



# CONTRA COSTA COUNTY

## AGENDA

### Equity Committee

Supervisor Ken Carlson, Chair  
Supervisor Shanelle Scales-Preston, Vice Chair

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**Monday, September 22, 2025**

**11:00 AM 1026 Escobar St. 2nd floor, Martinez, CA**

| Zoom:

<https://cccounty-us.zoom.us/j/826591075>

72 | Call in: 1-888-278-0254 Access code:

**544753**

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**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.

#### Introductions

Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to two (2) minutes).

1. RECEIVE and APPROVE the Record of Action from the July 21, 2025 meeting **25-3926** of the Equity Committee, with any necessary corrections.

**Attachments:** [7.21.25 Equity Committee Record of Action \(Draft\)](#)

2. RECEIVE report on existing internal County departmental policies that address **25-3927** interactions with federal immigration authorities and provide direction.

**Attachments:** [Attachment 1 CC Guidance to Departments](#)

[Attachment 2 CC Health Policy](#)

[Attachment 3 CCC Library Policy](#)

[Attachment 4 EHSD Desk Guide](#)

[Attachment 5A Sheriff's Office Policy Immigration Status](#)

[Attachment 5B Ca Atty General bulletin](#)

[Attachment 6 Federal Laws](#)

3. RECEIVE and DISCUSS the applications for the Transitional Community Advisory Body for the African American Holistic Wellness and Resource Hub, and DETERMINE which applicants will move to the next step of the application process and interview at the September 29, 2025 Special Equity Committee Meeting. [25-3928](#)

**Attachments:** [Akayev, Eldar \(T-CAB, redacted, D5\)](#)  
[Brengettsey, Neill \(T-CAB, redacted, D4\)](#)  
[Brown, Lesile \(T-CAB, redacted, D1\)](#)  
[Bruce, Mariah \(T-CAB, redacted, D1\)](#)  
[Burrell, Y'Anad \(T-CAB, redacted, D1\)](#)  
[Casey, Kathleen \(T-CAB, redacted, D3\)](#)  
[Christian, Alexus \(T-CAB, redacted, D3\)](#)  
[Copeland, Delisha \(T-CAB, redacted, D5\)](#)  
[Corona, Rachel \(T-CAB, redacted, D3\)](#)  
[Currie, Steven Lorenzo \(T-CAB, redacted, D3\)](#)  
[Dalbert, Loren \(T-CAB, redacted, D5\)](#)  
[Evans, Brandon \(T-CAB, redacted, D1\)](#)  
[Ford, Tanya \(T-CAB, redacted, D5\)](#)  
[Freeman, Emika \(T-CAB, redacted, N.A.\)](#)  
[Gallon, Keycha \(T-CAB, redacted, D1, D4\)](#)  
[Gardner, Nichole \(T-CAB, redacted, D3\)](#)  
[Graves, Kimberly \(T-CAB, redacted, D1\)](#)  
[Green, Ashley \(TCAB, redacted, D5\)](#)  
[Green, Jon \(T-CAB, redacted, D4\)](#)  
[Griffith, Natasha \(T-CAB, redacted, D5\)](#)  
[Harris, Arthur \(T-CAB, redacted, D5\)](#)  
[Harris, Edward \(T-CAB, redacted, D3\)](#)  
[Johnson, Ashley \(T-CAB, redacted, D1\)](#)  
[Johnson, La Tanya \(T-CAB, redacted, D4\)](#)  
[Kenney, Christina \(T-CAB, redacted, D1\)](#)  
[Kirby, Naomi \(T-CAB, redacted, N.A.\)](#)  
[Kirkland, Carla \(T-CAB, redacted, D5\)](#)  
[Lacey-Ohs, Alicia \(T-CAB, redacted, D5\)](#)  
[LaChaux, Bianca \(T-CAB, redacted, D5\)](#)  
[Lyons, TaNica \(T-CAB, redacted, D3\)](#)  
[May, Leslie \(T-CAB, redacted, D5\)](#)  
[McMath, Walter \(T-CAB, redacted, D1\)](#)  
[Moore, Talicia \(T-CAB, redacted, D1\)](#)  
[Nichols, Jalaima \(T-CAB, redacted, D5\)](#)  
[Obembe, Nnedi \(T-CAB, redacted, D4\)](#)  
[Payne, LeJon \(T-CAB, redacted, D5\)](#)  
[Payton, Kimberly \(T-CAB, redacted, D5\)](#)  
[Pierce, LaPamela \(T-CAB, redacted, D3\)](#)  
[Robinson, Willie \(T-CAB, redacted, D1\)](#)  
[Sims, Taylor \(T-CAB, redacted, D5\)](#)  
[Smith, Jacqueline \(T-CAB, redacted, D3\)](#)  
[Spears, Melanie \(T-CAB, redacted, D1\)](#)  
[Spikes, Jessica \(T-CAB, redacted, D5\)](#)  
[Taylor, Porshe \(T-CAB, redacted, D3\)](#)

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[Tyler, Mounir \(T-CAB, redacted, D1\)](#)  
[White, Sandra \(T-CAB, redacted, D3\)](#)  
[Williams, Yvette \(T-CAB, redacted, D4\)](#)  
[Wilson, Velma \(T-CAB, redacted, D3\)](#)

The next meeting is currently scheduled for September 29, 2025 at 9:30am.

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 1026 Escobar St., 2nd 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:

Kendra Carr, [kendra.carr@oresj.cccounty.us](mailto:kendra.carr@oresj.cccounty.us)  
Peter Kim, [peter.kim@oresj.cccounty.us](mailto:peter.kim@oresj.cccounty.us)



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 25-3926

**Agenda Date:** 9/22/2025

**Agenda #:** 1.

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### EQUITY COMMITTEE

Meeting Date: September 22, 2025

Subject: Record of Action

Submitted For: Equity Committee

Department: Office of Racial Equity and Social Justice

Referral No:

Referral Name: Record of Action

Presenter: Peter Kim, ORESJ Co-Director

Contact: [peter.kim@oresj.cccounty.us](mailto:peter.kim@oresj.cccounty.us) <mailto:peter.kim@oresj.cccounty.us>

### **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 meetings.

### **Referral Update:**

Attached for the Committee's consideration is the draft Record of Action for its July 21, 2025 meeting.

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

REVIEW and APPROVE the Record of Action.

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

N/A

## July 21, 2025: Equity Committee Meeting

### Intros

- **Equity Committee Chair, District IV Supervisor Ken Carlson**
- **Equity Committee Vice Chair, District V Supervisor Shanelle Scales-Preston**

**On Zoom:** Phil Arnold, Chaplain Jeralyn Blu; KAG Admin: Tirrell; Wanda Johnson; Damon Owens; Sharronda; David E. Fraser, Ed. D.; Gigi Crowder; Jessica Shepard; Elder Desiree Rushing; Manny B.; Ann Elliot; Dr. Kerby Lynch; Melody Saint- Seans; Tamara Shiloh; Stephanie Taddeo; Chinue Fields; Ray Harts; Emlyn Struthers; Roxanne Carrillo-Garza; Mariana Moore; Peter Myers; Jill Ray; Adrienne Sofranko; TL Henderson; Sara Gurdian; Shelley's Iphone; Velma Wilson; Maria D. Dominguez; Mitchell Hopson; Debvinson; Nakele Rechenauer; Shannon Ladner- Beasley; Desirae Herron; Tumani Drew; Benisa Berry; Rhonda Rochon Smith; Asheley Green MSHCA; Phyllis Howard; Delon Craft; Liliana Gonzalez, First Five; Mohamed Taleb; Domo Batton; Cora Young; Yehudit Lieberman; Al Gibson; Willie Robinson; Sheryl Lane; Contra costa Grand Jurors Association; Jacqueline Smith; Kajuon; Romero Wesson; 925-998-1596; Monica Nino, Kimberly Payton, Y'Anad Burrell, Gilbert Salinas, Mai Dembrow, Alejandra, Brandon Johns

**In Person:** Devin Williams; Reverend Ed Harris; Velma Wilson; Cornelius Johnson; Odessa La Francois; Pello Walker; Shantell Owens; Tiombe Mashama

### Public Comment

**Roxanne Carillo- Garza** – I really wanted to come on this morning to discuss my concern as the measure X cab chair. An action that happened last week at the Board meeting, where our bylaws were significantly changed. Our membership, our meeting schedule., several members showed up at the Cab on wednesday and were unsure of why they were released, several have quit re conflict of interest and Our ability to really participate, not just participate and collaborate, but really help develop the framework and the direction of the community needs assessment and evaluation. The language is so vague that it really doesn't provide much clarity, and then I would also say, you know, several members have been quitting because the language around conflict of interest, even if you are, serve as a volunteer for an organization you have to resign. I really am concerned about all of these bylaw changes and would like to have the Board reconsider some of them. I will be reaching out to meet with the chair hopefully, but really am concerned at the move on the Board's behalf to make these changes, and, you know, really cripple the cabs ability, and by virtue of the cab, the community's ability to have oversight for measure X funding. Thank you.

**Gigi Crowder**- Yeah, I appreciate Roxanne's comment. I did resign because I see this county moving into a direction where we want to analyze and study things for some groups, but not for others, and so, having been a member of the MX Committee , since its inception, I was kind of got off guard, too, with some of the bylaws and the rules I see most of this has been a way to silence individuals, especially those who have historically been oppressed from having the opportunity. On that MX CAB Committee we had a pretty progressive equity lens focused approach, getting ready to do results- based accountability and for someone to arbitrarily, not honor the folks who had been there and specifically

advance in efforts to be more inclusive and create a sense of belonging for all it speaks to for me white supremacy. And I said that I know that we're moving a state agenda around Project 25. And so it feels like we're also doing that more locally lately. I also wanted to let you know that it's shameful that I'm looking at my own personal bank account and seeing it depleted because we've asked African Americans to wait for healing, so I've pumped my own dollars into Delta Bay. We'll have an opening open house on August 8.th We're calling it the 40 voices, African, American holistic wellness hub at Delta Bay. And it does come to a realization that when you use county dollars you have to actually move away from how we heal. every social services program I've ever worked at has been at a faith center. They started their roots there. But when you say, let's heal an African American, there's been a Oh can be at a church, even though it makes sense for it to be there. So I'm really disappointed with this county and its move to more restrictive approaches to healing and ignoring the needs of African Americans while you prioritize other community members doesn't make sense, and it's not fair.

**Phil Arnold:** Yeah, thank you for today. I echo Gigi's sentiments, and that I am extremely proud and grateful that Delta Bay will be hosting the launch of the African American holistic wellness and resource hub. It's long overdue. There's 2 key things that drive me on this, and that is the feeling of safety and a feeling of the fact that there is a priority. And there's equity. Now, notwithstanding what's given, what's going on in our country, and the violent rhetoric, and the way people are unceremoniously being treated. ay, from all economic levels, and not just African Americans, but also inclusive of all who would like to understand and better understand what equity is supposed to be in this county. I've been around the county long enough to understand that things move slowly, and it can't move fast, so I am grateful that the initiative was taken to move forward with the initiatives to launch and provide services much needed, much overdue services to those who are in pain and fearful. I can only imagine the grandmother walking down the street, a 70 year old woman with her 8 year old Grandbaby and having being fearful of walking down the street in an environment that has been proven, indicted, and convicted of mistreatment of African Americans. So I thank you for your consideration, and I look forward to moving forward at the launch on August the 8, at 3 Pm. I hope to see you there. Thank you.

**Elder Desiree Rushing:** Yes, I'm Elder Desiree. Part of the 40 voices have been on many, many zooms related to the African American holistic wellness, Hub, and I'm very pleased that we went on ahead in spite of having to put our dollars out there. You know the Bible speaks of where your heart is your treasure, or something like that. Well, our treasure is in our community. Our treasure is the responsibility to be taking care of some of these young people out in the community, having nowhere to go, nothing to do. Elder people, elderly people like myself, being able to go to a place that's safe, not to a county building. I'm a little upset behind the people that had the governing ability to help us with this. Not understand what's important: the way we see the importance. So I'm proud to be a part of the 40 voices and anything I can do to see that we get what we have been asking for what our heart has been telling you guys that you haven't been able to see. So I I salute 40 voices, and I thank you Gigi Crowder.

**Chaplain Jeralynn Blueford NAMI CC:** Good morning. I'm Chaplain **Jeralynn** Blueford. The 40 Voices campaign emerged in response to the tragic deaths of 2 African American men who faced and was impacted by mental health challenges. They were killed by the police without accountability. This initiative recognized the urgent need for change after uncovering, distressing text messages and the

traumatic experiences of African American individuals in Antioch the 40 voices are committed to advancing their mission because of the ongoing suffering and unmet needs of the community that can no longer be ignored. Despite numerous studies. Highlighting these issues, there remains a troubling lack of acknowledgement from the county which the 40 voices, African, American holistic wellness and resource hub at the Delta Bay church only serves to diminish the pain experienced by many. Thank you.

**Wanda Johnson:** I am here today because I am part of the 40 Voices campaign, because when we do a study that has already been done several times we are wasting time with trying to help those who are most harmed become healed. And today I speak to the 2 tragic deaths of black men who were killed at the hands of police who were facing mental crisis, And yet there was no accountability. I come because it is an urgency for us, and I'm grateful for Gd. Crowder, who saw the vision, who is implementing the vision, who the vision will come into fruition. And I want to remind us today that when we delay justice or when we delay helping those who need help, we find our communities into a worse shape than what they currently are. If we currently look at our society, we will see again that African American are the most harmed. We will look again and see that not only is it in housing, but mental health challenges in hospital care. And so there is no need to do any studies, because we, in this setting already know that African Americans face the most harm and have gotten the less treatment. And so I want to encourage you. If you are available to come out and join us as we do the grand opening, because we know that the Scripture tells us that justice delayed basically is justice denied, and it goes on to tell us that when we delay helping those who need help, we find that our societies, our systems, our communities, are in worse need, and they are in worse shape than they have ever been so again.

**Auriel Shelton:** Hi, yes, it's Arielle. I just wanted to say good morning. I am from Genesis Church. I wanted to congratulate Ms. Crowder and the 40 voices on starting an initiative at Delta Bay. It's saying that you're going to divide and conquer. It is like a double edged sword, because on one end. As a community of people. We understand what that means. But community is definitely the priority here. And so, on the other hand, we don't want to create a misunderstanding with the county that we no longer want to move forward because something has been started. We are still conquering. The county is so large, and we need so much help that we still do look forward to moving forward with what the county is going to do for the African American wellness Hub. I just wanted to say that, and we look forward to what's going to happen. Anything worth waiting for is going to be long. It's going to be some trouble. There's going to be this. There's going to be that. But in the pressure of coal out came diamonds. And so we're going to wait. We're going to stand by. We are going to be consistent. We are going to apply pressure, and we are going to get that African American wellness hub that was promised to us by the county by receiving those funds. So once again we look forward to moving forward and congratulations to Miss Crowder and the 40 voices.

**Akili :** Hi! Good morning, everyone. Forgive me. I am driving, but I think it is very important that I come on here and say how happy I am to be a part of the 40 voices and as somebody that goes out and you know, serves the community with my boots on the ground, as a young person going out feeding the unsheltered, and running into people that I actually went to school with and are my peers? I'm very excited that now we have somewhere that is going to be established. Thanks to our work, and thanks to our elder. I'm really excited that our people are gonna have somewhere to go. Because all the studies are they're pointless at this point, because we can see who the most harmed are. And I'm also very excited that the African American holistic bonus and resource hub is open to all and not just African Americans, even though we're always left out so. I'm proud to be a part of 40 voices. Thank you.

**KAG Admin Tirrell:** Okay, yes, that is Terrell. I am the president and founder of the King's Accountability group, and it is an honor to be among greatness to see you guys on this mega magical lift up the community Monday. Hey? Listen! 1st off, I want to say, I pray, that we can do a little better with communication, because I actually just found out about this group as well as the meeting today, just just a few hours ago, and we have been working in the community now for the last couple years. We now have a facility in the city of Richmond. We work out of the Salesian boys and Girls Club. We have 9 classes. We have over 36,000 square feet that we're working out of. Every Friday night we bring in boys and girls to help teach them a playbook for life, to really help them aggregate into their own greatness in many forms and fashion. I have over 15 coaches. Last year, we did a pickleball clinic to help really create, or rather bring pickleball to the urban communities, so that we can really, really define what greatness is. So I really love what what you guys are doing. I hope that we can really create better alliance within many of the organizations throughout the county, so that we all can make an impact, because if everybody do a little, nobody has to do a lot to thank you for the opportunity.

**Kerby Lynch:** Yes, my name is Dr. Kerby Lynch, and I want to offer a reflection that acknowledges some complexity and urges a systems level response. Multiple things can be true. At the same time it is true that this work was catalyzed by community advocacy. It is also true that a rigorous, community-centered research report affirmed what black residents have been saying for decades. and it is equally true that the county must now respond to that black mortality crisis as the Public Health emergency that it is with urgency, coordination, and sustained investment. I also think this is a critical opportunity to examine in the Equity Committee and in the future agendize an item around equity and procurement practices. We cannot build, trust or achieve racial equity. If access to public resources is decided through informal networks or political proximity rather than transparent processes and demonstrated community alignment. The office of racial equity and social justice has been tasked with doing a lot. They need infrastructure, staffing, communication support with very limited staffing infrastructure. There's only so much that they can do. What we are witnessing across these efforts is not just a demand for access, but a demand for real systems change. The ORESJ must be resourced, empowered, and supported, to deliver on its mandate, not just to convene; but to coordinate, project, manage and implement what equity actually looks like. Thank you.

**Reverend Ed Harris:** I'm reverend of the Agape Fellowship church Brentwood/Discovery Bay. The African, Methodist, Episcopal, Zion Church, it goes back to 1796. So when we start looking at racial justice and equity...we've been looking at it for a long time. I've heard a lot of people talk about those studies, the studies. The Bible also says that. How can you start a project or work on a project unless you 1st consider the cost? And then, considering the cost we have to know everything that it's going to take. I commend the 40 voices for the works that started, but in order for us to move forward and look at justice and equity for everybody. Then we need to make sure that the healing can take place, and if Delta Bay is where we're going to start, then. Great! But it can't be the only place there's going to have to be. More than that, we've had feedback that says not a church. I'm a pastor. I understand that everybody's not coming to church. So, as a result of that, the church, being a hub, becomes a drawback. In many, many cases we need another location. Another space where people can be served and not be feel like they're proselytized because they have to come to a church. So please consider that as we're working through the process. I love the people that come to church. Come on to my church, come, visit anytime you want to, but at the end of the day the healing has to take place, and if people are hungry

you can't preach to them. And so if people are hurting, you can't deal with their issues until you actually know what they need. And so the studies are important.

**Velma Wilson:** I just want to really lift up that. Thank you. To my best friend Terrell, known for over 30 plus years we have been doing this work when we were in college. So this is not a new conversation, and it's definitely not going to stop. And we haven't stopped! we have worked with African American male achievement at the cop when we were in college, 18 and 19 years old, just trying to survive. And one of the things that I want to make sure that we are continually continually looking at is, how do we make sure we're utilizing our resources wisely, not just throwing it at those that are the loud, the ones that are going to be out there and want to be micromanaging, because it's the dollars and cents of it all. How can I pull more more resources? But then the resources are not hitting those populations that it really needs to serve.: You're talking to someone who's in our schools every day throughout this entire county. I work with students from special in special. Ed, that's a huge population of students that often get overlooked and never even considered. But as I sit here and I look at this young man sitting here across from me, and I think about even Supervisor Chanel Scales Preston and her 2 boys. I think about my son. All of those individuals who were at times were left out of conversations, and they have vital voices. We need to lift those voices, hats off to 40 voices, but that isn't enough. That is not enough. And we have to stop with the status quo and let's get some work done authentically, collectively, cohesively. Stop working in silos and making sure that we're doing something that's going to be beneficial for all. we talk about inclusive. We're sitting here with the office of racial equity and justice. We need to think of the word equity. What does that really look like? What does that? What does that sound like? So equity means everybody. This. This money isn't coming from just African Americans. This is coming from everybody. Everybody that sits around this table. If you are proud, citizen of Contra Costa County. We all put into it where you black, white, green, yellow, purple, or whatever. This is money that is coming from all of our tax dollars, and we need to make sure that no one feels left out, and they're part of the conversation. Thank you.

**Cornelius Johnson:** My name is Cornelius Johnson. Pharmacy. Say it again. My time's got to start again. My name is Cornelius Johnson Pharmacy, the manager of Antioch. I just want to be brief and echo the accomplishments and the contribution of all people to this point. I just want to focus on infrastructure. I believe the best way to go forward in order to manage resources funds is to have a bipartisanship of government oversight and community input and the whole participation of that capacity. We are at a very difficult point in moving forward. There's a lot on the line. I'm always reminding people, even though I was wore many hats. One thing I am certain about. I've been African American all my life, and so I understand the stripes that we have to go through in. But I do believe, if we can just all sit down, put together a plan to move forward that has the full participation of government. We talk about dollars that comes from taxpayers that needs to have oversight and also have community input so they force could be heard in this process. Thank you.

**Odessa La Francois:** Community advocate. I'm going to wait until you go. Because I asked a question about transparency. I don't like receiving a Facebook post, and while I'm in church on Sunday looking that we're going to start a hub at a church which we've already done a survey that said that that's not what the community want. So I want the Equity Committee to explain. How did this process happen? Who were the players in this? And everybody needs to see that because definitely transparency was not done. And then, I think informing a community needs to be done better than on a Facebook post that's sent to multiple people. Not well done, not at all. So I have a lot of question about that, and I think a lot

of people in the community want to know. Once the survey was done, and we asked that a church not be the place that we start this. Why was that done, anyway? I want some questions, but we can wait until we move into that portion of the agenda that actually, can we?

**Scales Preston-** It's at delta bay – it was started at the church

**Gigi Crowder:** Can I also add, it's not at the church. Every social services program I've ever worked with started in the basement of a church because they had the space available. No one is asking people to come to church. We recognize the rules that you must follow. We do not proselytize. I lead the interfaith. California mental health and spirituality initiative, and I have individuals from a diverse group of faith. Communities join us once a month. So this is not about it being at a church. But one would have to ask the question, why not a black church when they've taken place at many other churches? Because they have the space. Our Naacp meetings take place at a church, because black churches recognize they open up the space. So I question anybody who would have a problem with it being in a safe place of healing for black people, we can't be disconnected from our faith. So I question why, that's a challenge for you?

**Shantell Owens:** 1st of all. Thank you so much. Good morning. Good morning, Church. The need is so great. and the question is, why did Miss Crowder and the 44 decide to open up and and push ahead because the need is so great.

I want to say that I congratulate them, because, as service provider although we're feeding over 4,000 people a month. There's always someone standing in the parking lot and needed food. There's always someone standing there showing up on a Monday, Tuesday, or Wednesday or days. We're not distributing, hoping that we can help them. We understand the county processes take a while, and we're so excited about moving forward with what the Board of Supervisors has agreed to, no matter how long it takes.

The people just need the services. And so I think it's wonderful that they've opened up a Delta Bay to start providing some of the services. We need more people to provide services. A lot of people have sort of the sideline, and some of you are just now showing up. And we've been working on this for 2 years. And now you have a voice you need to question that right? What are you doing for the people? Are you just speaking? Oh, I think it's absolutely wonderful. I believe that there's another one opening up in Pittsburgh. because it is taking a long time for those of us who advocate for those who are unable to advocate for themselves is important that we utilize our voices and our resources to be able to help the people it's needed. And so standing divided. That's what they want us to do as black people.

They want us to tear each other down so that doesn't move forward. So let's not tear each other down. Let's build one other up. Let's pray for one another and continue to serve the people, the people who are marginalized, the people who have suffered an injustice. Right? That's how we started it, and that's we're going to serve.

**Damon Owens-** Good afternoon. My name is Damon Owens. I happen to be the senior pastor at Genesis Church here in Antioch, to the Super Board of Supervisors. Thank you so much for for listening to our hearts on today. Hats off to Gigi Crowder and the 40 voices for not only getting this party started and getting the conversation going, but also, man, what a blessing for them to provide services for African Americans within the context of the local church. I am in support of moving forward with African

American holistic wellness hub with taxpaying dollars throughout the county, but as a pastor who pastors a predominant, predominant African American congregation. We also got to keep in mind that the African, American, or the black community is not a monolith, meaning that as black people, African descendants of slavery. We come from different places and spaces, and oftentimes we use public settings with groups that are not people of African descent. So many Americans of African descent refer to themselves as black, but we also have our brothers and sisters, who are from the Caribbean Southern black folks, African folks from different parts of the continent of Africa to name a few who all have their separate, distinct identity. They have their own value system, they have their own spiritual beliefs, so we must prioritize their values as well. So it's very important that it would love to have it at a church. What a blessing! But it should be open to everybody. So thank you so much for allowing me to speak.

**Pello Walker:** Palo, PELL. O. Last name Walker. people of the United States in order to form a more perfect union, established justice and ensure domesticity the persons of the United States Constitution. So in 1976 I raised my hand, and volunteered to join the United States army from a veteran in things that people should never see.

But I remember about that more perfect union, more perfect union. So the acknowledgment from our founding fathers, such as they were. is that it needs to get better. It needs to change and pardon of my life. I've got 71 cycles around the sun. So I've seen a couple of things and I've lived in this county in this area for 53 years, so I've seen it change amazingly. But what has not changed is the systemic racism in everything. I can't unsee it. Gary, Lou James Scott, and William Fisher. 3 men that I served with James Scott was gay. Glenn Fisher was black, and Greg Liu was Chinese. I had an apartment we all hung up together. We went away, went to places and they're no longer here. But I am, and I'm speaking for them. speaking for all of us, in order to form a more perfect union.

We all know that there's a lack we all know that's by design. So as a veteran, as a citizen, as an educated man, a person who's provided jobs and paid taxes and done the right thing my entire life. This tells us what the right thing to do is. that's what this is all about. and divide and conquer is exactly how. Keep us down as a people.

**Devin Williams** I just want to clarify. This is what is this conversation about because you said the hub is on the agenda later. Yeah, this really is just open public. Okay? But it sounds like we were speaking about the hub. So I was, just, you know, okay, well, I just I don't want to say Thank you. Everyone for uplifting the concerns. My only concern was that the hub. I mean 2029 is a really long time away for something that's urgently needed now and needed yesterday, really? Speaking as the second youngest black man in here. I think that you know, when we talk, when we talk about the need and and as Mr. Walker was just saying that there's a systemic issue, that's, you know, oversaw our county for a very long time, and a lot of our needs have been ignored, and when it comes to our needs being at the forefront, it's always tied in with. Oh, the need of this race, the need of this race. And it's not really fair when we have these conversations that we need to have study after study or other. you know, like, I guess, other ideas that are not as progressive for the for the cause. Right? I mean, we. We always want to delay delay, and I say that there's still things going on in our community that can be served right now. I love the fact that the hub is the is the hub, as Delta Bay is taking place. Actually, today, there's a reading study for children. You know, young young children, and forget what it's called. But I have a flyer right here. Wakanda Reading Camp. You don't see that happening anywhere else in the county, and that's the importance of a taking place right now, because now young black and brown kids have a safe

place to go, and it's open to everyone. It's not just, you know, but I do. I do see that there's a sense of urgency. I didn't have anything I was going to say, but since everyone spoke I just felt it was necessary. So thank you. Everyone for listening. I didn't leave out anything too important. But yeah, thank you.

**RECEIVE and APPROVE the Record of Action from the June 30, 2025 meeting of the Equity Committee, with any necessary corrections.**

Sup. Ken Carlson: No changes

Sup. Scales Preston: No changes

Accepted and approved

**RECEIVE updates and PROVIDE direction on the implementation plan for the African American Holistic Wellness and Resource Hub.**

Sup. Carlson: I do want to just share in response my personal feelings about where we are. And what I what I see. you know this for me is community led. It is lived experience coming to the forefront. and while there's an accountability aspect of it to tax dollars, it's more to me about success of meeting the needs of the community. So, having the right metrics to measure that. We're we're putting dollars where they need to be. And we're providing the services in partnership to the community that need to be served. So that if we're seeing that we're not closing those gaps, or we're not filling the need that we're fluid enough that we can adjust what we're doing. That's where you know, it comes to metrics and and things. It's more about success than accountability of the dollars. So I just say that in preface, Sup Scales- Preston, is there anything you want to add before I turn it to them?

Sup. Scales- Preston: Yeah, thank you, Supervisor Carlson. I think also like what a blessing it is right that we got. I mean, usually we don't have this type of turnout for Equity committee meeting, and so I'm happy that we have all our community partners and leaders in the room and on zoom as well as we do this work, because community voices matter right. And so we want to make sure that you know, when we have our nonprofits and community based organizations and faith based leaders, doing things at their churches that we, we understand that they're doing the work. That's why we just gave out the 1 million dollars to the 13 organizations because they are on the ground doing the work day to day. So we want to thank them for all of their work that they do and also services is needed in East Contra Costa County. We talk about all the time. There is not enough services. And we have people that move from. You know Alameda County to East County, we have people move from West County to East County, and they still share there's not enough services. It's not the same services. And so we still need more services. So all of these services are great, so I think we should be making sure that we are working together and being collaborative with each other and and with this work. you know, I think one thing I just think of, you're gonna always have people that are more comfortable, you know, going to a church or going to a a center or a different location. And so the more locations you have the better, because the transportation needs always ends up being an issue. And so I think

**the more services in East County the better. Once again just want to congratulate 40 voices, and Miss Gigi Crowder posting a hub at Delta Bay. And all of their work they're doing, and We will continue to press forward to make sure that we're doing our part here. As you know, leaders and making sure community voices are being uplifted in this process. So thank you.**

**ORESJ presented implementation draft to the Equity Committee**

***Public Comments:***

**Gigi Crowder:** Yeah, sounds like I heard someone talking before you called on them earlier. And I I've got to get somewhere to do work for our community. But what I will share is because Nami had had a contract doing this work. We didn't need a study, and I'm going to keep saying that because we supplied the information early on having the Cal Hope contract where we got phone calls, where I've done the work in Alameda County. It's no different black people are treated poorly across the nation in the spaces that we've seen. You don't need to study that, plus the 4,000 was done by some non African American. So it wasn't just that I do appreciate you guys. Lifting up the 40 Voices campaign, I walked in to this work after I sat on the da's meeting with the parents of Tyrell Wilson. When we learned that a officer who had killed someone was not going to be charged for killing the black guy that that's when we started this, and it had nothing to do with Da. They didn't have enough evidence, even though he's a brutal killer, and had already killed a person with mental illness. I do want to say, however, also, that when we start thinking about what the needs are of African Americans. Churches, black churches, some of the mess have been signed have been doing this work and being exploited for doing it forever. When we started at. When I went to Genesis Church I was overwhelmed at how much food they give to individuals in need. So even at Delta Bay we will be able to say right around the corner at Genesis, there's an opportunity for you to get a meal to get take food home. This was never done in a vacuum. I've also worked with programs from the West who also want to do this work. And so when we started, we didn't start in a vacuum, we recognize the need before this plan is implemented. Can you please just come over to the opening on August 8th and see what has been built and the networking that we'll have in place all the organizations that can have free space to do their work because we're also getting funding from philanthropy groups. I didn't do this without a lot of work going into it. A lot of work about what needed to happen to heal our community.

**KAG Admin: tirrell:** Yes, sir, thank you for the opportunity. I want to ask a question in terms of how are you measuring the success I I did hear about the transparency in terms of the the fiscal. And yes, that is important. I do want to make sure that not only are we measuring the fiscal. But we're measuring the success that the money is actually being allocated to. I just flew back last night with talking with the Dallas unified school district because they wanted to understand what we were doing out in the city of Richmond, and how the success is. I spent over \$200,000 of my own money, building out measuring components, we built out and coded everything from measuring the success of people. measuring the success of youth, measuring the success of projects, measuring the success of how we can make and alter some of the components of what you and I and we and us are doing. And I would say, be a little careful. I haven't been around, and I I commend those who have been doing this for years, and I have been doing this for over 30 years, and I come when I work on something, I have my head to the grind, so I hope that we can continue to work together in doing this, but whether or not we

are able to offer some of our services and resources, I'm saying that it's open to everybody. but we're going to do what we do, whether the local State, Federal county is participating or not, and I thank you for your opportunity, and I congratulate you on where we are at at this particular time.

**Kerby Lynch:** Yes, my name is Dr. Kirby Lynch. I'm a black data scientist with a Phd. In geography, and I'm from Richmond, California. I just want to affirm the update from the oreusj, which is a great step in the right direction. Again, just appreciate all the effort that they put in to update us. I'm just here to advocate for the Transitional Advisory Committee, which will be a meaningful and necessary step forward to this effort to make it truly effective. However, I strongly urge that county staff be mandated to participate actively and not just listen but engage in a two-way accountability system with community members that looks like co-presenting information and really bringing the community along. There's always this commentary that community doesn't understand government or doesn't understand county. This process can actually help our community understand how to advocate. do some technical assistance, so that organizations know how to be effective contractors with the county. The feasibility that our team created again was produced by a black led firm, and again that was not symbolic. It was rigorous. It reflects the voices of over 4,000 black residents, and includes powerful, direct quotes that hold deep insight into the barriers and possibilities facing all of our community members. These aren't just narratives. They are data, and they deserve to be treated as such. Again, in the Transitional Advisory Committee. Operationalize that report. It's over 200 pages, and it should not be dismissed. undermined, because, again, it's a tool we don't need to keep starting from scratch. The study should be treated to guide implementation, shape priorities and inform difficult conversations, not sidelined or reduced to a summary county staff need to engage with the full report, including the community voices embedded in it to ensure. We're moving forward with transparency strategy and respect.

**Damon Owens:** Kendra Peter. Excellent presentation! I am so grateful for you and your hard work. Your dedication, also your commitment to the process. I know it has been challenging, so I applaud you. Hats off to you also hats off to Dr. Kerby Lynch. Thank you, Sis, for your attention to detail for your listening ear, and also having an empathetic heart because you actively got involved and had a chance to hear from the people. So thank you so much for that. My main concern is sustainability. Sustainability is my main concern regarding the African American wellness hub and ensuring sustainability for this organization, or for this project, is very, very crucial for its long-term success. I do not want this to be a fly by night type thing. I want generations to come, my grandchildren to be able to, and their children possibly to be able to take advantage of the resources that are going to be at this hub. So sustainability is crucial to the longevity of this particular project, and it's going to involve us brainstorming regarding diverse revenue streams to help reduce the dependence on taxpaying dollars. So if we can find a way, and I'm sure that's in the works of creating a long term financial plan to help the hub, anticipate and prepare for any budget, cuts or any challenges that we may encounter over the coming years. Thank you.

**Phil Arnold:** Yes, I want to thank everybody for the input and the information. It's been very valuable to reveal thought processes. And there's no saying if you don't know where you're going, any road will get you there. And I'm just concerned at this point in time, that again the the slowness and taking action to have some deliverables and key performance indicators that would say, Here's what we want to accomplish. Here's the key. Things that we know of that have been articulated in a different number of

formats, whether it's at a board of Supervisors, meetings, emails, or the like. But the 40 Voices Campaign has done again, an excellent job of moving forward in spite of and because of the actions of the county. That's not an indictment of the county. That's just the systemic and structural and institutional racism that exists that is embedded, that's going to take a lot to weed it out. And racism is taught at home. It's not something that is learned outside of the community, but it's at the dinner table. It's the Ozzy and Harriet thing that I grew up with, and like. That's the ideal family. Not but again, let us keep moving forward as quickly as we can, because the need is there and growing each and every day. I commend the supervisors for their interest, and I commend the office of racial equity and social justice for being on a guided discovery mission. As you move forward to discover things that you had not anticipated. I will continue to persevere, and I will continue to stay focused and hold you accountable for each and everything that you do as a contributing member of this county for many years, and I thank you for the opportunity for allowing me to speak today, and I ain't going anywhere. I'm going to be here, and when you talk about the thing is going to happen by 2020 30, I probably won't be here based upon my expiration date of African American males born in 1946. Thank you very much. Have a pleasant day.

**Chaplain Jeralynn Blueford NAMI CC:** Hello! I would like to personally invite everyone on this call, and all around the Contra Costa County to the grand opening of the 40 voices, African, American, holistic wellness and resource. Hub. On August 8, th 2025, at 3 pm. On the lower level of the Delta Bay Community Church at 1020, East Trigallis Road, in the city of Antioch. 9, 4, 5, 0 9. Please come, please support, come and see what things that are going to happen, and the things that God has allowed and blessed us to do. Thank you.

**Wanda Johnson:** Again. Thank you again. I am Wanda. It is very, very important and very hurtful to see that there are different priorities taken and put into place with an urgency. And yet we still have been discussing an African American Holistic hub which the founder of 40 voices, Gigi Crowder, has to take from her own funding, and others who are willing to donate, to make this project become successful and the vision that is needed. and we still continue to come up with reasons for the delay, but also instead of this group saying, you know what? We're grateful that this is being implemented, and we want to make sure that we take a part in by helping to donate or helping to share with others that this is going into place, and it is a place for those who have been impacted to come and get the healing and get the resources necessary. And so having other organizations partner by showing that they want to be a part of this and lending their services is one of the ways that we help the communities to get better. And it just appears to me, and seems to me that we're not trying to look at it from that particular standpoint which we definitely should, it should not have to be waited for 3 to 4 more years before the implementation comes into effect, because the need is now, and you don't wait for the need 4 years later. But you act on the need now. And there's been other programs where, and it has also been implemented with urgency, and so.

**Dr. Kimberly Payton, EdD.:** Yeah, I just like to say Hello. I would just like to say that I am in agreement with Dr. Arnold and Reverend Johnson that the urgency is now, and that we do need to see as African Americans, holistic healing and wellness now, and I would like to see the time assignment for this be a little bit more advanced. I think it is really dragging behind. Other organizations and institutions are already up and going, and we're behind. Yet our incidences of harm are still happening even as we speak. And so I would just hope that we could all come together and work together to support where

institutions and agencies that are able to begin services can start to do that. As we put together this, what seems like it's going to be a long timeline in place, so that everybody is feeling some relief from the current state of affairs. And thank you for the presentation today. It did give a lot of information to me and other people watching on the sidelines just to see how this process is gonna pan out. Thank you.

**Auriel Shelton:** I just wanted to say that always when we're trying to look for something, the enemy of our community is always division. It causes confusion. And so in this case I do agree that urgency is definitely the top priority. But we don't need to be divided. Oh, it's going here. It's going there. It's great. There can be more than one of something. But we need to know that it is one objective. So therefore, with that one objective. If we are on this call for the purposes of county funds, we need to be one voice saying one thing, the same thing. If there's something on the side that is privately funded. That's great. This is not the call for that. This is the call for us to make one sound, one voice, one statement and request that it be urgent. We need to come against the enemy of division and confusion. There is no confusion. We want the African American wellness hubs funded by the tax dollars that African Americans are paying in our community. We need to band together. There are other communities that get funding faster because they know how to be a community making one sound, one statement and that one sound, and that one statement that we are all making on this call is that we are ready to move forward with the African American wellness hub funded by the tax dollars promised to us and divided down by the county. That is my statement. Thank you.

**Elder Desiree Rushing:** Thank you. This is Elder Desiree. Again Earl talked about 1 1 body. We all know that when we come together and network we can get things done. So I hope that means that we will see most of you guys at our grand opening 3 to 4 years down. The line is not soon enough to be able to do what we have planned to do, and I will mimic what Gigi put in the chat. The African American holistic wellness and resource hub that was lifted by 40 forces in June 2022. We did not think we'd be waiting to 2026, 27 or 28 to get this done. That's me. Members of the 44th campaign were the community members showing up at the board. It was Nami CC. Who took calls from residents in the full State of California. That was me. I took those calls to midnight, and then had to show up at Kaiser Hospital to work during Covid. I was one of the ones that seen what was going on. You know we talk about what we need, but we were in the trenches from the beginning. A year later, in February, with the prayer, we were joined by Genesis Church. Thank you, Lord, at the Bos. Later it included their youth. Mx. Cab meetings sharing their concerns. We will not have the history erased at this equity meeting 6 months ago both Federal Glover and Supervisor stated that this Equity Committee was to honor 40 voices at the initial voice that want that went to the board to seek this funding. The history will not be erased, and we can put it any way we want to put it. Stand together, whatever. We're not waiting for county funds, because the polices aren't waiting to kill us. Thank you.

**kajuon:** Yeah, Hello. My name is K. John. I just wanted to say, as a 20 year old black man, I appreciate being able to know there's an African American holistic wellness, resource, hub to keep me off the streets of Antioch because of the system racism. Thank you for the voices. God bless.

**Tumani Drew:** Yes, my bad. I was looking for the mute button, so good afternoon. My name is Tamani Drew. I am the site director of Young Women's Freedom Center in Contra Costa and a community member deeply invested in black health, equity and justice. I want to thank Dr. Kirby and the committee

and office of racial equity and social justice. For this recommendation let it not just be a proposal, but a response to long history, of systemic neglect and disinvestment in black Community. We like what community has been saying?: The answer is, now, we don't need to wait. This project needs to be a shared model with government and community working side by side with transparency and accountability. This cannot be another short term project. We need long term investment quality services and community oversight that centers black voices, those that are most impacted. We are here for transformation, and that will require clarity, shared power and political will to achieve our goals. Thank you.

**Cornelius Johns:** This is more or less a logistic question in terms of legal realities of the implementation process one. I don't know if you have a lawyer while we're moving forward in this process, because not only you're talking about communications, agreements, and so forth. You're talking about disbursement of money capacity. I'm also want to know the infrastructure that moving forward. This is not the place for this thoughts out there? And then the other question, since we're going to a sub regional implementation process in 4 cities, are you planning, and we want to have a 50, 1C model sounds like. are you planning to have a 501 C in each one of those cities, because every city is different. It's a huge county. And so that's just beginning to, you know. Think about it. Richmond is different from Antioch, and that is going to also be in consideration of every city has its own city council, unified school district. That we are trying to, you know, infiltrate. So I mean, these are things that are bigger. Richard. He's a great ideas, and Dr. Carr and Dr. Kirby and him. But this is something that I'm begin to move forward supervisors in terms of, I think, when we sit down in the meetings next, there should be a lawyer to maybe ask the legalities of some of these things that you're trying to do.

**Velma** I want to lift up the voice. And really put out there for Cavallo Road. Information that I know on Cavallo Road is that's going to be the county's 1 free and clear property that the county owns. It will allow the hub to really to be self. Why don't we want that? Especially when we're talking about something that we're looking on long term. Something that we don't have to worry about sustainability because we own it. The ability to even rent out spaces and to be able to help it. Be self funded is a huge win because we're it's our own. We don't own it. I mean, we don't owe anyone any of, and I think that we look at that.

No, I'm not. I'm not. I'm proud of the fact that of 40 voices Gigi has implemented ahead of the game to start a holistic hub. But they also have received Grant funding from the county to help with some of these causes, just like some of the other faith based communities and other organizations that have received county monies to help provide those services. So good job on thinking forward on how we can start implementing these services. Now, I will say that again. We are not doing a good job when it comes down to making sure that the community at large knows what these services is. And I have to say this because I'm very open and keeping it real proud of Genesis. For one, they got their signage there they are always out there, you see them, and they're inviting everybody. They're not being cliquish on who they thought. Oh, need to be in this space. They have invited me several times I bring students. I have students that come, and I see their work. not saying that Gigi's work is not being done, but I will say that we have to be cohesive. We more divided within our own self than we are together, and we got to stop that shout out to Kendra. Because, girl, you know, I have seen you through the race, and I love you more than anything, and every time I look at my baby, her baby Sam and I just I get overly proud of again

another young African American male. What are we doing to get these young men involved in this dialogue. Let us do better. Let us be intentional to make sure that the message of our young people are being elevated, because guess what? They're the ones going to be sitting in the seat to make sure sustainability happens. Thank you.

**Pastor Ed:** We mentioned history time and time again we've talked about other organizations and other cultures and what they've done. Let us not forget we've been conditioned to be dividing. We've been conditioned to be separated. Let us look to the point that now it's time for transformation, and no longer conforming to the way of the world. Let us understand this, please. It's about the issue, and it's not about the individual, while somebody may have stepped up and gotten something started and gotten it done. Thank you for what you've done. Thank you for how you've done it. Thank for all of you who are taken in making sure we've gotten to this point from a background of organizational effectiveness. We look at the fact that it's forming, storming, norming, and performing. We're still in the process. And so let's stop character assassinating one another. Let's get to the point. We're not focusing on individuals. Let's not get the. I did this. I did this. I did this because at the end. If it's not focusing on the final outcome the hub helping the people that need the help, then we are all just in it, and if you want your crown now you'll get it. But if you believe like, I believe there's a bigger crown someplace else, and it's not about what you did. It's how you did it and how you got it taken care of. So my plan, my prayer, is simply that we would just come together, forget about the indifferences, big eyes and the little use pointing fingers, outing people. Pairing people down so we could build ourselves up and let's get to the bottom line of it, whoever started it. Great, but the end of the day it doesn't make a difference who comes alongside when you get in. Let's just get in and get it done, and that's what my prayer is, and thank you all for doing what you've done this far. But we got a lot of work.

**Chantel Owens:** this morning I was talking to my daughter, Ariel, who's made comments so grab her right And she said, Mom, it just feels like it's taking so long generations that have come behind us, the millennials and Gen. X. They live in a microwave society, so they expect things to happen a lot faster. : and I explained to her, in almost my 53 years here I never thought we'd be here from Contra Costa County born raised, and I've watched the systemic racism. I've watched us, and I heard conversations. I never thought we'd be here, and I shared with her as although it seems like it's taking a long time. It's happening very quickly. It's happening very quickly. Just realizing that 2 years ago we were sitting there, we were talking, and we're in the room, and we're talking and then Supervisor Glover and getting his buy in as we're prepared to even present it. And hmm! Hearing the vision of 40 voices, and how they talked about it a year before that. And I said, Wow, it's 3 years right? In 3 years we're actually here, and that 1 million dollars has been allocated that 1 million dollars, and the work is being done. No, it's not a lot of money per organization. But we were able to use that thought that money to help people help families in this upcoming school year, in this in this climate that we're in food insecurity. It was a blessing to have that. And the way that the timeline is going other funds will be released, as that money is running out. So as we're preparing our budgets, I shared with her, I said, it seems like it's been a long time. It's actually moving really, really fast. And so I just want to say that as we talk about the stall, let's sit back and really look at the timeline and see that there's been implementation, and there's been work being done. No one's sitting on it right, because there's been things that popped up with trump and all that stuff right? They're working on it, and we are moving forward. Thank you. Thank you.

**Pelo Walker-** Just, I'm an economist. So it's just data points. And then I look at how money flows and things like that. So next to the Kavallo Road property is a publicly funded K. Through 5 school. My 2 grand nieces go to that school, so every Friday I pick them up at home, and I take them to that school, and they do all their rocketeer stuff, and I get to hear it's great, and I'm the old guy, only guy the old guy, only Guy looks like me there. So I've got to know I'm Uncle Paylo. And so one of the things that people keep coming up to me is, how do we get more resources for our school? And I said, Well, you got 550 families here. You've got at least 550 parents, maybe double. If you're just doing everyone. I said, you need to show up at supervisor meetings. You need to show up at this and show up at this and show up at that. And that's how your voices are heard. Right? And I said, It's a simple thing to do doesn't cost you anything except time. And that's where it breaks down. Because most of these parents are single parents or they're working multiple jobs. I've seen the kids drop off at 7:15 when I bring the girls, and you have to be out of there by 7:45. So you got a 30 min window. That's crack, and I just watch this, and I'm saying to my niece and nephews, why can't the parents get here on time? I have no kids. Okay, never had any kids. I only get to see this. And then they started telling me my niece and nephew started telling me about how hard it is to get the kids to do this, that, and then I took them for a weekend, and I realized how hard it is to get them ready to dress and do all this, and you got to do it 2 h ahead of time, and they don't like this, and they like the glitter in their hair every day, willingly on purpose. Wow! So what I realize is that trying to get those parents that are already overwhelmed right next door to the school. They will have the resources right there, and they don't have to go someplace else, and it's already an underserved area. I go there every Friday. I see it. I see what's happening. And I talked to the parents, and I talked to the kids and the high fives. Hey, you're here to do something great today and a high 5 when they got a brown. And they're trying to come out of their parents car. That's my job. And just to see and observe. So that's another reason to have that follow property of many properties right next door, because now the parents can just go from this parking lot, that parking lot, and that makes the parents lives easier. And as a person of privilege who's never had children, I would never known that if I didn't take my 2 grand nieces to school every Friday. now I have that lived experience, and I could never say that right now, and I know, and I always vote. Yes, and I have no children on anything, public children, because I mean the greater good. I raised my hand and said I would defend this community.

**Sup Carlson:**

I just wanna add, this would close this out.

Your voices are heard. And it does. You know this should have been done decades ago. Right? I mean, it's it's clearly evident. But advocacy works. Could you look at the history here of a small investment in a study which then the Board real quickly realized and was pointed out through advocacy. That's not enough to get where we need to be. A greater investment needs to be had. And then the dedication of funds to the Hub, which well, that's great. But while we're working to it, the needs still need to be met. So another influx of money to get out with that 1 million to the 13 organizations providing the 14 program. So advocacy works. And I and I just want to share that the other thing before I turn it over to supervisor Scales Preston is something that Dr. Lynch said about the Transitional Community Advisory Board in that having interaction with not only Resj but the county departments, because not only them understanding how the county has worked. transforming and breaking down the systemic barriers, could work the other way. Right, educate us on ways to adapt our systems to make it even more efficient, but definitely break down those systemic barriers and racism that that have existed generationally. So I think it's it's a win win for both of us to have that tcap really interact with county

departments and understand both ways. And then us finding and implementing the policy to even adapt better. So with that, I'm gonna turn it over to supervisor Scales- Preston.

**Sup. Scales -Preston:**

Thank you. Supervisor Carlson. I also just want to add, in terms of services, because I know some of the public comments like we need services now. And so I know we're getting direct services out there right now. And so I think it's really important that we do get a website up this week with those services where people can go and where they're located. If they have hours where people can drop in, or you know anything that we can share and then I know we have allocated other services. In our community through Arpa and some other through our budget not too long ago. And so if there's anything that you know that may have as those Rfps went out, and if they did go to African American organizations. If you all may be able to talk to those departments where you can add that to the website as well, because those organizations within the community have received county services right? And so we want to make sure that our African American, as we create this African American network. that the community knows that you know, if it went out for food insecurity, if it went out for youth services and programming, if it went out for mental health and it's around African Americans or an African American organization applied and got the Rfp like, let's put it there because you're creating a network of services that people know is there because it's there, it's been allocated. So I think that part is important. because when we talk about long, we're waiting till 29, that's just for the building right? But we're not waiting until 29 to keep putting money out to organizations that already on the ground doing the work. So yeah. so I just want me to know that we're continuing to do that in partnership with our community base and nonprofits and schools. And whoever else that's applying for these Rfps that we're still working with them to get those direct services to the community.

**Kendra:** real quick in response to public comment. And I'm horrible at names, but to the gentleman who was the city manager of Antioch. You know the legal, the legal Cornelius right? The legal question, and those types of things clearly. County Council when we come to Rfps and county contracts and mous, and all that are always a part of the process. The other part of that is kind of the sub regional tcabs we talked about cab. So we talked about where you know, every community is a little different. And there and it is that's bringing all this together is is really herculean in so many ways. But again, to have input from kind of subsets of our broader, full county is really important to us as well. So yeah, just adding to that, because I think he asked the question of How would all that work? So if someone from if we did a satellite office in West County they would have a African American hub if there was a satellite office and San Ramon at the New Family Justice Center. That could be a possibility like if there's space, we could create these satellite offices, or we could have this mobile. So that's what we're looking to do. So if I could just add to that, we're really hoping folks understand that when we say a hub, it's not a single location. It is a countywide network. It is connected organizations, county services. That is the hub. But there needs to be a physical site for operations like ex, like core operations, administrative operations to happen. So we're thinking that 1st one would be in Antioch. But again, all these different locations throughout the county that's offering hub services as a network. Yeah, I wanna follow up and make sure that people do understand. It's a phased implementation plan. The reality is, though we talk about Cavallo and 29. What we talk about is January 26 boots on the ground, partnerships made, services being provided on a bigger and broader scale than that initial investment of a million dollars. So it is services

hitting the ground, you know, sooner than later. It's not 29. It is 26, if not even sooner, depending on how we can work.

**Odessa-** the 14 or the 13 Cbos have already received that 1 million. When I talk about transparency in the public comment, a lot of people in the community don't even know about these organizations that receive funding. So it has to be a way to connect the community that's in need, because these organizations listed on the 2, 1, 1. When people call looking for services. do we have a billboard on Highway 4. Because most of those parents that need this are sitting on Highway 4. Are they aware that Genesis doing food feeding from 9 to 10 every Saturday? Or we got we people coming from out of felons have issues. They can go to grace the members of the community that actually need the service with the fundings that already been allotted. I'm not aware of that. I know all throughout, especially any of if people 1st of all, they kind of remember. Oh, yeah, measure X. I'm paying a special tax for it. Oh, okay, what do I do with my money? And when I explain about the African American holistic hub, and about that, people don't even understand what it's about, and we tell them that money has already been allotted. They say, where, who and how. and we have access to that. So we have to figure out a better way to have people who really need the service be made aware of that. Because committee and I have to ask, and what I've been doing is taking a look at the 14. Cbo's have been getting the funding so far.

You know. I'm showing up at the food thing and see what's actually going on. And if I, somebody to sit on there is not aware. And I'm pretty well kind of social media trying to figure. But what about people who have kids, life, soccer practice and stuff like that? How do we let that out? And everybody who needs it don't have access to it.

**Kendra-** Well, I just want to say one thing. You actually just described the case for why we need communications consultant. So I think, Peter mentioned before. We have just partnered with a black male communications consultant who is supporting us on getting the word out and creating we just we just. We haven't been able to do it. Well, you just named it. And so what I want to say also is these organizations that are also providing services. I also want to say one other thing about you know, the funding was smaller than 1 1 million sounds like a really big number, but for 13, like 50,000 per organization. And I want to say when we could in October or November, I think it is here at the Equity Committee. We're going to hear reports like the Priors report about the numbers of people they're serving. What I want to say is, they're not sitting, not serving. People are coming that, like the services are being saturated, if you will. I'm trying to. I don't know how else to say it. What I'm I'm saying. They're not waiting for people to come. So our lack of communications is not. Like our lack of communication doesn't mean people aren't being served, but it. But to your point, this is kind of like the point that we were making when we were like. We need some support on getting the word out on creating like a place where folks can call and tap into the services that they need. We are, we are absolutely work. We're aligned, is all I want to say. Messages heard. And you actually just reiterated what we know we need to do better.

**Pello:** I used to run a social media marketing print company. I am willing to volunteer 12 HA week to just come over. No cost. I've learned how to do a lot of these things. I'm not a web guy, but I understand what I noticed up here was the conspicuous absence of. There was nothing about the business community. nothing about the business community. And when I and I'm a business person, past

executive director, executive Vp. Of Wellsport, big banks, small business, all that in between. I'm telling you the conversations that I have that Supervisor Carlson has been at Paylos parking lot. Happy hour during Covid. We would talk to those Ceos, and they don't understand what's going on, and they all want to know what's going on with that measure if you talked about it, and we should vote, how's it's working? Oh. talk to their Hr. Get it out into their employees. I can do that kind of stuff there's all kinds of things I can help with, but I'm just putting it on the record that I'm willing to help. That's what I'm doing here.

