



# Agenda

## FAMILY AND HUMAN SERVICES COMMITTEE

May 7, 2012

1:30 P.M.

651 Pine Street, Room 101, Martinez

Supervisor Federal D. Glover, District V, Chair  
Supervisor Gayle B. Uilkema, District II, Vice Chair

### Agenda Items:

Items may be taken out of order based on the business of the day and preference of the Committee

1. Introductions
2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).

### CORRESPONDENCE

3. RECEIVE correspondence providing the committee with information on the impact of trigger cuts to the Community Services Bureau of the Employment and Human Services Department. - Page 3

### APPOINTMENTS

4. Approve recommendations for three re-appointments to the Local Planning Council for Child Care and Development (Ruth Fernandez, Office of Education) - Page 5
5. Approve recommendations for one appointment to the Advisory Council on Aging - Page 39
6. Approve recommendations for one appointment to the Developmental Disabilities Area Board - Page 45
7. Approve recommendations for appointments to the Contra Costa Inter-jurisdictional Council on Homelessness – Page 53

### DISCUSSION

8. Referral #104 – Review of the SET (Subsidized Employment Program) (Presenter: Wendy Therrian, EHSD Workforce Services Director) – Page 65

The next meeting of the Family and Human Services Committee  
is scheduled for June 4, 2012 at 1:30 p.m.

☺ *The Family and Human Services Committee will provide reasonable accommodations for persons with disabilities planning to attend Committee meetings. Contact the staff person listed below at least 72 hours before the meeting.*

📁 *Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Family and Human Services Committee less than 96 hours prior to that meeting are available for public inspection at 651 Pine Street, 10th floor, during normal business hours.*

✉ *Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.*

### For Additional Information Contact:

Dorothy Sansoe, Committee Staff  
Phone (925) 335-1009, Fax (925) 646-1353  
dsans@cao.cccounty.us

## Glossary of Acronyms, Abbreviations, and other Terms (in alphabetical order):

Contra Costa County has a policy of making limited use of acronyms, abbreviations, and industry-specific language in its Board of Supervisors meetings and written materials. Following is a list of commonly used language that may appear in oral presentations and written materials associated with Board meetings:

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<b>AB</b>	Assembly Bill	HCD	(State Dept of) Housing & Community Development
ABAG	Association of Bay Area Governments	HHS	Department of Health and Human Services
ACA	Assembly Constitutional Amendment	HIPAA	Health Insurance Portability and Accountability Act
ADA	Americans with Disabilities Act of 1990	HIV	Human Immunodeficiency Syndrome
AFSCME	American Federation of State County and Municipal Employees	HOV	High Occupancy Vehicle
AICP	American Institute of Certified Planners	HR	Human Resources
AIDS	Acquired Immunodeficiency Syndrome	HUD	United States Department of Housing and Urban Development
ALUC	Airport Land Use Commission	Inc.	Incorporated
AOD	Alcohol and Other Drugs	IOC	Internal Operations Committee
BAAQMD	Bay Area Air Quality Management District	ISO	Industrial Safety Ordinance
BART	Bay Area Rapid Transit District	JPA	Joint (exercise of) Powers Authority or Agreement
BCDC	Bay Conservation & Development Commission	Lamorinda	Lafayette-Moraga-Orinda Area
BGO	Better Government Ordinance	LAFCo	Local Agency Formation Commission
BOS	Board of Supervisors	LLC	Limited Liability Company
CALTRANS	California Department of Transportation	LLP	Limited Liability Partnership
CalWIN	California Works Information Network	Local 1	Public Employees Union Local 1
CalWORKS	California Work Opportunity and Responsibility to Kids	LVN	Licensed Vocational Nurse
CAER	Community Awareness Emergency Response	MAC	Municipal Advisory Council
CAO	County Administrative Officer or Office	MBE	Minority Business Enterprise
CCHP	Contra Costa Health Plan	M.D.	Medical Doctor
CCTA	Contra Costa Transportation Authority	M.F.T.	Marriage and Family Therapist
CDBG	Community Development Block Grant	MIS	Management Information System
CEQA	California Environmental Quality Act	MOE	Maintenance of Effort
CIO	Chief Information Officer	MOU	Memorandum of Understanding
COLA	Cost of living adjustment	MTC	Metropolitan Transportation Commission
ConFire	Contra Costa Consolidated Fire District	NACo	National Association of Counties
CPA	Certified Public Accountant	OB-GYN	Obstetrics and Gynecology
CPI	Consumer Price Index	O.D.	Doctor of Optometry
CSA	County Service Area	OES-EOC	Office of Emergency Services-Emergency Operations Center
CSAC	California State Association of Counties	OSHA	Occupational Safety and Health Administration
CTC	California Transportation Commission	Psy.D.	Doctor of Psychology
dba	doing business as	RDA	Redevelopment Agency
EBMUD	East Bay Municipal Utility District	RFI	Request For Information
EIR	Environmental Impact Report	RFP	Request For Proposal
EIS	Environmental Impact Statement	RFQ	Request For Qualifications
EMCC	Emergency Medical Care Committee	RN	Registered Nurse
EMS	Emergency Medical Services	SB	Senate Bill
EPSDT	State Early Periodic Screening, Diagnosis and treatment Program (Mental Health)	SBE	Small Business Enterprise
et al.	et ali (and others)	SWAT	Southwest Area Transportation Committee
FAA	Federal Aviation Administration	TRANSPAC	Transportation Partnership & Cooperation (Central)
FEMA	Federal Emergency Management Agency	TRANSPLAN	Transportation Planning Committee (East County)
F&HS	Family and Human Services Committee	TRE or TTE	Trustee
First 5	First Five Children and Families Commission (Proposition 10)	TWIC	Transportation, Water and Infrastructure Committee
FTE	Full Time Equivalent	VA	Department of Veterans Affairs
FY	Fiscal Year	vs.	versus (against)
GHAD	Geologic Hazard Abatement District	WAN	Wide Area Network
GIS	Geographic Information System	WBE	Women Business Enterprise
		WCCTAC	West Contra Costa Transportation Advisory Committee

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**EMPLOYMENT AND HUMAN SERVICES  
CONTRA COSTA COUNTY**

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**TO:** Family and Human Services  
Committee Members

**DATE:** April 25, 2012

**cc** Theresa Speiker  
David Twa

**FROM:** Camilla Rand, Director of Community Services

**SUBJECT:** Statement Regarding Impact of Mid-Year Trigger Cuts

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As per the request of the Family and Human Services Committee, please accept this update on the impact of the mid-year trigger cuts to the Community Services state-funded Child Development programs. While the cuts, which took place in January, equated to four percent of the cumulative State-funded contracts, the Department of Education, Child Care Division (CDD) absorbed these cuts through voluntary contractor reductions and other savings. Due to this action of CDD, Community Services did not face the \$430,000 mid-year reduction as anticipated.

We have however been informed that all Child Development contracts, effective July 1, 2012, will reflect the four percent reduction that had been previously carried by CDD. This reduction will impact our program in the 2012-13 year.

I will provide a full report on the Governor's proposal and its impact as well as the other known reductions to the full Board members in May, once the May Revise is released.





# MEMORANDUM

DATE: April 27, 2012

TO: Family and Human Services Committee  
Supervisor Gayle B. Uilkema, District II, Chair  
Supervisor Federal D. Glover, District V, Vice Chair

Contra Costa County Office of Education  
Dr. Joseph A. Ovick, Contra Costa County Superintendent of Schools  
Dr. Pamela Comfort, Associate Superintendent, Educational Services

FROM: Ruth Fernández, LPC Coordinator/Manager, Educational Services

SUBJECT: **Referral #25- Contra Costa County Local Planning Council for Child Care and Development (LPC)**  
**1) APPOINTMENTS**

## **RECOMMENDATION(S):**

**1) APPOINT** the following renewing members to the Contra Costa Local Planning Council for Child Care and Development, as recommended by the Local Planning Council:

<u>Name</u>	<u>Seat</u>	<u>Area</u>
Cathy Roof	Child Care Provider 1	Central/South County
Sue Houweling	Child Care Provider 4	Central/South County
Estela Alvarez	Discretionary 4	Central/South County

See attached supportive documentation and current Local Planning Council Member Roster.

**2) DECLARE** vacant the following seat category:

<u>Name</u>	<u>Seat</u>	<u>Area</u>
Cathy Roof	Community 4	Central/South County

## **REASON/S FOR RECOMMENDATION:**

The Contra Costa County Local Planning Council for Child Care and Development (LPC) was established in April 1998. Required by AB 1542, which was passed in 1993, thirty members of the LPC were appointed by the County Board of Supervisors and the County Superintendent of Schools. Childcare consumers and providers, public agency representatives, and community representatives each comprise 20% of the LPC. The remaining 20% are discretionary appointees. Membership is for a three-year term. On January 7, 2003, membership was decreased from 30 to 25 members, due to the difficulty being experienced in filling all of the seats.

## **UPDATES:**

- A total of four applications for LPC membership have been received to date. The names of applicants are listed below; application packets are enclosed to this memorandum. Applications received from: Lupe Lopez-Garcia- received on 12/07/11, Estela Alvarez – received on 04/09/12, Cathy Roof – received on 04/24/12, Sue Houweling – received on 04/26/12.
- Over the course of the past year, the Local Planning Council Executive Committee and LPC Coordinator have made every effort to fill its vacant seats. The efforts include releasing a public notice of vacancies and forwarding the notice to each district Supervisor’s Office. Public Notice of Vacancies is also posted on the LPC Website: [www.plan4kids.org](http://www.plan4kids.org). (See attached most recent news release requesting applications.)

Membership consists of the following:

- Five consumer representatives - a parent or person who receives or has received child care services in the past 36 months;
- Five child care providers - a person who provides child care services or represents persons who provide child care services;
- Five public agency representatives - a person who represents a city, county, city and county, or local education agency;
- Five community representatives - a person who represents an agency or business that provides private funding for child care services or who advocates for child care services through participation in civic or community based organizations;
- Five discretionary appointees - a person appointed from any of the above four categories or outside of those categories at the discretion of the appointing agencies.

Appointments to the Contra Costa County Local Planning Council for Child Care and Development (LPC) are subject to the approval of the Board of Supervisors and County Superintendent of Schools, Dr. Joseph Ovick. The Board of Supervisors designated the Family and Human Services Committee to review and recommend appointments on their behalf. Dr. Pamela Comfort, Associate Superintendent, Educational Services has been designated to review and recommend appointments on behalf of the County Superintendent of Schools.



Contra Costa County  
Local Planning Council for Child Care and Development

**APPLICATION FOR MEMBERSHIP**

Name: Cathy Roof

Home Address: 97 Valley Avenue , Martinez, CA 94553

Business/Agency/Affiliation: Martinez Early Childhood Center, Inc.

Address: 615 Arch Street, Martinez, CA 94553

Type of Organization: State Preschool Position: Chief Financial Officer

Day Phone: (925)229-2000 FAX:(925)229-2088

Email: Martinezecc@sbcglobal.net

**A. CATEGORIES FOR APPOINTMENT**

The County Board of Supervisors and the Superintendent of Schools make appointments to the Child Care and Development Planning Council. Members must live or work in Contra Costa County. Twenty percent of the Planning Council members are to be drawn from each of the following categories described below: Child Care Consumer, Child Care Provider, Community Representative, Public Agency Representative, and All Other. Please indicate which categories you could represent.

**1. Consumer of Child Care Services** - using childcare or have used it within the past 36 months.

Are you currently utilizing Child Care?  Yes  No Date you last used it: \_\_\_\_\_  
Type of Care: \_\_\_\_\_ Location: \_\_\_\_\_  
Length of Time as a Consumer: \_\_\_\_\_

**2. Child Care Provider**- please check the types of care you provide and note the number of children:

_____ Licensed family care provider	# of children licensed for _____
<input checked="" type="checkbox"/> Licensed & publicly funded child care center	# of children licensed for <u>128</u>
_____ Licensed, private for profit, or private non-profit child care center	# of children licensed for _____
_____ Subsidized Child Care Program	# of children licensed for _____
_____ License exempt child care provider	# of children cared for _____

Location of your facility: 615 Arch Street  
Martinez, CA 94553

Program/Center Name: Martinez Early  
Childhood Center, Inc.

**3. Community Representative:** Includes civic or community based agencies or business that advocate for child care but do NOT provide child care or contract with the California Department of Education to provide child care and developmental services.

Organization: \_\_\_\_\_ Service Provided: \_\_\_\_\_  
Location: \_\_\_\_\_ Service Area: \_\_\_\_\_

**4. Public Agency Representative** - Including city, county, and local education agencies.  
Agency: \_\_\_\_\_ Service Area: \_\_\_\_\_

**5. All Other**- Please describe:

\_\_\_\_\_  
\_\_\_\_\_

**B.GEOGRAPHIC, ETHNIC, AND CULTURAL DIVERSITY REPRESENTATION**

CalWORKS legislation AB 1542 (Education Code 8499.3 d) states, "Every effort shall be made to ensure that the ethnic racial, and geographic composition of the local planning council is reflective of the ethnic, racial, and geographic distribution of the population of the county"

Please indicate your ethnic origin:

Which region of the County would you represent:  
North Central

- White (non-Hispanic)
- Black (Includes African, Jamaican, Trinidad and West Indian)
- Hispanic (includes Mexican, Puerto Rican Cuban, Latin American or Spanish)
- Asian or Pacific Islander (includes Pakistani, East Indian, Japanese, Tongan, Filipino, Laotian, or Vietnamese)
- American Indian or Alaskan Native (includes persons who identify themselves or are known as such by virtue or tribal association)
- Other \_\_\_\_\_

**C.CURRENT COUNCIL INVOLVEMENT:**

Are you currently an active participant on a Council Committee? \_\_\_ No X Yes

Which Committee: Advocacy What is your participation? Chair

**D.INTERESTS:** Personal/Professional areas of interest/experience/skills that could benefit the Council:

Child Development, Advocacy

I am interested in becoming a Council representative because: I have been a member since 1991 (when it was the Child Care Task Force). I believe I do contribute from my 40 years in the field of child development, 35 of those years running a preschool that is contracted to the California Department of Education, Child Development Division. I am very interested and have been directly involved over the years in advocating for the needs of the child development field, involving regulations and funding.

