



# CONTRA COSTA COUNTY

## AGENDA

### Internal Operations Committee

Supervisor Diane Burgis, Chair  
Supervisor Candace Andersen, Vice Chair

<https://cccounty-us.zoom.us/j/85280600959>  
Call In: 888-278-0254 Conference code: 845965

---

**Monday, April 8, 2024**                      **10:30 AM**      **1516 Kamole Street, Honolulu, Hawaii |**  
**3361 Walnut Blvd, Suite 140, Brentwood |**  
**<https://cccounty-us.zoom.us/j/85280600959>**  
**59 | Call In: 888-278-0254 Conference**  
**code: 845965**

---

**The public may attend this meeting in person at either above location. The public may also attend this meeting remotely via Zoom or call-in.**

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 two (2) minutes).
3. RECEIVE and APPROVE the Record of Action for the March 11, 2024 Internal Operations Committee meeting. (Julie Enea, County Administrator's Office) [24-0974](#)  
**Attachments:** [DRAFT IOC ROA 3-11-24](#)
4. CONSIDER recommending the appointment of Waleed Akbar to the City (central sub-region) Representative seat and Dallas Elliott to the Unincorporated (central sub-region) Representative seat on the Affordable Housing Finance Committee, both to new three-year terms ending on June 30, 2027. (Kristin Sherk, Department of Conservation and Development) [24-0975](#)  
**Attachments:** [Akbar, Waleed \(AHFC\) 03-06-34 Redacted](#)  
[Elliot, Dallas \(AHFC\) 03-06-24 Redacted](#)  
[Gallon, Keycha \(AHFC\) 02-23-24 Redacted](#)  
[Lafrades, Janelle \(AHFC\) 03-05-24 Redacted](#)  
[AHFC Applications](#)

5. INTERVIEW applicants for the BOS Representative and Public 3 seats on the Treasury Oversight Committee for terms that will begin on May 1, 2024 and expire on April 30, 2028 and DETERMINE recommendations for Board of Supervisors consideration. [24-0976](#)
- Attachments:** [Attachment 1\\_Treasury Oversight Committee Applicant Summary 2024](#)  
[Attachment 1\\_Albers, Michael \(TOC\) 03-11-24\\_Redacted](#)  
[Attachment 1\\_Andrews, Floy \(TOC\) 03-15-24\\_Redacted](#)  
[Attachment 1\\_Beraz, Mari \(TOC\) 03-27-24\\_Redacted](#)  
[Attachment 1\\_Elliott, Dallas \(TOC\) 03-11-24\\_Redacted](#)  
[Attachment 1\\_Hazarika, Gaurab \(TOC\) 03-11-24\\_Redacted](#)  
[Attachment 1\\_Miller, Kenneth \(TOC\) 03-27-24\\_Redacted](#)  
[Attachment 1\\_Quinly, Steven \(TOC\) 03-26-24\\_Redacted](#)  
[Attachment 1\\_Reyes-Erazo Hector \(TOC\) 04-03-24](#)  
[Attachment 2\\_Treasury Oversight Committee Roster 04.01.24 \(002\)](#)  
[Attachment 3\\_TOC Bylaws](#)  
[Attachment 4\\_Media Announcement TOC](#)
6. REVIEW policy questions and recommendations of staff and provide direction towards the drafting of a policy on establishing memorials and dedications on County property. (Julie Enea, County Administrator's Office; Carrie Ricci, Public Works Department) [24-0977](#)

The next meeting is currently scheduled for May 13, 2024.

Adjourn

**General Information**

This meeting provides reasonable accommodations for persons with disabilities planning to attend a the 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 Committee less than 96 hours prior to that meeting are available for public inspection at 1025 Escobar St., 4th Floor, Martinez, during normal business hours. Staff reports related to items on the agenda are also accessible on line at [www.co.contra-costa.ca.us](http://www.co.contra-costa.ca.us).

**HOW TO PROVIDE PUBLIC COMMENT:**

Persons who wish to address the Committee during public comment on matters within the jurisdiction of the Committee that are not on the agenda, or who wish to comment with respect to an item on the agenda, may comment in person, via Zoom, or via call-in. Those participating in person should offer comments when invited by the Committee Chair. Those participating via Zoom should indicate they wish to speak by using the “raise your hand” feature in the Zoom app. Those calling in should indicate they wish to speak by pushing \*9 on their phones.

Public comments generally will be limited to two (2) minutes per speaker. In the interest of facilitating the business of the Board Committee, the total amount of time that a member of the public may use in addressing the Board Committee on all agenda items is 10 minutes. Your patience is appreciated.

Public comments may also be submitted to Committee staff before the meeting by email or by voicemail. Comments submitted by email or voicemail will be included in the record of the meeting but will not be read or played aloud during the meeting.

For Additional Information Contact:



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

---

**File #:** 24-0974

**Agenda Date:** 4/8/2024

**Agenda #:** 3.

---

### INTERNAL OPERATIONS COMMITTEE

Meeting Date: April 8, 2024

Subject: RECORD OF ACTION FOR THE MARCH 11, 2024 MEETING

Submitted For: Monica Nino, County Administrator

Department: County Administrator

Referral No:

Referral Name: RECORD OF ACTION

Presenter: Julie DiMaggio Enea

Contact: Julie DiMaggio Enea (925) 655-2056

### **Referral History:**

County Ordinance requires that each County body keep a record of its meetings. Though the record need not be verbatim, it must accurately reflect the agenda and the decisions made in the meeting.

### **Referral Update:**

Attached is the Record of Action for the March 11, 2024 Internal Operations Committee meeting.

### **Recommendation(s)/Next Step(s):**

RECEIVE and APPROVE the Record of Action for the March 11, 2024 Internal Operations Committee meeting.

### **Fiscal Impact (if any):**

None.



*Robert Sarmiento presented the staff report. The IOC interviewed three well-qualified candidates: David Sondergeld, Kristy Lovejoy, and Craig McDonnell, and decided to recommend Kristy Lovejoy for appointment in consideration of Ms. Lovejoy's interest in addressing the "first mile and last mile" challenge and the need for West County representation on the CAC.*

**Aye:** Chair Burgis and Vice Chair Andersen

**Result:** Passed

4. CONSIDER recommending to the Board of Supervisors the appointment of Roland Fernandez to the City (central subregion) Representative seat to a new three-year term ending on June 30, 2026; and INTERVIEW applicants for the Unincorporated (central sub-region) Representative seat (term ending on June 30, 2025), on the Affordable Housing Finance Committee and DETERMINE recommendations for Board of Supervisors consideration. (Kristin Sherk, Conservation and Development Department)

**Attachments:** [Attachments to AHFC Appointments](#)

*Kristin Sherk presented the staff report. One applicant attended but is not a resident of the regions represented by the current vacant seats, and so was not eligible to be considered. Neither of the qualifying applicants attended to be interviewed. The committee evaluated the two qualifying applicants based on information in their applications and supports their appointment in concept but directed Ms. Sherk to reach out to the applicants to confirm their availability and commitment to the Commission, and to report back to IOC staff. If the applicants are unresponsive or not able or willing to serve, the IOC directed AHFC staff to open a new recruitment for the vacant seats.*

**Aye:** Chair Burgis and Vice Chair Andersen

**Result:** Passed

5. RECEIVE the 2022/23 annual report from the Public Works Director on the Internal Services Fund and status of the County's Vehicle Fleet. (Ricky Williams, Public Works Department)

**Attachments:** [22/23 Fleet ISF Report](#)

*Ricky Williams presented the report highlights, and concluded that the County is trending in the right direction in terms of growing the electric vehicle fleet. Vice Chair Andersen commented on the PG&E expense of charging the electric vehicles and wondered to what extent, if any, the County has solar-powered chargers near facilities with solar rooftops.*

*Joe Yee reported that many County facilities have solar rooftops and Public Works is in the process of purchasing four stand-alone solar-powered charging stations, each having four ports, which can be moved to different areas on a temporary basis until more permanent installations can be made. Public Works expects to receive delivery of these solar charging stations within a couple of months and is on pace to have several chargers installed to support the rollout of newly purchased electric vehicles. Joe reported that the new electric vehicles have a 260 mile per charge range as compared to the earlier versions that had only a 90 mile per charge range. The improved range coupled with greater charger infrastructure have reduced "range anxiety" among*

*County drivers.*

*Chair Burgis asked about vehicle break-ins and if there was any information about hydrogen fuel vehicles. Joe Yee reported that security fencing has been added around the 4545 Delta Fair Antioch fleet lot to deter break-ins and thefts of gasoline. He mentioned a problem in one West County location where somebody keeps cutting the cord for the charger. He said that hydrogen fuel vehicles had not been explored simply because the infrastructure is not yet there to support it.*

*There was no public comment on the item. The IOC had no further questions, accepted the report, and directed that it be forwarded to the Board of Supervisors for its information.*

**Aye:** Chair Burgis and Vice Chair Andersen

**Result:** Passed

6. CONSIDER accepting report on the Auditor-Controller's audit activities for 2023 and approving the proposed schedule of financial audits for 2024. (Sandra Bewley, Auditor-Controller's Office)

**Attachments:** [Auditor's Report on Financial Audits](#)

*Sandra Bewley presented the report highlights. The Auditor's general findings were a lack of compliance with administrative bulletins, lack of accurate, reliable inventory activities, and lack of adherence to the procurement card manual. Approximately 50% of the conditions from 2023 were repeat recommendations from prior years and related to lack of segregation of duties, timeliness of inventory count, lack of safeguarding of assets, lack of reconciliation of subsidiary ledgers to the general ledger, lack of adequate procurement card supporting documentation, and unauthorized charges on the procurement card. Common procurement card compliance issues are unauthorized transactions such as services, memberships, printing services, meal payments, fines, gifts, fuel and personal items.*

*The Auditor's Office does six-month follow-ups of all examinations to see if the departments have developed corrective action plans to implement the auditor's recommendations.*

*32 examinations are planned for 2024, which is a significant increase from the last couple of years but expected to be manageable because the Auditor's Office has been able to hire staff.*

*There was no public comment on the item. The IOC had no further questions, accepted the report, and directed that it be forwarded to the Board of Supervisors for its information.*

**Aye:** Chair Burgis and Vice Chair Andersen

**Result:** Passed

7. REVIEW proposed elements and scope for a County public art policy and PROVIDE direction to staff on the scope, process, timeline, and additional resources suggested for development of such a policy. (Lara DeLaney, County Administrator's Office)

**Attachments:** [Public Art Policy Development: Proposed Scope of Work](#)

*Lara DeLaney presented the staff report and noted that the referral was initiated by*

*former Public Works Director Brian Balbas who, before his retirement, had reached out on several occasions to say that his department receives requests from time to time for the use of either the right-of-way or County buildings for the purpose of public art projects. His department is not best situated to respond to these requests and to handle them in a holistic way, so he requested that the County Administrator's office examine and take the lead on developing a policy and procedures for responding not only to requests initiated by artists, but also for the commissioning of art for public County-owned buildings and land.*

*Lara outlined a proposed scope of work, timeline, and potential costs for such policy and procedure development and requested further direction from the IOC. She suggested potentially the development of a task force or steering committee to provide additional input on the development of the policies and procedures in addition to reviewing what other local jurisdictions have already developed, and providing an opportunity for public input. She said the goal would be to have a draft policy developed for the IOC's review in September, followed by Board of Supervisors consideration in November.*

*She identified the need for a consultant who has, experience specifically in public art policies to assist us with this and noted that Rick Stein, the County's former Arts Consultant was in attendance and has expressed interest in providing these services should the County decide to issue an RFP. Lara mentioned that the Arts Council was invited to serve a consultant to the County on development of this policy but declined due to lack of current capacity for such a project.*

*Lara identified some potential County Departments, whose staff input on such a policy/procedures would be valuable, including Public Works, Conservation and Development, County Library, Employment and Human Services, and Health Services, and County Counsel.*

*Vice Chair Andersen asked about memorial benches and other dedications, observing that there would likely be some overlap of policy issues. Staff responded that memorial benches and dedications would be taken up separately as they relate more closely to the County's existing policy and procedures for Naming of County Buildings. Vice Chair Andersen asked that staff look to other agencies' art policies as a starting point.*

*Chair Burgis wants to engage the unincorporated county communities to discover art ideas that reflect the unique history, character, and pride of each community. She mentioned, for example, an existing wall mural in Byron that illustrates the history of Byron. Possibly, such engagement could be included in the scope for work for incorporating public art in new County property or building development.*

*In lieu of the proposed steering committee for policy development, Vice Chair Andersen preferred that staff input be sought via survey or 1:1 discussion, and seeking County Supervisor input for high-level guidance. However, if a committee would be more efficient for staff, the IOC preferred that it be kept small and internal. The committee also prefers to spend County funds on actual art projects than on a consultant to develop a policy.*

*Rick Stein commented that his organization has experience in guiding the policy development process and agreed with the Committee that a robust community engagement process to develop a policy is not really required. He noted that community engagement was not part of art policy development projects he worked on for other jurisdictions leading up to the development of a draft policy, after which, there is the opportunity for community input.*



*He said there is a significant amount of communication throughout the process of developing such policies with the staff of the municipalities or county because of the various concerns that different departments would have in ensuring that best practices of their respective areas are observed and that no unintended consequences are likely to ensue. Still, he hoped the County would issue an RFQ. There were no other comments on the item.*

**Aye:** Chair Burgis and Vice Chair Andersen  
**Result:** Passed

The next meeting is currently scheduled for April 8, 2024.

*Meeting date confirmed.*

Adjourn

*Chair Burgis adjourned the meeting at 12:06 p.m.*

General Information

This meeting provides reasonable accommodations for persons with disabilities planning to attend a the 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 Committee less than 96 hours prior to that meeting are available for public inspection at 1025 Escobar St., 4th Floor, Martinez, during normal business hours. Staff reports related to items on the agenda are also accessible on line at [www.co.contra-costa.ca.us](http://www.co.contra-costa.ca.us).

#### HOW TO PROVIDE PUBLIC COMMENT:

Persons who wish to address the Committee during public comment on matters within the jurisdiction of the Committee that are not on the agenda, or who wish to comment with respect to an item on the agenda, may comment in person, via Zoom, or via call-in. Those participating in person should offer comments when invited by the Committee Chair. Those participating via Zoom should indicate they wish to speak by using the “raise your hand” feature in the Zoom app. Those calling in should indicate they wish to speak by pushing \*9 on their phones.

Public comments generally will be limited to two (2) minutes per speaker. In the interest of facilitating the business of the Board Committee, the total amount of time that a member of the public may use in addressing the Board Committee on all agenda items is 10 minutes. Your patience is appreciated.

Public comments may also be submitted to Committee staff before the meeting by email or by voicemail. Comments submitted by email or voicemail will be included in the record of the meeting but will not be read or played aloud during the meeting.



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

**File #:** 24-0975

**Agenda Date:** 4/8/2024

**Agenda #:** 4.

### INTERNAL OPERATIONS COMMITTEE

Meeting Date: April 8, 2024

Subject: Affordable Housing Finance Committee Recruitment

Submitted For: John Kopchik, Director

Department: Conservation and Development

Referral No: IOC 24/3

Referral Name: Advisory Body Recruitment

Presenter: Kristin Sherk

Contact: [Kristin.Sherk@dcd.cccounty.us](mailto:Kristin.Sherk@dcd.cccounty.us) <mailto:Kristin.Sherk@dcd.cccounty.us>

### **Referral History:**

The Affordable Housing Finance Committee (AHFC) advises the Board of Supervisors on the annual allocation of HOME Investment Partnership Program (HOME), Community Development Block Grant (CDBG), Measure X Housing, and Permanent Local Housing Allocation (PLHA) funds for affordable housing development in Contra Costa County. It typically convenes once annually in the spring to review staff's recommendations for project funding of applications received through a competitive public request for proposals process.

The AHFC consists of seven seats, including:

- Three city representative seats (one from each sub-region of the County, currently residing in an incorporated city); and
- Three County representative seats (one from each sub-region of the County, currently residing in an unincorporated area of the County); and
- One Community/At-Large representative seat (currently residing in the County, either incorporated or unincorporated).

Nominations for AHFC representatives are solicited by the Department of Conservation and Development, reviewed by the Internal Operations Committee (IOC), and referred to the Board of Supervisors for approval. AHFC terms are for three years. Per the bylaws adopted in 2021, all members are required to have professional experience in the field of affordable housing finance, design, development, or property management. Members may be retired or active affordable housing professionals.

Interviews were scheduled to be conducted at the March IOC meeting but none of the March applicants appeared to be interviewed nor did they respond to follow-up contacts by staff.

### **Referral Update:**

Four applications have been submitted to fill three current vacancies:

- Central sub-region Unincorporated Representative - term expired June 30, 2022

- Central sub-region City Representative - vacant as of December 12, 2023
- East sub-region Unincorporated Representative - term expired June 30, 2023

Of the four applications received, one does not currently reside in Contra County, and one does not have relevant professional affordable housing experience. Two of the applicants have professional affordable housing experience in some capacity and are currently eligible as they reside in a geographic area within the County where there currently is a vacancy. All the applicants will be thanked for their application and interest in serving on the AHFC and encouraged to consider other County commissions and committees.

No applications were received for the vacant East County Unincorporated Representative seat. The applicants have been invited to attend this meeting as their schedule permits them to be available for any questions the Committee may have.

### **Uncontested Seats / Single-Applicants**

#### **City Representative (central sub-region) Application**

- Waleed Akbar, City of San Ramon: They have housing work experience as a licensed real estate agent with over 18 years' experience in the Bay Area.

#### **Unincorporated Representative (central sub-region) Application**

- Dallas Elliott, Unincorporated Walnut Creek: They have experienced finance, data, systems, and business professional with strong financial skills.

Staff recommend the appointment of the above candidates to the Board of Supervisors for their approval. Their application materials are attached for reference.

While both recommended applicants were invited to attend today's IOC meeting, Mr. Elliott is unable to attend but understands the commitment to serve on the AHFC and should be generally available to meet in person for a potential AHFC meeting in June. Mr. Akbar is available to be at the IOC meeting on Monday and verbally committed to an in-person AHFC meeting in June.

### **Recommendation(s)/Next Step(s):**

1. CONSIDER staff recommendation of:
  - a. appointment of Waleed Akbar to the City (central sub-region) Representative seat to a new three-year term ending on June 30, 2027, and FORWARD the recommendation to the Board of Supervisors.
  - b. appointment of Dallas Elliot to the Unincorporated (central sub-region) Representative seat to a new three-year term ending on June 30, 2027, and FORWARD the recommendation to the Board of Supervisors.
2. FORWARD the above recommendations to the Board of Supervisors.

### **Fiscal Impact (if any):**

None.

# Application Form

## Profile

Waleed \_\_\_\_\_ Akbar \_\_\_\_\_  
 First Name Middle Initial Last Name

Home Address \_\_\_\_\_ Suite or Apt \_\_\_\_\_  
 San Ramon \_\_\_\_\_ CA \_\_\_\_\_ 94583 \_\_\_\_\_  
 City State Postal Code

Primary Phone \_\_\_\_\_

Email Address \_\_\_\_\_

### [District Locator Tool](#)

#### Resident of Supervisorial District:

None Selected

Everhome Real Estate \_\_\_\_\_ Realtor \_\_\_\_\_  
 Employer Job Title

#### Length of Employment

2

#### Do you work in Contra Costa County?

Yes  No

#### If Yes, in which District do you work?

Alameda

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

6 years

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

Yes  No

## Board and Interest

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

Affordable Housing Finance Committee: Submitted

**Seat Name**

---

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

---

Yes  No

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

---

0

---

---

**Education**

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

---

High School Diploma

**College/ University A**

**Name of College Attended**

---

San Jose State University

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

---

Bachelors Degree in Finance

**Degree Awarded?**

---

Yes  No

**College/ University B**

**Name of College Attended**

---

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

---

**Degree Awarded?**

---

Yes  No

---

**College/ University C**

**Name of College Attended**

---

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

---

**Degree Awarded?**

---

Yes  No

---

## Other Trainings & Occupational Licenses

### Other Training A

---

Real Estate

### Certificate Awarded for Training?

---

Yes  No

### Other Training B

---

### Certificate Awarded for Training?

---

Yes  No

### Occupational Licenses Completed:

---

---

## Qualifications and Volunteer Experience

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

---

"My passion for affordable housing is deeply personal, rooted in witnessing firsthand the challenges and stresses that families, including my own, face when secure, affordable housing is out of reach. This experience has shaped my commitment to being part of the solution, driving me to apply my background in finance, policy analysis, and heartfelt dedication to community service towards making a significant difference in this field. Serving on the Affordable Housing Finance Committee represents a unique opportunity for me to contribute my skills and insights towards creating innovative and compassionate financing solutions that can transform lives. I am eager to leverage this platform to advocate for policies and initiatives that ensure every individual and family has access to safe, affordable housing—a foundation upon which they can build a stable, prosperous future. This role aligns with my deepest values and professional aspirations, and I am committed to bringing my full energy and expertise to help the committee achieve its goals.

