



# Agenda

# FAMILY AND HUMAN SERVICES COMMITTEE

August 6, 2012  
1:30 P.M.

651 Pine Street, Room 101, Martinez

Supervisor Federal D. Glover, District V, Chair  
Supervisor Candace Andersen, 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).

### APPOINTMENTS - Consent

3. Approve recommendations for:
  - Contra Costa Commission for Women – One Appointment (Page 3)
  - Advisory Council on Aging – Two Appointments (Page 9)
  - Alcohol and Other Drugs Advisory Board – One Appointment (Page 23)
  - Local Planning Council – Two Appointments, Two Transfers, one Approval for Future Appointment (Page 29)
  - Managed Care Commission – One Appointment and Four Reappointments (Page 45)

### DISCUSSION

4. #56 East Bay Stand Down for Homeless Veterans – A review of the 2012 Stand Down (Page 59)  
Presenter – Nathan Johnson, County Veterans Service Officer
5. #163 – SNAP (Food Stamp) Program – An update on the 2011 report on restaurant meals (Page 62)  
Presenter – John Cottrell, Aging and Adult Services Bureau Director
6. #44 – Challenges for EHSD – A report on the Office of the Future (Page 67)  
Presenter – Wendy Therrian, Workforce Services Director
7. #82 – Second Hand Smoke Ordinance – An update on the implementation of the County Ordinance (Page 77)  
Presenter – Wendel Brunner, Public Health Director

The next meeting of the Family and Human Services Committee is scheduled for August 6, 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  
dorothy.sansoe@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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## CONTRA COSTA COMMISSION FOR WOMEN

P.O. Box 6695  
Concord, CA 94520  
E-Mail: [womenscommission@gmail.com](mailto:womenscommission@gmail.com)

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DATE: June 11, 2012  
TO: Internal Operations Committee

FROM: Julianna Hynes, Contra Costa Commission for Women

SUBJECT: Recommended Appointments to the Contra Costa Commission for Women

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The purpose of this memorandum is to forward to you the following recommendation from the Contra Costa Commission for Women (CCCW):

- Appoint Sean Duckworth, as At Large Seat 7 Commissioner on the CCCW

### **Background**

The Contra Costa Commission for Women was formed to educate the community and advise the Contra Costa County Board of Supervisors and other entities on the issues relating to the changing social and economic conditions of women in the County, with particular emphasis on the economically disadvantaged.

The Committee consists of 25 members and one alternate, including:

- Five district representatives; (one from each supervisorial; districts)
- Twenty at large members; and
- One at large alternate.

The five district representatives are nominated for a three year term by each other the five members of the Board of Supervisors. The twenty at large members and one at large alternate are nominated by the CCCW membership committee and forwarded to the full CCCW. All nominated appointments to the CCCW are reviewed by the Internal Operations Committee (IOC) and referred to the Board of Supervisors for approval. CCCW terms are for three years and they are staggered across the membership. A current CCCW roster, as of June 11, 2012, is attached for your information (Attachment A).

### **Current Status of Appointments**

The CCCW has been recruiting applicants on an ongoing basis to fill the vacant seats. Sean is a previous member of the commission and is asking to be reinstated.

The membership committee unanimously approved the above recommendation.

As of June 11, 2012 there are 10 at large vacancies. The at large Alternate and the District II seats are also vacant.

If the appointments recommended in this memorandum are ultimately approved, one seat will be filled. The vacancies remaining after approval would be 9 at large seats, the District II seat and one alternate.

Since May 2004, the CCCW has had extremely limited staff support and no budget provided by the County. However, the CCCW membership committee is continuing its recruiting efforts and plans to fill the remaining vacancies within the next few months.

cc without attachment :           CCCW Membership Committee  
  Dorothy Sansoe, CAO



Contra Costa County  
**COMMISSION FOR WOMEN**

**ROSTER**  
**June 11, 2012**

<b>SEAT</b>	<b>NAME</b>	<b>APPOINTMENT</b>	<b>TERM EXPIRATION</b>	<b>Residence</b>
District I	Cecilia Valdez	02/23/2010	02/28/2013	San Pablo
District II	Vacant	--	02/28/2013	
District III	Dana Wellington	11/9/2010	02/28/2013	Danville
District IV	Carlyn Obringer	02/24/2009	02/28/2012	Concord
District V	Argentina Davila-Luevano	05/10/2011	02/28/2014	Antioch
At Large 1	Kerri Rider	-	02/28/2014	Concord
At Large 2	Joan E. Conley	02/23/2010	02/28/2013	Walnut Creek
At Large 3	Tique Lee Caul	02/23/2010	02/28/2013	Antioch
At Large 4	Nati Flores	-	02/28/2014	Antioch
At Large 5	J. Nimfa Y. Gamez	01/11/2011	02/28/2013	San Ramon
At Large 6	Marie McDonald	03/17/2009	02/28/2012	Walnut Creek
At Large 7	Vacant	-	02/28/2011	
At Large 8	Julianna Hynes	01/11/2011	02/28/2013	Pittsburg
At Large 9	Karen Peterson	06/22/2010	02/28/2013	Crocket
At Large 10	Erin Beable	3/15/2011	02/28/2012	Pleasant Hill
At Large 11	Vacant	-	02/28/2012	
At Large 12	Vacant	--	02/28/2012	
At Large 13	Vacant	-	02/28/2011	
At Large 14	Vacant	--	02/28/2011	
At Large 15	Vacant	--	02/28/2011	
At Large 16	Vacant	--	02/28/2012	
At Large 17	Vacant	--	02/28/2012	
At Large 18	Vacant	--	02/28/2012	
At Large 19	Phyllis Gordon	03/15/2011	02/28/2014	Pittsburg
At Large 20	Vacant	--	02/28/2012	
At Large Alternate	Vacant	--	02/28/2013	

**Contra Costa Commission for Women**

P.O. Box 6695

Concord, CA 94520

[womenscommission@gmail.com](mailto:womenscommission@gmail.com)

[www.womenscommission.com](http://www.womenscommission.com)

**Commissioner Application**

Name: Sean Duckworth

Address: 3107 Pinole Valley Road, Pinole CA 94564

Home Phone: N/A Work Phone: 510-685-4669

Fax Number: N/A

Email: rebelsenator@gmail.com

Occupation: Student

Present Employment: N/A

Education: Some college

Professional and Fraternal Memberships (including any offices held):

Currently N/A

How did you hear about the CCCW?

I formerly served on the CCCW, from December of 2009 until August of 2011, and I have followed the activities of the Commission since I left.

1. What experience, if any, do you have with county commissions?

As stated above, I previously served on the CCCW. I have also served on several committees and commissions for the City of Pinole. I was on the Economic Development and Housing Advisory Committee for the City of Pinole, as the Vice Chair for 4 years. I served five terms, one as Chair, of the Pinole Youth Commission. I served as the Youth Member to the Pinole Citizens Safety Committee, and I was the Youth Commission Representative to the Board of Directors for the Pinole Youth Foundation.

2. Do you have any experience/skills in any of the following areas?

Law                                      X Government                                      XCommunity Services

Accounting                                      Health                                      Graphic Arts

Education                      Fundraising                      XPublic Relations  
Finance                              XComputer                      Human Services

Other:

3. Please give details as to your area of expertise.

I served as the Government Operations At Local Levels Director for the California Association of Student Councils Region 4, meaning that I was a lobbyist for youth issues, in addition to my work on the Commissions and Committees for the City of Pinole.

4. Do you serve on any Board of Directors/Trustees? If so, which ones?

I do not currently serve on any Board of Directors.

5. Have you had any board orientation and/or training?

I have undergone the County board orientation, as required.

6. Are you involved in any other community organizations or activities? If so, which ones?

I am currently a member of the group Concerned Citizens for Pinole, which is a grassroots good government and community oriented organization.

7. Why do you want to serve on the CCCW?

I have always been interested in and an advocate for expanded opportunities for women. I want to be a part of a group that has this goal, which the CCCW does and then some. I want to be able to affect change, and contribute and see tangible results, and I feel that this group is the best forum for that. The only reason I had left was to try and take advantage of something I had thought was an opportunity out in North Dakota, which did not work out. Leaving the Commission was something I very much regret doing.

8. Would you be willing to participate in the annual all-day planning retreat?

Of course. I am willing to put in 110% of my effort and abilities into working on the Contra Costa Commission for Women

**FEEL FREE TO ATTACH RESUME**

The Commissioner assures that all actions of the organization further our mission to improve economic status, social welfare, and overall quality of life for women in Contra Costa County.



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: 06/06/2012

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 applicants:

1. Ms. Mary Bruns for Member at Large Seat (MAL) #15. MAL #15 is an undesignated seat and has remained vacant since May 17, 2011.

Ms. Bruns was interviewed by members of the ACOA Membership Committee at their April 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 Ms. Bruns; please find a copy of Mr. Brun's application for membership provided as a separate attachment. Ms. Bruns has been an active member of the Council's Transportation Work Group over the past six months and has contributed to the development of a major transportation conference for older adults.

2. Ms. Susan Frederick for Member at Large Seat #20. MAL #20 is an undesignated seat has remained vacant since May 17, 2011.

Ms. Frederick was interviewed by members of the ACOA Membership Committee at their April 2012 meeting using the Council's standard informational interview format (see attached interview questions). The April minutes of the meeting record that the Committee agreed unanimously to recommend the appointment of Ms. Frederick; please find a copy of Mr. Frederick's application for membership provided as a separate attachment.

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.

Thank You



## Contra Costa County Advisory Council on Aging

### MEMBERSHIP COMMITTEE Candidate Informational Interview

Q's	<i>Italicized print indicates information given the candidate. Numbered items in regular print are the corresponding questions.</i>	MIN
1	<b>Will you please tell us about yourself and why you feel you would be an asset to the Advisory Council on Aging?</b>	5
2	<p><i>The Council has several work groups where much of its work is done. The workgroups are Health, Housing, Legislative Advocacy, and Transportation. We also have a new Marketing group. (Additionally, there are two committees, but membership on committees is by appointment only.)</i></p> <p><b>What particular areas of senior advocacy are you interested in working on and why?</b></p>	5
3	<p><i>The Advisory Council on Aging must abide by its "Conflict of Interest" policy, which precludes any member from serving who owns a significant share in a nursing home. Other potential conflicts could limit your participation in some areas of Advisory Council business, such as awarding contracts to non-profit agencies on which you may be staff or a board member.</i></p> <p><b>Are you aware of any conflicts of interest in being a member of the Advisory Council? (This can be discussed further with County staff if you are unsure.)</b></p>	1.5
4	<p><i>This is a working Council and membership involves a personal commitment. The Advisory Council has ten meetings per year, with July and November being months of recess. The workgroups also meet monthly and most, but not all, recess when the Council does. Membership in the workgroups will also normally involve some of your time outside of the formal meetings.</i></p> <p><b>Are you able to attend a minimum of two daytime meetings each month?</b></p>	1.5
5	<b>Do you have any questions for us?</b>	2
6	<p>Your application will be considered based on the needs of the Council and its current openings. Approval and notification can be a lengthy process, since it must ultimately go to the Board of Supervisors for appointment. During this waiting period we encourage you to attend the Council meetings and any of the workgroups in which you have interest. If there are no current openings, your application will be placed on a waiting list for one year or until an opening arises. If you are appointed, an orientation will be done by Area Agency on Aging staff. It will include detailed information about the Council and its work.</p>	