**Sup Scales-Preston** made a motion to send to BOS on August 12<sup>th</sup>

**Sup Ken Carlson** seconded the motion

Accepted and approved

#### **RECEIVE updates from the Office of Racial Equity and Social Justice**

ORESJ presented office updates

#### **Public Comment**

##### **Velma Wilson:**

You know we talk about the need is great. We ought to commend our young people who are doing some amazing work, one being my daughter. 24 now serving back into the community. But she's planned. She's organizing and planning her 13th annual school supply giveaway. So the need is great. You know, students, families that need that. Thank you to supervisor skills Preston, for always being there, bringing the boys to be a part of that work. But this is what community looks like when we get our young people doing something. So august second at our fairgrounds, the most underutilized space that we have. It's going to be at the Contra Costa fairgrounds. August second from 10 Am. To 3 Pm. How about if you can volunteer, please come, you can donate. Please donate to the effort. Let's make sure our kids are going back to school ready prepared and excited to learn. Thank you, you, said August second. Contra Costa Fairground. Yes, that's right.

2:08pm **Meeting Adjourned**



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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File #: 25-3927

Agenda Date: 9/22/2025

Agenda #: 2.

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### EQUITY COMMITTEE

Meeting Date: September 22, 2025

Subject: Existing County departmental policies re: interactions with federal immigration authorities

Submitted For: Equity Committee

Department: County Counsel

Referral No:

Referral Name: Existing County departmental policies re: interactions with federal immigration authorities

Presenter: Thomas Geiger

Contact: [Thomas.Geiger@cc.cccounty.us](mailto:Thomas.Geiger@cc.cccounty.us) <mailto:[Thomas.Geiger@cc.cccounty.us](mailto:Thomas.Geiger@cc.cccounty.us)>

### Referral History:

On August 12, 2025, the Board of Supervisors referred to the Equity Committee a review of existing internal County departmental policies that address interactions with U.S. Immigration and Customs Enforcement (ICE) personnel. This report responds to that referral.

### **1. County Counsel Guidance to Departments**

On January 24, 2025, the County Counsel's Office issued guidance to all County department heads on how staff should respond if a County employee encounters an ICE agent during work or on County property. The guidance is Attachment 1 to this staff report. To summarize the guidance:

- If ICE presents a judicial warrant, staff is required to comply with the judicial warrant and must allow ICE to search.
- If ICE presents an administrative warrant, staff is not required to provide access to non-public areas, is not required to give ICE any information, and may ask ICE to leave.
- If ICE presents a subpoena, staff is not required to provide documents on the spot and is not required to give ICE consent to search.
- If ICE presents a Notice to Appear, staff is not required to provide access to non-public areas, is not required to give ICE any information, and may ask ICE to leave.

The guidance includes samples of the different types of documents ICE might bring to a County facility.

### **2. Contra Costa Health Policy for Responding to Immigration Enforcement Issues**

Under the California Values Act (Senate Bill 54), public hospitals are required to have policies that define how

they will limit interaction with immigration enforcement officials. The California Attorney General has prepared model policies for public hospitals to use.

Contra Costa Health has adopted a policy for responding to immigration enforcement activities if they occur at Contra Costa Regional Medical Center, the County's health clinics, and other Contra Costa Health facilities. The policy is based on the Attorney General's model policy. The Contra Costa Health policy is Attachment 2 to this staff report.

The Contra Costa Health policy provides guidance to staff on how to monitor and receive visitors at Contra Costa Health facilities, how to respond to immigration officers who are present at Contra Costa Health facilities and in the field, how to notify minor patients' parents or guardians of immigration law enforcement actions, and how to handle requests for patient information.

### **3. Contra Costa County Library Policy for Responding to Immigration Enforcement Officers**

Senate Bill 54 also requires libraries to have policies that define how they will limit interaction with immigration enforcement officials. The Contra Costa County Library's policy is based on the Attorney General's model policy for public libraries. This policy describes the steps that library staff should take when immigration enforcement officers request access to documents or access to non-public areas of a library. The Contra Costa County Library policy is Attachment 3 to this staff report.

### **4. Employment and Human Services Department Desk Guide**

The Employment and Human Services Department has a "desk guide" for staff interactions and departmental manager interactions with federal immigration authorities. The EHSD desk guide is Attachment 4 to this staff report.

### **5. Sheriff's Office Policy on Immigration Status**

The Office of the Sheriff has adopted a policy on immigration status. In general, the policy provides that no person shall be contacted, detained, or arrested solely on the basis of his or her immigration status. The policy further provides that no Sheriff's Department funds or personnel may be used to investigate, interrogate, detain, detect, or arrest persons for immigration enforcement purposes, except that Sheriff's personnel may send to, or receive from, immigration authorities (including ICE), information regarding the immigration status, lawful or unlawful, of any individual. The Sheriff's Office policy is Attachment 5A to this staff report.

The Sheriff's Office policy is consistent with SB 54, which mandates that California law enforcement agencies may not use agency money or personnel to investigate, interrogate, detain, detect, or arrest persons for immigration enforcement purposes. The Sheriff's policy further lists the conditions under which the Sheriff's Office will honor ICE requests for notification of the anticipated release date of an inmate. Under the TRUTH Act, if the Sheriff's Office provides ICE with release date information for qualifying inmates, the Sheriff's Office must hold an annual community forum regarding communications with ICE during the preceding year.

The California Attorney General has issued an information bulletin to California law enforcement agencies. The bulletin is entitled "Updated Responsibilities of Law Enforcement Agencies under the California Values

Act, California TRUST Act, and the California TRUTH Act.” The laws described in the bulletin define the parameters under which state and local law enforcement agencies may engage in immigration enforcement-related activities. The bulletin is Attachment 5B to this staff report.

## **6. Summary of Federal Laws that Apply to Interactions Between Federal Immigration Authorities and County Staff**

**Exchange of Information** - Federal law prohibits restrictions on the exchange of information regarding a person’s citizenship or immigration status. (8 USC §§ 1373, 1644.) Courts have held that these statutes only apply to the exchange of immigration status information, and do not apply to the exchange of any other information. The California Attorney General has advised that all California law enforcement agencies should comply with these federal statutes.

Senate Bill 54 acknowledges these federal laws by stating that SB 54 “does not prohibit or restrict any government entity or official from sending to, or receiving from, federal immigration authorities, information regarding the citizenship or immigration status, lawful or unlawful, of an individual, or from requesting from federal immigration authorities immigration status information, lawful or unlawful, of any individual, or maintaining or exchanging that information with any other federal state, or local government entity, pursuant to Sections 1373 and 1644 of Title 8 of the United States Code.”

**Criminal Implications of Interference with Immigration Enforcement Activities** - Several federal laws provide for fines or imprisonment if someone is convicted of interfering with or impeding immigration enforcement actions. Attachment 6 is a summary of federal statutes under which the federal government could bring charges against someone for conduct alleged to interfere with or impede immigration enforcement activities.

### **Referral Update:**

Thomas Geiger, County Counsel, will present existing internal County departmental policies that address interactions with federal immigration authorities and provide direction.

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

RECEIVE report on existing internal County departmental policies that address interactions with federal immigration authorities and provide direction.

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

N/A

**Office of the County Counsel**  
1025 Escobar Street, 3<sup>rd</sup> Floor  
Martinez, CA 94553

Contra Costa County  
Phone: (925) 655-2200  
Fax: (925) 655-2263

**Date:** January 24, 2025

**To:** Department Heads

**From:** Thomas L. Geiger, County Counsel *VG*

**Re:** **Guide for Interactions with U.S. Immigration and Customs Enforcement (ICE) Agents**

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Attached to this memo is a one-page guide on how to respond if a County employee encounters a U.S. Immigration and Customs Enforcement (ICE) agent during work or on County property. ICE agents are most frequently responsible for federal immigration law enforcement, but other federal agencies may also attempt to enforce immigration laws. The attached guide refers to ICE, but the guide also applies to any other federal agencies attempting to enforce immigration laws.

County employees should immediately notify appropriate staff designated by their department (for example, a departmental supervisor) if ICE agents contact employees while they are performing their official duties, or if employees become aware that ICE agents are seeking to obtain County records or to come onto County property. Employees or their departmental supervisors should also immediately contact the County Counsel's Office.

Also attached to this memo are sample documents that ICE agents may show County employees when on County property.

If you have any questions about the attached guide, please contact the County Counsel's Office.

cc: Board of Supervisors

Attachments

## GUIDE FOR INTERACTIONS WITH ICE AGENTS

The following guide addresses how to respond if you encounter a U.S. Immigration and Customs Enforcement (ICE) agent during work or on County property. If you have any questions, please contact the County Counsel's Office.

### 1. Immediately notify a departmental supervisor and the County Counsel's Office.

### 2. Ask if ICE has a warrant

- No warrant: You are *not* required to provide ICE access to non-public areas to arrest or search. You are *not* required to give ICE any information. You may ask ICE to leave.
- If ICE presents a warrant: Go to Step 3.
- If ICE presents a subpoena or Notice to Appear: Go to Step 4.

### 3. If ICE shows you a warrant:

- Is it a judicial warrant?
  - A judicial warrant is issued by a "U.S. District Judge" or "U.S. Magistrate Judge" from "U.S. District Court."
  - You are required to comply with a judicial warrant and must allow ICE to search.
- Is it an administrative warrant?
  - An administrative warrant is issued by the "Department of Homeland Security," an "Immigration Judge," or an "Immigration Officer."
  - You are *not* required to provide access to non-public areas to arrest or search. You are *not* required to give ICE any information. You may ask ICE to leave.

### 4. If ICE shows you a subpoena or Notice to Appear:

- ICE Subpoenas
  - This is a document requesting that the County turn over documents or evidence.
  - You do *not* need to provide documents on the spot and are *not* required to give ICE consent to search.
  - Provide the subpoena to your departmental supervisor and the County Counsel's Office.
- Notice to Appear ("NTA")
  - This is a document notifying a person of removal proceedings.
  - You are *not* required to provide access to non-public areas to arrest or search. You are *not* required to give ICE any information. You may ask ICE to leave.

### 5. If ICE shows you a court order:

- Provide the court order to your departmental supervisor and the County Counsel's Office for review.

### 6. If ICE demands access after you tell them you do not consent:

- Do *not* physically interfere with ICE.
- You may say: "I do not consent. But because I have no other choice at this time, I will not interfere with your order."
- Document ICE's actions if safe to do so.

## ATTACHMENT A.1 - EXAMPLE JUDICIAL WARRANT

# UNITED STATES DISTRICT COURT

for the

In the Matter of the Search of )  
(Briefly describe the property to be searched )  
or identify the person by name and address) ) Case No. )  
 )  
 )  
 )  
 )

## SEARCH AND SEIZURE WARRANT

To: Any authorized law enforcement officer

An application by a federal law enforcement officer or an attorney for the government requests the search of the following person or property located in the \_\_\_\_\_ District of \_\_\_\_\_  
*(identify the person or describe the property to be searched and give its location):*

I find that the affidavit(s), or any recorded testimony, establish probable cause to search and seize the person or property described above, and that such search will reveal (identify the person or describe the property to be seized):

**YOU ARE COMMANDED** to execute this warrant on or before *(not to exceed 14 days)*

in the daytime 6:00 a.m. to 10:00 p.m.  at any time in the day or night because good cause has been established

Unless delayed notice is authorized below, you must give a copy of the warrant and a receipt for the property taken to the person from whom, or from whose premises, the property was taken, or leave the copy and receipt at the place where the property was taken.

The officer executing this warrant, or an officer present during the execution of the warrant, must prepare an inventory as required by law and promptly return this warrant and inventory to

*(United States Magistrate Judge)*

Pursuant to 18 U.S.C. § 3103a(b), I find that immediate notification may have an adverse result listed in 18 U.S.C. § 2705 (except for delay of trial), and authorize the officer executing this warrant to delay notice to the person who, or whose property, will be searched or seized (*check the appropriate box*).

for days (not to exceed 30)  until, the facts justifying, the later specific date of

Date and time issued:

Judge's signature

City and state:

*Printed name and title*

## ATTACHMENT A.2 - EXAMPLE JUDICIAL WARRANT

AO 442 (Rev. 11/11) Arrest Warrant

### UNITED STATES DISTRICT COURT

for the

United States of America

v.

)  
)  
)  
)  
)  
)  
)

Case No.

*Defendant*

### ARREST WARRANT

To: Any authorized law enforcement officer

**YOU ARE COMMANDED** to arrest and bring before a United States magistrate judge without unnecessary delay  
(name of person to be arrested)

who is accused of an offense or violation based on the following document filed with the court:

Indictment       Superseding Indictment       Information       Superseding Information       Complaint  
 Probation Violation Petition       Supervised Release Violation Petition       Violation Notice       Order of the Court

This offense is briefly described as follows:

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

*Issuing officer's signature*

City and state: \_\_\_\_\_

*Printed name and title*

#### Return

This warrant was received on (date) \_\_\_\_\_, and the person was arrested on (date) \_\_\_\_\_  
at (city and state) \_\_\_\_\_.

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

*Arresting officer's signature*

*Printed name and title*

# ATTACHMENT B.1 - EXAMPLE ADMINISTRATIVE WARRANT

U.S. DEPARTMENT OF HOMELAND SECURITY

Warrant for Arrest of Alien

File No. \_\_\_\_\_

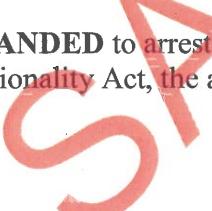
Date: \_\_\_\_\_

**To: Any immigration officer authorized pursuant to sections 236 and 287 of the Immigration and Nationality Act and part 287 of title 8, Code of Federal Regulations, to serve warrants of arrest for immigration violations**

I have determined that there is probable cause to believe that \_\_\_\_\_ is removable from the United States. This determination is based upon:

- the execution of a charging document to initiate removal proceedings against the subject;
- the pendency of ongoing removal proceedings against the subject;
- the failure to establish admissibility subsequent to deferred inspection;
- biometric confirmation of the subject's identity and a records check of federal databases that affirmatively indicate, by themselves or in addition to other reliable information, that the subject either lacks immigration status or notwithstanding such status is removable under U.S. immigration law; and/or
- statements made voluntarily by the subject to an immigration officer and/or other reliable evidence that affirmatively indicate the subject either lacks immigration status or notwithstanding such status is removable under U.S. immigration law.

**YOU ARE COMMANDED** to arrest and take into custody for removal proceedings under the Immigration and Nationality Act, the above-named alien.

 (Signature of Authorized Immigration Officer)

(Printed Name and Title of Authorized Immigration Officer)

## Certificate of Service

I hereby certify that the Warrant for Arrest of Alien was served by me at \_\_\_\_\_  
(Location)

on \_\_\_\_\_ on \_\_\_\_\_, and the contents of this  
(Name of Alien) (Date of Service)

notice were read to him or her in the \_\_\_\_\_ language.  
(Language)

Name and Signature of Officer

Name or Number of Interpreter (if applicable)

## ATTACHMENT B.2 - EXAMPLE ADMINISTRATIVE WARRANT

DEPARTMENT OF HOMELAND SECURITY  
U.S. Immigration and Customs Enforcement

### WARRANT OF REMOVAL/DEPORTATION

File No: \_\_\_\_\_

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

To any immigration officer of the United States Department of Homeland Security:

(Full name of alien)

who entered the United States at \_\_\_\_\_ on \_\_\_\_\_  
(Place of entry) (Date of entry)

is subject to removal/deportation from the United States, based upon a final order by:

- an immigration judge in exclusion, deportation, or removal proceedings
- a designated official
- the Board of Immigration Appeals
- a United States District or Magistrate Court Judge

and pursuant to the following provisions of the Immigration and Nationality Act:

I, the undersigned officer of the United States, by virtue of the power and authority vested in the Secretary of Homeland Security under the laws of the United States and by his or her direction, command you to take into custody and remove from the United States the above-named alien, pursuant to law, at the expense of:

(Signature of immigration officer)

(Title of immigration officer)

(Date and office location)

## ATTACHMENT C.1 - EXAMPLE SUBPOENA

1. To (Name, Address, City, State, Zip Code)	DEPARTMENT OF HOMELAND SECURITY  IMMIGRATION ENFORCEMENT SUBPOENA to Appear and/or Produce Records 8 U.S.C. § 1225(d), 8 C.F.R. § 287.4	
Subpoena Number		
2. In Reference To	(Title of Proceeding)	(File Number, if Applicable)
By the service of this subpoena upon you, YOU ARE HEREBY SUMMONED AND REQUIRED TO:		
(A) <input type="checkbox"/> APPEAR before the U.S. Customs and Border Protection (CBP), U.S. Immigration and Customs Enforcement (ICE), or U.S. Citizenship and Immigration Services (USCIS) Official named in Block 3 at the place, date, and time specified, to testify and give information relating to the matter indicated in Block 2.		
(B) <input checked="" type="checkbox"/> PRODUCE the records (books, papers, or other documents) indicated in Block 4, to the CBP, ICE, or USCIS Official named in Block 3 at the place, date, and time specified.		
Your testimony and/or production of the indicated records is required in connection with an investigation or inquiry relating to the enforcement of U.S. immigration laws. Failure to comply with this subpoena may subject you to an order of contempt by a federal District Court, as provided by 8 U.S.C. § 1225(d)(4)(B).		
3. (A) CBP, ICE or USCIS Official before whom you are required to appear Name Title Address  Telephone Number	(B) Date	(C) Time <input checked="" type="checkbox"/> a.m. <input type="checkbox"/> p.m.
4. Records required to be produced for inspection		
  If you have any questions regarding this subpoena, contact the CBP, ICE, or USCIS Official identified in Block 3.	5. Authorized Official  (Signature)  (Printed Name)  (Title)  (Date)	

## EXAMPLE C.2 - EXAMPLE SUBPOENA

AO 88B (Rev. 02/14) Subpoena to Produce Documents, Information, or Objects or to Permit Inspection of Premises in a Civil Action

### UNITED STATES DISTRICT COURT

for the

Plaintiff

v.

Civil Action No.

Defendant

#### SUBPOENA TO PRODUCE DOCUMENTS, INFORMATION, OR OBJECTS OR TO PERMIT INSPECTION OF PREMISES IN A CIVIL ACTION

To:

*(Name of person to whom this subpoena is directed)*

**Production:** YOU ARE COMMANDED to produce at the time, date, and place set forth below the following documents, electronically stored information, or objects, and to permit inspection, copying, testing, or sampling of the material:

Place:

Date and Time:

**Inspection of Premises:** YOU ARE COMMANDED to permit entry onto the designated premises, land, or other property possessed or controlled by you at the time, date, and location set forth below, so that the requesting party may inspect, measure, survey, photograph, test, or sample the property or any designated object or operation on it.

Place:

Date and Time:

The following provisions of Fed. R. Civ. P. 45 are attached – Rule 45(c), relating to the place of compliance; Rule 45(d), relating to your protection as a person subject to a subpoena; and Rule 45(e) and (g), relating to your duty to respond to this subpoena and the potential consequences of not doing so.

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

*CLERK OF COURT*

OR

*Signature of Clerk or Deputy Clerk*

*Attorney's signature*

The name, address, e-mail address, and telephone number of the attorney representing *(name of party)* \_\_\_\_\_, who issues or requests this subpoena, are: \_\_\_\_\_

#### Notice to the person who issues or requests this subpoena

If this subpoena commands the production of documents, electronically stored information, or tangible things or the inspection of premises before trial, a notice and a copy of the subpoena must be served on each party in this case before it is served on the person to whom it is directed. Fed. R. Civ. P. 45(a)(4).

## ATTACHMENT D - EXAMPLE NOTICE TO APPEAR

U.S. Department of Homeland Security

### Notice to Appear

#### In removal proceedings under section 240 of the Immigration and Nationality Act:

Subject ID:

FINS:

File No: \_\_\_\_\_

DOB:

Event No:

In the Matter of:

Respondent: \_\_\_\_\_ currently residing at:

(Number, street, city and ZIP code)

(Area code and phone number)

- 1. You are an arriving alien.
- 2. You are an alien present in the United States who has not been admitted or paroled.
- 3. You have been admitted to the United States, but are removable for the reasons stated below.

The Department of Homeland Security alleges that you:

- This notice is being issued after an asylum officer has found that the respondent has demonstrated a credible fear of persecution or torture.
- Section 235(b)(1) order was vacated pursuant to:  8CFR 208.30(f)(2)  8CFR 235.3(b)(5)(iv)

YOU ARE ORDERED to appear before an immigration judge of the United States Department of Justice at:

(Complete Address of Immigration Court, including Room Number, if any)

on \_\_\_\_\_ at \_\_\_\_\_ to show why you should not be removed from the United States based on the  
(Date) (Time)

charge(s) set forth above.

(Signature and Title of Issuing Officer)

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

(City and State)

See reverse for important information



<b>Origination:</b> 06/08/2025	<b>Owner:</b> Gilbert Salinas
<b>Last Approved:</b> 8/19/2025	<b>Lavonna Martin</b>
<b>Effective:</b> 8/20/2025	<b>Grant Colfax, MD</b>
<b>Last Revised:</b> 08/19/2025	<b>Administration</b>
<b>Next Review:</b> 8/20/2026	

## 129 A - POLICY FOR RESPONDING TO IMMIGRATION ENFORCEMENT ISSUES

### **POLICY STATEMENT:**

Contra Costa Health (CCH) is committed to everyone in need of and who are eligible for our services, regardless of immigration status.

The purpose of this policy is to provide guidance to CCH staff in responding to immigration enforcement activities, including monitoring and receiving visitors, immigration officer presence at CCH facilities, notifying minor patients' parents or guardians of immigration enforcement actions, and information sharing.

This policy applies to all CCH operated facilities including Contra Costa Regional Medical Center, Health Centers, Behavioral Health Clinics, including substance use treatment programs, Public Health Clinics, Homeless emergency and medical respite shelters and permanent supportive housing programs. This policy applies to all employees, medical staff, clinical residents, contractors, and volunteers.

CCH has designated administrators at each facility to manage potential immigration enforcement issues. The role of these administrators is to ensure staff members and contractors are appropriately dealing with immigration enforcement inquiries and requests and are complying with internal procedures. Direct supervisors or onsite managers in need of guidance may contact the Chief Equity Officer in the Office of the Director at [Gilbert.Salinas@cchealth.org](mailto:Gilbert.Salinas@cchealth.org) or [equityteam@cchealth.org](mailto:equityteam@cchealth.org). All CCH reception and frontline staff should have the name and contact information for their direct supervisor, who is available for each shift, and the contact information for the Sheriff's Office. (See Attachment A for contact info for the Sheriff.)

Although U.S. Immigration and Customs Enforcement (ICE) and U.S. Customs and Border Protection (CBP) are the federal agencies with primary responsibility for federal immigration enforcement, there are instances in which other agencies may also attempt to enforce immigration laws. **While the policy references immigration officers, the policy pertains to any law enforcement officer or agency attempting to enforce immigration laws.** While immigration officers typically wear uniforms, staff should be aware that an immigration officer may also appear in civilian clothing.

### **GUIDELINES:**

#### **Monitoring and Receiving Visitors at CCH Facilities**

Immigration officers may enter public areas of CCH facilities without a warrant or consent and may question any person present (with that person's consent). CCH staff should not interfere with immigration officer activity in a public area of a facility, though CCH staff should alert their direct supervisor and if the direct supervisor is not available contact the administrator on duty of the presence of immigration officers in the facility and document the activity if feasible. This documentation may be in the form of an email addressed to the direct supervisor.

No visitor, including immigration enforcement officers, shall enter or remain in non-public areas of a CCH facility without having registered with the facility, in accordance with the facility's rules and regulations regarding visitors. If there are no exigent circumstances necessitating immediate action (such as urgent national security or public safety threat), and if the visitor does

not possess a judicial warrant or court order that provides a basis for the visit, the visitor must provide the following information to the direct supervisor:

- Name, address, occupation.
- Age, if less than 21 years.
- Purpose in entering the healthcare facility.
- Proof of identity.

(The direct supervisor should attempt to obtain this information even if the visitor or officer presents a court order.)

Frontline and reception area staff should neither confirm nor deny the presence of a patient to an immigration officer, should refer the officer to their direct supervisor, and proceed as set forth in Section III.

CCH staff shall report entry by immigration enforcement officers to their direct supervisor, as would be required for any unexpected or unscheduled outside visitor coming into the facility.

### **Responding to Immigration Law Enforcement Presence at CCH Facilities**

CCH staff shall immediately notify their direct supervisor of any request (including subpoenas, complaints, warrants, or court orders) by an immigration enforcement officer to access a non-public area of a CCH facility or a patient, or any request for the review of CCH documents.

Please notify the Sheriff's office onsite security representative also.

#### **Interaction Protocol**

CCH staff shall take the following steps in response to an officer present at a CCH facility for immigration enforcement purposes:

1. Always remain calm and professional.
2. Advise the officer that before proceeding with the officer's request, CCH staff must first notify and receive directions from their direct supervisor.
3. Immediately contact their direct supervisor for assistance. Decline to answer questions and wait for their direct supervisor or the administrator on duty to arrive. Staff should provide their name and title to the officer if requested.
4. If possible, the direct supervisor should handle all steps that follow. If the direct supervisor at the site is not available, staff may contact the administrator on duty.
5. Verify that the officer is an immigration officer (or another federal officer). Ask to see, and make a copy of or note, the officer's credentials (name, agency, and badge number). Also ask for and copy or note the name and telephone number of the officer's supervisor.
6. Ask the officer to explain the purpose of the officer's visit and note the response.
7. Ask the officer to produce any documentation that authorizes CCH facility access.
8. Make copies of all documents provided by the officer. The direct supervisor may ask another staff member to copy the information.
9. If the circumstances warrant, advise the officer that the facility is not obstructing the officer's progress.
10. State that CCH does not consent to entry to non-public areas of the facility. For law enforcement to access a private/restricted area within the facility, a valid judicial warrant is required absent exigent circumstances or consent. If an officer is in a public area or waiting room, the officer may remain in the area, during normal business hours of operation Monday through Friday 8 am – 5 pm.
11. Without expressing consent, respond according to the requirements of the officer's documentation. See Section III(B), below, regarding documentation categories and the appropriate response. Ask the officer to wait while the documents are reviewed.
12. Document the officer's actions in as much detail as possible without interfering with the officer's movements.
13. If the officer orders staff to provide immediate access to a non-public area of the facility, CCH staff should comply with the officer's order. CCH staff should not attempt to physically interfere with the officer, even if the officer appears to be acting without

consent or appears to be exceeding the purported authority given by a warrant or other document. CCH staff may say, “I do not consent and am not authorized to grant consent. But because I have no other choice at this time, I will not interfere with your order”. If an officer enters a non-public area without authority, CCH personnel shall document the officer’s actions.

14. If the officer enters a non-public area of the facility, the direct supervisor should always accompany the officer while the officer is in the non-public area. If feasible, the direct supervisor may record the activities of the officer. If possible, the officer should be directed away from patients and confidential areas.
15. If an immigration officer removes a patient or another individual, the direct supervisor may ask the officer where the individual is being taken.
16. If an immigration officer seizes records or other items, the direct supervisor should document which items are taken and request that the officer provide a receipt.
17. The direct supervisor should complete an incident report that includes the information gathered as described above and the officer’s statements and actions.

### **Documentation Categories and Response Protocol**

An immigration officer may present any of the following documents:

A **federal judicial warrant** (either a search-and-seizure warrant or an arrest warrant; see Exhibits A.1 and A.2): A judicial warrant is issued by a “U.S. District Judge” or “U.S. Magistrate Judge” from “U.S. District Court”. A judicial warrant is a court order that authorizes the search of property, seizure of property, or arrest based on probable cause.

A judicial warrant should specify an address, time for execution, the place or person to be searched, and any items to be seized, all described with specificity. The warrant must be signed by a judge or magistrate judge to be valid. Prompt compliance usually is required, but where feasible, the direct supervisor should notify and consult with the County Counsel’s Office before responding.

If the officer has a valid judicial warrant, the direct supervisor should pay close attention and verbally object if officers go beyond the scope of their authority to search or seize objects as specified in the warrant (e.g., if the warrant allows a search of the emergency room, officers may not use the warrant to search private patient examination rooms). If the officer orders staff to provide immediate access to a non-public area of the facility, CCH staff should comply with the officer’s order. CCH staff should not attempt to physically interfere with the officer, even if the officer appears to be acting without consent or appears to be exceeding the purported authority given by a warrant or other document.

An **ICE administrative “warrant”** (see Exhibits B.1 and B.2): An administrative warrant is issued by the “Department of Homeland Security”, an “Immigration Judge”, or an “Immigration Officer”.

If the direct supervisor has not yet arrived, inform the officer that CCH cannot respond to the warrant until it has been reviewed by the direct supervisor. Provide a copy of the warrant to the direct supervisor as soon as possible. Staff should not give ICE any information or allow ICE to enter any non-public areas of the facility. If the officer orders staff to provide immediate access to a non-public area of the facility, CCH staff should comply with the officer’s order. CCH staff should not attempt to physically interfere with the officer, even if the officer appears to be acting without consent or appears to be exceeding the purported authority given by a warrant or other document.

An administrative warrant does not give officers the authority to enter private areas or seize records.

A **subpoena** for production of documents or other evidence (see Exhibits C.1 and C.2): This is a

document requesting documents or evidence. Immediate compliance is not required. CCH staff should not provide documents on the spot and should not consent to an officer search. Inform the officer that CCH cannot respond to the subpoena until it has been reviewed by an area supervisor and legal counsel. Staff should handle the subpoena pursuant to existing subpoena protocols. Staff is not required to give ICE any information or allow ICE to enter any non-public areas of the facility. The direct supervisor should contact the Administrator on duty and the Office of the County Counsel for assistance as soon as possible following receipt of the subpoena.

A **notice to appear** (see Exhibit D): This is a document notifying a person of removal proceedings. This document is not directed at CCH. CCH staff should not deliver or facilitate the service of this document to the person named in the document. CCH staff should not provide access to non-public areas to search. CCH staff should not give ICE any information. The direct supervisor should notify the administrator on duty of any notice to appear.

A **court order**: Staff should provide the court order to their direct supervisor. The direct supervisor should notify the Administrator on duty who will consult with the County Counsel's Office regarding handling of the order.

## **Responding to Immigration Enforcement Present Out in the Field**

### **Interaction Protocol**

#### **Handling when staff meet with a client in their home and immigration enforcement officers arrive at the client's home.**

- During any interaction, staff should ensure that their actions are consistent with the purpose of the client visit and do not exceed the scope of their employment.
- Staff should not hide a client or assist the client in evading an officer.
- Staff should not engage with immigration officers. If an officer asks a question, the staff member may state, "I am not authorized to answer any questions."
- Staff may leave if they choose to do so. Staff may also observe the interaction if they are not interfering with officers' actions and it is safe to do so. Staff should prioritize their personal safety.
- If immigration officers ask staff to move or leave, staff should do so.
- If the client is detained, staff may ask the immigration officers where the client is being taken.
- When the interaction concludes, staff should report the incident to their supervisor.

#### **Handling when staff meet with a client in a public space, such as a coffee shop or park, and immigration officers approach the client.**

- Staff should conduct themselves as noted above.
- If the meeting is at a business location and staff of the business direct people leave, staff should exit the building.

#### **Handling when immigration officers are present at a community event at which staff are in attendance (like a health fair).**

- If the event is at a county facility, staff should proceed as stated in this policy under **Responding to Immigration Law Enforcement Presence at CCH Facilities**.
- Otherwise, staff should conduct themselves as noted above.
- If event or facility staff direct people to leave, staff should leave the area.

## **Handling when immigration officers approach a county vehicle in which staff is transporting a client.**

- As with any interaction with law enforcement:
  - If staff believe that law enforcement is attempting to pull them over, staff should pull over and stop in a safe place, turn off the vehicle, and put their hands on the steering wheel.
  - If the officer approaches the vehicle, staff may ask the officer which agency they work for.
  - If asked, staff should show their driver's license, registration, and proof of insurance to the officer (through a partially opened window).
  - If the officer asks to search for the vehicle, staff may refuse consent to search. However, if the officer states they have the authority to search, staff should state they are not consenting to a search but otherwise follow the officer's directions.
  - Staff may ask if they are free to leave.
- Otherwise, staff should conduct themselves as noted above.

## **Parental Notification of Immigration Law Enforcement Actions**

CCH staff must receive consent from a minor patient's parent or guardian (provided the child is not legally regarded as their own personal representative of their medical records) before a minor patient can be interviewed or searched by any officer seeking to enforce civil immigration laws at a CCH facility, unless the officer presents a valid, effective warrant signed by a judge, or presents a valid, effective court order. (See Section III(B).)

CCH staff shall immediately notify the minor patient's parent, guardian, or the foster parent and social worker of a dependent child if a law enforcement officer requests or gains access to a patient for immigration enforcement purposes, unless such access followed a judicial warrant that restricts the disclosure of the information to the parent or guardian.

## **Requests for Patient/Client Information and Information Sharing**

California and federal laws and regulations give all patients or clients, regardless of immigration status, the right to keep their medical records private in most circumstances. CCH Health Information Management (HIM) will not release information to third parties for immigration enforcement purposes, except as required by law or court order.

CCH staff should limit collecting information about immigration status, citizenship, and national origin to only what is necessary and required by law. CCH staff should avoid including this information in medical and billing records, limit collection to the individual seeking care, not their family members, and promptly respond to requests to remove such information from medical records, as permitted by law.

In connection with any information request issued for immigration enforcement purposes, CCH HIM staff should document and verify the following information:

- The specific agency the requester is from.
- The form of the request (e.g., subpoena, court order, etc.).
- Whether the requester is a law enforcement agency.
- The specific types of protected health information the requester seeks.
- The reason the requester wants the information, including any legal authority claimed.
- Whether the request requires patient notification and if so, whether the requester provided proof of notification.

CCH staff who receive a document labeled "subpoena", "warrant", or "order", should contact their direct supervisor to determine if the document has been issued by a court or judicial officer, and whether the request for PHI is narrowly tailored as required by HIPAA. Requests received

by mail or by email should be directed to the direct supervisor for initial handling.

The direct supervisor should notify the Chief Equity Officer, who will consult with the County Counsel's Office to help determine when and to what extent CCH is required to comply with requests that seek immigration-related information or are for, or appear to be for, immigration enforcement purposes.

If CCH is required to make a disclosure of patient information to immigration enforcement authorities without the patient's authorization in compliance with a court order, subpoena, or judicial warrant, HIM should document the disclosure in compliance with all existing CCH policies and procedures for such disclosures. Such documentation should include information that supported the decision to disclose the information. Disclosures to law enforcement are subject to the accounting-of-disclosures requirement under the HIPAA Privacy Rule.

### **Additional Provisions**

CCH staff should ensure that patients have access to information about their privacy rights and inform them that their healthcare information is protected by federal and state laws by providing patients with the Notice of Privacy Practices pursuant to current CCH policy.

CCH staff should be cognizant of information that is in open view of the public, such as files and computer screens. Even without a warrant, immigration officers may examine anything in plain view, including conversation in private areas that can be heard from public areas.

Only designated administrators have the authority to validate court orders or warrants and permit immigration officer entry into non-public areas. If the officer orders staff to provide immediate access to a non-public area of the facility, CCH staff should comply with the officer's order. CCH staff should not attempt to physically interfere with the officer, even if the officer appears to be acting without consent or appears to be exceeding the purported authority given by a warrant or other document.

All public-facing staff and all supervisors and administrators on duty should be familiar with the provisions of this policy. It is the responsibility of the designated administrators to ensure that all public-facing staff, including temporary staff, have read this policy.

**CCH staff should not:**

- Act as interpreters for immigration officers.
- Hide patients or escort patients or others out of the facility to avoid contact with immigration officers or otherwise assist a person in evading immigration officers.
- Provide any false or misleading information to immigration officers.
- Provide patients or others with legal advice.
- Obstruct or interfere with immigration officers.
- Accompany clients to immigration court in a supportive role.

**RELATED LINKS:**

[Attachment A](#)

[Attachment B](#)

**APPROVALS:**

Health Services Director: Grant Colfax, MD

Chief Equity Officer: Gilbert Salinas

## Managing an Interaction with ICE

An employee contacted by U.S. Immigration & Customs Enforcement (ICE) while working at a CCH facility should...

8

- Immediately notify their direct supervisor
- If your supervisor is not available, contact your worksite's administrator on duty
- The Chief of Security for your site or a designee can help with interpreting legal paperwork, but will not directly interact with ICE. If not available, call **925-370-5315** or **925-383-2367** for a Sheriff's Office representative

## Managing an Interaction with ICE

An employee contacted by U.S. Immigration & Customs Enforcement (ICE) while working or at a CCH facility should...

Immediately notify their direct supervisor

- If your supervisor is not available, contact your worksite's administrator on duty
- The Chief of Security for your site or a designee can help with interpreting legal paperwork, but will **NOT** directly interact with ICE. If not available, call **925-370-5315** or **925-383-2367** for a Sheriff's Office representative

Supervisor determines ICE representative has legal paperwork

ICE may have the right to search the site or make an arrest. Contact County Counsel immediately by calling **925-655-2200**

No paperwork

You are **NOT** required to provide ICE access to non-public areas. You are **NOT** required to give ICE any information. You may ask ICE to leave. Notify County Counsel immediately by calling **925-655-2200**

ICE representative still demands access

Do **NOT** physically interfere with ICE. You may say, "I do not consent. But because I have no other choice at this time, I will not interfere with your order." Document ICE's actions, if safe to do so

For more detailed information, go to iSITE and view the Protocols for Responding to Immigration Enforcement Issues

June 2025

# ATTACHMENT A.1 - EXAMPLE JUDICIAL WARRANT

AO 93 (Rev. 11/13) Search and Seizure Warrant

## UNITED STATES DISTRICT COURT for the

In the Matter of the Search of )  
(Briefly describe the property to be searched )  
or identify the person by name and address )  
Case No. )  
 )  
 )  
 )

### SEARCH AND SEIZURE WARRANT

To: Any authorized law enforcement officer

An application by a federal law enforcement officer or an attorney for the government requests the search  
of the following person or property located in the \_\_\_\_\_ District of \_\_\_\_\_  
(identify the person or describe the property to be searched and give its location):

I find that the affidavit(s), or any recorded testimony, establish probable cause to search and seize the person or property  
described above, and that such search will reveal (identify the person or describe the property to be seized):

**YOU ARE COMMANDED** to execute this warrant on or before \_\_\_\_\_ (*not to exceed 14 days*)

in the daytime 6:00 a.m. to 10:00 p.m.  at any time in the day or night because good cause has been established.

Unless delayed notice is authorized below, you must give a copy of the warrant and a receipt for the property taken to the  
person from whom, or from whose premises, the property was taken, or leave the copy and receipt at the place where the  
property was taken.

The officer executing this warrant, or an officer present during the execution of the warrant, must prepare an inventory  
as required by law and promptly return this warrant and inventory to \_\_\_\_\_.

*(United States Magistrate Judge)*

Pursuant to 18 U.S.C. § 3103a(b), I find that immediate notification may have an adverse result listed in 18 U.S.C.  
§ 2705 (except for delay of trial), and authorize the officer executing this warrant to delay notice to the person who, or whose  
property, will be searched or seized (check the appropriate box).

for \_\_\_\_\_ days (*not to exceed 30*)  until, the facts justifying, the later specific date of \_\_\_\_\_.

Date and time issued: \_\_\_\_\_

*Judge's signature*

City and state: \_\_\_\_\_

*Printed name and title*

## ATTACHMENT A.2 - EXAMPLE JUDICIAL WARRANT

AO 442 (Rev. 11/11) Arrest Warrant

### UNITED STATES DISTRICT COURT

for the

United States of America

v.

)  
) Case No.  
)  
)  
)  
)  
)

*Defendant*

### ARREST WARRANT

To: Any authorized law enforcement officer

**YOU ARE COMMANDED** to arrest and bring before a United States magistrate judge without unnecessary delay  
(name of person to be arrested)

who is accused of an offense or violation based on the following document filed with the court:

Indictment     Superseding Indictment     Information     Superseding Information     Complaint  
 Probation Violation Petition     Supervised Release Violation Petition     Violation Notice     Order of the Court

This offense is briefly described as follows:

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

*Issuing officer's signature*

City and state: \_\_\_\_\_

*Printed name and title*

#### Return

This warrant was received on (date) \_\_\_\_\_, and the person was arrested on (date) \_\_\_\_\_  
at (city and state) \_\_\_\_\_.

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

*Arresting officer's signature*

*Printed name and title*

# ATTACHMENT B.1 - EXAMPLE ADMINISTRATIVE WARRANT

U.S. DEPARTMENT OF HOMELAND SECURITY

Warrant for Arrest of Alien

File No. \_\_\_\_\_

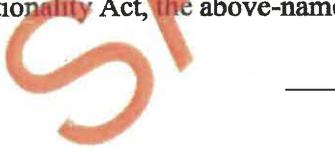
Date: \_\_\_\_\_

**To:** Any immigration officer authorized pursuant to sections 236 and 287 of the Immigration and Nationality Act and part 287 of title 8, Code of Federal Regulations, to serve warrants of arrest for immigration violations

I have determined that there is probable cause to believe that \_\_\_\_\_ is removable from the United States. This determination is based upon:

- the execution of a charging document to initiate removal proceedings against the subject;
- the pendency of ongoing removal proceedings against the subject;
- the failure to establish admissibility subsequent to deferred inspection;
- biometric confirmation of the subject's identity and a records check of federal databases that affirmatively indicate, by themselves or in addition to other reliable information, that the subject either lacks immigration status or notwithstanding such status is removable under U.S. immigration law; and/or
- statements made voluntarily by the subject to an immigration officer and/or other reliable evidence that affirmatively indicate the subject either lacks immigration status or notwithstanding such status is removable under U.S. immigration law.

**YOU ARE COMMANDED** to arrest and take into custody for removal proceedings under the Immigration and Nationality Act, the above-named alien.

  
(Signature of Authorized Immigration Officer)

(Printed Name and Title of Authorized Immigration Officer)

## Certificate of Service

I hereby certify that the Warrant for Arrest of Alien was served by me at \_\_\_\_\_  
(Location)

on \_\_\_\_\_ on \_\_\_\_\_, and the contents of this  
(Name of Alien) (Date of Service)  
notice were read to him or her in the \_\_\_\_\_ language.  
(Language)

Name and Signature of Officer

Name or Number of Interpreter (if applicable)

## ATTACHMENT B.2 - EXAMPLE ADMINISTRATIVE WARRANT

DEPARTMENT OF HOMELAND SECURITY  
U.S. Immigration and Customs Enforcement

### WARRANT OF REMOVAL/DEPORTATION

File No: \_\_\_\_\_

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

To any immigration officer of the United States Department of Homeland Security:

(Full name of alien)

who entered the United States at \_\_\_\_\_ on \_\_\_\_\_  
(Place of entry) (Date of entry)

is subject to removal/deportation from the United States, based upon a final order by:

- an immigration judge in exclusion, deportation, or removal proceedings
- a designated official
- the Board of Immigration Appeals
- a United States District or Magistrate Court Judge

and pursuant to the following provisions of the Immigration and Nationality Act

I, the undersigned officer of the United States, by virtue of the power and authority vested in the Secretary of Homeland Security under the laws of the United States and by his or her direction, command you to take into custody and remove from the United States the above-named alien, pursuant to law, at the expense of:

(Signature of immigration officer)

(Title of immigration officer)

(Date and office location)

## ATTACHMENT C.1 - EXAMPLE SUBPOENA

1. To (Name, Address, City, State, Zip Code)	DEPARTMENT OF HOMELAND SECURITY <b>IMMIGRATION ENFORCEMENT SUBPOENA</b> to Appear and/or Produce Records 8 U.S.C. § 1225(d), 8 C.F.R. § 287.4		
Subpoena Number			
2. In Reference To	(Title of Proceeding) (File Number, if Applicable)		
By the service of this subpoena upon you, YOU ARE HEREBY SUMMONED AND REQUIRED TO:			
(A) <input type="checkbox"/> APPEAR before the U.S. Customs and Border Protection (CBP), U.S. Immigration and Customs Enforcement (ICE), or U.S. Citizenship and Immigration Services (USCIS) Official named in Block 3 at the place, date, and time specified, to testify and give information relating to the matter indicated in Block 2.			
(B) <input checked="" type="checkbox"/> PRODUCE the records (books, papers, or other documents) indicated in Block 4, to the CBP, ICE, or USCIS Official named in Block 3 at the place, date, and time specified.			
Your testimony and/or production of the indicated records is required in connection with an investigation or inquiry relating to the enforcement of U.S. immigration laws. Failure to comply with this subpoena may subject you to an order of contempt by a federal District Court, as provided by 8 U.S.C. § 1225(d)(4)(B).			
3. (A) CBP, ICE or USCIS Official before whom you are required to appear Name Title Address Telephone Number	(B) Date (C) Time <input checked="" type="checkbox"/> a.m. <input type="checkbox"/> p.m.		
4. Records required to be produced for inspection			
 If you have any questions regarding this subpoena, contact the CBP, ICE, or USCIS Official identified in Block 3.	5. Authorized Official <hr/> _____ <hr/> _____ <hr/> _____ <hr/> _____		

DHS Form I-138 (6/05)

## EXAMPLE C.2 - EXAMPLE SUBPOENA

UNITED STATES DISTRICT COURT  
for the

**SUBPOENA TO PRODUCE DOCUMENTS, INFORMATION, OR OBJECTS  
OR TO PERMIT INSPECTION OF PREMISES IN A CIVIL ACTION**

To:

(Name of person to whom this subpoena is directed)

**Production:** YOU ARE COMMANDED to produce at the time, date, and place set forth below the following documents, electronically stored information, or objects, and to permit inspection, copying, testing, or sampling of the material:

Place:  Date and Time:

**Inspection of Premises:** YOU ARE **COMMANDER** to permit entry onto the designated premises, land, or other property possessed or controlled by you at the time, date, and location set forth below, so that the requesting party may inspect, measure, survey, photograph, test, or sample the property or any designated object or operation on it.

Place:  Date and Time:

The following provisions of Fed. R. Civ. P. 45 are attached – Rule 45(c), relating to the place of compliance; Rule 45(d), relating to your protection as a person subject to a subpoena; and Rule 45(e) and (g), relating to your duty to respond to this subpoena and the potential consequences of not doing so.

Date:

**CLERK OF COURT**

OR

*Signature of Clerk or Deputy Clerk*

*Attorney's signature*

The name, address, e-mail address, and telephone number of the attorney representing *(name of party)*, who issues or requests this subpoena, are:

**Notice to the person who issues or requests this subpoena**

If this subpoena commands the production of documents, electronically stored information, or tangible things or the inspection of premises before trial, a notice and a copy of the subpoena must be served on each party in this case before it is served on the person to whom it is directed. Fed. R. Civ. P. 45(a)(4).

## ATTACHMENT D - EXAMPLE NOTICE TO APPEAR

U.S. Department of Homeland Security

**Notice to Appear**

**In removal proceedings under section 240 of the Immigration and Nationality Act:**

**Subject ID:**

**FINS:**

File No. \_\_\_\_\_

**DOB:**

Event No: \_\_\_\_\_

In the Matter of:

Respondent: \_\_\_\_\_ currently residing at: \_\_\_\_\_

(Number, street, city and ZIP code)

(Area code and phone number)

- 1. You are an arriving alien.
- 2. You are an alien present in the United States who has not been admitted or paroled.
- 3. You have been admitted to the United States, but are removable for the reasons stated below.

The Department of Homeland Security alleges that you:

- This notice is being issued after an asylum officer has found that the respondent has demonstrated a credible fear of persecution or torture.
- Section 235(b)(1) order was vacated pursuant to:  8CFR 208.30(f)(2)  8CFR 235.3(b)(5)(v)

**YOU ARE ORDERED** to appear before an immigration judge of the United States Department of Justice at:

*(Complete Address of Immigration Court, including Room Number, if any)*

on \_\_\_\_\_ at \_\_\_\_\_ to show why you should not be removed from the United States based on the  
(Date) (Time)

charge(s) set forth above.

*(Signature and Title of Issuing Officer)*

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

*(City and State)*

**See reverse for important information**

Form I-862 (Rev. 08/01/07)

**Contra Costa County Library**  
**Policy for Responding to Immigration Enforcement Officers**

The following is a summary of the steps to be taken if Library staff encounter a U.S. Immigration and Customs Enforcement (ICE) agent while working at a library (in person or on the phone).

**Request for Access to Documents or Non-Public Areas of Library Facility**

1. Calmly inform the officer that all law enforcement inquiries must be handled by Library Leadership and that you must first notify and receive direction from Library Leadership before granting access to non-public areas of the library facility or documents.
2. Immediately notify someone in Library Leadership of any request (including subpoenas, petitions, complaints, warrants, or court orders) by an ICE agent to access non-public areas of a library facility, or any requests for the review of Library documents.
3. Ask to see, and make a copy of or note, a requesting officer's credentials (name and badge number).
4. Ask the officer to explain the purpose of their visit and note the response.
5. Ask the officer for any documentation that authorizes access to non-public areas of the library facility.
6. Make copies of all documents provided by the officer.
7. Decline to answer questions and direct the officer to speak to Library Leadership.
8. State that the County does not consent to entry into non-public areas of its facilities.

**Types of Documents Requesting Officer May Present**

9. The County's obligations will depend on the type of documentation presented by the officer making the request. Without expressing consent, respond according to the requirements of the documentation presented. (See attached sample documentation.) If the officer has:
  - a. A federal judicial warrant (either a search-and-seizure warrant or an arrest warrant), prompt compliance ***usually is*** required, but, where feasible, staff should consult with Library Leadership before responding.
  - b. An ICE administrative “warrant,” immediate compliance is ***not*** required. Inform the officer that the Library cannot respond to the warrant until after it has been reviewed by Library Leadership. Provide a copy of the warrant to Library Leadership as soon as possible.

- c. A subpoena for the production of documents or other evidence, immediate compliance is **not** required. Inform the officer that the Library cannot respond to the subpoena until after it has been reviewed by Library Leadership. Give your copy of the subpoena to Library Leadership as soon as possible.
- d. A notice to appear, is a document that is not directed at the library facility. Library staff is under **no** obligation to deliver or facilitate service of this document to the person named in the document. If you get a copy of the document, give it to Library Leadership as soon as possible.

#### Keep Records; Stay Safe

- 10. Document the officer's actions in as much detail as possible when he or she enters the premises, but without interfering with the officer's movements.
- 11. If the officer orders you to provide immediate access to non-public areas of facilities, you should comply with the officer's order and immediately contact Library Leadership. Staff also should not attempt to physically interfere with the officer, even if the officer appears to be acting without consent or appears to be exceeding the purported authority given by a warrant or other document. If an officer enters non-public areas of the premises without authority, staff should simply document the officer's actions while at the facility.
- 12. Complete an incident report that includes the information gathered as described above and the officer's statements and actions.

## ATTACHMENT A.1 - EXAMPLE JUDICIAL WARRANT

# UNITED STATES DISTRICT COURT

for the

In the Matter of the Search of )  
(Briefly describe the property to be searched )  
or identify the person by name and address) )  
Case No. )  
 )  
 )  
 )

## SEARCH AND SEIZURE WARRANT

To: Any authorized law enforcement officer

An application by a federal law enforcement officer or an attorney for the government requests the search of the following person or property located in the \_\_\_\_\_ District of \_\_\_\_\_  
*(identify the person or describe the property to be searched and give its location):*

I find that the affidavit(s), or any recorded testimony, establish probable cause to search and seize the person or property described above, and that such search will reveal (*identify the person or describe the property to be seized*):

**YOU ARE COMMANDED** to execute this warrant on or before *(not to exceed 14 days)*

in the daytime 6:00 a.m. to 10:00 p.m.  at any time in the day or night because good cause has been established

Unless delayed notice is authorized below, you must give a copy of the warrant and a receipt for the property taken to the person from whom, or from whose premises, the property was taken, or leave the copy and receipt at the place where the property was taken.

The officer executing this warrant, or an officer present during the execution of the warrant, must prepare an inventory as required by law and promptly return this warrant and inventory to

*(United States Magistrate Judge)*

Pursuant to 18 U.S.C. § 3103a(b), I find that immediate notification may have an adverse result listed in 18 U.S.C. § 2705 (except for delay of trial), and authorize the officer executing this warrant to delay notice to the person who, or whose property, will be searched or seized (*check the appropriate box*).

for days (not to exceed 30)  until, the facts justifying, the later specific date of

Date and time issued:

*Judge's signature*

City and state:

*Printed name and title*

## ATTACHMENT A.2 - EXAMPLE JUDICIAL WARRANT

AO 442 (Rev. 11/11) Arrest Warrant

### UNITED STATES DISTRICT COURT

for the

United States of America

v.

)  
)  
)  
)  
)  
)  
)

Case No.

*Defendant*

### ARREST WARRANT

To: Any authorized law enforcement officer

**YOU ARE COMMANDED** to arrest and bring before a United States magistrate judge without unnecessary delay  
(name of person to be arrested)

who is accused of an offense or violation based on the following document filed with the court:

Indictment       Superseding Indictment       Information       Superseding Information       Complaint  
 Probation Violation Petition       Supervised Release Violation Petition       Violation Notice       Order of the Court

This offense is briefly described as follows:

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

*Issuing officer's signature*

City and state: \_\_\_\_\_

*Printed name and title*

#### Return

This warrant was received on (date) \_\_\_\_\_, and the person was arrested on (date) \_\_\_\_\_  
at (city and state) \_\_\_\_\_.

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

*Arresting officer's signature*

*Printed name and title*

# ATTACHMENT B.1 - EXAMPLE ADMINISTRATIVE WARRANT

**U.S. DEPARTMENT OF HOMELAND SECURITY**

**Warrant for Arrest of Alien**

File No. \_\_\_\_\_

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

**To: Any immigration officer authorized pursuant to sections 236 and 287 of the Immigration and Nationality Act and part 287 of title 8, Code of Federal Regulations, to serve warrants of arrest for immigration violations**

I have determined that there is probable cause to believe that \_\_\_\_\_ is removable from the United States. This determination is based upon:

- the execution of a charging document to initiate removal proceedings against the subject;
- the pendency of ongoing removal proceedings against the subject;
- the failure to establish admissibility subsequent to deferred inspection;
- biometric confirmation of the subject's identity and a records check of federal databases that affirmatively indicate, by themselves or in addition to other reliable information, that the subject either lacks immigration status or notwithstanding such status is removable under U.S. immigration law; and/or
- statements made voluntarily by the subject to an immigration officer and/or other reliable evidence that affirmatively indicate the subject either lacks immigration status or notwithstanding such status is removable under U.S. immigration law.

**YOU ARE COMMANDED** to arrest and take into custody for removal proceedings under the Immigration and Nationality Act, the above-named alien.

(Signature of Authorized Immigration Officer)

(Printed Name and Title of Authorized Immigration Officer)

## Certificate of Service

I hereby certify that the Warrant for Arrest of Alien was served by me at \_\_\_\_\_  
(Location)

on \_\_\_\_\_ on \_\_\_\_\_, and the contents of this  
(Name of Alien) (Date of Service)

notice were read to him or her in the \_\_\_\_\_ language.  
(Language)

Name and Signature of Officer

Name or Number of Interpreter (if applicable)

## ATTACHMENT B.2 - EXAMPLE ADMINISTRATIVE WARRANT

DEPARTMENT OF HOMELAND SECURITY  
U.S. Immigration and Customs Enforcement

### WARRANT OF REMOVAL/DEPORTATION

File No: \_\_\_\_\_

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

To any immigration officer of the United States Department of Homeland Security:

(Full name of alien)

who entered the United States at \_\_\_\_\_ on \_\_\_\_\_  
(Place of entry) (Date of entry)

is subject to removal/deportation from the United States, based upon a final order by:

- an immigration judge in exclusion, deportation, or removal proceedings
- a designated official
- the Board of Immigration Appeals
- a United States District or Magistrate Court Judge

and pursuant to the following provisions of the Immigration and Nationality Act:

I, the undersigned officer of the United States, by virtue of the power and authority vested in the Secretary of Homeland Security under the laws of the United States and by his or her direction, command you to take into custody and remove from the United States the above-named alien, pursuant to law, at the expense of:

(Signature of immigration officer)

(Title of immigration officer)

(Date and office location)

# ATTACHMENT C.1 - EXAMPLE SUBPOENA

1. To (Name, Address, City, State, Zip Code)	DEPARTMENT OF HOMELAND SECURITY  IMMIGRATION ENFORCEMENT SUBPOENA to Appear and/or Produce Records 8 U.S.C. § 1225(d), 8 C.F.R. § 287.4	
Subpoena Number		
2. In Reference To	(Title of Proceeding)	(File Number, if Applicable)

By the service of this subpoena upon you, **YOU ARE HEREBY SUMMONED AND REQUIRED TO:**

(A)  APPEAR before the U.S. Customs and Border Protection (CBP), U.S. Immigration and Customs Enforcement (ICE), or U.S. Citizenship and Immigration Services (USCIS) Official named in Block 3 at the place, date, and time specified, to testify and give information relating to the matter indicated in Block 2.