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

---

With over 18 years of experience in the real estate industry, I have cultivated a profound understanding of the housing market, finance, and the economic factors influencing both urban and rural housing development. My background in finance has equipped me with the analytical skills necessary to navigate complex financial landscapes, enabling me to contribute valuable insights into funding strategies and financial planning for affordable housing projects. As a part-owner of a successful business, the Kebab Shop, I have demonstrated strong leadership and management skills, directly contributing to the creation of hundreds of employment opportunities. This experience has honed my ability to manage resources efficiently, foster team collaboration, and drive sustainable growth—all skills that are directly transferable to the challenges and responsibilities of serving on the Affordable Housing Finance Committee. My hands-on experience in the real estate sector, combined with my entrepreneurial success and commitment to community enrichment through job creation, uniquely positions me to offer a comprehensive perspective on affordable housing finance and development. I am deeply motivated to leverage my expertise and experiences to contribute to the committee's mission of expanding access to affordable housing, and I am confident in my ability to make a meaningful impact in this role.

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:**

I am the proud father of two daughters who are currently in Kindergarten and Transitional Kindergarten, and my wife plays a critical role at Stanford Hospital. Given the nature of her work, there are occasions when she may be on call, requiring me to take on primary childcare responsibilities. While I am deeply committed to fulfilling my duties and contributing my best to the board, these circumstances could potentially impact my availability for meetings or events at times. I want to be upfront about this possibility and assure you that I will proactively manage my commitments to minimize any disruptions. My family and I are dedicated to finding balanced solutions that enable me to serve effectively on the board while attending to my parental responsibilities. I appreciate your understanding and flexibility in this matter.

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

Yes  No

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

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

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

---

## **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)**

Yes  No

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

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

---

Yes  No

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

---

**Please Agree with the Following Statement**

---

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

---

I Agree

---

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.



# Application Form

## Profile

Dallas \_\_\_\_\_ Elliott \_\_\_\_\_  
First Name Middle Initial Last Name

Home Address \_\_\_\_\_ Suite or Apt \_\_\_\_\_  
 Walnut Creek \_\_\_\_\_ CA \_\_\_\_\_ 94595 \_\_\_\_\_  
City State Postal Code

Primary Phone \_\_\_\_\_

Email Address \_\_\_\_\_

### [District Locator Tool](#)

#### Resident of Supervisorial District:

District 4

Currently Unemployed \_\_\_\_\_ Senior Finance Manager \_\_\_\_\_  
Employer Job Title

#### Length of Employment

12 Years

#### Do you work in Contra Costa County?

Yes  No

#### If Yes, in which District do you work?

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

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

Yes  No

## Board and Interest

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

Affordable Housing Finance Committee: Submitted

#### Seat Name

\_\_\_\_\_

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

Yes  No

If Yes, how many meetings have you attended?

---

---

---

## Education

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

High School Diploma

College/ University A

Name of College Attended

University of the Pacific

Degree Type / Course of Study / Major

Bachelors / Business Finance and Economics

Degree Awarded?

Yes  No

College/ University B

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes  No

---

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes  No

---

Other Trainings & Occupational Licenses

**Other Training A**

---

**Certificate Awarded for Training?**

---

Yes  No

**Other Training B**

---

**Certificate Awarded for Training?**

---

Yes  No

**Occupational Licenses Completed:**

---

---

**Qualifications and Volunteer Experience**

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

---

I love my home in Walnut Creek and I love Contra Costa county. I want to be apart of the community and my financial skills and background make me well qualified for this role.

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

---

High business acumen especially surrounding finance.

---

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:**

---

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

---

Yes  No

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

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

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

---

### 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)

Yes  No

If Yes, please identify the nature of the relationship:

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

Yes  No

If Yes, please identify the nature of the relationship:

### Please Agree with the Following Statement

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

I Agree

---

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.

## **Summary**

Experienced Finance, Data, Systems & Business Intelligence professional with strong financial, analytical, and technical skills. Unique ability to comprehend business finance objectives & architect solutions to problem-solve. Adept at converting manual processes through driving process optimization, systems automation, enhancing repeatable analysis, and improve reliability & accuracy. Expert at leveraging technology competencies to enable optimum access to system data, allow development of better systems, and facilitate rapid creation of needed reports for management's strategic decisions.

## **Skills and Competencies**

Treasury | Cash Forecasting | System Implementations | Project Management | Advanced Modeling | P&L Ownership | Advanced Excel | VBA | EC2 Instances | Python | SQL | GIT | Cronjobs | AWS | Hive | Presto | Kyriba | NetSuite | Oracle | Tableau | Domo | Marketo | Credit Underwriting | SOC 2 | ACH | Wires | Process Architecture | Controls | Reconciliations | Compliance | Banking Administration |

## **Experience**

*Sr Manager, Treasury  
Carta*

*Jan 2022 – May-2023  
(San Francisco, CA)*

- Developed automated cash allocation analysis to maximize interest income while continuing diversification of funds.
- Generated highly accurate cash forecasting models which were plug and play. Departments could alter cash burn, interest income, and revenue streams dynamically and the model automatically updates forecast. This allowed Carta to optimize interest income, diversification of funds, while maintaining liquidity for operational needs.
- Created and automated holistic reporting of all account balances, interest incomes, bank fees, and other relevant data to banking.
- Monitored compliance and performance of investments alongside investment advisors.
- Created investment policy alongside industry professionals.
- Maintained banking relationship. Including negotiations for pricing, review of legal contracts for new banking programs, and coordination of implementation of new banking programs and features.

*Sr Manager, Finance/Treasury  
Wisetack*

*Jun 2020 – Jan 2022  
(San Francisco, CA)*

- Both determine and execute strategic initiatives for the Treasury department. Decide appropriate staffing levels, recruit skilled talent, and manage teams as needed. Work with the Federal Reserve reporting systems and partner banks to optimize money flows and operating procedures. Establish reporting to implement higher level automation and construct holistic platform reconciliations.
- Design, implement and manage all treasury related operational processes in conjunction with automating them. Direct and monitor accurate cash movements, along with conducting and designing necessary reconciliations.

*Sr Manager, Treasury / Finance Data & Automation  
LendingClub*

*Jul 2015 – Oct 2019  
(San Francisco, CA)*

- Designed, automated, and documented operational workflows, reconciliation processes, and reporting within the Treasury Department. This approach removed redundant processes, mitigated risk, improved efficiency, and enhanced KPI reporting.
- Developed and designed an automatic subledger software system to optimize workflow and allow the company to perfectly reconcile daily cash exceeding 1 million transactions per day. The system automatically generated ledger entries, audit reports, and key metrics useful for management.
- Frequently created reporting and presentation decks requiring complex analysis of data sets to drive business decisions, assess risk, report on group metrics, perform audit requests, and explain workflow.

*Assistant Vice President -P&L Business Control Analyst (FX Emerging Markets)  
Bank of America Merrill Lynch*

*Dec 2012 – Apr 2015  
(New York, NY)*

- Validated and substantiated position balances for the bank's general ledger across 50+ FX portfolios daily. Face value of transactions exceeded billions of dollars per month.
- Ensured the Business Unit's financial data was accurately reflected in all the bank's systems.
- Automated daily processes with Python and VBA reducing repetitive work from hours to minutes.
- Learned large company institutional systems for managing and reconciling positions and cash
- Broke out trader P&L plex - (Delta / Gama / Theta / Vol ) on a daily basis. This process includes analysis of yield curves to determine if given P&L was correct.

*Operations tech – derivatives  
Bank of America Merrill Lynch*

*July 2010 – Dec 2012  
(Concord, CA)*

- Reviewed, confirmed, and settled institutional FX and FX derivative transactions worldwide.
- Reviewed and validated cash flows along with complex reconciliation of accounts receivable and accounts payable.
- Conducted trade matching and confirmations via swift and long form.
- Reviewed broker confirmations and Reuter conversations to ensure tickets were accurately booked.

## **Education**

University of the Pacific, Stockton, CA

*Bachelors of Science in Business Finance*

*May 2010*

*Bachelors of Science in Applied Economics*

*May 2010*

# Application Form

## Profile

Keycha \_\_\_\_\_ D \_\_\_\_\_ Gallon \_\_\_\_\_  
 First Name Middle Initial Last Name

Home Address \_\_\_\_\_ Suite or Apt \_\_\_\_\_  
 VALLEJO \_\_\_\_\_ CA \_\_\_\_\_ 94590 \_\_\_\_\_  
 City State Postal Code

Primary Phone \_\_\_\_\_

Email Address \_\_\_\_\_

### [District Locator Tool](#)

### Resident of Supervisorial District:

N/A - Out of County

Keyz 2 The Future \_\_\_\_\_ Executive Director \_\_\_\_\_  
 Employer Job Title

### Length of Employment

2

### Do you work in Contra Costa County?

Yes  No

### If Yes, in which District do you work?

5

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

I lived in contra Costa County for 35 years, I worked in contra County for 20 years

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

Yes  No

## Board and Interest

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

Affordable Housing Finance Committee: Submitted



**Seat Name**

---

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

---

Yes  No

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

---

No

---

---

**Education**

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

---

High School Diploma

**College/ University A**

**Name of College Attended**

---

University of Colorado

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

---

Master Business Administration

**Degree Awarded?**

---

Yes  No

**College/ University B**

**Name of College Attended**

---

University of Colorado

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

---

Bachelor's of Business Administration

**Degree Awarded?**

---

Yes  No

---

**College/ University C**

**Name of College Attended**

---

Contra Costa College

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

---

Associate Art Sociology

**Degree Awarded?**

---

Yes  No

---

**Other Trainings & Occupational Licenses**

**Other Training A**

---

Life Coach

**Certificate Awarded for Training?**

---

Yes  No

**Other Training B**

---

Certified Pharmacy Technician

**Certificate Awarded for Training?**

---

Yes  No

**Occupational Licenses Completed:**

---

Certified Pharmacy Technician

---

**Qualifications and Volunteer Experience**

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

---

I'm interested in serving on the Affordable Housing Finance Committee because I believe in the importance of providing accessible housing options for all individuals and families. Additionally, I'm passionate about addressing homelessness in our community, which is why I'm drawn to the Contra Costa Council on Homelessness. As for the Contra Costa Community Corrections Partnership, I believe in the rehabilitation and support of individuals within the criminal justice system. Lastly, with First 5 - Contra Costa Children and Families, I am dedicated to ensuring that our youngest community members have the resources and support they need to thrive.

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

---

Resume Attached

---

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:**

---

Na

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

---

Yes  No

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

---

Na

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

---

Na

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

---

Founder & Executive Director | Keyz 2 The Future Vallejo, CA September 2022 – Present Led the comprehensive operations of the non-profit, organizing community events, and acted as a project coordinator, overseeing management tasks. numerous weekly activities, accounting tasks, soliciting grants and donors, and coordinating the best resources for families. Sought out grants and drafted proposals for funding. Local Lead | Moms Demand Action Richmond/ Vallejo, CA September 2021 – Present Lead the charge in growing the local group, emphasizing the importance of equity and inclusion. Using the honed skills in Diversity, Equity, and Inclusion (DEI) from Moms Demand Action trainings, Proactively inspire and enable the local leadership team to step into organizer roles. The objective is to nurture a diverse movement that champions and respects individuals from all backgrounds, with a specific focus on amplifying communities disproportionately impacted by gun violence. Project Manager | Motivated 2 Help Others, Richmond, CA September 2018 – Present Headed the overall operations of the non-profit plan community events and functioned as a project coordinator, managing numerous weekly activities, accounting tasks, soliciting grants and donors, and coordinating the best resources for families. Oversaw a team of employees, performed staff attendance reviews, and conducted discipline meetings as needed. Renowned for becoming a highly reliable expert in union contracts and instituted game-changing immersion on rebid communities. Co-Lead for Attendance/Total Health/Unit Base Team | Labor, Oakland, CA December 2015 – Present Steward | Local 29 Shop, Oakland, CA April 2007 – January 2020

---

## **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)**

---

Yes  No

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

---

Na

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

---

Yes  No

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

---

Na

**Please Agree with the Following Statement**

---

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

---

I Agree

---

[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.

# Keycha D Neff Gallon

🏠 Vallejo, CA 94590



<https://www.linkedin.com/in/keycha-gallon-768402120>

## Administrative Service Manager

Dynamic and accomplished professional with 7+ years of experience and diverse background in project management, training facilitation, strategic planning, bookkeeping, and inventory control. An upcoming human resource leader capable of carrying out viable leads using innovative methodologies to a full spectrum of human resources. Equipped with a proven track record of systematically aligning objectives with shifting paradigms to achieve maximum impact with minimum resource expenditures. Adept tactician towards HR-related initiatives and proficient in managing departmental training and development programs, implementing corrective actions plans, and revitalizing existing business resources to achieve operational and organizational goals. Collaborative across business lines, fostering teamwork, employee loyalty, compliance to labor laws, far-seeing strategies in a metrics-driven environment, and operational excellence through productivity.

### CAREER HIGHLIGHTS

- ✓ Co-founded the “Motivate 2 Help Others,” a non-profit plan community events and served as a project coordinator, managing the overall operations of weekly activities, accounting tasks, soliciting grants and donors, and coordinating the best resources for families.
- ✓ Led a team of employees, performed staff attendance reviews, and conducted discipline meetings as needed.
- ✓ Collaborated with 20+ multi-disciplinary team members to strategize on bolstering client retention and satisfaction on service delivery.
- ✓ Developed mastery and expertise in union contracts and immersed in the rebid communities.
- ✓ Delivered effective call center management and inbound call strategies to respond to multiple customer issues, eliminating issue escalation and increasing customer loyalty that eventually amplified revenue growth and new business opportunities.
- ✓ Spearheaded the implementation of quarterly training and development programs that improved productivity and efficiency by 60%.
- ✓ Authored customer service metrics to monitor, analyze and maintain patient-focused and cost-effective health service delivery.

### CORE COMPETENCIES

Strategic Leadership | Human Resource Management | HR Professional Services | HR Business Strategy | Compensation & Business Scheme Alignment | Payroll Administration & Management | Employee Training & Performance Management | Employee Engagement & Retention | Employee Policies | Labor Laws & Government-Mandated Regulations | Organizational Regulations and Compliance | Excellent Communication Skills | Effective Job Market Prospecting | Candidate Screening | Employee Hiring & Onboarding | Cross-Functional Teamwork | People Management | Problem-Solving | Analytical Thinking | Strategic Thinking | Attention to Detail | Excellent Communication & Collaboration | Cultural Awareness & Sensitivity | Strong Work Ethic | Good Decision-Making | Monitoring & Evaluation | Interpersonal & Collaboration | Critical Thinking | Detail Oriented | Flexibility & Adaptability | Time Management | Team Building

### PROFESSIONAL WORK EXPERIENCE

**Pharmacy Technician & Stocking to Standard Technician | Kaiser Permanente, Oakland, CA**  
2003 – Present

February

- ✓ Advise prescribed medication to 150+ patients daily by verifying the eligibility of prescription orders, aligning with the physician’s instructions, and eliminating drug mismatch errors to administer correct and proper medication.
- ✓ Work closely with 20+ multi-disciplinary team members to strategize in bolstering client retention and satisfaction on service delivery.
- ✓ Instrumental in improving productivity and efficiency by 60% through the effective conceptualization and implementation of quarterly training and development programs that aim to enhance employees’ job capabilities, skillset, and industry knowledge.



- ✓ Train 8+ new hires on the organization's mission, values, working conditions, and regulations, ensuring a smooth onboarding process.
- ✓ Leverage CRM capabilities to retain, develop and acquire new and existing customers.
- ✓ Champion prompt resolution and service in addressing clients' inquiries with respect, integrity, and professionalism.
- ✓ Guarantee the timely processing and delivery of high-volume client orders daily.
- ✓ Direct the tracking and monitoring of received orders, ensuring repeat business from new and existing clients.
- ✓ Capitalize on effective call center management and inbound call strategies to respond to multiple customer issues, eliminating issue escalation and increasing customer loyalty that eventually amplifies revenue growth and new business opportunities.

### PROFESSIONAL WORK EXPERIENCE (continuation)

- ✓ Execute the implementation of customer service metrics to monitor, analyze and maintain patient-focused and cost-effective health service delivery, to improve the health facility's brand awareness, and to acquire potential leads.
- ✓ Engage in multiple job briefings daily to align objectives with business goals, exchange ideas, and keep informed with relevant information.
- ✓ Direct multiple delivery and dispatch of drug consignments to clients daily, including loading packages and liaising with the dispatch team to ensure timely delivery, improving customer satisfaction, and driving client retention.
- ✓ Initiated the establishment and deployment of multiple purchase requisitions to inform departmental managers of the resources required, eliminating instances of fraud and accelerating the purchasing process to impact operational efficiency.

### EDUCATION

#### Bachelor's Degree in Business Management

CTU, Colorado Springs, CO | 2021

#### Associate Arts Degree in Sociology

Costa College, San Pablo, CA | 2014

### CERTIFICATIONS

American Red Cross Basic Life Saving, Pinole, California | 2021

### VOLUNTEER EXPERIENCE

Co-founder & Project Manager | *Motivated 2 Help Others, Richmond, CA*  
2018 – Present

September

- ✓ Headed the overall operations of the non-profit plan community events and functioned as a project coordinator, managing numerous weekly activities, accounting tasks, soliciting grants and donors, and coordinating the best resources for families.
- ✓ Oversaw a team of employees, performed staff attendance reviews, and conducted discipline meetings as needed.
- ✓ Renowned for becoming a highly reliable expert in union contracts and instituted game-changing immersion on rebid communities.

Co-Lead for Attendance/Total Health/Unit Base Team | *Labor, Oakland, CA*  
2015 – Present

December

Steward | *Local 29 Shop, Oakland, CA*  
– January 2020

April 2007

Cheer Coach | *West County Spartans Association, Pinole, CA*  
January 2014

May 2006 –

Baseball Coach | *San Pablo Baseball Association, San Pablo, CA*  
– August 2011

April 2003

### TECHNICAL SKILLS

Quickbooks | Microsoft Office Suite (Word & Excel)

# Application Form

## Profile

Janelle T Lafrades  
 First Name Middle Initial Last Name

Home Address Suite or Apt  
 pittsburg CA 94565  
 City State Postal Code

Primary Phone

Email Address

### [District Locator Tool](#)

#### Resident of Supervisorial District:

None Selected

Employer Job Title

#### Length of Employment

#### Do you work in Contra Costa County?

Yes  No

#### If Yes, in which District do you work?

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

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

Yes  No

## Board and Interest

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

Affordable Housing Finance Committee: Submitted

#### Seat Name



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

Yes  No

If Yes, how many meetings have you attended?

Policy Council meeting, if that counts.If not then, no I have not.

