

Application Form

Profile

TaNica

First Name

Middle Initial

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

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.

TaNica Lyons



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