

# Application Form

## Profile

Valerie

First Name

F

Middle Initial

Bernardo

Last Name

[Redacted] Home Address

[Redacted] Suite or Apt

Hercules

City

CA

State

[Redacted] Postal Code

Mobile: [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

Spelman College

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

Bachelor of Art/Sociology

#### Degree Awarded?

Yes  No

### College/ University B

#### Name of College Attended

Georgia State University

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

Master of Public Administration/Planning & Economic Development

**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?**

None Selected

**Seat Name**

**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 grew up in Pleasant Hill, Concord and Pacheco and currently live in Hercules, so I am very familiar with Contra Costa County, specifically the service area in District 5. I would like to become more of an active participant in the creation of Housing policies, programs that impact my community and feel that I can do so with serving on a board or committee in Contra Costa County. With my experience working in local government over the past 20 years, specifically in Housing & Community Development, I feel that I can bring a level of expertise and on the ground working knowledge of Affordable Housing to the board or committee to truly make a difference.

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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.**

In the City of Atlanta, I served on the City Council Affordable Housing Task Force, Affordable Housing & Community Retention Task Force, and the Beltline Affordable Housing Task Force.

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

I have participated in various affordable housing boards, committees, steering groups and task forces over the past 20 years. Additionally, I have over 20 years of experience in working in the affordable housing industry, ranging from a local non-profit organization, Redevelopment Authority, Housing Authority and Local Government. My experience in affordable housing ranges from single family homeownership programs, multifamily rental housing development, housing policy, and community revitalization programs. I most recently created the Affordable Housing Bond & Expenditure Plan for Emeryville's Measure C Housing Bond and previously assisted in developing the Housing Plan for the 2nd Tranche of the Atlanta Housing Opportunity Bond.

[Bernardo\\_resume\\_2021.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?

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Yes  No

If Yes, please identify the nature of the relationship:

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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

# VALERIE FOUNTAINE BERNARDO

## PROFILE

20+ years of experience working in Affordable Housing Development and Community Development, with a wide knowledge of federal regulations, public administration practices and urban planning. Strong ability to evaluate and assess housing programs and develop programmatic policies and strategies to improve implementation and financial compliance.

## PROFESSIONAL EXPERIENCE

- Com. & Econ. Dev. Coordinator II**      **City of Emeryville**      **07/2019-Present**
- Manage to the Below Market Rate Portfolio, consisting of over 200 Homebuyer Units and over 900 Rental Units
  - Created the Affordable Housing Bond Expenditure Plan and oversee the implementation of the \$50 million Measure C Affordable Housing Bond
  - Negotiate with Developers on deal terms associated with Affordable Housing Agreements, Exclusive Rights to Negotiate, Lease Disposition and Development Agreement, and Development Loans
  - Develop the Housing Element Annual Report and Housing Successor Agency Annual Report
  - Manage three Professional Service Provider contracts that implement Rental Assistance, Homebuyer Assistance, Homeowner Repair Assistance programs in Emeryville
  - Manage two Professional Service Providers contracts that provide Fair Housing, Tenant/Landlord Relations and legal services to residents facing eviction in Emeryville
  - Manage the City's annual allocation of Community Development Block Grant funds
  - Serve as Secretary of the Emeryville Housing Committee
  - Active participant in the EBHO Housing Policy Committee Meeting, Alameda County Urban TAC Committee Meetings, Regional Housing Portal Committee Meetings, Alameda County Housing Portal Steering Committee, and Alameda County BMR Working Group
- Director, Housing & Community Dev.**      **City of Atlanta**      **03/2016-03/2019**
- Directs a staff of 20+ employees within 3 divisions which promote the development and administration of affordable workforce housing, community development policies and programs focused on creating livable places/ communities and neighborhood based economic development
  - Leads fiscal oversight and management for community development and housing federal programs (CDBG, HOME, NSP, LHC, Section 8) totaling approximately \$12M (\$3M annual allocations) focused on affordable housing preservation, single family and multifamily housing development, project based rental assistance, and economic development incentives
  - Management of place-based community development strategies and initiatives (i.e. Choice Neighborhoods, Westside Promise Zone, Blight Strategy, Displacement Free Zones, Community Retention, Domesticity Design Competition)
  - Oversight of neighborhood based redevelopment and economic development activities (i.e. Main Street, Public Vending, Urban Enterprise Zones, Small Business Waiver Incentive)
  - Oversee the creation of Community Development Policies and report out to stakeholders and City Council on their evaluation and performance (i.e. Inclusionary Zoning, Development Authority Subsidies & Incentives, Green & Healthy Homes, Equitable Housing Needs, Fair Housing)
  - Manage and coordinate Fair Housing compliance and education to housing partners, service providers, residents and city staff and oversee the Analysis of Impediments to Fair Housing for the City
  - Actively participate on the Code Enforcement Commission, Progressive Agenda for Affordable Housing, City Council Affordable Housing Task Force, Affordable Housing & Community Retention Task Force and Beltline Affordable Housing Task Force
  - Work collaboratively with other City Departments on the CAPER, Consolidated Plan, Community Improvement Plan and Atlanta City Design
  - Oversee a housing loan portfolio in excess of \$20M, consisting of single family and multifamily loans
- Senior Project Manager**      **City of Atlanta**      **12/2015-03/2016**
- Oversee the \$30 million Choice Neighborhood Implementation Grant on behalf of the City of Atlanta
  - Managed the Promise Zone Designation application on behalf of the City of Atlanta
  - Coordinate with multiple City departments to ensure implementation of \$19 million in leveraged projects in the Westside Neighborhoods



# VALERIE FOUNTAINE BERNARDO

- Project management oversight of 10 non-profit agencies from the initial proposal through construction, and initial occupancy or sale;
- Conducted initial project feasibility analysis, subsidy layering analysis and underwriting analysis on all Housing Development Division projects
- Conducted annual monitoring visits for 24 non-profit organizations to ensure compliance with federal regulations.
- Prepared correspondence to sub-recipients detailing report findings and corrective action

## **Community Outreach                      University Community Development Corp.                      3/2004-7/2007**

- Organized resident groups to identify, plan, and assist implementation of redevelopment projects
- Worked with residents and other agency staff to plan effective programs related to neighborhood improvement goals.
- Developed and implemented programs to increase homeownership, improve financial literacy and reduce crime.
- Identified potential funding opportunities and collect research and draft proposals for funding opportunities
- Developed and oversaw project development timeline.
- Assisted with site selection, property inspection, design, review of construction bid docs and public approval process for housing development projects
- Developed financing packages and project pro forma
- Oversaw marketing and sales, to insure compliance with affordability guidelines
- Managed and coordinated all customer service related requests between the builder, developer and the property owners

## **Compliance Officer                      Atlanta Development Authority                      11/2003-3/2004**

- Conducted physical inspection of multifamily property for safe and sanitary conditions based on the HUD Uniform Physical Conditions Standards
- Conducted annual resident file audit for 18 properties, reviewing 10 to 50 resident files per property.
- Audited 19 multifamily property reports on a monthly basis for new tenant move, tenant move outs, tenant household income, re-certification of income, and correct % of low/moderate income tenants
- Compared and reconciled 19 multifamily property reports on a monthly basis for accuracy of information and rectification of previous non-compliance infractions
- Prepared correspondence to owner and property manager detailing report findings and corrective action
- Created flexible monthly multifamily compliance spreadsheet
- Created flexible yearly tracking spreadsheet for 48 multifamily projects

## **Development Officer                      Atlanta Development Authority                      3/2000-11/2003**

- Administered employment registration initiative for redevelopment project. Collected and reviewed over 400 applications and found employment for 84 applicants.
- Managed vendor contract files for federal procurement requirements on behalf of 3 federally funded projects with over 40 contracts.
- Maintained property acquisition and relocation files
- Assisted in the planning and implementation phase of two redevelopment plans.
- Assisted in the review and scoring of 14 TAD Project Applications and 3 RFPs
- Processed all financial requests and track project budgets for 6 real estate development projects
- Assisted in the audit and reconciliation of a \$140 million project with federal, local and private funds

## **EDUCATION & TRAINING**

- Master of Public Administration: Planning and Economic Development  
Georgia State University, 12/2004
- Bachelor of Arts: Sociology  
Spelman College, 05/1999
- Professional Certificate in Homebuyer Education,  
Neighborhood Works Training Institute
- Professional Certificate in Economic Development Finance  
National Development Council
- Professional Certificate in Housing Development Finance (In Process)  
National Development Council
- Numerous HOME, CDBG, DRGR, LHC and NSP Trainings



# 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

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	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input 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.

