



CONTRA COSTA COUNTY

AGENDA

Advisory Council on Aging

Wednesday, April 16, 2025

12:15 PM

500 Ellinwood Way, Pleasant Hill,
Board Room A/B

Membership/Nominating Committees

<https://cccounty-us.zoom.us/j/85009915454?pwd=hS0LRSLQqLVGQbw3pADyrqwCU6iTUr.1> |
Password: 881258 | Dial-In: (214) 765-0478 | Code: 698779 | Meeting ID: 850 0991 5454

PUBLIC ACCESS INSTRUCTIONS:

The public may attend this meeting in person at the posted locations. The public also may attend this meeting remotely via Zoom or call-in. Login information and call-in information is provided above. Remote sites for this meeting is 14720 Byron Highway, #4, Byron.

12:15 Welcome/Call to Order:

Roll Call:

12:20 Approve March 2025 Draft Minutes

Mem.03.19.25DraftMinutes

[25-1322](#)

Attachments: [Mem.03.19.25DraftMinutes](#)

12:25 ACOA Quorum

Attendance Tracker

Resignations

Leave of Absence (LOA) Requests

Membership Requirements Update (Brown Act, Ethics Training, and new Implicit Bias)

Buddy Program Updates

Filling Vacant Seats

12:30 ACOA Interview: Indy Sekhon

Sekhon, Indy 3.31.25 Redacted

[25-1323](#)

Attachments: [Sekhon, Indy 3.31.25 Redacted](#)

12:50 Discuss ACOA Interview Candidate

1:00 ACOA Interview: Deborah Wiener

Wiener, Deborah (ACOA) 03-30-25 [D2]_Redacted

[25-1324](#)

Attachments: [Wiener, Deborah \(ACOA\) 03-30-25 \[D2\]_Redacted](#)

1:20 Discuss ACOA Interview Candidate

1:30 ACOA Interview: Holly Frates

Frates, Holly (ACOA) 03-30-25 [D4]_Redacted

[25-1325](#)

Attachments: [Frates, Holly \(ACOA\) 03-30-25 \[D4\]_Redacted](#)

1:50 Discuss ACOA Interview Candidate

1:55 Public Comment:

The next meeting is currently scheduled for May 21, 2025 at 12:15 pm - 2:00 pm..

2:00 Adjourn

The Committee will provide reasonable accommodations for persons with disabilities planning to attend the Committee meetings. Contact the staff person listed below at least 72 hours before the meeting. Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Committee less than 96 hours prior to that meeting are available for public inspection at 500 Ellinwood, Pleasant Hill, attention Jenny Lam during normal business hours. Staff reports related to items on the agenda are also accessible online at www.contracosta.ca.gov.

HOW TO PROVIDE PUBLIC COMMENT:

Persons who wish to address the Advisory Committee on Aging 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 speak when called upon by the 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 phone. All public comments will be limited to 2 minutes per speaker. For assistance with remote access contact: 925 655-0773.

Public comment may be submitted via electronic mail on agenda items at least one full workday prior to the published meeting time at email at jlam@ehsd.cccounty.us or by voice mail at 925 655-0773. Comments submitted by email or voice mail will be included in the record of the meeting but will not be read or played aloud during the meeting.

For Additional Information Contact: jlam@ehsd.cccounty.us or by voice mail at 925 655-0773



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-1322

Agenda Date: 4/16/2025

Agenda #:



CONTRA COSTA COUNTY

Committee Meeting Minutes - Draft

Advisory Council on Aging

Wednesday, March 19, 2025

12:15 PM

500 Ellinwood Way, Pleasant Hill,
Board Room A/B

Membership/Nominating Committees

<https://cccounty-us.zoom.us/j/85009915454?pwd=hS0LRSLQqLVGQbw3pADyrqwCU6iTUr.1> |
Password: 881258 | Dial-In: (214) 765-0478 | Code: 698779 | Meeting ID: 850 0991 5454

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12:15 Welcome - Julie Ortega, Membership Co-Chair

Julie Ortega and Logan Robertson called the meeting to order at 12:26 pm.

12:20 Introductions

Roll Call

Present James Donnelly, Kathryn Monroy-Dexter, Julie Ortega, and
Thomas Lang

Absent Logan Robertson

12:22 Approve February 2025 Draft Minutes

Mem02.19.25DraftMinutes

[25-928](#)

Attachments: [Mem02.19.25DraftMinutes](#)

Motion: Donnelly

Second: Ortega

Aye: Donnelly, and Ortega

Absent: Robertson

Abstain: Monroy-Dexter, and Lang

Result: Passed

12:25 ACOA Quorum/Attendance of ACOA Meetings, Committees & Workgroups:

ACOA Quorum

25 ACOA members were present, and quorum was established.

Attendance Tracker

Attendance discussed.

