



# Contra Costa County

Please return completed applications to:

Clerk of the Board of Supervisors

651 Pine St., Room 106

Martinez, CA 94553

or email to: ClerkofTheBoard@cob.cccounty.us

## BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name

Ashley

Last Name

Ciullo

Home Address - Street

[Redacted]

City

Martinez

Zip Code

94553

Phone (best number to reach you)

[Redacted]

Email

[Redacted]

Resident of Supervisorial District:

[Redacted]

### EDUCATION

Check appropriate box if you possess one of the following:

High School Diploma

CA High School Proficiency Certificate

G.E.D. Certificate

Colleges or Universities Attended	Course of Study/Major	Degree Awarded	
Cal Poly SLO	Journalism	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Contra Costa College	HHS Counseling	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Diablo Valley College	Behavioral Science/Arts	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Other Training Completed:

[Redacted]

Board, Committee or Commission Name

[Redacted]

Seat Name

[Redacted]

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

No

Yes If yes, how many?

[Redacted]

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

JJCC serves to improve services for Contra Costa County's juvenile justice population by assessing existing practices and resources, identifying system needs and gaps, and prioritizing and recommending solutions. I am an administrative staff member and county advocate planner for NAMI Contra Costa and other county community organizations to further address prevention and crisis treatment for mental illness and health disparities including the Juvenile Probation department.

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

Resume attached with current list of duties

I am including my resume with this application:

Please check one:

Yes

No

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

Please check one:

Yes

No

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

Please check one:  Yes  No Not currently

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

Organizations  
NAMI Contra Costa, Justice for Miles Hall, Rainbow Community Center American Red Cross Celebrate Recovery  
Mercy & Grace Prison Ministries Multi-Faith Action Committee and SURJ for Racial Justice Putnam Clubhouse  
Sports Walnut Creek Presbyterian Church

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

Please check one:  Yes  No

If Yes, please identify the nature of the relationship:

**Do you have any financial relationships with the county, such as grants, contracts, or other economic relationships?**

Please check one:  Yes  No

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand and agree that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

**Signed:** [REDACTED] **Date:** 08/06/2020

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Martinez, CA 94553

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3. Members of certain boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2011/55, a person will not be eligible for appointment if he/she is related to a Board of Supervisors member in any of the following relationships: mother, father, son, daughter, brother, sister, grandmother, grandfather, grandson, granddaughter, great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, great-granddaughter, first-cousin, husband, wife, father-in-law, mother-in-law, daughter-in-law, stepson, stepdaughter, sister-in-law, brother-in-law, spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouses' grandson, registered domestic partner, relatives of a registered domestic partner as listed above.
8. A person will not be eligible to serve if the person shares a financial interest as defined in Government Code §87103 with a Board of Supervisors Member.

# Ashley M. Ciullo

Contact [REDACTED]

[REDACTED] Martinez, CA 94553 [REDACTED]

**Objective** Health and Human Services County Consultant multicultural provider of healthcare services counseling and social work advocate mass media journalist and hospitality customer service supervisor professional with Associate of Arts degrees focused in Behavioral Science, Health and Human Services, and Humanities and a Bachelor's degree in Journalism from California Polytechnic State University with 15 years experience including management for cccounty.gov.

**Transferrable Skills:** -Detailed Leader -Compassionate -Determined -Resilient  
-Organized -Communicator -Diligent -Considerate -Engaging -Strategic -Inspiring.

## **Education and Certification -**

Associate of Arts in Health and Human Services, Contra Costa College, 2019

- Additional Certificates of Achievement: Psychosocial Rehabilitation and Recovery, Substance Abuse Counseling, Dual Diagnosis Screening and Specialization, Mental Health Service Provider Individualized Recovery Intensive Training peer paraprofessional, CCAPP Registered Drug and Alcohol Technician

Bachelor of Science B.S. in Journalism, 2009 Including mass law, multicultural issues and sociology, and graphic communications. Dean's List. California Polytechnic State University (Cal Poly) San Luis Obispo

- *Mustang Daily* - My published portfolio with over 30 articles from Cal Poly's award-winning, daily circulating newspaper can be read here: <http://www.mustangnews.net/author/ashleyciullo>. *Agribusiness Broker* - I wrote, graphic designed and did photography for this educational magazine, which had a circulation of over 20,000 Cal Poly alumni. *Beneica Harold* editor.
- Associate of Arts in Liberal Arts with an emphasis in Social Behavioral Sciences, Contra Costa College, 2007
- Associate of Arts in Arts and Humanities, Contra Costa College, 2007
- Clayton Valley High 2005 -Concord, CA activities

## **Experience - Development, Leadership**

NAMI National Alliance on Mental Illness Contra Costa August 2018-Present

- Administrative staff Supervisor Mental health Family Support Network multicultural counselor and journalism coordinator and advocacy representative for individuals affected by mental illness. Reentry dual diagnosis and mass media outreach program manager and county HHS representative and crisis response.