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

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.**

**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:

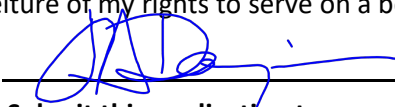
**Do you have any financial relationships with the county, such as grants, contracts, or other economic relationships?**

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:**



**Date:**

\_\_\_\_\_

**Submit this application to:**

Clerk of the Board of Supervisors  
651 Pine St., Room 106  
Martinez, CA 94553

*Questions about this application? Contact the Clerk of the Board at (925) 335-1900 or by email at [ClerkofTheBoard@cob.cccounty.us](mailto:ClerkofTheBoard@cob.cccounty.us)*

**Important Information**

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
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.

# JULIA A. DOZIER

Innovative entrepreneur who has led a team from a budget deficit to becoming and remaining the #1 highest revenue-generating community college contract education department in California for the last 15 years, as not only self-supporting, but also contributing over \$2 million in 2019-20 to the community college district's general fund. Creates and manages hundred-million dollar annual budgets for multiple cost centers by assessing trends, responding to consumer and community needs, and creating and growing relationships.

Strategic leader who hires, manages and retains high-performing staff for human services training, workforce development and other higher education programs; reorganized and leads a highly functioning team to consistently meet and exceed fiscal and programmatic goals.

## **PROFESSIONAL EXPERIENCE**

### **District Executive Director of Economic Development & Contract Education**

Chabot-Las Positas Community College District

Dublin, CA

*March 2008-present*

- Serving as fiscal agent to the California Community Colleges Chancellor's Office, won and provided fiscal oversight for over \$198 million in grants for 2019-20 alone
- Created the first OSHA Training Institute Education Center in Northern California to be authorized by Federal OSHA, (one of only five community colleges in the country with that distinction), out of a total of 26 centers. Grown Center from being ranked 27th to consistently being in the top five in U.S. in student enrollments
- Contracting with seven California counties to provide training for child welfare workers as well as with dozens of community-based organizations that serve out-of-home children. In 2018-19 in Alameda County alone, we delivered training to over 38,000 participants from 646 community-based organizations and government agencies. We are in conversation with five additional counties to create similar programs
- Oversee and support the work of a regional career center which consistently surpasses its grantors' achievement goals, as well as providing tax consultation to low-income residents. For the 2019 tax year, over 500 tax returns were processed by staff and their trained volunteers to support low-income families, in spite of the pandemic's impact on accessibility
- Appointed by Governor Schwarzenegger as Commissioner to the California Apprenticeship Council, which develops policy for and oversees all California apprenticeship programs: the first representative to the Council representing a community college district. Served 2011-2016. We currently have 7 apprenticeship programs between the two colleges: in 2019-20, we served 831 apprentices for 184,000 instructional hours. An additional 4 new apprenticeship programs are currently in the works with my department
- Responsible for locating and collaborating with construction and design professionals for department move, including final decision-making for all design, safety and instructional needs

### **Director, Economic Development/Contract Education**

Chabot-Las Positas Community College District

Pleasanton, CA

*September 2005-March 2008*

- Grew the statewide and regionally-based for-credit apprenticeship programs with union and merit (non-union) programs, providing training and workforce opportunities to the apprentices as well as financial resources to one of the District's colleges
- Developed and grew child welfare training programs (including Title IV-E funded county contracts) to annually serve over 10,000 participants
- Represented District for multiple regional and cross-college programs in leadership positions

### **Program Development Manager**

Chabot-Las Positas Community College District

Pleasanton, CA

*August 2003-September 2005*

- Established training and consulting programs, recruited and placed instructors and staff for multiple clients
- Recruited apprenticeship programs, assisted program sponsors to expand into new regions as well as develop online programs
- Created child welfare training partnerships with county social services departments

### **ADDITIONAL WORK EXPERIENCE**

- **University of California, Berkeley**, SAGE Coordinator (Serving first-generation students)
- **Contra Costa Co. Office of Education**, Program Director, Business/Education Partnerships
- **Group-IPEX, Inc.**, Contract Administrator
- **Habitat for Humanity, Intl.**, Associate Regional Director, Western U.S.

### **COMMUNITY SERVICE**

- **Dublin Chamber of Commerce**, Board of Directors, Vice Chairman, Economic Development (2016-current)
- **East Bay Leadership Council**, Member, Workforce and Education Task Force (2017-current)
- **Contra Costa County Library Commission**, Member representing City of Martinez (2019)
- **Alameda County Workforce Development Board**, Board member, representing Chabot-Las Positas Community College District (2018-19)
- **Mid-Alameda County Consortium** (Adult Education - Community College partnership), Founding Member, Executive Team Member (2014-2019)

### **EDUCATION**

**Masters of Arts, Educational Administration (Specialization: Adult and Higher Education)**

University of South Dakota

Vermillion, SD

**Bachelor of Arts, Social Welfare**

University of California, Berkeley

Berkeley, CA

## Application Form

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### Profile

Yasaman

First Name

Lee

Last Name

Middle Initial

Home Address

Suite or Apt

Orinda

City

CA

State

9

Postal Code

Home:

Primary Phone

Email Address

Which supervisorial district do you live in?

District 2

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### Education

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

High School Diploma

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#### College/ University A

Name of College Attended

Yasaman Lee

Degree Type / Course of Study / Major

UC Berkeley BA Legal Studies

Degree Awarded?

Yes  No

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#### 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**

DRE Broker #01403850

**Hours Completed**

**Certificate Awarded?**

Yes  No

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**Board and Interest**

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

None Selected

**Seat Name**

**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?**

1

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

Housing is an issue within the Bay Area. And I want to be a part of the solution. I feel passionate about the cause.

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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.

I have served in numerous volunteer roles. I served for the City of Orinda's Finance Advisory Committee. And I have recently joined the Oversight Sales Tax Committee for the City of Orinda. In addition, I serve on the OUSD Orinda Union School District's Bond Committee as Chair.

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

I have held numerous roles within real estate development. Everything from horizontal improvements, to development, and even rehabilitation of units. And I am a licensed broker with the DRE for about 20 years.

[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**

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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

# YASAMAN N. LEE

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## PROFILE

Executive leader with 15+ years' experience building trusting relationships, breaking complex problems into component parts, and facilitating meetings with senior stakeholders.

Drive organizational alignment through outcome-oriented execution and transparent performance management.

Lead organizational change by utilizing structured problem-solving and analytical capabilities to inform decision-making.

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## CONTACT

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## LEADERSHIP EXPERIENCE



CITY OF ORINDA

2018 – present

### Committee Chair & Member | Advisory Roles to City Council

Serve in financial advisory role to City Council. Partner closely with Chief Financial Officer to review and guide annual budget of \$25M; advise on annual and multiyear budgeting, audits, long-term financial planning, and financial sustainability. Prioritize disbursement of city funds for fire safety, emergency evacuation, and infrastructure. Oversee Parcel Tax funds for ongoing City of Orinda and Friends of Orinda Library partnerships.

