

Application Form

Profile

Nichole

First Name

L

Middle Initial

Gardner

Last Name

Antioch Ca 94531

Home Address

Suite or Apt

Antioch

City

CA

State

94531

Postal Code

Primary Phone

Email Address

District Locator Tool

Resident of Supervisorial District:

☒ District 3

N/A

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?

42 years

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

☐ Yes ☒ No

Board and Interest

Which Boards would you like to apply for?

African American Holistic Wellness and Resource Hub Transitional Community Advisory Board: Submitted

Seat Name

Community Member/Volunteer

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?

approximately 10

Education

Select the option that applies to your high school education *

☒ High School Diploma

College/ University A

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

College/ University B

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

Other Trainings & Occupational Licenses

Nichole L Gardner

Other Training A

Business/Clerical

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 the director of a non-profit organization that has served the unhoused community in Antioch and nearby cities for the last 8 years and as a local homeless and social justice advocate, I would love to be able to do more to help black, brown, and poor communities. Some of the issues that I have fought for as an advocate include renter and tenant rights, rent control, youth programs, anti- gun violence, adopting Antioch's Antioch Police Oversight Commission, police reform, human rights for homeless individuals and families, affordable housing and shelter for the unhoused and residents living in underserved communities, just to name a few. My passion is to get more involved with the process as it pertains to making sure black, brown, and poor people have the same opportunities as everyone else and to find a way to bring healing to these communities who rarely have a voice.

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

Resume and Statement of Information 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:

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.

Please read my attached resume and statement of information sheet to see volunteer and community experience.

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 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.

Nichole Gardner

Antioch, CA

Summary

I am a professional administrative assistant with advanced knowledge of records management. I have exceptional phone, scheduling, and documentation skills and am a hard worker and multi-tasker with 10 years of experience in data entry, clerical, accounting and records management.

I am the founder and director of a non-profit that serves the underserved and overlooked. My passion for the last 9 years has been to provide basic human necessities and housing resources to the homeless living on the streets of Antioch, Ca. I also serve as an advocate for this population by attending City Council meetings and Antioch Police Oversight Commission meetings to voice the needs of this population, as well as advocating for them to be treated humanely and courteously. I am dependable with an exceptional history of caring for the homeless by providing them with their everyday needs, advocating for them and bringing them hope.

Education

Job Corps | Los Angeles, CA

High School Diploma/ Business Clerical | 01/2000

Received a business and clerical certificate.

Skills

Computer proficiency, Team building, Records Management, Communication Skills, Time management, Customer Service, Financial Management, Compliance Management, Strategic Planning, Fundraising, Cultural competence and inclusion, Organizational Skills, Social Media Management

Experience

Facing Homelessness | Antioch, CA

Director | 02/2017 - Present

- Assisting with the creation of the marketing strategy and advertising initiatives that are used to promote the organization to the public
- Developing and maintaining positive relationships with teammates
- Updating the database with client information
- Working with the board in order to fulfill the organizations' mission
- Planning and operation of the monthly budget and financial statements
- Working closely with other professionals and organizations
- Organizing and updating social media and website and corresponding with its members
- Tracking and collecting donations
- Supervising team members and volunteers
- Planning events
- Fundraising
- Scheduling and making monthly calendars, newsletters, and brochures
- Answering phone calls and emails and redirecting clients to resources
- Yearly state filing and reporting

Los Medanos Community Healthcare District | Pittsburg, CA

Administrative Assistant | 01/2020 - 03/2022

- Answered phones
- Filing
- Responding to public requests
- Accounts payable invoicing
- Prepared documentation necessary for District Board and Committee meetings
- Organized files in the server
- Scheduling, managing reservations, and sending confirmations for conference calls

- Conducted Zoom meetings for committee meetings
- Provided staff reports and recorded and transcribed minutes at assigned committee meetings
- Worked closely with bookkeeper to provide financial updates
- Updated contracts
- Made financial charts using Excel for finance committee meetings
- Kept track of all company inventory and ordered supplies as needed
- Processed employee timesheets

Gardner Limousine Service | Antioch, CA **Owner and Operator | 05/2014 - 08/2017**