*Ashes Shadow Org*- Self Business. • 2005-Present

- I do publishing/design marketing work for newspapers and magazines (Fiverr, Upwork, Martinez News-Gazette, NAMI CC) and local owned and operated businesses including East Bay Tree Service, Benecia Harold, Shepherd's Gate, Contra Costa College, Churches, and Calitho. I have published a magazine including photography) with a distribution of 20k, award-winning daily circulation newspapers, graphic designed for business websites and social media content, designed and built PR public relations resource materials, have done modeling shoots, and I have experience working for a professional printing press. For more about me or my full Portfolio please contact me @ [REDACTED], [REDACTED] Purchase on Zazzle's merchandise website. Websites: [http://ashes\\_shadow\\_org.webstarts.com](http://ashes_shadow_org.webstarts.com), <https://www.yelp.com/biz/ashes-shadow-martinez>, [REDACTED]

Hume Center Pittsburg, Contra Costa County employed Intern 06/2017-09/2017

- Promoting the psychological well-being through case management and peer specialist Behavioral Health Consultation and psychotherapy services

Volunteer 03/2015-2017

- Rainbow Community Center, Arf, American Red Cross, Celebrate Recovery, Mercy & Grace Prison Ministries Multi-Faith Action Committee and SURJ for Racial Justice, Putnam Clubhouse, Sports, Walnut Creek Presbyterian Church providing mentor services

Calitho, Pre-Press Department 01/2014-01/2015

- Worked with graphic designers for large companies such as The North Face, Levi's and Facebook to print advertisements and catalogs.

Economy Medical, Data Entry and IT Support 08/2011-01/2013 Medical Rehabilitation

- Sold and repaired durable medical equipment as instructed by the U.S Veteran's Administration, assisted with clerical work and data entry for insurance claims including billing.

Mammoth Mountain Resort, Assistant Store Manager, Mammoth Mountain Inn 09/2009-09/2011

- Increased sales and overall hires, implemented marketing in the world class hotel. Sustained customer satisfaction while maintaining department quota.

Il Fornaio, Stanford's Restaurant and Aladinos Pizzeria, 09/2002-09/2008 - Fine dining restaurant service.

Retail Associate and Customer Service Satisfaction Representative and Management 2003-2006

- Ace Hardware Corporation, Orinda Taxi, Massage Envy, Subway, Caffino, Circle K, and Preferred Plumbing & Drain customer service satisfaction representative

## **Honors and Awards &**

## **References Upon Request**

## **Example of Current Duties:**

- Provide one-on-one peer support/counseling to folks with diverse cultural, ethnic, religious and socioeconomic backgrounds through the Warm Line for the Central and South county, using the Database.
- Continue to recruit people in recovery to Peer to Peer, the Peer Dual Diagnosis Support Group and eventually meet as an in-person group. Outreach to reentry programs in CCC to provide support and training on dual diagnosis for incarcerated people reentering the community, including substance use (Registered Drug and Alcohol Technician)
- Work as a Team Lead, coordinate projects including the Art Group and LGBTQI+ Outreach
- Public advocacy speaker for mental health advocacy at conferences, city council meetings and at the local and state level with the County Board of Supervisors and NAMI California MHSA funds county budget and protests, working collaboratively with multiple public agencies and nonprofit organizations to strengthen NAMI CC and play an active role in trying to eliminate health disparities in public mental health
- Representative of a multicultural mental health provider
- Maintain public relations through role as Journalism Coordinator and Social Media Marketing Manager for NAMI CC
- Help with fundraising agenda, including personal donations, also possibly virtual
- Assist the organization's Vision and planning and build on management/executive duties, including national conferences and trainings
- Train teachers, mentors, interns, community staff, students and volunteers on mental health
- Attend BOD COVID-19 meetings to assist with planning
- Assist in helping volunteer projects as coordinator, including COVID-19 mental health wellness check in and other outreach programs.
- Supervise staff (Sean K), interns (Deborah), students (Vannah) and volunteers (coordinator)
- Continue to develop the Missions of NAMI CC and Health and Human Services
- Assist in training law enforcement for non-police crisis response for Lives Matter

## Application Form

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### Profile

Cynthia

First Name

J

Middle Initial

Kay

Last Name

Home Address

Suite or Apt

OAKLEY

City

CA

State

94561

Postal Code

Mobile:

Primary Phone

Email Address

Which supervisorial district do you live in?

District 3

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### Education

Select the option that applies to your high school education \*

High School Diploma

College/ University A

Name of College Attended

California State University East Bay

Degree Type / Course of Study / Major

B.A. Sociology

Degree Awarded?

Yes  No

College/ University B

Name of College Attended

Los Medanos College

**Degree Type / Course of Study / Major**

A.A. Liberal Studies

**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**

Administration Of Justice-Basic Law Enforcement

**Hours Completed**

520

**Certificate Awarded?**

Yes  No

**Board and Interest**

**Which Boards would you like to apply for?**

Juvenile Justice Coordinating Council: Submitted

**Seat Name**

Community 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.**

This position utilizes my experience in law enforcement, Civil Grand Jury, and education that is well suited for me to be a worthy and contributing member.

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## **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.**

CSUEB (Restorative Justice) University Role Model 2016 Contra Costa County Civil Grand Juror 2018-2019

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

Resident of CCC for 48 years Police Officer Pleasanton PD 3 yrs Deputy Sheriff CCC 21 yrs (retired), last position held prior to retirement was a School Resource Officer- Byron Union School District B.A. Sociology CCC Civil Grand Jury 1 yr

[Resume\\_2019\\_in\\_Word.docx](#)

Upload a Resume

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## **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:**

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**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

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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.