- Decreased expenses while supporting extended services by collaborating with City of Orinda
- Delivered investment fund recommendations for OPED liabilities and developed reserve fund guidelines—adopted by City Council



ORINDA UNION SCHOOLS

2012 – present

### Chair, Citizens' Bond Oversight Committee Glorietta Elementary Parents' Club Co-President | Program Manager

Collaborated with stakeholders to build consensus, analyze voter trends, fine-tune messaging, and lead team of 50+ community members. Enabled modernization and expansion of school campuses through successful bond placement. Collaborated with administration and board members in addressing needs of Glorietta Elementary Parents' Club as co-president. Chair Oversight Committee to ensure proper allocation of funds and maintenance of public's trust in school district and future tax initiatives.

- Raised \$105M in 2018 through bond placement to enable modernization of school sites



RVH CAPITAL, LLC

2007 – 2015

### Chief Operating Officer

Led acquisition, analysis, and management of 100+ property portfolio. Built relationships with banks to identify potential purchase of assets. Developed OKR processes to scale operations and ensure selection of appropriate investment path to maximize revenue. Created transparent performance management strategy to measure all aspects of investment lifecycle.

- Delivered 16% IRR by designing repeatable process to streamline and scale property lifecycle from acquisition to exit



ENCLAVE PARTNERS

2003 – 2007

### VP, Real Estate Development | Financial Project Manager

Led discussions with investors, lenders, vendors, and partners for real estate investment firm. Directed group to purchase property for new SFR development. Managed process end-to-end with \$2M fund and bank loan for development. Successfully exited transaction.



# YASAMAN N. LEE

PAGE 2 | ynazmi@gmail.com

## EXPERTISE

- Leadership
- Relationship management
- Change management
- Meeting facilitation
- OKR development
- Performance management
- Project management
- Meeting facilitation

██████████  
 ████████████████████

## COMMUNITY LEADER

██████████

- ██████████ Music Center, fundraiser & ██████████ member, 2018 - 2019
- Orinda Junior Women's Club, treasurer, 2010 - 2014
- Orinda Community Foundation, annual event co-chair, 2010

## LEADERSHIP EXPERIENCE, CONT.

ENCLAVE PARTNERS

ENCLAVE PARTNERS, 2003 - 2006, *cont.*  
**VP, Real Estate Development**

- Returned 15% IRR to investors and transitioned them into new fund, RVH Capital, LLC
- Delivered property improvement project 100% on time and within budget

 Thomas Weisel Partners

THOMAS WEISEL PARTNERS 2000 - 2002  
**Equity Research Associate**

Delivered strategic and quantitative analysis in support of Senior Analyst for boutique investment banking firm. Oversaw expansion of financial services group by introducing financial services technology space to company coverage list. Established and developed relationships with public companies and C-level executives within industry.

ROBERTSON STEPHENS®

ROBERTSON STEPHENS 1999 - 2000  
**Equity Research Associate**

Established and developed relationships with financial service tech companies for investment banking firm. Formed relationships with key players in evolving tech space amid growing M&A activity. Determined needs of all departmental drivers to develop cohesive working relationships. Broke down complex transactions into component parts to ensure completion of all necessary steps.

- Planned 1<sup>st</sup> annual Financial Service Teach Conference in NYC
- Authored 1<sup>st</sup> research article on active trading landscape



ACCENTURE 1997 - 1999  
**Research Analyst**

Conducted and reported research for strategic financial services group in global professional services firm. Uncovered trends to deliver data-driven insights for clients. Led research projects on business strategy, innovations, and new technologies. Reviewed studies and reports to understand clients' industries.

## EDUCATION & CERTIFICATION

Bachelor of Arts, Legal Studies  
**UNIVERSITY OF CALIFORNIA, BERKELEY**

California Dept. of Real Estate Broker, 2003 - present

# Application Form

## Profile

Rebecca

First Name

M

Middle Initial

Myer

Last Name

[Redacted] Home Address

Suite or Apt

Brentwood

City

CA

State

[Redacted] Postal Code

Mobile: [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

San Francisco State University

#### 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

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**Other schools / training completed:**

**Course Studied**

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**Hours Completed**

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**Certificate Awarded?**

Yes  No

---

---

**Board and Interest**

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

---

Affordable Housing Finance Committee: Submitted

**Seat Name**

---

**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 have worked in affordable housing for 6 years and social services for 20. Affordable housing is an important issue and I'd like to have a positive impact and bring my experience and education to my personal community.

---

**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.

NA

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

Working in social services for 20 years. Serving homeless and below poverty families and seniors for the last 6years.

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

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I Agree

## Application Form

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### Profile

Matthew

First Name

Parkins

Last Name

Middle Initial

Home Address

Suite or Apt

Danville

City

CA

State

9

Postal Code

Mobile:

Primary Phone

Email Address

Which supervisorial district do you live in?

District 2

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### Education

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

None of the above

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College/ University A

Name of College Attended

Northern Alberta Institute of Technology

Degree Type / Course of Study / Major

Building Construction Engineering Technology

Degree Awarded?

Yes  No

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College/ University B

Name of College Attended

University of Nevada, Las Vegas

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

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BA - Economics

**Degree Awarded?**

---

Yes  No

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**College/ University C**

**Name of College Attended**

---

Golden Gate University, School of Law

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

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Juris Doctor

**Degree Awarded?**

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Yes  No

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**Other schools / training completed:**

**Course Studied**

---

**Hours Completed**

---

**Certificate Awarded?**

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Yes  No

---

**Board and Interest**

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

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None Selected

**Seat Name**

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At large

**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 looking to be more involved in the community, and would like to apply my education and experience where I can make the greatest impact.

---

## **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.**

See resume.

---

**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:**

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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.**

---

I Agree

## Matthew Parkins

---

Three decades of progressive experience with ENR 400 firms.

- Developer of effective pursuit, risk management and profit maximization strategies
- Enterprise wide experience – Estimating, Operations, Administration
- Lead on public hard bid pursuits to \$1.4 Billion
- Led pursuit on highest dollar fee project in 150 year company history
- Documentation, negotiation and resolution of multi-million-dollar delay impact, change and defect claims
- Team builder, effectively mentoring, training, and leading pursuit teams of up to 80 based throughout the U.S.
- Successful in multiple geographical areas and countries

### Education

#### ***Master of Science in Business Administration***

Expected Graduation December, 2021

University of Nevada Las Vegas, Lee Business School  
Las Vegas, Nevada

- GPA: 3.76

#### ***Juris Doctor***

Expected Graduation May, 2021

Golden Gate University  
San Francisco, California

- Through 12/20 3.53 GPA / class rank 19th of 179 / 11th percentile
- Dean's Scholar 2017-2021; Dean's Honor Roll (Spring 2018, Spring and Fall 2019, Summer and Fall 2020 – no Dean's Honor Roll Spring 2020)
- Associate Editor – Environmental Law Review 2020-2021
- Witkin Award – Legal Writing & Research II
- Witkin Award – Community Property
- Specialization Certificates expected – Business/Commercial, Family, Public Interest

#### ***Bachelor of Arts (Economics)***

2016

University of Nevada Las Vegas, Lee Business School  
Las Vegas, Nevada

- GPA: 3.85
- Magna Cum Laude, Dean's Honor List (Fall, 2015, Spring and Fall, 2016)

#### ***Associate of Science (Building Construction Engineering Technology)***

1983

Northern Alberta Institute of Technology  
Edmonton, Alberta

### Professional Experience

#### ***Chief Estimator***

Millie and Severson Incorporated  
Pleasanton, California

7/17 – Present  
5/95 – 6/98 & 2/02 – 6/02

Hire, train, mentor and develop a high-performing estimating team based in northern California to serve regional clients. Project types include industrial/warehouse, hospitality, office, medical office, private K-12 and higher-education. Supervise a staff of four.

