

CONTRA COSTA COUNTY

1025 Escobar Street, Room 110, Martinez, CA
190 East 4th Street, Pittsburg, CA



AGENDA

Monday, September 18, 2023

10:30 AM

Equity Committee

Supervisor Federal D. Glover
Supervisor John Gioia

<https://cccounty-us.zoom.us/j/3501763799>
Call in: 1-888-278-0254 access code: 219464

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.

1. Introductions
2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to two (2) minutes).
3. Record of Action for the August 21, 2023 meeting of the Equity Committee. [23-398](#)
4. INTERVIEW applicants for the Steering Committee for the African American Holistic Wellness Hub Feasibility Study and make appointment recommendations to the Board of Supervisors. [23-399](#)

Attachments: [Attachment A: Applicant Summary](#)

[Arnold, Phil \(AAHWH\) 09-05-23_Redacted](#)
[Cason, Tammi \(AAHWH\) 08-21-23_Redacted](#)
[Edwards, Alfonzo \(AAHWH\) 09-05-23_Redacted](#)
[Ejuwa, Jacqueline \(AAHWH\) 09-08-23_Redacted](#)
[Facen, Erica \(AAHWH\)_Redacted](#)
[Fields, Chinue \(AAHWH\) 08-23-23_Redacted](#)
[Green, Ashley \(AAHWH\) 08-18-23_Redacted](#)
[Harrison, Zelon \(AAHWH\) 09-13-23_redacted](#)
[Harvey, Regis \(AAHWH\) 08-27-23_Redacted](#)
[Herron, Desirae AAHWH \(09-05-23\)_Redacted](#)
[Johnson, Rachelle \(AAHWH\) 09-07-23_Redacted](#)
[Knox, Ka Sandra \(AAHWH\) 09-08-23_Redacted](#)
[Lane, Sheryl \(AAHWH\) 09-08-23_Redacted](#)
[Mallory, Cynthia \(AAHWH\) 08-17-23_Redacted](#)
[Mason, Vincent \(AAHWH\) 09-08-23_Redacted](#)
[Miller Evans, Janet \(AAHWH\) 08-24-23_Redacted](#)
[Moore, Rohana \(AAHWH\)_Redacted](#)
[Roberts, Conrad \(AAHWH\)_Redacted](#)
[Shelly, Antonio \(AAHWH\) 09-01-23_Redacted](#)
[Sheppard, Torean \(AAHWH\) 08-21-23_Redacted](#)
[Sims, Taylor \(AAHWH\) 08-29-23_Redacted](#)
[Smith, Jaqueline \(AAHWH\) 09-07-23_Redacted](#)
[Wade, La Tausha \(AAHWH\) 08-30-23 combined with resume_Redacted](#)
[Young, Patt \(AAHWH\) 08-16-23 with resume_Redacted](#)

5. RECEIVE update and PROVIDE DIRECTION on the hiring process for the Co-Directors of the Office of Racial Equity and Social Justice. [23-400](#)

6. INTERVIEW candidate Bolston Jones for the vacant Community Seat #1 on the Advisory Council on Equal Employment Opportunity, as recommended by the County's Equal Employment Opportunity (EEO) Officer. [23-401](#)

Attachments: [Attachment A: Jones, Bolston Andrew \(ACEEO\) Application](#)
[Attachment B: ACEEO Roster](#)

7. ACCEPT the resignations of Angela Malala, Community Seat #2, and Stephen Langsam, Business Seat, on the Advisory Council on Equal Employment Opportunity (ACEEO), DECLARE the vacancies, and DIRECT the Clerk of the Board to post the vacancies, as recommended by the EEO Officer. [23-402](#)

8. CONSIDER accepting the 2022 EEO Outreach and Recruitment Report and the 2023-2025 Outreach Report and Recruitment Plans, reflecting departmental and County outcomes to reaching underrepresented groups within the workforce, as recommended by the EEO Officer. [23-403](#)

Attachments: [Attachment A](#)
[Attachment B](#)

9. The next meeting is currently scheduled for October 16, 2023.

10. 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 1025 Escobar St., 4th 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.

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 more information, contact:
Lara DeLaney, Committee Staff
Phone (925) 655-2057, Fax (925) 655-2066
lara.delaney@cao.cccounty.us



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 23-398

Agenda Date: 9/18/2023

Agenda #: 3.

EQUITY COMMITTEE

Meeting Date: September 18, 2023

Subject: Record of Action for Equity Committee

Submitted For: Equity Committee

Department: County Administrator

Referral No:

Referral Name: Record of Action

Presenter: L. DeLaney

Contact: L. DeLaney, 925-655-2057

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 discussions made in the meetings.

Referral Update:

The draft Record of Action for its August 21, 2023 meeting is not available and will be presented at a future meeting.

Recommendation(s)/Next Step(s):

Staff will include the August 21, 2023 Record of Action at the next meeting of the Equity Committee.

Fiscal Impact (if any):



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 23-399

Agenda Date: 9/18/2023

Agenda #: 4.

EQUITY COMMITTEE

Meeting Date: September 18, 2023

Subject: **Applicants for the Steering Committee for the African American Holistic Wellness Hub Feasibility Study**

Submitted For: Equity Committee

Department: County Administrator

Referral No: 2023-08

Referral Name:

Presenter: L. DeLaney, interim staff to Committee

Contact: L. DeLaney, 925-655-2057

Referral History:

At their July 31, 2023 meeting, the Equity Committee directed staff to pursue the establishment of an ad hoc Steering Committee for the Feasibility Study of an African American Holistic Wellness Hub for Contra Costa County. At their August 15, 2023 meeting, the Board of Supervisors took action to establish the 13-member Committee. The 13-member ad hoc African American Holistic Wellness Hub Steering Committee will guide the Feasibility Study planning effort through a representative, inclusive, and extensive community engagement process. The Steering Committee will provide input and collaboration to County staff and the contracted Feasibility Study developer, ensuring the community voice is represented throughout the process and the outcomes.

Referral Update:

After Board action on August 15, 2023 to establish the committee, staff issued a press release and began the solicitation process for applicants to the ad hoc Steering Committee. The Equity Committee is expected to consider applicants and make recommendations to the Board at their September 18, 2023 meeting. The Board of Supervisors' consideration of recommendations from the Equity Committee is expected at their October 3, 2023 meeting.

The deadline to submit applications for consideration was 5:00 p.m. on September 8, 2023. The County received 23 applications by the deadline. One application was submitted after the deadline. **Attachment A** is a summary of the applicants. (Note that the summary includes information directly from the applications; no edits were made. Additional attachments include all applications received, in alphabetic order, with confidential information redacted.

Recommendation(s)/Next Step(s):

CONSIDER the applications received, CONDUCT interviews of applicants, and RECOMMEND to the Board of Supervisors appointments to the Steering Committee for the African American Holistic Wellness Hub Feasibility Study.

Fiscal Impact (if any): None.

Applicants for Steering Committee for African American Holistic Wellness Hub Feasibility Study

	<u>Name</u>	<u>District of Res.</u>	<u>Residence</u>	<u>District of Empl.</u>	<u>Current Employer/ Job Title</u>	<u>Education</u>	<u>Volunteer Activity</u>	<u>Interest in Serving</u>	<u>Qualifications</u>
1	Arnold Jr., Philip	D. 3	Brentwood	D. 3	NAMI Contra Costa/ Veteran Outreach Coordinator	University of Cincinnati, B.A. Psychology; Syracuse University, Russian Language Cert.; Certified Medi-Cal Peer Support Specialist; NAMI Homefront Education; Medi-Cal Peer Support Specialist Training	Previous advisory bodies: GARE, ACEEO, CCC Board of Parole, Sheriff's Inmate Welfare Fund, CCC Juvenile Justice Commission. Please see attached resume for a listing of community experience and volunteerism.	I would like to serve on our ad hoc African American Holistic Wellness Hub Steering Committee because I believe that I am ideally equipped to do so because of my uniquely qualified lived experience as a African American Septaugenarian male. I have an insatiable appetite to share my knowledge and understanding to effect positive change in our community. Since we moved our family to Contra Costa County in 1989 I have made every effort to honor my commitment to the memory of my parents and grandparents hopes for a fulfilled life by being actively interested, involved, and invested in the social welfare of my community as they did. I advocate for the social welfare and education of the representative, inclusive, and extensive community engagement process.	Please see my attached resume which chronicles my community investment activities. My professional objective is to be an indispensable self-confrontation challenger and support system on understanding the specifics as well as nuances of racial equity, and the ability to recognize both the headwinds and tailwinds of racism in all aspects of ausiness enterprise. Racial equity s realized when race can no longer be used to predict life outcomes, and outcomes for all groups are improved. I am recognized for a unique tactful tenacity, executive leadership, operational effectiveness, and the ability to establish productive relationships at all levels. Known for an outstanding ability to think strategically and implement practically by bringing the right people together for complex problem-solving purposes. I know how to create a climate that will elicit full exchanges of information and full commitment from all team members to get the job done. I am also known for galvanizing non-profit teams to solve community problems both functionally and financially as a catalyst and KPI driver toward optimum managed outcomes.
2	Cason, Tammi	N/A	Oakland	D. 1	Children & Family Services/Social Worker III	Mills College, B.A. Psychology; Temple University, M.A. Social Work	Beta Pi Sigma Sorority (Youth of Beta Pi Sigma Chair, Dean, Scholarship Chairperson); Parent Volunteer San Gorgornia Girl Scout Troup 941	Providing a safe and supportive place for African Americans in this country continue to be a challenge for all interested stakeholders. I believe this undertaking is admirable as well a needed element to address some of the rising concerns in our communities. I would be honored to be a part of the ground floor of an honest effort to affect the trajectory of African American families in Contra Costa County.	"Please see resume."
3	Edwards, Alfonzo	D. 3	Antioch	unspecified	NAMI Contra Costa	College of Idaho, BA Physical Education; Realtor license; Peer Support Counselor training cert.	Cornerstone Christian School- Outreach; The Church 4 Me- Outreach, assistant Pastor; MPDCA- Outreach; S.H.A.R.E.- Outreach	Hello, my name is Pastor Alfonzo L Edwards where I serve at The Church 4 Me in Antioch. I've been a resident of the East Contra Costa County for over 16 years and currently reside in the great city of Antioch where I serve the community as Coach, Mentor, Teacher, and Pastor. I've been married over 13 years lo my high school sweetheart Nikki and we have three handsome young men. Our oldest son Jordan is a graduate of Grand Canyon University in Phoenix, AZ; Jalen is in the 9th grade and Jonah is in the 2nd grade both at Cornerstone Christian School. I am 46 years old and serve as a Peer Counselor for NAMI CC. My lived experience and focus is to uplift African Arnerican men who have faced many obstacles dealing with, depression, anxiety and suffering from the passing of loved ones. I also focus on those that are unsheltered in our community. My outreach relates to Jesus parable of the lost sheep. I remember when I was at college in Idaho, I looked out the window and asked my professor why were dogs following the herd of sheep while being transported, to which my professor explained that the dogs keep the sheep in line and together, to let the shepherd know if one has been lost. I use an acronym for the word G.R.A.C.E: God Recognizes All Children Everywhere. We should all make sure, NO ONE IS LEFT BEHIND.	1. **Leadership:** Someone who can guide the committee towards its goals and keep meetings on track. 2. **Communication Skills:** Effective communication is crucial for conveying ideas, discussing issues, and reaching decisions. 3. **Team Player:** Willingness to collaborate, listen to others, and work harmoniously with fellow committee members. 4. **Organizational Skills:** Ability to manage and prioritize tasks, timelines, and resources efficiently. 5. **Problem Solving:** A knack for identifying issues, brainstorming solutions, and making informed decisions

Applicants for Steering Committee for African American Holistic Wellness Hub Feasibility Study

	<u>Name</u>	<u>District of Res.</u>	<u>Residence</u>	<u>District of Empl.</u>	<u>Current Employer/ Job Title</u>	<u>Education</u>	<u>Volunteer Activity</u>	<u>Interest in Serving</u>	<u>Qualifications</u>
4	Ejuwa, Jacqueline	D. 2	San Ramon	unspecified	Blue Shield of California/ Vice President, Health Transformation	Brown University, Master of Healthcare Leadership; University of Florida, Doctorate of Pharmacy; University of Ibadan, Bachelor of Pharmacy; Health Equity training	Profit Board Member & Secretary to the Board, Elder Care Alliance (2021 to present); Member, Advisory Council To Eliminate Anti-Black Racism, Brown University (2020-2023); Global Advisor, Women Leaders for the World Reproductive Health, Rights & Justice Fellowship (2022-2023); Member, Diversity, Equity & Inclusion Leadership Council, Blue Shield of California (2020-present; Co-Chair, Co-Founder and Executive Sponsor, Black Employee Network, Employee Resource Group, Blue Shield of California (2014 to present)	I've worked in healthcare my entire professional career, the first two decades as a pharmacist and the last decade in roles that seek to drive a community-integrated approach to healthcare and wellness. I would like to contribute my professional experiences working to solve the social determinants of health that have resulted in and continue to contribute to health disparities within the African American community.	In my current role as Vice President, Health Transformation I have responsibility to develop programs to work with community-based organizations to improve health and wellness issues within the community. I lead two teams focused on improving wellness at the community level. The first team is a Community Health team that has run numerous pilots to address social determinants of health issues such as food, shelter and transportation, within several communities in California. The second team is a Health Equity team which is working to reduce or eliminate health care disparities for African Americans and other minorities. Under my leadership, we have established goals and strategies to reduce maternal mortality disparities between Black and White mothers. We have also established goals and strategies to improve colorectal cancer screening within minority populations using a community based approach. I believe my pharmacist, community and health equity experience will be valuable working alongside others with professional and lived experience to inform a Feasibility Study that will provide guidance to the Board of Supervisors in their decisions regarding next steps in the development of an African American Holistic Wellness Hub for Contra Costa County.
5	Facen, Erica	D. 3	Brentwood	N/A	PCNA/ Order Processing Specialist	John F. Kennedy University, B.S. Psychology		I am presently studying to become a Psychologist. My plan is to become a licensed therapist and practice in my local community as a Marriage and Family Therapist and also as a School Psychologist. My hope is to be involved in the healing and assistance of our community, especially our youth in these trying times. Anxiety and Depression among young people is at an all time high and I want to be a part of the solution to assist in lifting them out of the predicaments they find themselves in. As a teenager dealing with depression and anxiety stemming from abuse, bullying, and the divorce of my parents, it was a School Psychologist who helped me when I had no one else to talk to. It is important to me that I give back to others in the same way I received and that has fueled my desire to become a Psychologist.	(None provided. No resume.)

Applicants for Steering Committee for African American Holistic Wellness Hub Feasibility Study

	<u>Name</u>	<u>District of Res.</u>	<u>Residence</u>	<u>District of Empl.</u>	<u>Current Employer/ Job Title</u>	<u>Education</u>	<u>Volunteer Activity</u>	<u>Interest in Serving</u>	<u>Qualifications</u>
6	Fields, Chinue	D. 1	Pinole	D. 1		Cal Poly State, San Luis Obispo, Architecture & Environmental Design; San Francisco State, Visual Communication; NASM Fitness Nutrition Specialist; NASM Personal Trainer	As part of my former catering business, I had a Community Service Program where we donated meals, groceries, and essential supplies to at-risk communities. I have volunteered at various programs including tutoring at the Pinole Youth Center, food distribution at the Pinole Senior Center, after school support at the Hercules Library, Black Pride in Oakland, Richmond Rainbow Pride, San Francisco LGBT Center Youth Program, and the Whole Foods Community Kitchen. I also regularly volunteer to support social rides for several biking groups and coastal or park cleanups.	(none included)	(None provided. Resume included.)
7	Green, Ashley	D. 5	Pittsburg	N/A	Episcopal Community Services	Dillard University, B.S. Biology; Cal State East Bay, M.S. Health Care Administration; Walden University, Doctorate of Public Health (paused); Trauma Healing: Adult and Teens.		I am interested in serving on this committee because I want to create a space for my African American community that's culturally appropriate in giving realistic and holistic healing and resources to support, heal, and empower. Contra Costa County does not have resources allocated towards the African American community and this wellness hub would do just that. I want my community to be represented and heard by someone who when they look at me, they can see themselves in the mirror. I have a passion for eliminating racial disparities within my African American community which has been my focus as a young child. My passion for black excellence and healing continued to grow as I matriculated through my undergraduate career at Dillard University as a student ambassador providing guidance and support to incoming students. After returning home from undergrad, I wanted to be able to give back to my community but did not see an avenue to create that space. The opportunity has arisen, and I want to become a member of the African American Holistic Wellness Hub Steering Committee.	I believe I am qualified for this appointment because of my current role working with a diverse community in San Francisco and my training in trauma healing. As a program manger for a nonprofit in San Francisco specifically in the South of Market (SOMA) and Tenderloin) area I see firsthand how limited resources catered to specific ethnicities affect their healing and more support is needed. My program grants the homeless population an avenue to get back on their feet with our permanent housing support and access to resources that are specific to their individual needs. I work with a diverse group of individuals on my team who have lived experience as well as clients who are in recovery and looking for a way out. Although I work in San Francisco, I see this same struggle in my hometown of Pittsburg. I want to use the knowledge and resources gained from my position as a program manager to help steer the African American Holistic Wellness Hub in a direction that's inclusive to the needs of the African American Community. I have the experience with collaborating with the city and county of San Francisco to advocate for my clients and I will use that same drive and passionate to create the African American Holistic Wellness Hub. I recently completed training with the Trauma Healing Institute to become certified in adult and teen trauma. The African American community has been groomed to not address our trauma. However, with the skills I have gained through the Trauma Healing Institute I am able to work with individuals or groups who have trauma in the African America, LGBTQ+, transition-aged-youth, homeless, adopted, and formerly incarcerated adults and youth. I also served as the Co-Director of Children's Ministry at Genesis Church from 2017-2019 and Director from 2019-2023. I currently serve as the Lead Youth Leader for our Teens Ministry Rooted at Genesis Church.
8	Harvey, Regis	N/A	Dublin	N/A	City of Dublin/Commissioner	University of Phoenix, MBA; Idaho State University, BA Sociology/Psychology; Crisis Intervention training		The reason why I would "love" to serve the committee because it's my passion and calling to be a public servant in providing positive contribution within communities. I feel the best way in doing so is by action! As a result, when this position became available I immediately wanted to apply. I feel this is a great opportunity to demonstrate my knowledge, skills, and experience as well as personal and professional growth!	I have experience in public service with city government. Not included in my resume I am member of multiple community and non-profit organizations. One such example; is membership Chair-person of DBMG (Diablo Black Mens Group) organization. In my current role I provide direction and support for current and new membership. DBMG is a non-profit organization that provides scholarships to young black and brown male high school students to continue on with their higher education. We also, provide internship programs to all high school students.