**ADVISORY COUNCIL ON AGING  
Current Roster**

	NAME	E MAIL ADDRESS	ADDRESS	TELEPHONE	ASSIGNED SEAT	GROUP	DIS	FIRST AP	EXPIRES
1	Card, Deborah	<a href="mailto:dcard@ehsd.cccounty.us">dcard@ehsd.cccounty.us</a>	2140 Rain Drop Circle Pittsburg, CA 94565	H (925) 709-0518	MAL #5	Marketing	5	9/10/1996	9/30/2012
2	Davis-Lucey, Suzanne	<a href="mailto:suzannehdavis52@yahoo.com">suzannehdavis52@yahoo.com</a>	2050 Bluerock Circle Concord, CA 94521	(925) 640-2051	Local Seat: Concord			PENDING	9/30/2013
3	Dunne-Rose, Mary	<a href="mailto:marydRose1@gmail.com">marydRose1@gmail.com</a>	753 Winterside Circle San Ramon, CA 94583	(925) 286-8796	MAL #13		2	11/15/2011	9/30/2012
4	Fernandez, Rudy	U.S. Mail	2816 Lupine Court Antioch, CA 94509	H (925) 778-2295	Local Seat: Antioch	Marketing	3	11/13/1990	9/30/2012
5	Ferree, Laura	<a href="mailto:lauragerry@mac.com">lauragerry@mac.com</a>	2 Indigo Lane San Ramon, CA 94583	H (925) 556-9519	Local Seat: San Ramon	Housing	2	4/5/2011	9/30/2012
6	Fineberg, Barbara	<a href="mailto:bfineberg@gmail.com">bfineberg@gmail.com</a>	1924 Church Lane, #303 San Pablo, Ca 94806	H (510) 232-4318	Local Seat: San Pablo	Legislative	1	6/3/2008	9/30/2012
7	Garrett, Gail	<a href="mailto:ggarrett@stmarys-ca.edu">ggarrett@stmarys-ca.edu</a>	P.O. Box 3474 Moraga, CA 94575	H (925) 631-4908	Nutrition Council	Nut; Ex; Mktg. Membership	1	4/25/2006	9/30/2012
8	Groobin, Linda	<a href="mailto:linda.groobin@johnmuirhealth.com">linda.groobin@johnmuirhealth.com</a>	664 Persimmon Road Walnut Creek, CA 94598	(925) 930-7309	MAL #8	Transportation	4	10/28/2008	9/30/2013
9	Hefner, Lori	<a href="mailto:lorihefner1@sbcglobal.net">lorihefner1@sbcglobal.net</a>	201 Briaridge Court Pleasant Hill, CA 94523	H (925) 938-3542	MAL #9	CPAW	4	6/12/2008	9/30/2013
10	Heinrich, Gerhard	<a href="mailto:gheinrich@ucdavis.edu">gheinrich@ucdavis.edu</a>	338 Camelback Road Pleasant Hill, CA 94512	H (925) 685-2437	MAL #17	Health	4	10/12/1999	9/30/2012
11	Hoffman, Ralph	<a href="mailto:hoffmannralph@sbcglobal.net">hoffmannralph@sbcglobal.net</a>	1655 N. California Blfd., #204 Walnut Creek, CA 94596	(925) 938-3816	MAL #10		4	11/15/2011	9/30/2012
12	Jones, Vernon	<a href="mailto:vjones2472@aol.com">vjones2472@aol.com</a>	3426 Buskirk Avenue Walnut Creek, CA 94597	H (925) 939-7798	Local Seat: Walnut Creek	Legislative	4	12/19/2000	9/30/2013
13	Kasendorf, Arnie	<a href="mailto:akasendorf@sbcglobal.net">akasendorf@sbcglobal.net</a>	117 Marina Lakes Drive Richmond, CA 94804	H (510) 215-1113	Local Seat: Richmond	Membership Executive	1	9/22/1998	9/30/2012
14	Kee, Arthur	<a href="mailto:arthurkee@comcast.net">arthurkee@comcast.net</a>	170 Moraga Way Brentwood, CA 94513	(925) 634-4783	Local Seat: Brentwod			PENDING	9/30/2013
15	Kim-Selby, Joanna CSL - Senior Senator	<a href="mailto:jselby951@earthlink.net">jselby951@earthlink.net</a>	2516 Mira Vista Drive El Cerrito, CA 94530	H (510) 235-6179	Local Seat: El Cerrito	Leg (C); Health; Ex	1	4/14/2004	9/30/2012
16	Krohn, Shirley CSL - Assembly	<a href="mailto:skrohn9520@aol.com">skrohn9520@aol.com</a>	324 El Divisadero Avenue Walnut Creek, CA 94598-4141	H (925) 256-8736	MAL #2	Executive (C) Legislative (C)	4	11/2/2004	9/30/2012
17	Leasure, Robert	<a href="mailto:2leasure@comcast.net">2leasure@comcast.net</a>	748 Glen Eagle Court Danville, CA 94526	H (925) 831-9656	MAL #16	Health	2	4/29/2003	9/30/2013
18	Littlehale, Sue	<a href="mailto:slittlehale@comcast.net">slittlehale@comcast.net</a>	4 Carolyn Court Orinda, CA 94563	(925) 254-6267	Local Seat: Orinda	Health	2	3/3/2010	9/30/2013
19	McVay, Kay	<a href="mailto:kmcvay@calnurses.org">kmcvay@calnurses.org</a>	3644 So. Ranchford Court Concord, CA 94520	(925) 687-5041	MAL #3	Planning	4	2/1/2010	9/30/2013
20	Mijares, Arthur	<a href="mailto:amijares504@sbcglobal.net">amijares504@sbcglobal.net</a>	504 Brooks Drive Oakley, CA 94561	(925) 679-9901	Local Seat: Oakley			3/27/2012	9/30/2012
21	Mitchell, Robin	<a href="mailto:robins.mitchell@pacbell.net">robins.mitchell@pacbell.net</a>	P.O. Box 30661 Walnut Creek, CA 94598	(925) 788-2906	MAL #14		5	11/15/2011	9/30/2013
22	Nahm, Richard	<a href="mailto:richardnahm@yahoo.com">richardnahm@yahoo.com</a>	453 Effie Court Brentwood, CA 94513	H (925) 240-9885	MAL #18	Mem; Legislative	3	8/7/2007	9/30/2012
23	Neemuchwalla, Nuru	<a href="mailto:nuruneem@yahoo.com">nuruneem@yahoo.com</a>	22 Carpenter Court Pleasant Hill, CA 94523	(925) 938-1281	MAL #12	Health		PENDING	9/30/2012

**ADVISORY COUNCIL ON AGING  
Current Roster**

24	Ormiston, Earle	<a href="mailto:earmar@comcast.net">earmar@comcast.net</a>	1678 Heartland Court Concord, CA 94519-2459	H (925) 827-4905	MAL #7	Ex; Membership; Trans(C); Mktg.	4	8/7/2007	<a href="#">9/30/2012</a>
25	Richards, Gerald	<a href="mailto:gerald.richards@gmail.com">gerald.richards@gmail.com</a>	1099 Baywood Lane Hercules, CA 94547	H (510) 313-0080	Local Seat: Hercules	Ex; Leg; Health	5	8/2/2005	<a href="#">9/30/2012</a>
26	Rinuado, John	<a href="mailto:jrin57@comcast.net">jrin57@comcast.net</a>	40 Surf Drive Pittsburg, CA 94565	(925) 439-8177	Local Seat: Pittsburg	Health	5	1/18/2011	<a href="#">9/30/2012</a>
27	SanVicente, Richard	<a href="mailto:rsanvicente@comcast.net">rsanvicente@comcast.net</a>	645 Glasgow Circle Danville, CA 94526	H (925) 848-6575	MAL #1	Planning(C)	2	5/22/2007	<a href="#">9/30/2012</a>
28	Schroth, Edward P.	<a href="mailto:edward329@comcast.net">edward329@comcast.net</a>	49 Brookshire Court Pittsburg, CA 94565	H (925) 432-2248	MAL #11	Health; Planning	5	2/4/2009	<a href="#">9/30/2013</a>
29	Stark, Heather	<a href="mailto:emailheatherstark@yahoo.com">emailheatherstark@yahoo.com</a>	324 Remington Loop Danville, CA 94526	H (925) 552-0821	Local Seat: Alamo/Danv		2	9/28/2010	<a href="#">9/30/2012</a>
30	Ulrick, Laurie	<a href="mailto:laurie@ulrick.com">laurie@ulrick.com</a>	19 Donna Maria Way Orinda, CA 94563	W (510) 882-7550	MAL #19	Planning	2	2/8/2010	<a href="#">9/30/2013</a>
31	Wallace, Beverly	<a href="mailto:bevwallace1@aol.com">bevwallace1@aol.com</a>	3086 Keith Drive Richmond, CA 94804	H (510) 223-4528	MAL #6	Mem.(C);Ex., Leg: Plan;	1	7/18/2000	<a href="#">9/30/2012</a>
32	Welty, Patricia	<a href="mailto:patsywelty@yahoo.com">patsywelty@yahoo.com</a>	84 Kenneth Court Pittsburg, CA 94565	H (925) 458-6786	MAL #3	Membership	5	9/27/1993	<a href="#">9/29/2012</a>
33	West, Stefanie	<a href="mailto:stefanie.west@gmail.com">stefanie.west@gmail.com</a>	775 Solana Drive Lafayette, CA 94549	H (510) 684-8365	Local Seat: Lafayette		2	7/12/2011	<a href="#">9/30/2013</a>
34	Clayton	VACANT	Recruiting						
35	Pleasant Hill	VACANT	Recruiting						
36	Moraga	VACANT	Recruiting						
37	Pinole	VACANT	Recruiting						
38	Martinez	Resignation Pending	B.O. Pending						
39	MAL #20	B.O. to Vacate Scheduled 6/26	B.O. Pending						
40	MAL #15	VACANT	Appointment Pending						



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:

Advisory Council on Aging At Large  
PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION PRINT EXACT SEAT NAME (if applicable)

1. **Name:** Bruns Mary Kay  
(Last Name) (First Name) (Middle Name)

2. **Address:** 5457 Roundtree Place # 1 Concord, CA 94521  
(No.) (Street) (Apt.) (State) (Zip Code)

3. **Phones:** (925) 673-1616 (925) 284-5546 (925) 639-7482  
(Home No.) (Work No.) (Cell No.)

4. **Email Address:** mbruns@lovelafayette.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 Bachelor of Arts

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Grinnell College	Psychology	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			B.A.	June, 1963
B)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
C)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			

THIS FORM IS A PUBLIC DOCUMENT

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>            5/15/06      Present</p> <p>Total: <u>Yrs.</u>    <u>Mos.</u>            6 years 1 month</p> <p>Hrs. per week <u>25-30</u> . Volunteer <input type="checkbox"/></p>	<p>Title            Program Coordinator - Lamorinda Senior</p> <hr/> <p>Employer's Name and Address            City of Lafayette            500 Saint Mary's Road            Lafayette, CA 94549</p>	<p>Duties Performed            Set up transportation program for seniors serving Lafayette, Moraga, Orinda seniors. Operate Program. Write grants and raise funds. Supervise paid staff and volunteer drivers. Write articles for publicity. Keep three vans serviced. Recruit passengers and drivers. Complete reports including invoicing of grants. Chair Transportation Forum.</p>
<p>B) Dates (Month, Day, Year)  <u>From</u>      <u>To</u></p> <p>Total: <u>Yrs.</u>    <u>Mos.</u></p> <p>Hrs. per week _____ . Volunteer <input type="checkbox"/></p>	<p>Title</p> <hr/> <p>Employer's Name and Address</p>	<p>Duties Performed</p>
<p>C) Dates (Month, Day, Year)  <u>From</u>      <u>To</u></p> <p>Total: <u>Yrs.</u>    <u>Mos.</u></p> <p>Hrs. per week _____ . Volunteer <input type="checkbox"/></p>	<p>Title</p> <hr/> <p>Employer's Name and Address</p>	<p>Duties Performed</p>
<p>D) Dates (Month, Day, Year)  <u>From</u>      <u>To</u></p> <p>Total: <u>Yrs.</u>    <u>Mos.</u></p> <p>Hrs. per week _____ . Volunteer <input type="checkbox"/></p>	<p>Title</p> <hr/> <p>Employer's Name and Address</p>	<p>Duties Performed</p>

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7. How did you learn about this vacancy?

CCC Homepage  Walk-In  Newspaper Advertisement  District Supervisor  Other Jaime Ray & Earle Ormiston

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: Mary Burns Date: 6/5/12

### Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
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**THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA and for  
Special Districts, Agencies and Authorities Governed by the Board Adopted Resolution  
no. 2011/55 on 2/08/2011 as follows:**

IN THE MATTER OF ADOPTING A POLICY MAKING FAMILY MEMBERS OF THE BOARD OF SUPERVISORS INELIGIBLE FOR APPOINTMENT TO BOARDS, COMMITTEES OR COMMISSIONS FOR WHICH THE BOARD OF SUPERVISORS IS THE APPOINTING AUTHORITY

WHEREAS the Board of Supervisors wishes to avoid the reality or appearance of improper influence or favoritism;

NOW, THEREFORE, BE IT RESOLVED THAT the following policy is hereby adopted:

- I. SCOPE: This policy applies to appointments to any seats on boards, committees or commissions for which the Contra Costa County Board of Supervisors is the appointing authority.
- II. POLICY: A person will not be eligible for appointment if he/she is related to a Board of Supervisors' Member in any of the following relationships:
  1. Mother, father, son, and daughter;
  2. Brother, sister, grandmother, grandfather, grandson, and granddaughter;
  3. Great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, and great-granddaughter;
  4. First cousin;
  5. Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
  6. Sister-in-law (brother's spouse or spouse's sister), brother-in-law (sister's spouse or spouse's brother), spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouse's grandson;
  7. Registered domestic partner, pursuant to California Family Code section 297.
  8. The relatives, as defined in 5 and 6 above, for a registered domestic partner.
  9. Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

**THIS FORM IS A PUBLIC DOCUMENT**



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>2004</u> To <u>Present</u></p> <p>Total: <u>Yrs.</u> <u>Mos.</u> <u>3 yrs</u></p> <p>Hrs. per week <u>6</u>. Volunteer <input checked="" type="checkbox"/> <u>VARIES</u></p>	<p>Title <u>chaplain services</u></p> <p>① Employer's Name and Address <u>Doctors medical center San Pablo</u></p> <p>② <u>Greenridge Senior Care El Sobrante</u></p>	<p>Duties Performed <u>visitation support</u></p>
<p>B) Dates (Month, Day, Year) From <u>1991</u> To <u>2001</u></p> <p>Total: <u>Yrs.</u> <u>Mos.</u> <u>10 yrs</u></p> <p>Hrs. per week <u>40+</u>. Volunteer <input type="checkbox"/></p>	<p>Title <u>Nurse Program Manager</u></p> <p>Employer's Name and Address <u>Contra Costa Regional medical center 2500 Alhambra Ave Martinez</u></p>	<p>Duties Performed <u>manager - critical care (CCU) step down C ICU)</u></p>
<p>C) Dates (Month, Day, Year) From <u>1976</u> To <u>1991</u></p> <p>Total: <u>Yrs.</u> <u>Mos.</u> <u>15 yrs</u></p> <p>Hrs. per week <u>40+</u>. Volunteer <input type="checkbox"/></p>	<p>Title <u>Registered Nurse</u></p> <p>Employer's Name and Address <u>Veterans Medical Center Hospital muir Rd Martinez</u></p>	<p>Duties Performed <u>Head nurse supervisor staff nurse</u></p>
<p>D) Dates (Month, Day, Year) From _____ To _____</p> <p>Total: <u>Yrs.</u> <u>Mos.</u></p> <p>Hrs. per week _____ . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p>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 Internet

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: Susan J. Fiedler Date: 5-24-2012

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2. Brother, sister, grandmother, grandfather, grandson, and granddaughter;
3. Great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, and great-granddaughter;
4. First cousin;
5. Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
6. Sister-in-law (brother's spouse or spouse's sister), brother-in-law (sister's spouse or spouse's brother), spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouse's grandson;
7. Registered domestic partner, pursuant to California Family Code section 297.
8. The relatives, as defined in 5 and 6 above, for a registered domestic partner.
9. Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.





