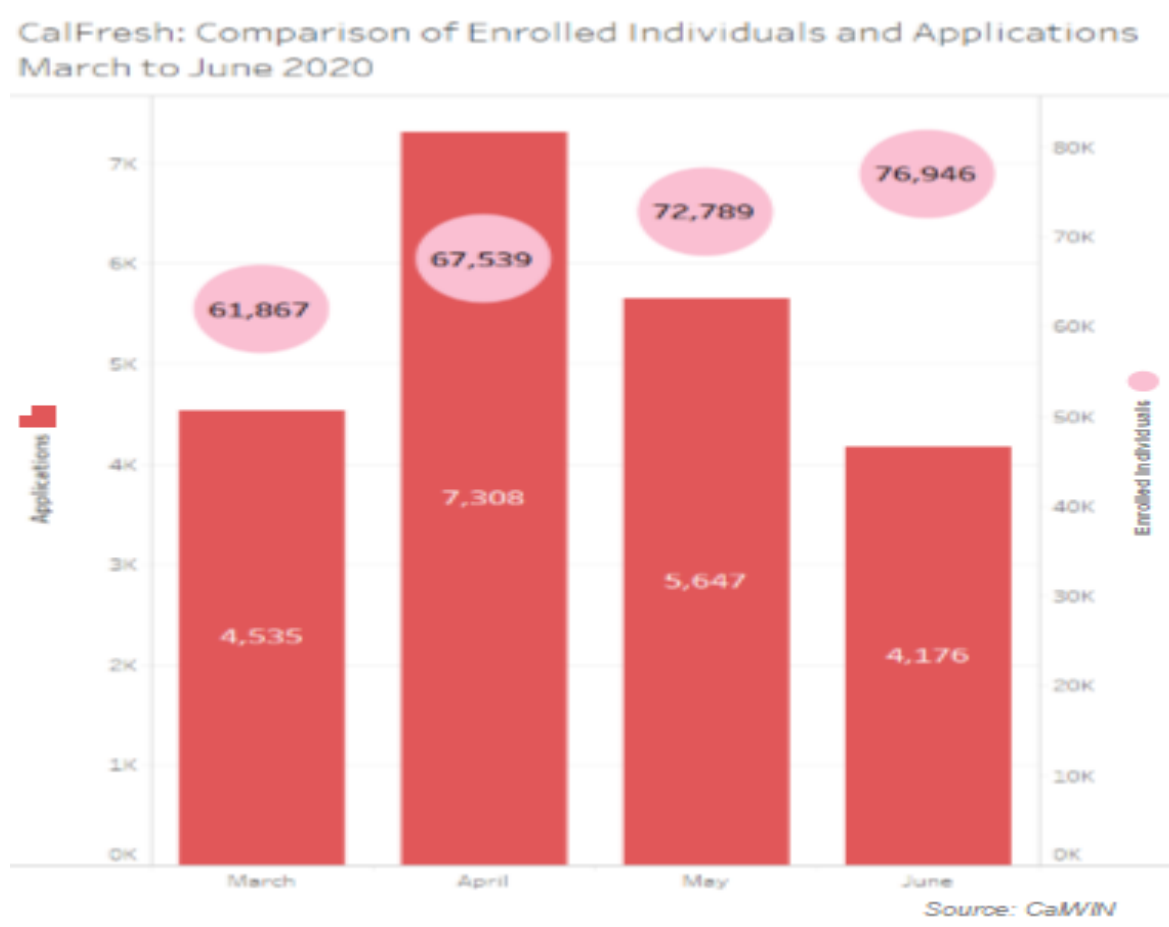
Unemployment Rate in Contra Costa County, California



Source: California Employment Development Department

- Unemployment peaked at 14.5% in April (from 4% in March)
- Unemployment rate remains high (**9% in September**) driving demand for EHSD services

Record-high CalFresh Enrollment and Benefits Distribution



RESPONDING & REBUILDING

- #BounceBackContraCosta
- Social Service Rapid Response Team
- Food and Nutrition Task Force
 - The Great Plates Program
- [EHSD Program Data Dashboard](#)
- [CC County COVID-19 Social Services Snapshot](#)
- [COVID-19 Emergency Child Care Response](#)

THE CHALLENGES OF REMOTE WORK ON THE WORKFORCE AND CUSTOMERS/CONSUMERS

- Pre-COVID Service Delivery System
- Workers
 - “Thought” Workers and “Output” Workers
 - Historically high caseloads
- Customers
 - Frustrated by long waits and slow response times
 - Enjoy online access for applications, emailing, and interviews
- **The Pathways Initiative**

BECOMING A DATA DRIVEN ORGANIZATION

- Data for record-keeping vs. data for customer service-driven decision-making
- Data systems are not integrated
- Most reports are done manually and data is not easily accessible
- **Department-wide goal: EHSD Will Become a Data-Driven Organization for Performance and Results**

ADDRESSING RACIAL EQUITY, SOCIAL JUSTICE AND IMMIGRANT INCLUSION

- Inconsistent collection of race and ethnicity data
- Immigrants estimated to be at least 25% of CCC Population
- Public Charge and fear to seek help or answer Census
- **EHSD Equity & Inclusion effort**

Continuum of Care Reform
Children & Family Services Bureau



October 29, 2020

Report to Family and Human Services Committee

Kathy Gallagher
Employment and Human Services Director

BACKGROUND

The Continuum of Care Reform (CCR) is a product of AB 403, which was passed in October of 2015, and is a comprehensive child welfare reform effort designed to improve outcomes for youth in foster care. The goal is to ensure that youth in foster care have their day-to-day physical, mental, and emotional needs met; that they have the greatest chance to grow up in permanent and supportive homes; and that they have the opportunity to grow into self-sufficient, successful adults.