**Sr. Director of Preconstruction Services** 12/14 – 7/17  
**Federal Procurement Consultant** 1/11 – 5/11  
Martin-Harris Construction, LLC  
Las Vegas, Nevada

Taking projects from concept through groundbreaking using CMAR, Design-Assist and Design-Build.

- Developing Objectives and Strategies
- Coordinating the Work and Activities of Others; Guiding Directing and Motivating Subordinates
- Building Teams
- Coaching and Developing Others
- Sage 300 Construction and Real Estate, Primavera P6, Procore

**Director of Field Operations & Quality Manager** 8/13 – 12/14  
**Manager of Preconstruction Services** 10/11 – 8/13  
Ledcor Construction Inc.

Las Vegas, Nevada / Corte Madera, California

Lead geographic expansion into a new market, while improving team success at home. Lead project receiving highest score nationwide on internal policies and procedures compliance audits

- Making Decisions and Solving Problems; Resolving Claims and Disputes
- Monitoring and Controlling Resources
- Developing Objectives and Strategies
- Coordinating the Work and Activities of Others; Guiding Directing and Motivating Subordinates
- Building Teams
- Coaching and Developing Others
- Develop and maintain a directory of suppliers and subcontractors in a new geographic market.
- MC2, Primavera P6, Contract Manager, JDE Accounting

**Chief Estimator** 5/11 – 10/11  
RMA Land Construction, Inc.  
Anaheim, CA

Leading transition from 8A Federal contracting to large public/private general contracting.

- Developing Objectives and Strategies, Coordinating the Work and Activities of Others; Guiding Directing and Motivating Subordinates, Building Teams, Coaching and Developing Others
- MC2, Primavera P6

**Vice-President Preconstruction** 6/02 – 12/10  
McCarthy Building Companies, Inc.  
Las Vegas, NV

Lead on hard bid projects to \$1.4 Billion, and the highest \$ profit project in McCarthy's 150 year history.

- Standardizing quantity take-off, estimating software and subcontractor solicitation software nationwide as Chair of National Estimating Steering Committee.
- Developing Objectives and Strategies, Coordinating the Work and Activities of Others; Guiding Directing and Motivating Subordinates, Building Teams, Coaching and Developing Others
- MC2, Primavera P6, SmartBidNet

### **Work History**

**Estimating Manager, Turner Construction Company** 5/99 – 1/02  
**Chief Estimator, Tibesar Construction Company** 6/98 – 5/99  
**Senior Estimator, Cal-Pac Construction, Inc.** 1/91 – 5/95  
**Senior Estimator/Project Manager, Tishman Construction Co. of CA** 10/87 – 1/91  
**Estimator/Project Manager, Lancet Construction Ltd.** 6/83 – 9/87

### **Volunteer Experience**

- All for the Family Legal Clinic – Pro Bono Legal Intern 2020 - Pres
- UNLV Rebel Venture Fund 2017
- Henderson Chamber of Commerce, Legislative Affairs Committee 2016 - 2017
- Associated General Contractors, Legislative Affairs Committee 2014 - 2017
- Associated General Contractors, Chair – CM at Risk Subcommittee 2015 - 2017
- National Association of Industrial and Office Properties, Leg. Affairs Committee 2016 - 2017
- Associated Building Contractors, Legislative Affairs Committee 2012 - 2014
- Las Vegas Rotary Club 2007 - 2011
- SafeNest, Member – Board of Trustees 2009 - 2013
- Helping Hands of Vegas Valley, Member – Board of Trustees 2009 – 2011

## Application Form

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### Profile

LaTonia

First Name

M

Middle Initial

Peoples-Stokes

Last Name

Home Address

Suite or Apt

DISCOVERY BAY

City

CA

State

94505

Postal Code

Home:

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

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#### College/ University A

Name of College Attended

LaTonia M Peoples-Stokes

Degree Type / Course of Study / Major

MPA - Public Admin/Public Mgmt

Degree Awarded?

Yes  No

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#### College/ University B

Name of College Attended

John F. Kennedy University

LaTonia M Peoples-Stokes

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

BSBA - Business Admin

**Degree Awarded?**

Yes  No

**College/ University C**

**Name of College Attended**

CSU East Bay

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

MPA - Public Admin/Policy Analysis & Public Management

**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?**

Affordable Housing Finance Committee: Submitted

**Seat Name**

District III

**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 would like to become actively involved in the District within which I live. I currently serve as the member and soon to be Vice-President of The Lakes at Discovery Bay Homeowner's Association. I think further participation and involvement of other Boards and Commissions will serve to further educate me, strengthen relationships with others who have the same goals of community engagement, awareness and objectives.

---

## **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.**

The Lakes at Discovery Bay Homeowner's Association (Vice-President); Economic Opportunity Council, Contra Costa County, ACEEO Contra Costa County, Providers for Quality Child Care, Contra Costa Child Care Council

---

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

I am unable to load my resume which would outline some of my qualifications for the board to which I am applying. I am not sure if this is a website error. I have 20 years experience working in the public sector, having worked for both Alameda and Contra Costa counties, in the federal sector for 2 prominent Department of Energy laboratories as well as in the field of transportation with the Alameda County Transportation Commission and now with BART. I think I would bring my unique experience, coupled with enthusiasm to learn, grow and support my local communities.

---

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 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

## Application Form

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### Profile

Alaric \_\_\_\_\_ Robinson \_\_\_\_\_  
First Name Middle Initial Last Name

\_\_\_\_\_ Suite or Apt  
Home Address

Oakley CA \_\_\_\_\_  
City State Postal Code

Home: \_\_\_\_\_  
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

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#### College/ University A

##### Name of College Attended

Southern University and A&M College, Baton Rouge, LA

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

Bachelor of Archhitecture

##### Degree Awarded?

Yes  No

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#### College/ University B

##### Name of College Attended

Southern University and A&M College, Baton Rouge, LA

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

Master of Fine Arts, Mass Coummunications

**Degree Awarded?**

Yes  No

**College/ University C**

**Name of College Attended**

FEMA Certified

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

**Degree Awarded?**

Yes  No

**Other schools / training completed:**

**Course Studied**

QSP Certified- CA State Water Board

**Hours Completed**

**Certificate Awarded?**

Yes  No

---

**Board and Interest**

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

Affordable Housing Finance Committee: Submitted  
Planning Commission: Submitted

**Seat Name**

**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.**

---

The main Board I would like to serve on is the Measure X Board to provide my expertise as a Capital Bond Construction Program, Project and Construction Manager for over 4 Billion Dollars of School Construction Bond oversight and execution in the East Bay, Contra Costa County and Northern California. My Architectural and Construction Management background allow me to help public agencies scope out their work, prioritize their needs and set budgets and schedules. I have led the timely implementation and execution of 100's of essential construction projects on time and under budget. I would like to share this expertise with the County and work to make project delivery more efficient and cost effective.

---

### **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 as a founder, tutor and mentor of a weekend tutorial program; Saturday College in Oakland, CA. I have served as a Girl's Youth Basketball Coach for CYO, Middle Schools and High Schools in the Antioch and Brentwood area.

---

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

---

I have worked on Capital Bond Programs for over 20 years and have executed 100's of school modernizations, field installations from project and facility initial needs assessments, budgeting, design, construction documentations, bidding, construction, commissioning, DSA Certification and occupancy. I have completed projects in very tight time lines and completed the projects on time and within budget.