**Alcohol and Other Drugs Advisory Board of Contra Costa County**  
**1220 Morello Avenue, Suite 200**  
**Martinez, CA 94553**  
**(925) 335-3307**  
**fax (925) 335-3318**

"The mission of the Alcohol and Other Drugs Advisory Board of Contra Costa County is to assess family and community needs regarding treatment and prevention of alcohol and other drug abuse problems and report our findings and recommendations to the Health Services Department, the Board of Supervisors, and the communities that we serve."

---

TO: Family and Human Services Committee  
Board of Supervisors

FROM: Doug Sibley, Chair  
Alcohol and Other Drugs Advisory Board

SUBJECT: Recommendation to Reappoint Jim Doyle

DATE: July 25, 2012

**District 1**

Vacant  
Pamela Saucer  
Bilbo  
Vacant

**District 2**

Jill Chioino  
Guita Bahramipour  
Doug Sibley

**District 3**

Vacant  
Jerry Lasky  
Vacant

**District 4**

Darrell Graham  
Vacant  
Vacant

**District 5**

Vacant  
Vacant  
Vacant

**At- Large Member**

Shirley Cheney  
James Doyle  
Katherine Webster

---

**RECOMMENDATION**

Reappoint Jim Doyle to At Large Seat 2 on the Alcohol and Other Drugs Advisory Board with a term expiring on June 30, 2015.

**BACKGROUND**

Jim Doyle, a Moraga resident has served on the Alcohol and Other Drugs Advisory Board since September 26, 2006 inn At Large Seat 2. His seat expired last June 30 as a scheduled vacancy. Mr. Doyle has expressed his interest to continue serving on the Board and has resubmitted his application.

At the July 2012 monthly meeting, the AOD Board voted unanimously to recommend reappointment of Mr. Doyle, following an interview with the Executive Committee. In the past, he served as a Chair of the Community Awareness Committee and remains actively involved with the activities of such committee. Since his appointment to the Board, he has provided significant contributions to our work regarding alcohol licenses monitoring and has an exceptional attendance record.

While we are cognizant that the Board must first apply the policies and procedures to fill scheduled vacancies, we would like to take this opportunity to recommend his reappointment to At Large Seat 2 as a contribution to the process. We would also like to add that we have conducted several outreach and recruitment activities to encourage other residents to apply. Attached please find a copy of his application.

Should you have any questions, please contact Fatima Matal Sol (925) 335-3307 at your earliest convenience.



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:

Alcohol and Other Drugs Advisory Board  
PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

At-Large Member  
PRINT EXACT SEAT NAME (if applicable)

1. Name: Doyle (Last Name) James (First Name) Joseph (Middle Name)

2. Address: 2121 (No.) Donald Drive (Street), Apt. #14 (Apt.) Moraga (City), California (State) 94556 (Zip Code)

3. Phones: 925-376-9265 (Home No.) (Work No.) (Cell No.)

4. Email Address: \_\_\_\_\_

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 of Business Administration (MBA)

Names of colleges / universities attended	Course of Study / Major	Degree Awarded Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) University of San Francisco	Masters of Business Administration Management and International Business	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	36		MBA	1985
B) Santa Clara University	Business Administration Marketing	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>		186 (INCLUDES 4 UNITS FROM CSU)	BSC	1984
C) Cal State Hayward (Cal State East Bay)	Accounting Control (Summer Class - 1982)	Not Applicable Yes No <input type="checkbox"/> <input type="checkbox"/>		4	-	-
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded:			
<u>Leadership Contra Costa</u>	<u>Leadership Contra Costa</u>	<u>Leadership Contra Costa Graduate</u>	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			
<u>Distinguished Toastmaster (DTM)</u>	<u>Public Speaking and Leadership</u>	<u>Distinguished Toastmaster</u>	Yes No <input checked="" 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>          10/25/2010    3/31/2011</p> <p>Total: <u>Yrs.</u>    <u>Mos.</u>                              6</p> <p>UP TO          Hrs. per week <u>37+</u> . Volunteer <input type="checkbox"/></p>	<p>Title          Telemarketer/Inside Sales</p> <p>Employer's Name and Address          Armstrong          4575 San Pablo Avenue          Emeryville, CA 94608</p>	<p>Duties Performed          Used Market Sharp Software to set appointments for roofing, painting window and door services. Used marketing material and records to develop prospects to call. Researched information on the computer. Worked with team in the phone room (call center). Used network to develop new leads for appointments!</p>
<p>B) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>          5/1993      9/15/2010</p> <p>Total: <u>Yrs.</u>    <u>Mos.</u>                              17      4</p> <p>Approx          Hrs. per week <u>35</u> . Volunteer <input type="checkbox"/></p>	<p>Title          Owner and Branch Manager</p> <p>Employer's Name and Address          JPD Financial Consultants Inc          1280 Boulevard Way, Suite 305          Walnut Creek, CA 94595          (office closed in 2010).          Headquarters is now in Santa Clara, CA</p>	<p>Duties Performed          Vendor Credit recovery services. Requested statements and made phone calls to request statements from vendors of clients. Researched various media in Google Search, New York Times, Contra Costa Times, SF Chronicle, Wall Street Journal. Interviewed candidates. Kept records for branch office. Managed mail. Attended lectures related to business. Developed leads for possible clients</p>
<p>C) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>          4/1/1988    Present</p> <p>Total: <u>Yrs.</u>    <u>Mos.</u>                              24+</p> <p>Hrs. per week <u>2-10</u> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title          Past District Governor          Club Officer (at each position over the years)</p> <p>Employer's Name and Address          Goal Achievers #5339 (Teasmaster Interactions)          Meeting location:          Better Home &amp; Garden/Mason McDuffie          1555 Riviera Avenue, Suite E          Walnut Creek, CA</p>	<p>Duties Performed          Provide leadership in District and club roles as assigned. Public speaking. 1) Prepared speeches 2) Evaluation 3) Table Topics. Mentor new members. Participate and compete in speech contests. Attend area, district, regional and international events and conferences. Introduce speakers. Develop programs. Start and end meetings on time. Judge contests. Support other members. Achieve goals.</p>
<p>D) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>          2/20/2009    Present</p> <p>Total: <u>Yrs.</u>    <u>Mos.</u>                              3+</p> <p>Hrs. per week <u>2</u> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title          Past Vice Chairman          Membership Committee          Nominating Committee</p> <p>Employer's Name and Address          Vasa Order of America          Sveaborg Lodge #449          Meeting Location:          Odd Fellows Hall          4349 Cowell Road          Concord, CA</p>	<p>Duties Performed          Assist in conducting meetings. Build membership. Nominate members for officer roles. Attend conferences. Learn Swedish. Attend cultural events. Visit other lodges. Set up meeting room and put tables away after meeting. Work with teams. Discuss budgeting issues. Attend educational programs. Get speakers and music programs. Learn a new culture. Make quorums at board meetings. Develop volunteers to take leadership roles.</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: James J. Doyle Date: March 28, 2012

### Important Information

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  3. Great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, and great-granddaughter;
  4. First cousin;
  5. Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
  6. Sister-in-law (brother's spouse or spouse's sister), brother-in-law (sister's spouse or spouse's brother), spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouse's grandson;
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  8. The relatives, as defined in 5 and 6 above, for a registered domestic partner.
  9. Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.





# MEMORANDUM

DATE: July 31, 2012

TO: Family and Human Services Committee  
Supervisor Federal D. Glover, District V, 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 new 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>
Daniel Safran	Discretionary 2	Central/South County
Sharon Bernhus	Community 4	Central/South County

2) **TRANSFER** the currently appointed LPC members to the following vacant seat categories:

<u>Name</u>	<u>Seat</u>	<u>Area</u>
Cathy Roof	Discretionary 1	Central/South County
Carolyn Johnson	Public Agency 1	West County
Margaret Wiegert-Jacobs	Community 1	West County

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

<u>Name</u>	<u>Seat</u>	<u>Area</u>
Cathy Roof	Child Care Provider 1	Central/South County
Doug Rowe	Public Agency 2	Central/South County

4) **APPROVE** the following applicant to fill the identified seat provided that no other membership applications for this seat are received.

<u>Name</u>	<u>Seat</u>	<u>Area</u>
Cynthia Castain	Consumer 2	Central/South County

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

## **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.

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**  
**ROSTER DOES NOT REFLECT PROPOSED LPC SEAT REDUCTIONS CURRENTLY IN PROCESS**



Seat Title	Terms of Office		Name	Business/Affiliation Address	Home Address	Email	Work #	Home #	Fax #	Cell or Alternate #
	Appt. Date	Expires								
Consumer 1 West County	5/3/2011	4/30/2013	Crystal McClendon-Gourdine	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
Consumer 2 Central/South County		4/30/2014	Vacant							
Consumer 3 Central/South County		4/30/2014	Vacant							
Consumer 4 Central/South County		4/30/2014	Vacant							
Consumer 5 East County		4/30/2012	Vacant							
Child Care Provider 1 Central/South County	10/19/2010	4/30/2013	Cathy Roof (First Vice-Chair)	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
Child Care Provider 2 West County	5/18/2010	4/30/2013	Silvana Mosca-Carreon	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	
Child Care Provider 3 Central/South County	5/18/2010	4/30/2013	Kathy Lafferty	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	
Child Care Provider 4 Central/South County	3/23/2010	4/30/2012	Sue Houweling (Second Vice-Chair)	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
Child Care Provider 5 East County	5/3/2011	4/30/2014	Carolyn Johnson	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	
Public Agency 1 West County		4/30/2013	Vacant							

<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>Vacant</b>							
<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
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Contra  
Costa  
County

For Office Use Only  
Date Received:

For Reviewers Use Only:  
Accepted Rejected

RECEIVED  
JUN 25 2012  
CLERK BOARD OF SUPERVISORS  
CONTRA COSTA CO.

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)

*(See attached 6/5/12  
Vacancy Notice)*

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

Local Child Care & Devel. Planning Council  
PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

Community 4 - Central/South County  
PRINT EXACT SEAT NAME (If applicable)

1. Name: Safran Daniel ---  
(Last Name) (First Name) (Middle Name)

2. Address: 105 Rolling Green Circle, Pleasant Hill, CA 94523  
(No.) (Street) (Apt.) (State) (Zip Code)

3. Phones: 925-689-5452 ----- 925-998-1094  
(Home No.) (Work No.) (Cell No.)

4. Email Address: danielsafran@yahoo.com

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 Ph.D.

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) UC Berkeley	Adult Education	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			PhD	June 1979
B) Bryn Mawr College	Community Organization	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			MSW	June 1963
C) Queens College	Anthropology-Sociology	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			BA	June 1960
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input checked="" 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>            July 2011    June 2012</p> <p>Total: <u>Yrs.</u>    <u>Mos.</u>            1 Year</p> <p>Hrs. per week <u>30</u> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title            Member</p> <hr/> <p>Employer's Name and Address            Contra Costa Civil Grand Jury            PO Box 431            Martinez, CA 94553</p>	<p>Duties Performed            Examine functions of Special Districts and County and City governments and agencies in Contra Costa County; gather data, conduct interviews and prepare/edit reports.</p>
<p>B) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>            March 1999    January 2009</p> <p>Total: <u>Yrs.</u>    <u>Mos.</u>            9 Years, 10 months</p> <p>Hrs. per week <u>45</u> . Volunteer <input type="checkbox"/></p>	<p>Title            Deputy Director</p> <hr/> <p>Employer's Name and Address            Children's Council of San Francisco            445 Church Street, SF 94117</p>	<p>Duties Performed            - Oversee program and internal operations of non-profit agency helping 6,000 San Francisco families find, choose and pay for child care.            - Hire, supervise and coach 5 senior managers (overseeing 80+ employees).</p>
<p>C) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>            March 1988    March 1999</p> <p>Total: <u>Yrs.</u>    <u>Mos.</u>            11 Years</p> <p>Hrs. per week <u>35</u> . Volunteer <input type="checkbox"/></p>	<p>Title            Professor of Psychology</p> <hr/> <p>Employer's Name and Address            John F. Kennedy University            Orinda, Ca</p>	<p>Duties Performed            - Direct organizational psychology graduate program on main and satellite campus (Orinda and Campbell, CA).            - Design and direct internship program placing graduate students in Bay Area agencies.            - Teach graduate courses</p>
<p>D) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>            June 1984    June 1988</p> <p>Total: <u>Yrs.</u>    <u>Mos.</u>            4 years</p> <p>Hrs. per week <u>50</u> . Volunteer <input type="checkbox"/></p>	<p>Title            Executive Director</p> <hr/> <p>Employer's Name and Address            Pacific Children's Center            303 Van Buren Street            Oakland, CA 94610</p>	<p>Duties Performed            - Direct non-profit agency offering counseling and therapeutic preschool services to families with severely emotionally disturbed children.            - Develop grant proposals, solicit donors and organize fund raising events.</p>

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7. How did you learn about this vacancy?

