

Attachment C

Contra Costa County Boards & Commissions

Submit Date: Apr 13, 2021

Application Form

Profile

Tytiana

First Name

L

Middle Initial

Demings

Last Name

Home Address

Suite or Apt

City

State

Postal Code

Primary Phone

Email Address

Which supervisorial district do you live in?

☒ District 3

Education

Select the option that applies to your high school education *

☒ High School Diploma

College/ University A

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☒ Yes ☐ No

College/ University B

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

☐ Yes ☐ No

Board and Interest

Which Boards would you like to apply for?

Juvenile Justice Coordinating Council: 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've always been passionate about social issues, educating myself as well as anyone near me, and aside from being openly opinionated, I remain open minded and driven to help others grow. I want to be informed and apart of positive changes. Especially for my son.

Qualifications and Volunteer Experience

Tytiana L Demings

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

☒ Yes ☐ No

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

☐ Yes ☒ No

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

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

I

Upload a Resume

Conflict of Interest and Certification

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

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

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

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

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

☒ I Agree

Application Form**Profile**

Conrad

First Name

Escandon

Last Name

Middle Initial

Home Address

Suite or Apt

City

State

Postal Code

Primary Phone

Email Address

Which supervisorial district do you live in?☒ District 4**Education****Select the option that applies to your high school education ***☒ G.E.D. Certificate**College/ University A****Name of College Attended**

California State University East Bay

Degree Type / Course of Study / Major

Bs Computer Science

Degree Awarded?☒ Yes ☐ No**College/ University B****Name of College Attended****Degree Type / Course of Study / Major**

Degree Awarded?

☐ Yes ☐ No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

☐ Yes ☐ No

Board and Interest

Which Boards would you like to apply for?

Juvenile Justice Coordinating Council: Submitted

Seat Name

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?

1

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

It is my desire to serve on this board so that I may have a positive impact on the local youth community. I will like to collaborate with the board members and other community resources to increase the prospect of a quality life, but also to encourage positive decision making under difficult individual circumstances. This opportunity is unique because the focus is the juvenile population which are still impressionable and we can guide them for success with action, reinforcement, and accountability.

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.

Church community outreach to the unsheltered in Antioch, CA.

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

I have experience in mentoring youth while in service with the U.S. Navy. This experience broadened my ability to listen to frustrations, challenges in growth, and also in developing solutions. My experience with the higher education network allowed me to initiate a path for juveniles that were unaware or unsure of how to access public and private resources. Besides my work qualifications, personally I have learned to be resourceful, disciplined, and agile in achieving victories during my own struggles. Some struggles I received help from others and I look forward to having an opportunity to pay it forward.

[Upload a Resume](#)

Conflict of Interest and Certification

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☐ 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?

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☒ I Agree

Conrad Escandon

Seeking an at-large board position on the Juvenile Justice Coordinating Council for Contra Costa County.



SUMMARY OF QUALIFICATIONS

- Evaluated the implications of system designs and procedures
- Contributed technical support to programming projects
- Communicated functional specifications in a team environment
- Executed research of industry best standards and developing technologies

EDUCATION

Cal State East Bay, Hayward, CA — *BS in Computer Science*

May 2020 Earned BS

Executed system analyses and documented technical requirements

Collaborated on mobile apps built on Android

Performed in agile methodology using Git hub for version control

Implemented cyber security practices in software design and network configurations

EXPERIENCE

Kaiser Permanente, Antioch, CA — *IT Volunteer*

Mar 2017 - Sep 2017

- Reimaged computers with programs specific to departmental needs
- Investigated errors caused by hardware or software
- Executed daily tasks and trouble calls to maintain a continuous operation
- Demonstrated responsibility of configuring network printers, user accounts, and access keys to private networks

U.S Navy, Dublin, CA — *Intelligence*

Jan 2013 - Current

- Performed advanced measurements on communication and non-communication signals using various tactical data processing equipment
- Evaluated, disseminated, and reported electronic intelligence
- Interacted with senior leadership

SKILLS

Analytical

Collaborative

Agile

PLATFORMS

Kali Linux

Debian

CentOS

LANGUAGES

C++ - 4 years

Java – 2 years

Python - 2years

MySQL – 2 years

HTML – 3 years

Application Form

Profile

Sara A Feinberg
First Name Middle Initial Last Name

[Redacted] Suite or Apt
Home Address

[Redacted] 94582
City State Postal Code

[Redacted]
Primary Phone

[Redacted]
Email Address

Which supervisorial district do you live in?