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I Agree



**Cynthia J. Kay**

██████████  
Oakley, CA 94561

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**RESUME OF QUALIFICATIONS**

**STRENGTHS:** Steady...Mature...Professional...Meticulous to Detail...Strong Leadership...Decision Making...Self-Confident

**EXPERIENCE:**

**Feb. 1984 to March 1987**      **Pleasanton Police Department**  
4833 Bernal Ave. Pleasanton, CA 94566  
Police Officer

Assignments to include Patrol, traffic investigator, investigations

**March 1987 to July 2008**      **Contra Costa County Sheriff's Office**  
651 Pine St. Martinez, CA 94553  
Deputy Sheriff

Jail operations: Booking and supervision of housed inmates

Narcotic detective: Investigate felony narcotic cases; execute search warrants, direct undercover operations

Patrol: Assignment to all areas under the jurisdiction of the county

Welfare Fraud Investigator: Contra Costa County District Attorney's Office (temporary contract by a grant with the CCCSO), investigate claims from Social Services of suspected fraud

Civil: Enforcement of civil process in the county

S.W.A.T.: Crisis/Hostage Negotiator

Oakley Police Department: police officer (contracted with CCCSO for police services), Field Training officer, held rank of Corporal

Deputy Coroner: investigate all deaths falling under the jurisdiction of the Contra Costa County Coroner's Office

School Resource Officer: (contracted by a grant through the Byron Union School District) Discovery Bay Elementary, Timber Point Elementary, & Excelsior Middle School

**February 2012 to  
March 2013**

**Driversed.com (Easy Driving School, LLC)**

Drivers training instructor providing state mandated behind-the-wheel instruction for new drivers

**August 2013 to  
February 2014**

**Contra Costa County Sheriff's Office**

651 Pine St. Martinez, CA 94553

Background Investigator

Conduct extensive pre-hire backgrounds on sworn and civilian applicants

**June 2018 to  
June 2019**

**Contra Costa County Civil Grand Jury**

725 Court St. Martinez, CA 94553

Grand Juror

Investigating and reporting on the operations of local government, compose and issue written reports on their findings, and make recommendations intended to benefit those who live in Contra Costa County

**CURRENTLY:**

Retired

**EDUCATION:**

**California State University East Bay, Hayward, CA**

Bachelor's degree – Sociology (6/2016)

- Member of University Role Models

**Los Medanos College, Pittsburg**

Associates degree – Liberal Arts (5/1983)

**TRAINING &  
CERTIFICATES:**

Basic Police Academy, Los Medanos College, Pittsburg, CA  
(5/1983)

Basic POST certificate – (3/1985)

Intermediate POST certificate – (3/1988)

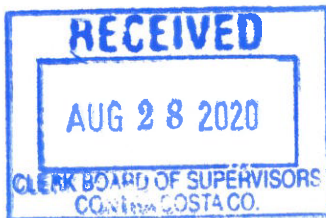
Advanced POST certificate – (3/1993)

**REFERENCES:**

Available on request



Contra  
Costa  
County



Print Form

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**BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION**

**First Name** Amy **Last Name** Lynch

**Home Address - Street** [Redacted] **City** Walnut Creek **Zip Code** 94596

**Phone (best number to reach you)** [Redacted] **Email** [Redacted]

**Resident of Supervisorial District:** IV

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

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

Colleges or Universities Attended	Course of Study/Major	Degree Awarded	
University of Georgia	B.S. Recreational Therapy	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
JFK University	M.A. Movement Therapy	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Other Training Completed: [Redacted]

**Board, Committee or Commission Name** JJCC **Seat Name** Community Based Organization Representative

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

No  Yes If yes, how many? [Redacted]

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

I have been working with Juvenile Hall for six years on the girls' unit (Shasta). I teach a MAP (Movement and Purpose) class for one hour every Wednesday afternoon. I teach body awareness for physical, emotional, social and mental wellbeing. We use Yoga, Pilates, stretching, strengthening and balancing exercises. We often play movement games using beach balls, nerf balls, dynabands and other equipment.

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

I founded an organization eight years ago called ARM (Art, Recreation and Movement) of Care where we partner with many organizations like Juvenile Hall to provide trauma informed self care tools for youth at risk. I have worked for over 35 years teaching movement and body awareness programs. I am a trained Pilates, Z Health, Somatic Movement Therapist and National Academy of Sports Medicine Practitioner.

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

Please check one:  Yes  No

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

Please check one:  Yes  No

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

Please check one:  Yes  No

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

I have volunteered working with the High School Youth Group at Walnut Creek Presbyterian Church.

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

Please check one:  Yes  No

If Yes, please identify the nature of the relationship:

**Do you have any financial relationships with the county, such as grants, contracts, or other economic relationships?**

Please check one:  Yes  No

If Yes, please identify the nature of the relationship:

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Signed:

[Redacted Signature]

Date:

August 25, 2020

Submit this application to:

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Martinez, CA 94553

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# Amy Lynch

██████████ Walnut Creek, California 94596 ██████████

**2012- present** ARM of Care Northern California  
**Founder- President**  
**Creative Arts Therapist**

Partner with agencies serving those who have been commercially sexually exploited and those vulnerable to abuse and exploitation  
 Create and implement Trauma informed programming through Art, Recreation and Movement  
 Fundraising including grant writing  
 Create and oversee budget  
 Educate community regarding using creative arts for healing  
 Responsible for hiring staff and volunteers  
 Responsible for organizing and acquiring all supplies, materials and facilities for programs  
 Design staff and volunteer training programs

**1990-1998/2002-2012** Private Practice Walnut Creek, CA  
**Movement Therapist/Coach/Pilates Instructor**

Create and apply movement exercises to help individuals prevent and recover from injuries  
 Assist others in becoming aware of habitual patterns of movement and present choices for using their bodies more efficiently  
 Conduct group classes and private sessions for Olympic and professional athletes as well as recreational athletes. Worked at Spring Training with the San Diego Padres in 1998  
 Taught creative movement classes for children and senior citizens through city programs. Worked at Absolute Center in Lafayette from 2001-2011. Currently working at Studio Balanza in Oakland

**Sept. 1998- March 2002** Oakwood Athletic Club Lafayette, CA  
**Fitness Trainer**

Conduct Fitness assessments  
 Create and implement individualized fitness programs for a variety of adult populations  
 Teach senior fitness classes

