



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: Swamini, Last Name: Bajpai, Home Address - Street, City: San Ramon, Zip Code: 94582, Phone, Email, Resident of Supervisorial District

EDUCATION Check appropriate box if you possess one of the following:
[X] High School Diploma, [ ] CA High School Proficiency Certificate, [ ] G.E.D. Certificate

Table with 3 columns: Colleges or Universities Attended, Course of Study/Major, Degree Awarded. Row 1: University of Southern California, MS Gerontology, [X] Yes, [ ] No.

Other Training Completed:

Board, Committee or Commission Name: ACOA, Seat Name: Vice President

Have you ever attended a meeting of the advisory board for which you are applying?
[ ] No, [X] Yes, If yes, how many? 7

Please explain why you would like to serve on this particular board, committee, or commission.
- in depth knowedlege of services and supports for Older Adults
- Committed to supporting and advancing the work around Master Plan for Aging for Contra Costa County
- Committed to support the work of Planning committee to meet the outcomes and milestones for AAA.

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

I am including my resume with this application:
Please check one: [X] Yes, [ ] No

I would like to be considered for appointment to other advisory bodies for which I may be qualified.
Please check one: [X] Yes, [ ] No

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

Please check one:  Yes  No

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

- Serving as the current San Ramon representative for ACOA  
- Serving as ACOA liaison for Senior Advisory committee for San Ramon

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed below or Resolution no. 2011/55)

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: 06.27.2023

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

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

#### **Important Information**

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2011/55, 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: mother, father, son, daughter, brother, sister, grandmother, grandfather, grandson, granddaughter, great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, great-granddaughter, first-cousin, husband, wife, father-in-law, mother-in-law, daughter-in-law, stepson, stepdaughter, sister-in-law, brother-in-law, spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouses' grandson, registered domestic partner, relatives of a registered domestic partner as listed above.
8. A person will not be eligible to serve if the person shares a financial interest as defined in Government Code §87103 with a Board of Supervisors Member.

Swamini Wakkar Bajpai

Local to East Bay (San Ramon)

Resourceful, organized, and motivated gerontologist with proven expertise in elder care-coordination and treatment planning. Extensive experience with case management and supervision, expansion and set up of new operations, census growth planning, staff and elder training, community referrals, project management, process improvements, conflict and change management.

## SKILLS SUMMARY

**Supervisory:** Team development & Training, staff supervision & development, Expansion of operations, establishing & monitoring protocols that increase quality of care, staff efficiency and effectiveness of the program as a whole.

**Care Management:** Interdisciplinary treatment planning, Medicare, Medi-Cal policies, compliance laws, HIPAA, PACE (Program for all-inclusive care for the elderly) protocols, Social security, Adult protective services, housing, RCFEs (Residential care facilities for elderly), Risk management.

**Program Development:** Adept at implementation of established programs for e.g. PACE (Program for All Inclusive Care for the Elderly), Community Care transitions with the Health Plan of San Mateo, Master Plan on Aging. Innovative and creative approaches to program design as demonstrated by the "Aging In Place" program established at affordable housing communities serving over 2300 seniors.

**Partnership Management:** Strong skillset in maximizing existing resources and programs and leveraging exceptional partners in the industry to meet a common vision.

**Soft Skills:** Fast learner, creative 'out-of-the-box' thinker, detail-oriented, open to new challenges, values team input, and proactive with a positive 'can-do' attitude.

Proven track record of exemplary performance demonstrated by periodic appraisals from both management and team four years in a row.

## WORK EXPERIENCE

### Advisory Council On Aging: San Ramon Representative May 2022 to present

In accordance with the Older Americans Act, the Contra Costa County Advisory Council on Aging (ACOA) is appointed by the Board of Supervisors to advise them on all matters associated with the planning, development and administration of programs relating to older adults. The ACOA is staffed by representatives of the Contra Costa County Area Agency on Aging (AAA). The ACOA acts as an advisory body to the Board of Supervisors in the development and implementation of the County's Area Plan by the Department of Aging and Adult Services. The Council consists of representatives of the target population and the general public, including older low-income and military persons; at least one-half of the membership must be made up of actual consumers of services under the Area Plan.