**E. MEMBER RESPONSIBILITIES:** Members are expected to attend regular meetings on the fourth Thursday of January, March, May, July, September, and the first Thursday of December, from 5:30 p.m. to 7:30 p.m. and participate in at least one committee. Additional meetings may be scheduled for training and council business.

Are you able to commit to regular participation, given this schedule: X Yes \_\_\_\_\_ No

If needed, do you have the support of your agency/employer to be an active member of the Council?

X Yes \_\_\_\_\_ No

**F.How did you hear about the Planning Council?**

Was an original member of the Child Care Task Force.

**Please attach your resume and a letter of interest with this application. Mail completed application, resume and letter of interest to the Contra Costa County Local Planning Council (LPC) Coordinator at the Contra Costa County Office of Education, 77 Santa Barbara Road, Pleasant Hill, CA 94523.**

**For more information please call the LPC Coordinator at (925) 942-3413.**

Signature: *Chucky Roof*

Date: *4/24/12*



**Contra  
Costa  
County**

**For Office Use Only**  
Date Received:

**For Reviewers Use Only:**  
Accepted Rejected

**BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION**

**MAIL OR DELIVER TO:**

Contra Costa County  
CLERK OF THE BOARD  
651 Pine Street, Rm. 106  
Martinez, California 94553-1292

**PLEASE TYPE OR PRINT IN INK**  
(Each Position Requires a Separate Application)

**BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:**

Local Planning Council for Child Care and Dev  
PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

Community 4, Central/North County  
PRINT EXACT SEAT NAME (if applicable)

**1. Name:** Roof Cathy J.  
(Last Name) (First Name) (Middle Name)

**2. Address:** 97 Valley Avenue, Martinez, CA 94553  
(No.) (Street) (Apt.) (State) (Zip Code)

**3. Phones:** \_\_\_\_\_  
(Home No.) (Work No.) (Cell No.)

**4. Email Address:** Martinezec@sbcglobal.net

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

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

Give Highest Grade or Educational Level Achieved Masters

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Diablo Valley College	Child Development	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>			Child De	1979
B) CAL State Hayward	Child Development	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			BA	1987
C) CAL State Hayward	Educational Leadership	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			MA	1995
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year)  <u>From</u>            <u>To</u>            1976                Present            Total: <u>Yrs.</u>    <u>Mos.</u>                          38      Currently 10 hrs wk            Hrs. per week <u>10</u> . Volunteer <input type="checkbox"/></p>	<p>Title            Current - Chief Financial Officer            Employer's Name and Address            Past - Executive Director            Martinez Early Childhood Center            615 Arch Street            Martinez, CA 94553</p>	<p>Duties Performed            Currently in charge of all finance work and State Report. MECC is funded by CA Dept of Education. Up to 3 years ago, fully in charge of the program.</p>
<p>B) Dates (Month, Day, Year)  <u>From</u>            <u>To</u>            1971                1974            Total: <u>Yrs.</u>    <u>Mos.</u>                          4            Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p>Title            Teacher            Employer's Name and Address            Patchins Schools            Out of business.</p>	<p>Duties Performed            Preschool teacher and administrative aide.</p>
<p>C) Dates (Month, Day, Year)  <u>From</u>            <u>To</u>              Total: <u>Yrs.</u>    <u>Mos.</u>              Hrs. per week _____ . Volunteer <input type="checkbox"/></p>	<p>Title              Employer's Name and Address</p>	<p>Duties Performed</p>
<p>D) Dates (Month, Day, Year)  <u>From</u>            <u>To</u>              Total: <u>Yrs.</u>    <u>Mos.</u>              Hrs. per week _____ . Volunteer <input type="checkbox"/></p>	<p>Title              Employer's Name and Address</p>	<p>Duties Performed</p>

7. How did you learn about this vacancy?

CCC Homepage  Walk-In  Newspaper Advertisement  District Supervisor  Other I am a current member.

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No  Yes

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 publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee, or Commission in Contra Costa County.

Sign Name: *Cathy Roof* Date: April 9, 2012

**Important Information**

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. Send the completed paper application to the Office of the Clerk of the Board at **651 Pine Street, Room 106, Martinez, CA 94553.**
3. A résumé or other relevant information may be submitted with this application.
4. All members are required to take the following training: 1) The Brown Act, 2) The Better Government Ordinance, and 3) Ethics Training.
5. Members of 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.
6. Advisory body meetings may be held in various locations and some locations may not be accessible by public transportation.
7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

**Sue Houweling**  
**1225 Terrebonne Drive**  
**Walnut Creek, Ca. 94598**  
**925-935-2951**

I have worked in the childcare business for more than 43 years. Owning and operating Play and Learn School which was established in 1951 in Walnut Creek, and relocated in Pleasant Hill in 1983. We are proud of our growth to a license capacity of 150 and a staff of 22. I have been on the Human Services Management Corp. board since 2000, as a advisor. I've been an active member in Professional Association for Childhood Education (PACE) over 40 years. In the past I have been the Contra Costa Chapter President, and serve as the Membership Chair. At the State level I have served on the Executive Board as Treasurer, Vice President and President. I have actively participated on the Policies and Bylaws, Membership and Legislative committees, and serve as the Conference Chair for 8 years as a PACE volunteer. I am presently serving as Vice President of Administration on PACE's Executive Board. For eight years I volunteered on the National Child Care Association (NCCA) board as a representative of PACE at the National level. As a board member of NCCA I have served as Vice President and on their Bylaws, Conference and Membership committees. I have served on the Contra Costa County Child Care Council board since 2004, and at this time I'm serving as Secretary. I have been an active member of the Contra Costa County Local Planning Council (LPC) since around 1998 and have served as 1<sup>st</sup> vice chair and now as 2<sup>nd</sup> vice chair. I also volunteer on the LPC Professional Development Program and Advisory Committee. I have thoroughly enjoyed volunteering over the years as it has contributed to my professional development, and personal growth. I feel with my experience in the child care field I can continue to provide my unique Perspective and support the LPC during these challenging times.



Contra Costa County

For Office Use Only
Date Received:

For Reviewers Use Only:
Accepted Rejected

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

MAIL OR DELIVER TO:
Contra Costa County
CLERK OF THE BOARD
651 Pine Street, Rm. 106
Martinez, California 94553-1292
PLEASE TYPE OR PRINT IN INK
(Each Position Requires a Separate Application)

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

Contra Costa County Local Planning Council

Board Member

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name: Houweling Sue
(Last Name) (First Name) (Middle Name)

2. Address: 1225 Terrebonne Dr. Walnut Creek CA 94598
(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. Phones: 925-935-2951 925-947-2820 925-324-1909
(Home No.) (Work No.) (Cell No.)

4. Email Address: houweling@astound.net

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

High School Diploma [X] G.E.D. Certificate [ ] California High School Proficiency Certificate [ ]

Give Highest Grade or Educational Level Achieved [ ]

Table with 6 columns: Names of colleges / universities attended, Course of Study / Major, Degree Awarded, Units Completed (Semester, Quarter), Degree Type, Date Degree Awarded. Includes entries for Diablo Valley College and other schools/training.

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year)            From <u>    </u> To <u>    </u>            9/1968 Present            Total: Yrs. <u>    </u> Mos. <u>    </u>            43 7            Hrs. per week <u>20-40</u> . Volunteer <input type="checkbox"/></p>	<p>Title            Administrator/Owner            Employer's Name and Address            Play and Learn School            1898 Pleasant Hill Road            Pleasant Hill, Ca 94523</p>	<p>Duties Performed            I have worked as a teacher, director, and administrator of Play and Learn. As of 2008, I became more of an advisor to the school. I have a Director and Administrator for the day to day operation of the school. I'm still the owner.</p>
<p>B) Dates (Month, Day, Year)            From <u>    </u> To <u>    </u>            8/2000 Present            Total: Yrs. <u>    </u> Mos. <u>    </u>            11 9            Hrs. per week <u>4 to 9</u> . Volunteer <input type="checkbox"/></p>	<p>Title            Board Member            Employer's Name and Address            Human Services Management Corp.            350 Sansome Street, Suite 1000            San Francisco, Ca. 94104</p>	<p>Duties Performed            Serve on the HSMC board as an advisor to the board.</p>
<p>C) Dates (Month, Day, Year)            From <u>    </u> To <u>    </u>            2/2004 Present            Total: Yrs. <u>    </u> Mos. <u>    </u>            8 2            Hrs. per week <u>1 to 2</u> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title            Board Member            Employer's Name and Address            Contra Costa Child Care Council            1035 Detroit Ave            Concord, Ca. 94518</p>	<p>Duties Performed            I volunteer on the Child Care Council Board. At this time I'm serving as Secretary.</p>
<p>D) Dates (Month, Day, Year)            From <u>    </u> To <u>    </u>            1969 Present            Total: Yrs. <u>    </u> Mos. <u>    </u>            42 <u>    </u>            Hrs. per week <u>3</u> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title            Board Member            Employer's Name and Address            Professional Association for Childhood Education            350 Sansome Street, Suite 1000            San Francisco, Ca. 94104</p>	<p>Duties Performed            I have volunteer on PACE board for over 40 years. I am the Vice President of Administration, which is the President right hand, if for some reason the president is not able to perform her duties, then I'm the one who would steps in.</p>

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year)            From <u>    </u> To <u>    </u>            1998 Present            Total: Yrs. <u>    </u> Mos. <u>    </u>            14 <u>    </u>            Hrs. per week <u>1</u> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title            Board Member            Employer's Name and Address            Contra Costa Local Planning Council            77 Santa Barbara Road            Pleasant Hill, Ca. 94523</p>	<p>Duties Performed            I volunteer as a board member, and serve as 2nd Chair, as well as a member of the Professional Development Program and Advisory Committee.</p>
<p>B) Dates (Month, Day, Year)            From <u>    </u> To <u>    </u>            Total: Yrs. <u>    </u> Mos. <u>    </u>            Hrs. per week <u>    </u> . Volunteer <input type="checkbox"/></p>	<p>Title            Employer's Name and Address</p>	<p>Duties Performed</p>
<p>C) Dates (Month, Day, Year)            From <u>    </u> To <u>    </u>            Total: Yrs. <u>    </u> Mos. <u>    </u>            Hrs. per week <u>    </u> . Volunteer <input type="checkbox"/></p>	<p>Title            Employer's Name and Address</p>	<p>Duties Performed</p>
<p>D) Dates (Month, Day, Year)            From <u>    </u> To <u>    </u>            Total: Yrs. <u>    </u> Mos. <u>    </u>            Hrs. per week <u>    </u> . Volunteer <input type="checkbox"/></p>	<p>Title            Employer's Name and Address</p>	<p>Duties Performed</p>

7. How did you learn about this vacancy?

CCC Homepage  Walk-In  Newspaper Advertisement  District Supervisor  Other

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No  Yes

If Yes, please identify the nature of the relationship:

9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations? No  Yes

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 publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee, or Commission in Contra Costa County.

Sign Name: Luci Hernandez Date: April 24, 2012

### Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. Send the completed paper application to the Office of the Clerk of the Board at: **651 Pine Street, Room 106, Martinez, CA 94553.**
3. A résumé or other relevant information may be submitted with this application.
4. All members are required to take the following training: 1) The Brown Act, 2) The Better Government Ordinance, and 3) Ethics Training.
5. Members of 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.
6. Advisory body meetings may be held in various locations and some locations may not be accessible by public transportation.
7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.



Contra Costa County
Local Planning Council for Child Care and Development

APPLICATION FOR MEMBERSHIP

Name: Sue Houweling
Home Address: 1225 Terrebonne Dr City: Walnut Creek Zip: 94598
Business/Agency/Affiliation: Play and Learn School
Address: 1898 Pleasant Hill Road City: Pleasant Hill Zip: 94523
Type of Organization: Pre-School Position: Owner
Day Phone: (925) 324-1909 FAX:( 925) 935-2959 Email: houweling@astound.net

A. CATEGORIES FOR APPOINTMENT

The County Board of Supervisors and the Superintendent of Schools make appointments to the Child Care and Development Planning Council. Members must live or work in Contra Costa County. Twenty percent of the Planning Council members are to be drawn from each of the following categories described below: Child Care Consumer, Child Care Provider, Community Representative, Public Agency Representative, and All Other. Please indicate which categories you could represent.