---

## Education

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

High School Diploma

**College/ University A**

**Name of College Attended**

Norfolk State University

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

Political Science-Pre-Law

**Degree Awarded?**

Yes  No

**College/ University B**

**Name of College Attended**

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

**Degree Awarded?**

Yes  No

---

**College/ University C**

**Name of College Attended**

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

**Degree Awarded?**

Yes  No

---

**Other Trainings & Occupational Licenses**

**Other Training A**

---

Paralegal Certificate

**Certificate Awarded for Training?**

---

Yes  No

**Other Training B**

---

Marketing

**Certificate Awarded for Training?**

---

Yes  No

**Occupational Licenses Completed:**

---

---

**Qualifications and Volunteer Experience**

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

---

I would love to serve on this particular board because I volunteer now with my daughters school and I am one of the policy council members now. I enjoy serving my community and helping out with the youth. I also know that if one wants to help make a difference or be a part of any changes, you have to be involved and that is why I want to be of service and serve!

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

---

I was a part of the policy council when my son attended Head Start and 3 years after he left the school as well. I have worked with the youth all my life, rather it be with the boys and girls club, the youth center in Norfolk VA or any other schools or centers that have needed me. I have been a treasurer on 4 different boards along with Vice President and President. Giving back and being a servant is definitely my moto!

---

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:**

---

I have two little people that if at any time may need my services. If something were to come up, I would have to listen in on the meeting or so if someone in my family could help out I would have them do that. I am 90% of the time, if not always present, so there should not be any issues. I would also let someone know way beforehand if an emergency came about during meeting time.

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

---

Yes  No

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

---

N/A

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

---

N/A

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

---

First Baptist, Head Start and the YMCA I volunteered whenever I was and am needed. I also served 3 terms on the Policy Council board and was a member for about 5. With my Sorority, we volunteer with several community events and help serve at many different shelters.

---

### **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)**

---

Yes  No

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

---

N/A

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

---

Yes  No

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

---

N/A

**Please Agree with the Following Statement**

---

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

---

I Agree

---

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.

## Objectives

Extremely friendly professional with proven success in general management and leadership, customer service and financial services operations seeking an opportunity in management in medium or large-scale business operations. Outstanding analytical and organizational skills, change leadership, data analysis and staff training.

## Achievement Highlights

- Consistently maintained performance in top 10% of peers in all measured areas.
- Earned Platinum Mortgage Club three consecutive quarters.
- Finished 150% of goal for four straight quarters, while meeting goals in all other quarters.
- Promoted internally from every position held.
- Finished second quarter 125% of goal #1 out of 23 Branches
- Finished 300% over goal for sales campaign in small business category
- Hit goal first start with NCSA and still growing
- Rookie of the month 2-3 of the first 90 days
- Took branch from a F grade to an A- for Audit in less than 7 months
- Two consecutive perfect branch Audits
- During COVID maintained a 90% NPS score

## Professional Groups/Associations

- President of Head Start School Board 2014-2017
- Vice President of Head Start School Board 2011-2014
- Delta Sigma Theta Sorority Inc. 2004
- Norfolk State University Softball Captain 2000-2004
- Thurgood Marshall Club Treasurer 2002-2003
- Golden Key International Honor Society 2000-Present
- Alpha Mu Honor Society 2000-Present

## Professional Experience

Company: **USE Credit Union**

Date of Employment: April 2018 to Present

- Assist the Credit Union in achieving its long term goals and objectives and provide strong leadership to fulfill the credit union's core strategy and vision. Cultivate and inspire within the branch that is in alignment with USECU's culture and values.
- Lead and guide the franchise team around instilling and maintaining 7 Habits and Creating Member Loyalty Service and Sales Strategies, Mystery Shop guidelines and

collaboration. (Better Together.)

- Serve as the primary relationship development officer and sales coach with a focus on developing and executing plans that are focused on acquiring, retaining and deepening profitable households and CAP/SEG partnerships.
- Responsible for the achievement of branch sales and service goal attainment while monitoring and adjusting performance throughout the year.
- Manage and influence the branch profitability with a particular emphasis on developing relationships and expanding the sales culture and process.
- Serve as the sales leader and sales coach for the branch, directly responsible for sales-skill development of staff, sales performance, goal achievement, member acquisition, member retention, cross-sells, upsells, and referrals, and the closing ratios of loans, and other cross-sell products.
- Facilitate branch meetings and various forms of coaching including 1:1 coaching.
- Responsible for branch business development, conducting outside calling activities, growing new and existing SEG relationships, attending community events, and promoting the public image of USE, the credit union philosophy and USE's services and products to the SEGs and the local community.
- Lead by example by personally establishing new memberships, deposits and other products and services as well as originate and fund consumer loans. Utilize the Deep Dive to meet each member's perceived and unperceived financial needs. Perform appropriate on-boarding activities for all new and existing members including follow up calls.
- Initiates proactive outbound calls including internal lists and targeted prospects.
- Collaborate with Marketing Department regarding promotions, new business and merchandising. Execute and capitalize on marketing campaigns with outbound sales activities.
- Attend business partner functions and participate in strategic community activities and events to promote Credit Union Awareness and our products and services.
- Responsible for completion and accuracy of employee incentive plan payouts.

- Maintain knowledge of the Credit Union's products, services and procedures in order to efficiently train, develop and motivate staff to cross-sell
- Hire, train, manage, coach, conducts performance reviews, counsel and discipline staff to ensure employees are proficient in all phases of their respective jobs and responsibilities, are performing to expectations, and are contributing to the branch goals and objectives; responsible for managing and reducing turnover of branch employees.

Company: **Next College Student Athlete (NCSA)**

Date of Employment: August 2017 to April 2020

### **Senior Sports Recruiting Specialist**

- Work remotely from home office and meet with families virtually via phone or video conferencing
- An athletic recruiting expert and trusted advisor
- Evaluate and qualify student-athletes academically and athletically for college coaches
- Provide realistic expectations for student-athlete and help them find the right college opportunity
- Help families find the right NCSA membership to assist with their recruiting needs
- Highlight NCSA's online tools and benefits with families
- Sell and enroll qualified student-athletes into the best-fitting premier recruiting membership
- Help make memorable experiences and dreams come true for every student-athlete and family
- Have fun and build with my team daily, very sports-oriented team culture, that has turned into family
- A very competitive sales environment that will push you but also motivates and supports you

Company: **US BANK**

Date of Employment: April 2015 to August 2017

### **Branch Manager**

- Lead weekly coaching and training for staff to increase sales and improve customer service
- Manage daily activities for staff such as scheduling and off-site sales travel

## Janelle T. Lafrades

- Responsible for total oversight of service delivery and sales production
- Ensure branch is in compliance and operationally sound
- Provide top-notch customer service and participate in achievement of branch sales goals
- Actively prospect local businesses to generate sales and customer retention
- Manage customer services scores and set weekly activities for staff to keep culture fun and outgoing
- Plan volunteer time for community service events
- Attend local community events and chamber meetings
- Notary services
- Lead credit card and leadership calls
- Coach staff weekly
- Lead weekly sales meeting
- Manage three tiers of business portfolio's (over 300 clients)
- Meet with 8-10 business clients weekly
- Complete quarterly teller audits and exposures
- Complete quarterly teller difference logs
- Interview new hires and mentor new branch manager's

Company: **Car Hop Auto Sales and Finance**

Date of Employment: March 2014 to April 2015

### **Branch Manager**

- Negotiate car selection, terms, and down payment with customers as needed
- Solicit outside referral sources at other dealerships
- Coach, mentor, motivate, and train consultative Sales team
- Teach phone etiquette and marketing techniques to Sales team
- Monitor branch productivity to meet goals
- Monitor selling/marketing efforts, and results, on a weekly basis
- Review scheduling and punctuality, as well as schedule compliance
- Review training progress of new hires
- Monitor and help develop each sales person's individual action plans
- Plan for weekly manager's meetings and conference calls
- Resolve customer complaints and deposit issues as needed
- Resolve insurance claims and help customers get set up with rental cars
- Complete performance appraisals for direct reports
- Responsible for inventory and making sure vehicles get properly registered
- Actively participate in recruiting activity

Company: **US BANK**

Date of Employment: November 2011 to April 2014



**Branch Manager (Promoted from Assistant Manager) In-Store**

- Lead weekly coaching and training for staff to increase sales and improve customer service
- Manage daily activities for staff such as scheduling and off-site sales travel
- Responsible for total oversight of service delivery and sales production
- Ensure branch is in compliance and operationally sound
- Provide top-notch customer service and participate in achievement of branch sales goals
- Actively prospect local businesses to generate sales and customer retention
- Lead five sales calls per day for entire market

Company: **Bank of America**

Date of Employment: June 2004 to October 2011

**Senior Personal Banking Manager (Promoted from Teller, Personal Banker)**

- Motivated a team of six to succeed in daily sales goals. Always inspired staff to reach beyond sales goals.
- Actively recruited new team members.
- Proven loyalty and ability to progress as exhibited by two promotions (Teller to Personal Banker, Personal Banker to Manager)
- Maximized the depth and profitability of the customer's relationship with the company by leveraging partnerships with specialists, contributing to the success of the firm and creating an outstanding customer experience.
- Interacted daily with customers to provide needs-based financial solutions
- Exhibited proficiency in MS Office applications by leveraging reporting and projection tools with customers
- Efficiently processed applications for home mortgages/refinances and HELOCs, in addition to retaining customers in danger of foreclosing or refinancing with other companies.
- Concurrently worked as a Finance Processor for Towne Automotive Group. Prepared loan applications for automobile purchases – approximately 20 per week. Also prepared loan specific sales contracts for processing with the DMV and insurance companies.

**Professional Education**

Life and Health Agent Pre-Licensing Certificate, 2011

Certified Paralegal, 2003

**Academic Education**

Dates of Attendance :  To

Norfolk State University, Norfolk, VA

BA, Political Science/Pre-Law, Magna Cum Laude

**References**

Available upon request

**CONTRA COSTA CONSORTIUM  
AFFORDABLE HOUSING FINANCE COMMITTEE MEMBERSHIP**

<b>City Representatives</b>	
East County Rep. (City #1)	Term Expires: June 30, 2026
Denarius Daniels Pittsburg, CA	
West County Rep. (City #2)	Term Expires: June 30, 2024
Valerie Bernardo Hercules, CA	
Central County Rep. (City #3)	Term Expires:
Vacant	

<b>County Representatives (Unincorporated)</b>	
East County Rep. (County #1)	Term Expires:
Vacant	
West County Rep. (County #2)	Term Expires: June 30, 2024
Willie Robinson El Sobrante, CA	
Central County Rep. (County #3)	Term Expires:
Vacant	

<b>Community/At-Large Representative</b>	
Community Rep. (Community #1)	Term Expires: June 30, 2025
Sarah Allen Concord, CA	

**COMMITTEE STAFF**

Kristin Sherk  
Affordable Housing Program Manager  
Phone: (925) 655-2889  
Email: [Kristin.Sherk@dcd.cccounty.us](mailto:Kristin.Sherk@dcd.cccounty.us)  
Fax: (925) 655-2757

Contra Costa County  
Department of Conservation and Development  
30 Muir Road  
Martinez, CA 94553

# Application Form

## Profile

Waheed \_\_\_\_\_ Akbar \_\_\_\_\_  
First Name Middle Initial Last Name

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

San Ramon \_\_\_\_\_ CA \_\_\_\_\_ 94583  
City State Postal Code

Mobile: \_\_\_\_\_  
Primary Phone

\_\_\_\_\_  
Email Address

## [District Locator Tool](#)

### Resident of Supervisorial District:

None Selected

Everhome Real Estate \_\_\_\_\_ Realtor \_\_\_\_\_  
Employer Job Title

### Length of Employment

2

### Do you work in Contra Costa County?

Yes  No

### If Yes, in which District do you work?

Amada

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

6 years

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

Yes  No

## Board and Interest

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

Affordable Housing Finance Committee: Submitted

**Seat Name**

---

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

---

Yes  No

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

---

0

---

---

**Education**

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

---

High School Diploma

**College/ University A**

**Name of College Attended**

---

San Jose State University

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

---

Bachelor Degree in Finance

**Degree Awarded?**

---

Yes  No

**College/ University B**

**Name of College Attended**

---

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

---

**Degree Awarded?**

---

Yes  No

---

**College/ University C**

**Name of College Attended**

---

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

---

**Degree Awarded?**

---

Yes  No

---

## Other Trainings & Occupational Licenses

### Other Training A

---

Real Estate

### Certificate Awarded for Training?

---

Yes  No

### Other Training B

---

### Certificate Awarded for Training?

---

Yes  No

### Occupational Licenses Completed:

---

---

## Qualifications and Volunteer Experience

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

---

"My passion for affordable housing is deeply personal, rooted in witnessing firsthand the challenges and stresses that families, including my own, face when secure, affordable housing is out of reach. This experience has shaped my commitment to being part of the solution, driving me to apply my background in finance, policy analysis, and healthcare dedication to community service toward making a significant difference in this field. Serving on the Affordable Housing Finance Committee represents a unique opportunity for me to contribute my skills and insights towards creating innovative and compassionate financing solutions that can transform lives. I am eager to leverage this platform to advocate for policies and initiatives that ensure every individual and family has access to safe, affordable housing—a foundation upon which they can build a stable, prosperous future. I am eager to learn with my deepest value and professional aspirations, and I am committed to bringing my full energy and expertise to help the committee achieve its goals.

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

---

With over 18 years of experience in the real estate industry, I have cultivated a profound understanding of the housing market, finance, and the economic factors influencing both urban and suburban development. My background in finance has equipped me with the analytical skills necessary to navigate complex financial landscapes, enabling me to contribute valuable insights into funding strategies and financial planning for affordable housing projects. As a part-owner of a successful business, the Kebab Shop, I have demonstrated strong leadership and management skills, directly contributing to the creation of hundreds of employment opportunities. This experience has honed my ability to manage effectively, foster team collaboration, and drive sustainable growth—skills that are directly transferable to the challenges and responsibilities of serving on the Affordable Housing Finance Committee. My hands-on experience in the real estate sector, combined with my entrepreneurial success and commitment to community enrichment through job creation, uniquely positions me to offer a comprehensive perspective on affordable housing finance and development. I am deeply motivated to leverage my expertise and experiences to contribute to the committee's mission of expanding access to affordable housing, and I am confident in my ability to make a meaningful impact in this role.

**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:**

I am the proud father of two daughters who are currently in Kindergarten and an infant in Kindergarten, and my wife plays a critical role at Stanford Hospital. Given the nature of her work, there are occasions when she may be on call, requiring me to take on primary childcare responsibilities. While I am deeply committed to fulfilling my duties and contributing my best to the board, these circumstances could potentially impact my availability for meetings or events at times. I want to be upfront about this possibility and assure you that I will proactively manage my commitments to minimize any disruption. My family and I are dedicated to finding balanced solutions that enable me to serve effectively on the board while attending to my parental responsibilities. I appreciate your understanding and flexibility in this matter.

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

Yes  No

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

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

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

---

### **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)**

Yes  No

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

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

Yes  No

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

**Please Agree with the Following Statement**

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

I Agree

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



# Application Form

## Profile

Da as \_\_\_\_\_ E ott \_\_\_\_\_  
First Name Middle Initial Last Name

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

Walnut Creek \_\_\_\_\_ CA \_\_\_\_\_ 94595 \_\_\_\_\_  
City State Postal Code

Mobile: \_\_\_\_\_  
Primary Phone

\_\_\_\_\_  
email Address

## [District Locator Tool](#)

### Resident of Supervisorial District:

District 4

Currently Unemployed \_\_\_\_\_ Senior Finance Manager \_\_\_\_\_  
Employer Job Title

### Length of Employment

12 Years

### Do you work in Contra Costa County?

Yes  No

### If Yes, in which District do you work?

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

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

Yes  No

## Board and Interest

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

Affordable Housing Finance Committee: Submitted

### Seat Name

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

Yes  No

If Yes, how many meetings have you attended?

---

## Education

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

High School Diploma

College/ University A

Name of College Attended

University of the Pacific

Degree Type / Course of Study / Major

Bachelors / Business Finance and Economics

Degree Awarded?

Yes  No

College/ University B

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes  No

---

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes  No

---

Other Trainings & Occupational Licenses

**Other Training A**

---

**Certificate Awarded for Training?**

---

Yes  No

**Other Training B**

---

**Certificate Awarded for Training?**

---

Yes  No

**Occupational Licenses Completed**

---

---

**Qualifications and Volunteer Experience**

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

---

I love my home in Walnut Creek and I love Contra Costa county. I want to be apart of the community and my financial skills and background make me well qualified for this role.

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

---

High business acumen espec a y surround ng finance.

---

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:**

---

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

---

Yes  No

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

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

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

---

### 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)

Yes  No

If Yes, please identify the nature of the relationship:

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

Yes  No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

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

I Agree

---

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 member of appointed bodie are required to take the advi ory 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. Meeting may be held in variou location and ome location may n t be acce ible 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. A indicated in Board Re olution 2021/234, a per on 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- n-law, stepson, and tepdaughter
  - (4) Registered domestic partner, pu suant to Cali ornia 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 bu ine a ociate

## **Summary**

Experienced Finance, Data, Systems & Business Intelligence professional with strong financial, analytical, and technical skills. Unique ability to comprehend business finance objectives & architect solutions to problem-solve. Adept at converting manual processes through driving process optimization, systems automation, enhancing repeatable analysis, and improve reliability & accuracy. Expert at leveraging technology competencies to enable optimum access to system data, allow development of better systems, and facilitate rapid creation of needed reports for management's strategic decisions.

## **Skills and Competencies**

Treasury | Cash Forecasting | System Implementations | Project Management | Advanced Modeling | P&L Ownership | Advanced Excel | VBA | EC2 Instances | Python | SQL | GIT | Cronjobs | AWS | Hive | Presto | Kyriba | NetSuite | Oracle | Tableau | Domo | Marketo | Credit Underwriting | SOC 2 | ACH | Wires | Process Architecture | Controls | Reconciliations | Compliance | Banking Administration |

## **Experience**

*Sr Manager, Treasury  
Carta*

*Jan 2022 – May-2023  
(San Francisco, CA)*

- Developed automated cash allocation analysis to maximize interest income while continuing diversification of funds.
- Generated highly accurate cash forecasting models which were plug and play. Departments could alter cash burn, interest income, and revenue streams dynamically and the model automatically updates forecast. This allowed Carta to optimize interest income, diversification of funds, while maintaining liquidity for operational needs.
- Created and automated holistic reporting of all account balances, interest incomes, bank fees, and other relevant data to banking.
- Monitored compliance and performance of investments alongside investment advisors.
- Created investment policy alongside industry professionals.
- Maintained banking relationship. Including negotiations for pricing, review of legal contracts for new banking programs, and coordination of implementation of new banking programs and features.

*Sr Manager, Finance/Treasury  
Wisetack*

*Jun 2020 – Jan 2022  
(San Francisco, CA)*

- Both determine and execute strategic initiatives for the Treasury department. Decide appropriate staffing levels, recruit skilled talent, and manage teams as needed. Work with the Federal Reserve reporting systems and partner banks to optimize money flows and operating procedures. Establish reporting to implement higher level automation and construct holistic platform reconciliations.
- Design, implement and manage all treasury related operational processes in conjunction with automating them. Direct and monitor accurate cash movements, along with conducting and designing necessary reconciliations.

*Sr Manager, Treasury / Finance Data & Automation  
LendingClub*

*Jul 2015 – Oct 2019  
(San Francisco, CA)*

- Designed, automated, and documented operational workflows, reconciliation processes, and reporting within the Treasury Department. This approach removed redundant processes, mitigated risk, improved efficiency, and enhanced KPI reporting.
- Developed and designed an automatic subledger software system to optimize workflow and allow the company to perfectly reconcile daily cash exceeding 1 million transactions per day. The system automatically generated ledger entries, audit reports, and key metrics useful for management.
- Frequently created reporting and presentation decks requiring complex analysis of data sets to drive business decisions, assess risk, report on group metrics, perform audit requests, and explain workflow.