EHSD established a collaborative CCR Workgroup overseen by a Steering Committee with management representatives from Children & Family Services, Behavioral Health (BH) Department, and Probation Department, as well as parent and youth partners, to implement and monitor the essential components of CCR, such as Child and Family Team Meetings, use of congregate care facilities, permanency planning, ongoing CCR training, and data collection. CCR implementation relies heavily on the expansion of behavioral health services to keep children placed in the least restrictive settings and Behavioral Health Department is working to meet those increased demands. Strong partnerships with the Behavioral Health and Probation departments have supported the collaborative implementation of CCR in Contra Costa County.

CHILD AND FAMILY TEAM

Contra Costa County implemented Child and Family Team (CFT) meetings as of January 1, 2017. CFT meetings include the child, family, and members of their formal and informal support network who meet to ensure a collaborative approach to case planning which includes the voice of both the child and their parent(s).

Although the current statewide case management system does not sufficiently accommodate CFT tracking, in 2020, CFS developed a specific workgroup to address CFT data. This year, CFS completed an average of 65 CFT meetings per month, with an average of 25 additional CFTs per month led by Behavioral Health partners. These meetings include initial CFTs (required within 60 days of detention), ongoing CFTs (due every 6 months or less), and placement preservation CFTs.

In February 2020, a CFT Survey was developed to allow all CFT members and participants the opportunity to provide feedback to the Department about the meeting they attended. This survey is available as a hard copy, and online using a link that can be emailed or a QR code that is printed right on to the survey. (See Appendix A). CFS is utilizing the results of these surveys to continue to improve the quality of our CFT meetings. Due to the pandemic, CFTs have been adjusted to allow for virtual participation as well as in-person meetings or a combination, based on the families' preference or needs.

CFT meetings are strengthened and supported by the use of the Child and Adolescent Needs and Strengths (CANS) Assessment. Since October 2019, Behavioral Health Partners have been

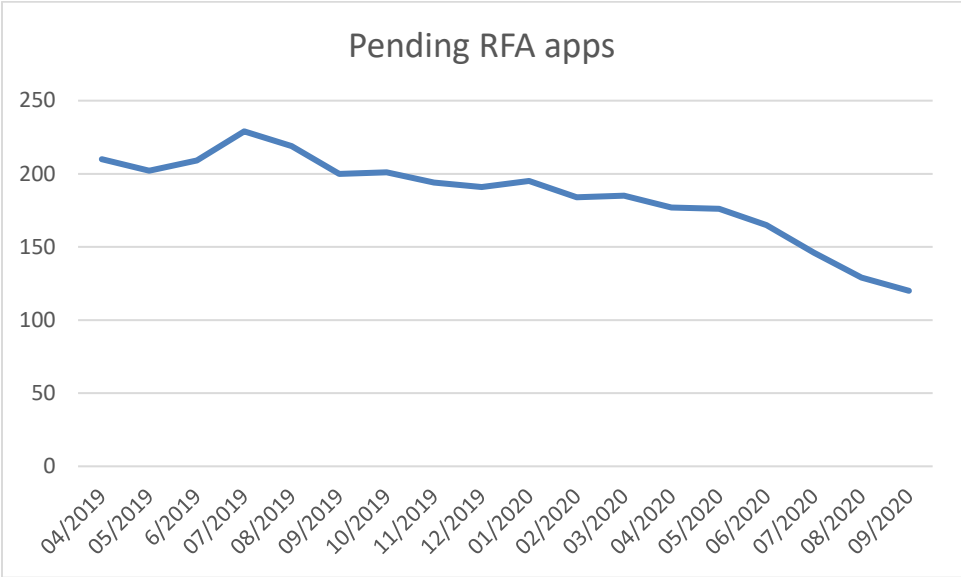
completing this assessment for any child who is eligible to Specialty Mental Health Services. Starting in October 2020, for those children who do not meet initial eligibility for Specialty Mental Health Services, CFS CANS certified staff will be completing this assessment, which will not only identify areas to be addressed by the team in the CFT meetings, but will also guide the case plan for the family and support the effort to put appropriate services in place in a timely manner at every level of placement.

RESOURCE FAMILY APPROVAL

Contra Costa County implemented Resource Family Approval (RFA) January 1, 2017. RFA shifted the way that Children and Family Services approves caregivers as it expanded mandatory foster parent training for relatives and determines permanency approval upfront, allowing additional options for the caregiver and child should the family fail to reunify.

The RFA unit receives an average of 22 applications per month (over the past 18 months), and oversees the ongoing training and well-being of the Resource Family Homes. Effective of 01/1/2020, Contra Costa County has voluntarily increased the number of required pre-approval training hours from 12 to 18 hours, offered twice per month. Contra Costa County’s training requirements now exceed the state mandates in an effort to provide our resource families best practices and resource information that supports their growth and development into successful resource homes. RFA staff participate in placement-related and matching meetings to assist in finding the best fit for each child with an appropriate resource family to meet their specific needs.

RFA staff have made significant progress in reducing the backlog of pending applications over the past year and a half despite the numerous continuous changes CDSS has made in the RFA requirements. Approximately half of the current pending applications are within the approval timeline of less than 90 days.



CDSS has completed three annual Resource Family Approval Reviews in Contra Costa County, each of which was very positive and notably acknowledged the success of Contra Costa's Resource Family Approval program with limited staffing resources in comparison to surrounding counties. The State funding allocation for RFA staff is less than what is needed and is a continuation of the underfunding for the Foster Home Licensing program.

Utilizing the Resource Family Approval program, CFS has focused on recruiting and retaining quality relative and non-relative resource families. Although CFS utilizes relative notification and family finding, it is important to note that relative placement numbers may also be impacted by the Court and attorneys who have a strong voice in relative or non-related extended family member placements.