(B)  PRODUCE the records (books, papers, or other documents) indicated in Block 4, to the CBP, ICE, or USCIS Official named in Block 3 at the place, date, and time specified.

Your testimony and/or production of the indicated records is required in connection with an investigation or inquiry relating to the enforcement of U.S. immigration laws. Failure to comply with this subpoena may subject you to an order of contempt by a federal District Court, as provided by 8 U.S.C. § 1225(d)(4)(B).

3. (A) CBP, ICE or USCIS Official before whom you are required to appear Name Title Address  Telephone Number	(B) Date  (C) Time <input checked="" type="checkbox"/> a.m. <input type="checkbox"/> p.m.
--	---

4. Records required to be produced for inspection

  If you have any questions regarding this subpoena, contact the CBP, ICE, or USCIS Official identified in Block 3.	5. Authorized Official  (Signature)  (Printed Name)  (Title)  (Date)
--	--

## EXAMPLE C.2 - EXAMPLE SUBPOENA

AO 88B (Rev. 02/14) Subpoena to Produce Documents, Information, or Objects or to Permit Inspection of Premises in a Civil Action

### UNITED STATES DISTRICT COURT

for the

*Plaintiff* )  
v. ) Civil Action No.  
 )  
*Defendant* )

#### SUBPOENA TO PRODUCE DOCUMENTS, INFORMATION, OR OBJECTS OR TO PERMIT INSPECTION OF PREMISES IN A CIVIL ACTION

To:

*(Name of person to whom this subpoena is directed)*

**Production:** **YOU ARE COMMANDED** to produce at the time, date, and place set forth below the following documents, electronically stored information, or objects, and to permit inspection, copying, testing, or sampling of the material:

Place:

Date and Time:

**Inspection of Premises:** **YOU ARE COMMANDED** to permit entry onto the designated premises, land, or other property possessed or controlled by you at the time, date, and location set forth below, so that the requesting party may inspect, measure, survey, photograph, test, or sample the property or any designated object or operation on it.

Place:

Date and Time:

The following provisions of Fed. R. Civ. P. 45 are attached – Rule 45(c), relating to the place of compliance; Rule 45(d), relating to your protection as a person subject to a subpoena; and Rule 45(e) and (g), relating to your duty to respond to this subpoena and the potential consequences of not doing so.

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

*CLERK OF COURT*

OR

*Signature of Clerk or Deputy Clerk*

*Attorney's signature*

The name, address, e-mail address, and telephone number of the attorney representing *(name of party)* \_\_\_\_\_, who issues or requests this subpoena, are: \_\_\_\_\_

#### Notice to the person who issues or requests this subpoena

If this subpoena commands the production of documents, electronically stored information, or tangible things or the inspection of premises before trial, a notice and a copy of the subpoena must be served on each party in this case before it is served on the person to whom it is directed. Fed. R. Civ. P. 45(a)(4).

## ATTACHMENT D - EXAMPLE NOTICE TO APPEAR

U.S. Department of Homeland Security

### Notice to Appear

#### In removal proceedings under section 240 of the Immigration and Nationality Act:

Subject ID:

FINS:

File No: \_\_\_\_\_

DOB:

Event No: \_\_\_\_\_

In the Matter of:

Respondent: \_\_\_\_\_ currently residing at:

(Number, street, city and ZIP code)

(Area code and phone number)

- 1. You are an arriving alien.
- 2. You are an alien present in the United States who has not been admitted or paroled.
- 3. You have been admitted to the United States, but are removable for the reasons stated below.

The Department of Homeland Security alleges that you:

- This notice is being issued after an asylum officer has found that the respondent has demonstrated a credible fear of persecution or torture.
- Section 235(b)(1) order was vacated pursuant to:  8CFR 208.30(f)(2)  8CFR 235.3(b)(5)(v)

YOU ARE ORDERED to appear before an immigration judge of the United States Department of Justice at:

(Complete Address of Immigration Court, including Room Number, if any)

on \_\_\_\_\_ at \_\_\_\_\_ to show why you should not be removed from the United States based on the  
(Date) (Time)

charge(s) set forth above.

(Signature and Title of Issuing Officer)

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

(City and State)

See reverse for important information

# EHSD Desk Guide

## for Staff Interactions with

# Federal Immigration Authorities

### EHSD Staff

If someone presents a subpoena, search warrant, or other type of legal or court document at an EHSD facility – including Immigration & Customs Enforcement (ICE) agents requesting access to non-public areas, data, or other information – *immediately notify a Building Manager who will refer the individual(s) or the request to the Office of the Director*. Despite pressure to do so, do not take any further action, do not allow access to non-public areas, and do not release data or information (see Dept. Manual section 70-001).

- **DO remain calm.** Be polite and respectful.
- **DO say:** “Before we can respond to your request, I must first notify our Office of the Director.”
- **DO immediately notify** your building manager, who will notify the Office of the Director, which will then provide direction to the manager for how to respond.
- **DO NOT allow access** to any locked non-public areas.
- **DO NOT provide** any EHSD documents or records.
- **DO NOT physically interfere** with immigration authorities’ enforcement activities.
- **DO NOT advise clients** or the public about how to respond to federal agents. You may **provide clients with “Red Cards”** which advise them of their rights.
- **DO document** requests for information by immigration authorities to forward to your supervisor or manager.

# EHSD Desk Guide

## for Manager Interactions with Federal Immigration Authorities

### Building Manager

1. **Ask** the federal agents to provide any documents, warrants, subpoenas, or written requests they have, or take careful notes to document the agent's request.
2. **Scan** the documents provided and send them to the Office of the Director at [EHSDInfo@ehsd.cccounty.us](mailto:EHSDInfo@ehsd.cccounty.us) and call (925) 608-4800.
3. **Inform** the immigration authorities, agent, or authority attempting to enforce immigration law that the Office of the Director has been contacted and will arrive/respond soon.
4. **Ask** immigration authorities or any other agent or authority attempting to enforce immigration laws, to **wait in a designated public area**.
5. **Engage** lobby security if necessary.
6. Implement directions from the Office of the Director.
7. When incident is complete, submit a final email summarizing the interaction. Include:
  - time of arrival, request,
  - time of request to Office of the Director,
  - time Office of the Director provided guidance,
  - time guidance provided to the authority,
  - action taken by the authority,
  - any other useful information.
8. Submit an incident report.

# EHSD Desk Guide

## for Office of the Director Process Related to Federal Immigration Authorities

### Office of the Director

1. All secretaries in the Office of the Director continually scan [EHSDInfo@ehsd.cccounty.us](mailto:EHSDInfo@ehsd.cccounty.us) and ensure that all phone calls to (925) 608-4800 are answered.
2. When an email/call arrives, receiving secretary will immediately verbally notify the Director or the Chief Deputy Director (depending on who is in the office). Interrupt an in-progress meeting or phone call if necessary.
3. The receiving secretary will then email the information to the Director and Chief Deputy Directory confirming the notification conversation.
4. The Director or the Chief Deputy Director will email the document(s) to County Counsel and call for a consultation.
5. The Director will communicate action to the Building Manager.

 <p><b>Contra Costa County Office of the Sheriff</b></p> <p><b>General Policy and Procedure</b></p>	<p><b>CCCSO</b></p>	<p><b>NUMBER: 1.02.28</b></p>
<p><b>RELATED ORDERS:</b> AB 4 (Trust Act), AB 2792 (Truth Act), SB 54 (California Values Act), Gov't. Code §§7282-7284.6, SB 29 Civil Code §1670.9, 8 CFR 287.7, 8 USC §1101(a)(43), 8 USC §1373, 8 USC §1644</p>		
<p><b>ISSUE DATE:</b> 12-3-2013 <b>REVISION DATE:</b> 7-15-2021</p>		<p><b>CLEARANCE:</b> <b>Office of the Sheriff</b></p>
<p><b>CHAPTER:</b> <b>Law Enforcement Role and Authority</b></p>		<p><b>SUBJECT:</b> <b>IMMIGRATION STATUS</b></p>

## **I. POLICY.**

- A. No person shall be contacted, detained, or arrested solely on the basis of his or her immigration status.
- B. The Contra Costa County Office of the Sheriff will equally enforce the laws and serve the public without regard to immigration status. Except as specifically set forth in this Policy, the immigration status of a person, and the lack of immigration documentation, should have no bearing on the manner in which Deputies execute their duties.
- C. No Departmental funds nor personnel may be used to investigate, interrogate, detain, detect, or arrest persons *for immigration enforcement purposes*. Nevertheless, Office of the Sheriff personnel may send to, or receive from, immigration authorities (including ICE), information regarding the immigration status, lawful or unlawful, of any individual (8 USC §1373) (see IV.C.).

## **II. DEFINITIONS.**

### A. IMMIGRATION DETAINER.

An Immigration Detainer is a request by the U.S. Department of Homeland Security's Immigration and Customs Enforcement Agency (ICE) that law enforcement agencies advise ICE, prior to releasing an individual, in order for ICE to arrange to assume custody for the purpose of deportation. The ICE Detainer Request is presented on ICE Form I-247A. These requests are processed in accordance with IV.E. below.

## **III. GENERAL.**

- A. **IMMIGRATION ENFORCEMENT JURISDICTION.** ICE has primary responsibility to investigate and enforce federal immigration laws. Office of the Sheriff personnel shall not assist ICE in the enforcement of federal immigration laws except as set forth below. Assistance to ICE personnel

in personal distress will be provided. Notwithstanding “A” above:

1. Sheriff’s Personnel may investigate, enforce, or detain upon reasonable suspicion of, or arrest for a violation of 8 USC 1326(a) – Illegal reentry by a previously deported or removed immigrant that may be subject to the enhancement specified in 8 USC 1326(b)(2) – Aggravated felony conviction that is detected during an unrelated law enforcement activity. Transfers to immigration authorities are permitted under this subsection only in accordance with California Government Code 7284.6(a)(4).
2. Sheriff’s Personnel may respond to a request from immigration authorities for information about a specific person’s criminal history.
3. Sheriff’s Personnel may conduct enforcement or investigative duties associated with a joint law enforcement task force, including the sharing of confidential information with other law enforcement agencies for purposes of task force investigations, but only if the specific provisions set forth in Gov. Code §7284.6 (b)(3)(A) and (B) and (C) are met.
4. Sheriff’s Personnel may grant immigration authorities access to interview an individual in our custody. All interview access shall comply with IV.H (“TRUTH Act Notifications”).
5. Sheriff’s Personnel may send to ICE, and receive from ICE information regarding the immigration status of any individual (see IV.C.). (Do not confuse information regarding immigration status with information regarding the anticipated release date of individuals with immigration status, which information may not be released except as set forth in this policy at IV.G. and IV.K.)

B. LAW ENFORCEMENT CONTACTS. Non-consensual contacts, detentions, and arrests shall be based on reasonable suspicion or probable cause. A Deputy shall not initiate any law enforcement action based on observations relating to immigration status (such as lack of documentation), but such issues may, as part of several factors, be relevant to the direction and analysis of an investigation.

C. THE CALIFORNIA VALUES ACT.

1. California law enforcement agencies shall not:
  - a. Use agency moneys or personnel to investigate, interrogate, detain, detect, or arrest persons *for immigration law enforcement purposes*, including any of the following:
    1. Inquiring into an individual’s immigration status (but see III.B. above, and IV.C. below);
    2. Detaining an individual on the basis of a hold request;
    3. Providing information regarding a person’s release date or responding to requests for notification by providing release dates or other information *unless that information is available to the public*, or is in response to a Notification Request from ICE that satisfies the conditions set forth in IV.G. and IV.K.;
    4. Providing personal information about an individual, including, but not limited to, the individual’s home address or work address *unless that information is available to the public*;

5. Making or intentionally participating in arrests based on civil immigration warrants;
6. Performing the functions of an immigration officer, whether pursuant to 8 USC 1357(g) or any other law, regulation, or policy, whether formal or informal;
- b. Place peace officers under the supervision of federal agencies for the purposes of immigration enforcement.
- c. Use Immigration Authorities as interpreters for law enforcement matters relating to individuals in custody.
- d. Transfer an individual to immigration authorities unless authorized by a judicial warrant.
- e. Provide office space exclusively dedicated for immigration authorities for use within a law enforcement facility.

2. Deputies retain discretion to cooperate with immigration authorities if doing so does not violate any Federal, state, or local law or policy, and only where permitted by the California Values Act. The California Values Act permits communications between Office of the Sheriff personnel and immigration authorities “regarding the citizenship or immigration status ...of an individual” (see IV.C.).

D. **FEDERAL DETAINEES.** Wherever this policy refers to, or relates to, persons in Sheriff’s Office custody, such policy provisions do not apply to individuals in the custody of the Department of Homeland Security who are detained in a county detention facility pursuant to a contract with the Federal government (Gov. Code §7310(b)).

#### **IV. PROCEDURES.**

- A. **IMMIGRATION VIOLATION COMPLAINTS.**
  1. If members of the public contact the Office of the Sheriff to report suspected immigration violations, such persons should be directed to ICE.
- B. **IMMIGRATION STATUS.**
  1. Sheriff’s personnel shall not inquire about an individual’s immigration status for the purpose of investigating or enforcing federal immigration laws. A deputy’s suspicion or knowledge about any person’s immigration status shall not be used as a sole basis to initiate contact, detain, or arrest that person.
  2. Sweeps intended solely to locate and detain undocumented immigrants are not permitted. Deputies will not participate in ICE-organized sweeps to locate and detain undocumented aliens. Office of the Sheriff personnel shall not provide support services, such as traffic control, during an ICE operation.
- C. **COMMUNICATIONS WITH ICE.**

Office of the Sheriff personnel may send to, or receive from, immigration authorities (including ICE), information regarding the immigration status, lawful or unlawful, of

any individual (8 USC §1373), including specifically any alien in the United States (8 USC §1644). Such information as is permitted to be sent or received pursuant to this subsection may be maintained and may be exchanged with any other Federal, State, or local government entity (8 USC §1373). (Compliance with 8 USC §1373 and 8 USC §1644 is specifically permitted pursuant to Gov. Code 7284.6(e)).

D. WITNESSES AND VICTIMS.

1. The immigration status of crime victims or witnesses should not be probed unless it is reasonably relevant to the investigation of a crime.
2. U-Visa Nonimmigrant Status. Federal law grants immigration benefits to victims of qualifying crimes who have been helpful to the investigation and/or prosecution of the case. A law enforcement certification is prepared and issued by specifically designated administrative personnel.

E. ICE DETAINER REQUESTS.

The Office of the Sheriff occasionally receives Immigration Detainer requests on ICE Form I-247A. A detainer serves to advise that ICE seeks both notification of the anticipated release of a removable alien from custody and his or her continued detention in order for ICE to arrange to assume custody. The request to detain will **not** be honored (see IV.F.). The request to Notify will be honored only under the circumstances set forth in IV.G. and IV.K. below.

F. IMMIGRATION DETAINERS. Inmates who are eligible for release from custody shall **not** be held, pursuant to an immigration hold, beyond the time he or she would otherwise be released.

G. IMMIGRATION NOTIFICATION. The Office of the Sheriff will provide release information in response to individual-specific ICE requests for notification (ICE Form I-247A), but only in compliance with the conditions set forth in IV.K. ICE agents who are requesting to take custody of an inmate who meets the conditions set forth in IV.K. shall be asked to wait in the facility's public lobby without assistance from the Sheriff's Office. ICE agents are not to be allowed into the secured area of the facility to take custody of the inmate being released. No Sheriff's Office employees will walk the released inmate to awaiting ICE agents. If the released inmate flees to avoid detention from ICE, Sheriff's Office employees should not assist unless there is a compelling safety risk to the public, other Sheriff's Office employees or law enforcement officers, to include the ICE agents.

H. TRUTH ACT NOTIFICATION (Gov. Code 7283.1; AB-2792). Upon receiving any ICE notification request on Form I-247A, the named inmate shall be provided a copy of the respective form. If ICE is to be notified of the proposed release of an inmate, he or she shall be notified as well. Additionally, efforts will be made to notify the inmate's attorney or an additional person of the inmate's choosing.

1. Immigration authorities shall be granted access to interview inmates following compliance with the Truth Act notification provision: In advance of any interview between ICE and an inmate, the inmate shall be provided with a written consent form either consenting or declining to participate in the interview. Standardized copies of this form are available (under the heading AB 2792 Forms) at [http://www.bscc.ca.gov/m\\_divisions.php](http://www.bscc.ca.gov/m_divisions.php)

I. EQUALITY OF ACCESS. All persons arrested for a criminal offense and held in our custody will have equal access to custody programs if otherwise program-eligible.

J. COURT ORDERS. Court Orders and warrants are entirely separate and should not be confused with Form I-247A requests. Duly issued warrants will be honored.

K. CONDITIONS FOR ICE NOTIFICATION. ICE requests for notification of the anticipated release date of an inmate will be honored only with respect to inmates who are being held for certain charges or who have specific prior convictions.

1. These conditions include (but are not limited to) inmates who have been **convicted** of (i) of a **serious felony** [PC 1192.7(c)] or a **violent felony**, [PC 667.5(c)] (see listing below).
  - a. As used in PC 1192.7(c), “**serious felony**” means any of the following:
    - (1) murder or voluntary manslaughter
    - (2) mayhem
    - (3) rape
    - (4) sodomy by force, violence, duress, menace, threat of great bodily injury, or fear of immediate and unlawful bodily injury on the victim or another person
    - (5) oral copulation by force, violence, duress, menace, threat of great bodily injury, or fear of immediate and unlawful bodily injury on the victim or another person
    - (6) lewd or lascivious act on a child under 14 years of age
    - (7) any felony punishable by death or imprisonment in the state prison for life
    - (8) any felony in which the defendant personally inflicts great bodily injury on any person, other than an accomplice, or any felony in which the defendant personally uses a firearm
    - (9) attempted murder
    - (10) assault with intent to commit rape or robbery
    - (11) assault with a deadly weapon or instrument on a peace officer
    - (12) assault by a life prisoner on a non-inmate
    - (13) assault with a deadly weapon by an inmate
    - (14) arson
    - (15) exploding a destructive device or any explosive with intent to injure
    - (16) exploding a destructive device or any explosive causing bodily injury, great bodily injury, or mayhem
    - (17) exploding a destructive device or any explosive with intent to murder
    - (18) any burglary of the first degree
    - (19) robbery or bank robbery
    - (20) kidnapping
    - (21) holding of a hostage by a person confined in a state prison
    - (22) attempt to commit a felony punishable by death or imprisonment in the state prison for life

- (23) any felony in which the defendant personally used a dangerous or deadly weapon
- (24) selling, furnishing, administering, giving, or offering to sell, furnish, administer, or give to a minor any heroin, cocaine, phencyclidine (PCP), or any methamphetamine- related drug, or any of the precursors of methamphetamines
- (25) any violation of PC 289(a) where the act is accomplished against the victim's will by force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the victim or another person
- (26) grand theft involving a firearm
- (27) carjacking
- (28) any felony offense, which would also constitute a felony violation of PC 186.22
- (29) assault with the intent to commit mayhem, rape, sodomy, or oral copulation
- (30) throwing acid or flammable substances
- (31) assault with a deadly weapon, firearm, machinegun, assault weapon, or semiautomatic firearm or assault on a peace officer or firefighter
- (32) assault with a deadly weapon against a public transit employee, custodial officer, or school employee
- (33) discharge of a firearm at an inhabited dwelling, vehicle, or aircraft
- (34) commission of rape or sexual penetration in concert with another person
- (35) continuous sexual abuse of a child
- (36) shooting from a vehicle
- (37) intimidation of victims or witnesses
- (38) criminal threats
- (39) any attempt to commit a crime listed in this subdivision other than an assault
- (40) any violation of PC 12022.53 [Enhancements for use of a firearm in 18 specified felonies]
- (41) a violation of subdivision (b) or (c) of Section 11418
- (42) any conspiracy to commit an offense described in this subdivision
- (43) And any offense committed in another state, which if committed in California, would be punishable as a listed serious felony

b. As used in PC 667.5(c), "**violent felony**" means any of the following:

- (1) Murder or voluntary manslaughter
- (2) Mayhem
- (3) Rape
- (4) Sodomy
- (5) Oral copulation
- (6) Lewd or lascivious act

- (7) Any felony punishable by death or imprisonment in the state prison for life
- (8) Any felony in which the defendant inflicts great bodily injury on any person other than an accomplice which has been charged and proved, or any felony in which the defendant uses a firearm which use has been charged and proved
- (9) Any robbery
- (10) Arson
- (11) Sexual penetration
- (12) Attempted murder
- (13) A violation of PC 18745, 18750, or 18755 (explosives)
- (14) Kidnapping
- (15) Assault with the intent to commit a specified felony, in violation of Section 220
- (16) Continuous sexual abuse of a child
- (17) Carjacking
- (18) Rape, spousal rape, or sexual penetration
- (19) Extortion, which would constitute a felony violation of PC 186.22
- (20) Threats to victims or witnesses, which would constitute a felony violation of PC 186.22
- (21) Any burglary of the first degree, wherein it is charged and proved that another person, other than an accomplice, was present in the residence during the commission of the burglary
- (22) Any violation of PC 12022.53 [Enhancements for use of a firearm in 18 specified felonies]
- (23) A violation of PC 11418(b) or (c)(weapon of mass destruction)
- (24) And any offense committed in another state, which if committed in California, would be punishable as a listed violent felony

2. Notification requests will be honored for any conviction or prior conviction for a felony punishable by imprisonment in the state prison.

3. Notification requests will be honored for any person who is a current registrant on the California Sex and Arson Registry (CSAR) as a sex offender pursuant to PC 290 or as an arson offender pursuant to PC 457.1

4. Notification requests will be honored for (i) any **felony conviction** within the last 15 years, or (ii) any misdemeanor conviction within the past five years, that is punishable as either a misdemeanor or a felony (i.e.: “wobbler”) involving the following specified crimes:

- (A) Assault
- (B) Battery
- (C) Use of threats
- (D) Sexual abuse, sexual exploitation, or crimes endangering children
- (E) Child abuse or endangerment
- (F) Burglary, robbery, theft, fraud, forgery, or embezzlement

- (G) Driving under the influence of alcohol or drugs, but only for a felony conviction
- (H) Obstruction of justice
- (I) Bribery
- (J) Escape
- (K) Unlawful possession or use of a weapon, firearm, explosive device, or weapon of mass destruction
- (L) Possession of an unlawful deadly weapon, under the Deadly Weapons Recodification Act of 2010 (PC 16000)
- (M) An offense involving the felony possession, sale, distribution, manufacture, or trafficking of controlled substances
- (N) Vandalism with prior convictions
- (O) Gang-related offenses
- (P) An attempt, or any conspiracy, to commit an offense specified in this section
- (Q) A crime resulting in death, or involving the personal infliction of great bodily injury
- (R) Possession or use of a firearm in the commission of an offense
- (S) An offense that would require the individual to register as a sex offender
- (T) False imprisonment, slavery, and human trafficking
- (U) Criminal profiteering and money laundering
- (V) Torture and mayhem
- (W) A crime threatening the public safety
- (X) Elder and dependent adult abuse
- (Y) A hate crime
- (Z) Stalking
- (AA) Soliciting the commission of a crime
- (AB) An offense committed while on bail or released on his or her own recognizance
- (AC) Rape, sodomy, oral copulation, or sexual penetration (AD) Kidnapping
- (AE) A violation of CVC 20001(c)

5. Notification requests should also be honored for any federal conviction of any crime that meets the definition of an aggravated felony as set forth in the Immigration and Nationality Act (8 U.S.C. Sec. 1101 at Section 1101(a)(43)(A) to (P). The full listing of specified crimes follows:

The term "aggravated felony" means –

- (A) murder, rape, or sexual abuse of a minor
- (B) illicit trafficking in a controlled substance
- (C) illicit trafficking in firearms or destructive devices
- (D) laundering of monetary instruments if the amount of the funds exceeded \$10,000
- (E) an offense relating to explosive materials
- (F) a crime of violence, but not including a purely political offense for which the term of imprisonment is at least one year

- (G) a theft offense or burglary offense for which the term of imprisonment is at least one year
- (H) the demand for or receipt of ransom
- (I) child pornography
- (J) racketeer influenced corrupt organizations or gambling offenses, for which a sentence of one year imprisonment or more may be imposed
- (K) owning, controlling, managing, or supervising of a prostitution business; peonage, slavery, involuntary servitude, and trafficking in persons
- (L) gathering or transmitting national defense information relating to disclosure of classified information relating to sabotage, relating to treason, relating to protecting the identity of undercover intelligence agents or relating to protecting the identity of undercover agents
- (M) fraud or deceit in which the loss to the victim or victims exceeds \$10,000; tax evasion in which the revenue loss to the Government exceeds \$10,000
- (N) alien smuggling (except in the case of a first offense for which the alien has affirmatively shown that the alien committed the offense for the purpose of assisting, abetting, or aiding only the alien's spouse, child, or parent)
- (O) an offense described in section 1325(a) or 1326 of this title committed by an alien who was previously deported on the basis of a conviction for an offense described in another subparagraph of this paragraph
- (P) falsely making, forging, counterfeiting, mutilating, or altering a passport or instrument and for which the term of imprisonment is at least 12 months (except in the case of a first offense for which the alien has affirmatively shown that the alien committed the offense for the purpose of assisting, abetting, or aiding only the alien's spouse, child, or parent (and no other individual.)

**California Department of Justice  
CALIFORNIA JUSTICE  
INFORMATION SERVICES  
DIVISION  
Veronica Gilliard Chief**



# **INFORMATION BULLETIN**

*Subject:*

**Updated California Values Act's Statistical  
Reporting Requirements Guidance**

*No.*

**25-02-CJIS**

*Contact for information:*

Criminal Justice Statistics Center  
[DOJ.CJSC@doj.ca.gov](mailto:DOJ.CJSC@doj.ca.gov)

*Date:*

**01/17/2025**

**TO: ALL CHIEFS OF POLICE, SHERIFFS, and EXECUTIVES OF CALIFORNIA LAW ENFORCEMENT AGENCIES**

This bulletin updates and supersedes Information Bulletin No. 18-02-CJIS, issued on March 28, 2018, titled "California Values Act's Statistical Reporting Requirements."

This bulletin provides guidance to California law enforcement agencies<sup>1</sup> (LEAs) regarding their statistical reporting obligations under the Values Act, California Government Code section 7284 et seq., effective January 4, 2018 (Chapter 495, Statutes of 2017, Senate Bill 54 or the Values Act). The Values Act defines the circumstances under which California LEAs may assist in the enforcement of federal immigration laws and participate in joint law enforcement task forces, and mandates that California LEAs report certain statistics to the California Department of Justice (DOJ).

This bulletin discusses the Values Act's requirement that California LEAs report annually to the DOJ statistics about their participation in joint law enforcement task forces and their transfers of individuals to immigration authorities. Two separate updated bulletins, "Updated California Values Act's Database Guidance, 25-01-CJIS," and "Updated Responsibilities of Law Enforcement Agencies Under the California Values Act, California TRUST Act, and the California TRUTH Act, 2025-DLE-03", provide guidance on other provisions of the Values Act.

## **Annual Reporting Requirement:**

There are two annual reporting requirements: the first pertains to activities of joint law enforcement task forces; the second to the number of transfers a LEA makes to immigration authorities each year.

First, First, Government Code section 7284.6, subdivision (c)(1) requires California LEAs that participate in a joint law enforcement task force, for which the California LEA has agreed to dedicate personnel or resources on an ongoing basis, to submit a report annually to the DOJ that provides the following information for each task force: (1) the purpose of the task force; (2) the federal, state, and local agencies involved in the task force; (3) the total number of arrests made by the task force during the reporting period; and (4) the total number of arrests made by the task force for immigration enforcement purposes; i.e., any arrests by the task force for any

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<sup>1</sup> California law enforcement agency" means a state or local law enforcement agency, including school police or security departments. "California law enforcement agency" does not include the Department of Corrections and Rehabilitation. Cal. Gov. Code 7284.4(a).

violation of any provisions of the federal Immigration and Nationality Act, which is found in Title 8 of the United States Code.<sup>2</sup>

The Values Act defines a "joint law enforcement task force" as "at least one California LEA collaborating, engaging, or partnering with at least one federal law enforcement agency in investigating federal or state crimes" (Gov. Code, § 7284.4, subd. (g)) Therefore, there is no reporting requirement under these provisions unless one of the participants in the task force is a federal LEA. A joint law enforcement task force shall report task force activities to the DOJ as required by the Values Act if a California LEA on the task force "has agreed to dedicate personnel or resources on an ongoing basis" when collaborating, engaging or partnering with at least one federal LEA. (Gov. Code, § 7284.6, subd. (c)(1)) An "ongoing basis" means more than one interaction with any federal, state, or local LEA on a task force to discuss task force operations. Accordingly, isolated interactions with a federal LEA are not subject to task force provisions or reporting requirements of SB 54 because the California LEA did not dedicate personnel or resources to the task force on an ongoing basis.

If multiple California LEAs participate in a joint law enforcement task force, only one California LEA, to be designated by the task force, shall submit the report on behalf of the task force. The number of arrests reported to the DOJ under this provision shall include all known arrests made by federal LEAs that are participating in the task force.

The Values Act prohibits California LEAs from making or participating in arrests, investigations, interrogations, detaining persons, or detecting persons based on immigration enforcement, even as part of the task force, unless the arrest meets the conditions of Government Code section 7284.6, subdivision (b)(1).

Joint law enforcement task forces, through a designated California LEA, were required to begin collecting this information on January 4, 2018, and to begin reporting all such information to the DOJ by January 15, 2019, and annually thereafter through the standard reporting forms provided below. As of March 1, 2019, the DOJ began annually publishing a report regarding arrests made by joint task forces on the Attorney General's website, available at <https://openjustice.doj.ca.gov>

While the Values Act generally makes the information reported to the DOJ subject to the Public Records Act, a California LEA is not required to provide to the public information that, if disclosed, would endanger the safety of a person involved in an investigation, or would endanger the successful completion of the investigation or a related investigation. (Gov. Code, § 7284.6, subd. (c)(3))

If a California LEA believes that public disclosure of any of the joint law enforcement task force information that is required to be provided to the DOJ under the Values Act would endanger the safety of a person involved in an investigation, or would endanger the successful completion of the investigation or a related investigation, the California LEA shall identify the specific information it believes meets this criteria and the facts supporting its belief, when it submits this information to the DOJ. The Attorney General's Office will then review the information provided by the LEA to determine whether, in the Attorney General's discretion, the information should be withheld from public disclosure as contemplated in Government Code section 7284.6, subdivision (d).

Participation by California LEAs in joint law enforcement task forces should ensure that all provisions of the Values Act are followed when working with federal LEAs, including section 7284.6(a)'s prohibition against the use of agency resources or personnel to investigate, interrogate, detain, detect, or arrest persons for immigration enforcement purposes.

Second, Government Code section 7284.6, subdivision (c)(2) requires all California LEAs (not limited to California LEAs participating in a task force) to report the number of transfers the California LEA makes to

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<sup>2</sup> See also, Government Code section 7284.4, subdivision (f) which defines the term "immigration enforcement" as "any and all efforts to investigate, enforce or assist in the investigation or enforcement of any federal civil immigration law, and also includes any and all efforts to investigate, enforce, or assist in the investigation of any federal criminal immigration law that penalizes a person's presence in, entry or reentry to, or employment in, the United States."

immigration authorities in a calendar year, as permitted by Section 7284.6, subdivision (a)(4), and the offense that allowed for the transfer. This information shall be reported annually to the DOJ by January 15 th of each year.

Under the Values Act, transfers to immigration authorities are permitted only in certain circumstances. See Government Code section 7284.6, subd. (4). Additional information and guidance regarding transfers is discussed in Information Bulletin 2025-DLE-03.

Please contact [DOJ.CJSC@doj.ca.gov](mailto:DOJ.CJSC@doj.ca.gov) with any questions regarding the Values Act's reporting requirements.

Sincerely,

Veronica Gilliard  
California Justice Information Services Division

For ROB BONTA  
Attorney General

Attachments



## REPORTING INSTRUCTIONS FOR VALUES ACT

### A) Form BCIIS-SB54-1

Pursuant to **Government Code section 7284.6**, all California law enforcement agencies (LEA) that participate in a joint law enforcement task force, for which a California LEA has agreed to dedicate personnel or resources on an ongoing basis, will be required to submit a report annually to the Department of Justice (DOJ). For the purposes of this mandate, "California law enforcement agency" means a state or local law enforcement agency, including school police or security departments. "California law enforcement agency" does not include the Department of Corrections and Rehabilitation. (Gov. Code, § 7284.4, sub. (a).) For the purposes of this mandate, "joint law enforcement task force" is defined as at least one California LEA collaborating, engaging, or partnering with at least one federal LEA in investigating federal or state crimes. (Gov. Code, § 7284.4, subd. (g).) If more than one California LEA is participating on the task force, only one California LEA, to be determined by the task force, shall submit the information below to the DOJ on behalf of the task force. The designated LEA must report the following information for each "joint law enforcement task force" in which they participate:

1. **Date** - The date the reporting form was submitted.
2. **Submitting Agency ORI and Name** - Provide the ORI and name for your agency.
3. **The name and purpose of the joint law enforcement task force** - Provide the name and a description of the purpose of the task force in the space provided.
4. **The federal, state, and local LEAs involved** - Provide agency names and ORIs for the other LEAs participating with the task force. Indicate whether they are a federal, state, or local agency by putting an "x" in the appropriate box.
5. **The total number of arrests made during the reporting period** - Indicate the total number of people arrested for any offense by a task force participant. (**Note:** The Total Number of Arrests should include the Total Number of Arrests for Immigration Enforcement Purposes. For example, if the Task Force made 10 arrests total and 2 of those were for immigration enforcement purposes, we would expect the numbers 10 and 2 to be reported in their respective boxes).
6. **The total number of people arrested for immigration enforcement purposes** - Indicate the total number of people arrested for immigration enforcement purposes by a task force participant. Under the Values Act, no California LEA shall participate in the arrest of persons for immigration enforcement purposes, even as part of the task force, unless the arrest meets the conditions of Government Code section 7284.6, subdivision (b)(1).
7. **Contact Information** - Indicate the name, phone number, and email of the person completing the form.

### B) Form BCIIS-SB54-1A

Pursuant to **Government Code section 7284.6**, subdivision (d), the Attorney General shall not disclose information in its report received from California LEAs if such information would endanger the safety of a person involved in an investigation or would endanger the successful completion of the investigation or a related investigation. However, California LEAs are required to report such information to the Attorney General via this form. Pursuant to Government Code section 7286.6, subdivision (c)(3), any such information is exempt from disclosure pursuant to the California Public Records Act. If a California LEA believes that any of the joint law enforcement task force information that is required to be provided to the DOJ (form BCIIS-8854-1) under the Values Act would qualify for exclusion from public disclosure, the California LEA shall identify the specific information it believes meets the criteria for exclusion and the facts supporting its belief. This form must accompany form BCIIS-8854-1 upon annual submission if the California LEA is seeking exclusion from disclosure. The Attorney General's Office will then review the information provided by the LEA

to determine whether, in the Attorney General's discretion, the information should be withheld from public disclosure as contemplated in Government Code section 7284.6, subdivision (d).

- 1. Date** - The date the reporting form was submitted.
- 2. Submitting Agency ORI and Name** - Provide the ORI and name for your agency.
- 3. The name and purpose of the joint law enforcement task force** - Provide the name and a description of the purpose of the task force in the space provided.
- 4. Justification for Exclusion from Disclosure** - Identify the specific information you believe meets the criteria for exclusion and the facts supporting your belief.
- 5. Contact Information** - Indicate the name, phone number, and email of the person completing the form.



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## REPORTING INSTRUCTIONS FOR VALUES ACT

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### C) Form BCIIS-5854-2

Pursuant to **Government Code section 7284.6** all LEAs are required to report statistics on all individuals transferred to immigration authorities pursuant to Government Code section 7284.6, subdivision (a)(4). All LEAs will be required to report the following information:

1. **Date** - The date the reporting form was submitted.
2. **Submitting Agency ORI and Name** - Provide the ORI and name for your agency.
3. **Number of Transfers by Offense Code** - Indicate the number of transfers to immigration authorities by the offense code that allowed for the transfer. This is a summary count by offense, and not individual records. For example, if two individuals were arrested for arson and were subsequently transferred to Immigration and Customs Enforcement (or ICE) for immigration enforcement purposes, the agency should report "2" for the total number of transfers and Penal Code section 451, subdivision (a) for the code section. This is not limited to transfers made in response to transfer requests, as that term is defined in Government Code section 7283. •
4. **Contact Information** - Indicate the name, phone number, and email of the person completing the form.

"•"•"•"

## VALUES ACT: TASK FORCE PARTICIPATION

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

Reporting Year: \_\_\_\_\_

Submitting Agency ORI: \_\_\_\_\_

Submitting Agency Name: \_\_\_\_\_

Task Force Name: \_\_\_\_\_

Task Force Purpose: \_\_\_\_\_

Law Enforcement Agencies Involved:

Agency Name	ORI	Federal	State	Local

Total Arrests Made: \_\_\_\_\_

Total Number of People Arrested for  
Immigration Enforcement Purposes: \_\_\_\_\_

D Request Exclusion from Public Disclosure (Please complete form BCIIS-SB54-1A and submit with form BCIIS-S854-1)

Name of person completing form: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Submit form to [DOJ.CJSC@doj.ca.gov](mailto:DOJ.CJSC@doj.ca.gov) or Fax to (916) 227-0427



## VALUES ACT: TASK FORCE PARTICIPATION

### Form BCIIS-S854-1 Instructions

Pursuant to **Government Code section 7284.6**, all California law enforcement agencies (LEA) that participate in a joint law enforcement task force, for which a California LEA has agreed to dedicate personnel or resources on an ongoing basis, will be required to submit a report annually to the Department of Justice (DOJ). For the purposes of this mandate, "joint law enforcement task force" is defined as at least one California LEA collaborating, engaging, or partnering with at least one federal LEA in investigating federal or state crimes. If more than one California LEA is participating on the task force, only one California LEA, to be determined by the task force, shall submit the information below to DOJ on behalf of the task force. The designated LEA must report the following information for each "joint law enforcement task force" in which they participate:

- 1. Date** - The date the reporting form was submitted.
- 2. Submitting Agency ORI and Name** - Provide the ORI and name for your agency.
- 3. The name and purpose of the joint law enforcement task force** - Provide the name and a description of the purpose of the task force in the space provided.
- 4. The federal, state, and local LEAs involved** - Provide agency names and ORIs for the other LEAs participating with the task force. Indicate whether they are a federal, state, or local agency by putting an "x" in the appropriate box.
- 5. The total number of arrests made during the reporting period** - Indicate the total number of people arrested for any offense by a task force participant. (**Note:** The Total Number of Arrests should include the Total Number of Arrests for Immigration Enforcement Purposes. For example, if the Task Force made 10 arrests total and 2 of those were for immigration enforcement purposes, we would expect the numbers 10 and 2 to be reported in their respective boxes).
- 6. The total number of people arrested for immigration enforcement purposes** - Indicate the total number of people arrested for immigration enforcement purposes by a task force participant. Under the Values Act, no California LEA shall participate in the arrest of persons for immigration enforcement purposes, even as part of the task force, unless the arrest meets the conditions of Government Code section 7284.6, subdivision (b)(1).
- 7. Check the box** if your agency is requesting exclusion from disclosure due to the risk of endangering the safety of a person involved in an investigation or endangering the successful completion of the investigation or a related investigation. If the check box is selected, the submitting agency must also complete form BCIIS-SB54-1A and submit it with form BCIIS-SB54-1.
- 8. Contact Information** - Indicate the name, phone number, and email of the person completing the form.



## **JUSTIFICATION FOR REQUEST FOR EXCLUSION FROM PUBLIC DISCLOSURE**

This form should accompany form BCIIS-8B54-1 if the submitting agency is requesting exclusion from public disclosure of information reported to the Attorney General because they believe disclosing the information publicly or in the Attorney General's annual report to the public pursuant to Government Code section 7284.6, subd. (d), would endanger the safety of a person involved in an investigation, or endanger the successful completion of the investigation or a related investigation.

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

### **Reporting Year:**

**Submitting Agency ORI:** \_\_\_\_\_

**Submitting Agency Name:** \_\_\_\_\_

**Task Force Name:** \_\_\_\_\_

**Task Force Purpose:** \_\_\_\_\_

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Page 1 of 1

**Please identify the specific information your agency believes meets the exclusion criteria and the facts supporting that belief:**

Submit form to DOJ.CJSC@doj.ca.gov or Fax to (916) 227-0427

**Name of person completing form:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

E-mail: \_\_\_\_\_



## JUSTIFICATION FOR REQUEST FOR EXCLUSION FROM PUBLIC DISCLOSURE

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### Form BCIIS-SB54-1A Instructions

Pursuant to **Government Code section 7284.6**, subdivision (d), the Attorney General will not disclose certain information publicly or in its report should doing so endanger the safety of a person involved in an investigation or endanger the successful completion of the investigation or a related investigation. If a California LEA believes that public disclosure of any of the joint law enforcement task force information that is required to be provided to the DOJ (form BCIIS-S854-1) under the Values Act would qualify for exclusion from disclosure, the California LEA shall identify the specific information it believes meets the criteria for exclusion and the facts supporting its belief. This form must accompany form BCIIS-S854-1 upon annual submission if the California LEA is seeking exclusion from disclosure.

- 1. Date** - The date the reporting form was submitted.
- 2. Submitting Agency ORI and Name** - Provide the ORI and name for your agency.
- 3. The name and purpose of the joint law enforcement task force** - Provide the name and a description of the purpose of the task force in the space provided.
- 4. Justification for Exclusion from Disclosure** - Identify the specific information you believe meets the criteria for exclusion and the facts supporting your belief.
- 5. Contact Information** - Indicate the name, phone number, and email of the person completing the form.



## VALUES ACT: TRANSFER REPORTING

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

**Reporting Year:** \_\_\_\_\_

**Submitting Agency ORI:**

**Submitting Agency Name:** \_\_\_\_\_

## D No transfers to report

Number of Transfers	Offense Code

Number of Transfers	Offense Code

Name of person completing form: \_\_\_\_\_  
Phone: ..... E-mail: \_\_\_\_\_

Submit form to [DOJ.CJSC@doj.ca.gov](mailto:DOJ.CJSC@doj.ca.gov) or Fax to (916) 227-0427



## VALUES ACT: TRANSFER REPORTING

### Form BCIIS-8B54-2 Instructions

Pursuant to **Government Code section 7284.6**, all law enforcement agencies (LEA) are required to report statistics on all individuals transferred to immigration authorities pursuant to Government Code section 7284.6, subdivision (a)(4). All LEAs will be required to report the following information:

- 1. Date** - The date the reporting form was submitted.
- 2. Submitting Agency ORI and Name** - Provide the ORI and name for your agency.
- 3. Check the box** if your agency has no qualifying transfers to report for the statistical year.
- 4. Number of Transfers by Offense Code** - Indicate the number of transfers to immigration authorities by the offense code that allowed for the transfer. This is a summary count by offense, and not individual records. For example, if two individuals were arrested for arson and were subsequently transferred to U.S. Immigration and Customs Enforcement (ICE) for immigration enforcement purposes, the agency should report "2" for the total number of transfers and Penal Code section 451, subdivision (a) for the code section. This is not limited to transfers made in response to transfer requests, as that term is defined in Government Code section 7283.
- 5. Contact Information** - Indicate the name, phone number, and e-mail of the person completing the form.

## **Criminal Implications of Interference with Immigration Enforcement Activities**

The following is a summary of the statutes pursuant to which the federal government could bring charges against someone for conduct alleged to interfere with or impede immigration enforcement actions.

### **18 U.S.C. § 1505: Obstructing or impeding a proceeding before a department or agency of the United States.**

- This statute criminalizes conduct that corruptly, or by threats of force, influences, obstructs, or impedes or endeavors to influence, obstruct, or impede the due and proper administration of the law under which any pending proceeding is being had before any department or agency of the United States.
- Requires showing that: (1) there was a proceeding pending before a department or agency of the United States; (2) the defendant knew of or had a reasonably founded belief that a proceeding was pending; and (3) the defendant intentionally endeavored to corruptly influence, obstruct, or impede the due and proper administration of the law under which the proceeding was pending. (*United States v. Price*, 951 F.2d 1028, 1031 (9th Cir. 1991).)
- The term “corruptly” means acting with an improper purpose, personally or by influencing another, including making a false or misleading statement, or withholding, concealing, altering, or destroying a document or other information. (18 USC § 1515(b).)
- “Proceeding” is defined broadly and covers a range of actions that could impede the proper function of government processes, including investigative matters. (*United States v. Kirst*, 54 F.4th 610, 620 (9th Cir. 2022); *United States v. Browning, Inc.*, 572 F.2d 720, 724 (10th Cir. 1978).)
- Conduct that constitutes obstruction could include falsifying documents, tampering with evidence, and encouraging someone to lie or withhold information during an investigation.
- Penalties: the punishment shall be a fine as set forth in 18 USC § 3571, or imprisonment for up to five years, or both. (18 USC § 1505.)

### **18 USC § 111: Assaulting or impeding officers.**

- This statute criminalizes forcibly assaulting, resisting, impeding, or interfering with federal officers or employees in the performance of their official duties.
- A violation of the statute may include actions such as physically blocking agents or providing false information.
- Penalties: for simple assault, the punishment shall be a fine as set forth in 18 USC § 3571, or imprisonment up to one year, or both. Where such acts involve physical contact with

the victim of that assault or the intent to commit another felony, the punishment shall be a fine as set forth in 18 USC § 3571, or imprisonment up to eight years, or both. (18 USC § 111.)

**18 USC § 1501: Assault on process server.**

- This statute criminalizes obstructing and resisting officers who are serving documents issued by the court, as well as assaults on officers who are serving such documents.
- A charge under this statute is a misdemeanor, while a charge under 18 USC § 111 is a felony.
- Penalties: the punishment shall be a fine as set forth in 18 USC § 3571, or imprisonment up to one year, or both.

**18 USC § 1071: Concealing an individual to prevent their discovery and arrest.**

- This statute criminalizes the harboring or concealing of any person for whom an arrest warrant or process has been issued, so as to prevent the person's discovery and arrest.
- Requires showing that the defendant had notice or knowledge of the fact that a warrant or process had been issued for someone. (*United States v. Bekowies*, 432 F.2d 8, 14 (9th Cir. 1970).)
- Penalties: the punishment shall be imprisonment for up to one year, a fine of not more than \$1,000, or both. If the warrant or process is on a felony charge or after a criminal conviction, the punishment shall be a fine of not more than \$5,000, or imprisonment for up to five years, or both. (18 USC § 1071.)

**8 USC § 1324: Bringing in and harboring certain aliens.**

- The statute prohibits individuals from concealing, shielding, or harboring unauthorized individuals who come into and remain in the United States without authorization.
- To establish harboring or concealing, the government must prove: (1) the person being concealed entered or stayed in the United States unlawfully; (2) the person accused of concealing helped someone by harboring, hiding, or shielding them from detection; and (3) the person accused of concealing knew or should have known that the person was in the United States unlawfully.
- “Harbor” has been held to mean “afford shelter to.” (*United States v. Acosta De Evans*, 531 F.2d 428, 430 (9th Cir. 1976).) Thus, conduct such as hiding or shielding someone so they

avoid detection by immigration enforcement officials or warning individuals that immigration officials are looking for them may violate the statute.

- Penalties: the punishment shall be a fine as set forth in 18 USC § 3571, or imprisonment for up to five years, or both. (8 USC § 1324(a)(1)(B)(ii).) There are greater penalties if the offense was done for the purpose of commercial advantage or private financial gain. (8 USC § 1324(a)(1)(B)(i).)



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 25-3928

**Agenda Date:** 9/22/2025

**Agenda #:** 3.

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### EQUITY COMMITTEE

Meeting Date: September 22, 2025

Subject: Transitional Community Advisory Body for the African American Holistic Wellness and Resource Hub

Submitted For: Equity Committee

Department: Office of Racial Equity and Social Justice

Referral No:

Referral Name: Transitional Community Advisory Body for the African American Holistic Wellness and Resource Hub

Presenter: Kendra Carr

Contact: [kendra.carr@oresj.cccounty.us](mailto:kendra.carr@oresj.cccounty.us) <mailto:kendra.carr@oresj.cccounty.us>

### **Referral History:**

On August 12, 2025, the Board of Supervisors approved the final implementation plan for the African American Holistic Wellness and Resource Hub. At the time, the Board of Supervisors approved the establishment of the Transitional Community Advisory Body (T-CAB) for the African American Holistic Wellness and Resource Hub (AAHWRH).

The T-CAB will support the AAHWRH development during Phase 1 by providing guidance to ORESJ in the procurement of an independent lead entity who will oversee implementation and coordination. Similar to the AAHWRH Feasibility Study Steering Committee, the T-CAB will be a community-led advisory body comprised of thirteen (13) county residents that each possess personal and professional lived experiences that reflect the needs, concerns and priorities of vulnerable African Americans in Contra Costa County. There will be a balanced representation of gender, sexuality, age, class, physical ability, County districts, and other relevant social and cultural categories to ensure a broad and diverse spectrum of perspectives are included in all T-CAB deliberations and decision-making.

The Transitional Community Advisory Body's responsibilities will include:

- Review and provide feedback on eligibility and selection criteria for Implementation Lead entity
- Review and provide feedback on eligibility and selection criteria for Executive Director
- Review and provide feedback on eligibility and selection criteria for Board of Directors
- Review and provide feedback on eligibility and selection criteria for Community Council
- Support outreach and recruitment efforts for interested and qualified candidates for all positions/roles described above

To ensure there are no conflicts of interest, T-CAB members cannot have professional affiliations nor close personal relationships with any organizations or persons interested in applying for and/or serving in any of the

---

above capacities. ORESJ will design a recruitment, application and selection process that includes an Equity Committee interview and nomination of T-CAB finalists, which will then move to the Board of Supervisors for final approval and appointment.

The T-CAB will remain in place until an independent 501(c)(3) nonprofit organization is created, an AAHWRH Board of Directors is appointed, and a Community Council is established, after which the T-CAB will dissolve.

**Referral Update:**

On August 25, 2025, a press release was issued announcing that applications were available for those seeking a seat on the T-CAB. The application period closed on September 12, 2025, and 48 applications were received. The Equity Committee will review and consider the applications and determine next steps for interviews and selection.

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

RECEIVE and DISCUSS the applications for the Transitional Community Advisory Body for the African American Holistic Wellness and Resource Hub, and DETERMINE which applicants will move to the next step of the application process and interview at the September 29, 2025 Special Equity Committee Meeting.

**Fiscal Impact (if any):**

N/A

**Application Form****Profile**

Eldar

First Name

Akayev

Last Name



Home Address

Middle Initial

Suite or Apt

Martinez

City

CA

State

94553

Postal Code



Primary Phone



Email Address

**District Locator Tool****Resident of Supervisorial District:** District 5

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?**

Transitional Community Advisory Board: 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**

---

**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**

**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 an experienced individual looking to volunteer in my community. I bring fresh perspective on all kinds of issues and offer alternative workable solution.

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

I am craftsman and engineer successfully working on transportation mega project.

---

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 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

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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**

Neill

First Name

Brengettsey

Last Name



Home Address

Suite or Apt

Concord

City

CA

State

94518

Postal Code



Primary Phone



Email Address

**District Locator Tool****Resident of Supervisorial District:** District 2

The people

Employer

Pastor

Job Title

**Length of Employment**

45 years

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

2

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

3 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**

---

**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?**

---

3

---

## **Education**

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

---

High School Diploma

**College/ University A**

**Name of College Attended**

---

Sacramento City College

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

---

AA/ Art

**Degree Awarded?**

---

Yes  No

**College/ University B**

**Name of College Attended**

---

Consumnes River College

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

---

Accounting

**Degree Awarded?**

---

Yes  No

---

**College/ University C**

**Name of College Attended**

---

American River College

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

---

Animation

**Degree Awarded?**

---

Yes  No

---

**Other Trainings & Occupational Licenses****Other Training A**

---

Don Bluth University

---

**Certificate Awarded for Training?**

---

Yes  No

---

**Other Training B****Certificate Awarded for Training?**

---

Yes  No

---

**Occupational Licenses Completed:**

---

Master's Class in Animation with Don Bluth.

---

**Qualifications and Volunteer Experience**

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

---

I'm Black.

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

---

Licensing for the state, mortgages for BofA, Housing for two agencies.

---

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.**

---

NAACP, Back on Track Community Services, Midnight Basketball

---

### **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.**

---

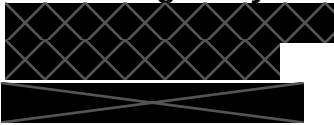
I Agree

---

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  - (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.

## Neill Brengettsey



## Objectives:

To excel within a company using my broad-based knowledge to advance myself and move the company to performance excellence

## Experience:

Robert Half Housing Authority of Contra Costa County

February 2023 to June 2024

- Issuance of housing vouchers:
  - o HOPWA
  - o FYI
  - o PBV
  - o Main

Manpower Sacramento Housing and Redevelopment Agency

April 2022 to January 2023

- Back rent payments

## State of California

## Department of Consumer Affairs

**State of California  
1625 North Market Blvd Suite 100**

July 2014 to October 2020 Program Technician 2

July 2021 to October 2023

## **Program Technician 2**

- First point of contact to consumers and licensees,
- providing intake/screening of incoming calls to determine appropriate level of assistance required.
- Educate the public by providing information to consumers related to general consumer issues and make them aware of basic laws, rules, regulations and policies.
- Provide departmental licensees and consumers referrals to the appropriate government agencies and private sector resources.

Adecco

**1860 Howe Ave Sacramento, CA 95825**

**June 2014 to July 2014**

## Call Center McKesson

- Assist inbound callers in the purchase of medical supplies and equipment
- Streamline accounts, update information to meet customer needs, resolve customer issues with billing, shipping and returning medical supplies
- Train customer in new program through outbound calls

**Bank of America 10850 White Rock Road Rancho Cordova California 95826**

December 2012 to December 2013

## **Home Services Specialist**

- Handle first mortgage product

- Adjust and conforms loans to client needs and secondary market standards through extensive client telephone contact and company guidelines to maximize returns
- Verify customer income documentation; resolves routine title issues including but not limited to: vesting issues, child support liens, judgment liens, mechanic liens and undisclosed liens reconveyances; processes subordinations; resolves appraisal disputes, verifies property values and housing compliance; executes closing actions to ensure a timely and effective closing process

---

## **Education and Skills**

**Bank of America Training:** Includes but not limited to Lotus notes, CAPS, LPS, Octel telephone systems, Loan processing, Credit decisioning, risk evaluation, and Fannie Mae Underwriting

**Sacramento City College:** - Graduated May 2008  
AA in Art GPA 2.857 Units Completed 60.00

**Consumnes River College** – Certificate GPA 2.733 Units Completed 75.00  
Have previously completed California certification for income tax consultant



# Contra Costa County

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

Middle Initial

Last Name

City

State

Postal Code

(best number to reach you)

I Address

Resident of Supervisorial District (if out of County, please enter N/A):

[District Locator Tool](#)

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

Current Employer

Job Title

Length of Employment

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

Board, Committee, or Commission

Seat Name

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	
		Yes	No
		Yes	No
		Yes	No

Occupational Licenses Completed:

Certificate Awarded for Training?

