

Application Form

Profile

Amy Wells  
First Name Middle Initial Last Name

[Redacted] Suite or Apt  
Home Address  
[Redacted] CA [Redacted]  
City State Postal Code

[Redacted]  
Primary Phone

[Redacted]  
Email Address

District Locator Tool

Resident of Supervisorial District:

☒ District 3

Contra Costa County EHSD  
Community Services Bureau Division Manager  
Employer Job Title

Length of Employment

13 years

Do you work in Contra Costa County?

☒ Yes ☐ No

If Yes, in which District do you work?

4

How long have you lived or worked in Contra Costa County?

25 years

Are you a veteran of the U.S. Armed Forces?

☐ Yes ☒ No

Board and Interest

Which Boards would you like to apply for?

Local Planning and Advisory Council for Early Care and Education (LPC): Submitted

**Seat Name**

Public Agency 1 West County

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

☒ Yes ☐ No

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

10+

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**Education**

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

☒ High School Diploma

**College/ University A**

**Name of College Attended**

University Of Phoenix

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

Masters/Child Development

**Degree Awarded?**

☒ Yes ☐ No

**College/ University B**

**Name of College Attended**

Cal State Hayward University

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

BA/Human Development

**Degree Awarded?**

☒ Yes ☐ No

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**College/ University C**

**Name of College Attended**

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

## Degree Awarded?

☐ Yes ☐ No

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## Other Trainings & Occupational Licenses

### Other Training A

#### Certificate Awarded for Training?

☐ Yes ☐ No

### Other Training B

#### Certificate Awarded for Training?

☐ Yes ☐ No

#### Occupational Licenses Completed:

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## Qualifications and Volunteer Experience

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

I have enjoyed my time working with my fellow peers on the LPC. The work we do to advocate for early care and education is invaluable. Early childhood education provides a strong foundation for future learning and plays a pivotal role in children's development.

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

I obtained my Master's Degree from the University of Phoenix with a focus on Child Development and have taken many ECE courses over the years. My current role as Division Manager within Community Services Bureau is to oversee the program operations of our 12 child development centers. I have been in this role for 4 years.

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Upload a Resume

### Would you like to be considered for appointment to other advisory bodies for which you may be qualified?

☐ Yes ☒ No

### Do you have any obligations that might affect your attendance at scheduled meetings?

☐ Yes ☒ No

**If Yes, please explain:**

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

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☒ Yes ☐ No

**If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:**

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Local Planning Council

**If Yes, please also list the Contra Costa County advisory board(s) on which you have previously served:**

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

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I currently work with Los Médanos College and serve on the Advisory Committe for their ECE department.

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### **Conflict of Interest and Certification**

**Do you have a familial or financial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section below or Resolution No. 2021/234)**

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☐ Yes ☒ No

**If Yes, please identify the nature of the relationship:**

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

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☒ Yes ☐ No

**If Yes, please identify the nature of the relationship:**

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Community Services Bureau, my employer, is federally funded (to operate Head Start programs) and we operate our program based on a grant.

## Please Agree with the Following Statement

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

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☒ I Agree

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### Important Information

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: (1) file a Statement of Economic Interest Form also known as a Form 700, and (2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2021/234, 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) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
  - (4) Registered domestic partner, pursuant to California Family Code section 297;
  - (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
  - (6) 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.

## **Amy E. Wells**

### **Career Objective**

To seek a rewarding and challenging position where I can utilize my educational background and experiences.

### **Experience**

#### **Contra Costa County-Community Services Bureau, Concord, CA**

*Division Manager, 7/1/2020-Current*

- Oversee day to day program operations for all directly operated Head Start/Early Head Start/State funded sites/classrooms
- Oversee the operations of up to 13 directly operated child care facilities, comprehensive services delivery to children and families, and central kitchen
- Lead Bureau initiatives supporting child care programs, family support staff, and staff professional growth and wellness
- Develop, implement, monitor, and evaluates policies and procedures
- Serves as a liaison for the Local Planning Council
- Recommends and develops necessary departmental or division training
- Directs and advises staff of agency policies, procedures, fiscal or program changes or developments
- Monitors to ensure compliance with federal, state, and local guidelines
- Monitoring and administration of Head Start budget
- Support Assistant Directors with program oversight
- Support and oversee Professional Development initiatives
- Provide training and technical assistance as needed

#### **Contra Costa County-Community Services Bureau, Concord, CA**

*Assistant Director-Education, 4/1/2018-7/1/2020*

- Oversee all educational components of the Head Start and Early Head Start programs (county-wide)
- Coordinate T/TA for teaching staff and site supervisors
- Maintain and oversee QRIS requirements
- Oversee NAEYC accreditations
- Oversee Community Care Licensing regulations and components within our agency
- Develop and implement agency-wide school readiness goals
- Develop long-term agency-wide goals
- Coordinate services with community agencies to enhance our Program-Exploratorium, Tandem, Bay Area Discovery Museum

#### **Contra Costa County-Community Services Bureau, Concord, CA**

*Comprehensive Services Manager-Education Manager, 7/1/2013-3/31/2018*

- Oversee all educational components, including monitoring, observing classrooms, and reviewing education files to ensure that all education criteria are met
- Participate in the development of long-term Community Services Bureau goals and objectives based on needs, trends, and prior concerns of the surrounding communities
- Develop and implement annual School Readiness Educational Goals.

- Review and report outcomes based on assessments and goals
- Individualize training and technical assistance as needed to teaching staff, administrative staff, and parents
- Supervise and mentor staff including site teachers
- Program monitoring using various tools, including CLASS, ECERS, ITERS
- Analyze Desired Results Development Profile Revised (DRDP) data and other technical data to evaluate program effectiveness
- Present to Policy Council and the Board of Supervisors as needed
- Assume responsibilities in the absence of the Assistant Director, including supervision and oversight of sites and staff
- Review and support the implementation of program standards and requirements, such as CCL regulations, Head Start Program Performance Standards, and Department of Education regulations
- Act as liaison to outside agencies, such as First Five and Contra Costa County Office of Education

**Contra Costa County-Community Services Bureau, Martinez, CA**

*Comprehensive Services Manager, 9/2010-6/30/2013*

- Plan, coordinate, and implement comprehensive services, including health, nutrition, mental health, and education, to federal and state-program eligible families and children.
- Provide various trainings to staff and families.
- Provide administrative and technical assistance to all partnering agencies and staff.
- Oversee partner and delegate agencies to ensure compliance with federal and state guidelines and regulations.
- Program monitoring using various tools, including CLASS, ECERS, ITERS.
- Manage and supervise assigned staff.
- Monitor programs to ensure compliance with Community Care Licensing.
- Monitor unit budget for staffing, equipment, and supplies.

**Education**

- **University of Connecticut**, Family Development Credential
- **University Of Phoenix**, Online Program  
Master's Degree, Early Childhood Education, 2011
- **California State University**, Hayward  
Bachelor's Degree, Human Development-Major: Child Development; Minor: Adolescent Development, 1999

**Trainings and Certifications**

- Classroom Assessment Scoring System Certification (CLASS)-Reliable in Toddler and Preschool
- CPR/First Aid
- Program Director Permit-California Commission on Teacher Credentialing