*Assistant Vice President -P&L Business Control Analyst (FX Emerging Markets)  
Bank of America Merrill Lynch*

*Dec 2012 – Apr 2015  
(New York, NY)*

- Validated and substantiated position balances for the bank's general ledger across 50+ FX portfolios daily. Face value of transactions exceeded billions of dollars per month.
- Ensured the Business Unit's financial data was accurately reflected in all the bank's systems.
- Automated daily processes with Python and VBA reducing repetitive work from hours to minutes.
- Learned large company institutional systems for managing and reconciling positions and cash
- Broke out trader P&L plex - (Delta / Gama / Theta / Vol ) on a daily basis. This process includes analysis of yield curves to determine if given P&L was correct.

*Operations tech – derivatives  
Bank of America Merrill Lynch*

*July 2010 – Dec 2012  
(Concord, CA)*

- Reviewed, confirmed, and settled institutional FX and FX derivative transactions worldwide.
- Reviewed and validated cash flows along with complex reconciliation of accounts receivable and accounts payable.
- Conducted trade matching and confirmations via swift and long form.
- Reviewed broker confirmations and Reuter conversations to ensure tickets were accurately booked.

## **Education**

University of the Pacific, Stockton, CA

*Bachelors of Science in Business Finance*

*May 2010*

*Bachelors of Science in Applied Economics*

*May 2010*

# Application Form

## Profile

Keycha \_\_\_\_\_ D \_\_\_\_\_ Ga on \_\_\_\_\_  
First Name Middle Initial Last Name

\_\_\_\_\_  
Home Address State or Zip

VALLEJO \_\_\_\_\_ CA \_\_\_\_\_ 94590 \_\_\_\_\_  
City State Postal Code

Home: \_\_\_\_\_  
Primary Phone

\_\_\_\_\_  
email Address

## [District Locator Tool](#)

### Resident of Supervisorial District:

N/A - Out of County

Keyz 2 The Future \_\_\_\_\_ Executive Director \_\_\_\_\_  
Employer Job Title

### Length of Employment

2

### Do you work in Contra Costa County?

Yes  No

### If Yes, in which District do you work?

5

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

I lived in contra Costa County for 35 years, I worked in contra County for 20 years

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

Yes  No

## Board and Interest

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

Affordable Housing Finance Committee: Submitted



**Seat Name**

---

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

---

Yes  No

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

---

No

---

---

**Education**

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

---

High School Diploma

**College/ University A**

**Name of College Attended**

---

University of Colorado

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

---

Master Business Administration

**Degree Awarded?**

---

Yes  No

**College/ University B**

**Name of College Attended**

---

University of Colorado

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

---

Bachelor's of Business Administration

**Degree Awarded?**

---

Yes  No

---

**College/ University C**

**Name of College Attended**

---

Contra Costa College

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

Associate Art Sociology

**Degree Awarded?**

Yes  No

**Other Trainings & Occupational Licenses**

**Other Training A**

Life Coach

**Certificate Awarded for Training?**

Yes  No

**Other Training B**

Certified Pharmacy Technician

**Certificate Awarded for Training?**

Yes  No

**Occupational Licenses Completed:**

Certified Pharmacy Technician

**Qualifications and Volunteer Experience**

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

I am interested in serving on the Affordable Housing Finance Committee because I believe in the importance of providing access to housing options for individuals and families. Additionally, I'm passionate about addressing homelessness in our community, which is why I'm drawn to the Contra Costa Council on Homelessness. As for the Contra Costa Community Corrections Partnership, I believe in the rehabilitation and support of individuals within the criminal justice system. Lastly, with First 5 - Contra Costa Children and Families, I am dedicated to ensuring that our youngest children have the resources and support they need to thrive.

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

Resume Attached

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:**

Na

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

Yes  No

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

Na

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

Na

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

Founder & Executive Director | Keyz 2 The Future Vallejo, CA September 2022 – Present Led the comprehensive operations of the non-profit, organizing community events, and acted as a project coordinator, overseeing management tasks including weekly activities, accounting tasks, collecting grants and donors, and coordinating the best resources for families. Sought out grants and drafted proposals for funding. Local Lead | Moms Demand Act on Richmond/ Vallejo, CA September 2021 – Present Lead the charge in growing the local group, emphasizing the importance of equity and inclusion. Using the honed skills in Diversity, Equity, and Inclusion (DEI) from Moms Demand Act on trainings, Proactively plan and enable the local leader to help the organization achieve the objective to nurture a diverse movement that champions and respects individuals from all backgrounds, with a specific focus on amplifying communities disproportionately impacted by gun violence. Project Manager | Motivated 2 Help Others, Richmond, CA September 2018 – Present Headed the overall operations of the non-profit and community events and functioned as a project coordinator, managing numerous weekly activities, accounting tasks, collecting grant and donors, and coordinating the best outcome for the organization. Oversaw a team of employees, performed staff attendance reviews, and conducted discipline meetings as needed. Renowned for becoming a highly reliable expert in union contracts and instituted game-changing members on rebuilding communities. Co-Lead for Attendance/Total Health/Unit Base Team | Labor, Oakland, CA December 2015 – Present Steward | Local 29 Shop, Oakland, CA April 2007 – January 2020

---

### **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)**

---

Yes  No

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

---

Na

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

---

Yes  No

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

---

Na

**Please Agree with the Following Statement**

---

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

---

I Agree

---

[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 member of appointed bodie are required to take the advi ory 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. Meeting may be held in variou location and ome location may n t be acce ible 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. A indicated in Board Re olution 2021/234, a per on 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- n-law, stepson, and tepdaughter
  - (4) Registered domestic partner, pu suant to Cali ornia 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 bu ine a ociate

# Keycha D Neff Gallon

🏠 Vallejo, CA 94590 📞



## Administrative Service Manager

Dynamic and accomplished professional with 7+ years of experience and diverse background in project management, training facilitation, strategic planning, bookkeeping, and inventory control. An upcoming human resource leader capable of carrying out viable leads using innovative methodologies to a full spectrum of human resources. Equipped with a proven track record of systematically aligning objectives with shifting paradigms to achieve maximum impact with minimum resource expenditures. Adept tactician towards HR-related initiatives and proficient in managing departmental training and development programs, implementing corrective actions plans, and revitalizing existing business resources to achieve operational and organizational goals. Collaborative across business lines, fostering teamwork, employee loyalty, compliance to labor laws, far-seeing strategies in a metrics-driven environment, and operational excellence through productivity.

### CAREER HIGHLIGHTS

- ✓ Co-founded the “Motivate 2 Help Others,” a non-profit plan community events and served as a project coordinator, managing the overall operations of weekly activities, accounting tasks, soliciting grants and donors, and coordinating the best resources for families.
- ✓ Led a team of employees, performed staff attendance reviews, and conducted discipline meetings as needed.
- ✓ Collaborated with 20+ multi-disciplinary team members to strategize on bolstering client retention and satisfaction on service delivery.
- ✓ Developed mastery and expertise in union contracts and immersed in the rebid communities.
- ✓ Delivered effective call center management and inbound call strategies to respond to multiple customer issues, eliminating issue escalation and increasing customer loyalty that eventually amplified revenue growth and new business opportunities.
- ✓ Spearheaded the implementation of quarterly training and development programs that improved productivity and efficiency by 60%.
- ✓ Authored customer service metrics to monitor, analyze and maintain patient-focused and cost-effective health service delivery.

### CORE COMPETENCIES

Strategic Leadership | Human Resource Management | HR Professional Services | HR Business Strategy | Compensation & Business Scheme Alignment | Payroll Administration & Management | Employee Training & Performance Management | Employee Engagement & Retention | Employee Policies | Labor Laws & Government-Mandated Regulations | Organizational Regulations and Compliance | Excellent Communication Skills | Effective Job Market Prospecting | Candidate Screening | Employee Hiring & Onboarding | Cross-Functional Teamwork | People Management | Problem-Solving | Analytical Thinking | Strategic Thinking | Attention to Detail | Excellent Communication & Collaboration | Cultural Awareness & Sensitivity | Strong Work Ethic | Good Decision-Making | Monitoring & Evaluation | Interpersonal & Collaboration | Critical Thinking | Detail Oriented | Flexibility & Adaptability | Time Management | Team Building

### PROFESSIONAL WORK EXPERIENCE

Pharmacy Technician & Stocking to Standard Technician | *Kaiser Permanente, Oakland, CA*  
2003 – Present

February

- ✓ Advise prescribed medication to 150+ patients daily by verifying the eligibility of prescription orders, aligning with the physician’s instructions, and eliminating drug mismatch errors to administer correct and proper medication.
- ✓ Work closely with 20+ multi-disciplinary team members to strategize in bolstering client retention and satisfaction on service delivery.
- ✓ Instrumental in improving productivity and efficiency by 60% through the effective conceptualization and implementation of quarterly training and development programs that aim to enhance employees’ job capabilities, skillset, and industry knowledge.

- ✓ Train 8+ new hires on the organization’s mission, values, working conditions, and regulations, ensuring a smooth onboarding process.
- ✓ Leverage CRM capabilities to retain, develop and acquire new and existing customers.
- ✓ Champion prompt resolution and service in addressing clients’ inquiries with respect, integrity, and professionalism.
- ✓ Guarantee the timely processing and delivery of high-volume client orders daily.
- ✓ Direct the tracking and monitoring of received orders, ensuring repeat business from new and existing clients.
- ✓ Capitalize on effective call center management and inbound call strategies to respond to multiple customer issues, eliminating issue escalation and increasing customer loyalty that eventually amplifies revenue growth and new business opportunities.

### PROFESSIONAL WORK EXPERIENCE (continuation)

- ✓ Execute the implementation of customer service metrics to monitor, analyze and maintain patient-focused and cost-effective health service delivery, to improve the health facility’s brand awareness, and to acquire potential leads.
- ✓ Engage in multiple job briefings daily to align objectives with business goals, exchange ideas, and keep informed with relevant information.
- ✓ Direct multiple delivery and dispatch of drug consignments to clients daily, including loading packages and liaising with the dispatch team to ensure timely delivery, improving customer satisfaction, and driving client retention.
- ✓ Initiated the establishment and deployment of multiple purchase requisitions to inform departmental managers of the resources required, eliminating instances of fraud and accelerating the purchasing process to impact operational efficiency.

### EDUCATION

#### Bachelor’s Degree in Business Management

CTU, Colorado Springs, CO | 2021

#### Associate Arts Degree in Sociology

Costa College, San Pablo, CA | 2014

### CERTIFICATIONS

American Red Cross Basic Life Saving, Pinole, California | 2021

### VOLUNTEER EXPERIENCE

**Co-founder & Project Manager | *Motivated 2 Help Others*, Richmond, CA** **September**  
2018 – Present

- ✓ Headed the overall operations of the non-profit plan community events and functioned as a project coordinator, managing numerous weekly activities, accounting tasks, soliciting grants and donors, and coordinating the best resources for families.
- ✓ Oversaw a team of employees, performed staff attendance reviews, and conducted discipline meetings as needed.
- ✓ Renowned for becoming a highly reliable expert in union contracts and instituted game-changing immersion on rebid communities.

**Co-Lead for Attendance/Total Health/Unit Base Team | *Labor*, Oakland, CA** **December**  
2015 – Present

**Steward | *Local 29 Shop*, Oakland, CA** **April 2007**  
– January 2020

**Cheer Coach | *West County Spartans Association*, Pinole, CA** **May 2006 –**  
January 2014

**Baseball Coach | *San Pablo Baseball Association*, San Pablo, CA** **April 2003**  
– August 2011

### TECHNICAL SKILLS

Quickbooks | Microsoft Office Suite (Word & Excel)

# Application Form

## Profile

Jane e \_\_\_\_\_ T \_\_\_\_\_ Lafrades \_\_\_\_\_  
First Name Middle Initial Last Name

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

pttsburg \_\_\_\_\_ CA \_\_\_\_\_ 94565 \_\_\_\_\_  
City State Postal Code

Home: \_\_\_\_\_  
Primary Phone

\_\_\_\_\_ mail Address \_\_\_\_\_

### [District Locator Tool](#)

**Resident of Supervisorial District:**  
 \_\_\_\_\_  
 None Selected

\_\_\_\_\_ employer \_\_\_\_\_ Job Title \_\_\_\_\_

### Length of Employment

**Do you work in Contra Costa County?**  
 \_\_\_\_\_  
 Yes  No

**If Yes, in which District do you work?**  
 \_\_\_\_\_

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

**Are you a veteran of the U.S. Armed Forces?**  
 \_\_\_\_\_  
 Yes  No

## Board and Interest

**Which Boards would you like to apply for?**  
 \_\_\_\_\_  
 Affordable Housing Finance Committee: Submitted

**Seat Name**  
 \_\_\_\_\_



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

Yes  No

If Yes, how many meetings have you attended?

Policy Council meeting, if that counts. If not then, no I have not.

---

## Education

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

High School Diploma

College/ University A

Name of College Attended

Norfolk State University

Degree Type / Course of Study / Major

Political Science-Pre-Law

Degree Awarded?

Yes  No

College/ University B

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes  No

---

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes  No

---

Other Trainings & Occupational Licenses

### Other Training A

---

Para ega Certificate

**Certificate Awarded for Training?**

---

Yes  No

### Other Training B

---

Marketing

**Certificate Awarded for Training?**

---

Yes  No

**Occupational Licenses Completed:**

---

---

## Qualifications and Volunteer Experience

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

---

I would love to serve on this particular board because I volunteer now with my daughters school and I am one of the policy council members now. I enjoy serving my community and helping out with the youth. I also know that if one wants to help make a difference or be a part of any change, you have to be involved and that is why I want to be of service and serve!

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

---

I was a part of the policy council when my son attended Head Start and 3 years after he left the school as well. I have worked with the youth at my wife, rather than with the boys and girls club, the youth center in Norfolk VA or any other school or center that have needed help. I have been a teacher on 4 different boards along with Vice President and President. Giving back and being a servant is definitely my motto!

---

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:**

---

I have two people that if at any time may need my services. If something were to come up, I would have to depend on the meeting of one of them if they could help out I would have the idea that I am 90% of the time, if not always present, so there should not be any issues. I would also get someone to know way beforehand if an emergency came about during meeting time.

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

---

Yes  No

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

---

N/A

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

---

N/A

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

---

First Baptist, Head Start and the YMCA I volunteered whenever I was and as needed I also served 3 terms on the Policy Council board and was a member for about 5. With my Sorority, we volunteered with several community events and help serve at many different shelters.

---

### **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)**

---

Yes  No

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

---

N/A

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

---

Yes  No

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

---

N/A

**Please Agree with the Following Statement**

---

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

---

I Agree

---

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

## **Objectives**

Extremely friendly professional with proven success in general management and leadership, customer service and financial services operations seeking an opportunity in management in medium or large-scale business operations. Outstanding analytical and organizational skills, change leadership, data analysis and staff training.

## **Achievement Highlights**

- Consistently maintained performance in top 10% of peers in all measured areas.
- Earned Platinum Mortgage Club three consecutive quarters.
- Finished 150% of goal for four straight quarters, while meeting goals in all other quarters.
- Promoted internally from every position held.
- Finished second quarter 125% of goal #1 out of 23 Branches
- Finished 300% over goal for sales campaign in small business category
- Hit goal first start with NCSA and still growing
- Rookie of the month 2-3 of the first 90 days
- Took branch from a F grade to an A- for Audit in less than 7 months
- Two consecutive perfect branch Audits
- During COVID maintained a 90% NPS score

## **Professional Groups/Associations**

- President of Head Start School Board 2014-2017
- Vice President of Head Start School Board 2011-2014
- Delta Sigma Theta Sorority Inc. 2004
- Norfolk State University Softball Captain 2000-2004
- Thurgood Marshall Club Treasurer 2002-2003
- Golden Key International Honor Society 2000-Present
- Alpha Mu Honor Society 2000-Present

## **Professional Experience**

Company: **USE Credit Union**

Date of Employment: April 2018 to Present

- Assist the Credit Union in achieving its long term goals and objectives and provide strong leadership to fulfill the credit union's core strategy and vision. Cultivate and inspire within the branch that is in alignment with USECU's culture and values.
- Lead and guide the franchise team around instilling and maintaining 7 Habits and Creating Member Loyalty Service and Sales Strategies, Mystery Shop guidelines and

collaboration. (Better Together.)

- Serve as the primary relationship development officer and sales coach with a focus on developing and executing plans that are focused on acquiring, retaining and deepening profitable households and CAP/SEG partnerships.
- Responsible for the achievement of branch sales and service goal attainment while monitoring and adjusting performance throughout the year.
- Manage and influence the branch profitability with a particular emphasis on developing relationships and expanding the sales culture and process.
- Serve as the sales leader and sales coach for the branch, directly responsible for sales-skill development of staff, sales performance, goal achievement, member acquisition, member retention, cross-sells, upsells, and referrals, and the closing ratios of loans, and other cross-sell products.
- Facilitate branch meetings and various forms of coaching including 1:1 coaching.
- Responsible for branch business development, conducting outside calling activities, growing new and existing SEG relationships, attending community events, and promoting the public image of USE, the credit union philosophy and USE's services and products to the SEGs and the local community.
- Lead by example by personally establishing new memberships, deposits and other products and services as well as originate and fund consumer loans. Utilize the Deep Dive to meet each member's perceived and unperceived financial needs. Perform appropriate on-boarding activities for all new and existing members including follow up calls.
- Initiates proactive outbound calls including internal lists and targeted prospects.
- Collaborate with Marketing Department regarding promotions, new business and merchandising. Execute and capitalize on marketing campaigns with outbound sales activities.
- Attend business partner functions and participate in strategic community activities and events to promote Credit Union Awareness and our products and services.
- Responsible for completion and accuracy of employee incentive plan payouts.

- Maintain knowledge of the Credit Union's products, services and procedures in order to efficiently train, develop and motivate staff to cross-sell
- Hire, train, manage, coach, conducts performance reviews, counsel and discipline staff to ensure employees are proficient in all phases of their respective jobs and responsibilities, are performing to expectations, and are contributing to the branch goals and objectives; responsible for managing and reducing turnover of branch employees.

Company: **Next College Student Athlete (NCSA)**

Date of Employment: August 2017 to April 2020

### **Senior Sports Recruiting Specialist**

- Work remotely from home office and meet with families virtually via phone or video conferencing
- An athletic recruiting expert and trusted advisor
- Evaluate and qualify student-athletes academically and athletically for college coaches
- Provide realistic expectations for student-athlete and help them find the right college opportunity
- Help families find the right NCSA membership to assist with their recruiting needs
- Highlight NCSA's online tools and benefits with families
- Sell and enroll qualified student-athletes into the best-fitting premier recruiting membership
- Help make memorable experiences and dreams come true for every student-athlete and family
- Have fun and build with my team daily, very sports-oriented team culture, that has turned into family
- A very competitive sales environment that will push you but also motivates and supports you

Company: **US BANK**

Date of Employment: April 2015 to August 2017

### **Branch Manager**

- Lead weekly coaching and training for staff to increase sales and improve customer service
- Manage daily activities for staff such as scheduling and off-site sales travel

## Janelle T. Lafrades

- Responsible for total oversight of service delivery and sales production
- Ensure branch is in compliance and operationally sound
- Provide top-notch customer service and participate in achievement of branch sales goals
- Actively prospect local businesses to generate sales and customer retention
- Manage customer services scores and set weekly activities for staff to keep culture fun and outgoing
- Plan volunteer time for community service events
- Attend local community events and chamber meetings
- Notary services
- Lead credit card and leadership calls
- Coach staff weekly
- Lead weekly sales meeting
- Manage three tiers of business portfolio's (over 300 clients)
- Meet with 8-10 business clients weekly
- Complete quarterly teller audits and exposures
- Complete quarterly teller difference logs
- Interview new hires and mentor new branch manager's

Company: **Car Hop Auto Sales and Finance**

Date of Employment: March 2014 to April 2015

### **Branch Manager**

- Negotiate car selection, terms, and down payment with customers as needed
- Solicit outside referral sources at other dealerships
- Coach, mentor, motivate, and train consultative Sales team
- Teach phone etiquette and marketing techniques to Sales team
- Monitor branch productivity to meet goals
- Monitor selling/marketing efforts, and results, on a weekly basis
- Review scheduling and punctuality, as well as schedule compliance
- Review training progress of new hires
- Monitor and help develop each sales person's individual action plans
- Plan for weekly manager's meetings and conference calls
- Resolve customer complaints and deposit issues as needed
- Resolve insurance claims and help customers get set up with rental cars
- Complete performance appraisals for direct reports
- Responsible for inventory and making sure vehicles get properly registered
- Actively participate in recruiting activity

Company: **US BANK**

Date of Employment: November 2011 to April 2014





**Branch Manager (Promoted from Assistant Manager) In-Store**

- Lead weekly coaching and training for staff to increase sales and improve customer service
- Manage daily activities for staff such as scheduling and off-site sales travel
- Responsible for total oversight of service delivery and sales production
- Ensure branch is in compliance and operationally sound
- Provide top-notch customer service and participate in achievement of branch sales goals
- Actively prospect local businesses to generate sales and customer retention
- Lead five sales calls per day for entire market

Company: **Bank of America**

Date of Employment: June 2004 to October 2011

**Senior Personal Banking Manager (Promoted from Teller, Personal Banker)**

- Motivated a team of six to succeed in daily sales goals. Always inspired staff to reach beyond sales goals.
- Actively recruited new team members.
- Proven loyalty and ability to progress as exhibited by two promotions (Teller to Personal Banker, Personal Banker to Manager)
- Maximized the depth and profitability of the customer's relationship with the company by leveraging partnerships with specialists, contributing to the success of the firm and creating an outstanding customer experience.
- Interacted daily with customers to provide needs-based financial solutions
- Exhibited proficiency in MS Office applications by leveraging reporting and projection tools with customers
- Efficiently processed applications for home mortgages/refinances and HELOCs, in addition to retaining customers in danger of foreclosing or refinancing with other companies.
- Concurrently worked as a Finance Processor for Towne Automotive Group. Prepared loan applications for automobile purchases - approximately 20 per week. Also prepared loan specific sales contracts for processing with the DMV and insurance companies.