Applicants for Steering Committee for African American Holistic Wellness Hub Feasibility Study

	<u>Name</u>	<u>District of Res.</u>	<u>Residence</u>	<u>District of Empl.</u>	<u>Current Employer/ Job Title</u>	<u>Education</u>	<u>Volunteer Activity</u>	<u>Interest in Serving</u>	<u>Qualifications</u>
9	Herron, Desirae	D. 3	Brentwood	N/A	Senior Financial Analyst	Sacramento State, Economics	Youth Leader, Genesis Church	I believe in the uplifting of my local community through buiding relational equity, community resources, and economic relief. The racial inequities present in our community are tremendous and deserve an actionable solution that uplifts and rejuvenates generations to come. Through the board I am able to use my voice for positive change and create real change in my community. Being apart of a tangible solution is my primary goal in helping those that need relief.	(None provided. Resume included.)
10	Johnson, Rachelle	D. 1	Richmond* (In the process of relocating to Emeryville)	D. 1	Naturopathic Doctor/ business owner	UNC Greensboro, BS Chemistry and Masters in Public Health; CA ND License; Naturopathic Medicine Residency	I used to be on the Board of Directors for the California Naturopathic Doctor Association. I often would volunteer at health fairs and retreats through out the Bay are to talk about holistic medicine, western medicine labs, herbal medicine, and really just helping clients advocate for themselves in the health care system.	I was notified that Contra Costa county was seeking members for the African American Holistic Wellness Hub Steering Committee. I am a perfect fit because I am the only medically trained African American doing naturopathic medicine in the county. As a Naturopathic Doctor, I do holistic medicine, nutritional medicine, IV therapy, and more. I look at the body as a whole, including mind, body, and spirit in my assessments and treatments. I am also extensively trained in Western medicine (I used to teach Western Medicine courses at a Chinese Medical school in San Francisco), and I teach my clients information about their health and disease states so they can advocate for themselves when speaking to Western Medicine practitioners. I would be honored to be on a committee that is focuses on helping African Americans (often marginalized in society) to gain education about and access to holistic medicine in their community. There is a level of culture competence and understanding that needs to exist when talking about health in the African American community due to the level of distrust that exist in the community.	Please see resume. Other qualifications: I am open-minded, strategic and organized, responsible, disciplined, consistent, a healthcare advocate, relatable, and motivated to help African Americans.
11	Knox, Kasandra	D. 1	Richmond	D. 1	Contra Costa County, EHSD/ Employment Counselor	Cal State Long Beach, Journalism/Public Relations; Global Career Development Facilitator cert.	Brother Helping Brother-A Mission that helps to eduate children, feed families, build schools, churches, water wells and provide medical care.	It is imperative and crucial for the survival of African American people, especially those that are disenfranchised and disadvantaged to have a safe space to receive services. This is an incredible moment to serve on this Committee, not only as a resident but also as a working contributor for over 25 years, to reinvest in the City of Richmond, that has provided me with so much opportunity and promise.	While working for the Employment and Human Service division of Contra Costa County, I have provided direct services to our participants in the areas of: CalWORKS benefits, Domestic Violence, Homelessness, Job Readiness Workshops, Formerly Incarcerated and Employment Counseling and Training. For five years, I was the Lead Group Facilitator for a SAMHSA cohort, "Growing Great Families, A Substance Abuse, HIV and Hepatitis Prevention Project", which included youth and adults. One of my responsibilities, but not limited to, was to facilitate a prevention-based curriculum, that would assist in addressing one of the crises, Richmond was plagued with at the time, which was the high HIV rate among Black Women.
12	Lane, Sheryl	D. 1	Richmond	D. 1	FIERCE Advocates/ Executive Director	U.C. Irvine, BA Sociology & Psychology; The New School, MA Urban Policy	City of Richmond Planning Commission (2009-2017) California Black Power Network Board Member (current)	Multigenerational African American wellness is paramount to our community thriving and connecting to individual and collective purpose, joy, and liberation. From my professional work I have listened and learned from Black and African-American residents spanning the age of youth and older adults that they want and need affordable, culturally competent, and accessible support for their mental and emotional health and healing that specifically caters to their needs as Black people. However, our community lacks affordable and culturally competent services for those experiencing emotional wellbeing	I am the executive director for FIERCE Advocates, formerly Building Blocks for Kids (BBK). I've had the opportunity to lead teams on our core strategy of healing centered care and programming that focuses on Black wellness, including CoCo Doulas a countywide community based doula program for Black birthing people, and emotional well-being support groups for Black men and women. I'm experienced in partnerning with communities in social innovation and public policy advocacy to drive social justice and transformative change.

Applicants for Steering Committee for African American Holistic Wellness Hub Feasibility Study

	<u>Name</u>	<u>District of Res.</u>	<u>Residence</u>	<u>District of Empl.</u>	<u>Current Employer/ Job Title</u>	<u>Education</u>	<u>Volunteer Activity</u>	<u>Interest in Serving</u>	<u>Qualifications</u>
13	Mallory, Cynthia	D. 3	Oakley	D. 5	Contra Costa County, EHSD/Personnel Technician	Eastern Gateway Community, AA Teacher Education; Cal State East Bay, Executive Management Human Resources; Ashford University, Sports and Recreational Management; Pilates Instructor, cert.; Fitness/Health/Nutrition Coach/Trainer	I volunteered for a little more than 10 years with the Boy Scouts of America in varying roles. Some of these roles were as follows: Den Leader, Pack Trainer, Camp Commissioner, Unit Commisioner, Assistant Council Commissioner, Scoutmaster Trainer, District Roundtable Commissioner, Merrit Badge Counselor, Lifeguard for River in Camp, Camp Director, Training program context creator and Flight to First Resident Camp Director and more.	Being a woman of mixed heritage including African American, I have dealt with my share of inequalities, mishandlings, blatant disregard and other mistreatings from those in positions of power and or influence. I am also a long-standing member of this community of which I support and have over 30 years of movement training for assisting with body conditions that need correction or healing through realignment modalities, knowledge upskill and compassionate heart. As someone who was employed by one of the local school districts, I witnessed first hand the disparities and need for assistance in the African American people of Contra Costa County. I too was a ward of the court at 16 years old in Richmond, CA after being in emergency foster care once I was removed from my home due to harm that was occurring there as well. These two have the same reasons, I am who I am and I do what I am skilled in and passionate about.	Actually is the same as the above. Being a woman of mixed heritage including African American, I have dealt with my share of inequalities, mishandlings, blatant disregard and other mistreatings from those in positions of power and or influence. I am also a long-standing member of this community of which I support and have over 30 years of movement training for assisting with body conditions that need correction or healing through realignment modalities, knowledge upskill and compassionate heart. As someone who was employed by one of the local school districts, I witnessed first hand the disparities and need for assistance in the African American people of Contra Costa County. I too was a ward of the court at 16 years old in Richmond, CA after being in emergency foster care once I was removed from my home due to harm that was occurring there as well. These two have the same reasons, I am who I am and I do what I am skilled in and passionate about.
14	Mason, Vincent	N/A	Redwood City	N/A	Physician/Physician	Howard University, BS Zoology; UAB School of Medicine, MD; Cincinnati Children's Hospital, Internship/Residency; CA License; Adolescent Medicine Fellowship UCSD	Included in CV	I am interested in health and wellness via a holistic approach to well being. The African American Holistic Wellness Hub Steering Committee appears to be a good place to build community bringing together multiple disciplines to help in the betterment of all within Contra Costa. My expectation is by building a space of psychological wellness, The African American Holistic Wellness Hub Steering Committee can be a blue print for other counties throughout California and the US.	I have included a copy of my CV
15	Miller Evans, Janet	D. 2	Danville	D. 2	Self Employed	University of Tennessees, Master of Public Administration; University of Tennessses, BS; Danville business license	Alamo Municipal Advisory Board; Alamo Roads Committee; Alamo P2B Committee	I am enthusiastic about joining the Contra Costa County African American Holistic Wellness Hub Steering Committee due to my deep commitment to fostering comprehensive well-being for all. With my background in coaching and a passion for community empowerment, I am dedicated to contributing my skills and insights to this pivotal initiative. The holistic wellness approach aligns seamlessly with my belief in addressing health from a multidimensional perspective mind, body, and spirit. I recognize the significance of tailored wellness strategies acknowledging cultural nuances and am eager to collaborate on crafting innovative solutions that resonate with African-American individuals. Joining the Steering Committee would provide me with a platform to advocate for accessible, holistic wellness resources, mainly focusing on marginalized populations. Ultimately, my aspiration to be part of the African American Holistic Wellness Hub Steering Committee is driven by a genuine desire to uplift and empower our community. By collaborating with like-minded individuals, I am confident in our ability to facilitate lasting, positive change in the lives of African Americans through holistic well-being practices that nurture both the individual and the collective spirit.	Through my prior involvement on community service advisory boards and committees, I have witnessed the transformative impact of inclusivity and collaboration on individuals' lives, underscoring their potential to drive positive change within our community. I have served as an inaugural Alamo Municipal Advisory Council member on the Roads and P2B committees. My leadership and project management experience equips me to contribute to strategic planning and effective execution of initiatives that amplify the reach and success of the Wellness Hub. I am also committed to fostering a pace that encourages diverse voices and perspectives, recognizing that holistic wellness is enriched by cultural diversity.

Applicants for Steering Committee for African American Holistic Wellness Hub Feasibility Study

	<u>Name</u>	<u>District of Res.</u>	<u>Residence</u>	<u>District of Empl.</u>	<u>Current Employer/ Job Title</u>	<u>Education</u>	<u>Volunteer Activity</u>	<u>Interest in Serving</u>	<u>Qualifications</u>
16	Moore, Rohana	D. 5	Antioch	D. 4	CA Department of Rehabilitation	U.C. Berkeley Extension, Human Resources Management	Genesis Church: Food outreach ministry serving those experiencing food insecurity. Annual Community Support Month at Wells Fargo 2003 - 2021 (Socks and Undergarment fundraiser for the unhoused, the Crayon initiative, Cards for Kids	I am interested in serving on this particular board to offer recommendations of holistic and mental health needs from the perspective of a Contra Costa County (and more specifically an Antioch CA) resident. As a resident of the 94509 area code, District 5 of Contra Costa County for nearly 2 decades, I would like to advocate for holistic wellness and accessibility and nurturing of our community.	I have successfully experienced holistic wellness support and resources provided by bay area recreation centers of the 1980's. I have had the benefit of accessing resources committed to mental health well being and understand what access and resources may include. My HR training and leadership experience from previous positions have prepared me to consider self awareness in leadership and communication. My previous role as a call center supervisor (18 years) has trained me to develop and coach a diverse audience from the Silent Generation to Generation Z, to respect people of all abilities, and to advocate equal treatment for everyone.
17	Roberts, Conrad	D. 1	Richmond	D. 1	WardBoy Project Foundtion/ Executive Director	Arizona State University, Communication and Sociology	Certificate of Special Supervision Recognition Community Volunteer Appreciation, for Believe In What You Dream Foundation, Dream Weaver Academy	As a resident of CCC, Richmond I have seen my community face many challenges and disparities with diversity, inclusion, belonging, racial equity, and social justice. As a member of African American Holistic Wellness Hub, my mission, vision and goal would be to support, heal, and empower the community of CCC by addressing the prevalent systemic harms, inequities, and racial disparities experienced. These disparities are rooted in historical and ongoing systemic injustices, resulting in limited access to quality healthcare, educational opportunities, economic resources, and other essential services. By conducting a comprehensive feasibility study and engaging the community extensively, my initiative will seek to ensure the community voice is represented throughout the process and outcomes are beneficial for everyone.	As the Executive Director at WardBoy Project, I lead a team of Program Executives, Coordinators, and Specialists, under the guidance of the Executive Board, to oversee contract auditing and drive resolution for CCC quality improvements. I have over 10 years of experience in developing and executing key growth strategies in various industries and sectors, including mental health, advocacy, and education. My core competencies include program management, partnership development, and creative direction. I leverage my skills and expertise to foster and cultivate strong relationships with partners, donors, and sponsors, and to contribute to the ongoing discussions and decisions of the Executive Board and the advisory committees. My mission is to create positive impact and value for the communities and organizations I serve.
18	Shelly, Antonio	D. 3	Discovery Bay	N/A		Los Medanos College; American Career College; Navy Nuclear Engineering		There are immediate vacancies on all the committees that I'm applying to. I want to get involved in community government to understand where our tax dollars are going and what programs are available to residents.	Resume attached
19	Sheppard, Torean	D. 3	Brentwood	N/A	Project Controller	Tarleton State University, Masters Business Administration; Tarleton State University, Bachelors in Accounting; CD&R Management Training cert.		I would like to be apart of this committee to help change the disparities in the African American community and youth. I believe many of the youth are left without assistance for growth. I would like to be apart of a committee pushing the agenda for change and helping lower income children.	(None provided. Resume included.)
20	Sims, Taylor	D. 5	Pittsburg	D. 1	RCF Connects/Program Director	San Francisco State, MA Education-Equity; San Francisco State, BA Sociology		A wellness HUB for African American Contra Costa county is very needed in our county. Black people are facing a lot and having a centralized HUB for support, healing, resources, and opportunities is powerful to create lasting change for our African American population. As you can see from my job and elected position, I am unapologetically Black and unapologetically an advocate for Black/African American people. I am dedicated to making change for our Black population and would love to continue to do so when accepted onto this board.	As the Director of the Equity of Black Women and Girls Initiative powered by RCF Connects, I am passionate about the overall wellbeing of Black/African American people. I am also on the Pittsburg School Board pushing for more programming for Black/African American scholars within our district.

Applicants for Steering Committee for African American Holistic Wellness Hub Feasibility Study

	<u>Name</u>	<u>District of Res.</u>	<u>Residence</u>	<u>District of Empl.</u>	<u>Current Employer/ Job Title</u>	<u>Education</u>	<u>Volunteer Activity</u>	<u>Interest in Serving</u>	<u>Qualifications</u>
21	Smith, Jacqueline	unspecified	unspecified	unspecified	Family and Community Partnerships & Home Based Coordinator	Cal State East Bay, BA Sociology, minor Woman Studies; CORO Women in Leadership, Circle of Security, Cert.; Abriendo Puertas/Opening Doors, PITC, HOVRS, TLC, Cert.	The Local Planning and Advisory Council for Early Care and Education	I would like to serve on this committee because I have an invested interest in ensuring the well-being of my community. I intend to be a valuable member with high-quality contributions and a strength-based approach. After surviving a pandemic and experiencing long lasting repercussions, I have seen the need to support the African American community at another level. In my many travels and life experiences, it is with much sadness that I still see such a disparity of services and opportunities for the African American community. It would be my honor and privilege to participate in a collective that is looking for a solution rather than continuing to share only the problems.	My qualifications include: Over 20 years of social service in Contra Costa County, I have occupied a seat on the steering committee for The Monument Impact Measure J free shuttle, I have taken part in the ORESJ focus group discussions, as well as supporting the participation in the focus groups with my consumers and colleagues. I also bring personal life experiences living as a Black Woman as I navigate life in general. I am a facilitator and mentor to African American youth in my professional and personal capacity as well. I am also on the steering committee for Faith Based Leaders in the Bayview Hunter's Point district in San Francisco, CA.
22	Wade, La Tausha	D. 5	Antioch	"East"	Anxious4What Life Coaching	Fowler International University, Life Coaching Cert.; Los Medanos College, Actively Enrolled- Liberal Arts; UC Berkeley, Motivational Interviewing Cert.; State of CA Traume Rape Crisis Cert.; Triple P Positive Parenting, Cert.	Fellowship Chuch BAWAR - Bay Area Women Against Rape Antioch Unified School District	<p>I have been a leader in Contra Costa East County for 23 years and have served in various capacities in collaboration with local non profits including Lincoln Families Child Mental Health, Park Middle School, Fellowship Church and the Lynn Center to note a few.</p> <p>I am family and community oriented and I about able to approach conflict, obstacles and issues with a trauma informed approach.</p> <p>I am also a tax paying homeowner since 2000 and have seen the changes and challenges that our community faces. Prior to Life Coaching I owned Little Treasures Christian Daycare and Preschool, we served hundreds of children over a 12 year spand in partnership and collaboration with First 5, Healthy Start and the Welfare to Work Program.</p> <p>I am the mother of five amazing yound adult and have experience in navigating change and promoting humanity love in our current political climate.</p> <p>More can be learned about me at: www.Anxious4What.com</p>	I will attach my resume. You can also learn more about me at www.Anxious4What.com . Thank you for your considetation.
23	Young, Patt	D. 5	Pittsburg	N/A	Senior Health Educator Specialist	Mills College, BA English	I served as a Director on the Los Medanos Community Heathcare Board, Commissioner for City of Pittsburg Community Advisory Commission and Director for Contra Costa Water District Board	My career has focused on the social determinants of health and the impact on health outcomes. As a Program Manager for Fetal Infant Mortality Review (FIMR) program I have extensive experience in research that illustrates the impact of race and ethnicity on health outcomes. It is well documented that African Americans and Native Americans have poor health outcomes including high rates of infant mortality based on historical disenfranchisement. I believe it is imperative the members of these groups are informed on how their race and ethnicity impacts their health and the importance of receiving culturally credible healthcare can impact outcomes. We have extensive data supporting the inequities in treatment, we are long overdue in designing and implementing systems of care that put into practice what we have learned from decades of data collection. I have an understanding of what is necessary to close gaps in outcomes and implement change.	Thirty plus years of collecting, reviewing date and implementing programs in Alameda and Contra Costa counties and as Coordinator for State of California Fetal Infant Mortality Review (FIMR) Training and Technical Support Program makes me an excellent candidate. I am acutely aware of the necessity of building social capital in those communities that remain disenfranchised with corresponding health inequities that underscore the need for change and innovation in the way African Americans receive healthcare. I also provided training on a national level in gathering data directly from community members to use as foundation for systemic changes aimed at reducing infant mortality a key indicator of a community's health. This was accomplished while working for the National Fetal Infant Mortality Review (NFIMR). Unfortunately due to lack of consistant community change inequities in health outcomes persist; hopefully this feasibility study can make long overdue changes to the delivery of care to African Americans.

Applicants for Steering Committee for African American Holistic Wellness Hub Feasibility Study

Name	District of Res.	Residence	District of Empl.	Current Employer/ Job Title	Education	Volunteer Activity	Interest in Serving	Qualifications
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LATE Applicants for Steering Committee for African American Holistic Wellness Hub Feasibility Study

Name	District of Residence	Residence	District of Employe	Current Employer/ Job Title	Education	Volunteer Activity	Interest in Serving	Qualifications
1	Harrison, Zelon	D. 1	Richmond	N/A	THE BLACK PARENTS RESOURCE CENTER/ Ex. Derictor	American River Collgeg, Early Childhood development/Psychology	As the Executive Director of the Black Parents Resource Center, my passion for and commitment to serving Black and African American families in the (West Contra Costa) runs deep. I firmly believe that to create positive and lasting change within our community, active participation in the relevant board, committee, or commission is essential. Here's why I am eager to serve on this particular board, committee, or commission:A significant aspect of my work involves serving as a skilled facilitator for parent workshops and groups, particularly among the Black/AA population. This experience has honed my ability to empower and educate parents and caregivers in life skills management and education planning. I view this as a fundamental component of community empowerment and development.I am proficient in developing and nurturing collaborations with other service providers to enhance the quality and reach of services available to our target population. my desire to serve on this board, committee, or commission is driven by a deep-seated commitment to improving the lives of Black and African American families in the WCCUSD and community. My hands-on experience, advocacy skills, collaborative spirit, and resource development capabilities position me to be an effective advocate for our community's needs and aspirations. I believe that by actively participating in this capacity, I can contribute significantly to the betterment of our community and the achievement of its long-term goals.	I have boasts over two decades of dedicated experience as a family advocate, adept facilitator, and resource development expert. In my present capacity, I serves as the ED and Co-Founder of “The Black Parents ResourSe Center”, a pivotal platform providing essential resources to Black/AA families within the West Contra Costa Unified School District (WCCUSD). Furthermore, I am an influential figure within the West Contra Costa School district, contributing significantly as a Black parent leader and a resolute advocate for narrowing the achievement gap among Black students. My exceptional involvement includes serving as the Co-Chair of the district's DLCAP and pioneering the role of Chair for the African American Site Advisory Team (AASAT) in 2018. Under my visionary leadership, a ground-breaking resolution 46-1920 was conceived and endorsed by the Board of education to effectively address the achievement gap within the district. This landmark resolution allocated a substantial \$7.2 million to support its implementation. As Chair of AASAT, I spearheaded collaborations with various stakeholders, fostering the creation of essential groups like the (COE) Council of Elders, (BEN) Black Educator Network, and (WCCPLC) West Contra Costa Parent Leadership Council.