Other Trainings Completed:

Yes No

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.**

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

**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:**

**Date:**

**Submit this application to:** [ClerkofTheBoard@cob.cccounty.us](mailto: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](mailto:ClerkofTheBoard@cob.cccounty.us)*

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# Leslie M. Brown

◆ Richmond, CA 94806 ◆

## Professional Summary

Strategic and mission-driven Community Benefit Manager with expertise in hospital-based community health initiatives, grantmaking, and health equity programming. Skilled in aligning community investments with organizational goals, regulatory requirements and measurable outcomes that address social determinants of health. Adept at building cross-sector partnerships, managing stakeholder engagement, and evaluating program impact to improve health outcomes for underserved populations.

## Core Competencies

- Community Health Needs Assessments (CHNA) & Community Health Improvement Plans
- Grantmaking & Sponsorship Oversight
- Health Equity & Social Determinants of Health Strategy
- Program Development & Evaluation
- Stakeholder & Community Engagement
- Nonprofit & Hospital Partnerships
- Budget Management & Reporting
- Regulatory Compliance

## Professional Experience

### Community Health Lead 7/2023 – Present

**Kaiser Permanente**

- Lead strategy, planning, and execution of hospital community benefit initiatives to address priority health needs identified through Community Health Needs Assessment.
- Manage annual community health investment portfolio of 2 million, including grantmaking to community-based organizations and sponsorships that align with hospital priorities.
- Collaborate with senior leadership, clinical teams, and community stakeholders to develop and implement measurable interventions addressing maternal health, chronic disease, food insecurity, housing, and mental health.
- Ensure compliance with IRS and state community benefit reporting requirements; prepare detailed reports for SB697
- Oversee program evaluation, tracking key performance indicators (KPIs) and health outcomes to demonstrate impact.
- Build and maintain strategic partnerships with local public health departments, coalitions, and nonprofit leaders to advance shared goals.

### Public Health Program Manager 6/2021-7/2023

**American Heart Association**

- Provide hands-on consultation, coaching, and technical support to 43 federally qualified health centers throughout the state of California to ensure health centers successfully implement the National Hypertension Control Initiative within their sites (NHCI)
- Ensured that 43 federally qualified health centers in California have access to American Heart Association resources, tools, and national center assets (e.g., communication, science, advocacy, field resources)
- Develop and implement procedures, community engagement events and systems of support for priority areas of hypertension, social determinants of health, and cardiovascular disease
- Identify, recruit, and mobilize regional and statewide community partners and key volunteers to implement and support the assigned area of focus within the established public health action plan for the NHCI initiative

### Community Engagement Specialist II

**Donor Network West**

3/2021-6/2021

- Developed, coordinated and evaluated community and corporate relations activities to positively predispose the public to organ and tissue donation.
- Recruited, trained and provided mentorship to current and new Donate Life Ambassador volunteers
- Secured public speaking opportunities to promote organ and tissue donation to target communities including various ethnic and religious communities.
- Maintained and strengthened relationships with local businesses, civic leaders, community-based organizations, school-based organizations to raise awareness about organ and tissue donation.

**Program Coordinator****Ethnic Health Institute/ Center for Community Engagement, Samuel Merritt University (SMU) 8/2015-2/2021**

- Coordinated and oversaw the operations of the Ethnic Health Institute (EHI) health promotion committees and health ministry program.
- Managed EHI/SMU special events, workshops, trainings and conferences
- Coordinated and created youth pathway program experiences serving high school students in Oakland Unified School District
- Recruited, trained and managed SMU Student Ambassador program
- Assisted SMU faculty to incorporate community engagement into the curriculum and develop the related course/program/institution learning outcomes. Facilitated formal arrangements between SMU and external community agencies that support attainment of course clinical contracts.
- Developed and maintained a clearinghouse of external community-based organizations.
- Cultivated on-going relations with external community-based organizations, faith-based organizations, and other public agencies to promote SMU/EHI commitment to improving community health and providing programming for structurally vulnerable populations.

**Community Outreach Coordinator and Health Educator****Community Health Improvement, John Muir Health Hospital 10/2009-8/2015**

- Managed and recruited staff, volunteers, and interns for community health events and special projects.
- Established and maintained strong partnerships with community stakeholders from nonprofit organizations, community civic engagement groups, faith-based organizations and policy partners to increase awareness of John Muir Health community benefit programs and to address health disparities in Contra Costa County.
- Developed health campaigns, created toolkits, conducted health education classes and trainings for faith-based and community-based organizations, topics included: Diabetes, Heart Disease, Cancer, Nutrition, Emergency Preparedness, Smoking Cessation, Domestic Violence, HIV/AIDS and Childhood Obesity.
- Conducted, lead data collection and needs assessments for John Muir Health Community Benefit Programs.
- Developed, and tracked community health programs through evaluation metrics and monitored annual program budgets.
- Provided consultation, training and technical assistance for community members, faith community nurses and health ministry liaisons to aid in the development and growth of faith-based wellness programs.
- Led and coordinated events, workshops, trainings, health fairs, conferences and screenings that promoted awareness and utilization of health care services.
- Collaborated with major health organizations such as: American Heart Association, American Diabetes Association, and Network for a Healthy California, American Red Cross, and UCSF Helen Diller Cancer Institute.

**Health Career Connection Fellow****Community Health Improvement Department John Muir Health Hospital 6/2009-8/2009**

- Conducted patient satisfaction surveys for John Muir Health mobile clinic and presented findings to Contra Costa County Dental Collaborative
- Researched and developed nutrition curriculum for elementary schools in East Costa County
- Taught nutrition classes for Mount Diablo School District 3<sup>rd</sup> and 4<sup>th</sup> grader summer school using the Choose Right Nutrition education curriculum.

**Assistant and Office Coordinator****California State Sacramento University, Science Educational Equity Office 1/2008-9/2009**

- Coordinated special events, meetings and conferences.
- Assisted students with program inquiries and provided information to the public about program mission and goals.
- Provided administrative support to directors of the program.
- Clerical duties as needed.

**Education**

- Bachelor of Arts, Family Consumer Science, Concentration Nutrition and Food  
California State University, Sacramento
- Certificate in Project Management  
California State University, East Bay University Extension

## Community Activities

- California Public Health Departments Healthy Hearts California Committee Co-Chair 3/2022-2024
- Oakland Chamber of Commerce Jobs and Education Committee June 2020-June 2021
- Samuel Merritt University Community Reads Committee 2020-Present
- COVID-19 Community Advisory Group Alameda County Public Health Department 2020-March 2021
- American Heart Association Multicultural Leadership Council Eastbay Committee Member 2013-2019
- Alameda County Public Health Department Shoo The Flu Advisory Board 2015-2018
- Leadership Oakland Program Oakland Chamber of Commerce 2018/2019 Cohort 20018-2019
- Heart2Heart Life Long Medical and City of Berkeley Community Advisory Team Committee Member 2015-2017
- American Red Cross Contra Costa County Leadership Council Committee Member 2010-2015
- UCSF Abundant Life Health Ministries Collaborative Committee Member 2009-Present
- East Contra Costa African American Health Collaborative Committee Member 2009-2015

**Application Form****Profile**

Mariah

First Name

Bruce

Last Name



Home Address

Suite or Apt

Richmond

City

CA

State

94806

Postal Code



Primary Phone



Email Address

**District Locator Tool****Resident of Supervisorial District:** District 1

Contra Costa College

Employer

Senior Workforce Manager

Job Title

**Length of Employment**

4 years

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

1

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

4 years

**Are you a veteran of the U.S. Armed Forces?** Yes  No**Board and Interest****Which Boards would you like to apply for?**

Transitional Community Advisory Board: 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?**

---

The meetings don't commence until October

---

---

**Education**

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

---

High School Diploma

**College/ University A**

**Name of College Attended**

---

Chabot College

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

---

AA/Liberal Studies/Business

**Degree Awarded?**

---

Yes  No

**College/ University B**

**Name of College Attended**

---

San Francisco State University

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

---

BS/Business Administration/Finance

**Degree Awarded?**

---

Yes  No

---

**College/ University C**

**Name of College Attended**

---

University of Phoenix

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

---

MA/Education/Adult Education and Training and MBA/Project management and Human Resource

**Degree Awarded?**

---

Yes  No

---

**Other Trainings & Occupational Licenses****Other Training A**

Ed.D in Educational Leadership In Progress at CSU, Sacramento

**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 commitment to serving on the African American Holistic Wellness and Resource Hub TCAB stems from both lived experience and professional expertise that directly align with the Hub's mission of addressing the complex wellness needs of African American residents in Contra Costa County. As someone who experienced homelessness with my two young sons, I understand firsthand the intersection of housing instability, resource navigation, and the particular challenges facing African American families. This experience taught me that wellness cannot be separated from basic needs, and that effective support systems must address the whole person within their community context—principles that align with the Hub's holistic approach. In my current role as Senior Academic and Student Services Manager at Contra Costa College, where I manage the Rising Scholars program and collaborate heavily with our Basic Needs center, I work directly with formerly incarcerated individuals navigating reentry support and educational pathways. This experience has deepened my understanding of how trauma-informed, culturally responsive approaches can create transformative outcomes for African Americans facing systemic barriers. The Rising Scholars program demonstrates how wraparound support addressing housing, mental health, educational goals, and family stability creates sustainable pathways to wellness and success. My doctoral research on The Integration of Joy and Wellness in Leadership positions me to contribute a research-informed perspective on wellness approaches that center African American cultural strengths and community wisdom. This work examines how wellness functions not as individual self-care but as collective resistance strategy—a framework essential for developing Hub services that honor our community's resilience while addressing systemic challenges. Through my role as Board President of Oakland Elizabeth House, A Transitional home in Oakland Ca., I bring governance experience in nonprofit leadership focused on serving vulnerable populations. This background provides practical insight into the organizational development challenges the Hub will face as it establishes its independent structure, board composition, and community accountability mechanisms. My experience spans the specific priority areas outlined in your call for applicants: housing navigation for families with young children, resource navigation through public benefits systems, and reentry support. More importantly, I bring an understanding of how these challenges intersect and require coordinated, culturally responsive solutions that recognize African American communities' unique strengths and historical context. The Hub represents an opportunity to implement what my research identifies as "wellness-focused leadership"—approaches that integrate individual healing with collective empowerment. I am committed to ensuring that the Hub's development centers community voices, particularly those who have been most marginalized, and creates sustainable structures that serve our community's self-determination rather than perpetuating dependency on systems not designed for our success. I would be honored to contribute my lived experience, professional expertise, and research insights to help establish this vital resource for Contra Costa County's African American community.

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

---

Lived Experience with Target Population Challenges: Experienced homelessness as a single mother with two young sons, providing direct understanding of housing instability, resource navigation barriers, and the particular challenges facing African American families in crisis Systems-impacted family member: Brother's incarceration provided firsthand experience with the collateral consequences of mass incarceration on African American families, including navigating visitation systems, understanding reentry challenges, and supporting family members through the criminal justice process Navigated public benefit systems (Medi-Cal, CalFresh) while managing chronic health conditions and maintaining employment and educational goals Understand the intersection of wellness, housing security, family stability, and criminal justice involvement from personal experience Current Professional Leadership: Senior Academic and Student Services Manager (Economic and Workforce Development), Contra Costa College - managing programs that serve diverse student populations with complex needs Program Manager, Rising Scholars Program - providing comprehensive support to formerly incarcerated individuals, including housing navigation, mental health resources, educational pathways, and family reunification support Board President, Oakland Elizabeth House (2023-present) - nonprofit governance experience serving vulnerable

women and families Progressive Higher Education Administration Experience: Director of Admissions, Holy Names University - institutional operations and student services administration Senior Enrollment Advisor/Team Lead & Program Developer, University of Phoenix - team leadership and program development from concept to implementation Cross-sector experience spanning public community college, private nonprofit, and for-profit educational institutions, providing perspective on different organizational models Relevant Professional Expertise: Reentry Support: Direct experience managing Rising Scholars program serving formerly incarcerated African American males and females with wraparound support services, enhanced by personal understanding of how incarceration impacts entire family systems and communities Resource Navigation: Daily work connecting students and community members to public benefits, healthcare access, housing resources, and educational opportunities Behavioral Health: Trauma-informed care training and experience supporting individuals with mental health challenges, substance use disorders, and complex trauma histories Housing Navigation: Practical experience helping families with young children access emergency housing, transitional housing, and permanent housing solutions Committee Leadership and Collaborative Governance: Chair, Contra Costa College Rising Scholars Steering Committee Chair, Learning Aligned Employment Program Implementation Committee Member, Professional Development Committee These roles demonstrate ability to facilitate multi-stakeholder processes and build consensus around complex community needs Educational Background: Doctoral Candidate (EdD), Educational Leadership, California State University Sacramento (Spring 2026) MBA, Human Resource and Project Management, University of Phoenix (2015) MA, Adult Education and Training, University of Phoenix (2009) BS, Business Administration, San Francisco State University (2006) Research and Policy Expertise: Dissertation research: "The Integration of Joy and Wellness: A Narrative Inquiry into Leadership Among Black Women Community College Leaders" - examining culturally responsive wellness approaches during periods of institutional challenge Focus on holistic wellness frameworks that address systemic barriers while honoring African American cultural strengths and community wisdom Research on leadership during "rights retrenchment era" - understanding how policy rollbacks affect marginalized communities and require adaptive service delivery models Teaching and Community Education Experience: ITT Technical Institute (2014-2016): Introduction to Business, Business Communications, Foundations for College Success, Finance Experience breaking down complex information and supporting skill-building for diverse learners Relevant for Hub's community education and capacity-building components Community Engagement and Cultural Competency: Demonstrated commitment to African American community empowerment through professional roles and volunteer leadership Experience creating culturally responsive programming that addresses intersectional challenges Understanding of how historical trauma, systemic racism, and current policy environments impact wellness outcomes for African American residents Organizational Development and Program Creation: Program Developer role demonstrates experience creating new initiatives from concept to implementation Nonprofit board governance experience with fiduciary responsibility and strategic planning Budget management and grant administration experience Experience with stakeholder engagement, community outreach, and collaborative decision-making processes Communication and Facilitation Skills: Teaching experience across multiple educational settings Public speaking and presentation experience through professional development and community engagement Experience facilitating difficult conversations around equity, inclusion, and community needs Geographic and Demographic Representation: Long-term Contra Costa County resident with deep community connections Personal experience with multiple systems (healthcare, education, social services) that the Hub will coordinate Represents intersection of professional expertise and lived experience that the TCAB needs for authentic community input

---

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 completing my dissertation and have not yet seen the schedule of meeting to know if they conflict with this or my board presidency

**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.**

---

Current Volunteer Leadership: Board President, Oakland Elizabeth House (2023-present) - Nonprofit organization serving vulnerable women and families Professional Committee Service: Chair, Contra Costa College Rising Scholars Steering Committee - Leading strategic planning and oversight for formerly incarcerated student support program Chair, Learning Aligned Employment Program Implementation Committee - Guiding workforce development program implementation Member, Professional Development Committee - Contributing to institutional professional growth initiatives

---

**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

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(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**

Y'Anad

First Name

Burrell

Last Name

Middle Initial

[REDACTED]  
Home Address[REDACTED]  
Suite or Apt

San Pablo

City

CA

State

94806

Postal Code

[REDACTED]  
Primary Phone[REDACTED]  
Email Address**District Locator Tool****Resident of Supervisorial District:** District 1

EBMUD

Employer

Community Affairs Rep.

Job Title

**Length of Employment**

3

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

D1

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

30 yrs

**Are you a veteran of the U.S. Armed Forces?** Yes  No**Board and Interest****Which Boards would you like to apply for?**

Transitional Community Advisory Board: Submitted

**Seat Name**

---

Regular Alternate Seat

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

---

Yes  No

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

---

10+

---

**Education**

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

---

High School Diploma

**College/ University A**

**Name of College Attended**

---

San Francisco State University

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

---

Accounting

**Degree Awarded?**

---

Yes  No

**College/ University B**

**Name of College Attended**

---

Golden Gate University

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

---

Healthcare Management

**Degree Awarded?**

---

Yes  No

---

**College/ University C**

**Name of College Attended**

---

Golden Gate University

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

---

Public Administration

**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:**

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---

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

---

I've been a resident of Contra Costa County for over 25 years, and for more than 15 of those years, I've actively served my community through volunteer work focused on health equity, mental health and wellness, environmental justice (particularly air quality), and the arts. My advocacy is deeply rooted in personal experience. As a caregiver to family members living with mental illness, I bring both empathy and firsthand insight to the challenges many in our community face. This lived experience fuels my commitment to being a trusted messenger—ensuring that individuals and families have access to accurate information, culturally responsive wellness services, and the resources they need to thrive. I'm passionate about building bridges between systems and communities, and I believe that serving in an advisory capacity on this committee offers a powerful platform to amplify voices, shape policy, and drive meaningful change.

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

---

Please see my 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:**

---

**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:**

---

Richmond Housing Commission and AC5

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

---

Board Member, Contra Costa County Behavioral Health Board CSC Member, Path To Clean Air (Richmond, N. Richmond, San Pablo) | 2020 – Pres.(Co-Chair 2020 – 2024; Current Co-Facilitator, Community Benefits Committee) Board Member/Gov't. Relations Chair, Richmond Chamber of Commerce | 2020 to Pres. Past Commissioner, City of Richmond Housing Commission Past Commissioner, Contra Costa County Mental Health Advisory Committee Past Associate Board Member, Big Brothers Big Sisters of the Bay Area

---

### **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.

# Y'ANAD BURRELL, MPA/MHA

Public Relations, Gov't Affairs Health Equity, DEI Professional



## EDUCATION

Doctoral Program, Transformative Social Change | Saybrook University | Class of 2026  
Master Degree, Healthcare Management | Golden Gate University  
Master Degree, Public Administration | Golden Gate University  
BA Degree, Accounting | San Francisco State University

## JOURNALISM & TEACHING EXPERIENCE

*Freelance Journalist* | Post News Group | October 2022 – Present  
*Adjunct Professor* | San Francisco State University – College of Extended Learning | 2016 - 2020  
*Crisis Communications Management for Non-Profits*

## BOARDS & COMMISSIONS

Board Member, *Contra Costa County Behavioral Health Board*  
CSC Member, Path To Clean Air (Richmond, N. Richmond, San Pablo) | 2020 – Pres. (Co-Chair 2020 – 2024; Current Co-Facilitator, Community Benefits Committee)  
Board Member/Gov't. Relations Chair, Richmond Chamber of Commerce | 2020 to Pres.  
*Past Commissioner*, City of Richmond Housing Commission  
*Past Commissioner*, Contra Costa County Mental Health Advisory Committee  
*Past Associate Board Member*, Big Brothers Big Sisters of the Bay Area

## EXPERIENCE

*Founder/Chief Executive Officer* | **Glass House Communications** | 2012 – Present

### Health Equity & Community Development

- *Chief Executive & Health Equity Officer* | **Youth Uprising** | 2020 - 2023
- *Community Development & Strategic Partnership Administrator* | **WORD Community Dev. Corp.** | 2015 – 2020
- *Community Engagement Consultant* | **Healthy Contra Costa (formerly Healthy Richmond)** | 2017 – Pres.
- *Marketing & Outreach Consultant* | **Covered CA** | 2014 – 2015

### Community Affairs, Public Relations, DEI & The Arts

- *Community Affairs Rep. II* | **EBMUD** | 2023 – Pres.
- *Media Relations Consultant* | **Lend-A-Hand Foundation** | 2023 - 2024
- *Public Relations Consultant* | **Green The Church** | 2022 – Pres.
- *Past Commissioner/Marketing Chair* | **Contra Costa County Arts & Culture Commission**, 2011 – 2020
- *Diversity & Inclusion Consultant* | **UC Berkeley, Haas School of Business** | 2019
- *Creative Director* | **Fashion On The Square** | 2008 – 2018 (Annual Event)
- *Community Engagement & DEI Consultant* | **Richmond Bay Campus/Lawrence Berkeley Labs** | 2015

### Fund Development

- *Chief Executive Officer* | **Youth UpRising** | 2020 - 2023  
Highlights: Secured \$2.1M in grants, individual gifts, and government contracts, 45% unrestricted.  
Designed a diversified funding pipeline – individuals, corporate, foundation, city, state, and federal grants.
- *Interim Executive Director* | **Project Re-Connect** | 2016 – 2017
- *Capital Campaign Consultant* | **Museum of the African Diaspora** | 2013 - 2015
- Strategically led a \$10M capital campaign by cultivating 120 prospects, 60% lived outside California.
- *Asst. Director of Development & Communications* | **Women's Initiative (Oakland)** | 2011 - 2012
- *Director of Development & Communications* | **4Cs of San Mateo County** | 2009 – 2010
- *Asst. Director of Development* | **Pivot Learning Partners** | 2008 - 2009

## LEGAL - EARLY CAREER EXPERIENCE

**Heller Ehrman White & McAuliffe** | Sr. Intellectual Property/Regulatory Litigation Paralegal | 2001 – 2007

**Application Form****Profile**Kathleen  
First NameR  
Middle InitialCasey  
Last Name

Home Address

Suite or Apt

Brentwood  
CityCA  
State94513  
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?**

28 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**

**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**

SF city college

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

Psychology, sociology

**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:**

None

---

**Qualifications and Volunteer Experience**

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

Would love to help support the Contra Costa community

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

I worked for Wells Fargo for 25 years Managing a staff in human resources,

---

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 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

---

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**Application Form****Profile**

Alexus

First Name

Michaela

Middle Initial

Christian

Last Name



Home Address

Suite or Apt

Discovery Bay

City

CA

State

94505

Postal Code



Primary Phone



Email Address

**District Locator Tool****Resident of Supervisorial District:** District 3Byron/Pittsburg/Mt Diablo/  
CCOE/ Antioch United  
School District

Employer

Substitute Teacher

Job Title

**Length of Employment**

3 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?**

19 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**

---

Board Member

**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**

---

Huston-Tillotson University

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

---

BS Biology

**Degree Awarded?**

---

Yes  No

**College/ University B**

**Name of College Attended**

---

Grand Canyon University

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

---

Masters in Healthcare administration

**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**

Clinical Quality Assurance

**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 servant leader, I believe that it is my duty to serve on this committee and uplift the voices that are not often heard from. Being a young lady that grew up in this county, I have experiences that can benefit the mission of this committee.

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

- Woman of African American Heritage • Class of 2018 Graduate from Huston-Tillotson University (HBCU) • Former leadership holder of Black Student Union at Deer Valley HS (2010-2013) • Please see my resume for more details

---

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.**

---

I have served this and other communities for over 20 years. Led the Trayvon Martin Peace walk in Antioch, CA in 2012, volunteer for Kaiser Permanente Antioch Medical Center from 2011-2013, volunteered to work with the unhoused in Austin, TX, former box office associate for CalShakes, coordinate service activities and fundraisers currently in Coco County and Alameda, substitute teacher for most districts within Contra Costa County and WCCC, and other items. Please see my resume for my professional background.

---

### **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.

ALEXUS CHRISTIAN, MHA

SF/Bay Area, CA

LinkedIn: Lindedin.com/alexmchris

Passport | TSA PreCheck | Global Entry | Open to 40%+ Travel (Domestic & International)

## **CLINICAL RESEARCH PROFESSIONAL | GCP AUDITOR | MEDICAL DEVICE COMPLIANCE**

Dedicated and certified Clinical Research Professional with over 6.5 years of progressive experience in regulatory compliance, clinical monitoring, auditing, and documentation for medical device and drug-device combination trials. Skilled in Good Clinical Practice (ICH-GCP), ISO 14155, and 21 CFR Parts 11, 50, 54, and 812. Adept at TMF oversight, site audits, IRB/EC coordination, protocol deviations, SAE review, and FDA inspection readiness. Known for precision in documentation, international site support, and cross-functional collaboration in global trials.

### **CORE COMPETENCIES**

- Clinical Trial Monitoring & Audit (Remote & On-site)
- FDA/EMA Inspection Readiness
- Medical Device Studies • ISO 14155 Compliance
- ICH-GCP • 21 CFR Part 11, 50, 54, 812, 312
- TMF/eTMF Oversight • eCRF & Data Review
- SAE, Protocol Deviation & CAPA Tracking
- Site Qualification & IRB Submissions
- Global Clinical Trial Support (EU, Japan)
- BIMO Documentation • Regulatory Correspondence
- Clinical Trial Agreements • Budget Support
- Epic/APeX • ADVARRA • Veeva Vault

### **PROFESSIONAL EXPERIENCE**

MOAB Consulting & Abbellimento Clinical Innovations – Remote  
Clinical Research Quality Consultant  
May 2024 – Present

- Conduct GCP and clinical trial documentation reviews aligned with ISO 14155, ICH-GCP, and 21 CFR Parts 11, 50, 54, and 812.

- OversOversee TMF validation, eTMF audit trails, and FDA/EMA inspection readiness activities for device and drug-device combination studies.
- Review and validate eCRFs, SAE reports, safety narratives, protocol deviations, and adverse event logs for regulatory compliance.
- Partner with CROs and sponsors to address high-risk site management and data integrity issues.
- Draft sponsor-level BIMO narratives and CAPAs supporting regulatory inspections.

Premier Regulatory Consulting – Remote  
 Clinical Trial Auditor & TMF Reviewer (Contract)  
 Jan 2023 – Present

- Perform global audits and documentation reviews across studies in EU and Japan in compliance with 21 CFR 312 and ISO 14155.
- Lead TMF reconciliation, SAE verification, and regulatory correspondence preparation.
- Advised on IRB/EC submissions, ICF amendments, and regional protocol requirements.
- Conduct FDA readiness inspection and GAP assessments

Sutter East Bay Medical Foundation – Inpatient Services  
 Antioch, Oakland & Berkeley, CA  
 Hospitalist Coordinator  
 April 2024 – January 2025

- Coordinated triage workflows and pharmacy authorizations supporting over 200 clinical staff.
- Managed patient assignments and documentation using Epic and ADVARRA platforms.
- Led departmental initiatives to close process gaps and strengthen interdisciplinary collaboration.

UCSF – Pediatric Access Center – Brisbane, CA  
 Patient Services Coordinator  
 March 2024 – April 2024

- Managed pediatric patient intake, pre-authorizations, and payer reviews.
- Leveraged Epic/APeX to coordinate interdepartmental scheduling and billing compliance.

Compass Consulting (Navigant) – San Francisco, CA  
 Clinical QA Associate (Contract)  
 Nov 2018 – July 2019

- Supported QA review of (CONFIDENTIAL) Acute Keratosis medical device study.
- Verified patient claims in accordance with HIPAA, 21 CFR Part 50, and ICH-GCP.
- Reviewed clinical documentation and supported CTAs in site communications.

Indeed Prime – Austin, TX  
 Clinical Research Coordinator (Contract)  
 May 2018 – Oct 2018

- Supported early-phase biotech studies with site feasibility, protocol compliance, and documentation.
- Maintained regulatory files and streamlined clinical workflows for study teams.

Huston-Tillotson University – Austin, TX

Clinical Research Intern

Aug 2017 – May 2018

- Drafted protocols and assisted with IRB documentation for NIH- and FDA-regulated research.
- Conducted lab compliance training and maintained FDA/NDC trial documentation.

## **EDUCATION & CERTIFICATIONS**

Grand Canyon University – Phoenix, AZ

M.S., Healthcare Administration (*Completed*)

Post-Graduate Study: Quality Care & Patient Safety (In- Pursuit)

Huston-Tillotson University – Austin, TX

B.A., Human Biology

Barnett International

Certification: Clinical Research Auditing (GCP Auditor)

CITI Program

Certification: Clinical Research Associate, Phase I Studies

PV Drug Safety Academy

Certification: Pharmacovigilance Audits & Inspections

Technical Training: Epic / APeX | ADVARRA | Citrix | Microsoft & Google Suites | Veeva Vault | EDC Systems

## **VOLUNTEER & AFFILIATIONS**

- National Institute of Science – Independent Research Coordinator (2017–Present)
- LifeWorks Austin – Mentor & DEI Trainer (2016–2018)
- Kaiser Permanente Antioch – Student Volunteer: NICU, Pediatrics, Orthopedics, Research & Development (2011–2013)

**Application Form****Profile**

Delisha

First Name



Copeland

Last Name



Antioch

City



Suite or Apt

CA

State

94509

Postal Code

Email Address

**District Locator Tool****Resident of Supervisorial District:** District 4

Hope Solutions

Employer

Re-Entry Manager

Job Title

**Length of Employment**

4 and half 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?**

4 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**

---

African America Wellness Advisory Board

**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**

---

Sonoma State University

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

---

B.A in Criminal Justice and Criminology

**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 want to serve on the committee because I want to make an community Impact as a African American. I want to be a voice in addressing health disparities that affect African American communities. I believe in promoting education, resources, and awareness around wellness, mental health, nutrition, and preventive care. Representation and advocacy are important to me. I want to make sure African American voices and perspectives are included when decisions about health initiatives are made. I care about building trust between the community and healthcare providers/organizations. I have a personal connection to this from personal experience regarding health challenges in my family or community that motivates me to advocate for better wellness. I feel passionate about uplifting others and removing barriers to access. I want to collaborate with leadership and want to work with like-minded leaders to bring innovative ideas and culturally relevant solutions. I see this as a way to contribute to my skills, experiences, and passion to improve the well-being of the community.

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

---

I am a leader with strong communication, organizational, and problem-solving skills. I am experienced in managing teams, developing staff, and implementing strategies that improve performance and efficiency. I adept at building positive workplace culture, resolving conflicts, and ensuring goals are met through effective leadership and collaboration."

---

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:**

---

I oversee several contracts from the county through the Contra Costa County Probation Department.

## **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.

## Re-Entry Housing & Services Manager

### Summary

A professional Program Manager with extensive experience in criminal justice, case management, and housing services, specializing in supporting underrepresented and homeless populations. Skilled in coordinating probation and pretrial services, advocating for clients, and building partnerships with landlords and community organizations to expand housing opportunities. Committed to leading multidisciplinary teams, implementing best practices, and making a lasting impact on the lives of those facing housing and justice-related challenges.

### Core Competencies

Criminal Justice System Expertise | Case Management | Housing Navigation | Advocacy & Mediation | Community Partnerships | Program Development & Implementation | Leadership & Team Management | Client Empowerment & Motivation | Crisis Intervention | Public Speaking & Outreach | Strategic Planning & Problem-Solving | Compliance & Documentation.

### Work Experience

#### RE-ENTRY HOUSING & SERVICES MANAGER | Hope Solutions | Oct 2023 – Present

##### Leadership

- Oversee Case Managers, Housing Navigators, Employment and Education Specialist, including PHP and Pre-Trial staff providing supervision of caseloads and individual client plans and goals.
- Participate in Management Team meetings and collaboration and contribute to strategic decision-making and organizational development.
- Provide relationship building with key stakeholders, including County leadership and community partners.

##### Client Support

- Assist staff within PHP and Pre-trial programs including housing navigators, case managers, and education/employment specialist, with client caseloads to stabilize transitional and permanent housing placement, partner resources, address individual barriers, and short- and long-term employment goals and plans.
- Guide clients to supportive mental health interventions and mental health crises ensuring referrals and resources for client access and stabilization.
- Coordinate with outside agencies and providers and collaborate with landlords and property managers to support clients' qualification for habitable housing ensuring rent payments on time and within budget.

##### Outreach and Engagement

- Contribute to community events, deliver presentations to community organizations, and attend community stakeholder meetings.
- Assessed housing barriers and connect eligible individuals and families experiencing homelessness with appropriate staff for direct services and management.
- Provide mediation and advocacy with landlords and property managers to help clients secure and maintain stable housing, addressing conflicts and ensuring transitional and long-term housing solutions.
- Facilitate communication and coordination between tenants, landlords, service providers, and community agencies to enhance housing stability and streamline service delivery.

#### SENIOR CASE MANAGER | Hope Solutions | Feb 2021 - Oct 2023

- Maintained contact and communication with all clients in caseload, conducted in-person visits.
- Developed and monitored clients' progress on individual service plans and goals.

# Delisha R. Copeland

· Page 2

---

- Assisted clients with housing opportunities/resources, working on breaking down financial barriers.
- Provided case management, budgeting, assessment, benefits, services, supporting housing stability.
- Guided clients to supportive mental health interventions and mental health crises, addiction/recovery.
- Coordinated with outside agencies and providers involved in a client's service plan.
- Collaborated with landlords and property managers to support clients' qualification for habitable housing.
- Assisted with consumer certification/verification paperwork if needed.

## **FACILITATOR & COUNSELOR | San Quentin State Prison | Jan 2019 - March 2020**

- Facilitated small groups of 12 inmates in family relations, anger management and criminal thinking.
- Conducted one on one counseling sessions with program inmates.
- Managed case files of all inmates enrolled in program.

## **CASE MANAGER | Tenderloin Housing Clinic | Aug 2017 - Jan 2019**

- Managed a caseload of 60-90 units of homeless single adults, clients of mental health disabilities, substance abuse issues, medical issues.
- Establish rapport in effort to optimize outreach including initial and ongoing assessment.

## **ADMIN ASSISTANT | Advent Properties | Jan 2017 - July 2017**

- Scheduled interviews with new vendors, process paperwork for vendors orders.
- Responded to tenant invoices, work orders, and appointments with property owners.

## **SITE SUPERVISOR | Universal Protection Service | Sept 2010 - Dec 2016**

- Supervised and oversaw staff, onboarding new staff hires.
- Maintained scheduling, call offs and payroll for all staff members.
- Greeted incoming visitors and vendors.
- Organized weekly meetings with management, ensured tenant safety and building modifications.
- Conducted inventory of all needed equipment.

## **Education**

**BACHELOR OF ARTS DEGREE, Criminal Justice – Criminology, Sonoma State University, Rohnert Park, CA**

**Coursework, Working to Promote Social Justice, Bay Area Legal Aid of Sonoma County, Sonoma County, CA**

**Application Form****Profile**

Rachel

First Name

R

Middle Initial

Corona

Last Name

Home Address

Suite or Apt

Brentwood

City

CA

State

94513

Postal Code

Email Address**District Locator Tool****Resident of Supervisorial District:** District 3

Yoga Six

Employer

Yoga Instructor

Job Title

**Length of Employment**

16 months

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

District 3

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

7 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**

---

**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?**

---

2

---

## **Education**

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

---

High School Diploma

**College/ University A**

**Name of College Attended**

---

Los Medanos

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

---

Associates in Sociology

**Degree Awarded?**

---

Yes  No

**College/ University B**

**Name of College Attended**

---

Cal Poly Humboldt

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

---

Bachelors of Social Work (senior year)

**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**

Trauma Informed Yoga

**Certificate Awarded for Training?**

---

Yes  No

**Other Training B**

Trauma Informed Assistant Teacher for ECE

**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 like to serve on this board because I am deeply committed to advancing holistic wellness, equity, and transitional support services for African American communities in Contra Costa County. As a nonprofit leader and social work student, I have dedicated my career to creating trauma-informed spaces that uplift vulnerable populations, including the unhoused, individuals with disabilities, and those impacted by systemic inequities. Being part of bringing services to my own community is meaningful and central to the life work I have dedicated myself to. This is both a professional and personal mission to ensure that African American families have access to culturally responsive care, healing practices, and transitional supports that foster resilience and opportunity. I believe this board plays a vital role in bridging gaps in care and addressing long-standing disparities in physical, mental, and spiritual health. My background in trauma-informed yoga, Reiki, and meditation, along with my focus on social justice and community engagement, equips me to contribute both practical wellness expertise and a systems-level perspective. Serving on this board would allow me to collaborate with others who share the vision of strengthening access, healing, and equity for our community.

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

---

I am currently pursuing a degree in social work at Cal Poly Humboldt, where I am deepening my knowledge of systemic inequities, community wellness, and evidence-based approaches to supporting families on a clinical level. My education is built on a lifelong commitment to racial equity, which has guided both my personal and academic journey. From a young age, I have been striving to not only understand issues of justice and equity, but also to educate others and create dialogue that encourages awareness, compassion, and action. As part of this commitment, I served as a Social Justice and Ethnic Studies tutor at Los Medanos College. In this role, I supported students in understanding complex concepts, facilitated critical discussions, and fostered an environment where diverse voices and perspectives could be valued. In addition, I regularly host study group meetings that emphasize collaboration, peer learning, and shared responsibility in addressing social challenges. I also focus on decolonization in my practice and daily life, believing that this work is essential for bringing us back to our roots as a community. Decolonization, means honoring ancestral wisdom, reclaiming cultural practices, and resisting systems of oppression that divide us. I see this as a vital pathway to both personal healing and collective wellness. Together, my academic training, tutoring experience, dedication to racial equity, and decolonization practice qualify me to serve meaningfully on the African American Wellness Hub and Transitional Committee in Contra Costa County.

---

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

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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.

Rachel Ruth Corona

Brentwood, CA |

### **Education**

*Los Medanos Community College | Spring 2024*  
Associate of Arts in Sociology with honors

GPA: 3.594

Cal Poly Humboldt  
Bachelor of Arts in Social Work

| In Progress

GPA: 4.0

Presidential Scholar  
Phi Alpha Honor Society Member  
Presidential Scholar

### **Relevant Coursework:**

- Social Work Methods I & II
- Introduction to Social Work
- Diversity, Equity, and Social Justice Frameworks
- Human Behavior and the Social Environment
- Social Work Policy
- Human Behavior and the Social Environment – Dynamics of Groups, Agencies, and Organizations
- Social Agency Experience
- Social Work Field Preparation
- Advanced Practices: Trauma Informed Community Practice
- Grant Writing Social and Environmental Justice

### **Yoga Instructor**

*Various Locations, CA | July 2014 - Present*

- Develop and lead sequenced trauma informed yoga classes, including Hatha, Vinyasa, Yin, Restorative, Hot, Aerial and Chair Yoga.
- Taught at multiple locations, including Yoga Six, Brentwood Yoga Center, In-Shape Family Fitness Brentwood and Summerset Community.
- Creates safe, inclusive spaces for students of all levels, integrating mindfulness and stress reduction practices.

### **Holistic Health Experience**

**Founder & Director**

*Pacific Coast Holistic Institute, Brentwood, CA | April 2023 – Present*

- Founded a non-profit offering trauma-informed yoga, Reiki, and meditation to vulnerable populations, including seniors and unhoused individuals.
- Developed and led programs focused on mental health, emotional regulation, and trauma recovery.

- Built partnerships with community organizations to expand access to holistic services.
- Authored grant proposals to fund mobile wellness units designed to bring free, trauma-informed care to underserved neighborhoods.

**Volunteer Tutor & Yoga Instructor**  
**Step Up Tutoring | Remote | May 2025 – Present**

- Provide one-on-one virtual high impact tutoring and mentorship to elementary and middle school students in under-resourced communities, focusing on both academic achievement and emotional well-being.
- Apply trauma-informed, student-centered teaching methods to build confidence, engagement, and self-regulation skills in young learners.
- Designed and taught a customized yoga and mindfulness class for Step Up's summer camp, supporting students' focus, emotional balance, and physical wellness.
- Align with Step Up's mission to combine technology, individualized support, and mentorship to close opportunity gaps and create equitable learning environments.

**Social Justice & Academic Experience**  
**Social Justice, Ethnic Studies, and General Tutor**  
**Los Medanos Community College, Pittsburg, CA | August 2023 - May 2024**

- Conducted tutoring for students in social justice and ethnic studies courses.
- Assisted students in understanding key concepts related to diversity, equity, and social justice.

**Additional Certifications**

- Trauma-Informed Early Childhood Education Certification
- Assistant Teacher in Early Childhood Education

**Yoga & Wellness Certifications**

- 200-Hour Hatha Yoga Instructor – Brentwood Yoga Center, Brentwood, CA
- 30 hour Trauma-Informed Yoga – Firefly Yoga International
- 40-Hour Trauma-Informed Yoga – Yoga Mu Institute
- 20-Hour Chair Yoga – Yoga Mu Institute
- 40-Hour Children's Yoga – Yoga Mu Institute
- Reiki Master/Teacher
- CPR & AED Certified
- 100-Hour Meditation (In Progress)
- 300-Hour Yoga Instructor (In Progress)
- Yoga Therapist (In Progress)

## References

Kaylah Watson

B in P rtn r to the Chief of Business, Remitly



Sandra Mills

Center for Academic Support,

Los Medanos College, Pittsburg, CA | Local One/AFSCME Rep



**Application Form****Profile**

Steven

First Name

Lorenzo

Middle Initial

Currie

Last Name



ome

ress

Brentwood, CA 94513

Suite or Apt

Brentwood

City

CA

94513

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?**

Retired

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

4 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**

---

**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**

---

Los Medanos

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

---

**Degree Awarded?**

---

Yes  No

**College/ University B**

**Name of College Attended**

---

DeAnza

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

---

**Degree Awarded?**

---

Yes  No

---

**College/ University C**

**Name of College Attended**

---

Evergreen Valley College

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

---

**Degree Awarded?**

---

Yes  No

## **Other Trainings & Occupational Licenses**

### **Other Training A**

---

J Journeyman Welder

#### **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 concerneded and interested in my community, and would like to help my African American Community however I could.

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

---

lastesresume2020.docx

---

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

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  - (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**

Loren  
First Name

D  
Middle Initial

Dalbert  
Last Name



Home Address

Suite or Apt

Bay Point  
City

CA  
State

94565

Postal Code



Primary Phone



Email Address

**District Locator Tool****Resident of Supervisorial District:** District 5

Dalbert Design  
Employer

Owner  
Job Title

**Length of Employment**

10 months

**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?**

25

**Are you a veteran of the U.S. Armed Forces?** Yes  No**Board and Interest****Which Boards would you like to apply for?**

Transitional Community Advisory Board: 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**

---

Contra Costa College

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

---

Biological Science

**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 want to serve on the TCAB because I believe wellness begins with voice, agency, and connection. My own story reflects the possibilities when African Americans are given space to heal and lead. By bringing my perspective, I hope to ensure the Hub is not only a service provider but also a place of belonging—where our community can see ourselves, trust the process, and feel empowered in our healing journeys. Serving on the TCAB allows me to give back what I once needed: culturally grounded support that meets us where we are and lifts us toward wellness and wholeness.

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

---

I bring lived expertise in navigating the mental health path from apathy into agency. As a disabled veteran and someone who has experienced homelessness and poverty, I know the toll of chronic stress, depression, and disconnection. My journey toward healing required confronting trauma, building self-awareness, and cultivating practices that restored a sense of belonging, hope, and purpose. Through this process, I gained deep insight into how African Americans—especially men—often encounter stigma, inadequate support, and systemic barriers when seeking mental health care. My healing journey has become my curriculum: I know firsthand the power of culturally grounded wellness, peer support, and community-defined solutions. This lived mental health expertise positions me to advise on how the Hub can foster resilience, self-determination, and holistic wellness for African American residents.

---

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.**

---

- Facilitated a leadership development program where residents, including myself, learned to translate personal healing into civic and community action. - Shared my story of transformation with students, policymakers, and community groups to reduce stigma and show how recovery and agency are possible. - Supported peer networks for African Americans and LatinX folks navigating mental health, housing, and economic instability. - Served in advisory and collaborative roles on county and state initiatives aimed at strengthening equity, wellness, and economic mobility.

---

### **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:**

---

I subcontract with Focus Strategies in a Lived Experience Consultant role supporting the strategic plan to reduce homelessness in the county. This contract will terminate at the end of the year. Focus Strategies is working on several homelessness projects in the county and I am paid up to \$500/monthly to help move the work forward.

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

---

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---

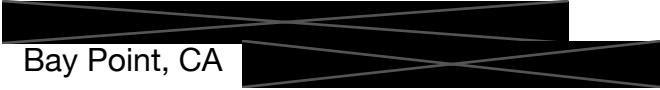
I Agree

---

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(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.

## **Loren Dalbert**



Bay Point, CA

### **Community-Driven Economic Mobility Practitioner**

Twice-formerly unhoused disabled veteran advancing community-driven economic mobility, human-centered systems change and cross-sector collaboration in housing, justice, and economic mobility.

### **EXPERIENCE**

#### **Independent Consultant**

Dalbert Design | Mar 2025 – Present | Remote / Bay Point, CA

- Leading the design of the Union of Basic Income Pilot Participants (UBIP), a national network preparing guaranteed income recipients for advocacy and policy leadership.
- Supporting strategic planning with Focus Strategies and Contra Costa County to strengthen cross-sector collaboration in efforts to reduce homelessness.

#### **Program Manager, Mobility LABs – East Contra Costa**

RCF Connects | Apr 2022 – Nov 2024 | Remote / Richmond, CA

- Co-designed and launched the CoCo Go BIG guaranteed income pilot; led a community campaign that secured \$4.25M in public funding.
- Facilitated youth and adult leadership cohorts on policy co-design, narrative change, and participatory budgeting.
- Designed and directed Comment.Studio, a resident-led systems engagement and narrative transformation initiative.

#### **Design Consultant (Workforce Accelerator Fund 8.0)**

RCF Connects | Oct 2019 – Dec 2021 | Pittsburg, CA

- Co-led a design team to integrate workforce development with the Continuum of Care for unhoused populations in Contra Costa County.
- Conducted systems research, facilitated multi-agency collaboration, and co-created service integration prototypes informed by front-line and community insight.

### **SKILLS & EXPERTISE**

- Group Facilitation & Community Transformation
- Youth Leadership & Co-Design
- Housing & Economic Mobility Policy
- Cross-Sector Strategic Planning
- Participatory Research & Narrative Power
- Lived Expertise Strategy

**Application Form****Profile**

Brandon

First Name

Evans

Last Name

ome ress

Suite or Apt

Richmond

City

CA

State

94804

Postal Code

rmary one

Email Address

**District Locator Tool****Resident of Supervisorial District:** District 1

Men and Women of Purpose

Employer

CEO

Job Title

**Length of Employment**

2 months

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

District 1

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

35 years

**Are you a veteran of the U.S. Armed Forces?** Yes  No**Board and Interest****Which Boards would you like to apply for?**

Transitional Community Advisory Board: Submitted

**Seat Name**

---

n/a

**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 Francisco State University

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

---

Bachelors in Urban Studies and City Planning

**Degree Awarded?**

---

Yes  No

**College/ University B**

**Name of College Attended**

---

University of San Francisco

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

---

Masters of Arts Public Leadership

**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:**

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

---

I would like to serve on this commission because I believe the creation of an African American Holistic Wellness Hub is a vital step toward addressing the systemic health disparities that impact our community. As someone deeply engaged in public service, workforce development, and community advocacy, I have seen firsthand how lack of access to culturally competent mental health care, wellness resources, and preventive services undermines the long-term stability of families and neighborhoods. This commission represents an opportunity to bring together diverse voices and create recommendations that not only respond to immediate needs but also lay the foundation for sustainable, community-led healing. I want to contribute my experience in building partnerships across government, nonprofits, and grassroots organizations to ensure the hub reflects the lived realities of African Americans in Contra Costa County and becomes a trusted, transformative space for wellness, empowerment, and resilience.

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

---

I bring a blend of government, nonprofit, and community leadership experience that prepares me to contribute meaningfully to this commission. I previously served as a District Representative in the Office of Supervisor Federal Glover, who was the champion of this initiative before leaving office. In that role, I worked closely with community members, municipal advisory councils, and county departments to address pressing issues of equity, public health, and economic stability. That experience gave me a firsthand understanding of county processes, stakeholder engagement, and the importance of carrying forward Supervisor Glover's vision for an African American Holistic Wellness Hub. Today, as CEO of Men and Women of Purpose, I continue to build on that foundation by leading reentry and workforce development programs that address the root causes of instability — from trauma and lack of opportunity to systemic barriers in health and wellness. My career has centered on creating spaces for healing, empowerment, and access to resources. These combined experiences — serving within county government and leading community-based initiatives — uniquely position me to help guide this commission's work with both policy insight and deep community connection.

---

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:**

---

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---

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

---

I have had the privilege of serving in a variety of community leadership and advisory roles that reflect both my commitment to Richmond and Contra Costa County. I previously served as Chair of the City of Richmond Economic Development Commission, where I worked to advance policies and initiatives that supported local businesses and strengthened economic growth. I also served as a Board Member for Visit Richmond, the Richmond Chamber of Commerce, and the Richmond Rotary, gaining valuable experience in promoting tourism, business development, and civic engagement. Currently, I serve as Board Chair for Way 2 Love Inc., a nonprofit organization dedicated to mentoring and uplifting young people. In addition, I actively support several youth-focused organizations, including New Life Movement, the San Pablo Cowboys and Cheer program, and the Richmond Steelers. These experiences have allowed me to engage directly with families and youth, fostering environments that prioritize mentorship, wellness, and opportunity. Through these appointments and volunteer roles, I have developed a strong track record of collaboration, governance, and community service that I will bring to my role on this commission.

---

**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:**

---

Yes. While I do not have any personal financial relationships with the County, my organization, Men and Women of Purpose, currently holds contracts with the Office of Reentry and Justice and the Sheriff's Department to provide reentry, mentoring, and workforce development services. These are organizational commitments that support county priorities around rehabilitation, public safety, and community wellness.

**Please Agree with the Following Statement**

---

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# 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****Middle Initial****Last Name****et****City****State****Postal Code****Member to reach you)****Resident of Supervisorial District (if out of County, please enter N/A):** [District Locator Tool](#)**Do you work in Contra Costa County?**  Yes No **If Yes, in which District do you work?** **Current Employer****Job Title****Length of Employment****How long have you lived or worked in Contra Costa County?** **Board, Committee, or Commission****Seat Name****Have you ever attended a meeting of the advisory board for which you are applying?**

Please check one:

 Yes NoIf 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 Berkeley	Business Management/Design	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Liberty University	Business Management	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Occupational Licenses Completed:** **Certificate Awarded for Training?****Other Trainings Completed:** 

<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Do you have any obligations that might affect your attendance at scheduled meetings?**  Yes  NoIf 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 want to serve on the Transitional Community Advisory Board because I am deeply committed to uplifting and protecting vulnerable members of the African American community, especially young Black men. My son Geordan struggled with mental health challenges, and I've seen firsthand how hard it can be for young Black males to access support that truly understands and respects their experiences.

This board's mission to shape a Holistic Wellness and Resource Hub that centers community needs feels deeply personal to me. While I understand this program will serve a broad range of individuals, I have worked with at-risk youth and know how important it is to create spaces that feel safe, culturally grounded, and supportive.

I'm drawn to this opportunity because it invites community members to help build something meaningful from the ground up. I want to ensure that the perspectives included go beyond just professional expertise and also reflect the voices of caregivers, parents, and people with lived experience who care deeply about healing and wellness in our communities.

I'm ready to serve, to listen, and to help lay the foundation for a resource that brings real change and lasting impact.

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

I manage the Student Technology Center at the College of Environmental Design at UC Berkeley, where I support nearly 1,000 students each semester. I oversee everything from computer lab access to printing systems, but a big part of my job is supporting students directly, many of whom come from underrepresented backgrounds. I also lead a team of student staff and make sure the services we provide are accessible, fair, and meet the real needs of the students we serve.

Before this I worked in tech and customer success roles where I managed programs, led cross functional teams, and learned how to build systems that actually work for people. I have also worked with at risk youth and know how important it is to create spaces where they feel safe, seen, and supported.

What makes me want to be part of this board is not just my work experience. I am a Black mother who has had to fight for mental health care for my son. I have seen where the system falls short and how critical it is to have voices at the table who truly understand what families go through. I bring empathy, follow through, and a deep commitment to helping shape programs that reflect and respect the people they are meant to serve.

**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.**

Project Homeless Connect, San Francisco. Food Bank of Contra Costa and Solano, Concord, CA. Boys & Girls Club, San Jose, CA

**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:

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Signed:

Date:

8/29/2025

Submit this application to: [ClerkofTheBoard@cob.cccounty.us](mailto:ClerkofTheBoard@cob.cccounty.us) OR Clerk of the Board  
1025 Escobar Street, 1st Floor  
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Questions about this application? Contact the Clerk of the Board at (925) 655-2000 or by email at [ClerkofTheBoard@cob.cccounty.us](mailto:ClerkofTheBoard@cob.cccounty.us)

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# Tanya Ford

Pittsburg, CA 94565

## EXPERIENCE

### UC Berkeley - College of Environmental Design, Berkeley, CA - May 2023 - Present *Manager, Student Tech Center*

As the Manager of the Student Technology Center, I successfully oversee the day-to-day operations of computing and printing resources for the College of Environmental Design at UC Berkeley, serving as a supervisor to a team of student workers.

- **Supervision and Training:** Provide leadership and mentorship to a team of student workers, delivering comprehensive training on technical troubleshooting, support processes, and resource management. Foster a culture of continuous learning and knowledge sharing, ensuring the team can independently resolve issues and support their peers.
- **Operational Efficiency:** Increased cost-effectiveness and service quality by implementing strategic tracking systems for computing and printing supplies, optimizing inventory management, and reducing waste.
- **Collaborative Stakeholder Engagement:** Act as a key contributor in defining operational requirements for a new internal CRM, working closely with programmers to align system development with business needs.
- **Student Tech and Operations:** Manage technology access and support services for more than 1,000 students per term. Implemented a pre-term card key activation process that minimized access delays and reduced administrative burden.
- **Orientation and Content Development:** Develop and deliver comprehensive orientation presentations for new students and staff, highlighting available technology resources, best practices, and support services. Collaborate cross-functionally to ensure that orientation content aligns with the needs of diverse student populations and addresses the evolving tech landscape.
- **Technology Learning and Development:** Lead the creation of technology learning modules and resources that empower students and staff to develop technical proficiency. Design and curate content including guides, presentations, and interactive resources to foster self-directed learning and continuous skills development.
- **Content Strategy and Delivery:** Translate complex technical information into accessible, user-friendly content that aligns with university learning goals and departmental objectives. Develop presentation materials, knowledge base articles, and quick-reference guides to support both in-person and virtual learning experiences.

### NextRoll, San Francisco, CA - Feb 2022 - Sept 2022 *Product Operations Manager*

Led all operational processes for NextRoll's Core Product team and managed process improvements, implementations, and adoptions for all internal stakeholders.

- **Project Status Reporting:** Established a quarterly update process that improved forecasting, resource allocation, and leadership visibility into progress toward key business objectives.
- **Workflow Streamlining:** Partnered with engineering team leads to analyze and refine workflows, resulting in a 10% reduction in average meeting time and a more streamlined collaboration process.
- **Meeting Facilitator:** Facilitated quarterly cross-functional meetings, overseeing agenda design, content creation, and meeting structure to ensure productive and action-oriented discussions.
- **Prioritization Tool Implementation:** Introduced and implemented a product management prioritization tool that provided clear alignment between project identification processes and overarching business goals. This tool empowered leadership to prioritize initiatives with the highest potential returns and strategic impact.

### *Sr. Platform Success Manager/Partner Manager* - Nov 2019 – Feb 2022

Led the management of NextRoll's top partnerships for the Platform As a Service business unit, driving growth and overseeing the development of product integration strategies for key partners.

- **Revenue Tracking and Forecasting:** Managed partnerships generating \$12 million in annual revenue. Responsible with furnishing quarterly forecasts and issuing weekly updates on revenue tracking and the overall well-being of the business
- **Stakeholder Relationship Management:** Developed and maintained strong relationships with partners, serving as point of contact for inquiries, escalations, and concerns for our entire Platform as a Service organization.
- **Quarterly Business Reviews:** Responsible for preparing and delivering comprehensive quarterly business reviews to key partners, summarizing performance metrics, product adoption, and strategic growth opportunities.
- **Product Onboarding:** Designed and implemented tailored onboarding programs for new customers, ensuring seamless product adoption, integration, and support, and contributing to long-term customer success.
- **SQL Utilization for Reporting:** Leveraged SQL to enhance reporting accuracy, identify impactful opportunities, and enable data-driven decision-making.