1. Consumer of Child Care Services - using childcare or have used it within the past 36 months.
Are you currently utilizing Child Care? Yes No Date you last used it:
Type of Care: Location:
Length of Time as a Consumer:

2. Child Care Provider- please check the types of care you provide and note the number of children:
Licensed family care provider # of children licensed for
Licensed & publicly funded child care center # of children licensed for
x Licensed, private for profit, or private non-profit child care center # of children licensed for 150
Subsidized Child Care Program # of children licensed for
License exempt child care provider # of children cared for
Location of your facility: Program/Center Name:
1898 Pleasant Hill Road Play and Learn School
Pleasant Hill Ca. 94523

3. Community Representative: Includes civic or community based agencies or business that advocate for child care but do NOT provide child care or contract with the California Department of Education to provide child care and developmental services.
Organization: Service Provided:
Location: Service Area:

4. Public Agency Representative - Including city, county, and local education agencies.
Agency: Service Area:

5. All Other- Please describe:

**B. GEOGRAPHIC, ETHNIC, AND CULTURAL DIVERSITY REPRESENTATION**

CalWORKS legislation AB 1542 (Education Code 8499.3 d) states, "Every effort shall be made to ensure that the ethnic racial, and geographic composition of the local planning council is reflective of the ethnic, racial, and geographic distribution of the population of the county"

Please indicate your ethnic origin:

Which region of the County would you represent: Central / South

- White (non-Hispanic)
- Black (Includes African, Jamaican, Trinidad and West Indian)
- Hispanic (includes Mexican, Puerto Rican Cuban, Latin American or Spanish)
- Asian or Pacific Islander (includes Pakistani, East Indian, Japanese, Tongan, Filipino, Laotian, or Vietnamese)
- American Indian or Alaskan Native (includes persons who identify themselves or are known as such by virtue or tribal association)
- Other \_\_\_\_\_

**C. CURRENT COUNCIL INVOLVEMENT:**

Are you currently an active participant on a Council Committee? \_\_\_ No \_\_\_ Yes  
Which Committee: Advocacy & Child Care and Development \_\_\_ What is your participation? \_\_\_ Member

**D. INTERESTS:** Personal/Professional areas of interest/experience/skills that could benefit the Council: \_\_\_ I have been a volunteer on behalf of children for over 40 years. I have experience and interest in helping with Advocacy Committee and overall knowledge of the needs of the teachers and child care.

I am interested in becoming a Council representative because: Knowing about the work that the council is able to accomplish on such a limited staff and budget makes me want to be a part of it to help out where I can. I feel that I can help bring the needs of the private for profit sector that serve the children here in our county, to the attention of the council.

**E. MEMBER RESPONSIBILITIES:** Members are expected to attend regular meetings on the fourth Thursday of January, March, May, July, September, and the first Thursday of December, from 5:30 p.m. to 7:30 p.m. and participate in at least one committee. Additional meetings may be scheduled for training and council business.

Are you able to commit to regular participation, given this schedule: \_\_\_x\_\_\_ Yes \_\_\_\_\_ No

If needed, do you have the support of your agency/employer to be an active member of the Council? \_\_\_x\_\_\_ Yes \_\_\_\_\_ No

**F. How did you hear about the Planning Council?** Dorris Doris, who was a member of the council, invited me to one of the council meeting years ago and I saw a need for the private sector to be represented.

**Please attach your resume and a letter of interest with this application. Mail completed application, resume and letter of interest to the Contra Costa County Local Planning Council (LPC) Coordinator at the Contra Costa County Office of Education, 77 Santa Barbara Road, Pleasant Hill, CA 94523.**

**For more information please call the LPC Coordinator at (925) 942-3413.**

Signature: *Lucy Howland* Date: April 24, 2012



PROFESSIONAL ASSOCIATION FOR CHILDHOOD EDUCATION

April 9, 2012

Ruth Fernandez  
Manager, Educational Services  
LPC Coordinator  
Contra Costa County Office of Education

Re: Local Planning Council of Child Care and Development

Dear Ms. Fernandez,

The purpose of this letter is to inform you that I am interested in continuing my participation on the Contra Costa County Local Planning Council for Child Care and Development.

As the Director of Education and Events for the Professional Association for Childhood Education (PACE), I have gained so much knowledge from being a Council member.

Additionally, PACE is a huge supporter of my role as a Contra Costa County Local Planning Council Member for Child Care and Development.

As mentioned on my previous letter, PACE is a 501(c)6 nonprofit, tax-exempt, and membership-based organization that provides services and resources to child care centers and professionals throughout the state of California. Its mission is to provide resources and services for early care and education professionals to enhance business management practices through education, networking, and advocacy. PACE's Alternative Payment Program (PACEAPP) provides subsidized childcare services to approximately 3000 families and 5000 children within twenty-five counties, including Contra Costa County.

At PACE, I oversee educational conferences, regional trainings, owner/director's roundtable discussions, board events, negotiate hotel contracts, provide on-site management, recruit speakers, trainers, and volunteers. I act as a backup to the Executive Director and work with PACE vendor partners, and our marketing and communication team on the design and production of all educational and event materials.

I am committed to ensuring that the educational events are aligned with PACE's mission and vision to build strong relationships with our members, sister organizations, families and the community at large.

I look forward to hearing from you and please feel free to contact me if you need any further information.

Sincerely,

Estela Alvarez

PACE Director of Education and Events



Contra Costa County  
Local Planning Council for Child Care and Development

APPLICATION FOR MEMBERSHIP

Name: Estela Alvarez  
Home Address: 510 Dursey Dr City: Pinole Zip: 94564  
Business/Agency/Affiliation: PACE  
Address: 350 Sansome St City: ST Zip: 94104  
Type of Organization: Membership / Subsidie <sup>Childcare</sup> Position: Event + Education  
Day Phone: (415) 749-6881 FAX: (415) 397-7223  
Email: estela@pacenet.org

**A. CATEGORIES FOR APPOINTMENT**

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**1. Consumer of Child Care Services** - Using childcare or have used it within the past 36 months.

Are you currently utilizing Child Care?  Yes  No Date you last used it: \_\_\_\_\_  
Type of Care: \_\_\_\_\_ Location: \_\_\_\_\_  
Length of Time as a Consumer: \_\_\_\_\_

**2. Child Care Provider**- Check the types of care you provide and note the number of children:

_____ Licensed family care provider	# of children licensed for _____
_____ Licensed & publicly funded child care center	# of children licensed for _____
_____ Licensed, private for profit, or private non-profit child care center	# of children licensed for _____
_____ Subsidized Child Care Program	# of children licensed for _____
_____ License exempt child care provider	# of children cared for _____

Location of your facility: N/A Program/Center Name: N/A

**3. Community Representative:**

Includes civic or community based agencies or business that advocate for child care but do NOT provide child care or contract with the California Department of Education to provide child care and developmental services.

Organization: - Service Provided: -

Location: - Service Area: -

**4. Public Agency Representative** - Including city, county and local education agencies.

Agency: PACEAPP Service Area: Contra Costa County

**5. All Other** - Please describe:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B. GEOGRAPHIC, ETHNIC, AND CULTURAL DIVERSITY REPRESENTATION**

CalWORKS legislation AB 1542 (Education Code 8499.3 d) states, "Every effort shall be made to ensure that the ethnic racial, and geographic composition of the local planning council is reflective of the ethnic, racial, and geographic distribution of the population of the county"

Please indicate your ethnic origin:

- White (non-Hispanic)
- Black (Includes African, Jamaican, Trinidad and West Indian)
- Hispanic (includes Mexican, Puerto Rican, Cuban, Latin American or Spanish)
- Asian or Pacific Islander (includes Pakistani, East Indian, Japanese, Tongan, Filipino, Laotian, or Vietnamese)
- American Indian or Alaskan Native (includes persons who identify themselves or are known as such by virtue or tribal association)
- Other \_\_\_\_\_

Which region of the County would you represent? \_\_\_\_\_

**C. CURRENT COUNCIL INVOLVEMENT:**

Are you currently an active participant on a Council Committee? \_\_\_ No  Yes

If yes,

Which Committee: TK Advocacy  
What is your participation? Committee & Council Member

**D. INTERESTS:**

Personal/Professional areas of interest/experience/skills that could benefit the Council:

Event Planning  
Advocacy  
Membership Recruitment  
Community Member

I am interested in becoming a Council representative because:

I have served for 1 year and would like to continue this role on behalf of the children and families of Contra Costa County.

**E. MEMBER RESPONSIBILITIES:**

Members are expected to attend regular meetings on the fourth Thursday of January, March, May, July, September, and the first Thursday of December, from 5:30 p.m. to 7:30 p.m. and participate in at least one committee. Additional meetings may be scheduled for training and council business.

Are you able to commit to regular participation, given this schedule: \_\_\_  Yes \_\_\_ No

If needed, do you have the support of your agency/employer to be an active member of the Council?

Yes \_\_\_ No

**F. How did you hear about the Planning Council?**

Community & other venues

Please attach your resume and a letter of interest with this application.

Mail completed application, resume and letter of interest to the Contra Costa County Local Planning Council (LPC) Coordinator at the Contra Costa County Office of Education, 77 Santa Barbara Road, Pleasant Hill, CA 94523.

For more information please call the LPC Coordinator at (925) 942-3413.

Signature: [Handwritten Signature] Date: 4/9/12

# Estela Alvarez

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510 Dursey Drive • Pinole, CA 94564  
Home (510) 417-2295 • Cell (510) 599-8216  
email: estela.alvarez@comcast.net

**Summary:** A driven professional that has thirty year's of progressive experience in profit and nonprofit leadership, which includes contract negotiations, event planning, human resources, and finance and community relations. A highly committed team player who is not afraid to orchestrate projects from beginning to end that generates effective results.

## Experience:

### FIRST 5 CONTRA COSTA COUNTY, Pleasant Hill, CA

*05/2011–Present Classroom Assessment Scoring System (CLASS) Observer*

CLASS Observer Preschool Makes a Difference Program (PDM) for First 5 Contra Costa, County

- Conduct live observations for quality in early care and education and generate reports for the program.

### HUMAN SERVICES MANAGEMENT CORPORATION, S.F., CA

*10/2010–Present Office Manager • Director of Events, Education and Member Service*

Co-Manage office operation for PACEAPP Program at the administrative office and ensure that the main office is operating at full capacity during business hours and act a backup for the Program Director/Exe. Director

- Coordinate PACEAPP Committee meeting and act as support for the committee and staff
- Participate in Board and community committees that are aligned with PACEAPP Program
- Organize, develop and deliver valuable meetings and special events that generate revenue
- Manage the strategic direction of membership development, recruitment and retention objective

*01/2006–10/2010 Manager of Events, Education and Member Service • Program Support Staff*

Coordinate PACEAPP Committee meeting and act as support for the committee members and staff, act as a backup for the Executive Director and organized, develop, and deliver valuable meetings and special events, trainings and staff development

- Participate in community committees that are aligned with PACEAPP Program
- Manage the strategic direction of membership development, recruitment and retention objective
- Participate in special PACEAPP projects and provide support for program contracts
- As act a backup Human Resources Manager until Program recruited new HR Manager

*01/2004–01/2006 Human Resources Manager • Fiscal Analyst*

Provide Human Resources Management to PACEAPP Staff and provide support to the PACEAPP controller on financial duties.

- Manage and maintain Human Resource files for PACEAPP and prepare documentation for recruitment, selection and new employee orientation, as well as evaluations and termination
- Prepare documentation for recruitment and selection
- Assist in the planning of staff development
- Negotiate contract for employee benefits
- Provide finance support to the Controller

09/1999-01/2004 *Fiscal Analyst*

Assist in quarterly financial presentations to the PACE Alternative Payment Program (PACEAPP) committee, and represent PACEAPP at outside agency and county enrollment meetings and serve as a backup for the Controller

- Analyze and compile various enrollment reports
- Prepare monthly county contract billing invoices, monthly state and county reports
- Create, update, and maintain fiscal forms and records
- Assist in quality control

#### **THE WOMEN'S FACULTY CLUB – UNIVERSITY OF CA, Berkeley, CA**

06/1992 – 09/1999 *Office Supervisor/Membership*

Manage day-to-day office operations for a staff of eight employees and provide customer service to a membership of one thousand individuals.

- Assist in event planning and onsite events
- Assist in the implementation of office procedures, recruiting, account receivable and account payable and training employees.
- Assist in preparation of Board Meetings
- On-site customer service to members, visiting professors, and clients

#### **LAW OFFICE OF RICARDO DE ALBA, S.F. CA**

04/1991-06/1992 *Office Manager*

Managed office independently and provided customer service in a high capacity, fast pace environment to Spanish-speaking clients

- Ensure legal document were completed and filed in a timely manner
- Accounts Payable and Accounts Receivable
- Assist in recruitment and selection, and training

#### **DEL MONTE FOODS, S.F. CA**

Performed a various duties within the organization that allowed me to develop my professional skills

09/1989-04/1991 *Credit Representative*

- Negotiated payment plans, deductions and unearned cash discounts for delinquent invoices that totaled over 5 million dollars
- Conducted research to analyze and resolve customers' problems improving customer's relations.

*General Accounting*

- Responsible for Accounts Payable, Accounting Billing Clerk, Accounting Assistant to Chief Accountant and Administrative Assistant

#### **Language:**

- Bi-lingual in Spanish

#### **Education:**

- **Cal State East Bay**  
Bachelor in Liberal Studies, Minor in Sociology
- **Contra Costa College**  
Associate of Science in Business Management

Hayward, CA

San Pablo, CA

## **Certificates**

- **Teachstone**  
Classroom Assessment Scoring System (CLASS) - Observer
  - **University of California, Los Angeles**  
Management Development for Entrepreneurs
  - **San Francisco State University**  
College of Extended Learning, Event and Meeting Planning
  - **Cal State East Bay**  
College of Extended Learning  
Human Resources Management
  - **University of California, Los Angeles**  
Institute of Leadership
  - **Contra Costa Community College**  
Business Management
- California**
- Los Angeles, CA**
- San Francisco, CA**
- Hayward, CA**
- Los Angeles, CA**
- San Pablo, CA**

## **Professional Memberships:**

- Board Member Contract Cost Local Planning Childcare Council (CCLPCC)
- Teachstone (Building Connection. Enhance Learning)
- California Society of Association Executives

## **Computer:**

- Microsoft Soft Office Suite
- iMIS Database

## **Community Involvement:**

- Board Member of CCLPCC
- Committee member CalSAE

## **References:**

- Furnished upon request



Contra  
Costa  
County

For Office Use Only  
Date Received:

For Reviewers Use Only:  
Accepted Rejected

**BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION**

MAIL OR DELIVER TO:  
Contra Costa County  
CLERK OF THE BOARD  
651 Pine Street, Rm. 106  
Martinez, California 94553-1292  
PLEASE TYPE OR PRINT IN INK  
(Each Position Requires a Separate Application)

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

Local Planning Council for Child Care & Dev.