- Put together realistic budgets based upon costs and fees for effectively operating the business
- Enhanced service awareness by taking pictures and offerings and posting them to the company's website and media account
- Used print strategies such as newspaper ads, business catalogs and marketing brochures to bring in and capture new customer business
- Oversaw business budget planning and administration, accounting functions, purchasing and bi-weekly payroll to handle financial needs
- Answered customer questions about services provided
- Investigated and resolved customer inquiries and complaints in a timely and empathetic manner
- In charge of scheduling clients and employees
- Created invoices
- Marketing and advertising
- Set up and monitored website and group page
- Scheduling
- Hiring drivers
- Planning and operation of monthly budget and financial statements
- Making contracts
- Assisted customers promptly and politely, in person and via telephone
- Alerted customers to upcoming sales events and promotions
- Processed cash and credit payments rapidly and accurately
- Answered customer telephone calls promptly and in an appropriate manner
- Answered customer questions regarding services and pricing

Accomplishments

- 9 Quota 2020 Community Humanitarian Award
- 2020 Elected to the Democratic State Central Committee Delegate of California
- Received a Key to the City of Antioch in 2023 for my advocacy work around homelessness and transitional housing
- Certification of Recognition by Contra Costa County's Council on Homelessness in 2023 as an Outstanding Volunteer
- Received an award by the Alcohol & Other Drugs Advisory Board of Contra Costa County in 2023 for my efforts surrounding harm reduction
- Certification of Recognition by Contra Costa County's Council on Homelessness in 2024 as an Outstanding Volunteer
- Was recognized and reported on by the East Bay Times for my non-profit organization and outreach work in 2024

Statement of Information

- Worked with Antioch Councilmember Monica Wilson and Public works who provided dumpsters, garbage bags and clean up materials for our community clean ups with the unhoused near homeless encampments. Public works assisted us with picking up piles of garbage bags after each encampment clean up.
- Participated on the Antioch Homeless Encampment Task Force Hearing panel to provide my expertise on the need for homeless resources and services.
- Advocated to and held meetings with the former Antioch Mayor, councilmembers and city staff (including former city managers Ron Bernal, Rosanna Moore, and Con Johnson, the former unhoused resident coordinator and Teri House) about the lack of city resources, the need for shelter, housing, restrooms, safe parking, dumpsters, managed encampments, and concerns about the lack of coordination involved with encampment abatements clean ups.
- Worked with former Antioch council member Lamar Thorpe and the owners of the former Executive Inn to propose the idea of a transition housing project for the homeless in Antioch to the council as a whole.
- Coordinated with members of CORE and the former unhoused resident coordinator to provide services, shelter and housing for unhoused individuals and families.