**Jan. 1996-2000** Symmetry, International Milpitas, CA  
**Independent Representative/Nutrition Consultant**

Evaluate nutrition needs of individuals, educate and provide them with supplementation to meet their personal needs  
 Produced over 1½ million dollars in sales  
 Design and implement team training programs to help meet customer needs

**February 1993- June 1996** Physis Health Center San Francisco, CA  
**Fitness Trainer**

Conduct member orientations, fitness evaluations, assessments  
 Develop and implement fitness programs to help individuals improve flexibility, strength, endurance and overall health  
 Design and taught abdominal and back strengthening, stretching and special movement classes

**January 1988- July 1992**                      Jewish Community Center                      Walnut Creek, Ca  
**Director of Health and Physical Education**  
Design and organize all department programs for all age groups in the community from sports leagues to fund raising events  
Interface with other department heads in coordination of joint health related activities to increase awareness of current health issues  
Operate and oversee budget

**September 1982-August 1984**                      Shoal Creek Hospital                      Austin, TX  
**Therapeutic Recreation Specialist**  
Create and implement therapeutic programs for Psychiatric intensive care unit , as well as addiction and eating disorders programs

**1978-1983**    University of Georgia                      Athens, GA  
B.S. Education.    Emphasis in Recreational Therapy

**1984-1987**    John F. Kennedy University                      Orinda, CA  
M.A. Holistic Health Education.    Emphasis in Movement Therapy

**Interests**

Being outdoors, swimming, biking, baseball, gardening, reading and creating all kinds of art

**Certifications**

National Academy of Sports Medicine  
Pilates  
CPR  
Z Health  
International Somatic Movement Therapy Association



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**First Name**  **Last Name**   
**Home Address - Street**  **City**  **Zip Code**   
**Phone (best number to reach you)**  **Email**   
**Resident of Supervisorial District:**

**EDUCATION** Check appropriate box if you possess one of the following:  
 High School Diploma  CA High School Proficiency Certificate  G.E.D. Certificate

Colleges or Universities Attended	Course of Study/Major	Degree Awarded	
Contra Costa College	Health Human Service	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Contra Costa College	Sociology / Behavior health	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Mills College	Sociology Liberal Arts	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Other Training Completed:

**Board, Committee or Commission Name**  **Seat Name**   
 Have you ever attended a meeting of the advisory board for which you are applying?  
 No  Yes If yes, how many?

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

I would be a great Asset to the board, committee, or commission to improve work to improve better services to the Juvenile Population, become a Reentry Mentor. I work with a small group @ times that come into our Shelter, assisting in Housing, Education

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

Working with youth @ 18-21 yrs. of age at a youth Shelter. Case manager - assist youth with Housing Referrals Job placement and education should some youth wish to complete their Education, Assist @ youth from Juvenile Hall

I am including my resume with this application:  
 Please check one:  Yes  No

I would like to be considered for appointment to other advisory bodies for which I may be qualified.  
 Please check one:  Yes  No

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

Please check one:  Yes  No

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

AB 109 mentor Training... President Men + women of Purpose  
President HHS Club @ cccollege mentor. for Reentry. @ cccollege  
Bayarea Rescue Mission (Feeding the Homeless) Trade Mark Women of  
Sunday School Teacher Distinction for 2020

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

Please check one:  Yes  No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the county, such as grants, contracts, or other economic relationships?

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- 6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
- 7. As indicated in Board Resolution 2011/55, a person will not be eligible for appointment if he/she is related to a Board of Supervisors member in any of the following relationships: mother, father, son, daughter, brother, sister, grandmother, grandfather, grandson, granddaughter, great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, great-granddaughter, first-cousin, husband, wife, father-in-law, mother-in-law, daughter-in-law, stepson, stepdaughter, sister-in-law, brother-in-law, spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouses' grandson, registered domestic partner, relatives of a registered domestic partner as listed above.
- 8. A person will not be eligible to serve if the person shares a financial interest as defined in Government Code §87103 with a Board of Supervisors Member.





# DENISE MILLS

Richmond, California 94804

## SUMMARY

Hardworking , self-sufficient, enthusiastic with exceptional track record of reliable attendance and high-quality work. Strong collaboration skills to thrive in fast-paced, high-stress environments.

Works quickly and effectively with little to no supervision. Thrives in team-oriented or self-motivated environments. Offers articulate communication skills, both verbal and written.

Ability to prioritize, handle problems well, while learning new tasks and procedures.

Dedicated to working well with co- workers and Clients.

Passionate, empathetic to the needs of the client

Focused team player. Effectively communicating with Youth, Seniors, the Homeless, Mental Health Populations, and the Formally Incarcerated

Performing Administrative and front desk duties.

Typical workplace areas Hospitals, Detox facilities, Homeless Shelters & Clients who are incarcerated. The focus is to reduce Racial Disparity in the Criminal Justice System as well as in our Communities.

## SKILLS

- Customer engagement
- Community engagement
- Customer engagement and support
- Right to know programs I provide referrals to housing, Job Training, Drug programs, counseling
- Community events through reentry we do community events, such as Blowing outings, Movies, & Barbecues.
- Monitoring progress after Client is released their progress come with group meeting one on one.

## EXPERIENCE

### CONTRA COSTA YOUTH CONTINUUM OF SERVICES

Case Manager/ Heluna Health Richmond, Ca.  
Intakes on New Clients,

2/2020 –Current

Performs Psycho-social assessments to Identify barriers in client’s ability to obtain meaningful employment and permanent Housing. Which is the goal for each youth that enters the program

Provide feedback on individual actions, behaviors and verbal responses.