Discretionary 4, Central/South County

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name: Alvarez Estela Rovin  
(Last Name) (First Name) (Middle Name)

2. Address: 510 Dursey Drive Pinole CA 94564  
(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. Phones: 510-417-2295 415-749-6851 510-599-8216  
(Home No.) (Work No.) (Cell No.)

4. Email Address: estela@pacenet.org

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

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

Give Highest Grade or Educational Level Achieved BA

	Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
				Semester	Quarter		
A)	Cal State East Bay	Liberal Studies/Minor Sociology	Yes No <input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	BA	1998
B)	<input type="text"/>	<input type="text"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
C)	<input type="text"/>	<input type="text"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D)	Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			
	<input type="text"/>	<input type="text"/>	<input type="text"/>				

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year)            From <input type="text"/> To <input type="text"/>            2006      2012            Total: Yrs. <input type="text"/> Mos. <input type="text"/>            6      <input type="text"/>            Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title            Event &amp; Education            Employer's Name and Address            Human Service Management Corp.            350 Sansome Street, Suite 1000            San Francisco, CA 94104</p>	<p>Duties Performed            Plan event and education venues for staff, membership and community at large. Negotiate contract supervise and work with volunteers.</p>
<p>B) Dates (Month, Day, Year)            From <input type="text"/> To <input type="text"/>            2004      2006            Total: Yrs. <input type="text"/> Mos. <input type="text"/>            2      <input type="text"/>            Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title            Human Resource Manager - PACEAPP            Employer's Name and Address            Human Service Management Corp.            350 Sansome Street, Suite 1000            San Francisco, CA 94104</p>	<p>Duties Performed            Act as a liaison between the company and employee. Benefits open enrollments Employee handbook, staff training, worker comp, recruitment and selection, performance management, employment law</p>
<p>C) Dates (Month, Day, Year)            From <input type="text"/> To <input type="text"/>            1999      2004            Total: Yrs. <input type="text"/> Mos. <input type="text"/>            5      <input type="text"/>            Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title            Fiscal Analysis PACEAPP Program            Employer's Name and Address            Human Service Management Corp.            350 Sansome Street, Suite 1000            San Francisco, CA 94104</p>	<p>Duties Performed            Fiscal reporting and projection. Summit contract reports and work with site office on budget and enrollment for subsidize program. Review employee travel expense, and other fiscal duties as assigned.</p>
<p>D) Dates (Month, Day, Year)            From <input type="text"/> To <input type="text"/>            1992      1999            Total: Yrs. <input type="text"/> Mos. <input type="text"/>            7      <input type="text"/>            Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title            Office Supervisor &amp; Bookkeeper            Employer's Name and Address            The Women's Faculty Club            University of California Berkeley</p>	<p>Duties Performed            Manage office staff and provide booking, including A/P &amp; A/R, event billings, membership recruitment and retention</p>

7. How did you learn about this vacancy?

CCC Homepage  Walk-In  Newspaper Advertisement  District Supervisor  Other Council Member

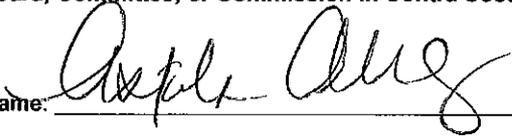
8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No  Yes

If Yes, please identify the nature of the relationship:

9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations? No  Yes

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 publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee, or Commission in Contra Costa County.

Sign Name:  Date: 4/9/12

**Important Information**

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. Send the completed paper application to the Office of the Clerk of the Board at: **651 Pine Street, Room 106, Martinez, CA 94553.**
3. A résumé or other relevant information may be submitted with this application.
4. All members are required to take the following training: 1) The Brown Act, 2) The Better Government Ordinance, and 3) Ethics Training.
5. Members of 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.
6. Advisory body meetings may be held in various locations and some locations may not be accessible by public transportation.
7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

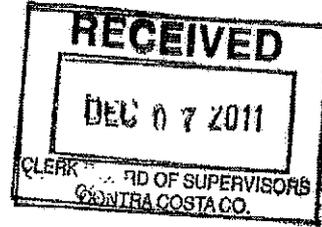


**Contra  
Costa  
County**

**For Office Use Only**  
Date Received:

**For Reviewers Use Only:**  
Accepted Rejected

**BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION**



MAIL OR DELIVER TO:  
Contra Costa County  
CLERK OF THE BOARD  
651 Pine Street, Rm. 106  
Martinez, California 94553-1292  
**PLEASE TYPE OR PRINT IN INK**  
(Each Position Requires a Separate Application)

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

LPC Child Care and Development  
PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

Current  
PRINT EXACT SEAT NAME (if applicable)

1. Name: Garcia (Last Name) Lupe (First Name) Lopez (Middle Name)

2. Address: 433 (No.) Pamela Drive (Street) Bay Point (City) California (State) 94565 (Zip Code)

3. Phones: 925-458-0601 (Home No.) 925 646-1721 (Work No.) 925-864-9883 (Cell No.)

4. Email Address: lupelove@comcast.net

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

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

Give Highest Grade or Educational Level Achieved: AA Degree in Early Childhood Education

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) City College of San Francisco	ECE Classes	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	1983		AA	1983
B) Los Medanos	ECE Classes	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>	1995			
C) UC Davis	ECE Classes	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>	2011			
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			
Contra Costa College	ECE Classes					

cc: Sup. Glover DIST V  
 THIS FORM IS A PUBLIC DOCUMENT  
 Ruth Hernandez, Ofc of Education, Maddy Book

7. How did you learn about this vacancy?

CCC Homepage  Walk-In  Newspaper Advertisement  District Supervisor  Other Eva Garcia & ED Diokno

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No  Yes

If Yes, please identify the nature of the relationship:

9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations? No  Yes

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 publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee, or Commission in Contra Costa County.

Sign Name: *Eva Garcia* Date: *December 6, 2011*

### Important Information

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8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

# **LUPE L. GARCIA**

433 Pamela Dr. • Bay Point, CA 94565

(925)458-0601 • E-mail: lupelove@comcast.net

**PROFILE:** More than twelve years of teaching experience in diverse educational settings including positions as Director, Head Teacher, and Recreational Coordinator.

## **SUMMARY OF QUALIFICATIONS:**

- Oversaw daily functioning of after school daycare program.
- Planned and supervised educational units, arts & crafts projects and field trips.
- Servicing infants and preschool aged children.
- Implement curriculum for children ages 3 through 5.
- Conducted parent conferences.
- Provide educational assessments.
- Plan and direct small groups.

## **WORK EXPERIENCE:**

Community Services Bureau  
**Master Teacher**

Martinez, CA  
2001 - Current

Mt. Diablo Unified School District  
**Recreational Teacher (Supervisor)**

Lafayette, CA  
2000

The Child Day School  
**Master Teacher (Preschool Learning Activities)**

Moraga, CA  
1990

Palo Alto Community Center  
**Master Teacher (Preschool Learning Activities)**

Palo Alto, CA  
1990

YWCA Delta Youth  
**Director**

Bay Point, CA  
1989 - 1995

## **VOLUNTEER EXPERIENCE:**

Rio Vista, Bel Air, and Shore Acres Elementary Schools  
**Assistant Librarian/Specialist Education Teacher/Yard Monitor**

Bay Point, CA  
1994 - 2001

Annual Breakfast with Santa and Toy Giveaway  
Formerly "Ambrose Christmas Program"  
**Assistant**

Bay Point, CA  
1999 - 2001

## **EDUCATION:**

City College of San Francisco  
**AA Degree in Early Childhood Education**

San Francisco, CA  
1983

John O'Connell High School  
**Diploma**

San Francisco, CA  
1973

## **COMMUNITY ACTIVITIES:**

Bay Point Resident Association Board  
Bay Point Works Advisory Board  
Christmas Dinner Volunteer Sherriff Department  
Spring Derby Memorial Day Parade  
Gateway High School Parent Board  
Rio Vista Parent Board  
After School Program



Contra Costa County  
Local Planning Council  
for Child Care and Development

77 Santa Barbara Road • Pleasant Hill, CA 94523 • 925-942-3413

January 20, 2012

Lupe Lopez Garcia  
433 Pamela Drive  
Bay Point, CA 94565

Dear Lupe,

Thank you for your interest in the Contra Costa County Local Planning Council for Child Care and Development (LPC). I would like to acknowledge the receipt of your application for membership on the LPC dated December 7, 2011.

Please review the application review process below. I would like to encourage you to attend our next LPC General Meeting scheduled for Thursday, January 26, 2012 from 5:30 – 7:30 p.m. at the Contra Costa County Office of Education located at 77 Santa Barbara Rd., Pleasant Hill, CA 94523.

The membership application process for the LPC is as follows:

- Attend a scheduled LPC Board Meeting (see attached calendar)
- Informational interview by phone or in person (the goal is to learn more about your background and your interest in the Council).
- Application reviewed by the LPC Executive Committee
- Membership recommendation is presented to the LPC Board
- Membership recommendation is presented to the Contra Costa County Board of Supervisors and the Contra Costa County Superintendent of Schools ( the appointing entities)
- Member appointment is formalized upon acceptance of recommendations
- New member attends a formal orientation with the LPC Coordinator

Please don't hesitate to contact me should you have any questions (925) 942-3413.

Thank you for your interest in becoming an LPC member. I look forward to meeting you and perhaps seeing you at the next Council meeting!

Sincerely,

Ruth Fernández, M.A.  
Manager, Educational Services  
LPC Coordinator  
Contra Costa County Office of Education





FOR IMMEDIATE RELEASE

For Further Information:

[Ruth Fernandez](#), LPC Coordinator  
77 Santa Barbara Road  
Pleasant Hill, CA 94523

**LOCAL PLANNING COUNCIL FOR CHILD CARE AND DEVELOPMENT (LPC)  
Request for Applications Announcement**

**PLEASANT HILL, Calif., November 3, 2011** – The Contra Costa County Superintendent of Schools and Board of Supervisors seek applicants to fulfill current [Local Planning Council for Child Care and Development](#) (LPC) vacancies.

The LPC is an advisory body established by state legislation to plan for child-care and development services based on the needs of families in local communities. The Council is also responsible for assessing the county's overall child-care needs for families with children ages 0-12. Based on data collected, the LPC is required to develop a comprehensive countywide child-care plan that can serve as a blue print for organizations and agency leaders about early care and education services and resources. Additionally, the LPC annually determines local funding priorities for new state and federal funds.

Council members must be appointed by the [County Superintendent of Schools](#) and [Contra Costa Board of Supervisors](#), and may serve up to three years in one seat category. Eligible applicants must reside or work in Contra Costa County.

Currently, the LPC has several vacant seats for membership: four Consumer Seats, one Community Seat, three Discretionary Appointees, and three Public Agency Seats (see seat category descriptions on the link below).

Applications may be obtained from the LPC Web page and the Contra Costa County Web page (<http://www.plan4kids.org/membership.html> or <http://contra.napanet.net/maddybook/>). Interested volunteers may also pick up an application from the LPC Coordinator, at the [Contra Costa County Office of Education](#), located at 77 Santa Barbara Road, Pleasant Hill, CA 94523.

For additional information, please contact  
[Ruth Fernandez](#), LPC Coordinator  
Rfernandez@cccocoe.k12.ca.us  
925.942.3413



# Contra Costa County Local Planning Council for Child Care and Development

## CURRENT VACANCIES

<u>Seat Title</u>	<u>Area/Region</u>
Consumer 2	Central/South County
Consumer 3	Central/South County
Consumer 5	East County
Consumer 4	Central/South County
Public Agency 1	West County
Public Agency 5	East County
Community 1	West County
Discretionary 1	East County
Discretionary 2	Central/South County
Discretionary 3	Central/South County

*~ SEE DEFINITION OF SEAT CATEGORIES ON THE BACK ~*

*For more information contact the Contra Costa County Local Planning Council Coordinator  
at (925) 942-3413 or visit [www.plan4kids.org](http://www.plan4kids.org)*

## **Seat Category Definitions**

Appointments to the Contra Costa County Local Planning Council for Child Care and Development are subject to the approval of the County Board of Supervisors and the County Superintendent of Schools.

Members must live or work in Contra Costa County.

Membership is for a three-year term.

Twenty percent of the Planning Council members are to be from each of the following categories described below: Child Care Consumer Representative, Child Care Provider Representative, Community Representative, Public Agency Representative and Discretionary Appointee.

**Child Care Consumer Representative:** a parent or person who receives or has received child care services in the past 36 months

**Child Care Provider Representative:** a person who provides child care services or represents persons who provide child care services

**Community Representative:** a person who represents an agency or business that provides private funding for child care services or who advocates for child care services through participation in civic or community based organizations. Includes civic or community based agencies or business that advocate for child care but do NOT provide child care or contract with the California Department of Education to provide child care and developmental services.

**Public Agency Representative:** a person who represents a city, county, city and county or local education agency

**Discretionary Appointee:** a person appointed from any of the above four categories or outside of those categories at the discretion of the appointing agencies- the Board of Supervisors and County Superintendent of Schools.