#### **Customer Success Manager - Strategy** - July 2017 – Nov 2019

Guided B2B Marketers through the complex digital media landscape by assisting them in onboarding, strategy, content development and campaign performance insights.

- **Revenue Contribution:** Managed a \$1.3 million monthly revenue stream, contributing to the west coast region's status as a top performer.
- **Onboarding Alignment:** Ensured alignment of onboarding specifications, schedules, and phase deliverables across stakeholders.
- **Account Growth Achievement:** Played a key role in achieving 3% quarterly account growth for top accounts.
- **SLA Framework Development:** Spearheaded development of SLA framework for Customer Success team, leading to 24-hour reduction in ticket close time.

#### **Accordant Media, San Francisco, CA** - Apr 2015 – Apr 2016

##### **Trading Manager**

Responsible for programmatic strategy for all west coast clients. Identified, developed and evaluated marketing strategies based on knowledge of clients objectives and market trends.

- **Budget Management:** Managed multi-channel budgets and ensured effective tracking for attribution modeling. Assisting clients in understanding the impact of media channels on their overall performance.
- **Revenue Generation:** Identified incremental opportunities for existing business, contributing to \$1.5 million in annual existing business revenue.
- **New Client Strategy Development:** Led development of marketing strategy for all clients new to suite of products.

#### **Turn, San Francisco, CA** - Sept 2011 – Apr 2015

##### **Regional Manager**

Managed Turn's Professional Services Team as the regional manager, effectively staffing the west coast team to handle quarterly business growth, while developing customer success benchmarks to drive effective customer success.

- **Team Management:** Managed team of 6-8 Optimization managers on west coast and APAC region, guiding them in achieving job fulfillment and professional progress.
- **Client Satisfaction Improvement:** Achieved 15% increase in YOY client satisfaction survey scores for top west coast clients.
- **Insightful Reporting:** Presented regular insights on health of west coast business and team satisfaction, guiding strategic business decisions.

## **SOFT SKILLS**

Cross-functional Collaboration, Strategic Thinking, Process Improvement, Stakeholder Communication, Project Coordination, Leadership & Mentorship, Adaptability, Client & Customer Focus, Initiative & Accountability

## **TECHNICAL SKILLS**

Jira & Confluence, Student Information Systems (SIS), Microsoft Office Suite, Google Workspace, SQL, Adobe Acrobat Creative Cloud, Mac & Windows OS, CRM Tools, Zoom & Slack

**Application Form****Profile**

Emika

First Name

M

Middle Initial

Freeman

Last Name



Home Address

Suite or Apt

Vallejo

City

CA

State

94589

Postal Code



Email Address

**District Locator Tool****Resident of Supervisorial District:**

None Selected

Center for Elders  
Independence, PACE  
Program

Employer

Enrollment Development  
Representative

Job Title

**Length of Employment**

1 Year

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

Unsure

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

1 Year

**Are you a veteran of the U.S. Armed Forces?** Yes  No**Board and Interest****Which Boards would you like to apply for?**

Transitional Community Advisory Board: Submitted

**Seat Name**

---

African American Holistic Wellness and Resource Hub Transitional Community Advisory Body (TCAB)

**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 Francisco State University

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

---

BA, Psychology

**Degree Awarded?**

---

Yes  No

**College/ University B**

**Name of College Attended**

---

Touro University

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

---

Master of Public Health

**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 seeking a seat on this advisory committee as an African American woman who has witnessed, both personally and professionally, the deep disenfranchisement faced by marginalized communities. Throughout my career in healthcare, and now in my work with seniors in West Contra Costa County I have seen firsthand the inequities that persist. I am especially passionate about advancing healthcare equality for Black and Brown communities, who are too often underinsured, underserved, and overlooked. Every day I see the disproportionate rates of chronic conditions in these populations, compounded by limited access to quality healthcare and nutritious foods. I believe strongly in promoting healthier lifestyles and preventive care over reliance on medication alone. As a member of this community, I want to use my experience and perspective to help amplify the voices of those who are too often unheard. Serving on this board would allow me to advocate for meaningful change and ensure that the needs of vulnerable populations are represented.

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

---

Since 2008, I have had the privilege of working with a variety of nonprofit healthcare organizations. For the past year, I have been with the Center for Elders' Independence, where I provide wraparound services to some of the most frail and vulnerable seniors in the West Contra Costa community. In this role, I work closely with seniors and their families, helping them access comprehensive healthcare that addresses their full range of needs so they can continue living safely and independently within the community. Through my outreach, I frequently meet African American men and women who have been deeply impacted by systemic inequities in both our society and healthcare system. Often, I find myself connecting them with community-based organizations or advocating on their behalf to ensure their needs are met. My professional journey, combined with my personal experiences, has given me an in-depth understanding of the challenges that plague our communities and how deeply interconnected those challenges are. This perspective has shaped my commitment to equity and my drive to be part of meaningful change.

---

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 unsure of the meeting schedule, so I am not able to answer this question accurately.

**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.**

---

African American Alumni Association- St. Mary's High School National Association of Health Services Executives- Golden State Chapter

---

**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

---

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  - (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**Keycha  
First NameD  
Middle InitialGallon  
Last Name

Suite or Apt

Richmond  
CityCA  
State94803  
Postal Code

Primary Phone

**District Locator Tool****Resident of Supervisorial District:** District 1Keyz 2 The Future  
EmployerExecutive Director  
Job Title**Length of Employment**

3

**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?**

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?**

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

**Seat Name**

---

African American Holistic Hub

**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?**

---

3

---

**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.**

---

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 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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  - (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

## 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**Nichole  
First NameL  
Middle InitialGardner  
Last Name Antioch Ca 94531  
Home Address

Suite or Apt

Antioch  
CityCA  
State94531  
Postal Code Primary Phone Email Address**District Locator Tool****Resident of Supervisorial District:** District 3N/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**

## **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 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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  - (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.

**Application Form****Profile**Kimberly  
First NameA  
Middle InitialGraves  
Last Name

Home Address

Suite or Apt

Richmond  
CityCA  
State94804  
Postal Code  
Primary Phone  
Email Address**District Locator Tool****Resident of Supervisorial District:** District 1owner of insurance agency  
EmployerPresident  
Job Title**Length of Employment**

16

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

District 1

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

30

**Are you a veteran of the U.S. Armed Forces?** Yes  No**Board and Interest****Which Boards would you like to apply for?**

Racial Justice Oversight Body: Submitted

**Seat Name**

---

African American Community Advisory Body

**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**

---

UC Berkeley

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

---

Psychology

**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

---

RE Broker

#### Certificate Awarded for Training?

---

Yes  No

### Other Training B

---

Insurance Broker

#### Certificate Awarded for Training?

---

Yes  No

### Occupational Licenses Completed:

---

I am a licensed transitional housing for Former Foster Youth

---

## Qualifications and Volunteer Experience

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

---

I am an African American and would like to be on the resource hub community advisory body

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

---

I set on a board in Alameda County for "Care First Jails Last" initiative. I have worked with former foster youth ages 18-21 and it is my passion to provide a safe space with mental wellness alternatives to support those that experienced trauma

---

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.**

---

"Care First Jails Last" Alameda County and I am an advocate for the severely mentally ill population

---

### **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**Ashley  
First NameJ  
Middle InitialGreen  
Last Name

Home Address

Suite or Apt

Pittsburg  
CityCA  
State94565  
Postal Code

Primary Phone



Email Address

**District Locator Tool****Resident of Supervisorial District:** District 5Episcopal Community  
Services

Employer

Associate Director

Job Title

**Length of Employment**

3

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

NA

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

31

**Are you a veteran of the U.S. Armed Forces?** Yes  No**Board and Interest****Which Boards would you like to apply for?**

Racial Justice Oversight Body: Submitted

**Seat Name**

---

African American Holistic Wellness and Resource Hub Transitional Community Advisory Body

**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?**

---

14 (Steering Committee Member)

---

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

---

High School Diploma

**College/ University A****Name of College Attended**

---

Dillard University

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

---

BS Biology Minor Chemistry

**Degree Awarded?**

---

Yes  No

**College/ University B****Name of College Attended**

---

California State University, East Bay

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

---

MS Health Care Administration

**Degree Awarded?**

---

Yes  No

---

**College/ University C****Name of College Attended**

---

Walden University (In Progress)

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

---

PhD Health Services focus Community Health

**Degree Awarded?**

---

Yes  No

---

**Other Trainings & Occupational Licenses****Other Training A**

---

Trauma Healing (Apprentice)

**Certificate Awarded for Training?**

---

Yes  No

---

**Other Training B**

---

NA

**Certificate Awarded for Training?**

---

Yes  No

---

**Occupational Licenses Completed:**

---

NA

---

**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 advisory committee because I want to continue the work I started as a member of the AAHWRH Steering Committee lead by ORESJ. As a resident of Pittsburg/East Contra Costa County, I was proud to be a part of a committee that was allowed to identify areas of concern for the African American Community and the East Contra Costa Community as whole. Although, I work in San Francisco and their efforts of ending homelessness. I initially applied to become a committee member to give back to my community in ways I could not imagine. If appointed to this advisory board, I would ensure the needs of the Black/African American Community are met for future generations.

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

---

I've attached my resume, but I will highlight some of my qualifications in this section. In my current and previous roles at my present agency, I have experience with supporting clients with Behavioral Health, Navigation Services, Preventive Health Care, Resource Navigation, and Reentry Support and Restorative Alternatives. Although in my role the services I provide aren't strictly from the African American community, the resources and support I do provide are for the community as whole and I support allocated resources to the most harmed, especially in East Contra Costa County. I've also previously held a position at an all-male substance abuse program, who tenants were predominantly African American males. In this role, I was able to see how childhood trauma trickles down into adulthood and how resources such as trauma healing and greatly impact our current and future generations. Although, I do not have prior work experience regarding Infant and Maternal Health. I am currently a PhD Student working on coursework that will lead to my dissertation on Infant and Maternal Health disparities in the Black/African American community amongst birthing mothers.

---

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:**

Dependent on the time of scheduled meetings and if they will be in person or zoom. I did not have any scheduling conflicts for Steering Committee meetings.

**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.**

---

I currently served as a member of the African American Holistic Wellness and Resource Hub Steering Committee. Alongside my Steering Committee peers, we were able to make it to this next step in the process of seeing the AAHWRH come to fruition. I also served as a youth mentor and tutor for my church located in East Contra Costa County. In this volunteer position, I was able to give back to local youth in my community by providing academic and mentoring support. In addition, I support young girls in building their confidence through dance.

---

**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 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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  - (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.

# Ashley J. Green, MSHCA

## Contact



## Summary

A competent, hard-working, task and goal oriented driven professional. Proficient skills in managing projects as an individual and team player. Successfully build professional relationships to support and adhere to federal, state, and county regulations. Exception skills working with diverse and challenging environments, communication skills, and time management.

## Education

PhD Health Services Community  
Health Walden University,  
Minneapolis, MN Graduation Year  
2027

Master of Health Care  
Administration, California State  
University, East Bay, Hayward, CA  
Class of 2019

Bachelor of Science in Biology  
minor in Chemistry, Dillard  
University, New Orleans, LA Class  
of 2017

## Experience

**12/2024-Present**

**Associate Director of Adult Coordinated Entry • San Francisco, CA •  
Episcopal Community Services**

Create, maintain, and improve systems, policies, operational protocol and associated tools for the daily operations of the Problem-Solving Managers and Training Managers.

Work within and promote integrated services team model in an environment dedicated to harm reduction, recovery, and wellness.

Assist in creating community awareness about Coordinated Entry through preparing informational materials and conducting community outreach in collaboration with the Problem-Solving Managers and Director of CE.

Together with Managers of Problem-Solving Services, develop and propose to the Department of Homelessness and Supportive Housing (HSH) programmatic and operational changes to support the San Francisco Homelessness Response System goals.

Track metrics, make reports, manage Problem Solving budget to include Flex Funds.

Review participant eligibility documentation for accuracy and completion.

**06/2022-12/2024**

**Manager of Problem-Solving Services • San Francisco, CA • Episcopal  
Community Services**

Develop and propose to the Department of Homelessness and Supportive Housing programmatic and operational changes to support the San Francisco Homelessness Response System goals. Manage the day-to-day operations of Problem-Solving Services. Follow policies, procedures and protocols established by HSH. Work within and promote the integrated services team model in an environment dedicated to harm reduction, recovery, and wellness. Work with HSH and other community partners to expand the scope of Problem-Solving Services and other resources such as employment, benefits, and housing to San Francisco shelters.

**09/2020-06/2022**

**Compliance Coordinator • San Francisco, CA • HealthRIGHT360**

Responsible for quality assurance of client records. Provides training on updated policies and procedures from organizational, county, and state leadership. Perform onboarding training for new program staff. Support Program Director in ensuring staff productivity in policies and procedures. Works cohesively with the Compliance Director on ensuring agencies compliance standards.

*12/2019-03/2020*

**Practice Coordinator II • San Francisco, CA • Covelo Group**

Managed a large call volume with excellent customer service while scheduling, rescheduling, or cancelling appointments based on patient and radiology department availability. Received and processed external radiology orders for future scheduling.

*02/2019-12/20219*

**ROI Specialist • San Francisco, CA • UCSF Medical Center**

Performed data entry, record retrieval, and order processing by utilizing Epic Software and adhering to HIPAA guidelines. Maintained accuracy and security of protected health information. Identified new methods to optimize medical records management.

*07/2018-10/2018*

**Internship/Capstone Project • Martinez, CA • Northern California Health Care System**

Completed a space audit project for three outpatient clinics. Completed and submitted an executive summary identifying the ethical standards on the allocation of clinical and administrative space. Developed and finalized correspondence for Veterans, Non-Profit Organizations, VA and Non-VA Organizations, and local Congress Offices. Received clearance to engage in Incident Command Post Team, and Safety and Environmental Care Rounds briefings, activities, and drills. Attended and created agendas for Site Manager morning briefings and transcribed minutes for weekly supervisor briefings.

---

## Key Skills

Oral and Written Communication  
Project Management  
Time Management  
Problem Solving  
De-Escalation  
Resource Navigation  
Adaptability  
Decision-Making Skills  
Evidence Based Practices  
Strong Work Ethics

---

## Affiliations

African American Holistic Wellness and Resource Hub Steering Committee- Contra Costa County (2023-2025)

Rooted Youth Group Genesis Church-Antioch (2023-2025)

- Director

National Association of Health Service Executives (NAHSE)- Golden State Chapter (2017-2021)

- Student Liaison
- Events Coordinator
- Secretary

---

## Community Service

Genesis Church Food Share Program

Genesis Church Rooted Youth Group

Genesis Church Thing Big Youth Mentoring/Tutoring Program.

Trauma Healing Specialist (Adult and Teens)

## References

Ceedral Armstrong  
Director of Interim Housin



Roderrick Smith  
Director of Adult Coordinated Entry



Derrick Shelton  
Acting Chief of Public Affairs-VA Northern California Health System



**Application Form****Profile**

Jon  
First Name

Middle  
Initial

Green  
Last Name

  
Home Address

  
Suite or Apt

CONCORD  
City

CA  
State

94519

Postal Code

  
Primary Phone

  
Email Address

**District Locator Tool****Resident of Supervisorial District:**

District 4

Green Ties  
Employer

President  
Job Title

**Length of Employment**

1

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

Yes  No

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

All

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

30+

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

Yes  No

**Board and Interest****Which Boards would you like to apply for?**

County Service Area P-2A (Blackhawk) Citizens Advisory Committee: Submitted

**Seat Name**

---

African American Holistic Wellness and Resource Hub for Transitional Community Advisory Body TCAB

**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?**

---

1

---

**Education**

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

---

High School Diploma

**College/ University A**

**Name of College Attended**

---

N/A

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

---

N/A

**Degree Awarded?**

---

Yes  No

**College/ University B**

**Name of College Attended**

---

N/A

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

---

N/A

**Degree Awarded?**

---

Yes  No

---

**College/ University C**

**Name of College Attended**

---

N/A

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

---

N/A

**Degree Awarded?**

---

Yes  No

---

**Other Trainings & Occupational Licenses****Other Training A**

---

N/A

**Certificate Awarded for Training?**

---

Yes  No

**Other Training B**

---

N/A

**Certificate Awarded for Training?**

---

Yes  No

**Occupational Licenses Completed:**

---

Mandated Reporter

---

---

**Qualifications and Volunteer Experience**

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

---

I love my community and I love what Dr. Kirby stands for and what she is trying to do.

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

---

I'm President & Founder of Green Ties, a 501c3 nonprofit teaching Traditional Values for Modern Times. We are hyper-focused on our young men, especially of at-risk young men of color. This position truly aligns with my true passion for helping our underserved community because this is where I came from

---

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.**

---

No boards yet. I have provided a number of free workshops and one-on-ones with various youths and young men. Green Ties has partnerships with the Boys and Girls Club in Martinez, as well as new partnership with La Concordia, a mental health center in Concord.

---

### **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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(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.

# onathan B. Green

---

Seasoned salesman with years of superb customer service and results in high end sales. Possess a strong, versatile background in Sales & Marketing.

## **Skillset**

Proficient in Microsoft Excel & Office	SOP Creator and Sales Trainer
SharePoint Administrator Experience	Eloquent Speaker, Skilled Writer
Skilled in LMS and Pipeline	Exceptional Customer Service

---

## **Experience:**

### **Utility Trailer Sales of Utah - Las Vegas, NV (8/2022 - Current)**

#### **Outside Parts Salesman**

- Deepen the relationship with our customers to drive lifetime loyalty and spending.
- Drive business through being committed to ensuring every customer is taken care of.
- Demonstrate our company values every day to ensure we Keep America trucking, exceed expectations and deliver smiles.

### **Tiffany & Co - Las Vegas, NV & Salt Lake City, UT**

**(8/2019 - 6/2022)**

**2019 Top TEI 94%**

**2019 VOC Recipient**

#### **Client Sales Advisor**

- Consistently achieve or exceed monthly, quarterly, and annual store sales plan. Capture customer data.
- Cultivate new and existing customer relationships.
- Deliver a significant portion of sales through repeat client business.
- Drive business through key product pillars.
- Elevate in store experience by consistently delivering memorable moments to every customer.
- Demonstrate passion as a Tiffany brand ambassador during every selling ceremony using the Tiffany Touch, your personal touch.
- Demonstrate Customer Experience Behaviors identified within the TEI program (Voice of Customer Survey) and with Tiffany customer experience vision.
- Execute best practices by optimizing hospitality and store amenities to create unique experiences and act on TEI performance and client feedback.

### **Golden Nugget Hotel & Casino - Las Vegas, NV**

**(10/2017 - 8/2019)**

#### **Administrative Assistant (11/2018 - 8/2019)**

- Worked closely under the *Director of Housekeeping* to complete various assigned projects and reports within the deadline
- Employee Scheduling
- Assisted with the revamping of several departmental SOP's
- Assisted in all duties and requests of the *Director of Housekeeping*

#### **Night Auditor (4/2018 - 11/2018)**

- Reconcile and complete all daily front desk agents' work.

- Responsible to balance cash transactions from previous shift
- Checks front office accounting records for accuracy and compiles information for the hotel's financial records.
- Tracks room revenues, occupancy percentages, and other front office operating statistics.
- Prepares summary of cash, check, and credit card activities, reflecting the hotel's financial performance for the day.
- Posts room charges and room taxes to guest accounts. Processes guest charge vouchers and Credit card vouchers.
- Verifies all account postings and balances.
- Summarizes results of operations and prepares reports for management.
- Performs duties of the front desk agent

**Front Desk Agent (10/2017 – 4/2018)**

- Assist guests with check in and check out processes (verifying registration, address and credit information, balancing bank, posting charges). Go above and beyond to provide assistance, i.e. assist with luggage, coffee, directions, wake up calls, future reservations, etc.
- Provide information to guest and visitor inquiries; coordinates all guest requests for special arrangement of services, courteously and efficiently informs guests of hotel services, features and room amenities.
- Follow operational policies and procedures, including those for cash and credit card handling, safety and security and all other policies, procedures and standards to ensure we can consistently exceed the guests' expectations.

---

**References**

Are available upon request

**Application Form****Profile**

Natasha

First Name

Monica

Middle Initial

Griffith

Last Name



Suite or Apt

Pittsburg

City

CA

State

94565

Postal Code



Primary Phone



Email Address

**District Locator Tool****Resident of Supervisorial District:** District 5

IHSS

Employer

In home Provider

Job Title

**Length of Employment**

10

**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?**

14

**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**

---

**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**

---

Ashford university

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

---

BA- Psychology

**Degree Awarded?**

---

Yes  No

**College/ University B**

**Name of College Attended**

---

KPSHAS

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

---

MA -Counseling MFT - in progress

**Degree Awarded?**

---

Yes  No

---

**College/ University C**

**Name of College Attended**

---

Diablo Valley College

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

---

Liberal Arts

**Degree Awarded?**

---

Yes  No

---

**Other Trainings & Occupational Licenses****Other Training A**

Community Education Leadership Institute

**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 behavioral health is both deeply personal and professionally driven. My journey began in the aftermath of a life-altering trauma — the tragic murder of my fiancé. That experience profoundly impacted my mental health and forced me to confront the gaps and challenges within our behavioral health systems firsthand. Rather than allow that trauma to define me, I chose to channel it into purpose and growth. Today, I am in my second year of graduate school at Kaiser Permanente School of Allied Health Sciences (KPSAHS), working toward a Master's in Counseling with a focus on Marriage and Family Therapy (MFT). This educational path allows me to combine lived experience with clinical knowledge to better serve individuals and families facing complex behavioral health challenges. In addition, I am the parent of a neurodivergent child — my daughter, who is on the autism spectrum and also lives with depression and anxiety. Navigating the healthcare, educational, and social systems on her behalf has made me acutely aware of the systemic barriers that families like mine encounter every day. My involvement with CELI (Community Equity Leadership Initiative) has strengthened my understanding of equity, advocacy, and community engagement, and it has equipped me with the tools to amplify underrepresented voices within our behavioral health systems. Serving on this board would allow me to contribute a unique perspective — as a survivor, a parent, a student-therapist, and an advocate — to help shape policies, programs, and services that are compassionate, accessible, and equitable for all.

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

---

Qualifications for Appointment: I bring a unique combination of lived experience, academic training, community involvement, and a deep commitment to mental health advocacy that aligns with the mission of this board. Lived Experience: As someone who has navigated the behavioral health system personally — stemming from the traumatic loss of my fiancé to homicide — I understand the importance of accessible, compassionate, and trauma-informed mental health services. My healing journey has given me empathy, insight, and resilience that I now use to support others. Parent Advocate: I am also the parent of a daughter on the autism spectrum who lives with depression and anxiety. Advocating for her needs has taught me how to navigate school systems, healthcare services, and support networks, all while pushing for more inclusive, equitable solutions for neurodivergent youth and families. Academic and Professional Training: I am currently in my second year of graduate school at Kaiser Permanente School of Allied Health Sciences (KPSAHS), pursuing a Master's in Counseling with an emphasis in Marriage and Family Therapy (MFT). This education is providing me with evidence-based clinical training, as well as an understanding of systems of care, therapeutic modalities, and the ethical standards of the mental health profession. Community Engagement: Through my work with the Community Equity Leadership Initiative (CELI), I have gained skills in leadership, policy engagement, and equity-focused advocacy. CELI has reinforced my commitment to elevating marginalized voices and promoting culturally responsive behavioral health services. Commitment to Service and Equity: My background equips me to bring both compassion and critical thinking to this board. I am committed to advocating for underserved communities, improving transitional services, and working collaboratively with stakeholders to create meaningful, lasting change.

---

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:**

---

Currently in masters program and internship Mon - Wed

**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.**

---

Volunteer and Community Experience: Vice President, Build My Heart Foundation: I served as Vice President of the Build My Heart Foundation, a nonprofit organization dedicated to supporting children born with congenital heart disease. Inspired by my own daughter's diagnosis, I helped lead initiatives that provided resources, emotional support, and advocacy for families in at-risk communities navigating the challenges of pediatric heart conditions. Advocate for Deaf and Hard of Hearing Youth in the East Bay: As a parent of a child with hearing loss and cerebral palsy, I have worked closely with organizations and school districts in the East Bay to support Deaf and Hard of Hearing youth. My involvement includes spreading awareness, promoting inclusive education, and advocating for access to early intervention services and accommodations. Disability Rights Advocate: Through personal experience and community engagement, I have been a strong advocate for disability rights. I've assisted families in navigating complex systems such as Regional Center services, Medi-Cal, and special education (IEPs and 504 plans), helping ensure that children and adults with disabilities receive the support they deserve. In-Home Support Services (IHSS) Provider: I serve as an IHSS provider, caring for my daughter and advocating for equitable treatment of caregivers within the disability and public health systems. This role has deepened my understanding of long-term care, respite services, and the vital role that in-home providers play in maintaining quality of life for individuals with disabilities. These experiences have allowed me to build strong community ties and develop a deep understanding of the systemic barriers facing underserved populations. They have also strengthened my ability to serve as a compassionate, informed, and equity-focused voice on any advisory board

---

**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**

---

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---

I Agree

---

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  - (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
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**Application Form****Profile**

Arthur

First Name

Harris

Last Name



Home Address

Middle Initial

Suite or Apt

Hercules

City

CA

State

94547

Postal Code



Primary Phone



Email Address

**District Locator Tool****Resident of Supervisorial District:** District 5West contra costa unified  
School District/ Private  
PracticeSpecial education director,  
Mental Health

Employer

Job Title

**Length of Employment**

10 years

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

West contra costa county

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

13 years both

**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**

---

**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**

---

National University

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

---

Administrative Credential clear

**Degree Awarded?**

---

Yes  No

**College/ University B**

**Name of College Attended**

---

Loyola Marymount

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

---

Administrative credential

**Degree Awarded?**

---

Yes  No

---

**College/ University C**

**Name of College Attended**

---

CSU East Bay

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

---

MS Counseling/ school psychologist and marriage and family therapy

**Degree Awarded?**

Yes  No

---

**Other Trainings & Occupational Licenses****Other Training A**

LMFT 78354

**Certificate Awarded for Training?**

Yes  No

**Other Training B**

PPS school psychologist

**Certificate Awarded for Training?**

Yes  No

**Occupational Licenses Completed:**

LMFT PPS school psychology Administrative credential

---

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

I want to be a part in supporting the well being of the community I live in and a crucial part of this is supporting in the healing of the African American community in Contra Costa County.

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

As a special education director for mental health, an experienced therapist serving the Contra Costa community, and a member of the Association of Black Psychologists I am an ideal candidate. Also my wife is a LMFT who specializes in Black Maternal Health in her private practice.

---

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 young children and a day job in the school district. I can be available for meetings but I have to make arrangements in advance.

**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.**

---

Current Vice president Bay Area Chapter of the Association of Black Psychologists

---

**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:**

---

I am currently a WCCUSD school district employee and I am going to re-establish my contract with contra costa mental health to provide medi-cal services through my private practice.

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

---

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I Agree

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(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**Edward  
First NameE  
Middle InitialHarris  
Last Name  
ome ress364  
Suite or AptOakley  
CityCA  
State94561  
Postal Code

Email Address

**District Locator Tool****Resident of Supervisorial District:** District 3AME Zion Church  
EmployerPastor  
Job Title**Length of Employment**

25 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?**

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

## Seat Name

## Community

**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**

Saint Mary's College

## Degree Type / Course of Study / Major

## Bachelors/Management

## Degree Awarded?

Yes  No

## **College/ University B**

### Name of College A

## Saint Mary's College

## Degree Type / Co

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

---

### Degree Awarded?

© Yes © No

### College/ University C

## Name of College Attended

## Methodist Theological School

## Degree Type / Course of Study / Major

## Doctorate/ Ministry

**Degree Awarded?**

---

Yes  No

---

**Other Trainings & Occupational Licenses****Other Training A**

---

Pastor/Preacher

**Certificate Awarded for Training?**

---

Yes  No

**Other Training B**

---

Master Facilitator/Mentor/Coach

**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 desire to serve on this particular board is rooted in the need to support basic needs of the African American culture and community. This requires building a sustainable program in an equitable, intentional and just fashion. The Implementation phase is critical and I believe that I bring a collaborative spirit with logic, integrity and the ability to maintain the value of all voices, facilitating compromise at appropriate times while always staying focused on the goals and objectives. Human connection and passion are key drivers to the success of choosing the best persons to accomplish the task and to achieve the stated goals on time and on budget. My facilitation and leadership background equips me for this board and I am excited to offer myself for the betterment of the people who will benefit most from the success of the much needed and long over due service. I would count it an honor and privilege to serve.

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

---

See attached Application

---

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.**

---

Antioch Schools Education Foundation Board, Antioch Unified School District Parent Student Engagement, National Association for the Advancement of Colored People (NAACP), Rehabilitation Center Visitation Ministry (Lone Tree Post Acute and Shadelands Post Acute), Antioch Rotary, Liberty Union High School District African American Parent Community, Liberty High School Site Council

---

### **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**

---

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I Agree

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(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.

## **Edward Harris, Sr.**



### **LEADERSHIP, LEARNING & DEVELOPMENT PROFESSIONAL**

Dynamic training and development manager and master certified facilitator with deep expertise in leadership, organizational effectiveness, change management, service, and diversity. Proven track record of developing top-quality leaders and high-performing teams that consistently deliver superior results. Co-host of *Take-A-Lesson*, a national and international leadership radio program interviewing diverse C-Level and executive leaders.

#### **Core Competencies**

- Leadership & Team Development
- Change Acceleration Process (CAP)
- Diversity, Equity & Inclusion (DEI) Strategy
- Organizational Effectiveness
- Training & Facilitation (Master Certified)
- Strategic Planning & Execution
- Financial & Operational Oversight
- Coaching & Mentoring

### **PROFESSIONAL EXPERIENCE**

#### **African Methodist Episcopal Zion Church | Senior Pastor**

*2002 – Present*

- Provide spiritual leadership and organizational management for multiple congregations.
- Increased membership and participation by up to **200%** across charges.
- Resolved financial challenges, eliminating recurring shortfalls and improving financial health at three of five charges.
- Established mentoring, coaching, and feedback processes to strengthen organizational leadership.
- Directed property and facilities improvements across multiple congregations.
- Successfully planted and grew a new congregation, developing leaders to sustain long-term growth and discipleship.

#### **AAA Northern California, Nevada, Utah – San Francisco, CA**

## **Master Certified Facilitator**

**2008 – 2010**

- Designed and delivered *Train-the-Trainer* programs, certifying over **25 facilitators** across the organization.
- Saved the organization **\$1M annually** by eliminating vendor-based training.
- Reduced orientation costs by regionalizing trainers and standardizing facilitation practices.
- Strengthened training quality and outcomes by applying **Kirkpatrick Level 1–3 assessments**.

## **Education Delivery Manager**

**2005 – 2008**

- Directed training operations across four states with geographically dispersed facilitator teams.
- Consistently delivered programs under budget through innovation without compromising quality.
- Implemented scheduling, materials management, and remote training delivery systems.
- Oversaw performance management for facilitators and coordinators.

## **Program Manager, Diversity & Inclusion**

**2001 – 2005**

- Co-authored an **award-winning diversity leadership program** and guided enterprise DEI strategy.
- Served as organizational liaison to the City of San Francisco and represented the company at board and senior leadership levels.
- Designed and implemented an internship program that improved workforce development.
- Established employee resource groups that reduced turnover and enhanced engagement.
- Achieved multiple **industry Diversity Awards** for innovative DEI practices.

## **EDUCATION**

- **Master of Arts in Leadership** – St. Mary's College of California, Moraga, CA (2020)
- **Bachelor of Arts in Business Management** – St. Mary's College of California, Moraga, CA (2004)
- Various Leadership, Management, and Program Management certifications and internal programs

## **CERTIFICATIONS & PROFESSIONAL AFFILIATIONS**

- Master Certified Facilitator – Developmental Dimensions International | Achieve Global | The Training Clinic
- GE Capital – Change Acceleration Process (CAP)
- Training Management Certification – The Training Clinic
- Diversity & Employee Resource Group Consultant (2010 – Present)
- National Leadership Program Co-Host – *Take-A-Lesson* (2010 – Present)



**Application Form****Profile**

Ashley

First Name

Johnson

Last Name



Home Address

Suite or Apt

Richmond

City

CA

State

94804

Postal Code



Primary Phone



Email Address

**District Locator Tool****Resident of Supervisorial District:** District 1

Urban Tilth

Employer

Human Resources Manager

Job Title

**Length of Employment**

3 years

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

1

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

30 years

**Are you a veteran of the U.S. Armed Forces?** Yes  No**Board and Interest****Which Boards would you like to apply for?**

Racial Justice Oversight Body: 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**

---

Post University

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

---

Undergrad Human Resources Management

**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**

---

Wellness and Environment Certificate

### **Certificate Awarded for Training?**

---

Yes  No

## **Other Training B**

---

Certificate in Depression

### **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 feel combined with my human resources background and continued studies in many different areas of need I possess the right mindset and experience to be apart of these conversations.

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

---

Undergrad Human Resources Management Continued studies in environmental justice and depression in underdeveloped communities and Criminal Justice Law

---

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:**

---

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.**

---

---

### **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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  - (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**

La Tanya

First Name

Johnson

Last Name



Unit D

Suite or Apt

Concord

City

CA

State

94520

Postal Code

**District Locator Tool****Resident of Supervisorial District:** District 5

Caminar

Employer

Program manager

Job Title

**Length of Employment**

2.6 years

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

All

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

15 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**

---

**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 Phoenix

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

---

Human services

**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.**

---

As a service provider in the county for over 10 years i see the need for an dedicated center/hub that meets the cultural needs of African American

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

---

Live and work in the county Self identified as African American A parent of an African American boy with special needs and mental illness

---

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.**

---

On steering Committee of Concord Communities Alliance Serve at GROW Working with Village Keepers to create a special needs parenting support group for African American families  
Founded the first Juneteenth event in Concord

---

### **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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  - (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

Professional with 27 years of experience managing projects and providing social services to families at medical, education and housing organizations. Experience in auditing case files, completing county/state reports, and presenting to community partners and funders. Effective at developing relationships and maintaining strong partnerships with local landlords and property managers using effective and transparent communication skills. Highly proficient using case management technology and training and onboarding staff with the tools.

## PROFESSIONAL EXPERIENCE

### **Program Manager , Caminar, Contra Costa County 2022 - 2024**

- Provide supervision to rapid rehousing and eviction prevention staff for Contra Costa Family Services
- Work in collaboration with Bringing Families Home Case Managers
- Develop and maintain strong partnerships with local landlords and property managers
- Provide ongoing support and advocacy for clients navigating the housing market
- Maintain accurate and up to date client records, including demographics, using HMIS and ensuring compliance
- Work with accounting to track deposits and rents given to landlords for clients
- Complete criminal and rental history to support clients in securing affordable housing
- Collaborate with stakeholders to ensure grant outcomes and measurables are on track
- Educating staff on housing laws and what it means to be a renter
- Meet with case managers to discuss cases, resolve client needs, and confirm rent expense distributions
- Attend monthly community partnership meetings with the County to review cases and advocate for clients
- Present Bringing Families Home programs to community, Child Welfare workers, and property owners
- HMIS database to track rents, note engagement with landlords and client interactions

### **Housing Navigator, Caminar, Contra Costa County 2022 - 2024**

- Provide rapid rehousing and eviction prevention services for Contra Costa Family Services
- Work in collaboration with Bringing Families Home Case Managers
- Develop and maintain strong partnerships with local landlords and property managers
- Provide ongoing support and advocacy for clients navigating the housing market
- Maintain accurate and up to date client records, including demographics, using HMIS and ensuring compliance
- Work with accounting to track deposits and rents given to landlords for clients
- Complete criminal and rental history to support clients in securing affordable housing
- Collaborate with landlords and debt management companies to settle old balances that may impact becoming housed
- Educating clients on housing laws and what it means to be a renter

- Meet with supervisor to discuss cases, resolve client needs, and confirm rent expense distributions • Attend monthly community partnership meetings with the County to review cases and advocate for clients
- Present Bringing Families Home programs to community, Child Welfare workers, and property owners • HMIS database to track rents, note engagement with landlords and client interactions

**Housing Navigator**, Independent Living Systems, Contra Costa and Alameda County, 2022-2024 • Provided housing navigation services to chronically homeless individuals and medical care recipients through the CALaim program at Kaiser Norcal

- Provided advocacy to ensure clients secured housing, had financial assistance, and worked with the Housing Authority to get back on housing waitlists
- Provided tenant education to prepare individuals for housing: credit development, know your rights/evictions and rental application preparation
- Linked and referred clients to coordinated entry lists, temporary shelter waiting lists, and other housing programs.
- Collaborated with Kaiser, behavioral health, community programs and landlords to secure therapists, pet emotional support status documentation, or disability housing accommodations • Documented all client contact, DAP notes, care plans, housing stability plans through Ecare and EPIC database systems
- Provided biweekly face to face visits with up to 40 Kaiser members in community settings: encampments, libraries, medical appointments, shelters, and parks

**Case Manager**, Catholic Charities of the East Bay, Alameda and Contra Costa County, 2017-2021 • Managed 26 cases per year supporting families with domestic violence, provided violence prevention and family preservation services through CFS Contra Costa County

- Educated parents on domestic violence and parenting tools to prevent children removals from households
- Made referrals to Stand!, Family Justice Center, Community Violence Solutions, and other organizations • Documented all client engagement using Salesforce, and provided monthly reports to the County on client status' and demographics
- Conducted needs assessments at home visits and supported clients in accessing services • Responsible for weekly auditing of coworkers files to ensure proper documentation and needs assessments were performed

**Case Manager**, HOPE Solutions (formerly, Contra Costa Interfaith Housing), Pleasant Hill, CA 2016-2017 • Provided housing placements and supportive services to chronically homeless families and single adults • Screened & performed intake of potential residents for the supportive housing program • Worked with clients to coordinate social services, such as school district, Calworks, employment and behavioral health

- Using Microsoft tools, documented all client engagements including landlord interaction for housing repairs
- Conducted home visits for complex cases for 10 families and provided education to prevent displacement or evictions

**Case Manager**, Children's Hospital Oakland, Oakland, CA, 2007-2014

- Provided case management at a specialized clinic to low-income, homeless youth 0 to 21 populations without medical insurance
- Enrolled up to 625 patients per year and verified medical insurance, obtained SAR

- approval from physicians and booked medical appointments
- Worked with young parents and parents of minors to link social services such as medical, education and housing services
- Conducted outreach at schools, shelters, Emergency room and community events to recruit new patients
- Provided short-term medical case management services for 300 individuals per year which included obtaining a primary care physician
- Documented and maintained daily notes, and tracked resources and referrals into EPIC database
- Interviewed potential new volunteers, reviewed background checks, and provided onboarding
- Managed volunteers during Saturday clinic: provided HIPAA training, scheduled assignments and signed off volunteer verification forms
- Created curriculum for residents around cultural sensitivity and working with the

unhoused population **EDUCATION**

University of Phoenix, Bachelors in Human Services, 2007 - 2010

## **VOLUNTEER EXPERIENCE**

Concord Communities Alliance, Co-Convener, 2023 - present

Village Keepers, Coordinator of Parents with Special Needs Children, 2023 - present

Concord Juneteenth, Event Planner and coordinator, 2023 - present

**Application Form****Profile**

Christina

First Name

Kenney

Last Name



Home Address

Suite or Apt

Richmond

City

CA

State

94806

Postal Code



Primary Phone



Email Address

**District Locator Tool****Resident of Supervisorial District:**

None Selected

East Bay Permanent Real  
Estate Cooperative

Employer

Esther's Cultural Revival  
Project - Community +  
Culture Manager

Job Title

**Length of Employment**

6 months

**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?**

10 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**

---

**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**

---

Pepperdine University

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

---

English Writing + Rhetoric

**Degree Awarded?**

---

Yes  No

**College/ University B**

**Name of College Attended**

---

Contra Costa College

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

---

Business Administration

**Degree Awarded?**

---

Yes  No

---

**College/ University C**

**Name of College Attended**

---

Uptima Academy

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

---

Entrepreneurship

**Degree Awarded?**

Yes  No

---

**Other Trainings & Occupational Licenses****Other Training A**

Project Management

**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'm passionate about creating spaces where Black community, culture, and wellness can thrive. In my work with EB PREC and as EDC Chair, I've brought people together to build cooperative spaces, support local businesses, and uplift Black arts and history. I'd bring that same energy and commitment to the African American Holistic Wellness and Resource HUB, helping ensure it truly reflects and serves our community's needs.

**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:**

---

I am a commercial real estate developer/manager. I may have emergencies come up in scheduling.

**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.**

---

Co-Chair, Advisory Board | Just Be Chair, Vice-Chair | Economic Development Commission | Richmond, CA Chair | Taste of Richmond Advisory Board | The Black Neighborhood

---

**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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# Christina A. Kenney

[REDACTED] | Richmond, CA



## Professional Summary:

I am a community development leader with a proven track record in empowering small businesses and fostering economic resilience in underserved communities. As CEO of Empower Souls Studios, I enhanced customer engagement through targeted branding strategies and collaborative initiatives. My role as Chair of the City of Richmond's Economic Development Commission allows me to lead impactful initiatives like "Taste of Richmond," which boosted small business participation and community engagement. At CoBiz Richmond, I spearheaded over 30 community programs and built strategic partnerships that improved access to resources for local entrepreneurs.

## Professional Experience:

Esther's Culture + Community Manager

**Oakland, CA**

East Bay Permanent Real Estate Cooperative

**Feb. 2025 - Now**

- Leading cultural and community initiatives for Esther's Orbit Room Cultural Revival Project and The Barn, fostering inclusive spaces for Black entrepreneurs, artists, and community members.
- Direct space curation and activation for The Barn, including design, facilities planning, due diligence, operational management, research, etc..
- Develop and implement booking systems, event protocols, and community access strategies to ensure equitable use of cultural spaces.
- Manage cultural programming, hosting EB PREC events and supporting external community-led initiatives.
- Build strong relationships with local stakeholders, artists, businesses, and residents to deepen cooperative ownership and engagement in West Oakland.
- Spearhead recruitment and onboarding of cooperative business operators, advancing EB PREC's mission of long-term, community-owned economic development.
- Oversee social media, communications, and outreach strategies for Esther's Cultural Complex, amplifying the voices and visibility of West Oakland's Black arts and culture.
- Support cooperative governance processes, onboarding members, facilitating decision-making, and guiding conflict resolution to sustain a thriving cultural ecosystem.

CEO + Brand Strategist

**Richmond, CA**

Empower Souls Studios

**Apr. 2021 - Now**

- **Founded and led Empower Souls Studios**, a brand education agency, where I developed and executed branding strategies for over 50 small businesses, increasing their customer engagement by 30% and driving brand visibility by 25% within the first six months.
- **Launched the Brand Therapy curriculum**, guiding entrepreneurs through market research, brand strategy, social media marketing, and content creation, in partnership with entrepreneurial resource centers CoBiz Richmond, Renaissance Entrepreneurship Center, Inclusivity Project, Equity for Black Women & Girls, and the SBDC.
- **Developed an interagency collaboration model** to bridge resources between CoBiz Richmond, Afrobeats Oakland, and other community-focused entities, leveraging their shared missions to amplify community engagement and drive sustainable growth for Black and minority-owned businesses.

- **Curated strategic partnerships** between small businesses and corporations, fostering synergy and alignment with their mutual mission, vision, and strategic goals, resulting in enhanced collaboration and growth opportunities for all parties involved.
- **Branded and executed creative economic development initiatives**, such as *Taste of Richmond* and *Taste of Bayview*, in alignment with city economic development strategies, driving increased support for small businesses and fostering community engagement through targeted campaigns.
- **Emceed and moderated over 50 major community, nightlife, and corporate events**, enhancing attendee experience and fostering community partnerships, leading to a 10% increase in repeat event attendance and improved stakeholder satisfaction.

Economic Development Commission  
Commissioner | Vice-Chair | Chair

Richmond, CA  
2020-2022 | 2023 - 2024 - 2025

- **Serving as the Chair of the City of Richmond's Economic Development Commission**, helping to lead cross-sector collaboration between city officials, business leaders, and community stakeholders to advance economic development priorities.
- **Served as Vice-Chair of the City of Richmond's Economic Development Commission**, helping to lead the strategic vision for community development initiatives that align with the city's Business Recovery Action Plan and promote local economic vitality.
- **Chaired the "Taste of Richmond" initiative**, successfully orchestrating a city-wide restaurant week that increased small business participation and enhanced community engagement through targeted marketing campaigns.
- **Advocated for small businesses** in policy discussions, leveraging insights from local stakeholders to influence economic development strategies, leading to improved support mechanisms for entrepreneurs and enhanced community resilience.
- **Presented innovative creative initiatives** to the Economic Development Commission, garnering support for new programs that prioritize economic equity and sustainability for community projects.
- **Facilitated collaboration among the City, small businesses, and community organizations**, ensuring alignment with economic recovery strategies, as recommended by the city's Business Recovery Action Plan

Director of CoWorking + Community Manager  
CoBiz Richmond (**Non-Profit**)

Richmond, CA  
Aug. 2019 - Sep. 2023

- **Established** and led the inaugural operations, creating efficient workflows that enhanced daily activities.
- **Spearheaded** the planning and execution of over 30 community programs at CoBiz Richmond, enhancing community engagement and participation through strategic event management and outreach initiatives.
- **Launched** the "Rooftop Wellness" initiative during COVID-19, successfully introducing weekly sessions of yoga, meditation, dance, and calisthenics, attracting over 200 participants and fostering community wellness during challenging times.
- **Established** community partnerships with 20+ healing arts practitioners, community influencers, and artists, leveraging their unique skills to create a vibrant community environment at CoBiz Richmond.
- **Conducted** comprehensive market research to identify strategic partnership opportunities for CoBiz Richmond, establishing relationships with over 30 local businesses and organizations to create collaborative initiatives.
- **Represented** CoBiz Richmond in various local and regional environments, establishing strong relationships with stakeholders, partners, and clients, resulting in an increase of collaborative opportunities and strategic partnerships.
- **Developed** strategic outreach initiatives that enhanced CoBiz Richmond's visibility in the community.

- **Advocated** for community needs in external forums (City Council, Economic Development Commission, Networking, etc.), successfully influencing policy discussions that resulted in improved access to resources for local businesses.
- **Collaborated** with the CEO to develop and implement strategic action plans that aligned with organizational goals, resulting in a 25% increase in project completion rates within the designated timelines.
- **Fostered** positive connections with over 100 CoBizians through targeted in-house initiatives, lunch & learns, Coffee with the Director, and more resulting in a communal environment that goes beyond coworking.

#### **Skills and Abilities**

- **Mission-Driven Leadership:** Strongly aligned with organizations whose mission, vision, and strategic goals, are centered in community/cultural impact.
- **Multidisciplinary Expertise:** In-depth knowledge of marketing, communications, branding, storytelling, relationship building, leadership, and project management for organizations intended to foster economic and community development.
- **Excellent Communication Skills:** Strong verbal and written communication skills to effectively articulate programmatic strategies and advocate for community needs.
- **Team Leadership & Communication:** Demonstrated expertise in managing diverse teams through exceptional communication and interpersonal skills, fostering collaboration across diverse spaces and enhancing team synergy in community and professional settings
- **Cultural Competency:** Deep understanding of the intersectionality of race, class, gender, and other identities, and how these affect community dynamics and needs.
- **Experience with Non-Profit Management:** Familiarity with the non-profit landscape, including the challenges faced by organizations serving marginalized communities.
- **Curating Culture, Community, and Connections:** Skilled in fostering inclusive environments by building strong community relationships, cultivating cultural experiences, and driving meaningful connections that align with organizational goals and values.

#### **Education:**

Bachelor's English Writing and Rhetoric | Pepperdine University, Malibu, CA | 2008-2012

#### **Strategic Partnerships:**

- CoBiz Richmond
- City of Richmond
- Renaissance Entrepreneurship Center (East Bay, Bayview, SOMA, Peninsula)
- Richmond Community Foundation
- East Bay EDA
- Richmond Main Street Initiative
- Economic Development Commission
- Just Be
- Inclusivity Project
- 1Hundred Years Enterprise
- Small Business Administration (SBA)
- DreamchaseHer Conference
- Confident Catwalk
- Afrobeats Oakland
- Square
- Equity for Black Women and Girls
- 510 Studios
- The Black Neighborhood

#### **References:**

- Wesley Alexander | [REDACTED] EO, CoBiz Richmond
- Tatiana Hermeston | [REDACTED] Renaissance, East Bay Program Manager
- LaMarla Stevens | [REDACTED] Colleague + Business Partner

**Application Form****Profile**

Naomi

First Name

Kirby

Last Name



Home Address

Middle Initial

Suite or Apt

Vallejo

City

CA

State

94589

Postal Code



Primary Phone



Email Address

**District Locator Tool****Resident of Supervisorial District:** District 4

Hope Solutions

Employer

Manager of Properties and  
Support Services

Job Title

**Length of Employment**

3 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?**

39 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**

---

**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**

---

**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**

**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 would like to support my community, participate in developing solutions to systemic barriers for vulnerable black communities and partner with others in the field who are doing this work.

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

I am working withing the community I reperesent and serve. I have been adversely impacted by systemic barrier and have effectively navigated the system. Spending the last 3 years at Hope Solutions doing so for other clients and staff gives me a unique skillset and perspective in the system of care.

---

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

---

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  - (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.

# Naomi Kirby

Vallejo, CA 94591



Highly driven passionate goal achiever, seeking employment in a challenging position that allows me to be hands on with the general public. A type of work environment conducive to my professional growth.

Authorized to work in the US for any employer

## Work Experience

### **Shelter Aide**

Trinity Center - Walnut Creek, CA

December 2019 to Present

Provide supportive services and case management during evening hours to participating members in coordination with full-time Member Advocacy team and Associate Executive Director. Assist in the completion of proper daily opening and closing procedure's. Conduct hourly patrols of shelter to ensure shelter policies and procedures are being followed. Provide accurate daily activity report's assist with evening and weekend meals if necessary. Liaise/communicate with partnering agencies, the National Guard, and Walnut Creek Police personnel onsite Work with staff team to observe member behavior. Provide services consistent with Trinity Center's mission of treating clients with respect and dignity. Develop healthy relationships with members and collaborate with partnering social service, medical, and mental health providers as needed.

### **Patient Advocate**

MedData - Oakland, CA

June 2020 to December 2021

Review patient records in hospital system, Review and assist discharged patient accounts while collecting patient demographics. Screen uninsured patients to determine if patient is a viable candidate for government programs, financial assistance and social services. Act as liaison between patients and county personnel. Collect and detail accurate and timely documentation in company and hospital systems. Collaborate with hospital staff, Case managers, Social workers and financial counselors to provide updates on patient's cases. Answer incoming calls and make outbound calls to different countries within the geographical areas being served. Visit patients at bedside to explain and obtain signature's on supplemental forms, while providing housing and temporary housing assistance after patient has been discharged.

### **Client Consultant**

Wells Fargo Bank TPB - Concord, CA

May 2014 to September 2020

Assisted Relationship Managers w daily tasks from clients, work with different internal and external departments to locate resolutions for research tasks, make adjustments to client's profiles, accounts and just limits on credit and debit cards. Create cashier's checks, calculate and negotiate interest rates and adjustments due depending on product or service client holds with institution. Make outbound calls

to clients and inform them of weekly and daily exchange rates. Maintain confidentiality and provide extensive support to peers, upper management and shareholders.

## Education

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Berkeley High School - Berkeley, CA  
2000 to 2004

## Skills

---

- Case Management
- Quality Assurance
- Operating Systems
- Epic

## Additional Information

---

### Community Service/ Volunteer

Glide San Francisco- 2016-Present  
Faith Food Fridays/Vallejo- 2017-Present  
Loaves and Fishes/Contra Costa County-2017-2018



# Contra Costa County

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

Middle Initial

Last Name

City

State

Postal Code

(best number to reach you)

Resident of Supervisorial District (if out of County, please enter N/A):

[District Locator Tool](#)

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

Current Employer

Job Title

Length of Employment

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

Board, Committee, or Commission

Seat Name

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	
		Yes	No
		Yes	No
		Yes	No

Occupational Licenses Completed:

Certificate Awarded for Training?

Other Trainings Completed:

Yes No

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.**

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

**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:**

**Date:**

**Submit this application to:** [ClerkofTheBoard@cob.cccounty.us](mailto: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](mailto:ClerkofTheBoard@cob.cccounty.us)*

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# CARLA D. KIRKLAND



Pittsburg, CA 94565

**OBJECTIVE:** To serve with sincerity and loyalty in a position where I may utilize my diversified background in office administration, loan consulting techniques and personal income tax preparation skills for the benefit of a strong agency that will allow support to increase my skills and job responsibilities.

## QUALIFICATIONS & TECHNICAL PROFICIENCY:

- Microsoft Suite 2007-Intermediate
- Typing 53 wpm
- Excellent Customer Service Skills
- Systems: Windows, Vista, XP-Me, DOS
- Excellent Communication Skills
- Good Organizational Skills
- Business Office Skills
- Software: Drake, Microsoft, Calyx Point

## EDUCATION:

Los Medanos College 2014 AA-Liberal Arts; Humanities & Behavioral Social Science  
Courses in ABA Paralegal Program: Cal State Hayward  
Pittsburg Adult Education Microsoft Word-Processing w/ Business Office Skills Certification  
Polytechnic High School General Education Diploma

## EMPLOYMENT:

### 2019-Present

#### **Benefit Authorizer – Social Security Administration 2021 - 2025**

- Perform a critical role in the benefits approval process, ensuring that applicants' eligibility and entitlements are accurately determined in accordance with the relevant laws and guidelines, overlapping responsibilities with adjudicators, having the final endorsement as being integral to the formal approval and disbursement of benefits. Processing medicare application approvals, processing past due premiums and co-pays. Acting as gatekeepers to uphold the integrity and reliability of the benefits system, requiring a thorough understanding of complex regulatory frameworks and proficiency in assessing detailed documentation, meticulously verifying data and making informed decisions.

#### **Debt Collector Representative – Social Security Administration 2019**

- Debtor Contact Representatives perform technical and clerical duties involving contacting debtors for the purpose of examination, collection, control, documentation and disposition of overpayments against all SSA administered programs through both incoming calls to the SSA 800 number and outgoing calls directly to the debtors. Debtor Contact Representatives use many computer resources including the SSA administered software, the Internet, and over the counter software to answer debtor's questions, input decisions, and locate debtors.

### **2019-2019 Consultant –Tax & Legal Document Preparation – Self employment**

- Manage day-to-day self employment operations, resolve IRS notices, problem solving, maintain confidential client information, Tax planning solutions; legal forms preparations, state business filings, small business incorporations, non profit IRS tax exempt application support, etc.

### **2014-2018 Office Manager II/Sr. Tax Analyst – H & R Block**

- Manage day-to-day tax office operations, resolve client complaints, escalate claims, set office goals and performance to exceed goals, local marketing, staffing schedules, monitor and approve payroll via Kronos, set appointments, coach tax associates, implement company policies and ensure federal and state tax compliance, prepare accurate tax returns, monitor appointment schedules and staff schedule commitments, banking and petty cash custodian, order supplies, monitor HRB financial goals via reports. Answer phones, filing, maintain confidential information, issue debit bank cards, answer client tax questions, interview clients, prepare tax returns, interpret IRS notices, open and close office including reconciling daily points of sales. Travel to other offices to assist with staffing needs. Assist manager in daily activities as needed. My role changed from Office Leader to Office Manager while maintaining tax associate status as a tax writer in addition to tax office roles. Learn various databases to monitor office revenue and each tax associates progress and product sales.

**2007-2019 Consultant – Kirkland & Associates**

- Typing and legal document preparer. Work directly with clients, analyze financial documents & expenditures, prepare simple to complex forms. Calculate & invoice for form preparation, resolve complaints with various agencies. Perform administrative activities: maintain confidential files, process paperwork, type correspondence, complete government forms, maintain appointment calendar, interpret information, maintain office equipment, order supplies.