[210115- Alaric Robinson-  
\\_Current\\_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

# Alaric Robinson

## Resume'

### KEY QUALIFICATIONS:

- Extensive practical and professional knowledge of Construction Management, Construction Contract, Costs and Change Order Controls Management, Program and Project Management, Facility Design Management, building construction means and methods, and Architectural Design, gained from over 37 years in the field and in the design studio.
- Taught construction management and design courses at California State Universities & Community Colleges.
- Possess strong leadership, management, programming, planning, communication, interpersonal and computer skills. FEMA and QSP Certified, Proficient in Auto Cad, Blue Beam, Primavera P6, Unifier and Contract Manager, Colbi Docs, Accountability, EA Docs, MS Project, Prolog, Excel, and PowerPoint.
- Excellent leadership and communication skills; with a team first approach to the essentials of the disciplines of site acquisition, environmental impact reports (EIR's), negative declarations, manage environmental monitoring and work plans, zoning approvals and permit security, right of away security, encroachment permits and local building department permit security, construction, project programming, program and design management; delivering projects and tasks on time and within budget.

### EXPERIENCE OVERVIEW:

- Have over 37 years of experience as a Construction and Architectural Design Project Manager. Proven knowledge of California Department of the State Architect (DSA) and California OSHPD, The Uniform Building Code (UBC), California Public Contract Code and Governmental and Institutional construction management design standards and protocols.
- Authored and managed client design standards, specifications and bid documentation standards and processes. Coordinated and developed client's attorney's and consultant's General and Special Condition specification section standards.
- Authored Invitation to Bidders, Request for Proposals, Statements of Qualifications and authored professional and construction services agreements and procurement procedures.
- Extensive knowledge of Architectural design, construction specification writing and implementation, client product standard development, construction techniques, critical path analysis, constructability review, construction scheduling, construction phasing implementation and critique, bid evaluation, change order evaluation and negotiation protocols, building life cycle costs analysis, value engineering, spatial efficiency evaluation determination and energy efficiency evaluation.
- Provide efficient hands on management expertise and a unique design and construction perspective. My comprehensive knowledge of design management, building codes and industry standards results in increased cost savings, reduced RFI's, reduced unforeseen conditions; resulting in minimal change orders and construction scheduling efficiencies.
- Managed numerous site evaluations for Bond Programs and Projects, developed Environmental Impact Reports and protocols, managed the CEQA process. Developed Negative Declaration Processes and Procedures for existing developed properties negating the need for extensive Environmental Impact Reports, developed Hazardous Material Phase I and Phase 11 evaluation procurement procedure, contracts and protocols. Developed and managed Storm Water Prevention Programs, scope of work definition, programming, design, construction documentation review and coordinated construction meetings, led design review, Community and Stakeholder planning and programming meetings.

Resume' For Alaric

[om](#)

# Alaric Robinson

## Resume'

### PROFESSIONAL HISTORY & DUTIES:

**Jenkins/Gales & Martinez, Inc.:** 2018- Present, San Jose & Los Angeles, CA

Led all Bond Funded construction and design management activities for a \$350 million dollar Bond program budget at San Jose City College, San Jose City College Milpitas Extension of the \$800 million dollar Bond Program for the San Jose Evergreen Community College District. Provided subject matter expertise to document and develop Design, Construction Management and procurement processes and procedures for Educational and Educational support facilities. Managed a team consisting of Sr. Construction Managers, Construction Managers, project directors and contract administrators to develop and implemented the standardization of project execution activities. Provided DSA processes and procedures, Scheduling training, SWPP processes and procedures, hazmat processes and procedures, design management process and procedures and Public Contract code seminars to District staff, Bond Program Management, Other CM Teams and JGM staff members. These seminars conducted by well know industry leaders, trained the Bond execution team on best practices and project delivery methodologies resulting in changes to many of the District's processes and procedures. Influenced and authored the district's bid document front ends, revising and updating as required for every major bid project. Renegotiated the District's Construction Careers agreement in lieu of a PLA and managed to secure labor council approval, reducing the contract amount threshold from all construction contracts to exclude the current CUPCA limits. District Ed Code and Design standards were reviewed and updated. The District's relationship with DSA was solidified ensuing a committed team to the San Jose Evergreen Community College District resulting in expedited DSA plan review and approval. Influenced the acceptance of Design Build and Progressive Design Build Project Delivery Methodology and CUPCCA project procurement and delivery processes resulting in adoption by the District's Board of Trustees. Developed the proposal review and selection criteria for Architect's, Geo Tech's, Hazmat Consultants, Inspection Labs and Special Inspectors. Developed the Request for Proposals for Inspectors of Record and set the standards for General Contractor Prequalification. Revised the College District's Small Contractor Outreach program and bid selection and award process. Responsible for proposal evaluation, contract evaluation, Schedule of Values analysis, Change Order analysis, Independent Cost Estimate (ICE) management, schedule and claims analysis. Provided Construction Administration for the \$ 2,000,000.00 Blue Phone security camera and emergency calling station Installation project, resulting in a post bid Change Order Deduction of \$500,000.00. This money was used to upgrade other existing emergency call stations and integrate existing security cameras and call stations into the District's new security monitoring system. Closed out several projects that were left over from the transition of CM teams, including the DSA close and LEED certification of the 30 million Dollar, 2 year old PE Complex at San Jose City College, the 3 year old, 15 million dollar design build San Jose City College Milpitas Extension Campus and the 3 year old \$1, 0000.000.00 security upgrade project for San Jose City College's Business administration building and established a monitoring protocol and security of a monitoring company. These projects had not been commissioned, closed out and had outstanding pay applications or no pay applications and final retention payments were due with outstanding maintenance work that had to completed. Work was negotiated and completed at no cost to the district, final payments were confirmed and made and the projects were closed out to the satisfaction of all parties. Extra work such as the installation of car charging stations were provided, installed and paid for by the GC's to mend fences with the District. All projects were completed with no additional cost to the district, funds returned the district and DSA close out and LEED Silver Certification as specified.

# Alaric Robinson

## Resume'

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### **Brailsford & Dunlavey:** 2016-2017, Washington, DC

Provided subject matter expertise to document and develop Design and Construction Management processes and procedures for K-12 Clients. Assigned work to the District's 3 Construction Management consulting firms in the \$ 600 million dollar Oakland Unified School District Bond Program. Developed the proposal review and selection criteria for Architect's, Geo Tech's, Hazmat Consultants, Inspection Labs and Special Inspectors. Developed the Request for Proposals for Inspectors of Record and set the standards for General Contractor Prequalification. Developed the Bid Front End documents for the \$ 300 million dollar School Bond Program for the Redwood City School District. Developed the CUPCCA and Small Contractor Bid Documents, process and procedures. Responsible for proposal evaluation, contract evaluation, Schedule of Values analysis, Change Order analysis, Independent Cost Estimate (ICE) management, schedule and claims analysis. Provided Construction Administration for the \$ 450,000.00, 5 Shade Structure Installation and requisite ADA and Site upgrades at various sites "Quick Start" program. Provided Constructability reviews for a New High School, 3 School Kitchens and New Multipurpose Room. Provided Document review and Value Engineering support for the project and program; recording and documenting weekly meeting minutes, daily construction site logs, maintained RFI and Change Order Logs. Reviewed Look ahead schedules, authorized progress payments, Developed General Conditions, Special Conditions and project completion milestone specifications, bid forms and protocols. Managed the IOR, Geo Tech, Storm Water Prevention Process, Hazmat and environmental contracts and scopes of work.