Resignations

None at this time.

Leave of Absence (LOA) Requests

Cate Burkhart through 6/30/2025.

Membership Requirements Update (Brown Act, Ethics Trainings, and new Implicit Bias)

Members with outstanding training discussed.

Lorna Van Ackeren - Ethic & Implicit Bias due.

Buddy Program Updates

Sarah Green - City of Hercules Rep

Filling Vacant Seats

Pending Approval

Appointment - Sharon Maxwell, MAL #8: Needs Executive, ACOA, FHS, BOS

Vacant City Seats:

City of Pittsburg

City of San Pablo

City of San Ramon

City of Clayton

City of Antioch

City of Brentwood

Vacant MAL Seats:

Member at Large #12

Vacant Alternate Seats:

Alternate #1

Alternate #2

Alternate #3

Alternate #4

12:30 ACOA Interview Candidate: Brock Dubbels

Brock Dubbels interviewed.

B. Dubbels Application

[25-929](#)

Attachments: [Dubbels Brock \(ACOA\) 03.03.25 D4 Redacted](#)

12:50 ACOA Candidate Discussion:

Recommend the appointment of Brock Dubbels to Member at Large #12 Seat

Motion: Donnelly

Second: Lang

Aye: Donnelly, Monroy-Dexter, Ortega, and Lang

Absent: Robertson

Result: Passed

1:00 Rossmoor Outreach Debrief

Good turnout at the event.

1:20 Internal Outreach for Members

Membership Caucusing during ACOA meeting. New members recruited for each district.

1:40 General Interview Questions for ACOA Candidates

Deferred to next meeting.

Membership Questions

[25-930](#)

Attachments: [General Questions for All Membership Candidates](#)

1:55 Public Comment:.

Next meeting is scheduled for April 16, 2025 at 12:15 pm - 2:00 pm.

Items for next meeting:

ACOA Brochure Revamp

Clarification on how Membership Committee outreach

Committee Assignments for ACOA Members

General Interview Questions for ACOA Candidates

Public Comment: None.

2:00 Adjourn:

Meeting was adjourned at 1:04 pm.

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CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-1323

Agenda Date: 4/16/2025

Agenda #:



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 Inderprit **Middle Initial** S **Last Name** Sekhon

Home Address - Street **City** Crockett **State** Calif **Postal Code** 94525

Primary Phone (best number to reach you) **Email Address**

Resident of Supervisorial District (if out of County, please enter N/A): yes [District Locator Tool](#)

Do you work in Contra Costa County? Yes No **If Yes, in which District do you work?**

Current Employer Cultivating Self **Job Title** Executive Director **Length of Employment** 5

How long have you lived or worked in Contra Costa County? 1

Board, Committee, or Commission Advisory Council on Aging **Seat Name** Not sure

Have you ever attended a meeting of the advisory board for which you are applying?
Please check one: Yes No **If Yes, how many?**

EDUCATION

Check appropriate box if you possess one of the following:

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

Colleges or Universities Attended	Degree Type/ Course of Study/Major	Degree Awarded	
UC Davis	Biological sciences	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
St George's University	Medicine	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Occupational Licenses Completed: Certified Hypnotherapy, Yoga Teacher Alliance

Other Trainings Completed: Mental Health First Aid **Certificate Awarded for Training?** Yes No

Trauma Resilience **Certificate Awarded for Training?** Yes No

Do you have any obligations that might affect your attendance at scheduled meetings? Yes No

If Yes, please explain:

Would you like to be considered for appointment to other advisory bodies for which you may be qualified? Yes No

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

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

I regularly volunteer at senior centers, libraries and senior services at churches. My intention is to support the older generations with tools for aging well. I feel it's my duty to pay it forward, and hope that it also affects my own aging.

I often wonder what would happen if we lean in to the systems of aging and improve them while we are younger. As a 42 year old, I'd love to offer my experience, innovation, and understanding of systems to improve this for folks who are aging and those will be entering the space soon

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

I currently work in a nonprofit focused on reframing healthcare to include cultural medicines, food as medicine, farming, ecology, and more. This nonprofit puts me in constant relationship with incredible healthcare providers, who I would love to introduce to the aging population in contra costa county.

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.

I'm currently on the Board for the Interfaith Center of Miami University, Ohio.

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: indy sekhon

Date: 3/31/2025

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.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-1324

Agenda Date: 4/16/2025

Agenda #:

Application Form

Profile

Deborah _____ Wiener _____
 First Name Middle Initial Last Name

_____ Suite or Apt
 Home Address

Alamo _____ CA _____ 94507 _____
 City State Postal Code

Mobile: _____
 Primary Phone

_____ Email Address

[District Locator Tool](#)

Resident of Supervisorial District:

District 2

Quickscrews/Quickbolt _____ Owner _____
 Employer Job Title

Length of Employment

37

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?