☒ District 2

Education

Select the option that applies to your high school education *

☒ High School Diploma

College/ University A

Name of College Attended

University of Nevada- Reno

Degree Type / Course of Study / Major

BS in Human Development and Family Studies

Degree Awarded?

☒ Yes ☐ No

College/ University B

Name of College Attended

University of San Francisco

Degree Type / Course of Study / Major

MA in Counseling Psychology with an emphasis in School counseling (PPS and LPCC certification obtained)

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?

Juvenile Justice Coordinating Council: 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?

N/A

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

As an undergraduate, I held an intern position at Jan Evans Juvenile Facility in Reno, NV. During my time there, I assisted their Community Outreach Work Programs to implement new programming that would allow juveniles the opportunity to give back to the community. Additionally, I was able to shadow the Youth Advisors in the back, attend check-in's, and conduct school visits with P.O. Preciado. During my time there, I began to question where the adults were in these kids lives prior to a sentence. Thus, the reason I went back to grad school to become a School Counselor. I have always had a passion to work with at-risk adolescents and now, as a high school counselor, I see many of the driving factors that cause our youth to spiral. I would like to serve on this council because I have a passion to make a difference with our at-risk youth and would like to return to the Juvenile Justice Realm in the near future.

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.

Alpha Phi Gamma National Board (2014-2018)

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

See Resume

Upload a Resume

Conflict of Interest and Certification

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

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

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

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

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

Sara Feinberg

Education:

University of San Francisco

Graduation Date: May 2018

Master of Arts in Counseling Psychology with an emphasis in School Counseling (PPS) *and* Licensed Professional Clinical Counseling (LPCC) Certification

University of Nevada- Reno

Graduation Date: December 2013

Bachelor of Science, Human Development and Family Studies (Major)

CASAT Substance Abuse (Minor)

Seisen International School (Tokyo, Japan)

Graduation Date: May 2009

High School Diploma, International Baccalaureate Certificates

Work Experience:

0.2 Academic Counselor- Walnut Creek, CA

Acalanes Center for Independent Study (AUHSD)

August 2020- Present

0.8 Academic Counselor- Orinda, CA

Miramonte High School (AUHSD)

August 2018- Present

Substitute Counselor (Maternity Leave)- Orinda, CA

Miramonte High School (AUHSD)

January 2018- June 2018

Nanny- Alamo, CA

Pick-up and Homework Help- Two Boys, age 4 & 6

January 2016- July 2018

YMCA- Danville, CA & San Ramon, CA

Preschool and After School Teacher

(Substitute as of July 2016)

November 2015- July 2018

Kindercare- Danville, CA

Preschool Teacher

June 2014- November 2015

Adventures of Reno- Reno, NV

Activity/ Event Planner

January 2014- May 2014

Jan Evans Juvenile Facility- Reno, NV
Internship in Probation Department

June 2013- December 2013

Squaw Valley Adventure Center- Squaw Valley, CA
Supervisor/ Training Staff

May 2009- August 2013

Internship Opportunities:

Miramonte High School- Orinda, CA

January 2018- June 2018

Black Diamond High School- Pittsburg, CA

August 2017- December 2017

Pittsburg High School - Pittsburg, CA

August 2017- December 2017

Stone Valley Middle School- Alamo, CA

August 2016- June 2017

Board Leadership Positions:

- Alpha Phi Gamma National Board- National Expansion Chair (2016-2018 Term)
- Alpha Phi Gamma National Board- National Sisterhood Chair (2015-2016 Term)
- Alpha Phi Gamma National Board- West Coast Senator (2014-2015 Term)

Volunteer, Mentorship & Community Service:

- Miramonte Varsity Softball Head Coach (2019- Present)
- Alpha Phi Gamma Sorority Inc. (2012- 2019)
 - Philanthropy: The Fight Against Domestic Violence
- Juvenile Work Program through Jan Evans Juvenile Facility (2013)
- Big Brothers Big Sisters of Northern Nevada
 - Paired with little brother for one year (2010-2012)
- “Feed the Homeless” at Shelter located in Downtown Reno
- Circle K in collaboration with The Food Bank of Northern Nevada



Contra
Costa
County



Print Form

Please return completed applications to:

Clerk of the Board of Supervisors

1025 Escobar Street, 1st Floor

Martinez, CA 94559

or email to: ClerkofTheBoard@cob.cccounty.us

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name

Margaret (Meg)

Last Name

Keeley

Home Address - Street

City

Zip Code

94595

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

Ursinus College

English

☒ Yes ☐ No

College of New Jersey

Developmental Reading

☒ Yes ☐ No

☐ Yes ☐ No

Other Training Completed:

Certificate in Training and Development

Board, Committee or Commission Name

Juvenile Justice Coordinating Council

Seat Name

At-Large Community Member Representative

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

☐ No

☒ Yes If yes, how many?

around 20

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

I have been attending JJCC meetings for the past year and would like to become an active participant. I serve on a committee of the Interfaith Council of Contra Costa County that is in the process of developing a mentoring program with Rev. Van Hook for young adults at Juvenile Hall and the Ranch. I enjoy attending JJCC meetings and have learned a great deal about the work of the various agencies serving our juvenile justice community and have developed great appreciation for the current members of the JJCC and for their expertise and care for the youth in our county. I would see my involvement on the committee as a continuation of my interest in trying to prevent involvement and also to provide support and optimal opportunities for youth to envision and be empowered to live full and productive lives and to prevent further involvement in the justice system. It would be an honor to serve on the JJCC.

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

Before my retirement, I was the Assistant Director of Education at De La Salle Vocational, a day treatment program for adjudicated youth that was run by the Christian Brothers in the Philadelphia area (the Saint Gabriel's System has been closed recently). Previous to that position I was a teacher and later, a job developer for that organization. I have also worked in community based programs and in the community college environment, both developing and coordinating educational and job training programs. I worked locally at Martinez Adult Education as part-time Career Counselor. Now in full retirement, I am working on a committee with the Interfaith Council, developing a mentoring program with the Chaplaincy of Juvenile Hall. I have continued researching and identifying the needs of both incarcerated and reentering youth. I have also delved into preventative measures and restorative justice practices. I feel that this background along with my current interest in serving youth qualifies me as a person with great passion for the field and interest in continuing to serve this population.

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.

Elected Council of the Interfaith Council of Contra Costa County and Steering Committee for ICHANGE
Elder, Presbyterian Church
Member, SURJ - Showing Up for Racial Justice, Education Committee
Volunteer, Volunteers in Teaching Alternatives

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:

Margaret Kelsey

Date:

4/12/21

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.

Margaret E. Keeley

Professional educator with over 20 years experience in serving diverse youth and adult student populations. Committed to providing instruction and support services that empower learners to identify strengths, enhance skills, and successfully transition to continued training/higher education, the workplace, and life.

Skills and Qualifications:

Instructor/Reading Specialist: Reading comprehension, study skills, life and employability skills, high school equivalency and test preparation, work-based applied learning (reading and math). Individual and group assessment and development of customized instructional plans and materials.

Advisor/Student Support: Self-assessment, personal decision making, career assessment, job search strategies including resume development and interview techniques, and college enrollment/strategies for success.

Curriculum Developer: Work-based instructional materials and teacher's manuals for US Army's "Read to Lead" program; Study Skills and Math for Amtrak Training/Track Workers and Building and Bridge Workers. Developed materials for web site to support learning and study skills at Bucks County Community College.

Trainer/Consultant: Development and presentation of workshops on effective instructional strategies for teaching underserved youth and adult learners; program and curriculum design for work-based instruction.

Program Development/Coordinator: Needs assessment; program design and development; grant writing; marketing materials and promotion; staff hiring, training, and supervision; collaboration with partnering organizations/departments; supervision of budget; ongoing problem resolution; program evaluation; reporting.