---

### **Corporate Real Estate Design and Construction Project Manager:** 2016, Infinite Dimensions, Reston, VA

Provided subject matter expertise to document and develop Design and Construction Management processes and procedures for a Silicon Valley Fortune 500 Company. Responsible for in house project proposal evaluation, contract evaluation, design review, change order analysis, Independent Cost Estimate (ICE), and claims analysis. I managed the development of a web based internal project initiation and evaluation tool. This web-based tool defined, prioritized and tracked Capital projects, schedules and budgets. Was an invaluable analyst, correspondent, coordinator and mediator, I converted the design and construction process into a User Intuitive automated web-based site. Provided Project Administration, Document review and Value Engineering support for the project; recording and documenting weekly meeting minutes. Managed the development of Company wide design and performance standards, Building Life Cycle Costs, Energy Usage and Efficiency Standards and provided a Capital justification analysis for the review, development and prioritization of all new Capital projects. Developed and maintained Lessons Learned; General Conditions, Special Conditions and project completion milestone specifications and bidding protocols. Tracked and maintained the "On Call" list of professional consultants and manage the Geo Tech, Storm Water Prevention Specialist, Hazmat and environmental contracts and scopes of work.

---

### **Construction Cost Controls Manager:** 2015, R. Sinclair Group, Walnut Creek, CA

Provided as-needed on call contract assessment, construction management, investigations and meeting coordination for the Hunters Point Shipyard Development Project. Responsible for contract evaluation, design review, change order analysis, Independent Cost Estimate (ICE), and claims analysis. Managed the Architectural design quality control practice focusing on business, contract, construction, engineering, architectural, real estate, land use, and environmental disputes. Services provided: mediation, arbitration, fact finding and served as neutral expert witness. Proved to be an invaluable analyst, correspondent, coordinator and mediator on design and construction disputes. Responsible for providing Project Administration, Construction Document review and Value Engineering support for all projects; recording and documenting

weekly meeting minutes; managed and reviewed Submittals and RFI responses; conducted As-Built Drawing review and coordination with design modifications and final construction; Operation and Maintenance Manual development; Warranty

Resume' For Alaric



# Alaric Robinson

## Resume'

review, approval and Project Closeout documentation. Developed project management training curriculum and conducted training sessions for client staff, contractors and the community. As a Senior Design and Project Manager, was responsible for the design and Construction phases of three School Classroom Additions. The \$ 6 million-dollar Mattos ES Classroom and Science Classrooms Addition and \$ 9 million-dollar Azeveda ES Classroom Addition projects completed via Design Build and constructed in 60 days. Managed the \$75 million dollar Walters JHS classroom addition and school modernization project design phase. Managed the Architects of Record for the district's capital projects, compliance with district Education Specifications and Standards, developed and maintained Lessons Learned; developed and coordinated the district's General Conditions, Special Conditions and project completion milestone specifications and bidding protocols; procured professional consultants. Managed the Geo Tech, Storm Water Prevention Specialist, Hazmat and environmental consultants. Developed technical specifications, unit pricing, contingencies, allowances and Construction Durations and Milestones for each project. Met with district staff, administrators, homeowners and the community to keep them apprised of project schedules and address their concerns, developed and coordinated specifications to meet Department of the State Architect (DSA), City of Fremont, and Alameda County, encroachment and building code requirements.

---

### **Design and Construction Manager:** 2011 to 2015– AMANCO, Inc., Hercules, CA

Managed the design and Construction phases of the \$1.6 billion-dollar new construction and modernization bond program for the West Contra Costa Unified School District. Responsibilities included: Developing Environmental Impact Reports, security of environmental work and monitoring plans and Negative Declarations and encroachment permits for over 50 school District Sites, Managed the Architects of Record for the district's modernization and new construction projects, oversaw compliance with district Education Specifications and Standards, developed and maintained Lessons Learned; developed and coordinated the district's Front End, General Conditions, Special Conditions and project completion milestone and duration schedules, specifications and bidding protocols; coordinated the District's revision of its Front-End specification documents and preparation of all Front End specification documents for capital projects, aiding and securing more cost effective bidding by implementing a bid package quality control protocol and overseeing the preparation of each bid package and process. Developed the District's Hazmat Procurement and project oversight process, specification development, contingencies, allowances and unit pricing coordination for each project. Developed and managed the District's Storm Water Prevention Compliance process, procedures and specification requirements.

---

### **Design and Construction Manager:** 2008 to 2011– Don Todd Associates

Served as the Construction Manager for the \$ 27 million-dollar new school construction and demolition at Dr. Martin Luther King Elementary School for the West Contra Costa Unified School District. Managed the complete construction duration of the project from bid to close out. Completed the project on schedule and within budget with less than 5 % change orders. Developed Environmental Impact Reports, secured of environmental work and monitoring plans and Negative Declarations and encroachment permits for project sites. Served as the Owner's representative for the project, monitoring the contractor's schedule and schedule of values, led the Change Order negotiations. Managed the bidding process for upcoming projects. Managed the Architect's design schedule, oversaw preparation of plans and specifications in accordance with District Standards. Revised the District's front-end documents annually and per project. Secured more cost-effective bidding by implementing a bid package quality control protocol. Led negotiations with the contractor regarding time extensions due to unseasonably wet weather. Monitored the use of special inspectors and other professionals. Helped facilitate and coordinate the DSA submittal and approval process for 15 Capital Projects.

---

# Alaric Robinson

## Resume'

### **Project Director:** 2000 to 2008 – MSE Group

Developed Environmental Impact Reports and Negative Declarations for annual PG&E property reports per federal and state mandate. Managed the construction phase of a \$ 2.7 million dollar upgrade and expansion of Laney College's Football stadium and Hammer Throw Field. My responsibilities include: leading the District's Change Order negotiations, Construction schedule development and maintenance. I coordinated the District's revision of its front-end documents to aid in securing more cost-effective bidding. Coordinated the District's bid advertisement process, leading to increased bidder participation on selected portions of the project. Led negotiations with the contractor regarding time extensions requested due to unseasonably wet weather at the initiation of the construction schedule. Aided the district in selection of special inspectors and other, as needed professional service providers. Helped facilitate and coordinate out of state special inspections required by DSA. Negotiated with DSA the project closeout of the 2 previously completed phases of the project. Supervised the design and construction documentation for several multi-million dollar commercial, religious, educational, single and multi-family residential developments. Worked on Land acquisition and design of several million-dollar custom homes. Created a standard construction contract for construction projects. Standardized construction bid forms and project construction management processes. Created an escrow process for construction progress payments. Created standard proforma for project development. Negotiated with private and corporate lenders for construction and land acquisition funding. Managed the design review and construction permit process for all design and development projects.

---

### **Real Estate Projects Manager:** 2001 to 2003 - Richmond Neighborhood Housing Services

Developed Environmental Impact Reports, secured environmental work and monitoring plans and Negative Declarations and encroachment permits for development of a \$ 15,000,000.00, 15-acre site in El Cerrito and a \$ 5,000,000.00, 10 vacant lot development in Richmond, CA for Single Family Development. Secured site map approvals, Roadway access approvals and local permits to initiate the development, secured local plan design and review approval for the projects. Supervised the rehabilitation of 18 single-family homes, worth over \$ 360,000.00, in the city of Richmond. Also participated in setting the design standards for the Hope VI project with the City of Richmond's Housing Authority. Created a standard construction contract for construction projects. Created a standard amenities and features list for the homes. Standardized construction bid forms and project construction management processes. Created an escrow process for construction progress payments on additions and development projects. Created standard proforma guidelines for project development. Negotiated with realtors and property owners for land acquisition. Negotiated with banks and government agencies for project funding.

---

### **Project Architect:** 1998 – 2001 George Miers and Associates

Managed the design development and construction documentation of animal care and public agency facilities. My responsibilities included project scheduling, budgeting, OSHPAD approval, local city permit and approvals, Environmental Impact Reports, Environmental monitoring and work plans, development and approval and work plans, Negative Declaration security where applicable, consultant coordination and client representation and security of encroachment permits. Projects involved managing staff to complete projects on time and budget.