Transport Youth to and from Doctor’s appointments, Job Interviews, Court appearances

### Youth Specialist / Heluna Health - Richmond, California

04/2019 – 2/2020

- Developed and implemented skill-building activities focused on Job search and Housing abilities.
- Led groups in discovery exercises and offered personalized support to individuals in need of extra assistance. Supervised and mentored workshops for Mindfulness group in assigned workshop with coping skills and self-awareness.
- Acted as liaison between clients and community agencies to arrange for assistance in housing, education and child care for clients.

### In-custody Engagement, Jail to Community / Men & Women of Purpose - Richmond, California

07/2016 - Current

- Successfully led key projects which resulted in Intake information on Inmates that prepared them for Reentry.
- Effectively controlled the release of proprietary and confidential information for general client lists.

### Staff Monitor / West County Human Development/ Holloman Detox - Richmond, California

04/2015 - 12/2015

- Effectively controlled the release of proprietary and confidential information for general client lists. Answered Phones Monitor clients
- Progress Notes 1/2 & 1/4 Hour Watch
- Medication call, Case Management, Facilitate Groups, Referral Plans, & Discharge Summaries

**Instructor** / PACE Adults with Special Needs - Vallejo, CA

05/1997 - 06/1998

- Planned and executed workshops, activities, coping skills, transport to and from appointments.
- Successfully led key projects which resulted in family re-certification with families, building self-awareness.

## EDUCATION AND TRAINING

Contra Costa College - San Pablo, CA

05/2018

**Associate of Arts:** Health and Human Services /Sociology

Liberal Arts: Social & Behavioral Science

- Dean's List Honoree 2015, 2016, 2017 & 2018
- ALPHA CAMA Member
- Completed professional development in DUAL Diagnosis Specialization
- Certificate of Accomplishment Health & Human Services: Substance Abuse Case Management- 12/18/2015
- Certificate of Accomplishment Health & Human Services: Dual Diagnosis Screening – 5/25/2018
- Certificate of Completion: Contra Costa County AB109 Peer Mentoring Training (through Men & Women of Purpose)
- Certification of Completion: LIFE IMPACT (Self Leadership & Personal Growth Process)
- Certificate of Achievement: Life Development Process (11/20/2016)
- TRADEMARK WOMEN OF DISTINCTION: DENISE A MILLS HAS BEEN SELECTED FOR INCLUSION 2020 HONORS EDITION

### REFERENCES:

Fredrick Jackson \_Staff Supervisor [REDACTED]

Professor Hargan [REDACTED] email [REDACTED]

Pastor William Coleman III [REDACTED]

Laura Sharples –H3 Director of Programs – [REDACTED]

Lucinda Cuellar Site Supervisor – [REDACTED]

Ivory Mitchell CEO MWP (Men & Women of Purpose) [REDACTED] [REDACTED] [REDACTED]  
[REDACTED]

Cedric Winston Supervisor MWP [REDACTED] email [REDACTED]

Dawn Gordan [REDACTED]

Demetria Lawrence Adult & Alternative Education Transition Specialist . email [REDACTED]

# Application Form

## Profile

Anita  
First Name

Middle Initial

Pereira-Sekhon  
Last Name

Home Address

Suite or Apt

Lafayette  
City

CA  
State

94549  
Postal Code

Home:   
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

University of Connecticut

#### Degree Type / Course of Study / Major

Bachelor's of Science in Pathology

#### Degree Awarded?

Yes  No

### College/ University B

#### Name of College Attended

University of Connecticut School of Law

**Degree Type / Course of Study / Major**

Juris Doctorate

**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**

Reiki Master Teacher & Yog Teacher

**Hours Completed**

1,000

**Certificate Awarded?**

Yes  No

**Board and Interest**

**Which Boards would you like to apply for?**

Family & Children's Trust Committee: Submitted  
Contra Costa Commission for Women and Girls: Submitted  
Countywide Bicycle Advisory Committee (BoS Appointments Only): Submitted  
Juvenile Justice Coordinating Council: Submitted

**Seat Name**

Ani Pereira-Sekhon

**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?**

12

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

My passions include transportation and well being of minors. I am interested in making sure my local community is safe on the road with respect to accidents, speeding, bicycle safety, and reduction of traffic, stress and pollution. I am also interested in the rights of children, family reunification and restorative justice for minors.

---

## **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 volunteer for a local citizens groups regarding safety of citizens on the roads commuting via bicycle. I served on the Executive Board at a diverse cooperative preschool for 8 years, School Site Council for 6 years and currently Diversity, Equity & Inclusion council for less than 1 year. I volunteer reiki and energy healing to my local community. Previously, I volunteered for the Permanent Commission for the Status of Women, Attorney General's Office and Housing Court.

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

My background is in law and mediation. I have always been drawn to helping the community and previously worked for the United States Department of Agriculture (USDA) where I helped run the National School Lunch Program, the United States Department of Labor (DOL) where I helped protect employee health and pension plans and United States Department of State where I protected derivative citizenship. I left government service to be a full time mother to my four children and spent the last several years pursuing mindfulness, meditation, yoga, and reiki.

[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

## Application Form

---

### Profile

Christina

First Name

Richards

Middle Initial

Last Name

Home Address

Suite or Apt

Danville

City

CA

State

94526

Postal Code

Mobile:

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-Berkeley

Degree Type / Course of Study / Major

BA-Theatre & Performance Studies

Degree Awarded?