**2012-2012 Community Service Bureau Asst. Manager – Contra Costa County (Temp Assignment)**

- Review/interview client documents for State/Federal head start program. Determine program eligibility. Complete monthly reports; supervise employees' work and compliance with State regulations. Prepare monthly reports, assist with program reports and monitoring such as the Program Review Instrument and Systems Management (PRISM), attendance and Program Information Report (PIR) Assists in the coordination and facilitation of training for staff, parents and clients. In conjunction with appropriate staff, identifies funding sources, assists in the preparation of funding applications and budgets, and ensures proper maintenance of required records associated with Community Services Bureau program services

**2002-2010 Administrative Assistant /Loan Consultant- Delta Bay Mortgage, Pittsburg, CA**

- General office operations, interview clients, review financial documents for approvals, run credit.
- Explain various loan programs, loan and word-processing, answer multiple phone lines.
- Data entry, loan processing, develop client database, maintain tickler files, outlook.
- Purchase office equipment, maintain office supplies, cash custodian, loan origination.
- Prepare business tax excel worksheets, maintain invoices, facilitate meetings.
- Assist with managing new hires in training, conduct interview, complete broker packages, Notary Public.
- Research various software, type memos, correspondence, audit files for code compliance under DRE regulations, and compile budget information. Work independently in two departments. (Real estate sales assistant office manager.)

**1992-2000 Administrative Assistant I (Housing Rehabilitation) City of Pittsburg, CA**

- Public service reception duties, interview clients, application intake, typing, mail run.
- Maintain confidential & legal files, run & approve credit, data entry, recertify clients, set up loan folders.
- Format construction work write-ups, research property info. interpret housing laws.
- Process escrow payments & purchase requisitions, compile financial data for reports, filing.
- Process mail, create marketing materials, notary signing, maintain office equipment, order supplies.
- Process insurance endorsements, record payoffs, re-conveyances, deeds of trust, promissory notes.

**Application Form****Profile**

Alicia  
First Name

D  
Middle Initial

Lacey-Ohs  
Last Name

  
Home Address

Suite or Apt

Antioch  
City

CA  
State

94509

Postal Code

  
Primary Phone

  
Email Address

**District Locator Tool****Resident of Supervisorial District:**

District 5

Retired

Employer

Job Title

**Length of Employment**

39

**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?**

20

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

Yes  No

**Board and Interest****Which Boards would you like to apply for?**

Transitional Community Advisory Board: Submitted

**Seat Name**

---

TCAB

**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**

---

University of Phoenix

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

---

Masters of Public Administration

**Degree Awarded?**

---

Yes  No

**College/ University B**

**Name of College Attended**

---

University of Phoenix

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

---

Bachelors of Science - Business Management

**Degree Awarded?**

---

Yes  No

---

**College/ University C**

**Name of College Attended**

---

City College of San Francisco

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

---

Associates of Arts, Business Administration

**Degree Awarded?**

---

Yes  No

---

**Other Trainings & Occupational Licenses****Other Training A**

---

Religious Studies

**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 community volunteer with over 20 years of experience, I am interested in serving on this advisory board, because I would like to provide my advice, especially in very critical situations involving the African American residents of Contra Costa County. Not only that I have a lot of knowledge growing up in the toughest neighborhood in San Francisco California and witnessing how African Americans were treated differently based on race and socio-economic status. I would like to be a part of this advisory board, because I basically grew up in the projects for the first 10 years of my life and witness City government ignore the deployable conditions. I want to ensure that the voice of the African American community is heard and not ignored. Being a part of this advisory board, will allow me to provide support to those who have been traumatized and suffered as a result of past experiences in Contra Costa County.

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

---

For over 20 years, I have volunteered in many capacities involving the African American community in San Francisco's Bayview Hunters Point and now in the City of Antioch. Currently, I serve on the Antioch Oversight Police Commission. Since 2016 I have volunteered and supported the Annual African American Community Baby Shower and have attended a class supporting mothers who were breast feeding. In addition, I have worked with children, youth and young adults in the African American community. I was the concessions stand operator with a youth football and cheer organization in the City of Antioch, and this provided me the opportunity to make an impact in the lives of young people. As a licensed minister, I have worked with and supervised children and youth of the African American community and even have provided advice and financial assistance for school fees. Last, now I serve as 2nd vice president of East Contra Costa County NAACP. Prior to that I served as interim youth advisor. I have provided a resume of the volunteer I have done as a resident of Contra Costa County.

---

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

---

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**Faith Base/Community Volunteer Resume**

**Minister Alicia D. Lacey-Oha**



**Antioch, CA 94509**

**Telephone**



**Email:**



**Faith Base Volunteer Experience**

**Love A Life Outreach Ministries Incorporated - Founder and Executive Director**

2007 – Present

I am the founder and executive director and currently this ministry is provided spiritual resources such as, bible study, in-person and livestreaming church services on YouTube.

Currently, I conduct church service at a convalescent facility in Pittsburg, California.

Love A Life Outreach has volunteered in the community since 2007 after the ministry was established and registered with Contra Costa County.

**First Baptist Church, Pittsburg, CA**

2011 - 2019

Active with the Convalescent Ministry

Served as a Mentor with the NIA Birthing Project

Adult Women's Sunday School Student

Associate Minister

Co-instructor for primary

Sunday School Class Children

and youth chaperon

**United Families Ministry, Pittsburg, CA** 2011

Associate Minister Served Holy Communion

Co-instructor for Sunday School

**Community Baptist Church, Bay Point, CA**

2010 - March 2011

First African American Woman to preach initial sermon on December 10<sup>th</sup>, 2010.

Associate Minister

Armor bearer & Intercessor prayer partner to Pastor's Wife Co-Instructor of the Adult Women's Sunday School class

**Seed of Faith Christian Fellowship**

2008 -2009, 2010

January 2009 organized the first Convalescent Outreach Ministry

Actively involved with community outreach ministry traveling to West Oakland to feed the hungry once a month

Co-Instructor for Children's Ministry

Administrative office assistant

In addition, I was part of a team that feed the hungry in the City of Oakland in the toughest part of town in West Oakland's Jefferson Park and on International Boulevard.

**Solomon Temple Baptist Church, Pittsburg, CA**

2006 – 2008, 2009-2010

Interim Trustee Board Member

Co-Instructor in the Children's class for Summer Vacation Bible School Children & Youth Ministry Assistant

Responsible for leading the Convalescent Ministry in absence of the facilitator

Participated in outreach ministry events, such as Christmas toy give away and delivering gifts to the Lone Tree Convalescent Hospital in Antioch, CA

**Evergreen Baptist Church, San Francisco, CA**

1996-2005

In 1996, I was appointed by the Senior Pastor to reorganize a Women's Ministry. The primary objective was to provide support, encouragement, and Spiritual guidance in our church and the Bayview Hunters Point community. In June of 1996, the Pastor and Mothers of the church, on a Sunday during services, prayed for the Ministry and blessed it, in June of 1996. Shortly thereafter, the ministry immediately got started and did many good works.

We developed a plan of action by establishing relationships with other women, especially Jelani House Inc., a residential drug treatment program, located in the City of San Francisco's, Bayview Hunters Point. Many of the women we had contact with, had prior criminal records and were also former substances abusers. Some were transitioning from prison back to the community and did not have a lot of support. We invited many women to attend worship services and used the Bible as a tool to witness to them. We also purchased clothing for the women, including pampers, formula, for

their children. In addition to this, we engaged in outreach events, such as a holiday canned food drives for the San Francisco Food Bank, an annual turkey give away, a car wash raising funds for a local battered Women's Shelter and KMEL radio station supported this event. I served faithfully as Chairperson until I relocated to Antioch, in July of 2005. During my time living in San Francisco, I participated in community event such as a march in response to crime in the Bayview Hunters Point community. In one of those events a news reporter had interviewed me regarding the event.

### **Community Service Experience**

#### **Love A Life Outreach Ministries**

2007 – Present

#### **Founder, Executive Director**

In 2007, I established Love A Life Outreach Ministries, a non-profit organization. The sole purpose was to share God's love, give words of hope and encouragement. As the founder and executive director, I was able to secure a convalescent facility and organized worship services for residents at Pittsburg Care Home. During the Christmas holidays we organized a Christmas caroling event and provided the residents with gifts.

#### **Delta Valley Wolfpack Football And Cheer**

2010 – 2014

#### **Parent Volunteer, Concessions Stand Director**

In the City of Antioch, as a parent with three children in this program, I became part of the staff and worked in concessions. I was given the responsibility of managing the funds from the sales of the food items. Many times, I was required to secure the funds. At the end of each home game, I made sure the funds were turned over to the President or one of the trustee board members. I also assisted the cheerleading squad and football team by providing transportation when it was necessary.

#### **A More Excellent Way**

#### **Facilitator/Coordinator**

2015 – Present

In East County of Contra Costa, the non-profit organization, A More Excellent Way, hosts the African American Baby Shower, for expectant mothers and fathers. As a facilitator, I have interacted and taught children. This non-profit organization has allowed me to use my customer skills and providing the necessary attention.

**East Contra Costa County NAACP**  
**Interim Lead Youth Council Advisor**  
**2019 - 2020**

Upon the reorganization of the youth council of the East County NAACP, I was appointed by the executive committee, as interim lead youth council advisor. This volunteered position consisted of supporting and advising the youth members, also assisting in organizing events within the community. One of the greatest accomplishments was at the request of the president of the NAACP, organizing a Christmas caroling event at the Diamond Ridge Healthcare Center, in the City of Pittsburg, California. Also, in June of 2020, the youth council, my college age daughters, and I, participated in a two community events and marched with citizens and the leaders in the City of Antioch against social injustice. One of these events were held in the City of Pittsburg where I had the privilege of marching with the Pittsburg Police Department in solidarity.

Currently, I am 2<sup>nd</sup> vice president and have plans of serving on the community programs committee

**Unaccompanied Children Detail**  
**April 7 – April 18<sup>th</sup>, 2021**

In April of 2021, I was selected as a volunteer for a critical mission assignment with my current employer FDA. This detail involved providing care and assistance to the Unaccompanied Children who arrived in the U.S.

I volunteered for 11 days in Albion, Michigan as a Youth Care Team Leader. I was assigned to 8–12-year-old boys and my duties consisted of supervising children in a home environment, serving meals three times a day, plus two snacks, establishing house rules and administering consequences for breaking house rules, etc.

**Afghan Refugee Settlement Detail**  
**July – August 2022**

In addition, I was deployed to Houston, Texas from July 2022 to August 2022 and my primary role was that of providing assistance to the Afghan community who arrived in the U.S.

This humanitarian mission was the best part of my government career. In 2023 I was awarded the Hubert H Humphrey public service award by the Secretary of the Department of Health and Human Service.

**Antioch Police Oversight Commission**

**Commissioner**  
**February 2024 - Present**

In February of 2024, I was appointed as commissioner of the Antioch Police Oversight Commission, by the Mayor. On November of 2024, I was reappointed for an additional two years.

**East Contra Costa County NAACP**  
**November 2024 - Present**

Currently, I am 2<sup>nd</sup> vice president and have plans of serving on the community programs committee

**WORK EXPERIENCE**  
**United States Federal Government**  
**Experience 30+ Years**

**U.S. PATENT AND TRADEMARK OFFICE**

**100% Remote Position**

**United States Patent & Trademark Office (USPTO)**  
Phone: [REDACTED]  
Email: [REDACTED]

**January 29th 2024 - April 30th 2025**

**\*Separated From Service Due To Reduction In Force**

**Position: Patent Application Specialist**

**CITIZENSHIP AND IMMIGRATION SERVICES**  
630 Sansome Street  
San Francisco, CA

**September 24th 2023 – January 28<sup>th</sup> 2024**

**Position: Immigration Services Officer**

**U.S. DEPARTMENT FOOD AND DRUG ADMINISTRATION**  
1201 Harbor Bay Parkway Alameda, CA 94502

**August 31st 2020 – August of 2023**

**Position: Legal Instruments Examiner, LIE**

**U.S. DEPARTMENT OF LABOR/OFFICE OF THE SOLICITOR**  
90 7th Street, Suite 3-700  
San Francisco, 94103

**September 22nd 2014 – August 27th 2020**

**Position: Legal Assistant (OA)**

**OFFICE OF CHIEF COUNSEL OF THE INTERNAL REVENUE SERVICE**  
100 First Street  
San Francisco, CA 94531

**October 2001 – September 2014**

**Position: Legal Assistant (OA)**

**INTERNAL REVENUE SERVICE**  
450 Golden Gate Avenue  
San Francisco, CA 94105 United States

**March 1995 - October 2001**

**Position: Group Secretary (OA)**

**INTERNAL REVENUE SERVICE**

1301 Clay Street  
Oakland, CA 94612 United States

**July 1990 - March 1995**

**Position: Clerk-Typist (OA)**

**EDUCATION**

**\*Indicates College Degree**

**\*Gateway Christian College, Brentwood, CA**

2009-2012

Associate Degree conferred in Biblical Studies on May 19<sup>th</sup>, 2012

**\*City College of San Francisco, San Francisco, CA**

1984 – 1989

Associates of Arts Degree awarded In May 1989

**San Francisco State University, San Francisco, CA**

1989 – 1990

Business Administration

**\*University of Phoenix**

2017 - 2019

Bachelor of Science in Management conferred On September 21, 2019

**\*University of Phoenix**

Masters of Public Administration On

April 24, 2021 2019-2021 3.83

GPA – Dean’s List

**Leadership Institute of Allen Temple, Oakland California**

2023-Present

Masters of Arts In Christian Ministries

**Application Form****Profile****Bianca**

First Name

**LaChaux**

Last Name



Home Address

Middle Initial

Suite or Apt

**Hercules**

City

**CA**

State

**94547**

Postal Code



Primary Phone



Email Address

**District Locator Tool****Resident of Supervisorial District:** District 5Inspiring Communities

Employer

Director, Community Health

Job Title

**Length of Employment**

8 years

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

district 1

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

26 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**

---

Member

**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 California, Berkeley

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

---

BA, Social Welfare

**Degree Awarded?**

---

Yes  No

**College/ University B**

**Name of College Attended**

---

Touro University International

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

---

MS, Health Education,

**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**

Master Certified Health Education Specialist

**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.**

To become an integral part of a team focused on reducing health disparities and increase access to health care through a cultural lens, based on data that reflects and supports the intrinsic needs African Americans in Contra Costa County.

**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:**

**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:**

workforce development board

**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:**

Inspiring Communities (employer) is contracted community provider for Diabetes Education services and Community Health Worker

---

### **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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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.
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  - (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.

# Bianca I. La Chaux, M.S.,

ercules, CA 94547 •

- **Strengths include:**

* Program Development and Implementation	* Professional and Volunteer Relationships
* Problem Solving and Consensus Building	* Interpersonal Communications
* Strategic Leadership	* Fiscal Management and Sustainability
* Collaboration Internal/ External	* Results Driven
* Use of Data to inform practice	

## PROFESSIONAL EXPERIENCE

### *Director, Community Health,/Lifestyle Coach Inspiring Communities, March 2009-current*

- Program director is responsible for the Community Health Worker, and Diabetes program, meeting regulatory requirements. Director is responsible for developing and implementing the continuous quality improvement process, and contract compliance with Health Agencies.
- Master Certified Health Educator, lead/trained all evidence-based health programs including, asthma education, diabetes education, tobacco cessation and other chronic disease programs.
- Design, develop implement and evaluate health education programs
- Provide Case Management, assist with initial Social Determinants of Health assessments for participants of Diabetes Programs,
- Assist participants with treatment plans and follow up to ensure action plans are monitored
- Maintains program personnel files and ensure that program staff meet their annual training requirements
- Program Coordinator maintains the program staff job descriptions and ensure that any staff member participating in DSMT meets the qualifications of their respective position, as defined by their specific job description

### **YMCA of the East Bay**

#### **Executive Director – West Contra Costa YMCA**

**May 2018- Feb 2019**

#### **Community Schools Director**

**April 2007- May 2018**

- Responsible for leading the coordination, development and implementation of School-Based programs include health services and extended learning programs- 2008-2018
- Instrumental in supporting the Community Schools efforts for West Contra Costa Unified School District as member of the strategic team beginning in 2008
- Developed and sustained positive relationships with stakeholders
- Facilitated planning sessions among diverse senior management teams to achieve goals and selected strategies
- Work with school district Administration and staff to build a coherent system of health services provision district-wide
- Developed systems to ensure seamless integration of services
- Serve as liaison among internal and external clients, school/district staff and community
- Conduct weekly, monthly and quarterly meetings with community members and School-Based providers
- Provided support to Parent and Student Advisory groups
- Supervision of Multi-Disciplinary team including, mental health staff, health educators (clinical and non-clinical), case managers, after school program staff, parent and student liaison.
- Single point of contact for partner MOU and provider contracts.
- Develop instruments to monitor/evaluate program outcomes,
- Conducting needs assessments, and tools for program evaluation

- Design and install consumer based data centers and software programs
- Support 15 area sales engineers with implementation and design
- Contract preparation (MOU's), and site surveys
- Serve as point of escalation for complaint resolution with C level clients
- Preparing a variety of materials including letters, memoranda, confidential reports, spreadsheets and other types of correspondence and reports.
- Developing and presenting business needs analysis findings to client companies.
- Evaluating and identifying the root cause of diverse groups of problems and providing corrective action recommendations.
- Providing operations analysis and diagnostics, resource alignment, execution of defined strategies and actions to ensure desired results are achieved.
- Directing project management coordination for the implementation of technical and non- technical projects and programs.

#### **PROFESSIONAL AFFILIATIONS & CERTIFICATIONS**

**Certification** – National Commission for Health Education (MCHES)

**Member** APHA American Public Health Association

**Member**- Bay Area Nutrition and Physical Activity Collaborative

**Board Member** Contra Costa County Workforce Investment Board 2004-2008

**County Youth Council Member** Contra Costa County Workforce Investment Board 2004-2008

**Member**- California After School Network, Physical Activity and Nutrition Committee

#### **EDUCATION**

Touro University

**Master of Science Degree • Health Education**

University of California, Berkeley

**Bachelor of Arts Degree • Social Welfare**

**Application Form****Profile**

TaNica

First Name

Lyons

Last Name



Home Address

Suite or Apt

Brentwood

City

CA

State

94513

Postal Code



Primary Phone



Email Address

**District Locator Tool****Resident of Supervisorial District:** District 3

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?**African American Holistic Wellness and Resource Hub Transitional Community Advisory  
Board: Submitted**Seat Name**

TCAB Member

**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**

City College of San Francisco

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

Administration of Justice

**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 would like to serve on this particular board because I'd like to connect with people in the communities and those within the Contra Costa County administration; so that we can work together on elevating the African American communities in areas of wellness and resource services.

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

---

I'm very familiar with research, creating a list of services; so that they are readily accessible, and making sure that these resource list stay updated. I'm great at coordinating, executing tasks, outreach, and connecting/brainstorming with others in a positive & happy manner. I've also conducted presentations, group meetings, on the field outreach (community engagement), activities, & events.

---

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.**

---

I'm currently volunteering twice a week at the Covenant Church here in Brentwood/Antioch boarder as an Outreach member; preparing and handing out Food Boxes to those in need. I've also volunteered as Peer Educator and as Coordinator at CCSF. I also had my own non-profit service program many years ago; in which I provided lunch handouts, personal supplies, and other useful services to the homeless community throughout San Francisco.

---

### **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

---

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  - (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.

# TaNica Lyons

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## PHILANTHROPIST | COMMUNITY ACTIVIST | HOMELESS SERVICES | EVENT PLANNER

Over 20 years of community activism, strengthening communities, and inspiring others. Strong proficiency in providing food services to the unhoused population in a large metropolitan city.

- Created and Owned a **NON-PROFIT AGENCY** for over 10 years.
- Historically has achieved expectations at the **HIGHEST LEVEL**.
- Took non-experienced team members and turned them into a **RESPECTED COMMUNITY TEAM**.

---

## SKILLS

Adaptable, Bookkeeping, Calendar Management, Client Relations, Communication, Critical Thinking, Customer Service, Data Entry, Detail-Oriented, Event Planning, Google Suite, Leadership, Microsoft Office, Multi-Tasking, Office Administration, Organization, Phone Etiquette, Problem-Solving, QuickBooks Software, Scheduling Appointments, Slack, Teamwork, Time Management, & Zoom.

---

## WORK EXPERIENCE

### **Independent Contractor • 03/2015 - Current**

**Sprig (2y), Uber (currently), & Instacart (currently); California • San Francisco/San Bernadino County, CA**

- Acquires 50+ delivery requests per week while following company safety and sanitation principles
- Confirm the accuracy of orders before delivering products to customers
- Maintained clean serviced vehicle while delivering goods to customers
- Resolve customer concerns within company-stated policies
- Maintain 4.5 Star customer satisfaction rating

### **Philanthropist Non-Profit Services (Owner) • 07/2004-12/2017**

**Blessings On Earth • San Francisco, CA**

- Throughout the City of San Francisco, scheduled and coordinated community outreach, meal prep gatherings, and lunch delivery days
- Provided time, ready ear, counseling, and compassion to 150 community members per week
- Maintained inventory supplies, monitored stock levels, forecasted required supplies, and verified purchase receipts
- Provided neighborhood community service information, housing, food, counseling services, and other public services

**Administrative Assistant • 11/2007-3/2008**

**City Maids Inc. • San Francisco, CA**

- Provided a hospitable experience for clients while maintaining accurate customer information in the work order system
- Supervised and maintained office work areas, equipment, and facilities
- Scheduled and coordinated 45+ high-volume service appointments weekly for urgent and future customer care needs
- Assisted the accounting department with various tasks including data entry of payroll, filing insurance, and statements
- Reduced operational supply costs by 25% within 6 months utilizing excellent organizational and analytical skills
- Served as a point of contact for customer inquiries

**Peer Educator & Women's Resource Center Coordinator • 08/1997-06/2005**

**Project Survive • City College of San Francisco, CA**

- Provided presentations regarding healthy relationships, sexual health, pregnancy, alcohol/drug abuse
- Coordinated a staff of 9 and maintained a safe space for women and other students
- Created and sponsored 15+ events while ensuring growth within women's movement on campus
- Applied marketing, coordinating meetings, and budgeting skills to make Women Resource and its events successful; both socially and financially
- Provided a ready ear, emotional support, smile, counseling, and ongoing encouragement
- Provided service outreach materials, food & personal hygiene supply, counseling services, and other public services
- Scheduled and coordinated outreach, meal prep gatherings, and lunch handouts days

---

## **EDUCATION**

**Associate Arts, Administration of Justice**

City College of San Francisco • San Francisco, CA

---

## **CERTIFICATION**

**Forensics, Peer Education, Health Education, & Sexual Health Education**

City College of San Francisco • San Francisco, CA

**Application Form****Profile**Leslie  
First NameD  
Middle InitialMay  
Last Name

Home Address

Suite or Apt

Antioch  
CityCA  
State94509  
Postal Code

Primary Phone



Email Address

**District Locator Tool****Resident of Supervisorial District:** District 2Community Violence  
Solutions  
EmployerMental Health Solutions  
Job Title**Length of Employment**

5

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

2

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

12

**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**

---

**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?**

---

3

---

## **Education**

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

---

High School Diploma

**College/ University A**

**Name of College Attended**

---

CSU East Bay

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

---

Master in Health Care Administration

**Degree Awarded?**

---

Yes  No

**College/ University B**

**Name of College Attended**

---

CSU East Bay

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

---

Master in Public Administration

**Degree Awarded?**

---

Yes  No

**College/ University C**

**Name of College Attended**

---

John F. Kennedy University

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

---

Master in Counseling Psychology

**Degree Awarded?**

Yes  No

---

**Other Trainings & Occupational Licenses****Other Training A**

EMDR

**Certificate Awarded for Training?**

Yes  No

**Other Training B**

Sexual Assault/Sex Trafficking Survivor Therapy

**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 like to be on this board since the first time it was discussed, while I was a commissioner on the Mental Health Commission. When it came to fruition, I attended meetings virtually and met with Gigi Crowder and Kerby Lynch to discuss plans.

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

I am a mental health therapist and my former career was a teacher. I live in Antioch and am aware of the disparities in treatment and equality that African American people experience daily and for decades, especially in Contra Costa County. I would like to be a participant in the healing process and use my many skills to offer solutions proactively.

---

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:**

---

Mental Health Commission

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

---

Mental Health Commission

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

---

NAACP, Reimagine Antioch

---

### **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.

## **SUMMARY OF QUALIFICATIONS:**

- Domestic Violence **Facilitator** certification
- Supervised Visitation and Supervised Exchange Agent
- **EMDR** certified
- Medicaid **CANS/ANSA** trained, **EPIC, NPI number** # 1639584550
- Mobile Notary Public and Loan Document Signing Agent

## **PROFESSIONAL EXPERIENCE:**

Community Violence Solutions

07/2021-Present

### ***Therapist***

1. The Sexual Assault Victim Counselor/Crisis Intervention Volunteer will provide coverage to the Contra Costa and Marin Crisis Lines to ensure the provision of intervention services for sexual assault victims in Contra Costa and Marin County.
2. These services include crisis intervention on the phone as well as in-person accompaniment at police interviews and medical exams.
3. Take calls from clients, accompaniment as necessary (outcalls), documentation of services provided, attendance at monthly in-services, and completion of all appropriate paperwork.
4. Provide initial crisis intervention to victims and significant others.
5. Provide accompaniment and advocacy during medical exams and police interviews.
6. Provide follow-up counseling and advocacy services per RCC protocol.
7. Comply with all child and elder abuse reporting laws.

Youth Homes-Family Pathways

01/2021-05/2021

### ***Intensive Care Coordinator/Clinician***

1. Coordinates the Child and Family Team (CFT) in decision making regarding foster youth,
2. Comprehensive mental health assessments,
3. Provides individual and family therapy for maintenance of family placement and reunification with families,
4. Utilize trauma-informed practices and other treatment practices,
5. Work collaboratively with team members,
6. Completion of service documentation.

Sierra Health and Wellness Center

10/2020-01/10/2021

***Therapist***

1. Conduct individual, family, and group therapy with clients in a detoxification and substance abuse program,
2. Participate in collaborative treatment with representatives of other agencies,
3. Prepares verbal, written, and statistical reports,
4. Assess and monitor patients' behaviors while in treatment,
5. All other clinical duties working with serious mental health diagnosed, emotionally disturbed, and chemical/alcohol dependent clients.

Hope Springs Psychotherapy and Consulting

02/2020-09/2020

***Associate Marriage Family Therapist***

1. Working with clients, diagnosed and undiagnosed, with depressive disorders, anxiety disorders, personality disorders, substance abuse, eating disorders, Gay/Lesbian/Bi-Sexual/Transgender Issues, Victims of Violence/Abuse/Assault/Trauma, and many other issues or Disorders,
2. Group Psychotherapy, CBT, DBT, EAP clients,
3. Psychological Testing, completing electronic medical records,
4. Teletherapy during the current crisis.

Sutter Health-Herrick Campus

11/18/2019-01/18/2020

***Mental Health Specialist***

1. This position is responsible for gathering and reporting observational data,
2. Providing direct patient care to assigned patients,
3. Implementing therapeutic interventions and emotional support for patients during hospitalization on the acute care inpatient services at Alta Bates/Summit Medical Center. In collaboration with the multidisciplinary team,
4. Mental Health Specialist develops and implements the program on the unit, leads and/or co-leads groups, participates in the development and implementation of multidisciplinary treatment plans and assists other professionals in providing care to patients on the units,
5. Mental Health Specialist participates in the development and implementation of multidisciplinary plans and assists other professionals in providing care to patients on the units,
6. The Mental Health Specialist acts as a resource and provides clinical guidance to new hires, mental health workers, students, interns, psychiatric technicians and licensed vocational nurses.

Telecare HOPE House

06/22/2017-01/09/2018

***Clinician***

1. Observes, records and reports member social and psychiatric behavior.
2. Completes assessments for assigned members. This includes obtaining necessary data regarding the member's social and psychological history.

3. Participates as a team member and provides input via reporting observations, concerns and asking appropriate questions.
4. Reviews and implements member service plans.
5. Actively facilitates and participates in team meetings and service planning meetings.
6. Provides leadership in facilitating the team process.
7. Provides 24 on-call (cell phone) coverage as needed.
8. Provides education/training to other team members as necessary.
9. Assures program options providing a process which offers increasing opportunities for employment, social integration, and independent living.
10. Participates actively in maintaining and participating in program activities.
11. Participates in the program evaluation process, utilizing results to identify needs, establish goals and directions for future planning.
12. Collaborates with Program Director/Administrator to assure program options providing a process which offers increasing opportunities for employment, social integration and independent living.
13. Attends and oversees the monthly Utilization Review process.
14. Supervise, train and oversee PSC II's in service plans and risk assessments.
15. Oversee all referrals to the program.

Bonita House-Casa Ubuntu

09/2016-06/16/2017

***Case Manager-Mental Health Practitioner***

1. Perform Case Management and stage-based dual diagnosis treatment services including integrated assessment, relapse prevention, crisis intervention, social skills training.
2. Utilize Solution Focused Brief therapy.
3. Conduct outreach to engage clients and enlist family support
4. Provide psychoeducation, skills-building, and linkages to community supports.
5. Maintain appropriate Medi-Cal clinical documentation.
6. Performs duties of mental health and substance abuse counselor in Day Rehab program. As a member of the clinical team, coordinates treatment and services for adults who have a psychiatric disability or who have co-occurring disorders, provides ongoing assessment, counseling and intervention; establishes linkages and acts as a service broker to meet clients' comprehensive needs.
7. Provides crisis management services as needed.
8. Responsible for planning and facilitating a variety of treatment groups in the Day Rehab program.
9. Conducts intake interviews as assigned that include community liaison functions, clinical assessments, and written documentation.
10. Additional clinical responsibilities include formulating individual treatment plans for a client caseload and providing case management services; assisting in clinical staff meetings; participating in individual supervision and group supervision; and acting as a liaison with other mental health agencies.
11. Documentation responsibilities include writing weekly progress notes. It is a requirement of the position that client charts be maintained in a timely way per regulatory standards.

12. Responsible for monitoring compliance with state and county licensing/certification requirements and specific on-site program operations as assigned.
13. Participate in planning and conducting occasional outings and holiday events.
14. Supervises administrative team and ISS team (5 employees) to ensure smooth operation of program during Program Director's absence.

ASPIRE Golden State Preparatory Academy

02/2016- 09/2016

***Mental Health Counselor***

1. Provide individual and group services to children that emphasize improved educational performance and/or conduct.
2. Screen and evaluate referred children including selecting appropriate instruments, administering tests, observations, and writing reports which state the evaluation findings and provide educational program recommendations.
3. Participate as a member of the IEP team, contributing evaluation findings and collaborating with all members of the team to develop education plans.
4. Collaborate with school staff around RtI implementation, Student Study Team meetings, and Aspire Crisis planning.
5. Consult with parents, teachers, and other staff regarding any accommodations and/or modifications needed for a specific child.

Lincoln Child Center-HOPE Program

09/2014-01/29/2015

***Clinician in Practicum***

1. Provided psychotherapy services to school-based youth in court schools.
2. Completed mental health progress notes on client database.
3. Met with Supervisor each week for training and supervision.
4. Screened and intake responsibilities.
5. Completed MediCal billing forms for submission to the state.
6. Assessed clients for emergency intervention.

John F. Kennedy Community Counseling Center

03/2014-03/28/2015

***Clinician in Practicum***

1. Provided psychotherapy services the individuals, couples, families, and groups.
2. Completed therapeutic reports to meet guidelines of the Board of Behavioral Sciences
3. Participated in Didactic training with supervisor and therapists.
4. Participated in Community Operational Treatment meetings weekly.
5. Screening/intake of prospective clients over-the-phone
6. Collection of fees at the reception desk

Institute for the Advanced Study of Black Family Life and Culture, Oakland, CA

09/2001 – 9/2002

***Data Testing Specialist/Public Relations Manager***

1. Worked for a SAMSHA funded **HIV/AIDS** project which targeted the low socioeconomic African American female population of West Oakland
- 2 **Performed administrative policy analysis, legislative analysis, economic analysis, budgetary analysis, complex financial/fiscal analysis and reporting, development/administration and management of contractual agreements and grants.**
- 3 Maintained strict confidentiality, supervising data management and quality control procedures, serving as trainer and evaluator, and **case management**

**EDUCATION:**

California State University East Bay; Hayward, CA.

- ***Masters in Public Administration*** March 2009 • ***Masters in Health Care Administration*** June 2007 • ***Bachelor of Science in Psychology, Minor in Statistics*** September 2005

John F. Kennedy University; Pleasant Hill, CA.

- ***Masters in Clinical Counseling*** June 2015 • ***Certification in Professional Clinical Counseling*** June 2015

**PROFESSIONAL AFFILIATIONS:**

Commissioner for Contra Costa County Mental Health Commission, Current Disaster Healthcare Volunteers of California (DHV)

Past Commissioner of the Human Services Advisory Board; City of Livermore

Past Commissioner of EOPS/CARE Advisory Board Member, Chabot-Las Positas College District

Pi Alpha Alpha Honor Society, past President

American Association of Anger Management Providers

CAMFT/AAMFT

Supervised Visitation and Exchange Network-Agent

**Application Form****Profile**Walter  
First NameJ.  
Middle InitialMcMath  
Last Name  
ome ress

Suite or Apt

Richmond  
CityCA  
State94805  
Postal Code  
Primary Phone**District Locator Tool****Resident of Supervisorial District:** District 1Wilshire Law Firm  
EmployerLaw and Motion Attorney  
Job Title**Length of Employment****Do you work in Contra Costa County?** Yes  No**If Yes, in which District do you work?**

1

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

2 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**

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I seek any open seat and have experience in a number of relevant areas; especially reentry and restorative justice.

**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?**

---

N/A

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

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High School Diploma

**College/ University A****Name of College Attended**

Princeton University

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

A.B. (Artis Bachelorum) Religion, Minor in Near Eastern Studies, Minor in Jewish Studies

**Degree Awarded?**

Yes  No

**College/ University B****Name of College Attended**

U.C. Berkeley School of Law

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

J.D.

**Degree Awarded?**

Yes  No

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**College/ University C****Name of College Attended****Degree Type / Course of Study / Major**

**Degree Awarded?**

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Yes  No

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**Other Trainings & Occupational Licenses****Other Training A**

---

**Certificate Awarded for Training?**

---

Yes  No

---

**Other Training B**

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**Certificate Awarded for Training?**

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Yes  No

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**Occupational Licenses Completed:**

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CA State Bar Number #266382

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

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I feel that I am uniquely qualified to serve on this committee as a Bay Area native, a Richmond resident, a barred California attorney, and a passionate advocate for public service. I am deeply-experienced in the field of California criminal law, having served as both a public defender and a private criminal defense attorney throughout the Bay Area. In these roles, I have gained extensive firsthand professional experience with the arrest, prosecution, and rehabilitation of individuals charged with infractions, misdemeanors, and felonies throughout California, including Contra Costa County. I am truly lucky to have helped some people get out of trouble and turn things around in this capacity. I also care deeply about serving the community outside of the legal milieu and in as many proactive ways as I can. I recently created the volunteer position of Therapeutic Arts Coordinator at Seneca's Catalyst Academy, where I sourced an instrument library and developed a therapeutic high school music and arts curriculum for high schoolers. I did this because I recognize the importance of music and arts classes, and a well-rounded curriculum, to children's, and people's, overall behavioral and physical health. I am very enthusiastic about this new initiative, particularly its holistic approach to community healing. My work at Catalyst Academy, integrating music and drama, is also informed by my belief in a holistic approach; I strongly felt that students needed arts education in addition to traditional academics, which prompted me to create the program from scratch. As a criminal defense attorney, I often found myself acting as a de facto social worker, working not only to resolve a client's case but also to identify services, interventions, or other aid that would address their underlying issues and help them move forward. I believe in the holistic approach to wellness overall, and so I believe that this Committee represents a great opportunity for our community, and I want to help this initiative succeed in any way that I can.

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

---

I am a Bay Area native, a Richmond resident, and a veteran member of the California State Bar. I have practiced criminal law for twenty years in the Bay Area and am readily and intimately familiar with the California Penal Code and other California Codes, as well as the workings of the criminal justice system in Contra Costa County as well as other counties throughout California. Through day-in and day-out practice experience, and rapt attention to my surroundings, I have had the opportunity to observe firsthand what works in the justice system, what doesn't, what can use improvement, and what can use overhaul. I am familiar with the rehabilitative measures that already exist within the system, and I have many ideas for new ones. Additionally, the entire reason I became an attorney in the first place was that I hoped to reform the criminal justice system. I studied sociology with Bruce Western in college, and learned that certain economic and racial demographics are likely to be overrepresented in the criminal justice system. I learned about the theories regarding the overall societal factors that influence crime; such as societal strain created when every member of the community doesn't have an equal chance to succeed. I felt great compassion for the experience of people in that circumstance, regardless of the ultimate merits of their cases. My primary motivation for becoming an attorney, and for focusing on criminal defense, was a sincere hope to address the deep economic and racial inequities within the criminal justice system. I believe that the experience I have gained in the past two decades, directly observing the workings of our state and local criminal courts, can contribute meaningfully to this conversation. I also have a wide array of communication skills and am experienced in presenting information and in educating people of all levels and sophistications about the workings of the legal system, in ways that are accessible. I have tried cases in the double digits in the State of California and am eminently comfortable speaking publicly. I have previously been a speaker at South By Southwest (SXSW).

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Upload a Resume

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

---

Yes  No

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

---

Yes  No

**If Yes, please explain:**

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I am a father of young children, an active member of the PTA, and I still practice law; however, I am adept at juggling multiple obligations.

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

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Yes  No

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

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

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

---

Please refer to my previously-referenced experience as volunteer music teacher and program coordinator for Catalyst Academy. I have also served on the board of The Assembly, an avant-garde New York theater company.

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**Conflict of Interest and Certification**

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

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Yes  No

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

---

**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**

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

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I Agree

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Important Information

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: (1) file a Statement of Economic Interest Form also known as a Form 700, and (2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2021/234, a person will not be eligible for appointment if he/she is related to a Board of Supervisors' member in any of the following relationships:
  - (1) Mother, father, son, and daughter;
  - (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter;
  - (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
  - (4) Registered domestic partner, pursuant to California Family Code section 297;
  - (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
  - (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

# WALTER J. MCMATH, J.D. (“JOHN”)

Richmond CA 94805

## CREATIVE, HUMAN COUNSEL

I am a talented attorney with substantial experience in civil and criminal litigation, litigation management and enterprise-level legal oversight and risk abatement. I excel in collaborative legal environments and draw upon my diverse cultural experiences, including my own background as a bilingual Black and Mexican attorney, to inform my practice. I adapt quickly to emerging situations outside my scope and experience, and have a talent for unearthing, absorbing, and applying vital information. My greatest successes arise from my top-notch communication, support, and research/analysis skills. At my best, I deliver results that exceed expectations with grace, poise, and style.

## PROFESSIONAL EXPERIENCE

<b>Wilshire Law Firm</b> , Oakland, CA <i>Law and Motion Attorney</i>	September 2025 – Present
<ul style="list-style-type: none"><li>Guide legal research and analysis for multiple high-volume litigation teams at premiere Plaintiff-side law firm.</li><li>Apply my skills in support of assisting community members to obtain equitable justice and remuneration.</li><li>Write persuasive memoranda and briefs that succinctly synthesize the state of the law as well as the requested action.</li><li>Additional research into newly passed laws and emergent legislation, and other professional development study.</li><li>Produce presentations, MCLEs, and training materials on these topics and others (“Persuasive Gesturing,” e.g.).</li></ul>	
<b>Catalyst Academy</b> , El Sobrante, CA <i>Program Coordinator, Therapeutic Performing Arts</i>	July 2024 – Present
<ul style="list-style-type: none"><li>Drawing on my own musical experience and talent, as well as decades of theatrical experience, I designed, built, executed, and refined a performing arts curriculum for special-needs public school students.</li><li>Utilizing my social network, development skills, and personal resourcefulness I built the school’s current collection of wind, keyboard, and percussive instruments.</li><li>Through the lens of performing arts, I teach special-needs students valuable life skills including implementing self-soothing and coping strategies, exploring healthy self-expression, practicing speech and presentation techniques, and fostering collaborative cooperation.</li></ul>	
<b>Morris Law, PC</b> , Berkeley, CA <i>Senior Counsel</i>	August 2024 – August 2025
<ul style="list-style-type: none"><li>Oversee general practice managing high-exposure criminal cases in and around the San Francisco Bay Area.</li><li>Conduct all trials, hearings, alternative dispute resolutions, and other legal proceedings.</li><li>Primary responsibility for caseload management; including intake, strategy/negotiation, and disposition of each case.</li><li>Successfully secured diversion on several serious felony cases through intelligent, creative advocacy.</li><li>Successfully secured criminal record expungement or sealing relief under adverse circumstances on numerous occasions.</li></ul>	
<b>Law Offices of Walter J. McMath</b> , Oakland, CA <i>Owner/Principal Counsel</i>	July 2020 – August 2024
<ul style="list-style-type: none"><li>Oversee general practice handling cases in areas including high-exposure criminal practice, civil and administrative matters.</li><li>Conduct all trials, hearings, alternative dispute resolutions, and other legal proceedings.</li><li>Primary responsibility for caseload management; including intake, strategy/negotiation, and disposition of each case.</li><li>Negotiate and review contracts of varying complexity, especially service agreements, license agreements, NDAs, and marketing agreements.</li><li>Furnish fractional general counsel services to businesses in sectors including fiscal management, entertainment, software development, and location-based entertainment.</li><li>Designed, built, scaled, and drove enterprise-wide legal strategies and initiatives to identify and mitigate risk.</li><li>Provided day-to-day legal guidance regarding policy, operations, and legal compliance for a virtual-reality comedy club.</li></ul>	

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**Hartsuyker, Stratman & Williams-Abrego, Oakland, CA***Associate Trial Attorney***September 2018 – July 2020**

- Took charge of a diverse high-volume civil litigation caseload including personal injury, premises liability, food adulteration, MVA, and other practice areas.
- Adapted quickly to service a wide variety of small businesses including malls, grocery stores, nail shops, COAs, restaurants, and property managers.
- Repeated wins at trial through clear and coherent presentation of scientific and technical information, empathy, and personal presence.
- Primary responsibility for conducting depositions, making offers, preparing for mediation, and conducting trial.
- Enjoyed amicable, functional working relationships with a wide variety of claims adjusters, co-workers, co-counsel, judges, opposing counsel, experts, and others. Coordinated defense in multiple-coverage situations as needed.
- Successfully defended a local neighborhood grocery store against a multi-million-dollar specious lawsuit. Provided jury selection expertise that was vital to our ultimate success. Advocated against monumental odds to avoid an unfavorable mistrial despite interruption by COVID.

**Gough & Hancock, LLP, San Francisco, CA***Counsel***May 2017 – September 2018**

- Conducted evaluations of wildfire claims filed against Pacific Gas & Electric in catastrophic wildfires.
- Oversaw in-person inspection of claimant properties by experts in areas such as forestry, real property valuation, soil engineering, and movable property valuation.
- Reviewed each expert report in detail. Synthesized the most relevant findings into strategy documents and other mediation materials.
- Gained working knowledge of property appraisal methods, California flora, and soil engineering techniques.

**Alameda County Public Defender, Alameda County, CA***Deputy Public Defender***December 2015 – May 2017**

- Joint responsibility for oversight of all legal operations in a government-funded indigent defense firm.
- Primary responsibility for intake, strategy/negotiation, and disposition of felony and misdemeanor cases.
- Joint responsibility for all defense legal operations in Dept. 115, a high-volume criminal court.
- Successfully fended off “three-strikes” eligible charges at trial through mastery of evidence law and legal research.
- Procured reversal of client’s conviction at trial, against monumental odds, through meticulous legal research and dogged advocacy.
- Repeated wins at trial through clear and coherent presentation of scientific and technical information, empathy, and personal presence.

**Alameda County Public Defender, Alameda County, CA***Associate Deputy Public Defender***September 2009 – December 2015**

- Primary responsibility for intake, strategy/negotiation, disposition and trial of felony and misdemeanor cases.
- Procured client’s acquittal and release from custody following breakdown of key witness under cross-examination.
- Procured client’s acquittal through recognition of opportunity coupled with execution of a carefully orchestrated plan.
- Procured client’s acquittal through superior understanding of scientific evidence and natural story-telling ability.

**Axinn Veltrop & Harkider, LLP, New York, NY***Paralegal***2004 – 2006**

- Supported a team of seven attorneys practicing high-level antitrust law in a boutique firm environment.
- Assisted with assembly and filing of Hart-Scott Rodino requests.
- Managed teams of temporary attorneys executing document review in support of completing Government “second requests.”
- Assisted in various acquisitions, including Cingular-BellSouth, GameStop/Electronics Boutique, OmniCare, and others.
- Gained working knowledge of merger and acquisition procedure, especially Gov’t oversight and approval process.
- Successfully obtained *sub rosa* evidence in support of a complex movie theater litigation.

## EDUCATION & LICENSES

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<b>Member in Good Standing, State Bar of California #266382</b>	<b>December 04, 2009 – Present</b>
<b>University of California, Berkeley School of Law</b> , Berkeley, CA	<b>August 2006 – May 2009</b>
Juris Doctorate (J.D.), May 2009. Authored “The Bradbury Principle,” proposing a functional rubric for creating policy to govern innovative technologies.	

**Princeton University**, Princeton, NJ **September 1999 – June 2003**

A.B. in Religion; Minors in Near Eastern Studies and Jewish Studies. Authored “Defining the Difference,” a study of religious polemic based upon Maimonides’ Epistle to Yemen.

## SKILLS

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- **Legal:** Direct representation. Top-notch legal research. Courtroom practice expert. Jury selection wizard. Artful witness preparation and presentation, including scientific evidence. Effective cross-examination and impeachment.
- **Communication:** Fluent Spanish. Write/edit articles, blogs, and other content. Persuade and influence others. Create effective presentations. Mastery of presentation techniques. Natural public speaker. Born listener. Effective negotiator.
- **Leadership:** Oversee groups comfortably. Delegate appropriate work. Evaluate team members and provide professional development and mentorship. Stewardship and management of projects from beginning to end. Identification and prioritization of goals and tasks. Promotion of esprit de corps and general motivation.
- **Support:** Quick study. Natural teacher. Empathic Counselor. Reliable conflict resolution. Fierce advocacy. Facilitate group discussions and sessions.
- **Music Theory and Performing Arts:** Self-taught woodwind player (presently flute, clarinet, soprano saxophone, and recorder). Proficient keyboard player (piano, organ, accordion, melodica). Scholar of theatrical techniques applicable to stage performance, classroom presentation, public speaking, and jury trial litigation.
- **Creative:** Write and edit fiction and non-fiction. AV Production and editing. Brainstorm ideas and strategies.
- **Organization/Management:** Navigate complex bureaucratic environments. Understand, internalize, and enforce policies and procedures. Utilize organizational tools to improve mental efficiency. Work effectively under deadline.
- **Research/Analysis:** Top-notch legal research skills. Substantive legislation/legislative history experience. Understand, evaluate, and synthesize data quickly, including medical records, scientific information, and mathematical data. Locate and assimilate necessary information quickly.
- **Technical:** Mastery of PC software and hardware systems. Assemble and replace computer components. Word, PowerPoint, Excel expert. Frequently adopt bleeding-edge technology to increase personal efficiency.

## PRESENTATIONS AND PUBLIC SPEAKING

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- Featured Speaker, **GatherVerse News**, “Pioneer Profile: Navigating Virtual Law’s New Terrain. Safety & Privacy, Legal and Governance of Web3.”
- Panelist, **GatherVerse Legal & Governance Summit**, “The Metaverse: Data, Commerce, Harassment, Safety, and Privacy. What do We Need to Know?”
- Panelist, **South by Southwest 2022**, “Is VR the Future of Fitness?”
- Panelist, **VR/AR Chicago**, “The Next Evolution: Immersive Technology & Law.”
- Speaker, **Berkeley Law**, Leadership Seminar
- Speaker, **Berkeley Law**, “Negotiating Trauma, Emotions, and the Practice of Law.”

## COMMUNITY SERVICE AND VOLUNTEERING

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- Board of Directors, **The Assembly** (theater company), New York, NY
- Volunteer, **Ocean View Elementary**, Albany, CA

**Application Form****Profile**

Talicia

First Name

Moore

Last Name



Home Address

Suite or Apt

Richmond

City

CA

State

94804

Postal Code



Primary Phone



Email Address

**District Locator Tool****Resident of Supervisorial District:** District 1West Contra Costa Unified  
School District

Employer

Elementary School Teacher

Job Title

**Length of Employment**

15 years

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

District 1

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

40 years

**Are you a veteran of the U.S. Armed Forces?** Yes  No**Board and Interest****Which Boards would you like to apply for?**

Transitional Community Advisory Board: Submitted

**Seat Name**

---

Taliacia Moore

**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**

---

Pace University - NYC

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

---

BA/ Art History and Psychology

**Degree Awarded?**

---

Yes  No

**College/ University B**

**Name of College Attended**

---

Concordia University, Portland

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

---

M.Ed/ Education/ Educational Leadership

**Degree Awarded?**

---

Yes  No

---

**College/ University C**

**Name of College Attended**

---

Concordia University, Irvine

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

---

Ed.D/ Educational Leadership/ Organizational Change

**Degree Awarded?**

---

Yes  No

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**Other Trainings & Occupational Licenses****Other Training A**

---

**Certificate Awarded for Training?**

---

Yes  No

---

**Other Training B**

---

**Certificate Awarded for Training?**

---

Yes  No

---

**Occupational Licenses Completed:**

---

---

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

---

As a proud Contra Costa County native, I have spent years supporting African American students and families, often being the one trusted to handle the most challenging behavioral needs—whether or not tied to IEPs or 504 plans—particularly for our African American students, especially boys, and doing so with greater success, individually and inclusively. These experiences have shown me both the systemic barriers our children face and the transformative power of culturally responsive care and high expectations. Serving on the Transitional Community Advisory Body would allow me to bring my professional expertise, lived perspective, and deep community roots to ensure the Hub remains grounded in authentic priorities, led by strong and inclusive leadership, and positioned to create lasting systems of wellness and equity for generations to come.

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

---

As an educator with advanced degrees and the distinction of being one of the only Black female teacher throughout my career, I bring a unique combination of cultural competence, leadership, and problem-solving to board service. I have successfully supported students with IEPs, 504 plans, and significant behavioral needs—particularly African American boys—through trust-building, individualized planning, and measurable outcomes. My experience collaborating with families, administrators, and community partners has honed my ability to align diverse perspectives toward shared goals. These qualifications, rooted in both lived and professional expertise, position me to contribute meaningfully to the Transitional Community Advisory Body by ensuring accountability, equity, and long-term success for the African American Holistic Wellness and Resource Hub.

---

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.**

---

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

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

---

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

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(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.

## **Biography Summary for Talicia Moore, Ed.D**

As a Richmond Native, she is an empathetic and dynamic educator with 15 years of experience managing diverse local elementary classrooms, recognized for innovative teaching strategies, collaborative teamwork, and a deep dedication to student growth and success. Skilled in creating inclusive, engaging learning environments that honor diverse backgrounds, foster critical thinking, and inspire a lifelong love of learning. Passionate about building strong relationships with students, families, and communities to cultivate resilience and future leadership. Currently transitioning, professionally, to leverage proven strengths in client assessment, individualized planning, progress monitoring, and resource coordination to improve outcomes and enhance quality of life.

# Talicia Moore

Richmond, CA | 

## Professional Summary

Empathetic educator with 15 years of experience leading diverse classrooms, skilled in fostering critical thinking, inclusivity, and a lifelong love of learning. Recognized for innovative teaching, strong collaboration, and building meaningful connections with students, families, and communities. Currently transitioning, professionally, to apply strengths in assessment, individualized planning, and resource coordination to improve client outcomes and quality of life.

## Core Skills

- Classroom and Behavior Management
- Client Assessment and Individualized Planning
- Collaborative Teamwork and Communication
- Advocacy and Resource Coordination
- Progress Monitoring and Data Tracking
- Student and Family Engagement
- Crisis Intervention & Conflict Resolution
- Inclusive and Culturally Responsive Practices
- Program Development and Implementation
- Strength-Based Approach to Growth and Success

## Professional Experience

### Elementary School Teacher

West Contra Costa Unified School District – Richmond, CA | 11 years

- Developed and implemented individualized learning plans to support academic and behavioral growth for 30+ students including several mainstream/IEP students.
- Partnered with resource teachers, school psychologist, colleagues, and principal to provide wraparound support for at-risk students.
- Participated as primary teacher in IEP/504 meetings and advocated for student needs in compliance with state and federal regulations.
- Assessed student needs through data collection and observation, identifying learning gaps and developing targeted interventions to improve student outcomes.
- Built strong family relationships, connecting parents to community and school resources.
- Documented student progress, interventions, and communications with accuracy and confidentiality.
- Managed Student Success Team (SST) calendar by conducting student intake and schedule meetings with appropriate participants.

## **Teacher Assistant**

West Contra Costa Unified School District – Richmond, CA | 4 years

- Advocated for a student on the spectrum of Autism
- Set, monitored, and modified students' goals as needed academically and behaviorally while promoting classroom and schoolwide integration.
- Required detailed daily student reports/log while communication liaison between special education department managers, on/off-site resource specialists, principal, classroom teacher, and parents.

## **PowerSchool Specialist**

Making Waves Foundation – Richmond, CA | 4 years

- Worked with a team on a live site database making customized changes reflecting its need.
- Handled sensitive information regarding students, families, and employees for three locations while working directly with human resources, payroll, and technology departments.
- Designed an after-school attendance program, training sessions, and materials for high school students and staff.
- Constantly work on time-sensitive projects with strict deadlines.

---

## **Education & Certifications**

**B.A. in Art History** – Pace University NYC, 2008

- Minor in Psychology

**M.Ed. in Education** – Concordia University - Portland, 2020

- Specialized in Educational Leadership
- Master thesis topic was Building Mathematical Fact Fluency Through Mobile Technology Applications

**Ed.D in Education** – Concordia University - Irvine, 2023

- Specialized in Educational Leadership - Organizational Change
- Dissertation topic was Documenting Strategies within integrating instructional technology in K-12 Education
- Emergency 30 Day Substitute Teaching Permit (Expires May 2026)
- CPR/First Aid

**Application Form****Profile****Jalaima**

First Name

**Nichols**

Last Name



Home Address

Suite or Apt

**Bay Point**

City

**CA**

State

**94565**

Postal Code



Primary

One



ma

ress

**District Locator Tool****Resident of Supervisorial District:** District 5The Social Engineering Project, Incorporated

Employer

Organizational Change Management Consultant

Job Title

**Length of Employment**

3 years

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

District 5

**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?**

Racial Justice Oversight Body: Submitted

**Seat Name**

---

At-Large 4 or District V; Representative of Education & Training; Alternate CBO1; Seat 6

**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 Southern California

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

---

EdD; Organizational Change & Leadership

**Degree Awarded?**

---

Yes  No

**College/ University B****Name of College Attended**

---

The George Washington University

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

---

MPH; Health Promotion & Disease Prevention

**Degree Awarded?**

---

Yes  No

---

**College/ University C****Name of College Attended**

---

University of Notre Dame

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

---

BA in Sociology; BA in Japanese Language & Literature

**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 would like to serve on this board because I am deeply committed to assessing and advancing the racial, gender, and employment needs of residents in Bay Point and the greater Contra Costa County. In particular, I am dedicated to supporting those who are economically or racially disadvantaged, as well as individuals who identify as women and girls. I believe that meaningful representation and intentional investment in these communities can create pathways to equity, empowerment, and long-term success. My passion for this community drives me to give back in a way that is both meaningful and impactful. By serving, I hope to contribute to policies and initiatives that not only address immediate challenges but also build sustainable opportunities for residents. My goal is to ensure that my work on the board makes a lasting and positive difference in the lives of the people I serve.