---

# Alaric Robinson

## Resume'

### **Project Manager:** 1999-2000 - TLCD Architects

Managed the construction phase of renovation of 6 Sacramento Unified School District school sites for completion in 3 months. My responsibilities included Developing Environmental Impact Reports, security of environmental work and monitoring plans and Negative Declarations and encroachment permits, managing the production and scheduling of school projects for Vallejo and Antioch Unified Schools. Utilized AutoCAD release 14 and Microsoft project.

### **Design Manager:** 1996-1999 - Metropolitan Contract Group

Managed the design and installation of Herman Miller Office furniture for a number of Fortune 500 companies located in Northern California. My responsibilities included developing and implementing cad-drafting standards. Developed and implemented a standardized billing process and procedure. Instituted a uniform punch list for closing out projects. Designed and managed the construction of over 5 million dollars in tenant improvement projects and modular furniture installation for clients such as: Silicon Graphics, Amtrak, The City of Oakland and the Golden State Warriors.

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### **Architectural Designer:** 1993-1995 - Powell and Partners

Managed the design of seven Oakland Unified School sites. Managed one draftsman and coordinated the engineering consultants, the project budget and schedule. Coordinated with the Department of The State Architect to reduce the scope of work for handicap upgrades. Represented the firm in project interviews and developed standards for AutoCAD design and production.

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### **Architectural Designer:** 1991-1993 - Michael Willis Associates

Managed the design of Kaiser Hospital remodels and renovations. Also worked on municipal projects in East Palo Alto, Fremont and for the University of California @ San Francisco. Worked as a draftsman, project manager, marketing representative and designer. Represented the firm in project interviews and helped set AutoCAD standards.

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### **Architectural Designer:** 1988-1990 - Edwin S. Darden Associates

Managed the design and scheduling of 4 Middle School Gymnasiums for the Fresno Unified School District. As a designer and draftsman, assisted in the design and consultant coordination for projects with Kaiser Permanente, The Fresno Zoo, Fresno State University, Clovis Unified School District, Madera Unified School District, and Fresno Unified School District.

# Alaric Robinson

## Resume'



### EDUCATION:

Master of Fine Arts - Mass Communications  
Southern University and A&M College Baton Rouge, La

Bachelor of Architecture  
Southern University and A&M College

### Certifications:

FEMA  
QSP (Qualified Storm Water Prevention Specialist)

### OTHER SKILLS:

Auto Cad  
Primavera  
Hazmat Remediation Implementation and Management Oversight  
Storm Water Prevention Program Implementation and Management Oversight  
Construction and project cost estimation  
Facility management, System Furniture Design Planning, Specification and Procurement Microsoft Office Suite, Microsoft Projects and Power point  
Real Estate, Land use planning, development and management  
Instructor- Auto Cad, Design and Construction Management (Fresno State University, Laney and American River Colleges)

### AFFILIATIONS:

Boy Scouts of America (Order of the Arrow and Eagle Scout)  
Construction Specification Institute (Associate member)  
C.A.S.H. (Associate Member)  
Saturday College (Founding Director)  
Southern University Facilities Planning Committee

### REFERENCES:

<b>Marilyn Morikang</b>	<b>Vice President, San Jose City College</b>	<b>408-401-2007</b>
<b>David Page</b>	<b>Proj. Controls Manager West Contra Costa USD</b>	<b>562-500-7730</b>
<b>Keith Clinckscals</b>	<b>Cost Controls Manager, Inglewood USD</b>	<b>310-849-2775</b>
<b>Alton Jefferson</b>	<b>CM, Oakland Unified School District</b>	<b>510-367-7148</b>



**Alaric Robinson**  
**Resume'**





Contra Costa County

Please return completed applications to:
Clerk of the Board of Supervisors
1025 Escobar Street, 1st Floor
Martinez, CA 94553
or email to: ClerkofTheBoard@cob.cccounty.us

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name: Willie J. Last Name: Robinson
Home Address - Street: [Redacted] City: El Sobrante Zip Code: 94803
Phone (best number to reach you): [Redacted] Email: [Redacted]
Resident of Supervisorial District: One

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

Table with 3 columns: Colleges or Universities Attended, Course of Study/Major, Degree Awarded.
Row 1: California Polytechnic State University, Architectural Engineering, [Checked] Yes [ ] No
Row 2: Contra Costa Community College, Environmental Design, Drafting Technology, [Checked] Yes [ ] No
Row 3: [ ] Yes [ ] No

Other Training Completed: [Redacted]

Board, Committee or Commission Name: Affordable Housing Finance Committee
Seat Name: Advisory Committee

Have you ever attended a meeting of the advisory board for which you are applying?
[ ] No [Checked] Yes If yes, how many? [Redacted]

Please explain why you would like to serve on this particular board, committee, or commission.
My interests in serving on this Committee are as follows:
1. I have an interest in ensuring that every resident of the County be afforded the opportunity to own their own home.
2. Home ownership can be the bases of wealth building.
3. Home ownership can also help give the average resident a sense of worth in achievement in society.
4. Home ownership will help keep the family unit together and children will usually benefit from being in a home owned by their parents.

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

My qualifications for this appointment are as follows:
1. My first experience with home ownership dates back to the Self-Help Housing program of the 1970's, I was given the opportunity to be a part of a group of families to build their own homes.
2. I have a bachelors degree in Architechural Engineering (Civil Engineer).
3. I have over forty-five years working as a cost engineer, value engineering specialist, and as a project and construction manager.
4. I served as a member of a community housing development non-profit organization in Contra Costa County.
5. I have served on this Affordable Housing Finance Committee for several terms.

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

I would like to be considered for appointment to other advisory bodies for which I may be qualified.
Please check one: [Checked] 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.**

1. I have worked with the Richmond Branch of the NAACP for over twenty years.
2. I served on the City of Richmond's Public Design Review Board.
3. I served on the Seven-up Committee for the West Contra Costa Unified School District addressing school sites closure consideration.
4. Founding Board member of Community Housing Development Corporation of North Richmond.

**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:

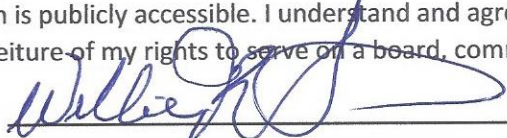
Bay Area Quality Management District

**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:  Date: July 7, 2021

Submit this application to: ClerkofTheBoard@cob.cccounty.us OR Clerk of the Board of Supervisors  
1025 Escobar Street, 1st Floor  
Martinez, CA 94553

*Questions about this application? Contact the Clerk of the Board at (925) 655-2000 or by email at ClerkofTheBoard@cob.cccounty.us*

**Important Information**

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
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.

**Summary:** Mr. Robinson has over forty-five (45) years of experience in the engineering and construction industry.

**Education:** Bachelor of Architectural Engineering,  
California Polytechnic State University, San Luis Obispo, California

Associate of Science, Environmental Design Drafting Technology,  
Contra Costa Junior College, San Pablo, California

**Professional Experience:**

Mr. Robinson, during his career in the engineering and construction industries, has developed specific expertise in the areas of preparing cost estimates on major projects from the budget development phase through the completion of construction documents; analyzing engineer's estimates; performing value engineering cost analysis; reviewing and analyzing change orders and preparing for claims avoidance, including negotiating claims items, and developing and implementing cost control systems. He has performed in the capacity as a project manager on various projects, including transportation facilities (maintenance buildings and rail line construction); tunnels; vehicle thoroughfares and water transports; light rail restorations and new facilities; urban design alternatives; prisons; power plants (nuclear and fossil); wastewater treatment plants, pump stations and pipelines; residential and commercial buildings; educational, including K-12 and Community Colleges, and industrial processing facilities.

**Key Qualification:**

As a graduate, Architectural Engineer, Mr. Robinson has established himself in the Construction Management (CM) consulting profession both as a technically competent and qualified project manager in this field. His years of experiences, working in engineering and construction industries of energy processing; transportation and environmental systems; educational institutional facilities, and housing and commercial development, is reflected in the attached listing of project experiences.