CCC Homepage  Walk-In  Newspaper Advertisement  District Supervisor  Other Civil Grand Jury Service

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: Daniel Agran Date: 6/21/12

### 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.

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**THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA and for  
Special Districts, Agencies and Authorities Governed by the Board Adopted Resolution  
no. 2011/55 on 2/08/2011 as follows:**

**IN THE MATTER OF ADOPTING A POLICY MAKING FAMILY MEMBERS OF THE BOARD OF SUPERVISORS INELIGIBLE  
FOR APPOINTMENT TO BOARDS, COMMITTEES OR COMMISSIONS FOR WHICH THE BOARD OF SUPERVISORS IS THE  
APPOINTING AUTHORITY**

WHEREAS the Board of Supervisors wishes to avoid the reality or appearance of improper influence or favoritism;

NOW, THEREFORE, BE IT RESOLVED THAT the following policy is hereby adopted:

- I. SCOPE: This policy applies to appointments to any seats on boards, committees or commissions for which the Contra Costa County Board of Supervisors is the appointing authority.
- II. POLICY: A person will not be eligible for appointment if he/she is related to a Board of Supervisors' Member in any of the following relationships:
1. Mother, father, son, and daughter;
  2. Brother, sister, grandmother, grandfather, grandson, and granddaughter;
  3. Great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, and great-granddaughter;
  4. First cousin;
  5. Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
  6. Sister-in-law (brother's spouse or spouse's sister), brother-in-law (sister's spouse or spouse's brother), spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouse's grandson;
  7. Registered domestic partner, pursuant to California Family Code section 297.
  8. The relatives, as defined in 5 and 6 above, for a registered domestic partner.
  9. Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

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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 of Child Care and Dev

Central/South County

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name: Bernhus Sharon Ann  
(Last Name) (First Name) (Middle Name)

2. Address: 1430 Dineen Street Martinez, CA 94553  
(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. Phones: 925-370-0136 925-957-7574 925-698-4738  
(Home No.) (Work No.) (Cell No.)

4. Email Address: sharonb@shelterincofcc.or

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: 13

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) <u>DVC</u>	<u>general</u>	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B)		Yes No <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C)		Yes No <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			
<u>Los Medanos Community College</u>	<u>Family Development</u>	<input type="checkbox"/>				

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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> 4/1/2001 current Total: Yrs. <u>11</u> Mos. <u>2</u> Hrs. per week <u>40</u>. Volunteer <input type="checkbox"/></p>	<p>Title Residential Services Director Employer's Name and Address SHELTER, Inc. 1815 Arnold Drive Martinez, CA 94553</p>	<p>Duties Performed Oversight of seven homeless programs, monitor HUD budgets, data collection, reporting. Supervise 6 case managers, 1 site coordinator and employment services. Monitor outside contract activities including tutoring, parenting workshops, nutritional workshops.</p>
<p>B) Dates (Month, Day, Year) From <u>          </u> To <u>          </u> 11/14/2000 3/31/2001 Total: Yrs. <u>40</u> Mos. <u>          </u> Hrs. per week <u>          </u>. Volunteer <input type="checkbox"/></p>	<p>Title Emergency Shelter Director Employer's Name and Address County Homeless Programs 595 Center Avenue Martinez, Ca 94553</p>	<p>Duties Performed Operated an emergency family shelter serving 7 families. Developed a manual for program service. Oversight of case manager and shelter staff. Developed reports for County Homeless Program.</p>
<p>C) Dates (Month, Day, Year) From <u>          </u> To <u>          </u> 5/1/1998 9/1/2000 Total: Yrs. <u>40</u> Mos. <u>          </u> Hrs. per week <u>          </u>. Volunteer <input type="checkbox"/></p>	<p>Title Economic Development Manager Employer's Name and Address St. Vincent de Paul Gladstone Pittsburg, CA</p>	<p>Duties Performed Worked with community group through December 1999 to maintain rotating emergency family shelter. Expanded duties in January 2000 to include grant writing and fund raising activities.</p>
<p>D) Dates (Month, Day, Year) From <u>          </u> To <u>          </u> 4/30/1998 4/30/1998 Total: Yrs. <u>          </u> Mos. <u>          </u> Hrs. per week <u>40</u>. Volunteer <input checked="" type="checkbox"/></p>	<p>Title Americorp Vista Community Resource Employer's Name and Address Americorps Vista Program under oversight St. Vincent de Paul Gladstone Drive Pittsburg, CA</p>	<p>Duties Performed Sought out and enrolled 40 faith community groups to establish the first rotating family shelter in Central-East or South Contra Costa County. Implemented shelter program in 6 months.</p>

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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:

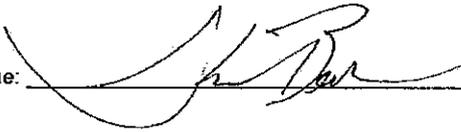
9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

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: \_\_\_\_\_



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

6/25/12

### Important Information

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2. Send the completed paper application to the Office of the Clerk of the Board at: 651 Pine Street, Room 106, Martinez, CA 94553.
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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.

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**Contra  
Costa  
County**

**For Office Use Only**  
Date Received:  
7/6/12

**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)

**LOCAL PLANNING COUNCIL**

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

Community 1  
PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

West County  
PRINT EXACT SEAT NAME (if applicable)

1. Name: CASTAIN CYNTHIA  
(Last Name) (First Name) (Middle Name)

2. Address: 127 TRESTLE COVE HERCULES CA 94547  
(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. Phones: 510-964-7750 925-829-4063 510-912-9265  
(Home No.) (Work No.) (Cell No.)

4. Email Address: mstgccc@aol.com

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

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Sacramento City College	General	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>	24			
B) Peralta Community College	Child Development	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>	47			
C)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
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)                  From <u>          </u> To <u>          </u>                  4/6/98 Present                  Total: Yrs. <u>          </u> Mos. <u>          </u>                  14 3                  Hrs. per week <u>40+</u> . Volunteer <input type="checkbox"/></p>	<p>Title                  Director/Owner                  Employer's Name and Address                  My Space to Grow                  7197 Amador Valley Blvd.                  Dublin, CA 94568</p>	<p>Duties Performed                  Manage and maintain facility.                  Supervise a staff of 7.                  Provide early care and education.                  Licensed for 30 children, including 8 infants.                  Involved in all aspects of business practices.                  Advocate for children and families.</p>
<p>B) Dates (Month, Day, Year)                  From <u>          </u> To <u>          </u>                  7/15/90 1/2/98                  Total: Yrs. <u>          </u> Mos. <u>          </u>                  7 5                  Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p>Title                  Sales and Event Planning                  Employer's Name and Address                  Neiman Marcus                  150 Stockton Street                  San Francisco, CA</p>	<p>Duties Performed                  Planned and implemented on and off site events. Managed and maintain a line of cosmetics working directly with the outside vendor. Wrote orders and maintained stock levels.</p>
<p>C) Dates (Month, Day, Year)                  From <u>          </u> To <u>          </u>                  1/88 July 1990                  Total: Yrs. <u>          </u> Mos. <u>          </u>                  2 6                  Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p>Title                  J. Magnin/Orlane Cosmetics                  Employer's Name and Address                  J. Magnin                  135 Stockton Street                  San Francisco, CA</p>	<p>Duties Performed                  Managed and maintained a line of cosmetics working directly with the vendor. Conducted training seminars and promotions. Planned on and off site events.</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 Ruth Fernandez

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: *Cynthia Casti* Date: 7/5/2012

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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.

THIS FORM IS A PUBLIC DOCUMENT



PATRICIA TANQUARY, MPH, PhD  
Chief Executive Officer

JAMES TYSELL, MD  
Medical Director



ADMINISTRATION

595 Center Avenue, Suite 100  
Martinez, California 94553  
Main Number: 925-313-6000  
Member Call Center: 877-661-6230  
Provider Call Center: 877-800-7423

Se Habla Español

Date: August 1, 2012

To: Family and Human Services Committee, Contra Costa County Board of Supervisors

From: Deboran Everist, M.A.  
Staff to CCHP's Managed Care Commission (925-313-6004)

Subject: Appointments and Re-Appointments to the Managed Care Commission

---

**RECOMMENDATIONS**

Approve the recommendation to appoint Kathleen Gage to the At-Large 3 seat on the Managed Care Commission for a term expiring August 31, 2014 and forward recommendation to the Board of Supervisors.

Approve the recommendation to re-appoint the following members to terms expiring August 31, 2015 provided no additional applications are received before the expiration of the current term. The Managed Care Commission will review any additional applications received and return to the Family and Human Services Committee with a new recommendation.

<u>NOMINEE</u>	<u>SEAT</u>
Jeffrey Kalin 208 Roberta Avenue Pleasant Hill, CA 94523	Member-at-Large #5
Francis (Fran) Trant 756 Hazelwood Drive Walnut Creek, CA 94596	Commercial Subscriber
Debra Shorter-Jones, FNP 325 South 26 <sup>th</sup> Street Richmond, CA 94804	Member-at-Large #7
David Thayer 81 Pioneer Court Oakley, CA 94561	Medi-Cal Subscriber



## **BACKGROUND**

The Managed Care Commission (MCC), in its continued efforts to recommend Commissioners who not only contribute valuable insight into the concerns of the MCC but also reflect the diversity of our community, hereby makes the following recommendation for appointment. This recommendation was adopted unanimously. Applications for the appointments are attached.

This seat has been vacant since 2011. The Chair of the MCC would like to request that the Family and Human Services accept the recommendation and forward the recommendation to the Board of Supervisors.

Thank you.

Attachments



## Managed Care Commission

Appointment Date   Term Expiration   Resignation Date   Status

**Seat Title**

Medi-Cal Subscriber

**Representatives**

Thayer David

08/25/2009

08/31/2012

**Seat Title**

Medicare Subscriber

**Representatives**

Steinfeld Richard

04/17/2012

08/31/2015

**Seat Title**

Commercial Subscriber

**Representatives**

Trant Frances

04/17/2012

08/31/2012

**Seat Title**

Medical Indigent Needs

**Representatives**

Madrigal Eleanor M

03/15/2011

08/31/2013

**Seat Title**

Physician

**Representatives**

08/31/2011

Vacant Seat

**Seat Title**

Other Provider

**Representatives**

Lautenberger, R.N. Joan

04/17/2012

08/31/2015

**Seat Title**

At-Large 1

**Representatives**

Sherman Mary

09/20/2011

08/31/2013

**Seat Title**

At-Large 2

**Representatives**

Garcia Michael

04/17/2012

08/31/2015

**Seat Title**

At-Large 3

**Representatives**

08/31/2011

Vacant Seat

**Seat Title**

At-Large 4

**Representatives**

Harris Michael

03/15/2011

08/31/2013

**Seat Title**

At-Large 5

**Representatives**

Kalin Jeffrey

08/25/2009

08/31/2012

**Seat Title**

At-Large 6

**Representatives**

Tyson Henry

04/17/2012

08/31/2015

**Seat Title**

At-Large 7

**Representatives**

Shorter-Jones Debra

08/25/2009

08/31/2012

**Seat Title**

At-Large 8

**Representatives**

Corvetto-Avancena Blanca

03/15/2011

08/31/2013

**Seat Title**

At-Large 9

**Representatives**

08/31/2012

Vacant Seat



**Contra  
Costa  
County**

**For Office Use Only**  
Date Received:

**For Reviewers Use Only:**  
Accepted Rejected

**BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION**

**RECEIVED**  
MAY 30 2012  
CLERK BOARD OF SUPERVISORS  
CONTRA COSTA CO.

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:

Managed Care  
PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

At-Large  
PRINT EXACT SEAT NAME (if applicable)

1. **Name:** Gage Kathleen  
(Last Name) (First Name) (Middle Name)

2. **Address:** 3217 Ensenada Dr San Ramon CA 94583  
(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. **Phones:** 925-803-1227 — 925-487-0575  
(Home No.) (Work No.) (Cell No.)

4. **Email Address:** krgage@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 Master's, CA teaching credential

Names of colleges / universities attended	Course of Study / Major	Degree Awarded Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) UC Santa Barbara	Political Science	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>		90		
B) UC Berkeley	Political Science	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>		92	BA	8/1971
C) University of Sussex, UK	American Studies	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			MA	9/1974
D) Other schools / training completed: University of San Francisco	Course Studied secondary teaching credential program	Hours Completed 34	Certificate Awarded: Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			

## ***KATHLEEN GAGE / 2***

### **EDUCATION:**

**Certificate**, Teacher Education Program, *University of San Francisco*, San Francisco, CA

**MA**, American Studies, *University of Sussex*, Brighton, Sussex, England

**Bachelor's Degree (AB)**, Political Science Major, *University of California*, Berkeley, California

**CREDENTIALS:** California Single Subject Credentials in Social Science and English (Preliminary) July 2005

**VOLUNTEER ACTIVITIES:** Elections officer, Contra Costa Co.; volunteer, Tri-Valley Cal Alumni Club; usher, California Shakespeare Theater; reading tutor, Project Second Chance (Contra Costa Co. Library literacy program)

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

Name of advisory board applying for: Managed Care Commission (MCC)

(Application form must be typed or hand printed.)

**Note: "Persons who are involved as contractors with CCHP cannot be members of the MCC nor can Health Services Department (HSD) employees."**

Please answer:

Are you currently employed by CCHP or HSD?    Yes         No

If yes, please explain: \_\_\_\_\_

Are you or your employer now a contractor to CCHP?    Yes         No

If yes, please explain: \_\_\_\_\_

Are you associated with an organization that is currently or has plans to contract with CCHP?