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

---

My qualifications for this appointment are grounded in a combination of academic, professional, and community-based experience. I hold a Doctor of Education in Organizational Change and Leadership, where my research focused on driving systemic improvements and advancing equity in organizational and community contexts. In addition, my academic, research, and practical training in public health has equipped me with the skills to assess population needs, design evidence-based interventions, and advocate for health and social equity across diverse communities. Professionally, I bring extensive leadership experience as a pharmaceutical executive, where I have successfully led district, regional, and national teams. My work has required strategic vision, cross-functional collaboration, and the ability to deliver measurable results that improve outcomes for both organizations and the communities they serve. I also serve as an Organizational Change Management consultant for a Bay Area STEM nonprofit supporting students in grades K-12, where I apply my expertise to strengthen programs that promote educational equity and workforce readiness. Equally important, I bring the perspective of a community member. As a Bay Point resident, an 11-year resident of Contra Costa County, and a Bay Area native, I am personally invested in the growth, prosperity, and well-being of this region and my fellow citizens. Together, these academic, professional, and personal experiences provide me with the perspective, skills, and commitment to serve effectively and make a lasting, positive impact through this appointment.

---

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.**

---

Chairman of the Board of Directors, Naserian Global Connect; Associate Board Member, Big Brothers Big Sisters of the Bay Area; Member, Community Service & Risk Management Committees, Alpha Kappa Alpha Sorority, Incorporated; Student Relations Committee Member, Black Alumni of Notre Dame Board; Lead Instructor, Children's Liturgy of the Word, Saint Columba Catholic Church (Oakland, CA).

---

**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**

---

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---

I Agree

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# JALAIMA NICHOLS, EdD, MPH

Bay Point, CA

## CORE COMPETENCIES

Specialty Pharmaceutical Leadership  
Buy-and-Bill & Reimbursement Strategy  
Strategic Account Planning & Execution  
High-Performing Team Coaching  
Cross-Functional Team Collaboration  
Community & Stakeholder Development  
Compliance & Risk Management

## Commercial & Patient Access Leader | Specialty Biologics Executive

Mission-driven leader with 15+ years of experience in chronic and rare disease sales and specialty biologics, including second-line leader and regional director roles at GSK. Proven success in buy-and-bill execution, HCP and direct-to-patient-engagement, integrated account management, patient access programs, and building strategic partnerships across multi-state regions. Expert in leading high-performing teams, launching and expanding injectable therapies, driving multi-channel engagement, and navigating complex compliance environments.

## EDUCATION

**Doctor of Education (EdD), Organizational Change & Leadership** – University of Southern California

**Master of Public Health (MPH), Health Promotion & Disease Prevention** – The George Washington University

**Bachelor of Arts (BA), Sociology and Bachelor of Arts (BA), Japanese** (double major) – University of Notre Dame

**Executive Education, Marketing Leadership Program** – The Wharton School, University of Pennsylvania

## PROFESSIONAL EXPERIENCE

**THE SOCIAL ENGINEERING PROJECT (TSEP), INCORPORATED** • Oakland, CA • 2022 to Present

### *Organizational Change & Management Consultant*

- Led inclusive engagement strategies that built stakeholder trust and increased participation in TSEP's immersive STEM programs among students in grades K-12 in the San Francisco Bay Area and Silicon Valley.
- Designed inclusive engagement strategies increasing student participation in STEM programs by 25% and learning outcomes by 40%.
- Drove a 30% increase in operational efficiency using AI and strategic foresight.
- Partnered with executive leadership and cross-sector stakeholders to align priorities, secure funding, develop annual impact reports, and evaluate STEM program delivery.

**THERMO FISHER SCIENTIFIC (NASDAQ: TMO)** • San Francisco, CA • 2022

### *Senior Manager, Global Market Development –Genetic Sciences Division*

- Directed global go-to-market strategies for genetic analysis applications for 30+ markets, overseeing customer segmentation, KOL development, competitor analysis, market opportunities, customer engagement, and operational efficiencies.
- Created scalable training content and learning strategies for global marketing teams, boosting team productivity by 25%.
- Leveraged customer insights to optimize business development, increasing commitments of new Key Opinion Leaders by 30%.
- Partnered cross-functionally with commercial and product teams to align scientific messaging with patient community needs.

**GLAXOSMITHKLINE (NASDAQ: GSK)** • Various US Locations • 2006 to 2021

### *National Director / Head, Specialty Educators – Specialty Biologics Division (2019 to 2021)*

- Directed \$13M national strategy and field operations with 40+ nurse educators and 5 regional directors supporting patient access, patient onboarding, and direct-to-patient and HCP education for immunology and rare disease portfolio (BENLYSTA®, NUCALA®).
- Designed and launched the training curriculum and omnichannel strategy for two branded patient and healthcare provider engagement programs, resulting in a 60% annual increase in customer engagement for two consecutive years.
- Built and executed strategic business plans integrating KPIs, contracting models, marketing, medical, and market access to align with national/regional specialty goals.
- Implemented buy-and-bill execution models, optimizing SOP adherence and boosting patient engagement by 80% and provider contract reach by 130%.
- Recruited, coached, and retained top-tier specialty educators, achieving employee engagement scores 5 points above national average.
- Strengthened community engagement with patient advocacy organizations, community clinics, and integrated care providers.

**Regional Director, West Region – Specialty Educator Team (2019); Respiratory Biologic Educator Team, West (2017 to 2019)**

- Led specialty operations across 18 Western states, coaching a multidisciplinary team of 10 nurses, pharmacists, and respiratory therapists to expand direct-to-patient education contracts and outreach by 3,000+ HCPs annually.
- Authored and rolled out GSK's first-ever global coaching assessment tool for specialty educators ("The Educator Ways") to create measurable improvements in educators' account management, scientific knowledge, and patient outcomes.
- Built strategic partnerships with specialty pharmacies and alternate sites of administration to facilitate timely patient access to injectable and infusible products.

***District Sales Manager – Respiratory Team (2016 to 2017)***

- Led recruitment, coaching, career development, and performance management of a district team of 10 sales representatives, covering \$5.5M in product revenue (ANORO®, BREO®, and INCRUSE®) while operating within a Corporate Integrity Agreement and industry-first, quota-free compensation program called Patient First.
- Designed and implemented a sales recovery plan that elevated district rankings to meet national sales targets by year-end.
- Drove 4 promotions on a 10-member team through targeted coaching, earning awards for leadership and team development.

***District Sales Manager – Asthma Team (2014 to 2016)***

- Built and led the newly formed Bay Area Asthma district team comprised of 10 sales representatives across 9 business territories in Northern CA, NV, and HI, responsible for \$3M in annual product revenue for GSK's Asthma portfolio- ADVAIR® and FLOVENT®.
- Identified performance gaps and coached team to capitalize on growth opportunities, boosting sales performance to rank within top 50% nationally.
- Leveraged subject matter expertise as an effective and disciplined coach, often turned to by Human Resources and direct manager, to be a peer development coach of tenured sales leaders.

***Executive Therapeutic Specialist –Respiratory Sales; Product Manager—Neuroscience Brand Marketing (2006 to 2014)***

- Promoted products across numerous disease states: respiratory (asthma/COPD/allergies), epilepsy, and overactive bladder, demonstrating expert-level product knowledge and selling skills, resulting in promotions for four consecutive years and numerous training roles.
- Earned Sales Excellence Award (Top 30% of the Region) 2010 and 2009; Winner's Circle Emerald Award (Top 3% of the Region), 2009; Team Champion Award (Top 10% of the Nation), 2009; Winner's Circle Ruby Award (Top 10% of the Region), 2007 and 2008.
- Developed strategy and tactics for first-ever all-digital brand launch of POTIGA® (anti-epileptic drug), including national workshops, sales training content for e-learning and train-the-trainer sessions, market research, and agency/vendor management, resulting in the first-ever all-digital launch of a GSK brand.
- Crafted and executed promotional campaigns for diverse segments, including the development of Key Opinion Leaders and facilitation of Advisory Boards for physicians, GSK Sales Vice Presidents, and GSK sales representatives.
- Graduated from GSK's Emerging Leadership Development Program (2014–2015), yearlong training for sales leadership, which yielded multiple District Sales Manager role offers and invitations to facilitate leadership development classes of future cohorts.

**BOARD LEADERSHIP & COMMUNITY ENGAGEMENT**

- **Chairman of the Board of Directors**, Naserian Global Connect (2024 to present)
- **Associate Board Member**, Big Brothers Big Sisters of the Bay Area (2022 to present)
- **Member, Community Service & Risk Management Committees**, Alpha Kappa Alpha Sorority, Incorporated (2019 to present)

**CERTIFICATIONS**

- **Human Research Certification** – CITI Program (2023), Credential ID 56102317
- **Fellow, CORO Southern California** – Women in Leadership Program, Spring 2025 Cohort (Graduated in June 2025)
- **Lean Six Sigma Black Belt Certification** – In Progress (Expected completion: September 2025)

**Application Form****Profile**

Nnedi

First Name

Obembe

Last Name



Home Address

Middle  
Initial

Suite or Apt

Concord

City

CA

State

94521

Postal Code

**District Locator Tool****Resident of Supervisorial District:** District 4

Self-employed

Employer

Director

Job Title

**Length of Employment**

Present

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

District 4

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

9

**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**

---

Nnedi Obembe

**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 Windsor

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

---

B.Sc

**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**

---

Certified Life Coach

#### **Certificate Awarded for Training?**

---

Yes  No

### **Other Training B**

---

Certified Polysmnographer

#### **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 an African American, I'm passionate about the holistic wellness of African Americans. True wellness can only be achieved by recognizing the connection between the physical, mental, emotional, and spiritual wellbeing. We have some basic health issues that uniquely impact the African American population. We can address this and improve the quality of life, as well as the harmony in our communities with this fundamental knowledge. The lack of availability of educational resources that address this, amplifies the impact on underserved communities. I passionately believe that, with the right resources, we can reach these communities and effect change. I'm interested in seeing the community come together to deliberate on strategies to educate, inform and make impact. In this role, I can be the voice that partners in building trust, and making change.

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

---

I'm passionate about helping individuals attain a life of fulfillment. Educating and coaching people seems to be one of the strongest ways to reach life's potential. Knowledge that day is power. When achieved, it gives one the power to determine your path. It's not until then can one be held accountable of their actions. Providing the African American population especially the underserved areas with knowledge through available resources will greatly affect the holistic development and wellness. I have worked with the homeless, formerly incarcerated men and women, drug and alcohol recovery homes, those behind bars for a considerable number of years. I am confident that I can partner with other people of like passion to alleviate some of the issues faced by African Americans.

---

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.**

---

I do spiritual guidance at the juvenile I volunteer at the mens and women's shelter at CityTeam and Covenant House (Youth Shelter) I sit on the board for 3 non-profit organizations (The Purified Mission Church, Pastors Wives' Group and Ife-Global)

---

### **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?**

---

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

---

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---

I Agree

---

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(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.

## Contact



## Top Skills

Home Care

Long-term Care

Personal Care Services

## Certifications

Marriage Mentor and Relation Coach

Licensed Polysomnographic  
Technologist

Educator Certificate (Secondary and  
Elementary)

Registered Polysomnographic  
Technologist (RPSGT)

# Nnedi Obembe

Founder & Director

Concord, California, United States

## Summary

Passionate, visionary. An educator who is deliberate in investing in the lives of others by building, elevating and developing strong leaders and visionaries.

## Experience

**Notton LLC**

2 years 9 months

**Parent Educator**

January 2024 - Present (1 year 9 months)

Walnut Creek, California, United States

Educating parents on techniques to redirect youth/children's behavior for positive outcome. Help parents and families to bring joy into parenting.

Partnering with parents to create a healthy atmosphere for their children/youth to grow physically and emotionally. I help parents from all walks of life. Parents from stable homes to re-entry facilities for formerly incarcerated individuals, drug and alcohol recovery homes, transitioning homes, homeless shelters, etc. I also run workshops at our community centers, local colleges (DVC), etc.

**MASTER LIFE COACH/YOUTH GENERATION COACH**

January 2023 - Present (2 years 9 months)

Walnut Creek, California, United States

Provide coaching services to enable the growth and development of coachees/mentees at various stages of life. Coaching support focused on discovering purpose and developing clear goals, objectives, and achievable milestones. Our coaching process focuses on all ages including individuals from re-entry facilities, drug and alcohol recovery homes, transitioning homes, homeless shelters, etc. I also run workshops at our community centers, local colleges (DVC), etc.

**Notton Staffing Agency**

Founder & Director

October 2018 - Present (7 years)

Walnut Creek, California, United States

Work with assisted living and memory care facilities to support the staffing needs of their communities. Meeting the needs of the communities by providing quality staffing and assisted in re-entry of formerly incarcerated men and women into the workforce.

**Notton Home Care Services and Staffing**  
Founder & Director  
2018 - 2021 (3 years)  
Concord, California, United States

Administer program to provide high-quality home care services. Plan and coordinate all activities which may include home helpers, respite care, transportation and staffing. Responsible for strategic planning and profitability, and accountable for all operations and programs. Ensure services are in compliance with professional standards and state regulatory requirements. Oversees staff development and training and matching clients with the right caregiver based on their experience and skills. Work with assisted living facilities to staff them with the needs of the communities.

**King's Valley Christian School**  
2 years  
**Middle School Science Teacher**  
2017 - 2018 (1 year)  
Concord, California, United States

Instructed science to classes ranging from Grade 6 to 8. Students were led in different science projects and laboratory experiments to broaden their views of science. Incorporated digital technology for learning and software applications such as google earth, google classroom to a daily teaching schedule. Adhere to school policies and procedures regarding student discipline.

**Substitute Teacher**  
2016 - 2017 (1 year)  
Walnut Creek, California, United States

Instructed students in various subjects based on existing lesson plans to students while encouraging students to learn and participate. Worked with different grade levels.

**Contra Costa Sleep Center**  
Registered Polysomnographic Technologist  
2013 - 2016 (3 years)  
Walnut Creek, California, United States

Performed sleep studies following polysomnographic procedures, recorded sleep scores, prepared and calibrated equipment. Gathered and reviewed patient information in compliance with the laws, regulations, certification, and AASM standards of conduct. Trained new technicians on procedures and processes.

**Pfizer**

Purification and Separation Specialist

2006 - 2007 (1 year)

Ann Arbor, Michigan, United States

Analyzed various research drugs to assess the similarities of the compounds. Processed samples to purify them for further testing.

**Accurate Analytical Testing LLC**

Chemical Analyst

2005 - 2006 (1 year)

Romulus, Michigan, United States

Performed metal testing on water, soil, air, and dust samples. Also carried out different chemical methods on samples to detect the presence of lead.

**Women's Enterprise and Skills Training**

Employment Counselor

2004 - 2005 (1 year)

Windsor, Ontario, Canada

Taught job development courses and strategies to job seekers. counseled clients on career preparation, developed action plans to help with making career decisions. Coordinated job placement and internship for clients.

**St. Clair College**

Faculty

2003 - 2005 (2 years)

Windsor, Ontario, Canada

Instructed dental and pharmacy students in Chemistry and Biology. Provided students with practical hands-on laboratory material to support classroom instruction. Prepared lecture material for classroom instruction. Also provided extended office hours for further guidance to students.

---

## Education

University of Windsor

Bachelor of Science - BS

**Application Form****Profile****LeJon**

First Name

**A**

Middle Initial

**Payne**

Last Name



Home Address

Suite or Apt

**Pittsburg**

City

**CA**

State

**94565**

Postal Code



Primary Phone



Email Address

**District Locator Tool****Resident of Supervisorial District:** District 5**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?****Are you a veteran of the U.S. Armed Forces?** Yes  No**Board and Interest****Which Boards would you like to apply for?**

Transitional Community Advisory Board: 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**

---

Cambridge College

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

---

Doctorate of Education/Social Justice

**Degree Awarded?**

---

Yes  No

**College/ University B**

**Name of College Attended**

---

Cambridge College

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

---

Specialist Degree/Leadership Adminstration

**Degree Awarded?**

---

Yes  No

---

**College/ University C**

**Name of College Attended**

---

Oglethorpe University

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

---

Masters of Teaching

**Degree Awarded?**

---

Yes  No

---

## Other Trainings & Occupational Licenses

### Other Training A

---

CA Administrative Credential

#### Certificate Awarded for Training?

---

Yes  No

### Other Training B

---

CA Teaching Credential

#### Certificate Awarded for Training?

---

Yes  No

### Occupational Licenses Completed:

---

I have over 20 years of experience as an educator. I have worked as a teacher, coordinator, specialist, assistant principal, and principal. I have a Bachelor of Social Work Degree, a Master of Arts in Teaching, a Specialist Degree in Leadership Administration, and a Doctorate Degree in Leadership Administration - Social Justice.

---

## Qualifications and Volunteer Experience

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

---

I am deeply passionate about empowering communities, particularly African American families who continue to face systemic inequities. Over the past 22 years, I have served as a spiritual leader, social worker, educator, and community organizer across California and abroad. My work has consistently centered on uplifting vulnerable populations — especially women and children — through literacy, financial literacy, STEM/STEAM education, and holistic support. In Contra Costa County, I previously served at First AME Community Church in Bay Point, where I worked with the local food bank, partnered with shelters for women and children, and organized civic engagement and civic awareness programs. These experiences gave me a firsthand understanding of the needs and strengths of African American communities in the county. Beyond Contra Costa, my recent work as Pastor of Wright Chapel AME Church, an educator and principal, and as Commissioner for the Contra Costa County Women and Girls Commission reflects my commitment to building systems that promote equity, access, and well-being. I am now seeking the opportunity to serve Contra Costa County as a member of the Transitional Community Advisory Board. I believe the African American Holistic Wellness and Resource Hub is a transformative initiative that will give voice, resources, and hope to those who need it most. My lived experience and professional background equip me to provide thoughtful guidance in reviewing criteria, ensuring fair and inclusive selection processes, and supporting outreach to diverse community members. I am committed to working collaboratively with fellow board members and the Office of Racial Equity and Social Justice to ensure that the Hub reflects the priorities, resilience, and aspirations of African Americans in Contra Costa County. Volunteer Experience: Rocketship SSC Vice President, Rocketship Advisory Board, Contra Costa County Women and Girls Commission, Brookins AME Church, Oakland, First AME Community Church, Bay Point, Girls Inc., Girl Scouts of America, multiple women's shelters, and numerous schools and organizations. Through these partnerships, I have organized and led STEM workshops, literacy initiatives, clothing drives, and resource campaigns to empower and strengthen community well-being.

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

---

I bring extensive experience as a community advocate, social worker, educator, pastor, principal, and nonprofit co-founder, which has prepared me to add significant value to the Transitional Community Advisory Board. In my role as principal, I have partnered with numerous community organizations to meet the academic, social, and emotional needs of students and families, ensuring that schools remain a hub of equity and support. I have also collaborated on the Rocketship School Site Council and served on the Rocketship Regional Advisory Board, the Contra Costa County Commission for Women and Girls, and the Social Justice Committee for the California Conference AME Church. Through these leadership and advisory roles, I have developed a deep understanding of the systemic challenges facing African American communities and have been actively involved in creating and implementing programs that promote equity, access, and holistic wellness. I am committed to using my skills and experiences to contribute meaningfully to the mission of the African American Holistic Wellness and Resource Hub and to ensure that its development reflects the needs and priorities of the community it is designed to serve

---

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:**

---

The Contra Costa County Women and Girls Commission meets on the last Tuesday of the month at 7 pm.

**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:**

---

Women & Girls Commission

**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.**

---

Advisory & Leadership Roles: Rocketship School Site Council (SSC) Rocketship Regional Advisory Board Contra Costa County Commission for Women and Girls Social Justice Committee, California Conference AME Church Education Committee, California Conference AME Church Community & Volunteer Service: Pastor, Wright Chapel AME Church (San Francisco) — community outreach, family support, and empowerment initiatives First AME Community Church (Bay Point) — food bank partnerships, civic engagement and civic awareness programs, and support for women and children in shelters Brookins AME Church (Oakland) — outreach programs and literacy workshops Girls Inc. — mentoring and empowerment programming for girls Girl Scouts of America — troop leadership and mentorship Women's Shelters — organizing clothing drives, care packages, and literacy workshops Educational Institutions — organizing and leading STEM/STEAM and literacy workshops for students The Art of Confidence Foundation (Co-Founder) — providing international performing arts, sports, and literacy opportunities for youth

---

**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.**

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I Agree

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Important Information

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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.
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  - (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.

# LEJON PAYNE

Community Advocate | Educator



## BIOGRAPHY

### Biography: Dr. LeJon Payne

Dr. LeJon Payne is an esteemed community advocate and academician with over two decades of experience as a social worker, spiritual community advocate, educator, and international service community organizer. Her journey in social justice, advocacy, and education is marked by an unwavering commitment to spiritual growth, academic excellence, and community empowerment.

### Early Life and Education

Dr. Payne's educational journey began with a Bachelor of Social Work from Clark Atlanta University in 2002. Her passion for teaching and early childhood development led her to pursue a Master of Arts in Teaching Early Childhood Education from Oglethorpe University, which she completed in 2008. Furthering her dedication to educational leadership, she earned a Certificate of Advanced Graduate Studies (CAGS) in Leadership Administration from Cambridge College in 2009, followed by a Doctor of Education in Leadership Administration from the same institution in 2018. Currently she is enrolled in the Pacific School of Religion, where she will earn her Master of Divinity in 2025.

### Professional Career

Dr. Payne has an extensive career in education, having served in various capacities across public, private, and charter schools, as well as in postgraduate studies. Her roles have ranged from classroom teacher to principal, with significant contributions to Maker Education, STEM education, technology integration, community partnerships, and professional development for educators. During her tenure as Principal at Sequoia Elementary in the Oakland Unified School District, she implemented school-wide programs and fostered strong community partnerships. Under her leadership, the school received the Raise the Bar Award for significant gains in literacy among Latino students. As Assistant Principal at KIPP Bridge Academy, she was instrumental in mentoring teachers, enhancing student learning through innovative instructional strategies, and leading the STEM department.

Internationally, Dr. Payne has made significant strides as the Education Manager at GEMS Education in Dubai, UAE, where she managed large-scale educational projects and collaborated with Harvard University on professional development initiatives. Her work in integrating educational technologies, through simulation and virtual reality as well as managing corporate partnerships has left a lasting impact on the global educational landscape.

### Community Leader

Ordained as an Itinerant Deacon at Brookins African Methodist Episcopal Church in Oakland, CA, Dr. Payne has dedicated her life to ministry and community service. She has served as a minister, Sunday School teacher, youth leader, and outreach leader and coordinator, organizing youth conferences, fundraisers, and outreach ministries. Her leadership was pivotal in the historic election of the first A.M.E. African American Female Bishop, Vashti McKenzie.

Dr. Payne's spiritual outreach extends beyond local communities. As the Co-Founder and International Service Organizer for the Art of Confidence Foundation, she has coordinated service projects in Nairobi, Kenya, and developed financial literacy programs benefiting members in the States and abroad. Her work in performing arts and financial education has empowered countless youth and fostered international alliances.

### Published Author and Speaker

A published author, Dr. Payne has contributed to academic and spiritual literature, sharing her insights on leadership, education, and spiritual growth. Her public speaking engagements have inspired audiences worldwide, emphasizing the importance of faith, education, and community service.

### Community Engagement

Dr. Payne's dedication to community engagement is evident in her involvement in various outreach programs. She has coordinated initiatives to feed the hungry, provide clothing, education for refugees and childhood brides and organize toy and book drives for local schools. Her efforts have significantly impacted communities, both locally and internationally.

### Personal Life

Dr. Payne is renowned for her compassionate nature, strong leadership, and unwavering commitment to her faith and community. Her life's work embodies her belief in the transformative power of education, community empowerment, and dedicated service to all mankind.

**Application Form****Profile**Dr Kimberly  
First NameS  
Middle InitialPayton EdD  
Last Name

Suite or Apt

Pittsburg  
CityCA  
State94565  
Postal Code

Primary one



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**District Locator Tool****Resident of Supervisorial District:** District 5Self  
EmployerEducator/Advocate  
Job Title**Length of Employment**

8 years

**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?**

40

**Are you a veteran of the U.S. Armed Forces?** Yes  No**Board and Interest****Which Boards would you like to apply for?**

Transitional Community Advisory Board: Submitted

**Seat Name**

---

Board Member

**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**

---

Morris Brown College

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

---

BS Biology

**Degree Awarded?**

---

Yes  No

**College/ University B**

**Name of College Attended**

---

Saint Marys of California

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

---

MA Educational Leadership

**Degree Awarded?**

---

Yes  No

---

**College/ University C**

**Name of College Attended**

---

Brandman/Umass Global

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

---

Organizational Leadership

**Degree Awarded?**

---

Yes  No

---

**Other Trainings & Occupational Licenses****Other Training A**

Denver II Developmental Screening

**Certificate Awarded for Training?**

Yes  No

**Other Training B****Certificate Awarded for Training?**

Yes  No

**Occupational Licenses Completed:**

Early Childhood Director Permit 2000 - 2023

---

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

I would like to serve on the Transitional Community Advisory Body (TCAB) to be a supportive and effective team member that brings work and life experience to help our community have effective solutions that allows our community in Contra Costa County to heal from harms that for so long been an unfortunate part of living in the county for people of color. I see the TCAB as being a much-needed bridge to opportunity for services for the community. That bridge should be built on strong leadership principles and practices that include a multi-faceted approach to community leadership that includes effective active listening skills, collaboration, with experience in community volunteering. I would like to work with others on TCAB to build trust and transparency with the community and community-based organizations. I am a community leader who supports TCAB's goals to focus on the community, build trust with the community using transparent conversations that are deserving of community buy-in. As someone who has worked in the county as a child, senior, and adult advocate for childcare, senior resources, housing, jobs, and healthcare, I bring a grassroots commitment, patience, understanding, and compassion to the TCAB. I have taken care of end-of-life seniors and supported them through medical crises, decision-making, and the end of life. I have advocated for teen parents to have medical and housing support. I have advocated for battered women to get housing and living resources. I also have lived experience taking care of senior community members with mental illness. Those were abandoned by their family and seniors who were abandoned after they became financial fraud victims; in all these instances, mental needs were at the forefront. I have a passion to support my community.

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

---

I have over 20 years of volunteer community work with churches and community organizations I have over 20 years of experience teaching early childhood education Over 20 years of experience teaching adults, teens, and seniors I have over 30 years of training, working with and developing not-for-profit boards.

---

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 work as a private contractor, so I would need to schedule around this board. I am also on the UCSF Congenital Heart Advisory Board

**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.**

---

I am also on the UCSF Congenital Heart Advisory Board Pittsburg SARB East Contra Costa County NAACP - Executive Committee East Contra Costa County NAACP - President

---

**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;
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KP

# Dr. Kimberly Payton, Ed D.

## CURRICULUM & EDUCATIONAL DEVELOPMENT



Pittsburg, CA, 94565



### EDUCATION

DOCTOR OF EDUCATION,  
ORGANIZATIONAL  
LEADERSHIP – Bradman  
University | Irvine, CA |  
2021

MA, EARLY CHILDHOOD  
EDUCATION, SUPERVISION  
& LEADERSHIP – Saint  
Mary's College | Moraga,  
CA | 2012

BACHELOR OF SCIENCE IN  
BIOLOGY – Morris Brown  
College | Atlanta, GA |  
2000

### SKILLS

Team Management  
Leadership  
Conflict Resolution  
Emotional Intelligence  
Professionalism  
Building Rapport  
Grant Management

### CERTIFICATION & LICENSE

California Early Child Development  
Program Director Permit | 2012 - 2023

CBEST, California Basic Education Skills  
Test Certification | 2008

I am an educator and educational program development professional who has worked in a variety of environments, enabling a wide set of skills to be utilized to support any number of professional settings. I have project management and grant compliance experience. I enjoy focusing on meeting program expectations while using proactive communication and diligence to ensure program success.

### EXPERIENCE

#### WORKPLACE COACH

Coaching Innovations | Pittsburg, CA | 2023 – Present

Scope: Assist in developing learning and development strategies for organizations and staff. Create training workshops. Assists with needs assessments/evaluations and the creation of correction or implementation planning. Train staff, Board of Directors, and stakeholders on the program, services, and implementation of programs. Assist programs with program development, team development, and conflict in the workplace. Train Adult students regarding soft skills.

#### ADJUNCT INSTRUCTOR

Mills College/Northeastern University | Oakland, CA | 2020 - 2022

Perform instruction, hold office hours, provide students with mentoring, and assist students with informal academic advising on courses and program or degree-completion requirements. Set up a class online portal, assignments, and exams. Provide online course presentations, supplements, and resources. Monitor attendance and student progress. Encourage student dialog, class participation, and relevance to current classroom situations.

#### PROGRAM DIRECTOR

Advance Medical School of Nursing | Pittsburg, CA | 2015 – 2019

Scope: My role focuses on ensuring the design and delivery of high-quality training and learning opportunities for students. The key to the role is maintaining a strong work ethic and acting with a sense of urgency and purpose, balanced with strategic and day-to-day operational intent. Worked with the Board of Directors on program financial oversight and expansion. Oversight of program budgets as they relate to successful program operation. Some of my duties include implementing and managing multiple grant programs, designing the academic curriculum, academic co-curricular programs, and activities, and supporting and providing information services required to maintain the institution's accreditation and increase student success in all academic areas of the university.

##### Duties include:

- Setting the program aims and outcomes to ensure that the program communicates a strong program identity, and is aligned with the Institution's Graduate Attributes, relevant subject benchmark statements, and requirements
- Ensuring that the progression towards the achievement of the program outcomes is facilitated through the design and delivery of component modules of the program
- Ensuring that teaching and learning methods across the program are planned to progressively support learning towards the achievement of the program learning outcomes
  - Planning an appropriate balance of formative and summative assessment methods across the program to progressively support students' assessment literacy and self-awareness
  - Promoting flexibility in the undergraduate curriculum to provide students with opportunities to undertake placements, work-based learning, language learning, and study abroad
  - Ensuring effective liaison, where relevant, with other Schools regarding the design and delivery of combined programs or shared modules and communicating changes to programs and individual modules well in advance.
  - Ensuring the program fulfills the Institution's aims for teaching and learning, as set out in the Institution's Learning and Teaching Strategy
  - Ensuring the program fulfills the school's learning and teaching strategy and associated policies, practices, and processes, and their implementation
  - Fostering collaboration and shared ownership of the program by ensuring the staff and students are involved in decisions relating to the curriculum
  - Facilitating effective liaison between the staff and collaborators, to ensure that subject knowledge, skills, and attributes outlined in the module learning outcomes are integrated with other modules in the program.
  - Liaising and maintaining relationships with external bodies, alumni, industry contacts, and staff, as appropriate

##### Achievements:

- Planned the course schedule, oversaw the development of the curriculum, and managed the job placement process.
- Oversaw the execution of the program for approximately 30 students at a time.
- Developed the curriculum and taught the Work Ethics class.
- Developed productive relationships with community and business leader organizations to develop opportunities for student job placement.

## CORE COMPETENCIES

Grants & Programs Administration  
Curriculum & Educational Development  
Grant Development  
Stakeholder and Government Agency Collaboration

## PROFESSIONAL DEVELOPMENT

Non-Profit Management Certificate | 2007

Childhood Disorders in Child Care Programs Workshop | Contra Costa Child Care Council | 2007

Early Childhood Environment Rating Scale, Revised Edition | Kaplan Training | 2007

Program Administration for Child Care Centers | California Department of Education Nutrition Services Division & Fresno City College Cal-Pro-NET Center | 2007

Early Language & Literacy Training | the University of Texas, Houston Health Science Center | 2005

WIA Exit Strategies for Youth Participants | Workforce Investment Division of the California Employment Department | 2004

An Administrator's Path to Quality Family Literacy Services | National Center for the Family Literacy | 2003

Funding a Family Literacy Program | National Center for the Family Literacy | 2003

ECE: The Desired Results System: State Implementation High-Quality Programs for Children Ages 0-13 | Sonoma State University Extended Education | 2003

Research Practices to Support Families with Children Birth to Three | National Even Start Association | 2001

ECERS Training, Professional Development Program | Local Planning Council for Child Care & Development | 2001

How to Handle People with Tact & Skill | Fred Pryor Seminars | 2000

## EARLY EXPERIENCE SUMMARY

### CO-OP PROGRAM DIRECTOR

Pittsburg Preschool and Community Council | Pittsburg, CA | 2013 – 2015

Scope: My role focused on planning and coordinating cooperative education and work-based learning programs for various curriculum programs. Key to the role was practicing strong critical thinking and sound judgment skills. Some of my duties included working closely with academic departments in supporting the integration between classroom learning and cooperative education, serving as a liaison between students, faculty, and employers regarding administrative and operating requirements for the cooperative education program, and providing program services in collaboration with coordinators.

### PROGRAM DIRECTOR

Pittsburg Preschool and Community Council | Pittsburg, CA | 1986 – 2014

Scope: My role focused on providing strategic oversight and direction of the program, to ensure that tasks are carried out effectively within the context of the program and the principles of the Curriculum Framework. Key to the role was maintaining a high degree of attention to detail and practicing good communication skills. Some of my duties included providing grant management, curriculum leadership for and quality enhancement of the program cluster, supporting and bringing together Module Conveners to facilitate the design and delivery of cohesive programs, and ensuring a coherent and coordinated student learning experience across the programs.

#### Achievements:

Managed and led the overall planning and execution of a variety of state-sponsored programs | 1998 – 2007

### CO-OP PRESCHOOL TEACHER

Pittsburg Preschool and Community Council | Pittsburg, CA | 2012 – 2013

Scope: My role focused on providing an environment for children to grow emotionally, intellectually, socially, and physically. Key to the role was promoting enthusiasm for learning and motivating students to achieve academic goals. Some of my duties included planning and implementing an age- and developmentally appropriate, culturally relevant, and anti-bias curriculum which maintains the high standards of the school, working closely with both the children and their parents, and following best-practice guidelines, including the incorporation of the State Early Learning and Development Guidelines.

### SITE SUPERVISOR

Pittsburg Preschool and Community Council | Pittsburg, CA | 2004 – 2013

Scope: My role focused on assisting in the management of staff and care, supervision, and coordination of learning activities for children. The key to the role was maintaining alternate attention among a variety of tasks simultaneously. Some of my duties included monitoring expenses of the early childhood site, conducting an annual inventory of program materials, conducting safety inspections of the childcare facility, overseeing the correction of safety problems, and assisting in the administration and supervision of the preschool programs in accordance with school district policies and in compliance with State and federal regulations, including those outlined by the licensing agency. Incorporate job training program components and curriculum into student training and early childhood classroom settings.

### SERVICE COORDINATOR

Pittsburg Preschool and Community Council | Pittsburg, CA | 2001 – 2006

Scope: My role focused on ensuring that students and families receive quality preschool services through the development and implementation of appropriate policies, procedures, and guidelines. Key to the role was practicing reliability and maintaining a strong commitment to teamwork. Some of my duties included coordinating the preschool special education and regular education programs and services, providing information, and serving as a resource to others, achieving defined objectives by planning, evaluating, developing, implementing, and maintaining services in compliance with established guidelines.

### HUMAN RESOURCE COORDINATOR

Pittsburg Preschool and Community Council | Pittsburg, CA | 2000 – 2004

Scope: My role focused on ensuring that the Human Resources Department requirements for administrative support are undertaken efficiently and professionally. Key to the role was practicing effective communication and organizational skills. Some of my duties included handling special projects and assisting with general administration regarding recruiting and hiring, benefits, payroll, training and development, legal compliance, and other human resource issues.

## AFFILIATIONS

National Association for the Advancement of Colored People  
SHRM, Society of Human Resources Management  
National Black Child Development  
National Association of the Education of Young Children,  
East County NAACP President

## REFERENCES

Frances Greene

Executive Director,  
Pittsburg Preschool & Community  
Council



CHARLES GLASPER

Retired Property Manager,  
Columbia Park Manner,



MARGRET KENRICK

Commercial Education Director  
Nano String



TOM TORLAKSON

Retired CA State Superintendent of Public Instruction



## EARLY EXPERIENCE SUMMARY (CONTINUED)

### SUBSTITUTE TEACHER

Pittsburg Preschool and Community Council | Pittsburg, CA | 2001 – 2004

Scope: My role focused on ensuring a favorable learning environment that is suitable for the welfare and development of students. Key to the role was practicing effective communication and organizational skills. Some of my duties included maintaining the established routines and procedures of the school and classroom, following the directions of the absent teacher, bridging the gap between the teacher's lesson plans and where the class is progressing, and following all policies, rules, and procedures to which regular teachers are subject and which good teaching practices dictate.

## ACADEMIC ACCOMPLISHMENT

President - East County NAACP

Political Pac Board Member- Building Black Power of Contra Costa (BPC)

Doctoral Dissertation "Vocational Education: CNA Students' Perspectives and Attitudes Toward Role Play as An Instructional Tool", Dr. Keith Larick, EdD. Chairperson

Brandman University 2021 Commencement Speaker  
Master's Thesis "Barriers to Education for Young African American Children " | Dr. Heidi Marie Rambo, Ph.D., Chairperson

**Application Form****Profile**

LaPamela

First Name

L

Middle Initial

Pierce

Last Name



Home Address

Suite or Apt

Oakley

City

CA

State

94561

Postal Code



Primary Phone



Email Address

**District Locator Tool****Resident of Supervisorial District:** District 2

Oakley Unified School District

Employer

Campus Supervisor

Job Title

**Length of Employment**

10 months

**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?**

15 years

**Are you a veteran of the U.S. Armed Forces?** Yes  No**Board and Interest****Which Boards would you like to apply for?**

Transitional Community Advisory Board: Submitted

**Seat Name**

---

TCAB

**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**

---

**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**

## **Other Training A**

---

Dental Assistant

### **Certificate Awarded for Training?**

---

Yes  No

## **Other Training B**

---

Real Estate License

### **Certificate Awarded for Training?**

---

Yes  No

### **Occupational Licenses Completed:**

---

Dental Assistant Real Estate Keiser Certificate

---

## **Qualifications and Volunteer Experience**

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

---

I would like to serve on this board/committee/commission because I am passionate about giving back to the community and using my skills to make a meaningful impact. My background in both healthcare and fitness has allowed me to advocate for healthy living, personal growth, and education. Serving in this role will allow me to contribute my professional expertise, leadership experience, and dedication to helping people thrive. I am committed to listening, collaborating, and ensuring that community voices are valued in decision-making.

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

---

I have over 20 years of experience in the dental field as a Registered Dental Assistant and instructor, where I developed strong leadership, teaching, and communication skills. In addition, I have more than nine years as a certified cycling instructor, motivating and supporting individuals in achieving their wellness goals. These experiences have prepared me to contribute effectively through professionalism, collaboration, and a commitment to community service.

---

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

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  - (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**Willie  
First NameJ  
Middle InitialRobinson  
Last Name  
Home Address

Suite or Apt

Richmond  
CityCA  
State94803  
Postal Code  
Primary Phone  
Email Address**District Locator Tool****Resident of Supervisorial District:** District 1Retired  
Employer

Job Title

**Length of Employment**

Not Applicable

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

District 1

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

55 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**

---

County Member

**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?**

---

17+

---

**Education**

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

---

High School Diploma

**College/ University A**

**Name of College Attended**

---

Contra Costa College

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

---

AS -Envir. Design, Drafting Tech.

**Degree Awarded?**

---

Yes  No

**College/ University B**

**Name of College Attended**

---

California Polytechnic State University

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

---

Architectural Engineering

**Degree Awarded?**

---

Yes  No

---

**College/ University C**

**Name of College Attended**

---

California Polytechnic State University

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

---

BS - Architectural Engineering

**Degree Awarded?**

---

Yes  No

---

**Other Trainings & Occupational Licenses****Other Training A**

---

Career Technical Education

**Certificate Awarded for Training?**

---

Yes  No

**Other Training B**

---

Value Engineering

**Certificate Awarded for Training?**

---

Yes  No

**Occupational Licenses Completed:**

---

None

---

---

**Qualifications and Volunteer Experience**

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

---

To help ensure diversity, inclusion and equity from the West County Communities. Recognizing that representation on County Commissions are not usually represented.

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

---

My professional background as an engineering and construction project manager, coupled with my years of experience as a community advocate, provides me with a unique perspective for representing my 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:**

---

Affordable Housing Finance Advisory Committee; Measure X Community Advisory Board

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

---

See above.

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

---

Affordable Housing Finance Advisory Committee, Community Housing Development Corporation, and the Public Development Review Advisory Committee for the City of Richmond's Planning Commission.

---

### **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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(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.

## **PROFESSIONAL VITAE**

Willie J. Robison



El Sobrante, CA 94803

### **Telephone:**

- A black rectangular box with a white 'X' drawn through it, indicating a redacted phone number.
- A black rectangular box with a white 'X' drawn through it, indicating a redacted phone number.

### **Personal Data:**

- African American (Black)
- Male
- Married
- DoB - October 2, 1946
- Place of Birth - Eastover, S.C. 29044

### **Education:**

- Architectural Engineering (BS - 1976) - California Polytechnic State University (Cal Poly), San Luis Obispo, CA
- Environmental Design - Drafting Technology (AS - 1971) - Contra Costa College, San Pablo, CA
- High School Diploma (1964) - Webber High School - Eastover, SC.

### **Military Service:**

- U.S. Air Force - Honorable Discharge (DD-214 - Aug. 1964-Aug. 1968)

### **Professional Career:**

- Cost & Scheduling Engineer - Bechtel Corporation, Power Division (Jun. 1974 - Dec. 1978)
- Construction Specialist / Assist. Project Manager - Homitz, Allen & Associates (Jan. 1978 - Mar. 1981)
- Project Estimator / Manager - Don Todd Associates (Mar. 1981 - Dec. 1991)
- Project & Construction Management - W.J. Robinson & Associate, Inc., Owner (self-employed - Feb. 1992 - Mar. 2014)
- Semi Retired (Mar. 2014 - Present)

### **Teacher (temporary assignment in the Career Technical Education - Three Year program:**

- WCCUSD - Teacher - Beginning Engineering (40%) Nov. 2016 - Jun. 2017

### **Community Engagement & Activism:**

- Richmond / San Pablo Community Air Monitoring Plan Development:
  - Co-Lead Team - Jan. 2019 - present
  - Steering Committee Member - April 2019 - present
- Contra Costa County Community Development:
  - Affordable Housing Finance Committee (AHFC) - 2005 - present
- College Governing Board:
  - Texas College Trustee - October 1998 - April 2010
    - Subcommittee Chair - Buildings & Grounds (4 yrs.)
- NAACP - Richmond (CA) Branch:
  - Treasurer – 1998 - 2012
  - President – 2012 - 2014
  - President - Sept. 2017 - present
- City of Richmond:
  - Public Development Review Board – 1990-92
- Community Housing Development Corporation of North Richmond
  - Board of Director – 1990–2005
    - Board President – 1990–1995

**Application Form****Profile**

Taylor

First Name

J

Middle Initial

Sims

Last Name



Home Address

Suite or Apt

Pittsburg

City

CA

State

94565

Postal Code



Primary Phone



Email Address

**District Locator Tool****Resident of Supervisorial District:** District 5

RCF Connects

Employer

Senior Director

Job Title

**Length of Employment**

3 years

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

District 1

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

27 years

**Are you a veteran of the U.S. Armed Forces?** Yes  No**Board and Interest****Which Boards would you like to apply for?**

Transitional Community Advisory Board: 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**

---

San Francisco State University

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

---

Masters in Education: Equity and Social Justice

**Degree Awarded?**

---

Yes  No

**College/ University B**

**Name of College Attended**

---

San Francisco State University

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

---

Bachelors in Sociology

**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 served on the advisory committee for the Wellness Hub and would love to be around to see the implementation plan and this executed to effectively meet the needs of Black people in Contra Costa County.

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

Senior Director of Equity for Black Women and Girls Initiative School board trustee-Pittsburg

---

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:**

Advisory Committee for the African American Wellness Hub

**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:**

Keller Canyon - volleyball club

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

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I Agree

---

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  - (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.



Pittsburg, CA 94565

[REDACTED]

[REDACTED]

# Taylor Sims

---



## CAREER OBJECTIVE

To contribute to the success and long-term growth of the organization by capitalizing on my project management experience and applying my expertise in the various areas of organization to ensure the timely accomplishment of all identified goals and schedules.

## EXPERIENCE

### **RCF Connects – Equity for Black Women and Girls Initiative, Contra Costa County – Senior Director**

JULY 2022 – PRESENT

- Responsible for planning, organization, and direction of the initiative's operations and programs.
- Develops and implements consistent equitable policies, procedures, and operational reporting/metrics.
- Oversees and reports on the initiatives's results for the board of directors.
- Prepares accurate and timely analyses that capture and communicate fundraising results, variances, and performance trends.
- Supervises the development of operations-based financial modeling.
- Participates in annual budget reviews, monthly and quarterly reviews, and periodic forecast updates with operational and senior management.
- Retains a diverse, highly qualified staff and volunteers by providing career coaching, growth, and personal development for workers.
- Ensures that services and funding relationships are robust enough to meet or exceed strategic goals and objectives.

### **Lift Up Contra Costa, Contra Costa County – Project Manager**

SEPT 2018 – JULY 2022

- Determine and define project scope and objectives, for review by coalition partners and Executive Director. Develop and manage a detailed project schedule and work plan
- Predict resources needed to reach objectives and manage resources in an effective and efficient manner
- Manage contracts with vendors and suppliers by assigning tasks and communicating expected deliverables
- Utilize industry best practices, techniques, and standards throughout entire project execution
- Monitor progress and make adjustments as needed. Measure project performance to identify areas for improvement

- Event Management: Coordinate all aspects of events as assigned, including space, food, speakers, developing program, creating social media plan, coordinating with coalition partners to ensure recruitment and turn out, coordinate debrief.
- Campaign support: provide logistics support to campaign events, field programs and endorsement programs. This may include tasks related to event management, preparing materials, coordinating participating and tracking results.
- Coalition Engagement and support: Recruit and coordinate a team of LUCC Coalition partners to support projects or events. Provide project updates on a consistent basis to various stakeholders about strategy, adjustments, and progress. Build 1-1 relationships with coalition partners to deepen understanding of their connection to LUCC.
- Day to day operations

### **Pittsburg Unified School District, Pittsburg, CA – Board Trustee**

DEC 2020 – PRESENT

- Starting conversations on discipline, achievement gap, and equity within the district within the first six months of being elected.
- Youngest Board member
- Won second seat with 7,959 votes against 4 other candidates.
- Coordinated my campaign's operations such as fundraising, advertising, polling, getting out the vote (with direct contact to the public), and other activities supporting the effort, directly.
- Endorsed by the California Democratic Party, Contra Costa Labor Council, Pittsburg City Council member Shanelle Scales-Preston, many other elected officials and community organizations.

### **EDUCATION**

**San Francisco State University, San Francisco, CA – Master of Arts (M.A.) Education – Equity and Social Justice – Fall 2022**

**San Francisco State University, San Francisco, CA – Bachelor of Arts Sociology – Spring 2021**

**Los Medanos College, Pittsburg, CA – Associate of Arts Sociology – June 2019**

**Los Medanos College, Pittsburg, CA – Associate of Arts Liberal Arts, Behavioral Science and Social Science – June 2019**

### **AWARDS/ACCOMPLISHMENTS**

Departmental Honors – Sociology

Game Changer Award 2022 – LeaderSpring

Instrumental in creating District 8 seat so a person of color/someone representative of the community could represent us.

**Application Form****Profile**

Jacqueline

First Name

M

Middle  
Initial

Smith

Last Name



Home Address

Suite or Apt

Brentwood

City

CA

State

94513

Postal Code



Primary Phone



Email Address

**District Locator Tool****Resident of Supervisorial District:** District 3Home Based and Family  
Community Partnerships  
Coordinator

The Unity Council

Employer

Job Title

**Length of Employment**

14 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?**

30 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**

---

Childcare Provider

**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?**

---

three terms

---

**Education**

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

---

High School Diploma

**College/ University A**

**Name of College Attended**

---

Cal State Eastbay

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

---

BA/Sociology Minor Women's Studies

**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

Circle of Security Parenting Curriculum

#### Certificate Awarded for Training?

Yes  No

### Other Training B

Abriendo Puertas

#### 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 like to continue to serve on this particular committee because I am a founding member of the African American Wellness and Holistic Steering Committee. Over the past year, I have given my service wholeheartedly to this work and know that I can continue to be an agent for change. Additionally, I would like to see this service for the African American population in all of Contra Costa County meet it's goal. Moreover, it has been my pleasure and absolute honor to provide feedback and assist with what is already being implemented. I intend to keep this well overdue injustice rectified and let the healing begin. It would be a travesty to not see this vision realized, and I am committed to seeing this Hub for the most harmed citizens in CCC realized. I will continue to offer my time, expertise and life experiences to press on to ensure that the AAHW Hub delivers on the promise to bring this vision to reality.

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

To this appointment I bring over 25 years of service to the communities in Contra Costa County from prenatal-seniors. I have worked as a Community Partnerships Coordinator for over 15 years and have nurtured meaningful partnerships along the way. I am resourceful and very connected to various systems of support throughout the county. Perhaps the most compelling qualification I bring to the table is lived experience as a Black Woman living in Contra Costa County for over 30 years. With this appointment, I bring my professional qualifications working for non-profits since graduating from college, until present working with low-income families throughout Contra Costa County for Head Start. I have over 30 years of volunteering for faith-based organizations in the county as well as the juvenile population and mental health services. I made a personal commitment when I joined the AAHW steering committee one year ago, and will also bring the knowledge gained and continued support I have faithfully given. I intend to be an integral asset to the African American Holistic and Wellness HUB, fo as long as it requires.

**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 currently serve on the LPC for Early Childhood Education

**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.**

---

-Food pantry Coordinator -Young Women's Empowerment Group -Mentor for Youth pre-K-12th grade -CCC LPC

---

### **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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  - (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****Melanie**

First Name

**Spears**

Last Name



Home Address

Suite or Apt

**San Pablo**

City

**CA**

State

**94806**

Postal Code



Primary



Mailing

**District Locator Tool****Resident of Supervisorial District:** District 1City of Oakland

Employer

Support Services Supervisor

Job Title

**Length of Employment**

4.5 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?**

52 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**

---

Temporary Advisory Board Member

**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**

---

Univ of Laverne

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

---

Doctorate/Org Leadership

**Degree Awarded?**

---

Yes  No

**College/ University B**

**Name of College Attended**

---

UC Berkeley

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

---

Bachelor's degree/Psychology

**Degree Awarded?**

---

Yes  No

---

**College/ University C**

**Name of College Attended**

---

Cal State Hayward

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

---

Master's/Education

**Degree Awarded?**

---

Yes  No

---

**Other Trainings & Occupational Licenses****Other Training A**

Admin and Teaching Credentials

**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 honoree to submit my interest in serving on the temporary county board focused on advancing the well-being of African Americans in our county. Having lived in this Contra Costa County for 52 years, I bring both a deep personal connection and professional background that position me to contribute meaningfully to this important initiative. Throughout my career in education and my service on various boards, I have observed and addressed the challenges faced by individuals and families who experience poverty, systemic inequities, and limited access to essential resources. These challenges span critical areas such as mental health, education, housing, health care, infant and maternal health, behavioral supports and reentry after incarceration. I believe this board represents a vital opportunity to establish a foundation for equity and sustainability by improving resource navigation, expanding restorative alternatives, and ensuring that services are responsive to the needs of African Americans in our county.

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

---

My leadership experience, combined with decades of community engagement, has equipped me with the skills necessary to collaborate effectively, advocate with integrity, and help guide the initial development of a strategic framework for this work. It would be a privilege to contribute to the establishment of this board and to support efforts that will advance health, opportunity, and overall quality of life for African Americans across our county. I am committed to bringing both experience and dedication to this role in service of 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.**

---

RCF- Equity for Black Women and Girls Alpha Kappa Alpha Inc Sorority Phi Delta Kappa Inc Girls Inc WCC

---

### **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

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4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
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(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** Executive-level results driven professional with previous superintendent experience, district level leadership K-12, higher education instructor, and non-profit leadership experience adept at methodologies, procedures and guidance techniques that support solving complex issues. Transformative leader focused on internal/external partnership development, communication, negotiations, change management, and educational development. Change agent skilled in shifting the way things work to enhance team and organization performance, professional development and pursuing improvement in an organization's standards of excellence.

## **CORE COMPETENCIES**

### Leadership Abilities

- Highly developed abilities in building, sustaining, encouraging and coaching teams. Apt at managing group conflict, fluctuations in shared interests, ideal inclusion and third-party intervention, among others in non-profit and education settings.
- Develops instructional lesson plans in Prekindergarten-12 and Higher Education to achieve high quality teaching and learning standards.
- Ability to provide guidance for self-leadership, personal and interpersonal communication and personal awareness in order to achieve optimal success that shows multicultural and diversity sensitivity.
- Proficient in a range of Microsoft Office applications such as Microsoft Word, Power point, and Excel.

### Organizational Development

- Expert strategic thinking related to designing change to increase group's effectiveness, whether with a small staff in a single institution, a number of districts or businesses throughout the country.
- Doctorate in organizational development exhibits capacity in: theory, assessments, teaming, and strategy deployment.
- Coordinates partnership agreements and contracts with internal and external stakeholders.
- Guides employee negotiations using interest-based bargaining in accordance with labor law.
- Well-equipped in identifying areas within an institution that are poorly performing and provide research-based tools to promote and ensure improvement.

### Volunteerism & Community Service

- Conscientiously serving the community to express concern for human relationships and health/well-being through volunteer acts as a group member within non-profits or individual fundraiser efforts for Alpha Kappa Alpha Sorority, Inc., Girls Inc., and the SF AIDS Walk (\$1,075 StarWalker).
- Facilitates a range of volunteer/community service initiatives for Alpha Kappa Alpha Sorority, Inc.; that met 100% of all targeted goals to serve the homeless, improve health screenings, an implement a chapter childhood hunger initiative; resulting in an annual health fair (300plus attendees), monthly food bag giveaways at 4 elementary schools (serving 20 families), and greatly improved community awareness .
- Teamed with West Contra Costa Girls Inc. chapter as board president that previously struggled to maintain brand expectations; successfully initiated networking engagements that resulted in a viable board, hiring of a highly qualified director, afterschool Girls Inc. offerings in the local school district with fully sustainable internally written grants, raising \$100,000 within 6 months with replicable blueprint impacting nearly 300 girls from elementary to high school level.

## **EXPERIENCE HIGHLIGHTS**

### **City of Oakland, Oakland, CA**

Support Services Supervisor, 3/2021 - Present

- Plan, direct and coordinate division or department administrative operations including employee relations, employee training, payroll, benefits, organization development, personnel staffing,selection and/or procurement and contract administration; to supervise administrative support staff; and performs related duties as required.

### **Excel Consulting Services, LLC, Richmond, California**

Founder, Chief Organizational Change Manager, 11/2011 – Present

- Structure dynamic programs competent to confront challenges of surrounding learning institutions; addressing 100% of the mutually agreed upon contract outcomes.
- Create high quality presentations for seminars and workshops for well-known conferences and districts; with 90% or more of the participant evaluations showing that they found the information helpful.

### **West Contra Costa Unified School District, Richmond, California**

Substitute Administrator, 3/2017-11/2019

- Oversight for school leadership in sub assignments K-12 as needed; 100% of administrative duties, instructional coaching, student services, and paper work completed.

**Johnstonville Elementary School District, Susanville, CA**

Superintendent, 7/2016 - 12/2016

- Responsible for operation of the District, general administration, business, budget and evaluation of direct reports.
- Reported to the Board keeping them informed about student achievement, budget, legal affairs, negotiations.

**Alameda Unified School District, Alameda, CA**

Literacy Coordinator, 7/2014-6/2016

- Provided literacy training to both elementary, middle, and high school principals to enhance their instructional skills.
- Created a 3 year literacy plan to include alignment with CA Standards inclusive of required text materials and schedule of administrative and teacher trainings.