Residence	Employment
District 1	District 1
District 2	District 2
District 3	District 3
District 4	District 4
District 5	District 5
N/A	N/A or Unspe
6	7
2	1
7	1
0	1
5	1
4	13
24	24



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	
Philip	H	Arnold Jr	
Home Address - Street	City	State	Postal Code
	Brentwood	CA	94513
Primary Phone (best number to reach you)	Email Address		
Resident of Supervisorial District (if out of County, please enter N/A): 3 District Locator Tool			
Do you work in Contra Costa County? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, in which District do you work? 3			
Current Employer	Job Title	Length of Employment	
NAMI Contra Costa	Veteran Outreach Coordinator	20 months	
How long have you lived or worked in Contra Costa County? 34 years			

Board, Committee, or Commission	Seat Name
African American Holistic Wellness Hub	Steering Committee for
Have you ever attended a meeting of the advisory board for which you are applying?	
Please check one: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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	
University of Cincinnati	B.A Psychology	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Syracuse University	Russian Language Certificate	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Occupational Licenses Completed:	Certified Medi-Cal Peer Support Specialist MPSS-MVJZYQ	
Other Trainings Completed:	NAMI Homefront Education Program	Certificate Awarded for Training?
	Medi-Cal Peer Support Specialist Trng	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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

If Yes, please explain:

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

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

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

I would like to serve on our ad hoc African American Holistic Wellness Hub Steering Committee because I believe that I am ideally equipped to do so because of my uniquely qualified lived experience as a African American Septaugenarian male. I have an insatiable appetite to share my knowledge and understanding to effect positive change in our community. Since we moved our family to Contra Costa County in 1989 I have made every effort to honor my commitment to the memory of my parents and grandparents hopes for a fulfilled life by being actively interested, involved, and invested in the social welfare of my community as they did. I advocate for the social welfare and education of the representative, inclusive, and extensive community engagement process.

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

Please see my attached resume which chronicles my community investment activities. My professional objective is to be an indispensable self-confrontation challenger and support system on understanding the specifics as well as nuances of racial equity, and the ability to recognize both the headwinds and tailwinds of racism in all aspects of business enterprise. Racial equity is realized when race can no longer be used to predict life outcomes, and outcomes for all groups are improved. I am recognized for a unique tactful tenacity, executive leadership, operational effectiveness, and the ability to establish productive relationships at all levels. Known for an outstanding ability to think strategically and implement practically by bringing the right people together for complex problem-solving purposes. I know how to create a climate that will elicit full exchanges of information and full commitment from all team members to get the job done. I am also known for galvanizing non-profit teams to solve community problems both functionally and financially as a catalyst and KPI driver toward optimum managed outcomes.

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:

GARE, ACEEO, CCC Board of Parole, Sheriff's Inmate Welfare Fund, CCC Juvenile Justice Commission

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

Please see attached resume under COMMUNITY INVESTMENT section for a listing of my community experience and volunteerism.

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:

9/5/2023

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

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

Important Information

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2021/234, a person will not be eligible for appointment if he/she is related to a Board of Supervisors' member in any of the following relationships: (1) Mother, father, son, and daughter; (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter; (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter; (4) Registered domestic partner, pursuant to California Family Code section 297; (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner; (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.



PHILIP H. ARNOLD, JR.

Brentwood, CA 94513

[linkedin.com/in/philarnoldjr](https://www.linkedin.com/in/philarnoldjr)

SUMMARY

Senior Executive recognized for tactful tenacity, leadership, operational effectiveness, and the ability to establish productive relationships at all enterprise levels. Described as a strategic visionary with strong implementation skills, the ability to foster cross discipline collaboration, and to bring the right people together for complex problem-solving purposes. I create a climate that will elicit exchanges of information and full commitment from team members to achieve organizational goals and objectives. My professional objective is to be an indispensable self-confrontation challenger and support system on understanding the specifics as well as nuances of racial equity, and the ability to recognize both the headwinds and tailwinds of racism in all aspects of a business enterprise and in particular with the mental illness induced by the polytrauma of racism. This is not EEO or Affirmative Action. Racial equity is realized when race can no longer be used to predict life outcomes, and outcomes for all groups are improved. I am also known for galvanizing non-profit teams to solve community problems both functionally and financially as a catalyst and KPI driver toward optimum managed outcomes.

PROFESSIONAL EXPERIENCE

NAMI CONTRA COSTA, Concord, CA

12/2021 – Current

Lived Experience & Homefront Counselor

NAMI (National Alliance on Mental Illness) is the nation's largest grassroots mental health organization dedicated to building better lives for the millions of Americans affected by mental illness. NAMI advocates for access to services, treatment, support and research and is steadfast in its commitment to raising awareness and building a community of hope for all of those in need. NAMI Contra Costa is an affiliate of the National Alliance on Mental Illness.

HELUNA HEALTH / CONTRA COSTA HEALTH SERVICES, Martinez, CA

3/2021 – 11/2021

COVID-19 Community Health Ambassador

The COVID-19 Ambassador Project focused on promoting COVID-19 testing, vaccination, and community best practices for safety for communities that are underserved or experiencing a surge in cases.

GOVERNMENT ALLIANCE ON RACE AND EQUITY (GARE), Martinez, CA

1/2016 – 12/2017

Team Lead (Volunteer), Contra Costa County Cohort

GARE is a national network of government working to achieve racial equity and advance opportunities for all. The Alliance uses a three-prong approach:

- 1) Support jurisdictions that are at the forefront of work to advance racial equity.
- 2) Build pathways for new jurisdictions to begin doing racial equity work, including cohorts of new jurisdictions.
- 3) Expand and strengthen local and regional collaborations that are broadly inclusive and focused on achieving racial equity.

Over the last decade, a solid field of practice has developed that advances racial equity and transforms government. Government will not be able to advance racial equity without a fundamental transformation into an effective and inclusive democracy. **GARE** cohorts will implement proven practices and replicate success, changing the norm of what is expected and possible from government and will increase our collective impact. Work product results under my volunteer leadership are in the link below:

[ADOPT Resolution No. 2017/415, which affirms Contra Costa County's commitment to racial equity, diversity, and the Government Alliance on Race and Equity \(GARE\) initiative, as recommended by the Public Protection Committee.](#)

CONTRA COSTA COUNTY, Martinez, CA

1/2015 – 12/2016

Contract Consultant, Workforce Diversity & Inclusion Assurance

Contract requires fulfillment of the specific outreach MBO's to assist the county's EEO Office. This is a post DOJ Consent Decree initiative for outreach in support of the county's workforce D&I (Diversity and Inclusion) as it relates to the county's constituent labor pool demographics and enterprise equity.

CONTRA COSTA COUNTY, Martinez, CA

3/2009 – 8/2020

Committee Member (Volunteer), Sheriff's Inmate Welfare Fund (IWF) Under general direction the Sheriff's Director of Support Services, the IWF Board Members provide operational oversight for budget and management support activities for inmates in the detention facilities of the Contra Costa County Sheriff-Coroner's Department. Committee Members are responsible for program and policy development for Detention Support Services and Inmate Services which:

- Coordinates and manages a comprehensive program providing for the general social welfare of prisoners in all County Sheriffs Detention Facilities
- Recommends approaches for the rehabilitation of inmates which will meet the objectives of the Custody Service Bureau
- As assigned advises the Inmate Welfare Fund on fiscal and budgeting matters.

EMPLOYEE BENEFIT SPECIALISTS, INC, Pleasanton, CA

3/2010 – 11/2011

Executive Consultant,

Responsible for national expansion through brand management, alliance partnership development, marketing campaigns and creating the infrastructure and foundation for the new national sales organization

AUTOMATIC DATA PROCESSING, Pleasanton, CA

6/2003 – 6/2009

Corporate Sales Manager, National Account Services

Responsible for the sale of ADP Time and Labor Management (TLM) applications to the public and private sectors with 1000+ employees in Northern California. Prospected and consulted with Fortune 100 corporations as well as local and state governments.

Appointed to Sales/Service Advisory Board by senior management to focus on product development, process re-engineering, and sales / service improvement.

Sales Manager, Major Accounts

Managed and coached 6 district sales managers in selling TotalChoice™ payroll solution to major accounts with 100 to 1000 employees in the Pacific Northwest region. Ranked #1 out of 7 enterprise-wide teams in leading the successful nationwide product launch.

Early Career

ORACLE - Director, Executive Liaison Program, Worldwide Corporate Marketing

AUTOMATIC DATA PROCESSING - Director, National Accounts

BANK OF AMERICA - Vice President and Manager, National Sales Training

XEROX – Territory Sales Rep and High-Volume Sales Executive

MILITARY EXPERIENCE**UNITED STATES AIR FORCE, SECURITY SERVICE**

11/1965 – 8/1969

Voice Intercept Processing Specialist - Russian Interpreter

Intercepted, processed, and analyzed top secret cryptographic Russian Air Force voice communications in Europe and the Middle East. [United States Air Force Security Service](#)

- Graduate of the DoD Defense Language Institute – Russian Language Training, Syracuse, NY
- Enhanced U.S. Turkish relations by playing for a semi-pro Turkish National Basketball Team.
- Named to the U.S.A.F. Mediterranean Sea All-Conference and Europe All-Tournament Basketball Teams

EDUCATION

BA, Psychology, University of Cincinnati, Cincinnati, OH

Certificate of Achievement, Russian, Syracuse University, Syracuse, NY (U.S. Defense Language Institute)

AWARDS

Distinguished Alumnus Award, Wyoming High School, Ohio 2019

Humanitarian of the Year Award, Contra Costa County, 2018

Appreciation Award, California Government Alliance on Race & Equity Community – 2017

Outstanding Friend of Education Award, Contra Costa County Assn. of Calif School Administrators, 1994

Humanitarian of the Year Award, City of Concord Human Relations Commission, 1994

VIDEOS

2018 Humanitarian of the Year Celebration

Contra Costa County 40th Annual Martin Luther King Commemoration, January 16, 2018

I am introduced at the 1:19:10 minute mark

Patience and Perseverance

Contra Costa County 38th Annual Martin Luther King Commemoration, January 19, 2016

I am introduced at the 12:00 minute mark

Better and Not Bitter

The Bay Church Justice Weekend, January 18, 2015

I am introduced at the 2:45 minute mark

COMMUNITY INVESTMENT

Past Transportation Coordinator, **Northgate Instrumental Music Boosters**, 2016-2021

Past Commissioner and Chairperson, **Contra Costa County Board of Parole**, 2011-2020

Past Committee Member, Contra Costa County **Inmate Welfare Fund**, 2009-2020

Past City of Concord, CA **Chief of Police Citizen Advisory Committee**. 2012-2018

Past Community Advisory Committee Chair, **Concord Naval Weapons Station Reuse Project**, 2016-2018

Past Board of Directors, **Heritage Soccer Club**, Pleasant Hill/Martinez, CA 2012-2016

Past Chairperson, Contra Costa County **Advisory Council on EEO** 2013-2014

Past Director, Calvary Community **Church Mentor Program**, Vallejo, CA, 2003-2005

Past Commissioner, Contra Costa County **Juvenile Justice & Prevention Commission**, 2003-2004

Leadership Concord VII, City of Concord, CA, 1993

Business Arts Council Leadership Initiative, San Francisco Chamber of Commerce, 1993

Past Board of Directors, **Diablo Valley College Foundation**

Past Board of Directors, **Concord Chamber of Commerce**

Past Board of Directors, **Concord Economic Development Corporation**

Past Board of Directors, **APEX-Academic Programs for Excellence**

Past Guest Lecturer, **Los Medanos Criminal Justice Academy**

Past Guest Lecturer, **Cultural Diversity** – Contra Costa County Sheriff's Department

Past President & Executive Producer, Concord **CitiArts Theatre**



Contra
Costa
County

Print Form

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BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name	Middle Initial	Last Name	
Tammi	M.	Cason	
Home Address - Street	City	State	Postal Code
[REDACTED]	Oakland	CA	94612
Primary Phone (best number to reach you)	Email Address		
[REDACTED]	[REDACTED]		
Resident of Supervisorial District (if out of County, please enter N/A): NA District Locator Tool			
Do you work in Contra Costa County? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, in which District do you work? West			
Current Employer	Job Title	Length of Employment	
Children and Family Services	Social Worker III	5 months	
How long have you lived or worked in Contra Costa County? 5 months			

Board, Committee, or Commission	Seat Name
African American Holistic Wellness Hub	
Have you ever attended a meeting of the advisory board for which you are applying?	
Please check one: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, how many? [REDACTED]	

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	
Mills College	Bachelor of Arts Psychology	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Temple University	Master Degree of Social Work	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Occupational Licenses Completed:	[REDACTED]	
Other Trainings Completed:	[REDACTED]	Certificate Awarded for Training?
		<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 ☒ 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.

Providing a safe and supportive place for African Americans in this country continue to be a challenge for all interested stakeholders. I believe this undertaking is admirable as well a needed element to address some of the rising concerns in our communities. I would be honored to be a part of the ground floor of an honest effort to affect the trajectory of African American families in Contra Costa County.

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

Please see 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.

Beta Pi Sigma Sorority (Youth of Beta Pi Sigma Chair, Dean, Scholarship Chairperson)
Parent Volunteer San Geronimo Girl Scout Troop 941

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:

 county employee

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: 8/18/23

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

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Tammi Cason, MSW

██████████, Hesperia, CA 92345 ██████████ ██████████

Objective

- To secure a position that can incorporate the assessment skills of 20 years of social work experience and my emerging cybersecurity skills.

Education

SPRINGBOARD | Cyber Security Career Path Bootcamp/CompTia+ Certification | Current student

MASTERS DEGREE OF SOCIAL WORK | MAY 1995 | TEMPLE UNIVERSITY PHILADELPHIA, PA

- Major: Social Administration

BACHELORS OF ART | MAY 1993 | MILLS COLLEGE OAKLAND, CA

- Major: Psychology
- Minor: Ethnic studies

EXPERIENCE

SOCIAL SERVICE PRACTITIONER | CHILDREN AND FAMILY SERVICES | 7/1/18 to 9/18/22

- Provide social service referrals to patients and their families.
- Complete comprehensive psychosocial assessments
- Assessment of risk and safety threats to children
- Implementation of case plans and monitor progress
- Collaboration and coordinate provision of services
- Emergency response and crisis intervention

SOCIAL WORKER | ST. GRACE AND GHC HOSPICE | 5/12/17 to 7/1/2018

- Provide social service referrals to patients and their families.
- Complete comprehensive psychosocial assessments
- Address issues of death and dying with patients and families
- Assist in final arrangement planning
- Supervise 2 Bachelor's level social workers
- Staff development and training.

INFANT SERVICES COORDINATOR | INLAND REGIONAL CENTER | 11/26/12 to 8/19/16

- Use developmental tools to assess children from birth to three years for delays or disabilities.
- Fund services for families to address the developmental needs of their child.
- Coordinate joint interdisciplinary meetings to discuss client needs.
- Maintain a caseload of 60 to 80 families.
- Provide referral information to families for social services.

CHILDCARE WORKER II | TERRA MANOR GROUP HOME | 6/1/11 to 11/26/12

- Provided social support and modeling to six level 12 young ladies.
- Dispensed prescription medication
- Crisis intervention

PROGRAM GENERALIST | SAN BERNARDINO COUNTY PRESCHOOL SERVICES DEPT | 1/15/10 to 11/26/12

- Provided early education and social service support t 12 low income families..
- Assessed infant/toddlers for possible developmental delays.
- Developed weekly family visit plans.
- Updated family data in computerized tracking system
- Facilitated bi-weekly family socialization groups.

PROGRAM MANAGER | PROTOTYPES-P.Y.E. | 9/2008 to 9/2009

- Managed on-site budget for youth program.
- Supervised 8 staff members of an interdisciplinary team.
- MSW intern supervision.
- Provided staff training and development.

FOSTER CARE SOCIAL WORKER | CHILDREN'S WAY FOSTER FAMILY AGENCY | 1/2002 to 8/2008

- Intensive case management with 15 to 20 at-risk youth
- Independent living skills trainer.
- MSW intern supervision.
- Case plan development and activity coordination

CASEMANAGER | SKID ROW HOUSING TRUST | 8/1997 to 10/2001

- Case management for 45-50 chronically homeless tenants diagnosed with substance abuse, mental health and HIV
- Assisted tenants in accessing social services and benefits
- Group facilitation
- Conducted individual psychosocial assessment and developed case plans

SOCIAL WORKER/AMERICORPS | WEST LOS ANGELES VA MEDICAL CENTER | 10/1996 to 8/1997

- Coordinated advance directives workshop
- Intensive case management for 15 to 20 clients
- Initial psycho-social assessment
- Participated in interdisciplinary treatment team case plan meeting and admission screening team

TEEN PARENT SOCIAL WORKER | EDISON/FAREIRA HIGH SCHOOL | 10/1994 to 5/1995

- Developed and facilitated teen fathers support group
- Updated community resource manual
- Home visitation and individual case management of pregnant and parenting teens.
- Intake interviewing for new clients.

PROBATION/PAROLE OFFICER | PHILADELPHIA ADULT PROBATION/PAROLE DEPT | 10/1993 to 5/1994

- Case management for 80-120 clients.

- Monitored clients' compliance with court mandated stipulations
- Conducted random drug screening.
- Preparation of court reports.
- Screened clients for home monitoring program.



Contra
Costa
County

Print Form

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BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name Middle Initial Last Name
Alfonzo [] Edwards

Home Address - Street City State Postal Code
[] Antioch Ca. 94509

Primary Phone (best number to reach you) Email Address
[] []

Resident of Supervisorial District (if out of County, please enter N/A): Diane Burgis [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
NAMI Contra Costa NAMI Contra Costa 3yrs

How long have you lived or worked in Contra Costa County? 16

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? 3

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	
College of Idaho	BA Physical Education	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Occupational Licenses Completed: Realtor

Other Trainings Completed: Peer Support Counselor Certificate Awarded for Training?
☒ Yes ☐ No
☐ Yes ☐ No

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

If Yes, please explain: Current Bible Teacher at Local Private school

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.

Hello, my name is Pastor Alfonzo L. Edwards where I serve at The Church 4 Me in Antioch. I've been a resident of the East Contra Costa County for over 16 years and currently reside in the great city of Antioch where I serve the community as Coach, Mentor, Teacher, and Pastor. I've been married over 13 years to my high school sweetheart Nikki and we have three handsome young men. Our oldest son Jordan is a graduate of Grand Canyon University in Phoenix, AZ; Jalen is in the 9th grade and Jonah is in the 2nd grade both at Cornerstone Christian School. I am 46 years old and serve as a Peer Counselor for NAMI CC. My lived experience and focus is to uplift African American men who have faced many obstacles dealing with depression, anxiety and suffering from the passing of loved ones. I also focus on those that are unsheltered in our community. My outreach relates to Jesus parable of the lost sheep. I remember when I was at college in Idaho, I looked out the window and asked my professor why were dogs following the herd of sheep while being transported, to which my professor explained that the dogs keep the sheep in line and together, to let the shepherd know if one has been lost. "I use an acronym for the word G.R.A.C.E: God Recognizes All Children Everywhere. We should all make sure, NO ONE IS LEFT BEHIND.