Yes  No

---

#### College/ University B

Name of College Attended

John F. Kennedy University

**Degree Type / Course of Study / Major**

---

Law School

**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**

---

Paralegal

**Hours Completed**

---

60

**Certificate Awarded?**

---

Yes  No

---

**Board and Interest**

**Which Boards would you like to apply for?**

---

Racial Justice Oversight Body: Submitted  
Juvenile Justice Coordinating Council: Submitted

**Seat Name**

---

Community Based Org. 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 believe both my personal experience (lower income childhood) and adult volunteering for various organizations (both legal, eg CASA of Contra Costa County, and religious, eg City Impact, White Pony Express) has put me in a particular position to add a valuable perspective to this Body.

---

### **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.**

---

Court Appointed Special Advocate (CASA) of Contra Costa County, serve annually with City Impact (San Francisco), serve weekly with White Pony Express (Contra Costa County). I have been on the Board of a (previous) Homeowners Association and the Board of our local swimming pool (over 100 family members). I have also recently served as an Arts Commissioner for the Town of Danville for three years.

---

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

---

I have worked within the legal industry as a legal secretary and/or paralegal for almost 30 years. When working with CASA, I was not only a trainer in the organization, but had individual assignments with the youth served (the majority of which are POC).

[cmrichards\\_resume.doc](#)

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

**CHRISTINA M. RICHARDS**

Danville, CA

cell:

home:

***Notary Public - commission expires December, 2020***

Exhibits excellent organizational skills with high attention to detail. Multi-tasker with integrity and strong administrative / leadership skills. Communicates confidently and professionally with colleagues and clients. Easily learns new systems, computer equipment and software applications. Trained on Westlaw and Microsoft Suite of Applications.

**QUALIFICATIONS**

- Drafting pleadings, discovery and correspondence
- State, Federal and E-filing experience
- Creation and maintenance of contract and pleading template library
- Calendaring Depositions/IMEs / travel coordination (both international and domestic) / expense reports
- Initiative, organization, self-management and absolute discretion
- Excellent proofreading skills / Typing 90-95 wpm / Transcription

**ACHIEVEMENTS**

Legal Assistant/Paralegal

- Drafted pleadings, memoranda and transcription for filing in Federal and State courts
- Liaise with insurance companies, progressing Medi-Cal and Medicare claims through system
- Conducted initial telephone interviews with prospective clients
- Managed document production for trial, including summarizing medical records and transcription

Legal Secretary

- Scheduled depositions and all other administrative duties
- Implemented new word processing system and trained secretarial personnel to use
- Coordinated, revised and approved technical drawings with Draftsman
- Prepared and submitted documents for filing in US Patent & Trademark Office via e-filing and USPO

Court Appointed Special Advocate

- Team Leader of 10+ CASAs helping at-risk children in Contra Costa County juvenile court system. Advocated for children in Court on 100+ occasions
- Lead educator of trainee CASAs, specializing in communication with assigned juveniles; managed, inspired and motivated new CASAs and team CASAs

Executive Assistant

- Administered agreements with municipalities, utilities and government agencies for cell-phone network
- Evaluated, educated and trained admin staff on behalf of Divisional Manager at IBM
- Supervised all technical aspects of case management system
- Coordinated physical move of department of 20+ people, responsible for 100+ people
- Handled departmental budget, ordering supplies and meeting with vendors
- Assisted in orientations and training of new secretarial personnel, including implementing new word processing system

## RECENT CALIFORNIA WORK EXPERIENCE

### **McDOWELL SHAW GARCIA & PATTON**

Walnut Creek

Nov. 2018-Jan. 2020

Legal Assistant

Supporting four busy associates in all aspects of assistant duties in this insurance defense litigation firm (auto/fraud), including drafting pleadings, discovery, scheduling depositions, scheduling IMEs, transcription, Efiling in California superior courts, etc.

### **MORISON & PROUGH**

Walnut Creek

July, 2017-Nov. 2018

Legal Assistant/Litigation Secretary

Solo secretary supporting five attorneys (two partners/three associates) in all aspects of secretarial position for small insurance coverage law firm. Heavy Efiling with US district and state courts. Drafting pleadings, time entry, transcription, calendaring, scheduling depositions, etc.

### **ROBERT HALF LEGAL**

Oakland

Jan. 2016-June, 2017

*Various temporary assignments through temp agency, including but not limited to:*

**CATHERINE A. WALSH LAW OFFICE - Litigation Secretary for in-house counsel for GEICO**

*Concord*

**PHILIP M. ANDERSON & ASSOCIATES - Litigation Secretary for in-house counsel for State Farm**

*Pleasanton*

**DAVID ANDERSON LAW OFFICE - Litigation Assistant for Solo Practitioner - Personal Injury**

*San Francisco*

### **DAN POCKLINGTON LAW OFFICE**

Walnut Creek

Dec. 2012-Sept. 2013

*Legal Assistant/Paralegal*

Support of partner and associate in civil and family law litigation firm. **\$45.00/hour billable rate for asst/paralegal timekeeping**  
Drafted and filed various Judicial Council forms, Essential forms and pleadings for court in family law, civil litigation and criminal law. Followed-up on new business leads and conducted initial interviews with prospective clients. 'Tracked down' clients for court appearances, liaise with probation officers, etc. Drafted correspondence to Kaiser (and other medical facilities) requesting medical records and forms necessary to cases. Hand-delivered and filed documents to Contra Costa County and Alameda County courthouses. Scheduled depositions and IMEs. Project managed office relocation.