**Professional Education**

Life and Health Agent Pre-Licensing Certificate, 2011

Certified Paralegal, 2003

**Academic Education**

Dates of Attendance :  To

Norfolk State University, Norfolk, VA

BA, Political Science/Pre-Law, Magna Cum Laude

Janelle

## References

Available upon request



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

**File #:** 24-0976

**Agenda Date:** 4/8/2024

**Agenda #:** 5.

### INTERNAL OPERATIONS COMMITTEE

Meeting Date: April 8, 2024

Subject: INTERVIEW CANDIDATES FOR THE TREASURY OVERSIGHT COMMITTEE

Submitted For: Daniel Mierzwa

Department: Treasurer-Tax Collector

Referral No: IOC 24/3

Referral Name: Advisory Body Recruitment

Presenter: Julie Enea or Ronda Boler

Contact: [Ronda.Boler@tax.cccounty.us](mailto:Ronda.Boler@tax.cccounty.us) <mailto:Ronda.Boler@tax.cccounty.us>

### **Referral History:**

Board Resolution Nos. 2020/1 and 2020/2, stipulate that applicants for At Large/Non Agency-Specific seats on specified bodies are to be interviewed by a Board subcommittee. The Resolutions further permit a Board Committee to select a screening committee to assist in interviewing applicants for appointment. Upon review of the eligible seats, the IOC made a determination that it would conduct interviews for At Large seats on the following bodies: Retirement Board, Fire Advisory Commission, Integrated Pest Management Advisory Committee, Planning Commission, Treasury Oversight Committee, Airport Land Use Commission, and the Fish & Wildlife Committee; and that screening and nomination fill At Large seats on all other eligible bodies would be delegated each body or a subcommittee thereof.

### **Referral Update:**

The Treasury Oversight Committee is responsible for reviewing the County's investment policy, monitoring the performance of County investments, and reporting to the Board of Supervisors. The Committee is composed of seven statutory members and three alternates: County Superintendent of Schools or designee, a representative and an alternate of the Board of Supervisors or their designees, one representative and one alternate elected by a majority of the school and community college districts; one representative and one alternate elected by a majority of the special districts, three public members nominated by the County Treasurer and confirmed by the Board.

On April 30, 2022, the terms of the BOS Member and Public #3 seats will expire. Following an open recruitment conducted by the Treasurer-Tax Collector's Office, the County received eight applications for the two seats:

Michael Albers (Concord)

Floy Andrews (Richmond)

Mari Beraz (Brentwood)

Dallas Elliott (Walnut Creek)

Gaurab Hazarika (Danville)

Kenneth Miller (Walnut Creek), Alternate Seat incumbent

Steven Quinly (Orinda)  
Hector Reyes Erazo (Brentwood)

All applicants were invited to be interviewed by the IOC today and advised that if they could not attend, they would be considered on the basis of the information in their applications. For the IOC's convenience, a summary of the information from the applications plus all eight applications are provided as Attachment 1. A current TOC roster is provided as Attachment 2. The TOC bylaws are provided as Attachment 3. The media announcement is provided as Attachment 4.

**Recommendation(s)/Next Step(s):**

INTERVIEW applicants for the BOS Representative and Public 3 seats on the Treasury Oversight Committee for terms that will begin on May 1, 2024 and expire on April 30, 2028 and DETERMINE recommendations for Board of Supervisors consideration.

**Fiscal Impact (if any):**

No fiscal impact. Members of the Treasury Oversight Committee receive no compensation for their service.

TREASURY OVERSIGHT COMMITTEE APPLICANTS SUMMARY

Last Name	First Name	City	District	Recent Employer	Job Title	Attended TOC Mtg?	College	Degree	Why TOC?	Qualifications	Other CCC Boards?
Albers	Michael	Concord	IV	AT&T	Financial Analyst-Global Supply Chain	No	UC Santa Cruz/UCLA	AB Economics/MBA Accounting/Finance	Give back to my community. Although I have not a recent history of voluntary activity, in the past I have been a Peace Corps volunteer, IRS income tax assistance volunteer, and Junior Achievement high school program volunteer.		
Andrews	Floy	Richmond	I	Aleshire&Wynder LLP	Partner Attorney	No	Claremont McKenna & Loyola & Columbia	BA Economics/Philosophy/ID Law/MS Bioethics	I am committed to serving my community and have the unique skills, experience, and education required to effectively participate on this Board. I am the elected Controller of the Democratic Party of Contra Costa County, served one term on the Assessments Appeals Board, and have a solid understanding of finance. I am also a municipal attorney, where a portion of my parctive involves working with City Finance Directors.	I am currently Assistant City Attorney for the cities of Richmond and Suisun City, and provide legal advice to the currently forming Public Bank of the East Bay. Prior to that, I co-founded a community based member run start-up company in Berkeley CA, which provides for the employment of over 50 individuals in the region. Before relocating to the East Bay, I spent eight years as Vice President, Associated General Counsel, for California's largest real estate development, investment and management company, Irvine Company in Newport Beach, where I managed a broad array of legal and compliance issues in the real estate arena. Prior to that I spent seven years litigating with the international law firm, O'Melveny & Myers. I have a general understanding of the procedural and substantive issues that are likely to arise in this role.	Assessment Appeals Board
Beraz	Mari	Brentwood	III	Monterey County	Asst. Treasurer Tax Collector; County Admin Office	No	San Joaquin Delta College/Easter n WA Univ	English/Journalism	I relocated to Contra Costa County, closer to family, after retiring at the end of 2022 following 33 years of progressive upward growth and experience with Monterey County budgeting, forecasting, recommendations and reporting. The Treasurer-Tax Collector appointed me as her Asst.TTC, the position I held for the last seven years of my career with the County. I have truly enjoyed each of the growth opportunities I received through my tenure with the County, and gained comprehensive understanding of government finances, policies and procedures, public and employee relations, and my positive relationships with department heads and the Board of Supervisors. I am a relationship builder and embrace an opportunity to contribute to the success of my community's fiscal health and sustainability. With my years of experience, I feel the TOC would be a good place to become involved in these efforts as a resident of Contra Costa County	Understanding of, and extensive experience with, forecasting annual revenue and expenditures, overseeing County finances, researching and writing related reports, and presenting public recommendations to the Board of Supervisors; management of Treasurer- Tax Collector staff and projects for each of the department's three divisions, including the County Treasury. In this position, I also assisted the Treasurer-Tax Collector with annual review and updates of the County Treasurer's Annual Investment Policy. Intergovernmental Management Training certified.	
Elliott	Dallas	Walnut Creek	II	Carta	Senior Treasury Manager	No	Univ of Pacific	BA, Business/Finance and Economics	I love my home in Walnut Creek and I love Contra Costa county. I want to be apart of the community and my financial skills and background make me well qualified for this role.	High business acumen especially surrounding finance	
Hazarika	Gaurab	Danville	II	Silicon Ranch Corp	Sr VP, Strategic Planning and Initiatives	No	Indiana Univ/MNNIT India	MS, Business Administration, BA Engineering	I am eager to apply for the Contra Costa Treasury Oversight Committee to contribute my financial expertise and commitment to transparent governance. As a resident deeply invested in our community's well-being, I believe in upholding fiscal responsibility to ensure efficient and ethical management of public funds. By joining the committee, I aim to work collaboratively to promote transparency and responsible financial practices for the benefit of Contra Costa residents. I am driven by the belief that fostering fiscal responsibility not only safeguards public trust but also fosters a stronger and more prosperous community.	Currently in my position I am responsible for project control for Silicon Ranch Corporation's solar project construction and development. My job is to ensure that projects budgets are accurate and construction costs are within budget. The total construction budget if over \$1B annually. Prior to my current job I have managed solar project finance for over 15yrs and closed over 50 transactions valued over \$2B.	
Miller	Kenneth	Walnut Creek	IV	Federal Home Loan Bank, SF	Chief Financial Officer (Retired)	Yes, Alternate incumbent	UC Santa Barbara	BA/MA Economics	As a long time resident of Contra Costa County I am looking to give back to my community in retirement	I have over 40 years quantitative economics, finance and investment management experience. As an executive (the last 11 years as CFO) of the Federal Home Loan Bank of San Francisco through 1/4/21 I managed a balance sheet that included as much as \$35-50 billion in fixed income investments	
Quinly	Steven	Orinda	II	Realta Wealth	Financial Advisor	No	Utah State	BA Marketing	My experience in the financial markets for 45 years	Extensive amount of experience in the financial markets. Helping clients learn how the markets work.	
Reyes Erazo	Hector	Brentwood	III	Blaylock Van LLC	Sr. Vice President	No	Univ of NY, New School NY, Gies College of Business	BA/MA Economics, MBA	I bring market experience, knowledge and expertise that could be helpful to the board as it assesses the myriad issues related to treasury and investment matters of the County. I bring perspective, insights and ideas that may reinforce or complement the ideas of other that sit on the Board. Additionally, I have strong quantitative, analytical and communication skills sharpened over the years	I am investment banking professional with over 30 years of experience in municipal finance. I am familiar with budgets, CAFRS, public policy, credit, debt and treasury matters, including investment policies.	

# Application Form

## Profile

Michael \_\_\_\_\_ W \_\_\_\_\_ Albers \_\_\_\_\_  
 First Name Middle Initial Last Name

Home Address \_\_\_\_\_ Suite or Apt \_\_\_\_\_  
 Concord \_\_\_\_\_ CA \_\_\_\_\_ 94521 \_\_\_\_\_  
 City State Postal Code

Primary Phone \_\_\_\_\_

Email Address \_\_\_\_\_

### [District Locator Tool](#)

#### Resident of Supervisorial District:

District 4

Retired- formerly AT&T \_\_\_\_\_ financial analyst - global  
 Employer Job Title  
 supply chain

#### Length of Employment

35 years

#### Do you work in Contra Costa County?

Yes  No

#### If Yes, in which District do you work?

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

16 years

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

Yes  No

## Board and Interest

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

Treasury Oversight Committee: Submitted

#### Seat Name

**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?**

---

---

---

## **Education**

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

High School Diploma

### **College/ University A**

**Name of College Attended**

University of California, Santa Cruz

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

AB economics

**Degree Awarded?**

Yes  No

### **College/ University B**

**Name of College Attended**

University of California, Los Angeles

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

MBA - accounting and finance

**Degree Awarded?**

Yes  No

---

### **College/ University C**

**Name of College Attended**

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

**Degree Awarded?**

Yes  No

---

## **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:**

---

n/a

---

**Qualifications and Volunteer Experience**

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

---

Give back to my community. Although I have not a recent history of voluntary activity, in the past I have been a Peace Corps volunteer, IRS income tax assistance volunteer, and Junior Achievement high school program volunteer.

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

---

Career experience in accounting, finance, and supply chain management.

[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:**

---

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

---

Yes  No



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

---

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

---

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

---

See above.

---

### **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)**

---

Yes  No

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

---

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

---

Yes  No

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

---

### **Please Agree with the Following Statement**

---

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

---

I Agree

---

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.

# Application Form

## Profile

Floy \_\_\_\_\_ E \_\_\_\_\_ Andrews \_\_\_\_\_  
 First Name Middle Initial Last Name

Home Address \_\_\_\_\_ Suite or Apt \_\_\_\_\_  
 Richmond \_\_\_\_\_ CA \_\_\_\_\_ 94801 \_\_\_\_\_  
 City State Postal Code

Primary Phone \_\_\_\_\_

Email Address \_\_\_\_\_

### [District Locator Tool](#)

#### Resident of Supervisorial District:

District 1

Aleshire & Wynder LLP \_\_\_\_\_ Partner Attorney \_\_\_\_\_  
 Employer Job Title

#### Length of Employment

1 year in April 2024

#### Do you work in Contra Costa County?

Yes  No

#### If Yes, in which District do you work?

District 1 (part-time) and Solano County

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

5 years

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

Yes  No

## Board and Interest

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

Treasury Oversight Committee: Submitted

**Seat Name**

District I

**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?**

---

**Education**

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

High School Diploma

**College/ University A**

**Name of College Attended**

Claremont McKenna College

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

BA, Double Major: Economics and Philosophy

**Degree Awarded?**

Yes  No

**College/ University B**

**Name of College Attended**

Loyola Law School, Los Angeles

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

Juris Doctor

**Degree Awarded?**

Yes  No

---

**College/ University C**

**Name of College Attended**

Columbia University in the City of New York

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

MS, Bioethics

## Degree Awarded?

---

Yes  No

---

## Other Trainings & Occupational Licenses

### Other Training A

---

Emerge CA (6-month program)

### Certificate Awarded for Training?

---

Yes  No

### Other Training B

---

### Certificate Awarded for Training?

---

Yes  No

### Occupational Licenses Completed:

---

California State Bar Member (Number 187375)

---

## Qualifications and Volunteer Experience

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

---

I am committed to serving my community and have the unique skills, experience, and education required to effectively participate on this Board. I am the elected Controller of the Democratic Party of Contra Costa County, served one term on the Assessments Appeals Board, and have a solid understanding of finance. I am also a municipal attorney, where a portion of my practice involves working with City Finance Directors.

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

---

I am currently Assistant City Attorney for the cities of Richmond and Suisun City, and provide legal advice to the currently forming Public Bank of the East Bay. Prior to that, I co-founded a community based member run start-up company in Berkeley CA, which provides for the employment of over 50 individuals in the region. Before relocating to the East Bay, I spent eight years as Vice President, Associated General Counsel, for California's largest real estate development, investment and management company, Irvine Company in Newport Beach, where I managed a broad array of legal and compliance issues in the real estate arena. Prior to that I spent seven years litigating with the international law firm, O'Melveny & Myers. I have a general understanding of the procedural and substantive issues that are likely to arise in this role.

---

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:**

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

Yes  No

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

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

Assessment Appeals Board

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

Controller, Democratic Party of Contra Costa County Participant, City of Berkeley Mayor's Community Benefits Advisory Group, advising on the Community Benefits to be included in the Development Agreement for Bayer Corporation's expansion in West Berkeley. Director on the Board of Directors of the Berkeley Chamber of Commerce. Community Representative on the Ethics Committee of Alta Bates Summit Medical Center in Oakland.

---

## **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)**

Yes  No

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

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

Yes  No

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

---

**Please Agree with the Following Statement**

---

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

---

I Agree

---

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.

# Application Form

## Profile

Mari \_\_\_\_\_ Beraz \_\_\_\_\_  
 First Name Middle Initial Last Name

Home Address \_\_\_\_\_ Suite or Apt \_\_\_\_\_  
 Brentwood CA 94513  
 City State Postal Code

Primary Phone \_\_\_\_\_

Email Address \_\_\_\_\_

### [District Locator Tool](#)

#### Resident of Supervisorial District:

District 3

Retired Former Asst.TTC, County of Monterey  
 Employer Job Title

#### Length of Employment

33 years w/County Administrative Office, Budget & Analysis; 7 yrs. as Asst. TTC

#### Do you work in Contra Costa County?

Yes  No

#### If Yes, in which District do you work?

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

1year, 1 month

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

Yes  No

## Board and Interest

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

Treasury Oversight Committee: Submitted



**Seat Name**

Public Member, Treasury Oversight Committee

**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?**

---

**Education**

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

High School Diploma

**College/ University A**

**Name of College Attended**

San Joaquin Delta College

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

General Studies, English

**Degree Awarded?**

Yes  No

**College/ University B**

**Name of College Attended**

Eastern Washington University

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

English, Journalism

**Degree Awarded?**

Yes  No

---

**College/ University C**

**Name of College Attended**

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

**Degree Awarded?**

Yes  No

---

**Other Trainings & Occupational Licenses**

**Other Training A**

Summary Attached

**Certificate Awarded for Training?**

Yes  No

**Other Training B**

Intergovernmental Management Training (IGMT)

**Certificate Awarded for Training?**

Yes  No

**Occupational Licenses Completed:**

---

**Qualifications and Volunteer Experience**

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

I relocated to Contra Costa County, closer to family, after retiring at the end of 2022 following 33 years of progressive upward growth and experience with Monterey County budgeting, forecasting, recommendations and reporting. The Treasurer-Tax Collector appointed me as her Asst.TTC, the position I held for the last seven years of my career with the County. I have truly enjoyed each of the growth opportunities I received through my tenure with the County, and gained comprehensive understanding of government finances, policies and procedures, public and employee relations, and my positive relationships with department heads and the Board of Supervisors. I am a relationship builder and embrace an opportunity to contribute to the success of my community's fiscal health and sustainability. With my years of experience, I feel the TOC would be a good place to become involved in these efforts as a resident of Contra Costa County.

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

Understanding of, and extensive experience with, forecasting annual revenue and expenditures, overseeing County finances, researching and writing related reports, and presenting public recommendations to the Board of Supervisors; management of Treasurer-Tax Collector staff and projects for each of the department's three divisions, including the County Treasury. In this position, I also assisted the Treasurer-Tax Collector with annual review and updates of the County Treasurer's Annual Investment Policy.

---

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:**

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

Yes  No

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

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

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

Noted in brief background summary, included with this application.

---

### **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)**

Yes  No

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

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

Yes  No

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

## Please Agree with the Following Statement

---

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

---

I Agree

---

### 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.

**Mari Beraz**  
2357 Cobalt Lane  
Brentwood, California 94513  
(831)214-3424 – oncemeb@gmail.com

---

---

## **EXPERIENCE**

### **County of Monterey, Treasurer-Tax Collector's Office – Salinas, California**

*Assistant Treasurer-Tax Collector* – January 9, 2016 – September 3, 2022

*Deputy Treasurer-Tax Collector* – January 26, 2015 – January 8, 2016

### **County of Monterey, County Administrative Office – Salinas, California**

*Principal Administrative Analyst* – June 25, 2007 – January 25, 2015

*Senior Administrative Analyst* – November 17, 2001 – June 24, 2007

*Associate Administrative Analyst* – November 18, 2000-November 17, 2001

*Administrative Analyst* - July 1, 2000-November 18, 2000

*Administrative Analyst-Trainee* – May 8, 1999-July 1, 2000

*Administrative Secretary-Confidential* – August 7, 1994-May 7, 1999

*Senior Secretary/LAFCO Clerk* – July 27, 1989-August 6, 1994

## **EXAMPLES OF DUTIES AND RESPONSIBILITIES**

- County Treasury Bank Account and Merchant Card Services Policy
- Cash Management, Investment Management Policies and Reporting
- Managed staff and projects of the TTC Property Tax Division, including Cannabis Taxes
- Managed staff and projects of the TTC Revenue Division
- Advised Board of Supervisors and County executives on budget, policy, legislative, intergovernmental, organizational, and operational issues relevant to the County of Monterey.
- Fiscal review, forecasting, annual budget development and presentations.
- Ongoing oversight, review, and preparation of advisory and financial reports for the County's annual budget processes and individual departments and funds, including recommendations for corrective actions, process improvements, and resources as needed.
- Collaborative role with County department heads to ensure current and long-term departmental and Countywide fiscal integrity; research and advise on programs, policy, legislation, funding sources and impacts, operational and organizational issues, personnel policies and procedures, recruitment and staffing, and requests and recommendations for Board of Supervisors consideration.
- Research and draft annual Recommended Budget narratives, County Administrative Officer's message, Executive Summary, three-year forecast, and annual budget reporting and budget development schedule.
- Researched and drafted responses to Grand Jury recommendations.