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

1. ****Leadership:**** Someone who can guide the committee towards its goals and keep meetings on track. 2. ****Communication Skills:**** Effective communication is crucial for conveying ideas, discussing issues, and reaching decisions. 3. ****Team Player:**** Willingness to collaborate, listen to others, and work harmoniously with fellow committee members. 4. ****Organizational Skills:**** Ability to manage and prioritize tasks, timelines, and resources efficiently. 5. ****Problem Solving:**** A knack for identifying issues, brainstorming solutions, and making informed decisions

I am including my resume with this application:

Please check one: ☒ Yes ☐ No

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

Cornerstone Christian School-Outreach
The Church 4 Me- Outreach, assistant Pastor
MPDCA-Outreach
S.H.A.R.E- Outreach

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:

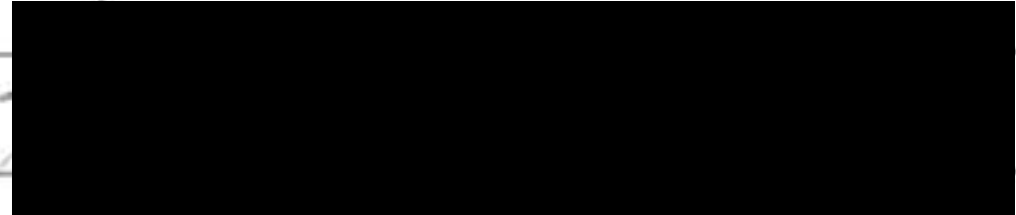
Do you have any financial relationships with the county, such as grants, contracts, or other economic relationships?

Please check one: ☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

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Signed:



Date:

9/5/23

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Alfonzo L. Edwards

2011- 2014

FARMERS INSURANCE GROUP

CONCORD, CA

Auto Claims Adjuster

- ◆ Examines damaged automobiles to determine what amounts the company should pay for repairs or replacement.
- ◆ Investigate and process insurance claims filed by policyholders.
- ◆ Interview claimant and witnesses to gather pertinent information.
- ◆ Inspect property damage to determine extent of damages.
- ◆ Verify that coverage applies through an insurance policy.
- ◆ Evaluate damages to ascertain compensation amount.
- ◆ Examine photographs and statements.
- ◆ Record data and statements in report.
- ◆ Evaluate all information to determine how claim should be handled and issue payout amounts.

2009- 2011

ENTERPRISE RENT-A-CAR, LLC

ANTIOCH, CA

Management Trainee

- ◆ Formulate strategies to ensure successful project work and revises the plans to meet changing needs and requirements.
- ◆ Analyze and identify the resources required to complete objectives.
- ◆ Help manage day-to-day operational aspects of a project.
- ◆ Check the quality assurance procedures and ensure quality of products and services.
- ◆ File records properly and ensure that all project documents are complete, current, and stored appropriately.
- ◆ Analyze and manage project budget and give suggestions on how to increase revenues.
- ◆ Ensure timely and accurate invoicing and monitors receivables for a project.
- ◆ Interact with clients and follow up with them when necessary.
- ◆ Study project profitability, revenue, margins, bill rates and utilization.

2004 – 2008

THE HOME DEPOT

TRACY, CA

Assistant Manager

- ◆ Ensured excellent service for special orders, installed sales and product sales.
- ◆ Recruited, interviewed, motivated and trained Sales Associates to provide quality customer service.
- ◆ Developed and communicated store standards to associates.
- ◆ Supervised Store Associates, ensured safety of employees and consumers, verified deposits, signed for petty cash, markdowns, time slips, refunds, price change take-in reports, etc.
- ◆ Provided assistance to the Marketing Group with day-to-day reporting, analysis, and various project work.
- ◆ Analyzed and reported NPD market data and POS data from key retailers.
- ◆ Created sell sheets, product knowledge materials and other materials for Sales team.
- ◆ Assisted in the development of presentations.
- ◆ Processed marketing invoices and tracked marketing expenses.

Extracurricular Activities

- ◆ Associate Pastor at The Church 4 Me
- ◆ Youth and College Basketball Coach
- ◆ Cross1Win1 Basketball Organization

References

Logan Heyer	Principal, <i>Cornerstone Christian School</i>	[REDACTED]
Calvin Criddle	Case Manager, <i>J.L.P.</i>	[REDACTED]
Matt Muniz	Loan Consultant, <i>Caldwell Bank</i>	[REDACTED]
Bishop David Hollister	Bishop, <i>The Church 4 Me</i>	[REDACTED]



Contra Costa County

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BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name	Middle Initial	Last Name	
Home Address - Street	City	State	Postal Code
Primary Phone (best number to reach you)	Email 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

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JACQUELINE EJUWA, PHARM.D, MHL

HEALTH CARE FUTURIST | CREATIVE PROBLEM SOLVER | EXECUTIVE | HEALTH EQUITY CHAMPION | DIVERSITY, EQUITY & INCLUSION LEADER

· linkedin.com/in/jackieejuwa

A healthcare futurist who has practiced in **3** countries, **3** continents and **3** health care systems, Dr. Ejuwa is strategic, results-oriented and outcomes-driven. She possesses **30+** years of deep operational and strategy experience in payor and provider sectors of the healthcare industry, and is known to deliver innovative, high-quality, and cost-effective initiatives across multiple large organizations. A highly versatile leader, Jackie is known for her passion for mentorship; diversity, equity and inclusion; her advocacy for women leaders, and for being a dynamic speaker. Her career also reflects strong management experience that builds and leads highly motivated and high performing teams.

PROFESSIONAL EXPERIENCE

BLUE SHIELD OF CALIFORNIA

2004 - Present

A CA based 4million+ member health plan which provides health insurance coverage for California's commercial, individual, Medicare and Medicaid populations.

Vice President, Health Transformation *Apr 2020 to present.*

- Expanded Vice-President level role "VP Level Two" providing end-to-end leadership over Blue Shield's Health Transformation portfolio (Health Reimagined), Community Health and Population Health Equity.
- Leadership for **80+** employees with a budget of **> \$80** million.
- Accountable to identify solutions to health care problems and partner with vendors to pilot innovative and transformative initiatives, determine pilot success and scaling successful programs.
- Accountable for enterprise health data strategy team increasing clinical data acquisition by **15%** in 2022, and on track to increase by an additional **10%** in 2023.
- Provide leadership for the build of systems, processes, product and people changes resulting in successful scaling of value-based payment models, exceeding goal by **> 40%**.
- Provided oversight for a portfolio management office that successfully implements **>15** strategic and priority initiatives every year.

Senior Director, Mandates Implementation, *August 2015 – April 2020*

- Led and managed significant change while providing enterprise-wide leadership and oversight for the implementation of new state and federal laws which on average resulted in changes to **200** processes, **30** systems and **10** digital portals yearly.
- Successfully worked cross-functionally across **2** organizations providing oversight and leadership to strategically determine optimal approaches to get to compliance for **> 700** new laws and regulations.
- Developed from the ground up a diverse team of **19** including attorney, certified public accountant and compliance professionals across large geographic territory spanning southern and northern California with total budget of **\$2M+**.
- Consistently achieved **≥ 99%** compliance for more than **170+** new/revised laws yearly and ensured operational areas executed on corrective action plans for any noncompliant laws.

Senior Director, Pharmacy Benefits & Claims Operations, *July 2009 to July 2015*

- Led **150+** full time employees and **\$23M** budget with responsibility for strategy, operations, compliance, vendor management and pharmacy product.
- Led creative implementation of select Affordable Care Act preventive service requirements, reducing labor and cost of healthcare by **\$750K+**.
- Developed and implemented drug prior authorization process improvements utilizing Lean Six Sigma, reducing labor costs by **\$250K** and improving response time by **15%**.
- Turned around a challenging pharmacy claims vendor relationship and resolved **>30** member-impacting pharmacy cost-sharing issues that had persisted for **> 3** years.
- Managed **\$11M** annual pharmacy claims vendor contract and **\$12M** per year operations budget.
- Oversaw pharmacy authorization call center team responsible for saving **\$424M per year** in healthcare costs.
- Collaborated with team to deliver **20+** excellent audit results for operational and clinical regulatory, employer group, and internal audits.

Senior Pharmacist Manager – Pharmacy Clinical Operations, *July 2004 – July 2009*

- Led team of **55** clinical pharmacists, pharmacy technicians, and call center operational teams to administer drug utilization management for outpatient prescription drug benefit and office-administered drugs.
- Implemented Medicare Part D systems, operational processes and medication coverage policies for coverage.

CONVETIT**2018 – 2020**

A CA based company, Convetit brings together professionals in virtual Advisory Boards for intense dialogues in online moderated engagements that provide a view into where markets and solutions are headed.

Advisory Board Member | Healthcare Futurist

- Key opinion leader on an Advisory Board panel of 20+ health care experts on *Disruptions Impacting the Future of Health Plans*.
- Ranked in the **Top 3** Advisory Board panel of **20+** health care experts on *Amazon-Berkshire-JPMorgan Health Ventures: Impact on the Future of Employee Benefits*”.
- Ranked **#1** key opinion leader for **2** themes and in the **Top 3** of all 10 themes spanning 8 months.
- Thought leader on Advisory Board opining on *The Evolution of Fee for Service Healthcare* and *Designing the Healthcare Facility of the Future*

OPTUM RX**2002 – 2004**

A CA based pharmacy care services company that goes beyond traditional pharmacy benefit management, connecting billions of data points, empowering doctors to make informed decisions, tackling trends and pinpointing solutions for its 13 million members.

Consulting Pharmacist Supervisor

- Managed clinical call center and operational team of **16** pharmacists providing clinical counseling for **2M+** members.
- Directed development and implementation of enhanced workflow processes between customer service and pharmacist teams, increasing employee engagement and decreasing pharmacist voluntary attrition by **25%**.

PHARMERICA**1994 – 2002**

Clinical Consulting Pharmacist at a CA based provider of long-term pharmacy services to more than 15% of senior living communities, public health organizations and post-acute care facilities across the United States.

ADDITIONAL EXPERIENCE**BROWN UNIVERSITY, PROVIDENCE, RHODE ISLAND****2017 – 2020****Faculty, Master of Science in Healthcare Leadership**

- Guest lecturer and Teaching Associate - Developed learning objectives, educational content, lecture and provided teaching support for the regulatory course to **25+** executives.

EDUCATION**Disrupt Your Business - Certificate of Completion****2022**

Stanford University Graduate School of Business

McKinsey Black Executive Leadership Program**2022****Board Governance - Women On Boards Executive Education****2021**

Yale School of Management, New Haven, Connecticut

Master of Science in Healthcare Leadership**2017**

Brown University, Providence, Rhode Island

Doctor of Pharmacy, University of Florida, Gainesville, Florida**Bachelor of Pharmacy, University of Ibadan, Oyo State, Nigeria**

VOLUNTEERING**Non-Profit Board Member & Secretary to the Board****2020 – Present**

Elder Care Alliance - Senior Care Living Communities providing housing for 650+ seniors across independent, assisted living, skilled nursing, and memory care facilities.

Member, Diversity, Equity & Inclusion Leadership Council**2020 – Present**

Blue Shield of California

Executive Sponsor, Black Employee Network, Employee Resource Group**2021 – Present****Co-Chair & Co-Founder, Black Employee Network, Employee Resource Group****2014 - 2020**

Blue Shield of California

Advisory Council to Eliminate Anti-Black Racism**2020 – 2023**

Brown University, Rhode Island - Inaugural Advisory Council appointed by the Dean of the School of Professional Studies

Global Advisor, Women Leaders for the World Reproductive Health, Rights & Justice Fellowship**2022 - 2023**

How Women Lead, CA is focused on disrupting antiquated, unequal systems by propelling women into even greater leadership role

Blue Shield of California

CERTIFICATIONS/AWARDS

- More than 12 internal/external honors and awards for being a leader, mentor and delivering on key organizational initiatives.
- Lean Six Sigma Yellow Belt Certification
- Board Certified Geriatric Pharmacist (1999 – 2018)
- Professional, Academy of Healthcare Management



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	
Erica	S	Facen	
Home Address - Street	City	State	Postal Code
	Brentwood	CA	94513
Primary Phone (best number to reach you)	Email Address		
Resident of Supervisorial District (if out of County, please enter N/A): Diane Burg District Locator Tool			
Do you work in Contra Costa County? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, in which District do you work?			
Current Employer	Job Title	Length of Employment	
PCNA - Order Processing Specialist	PCNA - Order Processing Specialist	1 year 7 months	
How long have you lived or worked in Contra Costa County? 25			

Board, Committee, or Commission	Seat Name
African American Holistic Wellness Hub Steering Committee	Committee Member
Have you ever attended a meeting of the advisory board for which you are applying?	
Please check one: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, how many? 1	

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	
John F. Kennedy University	B.S. Psychology (in progress)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Occupational Licenses Completed:		Certificate Awarded for Training?	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other Trainings Completed:		<input type="checkbox"/> Yes	<input type="checkbox"/> No

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

If Yes, please explain:

--

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

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

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

I am presently studying to become a Psychologist. My plan is to become a licensed therapist and practice in my local community as a Marriage and Family Therapist and also as a School Psychologist. My hope is to be involved in the healing and assistance of our community, especially our youth in these trying times. Anxiety and Depression among young people is at an all time high and I want to be a part of the solution to assist in lifting them out of the predicaments they find themselves in. As a teenager dealing with depression and anxiety stemming from abuse, bullying, and the divorce of my parents, it was a School Psychologist who helped me when I had no one else to talk to. It is important to me that I give back to others in the same way I received and that has fueled my desire to become a Psychologist.

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: Erica Facen

Date: 08/21/2023

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Martinez, CA 94553

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Contra Costa County

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BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name	Middle Initial	Last Name	
Home Address - Street	City	State	Postal Code
Primary Phone (best number to reach you)	Email 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

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CHINUE FIELDS



PROFILE

Ambitious leader with 11+ years experience in food and social justice-forward business development looking for the opportunity to learn, grow, inspire, and be inspired by radical, mission-driven work.

EXPERIENCE

OPERATIONS & FACILITIES MANAGER, URBAN TILTH; RICHMOND, CA – 2021-PRESENT

Implement new fleet maintenance, safety, and asset management policies and procedures. Manage facilities and vendor contracts. Maintain HR documents and familiarity with programs and events. Support HEAL program teams with weekly operations. Enact and administer workplace wellness program. Research and develop recommendations for upgraded security systems, communications systems, and off-site facilities infrastructure. Assist in the maintenance of updated operational certifications, licenses, and permits. Provide accurate and timely information to staff and the public. Participate in and represent Urban Tilth at local community activities and events.

FOUNDER & DIRECTOR, EAT SUITE; RICHMOND, CA – 2013-2021

Worked with food business development program manager to create and execute business plan. Developed and led nutrition coaching programs for individuals, families and groups. Wrote recipes for produce suppliers. Onboarded, trained, and mentored staff. Established and maintained dynamic relationships with local produce and meat suppliers as well as fitness and wellness facilities. Designed menus and provided full service catering for cultural, corporate and private events. Composed weekly newsletter and managed social media accounts. Built and facilitated workplace nutrition and fitness challenges for local businesses. Engaged local youth by leading summer school cooking classes. Supported BIPOC, disabled, elderly and LGBTQ+ local communities by creating and implementing service programs. Sought out and participated in continued education opportunities.

MEDIA & SALES DIRECTOR, THE QUEER GYM; OAKLAND, CA – 2011-2013

Branded company for marketing relaunch. Established and implemented promotional strategy programming. Created operations manual. Onboarded staff and managed staff schedules. Facilitated weekly staff meetings and monthly trainings. Managed customer service and memberships. Reported to and worked with finance team on a quarterly basis to analyze profit & loss statements and create growth plans. Administered all public and private events, regulated community engagement, and represented the business at social networking events.

EDUCATION & TRAINING

Trauma-Informed Leadership; Dr. Jei Africa – 2022

Value-Added Product Webinar Series for Farmers; CAFF – 2022

Trauma and Mental Health First Aid: Youth Development; Dr. Crystallee Crain – 2022

Food Protection Manager; ServSafe – 2022

CHINUE FIELDS

2806 Wright Avenue, Pinole, CA (510) 806-8944 chinue@gmail.com

Preventing Workplace Harassment; Emtrain – 2022
California Child Abuse Mandated Reporter; CDSS – 2022
Adult and Pediatric CPR & First-Aid; Bay Area CPR – 2022
School of Political Leadership; HEAL Food Alliance – 2022
Coaching the Van Driver 4 & Defensive Driving; Coaching Systems – 2022
Tamarindos Farm-To-Table Cooking Workshop Series; Los Cabos, Mexico – 2019
California Small Business Development Seminar; California BOE – 2016
Food Business Development Training Program; Kitchen@812, San Pablo, CA – 2016
Bachelor of Arts in Visual Communication; San Francisco State University – 2010
College of Architecture and Environmental Design; California Polytechnic State
University San Luis Obispo – 2006

ACHIEVEMENTS

Published in People Magazine – 2017
Published in Cooking Light Magazine – 2017
Published in the Monterey County Weekly – 2016
Published in the Richmond Standard – 2016
Published in Kaiser's #HealthIsTheNewBlack Campaign – 2015
Published in the 10 Pounds Off Paleo DIET Book – 2015
Self-Published Two Recipe Ebooks – 2013-2015
Published in the 30 Day Guide to Paleo Cooking – 2013

ADVOCACY

Rich City Rays Kayaktivist; Richmond, CA – 2022 - Present
Eat Suite Community Services; Bay Area, CA – 2017-2021
C.O.O.K. Alliance Policy Committee Member; Bay Area, CA – 2016-2021
SF LGBT Center Youth Program; San Francisco, CA – 2017-2020
Cinnamon & Spice Holiday Market; Richmond, CA – 2017
The Well for Black Healing; Berkeley, CA – 2016
NOTAFLOF Collective Community Salon & Artspace; Oakland, CA – 2016
Whole Foods Community Kitchen; Oakland, CA – 2016
Wild Idea Buffalo Co and Tara Firma Farms; San Pablo, CA – 2016



Contra
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BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name Middle Initial Last Name
 City State Postal Code
Primary Phone (best number to reach you) Email 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	
Dillard University	Bachelors of Science Biology minor in Chemistry	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
California State University, East Bay	Masters of Science Health Care Administration	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Walden University	Doctorate of Public Health (Pause)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Occupational Licenses Completed:

Other Trainings Completed: Certificate Awarded for Training?
☐ 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.

I am interested in serving on this committee because I want to create a space for my African American community that's culturally appropriate in giving realistic and holistic healing and resources to support, heal, and empower. Contra Costa County does not have resources allocated towards the African American community and this wellness hub would do just that. I want my community to be represented and heard by someone who when they look at me, they can see themselves in the mirror. I have a passion for eliminating racial disparities within my African American community which has been my focus as a young child. My passion for black excellence and healing continued to grow as I matriculated through my undergraduate career at Dillard University as a student ambassador providing guidance and support to incoming students. After returning home from undergrad, I wanted to be able to give back to my community but did not see an avenue to create that space. The opportunity has arisen, and I want to become a member of the African American Holistic Wellness Hub Steering Committee.