**CONTRA COSTA COUNTY LOCAL PLANNING COUNCIL FOR CHILD CARE AND DEVELOPMENT**



Seat Title	Terms of Office		Name	Business/Affiliation Address	Home Address	Email	Work #	Home #	Fax #	Cell or Alternate #
	Appt. Date	Expires								
<b>Consumer 1 West County</b>	5/3/2011	4/30/2013	<b>Crystal McClendon-Gourdine</b>	1063 S. Shelter Bay Hercules, CA 94547	same	<a href="mailto:herculesbabylove@yahoo.com">herculesbabylove@yahoo.com</a>	(510) 799-9003	(510) 799-9003	(510) 799-9013	(510) 205-0000
<b>Consumer 2 Central/South County</b>		4/30/2014	<b>Vacant</b>							
<b>Consumer 3 Central/South County</b>		4/30/2014	<b>Vacant</b>							
<b>Consumer 4 Central/South County</b>		4/30/2014	<b>Vacant</b>							
<b>Consumer 5 East County</b>		4/30/2012	<b>Vacant</b>							
<b>Child Care Provider 1 Central/South County</b>	10/19/2010	4/30/2013	<b>Vacant</b>							
<b>Child Care Provider 2 West County</b>	5/18/2010	4/30/2013	<b>Silvana Mosca-Carreon</b>	ICRI-El Nuevo Mundo Children's Center	208 Milbrook Dr. Pittsburg, 94565	<a href="mailto:bcarreon@nhu.edu">bcarreon@nhu.edu</a>	(510) 233-2329		(510) 965-1771	
<b>Child Care Provider 3 Central/South County</b>	5/18/2010	4/30/2013	<b>Kathy Lafferty</b>	Cambridge Child Development Center 1146 Lacey Lane Concord, 94520		<a href="mailto:kathy@cambridgecom.org">kathy@cambridgecom.org</a>	(925) 798-1078 x201		(925) 827-4906	
<b>Child Care Provider 4 Central/South County</b>	3/23/2010	4/30/2012	<b>Sue Houweling (Second Vice-Chair)</b>	Play and Learn School 1898 Pleasant Hill Road Pleasant Hill, 94523	1225 Terrebonne Drive Walnut Creek, 94598	<a href="mailto:houweling@astound.net">houweling@astound.net</a>	(925) 947-2820	(925) 935-2951	(925) 935-2959	(925) 324-1909
<b>Child Care Provider 5 East County</b>	5/3/2011	4/30/2014	<b>Carolyn Johnson</b>	Contra Costa County Community Services Bureau 3068 Grant Street Concord, 94520	1848 Cleveland Court Concord, 94521	<a href="mailto:cjohnson@ehsd.cccounty.us">cjohnson@ehsd.cccounty.us</a>	(925) 646-5797		(925) 646-5815	
<b>Public Agency 1 West County</b>		4/30/2013	<b>Vacant</b>							

<b>Public Agency 2 Central/South County</b>	5/18/2010	4/30/2013	<b>Doug Rowe</b>	City of Walnut Creek Civic Arts Education 111 N. Wiget Lane Walnut Creek, 94596	718 Brown Street Martinez, 94553	<a href="mailto:rowe@arts-ed.org">rowe@arts-ed.org</a>	(925) 943-5899 ext. 2471	(925) 228-5326	(510) 215-8401	(925) 699-2069
<b>Public Agency 3 Central/South County</b>		4/30/2012	<b>Jessica Beno</b>	Community Services Bureau Comprehensive Services Manager 40 Douglas Drive Martinez, 94553	6542 Cotton Wood Circle #J Dublin, 94568	<a href="mailto:jbeno@ehsd.cccounty.us">jbeno@ehsd.cccounty.us</a>	(925) 335-8914		(925) 335-8955	(925) 895-1087
<b>Public Agency 4 Central/South County</b>	5/3/2011	4/30/2013	<b>Joan Means</b>		96 Greenock Lane Pleasant Hill, 94523	<a href="mailto:rjmeans@comcast.net">rjmeans@comcast.net</a>	(925) 685-1230 ext. 1870	(925) 937-8821		(925) 788-8821
<b>Public Agency 5 East County</b>		4/30/2012	<b>Vacant</b>							
<b>Community 1 West County</b>		4/30/2013	<b>Vacant</b>							
<b>Community 2 Central/South County</b>	5/18/2010	4/30/2013	<b>Deborah Penry</b>	CARE Parent Network 1340 Arnold Drive, #115 Martinez, 94553	67 Rheem Blvd. Orinda, 94563	<a href="mailto:dpenry@CAREParentNetwork.org">dpenry@CAREParentNetwork.org</a>	(925) 313-0999 ext. 107	(925) 254-6712	(925) 370-8651	
<b>Community 3 Central/South County</b>	5/18/2010	4/30/2013	<b>Margaret Wiegert-Jacobs</b>	CC Child Care Council 1035 Detroit Avenue, #200 Concord, 94518	1003 Hacienda Drive Walnut Creek, 94598	<a href="mailto:margaret.jacobs@cocokids.org">margaret.jacobs@cocokids.org</a>	(925) 676-5442	(925) 945-8129	(925) 676-5442	(925) 708-7179
<b>Community 4 Central/North County</b>	8/25/2009	4/30/2012	<b>Cathy Roof (First Vice-Chair)</b>	Martinez Early Childhood Center 615 Arch Street Martinez, 94553	97 Valley Avenue Martinez, 94553	<a href="mailto:biscuit94553@aol.com">biscuit94553@aol.com</a>	(925) 229-2000	(925) 229-2185	(925) 229-2088	(925) 899-2690
<b>Community 5 East County</b>	5/3/2011	4/30/2013	<b>Janeen Rockwell-Owens</b>	3209 G Street Antioch, CA 94509	same	<a href="mailto:ouryard@comcast.net">ouryard@comcast.net</a>	(925) 754-2518			
<b>Discretionary 1 East County</b>		4/30/2012	<b>Vacant</b>							
<b>Discretionary 2 Central/South County</b>		4/30/2012	<b>Vacant</b>							
<b>Discretionary 3 Central/South County</b>		4/30/2013	<b>Vacant</b>							
<b>Discretionary 4 Central/South County</b>	5/3/2011	4/30/2012	<b>Estela Alvarez</b>	PACE 300 Montgomery Street #200 San Francisco, CA 94104	510 Dursey Dr. Pinole, CA 94564	<a href="mailto:estela@pacenet.org">estela@pacenet.org</a>	(415) 749-6851		(415) 397-7223	

<b>Discretionary 5 West County</b>	5/3/2011	4/30/2013	<b>Daryl Hanson (Chair)</b>	YMCA of the East Bay West Contra Costa YMCA 263 South 20th Street Richmond, 94804	5044 August Court Castro Valley, 94546	<a href="mailto:dhanson@ymcaeastbay.org">dhanson@ymcaeastbay.org</a>	(510) 412-5647	(510) 886-6758	(510) 412-5650	(510) 439-7004
<b>LPC Coordinator</b>			<b>Ruth Fernández</b>	77 Santa Barbara Road Pleasant Hill, 94523		<a href="mailto:rfernandez@cccocoe.k12.ca.us">rfernandez@cccocoe.k12.ca.us</a>	(925) 942-3413		(925) 942-3480	(925) 586-2329
<b>Administrative Assistant</b>			<b>Mindy Hyde</b>	77 Santa Barbara Road Pleasant Hill, 94523		<a href="mailto:mhyde@cccocoe.k12.ca.us">mhyde@cccocoe.k12.ca.us</a>	(925) 942-3369		(925) 942-3480	
<b>CCCOE Associate Superintendent</b>			<b>Pam Comfort</b>	77 Santa Barbara Road Pleasant Hill, 94523		<a href="mailto:PComfort@cccocoe.k12.ca.us">PComfort@cccocoe.k12.ca.us</a>	(925) 942-3358		(925) 942-5319	
<b>Contra Costa County Administrator's Office</b>			<b>Dorothy Sansoe</b>	651 Pine Street, 10th Floor Martinez, 94553		<a href="mailto:dsans@cao.co.contra-costa.ca.us">dsans@cao.co.contra-costa.ca.us</a>	(925) 335-1009		(925) 335-1098	



Contra Costa County California  
**Employment & Human Services**

Terry Speiker, Interim Director

40 Douglas Dr., Martinez, CA 94553 \* Phone: (925) 313-1579 \* Fax: (925) 313-1575 \* [www.cccounty.us/ehsd](http://www.cccounty.us/ehsd)

**MEMORANDUM**

DATE: 4/26/2012

TO: Family and Human Services Committee

CC: John Cottrell, Director Aging and Adult Services  
Lori Larks, Division Manager, Area Agency on Aging

FROM: Jaime Ray, Secretary for the Area Agency on Aging

SUBJECT: Advisory Council on Aging – Appointment Requested

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The Contra Costa Area Agency on Aging (AAA) recommends for immediate appointment to the Contra Costa Advisory Council on Aging (ACOA) the following applicant: Mr. Nuru Neemuchwalla for Member at Large Seat #12. MAL #12 is an undesignated seat and has remained vacant since October 31, 2011. MAL #15 is also an undesignated seat and was vacant during the application period when Mr. Neemuchwalla had applied and was selected by the Council for membership.

Over the previous six month period, recruitment has been handled by both the Area Agency on Aging, the ACOA and the Clerk of the Board using CCTV. AAA staff has encouraged interested individuals including minorities to apply through announcements provided at the East, Central and West County Senior Coalition meetings and at the regular monthly meetings of the ACOA. The Contra Costa County EHSD website contains dedicated web content where interested members of the public are encouraged to apply and are provided an application with instructions on whom to contact for ACOA related inquiries, including application procedure.

Mr. Neemuchwalla was interviewed by members of the ACOA Membership Committee at their January 2012 meeting using the Council's standard informational interview format (see attached interview questions). The January minutes of the meeting record that the Committee agreed unanimously to recommend the appointment of Mr. Neemuchwalla who has been actively involved in the Council's Health Workgroup over the past six months. Also attached, please find a copy of Mr. Neemuchwalla's ACOA application.

No additional MAL applications were on file at the time of Mr. Neemuchwalla's selection by the ACOA Membership Committee. Both previous MAL applicants were interviewed by the Committee in September of 2011; both were selected for appointment.

Thank You



**CONTRA COSTA COUNTY  
ADVISORY COUNCIL ON AGING**

**ACOA Application – Member At Large**

Please print or type legibly.

NAME:	Capt. Nuru Neemuchwalla		DATE:	10/1/2011	
HOME ADDRESS:	22 Carpenter ct.				
	CITY	Pleasant Hill, CA	ZIP CODE	94523	
MAILING ADDRESS:					
(If different)	CITY		ZIP CODE		
E-MAIL:	nuruneem@yahoo.com				
PHONE:	925-938-1281	CELL (If applicable):			
Current or former occupation:	Ex Merchant Navy Captain/ Terminal Manager for MAERSK LINE.				
Employer ( if applicable):	Retired	Work Phone:			
Educational Background:	Graduate of Maritime academy Training Ship, "Dufferin"				
Community Involvement /Civic Activities:	Voluntary Work for AARP in various Categories i.e. Volunteer, Federal Affairs specialist, State Affairs specialist and presently "AARP, North Team Volunteer Manager."				
	I have been involved in Health Fairs, Organized Wise use of medication, Advocacy for legislation pertaining to protecting Seniors at both federal and state levels . A resident of Pleasant Hill for 34 years and my two children went to school at Sequoia and College Park schools. Have always been concerned about developments in our area of the world.				
Special Interests:	Advocacy Work and Protect Seniors Legislation. Health Care. Social Security etc.				
Area(s) of Senior Advocacy in Which I Am Most Interested:	<b>Health Care/Social Security/Senior Care Legislation.</b>				
Work Group(s) Most Interested in Exploring:	Health Yes	Housing	Legislative Yes	Mental Health	Transportation Yes
Council members must serve on at least one of our work groups.					
Date of Birth	<b>24/12/1938</b>				
How did you learn of the Advisory Council on Aging?	<b>From a previous member of ACOA, Mr. Sam Yoshioka.</b>				
Signature:	<i>N.A.N. Neemuchwalla</i>				
Thank you for your interest in serving on the Council.					
NOTE: All meetings are open and you may attend as a guest at any time.					

## ADVISORY COUNCIL ON AGING Current Roster

	NAME	E MAIL ADDRESS	ASSIGNED SEAT	GROUP	DIS	FIRST AP	EXPIRES
1	Card, Deborah	<a href="mailto:dcard@ehsd.cccounty.us">dcard@ehsd.cccounty.us</a>	MAL #5	Marketing	5	9/10/1996	<a href="#">9/30/2012</a>
2	Davis, Suzanne	<a href="mailto:suzannehdavis52@yahoo.com">suzannehdavis52@yahoo.com</a>	Local Seat: Concord			PENDING	<a href="#">9/30/2013</a>
3	Dunne-Rose, Mary	<a href="mailto:marydrose1@gmail.com">marydrose1@gmail.com</a>	MAL #13		2	11/15/2011	<a href="#">9/30/2012</a>
4	Fernandez, Rudy	<b>U.S. Mail</b>	Local Seat: Antioch	Marketing	<b>3</b>	11/13/1990	<a href="#">9/30/2012</a>
5	Ferree, Laura	<a href="mailto:lauragerry@mac.com">lauragerry@mac.com</a>	Local Seat: San Ramon	Housing	<b>2</b>	4/5/2011	<a href="#">9/30/2012</a>
6	Fineberg, Barbara	<a href="mailto:bfineberg@gmail.com">bfineberg@gmail.com</a>	Local Seat: San Pablo	Legislative	1	6/3/2008	<a href="#">9/30/2012</a>
7	Garrett, Gail	<a href="mailto:ggarrett@stmarys-ca.edu">ggarrett@stmarys-ca.edu</a>	Nutrition Council	Nut; Ex; Mktg. Membership	<b>1</b>	4/25/2006	<a href="#">9/30/2012</a>
8	Groobin, Linda	<a href="mailto:linda.groobin@johnmuirhealth.com">linda.groobin@johnmuirhealth.com</a>	MAL #8	Transportation	<b>4</b>	10/28/2008	<a href="#">9/30/2013</a>
9	Hefner, Lori	<a href="mailto:lorihefner1@sbcglobal.net">lorihefner1@sbcglobal.net</a>	MAL #9	CPAW	4	6/12/2008	<a href="#">9/30/2013</a>
10	Heinrich, Gerhard	<a href="mailto:gheinrich@ucdavis.edu">gheinrich@ucdavis.edu</a>	MAL #17	Health	4	10/12/1999	<a href="#">9/30/2012</a>
11	Hoffman, Ralph	<a href="mailto:hoffmannralph@sbcglobal.net">hoffmannralph@sbcglobal.net</a>	MAL #10		4	11/15/2011	<a href="#">9/30/2012</a>
12	Jones, Bill	<a href="mailto:cordisjones@gmail.com">cordisjones@gmail.com</a>	Local Seat: Martinez		5	1/17/2012	<a href="#">9/30/2012</a>
13	Jones, Vernon	<a href="mailto:vjones2472@aol.com">vjones2472@aol.com</a>	Local Seat: Walnut Creek	Legislative	4	12/19/2000	<a href="#">9/30/2013</a>
14	Kasendorf, Arnie	<a href="mailto:akasendorf@sbcglobal.net">akasendorf@sbcglobal.net</a>	Local Seat: Richmond	Membership Executive	1	9/22/1998	<a href="#">9/30/2012</a>
15	Kee, Arthur	<a href="mailto:arthurkee@comcast.net">arthurkee@comcast.net</a>	Local Seat: Brentwod			PENDING	<a href="#">9/30/2013</a>
16	Kim-Selby, Joanna CSL - Senior Senator	<a href="mailto:jselby951@earthlink.net">jselby951@earthlink.net</a>	Local Seat: El Cerrito	Leg (C); Health; Ex	1	4/14/2004	<a href="#">9/30/2012</a>
17	<b>Krohn, Shirley</b> <b>CSL - Assembly</b>	<a href="mailto:skrohn9520@aol.com">skrohn9520@aol.com</a>	MAL #2	Executive (C) Legislative (C)	<b>4</b>	11/2/2004	<a href="#">9/30/2012</a>