## **EDUCATION, TRAINING, JOB RELATED ACTIVITIES & MEMBERSHIPS**

**California Association of County Treasurers and Tax Collectors (CACTTC)** - Annual Conference, annual attendance, June 2015 through 2022 (2020 conference canceled due to Covid) - education credits per session attended.

**California Association of County Treasurers and Tax Collectors (CACTTC)** - Annual Education Conference, annual attendance - education credits per session attended.

**AgKnowledge Class IX Fellow – 2015**

**California Society of Municipal Finance Officers** – “Forecasting and Understanding PERS Retirement Costs” and “State of the State and the State of Local Governments” certificate, May 2014

**Lorman Education Services** – “CEQA: California Environmental Quality Act” Certificate, 2013

**U.S. Department of Homeland Security Emergency Management Institute** – “National Incident Management System (NIMS)” IS-00700, September 2006

**Government Finance Officers Association (GFOA)** – “Best Practices in Budgeting/Management” Continuing Education/Certificate of Completion, September 2005

**Intergovernmental Management Training (IGMT)** – September 2004-June 2005 – Certificate of Completion, June 2005

**Society for Human Resource Management** – “Fundamentals of Human Resource Management” – Certificate of Completion, July 2003

**Governor’s Office of Emergency Services California Specialized Training Institute** – “Crisis Communications and the Media” – Level 1, November 2002; Level 2, May 2003

**“Making it Work” – Proposition 36 Technical Training Conference** – February 2003 (3<sup>rd</sup> Annual), March 2002 (2<sup>nd</sup> Annual), May 2001 (Implementation)

**California Probation, Parole, and Correctional Officers Annual Conference** – September 2001

**CSAC Joint Policy Forum for the Substance Abuse and Crime Prevention Act of 2000** (Proposition 36) – February 2001

**Classification & Compensation – Northern California Chapter of International Personnel Management Association (NCCIPMA)** – February 2001

**CSAC Annual Conference Host County Planning & Implementation Team, Monterey County** – 1999  
**Personnel Policies, Procedures and Practices Certificate of Completion** – March 1995

**Local Agency Formation Commission (LAFCO)** – Resolution of Appreciation – August 1994

**San Joaquin Delta College** – Stockton, CA – Associate of Arts Degree w/Honors – English

## **PROFESSIONAL/COMMUNITY SERVICE & VOLUNTEER BACKGROUND**

Member – Supervisory Committee, Monterey County Employees Credit Union, 2007-2009

Monterey County Certified Facilitator – The Pacific Institute “Investment in Excellence” & “Imagine 21”

Contributing Writer, 1994-2000 – The Journal of NAMI California, co-editor “*Mental Illness and the Law*” – September 2000

Member – Board of Directors, Food Bank for Monterey County, 1990-1994; Secretary of Board, Personnel Committee Chair, Development Committee

# Application Form

## Profile

Dallas \_\_\_\_\_ Elliott \_\_\_\_\_  
 First Name Middle Initial Last Name

Home Address \_\_\_\_\_ Suite or Apt \_\_\_\_\_  
 Walnut Creek \_\_\_\_\_ CA \_\_\_\_\_ 94595 \_\_\_\_\_  
 City State Postal Code

Primary Phone \_\_\_\_\_

Email Address \_\_\_\_\_

### [District Locator Tool](#)

#### Resident of Supervisorial District:

District 2

Currently Unemployed \_\_\_\_\_ Senior Treasury Manager \_\_\_\_\_  
 Employer Job Title

#### Length of Employment

12 Years

#### Do you work in Contra Costa County?

Yes  No

#### If Yes, in which District do you work?

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

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

Yes  No

## Board and Interest

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

Treasury Oversight Committee: Submitted

#### Seat Name





**Certificate Awarded for Training?**

Yes  No

**Other Training B**

**Certificate Awarded for Training?**

Yes  No

**Occupational Licenses Completed:**

---

**Qualifications and Volunteer Experience**

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

I love my home in Walnut Creek and I love Contra Costa county. I want to be apart of the community and my financial skills and background make me well qualified for this role.

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

High business acumen especially surrounding finance.

[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:**

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

Yes  No

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

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

---

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

---

---

### **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)**

---

Yes  No

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

---

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

---

Yes  No

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

---

### **Please Agree with the Following Statement**

---

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

---

I Agree

---

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.

## **Summary**

Experienced Finance, Data, Systems & Business Intelligence professional with strong financial, analytical, and technical skills. Unique ability to comprehend business finance objectives & architect solutions to problem-solve. Adept at converting manual processes through driving process optimization, systems automation, enhancing repeatable analysis, and improve reliability & accuracy. Expert at leveraging technology competencies to enable optimum access to system data, allow development of better systems, and facilitate rapid creation of needed reports for management's strategic decisions.

## **Skills and Competencies**

Treasury | Cash Forecasting | System Implementations | Project Management | Advanced Modeling | P&L Ownership | Advanced Excel | VBA | EC2 Instances | Python | SQL | GIT | Cronjobs | AWS | Hive | Presto | Kyriba | NetSuite | Oracle | Tableau | Domo | Marketo | Credit Underwriting | SOC 2 | ACH | Wires | Process Architecture | Controls | Reconciliations | Compliance | Banking Administration |

## **Experience**

*Sr Manager, Treasury  
Carta*

*Jan 2022 – May-2023  
(San Francisco, CA)*

- Developed automated cash allocation analysis to maximize interest income while continuing diversification of funds.
- Generated highly accurate cash forecasting models which were plug and play. Departments could alter cash burn, interest income, and revenue streams dynamically and the model automatically updates forecast. This allowed Carta to optimize interest income, diversification of funds, while maintaining liquidity for operational needs.
- Created and automated holistic reporting of all account balances, interest incomes, bank fees, and other relevant data to banking.
- Monitored compliance and performance of investments alongside investment advisors.
- Created investment policy alongside industry professionals.
- Maintained banking relationship. Including negotiations for pricing, review of legal contracts for new banking programs, and coordination of implementation of new banking programs and features.

*Sr Manager, Finance/Treasury  
Wisetack*

*Jun 2020 – Jan 2022  
(San Francisco, CA)*

- Both determine and execute strategic initiatives for the Treasury department. Decide appropriate staffing levels, recruit skilled talent, and manage teams as needed. Work with the Federal Reserve reporting systems and partner banks to optimize money flows and operating procedures. Establish reporting to implement higher level automation and construct holistic platform reconciliations.
- Design, implement and manage all treasury related operational processes in conjunction with automating them. Direct and monitor accurate cash movements, along with conducting and designing necessary reconciliations.

*Sr Manager, Treasury / Finance Data & Automation  
LendingClub*

*Jul 2015 – Oct 2019  
(San Francisco, CA)*

- Designed, automated, and documented operational workflows, reconciliation processes, and reporting within the Treasury Department. This approach removed redundant processes, mitigated risk, improved efficiency, and enhanced KPI reporting.
- Developed and designed an automatic subledger software system to optimize workflow and allow the company to perfectly reconcile daily cash exceeding 1 million transactions per day. The system automatically generated ledger entries, audit reports, and key metrics useful for management.
- Frequently created reporting and presentation decks requiring complex analysis of data sets to drive business decisions, assess risk, report on group metrics, perform audit requests, and explain workflow.

*Assistant Vice President -P&L Business Control Analyst (FX Emerging Markets)  
Bank of America Merrill Lynch*

*Dec 2012 – Apr 2015  
(New York, NY)*

- Validated and substantiated position balances for the bank's general ledger across 50+ FX portfolios daily. Face value of transactions exceeded billions of dollars per month.
- Ensured the Business Unit's financial data was accurately reflected in all the bank's systems.
- Automated daily processes with Python and VBA reducing repetitive work from hours to minutes.
- Learned large company institutional systems for managing and reconciling positions and cash
- Broke out trader P&L plex - (Delta / Gama / Theta / Vol ) on a daily basis. This process includes analysis of yield curves to determine if given P&L was correct.

*Operations tech – derivatives  
Bank of America Merrill Lynch*

*July 2010 – Dec 2012  
(Concord, CA)*

- Reviewed, confirmed, and settled institutional FX and FX derivative transactions worldwide.
- Reviewed and validated cash flows along with complex reconciliation of accounts receivable and accounts payable.
- Conducted trade matching and confirmations via swift and long form.
- Reviewed broker confirmations and Reuter conversations to ensure tickets were accurately booked.

## **Education**

University of the Pacific, Stockton, CA

*Bachelors of Science in Business Finance*

*May 2010*

*Bachelors of Science in Applied Economics*

*May 2010*

# Application Form

## Profile

Gaurab \_\_\_\_\_ Hazarika \_\_\_\_\_  
 First Name Middle Initial Last Name

Home Address \_\_\_\_\_ Suite or Apt \_\_\_\_\_  
 Danville CA 94506  
 City State Postal Code

Primary Phone \_\_\_\_\_

Email Address \_\_\_\_\_

### [District Locator Tool](#)

#### Resident of Supervisorial District:

District 2

Silicon Ranch Corporation \_\_\_\_\_ Senior VP, Strategic Planning  
 Employer Job Title and Initiatives

#### Length of Employment

2

#### Do you work in Contra Costa County?

Yes  No

#### If Yes, in which District do you work?

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

8

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

Yes  No

## Board and Interest

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

Treasury Oversight Committee: Submitted

**Seat Name**

County Board of Supervisors and one Public Representative Seat for terms May 1, 2024, to April 30, 2028

**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?**

---

**Education**

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

High School Diploma

**College/ University A**

**Name of College Attended**

Indiana University, Bloomington, Indiana

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

Masters in Business Administration

**Degree Awarded?**

Yes  No

**College/ University B**

**Name of College Attended**

MNNIT, Allahabad, India

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

Bachelor of Engineering

**Degree Awarded?**

Yes  No

---

**College/ University C**

**Name of College Attended**

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

**Degree Awarded?**

Yes  No

---

**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:**

---

**Qualifications and Volunteer Experience**

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

---

I am eager to apply for the Contra Costa Treasury Oversight Committee to contribute my financial expertise and commitment to transparent governance. As a resident deeply invested in our community's well-being, I believe in upholding fiscal responsibility to ensure efficient and ethical management of public funds. By joining the committee, I aim to work collaboratively to promote transparency and responsible financial practices for the benefit of Contra Costa residents. I am driven by the belief that fostering fiscal responsibility not only safeguards public trust but also fosters a stronger and more prosperous community.

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

---

Currently in my position I am responsible for project control for Silicon Ranch Corporation's solar project construction and development. My job is to ensure that projects budgets are accurate and construction costs are within budget. The total construction budget is over \$1B annually. Prior to my current job I have managed solar project finance for over 15yrs and closed over 50 transactions valued over \$2B.

---

[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:**

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

Yes  No

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

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

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

---

### **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)**

Yes  No

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

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

Yes  No

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

## Please Agree with the Following Statement

---

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

---

I Agree

---

### 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.

# GAURAB HAZARIKA

| [linkedin.com/in/gaurab-hazarika-a29454/](https://www.linkedin.com/in/gaurab-hazarika-a29454/)

## Solar Business Leader

Creates, initiates, and manages financing strategy, M&A and solutions for renewable energy initiatives. Astute negotiator with a track record of advancing projects from early stage development to commercial operations. Aligns operational requisites with enterprise wide goals. Develops approaches to enter new markets, maximizes returns and optimizes cashflow. **Closed more than 50 transactions with a portfolio of 3000MW+, \$2000MM+.**

[Strategic Finance](#) | [Tax Equity](#) | [Partnerships](#) | [PPA](#) | [Joint Ventures](#) | [Storage/Grid Services](#) | [M&A](#)

## RELATED ACHIEVEMENTS

- ❖ Developed and executed the business strategy for the entry into utility-scale and rooftop-solar business, securing a five-year capital commitment to invest \$1B. [Duke Energy](#)
- ❖ Closed and executed seven large-scale, totaling 60MW PV utility-scale solar projects, and 13 small-scale, totaling 9MW PV commercial rooftop, and secured an additional 200MW. [Duke Energy](#)
- ❖ Established the contractual terms for the joint venture (JV) between Duke Energy and Integrys Energy to launch into the commercial rooftop PV projects with a two-year commitment of \$180M. [Duke Energy](#)
- ❖ Secured and delivered Duke's first commercial solar rooftop project with Smart Energy Capital (SEC), comprising two customers and five site locations. [Duke Energy](#)
- ❖ Negotiated and signed 80MW solar PPA with a CCA in CA. [ET Capital, Inc.](#)
- ❖ Acquired, led development, finalized EPC, and sold 90MW portfolio of projects in OR. [ET Capital, Inc.](#)

## EXPERIENCE

### SILICON RANCH CORP., NASHVILLE, TN

SVP, STRATEGIC PLANNING & INITIATIVES SETEMPBER 2021 – JULY 2022  
[Responsible for developing and executing new strategic initiatives for new markets and products.](#)

- Developed strategy and execution plan to enter UT, NV, and AZ and initiated 2.1GW of solar+BESS projects.

### DEPCOM POWER, SAN FRANCISCO, CA

VP, PROJECT FINANCE AND M&A SETEMPBER 2021 – JULY 2022  
[Responsible for creating new channel for generating P&L though M&A, development and project financing for PV and Storage projects.](#)

- Developed and sold a portfolio of 10 standalone BESS projects to a California CCA.

### RENESOLA POWER / ET CAPITAL, INC. | SAN FRANCISCO, CA

VP, PROJECT FINANCE AND M&A / CHIEF INVESTMENT OFFICER 2014 - 2021  
[Oversees the company P&L, new market entry, project financing and development for solar PV and storage projects.](#)

Reported to the CEO. Leads the sale and acquisition of solar PV and storage projects in North America. Initiates, negotiates, and completes complex deals including JVs, PPAs and partnerships. Leverages the talents of a diverse team of finance, development, and technical professionals to achieve enterprise targets. Engages and influences C-Suite, legal, engineering, and external stakeholders to create deal structure and development solutions.

- Led PPA negotiations and closed, over 200MW/400Mwh – **2 with CA CCA, 3 in PJM with corporate.**
- Negotiated and signed 30MW/26MWh solar + storage PPA with a CCA in CA.
- Negotiated and signed 80MW solar PPA with a CCA in CA.
- Acquired, led development, finalized EPC, and sold 90MW portfolio of projects in OR.
- Set up JV to develop, construct, and finance a portfolio of 35MW of community solar projects in MN.
- Raised development funding for OR and MN projects from Chinese and Taiwanese investors.

- Awarded SMART tariff in MA for two projects. Led the development and sale of the project.
- Closed tax equity financing and sale of 1.8MW project in CA.
- Closed seven projects totaling 71MW in NC. Negotiated and secured construction finance.
- Led the signoff of EPC capabilities from investors, lenders, and tax equity investors.
- Built a pipeline of 500MW of solar projects in LA, AZ, IL, PA, MI and MA.

### **HANWHA Q.CELLS USA / Q.CELLS, NORTH AMERICA | SAN FRANCISCO, CA**

VICE PRESIDENT (Q.Cells, North America) | BUSINESS DEVELOPMENT EXECUTIVE 2011 - 2014

**Directed project financing activities and sale and acquisition of solar PV projects for North America.**

Reported to the CEO of Q.CELLS, NA and was part of the Q.CELLS Global Project Finance team.

- Closed \$100MM EPC deal to build 40MW of solar PV projects in Ontario, Canada.
- Originated, structured, and closed 5MW EPC deal with New Market Tax Credit investors.
- Led the development of 72MW of Ontario FIT projects and sale of 40MW of Ontario FIT projects.
- Set up a program to finance the development of residential projects in Ontario that included module sales.
- Originated over 200MW of deals in Canada and USA.

### **DUKE ENERGY | CINCINNATI, OH**

MANAGING DIRECTOR, DEVELOPMENT AND ANALYTICS 2008 - 2011

**Developed new market entry strategy, secured, and delivered PPAs, EPC and O&M contracts, PSAs, real estate documents, permits, bank financing and all financial terms.**

Managed all the contract negotiations, financing, project sale, M&A, EPC and loan contracts. Developed and executed business strategy for the entry into utility-scale and rooftop-solar business, securing a 5-year capital commitment to invest \$1B. Explored new markets such as carbon. Significant projects included:

- Secured and executed multiple solar contracts/projects totaling more than \$150M in year 1 CAPEX.
- Led the financial analysis and due diligence to secure project financing of one of the first operating solar PV solar projects in 2009 with Prudential Insurance.
- Established the contractual terms for the JV between Duke Energy and Integrys Energy to launch Duke Energy into the commercial rooftop PV projects with a two-year commitment of \$180M.
- Established contractual terms for building utility scale agreements for the two-year international joint development agreement between Duke Energy and ENN China.
- Managed the contract negotiations with Juwi Solar for the execution of a 16MW solar project in TX.
- Secured and delivered Duke's first commercial solar rooftop project with Smart Energy Capital (SEC), comprising two customers and five site locations.
- Closed and executed seven large-scale, totaling 60MW PV utility-scale solar projects, and 13 small-scale, totaling 9MW PV commercial rooftop, and secured an additional 200MW in the 2011 and 2012 pipeline.

#### **ADDITIONAL ROLES**

<b>DUKE ENERGY</b>   Project Manager, Energy Efficiency - Marketing & Sales	2006 - 2008
<b>DUKE ENERGY</b>   Project Manager, Utility Revenue Management	2005 - 2006
<b>DUKE ENERGY</b>   M.B.A. Rotational Program	2002 - 2004
<b>PRICEWATERHOUSE COOPERS (PwC)</b>   Consultant	1998 - 2000

#### **EDUCATION**

**Kelley School of Business, Indiana University** | Bloomington, IN  
Master of Business Administration, major in Finance and Accounting

**National Institute of Technology, Allahabad University** | Allahabad, India  
Bachelor of Engineering, concentration in Computer Science and Engineering

# Application Form

## Profile

Kenneth \_\_\_\_\_ C \_\_\_\_\_ Miller \_\_\_\_\_  
First Name Middle Initial Last Name

Home Address \_\_\_\_\_ Suite or Apt \_\_\_\_\_  
 Walnut Creek \_\_\_\_\_ CA \_\_\_\_\_ 94597 \_\_\_\_\_  
City State Postal Code

Primary Phone \_\_\_\_\_

Email Address \_\_\_\_\_

### [District Locator Tool](#)

#### Resident of Supervisorial District:

District 4

Federal Home Loan Bank \_\_\_\_\_ CFO (Retired 1/4/21) \_\_\_\_\_  
Employer Job Title

#### Length of Employment

26 years

#### Do you work in Contra Costa County?

Yes  No

#### If Yes, in which District do you work?

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

41 years

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

Yes  No

## Board and Interest

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

Treasury Oversight Committee: Submitted

**Seat Name**

---

Soon to be vacant

**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?**

---

Several as an alternate member

---

**Education**

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

---

High School Diploma

**College/ University A**

**Name of College Attended**

---

UC Santa Barbara

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

---

BA Economics

**Degree Awarded?**

---

Yes  No

**College/ University B**

**Name of College Attended**

---

UC Santa Barbara

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

---

MA Economics

**Degree Awarded?**

---

Yes  No

---

**College/ University C**

**Name of College Attended**

---

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

---

**Degree Awarded?**

Yes  No

---

**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:**

---

**Qualifications and Volunteer Experience**

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

As a long time resident of Contra Costa County I am looking to give back to my community in retirement.