Professional Experience

Career Counselor – Part time contract position for East Bay Works/ California Jobs Center

Martinez Adult Education, Martinez, CA

2018- 2020

Tech Prep Coordinator – Contract position through Carl D. Perkins Act

Peralta Community College District, Oakland, CA

2010- 2011

Assistant Director of Education

De La Salle Vocational, Bensalem, PA

2001 –2010

Adult Student Recruitment and Retention/Developmental Education/Special Populations Coordinator

Bucks County Community College, Newtown, PA

1996- 2001

Other Experience:

Learning Consultant, Keytech Consultants, Bensalem, PA

Coordinator of Adult Education, Lutheran Settlement House for Women

Job Developer/Advisory Council Coordinator, De La Salle Vocational

Coordinator of Learning Center, Philadelphia Youth Service Corps

Reading and GED Instruction, De La Salle Vocational

Education and Certificates:

Master of Arts, Developmental Reading, College of New Jersey

Bachelor of Arts, English Literature, Ursinus College

Certificate in Training and Development, Bucks County Community College

M Heeley



OAKLAND CA 945

13 APR 2021 PM 6 L

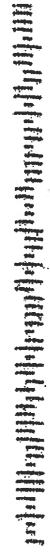


April 2



Clerk of the Board of Supervisors
1025 Escobar St. 1st Floor
Martinez, CA 94553

94553-122325



Application Form

Profile

Stefanie _____ Monge _____
First Name Middle Initial Last Name

_____ Suite or Apt
Home Address

_____ 94513
City State Postal Code

Primary Phone

Email Address

Which supervisorial district do you live in?
☒ District 3

Education

Select the option that applies to your high school education *
☒ High School Diploma

College/ University A
Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?
☐ Yes ☐ No

College/ University B
Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

☐ Yes ☐ No

Board and Interest

Which Boards would you like to apply for?

Juvenile Justice Coordinating Council: 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 work for the Housing Authority of the County of Contra Costa and manage the largest Public Housing development in the County. I am seeing many of our youth take wrong turns in their lives and would like to be able to assist in recommending programs and ideas to help the youth not just in my community but throughout the County.

Qualifications and Volunteer Experience

Stefanie Monge

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.

Volunteered at HeadStart Volunteered at Shepherd's Gate

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

I currently work in partnership with the Sheriff's Department, John Swett School District, LifeLong Medical, HeadStart to assist my families in my community.

[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 Agree

Stefanie Monge

WORK EXPERIENCE

HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA, Rodeo, CA

Asset Manager, Mar 2014 - Present

- Inspect grounds, facilities, and equipment routinely to determine necessity of repairs or maintenance.
- Plan, schedule, and coordinate general maintenance, major repairs, and remodeling or construction projects for residential properties.
- Manage and oversee operations, maintenance, administration, and improvement of residential properties.
- Maintain records of rental or usage activity, special permits issued, maintenance and operating costs, or property availability.
- Determine and certify the eligibility of prospective tenants, following government and agency regulations.
- Prepare detailed budgets and financial reports for properties.
- Direct and coordinate the activities of staff and contract personnel and evaluate their performance.
- Maintain contact with insurance carriers, fire and police departments, and other agencies to ensure protection and compliance with codes and regulations.
- Review rents to ensure that they are in line with HUD regulations.

CMG REAL ESTATE, San Rafael, CA

Asset Manager, Sep 2011 - Apr 2014

- Meet with prospective tenants to show properties, explain terms of occupancy, and provide information about local areas.
- Direct collection of monthly assessments, rental fees, and deposits and payment of insurance premiums, mortgage, taxes, and incurred operating expenses.
- Inspect grounds, facilities, and equipment routinely to determine necessity of repairs or maintenance.
- Negotiate the sale, lease, and complete or review appropriate documents and forms.
- Maintain records of sales, rental, maintenance and operating costs, or property availability.
- Market vacant space to prospective tenants through leasing agents, advertising, or other methods.
- Review rents to ensure that they are in line with rental markets.