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

I believe I am qualified for this appointment because of my current role working with a diverse community in San Francisco and my training in trauma healing. As a program manager for a nonprofit in San Francisco specifically in the South of Market (SOMA) and Tenderloin area I see firsthand how limited resources catered to specific ethnicities affect their healing and more support is needed. My program grants the homeless population an avenue to get back on their feet with our permanent housing support and access to resources that are specific to their individual needs. I work with a diverse group of individuals on my team who have lived experience as well as clients who are in recovery and looking for a way out. Although I work in San Francisco, I see this same struggle in my hometown of Pittsburgh. I want to use the knowledge and resources gained from my position as a program manager to help steer the African American Holistic Wellness Hub in a direction that's inclusive to the needs of the African American Community. I have the experience with collaborating with the city and county of San Francisco to advocate for my clients and I will use that same drive and passion to create the African American Holistic Wellness Hub. I recently completed training with the Trauma Healing Institute to become certified in adult and teen trauma. The African American community has been groomed to not address our trauma. However, with the skills I have gained through the Trauma Healing Institute I am able to work with individuals or groups who have trauma in the African American, LGBTQ+, transition-aged-youth, homeless, adopted, and formerly incarcerated adults and youth. I also served as the Co-Director of Children's Ministry at Genesis Church from 2017-2019 and Director from 2019-2023. I currently serve as the Lead Youth Leader for our Teens Ministry Rooted at Genesis Church. Resume is also attached.

I am including my resume with this application:

Please check one: ☒ Yes ☐ No

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Please check one: ☐ Yes ☐ No

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Signed: 

Date:

8/18/23

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Resume is also attached.

Ashley J. Green, MSHCA

Contact

[REDACTED]
[REDACTED]

Education

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

Summary

A competent, hard-working, task and goal oriented driven professional healthcare worker. Proficient skills in managing projects as an individual and team player and builds successful professional relationships to support adherence to federal, state, and county regulations. Exception skills working with diverse and challenging environments, communication skills, and time management.

Experience

06/2022-Present

Manger 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. Woth 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 charts. 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
Adaptability
Strong Work Ethics

Affiliations

National Association of Health Service Executives (NAHSE) -

Golden State Chapter (2017-2021)

- Student Liaison
- Events Coordinator
- Secretary

Northern California Chapter (2021-2022)

- Secretary

Community Service

Volunteer, Genesis Church Grocery Share Program, Antioch, CA
Trauma Healing Specialist (Adult and Teens)

References

Ceedral Armstrong
Director of Interim Housing

[REDACTED]
[REDACTED]

Roderrick Smith
Associate Director of Problem-Solving Services

[REDACTED]
[REDACTED]



Contra
Costa
County

LATE APPLICATION

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BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

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Home Address - Street	City	State	Postal Code
Primary Phone (best number to reach you)	Email 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:

Other Trainings Completed:	Certificate Awarded for Training?
	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:

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

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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 **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
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██████████ × ██████████

ZELON A. HARRISON

SUMMARY OF QUALIFICATIONS

- **Director:** of The Black Parents Resource Center
Parent Engagement Director providing serves to Black/AA families in WCCUSD
Coordinator: Coordinate and facilitate programs and project development for high-risk families, including program and project monitoring and evaluation. Advocate: Skilled facilitator for parent workshops and groups from a diverse population, specializing in life skills management and education planning. Collaborator: Proficient in developing and collaborating with other service providers to improve services to the target population. Facilitated meeting and community outreach to develop partnership with community service providers. Resource Development: Develop, facilitate and maintain liaisons with other agencies including social services, mental health, prenatal care providers, criminal justice and educational institutions.
-
- **Instructor:** Facilitate Talks, Support and Skill-building Groups, Family Fun/Play Events, Targeted Workshops and Consultations for small and large groups of Training Instructors and parents.
- **Coordinator:** Coordinate and facilitate programs and project development for high-risk families, including program and project monitoring and evaluation.
- **Advocate:** Skilled facilitator for parent workshops and groups from a diverse population, specializing in life skills management and education planning.
- **Collaborator:** Proficient in developing and collaborating with other service providers to improve services to the target population. Facilitated meeting and community outreach to develop partnership with community service providers.
- **Resource Development:** Develop, facilitate and maintain liaisons with other agencies including social services, mental health, prenatal care providers, criminal justice and educational institutions.
- **Counselor:** Proficient in working with multi-cultural and diverse populations in intensive and crisis situation providing youth development and leadership skills. Facilitate Parenting, Life Skills and Anger Management Classes for youth and families.
- **Case Management:** Case manager, averaging 40+ cases including home visitation, providing update assessments, exit strategy and service plan with a 98% success rate. Developed, implemented and maintained case files. Collaborated with other agencies to expand service opportunities. Facilitated Life Skill Classes, Father Involvement Program, Block Parent Program, Community Baby Shower, Operation Graduation, the Planned Parenting Program and the Prenatal Services Program.
- **Administrative:** Manage and operate a small business for family services. Create and maintain information and forms for various programs and project including providing statistical data and reports on outcome. Working knowledge of Microsoft Office.

CERTIFICATIONS

HAND IN HAND Certification, Palo Alto, CA Patty Wipfler, CEO-Instructor

2014: Parenting by Connection Certified Instructor – Teaching parents and care givers essential tools for parenting, Setting Limits, Special Time, Stay-Listening, Play-Listening, and Listening Partnerships.

SENECA CENTER Training Dept, Oakland, CA Covenant House

2011: Youth Focus Training Courses – CPR/First Aid, Separation and Loss Issues with Foster Youth, Communicating with Youth, Applying Inner Life Skills with At-Risk Youth

PARENT PROJECT, Sacramento, CA Susan Mejia Johnson and Ralph Fly, Instructors

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ZELON A. HARRISON

2006: 40-hour Training Course - How to facilitate parents to prevent (or stop) children from substance abuse and How to improve parent-child communication and relationships

THE BABY SIGN FOR ICIS, Sacramento, CA **Michelle Cromeenes, District Manager-Instructor**

2005: Certification program for independent instructors for Baby Sign.

INFANT MESSAGE FOR INSTRUCTOR, Sacramento, CA **Suzanne Reese, Instructor**

2005: Infant Massage program for babies 0 to 3 for independent instructors

SACRAMENTO COUNTY, Sacramento, CA **AmeriCorp/MAN Program**

1997 ~ 2006: Family Service training courses: *Drug and Alcohol I and II, Man-dated Reporting, Diagnosis of Abuse, Healthy Families, Family Strategies and Cultural Diversity*

OAKLAND FOSTER CARE, Oakland, CA **Ron Johnson, Facilitator**

1999: Rites of Passage: Train the trainers in facilitating high risk youth with life skills

BIRTH & BONDING INT'L, Berkeley, CA **Sharon Ledbetter, Instructor**

1994: Certified Childbirth Educator and Birth Assistant. Doula Support and Doula Companion and Educator

KAISER HOSPITAL, Oakland, CA **Penny Simkin and Shelly Sella, Instructors**

1994: Completed an 8-week "East Bay Doula Training."

1992: Completed a 15-hour "Labor Support/Doula Workshop."

PROFESSIONAL EXPERIENCE

EAST OAKLAND COMMUNITY PROJECT 03/2014 to Present

Kim Parish, Shelter Services Director (510) 532-3211

SSVF Case Manager: Responsible for provision housing stabilization services to homeless veteran households assisted through the Supportive Service for Veterans Families (SSVF) Program, including locating housing units, working closely with landlords, collaborating with service providers, the VA and providing general housing support to ensure that homeless veteran households are able to secure and maintain housing. All households receive social services in a case management model.

HAND IN HAND, Palo Alto, CA 09/2011 to Present

Patty Wipfler, CEO (650) 322-5323

Instructor: Facilitate Talks, Support and Skill-building Groups, Family Fun/Play Events, Targeted Workshops and Consultations for small and large groups of Training Instructors and parents. .

COVENANT HOUSE, Oakland, CA 08/2007 to 07/2012

Rebecca Profit, MFT Supervisor (415) 685-6947

Crisis Case Manager: Facilitate groups, provide crisis intervention, provide solution based and supportive counseling, provide needs assessments, develop case plans for all service clients, document face-to-face and collateral contacts in progress notes (client file), prepare and present case reviews, maintain communication with other agencies, make appropriate referrals, and transport clients.

RISE N SHINE DAY CARE, Sacramento, CA 09/2006 to 06/2007

Rosetta Bolton, Supervisor (916) 419-0072

Infant Program Director Developed and trained parents on programs for the infant developmental curriculum including state and federal requirements for infant day care.

MUTUAL ASSISTANCE NETWORK, Sacramento, CA 11/1997 to 12/2006

[REDACTED] x [REDACTED]

ZELON A. HARRISON

Carolyn Washington, Supervisor(916) 927-7694 x 205

Case Manager/In-Home Visitor: Provided in-home visitation and case management for a diverse population, working with high-risk families and teen parents. Collaborated with outside agencies and multi-disciplinary teams; developing long-term partnership for additional client services. Participated and/or supported community events. Facilitated staff and clients various programs included *Life Skill Class, Father Involvement Program, Block Parent Program, Community Baby Shower, Operation Graduation, Planned Parenting and Prenatal Services.*

THE BIRTHING PROJECT, Sacramento, CA Contracted: 2002

Thema Bennett, Supervisor (916) 927-7694

Saturday Morning Salon: *Facilitated two 6-week sessions for teen girls ranging from 10 to 14 years of age on the topic "Teen Pregnancy Prevention through Building Mother and Daughter Relationship" including pre and post evaluations.*

WIND YOUTH CENTER, Sacramento, CA 10/2001 – 02/2002

Lanett Lyon, Supervisor (510) 459-9399

Youth Counselor: Provided resources for homeless youth in a youth shelter environment. Assisted in preparing meals and providing transportation.

OAKLAND YOUTH SERVICES, Oakland, CA Contracted 1995

Parenting Classes: *Provided on going Parenting and Life Skills Classes to teen mothers in the Foster Care System. Provided resources and hands-on training*

KAISER HOSPITAL, Oakland, CA Contracted: 1993

Birth Assistant: *Teen Mother Specialist with a case load of 20+ youth providing in-home childbirth preparation and assisting them through the birth of their child, including post-natal visitation*

THE BIRTHING PROJECT, Sacramento, CA Consultant – 1998 and 2002

Saturday Morning Salon: *Facilitated two 6-week sessions for teen girls on Teen Pregnancy Prevention through Building Mother and Daughter Relationship.*

Doula Training: *Provided a one-day training on labor support, birth plans and empowering birthing mothers.*

OAKLAND YOUTH SERVICES, Oakland, CA Contracted - 1995

Parenting Classes: *Provided on going Parenting Classes and Life Skills to teen mothers in the Foster Care.*

LABOR COMPANION, Bay Area, CA 12/1985 to 12/1998

Attended and assisted with over 120 births in Alameda and Sacramento County, providing one-on-one childbirth education and support to women and teens during their pregnancy, birth and postpartum period.

FOSTER PARENT, Bay Area, CA 10/1994 to 10/1999

A foster parent of a 13-year-old pregnant teen mother. I assisted her on ways to parent and bond with her child. She has now graduated from high school, working and in her own place.

PROFESSIONAL REFERENCES

Jarekhye Covarrubias, Shelter Manager - EOCP, Oakland, CA [REDACTED]

Patty Wipfler Founder and CEO Of Hand in Hand (Parenting By Connection), EPA, CA [REDACTED]

Ms. Rebecca Profit, Clinical Supervisor – Covenant House, Oakland, CA [REDACTED]

Application Form

Profile

Regis Harvey
First Name Middle Initial Last Name

[Redacted] Suite or Apt
Home Address

Dublin CA 94568
City State Postal Code

Home: [Redacted]
Primary Phone

[Redacted]
Email Address

District Locator Tool

Resident of Supervisorial District:

☒ N/A - Out of County

City of Dublin Chairperson-Human Services
Employer Commission
Job Title

Length of Employment

2.5 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?

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

☐ Yes ☒ No

Board and Interest

Which Boards would you like to apply for?

Ad Hoc African American Holistic Wellness Hub Steering Committee: 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

Idaho State University

Degree Type / Course of Study / Major

Sociology/Psychology

Degree Awarded?

☒ Yes ☐ No

College/ University B

Name of College Attended

University of Phoenix

Degree Type / Course of Study / Major

Masters Business 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

Black Psychology

Certificate Awarded for Training?

☒ Yes ☐ No

Other Training B

Crisis Intervention

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.

The reason why I would "love" to serve the committee because it's my passion and calling to be a public servant in providing positive contribution within communities. I feel the best way in doing so is by action! As a result, when this position became available I immediately wanted to apply. I feel this is a great opportunity to demonstrate my knowledge, skills, and experience as well as personal and professional growth!

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

I have experience in public service with city government. Not included in my resume I am member of multiple community and non-profit organizations. One such example; is membership Chair-person of DBMG (Diablo Black Mens Group) organization. In my current role I provide direction and support for current and new membership. DBMG is a non-profit organization that provides scholarships to young black and brown male high school students to continue on with their higher education. We also, provide internship programs to all high school students.

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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 - (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.

REGIS P. HARVEY

██████████ ▪ Dublin, CA ▪ Cell: ██████████ ▪ ██████████

Highly motivated, results driven Social Service professional with experience in Behavioral Intervention, Training, Community Relations, Management and Counseling. I possess an excellent track record of utilizing strategic and creative methods to support the organization I work for, and in building strong alliances with hiring managers, employees and customers.

EDUCATION/ TRAINING

Master of Business Administration University of Phoenix, Boise, ID 2010

Bachelors of Arts in Sociology/ Psychology Idaho State University, Pocatello, ID

Training in Crisis Intervention / Mediation Training / Parent Project Instructor/Nurture Heart Approach

RELATED PROFESSIONAL CAREER HISTORY

DUBIN CITY GOVERNMENT

Present

Chair-Human Services Commissioner

- Encourages, and advocates for the provision of human services in the community by making recommendations for organizational grant funding, educating residents on human services needs and promoting available services, supporting citizen awareness, engagement and volunteerism in addressing human service needs, and by collaborating with neighboring cities on regional human services solutions.

SATELLITE AFFORDABLE HOUSING ASSOCIATION (SAHA)

2017 to Present

Resident Service Coordinator

- Provides non-clinical case management and referral services to all residents within assigned sites(s), includes securing the full range of social services as needed by individual residents
- Maintains accurate and timely documentation on all resident demographics, issues, requests, statistics, incidents, interactions and outcomes through online services software.
- Educates residents on service availability, benefits and other application procedures, tenant rights, tools for healthy living and lease compliance.
- Monitors, documents and helps residents prevent and manage cognitive, emotional, and physical health issues, including ADL limitations, or, in rare cases assist a resident with their move to a care facility.
- Conducts outreach and engagement, monitoring service periodically, and home visits when required.
- Establishes constructive relationships with residents and their families, community agencies, volunteer organizations, and company staff, especially those in property management.
- Works with Volunteer Coordinator to establish volunteer support programs.
- Works closely with Activities Coordinator(s) and Community Engagement Manager to develop a wide range of activities both within and outside the site designed to build community and provide opportunities for socialization, wellness and mutually beneficial civic engagement.
- Publishes building activities and events through flyers, newsletters and a monthly calendar.
- Coordinates transportation services for residents in sites where SAHA's transportation is available.
- Maintains client confidentiality with the resident population according to guidelines, and accurately report incidents of abuse and neglect to Adult and Child Protective Services as required by law.
- Diversity and Inclusion Executive Committee member training and hiring/promotions

MOUNTAIN VALLEY FAMILY SERVICES Concord, CA

2017 to 2017

Therapeutic Behavior Specialist

- Therapeutic behavior intervention for clients and families
- Knowledge and skills of federal, state, and local laws, policies, procedures, and jurisdictions
- Community Relationship Manager with various community institutions and organizations
- Provide appropriate service plans for client(s) and family
- Client interview assessments
- Community Outreach

AXIS COMMUNITY HEALTH Pleasanton, CA

2015 to 2016

Teen Drug and Alcohol Counselor

- Drug and Alcohol counselor
- Developed training programs and training materials based on proven learning techniques, Rapid Course Development, classroom management, attendance, monitor reports, and coaching
- Client interview assessment
- Community Relationship Manager with various community institutions and organizations
- Mediation/Crisis intervention/Conflict resolution Teen drug and alcohol Counselor at Middle Schools and High Schools in Alameda County area.
- Program Manager/Project Manager
- Trainer/Instructor

InZone Marketing Berkeley, CA

2014 to 2015

Marketing Coordinator

MAXIMUS Boise, ID

2013 to 2014

Training Specialist

Learning and Development/Training Recognitions

Leadership Recognition, Excellent classroom management skills, Excellent youth and adult learning methods and techniques, Student Satisfactory Rate, Excellent Coaching and Mentoring, Excellent Presentation Skills, Advance Technology Skills and Knowledge, Excellent Problem-solving skills, Excellent Time Management



Contra Costa County

Print Form

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Martinez, CA 94553
or email to: ClerkofTheBoard@cob.cccounty.us

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name	Middle Initial	Last Name	
Desirae	S	Herron	
Home Address - Street	City	State	Postal Code
	Brentwood	Ca	94513
Primary Phone (best number to reach you)	Email Address		
Resident of Supervisorial District (if out of County, please enter N/A): yes District Locator Tool			
Do you work in Contra Costa County? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, in which District do you work?			
Current Employer	Job Title	Length of Employment	
Senior Financial Analyst	Senior Financial Analyst	1 1/2 years	
How long have you lived or worked in Contra Costa County? 29 years			

Board, Committee, or Commission	Seat Name
Have you ever attended a meeting of the advisory board for which you are applying?	
Please check one: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, how many? 3	

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	
Sacramento State University	Economics Degree	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Occupational Licenses Completed:		Certificate Awarded for Training?	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other Trainings Completed:		<input type="checkbox"/> Yes	<input type="checkbox"/> No

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

If Yes, please explain:

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

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

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

I believe in the uplifting of my local community through building relational equity, community resources, and economic relief. The racial inequities present in our community are tremendous and deserve an actionable solution that uplifts and rejuvenates generations to come. Through the board I am able to use my voice for positive change and create real change in my community. Being apart of a tangible solution is my primary goal in helping those that need relief.

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.

Youth Leader Genesis Church

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?

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Signed: Desirae Herron

Date: 09/05/2023

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Seeking an Enterprising Accounting position at a thriving company. Experienced in developing budgets and converting monthly financial reports to evaluate profits. Spearheaded and proficiently executed financial reporting for the Northwest territory of the United States and Canada, and facilitated large teams to complete projects. Strengths include: MS Excel, Google Sheets, implementation of finance and accounting functions, and statistical analysis.

EDUCATION

California State University of Sacramento

Bachelor of Science: Economics, Spring 2018

RELEVANT COURSEWORK & SKILLS

•Money & Banking •Statistics •GAAP •Monthly Accruals •Microsoft Office (emphasis in Access, Excel, Outlook, PowerPoint, Publisher, and Word) •Solid Research & Analytical Skills •AIA •Nuance •SQL •Procore •Workday Financials •Python •Netsuite •Salesforce •Blackline

PROFESSIONAL EXPERIENCE

Senior Financial Analyst

Kaiser Permanente, Napa, CA July 2022-Present

As a Sr. Financial Analyst, I am responsible for conducting and interpreting complex financial assessment and modeling, leading internal audit processes, conducting and reviewing strategic financial research, and developing reports on region/business unit performance.