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

I have over 40 years quantitative economics, finance and investment management experience. As an executive (the last 11 years as CFO) of the Federal Home Loan Bank of San Francisco through 1/4/21 I managed a balance sheet that included as much as \$35-50 billion in fixed income investments.

[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:**

---

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

---

Yes  No

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

---

I am an alternative member of the Contra Costa County Treasury Oversight Committee

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

---

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

---

Board of Trustees of the Athena Academy. Alternative member of Contra Costa County Treasury Oversight Committee. Lafayette Orinda Church Finance Committee, Leukemia and Lymphoma Society Light the Night Fundraising.

---

### **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)**

---

Yes  No

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

---

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

---

Yes  No

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

---



## Please Agree with the Following Statement

---

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

---

I Agree

---

### 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.

## **Kenneth C. Miller**

Executive Vice-President, CFO (retired)  
Federal Home Loan Bank of San Francisco

Ken Miller is an innovative financial executive with a unique blend of deep subject matter expertise across a broad range of financial and risk disciplines, combined with an ability to work collaboratively with executive management and the board directors to establish corporate strategy that is aligned with business purpose and mission. During Ken's career he has been focused on and successful at delivering superior financial performance. He has led teams that have transformed financial and risk management frameworks, executed significant capital restructurings, and developed innovative financial and business performance metrics.

Ken has over 26 years of experience as the Federal Home Loan Bank of San Francisco's key financial executive, providing the Board with value-added insight on the Bank's mission, strategy, financial performance and financial management. This broad experience has prepared him to be successful in the key Director roles of strategic oversight and governance. At the same time, Ken is capable of advisory roles and enjoys rolling up his sleeves to help understand and solution difficult or complex issues.

Ken's considerable financial management, risk management, strategic planning, financial reporting and accounting experience, qualify him as a financial expert, and make him highly valued to serve on a variety of Board committees, including Finance, Audit, and Risk, as well as financial advisory and interim or part-time CFO assignments.

Ken is driven to succeed and defines success as being part of a high performing team that positively influences the mission and business purpose of an organization. He demonstrates high standards of integrity and ethics in his personal and business endeavors, and always operates with transparency and authenticity. This quality has earned Ken high levels of trust and confidence within the Federal Home Loan Bank of San Francisco, its Board of Directors, and its Regulator. Ken seeks opportunities with businesses and organizations with a strong focus on mission and purpose and that understand and emphasize the roles they play in the communities they serve.

Ken currently serves on the Contra Costa County Treasury Advisory Committee.

## **SUMMARY OF QUALIFICATIONS AND ACCOMPLISHMENTS:**

- Seasoned and innovative financial services senior executive with a proven track record in all aspects of strategic and financial planning, financial management and performance, treasury and capital markets, risk management, accounting and reporting, mergers and acquisition analysis, operations, and technology system implementation.
- 26 years of experience working with financial services Boards, providing strategic and tactical perspectives and solutions on strategic planning, financial performance and management, capital management, and corporate goal setting.
- Designed and directed development of financial management, budgeting, planning, and management reporting frameworks for a \$100+ billion wholesale bank, resulting in improved financial performance and better communication of financial performance and risks to management committees and Board of Directors.

- Designed and directed \$6+ billion capital restructuring, resulting in improved financial strength and improved dividend paying capacity.
- Provided executive leadership on implementation of significant enterprise technology systems.
- Ability to provide creative and practical solutions to a diverse set of business and financial challenges.
- Developed high performing and diverse Finance Leadership team.
- An effective mentor, and an advocate for diversity, preparing and promoting highly qualified women and black team members to senior officer roles.
- Collaborative management and working style.
- Excellent oral and written presentation skills.
- Clear and straightforward communication style.

## **EXPERIENCE:**

### **7/94 to 1/21. Federal Home Loan Bank of San Francisco, San Francisco, CA (retired)**

The Federal Home Loan Bank of San Francisco is a regional Federal Home Loan Bank chartered by Congress in 1932 to provide a source of liquidity to help financial institutions chartered in California, Arizona and Nevada support housing finance and community investment in the areas they serve. As of 12/31/19, the Bank had total assets of over \$110 billion, annual net income of over \$300 million, and annual capital markets debt issuance of over \$200 billion.

#### **8/2011 to 1/2021. Executive Vice-President and Chief Financial Officer**

Direct report to the Chief Executive Officer and a member of the Bank's Executive Leadership Team. Functional responsible for all treasury, financial, and balance sheet management; capital management, financial and strategic planning, budgeting, accounting and financial reporting, and operations. Actively support the oversight responsibilities of the Board of Directors on a variety of key financial and strategic issues. Develop, motivate and manage a professional staff of 70, including 7 direct reporting senior officers.

#### **1/2001 to 8/2011. Senior Vice-President, Financial Risk Management and Strategic Planning**

Reporting to the Chief Operating Officer, responsible for market risk measurement and management, balance sheet management, financial planning, strategic planning, corporate budgeting, and a variety of special projects.

#### **7/94 to 1/2001. Vice-President Financial Risk Management**

Reporting to the Chief Financial Officer, responsible for market risk measurement and management, financial planning, derivatives valuation, investments, and a variety of special projects.

### **12/86 to 7/94. First Nationwide Bank, San Francisco, CA. (subsequently known as Cal Fed)**

Senior Vice-President, Asset/Liability Management.

Responsible for all balance sheet management, portfolio management and capital strategies for a \$20 billion savings and loan.

**VOLUNTEER WORK:**

**4/22 to Present. Member Treasury Oversight Committee for Contra Costa County, CA**

Provide guidance and oversight Treasurer and Assistant Treasurer in management of \$5 billion investment portfolio.

**EDUCATION:**

M.A. Economics. University of California, Santa Barbara.

B.A. Economics. University of California, Santa Barbara.

# Application Form

## Profile

Steven \_\_\_\_\_ K \_\_\_\_\_ Quinly \_\_\_\_\_  
 First Name Middle Initial Last Name

Home Address \_\_\_\_\_ Suite or Apt \_\_\_\_\_  
 Orinda \_\_\_\_\_ CA \_\_\_\_\_ 94563 \_\_\_\_\_  
 City State Postal Code

Primary Phone \_\_\_\_\_

Email Address \_\_\_\_\_

### [District Locator Tool](#)

#### Resident of Supervisorial District:

District 2

Realta Wealth \_\_\_\_\_ Financial Advisor \_\_\_\_\_  
 Employer Job Title

#### Length of Employment

2 years

#### Do you work in Contra Costa County?

Yes  No

#### If Yes, in which District do you work?

District 2

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

60 years

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

Yes  No

## Board and Interest

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

Treasury Oversight Committee: Submitted

**Seat Name**

---

**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?**

---

---

**Education**

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

---

High School Diploma

**College/ University A**

**Name of College Attended**

---

Utah State

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

---

BA/ Marketing

**Degree Awarded?**

---

Yes  No

**College/ University B**

**Name of College Attended**

---

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

---

**Degree Awarded?**

---

Yes  No

---

**College/ University C**

**Name of College Attended**

---

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

---

**Degree Awarded?**

---

Yes  No

---

**Other Trainings & Occupational Licenses**

**Other Training A**

---

Series 7 & 8

**Certificate Awarded for Training?**

---

Yes  No

**Other Training B**

---

**Certificate Awarded for Training?**

---

Yes  No

**Occupational Licenses Completed:**

---

---

**Qualifications and Volunteer Experience**

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

---

My experience in the financial markets for 45 years

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

---

Extensive amount of experience in the financial markets. Helping clients learn how the markets work.

---

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:**

---

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

---

Yes  No

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

---

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

---

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

---

---

### **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)**

---

Yes  No

If Yes, please identify the nature of the relationship:

---

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

---

Yes  No

If Yes, please identify the nature of the relationship:

---

### **Please Agree with the Following Statement**

---

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

---

I Agree

---

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.



Contra Costa County

Print Form

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

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name: Hector, Middle Initial: [blank], Last Name: Reyes Erazo, Home Address - Street: [blank], City: Brentwood, State: CA, Postal Code: 94513, Primary Phone: [blank], Email Address: [blank], Resident of Supervisorial District: 1, Do you work in Contra Costa County? No, Current Employer: Blaylock Van, LLC, Job Title: Senior Vice President, Length of Employment: 2, How long have you lived or worked in Contra Costa County? 17

Board, Committee, or Commission: Treasury, Seat Name: [blank], Have you ever attended a meeting of the advisory board for which you are applying? No, If Yes, how many?: [blank]

EDUCATION

Check appropriate box if you possess one of the following:

- High School Diploma, CA High School Proficiency Certificate, G.E.D. Certificate

Table with 3 columns: Colleges or Universities Attended, Degree Type/ Course of Study/Major, Degree Awarded. Rows include City University of New York, The New School, NY, and Gies College of Business - University of Illinois.

Occupational Licenses Completed: FINRA 7 & 63

Other Trainings Completed: [blank], Certificate Awarded for Training? Yes/No

Do you have any obligations that might affect your attendance at scheduled meetings? No, If Yes, please explain: [blank]

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

Are you a veteran of the U.S. Armed Forces? No

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

I bring market experience, knowledge and expertise that could be helpful to the board as it assesses the myriad issues related to treasury and investment matters of the County. I bring perspective, insights and ideas that may reinforce or complement the ideas of other that sit on the Board. Additionally, I have strong quantitative, analytical and communication skills sharpened over the years

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

I am investment banking professional with over 30 years of experience in municipal finance. I am familiar with budgets, CAFRS, public policy, credit, debt and treasury matters, including investment policies.

**I am including my resume with this application:**

Please check one:  Yes  No

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

Please check one:  Yes  No

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

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

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

**Do you have a familial relationship with a member of the Board of Supervisors?** (Please refer to the relationships listed under the "Important Information" section on page 3 of this application or Resolution No. 2021/234).

Please check one:  Yes  No

If Yes, please identify the nature of the relationship:

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

Please check one:  Yes  No

If Yes, please identify the nature of the relationship:

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

Signed: Hector Reyes Erazo

Date: 4/3/2024

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

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

### **Important Information**

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

# HÉCTOR REYES-ERAZO

IB Executive | Enables State and Local Governments to Translate Capital Improvement Plans into Reality

San Francisco, CA • [\[REDACTED\]](#) [\[REDACTED\]](#) [linkedin.com/in/hectorre](https://www.linkedin.com/in/hectorre)

---

## INVESTMENT BANKING EXECUTIVE

Business development executive with expertise in public finance, fixed-income capital markets, and public administration. Extensive experience in business development, leadership, interpersonal relationships, organizational management, teams, strategy, analytics, and problem-solving. A hands-on leader with proven expertise in building, leading, managing, and motivating teams. Bilingual: English and Spanish.

## AREAS OF EXPERTISE

State & Local Government • Public Finance • Municipal Advisory • Business Development • Relationship Management • Transaction Management • Capital Markets • Bond Structuring • Financial Modeling • Valuation • Investment Analysis • Risk Analysis • Budget Analysis • Ratio Analysis • Credit Analysis & Strategy • Revenue Forecasting • Problem-Solving • Negotiations • Leadership/Teams/Motivation • Cross-Functional Collaboration • Public Administration • Policy Analysis • Communications • ESG

---

## PROFESSIONAL EXPERIENCE

### **Blaylock Van, LLC., Oakland, CA, 2022 – Present**

*Provides investment banking and underwriting to state and local governments, special districts, and corporate clients. The firm sells and trades fixed-income securities, corporates, and equity.*

**Senior Vice President:** Lead California banker to state and local government issuers of municipal debt. Core responsibilities: transaction/client management; new business development; managing client relationships; marketing firm banking and underwriting capabilities; directing finance team; and developing financing solutions to achieve cost-effective solutions leading to the lowest cost of capital for borrowers. Oversing and preparing RFQs/RFPs; preparing client pitches; debt structuring; cash flow and debt analysis. Developing credit rating presentations, marketing plans, market updates, investor roadshows, reviewing legal and loan disclosure documents.

### **Key Achievements:**

- Closed over \$6.4 billion since joining Blaylock, including East Bay MUD, Metropolitan Water District of Southern CA, San Diego Water, LACCD, LAUSD, UC Regents, State of California, CA Earthquake Authority, and State Public Works Board.
- Completed a \$2.580 billion State of California GO, the largest State transaction in 2023, as Co-Senior Manager.

### **RICE FINANCIAL PRODUCTS COMPANY • San Francisco, CA • 2015-2022**

*Provides investment banking and underwriting services to state and local governments, educational institutions, special districts, institutional equity, infrastructure finance, and a private equity asset management arm.*

**Managing Director:** Served as lead public finance banker to California's state and local government agencies. Identified, analyzed, and developed financing options for municipal clients. Responsible for generating new business, managing pipelines, closing, and driving growth. Lead and manage project teams and client relationships and collaborate with public administrators and business partners to provide cost-effective financing and best practices. Direct and oversee RFQ/RFPs, financial modeling, structuring, and reviewing disclosure documents, debt rating presentations, investor roadshows, and closings. Led and directed RFP responses and client pitch books.

### **Key Achievements:**

- Achieved first sole-senior managed California community college bond financings for the firm and co-senior managed transactions with the State Treasurer's Office of \$40M and \$1.1B, respectively.
- Co-Senior Managed a \$500M Housing transaction named 2020 Deal of the Year by *The Bond Buyer*.
- Increased new business in California by 38%, securing higher education and local municipal sector engagements.
- Managed, trained, and mentored junior and mid-level bankers.

**BACKSTROM MCCARLEY BERRY & CO. • San Francisco, CA • 2012-2015**

*Dedicated to providing financial solutions with cost-effective strategies and prudent debt financing structures.*

**Executive Vice President:** Led new business development growth. Provided investment banking and municipal advisory to local and state borrowers. Launched and pivoted functional operations related to banking, sales, underwriting, and trading. Developed corporate and business strategies and led higher education underwriting and municipal advisory services for Alameda Unified School District and Imperial Valley Community College District.

**Key Achievements:**

- Launched first senior-managed transactions and expanded sales and underwriting capabilities in the first 12 months.
- Executed over \$5B in municipal bond transactions with State and Local Government, Community College District (CCD), and Unified School District (USD) sectors in California and Texas.
- Implemented the firm's first senior managed financings, transforming underwriting from co-managing only to executing senior managed bond sales beginning with \$140.5MM GO for Contra Costa CCD and then \$54.2MM for the City and County of San Francisco's Office of Community Investment and Infrastructure (Successor Agency).
- Fulfilled a \$350MM public improvement bond for Houston and drove revenue growth from zero to \$1M+ from general infrastructure finance.
- Co-managed multiple bond transactions, including \$289MM, GO refunding for Chabot-Las Positas CCD, \$228MM GO refunding for San Francisco City College, \$77MM GO refunding for West Contra Costa USD, and \$106.5MM GO for Contra Costa CCD.

---

**GRIGSBY & ASSOCIATES, INC. • San Francisco, CA • 2009-2012**

*A firm providing investment banking and underwriting of municipal securities.*

**Managing Director:** Executive team member concentrating on business development, client, and transaction management. Oversaw bond structuring, underwriting, document preparation, credit rating presentations, negotiated sales, and closings. Provided municipal advisory and investment banking to municipal issuers. Developed pitch presentations and managed client meetings. Managed internal teams and collaborated with cross-functional leaders to deliver client services.

**Key Achievements:**

- Led \$2.5 billion of tax-exempt bond deals for state, local, and regional municipal issuers, including North Montgomery County Unified School District, Compton Redevelopment Agency, State of California, San Francisco City/County, California State University, Alameda Joint Powers Authority, UC Regents, California State Public Works Board, California Department of Water Resources, NY MTA, and the Triborough and Tunnel Authority.
- Managed a three-person team focused on the origination and execution of municipal bond transactions, including new money and refunding.
- Designed and structured investment agreements for bond proceeds, including guaranteed investment contracts with third-party providers.

**ESTRADA HINOJOSA & CO. • San Diego, CA • 2006-2009**

*Financial Advisory, Investment Banking, and Underwriting firm.*

**Vice President:** Focused on new business development, strategic municipal advisory, and bond underwriting in California. Developed strategy for entering the CCD sector in California and establishing a footprint for the firm. Led and participated in workshops and speaker panels at community college conferences and events.

**Key Achievements:**

- Served as Financial Advisor to the California League of Community Colleges for its taxable OPEB program.
- Negotiated and closed the first California General Obligation financings for Las Chabot-Las Positas CCD (\$398MM), Santa Barbara CCD (\$47MM), and Santa Monica CCD (\$111MM).

**CAREER NOTE:** Additional employment includes Bond Salesman with Stone & Youngberg (Stifel), Public Finance Banker with PaineWebber (UBS), and First Southwest Company (Hilltop Securities). Additional details are available upon request.

## EARLY PROFESSIONAL EXPERIENCE

Senior Project Manager, **NYC Economic Development Corporation (NYC Industrial Development Agency) • New York, NY**

Managed various financing projects and duties during the project life cycle for small to mid-size companies and not-for-profits in New York City and initiated the Agency's special exempt facilities financings of foreign-flag carriers for passenger and air cargo facilities at JFK Airport, leading to the first foreign carriers' utilization of special exempt facility bonds at New York City's airports. Prepared loan proposals, financial analyses, financial projections, credit analyses, due diligence, and executive summaries for executive loan committee approval and resolutions.

CRA Representative, **Federal Reserve Bank of New York • New York, NY**

Advised and guided state member banks holding companies in establishing local community-based lending programs for small businesses and affordable housing groups. Help to negotiate multiple resolutions to public challenges to applications by state member banks for regulatory approval of branch closings and openings, intra- and interstate mergers and acquisitions, and other banking-related activities.

---

## EDUCATION

**Master of Business Administration (MBA)**

Gies College of Business, University of Illinois, Urbana-Champaign, IL  
Financial Management Specialization, and Entrepreneurship and Strategic Innovation Specialization

**Master of Arts (MA) in Economics**

The New School for Social Research, The New School, New York, NY

**Bachelor of Arts (BA) in Economics**

The City University of New York, New York, NY

Completed coursework toward a Master of Public Administration at USC Price School of Public Administration

**LICENSURE: FINRA Series 7, 50, 52, 63, 79**

TREASURY OVERSIGHT COMMITTEE  
CURRENT ROSTER

Position	Name
Alternate - Special Districts	Dawn Morrow
Alternate - County School Districts and Community College Districts Seat	Glenn Pena
Alternate to the Member of Board of Supervisors Representative	Kenneth C Miller
County Superintendent of Schools	Daniela Parasidis
County, School Dist. & Comm. College Dist.	Julie Bautista
Member of Board of Supervisors Representative	Paula A Troy
Public 1	Dennis Reigle
Public 2	Larry Fernandes
Public 3	John Phillips
Special Districts	Philip Leiber



TREASURY OVERSIGHT COMMITTEE  
CURRENT ROSTER

Start date	End date	City
21-Mar-23	30-Apr-26	Oakley
8-Sep-20	30-Apr-24	Emeryville
1-May-22	30-Apr-26	Walnut Creek
9-May-23	30-Apr-24	Concord
1-May-20	30-Apr-24	Danville
22-Sep-20	30-Apr-24	Martinez
1-May-22	30-Apr-26	Danville
1-May-22	30-Apr-26	Walnut Creek
1-May-20	20-Apr-24	Moraga
1-May-22	1-May-26	



# CONTRA COSTA COUNTY

## TREASURY OVERSIGHT COMMITTEE

### BYLAWS

Amended October 24, 2023

In compliance with a Board Order of the Contra Costa County Board of Supervisors, the Contra Costa County Treasury Oversight Committee was established in November 6 of 1995. The intent of the Committee is to allow local agencies, including school and special districts, as well as the public, to participate in reviewing the policies that guide the investment of public funds. These funds are invested by the County Treasurer under the authority granted annually by ordinance at the direction of the Board of Supervisors. The mandate for the existence of the Committee was suspended in 2004 by the State of California; however, the Committee serves an important function and the Treasurer's Office has elected to continue the program.

