

Application Form

Profile

Maureen

First Name

P

Middle Initial

Nelson

Last Name

[Redacted]

Home Address

Suite or Apt

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 priorities. 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 a 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