Yes         No        If yes, please explain: \_\_\_\_\_

Please check all boxes that apply:

Current CCHP Medi-Cal Subscriber                      Current CCHP Medicare Subscriber                      Physician  
Other Provider                      Current CCHP Commercial Subscriber                      Represent Medical Indigent Needs

Name of Applicant: *Jeffrey B. Kalin*

Home Address: *1014 Camino Verde Circle, Walnut Creek, CA 94597*    Home Phone: *(925) 932-3918*

Business Address: *UCSF Medical Center, 505 Parnassus, SF, CA 94143*    Work Phone: *(415) 353-1892*

Signature: *Jeffrey B. Kalin*                      Date: *July 18, 2012*

*Personal Experience, Skills, Interests:*

Education/Background:

*Bachelor of Science – Wayne State University, Detroit, MI  
Master of Business Administration – Claremont Graduate School, Claremont, CA*

Occupation:

*Health care management/administration  
Currently at UCF Medical Center ('96 - present), Stanford Medical Center ('91-'96), St. Mary's Medical Center ('89-'91), Casa Colina Hospital ('82-'89)*

Community Activities:

*CCHP Managed Care Commission Member  
Walnut Creek Swim Club parent volunteer  
CYO basketball coach*

Special Interests:

*Family activities, travel, golf, sailing, cycling*

**INFORMATION:**

1. Return completed application to Teresa O'Riva or Jill Lorrekovich, Contra Costa Health Plan, 595 Center Avenue, Suite 100, Martinez, CA 94553; FAX # (925) 313-6580.
2. Members of some advisory bodies may be required to file annual Conflict of Interest Statements.
3. Meetings of advisory bodies may be held in Martinez or in areas not accessible by public transportation.
4. Meetings may be held either in the evenings or during the days, usually once a month.
5. Some boards assign members to committees or work groups requiring additional time.



**Personal Experience, Skills, Interests: Frances Trant (continued)**

**Special Interests:**

**Reducing Health Disparities:** 2006 – 2009: member of Health Services planning committee, and facilitated workshops for over 1,000 employees to increase and/or enhance knowledge of diverse Health Services patient needs; facilitated action plan development to deliver high quality services with positive impact throughout the County.

**Service Excellence:** 2008-2009: at request of Dr. Walker co-designed and co-led Service Excellence program for all Health Services leadership/managers and front line staff which included collaborative design of service delivery expectations to ensure ALL Health Service patients including CCHP members are treated with dignity and respect.

**High Quality Health Care delivered at a reasonable cost:** special interest developed through HR benefit management responsibilities in unionized workplace environment of capped wages and benefits.

**INFORMATION:**

1. Return completed application to Deborah Everist, Contra Costa Health Plan, 595 Center Avenue, Suite 100, Martinez, CA 94553; FAX # (925) 313-6580. Call (925) 313-6004 for more information.
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CONTRA COSTA COUNTY ADVISORY BOARDS, COMMISSIONS, COMMITTEES  
APPLICATION FORM

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Please answer:

Are you currently employed by CCHP or HSD? " Yes  No

If yes, please explain: \_\_\_\_\_

Are you or your employer now a contractor to CCHP? " Yes  No

If yes, please explain: \_\_\_\_\_

Are you associated with an organization that is currently or has plans to contract with CCHP?

" Yes  No  If yes, please explain: \_\_\_\_\_

Please check all boxes that apply:

- " Current CCHP Medi-Cal Subscriber      " Current CCHP Medicare Subscriber      " Physician  
" Other Provider      " Current CCHP Commercial Subscriber      " Represent Medical Indigent Needs

Name of Applicant: Debra A. Shorter-Jones

Home Address: 326 So. 26th St. Home Phone: (510) 234-5608

Richmond, CA. 94804

Business Address: 2344 6th St., Berkeley, CA Work Phone: (510) 981-5349

Signature: \_\_\_\_\_ Date: July 18, 2012

*Personal Experience, Skills, Interests:*

Education/Background:

Samuel Merritt College-2001-2002/ MSN/FNP  
Sonoma State University 1986-1989/ BSN/PHN  
Contra Costa Community College 1983-1986/ AS/RN

Occupation:

Public Health Nurse

Community Activities:

Contra Costa Co. Mental Health Commissioner  
President of Cortez-Stege Neighborhood Council  
Member of Kennedy High School school site council/ and African American Parents task force

Special Interests:

Activities for children and teens. Health care issues. Mental health issues

INFORMATION:

1. Return completed application to Teresa O'Riva or Jill Lorrekovich, Contra Costa Health Plan, 595 Center Avenue, Suite 100, Martinez, CA 94553; FAX # (925) 313-6580.
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APPLICATION FORM

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(Application form must be typed or hand printed.)

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Please answer:

Are you currently employed by CCHP or HSD?  Yes  No

If yes, please explain: N/A

Are you or your employer now a contractor to CCHP?  Yes  No

If yes, please explain: N/A

Are you associated with an organization that is currently or has plans to contract with CCHP?

Yes  No If yes, please explain: N/A

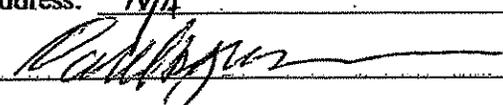
Please check all boxes that apply:

Current CCHP Medi-Cal Subscriber  Current CCHP Medicare Subscriber  Physician  
 Other Provider  Current CCHP Commercial Subscriber  Represent Medical Indigent Needs

Name of Applicant: DAVE THAYER

Home Address: 81 PIONEER COURT Home Phone: 925 625 0427  
OAKLEY 94561

Business Address: N/A Work Phone: N/A

Signature:  Date: 7-18-2012

Personal Experience, Skills, Interests:

Education/Background:

BA SAN FRANCISCO STATE UNIVERSITY  
CAL. STATE EAST BAY, SECONDARY EDUCATION CREDENTIAL  
CONTRA COSTA MENTAL HEALTH DIVISION, PARA-PROFESSIONAL TRAINING

Occupation:

RETIRED HIGH SCHOOL TEACHER, CASEWORKER, COMMERCIAL PHOTOGRAPHER

Community Activities:

ADVISORY COMMISSION MEMBER, IN HOME SUPPORTIVE SERVICE PUBLIC AUTHORITY, CONTRA COSTA COUNTY.

Special Interests:

SENIOR + DISADVANTAGED ADVOCATE CONTRA COSTA COUNTY  
 PRACTING ARTIST (KERAMICS)

INFORMATION:

1. Return completed application to Jill Lorrekovich or Pat Sussman, Contra Costa Health Plan, 595 Center Avenue, Suite 100, Martinez, CA 94553; FAX # (925) 313-6580. Call (925) 313-6004 for more information.
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5. Some boards assign members to committees or work groups requiring additional time.

## **KATHLEEN GAGE**

**3217 Ensenada Drive  
San Ramon, CA 94583**

**925.803-1227; 925.487.0575 (cell)  
E-mail: krgage@comcast.net**

*December 2006 to January 2012*

### **UNIVERSITY OF CALIFORNIA, BERKELEY**

#### **Benefits Analyst 2**

Berkeley, CA

Within the Student Health Insurance Office (SHIO) of University Health Services – Tang Center, served as program assistant to Health Plan Administrator. Coordinated health insurance programs for UC Berkeley students with the student health insurance plan (SHIP), international visiting scholars, students with dependents, and students after graduation, through personal and telephone interviews, email correspondence, and workshops. Provided positive customer service to various campus communities (students, parents, staff and faculty). Updated web site pages related to insurance programs. Acted as liaison to campus advisory groups, health care companies and agencies, including UC Berkeley's health insurance broker. Maintained knowledge of the individual health insurance market, public programs and state and federal legislation, including the federal Affordable Care Act or ACA.

*October 2004 to November 2006*

#### **Teacher**

Tri-Valley Area, CA

- High School English and English Language Development subjects
- Substitute Teacher, middle school and high school—various public school districts

*February 2004 to December 2004*

### **BLUE SHIELD OF CALIFORNIA**

#### **Health Care Analyst — Compliance Specialist**

San Francisco, CA

Responsible for the completion of government, regulatory, and compliance documents for Blue Shield's insurance subsidiaries.

*January to September 2003*

### **BLUE SHIELD OF CALIFORNIA**

#### **Health Care Analyst (Contract)**

San Francisco, CA

Researched and drafted *Medicare Supplement Plan of Operation* filed with California Department of Insurance.

*July 1998 to September 2002*

### **BETA HEALTHCARE GROUP RISK MANAGEMENT AUTHORITY**

#### **Corporate Affairs Manager**

Alamo, CA

Corporate officer for BETA Healthcare Group, a medical malpractice self-insurance pool, and its insurance affiliates.

*March 1996 to July 1998*

### **LIFEGUARD, INC.**

#### **Technical Writer/Policy and Procedures Documentation Specialist**

Milpitas, CA

Developed Lifeguard's benefit interpretation and medical policies with senior management input. Produced desktop procedures for operational departments. [Lifeguard ceased operations 12/31/2002.]

*September 1991 to August 1994*

### **KAISER FOUNDATION HEALTH PLAN, INC.**

#### **Health Care Analyst/Special Assistant**

Oakland, CA

Prepared extensive regulatory applications relating to Kaiser's Northern California Region Medicare ("Senior Advantage"), Medi-Cal and commercial products.

#### **Legal Assistant Experience**

From 1976 to mid-1991, I worked as a litigation legal assistant for law firms on complex business litigation matters including construction, antitrust, securities fraud, legal malpractice, bankruptcy and product liability.



***Personal Experience, Skills, Interests: Frances Trant (continued)***

**Special Interests:**

**Reducing Health Disparities:** 2006 – 2009: member of Health Services planning committee, and facilitated workshops for over 1,000 employees to increase and/or enhance knowledge of diverse Health Services patient needs; facilitated action plan development to deliver high quality services with positive impact throughout the County.

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**Contra Costa County  
Veterans Service Office**



**NATHAN D. JOHNSON**  
County Veterans Service Officer

**Dorian Carr**  
Branch Office Manager

- ☒ 10 Douglas Drive, # 100  
Martinez, CA 94553-4078  
(925) 313-1481 FAX (925) 313-1490
- ☐ 100 - 37th Street, # 270  
Richmond, CA 94805-2179  
(510) 374-3241 FAX (510) 374-7955

August 6, 2012

Family and Human Services Committee

**East Bay Stand Down for Homeless Veterans**

**Recommendation:** The Board of Supervisors endorses and supports the East Bay Stand Down (EBSD) to be held September 13 through 16, 2012 at the Alameda County Fairgrounds, Pleasanton, CA. (EBSD 2012 brochure attached)

As a volunteer and member of the Executive Board for EBSD, I am pleased to present an overview of this special event.

Jerry Yahiro, Director and one of the founders of EBSD, is with us today and would like to make a few comments.

**Background:** The EBSD is an extraordinary event serving 450 Homeless veterans and their families from the San Francisco Bay Area. They have an opportunity to receive invaluable and diverse services and care in a safe, secure environment. The goal is to assist homeless veterans to end the cycle of homelessness by bringing into one location transitional housing opportunity, medical/dental care, legal services, benefits counseling, food, clothing, entertainment and many other services. Most important, our participants receive this care in a respectful manner and we let them know they are not forgotten. This event is supported by over 1,000 dedicated community and military volunteers.

Thank you for your support on this worthy endeavor!

Nathan D. Johnson  
Director, Veterans Service



It is estimated that there are over **180,000 needy and homeless Veterans** throughout the Nation on any given night. Within the nine San Francisco Bay Area counties, the VA estimates that there are over 6,000 homeless Veterans. In the Northern California area, there may be as many as 10,000 or more. A significant number of these Veterans have had little or no contact with the VA for either monetary or medical benefits. Nor have they had much contact with other agencies offering assistance. Aiding or helping to improve their situations, especially for combat Veterans, is a difficult process, but one which cannot be ignored.

Stand Down is a term used during war to describe the practice of removing combat troops from the field and taking care of their basic needs in a safer area. The East Bay Stand Down (EBSD) brings needy and homeless Veterans into a safe, if only temporary, encampment for the same purpose. Since the first Stand Down held in San Diego in 1988, Stand Downs have taken place in over 200 cities nationwide. Over 100,000 Veterans and their families have benefited from Stand Downs. These events have proved to be very effective in helping to break the cycle of homelessness among Veterans and their families.



**EBSD** has been sponsored by a broad base of community agencies led by the VA's Concord Vet Center, The Rotary Clubs in the East Bay Counties, the Viet Nam Veterans of Diablo Valley and the Ladies Auxiliary & VFW Post 6435 of Antioch, CA. Corporate Sponsors have included, AT&T, Peet's Coffee, Lawrence Livermore Labs, and many others. Significant support is received from the different branches of the U.S. Military led by the U.S. Army Reserves Medical Brigade.

During EBSD, a "tent city" is erected to house as many as **500 Veterans**, men and women, and their families. In total, approximately **1200 to 1500 volunteers** participate throughout the planning and conducting of the event. The U.S. Army, Air Force Navy Reserves have provided special funding for military support since 2002. Other funding is primarily through monetary and in-kind donations. **All monetary donations are applied to the needs of the Veterans.** No donated money is used for salaries. **All donations are tax deductible.**

Veteran participants are screened prior to admission to the event, to ensure Veteran status and eligibility. The participants are bussed in from various points throughout the Bay Area and transported to the event site. Upon arrival at the "tent city" the Veterans receive food, clothing, shelter, showers, haircuts and other basic necessities. VA and Military Health Care providers work side by side to assist with physical, dental and mental health needs. Counselors are available to address substance abuse issues, employment options, benefits and spiritual concerns. **Service providers are literally at the Veteran's doorstep.**

Typically, a homeless person must spend inordinate amounts of time and energy going from one service agency to another. Often, duplicate efforts cause frustration and alienation from the very agencies and processes designed to help them. Fearing arrest, or a fine, a Veteran may not attempt to seek help of any type because of minor civil offenses. A **Stand Down Court** is set up to adjudicate these issues, with Superior Court judges from several participating counties. These magistrates help overcome many of these obstacles. The DMV is there to help get CA IDs and driver's licenses back on the spot.

