



EMPLOYMENT & HUMAN SERVICES

MEMORANDUM

Kathy Gallagher, Director

40 Douglas Drive, Martinez, CA 94553 • (925) 608-5000 • Fax (925) 313-9748 • www.ehsd.org

To: Family and Human Services Committee Date: September 8, 2021
Supervisor Candace Andersen, District II, Chair
Supervisor Diane Burgis, District III, Vice Chair
cc:
From: Kathy Gallagher, EHSD Director
Laura Malone, FACT Staff
Subject: Family and Children's Trust (FACT) Committee Seat Membership Recommendation

The Employment and Human Services Department Director, Kathy Gallagher, respectfully requests that the Family and Human Services Committee accept the following recommendation to appoint the following applicant to the FACT Committee:

Table with 3 columns: Name, Seat, Area. Row 1: Audra Carrion, At-Large Seat 1, Central County

At-Large Seat 1 was declared vacant on July 27, 2021 upon transition of a FACT Committee member to the vacant District III Seat. The FACT Committee voted on April 5, 2021 to recommend appointment of Audra Carrion to At-Large Seat 1.

Candidates for appointment to the FACT Committee typically serve a two-year term. The At-Large Seat 1 currently has a term expiration of September 30, 2022.

PURPOSE OF COMMITTEE

The purpose of this committee is to establish priorities and make funding recommendations to the Board of Supervisors on the allocation of specific funds for the prevention/amelioration of child abuse and neglect, and the promotion of positive family functioning. These funds include: Child Abuse Prevention, Intervention, and Treatment funds (CAPIT) funds, (AB 1733), Birth Certificate revenue to the County Children's Trust (AB2994), the Ann Adler Children's Trust funds, Community-Based Child Abuse Prevention funds (CBCAP) and other funds as may be subsequently directed by the Board of Supervisors.

### Application Form

#### Profile

Audra Carrion  
 First Name Middle Initial Last Name

Home Address Suite or Apt  
 San Ramon CA 94583  
 City State Postal Code

Home: [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

Arizona State University

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

Organizational Leadership

###### Degree Awarded?

Yes  No

##### College/ University B

###### Name of College Attended

Diablo Valley College

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

I have a love for our community and a specific interest in fire, women and families. Currently I am mostly concerned with women struggling to work and maintain a lifestyle during this Pandemic and the daughters that watch as many mothers take a back seat to their career to take care of schooling and the children that can not learn in person. I see a need for guidance and assistance in women and children in particular in our county right now. I am also a firewife. Although we reside in San Ramon, and are blessed to have San Ramon Valley Fire District serve our city, I care deeply about Contra Costa County and the surrounding departments that do not have the financial strength and backing like SRVFPD has. We see the cities inside Contra Costa County struggling to maintain fire stations and the looming threat of closures within the districts.

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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.**

Past PTA president, co-chair for the health and safety committee in San Ramon Valley Unified School District. Attend many City Council meetings and Fire protection board meetings. Current volunteer for Helping One Woman- Danville chapter. Current volunteer for San Ramons- free marketing program for struggling small businesses in San Ramon and Tri Valley areas. Girl Scouts past leader Youth sports coach

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

My true qualification for these positions is my passion for helping others and keeping the public informed. Resume attached.

[Audra Carrion Resume .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

# Audra Carrion

San Ramon, CA 94583

CA Insurance License #

## EXPERIENCE

### **Carrion Insurance Services**

Independent Broker/Agent/Account Manager - current

- Producer/Agent/Broker for multiple carriers
- Account Management

### **HIPPO Direct Sales - remote**

Independent Broker/Agent/Account Manager- current

- Homeowners insurance sales
- Account Management

### **Rogers Insurance Services, Inc. - remote**

Independent Broker/Agent/Account Manager January 2018-  
July 2019

- Develop positive working relationships with clients
- Approach clients via cold calling, warm calling, email and direct mail
- Quote and issue new business, rewrites, and reinstatements as necessary
- Assist with obtaining underwriting approval
- Respond to clients' questions and complaints
- Participate in continuing education programs in both insurance and sales
- Maintain sales goals
- Maintain CRM system and update daily

### **Mac Donald Insurance/ Steven Hom Insurance Services - Danville, CA**

Personal Lines Account Manager September 2015- August 2017

- Client Liaison for all personal lines customers
- Quote and Issue new business on personal lines products with multiple carriers
- Interact with all Territory Managers in a consistent and professional manner
- Process applications for, changes to, reinstatement of, and cancellation of insurance policies. Review insurance applications to ensure that all questions have been answered
- Determine adequate coverage for client needs
- Obtain underwriting approval by accurately completing applications
- Maintain positive relationships with clients by tracking renewals, cancellations, endorsements
- Facilitate and help expedite claims processing with carriers

### **Alameda County Schools Insurance Group-**

Claims Assistant/ Workers Compensation 2002-2007

### **Farmers Insurance-**

District Training Assistant/District Administrator 2000-2002

## SKILLS

Office 365, Outlook, Excel, RedTail, EZLYNK, Hawksoft, QQ, RING Central, Multi Insurance Carrier sites, P&C license, Life license, Google Drive, One Note, Social Media

## EDUCATION

**Arizona State University-**  
Organizational Leadership