CONGREGATE CARE

CCR is designed to promote home based care, and guides the transition away from the traditional use of long-term group home care by transforming existing group home care into short term, residential therapeutic programs (STRTP) for youth who are not ready to live with families in home-based care. Youth placed in an STRTP have access to expanded behavioral and mental health services and support and are assessed regularly for their potential to step down into a lower level of care. Children & Family Services has devoted significant time and energy to ensure that we are utilizing home based family care as often as it is appropriate. However, CFS acknowledges that many children have experienced significant trauma and abuse and have behaviors and conditions that require a higher, more restrictive level of care.

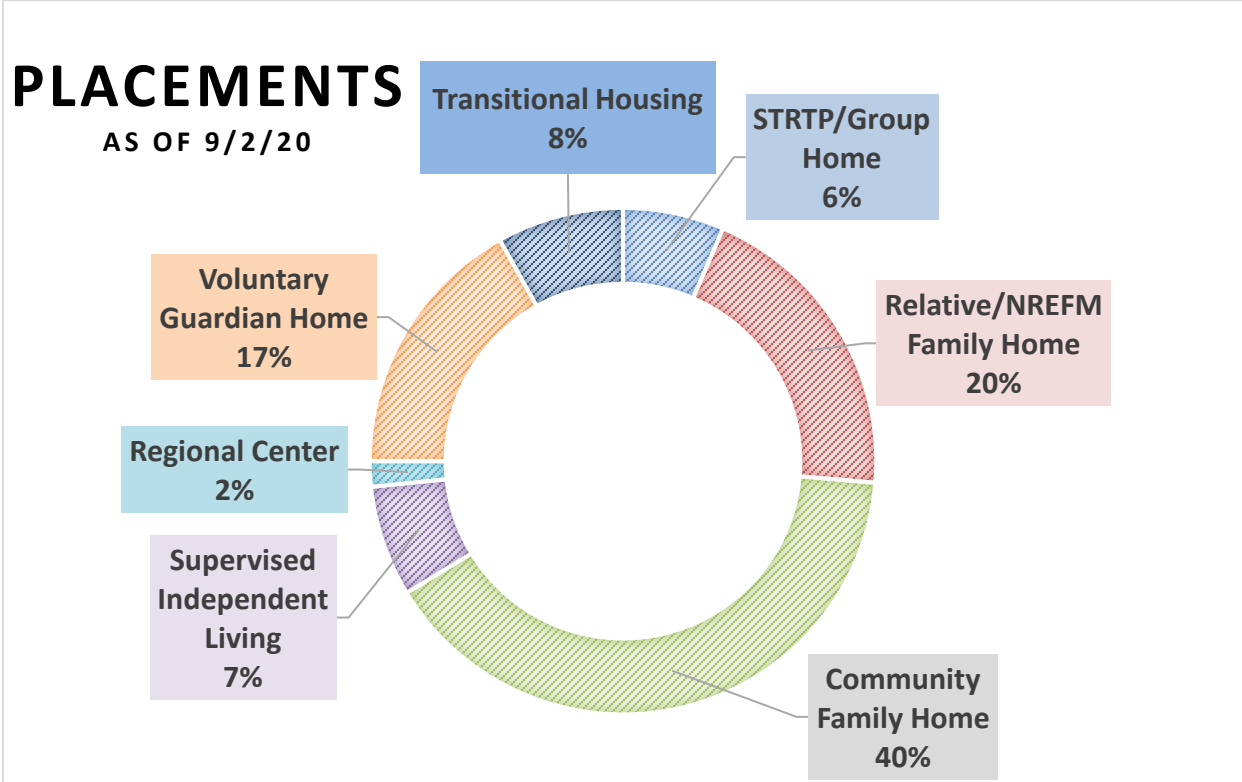
Despite the high level of services STRTPs are designed to provide, there is still a lack of placement options for the very high level youth whose needs exceed STRTP capabilities. Several youth in Contra Costa County have been denied placement by every STRTP with an available bed in the state. CFS is then tasked with finding a safe place for these high risk, high needs youth, often with little notice. The specialized placements we typically resort to for these youth are costly and often require county only funds as they do not meet eligibility for Title IV-E Foster Care payment, despite the fact that they are often our only remaining option. The lack of placement options for high needs youth also creates a significant barrier to our ability to support their individual needs and long term planning.

CCR was originally presented to counties as a cost-saving initiative, as youth would not be remaining in high cost group homes for extended periods of time. Unfortunately, the state has not acknowledged that many youth who do not require STRTP level placements, also do not want to live in a family home setting, nor do we have an abundance of family homes who are interested or comfortable taking teens stepping down from high level facilities. Despite our best efforts, our renewed focus on extensive family finding, and child specific recruitment efforts, we have not seen those cost-savings, nor have there been additional funds allocated to account for the challenges that counties are experiencing.

An additional, related challenge regarding the STRTP model is the sustainability of these facilities. In the past two years, we are aware of 2 large scale organizations (that also have Foster Family Agencies and other youth housing programs) who have decided to close the STRTP portion of their organization, one citing the challenges of 90% of their residents having highly acute needs. The county has concerns about the ability of these facilities to adequately serve the needs of our most vulnerable youth when there are only the highest level youth residing in their facility.

Despite these challenges, CFS has consistently been stepping down youth when safe and appropriate. In order to support the youth who are able to step down into lower levels of care after being served by an STRTP, CFS has implemented training (both formal and informal) for staff to support transition planning and preparing for successful transitions into home based family care. Transition plans include ensuring supportive services are available and in place prior to a child changing placements and encouraging caregivers and youth to build their support networks. CFS also meets regularly with providers, including STRTPs, Foster Family Agencies, and the few remaining Group Homes to encourage their collaboration in the transition planning processes for our youth, and to provide support as needed with CCR related changes.

As of 08/2018, CCC had 94 youth in Group Home and STRTP Placements. Over the course of 2 years, as of 08/2020, that number has been reduced to 53 youth in Group Home and STRTP placements. The youth who are in STRTP placements continue to have regular needs assessments completed monthly by the providers and are reviewed frequently by CFS staff for appropriateness of placement and possible transition to a lower level of care.