The objectives of the EBSD are to place **20% of the eligible participants directly into residential programs.** We provide employment opportunities that can lead to direct employment. Other connections with a large number of community agencies help with stabilization of the participants' lives and offer an avenue to breakthrough and escape the cycle of homelessness.

EBSD began in 1999 at Camp Parks in Dublin, CA. Since that time we have had over 2500 participants in the events. **EBSD 2012 will be in September.** We will be holding the event at the **Alameda County Fairgrounds in Pleasanton, CA.** "Needs lists" and volunteer applications are available at the website. For more detailed information contact those names listed below or go directly to our website.

## **THANK YOU FOR YOUR SUPPORT**

If you would like to make a donation, go to:  
**[WWW.EASTBAYSTANDDOWN.ORG](http://WWW.EASTBAYSTANDDOWN.ORG)**

or you can send a check payable to:

**DIABLO VALLEY VETERANS  
FOUNDATION/EBSD**

**PO BOX 2196 - DANVILLE, CA 94526**

“The willingness with which our young people are likely to serve in any war, no matter how justified, shall be directly proportional as to how they perceive the Veterans of earlier wars were treated and appreciated by their nation”

*George Washington*



**SEPTEMBER 13, 14, 15, 16,  
2012**

**ALAMEDA COUNTY  
FAIRGROUND  
PLEASANTON, CA**

**[WWW.EASTBAYSTANDDOWN.ORG](http://WWW.EASTBAYSTANDDOWN.ORG)**

**HELPING DISPLACED, HOMELESS  
AND NEEDY VETERANS AND THEIR  
FAMILIES.**

Executive Chair: Denver Mills (925) 680 4526  
Director: Jerry Yahiro (925) 743 8850  
Assistant Director of Programs:  
Don Rinker (510) 637 6280  
Assistant Director of Logistics:  
Mike Weber (925) 648 5346  
And a cast of hundreds

**EMPLOYMENT AND HUMAN SERVICES DEPARTMENT  
CONTRA COSTA COUNTY**

---

DATE: August 6, 2012  
TO: Family and Human Services Committee  
FROM: John Cottrell, Aging and Adult Services Director  
SUBJECT: CalFresh Program Updates

---

As a follow up to the 2011 committee report, the Employment and Human Services Department (EHSD) is providing a status update to the restaurant meals program. In addition, there is information outlining the requirements for a corrective action plan due to not meeting the state application processing timelines.

**CalFresh Program**

The CalFresh program, formerly known as Food Stamps and federally known as the Supplemental Nutrition Assistance Program (SNAP), was designed to help provide assistance to hungry people, regardless of their age, gender, marital or family status. The program issues monthly electronic benefits that can be used to buy most foods at many markets and food stores.

The CalFresh program helps to improve the health and well-being of qualified households and individuals by providing them a means to meet their nutritional needs.

At the federal level, the program is administered by the United States Department of Agriculture's Food and Nutrition Service. In California, the CalFresh program is supervised at the state level by the California Department of Social Services and is administered at the local level by each County Welfare Department.

In the CalFresh program we have experienced an unprecedented increase in the number of individuals applying for aid over the last five (5) years. In 2006 we had approximately 18,716 families applying for aid as compared to 39,054 in 2011. This represents a **108.6% increase** in the number of CalFresh applications received during this period. Currently, we are expecting the number of CalFresh applications to rise primarily based on the capability for filing on-line applications.

Over the last five years, the CalFresh cases have **increased a total of 127.6%** going from roughly 13,282 average cases a month in 2006 to 30,233 average monthly cases in 2011.

**Restaurant Meals Program**

The CalFresh Restaurant Meals Program (RMP) is a federally funded program that allows CalFresh (CF) recipients who are elderly (60 and over), disabled, or homeless to use their CF

benefits to purchase restaurant prepared meals. There are currently 4,848 households in Contra Costa County who are potentially eligible for this program at this time. The restaurant meals program has been available since 2004, however, very few counties are participating. EHSD staff have contacted these counties in an effort to learn more about the details of administering this additional program. The costs associated with implementation are primarily staffing and administrative.

Recent developments include a failed legislative attempt at the State level that would have limited the types of food that could be purchased by California CF recipients. In addition, with the increased media attention associated with fast food establishments utilizing the RMP, the United States Department of Agriculture (USDA), Food and Nutrition Services (FNS) has instructed the California Department of Social Services (CDSS) that they must follow the intent of the RMP. This effort will ensure that there are healthy meal choices available before approving a participating restaurant. Verification of this must be submitted to CDSS before the county will be certified to implement RMP.

There are several component involved in the certification process with include: (1) Certifying homeless, elderly and disabled recipients of CF as eligible to purchase low cost healthy meals with CF benefits in restaurants which have entered into Memorandum of Understanding (MOU) with the county for this purpose, (2) Identifying households entitled to participate in the program for the use of CF benefits at authorized restaurants, (3) Informing those recipients of the names and addresses of participating restaurants, and (4) Completing a demographic analysis by zip code of the location of the potential RMP population in relation to potential participating restaurants.

The MOU must contain a requirement that the restaurant provide low cost or discount meals during regular hours to eligible homeless, elderly or disabled persons. Low cost meals are defined as meals that cost less than what would be charged to customers not using CF benefits. Discounted meals are defined as meals already offered to certain consumers or advertised special or sale priced meals offered to all consumers. CDSS must approve the EHSD draft MOU, and EHSD must execute an MOU with each restaurant.

In addition, each restaurant must agree to abide by all the rules and regulations of the USDA for CF acceptance and redemption. Any restaurant that wishes to enter into a contract with EHSD must submit to the USDA a "Meal Service Application" Form FNS-252-2, with the accompanying verifications. The restaurant must also notify EHSD when it receives authorization of its application.

EHSD must also submit to CDSS all draft outreach information that will advertise the restaurant meals program to the restaurant community and to the eligible recipient community including information on standards and availability.

EHSD was ready to discuss the possibility of piloting the RMP with a few restaurants pending further discussion with the California Restaurant Association. To date, there has been no contact by the association declaring interest. Due to the EHSD workload and staffing issues related to

implementing the RMP there has been no movement in attaining approval from CDSS at this time.

### **Management Evaluation**

As mandated by FNS, CDSS conducts a Management Evaluation (ME) review of Contra Costa County's administration of the CF program. The federal priority areas for FFY 2012 are: Program Access / Customer Service, Timeliness of Application Processing, Payment Accuracy, and Quality Control (QC). The findings from this review will assist in the development, implementation, and review of county Program Improvement Responses. This review will take place on a yearly basis as Contra Costa is now considered a large county (case load over 25,000). The review for 2012 was completed the week of June 11, and official ME findings will be issued by CDSS in 60 to 90 days.

The preliminary results presented were positive but concern was expressed regarding meeting the application processing timeliness standards. The ME reviewers reiterated the new policy set forth by CDSS that began January 2012. Any county that is below 90% for two consecutive quarters will be expected to submit a plan of action. The data used for the ME review (January through December 2011) showed the Expedited Services (ES) issuance compliance rate at 84% and the 30 day application processing rate at 87.5%.

### **Corrective Action Plan**

FNS requires states to maintain a certain performance measure for application processing timeliness. FNS evaluates timeliness as part of the QC process and measures timeliness according to federal processing standards. The timeliness measurements include both ES and 30 day application processing. The federal timelines for ES is seven days but California law requires ES to be issued within three days.

FNS requires a 100 percent application processing timeliness rate and a Correction Action Plan (CAP) when a state is below 90%. Final data for FFY 2011 indicates a timeliness rate of 81.82% for California. As a result, one of the corrective action initiatives created by CDSS is to require counties that are below 90% for two consecutive quarters beginning January 2012 to submit a CAP. Once notified, the county must develop, submit and implement a CAP that includes the steps that will be taken to meet the performance standard. Once the county maintains timeliness standards for two consecutive quarters, they will no longer be subject to the CAP requirements.

The 30 day application timeliness average is 94% for the January through March 2012 quarter, and April through June 2012 quarter compliance is 97%.

EHSD has a 97% ES compliance rate for federal timeliness (seven days), but the expectation is to meet the three day California timeframe. The average for January through March 2012 quarter is 82% and the April through June 2012 quarter shows a compliance rate of 89.11%.

### **Conclusion**

EHSD is committed to improving CF access and application processing timeliness. The RMP is one means of increasing access. Of the 68,000 persons currently in receipt of CF benefits, 7% are homeless, elderly or disabled. These individuals are not able to acquire prepared meals due to

lack of residence, proper cooking facilities and disabilities that limit their ability to prepare food. California counties who currently operate a RMP have indicated that while it is labor intensive to implement, it has been successful for both recipients and the local economy. In addition, EHSD staff are currently working to develop corrective action strategies to meet the compliance rates in the upcoming quarters.



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

Terry Speiker, Interim Director

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**MEMORANDUM**

**DATE:** July 30, 2012

**To:** Family & Human Services Committee

**CC:**

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

**SUBJECT:** **EHSD “Office of the Future” Project Overview**

---

**BACKGROUND**

The Employment and Human Services Department (EHSD) has been challenged with providing the highest level of customer service to the citizens of Contra Costa County given the volume of clients and compliance standards and requirements set by federal, state and local government. In light of recent economic conditions, the Department has experienced unprecedented public demand for financial, food and medical assistance. Due to budgetary reductions, diminished staffing levels, and segmented business systems; this client demand has overwhelmed the capacity of the Department to maximize timely assistance and a positive customer experience.

**Key Issues**

Many key service delivery issues currently face the Department. The overriding critical issue is to readily serve the high number of individuals applying and receiving benefits at the EHSD District Offices and to reduce the long wait times associated with these visits. Depending upon the time of the month and the specific office, wait times can vary between five minutes and two hours.

Other key service delivery issues include:

- Client phone calls come through multiple phone numbers providing for an inconsistent client experience
- Calls are frequently routed to worker voice mail (up to 80% of all client calls.)
- Calls forwarded to worker voice mail may not be readily returned due to workload and result in an escalation of issues to supervisors.
- Several visits may be necessary for clients to complete the application process
- Manual appointment scheduling and rescheduling is done by individual workers and reception staff. Much time is spent on rescheduling appointments as approximately 60% of all appointments are rescheduled.

- Document-imaging processes are not standardized and currently do not fully meet the business process needs to ensure timely service to applicants. All new applications are completed using paper documents and are sent off-site to the document-imaging vendor, IKON. Immediate access to client applications/documents is not possible in the current environment as these documents are sent off-site for scanning and indexing. Other document-imaging is performed internally.
- AccessCalWIN Integrated Voice Response (IVR) which allows clients to automatically access case information 24 hours a day is underutilized.
- BenefitsCalWIN.org is the web portal through which we receive on-line applications. This portal has broader capacity for utilization and is another means by which the public may apply for public benefits.
- Appointment scheduling is isolated to only individual district offices and is not set-up for county-wide appointment scheduling.

### **Major Initiatives**

EHSD has many projects either implemented or currently underway to develop new technology solutions and to re-engineer business processes. These efforts/projects have not been fully coordinated as part of a single business strategy. Specifically the major initiatives that are underway include:

- Access CalWIN IVR and BenefitsCalWIN
- On-Line Client Rights and Reporting Responsibilities Video
- Electronic Signage in the District Offices Reception Area
- On-line Appointment Scheduling System
- Medi-Cal Service Center
- District Office Reception Kiosks
- Multi-Purpose Intake Workers

The synchronization of these efforts is critical to ensure seamless transitions in processes and the ability to leverage complementary solutions.

In an effort to address these challenges and to enhance its service delivery model in order to best serve the growing numbers of Medi-Cal, CalFresh and CalWORKs clients, EHSD contracted with InTelegy Corporation who has worked with several other counties throughout the State in developing and implementing needs-based solutions to address service delivery challenges.

### **STRATEGY AND PLAN**

In September 2011, EHSD working with InTelegy finalized a strategy and plan to redesign the client application process or Intake and to re-engineer the Intake business processes in the district offices for the major benefit programs. This strategy and plan also included enhanced re-alignment of the Department's new technology efforts such as those listed above.

The objectives outlined in the strategy included:

1. Modernize EHSD to be the **Office of the Future** to standardize and streamline service delivery/business processes across all District Offices.

2. Improve the public's experience by providing multiple points of access for clients to more efficiently and effectively obtain benefits.
3. Improve the working environment for EHSD staff by providing state-of-the-art tools and creating streamlined and consistent processes by which to better manage work.
4. Allow for increased efficiency and flexibility in operational service delivery through the ready deployment of staff where and when needed.
5. Leverage the time and resources expended on other Department major initiatives through the inclusion and coordination with the **Office of the Future** for maximum benefit to clients.
6. Implement and maintain a competitive private sector business model. Promote an environment where we "Compete for our Customer's Business."

### **Vision for the Future**

The vision for the **Office of the Future** includes the design and implementation of a new Intake needs-based operation within all five District Office locations with streamlined processes and technologies.