LEGACY REAL ESTATE GROUP, Walnut Creek , CA

Realtor, Mar 2009 - Present

- Present purchase offers to sellers for consideration.
- Act as an intermediary in negotiations between buyers and sellers, generally representing one or the other.
- Compare a property with similar properties that recently sold to determine its competitive market price.
- Advise clients on market conditions, prices, mortgages, legal requirements and related matters.
- Promote sales of properties through advertisements, open houses, and participation in MLS
- Prepare documents such as representation contracts, purchase agreements, closing statements, and leases.
- Coordinate property closings, overseeing signing of documents and disbursement of funds.
- Appraise properties to determine loan values.

EDUCATION

LAS POSITAS COLLEGE, Livermore, CA

ADDITIONAL SKILLS

- HQS certified
- Rent Calculation certified
- Certified Manager of Maintenance
- Capital Fund certified
- PBV and RAD certified
- Purchasing and Procurement certified

- Asset Manager certified

Application Form**Profile**

Anita

First Name

Pereira-Sekhon

Last Name

Home Address

Suite or Apt

City

State

Postal Code

Primary Phone

Email Address

Which supervisorial district do you live in?☒ District 5**Education****Select the option that applies to your high school education ***☒ High School Diploma**College/ University A****Name of College Attended**

University of Connecticut

Degree Type / Course of Study / Major

Bachelor's of Science in Pathology

Degree Awarded?☒ Yes ☐ No**College/ University B****Name of College Attended**

University of Connecticut School of Law

Anita Pereira-Sekhon

Degree Type / Course of Study / Major

Juris Doctorate

Degree Awarded?

☒ Yes ☐ No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

Other schools / training completed:

Course Studied

Reiki Master Teacher & Yog Teacher

Hours Completed

1,000

Certificate Awarded?

☒ Yes ☐ No

Board and Interest

Which Boards would you like to apply for?

Juvenile Justice Coordinating Council: Submitted

Seat Name

Ani Pereira-Sekhon

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

☒ Yes ☐ No

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

12

Anita Pereira-Sekhon

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

My passion is the well being of minors. I am interested in ensuring that local governmental monies are properly used to procure contractors committed to mitigating child abuse and neglect.

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

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

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

[Upload a Resume](#)

Conflict of Interest and Certification

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

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

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

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

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

☒ I Agree

Application Form**Profile**

Ahmad

First Name

J

Middle Initial

Walai

Last Name

Home Address

Suite or Apt

City

State

Postal Code

Primary Phone

Email Address

Which supervisorial district do you live in?☒ District 3**Education****Select the option that applies to your high school education ***☒ High School Diploma**College/ University A****Name of College Attended**

California State University, East Bay

Degree Type / Course of Study / Major

BS in Criminal Justice Administration and Minor in Sociology

Degree Awarded?☒ Yes ☐ No**College/ University B****Name of College Attended**

Los Medanos College

Degree Type / Course of Study / Major

AA - Administration of Justice

Degree Awarded?

☒ Yes ☐ No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

Other schools / training completed:

Course Studied

Paralegal Studies

Hours Completed

360

Certificate Awarded?

☒ Yes ☐ No

Board and Interest

Which Boards would you like to apply for?

Juvenile Justice Coordinating Council: 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.

Having lived and worked in Contra Costa County for almost 25 years now I have seen a lot of changes. Based on my educational and employment background, I have worked with people of all socioeconomic backgrounds. Specifically, I have worked with children who have had autism and mentally ill inmate/patients in the California state prison system. I have succeeded in each place of employment I have worked at. Currently, I am working as a paralegal in a law firm in Pacheco that deals with individuals, both adults and children with special needs. I would like to contribute my life experience, work history, and educational background with my community and help where I can.

Qualifications and Volunteer Experience

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

☒ Yes ☐ No

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

☐ Yes ☒ No

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

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

See attached.