SYSTEM OF CARE

Since the passing of AB 403 and the initial implementation of CCR, the state has passed additional legislation that both supports and sustains the principles of CCR. Counties are now mandated to establish a System of Care Memorandum of Understanding detailing how county agencies will work together to serve children and families who have been involved in the child welfare system. An oversight workgroup has been established that includes CFS, Probation, Behavioral Health, Regional Center and the County School Superintendent, who have all been extremely cooperative in this process thus far. Smaller, specialized workgroups are developing different sections of the MOU, which is due to the state on 12/31/20. CFS has embraced a lead role in this project, which will solidify and strengthen the collaborations across the above mentioned departments.

FAMILY URGENT RESPONSE SYSTEM (FURS)

The state is establishing a statewide hotline for foster and former foster youth and caregivers who need immediate assistance. State hotline calls will be delegated to the Family Urgent Response System (FURS) program of the county in which the child resides when an in-person response is deemed necessary. This new legislation also requires a collaborative effort as Children & Family Services is working with Behavioral Health and Probation to ensure we have the appropriate Mobile Response system in place to respond to these calls. Behavioral Health currently has a contract for our existing Mobile Response Team, which we will be expanding and enhancing in order to meet the regulations in the FURS legislation. FURS requires 24/7 in-person response teams to be available to respond to warm transfers from the state hotline. FURS also requires that foster youth and probation youth placed by other counties into Contra Costa County must also be served timely by this program. As of 09/2020, there are approximately 430 youth from other counties living in Contra Costa County.

The state hotline will be in place as of 03/01/2021 and Contra Costa County has done some background research and foundational work on our county plan, which is due to the state by 01/15/2021. We have also begun conversations with our existing Mobile Response provider about the expansion of the program. The main goal of the FURS program is to continue to offer in home services to our children and families that support and can help stabilize home based placements.

CONCLUSION

The Continuum of Care Reform draws together a series of existing and new reforms to our Child Welfare Services program designed out of an understanding that children who must live apart from their biological/adoptive parents do best when they are cared for in committed, nurturing family homes. AB 403, alongside the newer legislation, provides the statutory and policy framework to ensure services and supports provided to the child and his or her family are tailored toward the ultimate goal of maintaining a stable, permanent family.

This report from EHSD serves to inform FHS Committee on CCR progress and challenges and to acknowledge and express appreciation for the continued support from Contra Costa County Board of Supervisors.

APPENDICES

- A. CFT Survey
- B. October 2020 CCR Dashboard Excerpt

APPENDIX A

Youth/Family Evaluation of the Child and Family Team (CFT) Meeting

Contra Costa County Children & Family Services (CFS) would like to learn more about your experience in this CFT meeting. Please help us do better by answering the following questions. Thank you.

1. Have you seen the brochure that describes CFT's? Y/N Did anyone go over it with you? Y/N

2. Have you had a CFT in the last 6 months? Y/N

3. Did your Social Worker explain the purpose of this meeting to you? Y/N

4. Did anyone inform you that you could bring family members or other support people with you to the meeting? Y/N

5. Who attended your most recent CFT meeting? Please circle all that apply.

Parent	Family member (non-caregiver)	Attorney
CFT Facilitator	Social worker/probation officer	Friend
Behavioral Health staff	School staff	Regional Center staff
CASA	Parent Partner	Youth Partner
Independent Living Skills (ILSP) Social Worker	Current caregiver/resource parent	Other