\*\*Note: an unabridged resume (including international employment) is available on request

## EDUCATION

### **California State University-East Bay**

Hayward, California

ABA-approved Paralegal Certificate (March, 2017)

### **John F. Kennedy University, College of Law**

Pleasant Hill, California

Completed two years (of four-year part-time) JD program (2012-2014)

### **University of California - Berkeley**

Berkeley, California

B.A.-Theatre & Performance Studies

***Summa cum laude*** (2002-2004)

### **Jane Addams Business Careers Center**

Cleveland, Ohio

High School Diploma and Legal Secy. Certificate

**WORK/PERSONAL REFERENCES AVAILABLE UPON REQUEST**

## Application Form

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### Profile

Mahogany

First Name

Spears

Last Name

Middle Initial

Home Address

Suite or Apt

Antioch

City

CA

State

94509

Postal Code

Mobile:

Primary Phone

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

Saint Augustine's College

Degree Type / Course of Study / Major

Political Science BA

Degree Awarded?

Yes  No

---

College/ University B

Name of College Attended

University of San Francisco

**Degree Type / Course of Study / Major**

M.A Counseling 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?**

Racial Justice Oversight Body: For Review  
Juvenile Justice Coordinating Council: For Review

**Seat Name**

Resident

**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 interest in serving on the Juvenile Justice Coordinating Council and the Racial Justice Oversight Body stems from my passion of public safety and the impacts of racial injustice. Collectively, my academic and professional experience have exposed me to the structural inequality faced by many in our society and have reaffirmed my commitment to social justice.

---

## **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 over 10 years of experience within the criminal justice field.

[Mahogany Spears resume .doc](#)

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



## **Mahogany Spears**

### **Experience:**

**Alameda County Probation Dept.                      Oakland , CA    2/10/2020 - Present**  
**Deputy Probation Officer**

- Performs related duties and responsibilities as assigned.
- Design and maintain treatment case plan for each participant.
- Interviews, investigates and supervises adult offenders
- Transport clients from and to residential treatment program
- Appears in court as needed and represents the department in matters involving probation decisions and questions raised by the court, district attorney or the defendant's attorney; submits supplemental information as required; calendars and presents motions to extend, revoke, modify and terminate probation

**SF City & County Adult Probation Dept.                      San Francisco, CA    3/6/2017 – 2/7/2020**  
**Deputy Probation Officer**

- Co-Manage the Mayor's Interrupt, Predict and Organization Employment Program (IPO T.A.Y 18-25)
- Represent or lead on behalf of the Mayor's Office at key policy-making bodies on criminal justice related work.
- Assist in the creation of program and project evaluation efforts, including the development and refinement of program quality standards, outcome indicators, performance measures, and other continuous improvement tools.
- Write and develop reports, briefing memos and presentations for the department and for external stakeholders.
- Create, foster, maintain, and facilitate partnerships within and across city agencies, other public and private entities, service providers, and additional stakeholders to accomplish defined objectives.
- Performs related duties and responsibilities as assigned.
- Design and maintain treatment case plan for each participant.
- Interviews, investigates and supervises adult offenders
- Transport clients from and to residential treatment program
- Appears in court as needed and represents the department in matters involving probation decisions and questions raised by the court, district attorney or the defendant's attorney; submits supplemental information as required; calendars and presents motions to extend, revoke, modify and terminate probation

**San Francisco Mayor's Office                      San Francisco, CA    12/30/2016 – 3/6/2017**  
**Senior Policy Analyst Violence Prevention Services**

- Manage the Mayor's Interrupt, Predict and Organization Employment Program (IPO T.A.Y 18-25)
- Facilitate and lead partnerships within and across city systems to accomplish project objectives.
- Identify, evaluate, and analyze issues and problems relating to criminal justice/violence prevention programs and procedures, present informed recommendations, and develop and implement solutions.
- Analyze legislative, funding, and policy threats, changes and opportunities to make recommendations to enhance access, sustainability, quality of services delivered and enhance the efficiency and impact of systems-building efforts.
- Represent or lead on behalf of the Mayor's Office at key policy-making bodies on criminal justice related work.
- Assist in the creation of program and project evaluation efforts, including the development and refinement of program quality standards, outcome indicators, performance measures, and other continuous improvement tools.
- Write and develop reports, briefing memos and presentations for the department and for external stakeholders.
- Create, foster, maintain, and facilitate partnerships within and across city agencies, other public and private entities, service providers, and additional stakeholders to accomplish defined objectives.

- Liaison with relevant regional, state, and national coalitions, research entities, funding networks, and other associations as needed to inform local efforts.
- Performs related duties and responsibilities as assigned.

**SF City & County Adult Probation Dept. San Francisco, CA 9/2013 – 12/30/2016**  
**Deputy Probation Officer**

- Design and maintain treatment case plan for each participant.
- Interviews, investigates and supervises adult offenders
- Transport clients from and to residential treatment program
- Appears in court as needed and represents the department in matters involving probation decisions and questions raised by the court, district attorney or the defendant's attorney; submits supplemental information as required; calendars and presents motions to extend, revoke, modify and terminate probation

**SF City & County Juvenile Probation San Francisco, CA 11/2010 –9/2013**  
**8321 Juvenile Counselor**

- Design and maintain treatment case plan for each participant.
- Plan, direct and supervisor leisure time activities.
- Conduct ongoing individual and group counseling sessions with residents.
- Prepare and maintain log books and records
- Prepare 90 day progress reports and graduation reports for Juvenile Court
- Transport residents from and to various locations
- Conduct orientations for newly detained minors
- Monitor and observe conduct, behavior, attitude and progress of residents.

**Girl's 2000 San Francisco, CA 8/2010-12/2010**  
**Case Manager**

- Identify educational, social, and health needs of participants and their families.
- Design and maintain treatment case plan for each participant.
- Access resources based on treatment plan needs and ensure service delivery.
- Maintain monthly contact with parents of participants
- Participate in the planning and supervision of participants during enrichment activities and classes.
- Provide tutorial support during educational program components.
- Conduct counseling sessions for participants and their parents as needed.
- Participate in the overall empowerment and leadership development of the participants
- Demonstrate good oral and written communication skills.
- Initiate and maintain contact with teachers, probation officers, social workers and other relevant parties to provide advocacy and complementary social support
- Facilitate weekly workshops/groups and access resources for participants in the area of life-skills development.