### Tech Enhanced Life (TEL): Longevity Explorer Virtual circle Leader- Robots, Smart Homes, and AI – April 2022 to present

Longevity Explorers is a collaboration with a community of older adults to explore the future of aging, and the intersection of aging and technology. The mission of TEL is to improve the quality of life of older adults and their families. As a circle leader, my role involves facilitation, research and evaluation around the following goals:

- For the participants to explore and learn from each other within the overall theme, and learn about products and services they can use to improve the lives of themselves and family members;
- To share those learnings with older adults around the world by publishing what we learn on Tech-enhanced Life.

**MidPen Resident Services Jun.'12 to Jun.'19 Director- Senior Services Department:** Responsible for Program Development and advancement of the Senior Services Program goals and Objectives across the portfolio including but not limited to

- Develop quality-of-life, holistic senior-centric services and programming
- Procure community based systems and partners to support health and wellness for the residents • Develop and support exemplary services that include clear standards and guidelines and ensure appropriate implementation of services
- Grant Objective compliance
- Monitor and manage all assigned internal and external contracts and memoranda of understanding and ensure compliance with all funding requirements
- Cultivate strong relationships and partnerships with funders, leaders of community-based organizations, government agencies, and collaborative groups that address the needs of the populations at assigned properties at respective counties
- Lead, support, and build staff teams, workgroups and provide supervision and regularly conduct staff evaluations
- Participate as a MidPen Services representative in relevant local, regional, state and national organizations as assigned

**Envision Care Management Aug. '11 –Jun. '12 Senior Care Manager** Responsible for providing comprehensive case management

- Long Term Care Planning
- Comprehensive Assessment & Care Planning
- Personalized Cost Analysis of Care Options
- Home Caregiver Placement & Screening Home Caregiver Placement & Screening
- Care Facility Placement & Transition Services
- Screening & Monitoring of Therapy Service Providers
- Emergency Assistance
- Regular Care Monitoring
- Communicate with Family Members Near or Far
- Care Through Technology

**On Lok Lifeways Nov. '06 - Nov. '10 Program Manager** SFO- Mission Center – Nov. '06- Apr. '08  
**Program Manager** San Jose Center – Apr. '08- Nov. '10

- Expert in PACE methodology, Operations & Audit: Success with setup and expansion of two PACE sites in SFO and San Jose within a 4 year period
- Exceptional leadership with CMS (Center for Medicare and Medicaid) audits for both PACE sites with successful outcomes.
- Key Project team member of Quarterly Medical review committee, Fall prevention and Management committee, Policy and Procedure committee, & Strategic planning committee
- Extensive training experience:
- Case management, Risk Management training and supervision of two culturally diverse and dynamic team of clinical professionals
- Audit preparation and departmental policies
- Personal health worker (in-home caregivers) training and ongoing coaching regarding relevant • elder care issues every month
- Dementia training for professional staff and nonprofessional staff such as drivers and personal health workers
- Training for Elders (program participants): Fall prevention and management & Diabetes Self- • Management
- Succession planning and training for colleagues and staff
- Mastered administrative skills: In collaboration with other managers and specialists, implemented center staffing plan, supervised and evaluated staff performance and promoted staff development • Community Liaison: State certified Marketing and outreach specialist. Maintained active involvement in the promotion of On Lok in the community. Increased network of resources and connections in each new area of service and educated local teams on the use and access to such resources.
- Promoted and propagated a “Can-Do” environment within the team and project settings to assist and contribute in the efforts to stabilize the changing economic condition of the company due to state budget cuts

**MENTORSHIP**

- USC interns
- Panelist at 6th Annual Health Services Administration Professional Panel & Mixer & 5th Annual CHAMP event

**EDUCATION**

Masters in Gerontology: University of Southern California, Los Angeles, CA.  
Bachelor of Medicine and Bachelor of Surgery, University of Mumbai, India