6. During the meeting, I felt included and listened to.

Strongly Agree Agree Neither Agree nor Disagree Disagree Strongly Disagree

7. My ideas and suggestions were used to help develop the case plan goals and strategies.

Strongly Agree Agree Neither Agree nor Disagree Disagree Strongly Disagree

8. I feel my worries and needs were listened to and understood.

Strongly Agree Agree Neither Agree nor Disagree Disagree Strongly Disagree

9. The action plan and next steps are clear to me.

Strongly Agree Agree Neither Agree nor Disagree Disagree Strongly Disagree

10. I feel that my participation made a difference.

Strongly Agree Agree Neither Agree nor Disagree Disagree Strongly Disagree

11. What did you like the best about the CFT meeting?

12. Was the Child and Adolescent Needs and Strengths (CANS) assessment discussed at the CFT meeting?
Y/N

13. What do you wish had been done differently at the CFT?

14. Please share any suggestions to improve the CFT process.



APPENDIX B

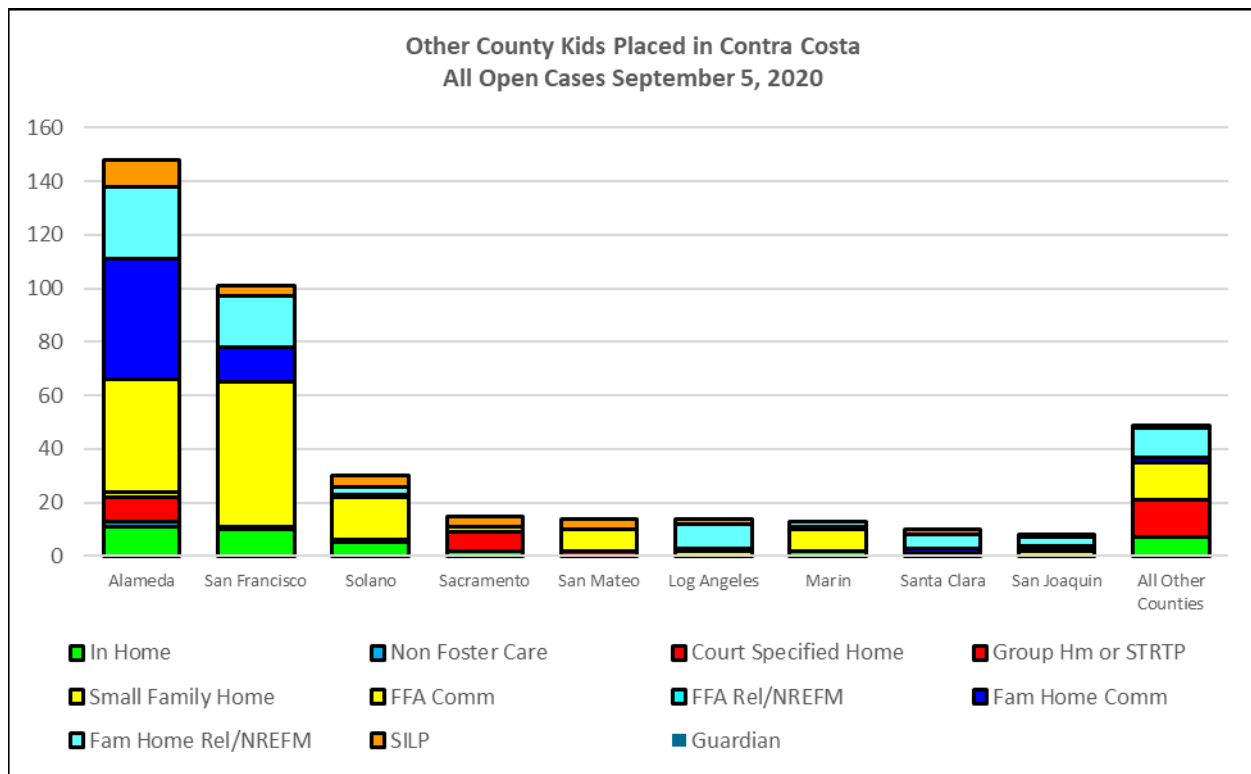
CONTINUUM OF CARE REFORM DASHBOARD EXCERPT –SEPTEMBER 2020

Resource Homes Activity August 31, 2020					
<i>Type</i>	<i>Applications pending as of end of Last Month</i>	<i>Applications Currently Pending Approval</i>	<i>New Applications</i>	<i>New Approved Apps</i>	<i>Apps Withdrawn/ Denied</i>
RFA – Community	66	64	9	3	4
RFA – Relative/NREFM	63	53	12	4	11
Total	129	120	21	7	15

STRTP Placements August 31, 2020		
	<i>End of Last Mo</i>	<i>Current Placements</i>
In County STRTP	24	22
Out-Of-County STRTP	26	27
Total	50	49

Successfully Stepped Down to Lower Level of Care During August 2020	
From STRTP	2
From Group Home	0
Total Children Stepped Down	2
New Placements into Group Home	1
New Placements into STRTP	2

Other County Children/Youth – Placed in Contra Costa Point in Time September 5, 2020												
	In Home	Non Foster Care	Court Specified Home	Group Hm or STRTP	Small Family Home	FFA Comm	FFA Rel/NREFM	Fam Home Comm	Fam Home Rel/NREFM	SILP	Guardian	Total
Alameda	11	2		9	2	42		45	27	10		148
San Francisco	10	1				54		13	19	4		101
Solano	5			1		16		1	3	4		30
Sacramento	2			7	1	2	1	1		4		18
San Mateo				2		8			2	4		16
Log Angeles						2		1	9	2		14
Marin	2					8		1	2			13
Santa Clara					1			2	5	2		10
San Joaquin	1				2	1	1	1	3	1		10
All Other Counties	7			14		14		2	11	1		49
Total	38	3	0	33	6	147	2	67	81	32	0	409



Continuum of Care Reform

Children & Family Services Bureau

CONTRA COSTA COUNTY

EMPLOYMENT & HUMAN SERVICES

CONTINUUM OF CARE REFORM

CCR is a comprehensive child welfare reform that supports children, youth and families across placement settings in achieving permanency.

CCR focuses on:

Increased engagement
with children, youth
and families

Increased capacity for
home-based family
care

Limited use of
congregate care

Changes in rates,
training, accreditation,
mental health services
and accountability &
performance.

Child & Family Team Meetings

TRANSFORMATION TO TRAUMA-INFORMED FAMILY-BASED CARE

The Starting Point: Children and Family Teams (CFTs) Lead the Way

Child Welfare in all counties use CFTs to drive **placement decisions**, **case planning**, and **care coordination**.



Child Family Team Meetings



CFS is completing on average 65 CFT meetings per month this year.

BH staff complete an additional average of 25 CFTs per month for foster youth in receipt of specialty mental health services.