In support of this improved client experience, EHSD will implement and integrate appropriate Client Needs-Based Service Delivery technology and supporting processes:

- Telephony implementation that includes *Automated Call Distribution* (ACD) which will allow for the automatic, systematic routing of calls directly to available workers and an Auto-Dialer feature which will automatically send out appointment message reminders to clients.
- Document-imaging (scanning and indexing) of all client documents at the point-of-entry for service..
- District Office lobby self-help stations for clients (or kiosks) and electronic signage.
- A Task Management Tool (TMT) that will allow for the electronic assignment and tracking of specific work tasks to be accomplished by staff under **Office of the Future**.
- A new Appointment Scheduling process for the electronic, county-wide scheduling of client appointments.
- Lobby Management technology for effectively managing the flow of clients through the lobby. This provides real time statistics as to how many clients are waiting in the lobby and the reasons for their visit. This technology also captures historical reports that will allow us to match our resources with lobby traffic patterns.
- Operations Improvement Tools (Call Recording, Work Force Management Case Comment Narrative). The primary purpose of the Call Recording Tool is to capture the phone conversation of our clients when they call for assistance. We will use this information to evaluate and provide training for our phone workers.

- Work Force Management collects historical trends with client calling patterns and forecasts when clients will call. We will use this information to schedule workers to be available for phone calls when we anticipate clients will call us.
- The Office of the Future requires that each worker thoroughly document the actions they take on each case. The Case Comment Narrative is a template that enables workers to provide consistent and complete case comments in a timely manner.

The vision for the **Office of the Future** and the planned implementation assume the recognition of the following benefits:

### **Benefits to Clients**

#### ➤ Redesign of the Client Experience to include

- More efficient, consistent and client friendly District Office lobbies
- Expanded call handling operation to include more prompt answering of Intake calls
- Change in the Intake workflows from an application-based to a client needs-based service delivery model
  - First contact resolution by assigning applicant needs directly to available staff through a Task Management Tool (TMT) thereby avoiding the time and resources spent in appointment scheduling and rescheduling.

#### ➤ Improve Client Satisfaction and Access

- Client wait times for benefits issuances improved assuring timely eligibility determination
- Client calls handled by workers with immediate access to electronic files with a system emphasis for first contact resolution
- Increased program participation rates due to improved client experience

### **Benefits to Staff**

#### ➤ Improve Employee Satisfaction

- Intake staff able to focus on specific applications through completion with better support from lobby processes
- The burden and stress on eligibility staff will be minimized with better tracking of tasks assigned and work completed; workers will have more protected time for focused interview and application processing activities, while not sacrificing customer service
- When workers are out of the office on vacation or sick leave, they will not be assigned new work and will not have a backlog of uncompleted work when they return.
- Intake phone workers will have expanded program knowledge and will have their time diversified through work spent on the phones and with application processing.

### **Benefits to Management**

- *Improve Efficiencies and Management Visibility*
  - All Intake work with application processing and phone call handling will be managed through a single reporting structure.
  - Flexible workload distribution structure allows for the workforce to be deployed where the focus is needed. This will ensure that the most critical activities are completed on time.
  - Elimination of redundant work caused by less effective processes. Call backs to clients will be largely eliminated and appointment rescheduling minimized.
  - Enhanced management visibility and supervisor oversight through needs-based monitoring tools that will allow for a rapid response to developing circumstances.

### **DESIGN AND BUILD**

After completion of the Strategy and Plan, the EHSD management team launched a Design and Build effort to implement the **Office of the Future**.

With support from InTelegy, this phase has been lead by Managers, Supervisors, Workers, Clerks, and specifically appointed Union Representatives across all five district offices. The effort has been divided into seven (7) Design and Build committees. In the committees, staff are directly involved in business and service delivery process development and decision-making, technology planning, and determining future staff roles and responsibilities. At present, this effort is focused on the initial **Office of the Future** pilot in the Hercules District Office which is intended to test processes and technologies to ensure success before rollout to the other district offices.

The Design and Build committees are:

- Steering
- Operations
- Workflow- Process Redesign
- Communications
- Training
- Technology and Document Imaging
- Facilities

Significant effort on the part of the EHSD Executive Team has also been invested in the Design and Build phase including communication with our union partners. Union briefings and updates have been held on the **Office of the Future** on November 4, 2011 and again on April 2, 2012. Meet and Confer sessions with each of the unions are being scheduled in August and September to provide updates and input, share decisions, and to address questions and concerns regarding impending business process changes.

### **Implementation Plan and Timeline**

As a part of the Design and Build phase, a rolling launch schedule was created that addresses the introduction of each office to the **Office of the Future** in three major areas: 1) Lobby Re-design; 2) Point of Entry Scanning; and, 3) Needs-Based Business Process changes.

One key component of the **Office of the Future** plan includes the pilot of processes and technology tools at one District Office and the testing and assessment of these processes and tools prior to rollout to the remaining District Offices and staff. This will ensure adjustments can be made before the next rollout and that the final implementation of the **Office of the Future** is most efficient and effective with the support of staff and client feedback.

➤ Implementation will start with a Pilot in the Hercules Office

- Lobby re-Design and processes implemented on July 18, 2012.
- Point of Entry Scanning to be implemented on September 19, 2012.
- Call handling and the Needs-Based Intake process to be fully implemented on October 17, 2012.
- Assessment of the processes and technology will be managed by a Transition Committee which includes technology testing and process testing and modifications.

➤ Roll out plan to other offices will be contingent on the success of the pilot and the implementation of the required changes

- All staff will be provided training on new processes and technologies as their offices launch.
- Ongoing employee communication initiatives including newsletters and presentations are helping to ensure that all staff are kept aware of the **Office of the Future** plans and progress.

Phase Rollout of the Office of the Future	Lobby Launch	Point of Entry Scanning	Needs Based Operation
Hercules	7/18/2012	9/19/2012	10/17/2012
Pleasant Hill	11/13/2012	11/3/2012	2/13/2013
Richmond	12/10/2012	1/5/2013	3/13/2013
Brentwood	1/23/2013	2/2/2013	4/17/2013
Antioch	1/23/2013	3/18/2013	5/15/2013

**Project Status**

- The Hercules Lobby Re-design launch the week of July 18 was successful.
- The implementation of upfront scanning is scheduled for September in Hercules.
- The Task Management Tool (TMT) will be ready for User Acceptance Training in August.
- We do not anticipate any major issues as we move to the October implementation date.

Because of the continuing economic conditions and the external pressures to improve, EHSD is making a concerted effort to address the recent challenges of providing excellent customer service

to clients and to remain in compliance with federal, state and local requirements. EHSD has undertaken multiple technical and business solutions that are in the process of being planned, coordinated and implemented. EHSD is striving to enhance the client experience, increase efficiencies and modernize the work environment for staff as we create the Office of the Future.



To: Family and Human Services Committee, Contra Costa Board of Supervisors  
From: Wendel Brunner, MD, Public Health Director, Contra Costa Health Services *Wendel Brunner MD*  
Re: Report on implementation of Secondhand Smoke Protections Ordinance  
Date: August 6, 2012

### Background

The Board of Supervisors adopted a comprehensive Secondhand Smoke Protections Ordinance in 2006 on the heels of the California Air Resources Board report designating secondhand smoke as a toxic air contaminant based on a review of the research linking secondhand smoke with numerous adverse health effects. The Board strengthened these protections in October 2009 and again in October 2010 in response to community complaints regarding drifting smoke in multi-unit housing, and the need for additional policies to protect public health. Since the last report to the Family and Human Services Committee in May 2010, the Board of Supervisors expanded secondhand smoke protections to include no smoking on all balconies, patios, decks and carports for existing and new multi-unit housing; no smoking in 100% of new multi-unit housing beginning January 1, 2011; and a landlord requirement to include lease terms stating that smoking in areas where smoking is prohibited is a material breach of the lease. A summary of the provisions of the full ordinance is attached to this report (See Attachment 1).

### Implementation Successes of Outdoor Provisions Over the Past Year.

- Implementation of the Secondhand Smoke Protections Ordinance continues to include incorporating educational materials in the annual business license renewal mailing through the Business License Office and responding to business inquiries and community complaints.
- The general educational brochure about the county policy, *A Guide to Contra Costa County's Secondhand Smoke Protections Ordinance*, (see Attachment 2) and signage continues to be available through the Health Services website, with links from the County Treasurer/Tax Collector and the Conservation and Development Department, as well as through the Community Wellness and Prevention Program's office. These materials are available at [http://cchealth.org/topics/tobacco/secondhand\\_smoke/index.php](http://cchealth.org/topics/tobacco/secondhand_smoke/index.php)
- Collaboration with the Environmental Health Department continues, and a tobacco-related laws "checklist" was piloted this past year with Environmental Health staff for use during regular inspections. Tobacco Prevention Project Staff will be meeting with Environmental Health Department staff to evaluate the effectiveness of the checklist in the fall.
- All three (3) transit agencies serving the county's residents have come into compliance with the signage requirements of the ordinance.
- Collaborated with Permit Office of Conservation and Development to ensure that applicants for public event permits are notified that smoking is not permitted at public events.

### Implementation of Multi-unit Housing Provisions.

- The brochure *For Property Managers, Developers and Landlords in unincorporated Contra Costa: Information on Contra Costa County's Secondhand Smoke Protections Ordinance*, (see Attachment 3) continues to be available at the Building Permit Office of the Conservation and Development Division, (CCD) as well as through the Contra Costa Health Services, Business License Office and CCD websites. These materials are available at <http://www.cchealth.org/topics/tobacco/landlords.php>.



- The Contra Costa Housing Authority is in the process of taking steps to fully implement the ordinance provisions, and Tobacco Prevention Project staff is providing technical assistance on these issues.

## **Challenges to Protecting Residents from Secondhand Smoke and Nicotine**

Multi-Unit Housing Protections. The majority of the complaints received by the Tobacco Prevention Project continues to be from residents in the unincorporated county, Concord and Walnut Creek regarding unit-to-unit and outside-to-unit drifting smoke. For residents of the unincorporated county, staff follows up with landlords and property owners regarding compliance with the County’s laws. However, since the County’s ordinance does not include protections that address unit-to-unit drifting smoke, many of these residents are still exposed to secondhand smoke in their homes. Some communities in CA have been moving quickly to address this issue. Since the City of Richmond adopted a 100% smokefree multi-unit housing ordinance in July, 2009, eight other California jurisdictions have adopted similar protections, including Santa Clara and Sonoma counties in the Bay Area.

Complaints to the Project have also included drifting smoke issues in buildings with two or three units. As the County’s ordinance defines multi-unit housing as “four or more units”, this has been problematic in fully protecting residents of multi-unit housing in the unincorporated county.

Electronic or “E” Cigarettes. Electronic cigarettes, also known as e-cigarettes, are battery-operated products designed to deliver nicotine, flavor and other chemicals. They often resemble the “look” of a cigarette, including a battery-lit glow at the end of the device. They turn nicotine, which is highly addictive, and other chemicals into a vapor that is inhaled by the user. The U.S. Food and Drug Administration has conducted laboratory analysis of electronic cigarette samples and found they contained carcinogens and toxic chemicals to which users and bystanders could potentially be exposed. Because clinical studies about the safety and efficacy of these products have not been submitted to the FDA, consumers currently have no way of knowing whether e-cigarettes are safe for their intended use; what types or concentrations of potentially harmful chemicals are found in these products, or how much nicotine they are inhaling when they use these products.

The FDA is concerned that e-cigarettes can increase nicotine addiction among young people and may lead young people to try other tobacco products, including conventional cigarettes, which are known to cause disease and lead to premature death. These unregulated devices have a high appeal to youth due to their high-tech design and availability in youth-friendly flavors. In addition to the possible health risk associated with these products, there is growing concern about that use of e-cigarettes in public places and places of employment could increase social acceptance of smoking, and trigger relapse in those who are trying to quit smoking.

Because these products look incredibly similar to tobacco cigarettes, they may provide models for unhealthy behavior, particularly among youth, and complicate enforcement of state and local laws governing the smoking of tobacco products in public places.

There are several options for regulating e-cigarettes. The City of Concord has included a prohibition on the use of e-cigarettes in places where smoking is prohibited, and other jurisdictions across the country have adopted laws to regulate the use of e-cigarettes in public places. These include the state of New Jersey; Savannah, GA; Suffolk County, NY; Kings County WA; and Tacoma WA.



Contra Costa Public Health has received complaints about the use of these products in our offices and in County health service hospital and clinics. We are looking to institute a policy prohibiting the use of these products and any other unregulated products containing nicotine in Health Services buildings. We recommend that the County regulate these products in public places, including prohibiting use in places where the use of tobacco products are prohibited, and requiring a tobacco retailer license for those that are selling these products.

As the Board has long understood, tobacco prevention efforts call for ongoing review and strengthening of our programs and our laws to insure that our tobacco prevention efforts continue to improve public health in our community. This is particularly important in an environment of emerging new tobacco and nicotine products developed to appeal to the most vulnerable.

**Attachments:**

1. Provisions of Contra Costa County Secondhand Smoke Protections Ordinance
2. “A Guide to Contra Costa County’s Secondhand Smoke Protections Ordinance” brochure
3. “For Property Managers, Developers and Landlords in unincorporated Contra Costa: Information on Contra Costa County’s Secondhand Smoke Protections Ordinance” brochure.





**Provisions of the County Secondhand Smoke Protections Ordinance\***

**Smoking is prohibited in the following outdoor areas:**

- All areas within 20 feet of the doors, operable windows, air ducts and ventilation systems of any enclosed worksite or enclosed places open to the public, except while passing on the way to another destination;
- In outdoor dining areas at bars and restaurants (including outdoor dining areas at places of employment and in outdoor lounges);
- On public trails and in public parks;
- In service areas. (Service area means an area used to receive or wait for a service, enter a public place or make a transaction, including ATM's, bank teller windows, ticket lines, bus stops and taxi stands);
- In public event venues (such as stadiums, fairs, pavilions, farmers markets); and
- On the campus of Contra Costa Regional Medical Center and all county-operated healthcare clinics.