28

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

Yes No

Board and Interest

Which Boards would you like to apply for?

Advisory Council on Aging: 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 am passionate about improving behavioral health services and ensuring equitable access to mental health and substance use treatment in our community. With over 37 years of experience as a business owner and leadership roles in nonprofit boards and Toastmasters, I bring skills in strategic planning, team building, and data-driven decision-making. My ability to analyze complex systems and collaborate effectively with diverse teams would enable me to contribute meaningfully to this board's mission. Additionally, my service on the Civil Grand Jury has deepened my understanding of the challenges facing our community and strengthened my ability to evaluate public systems critically and constructively. Through my work on committees addressing youth services, mental health, public defense, and child and family services, I gained firsthand experience conducting research, facilitating interviews, and developing actionable recommendations to improve public services. I am eager to apply this experience to the Behavioral Health Board to help shape a system that meets the evolving needs of our community.

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

I bring a strong blend of leadership, analytical, and collaborative skills that make me well-suited for this appointment. As a successful business owner for over 37 years, I have honed expertise in strategic planning, team building, data analysis, and organizational management. These skills have been further strengthened through my leadership roles in Toastmasters, where I have developed and implemented training programs, facilitated complex meetings, and led diverse teams toward shared goals. In addition, my service on the Civil Grand Jury has provided me with invaluable experience in evaluating public systems and services. As a member of various committees, I conducted in-depth research, facilitated interviews, and contributed to actionable recommendations addressing community needs in areas such as youth services, public defense, and child welfare. My ability to critically analyze complex issues and collaborate with stakeholders will allow me to contribute effectively to the Behavioral Health Board's mission of improving mental health and substance use treatment systems in our community.

[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.

Over the years, I have actively contributed to my community through various volunteer roles and advisory board memberships. My service includes: - **Civil Grand Jury, Contra Costa County (2024-2025):** Served on multiple committees addressing community issues such as youth services, public defense, and child welfare. Held leadership roles, including Team Building Chair and Subcommittee Chair, conducting research, facilitating interviews, and developing actionable recommendations. - **Toastmasters International:** Held leadership roles as Area Director and Division Director, mentoring members, organizing leadership training, and facilitating speech contests. Chaired several committees, including the New Community Club Chair and Nominating Committee Chair, contributing to the organization's strategic initiatives. - **Nonprofit Board Member:** Provided strategic direction, oversight, and governance to advance the mission and effectiveness of the organization. - **Community Leadership Roles:** Organized and facilitated various community training sessions and events, promoting personal and professional development for participants. This diverse experience reflects my dedication to public service and my ability to collaborate effectively in leadership and advisory capacities.

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

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 - (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.

Deborah Wiener

130 Linhares Lane | Alamo, CA 94507 | 925-580-0350 | dwiener@quickscrews.com

Objective

Experienced leader and dedicated community advocate with a passion for public service. Committed to leveraging my expertise in strategic planning, organizational leadership, and collaboration to contribute meaningfully to the mission of any community board focused on enhancing public services and addressing community needs.

Education**St. Mary's College**

Bachelor of Arts in Business Management

Professional Experience**Entrepreneur/Owner**

Quickscrews/Quickbolt International Corporation

1987 – Present

- Oversee all aspects of business operations, including strategic planning, facilities management, and fleet management.
 - Develop and implement human resources policies and provide consulting on employee relations and development.
 - Manage accounting functions and ensure financial accuracy and compliance.
 - Lead team-building initiatives to foster a collaborative and effective work environment.
 - Successfully grew and sustained a thriving business for over 37 years.
-

Public Service and Leadership**Civil Grand Jury Member**

Contra Costa County

2024 – 2025

- Served on multiple committees, including Law & Justice and Health & Human Services.

- Conducted research, facilitated interviews, and developed actionable recommendations on key issues such as youth services, public defense, and child welfare.
- Held leadership roles, including Team Building Chair and Subcommittee Chair, demonstrating strong organizational and analytical skills.

Toastmasters International

- Held leadership roles, including **Area Director** and **Division Director**, mentoring members and fostering club growth.
- Designed and delivered leadership training programs and facilitated speech contests.
- Chaired committees such as **New Community Club Chair**, **Nominating Committee Chair**, and **Realignment Committee Chair**, contributing to strategic organizational initiatives.