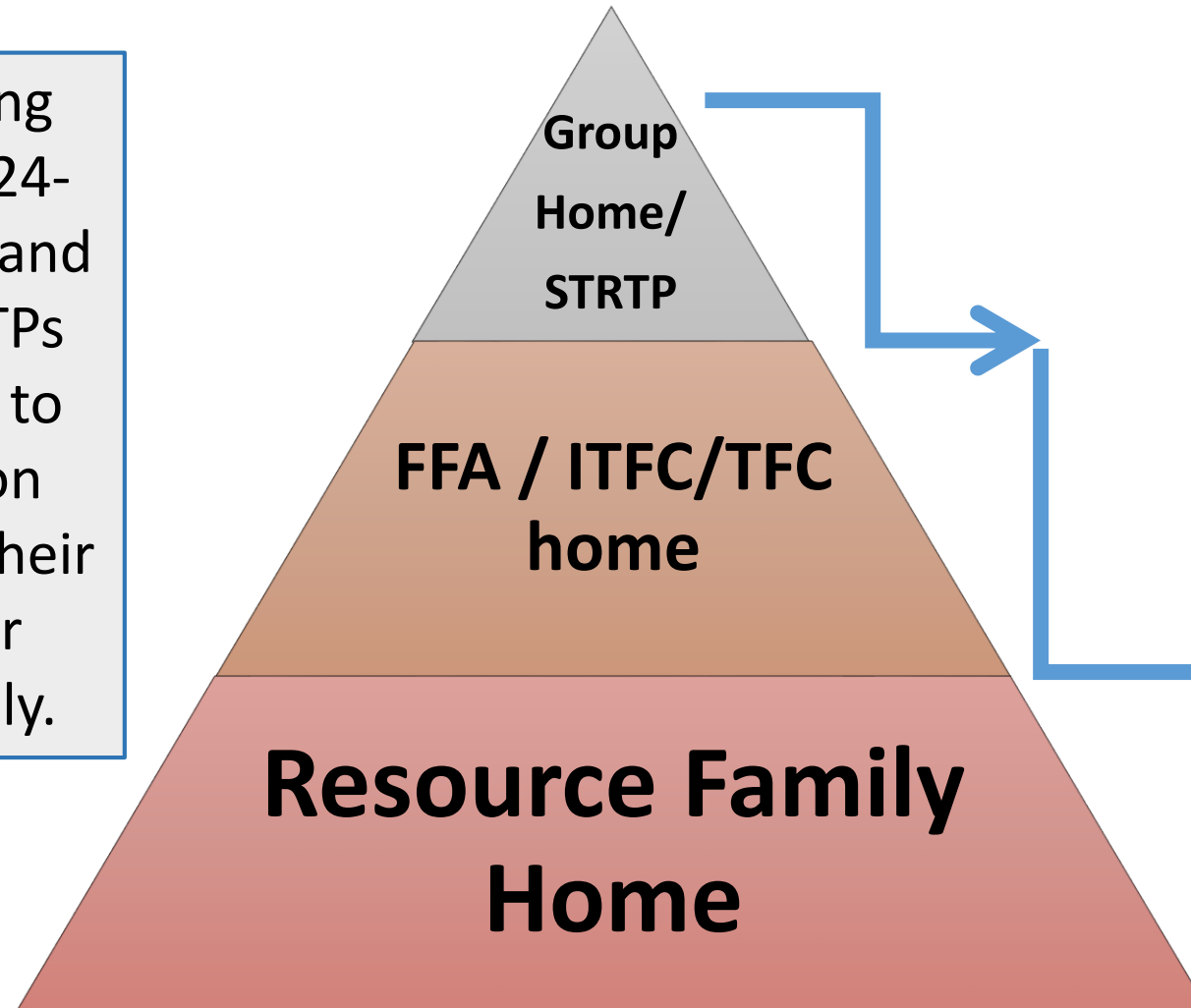
Since March 2020, CFT meetings have been held virtually, utilizing online platforms

In February 2020, CFS implemented a CFT Evaluation that can be done either on paper (hard copies) or online using a link or a QR code

Child Adolescent Strengths and Needs (CANS) Assessments are linked with the CFTs effective 10/2020.

Focus on Home-Based Care

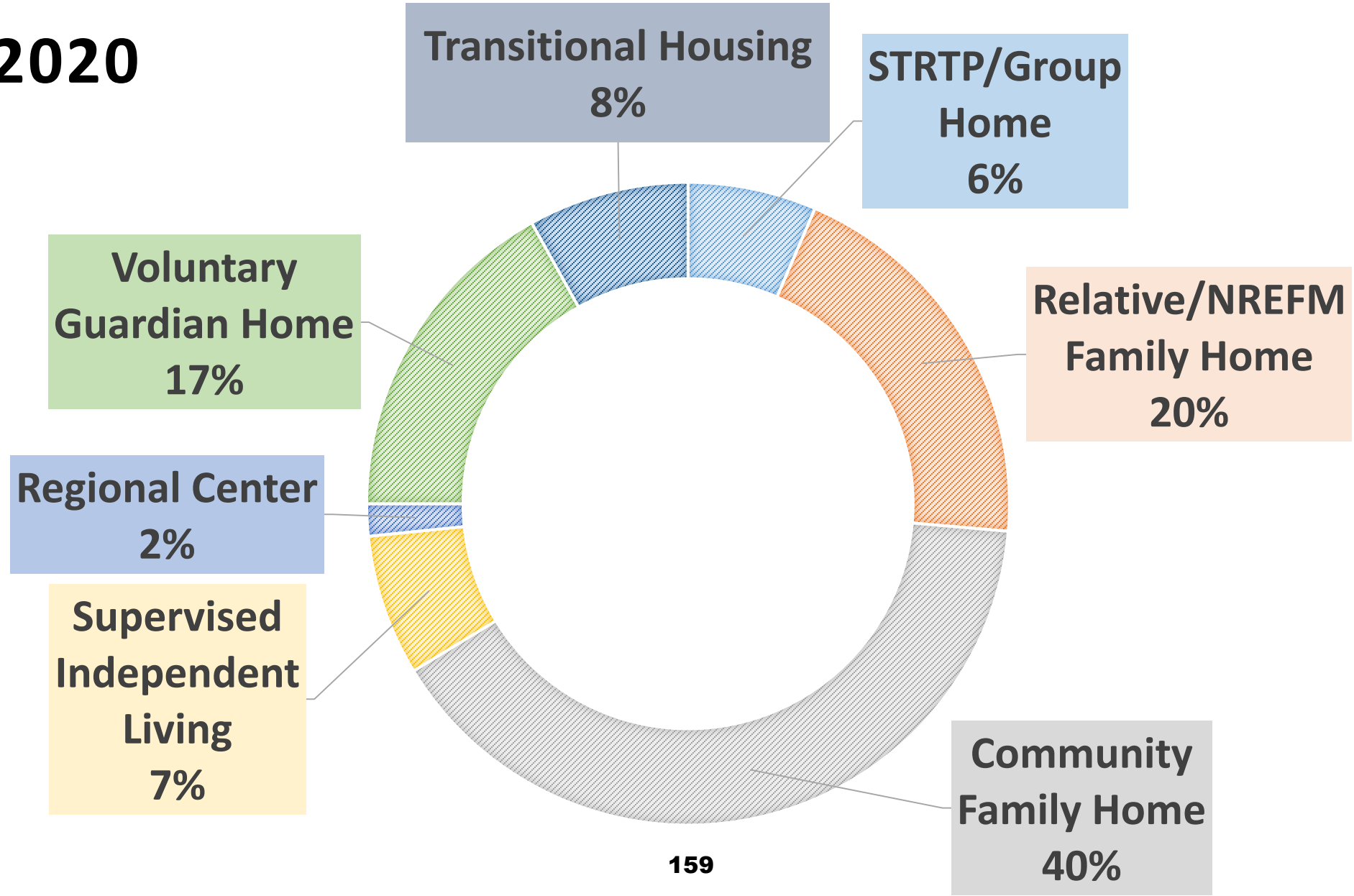
Children requiring highly intensive 24-hour supervision and treatment. STRTPs will be designed to quickly transition children back to their own or another permanent family.