**In Multi-Unit Housing Residences, smoking is prohibited:**

- In common indoor and outdoor areas of multi-unit housing residences of 4 or more unit; and
- On all balconies, patios, decks and carports for existing and new multi-unit housing.
- All areas within 20 feet of doors, windows, air ducts and ventilation systems of multi-unit housing residences, except while walking from one destination to another.
- In 100% of all dwelling units of multi-unit housing residences that receive a building permit after January 1, 2011.

**Landlord Responsibilities:**

- Maintain and keep on file at the premises: (1) a list of all designated non-smoking units at the residence; (2) a floor plan of the residence that identifies the location of all designated non-smoking units, any units where smoking is permitted and any designated outdoor smoking areas; and
- Provide a copy of the list and floor plan, and a copy of any policy for addressing smoking complaints to each prospective tenant along with every new lease or rental agreement for the occupancy of a unit in a multi-unit residence.
- Include lease terms with a clause stating it is a material breach of the lease to smoke in a non-smoking unit or in any indoor or outdoor common area where smoking is prohibited.

Landlords may designate a common outdoor area of a multi-unit housing residence as a smoking area, as long as it does not overlap with any area where smoking is otherwise prohibited by local, state or federal law; must be located at least 25 feet in all directions from non-smoking areas; and must not include areas used primarily by children.

*\*These protections currently cover the unincorporated areas of Contra Costa County.*

(OVER)



**Smoking is also prohibited:**

- In any indoor workplace or indoor area open to the public, including tobacco shops, owner or volunteer operated businesses and hotel lobbies.

**Smoking is permitted:**

- In any location within the county unless otherwise prohibited by local, state or federal law; and
- In up to 20 percent of guests room in any hotel, unless the hotel has designated the entire hotel smoke-free;

**In every building or other place where smoking is prohibited by law, the owner, operator or manager must:**

- Post “No smoking” signs with letters of not less than one inch in height, or the use of the international “No Smoking” symbol (consisting of a burning cigarette in a red circle with a red bar across it), must be visibly posted in every building or other place where smoking is regulated by the owner, operator, manager;
- Not allow ashtrays or other receptacles for disposing of smoking material where smoking is prohibited; and
- Not knowingly allow smoking in smoking prohibited areas. The owner, operator or manager must ask the person(s) to stop smoking in areas where smoking is prohibited.

**Smoking is also prohibited, under other State and County laws, in certain areas including:**

- In any public building which is any building owned, leased or occupied by the state, the county, a city or a California community college district;
- In lobbies, lounges, waiting areas, elevators, stairwells and restrooms that are a structural part of a covered public parking lot or a building to which a parking lot is attached;
- In passenger vehicles owned by the state or Contra Costa County;
- Inside and within 25 feet of a playground or tot lot sandbox area;
- In any motor vehicle in which there is a minor (a person under 18 years of age), regardless of whether the vehicle is in motion or at rest; and
- On the premises of a licensed day care center and in a licensed family day care home (e.g., a day care for children based in the home of the provider) during the hours of operation as a family day care home and in those areas of the family day care home where children are present.

**For more information about protections in your city,  
call the Tobacco Prevention Project at (925) 313-6216.**

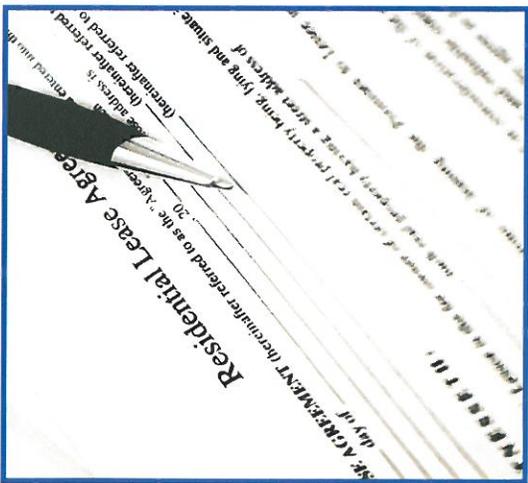
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### Landlord Liability

- Landlords are not liable for a tenant's breach of the smoking regulations if (1) the landlord has fully complied with all provisions of the law; and (2) upon receiving a signed written complaint regarding prohibited smoking, the landlord provides warning to the offending tenant. Upon receiving a second signed, written complaint against the offending tenant, the landlord may evict but is not liable for the failure to do so.

### Penalties for Non-compliance with the Ordinance

Failure to comply with the ordinance can result in administrative fines of \$100 for the first violation, \$200 for the second violation within a year and \$500 for each additional violation within a year. Landlords who fail to comply with this ordinance may be subject to other legal claims by tenants.



### Why is this Ordinance Important?

In 2006, the California Air Resources Board (CARB) designated secondhand smoke as a toxic air contaminant that may cause or contribute to an increase in deaths or in serious illness or pose a hazard to human health, particularly in children. The U.S. Surgeon General has declared that there is no safe level of exposure to secondhand smoke. Secondhand smoke causes as many as 53,000 deaths each year in the United States, approximately 6,000 of which occur in California.

Secondhand smoke has been shown to move through light fixtures, through ceiling crawl spaces, and into and out of doorways and windows. This ordinance helps to protect people who live in multi-unit housing in the unincorporated communities of Contra Costa County from the harmful effects of secondhand smoke.

For more information or to order signage (available as supplies last) for your multi-unit housing residence, contact the Tobacco Prevention Project or visit our website.



Tobacco Prevention Project  
 Community Wellness and  
 Prevention Programs  
 Contra Costa Public Health  
 597 Center Avenue, Suite 125  
 Martinez, CA 94553  
 888-877-4202 Complaint line  
 925-313-6214 Office  
 925-313-6864 Fax

<http://www.cchealth.org/topics/tobacco>

### For Property Managers, Developers and Landlords in unincorporated Contra Costa

### Information on Contra Costa County's

# Secondhand Smoke Protections Ordinance

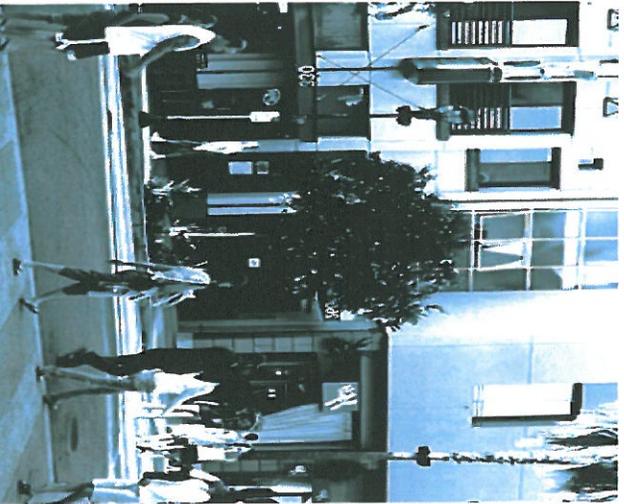


## New Law in Effect

In October 2010, the Contra Costa County Board of Supervisors amended the County's Secondhand Smoke Protections Ordinance to include more protections for residents of multi-unit housing in unincorporated Contra Costa.

**Smoking of any tobacco product or other plant (including medical marijuana) is prohibited in the following areas of multi-unit housing with 4 or more units:**

- Common indoor and outdoor areas;
- Within 20 feet of doors, windows, air ducts and ventilation systems, except while walking from one destination to another;
- On all balconies, patios, decks and in carports; and
- In 100% of all dwelling units of multi-unit housing residences that receive a building permit after January 1, 2011.



## Landlord Responsibilities

**Under the law, the Owner and Manager of a multi-unit housing building must:**

- Post "No smoking" signs with letters of not less than one inch in height, or the international "No Smoking" symbol (consisting of a burning cigarette in a red circle with a red bar across it). The sign must be visibly posted in every building or other place where smoking is prohibited by law;
- Not allow ashtrays or other receptacles for disposing of smoking material where smoking is prohibited;
- Not knowingly allow smoking in smoking prohibited areas; and
- Comply with lease/rental agreement requirements outlined in the next section.



## Lease/Rental Agreement Requirements

**Under the law, the Owner and Manager of a multi-unit housing building must:**

- Maintain and keep on file at the premises: (1) a list of all designated nonsmoking units at the residence; (2) a floor plan of the residence that identifies the location of all designated non-smoking units, any units where smoking is permitted and any designated outdoor smoking areas; and
- With every new lease or rental agreement for the occupancy of a unit in a multi-unit residence, include:
  - ◊ A copy of the list of nonsmoking units;
  - ◊ A copy of the floor plan;
  - ◊ Information indicating whether a policy for handling smoking complaints is in effect at the multi-unit residence, and if so, the terms of the policy; and
  - ◊ A clause stating it is a material breach of the lease to a) violate any law regarding smoking while on the premises; b) smoke in a non-smoking unit; or c) smoke in any multi-unit residence common area where smoking is prohibited. (The California Apartment Association's form 34.0 may be used for this purpose).

Under certain conditions, landlords may designate a common outdoor area of a multi-unit housing residence as a smoking area. For more information contact the Tobacco Prevention Project at 888-877-4202.

# Who do I call to make a complaint?

Any person may call the Contra Costa Health Services Tobacco Prevention Project at 888-877-4202.

In 2006, the California Air Resources Board (CARB) designated secondhand smoke as a toxic air contaminant that may cause or contribute to an increase in deaths or in serious illness or pose a hazard to human health, particularly in children.

## Why is this Ordinance Important?

There is no safe level of exposure to secondhand smoke. This ordinance helps to protect everyone who lives and works in the unincorporated communities of Contra Costa County from the harmful effects of secondhand smoke.

Secondhand smoke causes as many as 53,000 deaths each year in the United States, approximately 6,000 of which occur in California. Health impacts of Secondhand Smoke (SHS) in California each year include:

- Over 400 lung cancer deaths
- Over 3,600 cardiac deaths
- About 31,000 episodes of asthma
- About 1,600 cases of low birth weights in newborns
- Over 4,700 cases of premature births

If you or someone you know would like to quit smoking, call **1-800-NO BUTTS** for free cessation services and more information.

## What happens after a complaint is made?

A warning letter will be sent to the business owner about a possible violation of the ordinance. Failure to comply with the ordinance may result in fines.

## Are there other remedies under the law?

Under the Americans with Disabilities Act, violators may be sued for \$50,000 for the first violation and \$100,000 for the second violation, plus attorney's fees, if a member of the public experiences damage to their health due to secondhand smoke exposure.

For more information or to order signage for your business, contact the Tobacco Prevention Project or visit our website.



Contra Costa Public Health  
Tobacco Prevention Project  
597 Center Ave, Suite 125  
Martinez, CA 94553  
888-877-4202 Complaint line  
925-313-6214 Office  
925-313-6864 Fax  
<http://www.cchealth.org/topics/tobacco>

# A Guide to Contra Costa County's Secondhand Smoke Protections Ordinance



## About the Ordinance

New laws in Contra Costa County reduce secondhand smoke exposure among residents and workers in all unincorporated communities of Contra Costa County (County Ordinance Code Chapter 445-4).

## Where Smoking is Prohibited

Smoking of any tobacco product or plant (including the use of a hookah pipe or medical marijuana) is prohibited in the following areas:

### Indoor Areas

All workplaces and indoor areas open to the public, including tobacco shops, owner- or volunteer-operated businesses and hotel lobbies.

### Outdoor Areas

- All areas within 20 feet of the doors, operable windows, air ducts, and ventilation systems of any enclosed worksite or enclosed places open to the public, except while passing on the way to another destination;
- Outdoor dining areas at bars and restaurants and outdoor lounges and dining areas at places of employment;
- Public parks and on public trails;
- Outdoor public service areas (e.g., ATMs, ticket lines, and bus stops); and
- Outdoor public events (e.g., fairs, festivals, concerts, and farmers' markets).

## Health Care Campuses

- Smoking is prohibited on the campus of Contra Costa Regional Medical Center and all County-operated healthcare clinics.



## Multi-Unit Housing (four or more units)

- Common indoor and outdoor areas;
- Within 20 feet of doors, windows, air ducts and ventilation systems of multi-unit housing residences, except while walking from one destination to another;
- On all balconies, patios, decks and in carports; and
- In 100% of all dwelling units of multi-unit housing residences that receive a building permit after January 1, 2011.

## Landlord Requirements

### Under the law, landlords are required to:

- Maintain and keep on file at the premises: (1) a list of all designated non-smoking units at the residence; (2) a floor plan of the residence that identifies the location of all designated non-smoking units, any units where smoking is permitted and any designated outdoor smoking areas;
- Provide a copy of the list and floor plan, and a copy of any policy for addressing smoking complaints to each prospective tenant along with every new lease or rental agreement for the occupancy of a unit in a multi-unit residence; and
- Include lease terms with a clause stating it is a material breach of the lease to smoke in a non-smoking unit or in any indoor or outdoor common area where smoking is prohibited.

## Landlord, Owner and Manager Requirements

In every building or other place where smoking is prohibited by law, the owner, operator or manager must:

- Post “No smoking” signs with letters of not less than one inch in height, or the use of the international “No Smoking” symbol (consisting of a burning cigarette in a red circle with a red bar across it), visibly in every building or other place where smoking is regulated by the owner, operator, manager or other person having control of the building or other place.
- Not allow ashtrays or other receptacles for disposing of smoking material where smoking is prohibited; and
- Not knowingly allow smoking in smoking prohibited areas. The owner, operator or manager must request that the person stop smoking and if the person fails to stop, ask them to leave the premises.