- Proficiently evaluate the complex business environment by conducting financial assessments.
- Lead internal audit process, reviews audit results, and engage with auditors to resolve material weaknesses, implement changes to internal controls and proactively assess high risk areas.
- Collaborate and advise region/business unit leaders on strategic fiscal matters by reviewing regular and special reports for both financial and statistical matters in order to facilitate financial management throughout the organization.
- Prepare asset, liability, and capital account entries by compiling and analyzing various accounts while finding cost recovery opportunities.
- Internal consultant to Kaiser Management team on reading and interpreting financial results, analyzing variances, and improving performance.

Senior Analyst, Construction Projects

Volta Charging, San Francisco, CA May 2021-July 2022

As a Sr. Construction Analyst, I am responsible for coordinating, managing monthly and quarterly reports with various financial analyses. I also provide insight and oversight to project costs while identifying and proactively providing solutions to project issues, supporting the implementation of department business and organizational plans, processes, and methods. In addition, I serve as a liaison for special ad hoc projects while overseeing 27 project managers and 3 Jr. Accounts.

- Perform monthly, quarterly and year end reconciliations as well as flux analysis for project cost and fixed asset related accounts.
- Complete project cost analysis over engineering, construction, and procurement operations.
- Collaborate and liaison with construction, and engineering project managers to create final budgets.
- Prepare asset, liability, and capital account entries by compiling and analyzing various accounts.

- Create monthly accruals and journal entries for revenue recognition and project percentage of completion analysis.
- Responsible for the implementation and UAT (User Acceptance Testing) of fixed assets, revenue recognition, and quarterly audits independently and cooperatively.
- Spearhead project accounting team meetings to oversee projects in various regions throughout the United States.
- Identify systems issues while developing and documenting business processes and accounting policies to maintain and strengthen internal controls.
- Support ad hoc projects while managing and overseeing project managers and project accountants.

Senior Associate, Development Project Accounting

WeWork, San Francisco, CA July 2019-January 2021

Oversaw and implemented financial reporting and analysis of the Northwest territory of the United States through monthly accruals, legal contracts, creating financial budgets, cost and benefit analysis, and client relations.

- Spearheaded monthly, quarterly, and annual financial reporting for designated territories to report to Finance Director.
- Implemented proper financial procedures and templates in accordance with territory law to ensure industry standards being maintained.
- Partnered with Regional and Central Finance team members to understand forecast-to-actual variances and provide insightful analysis to the leadership team regarding financial performance and key operating metrics.
- Contributed to transaction monitoring and reporting systems and framework ensuring the company maintains the highest standards and efficiency possible.

Lead Project Accountant and Business Analyst

Source Planning and Construction, San Francisco, CA July 2018-July 2019

Reviewed and maintained project Financial files, reports, billings and managed relationships with Clients and Subcontractors while maintaining cost efficiency.

- Collaborated with VP of Finance and Project Managers on a monthly basis to prepare monthly reports, tax audits, and customer billing in a timely manner.
- Identified business trends utilizing real data and analysis reports for Executive Management, Project Managers and Clients **resulting in a 40% increase in received profit.**
- Expedited and prepared expenses, material costs and prepared financial forms from Clients for budgeting and forecasting.
- Reviewed and maintained project financial files, progress liens, contracts, and credit applications on a per project basis while remaining under compliance.
- Streamlined and improved internal and external reporting for 200 projects while providing final lien releases in compliance for all contracted clients.
- Prepared and reviewed weekly and monthly AR / AP reports for all financial meetings.
- Updated and maintained business processes and implemented new solutions for cross-functional team members and management **creating a new streamlined process.**

Project Development Analyst Intern

The City of Sacramento Economic Development Department, Sacramento, CA January 2018-May 2018

Provided research, statistical analysis, and strategic planning for the start-up and development of the Bloomberg Financial Empowerment Center (FEC) and the Sacramento Economic and Employment Development Corporation.

- Provided cost and benefit analysis of potential investment projects
- Liaison between Project Managers, the City of Sacramento, and potential stakeholders with in the city and neighboring communities.
- Created and maintained statistical analysis reports using MS Excel and Stata of panel data from the Del Paso Heights community resulting in the financing of community development and local business incubators.

Transaction Coordinator

Elite Revenue Solutions, LLC, Brentwood, CA 2016–July 2018

Executed billing activities including initial entry, production of prebills, and verifying and distributing final invoices to doctors and office managers.

- Implemented proper bill coding ensuring HIPPA compliance.
- Actions resulted in an **average of 30% financial increase in reimbursements received.**
- Prepared and maintained unbilled reports that reflect delinquent accounts.
- Responsible for electronic and manual submission of Medi-Care, Medi-Cal and Self-Pay billings.

Client Coordinator

Realty World (DSO Enterprises, LLC.), Antioch, CA 2014–2016

Maintained a cooperative working relationship with Real Estate Agents, Loan Officers, Processors, Vendors and Builders to ensure proper communication and follow up throughout the home buying cycle.

- Spearheaded weekly preparation of reports reflecting the accuracy of accounts closed and in escrow.
- Maintained Customer Relations Management database of client data and realtor commissions.
- Streamlined office operations through initiating protocol, forecasting real time data, and responding to client inquiries.

LEADERSHIP ACTIVITIES

MLK Business Resource Group

Fall 2017-Spring 2018

- **Vice President of Recruitment and Membership (Elected Position), Philanthropy Officer**

Alumnae of Gamma Phi Beta Sorority

Fall 2013-Spring 2017

- **Social Chairwoman (Elected Position), Recruitment Advisor (Elected Position), Philanthropy Group (Volunteer)**



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	
Rachelle	R	Johnson	
Home Address - Street	City	State	Postal Code
	Richmond	CA	94804
Primary Phone (best number to reach you)	Email Address		
Resident of Supervisorial District (if out of County, please enter N/A): 1 District Locator Tool			
Do you work in Contra Costa County? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, in which District do you work? 1			
Current Employer	Job Title	Length of Employment	
Naturopathic Doctor, Business owner	Naturopathic Doctor, Business owner	7 years	
How long have you lived or worked in Contra Costa County? 3.5 years			

Board, Committee, or Commission	Seat Name
African American Holistic Wellness Hub Steering Committee	member
Have you ever attended a meeting of the advisory board for which you are applying?	
Please check one: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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	
UNC Greensboro	BS Chemistry, Biochemistry Concentration	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
UNC Greensboro	Masters in Public Health	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
National University of Natural Medicine	Doctorate in Naturopathy & MS in Oriental Medicine	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Occupational Licenses Completed:	California ND License	Certificate Awarded for Training?
Other Trainings Completed:	Naturopathic Medicine Residency	
		<input checked="" 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 ☐ No

If Yes, please explain: I work 9AM-5PM, and some Saturdays but I can plan the weekend around the meetings.

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 was notified that Contra Costa county was seeking members for the African American Holistic Wellness Hub Steering Committee. I am a perfect fit because I am the only medically trained African American doing naturopathic medicine in the county. As a Naturopathic Doctor, I do holistic medicine, focusing on helping the body get back into balance using natural therapies like hydrotherapy, herbal medicine, nutritional medicine, IV therapy, and more. I look at the body as a whole, including mind, body, and spirit in my assessments and treatments. I am also extensively trained in Western medicine (I used to teach Western Medicine courses at a Chinese Medicine school in San Francisco), and I teach my clients information about their health and disease states so they can advocate for themselves when speaking to Western Medicine practitioners. I would be honored to be on a committee that is focuses on helping African Americans (often marginalized in society) to gain education about and access to holistic medicine in their community. There is a level of cultural competence and understanding that needs to exist when talking about health in the African American community due to the level of distrust that exist in the community.

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

Please see resume attached.

Other qualifications: I am open-minded, strategic and organized, responsible, disciplined, consistent, a healthcare advocate, relatable, and motivated to help African Americans.

I am including my resume with this application:

Please check one: ☒ Yes ☐ No

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

Please check one: ☐ Yes ☒ No

If Yes, please list the Contra Costa County advisory board(s) on which you are **currently** serving:

If Yes, please also list the Contra Costa County advisory board(s) on which you have **previously** served:

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

I used to be on the Board of Directors for the California Naturopathic Doctor Association. I often would volunteer at health fairs and retreats through out the Bay area to talk about holistic medicine, western medicine labs, herbal medicine, and really just helping clients advocate for themselves in the health care system.

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: Dr. Rachelle R. Johnson

Date: 09/01/2023

Submit this application to: ClerkofTheBoard@cob.cccounty.us **OR** Clerk of the Board
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Martinez, CA 94553

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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.

Dr. Rachelle R. Johnson, ND, MSOM, MPH

Richmond, CA 94804

Email:

Website: www.doctorrachelle.com

Profile

Inspired by life experiences and family health concerns to prevent and treat chronic illnesses through health education, Naturopathic modalities, and Chinese Medicine. Interests include functional endocrine health, women's health, cardiovascular health and weight loss, sports medicine/performance, dermatology, and nutritional IV therapy. Draws on experiences in working in various communities and with various cultures.

Education

Doctorate of Naturopathic Medicine, June 2014 National College of Natural Medicine (now National University of Natural Medicine), Portland, OR 2008-2014. Completed an accredited program of coursework and supervised practice in Primary Care, Botanical, Homeopathic, and Physical Medicine. Extensive exposure to conditions involving cardiovascular health and diet. Extensive work was done at community clinics. Additional work was performed in Nutrition.

Clinical Rotations:

- Martin Milner, ND, Jeremy Mikolai, ND; Cardiopulmonary Health—3 terms
- Joel Agresta, DC (1 term), Chris Brown, DC (1 term); Physical Medicine—2 terms
- Amy Bader, ND (1 term), Lisa Taulbee, ND (1 term), Rowan Dunlap, ND (1 term), Gary Weiner, ND, LAc (1 term); General Practice and Women's Health—4 terms
- Marcus Miller, MD, ND (1 term), Nancy Scarlett, ND (2 terms), Michelle Salob, ND (2 terms), Rich Barrett, ND (1 term); Community Health—6 terms
- Paul Kalnins, ND, LAc; General Practice with emphasis on Botanical medicine—2 terms
- Dohn Kruschwitz, MD, ND; Daniel DeLapp, DC, ND, LAc—Minor surgery—2 terms

Preceptorships:

- Keoni Teta, ND, LAc, Winston Salem, NC, Nutrition, Weight management, Acupuncture, 47 hours
- Edythe Vickers, ND, LAc, Portland, OR, Chronic care, Women's health, Acupuncture, 50 hours
- Samantha Brody, ND, LAc, Portland, OR, Nutrition and Diet, Acupuncture, 25.5 hours
- Aminah A. Keats, ND, FABNO, Philadelphia, PA, Naturopathic Oncology, 40 hours
- Susanna Alvear, MD, Quito, Ecuador, Family Medicine, 62 hours
- Lincoln Shenje, MD, Portland, OR, Intervention Cardiology, 20 hours

Masters of Science in Oriental Medicine, June 2014 National College of Natural Medicine (now National University of Natural Medicine), Portland, OR 2008-2014. Graduated with Honors in Research. Completed an accredited program of coursework and supervised practice in Classical and Traditional Chinese Medicine utilizing acupuncture, moxibustion, electrostimulation, cupping, and Asian body work. Extensive study and mentorship in Five Element Acupuncture (Worsley School). Research in Community Acupuncture business model.

Research Project

- Assisted the primary investigator by gathering and evaluating data pertaining to Working Class Acupuncture and the Community Acupuncture Network
- The main goal of the project was to gather information on the population that utilizes acupuncture that is provided on a sliding scale basis in order to analyze if this type of business model actually provides services to those who normally would not have access to acupuncture
- Co-authoring the research report that would be submitted for publication.

Unpublished thesis:

- R. Johnson, "Chinese Medicine as Adjunct Therapy for Cardiac Rehabilitation," MSOM Thesis, National College of Natural Medicine, 2014. **Nominated for Best Thesis Award, 2014.**

Master of Public Health, Concentration Community Health Education The University of North Carolina at Greensboro, Greensboro, NC, 2003-2006 Completed an accredited program of coursework in the core areas of public health and community assessment, program planning, implementation, and evaluation. Extensive study in community health education, health promotion, and disease prevention. Additional work with community based organizations.

- Internship, January 2006-May 2006 Immigrant Health ACCESS Project (IHAP) at Center for New North Carolinians
- Developed and taught a cancer education program including nutrition, physical activity, and budgeting education for a Southeast Asian immigrant population after researching their elevated risk of developing cancer upon relocating to the United States .
- Performed community assessment and program effectiveness evaluation.

Bachelor of Science in Chemistry, Concentration Biochemistry The University of North Carolina at Greensboro, Greensboro, NC, 1998-2002 Completed an accredited program of coursework in advanced chemistry and biochemistry with certification into the American Chemical Society. Research in oxygen evolution of plants.

- Research Project: Undergraduate Research Assistant and Independent Study, 2000-2002 Department of Chemistry and Biochemistry
- Conduct protocols and research experiments of preparation and characterization of Photosystem II enriched plant membranes. Performed gel electrophoresis and assays of rates of oxygen evolution.
- Collect and manage data; prepare reports and graphs on experimental results using Sigma Plot and Michaelis-Menton enzyme kinetics .

Work Experience

Dr. Rachelle R. Johnson, ND, Bay Area, California, **Business Owner and Practitioner, 2016-Present**

- Providing individualized patient care utilizing the Naturopathic Principles and modalities such as Nutritional medicine, Nutritional IV Therapy, Botanical medicine, and Physical medicine.
- Specializing in: Functional Lab Testing, General Naturopathic medicine, Naturopathic Cardiovascular and Pulmonary care, Hormone Balancing, Pain management, Endocrine health, Weight management, Gastrointestinal health, Nutritional IV Therapy, Naturopathic Oncology, and Women's health.
- DBA ReJuvenate Natural Medicine as of 2018.

American College of Traditional Chinese Medicine at California Institute of Integral Studies, San Francisco, CA **Adjunct Faculty in Western Medicine Courses, 2015-2018**

- Professor of Pathology/Pathophysiology, Western Medicine I, and Western Medicine II
- Provide powerpoint presentations, quizzes, exams, cases, and projects for acupuncture students of various levels in both Masters and Doctoral programs
- Educating acupuncture students in basic science and Western clinical assessment of various conditions while providing associations to Chinese Medicine

San Francisco Natural Medicine, San Francisco, CA **Resident Naturopathic Doctor, 2015-2016**
California ND License 737

- Providing patient care utilizing the Naturopathic Principles and modalities such as Nutritional medicine, Botanical medicine, and Physical medicine.
- Specializing in: general Naturopathic medicine, Naturopathic Cardiovascular and Pulmonary care, Hormone Balancing, Pain management, Endocrine health, Weight management, Gastrointestinal health, Exercise and Fitness, Oncology, and Women's health.
- Provided training to other practitioners in phlebotomy, venipuncture and IV therapy.
- Certificate of Residency received for completion of postdoctoral naturopathic medical education.

National College of Natural Medicine, Portland, OR **Ending Childhood Obesity (ECO) Project, Food As Medicine Everyday (FAME) Program Team Leader, 2011-2014**

- Educating members in the community about nutrition (including basics on macro and micronutrients, label reading, and the benefits of proper nutrition).
- Leading cooking classes utilizing recipes with locally available nutritious ingredients

National College of Natural Medicine, Portland, OR **Healthy Breakfast and Snacks Nutrition Class for Kids, Educator, 2013**

- Educating children age 7-14 yrs old about the importance of eating a healthy breakfast and how to prepare healthy snacks.

National College of Natural Medicine, Portland, OR **Naturopathic Student Clinic Liaison, Student Government, 2010-2011**

Wake Forest University Health Sciences, Winston Salem, NC **Research Associate, January 2007-June 2008** Radiation Biology Section, Department of Radiation Oncology

- Facilitate principal investigator in preparing proposals, protocols, and procedures for developing a translational lung cancer core facility
- Design and modifying existing and future experiments performed in the translational laboratory correlating with the patient clinic
- Maintain a knowledge of the aspects of relevant clinical trials
- Maintain a knowledge of IRB, OSHA, and HIPAA policies and regulations
- Collect and manage specimens from the clinic and data from the laboratory; generate reports and graphs on experimental results of the laboratory and disseminate information to laboratory staff, clinical staff, and funders
- Perform literature review of scientific journals and apply information to current and future research projects and interests
- Write animal research protocols, monitor the care of research animals, perform animal measurements, and perform minor animal surgery
- Supervise, train, and review work of medical students in the lab
- Maintain inventory of supplies and materials as well as maintain the day-to-day functioning of the lab
- Assist principal investigator in grant and publication preparation
- Present current research at national meetings as well as at weekly lab and section meetings

Wake Forest University Health Sciences, Winston Salem, NC **Laboratory Technician II and III, June 2002-December 2006** Radiation Biology Section, Department of Radiation Oncology

- Design and conduct protocols and research experiments on various tissue types and blood samples
- Discuss current research projects with principal investigator and assist in designing and modifying existing and future experiments
- Collect and manage data; prepare reports and graphs on experimental results and discuss data with principal investigator
- Perform literature review of scientific journals and apply information to current and future research projects and interests
- Write animal research protocols, monitor the care of research animals, perform animal measurements, and perform minor animal surgery
- Supervise, train, and review work of medical students in the lab
- Maintain inventory of supplies and materials as well as maintain the day-to-day functioning of the lab
- Assist principal investigator in grant and publication preparation
- Present current research at national meetings as well as weekly lab and section meetings

Additional Relevant Information

A. Publications:

- Haddy, A., V. Sheppard, **R. Johnson**, and E. Chen. (H. J. M. Hou, M. M. Najafpour, G. F. Moore, S. I. Allakhverdiev, Eds.). (2017) Chloride Requirement for oxygen evolution by photosystem II explored using enzyme kinetics and EPR spectroscopy. **Photosynthesis: Structures, Mechanisms, and Applications, Springer Publishers.**
- Bryson D.I., N. Doctor, **R. Johnson**, S. Baranov, and A. Haddy. Characteristics of Iodide Activation and Inhibition of Oxygen Evolution by Photosystem II. *Biochemistry*, 44 (2005), 7354-7360.
- **R. Johnson** and A. Haddy. Chloride Requirement in Oxygen evolution by Photosystem II by Higher Plants. *J. NC Acad. Of Sci.* (2002) Published abstract and poster presented at the 99th Annual Meeting of the North Carolina Academy of Science, UNC, Chapel Hill, NC, March 23, 2002.