Focused on permanency planning at all placement levels.

PLACEMENTS

09/2020



Resource Family Approval

Effective 01/2020, expanded pre-approval training from 12-18 hours

- Offered twice per month

Consistent flow of applicants, average of 22 per month*

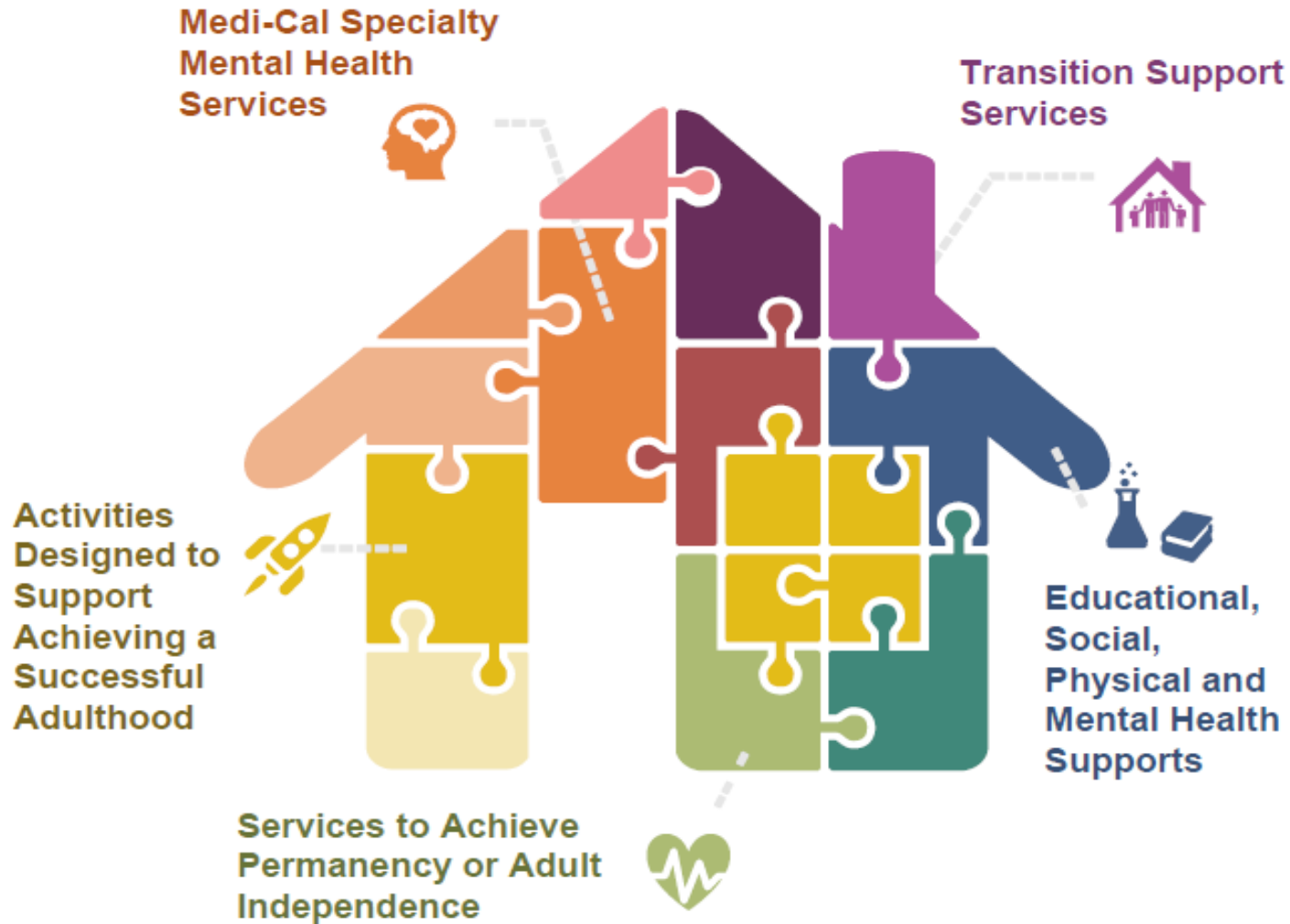
Reduction of backlog of pending applications by 40%*

Expanded supportive services available to home-based placement types

- WRAP
- Caregiver Coaching

* over the past 18 months (April 2019 – Sept 2020)

Short-Term Residential Therapeutic Program (STRTP)



Ongoing Challenges:

- Youth whose needs exceed STRTP level
- Process of conversion to STRTP, high costs and sustainability of the model
- Adequate services being provided in a home with all high needs youth
- Rejections and 14 day notices from STRTPs
- AWOLs and exposure to COVID-19