**San Lorenzo Unified School District, San Lorenzo, CA**

Director of Secondary Education & Director of State & Federal Programs 7/2008-6/2014

- As Director of Secondary education oversaw operations, curriculum, complaints while serving on the Superintendent's Cabinet. Participated in negotiations and attended monthly board meetings.
- As Director of State and Federal Programs oversaw distribution of funds, compliance, and training related to Title I & Title III funds.

**Holy Names University, Oakland, California**

Adjunct Professor, 7/2014 - 6/2016

- Developed a 10-12-week course syllabus that aligns with 100% of state standards and college policies; demonstrated instructor compliance for 100% state required course items in college accreditation review.
- Taught higher education courses in Teacher Education Department; resulting in 100% of students passing state required assessments for teacher certification as well as passing the class with mostly A or B grades.
- Designed online instructional components for key course assignments; 100% of students demonstrated 21<sup>st</sup> century learning proficiency.

**RELATED POSITIONS, San Francisco Bay Area**

Teaching (1991-1997): West Contra Costa USD (Sub), Oakland USD (Grades 1, 4, 5), New Haven USD (Grades 3, 4)

Vice Principal (1997-1998): Oakland USD, Lincoln Elementary School, Bilingual/Title I

Principal (1998-2004): Oakland USD, MLK Elementary (1 yr.), West Contra Costa USD JO Ford Elementary (2 yrs.), and West Contra Costa USD, Portola Middle School (2 yrs.)

**EDUCATION**

**Doctor of Education in Organizational Leadership (2012)**

University of La Verne – La Verne, California

**Master of Science in Educational Leadership (1997)**

California State University – Hayward, California

**Bachelor of Arts in Psychology (1989)**

California University at Berkeley – Berkeley, California

**Application Form****Profile****Jessica**

First Name

**Spikes**

Last Name



Home Address

Suite or Apt

**Bay Point**

City

**CA**

State

**94565**

Postal Code



Primary Phone

**District Locator Tool****Resident of Supervisorial District:** District 5**BART Office of the Inspector General**

Employer

**Executive Assistant**

Job Title

**Length of Employment**

1.5 years

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

N/A

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

Resident for 1 year

**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**

---

**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**

---

Notre Dame de Namur University

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

---

Bachelors in Business Administration

**Degree Awarded?**

---

Yes  No

**College/ University B**

**Name of College Attended**

---

Notre Dame de Namur University

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

---

Masters in Business Administration - In Progress

**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

---

Certified Inspector General Auditor

### Certificate Awarded for Training?

---

Yes  No

### Other Training B

---

### Certificate Awarded for Training?

---

Yes  No

### Occupational Licenses Completed:

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## Qualifications and Volunteer Experience

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

---

I recently moved to Contra Costa County, and as a Bay Point resident, I'm eager to find meaningful ways to get involved and contribute to my community. The vision behind the Transitional Community Advisory Board (TCAB) especially resonates with me because it's about building resources that take a holistic approach to wellness and equity, particularly for African American residents. As a Black woman, I feel personally connected to that mission. I know how important it is to have programs designed with our voices at the table, and I want to contribute both my professional experience and lived perspective to ensure the hub is accessible, effective, and rooted in community needs. In my career, I've supported audits, investigations, and community programs, giving me insight into how policies and systems can either open doors or create barriers. I'd like to bring that perspective here to help create real, lasting impact. I'm also interested in serving on the Bay Point Municipal Advisory Council and the Commission for Women and Girls. Both would allow me to be a bridge between residents and local government, and to support initiatives that strengthen quality of life and equity across the county. As a Black woman living in Bay Point, I believe my voice and perspective can add value to these spaces, especially in lifting up issues that directly affect underrepresented communities. Whether through TCAB, Bay Point MAC, or the Commission for Women and Girls, I want to be an active participant in building a stronger, more inclusive Contra Costa County.

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

---

I bring over 14 years of experience in public service, administration, and oversight, with a strong track record of supporting leadership, facilitating community-focused programs, and ensuring accountability in government operations. In my current role with the BART Office of the Inspector General, I support audits and investigations that drive transparency, compliance, and improvements in public services. This work has strengthened my ability to analyze complex issues, review policies and programs critically, and ensure that community needs are reflected in decision-making. Beyond technical skills, I have extensive experience in budget management, contract oversight, and community engagement, areas that are vital for advisory roles like these. I've also served as a clerk and staff liaison for public committees, giving me hands-on knowledge of open meeting laws, agenda preparation, and how to facilitate productive public discussions. As a Bay Point resident and a Black woman, I also bring lived experience that aligns with the missions of the boards I am applying for. I understand the importance of representation, equity, and building systems that serve communities fairly and effectively. These perspectives, combined with my professional expertise, make me well-qualified to contribute meaningfully to the Transitional Community Advisory Board, the Bay Point Municipal Advisory Council, and the Commission for Women and Girls.

---

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.**

---

I am new to Contra Costa County, but I've already started looking for opportunities to get involved locally. Most recently, I volunteered at the Bay Point Community Resource Fair, which gave me the chance to connect directly with neighbors and learn more about the services available in our community. I am constantly seeking ways to contribute, whether by supporting local events, sharing information, or participating in programs that bring people together. In addition, my past professional roles have included community-facing work, such as serving as Clerk for the City of Mountain View's Rental Housing Committee and assisting with outreach initiatives to connect residents with resources and information. These experiences, combined with my personal commitment to community engagement, make me eager to grow my involvement through service on a Contra Costa County advisory body.

---

**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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  - (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

Results-oriented administrative professional with over 14 years of experience in executive-level support and cross-functional team management. Skilled in driving complex audits and investigations, ensuring compliance with regulatory standards, and improving organizational efficiency through strategic planning. Experienced in overseeing public sector operations, managing financial documentation, and maintaining operational integrity. Strong background in budget management, contract oversight, and operational support.

## EXPERIENCE

### **Executive Assistant | BART Office of the Inspector General | Feb 2024 – Present**

- Provide high-level executive support to the Inspector General by facilitating audits, investigations, and the overall oversight of District activities, ensuring adherence to standards and regulations, while providing key support to drive impactful outcomes.
- Assist in drafting, reviewing, and refining audit and investigative reports to ensure accuracy, clarity, and adherence to professional standards. Conduct quality control reviews to verify that findings, conclusions, and recommendations are well-supported.
- Assist in monitoring BART's compliance with recommendations from OIG reports, ensuring follow-through on corrective actions and policy improvements.
- Oversee and manage the office's budget, including the creation, tracking, and analysis of financial allocations, ensuring efficient resource utilization and alignment with organizational priorities.
- Direct the development and maintenance of the office's website and social media presence, aligning communication strategies with organizational goals and priorities.

### **Office Manager | DG Architects | March 2023 – March 2024**

- Managed daily business operations for a 60-person Silicon Valley office, overseeing building systems, office supplies, facilities, and equipment leases to maintain a well-organized, functional workspace.
- Provided strategic executive support to company leadership, streamlining operations, enhancing client management processes, and supporting decision-making with clear, actionable reporting.
- Led office events and team-building initiatives, fostering a collaborative and positive work culture while promoting employee engagement and retention.
- Coordinated project support tasks, including contract preparation, budget tracking, and client communications, ensuring that project milestones were met on time, within scope, and within budget.

### **Senior Administrative Assistant | City of Mountain View | July 2021 – March 2023**

- Promoted from Office Assistant III to Senior Administrative Assistant in the Rent Stabilization Program.
- Provided executive-level administrative support, preparing detailed activity reports, streamlining operational processes, and driving the successful execution of program objectives, while supervising administrative staff and implementing process improvements to boost efficiency.
- Served as Clerk for the Rental Housing Committee, utilizing Legistar to create agendas, prepare meeting documentation, record minutes, and ensure compliance with public meeting laws and regulations.

- Managed the compliance database, reviewed and processed landlord submissions, and served as the primary point of contact to ensure adherence to local rent stabilization regulations.
- Assisted with outreach initiatives, coordinated public events, and developed website content to improve program visibility and stakeholder engagement.

#### **Office Assistant III | City of Mountain View | Oct 2016 – July 2021**

- Provided high-level administrative and financial support to the Public Services Division, which consisted of eight sections grouped under broader leadership teams.
- Managed the full contract lifecycle for project managers, including vendor communication and coordination. Drafted contract and amendment language to ensure compliance with City requirements. Reviewed proposals, Certificates of Insurance (COI), and other contract-related documents to ensure all paperwork was complete and ready for approval by the Department Head, Risk Management, Legal, Finance, and other relevant departments. Tracked contract terms, processed invoices, monitored remaining balances, and ensured proper contract closure.
- Coordinated bid solicitations, entered requisitions, tracked over 200 purchase orders, and processed invoices, ensuring timely payments and seamless vendor communication.
- Monitored division budgets, performed financial analysis and presented findings to senior management to inform decision-making and ensure optimal resource allocation.

#### **EDUCATION**

Bachelor of Science | Business Administration, Accounting Track | Notre Dame de Namur University

#### **CERTIFICATIONS**

Certified Inspector General Auditor (CIGA) | Association of Inspectors General

#### **PROFESSIONAL MEMBERSHIPS**

- Association of Inspectors General (AIG)
- Association of Certified Fraud Examiners (ACFE)
- Association of Local Government Auditors (ALGA)

**Application Form****Profile**

Porshe

First Name

Taylor

Last Name



Home Address

Suite or Apt

Antioch

City

CA

State

94531

Postal Code



Primary Phone



Email Address

**District Locator Tool****Resident of Supervisorial District:** District 3PRISON FROM-THEINSIDE-  
OUT INC

Employer

Director

Job Title

**Length of Employment**

6 years

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

3

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

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

**Seat Name**

---

any open seat

**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 \***

---

G.E.D. Certificate

**College/ University A**

**Name of College Attended**

---

Los Medanos College

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

---

Associates Science/ arts Crim Justice

**Degree Awarded?**

---

Yes  No

**College/ University B**

**Name of College Attended**

---

California BAR Law office Study program

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

---

LAW Current

**Degree Awarded?**

---

Yes  No

---

**College/ University C**

**Name of College Attended**

---

UCLA Current

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

---

Paralegal Current

**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:**

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

---

I would like to serve because I believe holistic wellness—mental, physical, spiritual, and emotional—is essential to the long-term health and stability of African American communities. Through both my personal journey and my professional work as the Founder and Executive Director of Prison From-The-Inside-Out, I have seen how systemic inequities and generational trauma impact health outcomes. My commitment is to ensure that healing-centered, culturally responsive, and trauma-informed practices are at the core of community programming. Serving in this role would allow me to bridge my lived experience, leadership, and advocacy with a focus on advancing wellness strategies that strengthen individuals, families, and communities.

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

---

I bring over a decade of leadership in nonprofit management, community advocacy, and culturally competent service delivery. As an organizational leader, I have designed and implemented programs that address mental health, substance use prevention, family support, and restorative healing practices for justice-impacted individuals and their families. I am trained in restorative justice, mindfulness practices, and trauma-informed care, and I have facilitated workshops and programs that integrate nature, spirituality, and cultural traditions into healing. In addition, my governance experience on oversight commissions and advisory boards has strengthened my ability to balance community voice with accountability and program outcomes.

---

Upload a Resume

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

---

Yes  No

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---

Yes  No

**If Yes, please explain:**

---

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---

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.**

---

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

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

---

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?**

---

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---

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

---

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---

I Agree

---

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(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.

## PORSHE T. TAYLOR



Antioch, CA 94531

## PROFESSIONAL PROFILE

Policy-focused public servant and organizational leader with over a decade of experience in public sector service, nonprofit executive leadership, and constituent engagement. Proven record of drafting and analyzing public policy at the state level, managing sensitive public issues, overseeing budgets and regulatory compliance, and representing elected and appointed officials. Recognized for strong leadership, staff supervision, and cross-sector collaboration across diverse communities. Current Law Office Study Program student under supervising attorney Debra Slone.

## CORE COMPETENCIES

- Policy Development & Legislative Analysis
- Community & Constituent Engagement
- Budget Interpretation & Compliance
- Staff Supervision & Project Oversight
- Public Communications & Media Relations
- Governmental & County Systems
- Constituent Services & Case Management
- Strategic Planning & Data Management
- Equity-Centered Leadership

## RELEVANT EXPERIENCE

**Antioch Police Oversight Commission – Chair***City of Antioch, CA | 2023–Present*

- Facilitate public engagement on law enforcement policy and internal investigations.
- Work with city staff and elected officials to improve transparency and accountability.
- Lead policy reviews and initiate public safety recommendations.
- Provide oversight of commission operations and coordinate constituent feedback systems.

**Founder & Executive Director***Prison From-The-Inside-Out, Inc. | 2019–Present*

- Lead countywide initiatives focused on public safety, youth justice, and community reinvestment.
- Draft local and state-level policy proposals and manage multi-year grant-funded programs.
- Direct staff teams, manage nonprofit operations, and oversee communications with local officials.
- Serve as a liaison between stakeholders, incarcerated individuals, and government agencies.

**Policy Intern – Senator Ben Hueso***California State Legislature | 2021–2022*

- Supported legislative research and bill tracking on statewide justice reform issues.
- Contributed to development of legislation including AB 990, AB 958, SB 1139, and ACA 8.
- Attended briefings and stakeholder meetings on behalf of the legislative office.

**Eligibility Worker III – CalWORKs/CalFresh***Contra Costa County Employment & Human Services | 2014–Present*

- Administer benefits to diverse county residents in alignment with state/federal guidelines.

- Manage sensitive constituent data and confidential case files.
- Coordinate with internal departments and external providers for client services.

#### **Founder & Executive Director**

*APTP Consulting Inc. | Antioch, CA | 2018–Present*

- Provide organizational consulting for nonprofits, small businesses, and startups.
- Specialize in policy drafting, strategic planning, 501(c)(3) development, and operational design.
- Advise executive leadership on program implementation and funding strategies.

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#### **EDUCATION & TRAINING**

##### **Law Office Study Program – Current Law Student**

*Supervising Attorney: Debra Slone, Esq. | Enrolled 2025*

##### **Associate of Science in Administration of Justice (with Honors)**

##### **Associate of Arts in Behavioral & Social Science (with Honors)**

*Los Medanos College, Pittsburg, CA*

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#### **ADDITIONAL QUALIFICATIONS**

- Over 4 years of experience working within a public/governmental municipality (Contra Costa County)
- Deep understanding of county governance structures and legislative advocacy
- Experience navigating sensitive public issues, with discretion and confidentiality
- Proficient in Microsoft Office Suite, data tracking systems, and government communications

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#### **SELECTED CONSULTING PROJECTS (2022–2024)**

- **La Familia (Oakland, CA)** – Dual program launch
- **BEAM Academy (Pittsburg, CA)** – Business/nonprofit startup & 501(c)(3)
- **C.H.A.N.G.E.S. (Bakersfield, CA)** – Nonprofit formation & program design
- **Perfection Commercial Cleaning** – Business development
- **East Bay Area Pageant** – Youth-focused civic engagement programming

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## **REFERENCES**

Available upon request

## Profile

Mounir  
First Name

Middle  
Initial

Tyler  
Last Name



Suite or Apt

El Cerrito  
City

CA  
State

94530  
Postal Code

 Primary Phone



Email Address

## District Locator Tool

### Resident of Supervisorial District:

District 1

The Hidden Genius Project  
Employer

Chief Programs Officer  
Job Title

### Length of Employment

2

### Do you work in Contra Costa County?

Yes  No

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

1

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

15 years

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

Yes  No

## Board and Interest

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

Transitional Community Advisory Board: Submitted

**Seat Name**

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African American Holistic Wellness and Resource Hub Transitional Community Advisory Body (TCAB).

**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?**

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**Education**

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

---

High School Diploma

**College/ University A**

**Name of College Attended**

---

University of Cincinnati

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

---

Bachelors of Arts (Social Work)

**Degree Awarded?**

---

Yes  No

**College/ University B**

**Name of College Attended**

---

California State East Bay

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

---

Masters Social Work (MSW)

**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**

Licensed Clinical Social Worker (LCSW)

---

**Certificate Awarded for Training?**

Yes  No

---

**Other Training B****Certificate Awarded for Training?**

Yes  No

---

**Occupational Licenses Completed:**

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

I am writing to express my strong interest in serving on the Transitional Community Advisory Body (TCAB) for the African American Holistic Wellness and Resource Hub. As a Licensed Clinical Social Worker with extensive experience working alongside Black communities, I bring both professional expertise and deep commitment to advancing holistic, culturally responsive supports for African American residents. Throughout my social work career, I have worked directly with African American youth, adults, and families navigating challenges related to behavioral health, reentry, housing instability, and access to preventative health care. I am particularly passionate about addressing barriers Black communities face in behavioral health access, as well as improving pathways for families navigating housing insecurity. My grounding as a clinician allows me to bring trauma-informed, strengths-based insights to the table, while my work in the non profit sector has equipped me to support recruitment, outreach, and leadership development efforts. Thank you for your consideration. I look forward to the opportunity to serve.

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

I'm an African American male who has lived in Contra Costa County (Richmond and El Cerrito) since 2010). I primarily work with black communities through my non-profit work and my private practice as a licensed clinical therapist (LCSW). Resume's attached for review.

---

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:**

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**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.**

---

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

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

---

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**

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

---

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.

# **Mounir R. T. Ier, LCSW**

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## **Clinical Therapist**

- Licensed Clinical Social Worker, 81100, Board of Behavioral Sciences - 2017
- Certified Anger Management Specialist - 2017

### **PROFESSIONAL EXPERIENCE**

#### **The Hidden Genius Project | Oakland, CA**

2023 to Present

Chief Programs Officer

As CPO, implement the strategic vision and leadership of the agency; oversee a significant portfolio of programs and related services; evaluate the effectiveness of programs to provide ongoing feedback; help to promote and diversify funding through effective resource stewardship at an agency with a healthy mix of government funding and private philanthropic support; raise the agency's profile through external communications and partnerships; provide mentoring, guidance, supervision, and professional development to program staff; and advance the agency by staying abreast of trends and developments in community needs. Key responsibilities and accomplishments included:

- Oversee the coordination, integration, and delivery of all programs, contracts and related services, promoting collaborative relationships between program areas and ensuring that the expectations of funders, partners, constituents, clients, and other stakeholders are consistently met.
- Drive the development of the overall organizational strategy and key performance indicators (KPIs) of success, ensuring a results-oriented, learning organization culture to increase positive social impact.
- Monitor programmatic operations to ensure sound fiscal and system management.
- Serve as liaison to key government agencies, in particular the Counties of Alameda and Contra Costa, funding partners, County Board of Supervisors, local municipal governments, and State and Federal entities.
- Monitor emerging needs among key stakeholders such as clients, government, philanthropy, and community organizations
- Develop assessment protocols to determine the feasibility and sustainability of programs as well as lead to more effective and efficient service delivery.
- Analyze and evaluate trends within Salesforce platform to increase efficiency, transparency and collaborative efforts among programmatic teams.
- Ensure the delivery of qualitative and quantitative goals and outcomes of programs and services.
- Supervise and guide program directors and senior management in the effective leadership of programs based on the agency's mission and priorities.
- Support fund development efforts through the promotion and execution of agency fundraising events and lead coordination of the development of new program ideas and pilot projects, including integrating successful pilots into programs.

#### **Private Practice -The Guiding Steps, Inc. | El Cerrito, CA**

2021 to Present

**Clinical Director/Founder & Owner**

**[Theguidingsteps.com](http://Theguidingsteps.com)**

#### **Practice Description**

Serving the San Francisco Bay Area and Northern California Counties, The Guiding Steps practice focuses on motivating and encouraging clients to regain confidence towards their personal and professional goals.

- Treatment Plans: provide client centered treatment plans based on clients' therapeutic needs.
- Talk Therapy: provide Trauma Informed Cognitive Behavior Therapy (CBT) to adolescents and adults among other modalities.
- Co-Parenting Therapy: assist parents with improving their communication and decrease the tension in their relationship to allow them to co-parent effectively.
- Private Recommendation Mediation: assist parents in a high conflict relationship maintain their court order and resolve custody related issues that develop over time.
- Supervision: Provide supervision for unlicensed individuals who have completed their masters training

**AthMindset | Alameda, CA**  
**Mental Health Performance Consultant**

2022 to Present

AthMindset, LLC serves the elite youth athlete, the collegiate athlete, coaches, professional athletes, teams, referees/umpires, family members, spouses/partners, agents, and athletic trainers.

- Work with athletes and their ecosystems individually and in groups to address mental health needs.
- Support clients in developing treatment goals utilizing Eye Movement Desensitization and Reprocessing (EMDR) Therapy, Emotionally Focused Therapy (EFT), and Motivational Interviewing.

**Three Bridges Psychology and Mediation | El Cerrito, CA**  
**Licensed Clinical Therapist**

2020 to 2022

Provide a wide variety of mental health related psychological services, individual therapy for adolescents and adults, and clinical supervision for unlicensed clinicians.

- Work with clients individually to address mental health needs.
- Support clients in developing treatment goals utilizing Cognitive Behavioral Therapy (CBT), Trauma Informed Care, and Solution Focused Therapy.
- Initiate Mindfulness techniques to reduce clients' symptoms of depression and anxiety.

**MyPath | San Francisco, CA**  
**Chief Operating Officer**

2018 to 2022

MyPath is a national nonprofit focused on paving economic pathways for low-income youth aged 16-24. MyPath helps cities and nonprofits embed banking, saving and credit-building tools and information directly into their existing youth employment programs through the use of technology platforms.

As COO, provide leadership for operations and programs with a focus on providing innovative strategies to engage youth in communities problem-solving from both a practice and policy perspective. Develop organizational strategy for MyPath's youth financial capability integration into youth serving and employment programs, including the impact of banking, saving, and credit-building on youth financial capability and confidence outcomes. Accountable for executive leadership for overall operations and fiscal implementation of a multimillion dollar budget. Oversight of HR operations and talent development. Drive strategic plan initiatives, theory of change, and mission driven initiatives. Key responsibilities and accomplishments include:

**First Place for Youth | Oakland, CA**

2010 to 2018

**Director of Programs, 2015-2018**

Assistant Director of Programs, 2013-2015

County Program Manager, 2011-2013

Youth Advocate, 2010-2011

Program Specialist, 2010

As Director of Programs, provided leadership and management to foster care programs within Bay Area Counties. Oversight of day-to-day operations and staffing to ensure the continuing high-quality services and outcomes for young people. Applied extensive experience in building and leading teams committed to address issues facing at-risk and underserved populations. Key responsibilities and accomplishments include:

**Education**

California State University East Bay – Hayward, Ca

- Master of Science, Social Work, 2011

University of Cincinnati – Cincinnati, OH

- Bachelor of Science, Social Work, 2000





Contra  
Costa  
County

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

Middle Initial

Last Name

City

State

Postal Code

(Best number to reach you)

Resident of Supervisorial District (if out of County, please enter N/A):

[District Locator Tool](#)

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

Current Employer

Job Title

Length of Employment

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

Board, Committee, or Commission

Seat Name

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	
		Yes	No
		Yes	No
		Yes	No

Occupational Licenses Completed:

Certificate Awarded for Training?

Other Trainings Completed:

Yes No

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.**

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

**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:**

*Sandra White*

**Date:**

**Submit this application to:** [ClerkofTheBoard@cob.cccounty.us](mailto: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](mailto:ClerkofTheBoard@cob.cccounty.us)*

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# Sandra G. White



**Summary of Qualifications:** Highly knowledgeable and passionate Marriage and Family Therapist Associate with an educational background in diagnosing and treating mental and emotional disorders, whether cognitive, affective, or behavioral, within the context of marriage and family systems. Applying psychotherapeutic and family systems theories and techniques in the delivery of professional services to individuals, couples, minors and families for the purpose of treating such diagnosed nervous and mental disorders.

## **EDUCATION:**

- John F. Kennedy University, Graduate School of Professional Psychology  
M.A. in Counseling Psychology, Concentration: Marriage and Family Therapy
- John F. Kennedy University, Bachelor of Associate in Psychology
- Chabot College, A.A. Human Development

## **COUNSELING EXPERIENCE:**

### **Private Practice – Counseling, Pleasant Hill, CA**

December 2012 – 2019

#### **Marriage and Family Therapist Associate**

*Provide psychotherapy to Individual, Couple, Families and Minors in Private Practice.*

- Trauma / PTSD
- Stress Management
- Self Esteem
- Depression / Anxiety
- Relational Issues
- Grief and Loss

### **Amador Institute – Counseling, Antioch, CA**

February 2013 – March 2014

#### **Social Worker Case Manager**

- Supervise THPP Plus adults
- Coordinate Social Service appointments for THPP client
- Set weekly goals for THPP client
- Facilitate weekly House Meetings
- Individual Counseling for Medical Clients

### **Center for Personal & Relational Development, Walnut Creek & Pleasant Hill, CA**

September 2012 – November 2012

#### **Marriage and Family Therapist Associate (under supervision)**

*Provided psychotherapy to Individual, Couple, Families and Minors in Private Practice.*

- Trauma / PTSD
- Stress Management
- Self Esteem
- Depression / Anxiety
- Relational Issues
- Grief and Loss

**Family Resiliency Project**, Pleasant Hill, CA

January 2012 – September 2012

**Family Resiliency Counselor Associate** (under supervision)

*Provided family counseling to at-risk youth and their families from diverse ethnicity in schools and community settings, including the Mount Diablo Unified School District, Antioch Unified School District.*

- Facilitate Psycho-Educational Workshops
- Facilitate Group Therapy
- Provide Case Management services to families
- Worked with at-risk children and their family

**John F. Kennedy Community Counseling Center**, Pleasant Hill, CA

April 2010 – September 2012

**Marriage and Family Therapist Associate** (under supervision)

*Responsible for providing psychotherapy to family, children, and individual clients.*

- Developed and implemented treatment plans to help clients mobilize inner capacities and resources to improve social functioning.
- Maintain progress notes for all clients to ensure proper documentation of session content and interventions.
- Conducted individual, family, and group therapy sessions in accordance with the established treatment plan and provided crisis intervention when necessary.
- Prepared psychological and mental health assessments by obtaining background information such as physical, psychological and mental health, and social factors which contribute to the client's situation and by studying case histories of clients/residents.
- Provided consultation, made recommendations, gave appropriate advice, and facilitated decisions.
- Facilitated the use of research data to improve existing programs and utilization of resources.
- Provided case management services to include evaluating the needs of clients, referrals, and developing and implementing treatment plans, and monitoring progress.
- Conduct phone intakes and refer clients to appropriate resources based on individual needs.
- Foundational coursework and training in Cognitive-Behavioral and Family System Therapy.

**Diablo Community Day School**, Concord, CA

October 2011 – December 2011

**Psychotherapist Associate – School Based**

*Responsible for providing psychotherapy to students who have been expelled.*

- Counsel students who have been administratively placed by MDUSD Student Services Office following referrals from: Probation Department, MDUSD School Attendance Review Board, and/or MDUSD Positive Behavior Team.

**College Park High School**, Pleasant Hill, CA**Deer Valley High School**, Antioch, CA

August 2010 – June 2012 School Year

**Marriage and Family Therapist Associate – School Based**

*Responsible for providing academic coaching and psychotherapy to high school students.*

- Counseled students in grades 9 through 12, using cognitive behavioral, reality, and person-centered approaches, to address depression, assertiveness issues, self-esteem, poor academic performance, and interpersonal difficulties.
- Implemented individualized educational goals and objectives to enhance student responsibility, accountability and independence.
- Collaborate with teachers, occupational therapists, and student advisors to form an engaging multidisciplinary team.
- Facilitate Group Therapy group for high school students.

### **Workshop Facilitator:**

#### **Simpson Temple Christian Center – Oakland, CA**

February 2015

- Presented four seminar series on Emotional DNA
- Series 1: Transgenerational DNA
- Series 2: Living Consciously
- Series 3: Self Acceptance
- Series 4: Self Responsibility

#### **American Association for Marriage and Family Therapy – Pleasant Hill, CA**

October 2012

- Presented two educational presentations at the AAMFT Student Conference on:
- *Cultural Competency, Stereotypes, Myths, and Misconceptions*
- *Immigration Effects on the Family and Cultural Complexities*

#### **John F. Kennedy University Didactic Facilitator - Pleasant Hill, CA**

July 2012

- Present educational presentation on ‘How to Respond to At-Risk Youth’ to MFT Trainees.

#### **John F. Kennedy University Didactic Facilitator - Pleasant Hill, CA**

October 2011

- Present educational presentations to MFT Trainees on Street Gang Mentality & How to Respond to At-Risk Youth.

#### **SeventhStep Youth/Adult Facilitator - Hayward, CA**

June 2011 – July 2011

- Prepared material and presented lectures for at risk Juveniles and Adult Male Parolees on how to respond versus react in crisis.

### **Seminars:**

#### **Challenge Day 3 day Workshop**

*Adult Participant*

Challenge Day Headquarters'

Concord, CA

02/13

#### **Challenge Day**

*Adult Participant*

College Park High School

Pleasant Hill, CA

10/12

### **Certifications:**

#### **ACT Against Violence (Raising Safe Kids) Workshop Facilitator - Concord, CA**

April 2011 – 2014

- Facilitate psycho education group for parents, caregivers & families who have children from birth to age 8.

#### **(YIN)Youth Intervention Network Family Mediator - Antioch, CA**

January 2011 – 2014

- Mediated families in crisis referred from Antioch School District and Antioch Police Department.

#### **(YIN) Educational Advocate - Antioch, CA**

April 2011 – June 2013

- Provided educational information, guidance, and support to families with youth in Antioch Schools.

# SANDRA G. WHITE

Dedicated, proactive, and dynamic human resources and staffing professional, with a career of solid and progressive experience in all facets of human resources management, office supervision, and personnel management. Highly skilled in managing employee relations, recruitment, retention, training, strategic human resource objectives implementation, and organizational behavior process improvement. Demonstrated outstanding ability in providing critical support in the development and implementation of human resources strategies that achieve optimal business results. Hands-on manager with outstanding leadership, interpersonal, problem resolution, and relationship-building skills; and adept in culture and diversity management. Skilled at effectively balancing organizational and employee needs coupled with exceptional problem solving, interpersonal, and communication skills.

## **Key areas of specialty include:**

- Skilled in resolving complex HR, Employee and Vendor issues.
- Strong communication, organization, interpersonal, and leadership style.
- Demonstrated ability to identify, develop, motivate, coach, and lead effective teams.
- HR Policy, Process, & Systems Design.

## **Solid background and HR Strengths:**

Strategic Staffing Initiative	Conflict Mediation & Advocacy	Human Resource Information Systems
Vendor Negotiations	Human Resources Management	Staff Recruitment & Retention Programs
Labor policy development	Employee Relations	Management Coaching
Performance Management	Organizational Development	Employment Law FMLA/ADA/EEO/WC

## **Professional Experience**

### ***Center for Social Dynamics***

***Vice President Human Resources/Business Consultant  
Concord, CA 94520***

***February 2019 - Current***

- Researches, develops, and implements competitive compensation, benefits, performance appraisal, and employee incentive programs.
- Responsible for investigating, monitoring, and resolving complex employee situations from origin to conclusion while minimizing organizational risk
- Collaborates with executive leadership to define the organization's long-term mission and goals; identifies ways to support this mission through talent management.
- Ensures the implementation of performance management (standards, reviews, and constructive discipline).
- Manages employee compensation (merits, adjustments, incentives) and benefits.
- Evaluates and advises on the impact of new programs/strategies and how it relates to the attraction, motivation, development, and retention of employees.
- Manages and monitors the budget and other financial measures of the Human Resource Department.
- Develops planning to prepare top talent and leaders for more significant responsibilities.
- Participates in the development of the market's plans and programs as a strategic partner, but particularly from the perspective of the impact on people.
- Ensure compliance with EEOC, ADA, and other federal and state guidelines.
- Translate the strategic and tactical business plans into HR strategic and operational plans.
- Design and implement comprehensive talent development and talent management programs.
- Demonstrated ability to be highly detail-oriented and analytical, translating business acumen into HR strategies.
- Excellent communication and presentation skills, with the ability to influence and build trusting relationships.

### ***Toolworks Organization***

***Sr. Director of Human Resources and Administration  
San Francisco, CA 94108***

***September 2017 – February 2019***

- Develop and implement strategies for effective recruitment, training, and retention of employees.
- Develop strategies that effectively carry out the organization's mission- including representation of individuals with disabilities and other diverse groups in the organization's employee classes.
- Develop compensation and benefits structure that effectively utilize the agency's resources and ensure employee satisfaction.
- Manage all administrative policies and procedures as it relates to HR, operations, finance, and office management.
- Manage all aspects of compliance: policy and procedures, local, state, and federal law, ensuring that policies are implemented and carried out uniformly across the agency.

- Manage the time of the Fiscal Manager, Office-HR Manager, and IT Manager to ensure good workflow and productivity in the Administration Department.
- Manage personnel and administrative file systems including HRIS electronic system.
- Manage technology upgrades and communication.
- Create and deliver company communications.
- Complete all required reporting: EEOC, Vets Report, 5500's, OSHA 300A, and other necessary compliance related reporting.
- Maintain and update all retirement plan docs: 401k, 403b, 457b, and WDR pension plan.
- Manages human resources operations by recruiting, selecting, orienting, training, coaching, counseling, and disciplining staff; planning, monitoring, appraising, and reviewing staff job and determining production, productivity, quality, and customer-service strategies; designing systems; accumulating resources; resolving problems; implementing change.
- Updates job knowledge by participating in conferences and educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.

***Edgewood Center for Children and Families***

***January 2015 – September 2017***

***Senior Director of Human Resources/Business Partner  
San Francisco, CA***

- HR consultant to all levels of management.
- Manage recruiting department and process which encompass, staffing open positions, job posting, sourcing, and candidate screenings, schedule interviews with the candidate and applicable departments, and onboarding.
- Creator of talent profiles for employee measurement/talent pipeline.
- Draft/review/implement corrective action plans, performance improvement plans, terminations, and reductions-in-force (layoffs).
- Researched and prepared recommendations regarding grievances arising from labor agreements.
- Union avoidance training and initiatives.
- Union negotiations/HR subject matter expert.
- Researched and analyzed existing and proposed legislation.
- Coordinates the development and implementation of HR record-keeping systems, and other administrative control processes.
- Directs, plans, and implements policies, objectives, and activities of organizations regarding Human Capital to ensure continuing operations, to maximize returns on investments, and to increase productivity.
- Interprets and explains policies, rules, regulations, and laws to organizations, corporate officials, and individuals.
- Monitors and minimizes turnover with field leaders; including identifies and evaluates cause of turnover from exit interviews.
- Performance/talent management and succession planning.
- Advises and collaborates with Corporate Operation executives and field managers on all employee relations issues: promotions, progressive discipline, terminations and leaves of absences.
- Conducts investigations in response to employee complaints and assist field managers in responding to complaints.
- Recommends, develops, and implements personnel policies and procedures in compliance to Joint Commission accreditations; to include updating the Employee Manual, Handbook, etc.
- Develops and delivers presentations/training programs to field manager and HR liaisons with regards to human resources compliance, policies, practices and including management and leadership development.
- Collaborated with managers on succession planning and performance management review process.
- Designed and implemented a comprehensive New Hire Orientation and on-boarding program for employees at all organizational level.
- Monitored programs for effectiveness and cost containments, including departmental budget.
- Ensures that business unit leaders and managers maintain HR-related complication functions: FLSA, FMLA, ADA, AAA, EEO, IRA, HIPPA, Harassment, and all other HR Corporate Policies.

***Redwood Community Services Institute***

***December 2012 – June 2019***

***Marriage and Family Therapist (under supervision w/Diana Methfessel)***

***Pleasant Hill, CA***

***Provide psychotherapy to Individual, Couple, Families and Minors in Private Practice.***

- Trauma / PTSD
- Stress Management
- Self Esteem
- Depression / Anxiety
- Relational Issues
- Grief and Loss

- Conflict Resolution
- Conflict mediation with families in crisis

**Ultra Clean Technology**  
**Senior HR Strategic Business Partner**  
**Hayward, CA**

**November 2011 – January 2015**

- Develop business and increase UCT's presence and program opportunities within the organization.
- Liaison between vendors' and UCT's HR/managers resolving all contingent staffing needs.
- Managed VMS/MSP systems for contingent labor.
- Processed weekly payroll for over 200 employees working with ADP ezLaborManager. Workforce Now with Time and Attendance feature.
- Planned and implemented program components for contingent workforce.
- Create quarterly excel reports and present to management focusing on hiring trends to review ROI.
- Train managers on hiring process and the benefits of recruited hires (i.e., cost savings in cutting sourcing/screening time, mitigating miss-classification risks).
- Coordinated all contract and labor requisitions between UCT and its secondary vendor suppliers.
- Process operational activities, such as leave-of-absences, workers' compensation claims, and employee safety.
- Manage training and development programs for all departments as the business partner.
- Maintain and manage contingent labor headcount including associate relations, trouble-shooting challenges, coaching code of conduct.
- Prepare documents and reports relating to the employment of temporary and contractor personnel (i.e., timecards Workforce Now Time and Attendance, billing, excel weekly and monthly reports) including the payroll (point of escalation when necessary). Independent Contractor audits exit interviews for client employees and associated analysis, internship program.
- Work with vendor (HRBP's & Managers) to facilitating resolution to ER issues.
- Continually "status" client on the progress of candidate pre-qualification, interview process, hiring cycle, on-boarding, new hire orientation, safety training, off-boarding and exit interviews.
- Track hiring activity through both internal software (Staff Suite) as well as continuously updating vendor's ATS.
- Manage New Hire Orientation, Conduct Annual Performance Evaluations and work collectivity and individually with On-Site Team/staff development.
- Developed and coordinate annual college internship program.
- Analyzed, diagnosed, and productively resolved problems through conducting and applying organizational interventions and strategic solutions.
- Recruiting open positions coordinate the posting, sourcing, initial phone call screenings, along with the arrangement of interviews with the candidate with the applicable departments, and onboarding.

**On Assignment Staffing Group**  
**Full Desk Recruiter**  
**San Bruno, CA**

**May 2008 – February 2009**

- Recruited and hired candidates in contract, contract-to-hire and permanent placements for multiple client companies.
- Filtered and reviewed completed candidate profiles, resumes, and evaluated applicants work history, education and training, job skills, desired salary, hourly rate, and personal qualifications against open requirements.
- Made initial contacts, scheduled, and conducted full interview cycle, met each personally, checked references and submitted for the matching position.
- Negotiated salaries and hourly rates, extended offers of employment to successful candidates and filled all the necessary paperwork after the hire.
- Developed and implemented effective recruiting strategies to attract, screen, recruit, and select high quality candidates including referral generation, ad placement, position postings, direct sourcing, cold calling, and networking to develop a qualified pool of candidates.
- Established and maintained solid working relationships with hiring managers.

**Novo Nordisk Delivery Technology**  
**HR Business Partner /HR Program Manager**  
**Hayward, CA**

**March 2005 - May 2008**

- Managed vendors' contract-staffing requirements.
- Created HR solutions that sustained key business requirements and aligned with the organizations short/long term business objectives.

- Exemplified expertise in developing, implementing, and administering human resources policies and procedures, such as an Employee Handbook which encompassed multiple states employee laws.
- Led Round Table forums for Associates and prepared metrics (i.e., Associate Satisfaction Surveys).
- Human Resource liaison between NNDT end-users and recruiters, ensuring that hires were met in a timely manner.
- Insured that approved contract labor requisitions were distributed to the appropriate secondary staffing firms.
- Coordinated all contingent labor requisitions between Novo Nordisk and its secondary suppliers.
- Managed VMS/MSP systems for contingent workforce.
- Interfaced with sub vendors' human resources senior representatives.
- Consulted with line management providing HR guidance when appropriate.
- Dealt with different operational activities, such as leave-of-absences, workers' compensation issues, and employee safety.
- Coordinated and attended career fairs for recruiting and company recognition.
- Identified and managed training and development needs for individually assigned departments as the business partner.
- Worked closely with management and employees to improve work relationships, build morale, increase productivity and retention.
- Partnered with the Business Partner in order to collaborate with each departments' staffing needs.
- Efficiently maximized effectiveness and ensured the delivery of optimal business results through developing and implementing key organizational development strategies that addressed various areas such as workforce planning and/or organizational health.
- Developed and coordinated college internship program.
- Provided consulting expertise to senior leadership teams on all employee relations issues, including EEO law and company policies/practices; reviewed and analyzed trends to develop or refine diversity, work-life, or other HR programs.
- Analyzed, diagnosed and productively resolved problems through conducting and applying organizational interventions and strategic solutions.
- Developed and implemented training on HR related subjects such as employee law, diversity, management practice.
- Participated in evaluation and monitoring of success of training programs. Followed-up to ensure training objectives were met.
- Maintain in depth knowledge of legal requirements related to day-to-day management of employees, reducing legal risks and ensuring regulatory compliance. Partnered with legal department as needed to avoid co-employment issues.
- Advised management on adverse actions and conducted adverse impact analysis; conducted investigations of EEO. concerns: made recommendations and implemented solutions based on issues investigation process, attended. unemployment hearings and prepared accurate summary report of employee relations issues.

<ul style="list-style-type: none"> <li>▪ Open requisitions</li> <li>▪ Manage VMS/MSP</li> <li>▪ Expenditures</li> </ul>	<ul style="list-style-type: none"> <li>▪ Positions filled</li> <li>▪ Cost per hire</li> <li>▪ Customer Satisfaction Survey</li> </ul>	<ul style="list-style-type: none"> <li>▪ Contractor's Employee data</li> <li>▪ Secondary Supplier data</li> <li>▪ Hiring Manager Skill-Set Profiles</li> </ul>
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**H.L. Yoh Healthcare Company**  
**Recruiter/Sourcer (July 04 – March 05)**  
**Walnut Creek, CA**

**September 04 – March 2005**

- Recruiting activities consisted of candidate screening and assessing skills and competencies to meet job.
- Tracked applicant activity status and reported per OFCCP requirements.
- Followed up on job leads in support of Yoh's sales activities.
- Sorting Applications and Shortlisting Candidates.

**H.L. Yoh Scientific Company, Walnut Creek, CA**  
**HR & Recruiting District Program Manager**

**December 00 – September 04**

- Insured contract-staffing needs were met in a timely manner. Functioned as liaison between hiring managers and recruiters confirming correct job descriptions, position scope and requirements were accurate.
- Insured that approved contract labor requisitions were distributed to the appropriate secondary staffing firms.
- Coordinated all contract labor requisitions between Yoh and its secondary suppliers.
- Interface with client sites human resources representatives.
- Coordinated & facilitated Supervisors safety meetings, client, and employee social events, and other related group. meetings.
- Coordinated Agency outplacement programs for employees affected by reduction in work force.
- Facilitated safety training sessions for employees at various sites.
- Processed terminations as needed.
- Conducted weekly New Hire Orientation.

- Kept HR boards up to date with current regulations and Federal and State mandated postings for all sites.
- Tracked applicant activity status and reported per OFCCP requirements.
- Collected and tracked accidents and near miss data for all sites.
- Managed Workers' Compensation claims for external employees.
- Performed other duties and projects assigned by the Director of Human Resources.
- Coordinated working hours of contractor's employees along with collecting and processing timecards, verify accuracy and confirm signatures by authorized managers.
- Compiled and delivered all customized management reports.
- Participated in corporate meetings regarding national on-site programs at Yoh.
- Employee coaching and counseling pertaining to employee relation issues.
- Awarded the Yoh Management Award at National meeting for On-Site performance.

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## EDUCATION

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**John F. Kennedy University**, MA Counseling Psychology – Pleasant Hill, CA  
**John F. Kennedy University**, BS Psychology – Pleasant Hill, CA

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## PROFESSIONAL DEVELOPMENT

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**St. Vincent de Paul**: Developed resume writing, career coaching and job interview Skill Training Modules for St. Vincent de Paul Work Champion Program in Oakland, CA.

**Member of SHRM**: Society for Human Resource Management

**Executive Presence**: Certificate of completion eCornell

**Employment Law**: Certificate of Completion eCornell

**SHRM**: Human Resource Certificate of Completion

**Certified Conflict Mediator**: Certificate of Completion

**Competent Communicator**: Toastmasters International

### Computer Skills:

- Brassring, Recruitmax, Staffsuite, Groupwise, ADP ezLabor Manager, VMS, SnapHire, Paycom, UltiPro and Paylocity, Workday.
- MS Office (Word, Excel, PowerPoint, Access, Outlook, Teams).
- Zoom, ChatGPT

**Professional Training:**

Domestic Violence Workshop Training  
Human Sexuality Workshop Training  
HIV and AIDS Workshop Training  
Child Abuse Assessment, Reporting and Treatment Training  
Developing Workshops Training  
Addiction Workshop Training  
OMEGA Training Institute / "Street Soldiers"

References upon Request

**Application Form****Profile**Yvette  
First NameJ  
Middle InitialWilliams  
Last Name  
Home Address

Suite or Apt

Concord  
CityCA  
State94518  
Postal Code  
Primary Phone  
Email Address**District Locator Tool****Resident of Supervisorial District:** District 4Back on Track Community  
Services  
EmployerExecutive Director  
Job Title**Length of Employment**

10

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

All 4

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

1997

**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**

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Reentry Service Representative

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

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Yes  No

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

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5

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**Education**

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

---

High School Diploma

**College/ University A**

**Name of College Attended**

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DVC

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

---

Criminal Justice

**Degree Awarded?**

---

Yes  No

**College/ University B**

**Name of College Attended**

---

DVC

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

---

Addiction Studies/Criminal Justice

**Degree Awarded?**

---

Yes  No

---

**College/ University C**

**Name of College Attended**

---

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

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**Degree Awarded?**

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Yes  No

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**Other Trainings & Occupational Licenses****Other Training A**

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Paralegal

**Certificate Awarded for Training?**

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Yes  No

**Other Training B**

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**Certificate Awarded for Training?**

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Yes  No

**Occupational Licenses Completed:**

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

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I have an extensive knowledge and experience with case management and performing predetermined intake procedures for each client, developing a unique plan for re-entering them into society. Most of my professional experience and community service has been primarily to connect individuals to the critical resources and education necessary to overcome employment barriers and childhood trauma. Additionally, being an advocate for those who are often underserved and underrepresented creates opportunities that eliminate barriers and increase access to services. Additionally' I have consistently & successfully facilitated' several Employment & Resource fairs for underserved populations every year since 2015. My agency' Back on Track Community Service- work with transitional aged youth & underrepresented adults is a partnership, helping them transition from victim to survivor to leader, encouraging their long-term stability and success in whatever path they choose. I became the sole-proprietor of Back on Track Expungement Services, a legal document preparation service for clients seeking the eradication of previous criminal infractions. Back on Track Expungement Services introduced Yvette to society's most helpless and overlooked population. It was also incumbent upon Yvette to return to school to complete course work to become a certified Paralegal! After graduating an accredited Paralegal program,

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

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Please refer to my Bio for my Qualifications

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Upload a Resume

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

---

Yes  No

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

---

Yes  No

**If Yes, please explain:**

---

**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:**

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

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

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Back on Track Expungement Services Founder and Executive Director Expungement of Adult and Juvenile Criminal Records - Certified LDA Back on Track Community Services Founder- Executive Director Event Coordinator Community Advocacy Mentorship Community Resource Provider Association of Midnight Basketball Public Relations and Marketing EMPLOYMENT CASE MANAGER/OFFICE MANAGER, Acorn Career Center, -Oakland , Mentor • Employment/ Housing Coordinator /Love Never Fails, Inc.(Survivors of Human & Sex Trafficking) - Hayward California Fatherhood Institute- Board of Directors Public Relations Oakland Ca

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

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

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Yes  No

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

---

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:**

---

Na

**Please Agree with the Following Statement**

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

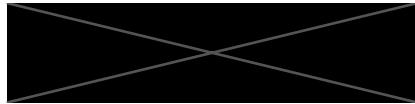
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I Agree

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**Important Information**

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: (1) file a Statement of Economic Interest Form also known as a Form 700, and (2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2021/234, a person will not be eligible for appointment if he/she is related to a Board of Supervisors' member in any of the following relationships:
  - (1) Mother, father, son, and daughter;
  - (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter;
  - (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
  - (4) Registered domestic partner, pursuant to California Family Code section 297;
  - (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
  - (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.



September 15, 2025

To Whom It May Concern:

My name is Yvette J. Williams. I am the Founder & Executive Director of both' Back on Track Expungement Services & Back on Track Community Services.

In 2008, I became the sole-proprietor of *Back on Track Expungement Services*, which is a legal document preparation service for clients seeking the eradication of previous criminal infractions. For over 10 years Back on Track Expungement Services has been instrumental in assisting hundreds of Reentry Clients with getting "back on track"!, I have demonstrated a professional capacity to serve disenfranchised and underrepresented populations by addressing issues unemployment and underemployment for individuals (e.g. ex-convict, homeless and so forth) by assisting them with their efforts to re-enter mainstream society and/or the workforce

It has been my mission and personal goal to help this "uniquely" disenfranchised population with gaining employment or to seek out vocational training through collaborative partnerships throughout the Bay Area. I am currently working with several organizations that conduct workshops for job readiness such as the Alameda County Private Industry Council, the Stride Center, East Bay Works, and the America Works Project.

In 2015, I became the sole proprietor of *Back on Track Community Services* where I currently conduct workshops, on human trafficking, expungements, cyber bullying, and life skills trainings, at nonprofits throughout the Contra Costa County that services at-risk children and adults. Additionally' I have consistently & successfully facilitated' several Employment & Resource fairs for underserved populations every year since 2015. I have always exercised tact and discretion in communication with advocates and partners. Communicate clearly with youth and adults. Establish and maintain effective working relationships with staff, community partners, and law enforcement. Our work with youth is a partnership, helping them transition from victim to survivor to leader, encouraging their long-term stability and success in whatever path they choose

Through my commitment in working with clients who have experienced long-term unemployment, my goal is to advise them of the benefits of having their charges reduced prior to seeking employment. I also prepare my clients for employment and housing interviews by advising them on how to explain their criminal record(s) to prospective employers/property managers. I update and create resumes and have my clients participate in "mock interviews" for their future success.

I have an extensive knowledge and experience with case management and performing predetermined intake procedures for each client, developing a unique plan for re-entering them into society. Most of my professional experience and community service has been primarily to connect individuals to the critical resources and education necessary to overcome employment barriers and childhood trauma. Additionally, being an advocate for those who are often underserved and underrepresented creates opportunities that eliminate barriers and increase access to services.

***Yvette J. Williams***



In closing, my educational background coupled with my professional experience exemplifies my leadership skills along with my ability to communicate effectively with members of diverse populations within non-profit and government arenas. I look forward to hearing from you regarding this exciting opportunity! I look forward to the opportunity to meet with you to discuss my qualifications in greater detail.

Sincerely,  
***Yvette J. Williams***

## Profile

Velma  
First Name

B  
Middle Initial

Wilson  
Last Name



Home Address

\_\_\_\_\_

Suite or Apt

Antioch  
City

CA  
State

94531

Postal Code



Primary Phone



Email Address

## District Locator Tool

### Resident of Supervisorial District:

District 5

Unemployed

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?

15 years

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

Yes  No

## Board and Interest

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

Transitional Community Advisory Board: Submitted

### Seat Name

Community

**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 \***

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High School Diploma

**College/ University A**

**Name of College Attended**

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Grand Canyon University

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

---

BA/Communications/Intercultural Communications and Education

**Degree Awarded?**

---

Yes  No

**College/ University B**

**Name of College Attended**

---

San Jose State University

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

---

BS/Biological Science

**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?

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Yes  No

## Occupational Licenses Completed:

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## Qualifications and Volunteer Experience

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

---

I would like to serve on the Transitional Community Advisory Committee for the African American Holistic Resource Wellness Hub based on my experience as the Parent and Student Engagement Liaison because it uniquely positions me to bridge families, youth, and service providers toward holistic, equity-centered outcomes.

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

---

Family-centered perspective: As the Parent and Student Engagement Liaison, I have direct insight into the needs, hopes, and barriers faced by both youth and their caregivers. I can ensure the hub's transitional supports honor family priorities, foster trust, and empower parents as advocates and navigators. Youth-informed collaboration: I have worked to elevate youth voice, ensuring their experiences shape program design. This helps the hub develop youth-friendly, culturally relevant resources and pathways that resonate with young people and their families. Bridge-building across stakeholders: My role requires coordinating with schools, community organizations, and families. I bring practical experience in aligning school-based supports with community resources, creating a seamless referral network for physical, mental, and social-emotional well-being. Holistic, transitional support focus: Transitions—whether in schooling, healthcare access, or social services—often hinge on coordinated efforts. I can help design and advocate for trauma-informed, multi-system pathways that reduce redundancy, close gaps, and provide clear navigation for families. Cultural responsiveness and equity: Working with diverse families in transition has underscored the importance of cultural humility, anti-racist practice, and data-informed improvement. I would push for programs that acknowledge historical context, respect community strengths, and measure impact with equity in mind. Capacity-building and empowerment: I have experience mentoring parents and students, helping them develop advocacy and self-advocacy skills. I can contribute to training lay navigators, peer-led initiatives, and leadership opportunities that build resilience within the community. Accountability and transparency: I understand the importance of clear communication, feedback loops, and reporting back to families. I would advocate for accessible updates, performance metrics, and mechanisms for community input to drive continuous improvement.

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Upload a Resume

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

---

Yes  No

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

---

Yes  No

**If Yes, please explain:**

---

**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:**

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**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.**

---

Contra Costa County SELPA-Community Advisory Committee Chair East Contra Costa County NAACP- 1st Vice President Thirty-second District PTA- Volunteer Celebrate Antioch Foundation- Director Antioch Schools Education Foundation- Vice President

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

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

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Yes  No

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

---

**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**

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

---

I Agree

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(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.

# ***Velma B. Wilson***

**Antioch CA 94531**

**Home:** [REDACTED]

**Email:** [REDACTED]

## **OBJECTIVE:**

To obtain a position where I can utilize my Customer Service, Education advocacy, Sales and Marketing skills that would be beneficial in aiding the advancement of my career as well as benefit and promote business growth.

## **EXPERIENCE:**

08/2020-Present

### **ANTIOCH UNIFIED SCHOOL DISTRICT**

#### **Parent & Student Engagement Liaison**

Parent outreach, host parent meetings with support from PTA and DELAC, be a conduit for the school site to assist parents feel connected to the learning environment. Complete “Home Visits” for chronically truant students including welfare checks. Assist families within Special Education to create more inclusive learning environments

05/21-10/21

### **U.S. CENSUS BUREAU**

#### **Field Supervisor**

Duties: Monitor staff performance that includes on the job observations, monitoring of various performance metrics. Assist with training of employees. Review and approve payroll and leave submissions for my staff. Assist with the recruiting of Field Representatives where need. Conduct interviews with Enumerators for support.

07/20-12/20

### **U.S. CENSUS BUREAU**

#### **Field Supervisor**

Duties: Monitor staff performance that includes on the job observations, monitoring of various performance metrics. Assist with training of employees. Review and approve payroll and leave submissions for my staff. Assist with the recruiting of Field Representatives where need. Conduct interviews with Enumerators for support.

01/14-Present

### **CELEBRATE ANTIOCH FOUNDATION**

#### **Volunteer-Events Coordinator & Fundraising**

Duties: Assist in organizing citywide events to promote city pride and love of community.

10/11-Present

### **DISABLED due to Work Related Injury**

06/11-Present

### **KHM TRAVEL**

#### **Independent Agent/Manager**

Duties: Process air, hotel, and car rental transactions. Collect payment. Seek and interview potential agents and process the necessary Human Resources compliance paperwork.

## **SKILLS:**

MS Office 365 • Kite Works • MS Teams, Zoom • LMS

## **TRAITS:**

Highly Motivated • Organized • Problem Solver • Detail Oriented • Enthusiastic

## **REFERENCES:**

Available upon request