Since completing his undergraduate studies, Mr. Robinson has been employed with both large and small engineering and construction companies. These experiences cover all aspects of the construction industry. This broad spectrum of employment has given him a good working knowledge of several management styles.

During the span of twenty-five (25) years, Mr. Robinson was the President and Chief Executive Officer for his own firm, W.J. Robinson & Associates, Inc. (WJR, Inc.). WJR, Inc. provide project and construction management services to a wide variety of agencies and private clients in the engineering and construction industries.



**During the span of Mr. Robinson's professional career, from 1990 through 2005, he served continuously as a member of the Board of Directors for a non-profit housing development corporation. During this time span, six years was dedicated to the roll of Board President, and the last five years, he has served as the chairperson of the Project Development Committee. As the chairperson of the Project Development Committee, Mr. Robinson uses his expertise to guide the board committee members and staff through a wide variety of projects, including the administering of HOME and CDBG funded projects.**

**Other major engineering and construction related experiences accomplished by Mr. Robinson were completing several "orders of magnitude" estimates for hydroelectric projects; tunnels; dams; a series of forty-seven miles water transport lines; vertical drain test sections; and the lowering of the invert of an existing railroad tunnel. He also developed planning aids, pre-bid schedules and estimates for the reconstruction of the San Francisco Cable Car Project.**

**Mr. Robinson, while previously employed as a Construction Engineer Specialist became intimately aware of the needs for meaningful participation by Minority Contractors on large construction projects. While providing technical assistance to Disadvantaged Business Enterprises (DBE's) individuals, he learned the importance of contract negotiations between Prime and Subcontractor; the need to clearly and define the presumed scope of work between the two, and the overall responsibility they both owe to the client for completing the work in a professional manner.**



# Contra Costa County

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## BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

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	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input 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.

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

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.**

**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:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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# FRANCES REISNER (SORRONDEGUI)

## SUMMARY OF QUALIFICATIONS

Municipal manager with over 17 years of experience successfully developing and administering housing and human services programs. Able to navigate politically sensitive issues, communicate effectively, and coordinate successfully with a diverse array of public and private organizations and community stakeholders.

## CORE COMPETENCIES

- Project Management
- Grants Management (State & Federal)
- Team Management
- Policy Development
- Fiscal/Program Analysis
- Community Outreach
- Program Design
- Contract Negotiation and Development
- Partnership Building

## EXPERIENCE

### **Housing Programs Manager**, January 2017 to present

*City of Livermore – Community Development Department*

- Oversee administration of City's First Time Homebuyer Programs
- Project manage a pipeline of 340 affordable housing units
- Staff Liaison to the Tri-Valley Affordable Housing Committee and liaison to other local and Alameda County-wide housing committees
- Manage new funding applications for State PLHA, and homeless housing acquisition
- Supervise housing section staff and program contractors
- Budgetary responsibility for the City's Affordable Housing Trust Fund
- Manage implementation of the Inclusionary Housing Ordinance
- Oversee property management and compliance for City-owned and City-funded affordable housing units.

*Accomplishments:* Managed the disposition and development of the 114-unit, "Chestnut Square" Family/Senior Housing community with MidPen Housing. Managed the City loan and development negotiations with MidPen Housing on the 45-unit Avance special needs housing project. Lead the acquisition and concept development for the "Vineyard" supportive housing and mixed-use homeless services facility in coordination with Housing Consortium of the East Bay and local homeless services stakeholders. Oversee administration of the City homeownership program which coordinated with developers to sell over 45 homes to low and moderate-income residents.

### **Housing Manager**, December 2015 to December 2016

*City of Pleasanton – City Manager's Office, Housing Division*

- Managed the City's Affordable Housing Programs, including for-sale and rental developments and owner-occupied home rehabilitation
- Served as Staff Liaison to City's Housing Commission.
- Budgetary responsibility for the City's Housing Division programs
- Managed the City's Housing and Human Services Grant Program (CDBG & HOME)
- Managed the City's Public Housing Authority responsibilities

*Accomplishments:* Coordinated final disposition of the City's Public Housing Authority property and the permanent financing close for Kottinger Gardens Phase 1 development (130 unit senior project). Secured a \$330,900 Housing Related Parks Grant from State HCD to leverage City funding for Kottinger Gardens. Worked with rental project developers on the marketing and

application processes multi-family sites totaling 76 Below Market Rate units. Coordinated contracts to streamline and bring greater efficiency to the Housing Division's programs.

**Senior Management Analyst, December 2013 to December 2015**

*City of Livermore – Community Development Department, Housing & Human Services*

Accomplishments: Reclassified into this management position with supervisory responsibilities. Identified the property and assembled the development team to acquire a 5-unit, multi-family building which was converted to supportive, Mental Health Services Act (MHSA) housing. Secured a \$1,000,000 CalHome Grant from the State Housing and Community Development Department for the City's Mortgage Assistance Program. Negotiated the agreement with MidPen Housing to acquire and redevelop a 4-acre, City-owned commercial site into a mixed income, ownership/rental housing community. Planned and coordinated the implementation of a 2015 SVLG "Red Tape to Red Carpet" award-winning homeownership program for Veterans in partnership with Habitat for Humanity.

**Housing Specialist, January 2010 to December 2013**

*City of Livermore – Community Development Department, Housing & Human Services*

Accomplishments: Coordinated a \$2.3 million Neighborhood Stabilization Program Grant (NSP1) from the State of California representing five Alameda County jurisdictions. Managed the contract to acquire, rehabilitate and resell 11 NSP properties, including two designated for special needs housing. Lead the planning and administration of a Tri-Valley Down Payment Assistance Program in coordination with four other jurisdictions.

**Human Services Specialist, February 2007 to January 2010**

*City of Livermore – Community Development Department, Housing & Human Services*

- Responsible for administration and compliance monitoring of projects funded through the Federal Community Development Block Grant (CDBG) and HOME Investment Partnership Program.
- Administered Housing and Human Services Grants allocation process for thirty sub-grantees annually.
- Staff Liaison to the City's Human Services Commission.
- Planned and implemented programs in collaboration with other governmental and non-profit agencies.
- Represented the City on numerous other Human Services boards and committees.

Accomplishments: Coordinated the planning, development, funding and implementation of a school-based cooking education program in partnership with the Livermore Valley Joint Unified School District and Kaiser Permanente Community Health targeted to the lowest income "Title 1" schools in Livermore. Coordinated the development and construction of a school garden at a Portola Elementary ("Title 1" low income) which was a partnership project of the City and LVJUSD school nutrition office.

**Human Services Administrative Technician, July 2004 to February 2007**

*City of Livermore, Community Development Department, Housing & Human Services*

EDUCATION & **Real Estate Brokers Certificate of Achievement (2018)**

OTHER Ohlone College, Fremont, CA

EXPERIENCE:

**Bachelor of Arts in Political Science, March 2003**

Option in Public Affairs and Administration  
California State University, Hayward

**Panetta Institute of Public Policy, CSU Monterey Bay**  
**Congressional Internship**, September 2002 to December 2002  
*Washington, D.C.*

- Congressional Intern scholarship recipient representing CSU Hayward campus

**Associate of Arts in Individual Studies**, June 2001  
Foothill College, Los Altos Hills, California  
Graduated with High Honors

CERTIFICATIONS  
& Trainings:

**Certified HOME Specialist**, June 2006  
U.S. Department of Housing and Urban Development

**Certificate of completion**, July 2004  
National Community Development Association (NCDA) CDBG Practitioner  
Training

MEMBERSHIPS:

Municipal Managers Association of Northern California (since 2013)

Contra Costa County Affordable Housing Finance Committee (since 2019)

REFERENCES:

Available upon request.