Current CCR Focus Areas

Increase Appropriate Relative Placements

- **Upfront (TDM) identification of relatives/NREFMs, ensuring relative information travels with the case**

Implement CANS for all cases and increase CFTs

- **Use Needs and Strengths assessment to guide the CFT and feed the case plan**

Child Specific Recruitment

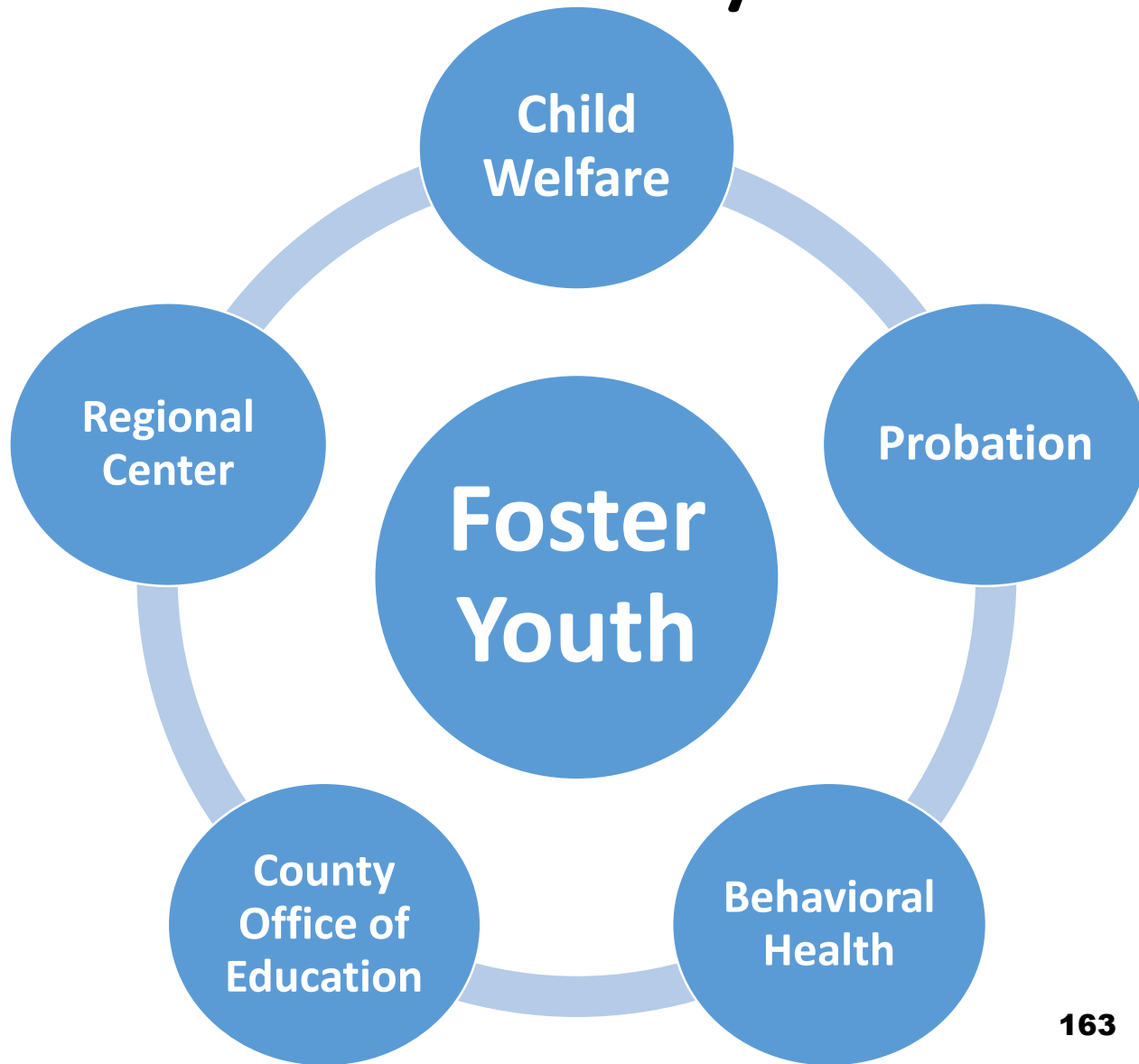
- **Build and utilize child/family's natural support system**
- **Beyond placement, building long term connections**

New Legislation

- **System of Care**
- **Family Urgent Response System (FURS)**

New Legislation

System of Care



The over-arching goal is to better serve youth who have experienced severe trauma by ensuring the services available to them are coordinated, trauma-informed, and timely.

New Legislation

Family Urgent Response System (FURS)

**24/7 Statewide
Hotline for Foster
(and Former Foster)
Youth and Caregivers**

**If in-person response
is required, the state
hotline will complete
warm handoff to
County FURS**

**County FURS Mobile
Response team will
provide in person
response within 1-3 hrs
(or 24 hrs for non urgent
situations)**

FURS builds upon the CCR and the System of Care development, in order to provide current and former foster youth and their caregivers with immediate, trauma-informed support when they need it.

FURS is intended to:

Prevent placement disruptions and preserve the relationship between the child or youth and their caregiver;

Prevent the need for a 911 call or law enforcement involvement and avoid the criminalization of traumatized youth;

Prevent psychiatric hospitalization and placement into congregate care; and

Promote healing as a family.

Notable Financial Impact: Contra Costa FURS teams will need to respond to not only CCC dependents, but every foster child placed in our county, which currently adds 409 youth to our existing 804 active foster youth. This does not account for former foster youth from CCC and other counties who are residing in CCC.

CCR moving forward...

- **CFS, in collaboration with both partner agencies and community based providers, continues to work towards meeting the needs of children and families to set them up for success in home-based care whenever possible, with permanent connections to support them long after they leave our system.**
- **We are committed to adapting to the evolving needs of our population, and seeking the best possible outcomes for youth in our care.**