B. Professional Conferences (Attended):

- Excellence in Breast Cancer Care, January 23-25, 2009, Red Lion Hotel, Portland, Oregon, sponsored by Institute of Women's Health and Integrative Medicine and Cancer Treatment Centers of America.
- AANP National Convention, August 2010, Portland, Oregon.
- AANP National Convention, August 2015, Oakland, California.
- AANP National Convention, July 2018, San Diego, California.
- Integrative Oncology Conference, January 11-13, 2013, NCM, Portland, Oregon, sponsored by NCM.
- Mastering the Thyroid, March 2013, Portland, Oregon, sponsored by Apex Energetics.
- Integrative Cardiovascular Conference, May 18-19, 2013, NCM, Portland, Oregon, sponsored by NCM.
- Early Signs of Brain Degeneration, October 2013, Portland, Oregon, sponsored by Apex Energetics.
- Diabetes Conference, November 2-3, 2013, NCM, Portland, Oregon, sponsored by NCM.
- Five Element Acupuncture in Clinical Practice, speaker David Ford, September and October 2013, NCM, Portland, Oregon, sponsored by NCM.
- Oregon Association of Naturopathic Physicians 19th Annual Conference, October 2014, Portland, Oregon.
- Association for the Advancement of Restorative Medicine (AARM) Conference, August 2016, Hilton Head, South Carolina.
- Association for the Advancement of Restorative Medicine (AARM) Conference, August 2020.
- California Naturopathic Doctors Association (CNDA) Conference, 2018.
- Hawaii Doc Talks, January 2020.
- Advanced Topics of IV NAD, Nutrient Therapies & Emergency Medicine and Take Charge: Business Foundations and Operation Marketing by International IV Nutritional Therapy for Professionals, May 2021
- Fundamentals and Clinical Applications of IV Nutrient Therapies by International IV Nutritional Therapy for Professionals, March 2022

C. Professional Conferences (Presented) and Speaking Engagements:

- Poster and Abstract presented at 2007 Society of Toxicology Annual Meeting, Charlotte, NC. **R. Johnson** and A.W. Blackstock. Cytotoxicity and Radiation Sensitization with Oxaliplatin in Esophageal Adenocarcinomas.
- Women of Power Summit 2019, Health Panel, hosted by Black Enterprise Magazine, Las Vegas, Nevada.
- Numerous talks in the Bay Area community of California about hormone assessment and balancing, women's health, stress and anxiety, digestion, heart health in the African American community, and other topics.

D. Professional licenses: California Naturopathic License ND 737, Active

E. Professional memberships:

- Eta Sigma Gamma National Professional Health Education Honorary, 2005
- American Association of Naturopathic Physicians, 2008-Present, Active
- Oregon Association of Naturopathic Physicians, 2013-2015
- California Naturopathic Doctors Association, 2015-Present, Active
- California Naturopathic Doctors Association Board, 2017-2019
- Child and Family Health International Alumni Advisory Board, 2015



Contra
Costa
County

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BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name	Middle Initial	Last Name	
Kasandra	K	Knox	
Home Address - Street	City	State	Postal Code
	Richmond	CA	94804
Primary Phone (best number to reach you)	Email Address		
Resident of Supervisorial District (if out of County, please enter N/A): 1 District Locator Tool			
Do you work in Contra Costa County? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, in which District do you work? 1			
Current Employer	Job Title	Length of Employment	
Contra Costa County	Employment Counselor	25 years	
How long have you lived or worked in Contra Costa County? 25 years			

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	
Cal State University Long Beach	Journalism/Public Relations	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Occupational Licenses Completed:

Other Trainings Completed:	Global Career Development Facilitator	Certificate Awarded for Training?	
		<input checked="" 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 ☒ 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.

It is imperative and crucial for the survival of African American people, especially those that are disenfranchised and disadvantaged to have a safe space to receive services.

This is an incredible moment to serve on this Committee, not only as a resident but also as a working contributor for over 25 years, to reinvest in the City of Richmond, that has provided me with so much opportunity and promise.

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

While working for the Employment and Human Service division of Contra Costa County, i have provided direct services to our participants in the areas of; CalWORKS benefits, Domestic Violence, Homelessness, Job Readiness Workshops, Formerly Incarcerated and Employment Counseling and Training.

For five years, I was the Lead Group Facilitator for a SAMHSA cohort, " Growing Great Families, A Substance Abuse, HIV and Hepatitis Prevention Project", which included youth and adults.

One of my responsibilities, but not limited to, was to facilitate a prevention-based curriculum, that would assist in addressing one of the crises, Richmond was plagued with at the time, which was the high HIV rate among Black Women.

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.

Brother Helping Brother-A Mission that helps to educate children, feed families, build schools, churches, water wells and provide medical care.

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

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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 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:

[Redacted Signature]

Date:

9/7/23

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KA SANDRA KNOX

MOBILE: [REDACTED]

E-MAIL: [REDACTED]

CAREER OBJECTIVE

Dedicated professional with 25 years' experience in Human Services and Customer Service, seeking a challenging position where my skills in communications and customer care may be enhanced providing an opportunity for career growth and stability.

PROFESSIONAL HIGHLIGHTS

- ◇ Extensive knowledge of Public and Private Employment resources and trends in employments of less skilled individuals.
- ◇ 15 years working in Retail environments – providing customer service in unique niche areas: Bridal Consulting; Fine China and Crystal; Vendor events...etc.
- ◇ Strong communication skills; interacted with clients from diverse ethnic backgrounds with social and medical problems impacting employability such as literacy, criminal history, chemical dependence, social disorientation and physical limitations.
- ◇ Developed working relationships with the public and Contra Costa County personnel. Poised and competent with demonstrated ability to easily transcend cultural differences.

PROFESSIONAL EXPERIENCE

December 1998 – Present

Contra Costa County, Martinez, CA

Social Service Employment Placement Counselor (April 2012 – Present)

- Implemented the Subsidized Employment Training program (SET); identified, screened and trained businesses for participation in program.
- Scheduled interviews between perspective businesses and candidates. Monitored and made recommendations for the participants and employer portion of the SET program. Served as the primary point of contact insuring consistent application of the policies.
- Participated in Regional, County and local business events to develop employment opportunities and promote brand awareness for state funded Subsidized Employment Training Program (SET).
- Identified and managed relationships with Community Leaders and Businesses to develop strategic workforce opportunities for Welfare-to-Work participants. Evaluated and determined business eligibility to receive benefits from a state funded program employing Welfare-to-Work participants.
- Interviewed and screened clients for available job opportunities within the private and public sector. Mitigated participant related issues by monitoring job performance, compliance to policies and managing and submitting monthly reports.
- Assisted with mini workshops for employment opportunities, retention and interviewing skills. Worked collaboratively with business partners to insure viability of program, maximizing and emphasizing placement and career advancement of clients receiving public assistance.
- Implemented the CCWORKS and CCWORKS Expanded Program which allocates additional funding for participants in difficult demographics served.

- Monitored and evaluated the effectiveness of a newly implemented project for Contra Costa County along with a local non-profit created Security Guard Training program.
- Managed the client referral project; act as a point of contact between the regional organization and Contra Costa agency and agency staff to ensure compliance to the process outlined in the project.

Social Service Program Assistant/Job Club Leader (2002 – 2012)

- Instituted Human Development index ratio for Contra Costa County improving the economic labor statistics by 2%. Maintained accurate records and system controls to meet program timetables.
- Worked with Welfare-to-Work participants to determine and address issues preventing them from gaining employment. Identified the resources needed and provided access to those resources ensuring participants the ability to gain and retain employment.
- Assessed employability factors and conducted bi-monthly four-week Employment Readiness Trainings with curriculums designed for each class providing the most benefit and offering the greatest success rate in securing employment.

Social Service Worker/Field Case Worker (2000 – 2002)

- Interviewed, assessed and confirmed benefit eligibility for individuals seeking state assistance through Federal and state funded Benefit Programs.
- Served as the point of contact for new clients submitting applications; reviewed factors to determine propriety of continuation, modification, or termination of public assistance. Reviewed application and declaration for completeness and consistency.
- Managed complex and specialized caseloads of 75+ per month; processed a standard number of cases weekly maintaining personal case file goals.
- Developed and created successful relationships with outside agencies establishing additional resources for the program.

Eligibility Worker I, II and Specialist (1998 – 2000)

- Served as the point of contact for new clients submitting applications for CalWORKs; interviewed clients and reviewed factors to determine eligibility of assistance.
- Reviewed application and declaration for completeness and consistency. Elicit pertinent information concerning income and other resources and financial obligations from applicants and recipients and collected verifications as needed to establish eligibility.
- Managed complex and specialized caseloads of 75 - 200+ per month; processed a standard number of cases weekly maintaining personal case file goals.

October 2006 – September 2011

New Connections, Richmond, CA

Lead Group Facilitator – “Growing Great Families”

- Facilitated families in Substance Abuse, HIV and Hepatitis Prevention project; analyzed and adjusted curriculum ensuring guidelines were adhered to by staff while meeting the needs of each family.
- Designed a second level advance project for the summer program.

REFERENCES AVAILABLE UPON REQUEST



Contra Costa County

Print Form

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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	
Sheryl	E	Lane	
Home Address - Street	City	State	Postal Code
	Richmond	CA	94804
Primary Phone (best number to reach you)	Email Address		
Resident of Supervisorial District (if out of County, please enter N/A): 1 District Locator Tool			
Do you work in Contra Costa County? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, in which District do you work? 1			
Current Employer	Job Title	Length of Employment	
FIERCE Advocates	FIERCE Advocates	5	
How long have you lived or worked in Contra Costa County? 45			

Board, Committee, or Commission	Seat Name
African American Holistic Wellness Hu	
Have you ever attended a meeting of the advisory board for which you are applying?	
Please check one: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, how many?	

EDUCATION

Check appropriate box if you possess one of the following:

☒ High School Diploma ☐ CA High School Proficiency Certificate ☐ G.E.D. Certificate

Colleges or Universities Attended	Degree Type/ Course of Study/Major	Degree Awarded	
UC Irvine	BA/Sociology & Psychology	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
The New School	MA/Urban Policy	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Occupational Licenses Completed:	
Other Trainings Completed:	Certificate Awarded for Training?
	<input type="checkbox"/> Yes <input checked="" 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 ☐ No

If Yes, please explain: It depends on the time of the subcommittee meetings, I may have work or other responsibilities.

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.

Multigenerational African American wellness is paramount to our community thriving and connecting to individual and collective purpose, joy, and liberation. From my professional work I have listened and learned from Black and African-American residents spanning the age of youth and older adults that they want and need affordable, culturally competent, and accessible support for their mental and emotional health and healing that specifically caters to their needs as Black people. However, our community lacks affordable and culturally competent services for those experiencing emotional wellbeing

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

I am the executive director for FIERCE Advocates, formerly Building Blocks for Kids (BBK). I've had the opportunity to lead teams on our core strategy of healing centered care and programming that focuses on Black wellness, including CoCo Doula's a countywide community based doula program for Black birthing people, and emotional well-being support groups for Black men and women. I'm experienced in partnering with communities in social innovation and public policy advocacy to drive social justice and transformative change.

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.

City of Richmond Planning Commission (2009-2017)
California Black Power Network Board Member (current)

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: Sheryl Lane

Date: 9/8/23

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

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Sheryl E. Lane

Email: _____

EMPLOYMENT HISTORY

FIERCE Advocates, formerly Building Blocks for Kids (BBK) 2017-Present

Executive Director

Responsible for ensuring that internal systems and practices are aligned with FIERCE Advocates' mission and values.

- Oversaw the transition of FIERCE Advocates, formerly BBK, from a fiscally sponsored organization to an independent 501c(3) nonprofit organization
- Managed the creation and collective implementation of the organization's first five-year strategic plan, including new mission, vision and organizational values; aligned programs with BBK's new intended impact
- Cultivate, secure, and grow diversified funding sources; including increasing its budget to over one million dollars
- Recruited Board Members who are representative of FIERCE Advocates' community, experts in their fields, and are committed to providing strategic guidance, increasing visibility, and supporting fundraising.

EARN/Saverlife, San Francisco, CA 2010-2017

Director of Public Policy and Partnerships

Managed EARN's partnership program to grow its access to clients throughout the United States. Oversaw the development and strategic direction for EARN's public policy activities, projects, and initiatives to increase financial security for low-to-moderate income households. Managed policy, member support and partnership staff and interns.

- Grew EARN's partnerships by more than 40% in 24 states so that organizations can access EARN's technology savings platform for their clients and employees by building a partner pipeline, cultivating relationships and understanding the needs of a cross-section of organizations.
- Managed multi-year granted projects of more than \$500,000 per year including researching potential funders, drafting and providing feedback on funder proposals, meeting with funders and completing funder report to include indicator and outcome information
- Led campaign to eliminate the asset test for the CalWORKs program with state bill AB 1809. The bill was passed on the state Assembly floor and Senate policy committee.
- Developed EARN's Policy Ambassador Leadership Program to train EARN clients in policy advocacy, including public speaking, meeting with legislators and drafting policy ideas
- Managed a statewide grassroots constituency-building effort with organizations throughout California

Urban Habitat, Oakland, CA 2006 – 2010

Program Director & REDI Campaign Coordinator

The seven-member Richmond Equitable Development Initiative (REDI) collaborative advocated and developed policy proposals focused on equitable development and land use for low-income communities and communities of color. Managed community outreach staff and interns.

- Developed campaign strategy for the General Plan Campaign which resulted in the

incorporation of housing, transportation, land use, housing and health policy recommendations into the City of Richmond's General Plan

- Designed community engagement strategy which resulted in community leaders ranging in age from 15 to 80 becoming actively involved in land use and urban planning.
- Organized broad community outreach and coalition building efforts including working with labor unions, health organizations, environmental and neighborhood councils to build support for REDI's initiatives
- Managed and assisted with reporting for multi-year granted projects of more than \$500,000 per year. Edited and provided feedback on funding proposal and met with funders to highlight Urban Habitat's work

City of San Jose, San Jose, CA 2004-2006

Community Relations and Policy Analyst, Mayor's Office

Identified, researched and analyzed economic development and neighborhood planning policy issues for consideration by Mayor and City Council. Represented the Mayor at community, business and public agency meetings, in addition to conducting community outreach.

- Primary policy analyst for broadening the city's premier community development program from redevelopment areas to citywide
- Primary researcher and policy analyst on mayor's campaign finance reform initiative which was introduced to a vote by the city council
- Developed and coordinated a successful citywide neighborhood summit for Mayor and community leaders to discuss important community development issues.

Gap Inc., San Bruno, CA 2000-2002

Communications Specialist, IT Communications Department

Bank of America, San Francisco, CA 1998-2000

Communications Specialist, Corporate Communications Department

EDUCATION

MS, Urban Policy Analysis and Management 2004

Milano Graduate School of Management and Urban Policy

New School University, New York, NY

B.A., Psychology & Social Behavior 1998

School of Social Ecology

B.A., Sociology 1998

School of Social Sciences

University of California, Irvine

COMMUNITY SERVICE

City of Richmond Planning Commissioner 2009-2017

Richmond Main Street Economic Development Committee 2017-2019

Stewart Elementary School School Site Council 2017-2019



Contra Costa County

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BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name	Middle Initial	Last Name	
Cynthia	W	Mallory	
Home Address - Street	City	State	Postal Code
	Oakley	CA	94561
Primary Phone (best number to reach you)	Email Address		
Resident of Supervisorial District (if out of County, please enter N/A): Dianne Burgis District Locator Tool			
Do you work in Contra Costa County? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, in which District do you work? Federal D Gld			
Current Employer	Job Title	Length of Employment	
Personnel Technican	Personnel Technican	10 months	
How long have you lived or worked in Contra Costa County? lived 23 years			

Board, Committee, or Commission	Seat Name
African American Holistic Wellness Hub	Steering Committee
Have you ever attended a meeting of the advisory board for which you are applying?	
Please check one: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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	
Eastern Gateway Community	AA - Teacher Education	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Cal State East Bay	Executive Management Human Resorces	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Ashford University	Sports and Recreational Management	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Occupational Licenses Completed:		
Other Trainings Completed:	Pilates Instructor	Certificate Awarded for Training?
	Fitness/Health/Nutrition Coach/Trainer	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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

If Yes, please explain: I teach a class at In-Shape Health Clubs on Monday evenings but may be able to move this class to a different day but this would not be submitted until after I would be selected not to upset my current clients receiving training from me on a weekly basis already

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.

Being a woman of mixed heritage including African American, I have dealt with my share of inequalities, mishandlings, blatant disregard and other mistreatings from those in positions of power and or influence. I am also a long-standing member of this community of which I support and have over 30 years of movement training for assisting with body conditions that need correction or healing through realignment modalities, knowledge upskill and compassionate heart.

As someone who was employed by one of the local school districts, I witnessed first hand the disparities and need for assistance in the African American people of Contra Costa County. I too was a ward of the court at 16 years old in Richmond, CA after being in emergency foster care once I was removed from my home due to harm that was occurring there as well.

These two have the same reasons, I am who I am and I do what I am skilled in and passionate about.

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

Actually is the same as the above.

Being a woman of mixed heritage including African American, I have dealt with my share of inequalities, mishandlings, blatant disregard and other mistreatings from those in positions of power and or influence. I am also a long-standing member of this community of which I support and have over 30 years of movement training for assisting with body conditions that need correction or healing through realignment modalities, knowledge upskill and compassionate heart.

As someone who was employed by one of the local school districts, I witnessed first hand the disparities and need for assistance in the African American people of Contra Costa County. I too was a ward of the court at 16 years old in Richmond, CA after being in emergency foster care once I was removed from my home due to harm that was occurring there as well.

These two have the same reasons, I am who I am and I do what I am skilled in and passionate about.

I am including my resume with this application:

Please check one: ☐ Yes ☒ No

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

Please check one: ☐ Yes ☒ No

If Yes, please list the Contra Costa County advisory board(s) on which you are **currently** serving:

If Yes, please also list the Contra Costa County advisory board(s) on which you have **previously** served:

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

I volunteered for a little more than 10 years with the Boy Scouts of America in varying roles. Some of these roles were as follows: Den Leader, Pack Trainer, Camp Commissioner, Unit Commissioner, Assistant Council Commissioner, Scoutmaster Trainer, District Roundtable Commissioner, Merit Badge Counselor, Lifeguard for River in Camp, Camp Director, Training program contact creator and Flight to First Resident Camp Director and more.