**Southeast Community Resource Network San Francisco, CA 12/2009-8/2010**  
**Street Outreach Worker**

- Facilitate group meetings for Gang Intervention between rival gang members
- Create violence prevention, self-esteem, anger management and financial workshops
- Assist in School mediation for the San Francisco Unified School District
- Responsible for CBO support
- Active Case manager for young adults between the ages of 13-21
- Prepared weekly and monthly static reports

**Student Support Services San Francisco, CA 8/2009-12/2009**  
**Support Staff**

- Responsible for hiring packets and payroll
- Responsible for preparation of contracts and K resolutions

- Responsible for excel reports
- Responsible for budget/ordering /budget log
- Responsible for account management: invoices, requisitions and encumbrances

**Positive Directions Equal Change                      San Francisco, CA                      5/2008-06/2009**  
**Case Manager/Counselor Intern**

- Assist with case loads
- Connect clients with different organizations and resources
- Managed referrals to residential treatment programs and Child Protective Service
- Assist in counseling groups
- Responsible for keeping paperwork up-to-date

**San Francisco Unified School District      San Francisco, CA                      10/2008-5/2009**  
**Senior Clerk Typist**

Various Temp Locations

- Responsible for Attendance
- Responsible for Memos
- Responsible for accuracy in both interpreting the files information and entering data
- Responsible for generating Excel report
- Responsible for answering all incoming lines
- Administrative duties

**San Francisco City & County                      San Francisco, CA                      10/2007-4/2008**  
**Senior Clerk Typist**

- Responsible for inventory of Adoption case files
- Responsible for Quality Control Checks
- Responsible for accuracy in both interpreting the files information and entering data
- Responsible for generating Excel reports
- Responsible for answering all incoming lines
- Administrative duties

**Computer Skills:**

Microsoft Office Suite: Word 2007 Excel 2007 Outlook 2007 Access 2007

**Education:**

Saint Augustine's College	Raleigh, NC
BA Political Science	May 2007
University of San Francisco	San Francisco, CA
Master's in Counseling Psychology	May 2015
San Francisco Law School	Emeryville, Ca
Juris Doctorate	Anticipated graduation date May 2022

**Accomplishments:**

- Recipient of the scholastic achievement award for Academic Achievers Program at Saint Augustine's College
- Recipient of the United Negro College Fund- Wells Fargo Scholarship
- Recipient of Omega Boys Club Scholarship
- Completion of Juvenile and Adult Probation Core Training
- Completion of P.C. 832 Laws of Arrest Training

## Application Form

---

### Profile

Julius

First Name

X

Middle Initial

Van Hook

Last Name

Home Address

Suite or Apt

Hercules

City

CA

State

94547

Postal Code

Mobile:

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

Julius Xavier Van Hook

Degree Type / Course of Study / Major

B.A. Organizational Management

Degree Awarded?

Yes  No

---

#### College/ University B

Name of College Attended

Concordia University

**Degree Type / Course of Study / Major**

M.Ed Educational Management

**Degree Awarded?**

Yes  No

**College/ University C**

**Name of College Attended**

Contra Costa College

**Degree Type / Course of Study / Major**

African American Studies

**Degree Awarded?**

Yes  No

**Other schools / training completed:**

**Course Studied**

Clinical Pastoral Education

**Hours Completed**

800

**Certificate Awarded?**

Yes  No

---

**Board and Interest**

**Which Boards would you like to apply for?**

Juvenile Justice Coordinating Council: Submitted

**Seat Name**

Community-Based Organization 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.**

I would like to serve on this particular commission because I believe I am a prime candidate to fill this vacancy. I am currently the Interfaith Juvenile Chaplain servicing the John A. Davis Juvenile Hall, as well as the Orin Allen Youth Rehabilitation Facility, also known as Byron Boys Ranch. I have previously been a K-12 educator, college counselor, youth pastor, and community organizer. I have an undying and unwavering commitment to the success of all young people, especially those who have been marginalized, and those who may be victims of unsavory circumstances beyond their control. I am levelheaded and fair, and I enjoy collaborating with others. Moreover, I have direct contact with the demographic that we are representing and believe that I will be able to bring a unique perspective to this commission.

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### **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.**

Organizations I have volunteer and community experience with and I have served on advisory boards in several capacities in the following organizations: California Funeral Directors Association, Hercules Chamber of Commerce, Richmond Chamber of Commerce, Bay Area Urban League Young Professionals, Museum of the African Diaspora (MoAD), Black Young Democrats of San Francisco, Alpha Phi Alpha Fraternity Inc., Church of God in Christ Inc

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

I am currently the Interfaith Juvenile Chaplain servicing the John A. Davis Juvenile Hall, as well as the Orin Allen Youth Rehabilitation Facility, also known as Byron Boys Ranch. I have previously been a K-12 educator, college counselor, youth pastor, and community organizer. My life and career are both entrenched in the mission and purpose of this commission, and I feel I am most qualified to fill this vacancy.

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[Upload a Resume](#)

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### **Conflict of Interest and Certification**

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

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Yes  No

**If Yes, please identify the nature of the relationship:**

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no

**Do you have any financial relationships with the County such as grants, contracts, or other economic relations?**

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Yes  No

**If Yes, please identify the nature of the relationship:**

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I am the current Interfaith Juvenile Chaplain/ Director of Spiritual Care

**Please Agree with the Following Statement**

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**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.**

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I Agree