[Upload a Resume](#)

Conflict of Interest and Certification

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

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

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

☐ Yes ☒ No

Ahmad J Walai

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

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

☒ I Agree

AHMAD WALAI

Paralegal/Legal Assistant

[REDACTED]
[REDACTED]
[REDACTED]

I most recently have obtained my Paralegal Studies Certificate from UC Davis. I have been working in a Estate Planning, Trust Administration, Probate, Conservatorship, and Civil Litigation Law Firm for over 2 years now. Also, I am a Criminal Justice Administration graduate from CSU East Bay where I maintained an overall 3.93 GPA. I have worked in a Law Enforcement role within the California Department of Corrections & Rehabilitation. I have over 4 years of supervisory experience with Wells Fargo and have worked in various professional settings. I work great under pressure, provide excellent customer service, pay great attention to detail, and have great organizational skills.

#readytowork

Authorized to work in the US for any employer

WORK EXPERIENCE

Administrative Legal Assistant

[REDACTED] [REDACTED]

July 2018 to Present

I work in the Probate, Trust Administration, Conservatorship, and Civil Litigation department of our law firm. I am the only non-attorney staff member in my department where I work directly with 4 attorneys on a regular basis. Due to COVID-19, some of our attorneys work remotely so I am in constant communication with them to ensure no detail is left behind in the tasks I complete. I prepare documents to be filed with superior courts. I have prepared documents for mediations, depositions, and trials. I lodge wills for our trust administration matters. I reach out to our clients for documents and updates with their active matters. I maintain and manage the calendar where I update consultations, hearings, mediations, and trials for the 4 attorneys that I work with. I prepare correspondence that I mail to clients and opposing counsel. I setup and maintain both electronic and hard files for active matters we are currently working on. I scan in all documents coming in from the courts as well as opposing counsel, and any client submitted documents. I am familiar with AbacusLaw which I use on a daily basis. Furthermore, I am a Notary Public and my commission expires in 2023.

Administrative Assistant

[REDACTED] [REDACTED]

July 2018 to April 2019

I worked primarily for a Probate and Trust Administration law office. I was in charge of setting up new files and performing caller intakes. I scanned in documents received from the courts and other law firms. I worked with a total of 3 attorneys.

Behavior Technician

Autism Intervention Professionals - Petaluma, CA

May 2018 to August 2018

Work one on one with children towards individualized goals using play and other activities. Implement individualized programs for children and young adults based on ABA principles that increase communication, self-help, social and play skills. Utilize positive reinforcement and antecedent modification to increase appropriate behaviors over time. Constantly keep children motivated to learn and improve.

Medical Technical Assistant (Correctional Peace Officer)

November 2011 to January 2015

Maintained safety and security within a California state prison. Supervised chow halls and yard time. Worked with and overlooked rehabilitation groups with counselors and therapists. Escorted inmates to and from appointments. Wrote incident reports following violations of the Title 15 and any CDCR violations. Responded to medical and emergency alarms. Assessed and monitored inmate behaviors. Have conducted cell and dorm searches looking for contraband. Inspected inmate mail and other personal property.

Lead Teller Operations Specialist

August 2004 to May 2009

Provided customer service to clients and their families. Maintained and balanced a cash drawer. Ordered biweekly cash shipments to fulfill employee and customer needs. Trained new employees. Resolved customers complaints and provided answers to their questions. Made monthly schedules for up to ten employees. Stayed current with federal and company regulations.

EDUCATION

Bachelor's in Criminal Justice Administration

California State University-East Bay - Hayward, CA

September 2016 to March 2018

Associate's degree in Criminal Justice Administration

Los Medanos College - Pittsburg, CA

August 2014 to May 2016

SKILLS

- Microsoft Office (5 years)
- Legal Drafting
- Autism Experience
- Law Enforcement (3 years)
- Transcription (2 years)
- Typing (10+ years)
- Microsoft Outlook (7 years)

CERTIFICATIONS AND LICENSES

Paralegal Certificate

October 2019 to April 2020

I have successfully completed the Paralegal Certificate program with UC Davis.

Notary Public

February 2019 to March 2023

I am an active Notary Public.

Licensed Vocational Nurse

February 2011 to May 2022

My licensure is active and without any disciplinary actions.

ASSESSMENTS

Legal Skills — Proficient

April 2020

Assisting practicing attorneys in the preparation for litigation proceedings.

Full results: [Proficient](#)

Written Communication — Proficient

April 2020

Best practices for writing, including grammar, style, clarity, and brevity.

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.