Nonprofit Board Service

- Served as a board member, providing strategic direction and oversight to advance the organization's mission.
-

Additional Accomplishments

- **International Best-Selling Author and Columnist:** Published works recognized globally for their insight and impact.
 - Expertise in public speaking, meeting facilitation, and community engagement.
-

Skills

- Strategic Planning and Project Management
 - Research and Data Analysis
 - Team Building and Leadership
 - Human Resource Consulting and Employee Development
 - Financial Management and Accounting
 - Public Speaking and Meeting Facilitation
-



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-1325

Agenda Date: 4/16/2025

Agenda #:

Application Form

Profile

Holly _____ Frates _____
 First Name Middle Initial Last Name

_____ Pleasant Hill Senior Center
 Home Address Suite or Apt

PLEASANT HILL _____ CA _____ 94523 _____
 City State Postal Code

Home: _____
 Primary Phone

_____ _____
 Email Address

[District Locator Tool](#)

Resident of Supervisorial District:

None Selected

Pleasant Hill Recreation & Park District _____ Senior Services Manager _____
 Employer Job Title

Length of Employment

18 years

Do you work in Contra Costa County?

Yes No

If Yes, in which District do you work?

4

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

18 years

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

Yes No

Board and Interest

Which Boards would you like to apply for?

Advisory Council on Aging: Submitted

Seat Name

at large

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

Western Kentucky University

Degree Type / Course of Study / Major

Undergrad: Recreation Admin-Major, Gerontology, Minor

Degree Awarded?

Yes No

College/ University B

Name of College Attended

San Francisco State Univerisity

Degree Type / Course of Study / Major

Masters of Public Administration, Public Admin with emphasis in Management

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

Supervisor training from National Recreation & Park Association (NRPA)

Certificate Awarded for Training?

Yes No

Other Training B

Certificate Awarded for Training?

Yes No

Occupational Licenses Completed:

CPR/First Aid

Qualifications and Volunteer Experience

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

I am the Manager for the Pleasant Hill Senior Center and believe I could offer a new and different viewpoint for the board. I see thousands of seniors that have different needs in our community. There are barriers, whether it is transportation, financial, housing, mental health, language, etc. I would love to help make a larger difference.

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

With my years of working at the Senior Center in varying capacities, I can offer a different viewpoint about the needs of the aging seniors. I have worked with the County Nutrition Program, planned fitness & educational classes, worked with many agencies to bring services into our building that our seniors desperately need-like the Food Bank Senior Food program.

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:

Current job may have requirements, but I will try my best to make everything work.

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.

Coaching boys basketball, CA Recreation & Park District 3 Aging Section Representative Board member. I work with the community and volunteers on a daily basis at my job, this includes overseeing an advisory board for the Senior Center.

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:

The Senior Center has a CDBG grant for our Care Management Program through the County.

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

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 - (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.

Hollis (Holly) Frates

Experience

APRIL 2022-PRESENT

Senior Services Manager / Pleasant Hill Recreation & Park District, Pleasant Hill, CA

- Manage a 27,000 square foot Senior Center for the community of Pleasant Hill.
- Manage and lead 3 full-time and 1 part-time staff members of the Senior Center.
- Prepare, present, and manage multiple grants of \$1,000-\$20,000 per year for various programs.
- Manage a budget of \$1.3 million for the Senior Center.
- Establish and build relationships with businesses and nonprofits to maximize connections in the senior community.
- Handles potentially difficult Senior Center patrons with de-escalation protocols.
- Chair of the PHRPD DEIB Committee.
- Attended 2 years of NRPA's Supervisor Management School in Oglebay, WV (2023-2024)

APRIL 2007 – APRIL 2022

Program Supervisor / Pleasant Hill Recreation & Park District, Pleasant Hill, CA

- Plan, implement and evaluate programs and special events for 10-2,000+ diverse populations including seniors and adults with developmental disabilities.
- Create, promote, manage, and evaluate education and fitness classes for seniors and adults.
- Prepare, present, and manage multiple grants of \$1,000-\$20,000 per year for various programs.
- Manage over 250 senior volunteers. This includes onboarding, training, evaluating and constant improvement to the program.
- Oversee the Pleasant Hill County Nutrition Program site for senior citizens.
- Manage multiple budgets.
- Responsible for adapting programs during COVID to provide a lifeline to vulnerable senior population.
- Direct seniors to resources for housing, food, mental health services, caregiving, transportation, and other essential needs.

Education

MAY 2011

Masters in Public Administration with Management focus/ San Francisco State University, San Francisco, CA

MAY 2007

B.S. in Recreation with Gerontology Focus / Western Kentucky Univ., Bowling Green, KY

Graduated with Magna Cum Laude honors, Gerontology Student of the Year 2007

Skills

- Proficient in Microsoft Applications
- Emotional Management
- Active Listening
- Flexibility
- Customer Service
- Institutional Knowledge of the Senior Industry
- Proficient on other computer applications: ie: Canva, Constant Contact