**ADVISORY COUNCIL ON AGING  
Current Roster**

18	Leasure, Robert	<a href="mailto:2leasure@comcast.net">2leasure@comcast.net</a>	MAL #16	Health	2	4/29/2003	9/30/2013
19	Littlehale, Sue	<a href="mailto:slittlehale@comcast.net">slittlehale@comcast.net</a>	Local Seat: Orinda	Health	2	3/3/2010	9/30/2013
20	Mijares, Arthur	<a href="mailto:amijares504@sbcglobal.net">amijares504@sbcglobal.net</a>	Local Seat: Oakley			3/27/2012	9/30/2012
21	McVay, Kay	<a href="mailto:kmcvay@calnurses.org">kmcvay@calnurses.org</a>	MAL #3	Planning	4	2/1/2010	9/30/2013
22	Mitchell, Robin	<a href="mailto:robins.mitchell@pacbell.net">robins.mitchell@pacbell.net</a>	MAL #14		5	11/15/2011	9/30/2013
23	Nahm, Richard	<a href="mailto:richardnahm@yahoo.com">richardnahm@yahoo.com</a>	MAL #18	Mem; Legislative	3	8/7/2007	9/30/2012
24	Neemuchwalla, Nuru	<a href="mailto:nuruneem@yahoo.com">nuruneem@yahoo.com</a>	MAL #12	Health		PENDING	9/30/2012
25	Ormiston, Earle	<a href="mailto:earmar@comcast.net">earmar@comcast.net</a>	MAL #7	Ex; Membership; Trans(C); Mktg.	4	8/7/2007	9/30/2012
26	Richards, Gerald CSL - Assembly	<a href="mailto:gerald.richards@gmail.com">gerald.richards@gmail.com</a>	Local Seat: Hercules	Ex; Leg; Health	5	8/2/2005	9/30/2012
27	Rinuado, John	<a href="mailto:jrin57@comcast.net">jrin57@comcast.net</a>	Local Seat: Pittsburg	Health	5	1/18/2011	9/30/2012
28	SanVicente, Richard	<a href="mailto:rsanvicente@comcast.net">rsanvicente@comcast.net</a>	MAL #1	Planning(C)	2	5/22/2007	9/30/2012
29	Schroth, Edward P.	<a href="mailto:edward329@comcast.net">edward329@comcast.net</a>	MAL #11	Health; Planning	5	2/4/2009	9/30/2013
30	Stark, Heather	<a href="mailto:emailheatherstark@yahoo.com">emailheatherstark@yahoo.com</a>	Local Seat: Alamo/Danv		2	9/28/2010	9/30/2012
31	Ulrick, Laurie	<a href="mailto:laurie@ulrick.com">laurie@ulrick.com</a>	MAL #19	Planning	2	2/8/2010	9/30/2013
32	Wallace, Beverly	<a href="mailto:bevwallace1@aol.com">bevwallace1@aol.com</a>	MAL #6	Mem.(C);Ex., Leg; Plan;	1	7/18/2000	9/30/2012
33	Welty, Patricia	<a href="mailto:patsywelty@yahoo.com">patsywelty@yahoo.com</a>	MAL #3	Membership	5	9/27/1993	9/29/2012
34	West, Stefanie	<a href="mailto:stefanie.west@gmail.com">stefanie.west@gmail.com</a>	Local Seat: Lafayette		2	7/12/2011	9/30/2013
35	Clayton	VACANT					
36	Pleasant Hill	VACANT					

ADVISORY COUNCIL ON AGING  
**Current Roster**

37	Moraga	VACANT
38	Pinole	VACANT
39	MAL #20	VACANT
40	MAL #15	VACANT



WILLIAM B. WALKER, M.D.  
HEALTH SERVICES DIRECTOR

WENDEL BRUNNER, M.D.  
DIRECTOR OF PUBLIC HEALTH



CONTRA COSTA  
PUBLIC HEALTH  
597 CENTER AVENUE, SUITE 200  
MARTINEZ, CALIFORNIA 94553  
PH (925) 313-6712  
FAX (925) 313-6721  
WENDEL.BRUNNER@HSD.CCCOUNTY.US

April 1, 2012

Arsenio Escudero  
Senior Management Analyst  
651 Pine Street, Room 104  
Martinez, CA 94553

Dear Mr. Escudero,

The Developmental Disabilities Council of Contra Costa County is writing to support the reappointment of Pamela Perls to a second three year term of office on the Developmental Disabilities Area Board 5. Ms. Perls continues to serve Contra Costa County well and has been an active participant in all of the Area Board 5 Meetings, as well as pertinent committees. She regularly attends Developmental Disabilities Council Meetings and reports back on activities, which are of mutual interest between the two boards. She remains committed and interested in continuing to serve our community.

Ms. Perls has a daughter with developmental disability and has served on the Developmental Disabilities Council for several years. She is active on the Legislative committee, and also is an attorney.

The following materials are enclosed: Application form and resume

If you have any questions regarding this application, please feel free to contact me at (925) 313-6836. We look forward to Ms. Perls serving our community on the Developmental Disabilities Area Board 5.

Sincerely,



Stephanie Chapralis, Acting Chair



Gina Jennings, Executive Director

Enclosures (2)

cc: Rocio Smith, Executive Director, Developmental Disabilities Area Board 5





**Contra  
Costa  
County**

**For Office Use Only**  
Date Received:

**For Reviewers Use Only:**  
Accepted Rejected

**BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION**

MAIL OR DELIVER TO:  
Contra Costa County  
CLERK OF THE BOARD  
651 Pine Street, Rm. 106  
Martinez, California 94553-1292  
**PLEASE TYPE OR PRINT IN INK**  
(Each Position Requires a Separate Application)

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

Area Board 5 on Developmental Disabilities

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. **Name** Perls, Pamela R  
 (Last Name) (First Name) (Middle Name)

2. **Address:** 3378 Springhill Road Lafayette, CA 94521  
 (No.) (Street) (Apt.) (City) (State) (Zip Code)

3. **Phones:** (925) 283-4577  
 (Home No.) (Work No.) (Cell No.)

4. **Email Address:** pperls@comcast.net

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

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

Give Highest Grade or Educational Level Achieved Law degree

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) University of San Francisco School of Law	Labor Law	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			JD	1987
B) Fordham University	American History	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			MA	1973
C) Cornell University	American Histor	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			BS	1970
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			
Alternative Dispute Resolution Training	Resolution Training					

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year)            From            To            Sept 1996    Mar 1997            Total: Yrs.    Mos.                             6 months            Hrs. per week <input type="text"/> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title            Attorney            Employer's Name and Address            Protection and Advocacy, Inc.            449 15th St, Suite 401            Oakland, CA 94612</p>	<p>Duties Performed            Interviewed and advised clients and others regarding the rights and responsibilities for people with disabilities and their families under the federal and state law. Performed legal research hearings and other related meetings.</p>
<p>B) Dates (Month, Day, Year)            From            To            May 1994      Nov 1996            Total: Yrs.    Mos.                             <input type="text"/>    <input type="text"/>            Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title            Executive Director            Employer's Name and Address            Contra Costa Co. Human Relations Commission            202 North Broadway            Walnut Creek, CA 94596</p>	<p>Duties Performed            Provide executive and administrative support, coordinated services provided by the Board of Supervisors. Managed commission office, and activities.</p>
<p>C) Dates (Month, Day, Year)            From            To  <input type="text"/>            <input type="text"/>            Total: Yrs.    Mos.  <input type="text"/>            <input type="text"/>            Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title            Please see resume            Employer's Name and Address</p>	<p>Duties Performed</p>
<p>D) Dates (Month, Day, Year)            From            To  <input type="text"/>            <input type="text"/>            Total: Yrs.    Mos.  <input type="text"/>            <input type="text"/>            Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title              Employer's Name and Address</p>	<p>Duties Performed</p>

7. How did you learn about this vacancy?

CCC Homepage  Walk-In  Newspaper Advertisement  District Supervisor  Other

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No  Yes

If Yes, please identify the nature of the relationship:

9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations? No  Yes

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 publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee, or Commission in Contra Costa County.

Sign Name: Pamela B. Perls Date: 3/23/2012

### Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. Send the completed paper application to the Office of the Clerk of the Board at: 651 Pine Street, Room 106, Martinez, CA 94553.
3. A résumé or other relevant information may be submitted with this application.
4. All members are required to take the following training: 1) The Brown Act, 2) The Better Government Ordinance, and 3) Ethics Training.
5. Members of 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.
6. Advisory body meetings may be held in various locations and some locations may not be accessible by public transportation.
7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

**Pamela R. Perls**  
3378 Springhill Road  
Lafayette, CA 94549  
Tel.: (510) 283-4577  
Fax.: 510) 283-4582

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## Education

### **University of San Francisco School of Law**

San Francisco, CA; J.D., 1987  
American Jurisprudence Award, Labor Law

### **Fordham University, Graduate School of Arts & Science**

Bronx, N.Y.  
M.A., American History, 1973

### **Cornell University, N.Y.S. School of Industrial & Labor Relations**

Ithaca, N.Y.  
B.S., American History, Comparative Economics, 1970

### **Alternative Dispute Resolution Training**

Completed certification course requirements under the California Dispute Resolution Programs Act of 1986, 1995. Completed courses "Community Mediation" and "ADR and the New Local Superior Court Civil Rules" given by the Contra Costa Conflict Resolution Panels, and by the Alameda County Bar, 1995. Completed "Negotiations and Settlement" course given by Continuing Education for the Bar and the Institute for Dispute Resolution at Pepperdine University School of Law, 1993.

## Experience

### **Protection and Advocacy, Inc.**

449 - 15th Street, Suite 401  
Oakland, CA 94612-2821  
Attorney, Pro Bono, September, 1996 to March, 1997  
Interview and advise clients and others regarding rights and responsibilities of disabled under federal and state law. Perform legal research and draft opinion letters, litigation documents, writs, and responses. Represent clients and agency at administrative hearings and meetings. Provide community education.

### **Contra Costa Co. Human Relations Commission**

2020 North Broadway, Walnut Creek, CA 94596  
Executive Director, May, 1994 to November, 1996  
Provide executive and administrative support. Coordinate support services provided by Board of Supervisors. Supervise interns and volunteers. Manage Commission office, communications systems and records. Manage logistics for Commission and committee meetings. Conduct governmental, public policy, and demographic research. Refer requests of assistance to appropriate committee or Commissioners. Monitor actions of the Board of Supervisors and other relevant departments as they relate to the activities of the Commission. Attend Executive Committee meetings.

Experience  
(Continued)

**District Attorney's Office, County of Alameda**

661 Washington Street, Oakland, CA

Deputy District Attorney, Pro Bono, 1994

Subpoenaed witnesses, evidence, and records. Researched, drafted, and argued motions. Conducted pre-trial, probation violation, and preliminary hearings. Interviewed witnesses. Conducted discovery, jury, and bench trials.

**Superior Court, County of Alameda, Northern Division**

201-13th Street, Oakland, CA

Research Attorney, 1992-94

Reviewed legal documents and exhibits, researched, identified and analyzed legal issues, drafted bench and appellate memoranda, and briefed judges. Prepared rulings, orders, statements of decision, and evaluations of cases assigned to trial. Conducted informal hearings. Approved proposed orders and applications to the court. Trained and supervised judicial externs.

**Boatwright, Adams and Bechelli**

1738 Grant St., Concord, CA

Associate, general civil litigation, 1989-90

Individual caseload of 35 active plaintiff and defense cases from inception to disposition, including contract, personal injury, construction, wrongful death, and family law. Interviewed and/or consulted with clients, witnesses, experts; evaluated cases; commenced actions; devised and implemented discovery plan; researched, prepared and argued motions; arbitrated and settled cases; readied cases for trial; participated in pretrial conferences and proceedings through case disposition.

**Schachter, Kristoff, Orenstein & Berkowitz**

(formerly Schachter, Kristoff, Ross, Sprague & Curiale)

505 Montgomery St., San Francisco, CA

Associate, management labor & employment law, 1987-88

Researched and drafted pleadings, law and motion papers including summary judgment, EEOC responses, legal memoranda, opinion letters, employment applications and employee manuals. Interviewed witnesses, consulted with clients, and assisted with trial and arbitration preparation.