- Lead former Antioch Mayor Lamar Thorpe's homeless, human trafficking and mental health transition advisory team with councilmember Monica Wilson. Worked, investigated and advised the Mayor and council members on safe parking lot programs, mental health crisis response teams, shelter and housing, and other services and resources.
- Provided meals, masks, sanitizer, and other basic necessities during the COVID-19 outbreak and the shelter in place order. Provided information to the unhoused around Antioch on how to stay safe during the pandemic. Coordinated with the former unhoused resident coordinator who provided N93 masks for me to distribute to the unhoused.
- Organized and coordinated outreach with former Antioch Mayor Lamar Thorpe to inform and warn the unhoused community in Antioch about the unprecedented winter storm. Transported homeless individuals in encampments to the city warming center. Providing them with a hot meal and drinks, and with games and activities.
- Worked with Antioch's former unhoused resident coordinator, CORE, and councilmember Tores-Walker to coordinate homeless abatement cleanups. Providing individuals in encampments with food, water, garbage bags, and comfort during the abatements.
- Was a Motel Voucher Program Provider during Antioch's Louie Rocha Emergency Housing Plan. Working with the former unhoused resident coordinator and other community providers to provide motel vouchers for the unhoused. Providing case management, meals, clothing, and personal care products and keeping track of clients confidential information and reporting information and referral forms to the former unhoused resident coordinator.
- Participated in Antioch's Resource Fair. Encouraging unhoused residents to attend and transporting unhoused residents to the fair. Provided the community with resource brochures, fire safety kits, narcan kits, hand warmers, warm hats, gloves, toiletry kits, and snack bags.
- Started a Fire Safety Campaign to address the danger of fires that may be caused by unhoused residents starting fires to stay warm or to cook meals in encampments. The outreach for this campaign is focused on areas around railroad tracks, fields with dry grass, and areas where community members' homes are at risk. The kits contain brochures on fire safety, fire extinguisher cans and safety whistles.
- Started a Women Safety Program to address the dangerous conditions for being a single woman while unhoused on the streets. This program later expanded to include the elderly that are unhoused and living on the streets. The keychains contain tent locks, safety alarms, safety whistles, mace, and self defense sticks.
- Started the Rich Hernandez Harm Reduction Project in memory of a well loved unhoused man who lost his life due to accidental fentanyl overdose. This project was introduced due to the increased amount of individuals who have lost their lives due to overdose. Worked with the BAART program and the MEDS Coalition to obtain access to state funded narcan and to learn more about their harm reduction programs. The kits provided contain brochures on harm reduction, narcan nasal spray, plastic gloves, CPR face shields, and fentanyl testing strips.
- Organized and held candlelight vigils for the unhoused who lost their lives while living on the streets. Working with churches, community members, family members and the unhoused to celebrate the lives of those who have passed away.
- Coordinated and fundraised for the return of unhoused individuals to family members via Amtrak and car transport. This includes talking to family members of the client to be sure individuals will be returning to a safe and welcoming environment, collecting the clients information, collecting funding, and making payment for transportation.
- Worked with CORE members to arrange shelter and housing at Delta Landing for individuals and families.
- Direct community members who are in situations where they are facing homelessness to city and county resources.
- Worked closely with antioch police department and code enforcement to address concerns of and mediate conflicts with unhoused individuals.

Community Engagement

- Fun in the Sun Picnic - A picnic for the community and the unhoused. Provided carnival themed food and drinks, had games (dunk tank, potato sack race, jenga, etc), prizes and gift cards, music, donated clothing, toiletry bags, and community resource information.
- Christmas Outreach - Provided Christmas meals and personalized gifts to the unhoused. Included the youth in the community to shop for, make gifts for, and serve meals to the unhoused.
- Thanksgiving Outreach - Provided Thanksgiving dinner and other basic necessities for the unhoused. Providing a safe place with music and a family dinner atmosphere.
- Homeless Makeovers - Took two unhoused couples shopping for clothing and provided them with showers. Provided a manicurist, hair stylist, a barber, makeup artist, fashion designer and photographer to volunteer their services. Each participant relaxed and listened to music and sipped mimosas, while getting their nails done, hair styled, and makeup done. They had an option of clothing and accessories to pick from. They then enjoyed a photoshoot with pictures to keep for themselves.. They were then taken to a local restaurant for dinner.
- Valentine's Day Outreach - Took two unhoused couples in a limo out to dinner and a movie.
- Birthday Celebrations - At the end of each month serving cupcakes or cake to the unhoused for individuals who had birthdays during that month. Acknowledging each individual, singing happy birthday to them and providing each individual with a special gift.
- Community Raffle Giveaways - Understanding that many in the community are one paycheck away from being unhoused themselves and were suffering due to high gas prices and groceries. I held multiple community raffles to

award winners with gas and grocery cards.

- Basketball Game with the youth and APD - Realizing the divide in the community, I organized a youth basketball game with the Antioch Police Department. Working with former police chief Addington to provide food and drinks for the youth and the community. After the game, the youth players and APD players ate a meal over conversation.
- Voter Registration Campaign - Encouraged the unhoused to register to vote. Provided voter registration cards to the unhoused in all areas of the city of Antioch and assisted them with filling out forms.
- Art Therapy - Worked with ThisActiveArt to hold an art therapy event for the unhoused. Providing them a safe place for healing through art. Projects included canvas art, magazine collage, and music therapy.
- Inclusion of the unhoused during city events - Recognizing that many homeless individuals do not feel welcomed at community events, we have attended events with and funded unhoused residents to attend the multicultural event, the 4th of July parade, and the Rivertown Art & Wine Walk.