**OFFICE OF COUNTY TREASUER-TAX COLLCTOR**  
625 COURTS STREET, ROOM 100  
MARTINEZ, CALIFORNIA 94553  
(925) 608-9550

# TABLE OF CONTENTS

I. NAME .....	3
II. AUTHORITY .....	3
III. PURPOSE .....	3
IV. MEMBERSHIP .....	3
A. Membership Categories .....	3
B. Subcommittees .....	4
C. Terms of Office .....	4
V. CONFLICT OF INTEREST .....	4
VI. POWERS AND DUTIES OF COMMITTEE, MEMBERS AND OFFICERS .....	4
VII. ATTENDANCE AND ALTERNATES .....	5
VIII. RESIGNATION .....	6
IX. FILLING VACANCIES .....	6
X. MEETINGS .....	6
A. Scheduled Times and Exceptions .....	6
B. Notification, Agenda, Urgency Items, Order of Business .....	6
C. Public Participation .....	7
D. Quorum .....	7
E. Compensation .....	7
F. Treasurer’s Staff Support .....	7
G. Agenda Packet .....	7
XI. AMENDMENT OF BYLAWS .....	8
ADOPTION AND CERTIFICATION .....	8

# CONTRA COSTA COUNTY

## TREASURY OVERSIGHT COMMITTEE

# BYLAWS

### I. NAME

The name of this committee is the Contra Costa County Treasury Oversight Committee (“Committee”). The Committee is governed by the Ralph M. Brown Act and the Contra Costa County Better Government ordinance.

### II. AUTHORITY

This Committee was established by the Contra Costa County Board of Supervisors (“Board”) on November 6, 1995, pursuant to Chapter 5, Article 6 of the California Government Code. However, the mandate for the Committee was suspended in 2004 by the State of California. Therefore, this Committee is no longer subject to Government Code 27130 et seq. and is governed by its own bylaws. This Committee remains active to promote best business practices.

### III. PURPOSE

The purpose of the Committee is to carry out the following:

- A. Review and monitor the County Treasurer’s annual investment policy.
- B. Ensure an annual audit is conducted to determine the County Treasurer’s compliance with the investment policy.

### IV. MEMBERSHIP

#### A. Membership Categories

The Committee will be composed of seven statutory members and three alternates. The Committee members are in three different categories as follows:

Category 1: Appointed officials (two statutory members and one alternate). Category 1 appointed members are the County Superintendent of Schools or his or her designee and a representative and an alternate of the Board or their designee.

Category 2: Elected members (two statutory members and two alternates). Category 2 includes one representative and one alternate elected by a majority of the school and community college districts; and one representative and one alternate elected by a majority of the special districts.

Category 3: Public members (three statutory members). Category 3 includes representatives from the public nominated by the County Treasurer and confirmed by the Board.

All Committee members including alternates will serve at the pleasure of the Board, and may be removed at any time, with or without cause, at the sole discretion of the Board.

**B. Subcommittees**

The Committee may establish volunteer advisory subcommittees in order to secure specific areas of expertise necessary to meet the objectives of the Committee. The Committee will establish criteria for choosing such subcommittee members.

**C. Terms of Office**

Category 1 members will maintain their Committee status as long as they continue to hold their elected offices or designations. Category 1 members will serve a four-year term and may be reappointed to serve additional four-year terms.

Category 2 members will be elected to four-year terms and may be reappointed to serve additional four-year terms.

Category 3 members will be appointed a four-year term and may be reappointed to serve additional four-year terms.

The initial terms for Category 2 Seat No. 2, special district's representative, and Category 3, Seats No. 1 and No. 2, public representatives, will begin on August 21, 2012, and end on April 30, 2014. The subsequent terms for these seats will be for four years.

**V. CONFLICT OF INTEREST**

Upon becoming a Committee member, and annually thereafter, each Committee member shall submit a Statement of Economic Interest (FPPC Form 700) with the Clerk of the Board in a timely manner.

The following constitute a conflict of interest:

- A. A member of the Committee may not be employed by an entity that has made a contribution to (a) the campaign of candidates for the office of any local treasurer, or (b) candidates for the legislative body of any local agency that has deposited funds in the county treasury in the previous three years or during the period that the employee is a member of the Committee.
- B. A member of the Committee may not directly or indirectly raise money for a candidate for local treasurer or a member of the governing board of any local agency that has deposited funds in the county treasury while a member of the Committee.
- C. A member of the Committee may not work for bond underwriters, bond counsel, security brokerages or dealers, or financial services firms with whom the county treasurer does business, either during his or her tenure on the committee or for one year after leaving the Committee.

Any member who is disqualified from serving on the Committee as specified A through C shall tender his resignation to the Board immediately.

**VI. POWERS AND DUTIES OF COMMITTEE, MEMBERS AND OFFICERS**

- A. The Committee has the responsibility of reviewing and monitoring the County Treasurer’s annual investment policy. It also ensures an annual audit is conducted to determine the County Treasurer’s compliance with the investment policy.
- B. The Committee serves as a sounding board for evaluating the merits of new strategies or investment products, provides its own unique perspective to assist the County Treasurer in his/her overall management of the Treasury Pool assets. However, the Committee shall not direct individual investment decisions, select individual investment advisors, brokers, or dealers, or impinge on the day-to-day operations of the County Treasury.
- C. All members will have an equal voice in the decision-making process. Each member is entitled to one vote. Unless a quorum is required, a vote of the majority of those present and qualified to vote will be sufficient for the adoption of any option, resolution or order and to take any other action deemed appropriate to carry forward the objectives of the Committee.
- D. Nomination and election to the office of Chair and Vice Chair is typically held annually at the regularly scheduled March meeting. Nominations may be made by any acting Committee member. Nominees must have at least one year remaining in their current term. The elections will be held immediately after all nominations have been declared closed. If no election is held in a particular year, the incumbent Chair and Vice Chair will continue to serve their office respectively until the next election is held or they are no longer a Committee member.
- E. The Chair and Vice Chair will take office immediately after the Board of Supervisors confirms their election. The term of office for Chair and a Vice Chair is one year. However, there are no term limits.
- F. The Chair will preside at all meetings and proceed with the business of the Committee in the manner prescribed in these bylaws. The Chair will also decide questions of parliamentary procedure, call special meetings and perform other functions and duties as required by law.
- G. The Vice Chair will perform the functions and duties of the Chair in the Chair’s absence.
- H. In the event that neither Chair nor Vice Chair is able to preside, the members of the Committee present will by an order entered into the minutes select one of the members to act as Chair Pro Tem. The Chair Pro Tem will have all the powers and duties of the Chair during the Chair’s absence or inability to act.
- I. Should the Chair or Vice Chair cease to be a member of the Committee, the remaining members of the Committee will elect a Chair or Vice Chair at the next meeting of the Committee. The officer will serve for the unexpired portion of the term of Chair or Vice Chair.

**VII. ATTENDANCE AND ALTERNATES**

Members of the Committee shall attempt to attend all meetings. If any member of the Committee is unable to attend, he must make reasonable effort to notify the Chair or Committee’s Secretary (as appointed by the County Treasurer) prior to the meeting.

An Alternate member shall attend in place of a statutory member as to whom the Alternate is delegated only when notified of the statutory member’s anticipated absence at a meeting. An Alternate member is encouraged to attend any Committee meeting but is not entitled to vote unless the statutory member to whom the Alternate is delegated is absent from that meeting. An Alternate member serving at a meeting as to which a matter requiring the Committee action is continued shall be entitled to vote on the matter in lieu of the statutory member until that matter is resolved by the Committee.

## VIII. RESIGNATION

A member may resign from the Committee at any time by submitting written notice to the Chair. The resignation will be effective upon receipt of the written request. The Chair shall direct the Secretary to notify the Board or appropriate agency as soon as possible regarding the vacancy.

## IX. FILLING VACANCIES

Vacancies will be filled as soon as practicable in accordance with law and Contra Costa County policies and procedures. Alternate members shall be deemed appropriate candidates to act as replacements, subject to the discretion of the Board, unless the Alternate member declines such candidacy.

## X. MEETINGS

### A. Scheduled Times and Exceptions

- 1) Regular meetings of the Committee will typically be held semi-annually on the third Tuesday of each March and September. A minimum of one meeting must be held in a calendar year. If a quorum is not available for a regular meeting, the County Treasurer, with the concurrence of the Committee Chair and Board's Representative, may approve the cancellation of a scheduled regular meeting. Each October, the Secretary shall deliver a calendar listing of the semi-annual meetings for the next twelve months to every member of the Committee as well as to the Clerk of the Board.
- 2) Special meetings of the Committee may be called by the Chair or upon the written request of two or more Committee members. All members of the Committee and the media will be provided with a written notice 24 hours in advance of the meeting and the agenda shall be posted in appropriate locations. The agenda will state the time, place, and business to be transacted at the meeting, and no other business will be considered at the special meeting.

### B. Notification, Agenda, Urgency Items, Order of Business

- 1) Agenda. The agenda for regularly scheduled meetings will be delivered to the Committee members in advance of meetings. At a minimum, the agenda must contain the date, time, and location of the meeting and the items of business to be considered. The agenda will be posted 96 hours in advance of each meeting at the County Administration Building, the County Finance Building, and on the County's website.
  - a. Members may direct subjects for inclusion in the agenda to the Chair at least one month prior to the meeting. Subjects proposed by members automatically will be placed on the agenda.
  - b. Subjects proposed for discussion by persons who or organizations that are not Committee members will be submitted to Chair at least two months prior to the meeting. The subjects may be placed on the agenda if approved by the Chair. Any written requests for placement on the agenda that are denied by the Chair will be identified in the agenda under "Miscellaneous" and read or made available at the meeting upon the direction of the Chair, or upon a majority vote of the Committee members.

- 2) Urgency Items. The Committee may discuss a non-agenda item at a regular meeting only if, pursuant to Government Code §54954.2(b)(2), upon a determination by a two-thirds vote of the members, or, if less than two-thirds of the members are present, a unanimous vote of those members present, there is a need to take immediate action and the need to take action came to the attention of the Committee subsequent to the agenda being posted.
- 3) Order of Business. A typical order of business at all regular meetings of the Committee would be as follows:
  - Public comment
  - Approval of previous meeting's minutes
  - Discussion of items for action/approval
  - Review of information items
  - Miscellaneous
  - Adjournment

**C. Public Participation**

All Committee meetings are open to the public and are subject to the Ralph M. Brown Act (Title 5, Division 2, Part 1, Chapter 9, commencing with Section 54950). Members of the public may address the Committee; however, each person is limited to three minutes unless an extension is granted by the Chair. All remarks will be addressed to the committee as a body and not to any specific members. No person, other than a member of the Committee and the person addressing the committee shall be permitted to enter into any discussion without the permission of the Chair.

**D. Quorum**

A quorum is a simple majority of the total statutory membership or their respective alternates. A quorum of the Committee must be present to approve any Action Items on the agenda. Any action of the Committee must be adopted by the affirmative votes of at least a majority of the quorum present, except that members present may adjourn to another date.

**E. Compensation**

Members volunteer to serve on the Committee. Members will not receive any compensation for their service.

**F. Treasurer's Staff Support**

- 1) The Committee's Secretary (county staff appointed by the Treasurer) will keep minutes of each meeting and offer them for Committee approval at the subsequent meeting.
- 2) County staff will reserve meeting locations and see that adequate facilities are provided and are in compliance with the Brown Act, inclusive of all amendments.
- 3) To the extent possible, County staff will provide technical and administrative support to the Committee. Such support may include serving as secretary of the Committee, keeping accurate and sufficient records of all proceedings; receiving and transmitting all correspondences; maintaining files for all reports, and such other duties as are usually incidental to the staff.

**G. Agenda Packet**



An agenda packet will be distributed to Committee members seven (7) calendar days in advance of the next scheduled meeting. The packet will be sent electronically. Per request, a printout of the packet may be sent to the members via County inter-office mail or U.S. Mail. The packet will also be available for public viewing during the meeting.

**XI. AMENDMENT OF BYLAWS**

- A. These bylaws may be amended based on the recommendation of the Committee and subject to the approval of the Board of Supervisors. Written notice of proposed amendment will be submitted to all members of the Committee at least seven (7) days prior to the meeting at which the proposed amendment will be considered. Written notice of a proposed amendment is not required if the proposed amendment is submitted to the Committee at a regular meeting prior to the meeting at which the amendment is considered.
- B. Amendments require a simple majority vote of those present and voting for recommendation to the Board of Supervisor for final approval.
- C. At least one time each calendar year, the Committee shall review, discuss and approve any changes or amendments to the Bylaws. Should any changes or amendments be recommended by the Committee, such changes or amendments shall be presented to the Board for approval.

**ADOPTION AND CERTIFICATION**

The above bylaws were approved by the Board on August 21, 2012, duly adopted by the Committee on August 21, 2012, and amended on the following dates:

November 19, 2013

May 16, 2017

August 15, 2017

May 15, 2018

May 18, 2021

May 17, 2022

May 23, 2023

October 24, 2023



## Contra Costa County

Treasurer-Tax Collector's Office • 625 Court Street • Martinez, CA 94553 • [www.cctax.us](http://www.cctax.us)

---

### NEWS RELEASE

March 11, 2024

Contact: Dan Mierzwa

Phone: (925) 608-9588

[Dan.Mierzwa@tax.cccounty.us](mailto:Dan.Mierzwa@tax.cccounty.us)

### Would You Like to Serve on the County's Treasury Oversight Committee?

(Martinez, CA) – The Contra Costa County Board of Supervisors is seeking individuals with sound knowledge and experience in the field of public and private finance, to serve on the Treasury Oversight Committee (Committee) for the seat representing the County Board of Supervisors and one Public Representative Seat for terms May 1, 2024 to April 30, 2028. To be considered, candidates must be County residents, may not be employed by an entity that has contributed to the reelection campaign of the County Treasurer or a member of the Board of Supervisors in the previous three years, may not directly or indirectly raise money for the County Treasurer or a member of the Board of Supervisors while a member of the Committee and may not work for bond underwriters, bond counsel, security brokerages or dealers, or financial services firms with whom the County Treasurer does business, either during his or her tenure on the Committee or for one year after leaving the Committee. (Government Code §27132.3).

The Committee meets bi-annually in March and September on the third Tuesday of the month at 3:00 p.m. at 625 Court St., Room B001, Martinez, CA 94553. Each meeting lasts approximately one hour. The Committee's duties include reviewing and monitoring the County Treasurer's Annual Investment Policy, and ensuring an annual audit is conducted to determine the County Treasurer is in compliance with Government Code §§27130-27137. The annual audits, meeting agendas, and minutes of the Committee are available online: <https://www.contracosta.ca.gov/690/Treasury-Oversight-Committee>. Members of the Committee receive no compensation for their service.

Application forms can be obtained from the Contra Costa County Clerk of the Board by calling (925) 655-2000 or by clicking on the following link: [Submit an Application Online](#). Applications should be returned to the Clerk of the Board, County Administration Building, 1025 Escobar Street, 1<sup>st</sup> Floor, Martinez, CA 94553 no later than **Wednesday, March 27, 2024, by 5 p.m.** Interviews will be held at the Internal Operations Committee (IOC) meeting, which will be conducted via Zoom at 11:00 a.m. on April 8, 2024. More information about the Treasury Oversight Committee can be obtained by visiting the Treasurer-Tax Collector's website at <https://www.contracosta.ca.gov/690/Treasury-Oversight-Committee>.

###



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

**File #:** 24-0977

**Agenda Date:** 4/8/2024

**Agenda #:** 6.

### INTERNAL OPERATIONS COMMITTEE

Meeting Date: April 8, 2023

Subject: POLICY ON MEMORIALS/DEDICATIONS ON COUNTY PROPERTY

Submitted For: Monica Nino

Department: County Administrator

Referral No: IOC 24/\*\*

Referral Name: Memorials/Dedications Policy

Presenter: Julie Enea, County Administrator's Office & Carrie Ricci, Public Works Dept.

Contact: julie.enea@cao.cccounty.us

### **Referral History:**

During the February 2024 IOC planning meeting, Vice Chair Andersen asked staff to research policies on establishing memorials on County property other than County buildings and rooms in buildings, which are already governed by existing policy, such as public walkways, benches, trees or landscaped areas, etc., for possible future referral to the IOC.

### **Referral Update:**

IOC Staff has begun working with Deputy Public Works Director Carrie Ricci to begin scoping a policy for possible referral to the IOC. Many agencies have well established policies and procedures for this purpose from which content can be drawn. A review of other agencies' policies identified several policy areas that will need consideration in the drafting of a County policy:

### **Policy Questions for IOC:**

- What types of amenities/fixtures should be offered for dedications? Benches only or also picnic tables, playground areas, drinking fountains, BBQ pits, bike racks, pergolas, walking paths / bridges or other fixtures?
  - Should existing fixtures be made available for dedication or only newly installed fixtures?
  - Should the County develop an inventory of eligible amenities at only pre-determined locations or consider any requests and determine feasibility on a case-by-case basis?
- Assuming a limited inventory eligible for dedication:
  - Should original donors be offered a first option to renew a dedication at full replacement cost at the end of a donation period or should the opportunity be re-opened to all?
  - Should a waiting list be established, or should inventory be considered on a first come, first served basis whenever a new or existing asset becomes available?

- Eligibility for Memorialization:
  - To commemorate anyone or any event?, Or only a person, event or historical information relevant to a particular location or closely associated with the leadership, direct contributors, history, cultural and social development of the county?
  - Anyone regardless of residency, or only current or past County residents?
  - Deceased individuals only? Deceased for how long before consideration?
  - Significance? Substantial contribution that extends beyond what might be reasonably expected through paid employment or voluntary contribution to the community? Significant historical or cultural event that has a profound resonance with the broader community or is of national or state significance?
  - Any other criteria for approval (e.g. dignitary and significant service contributions?)/disapproval, (e.g., no criminal record, not a lightning rod/divisive personality)?
  - Significant donation to infrastructure?
  - Are organizations eligible? Any limit to organizations? E.g. Nonprofit organizations only?
- Approval process: If not clear-cut criteria, who should make eligibility determination: PW Director or designee? BOS Committee? BOS?
- Would we consider either a list of preferred vendors or designs for things like park benches or plaques so there would be consistency and quality?
- If we had preferred vendors would we be able to provide a general cost estimate for families/communities wishing to put it this type of memorial? I think it would be helpful for people to know what costs they would like be facing.
- The criterion for who qualifies for a memorial would need to be loosely interpreted since it is such a subjective determination as to what qualifies someone to be memorialized.
- I'd want us to come up with a "checklist" for people to follow if they plan to apply for some sort of a memorial so that they would need to appropriate answer relevant questions about why a person should be memorialized, why the location is appropriate, why the type of memorial is appropriate, etc.

### Policy Recommendations for IOC:

- What should be the maximum donation period? Staff suggests 10 years or useful life of amenity, whichever is shorter.
- The County should determine the style/cost of memorial amenity based on character of location. An example is different types of benches in various County parks.
- If organizations are to be eligible, then limit to only nonprofits community-based organizations.
- No guarantee on location or duration should be made. Bench or other amenity may need to be relocated

or removed during the 10 year donation period.

- Donation should cover purchase, installation, and maintenance, but not vandalism and/or replacement, which would cost extra to remedy.
- We don't have a countywide tree inventory, so we recommend implementing a few amenities such as benches, picnic tables, and plaques, and then consider other items such as trees when we have an inventory.
- Recommend that PW develop a cost range or set fee per type of fixture and ask the BOS to consider establishing those fees.

**Recommendation(s)/Next Step(s):**

REVIEW policy questions and recommendations of staff and provide direction towards the drafting of a policy on establishing memorials and dedications on County property.

**Fiscal Impact (if any):**

No fiscal impact.