**U.S. District Court (N.D. Cal.), Hon. Eugene F. Lynch**

San Francisco, CA

Externship, 1986

Researched, drafted, and presented bench memoranda on law and motion matters; researched and drafted decisions regarding petitions for writs of habeas corpus.

- Experience  
(Continued)
- Office of the Attorney General, State of California**  
Criminal Division, San Francisco, CA  
Internship, 1985  
Researched and drafted criminal appellate briefs, updated Division references and memoranda library.
- Pillsbury, Madison and Sutro, Employment Benefit Group**  
San Francisco, CA  
Employee Benefit Consultant, 1983-84  
Researched, drafted, and assembled qualified retirement plan applications to Internal Revenue Service.
- Publications
- "Who Gets the Child: The Development of California's Mediation Scheme," The San Francisco Attorney (June/July, 1986) The San Francisco Bar Association
- Bar Membership
- State Bar of California (Labor and Employment)  
Alameda County Bar Association (Appeals Section)
- Committees
- Contra Costa County Human Relations Commission, Executive Director and Commissioner, 1994 to Current;
  - Contra Costa County Court Appointed Special Representative (CASR);
  - Certified mediator and member Conflict Resolution Panels of Contra Costa County;
  - Acalanes Union High School District Strategic Action Planning Team;
  - Member of Executive Board and Legislative Representative, Stanley School Parent Teachers Club, 1992-94;
  - Member Executive Board and Legislative Representative, Springhill School Parent Faculty Club, 1991-92;
  - Lafayette for Educational Excellence Committee (Parcel Tax), 1992;
  - Contra Costa County Special Education Local Plan Community and Budget Advisory Committees, 1981-83, 1991-92;
  - Legislative Advisory Committee re: Handicapped Infants, 1982-83.

## Developmental Disabilities Area Board

<u>Seat Title</u>	<u>Appointment Date</u>	<u>Term Expiration</u>	<u>Resignation Date</u>	<u>Status</u>
Contra Costa County Appointee 1				Vacant Seat
<u>Representatives</u>				
Braxton Curtis	07/07/2009	12/31/2011		
Contra Costa County Appointee 2				Vacant Seat
<u>Representatives</u>				
Perls Pam	02/23/2010	12/31/2011		

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May 7, 2012

To: Family and Human Services Committee

From: Health Services  
Behavior Health Division  
Homeless Programs

Re: Appointments to the Contra Costa Inter-jurisdiction Council on Homelessness

**RECOMMENDATION:**

RECOMMEND that the Board of Supervisors APPOINT the following individuals to two-year terms expiring March 31, 2014 as indicated:

East County Representative  
County Government 1  
County Government 2  
Law Enforcement Representative  
Faith Community Representative  
Non-Profit Representative  
Consumer 1  
Consumer 2

Janet Kennedy  
Dorothy Sansoe, County Administrator's Office  
Brenda Kain, Conservation and Development  
Lt. Robin Heinemann, Concord Police Department  
Sean Bloomquist  
Doug Stewart  
Damon O'Briant  
Greg Stern

**BACKGROUND:**

The Contra Costa Inter-jurisdictional Council on Homelessness (CCICH) Advisory Board is charged with providing a forum for communication about the implementation of the Ten Year Plan to End Homelessness and providing advice and input on the operations of the homeless services, program operations, and program development efforts in Contra Costa County. The CCICH Advisory Board will encourage all members of the community to participate in group discussions and working groups. All interested persons are encouraged to attend meetings, provide input, and voice concerns to the CCICH Advisory Board.

Thank you,

Contra Costa Inter-jurisdictional Council on Homelessness  
Executive Committee

# Homelessness Advisory Board, Contra Costa Inter-jurisdictional Council on

	<u>Appointment Date</u>	<u>Term Expiration</u>	<u>Resignation Date</u>	<u>Status</u>
<b><u>Seat Title</u></b> East County Representative <b><u>Representatives</u></b> Kennedy Janet	04/13/2010	03/31/2012		Vacant Seat
<b><u>Seat Title</u></b> West County Representative <b><u>Representatives</u></b>		03/31/2012		Vacant Seat
<b><u>Seat Title</u></b> Central County Representative <b><u>Representatives</u></b> Kalinowski Brian	04/13/2010	03/31/2012		Vacant Seat
<b><u>Seat Title</u></b> County Government 1 <b><u>Representatives</u></b> Sansoe Dorothy	04/13/2010	03/31/2012		Vacant Seat
<b><u>Seat Title</u></b> County Government 2 <b><u>Representatives</u></b> Douglas Kara	04/13/2010	03/31/2012		Vacant Seat
<b><u>Seat Title</u></b> At-Large <b><u>Representatives</u></b> Reyes Roberto	04/13/2010	03/31/2012		Vacant Seat
<b><u>Seat Title</u></b> Health Care Representative <b><u>Representatives</u></b> Rozen Rebecca	04/13/2010	03/31/2012		Vacant Seat
<b><u>Seat Title</u></b> Law Enforcement Representative <b><u>Representatives</u></b> Heinemann Robin	04/13/2010	03/31/2012		Vacant Seat
<b><u>Seat Title</u></b> Faith Community Representative <b><u>Representatives</u></b> Bloomquist Sean	04/13/2010	03/31/2012		Vacant Seat
<b><u>Seat Title</u></b> Non-Profit Representative <b><u>Representatives</u></b> Stewart Doug	04/13/2010	03/31/2012		Vacant Seat
<b><u>Seat Title</u></b> Consumer 1 <b><u>Representatives</u></b>		03/31/2012		Vacant Seat
<b><u>Seat Title</u></b> Consumer 2 <b><u>Representatives</u></b>		03/31/2012		Vacant Seat

**Seat Title**

Consumer 3

Vacant Seat

**Representatives**

03/31/2012

**Seat Title**

Mayor's Conference Appointee

Vacant Seat

**Representatives**

Shinn Bill

04/13/2010

03/31/2012



**CONTRA COSTA COUNTY ADVISORY BOARDS, COMMISSIONS, OR  
COMMITTEES APPLICATION FORM**

**Name of Advisory Body applying for:** CCICH Executive Committee

**Name of Applicant:** Brenda Kain

**Home Address:** 1245 Raymond Drive

**City: State: ZIP:** Pacheco, California 94553

**Home Phone:** (925) 876-7410

**Work Phone:** (925) 674-7876

**Signature:** 

**Date:** April 30, 2012

**Personal Experiences, Skills, and Interests**

**Education/Background:**

BA Behavioral Psychology/Gerontology, Sonoma State University

20 Years Senior Services/Senior Living Specialist

6 Years Contra Costa County Federal Programs Program/Project Manager (CDBG, ESG, HPRP)

**Occupation/Employer:**

Administrative Services Assistant III, Contra Costa County

**Community Activities:**

Diablo Valley Foundation for the Aging volunteer, Veterans Assn. volunteer

**Special Interests:**

Hiking, gardening, reading, travel



CONTRA COSTA COUNTY ADVISORY BOARDS, COMMISSIONS, OR COMMITTEES APPLICATION FORM

Name of Advisory Body applying for HOME LESS ADVISORY COMMITTEE

Application Form must be typed or hand printed

Name of Applicant: HIRAM "JACK" FELDMAN

Home Address: 1 MORABLO HEIGHTS DRIVE

City: MARTINEZ State: CA ZIP: 94553

Home Phone: (925) 228-9473 Work Phone: (925) 521 1230

Signature: [Handwritten Signature] Date: 04-06-2012

Personal Experiences, Skills, and Interests

Education/Background:

B.A. UC BERKELEY completed 1965 master 1980  
ECONOMICS  
GRADUATE WORK

Occupation/Employer:

COUNSELOR, MKC

Community Activities:

TOOK IN 5 HOMELESS PERSONS  
TALLY (TAKE A LONGING LOOK AT YOURSELF) SELF-HELP  
FOR MENTAL HEALTH CONSUMERS.

Special Interests:

LIKE TO PLAY CHESS

Information:

1. File completed application with Clerk of the Board. 651 Pine Street, Room 106, Martinez, CA 94553.
2. Members of some advisory bodies may be required to file annual Conflict of Interest Statements.
3. Address and other contact information provided on this application will be accessible to the general public.
4. Meetings of advisory bodies may be held in Martinez or in areas not accessible by public transportation.
5. Meetings may be held either in the evenings or during the day, usually once or twice a month.
6. Some boards assign members to subcommittees or work groups requiring additional time.
7. If you wish you may attach your resumé.

**CONTRA COSTA COUNTY ADVISORY BOARDS, COMMISSIONS, OR  
COMMITTEES APPLICATION FORM**

Name of Advisory Body applying for \_\_\_\_\_

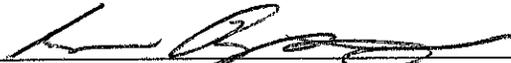
**Application Form must be typed or hand printed**

Name of Applicant: SEAN BLOMQUIST

Home Address: 216 PATRICK DR

City: DACRELO State: CA ZIP: 94553

Home Phone: ~~925~~ CELL Work Phone: 925) 212-9498

Signature:  Date: 4-12-12

**Personal Experiences, Skills, and Interests**

Education/Background:

BA - SAC ST  
MASTER - NORTH POLE SEMINARY

Occupation/Employer: PASTOR

SHELTER COVENANT CHURCH

Community Activities:

Special Interests: HOMELESS

**Information:**

1. File completed application with Clerk of the Board. 651 Pine Street, Room 106, Martinez, CA 94553.
2. Members of some advisory bodies may be required to file annual Conflict of Interest Statements.
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6. Some boards assign members to subcommittees or work groups requiring additional time.
7. If you wish you may attach your resumé.

**CONTRA COSTA COUNTY ADVISORY BOARDS, COMMISSIONS, OR  
COMMITTEES APPLICATION FORM**

Name of Advisory Body applying for Interjurisdictional Council on Homelessness  
*Government Seal*

**Application Form must be typed or hand printed**

Name of Applicant: Dorothy Sansoe

Home Address: 651 Pine St.

City: Martinez, State: CA ZIP: 94509

Home Phone: \_\_\_\_\_ Work Phone: 925-335-1009

Signature: *Dorothy Sansoe* Date: 4/5/12

**Personal Experiences, Skills, and Interests**

Education/Background:

*BS in Business Administration, 1982, Cal State Hayward*

Occupation/Employer:

*Sr Deputy County Administrator, Contra Costa County*

Community Activities:

Special Interests:

*County Government*

**Information:**

1. File completed application with Clerk of the Board. 651 Pine Street, Room 106, Martinez, CA 94553.
2. Members of some advisory bodies may be required to file annual Conflict of Interest Statements.
3. Address and other contact information provided on this application will be accessible to the general public.
4. Meetings of advisory bodies may be held in Martinez or in areas not accessible by public transportation.
5. Meetings may be held either in the evenings or during the day, usually once or twice a month.
6. Some boards assign members to subcommittees or work groups requiring additional time.
7. If you wish you may attach your resumé.

CONTRA COSTA COUNTY ADVISORY BOARDS, COMMISSIONS, OR COMMITTEES APPLICATION FORM

Name of Advisory Body applying for Homeless Advisory Board - Contra Costa Interjurisdictional Council on Homelessness

Application Form must be typed or hand printed

Name of Applicant: Robin Heinemann

Home Address: 1948 Oak Crest Drive

City: Oakland State: CA ZIP: 94602

Home Phone: 510-482-8952 Work Phone: 925-671-3391

Signature: Robin Heinemann Date: 4/24/2012

Personal Experiences, Skills, and Interests

Education/Background:

Masters Public Administration / MS in Psychology (minus fieldwork) / BS - Admin Justice AA - Crim Justice.

25+ years law enforcement experience

Occupation/Employer:

Concord Police Lieutenant

Concord Police Dept.

Community Activities:

Homeless Strategy City of Concord  
Neighborhood Partnerships  
Child issues

Special Interests:

Gardening, outdoor activities, playing guitar, boating

Information:

1. File completed application with Clerk of the Board. 651 Pine Street, Room 106, Martinez, CA 94553.
2. Members of some advisory bodies may be required to file annual Conflict of Interest Statements.
3. Address and other contact information provided on this application will be accessible to the general public.
4. Meetings of advisory bodies may be held in Martinez or in areas not accessible by public transportation.
5. Meetings may be held either in the evenings or during the day, usually once or twice a month.
6. Some boards assign members to subcommittees or work groups requiring additional time.
7. If you wish you may attach your resumé.

Fax # 925-313-6767

CONTRA COSTA COUNTY ADVISORY BOARDS, COMMISSIONS, OR  
COMMITTEES APPLICATION FORM

Name of Advisory Body applying for Homeless advisory Board CCH

Application Form must be typed or hand printed

Name of Applicant: Greg Stern

Home Address: 1590 Frisbie Ct #2

City: Concord State: CA ZIP: 94520

Home Phone: 925-689-2540 Work Phone: \_\_\_\_\_

Signature: Greg Stern Date: \_\_\_\_\_

**Personal Experiences, Skills, and Interests**

Education/Background:

Consumer academy (consumer leadership academy)  
formally Homeless

Occupation/Employer: NONE

Community Activities: NONE

Special Interests: enjoy helping others, want to give  
back to Homeless, & would like to work full time  
with the Homeless.

**Information:**

1. File completed application with Clerk of the Board. 651 Pine Street, Room 106, Martinez, CA 94553.
2. Members of some advisory bodies may be required to file annual Conflict of Interest Statements.
3. Address and other contact information provided on this application will be accessible to the general public.
4. Meetings of advisory bodies may be held in Martinez or in areas not accessible by public transportation.
5. Meetings may be held either in the evenings or during the day, usually once or twice a month.
6. Some boards assign members to subcommittees or work groups requiring additional time.
7. If you wish you may attach your resumé.

CONTRA COSTA COUNTY ADVISORY BOARDS, COMMISSIONS, OR  
COMMITTEES APPLICATION FORM

Name of Advisory Body applying for Homeless Advisory Board CCIC

Application Form must be typed or hand printed

Name of Applicant: Damon OBriant

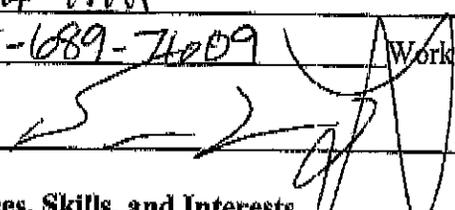
Home Address: 2387 Lisa Ln #210

City: Pleasant Hill

State: CA ZIP: 94523

Home Phone: 925-689-7609

Work Phone:

Signature: 

Date: 4/4/12

**Personal Experiences, Skills, and Interests**

Education/Background: feeding the homeless 2x month  
medical assistant CPR certified & I have been homeless in  
the past for 6 months before getting housing

Occupation/Employer: NONE

Community Activities: Helping Hands & Get Real Ministry at  
local Church feeding Homeless

Special Interests: I enjoy providing help for the needy.

**Information:**

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6. Some boards assign members to subcommittees or work groups requiring additional time.
7. If you wish you may attach your resumé.

**CONTRA COSTA COUNTY ADVISORY BOARDS, COMMISSIONS, OR  
COMMITTEES APPLICATION FORM**



Name of Advisory Body applying for ContraCosta Interjurisdiction Commission on Homelessness

**Application Form must be typed or hand printed**

Name of Applicant: Janet H. Kennedy

Home Address: 532 Eagle Nest Dr.

City: Martinez State: CA ZIP: 94553

Home Phone: 925.228.4253 Work Phone: 925.179.1013

Signature: Janet H. Kennedy Date: 4/20/12

**Personal Experiences, Skills, and Interests**

Education/Background: B.A. Political Science / Urban Studies - Calif. Polytechnic State Univ. San Luis Obispo, CA.

- Housing Coordinator - City of Antioch - 2004 to Present  
Former Housing Manager for cities of Concord & Berkeley. Affordable housing program development & design; project management; grant application; supervision of staff; preparation of budgets; training both inside and outside organizations.

Occupation/Employer:  
 - Currently employed under contract with City of Antioch to provide all affordable housing services, project management and oversight. Analyze project funding requests and prepare staff recommendations to City Council.

- Martinez City Council member since 2002. Serve as member of council subcommittee for preparation of Housing Element, Economic Development & other regional activities related to housing.

Community Activities:  
Past President of Martinez Rotary, Active fundraiser for Boys and Girls Club, Currently Chair of the CCo. Homeless Commission All city council related activities in Martinez.

**Special Interests:**

Local community projects; speaking on needs for affordable housing & training at professional conferences on housing, code enforcement & cooking & traveling when there's time. Rotary.

**Information:**

1. File completed application with Clerk of the Board. 651 Pine Street, Room 106, Martinez, CA 94553.
2. Members of some advisory bodies may be required to file annual Conflict of Interest Statements.
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6. Some boards assign members to subcommittees or work groups requiring additional time.
7. If you wish you may attach your resumé.



Contra Costa County California  
**Employment & Human Services**

Terry Speiker, Interim Director

40 Douglas Dr., Martinez, CA 94553 \* Phone: (925) 313-1579 \* Fax: (925) 313-1575 \* [www.cccounty.us/ehsd](http://www.cccounty.us/ehsd).

**MEMORANDUM**

**DATE:** April 30, 2012

**To:** Family & Human Services Committee

**CC:** Dorothy Sansoe

**FROM:** Wendy Therrian, Workforce Services Director



**SUBJECT: FOLLOW-UP REPORT ON SUBSIDIZED EMPLOYMENT – THE CONTRA COSTA WORKS (CCWORKS) PROGRAM**

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**BACKGROUND**

On August 17, 2011, the Employment and Human Services Department (EHSD) presented the Family and Human Services (FHS) Committee with a final report on the success of the Subsidized Employment and Training (SET) program. The SET program was made possible through the federal American Recovery and Reinvestment Act (ARRA) Temporary Aid to Needy Families (TANF) Emergency Contingency Fund (ECF), and operated from November 2009 through September 2010.

The SET program enabled EHSD to successfully put over 1,000 CalWORKs recipients and other needy residents of our community to work in public agencies, non-profit organizations, and for-profit businesses. The purpose of the SET program was to boost the local economy, provide a community service, and improve the employability of CalWORKs recipients and other unemployed and underemployed residents of Contra Costa County.

At the August 17, 2011 FHS Committee meeting, a future report was requested on the implementation of the Department's new planned subsidized employment program, CCWORKS, which was implemented in November 2011 with funding made available through the CalWORKs program and Assembly Bill (AB) 98/Senate Bill (SB) 72.

Based on the success of counties' ARRA TANF ECF subsidized employment programs throughout the state in placing clients into unsubsidized employment, the State legislature enacted SB 72 which allowed counties greater flexibility in leveraging state funds to support the subsidized wages of participants in subsidized employment.

As with other Bay Area counties, Contra Costa County launched our new subsidized employment program, CCWORKS, in partnership with local profit and non-profit organizations with goals of boosting the local economy and increasing the employability of eligible CalWORKs recipients. This program also incorporated feedback from both employers and clients served in the SET program.

Some of the regulatory requirements of SB 72 make for a starkly different subsidized employment program as that operated under ARRA TANF ECF SET program. SB 72 will only allow CalWORKs recipients who are not already employed to be served and subsidized wages cannot exceed the maximum CalWORKs grant amount.

On a county level, CCWORKS differs from the SET program in that the employer contribution under the SET program consisted of a 25% in-kind match met through training and supervision costs where as participating employers in the CCWORKS program are required to hire the CalWORKs recipient. The employer provides workers compensation coverage and covers all related payroll expenses for which they are reimbursed up to \$8.00 an hour for all regular hours worked. The \$8.00 an hour reimbursement was determined both by consideration for the current minimum wage as well as a motivating factor for employer participation. Although employers receive a maximum reimbursement of \$8.00 an hour, comparable wages are required to be paid by employers based on the actual duties performed by CCWORKS participants.

### **OUTCOMES AND ACHIEVEMENTS**

The CCWORKS program, which commenced in November 2011, is targeted to serve 70 CalWORKs recipients during the 2011-2012 program year.

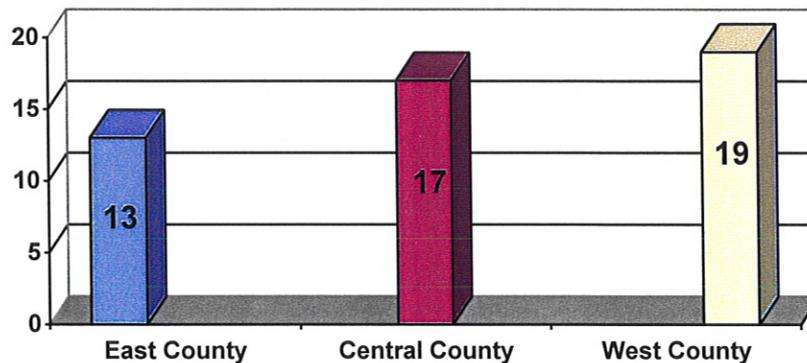
#### **As of April 30, 2012:**

- **Total Number of Participants served: 49**  
(70% of total number targeted for the 2011-2012 program year)

- **Geographic Distribution of:**

- *East*      **13**
- *Central*    **17**
- *West*      **19**

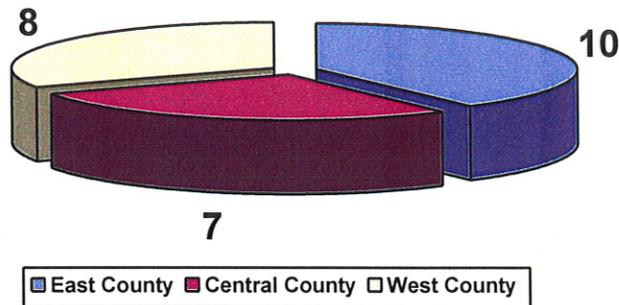
**Geographical Breakdown of Participants**



- **Number of Employer Worksites Engaged: 26**

- *East*      **10**
- *Central*    **7**
- *West*      **8**

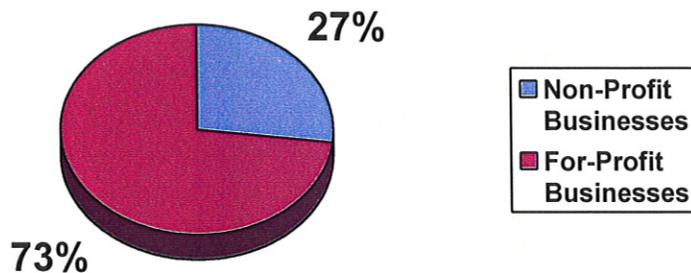
### Geographical Breakdown of Engaged Worksites



• **Worksite by Type**

- For-Profit 73%
- Non-Profit 27%
- Public Agencies\* 0%

### Worksite Type



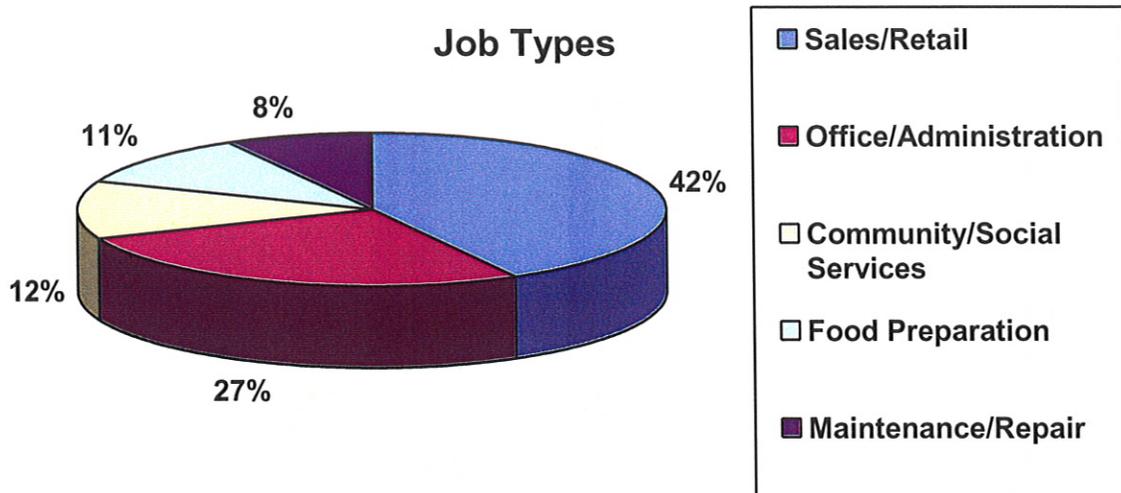
\*We have been working closely with a number of public agencies throughout the county and although many of these agencies are currently facing budgetary challenges, we are hopeful that placement opportunities for our CCWORKS clients will become available over the next 60 to 90 days.

In order to place CCWORKS participants in Contra Costa County Departments, it is necessary for the CCWORKS trainee description and classification to be adopted and approved for use within the County. While this adoption and approval process has taken longer than anticipated, we are continuing to work with our Personnel Division, County HR, and the CAO to finalize the classification and process for adoption.

Once the CCWORKS trainee classification is submitted and approved by your Board, we will then be able to begin placing CCWORKS participants within the County. We have several County Departments already approved and awaiting the referral of appropriate CCWORKS clients.

• **Type of Jobs**

- Sales/Retail 42%
- Office/Administrative Support 27%
- Community Social Services 12%
- Food Preparation 11%
- Maintenance/Repair 8%



• **Wages Paid and Hours of Participation**

- Hourly wage reimbursement: \$ 8.00
- Average hourly wage paid by employers: \$ 13.23
- Weekly hours of participation: 20 to 40 hours
- Average duration of participation: Six months

• **Total Wages Paid**

The following expenditures cover the six (6) month duration of the program thus far from November 2011 through April 2012:

- Total wages paid: \$88,336

• **Money into the Community**

Every dollar spent generates approximately \$1.17 in the community and as a result, the \$88,336 earned by CCWORKS participants has generated \$103,353 in Contra Costa County. This contributes to the much needed continued economic stimulus in our county.

• **Employer/Business and CCWORKS Client Feedback**

With six months of operation, CCWORKS has operated very well with no major concerns or issues being experienced on the part of either our clients or employers. We are anticipating the approval of the CCWORKS trainee position which will allow the inclusion of Contra Costa County Departments in the very near future.

Additionally, the CCWORKS program requires participating employers to evaluate participants and to provide feedback at both the 3<sup>rd</sup> month and at the conclusion of the subsidized employment placements. General feedback received by participating employers thus far has conveyed employers feel the program is valuable and has positively contributed to their business. Client reports have been favorable as well with clients' reporting their enthusiasm and excitement regarding the employment opportunities offered under the program including the expansion of their job skills.

**SUMMARY**

EHSD is achieving success with the CCWORKS program and we hope to expand into the arena of public agency placement in the near future.

We are continuing with our outreach media campaign to expand the involvement of Contra Costa County employers. Employer visits, CCWORKS flyers and brochures, Chamber of Commerce presentations and our soon-to-be operational website are just a few of the ways we are reaching out to potential partnering employers/businesses.

Although the current program year is ending, we plan to continue the CCWORKS program into PY 2012-13. The level and extent of the program's operation for next year will be largely dependent upon both budgetary and legislative action.

WT:RD:ah