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: Cynthia Mallory

Date: 8/15/2023

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

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Contra Costa County

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BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name	Middle Initial	Last Name	
Home Address - Street	City	State	Postal Code
Primary Phone (best number to reach you)	Email 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:

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Vincent R. Mason, MD

Peninsula Medical Clinic—San Mateo | Palo Alto Medical Foundation

EDUCATION

Undergraduate 1976–1980	BS, Magna Cum Laude, Howard University, Washington, DC
Medical School 1980–1984	Doctor of Medicine, University of Alabama, Birmingham, AL
Internship 1984–1985	University of Cincinnati Children’s Hospital, Cincinnati, OH
Residency 1985–1987	University of Cincinnati Children’s Hospital, Cincinnati, OH
Clinical Fellowship 1987–1989	UCSD School of Medicine, Department of Pediatrics, Division of Adolescent Medicine, San Diego, CA
Faculty Development/ Research Fellowship 1989–1990	University of Washington School of Medicine Department of Pediatrics, Division of Adolescent Medicine, Seattle, WA

CLINICAL EXPERIENCE

2017 to present	Palo Alto Foundation/Medical Group 123 South San Mateo Drive San Mateo, CA 94401
2010–2017	Peninsula Medical Clinic—San Mateo Palo Alto Medical Foundation 123 South San Mateo Drive San Mateo, CA 94401
2002–2010	Bay Area Pediatrics Medical Group 123 South San Mateo Drive San Mateo, CA 94401
1992–2002	Clinica De Salud Del Valle De Salinas, FQHC Pediatrics and Adolescent Medicine Working with indigent migrant workers 219 North Sanborn Road Salinas, CA 93905

1995–1997	Assistant Clinic Professor of Pediatrics, Step III UCSD School of Medicine/Medical Center Department of Pediatrics Division of Adolescent Medicine San Diego, CA
1996–1997	Family PACT and Adolescent Health Comprehensive Health Center 3177 Ocean View Boulevard San Diego, CA 92113
1993–1995	Assistant Clinic Professor of Pediatrics, Step II UCSD School of Medicine/Medical Center Department of Pediatrics Division of Adolescent Medicine San Diego, CA
1992–1996	Clinician Adolescent Medicine/Teen OB Clinic UCSD School of Medicine and Medical Center Department of Pediatrics Division of Adolescent Medicine San Diego, CA
1990–1992	Pediatrician/Adolescent Medicine Specialist/Juvenile Detention San Bernardino County Medical Center Department of Pediatrics San Bernardino, CA
1990 (July to Oct.)	Private Pediatrician <i>Locum Tenens</i> Pediatric Group of Aberdeen, WA Aberdeen, WA
1988–1989	Clinical Instructor UCSD School of Medicine Department of Pediatrics Division of Adolescent Medicine San Diego, CA
1987–1989	Pediatrics/Adolescent Consultant Hillcrest Receiving Home San Diego, CA

LICENSURE

State of California #G 62820, expires Jan. 31, 2024
DEA # BM 4017720, expires Jan. 31, 2024

HONORS AND AWARDS

Magna Cum Laude, BS, Zoology, Howard University, 1980
Phi Beta Kappa Honor Society, Howard University, 1980
Beta Kappa Chi Science Honor Society, Howard University, 1980
Westwood Award in Clinical Adolescent Medicine, Cincinnati Children's Hospital, 1987
Award for "Outstanding Service and Dedication," Health Careers Opportunity Program, 1996

JOURNAL ARTICLE

Mason, V.R., Felice, M.F., Jalowayski, A., Puryear, B., Walpita, P., and Connor, M.: *Rhinoprobe scraper versus swab: an efficacy comparison study of sampling techniques to detect Chlamydia trachomatis cervicitis*. Presented as a poster at the Annual Meeting of the Society for Adolescent Medicine, San Francisco, CA March 19–22, 1989

RESEARCH INTERESTS

Risk-taking behavior in adolescents
Interviewing techniques in adolescents
Contraceptive choices in adolescent females and their partners
Teen pregnancy and male involvement towards prevention
Community health related to adolescent health and behavior

CLASSES: Informal Audit

Jan. to May 1989	Research Method and Design Instructor: Melbourne Hovell, PhD. San Diego State University, San Diego, CA
July to Aug. 1989	Clinical Epidemiology Instructor: Noel Weiss, PhD. University of Washington, Seattle, WA

CLASSES: Formal Audit

Sept. to Dec. 1990	Biostatistics 511 Instructor: Gerald Van Belle, PhD. University of Washington, Seattle, WA
Jan. to May 1990	Medical Education 520 (Emphasis on teaching styles and techniques) University of Washington, Seattle, WA
April to June 1993	Biostatistics UCSD Medical Center Department of Reproductive Medicine San Diego, CA

COMMITTEE SERVICE

California Medical Association

2021–2024	Board of Trustees 1 st Term, District VII
2021–2024	Board of Trustees Liaison to The Council of Ethical, Legal and Judicial Affairs
2018	Advisory Council, Physicians for a Healthy California
2012–2018	CalPAC Trustee, Senate District 12
2012 to present	Delegate, District VII

Health Plan of San Mateo

2014–2017	San Mateo Health Commission
2007 to present	Peer Review Committee and Physicians Advisory Group

Mills Peninsula Medical Group, Peninsula Medical Clinics

2007–2011	Quality Assurance Committee
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Palo Alto Medical Foundation, Mills Peninsula Division

2012–2015	Quality Improvement (QI) Committee
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San Mateo County Medical Association

2014–2015	President
2012–2016	Executive Committee Officer
2010–2016	Board of Directors

PROFESSIONAL SOCIETY AFFILIATIONS

American Medical Association
California Medical Association
San Mateo County Medical Association



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BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name	Middle Initial	Last Name	
Janet		Miller Evans	
Home Address - Street	City	State	Postal Code
	Danville	CA	94526
Primary Phone (best number to reach you)	Email Address		
Resident of Supervisorial District (if out of County, please enter N/A): 2 District Locator Tool			
Do you work in Contra Costa County? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, in which District do you work? 2			
Current Employer	Job Title	Length of Employment	
Self Employed	Self Employed	7 years	
How long have you lived or worked in Contra Costa County?			

Board, Committee, or Commission	Seat Name
African American Holistic Wellness Hub Steering Committee	Member
Have you ever attended a meeting of the advisory board for which you are applying?	
Please check one: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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	
University of Tennessees	Master of Public Administration	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
University of Tennessees	Batchelor of Science	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Occupational Licenses Completed: Danville Business License Number: 011434

Other Trainings Completed:		Certificate Awarded for Training?	
		<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 ☒ No

If Yes, please explain: Meeting Dates to be announced

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 am enthusiastic about joining the Contra Costa County African American Holistic Wellness Hub Steering Committee due to my deep commitment to fostering comprehensive well-being for all. With my background in coaching and a passion for community empowerment, I am dedicated to contributing my skills and insights to this pivotal initiative.

The holistic wellness approach aligns seamlessly with my belief in addressing health from a multidimensional perspective—mind, body, and spirit. I recognize the significance of tailored wellness strategies acknowledging cultural nuances and am eager to collaborate on crafting innovative solutions that resonate with African-American individuals.

Joining the Steering Committee would provide me with a platform to advocate for accessible, holistic wellness resources, mainly focusing on marginalized populations. Ultimately, my aspiration to be part of the African American Holistic Wellness Hub Steering Committee is driven by a genuine desire to uplift and empower our community. By collaborating with like-minded individuals, I am confident in our ability to facilitate lasting, positive change in the lives of African Americans through holistic well-being practices that nurture both the individual and the collective spirit.

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

Through my prior involvement on community service advisory boards and committees, I have witnessed the transformative impact of inclusivity and collaboration on individuals' lives, underscoring their potential to drive positive change within our community.

I have served as an inaugural Alamo Municipal Advisory Council member on the Roads and P2B committees. My leadership and project management experience equips me to contribute to strategic planning and effective execution of initiatives that amplify the reach and success of the Wellness Hub. I am also committed to fostering a pace that encourages diverse voices and perspectives, recognizing that holistic wellness is enriched by cultural diversity.

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.

Alamo Roads Committee; Alamo P2B Committee

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: Janet Miller Evans

Date: 08/24/23

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

*Questions about this application? Contact the Clerk of the Board at (925) 655-2000 or by email at
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Contra Costa County

Print Form

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BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name	Middle Initial	Last Name	
Rohana		Moore	
Home Address - Street	City	State	Postal Code
	Antioch	CA	94509
Primary Phone (best number to reach you)	Email Address		
Resident of Supervisorial District (if out of County, please enter N/A): 5 District Locator Tool			
Do you work in Contra Costa County? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, in which District do you work? 4			
Current Employer	Job Title	Length of Employment	
CA Department of Rehabilitation	CA Department of Rehabilitation	9 months	
How long have you lived or worked in Contra Costa County?			

Board, Committee, or Commission	Seat Name
n/a	n/a
Have you ever attended a meeting of the advisory board for which you are applying?	
Please check one: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, how many? n/a	

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	
U.C. Berkeley Extension	Human Resource Management	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Occupational Licenses Completed:		Certificate Awarded for Training?	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other Trainings Completed:		<input type="checkbox"/> Yes	<input type="checkbox"/> No

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

If Yes, please explain: n/a

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 am interested in serving on this particular board to offer recommendations of holistic and mental health needs from the perspective of a Contra Costa County (and more specifically an Antioch CA) resident. As a resident of the 94509 area code, District 5 of Contra Costa County for nearly 2 decades, I would like to advocate for holistic wellness and accessibility and nurturing of our community.

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

I have successfully experienced holistic wellness support and resources provided by bay area recreation centers of the 1980's.

I have had the benefit of accessing resources committed to mental health well being and understand what access and resources may include.

My HR training and leadership experience from previous positions have prepared me to consider self awareness in leadership and communication. My previous role as a call center supervisor (18 years) has trained me to develop and coach a diverse audience from the Silent Generation to Generation Z, to respect people of all abilities, and to advocate equal treatment for everyone.

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:

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

Genesis Church: Food outreach ministry serving those experiencing food insecurity
Annual Community Support Month at Wells Fargo 2003 - 2021 (Socks and Undergarment fundraiser for the unhoused, the Crayon initiative, Cards for Kids)

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: n/a

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: n/a

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Signed:

[Redacted Signature]

Date:

09/06/2023

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Martinez, CA 94553

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Contra Costa County

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BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name	Middle Initial	Last Name	
Conrad	P	Roberts	
Home Address - Street	City	State	Postal Code
	Richmond	CA	94804
Primary Phone (best number to reach you)	Email Address		
Resident of Supervisorial District (if out of County, please enter N/A): John Gi District Locator Tool			
Do you work in Contra Costa County? <input checked="" type="checkbox"/> Yes No If Yes, in which District do you work? West Contra			
Current Employer	Job Title	Length of Employment	
WardBoy Project Foundtion/Executive		3 years	
How long have you lived or worked in Contra Costa County? 15			

Board, Committee, or Commission	Seat Name
Have you ever attended a meeting of the advisory board for which you are applying?	
Please check one: <input type="checkbox"/> 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	
Arizona State University-Tempe Camp	Communication and Sociology	<input checked="" type="checkbox"/> Yes	No
		<input type="checkbox"/> Yes	<input 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	No
		<input type="checkbox"/> 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.

As a resident of Contra Costa County (CCC), Richmond I have seen my community face many challenges and disparities with diversity, inclusion, belonging, racial equity, and social justice. As a member of African American Holistic Wellness Hub, my mission, vision and goal would be to support, heal, and empower the community of CCC by addressing the prevalent systemic harms, inequities, and racial disparities experienced. These disparities are rooted in historical and ongoing systemic injustices, resulting in limited access to quality healthcare, educational opportunities, economic resources, and other essential services. By conducting a comprehensive feasibility study and engaging the community extensively, my initiative will seek to ensure the community voice is represented throughout the process and outcomes are beneficial for everyone.

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

As the Executive Director at WardBoy Project, I lead a team of Program Executives, Coordinators, and Specialists, under the guidance of the Executive Board, to oversee contract auditing and drive resolution for CCC quality improvements. I have over 10 years of experience in developing and executing key growth strategies in various industries and sectors, including mental health, advocacy, and education. My core competencies include program management, partnership development, and creative direction. I leverage my skills and expertise to foster and cultivate strong relationships with partners, donors, and sponsors, and to contribute to the ongoing discussions and decisions of the Executive Board and the advisory committees. My mission is to create positive impact and value for the communities and organizations I 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.

Certificate of Special Supervision Recognition Community Volunteer Appreciation, for Believe In What You Dream Foundation, Dream Weaver Academy.

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:

[Redacted Signature]

Date: 08/16/2023

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CONRAD ROBERTS

• Richmond, CA • www.linkedin.com/in/conrad-roberts-baa73150

AGGREGATOR

Diversity | Inclusion | Belonging | Racial Equity | Social Justice | Resilient

Director, Partnership Developer and Passionate Learner with 10 years of experience in designing cultivating community-driven partnerships with city governments and local elected leaders to advance racial wealth equity and climate-related outcomes for Black populations. Strong framework with developing and implementing public policy programs and initiatives at the intersection of climate action and equity local levels. Track record of success with intersection of racial wealth equity and climate change, advancing approaches to community co-creation, and developing strategies to mitigate extraction and harm. Exemplifies outstanding leadership in personal and professional development under the direction of the assemblage.

CORE SKILLS & COMPETENCIES

- | | | |
|--------------------------|----------------------------------|-----------------------|
| ✓ Communication | ✓ Resolution of Complex Issues | ✓ Critical Thinking |
| ✓ Market Fundamental | ✓ Project Management | ✓ Economics |
| ✓ Market Design | ✓ Business Minded | ✓ Policies |
| ✓ Relationship Developer | ✓ Cross Functional Team Building | ✓ Strategic Planning |
| ✓ Analytical | ✓ Microsoft, CAISO | ✓ Consensus/Contracts |
-

PROFESSIONAL HIGHLIGHTS

- ✓ **Created the W.A.R.D. Mentor and Mentee Program**, which focuses on Leadership, Life skills, and Athletics.
 - ✓ **Enrolled twenty-five underrepresented 6th graders into the Amazingly Ridiculous afterschool program**, to become advocates for the varying levels of socio-economic, ethnic, and racial backgrounds in their communities.
 - ✓ **Certificate of Special Supervision Recognition Community Volunteer Appreciation**, for Believe In What You Dream Foundation, Dream Weaver Academy.
 - ✓ **Successfully transitioned five black males and their families out to the Wraparound Program** based upon accomplishing treatment goals and strategies which aided to eliminating their diagnoses.
 - ✓ **Adopted 100 families in Contra Costa County** for the holiday season providing food and gifts for the underserved.
-

PROFESSIONAL EXPERIENCE

Executive Director

WardBoy Project Foundation (WBP) | May 2020-Present

- Supervises a team of program executives, coordinators and specialist, under the leadership and guidance of the executive board. Responsible for overseeing regional and place-based initiatives delivered with the support of Contra Costa County (CCC) local leaders.
- Contributes to curating technical assistance as warranted to support internal and external teams on implementation of projects and strategies. Seeks guidance and direction from executive board members, advising committees, community leaders and partners for ongoing discussions of CCC quality improvements to better assist needs.
- Monitors and stays abreast of regulatory policies, market rules, long-term transmission, generation planning, and legislative changes impacting black communities. Maintains day-to-day communications across CCC to support shared understanding, effective program delivery, and internal trust.
- Leverages the appropriate responsibilities to team members on the necessary research required with developing engagement strategies and business plans to ensure alignment is supported with local initiatives.
- Organizes and performs market sizes, competitive benchmarking and environmental commitments to support business development framing for potential expansion.

Site Coordinator

HELIN Institute | September 2022 to June 2023

- Coordinated the Expanded Learning Opportunities Program (ELO-P) for Hillview Middle School, Pittsburg.
- Prioritized weekly meetings with faculty and staff, consulted with the line of management, analyzed trends and metrics to develop solutions, programs, and policies.
- Exemplified abilities to execute strategies by fostering complex policies to finalize arrangements. Utilized knowledge provided inputs and strategic guidance of business plans to capture different opportunities.
- Accountable for condensing and communicating information in an efficient and transparent manner with team leaders to support internal and external reporting.
- Conducted and lead special projects on delivering and impacting the improvements of business and communities.

Director of Partnership Development

Believe In What You Dream Foundation | July 2018- January 2023

- Established strategic partnerships with schools councils and community-based organizations by building relationships with educators, case managers, and support advocates.
- Worked closely with the President and Executive Director with trainings, supporting and managing staff in a community engagement capacity.
- Maintained the ability to explore geographies to identify the best opportunities for development and shift priorities accordingly.
- Initiated collaboration with West Contra Costa County Youth Service Bureau (WCCYSB).

Business Manager

Louis Vuitton Moet Hennessy (LVMH) | October 2014- March 2020

- Assisted with conducting research and analysis on industry trends, competitors, advancements, emerging markets to track and measure progress. Planned outsourcing market events to generate and increase sales resulting in an 8 percent improvement for event goals.
- Analyzed implications on market operations, pricing merchandise in alignment with Bergdorf Goodman's business drive with the capability of translating strategies to produce execution.
- Lead Bergdorf Goodman store management to drive execution of solid commercial agreements to support LVMH brands and course correction if warranted.
- Succussed execution of go-to-market strategizes to capitalize on identified opportunities in conjunction with sales and marketing.
- Provided a world-class clientele service, which included product details, sales, and execution of Crafted, Made to Measure, Gift Card and all in store events.

Facilitator

West Contra Costa Youth Service Bureau (WCCYSB) | July 2008 -August 2012

- Utilized the National Wraparound model by using the phases and activities to analyze mental health diagnoses.
- Effectively communicated and presented skills to engage with internal and external resources.
- Worked collaboratively in cross-functional teams and built consensus among diverse contributors, to compose daily clinical notes indicating progress/regress being made with respect to clients' treatment goals and contracts.
- Successfully transitioned youth participants out of the wraparound program to become passionately productive with developing solutions with instilling their core values within homes, schools and their communities.
- Sustained transactions of core values, generating ideas and strategies to support and drive the municipalities growth.

Bachelor's of Interdisciplinary Studies – Communication & Sociology, Arizona State University – Tempe, Arizona

Application Form

Profile

ANTONIO T SHELLY
First Name Middle Initial Last Name

[Redacted] Suite or Apt
DISCOVERY BAY CA 94505
City State Postal Code

[Redacted]
Primary Phone

[Redacted]
Email Address

District Locator Tool

Resident of Supervisorial District:

☒ District 3

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?

1

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

☒ Yes ☐ No

Board and Interest

Which Boards would you like to apply for?

Ad Hoc African American Holistic Wellness Hub Steering Committee: 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 College

Degree Type / Course of Study / Major

Business Administration

Degree Awarded?

☐ Yes ☒ No

College/ University B

Name of College Attended

American Career College

Degree Type / Course of Study / Major

Optometry

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

Navy Nuclear Engineering

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.

There are immediate vacancies on all the committees that I'm applying to. I want to get involved in community government to understand where our tax dollars are going and what programs are available to residents.

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 have class 4 days a week at Los Medanos College MW (11-1230), TuTh(930-11)

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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 - (4) Registered domestic partner, pursuant to California Family Code section 297;
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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.

ANTONIO T. SHELLY

[REDACTED] | [REDACTED]

Honorably discharged Navy veteran who is experienced in leadership roles and is accustomed to roles/position of increasing responsibility. Demonstrated ability to achieve project goals/tasks quickly and efficiently. Highly motivated, dedicated and responsible individual with well-developed analytical skills. Go-getter/can-do attitude with excellent written and verbal communication skills. Outstanding people skills and proven team player. A model employee and demonstrated leader who is an asset to any organization.

EXPERIENCE

2/2021 –
Current

Manager of Data Center Operations, CoreSite

Data center subject matter expert for electrical, mechanical, controls, and fire life safety systems. Operate, monitor, maintain, and respond to abnormal conditions in facilities systems. Tracking and trending operational characteristics. Mentoring of junior staff. Work with the site Data Center Manager to track and complete an aggressive preventive and predictive maintenance schedule. Work with and provides guidance, to the site Data Center Manager to determine maintenance requirements for mechanical and electrical systems including integrated systems and IT. Manage systems to avoid unplanned, customer-impacting outages. Manage a budget of \$2M.

8/2018 –
4/2019

Outside Sales Consultant, Sunrun

Sales consultant responsible for conducting demonstrations, providing specifications and detailed information about the operation of solar panels and solar batteries.

6/2017 –
6/2018

Regional Channel Manager/Channel Account Manager, Tesla

Responsible for managing business partnerships with customers, managing personnel, recruiting training, onboarding new personnel, managing the fleet vehicles, fuel fleet cards and maintenance schedules for fleet vehicles.

- Took low performing team and transformed them into one of the top performing 10%

8/2016 –
6/2017

Executive Director, Urban Barber College

Acted in the following roles while acting as director: Marketing

director, staff accountant, staff counselor, outreach grant coordinator. Responsible for all money coming into the school, managed new/ongoing student files, maintained/cultivated relationships with county grant coordinators, also conducted marketing for the school which resulted in enrollment increasing from 4 to 32 in less than nine months.

6/2015 –
6/2016

Inside Sales Engineer, Emerson Process Management (Caltrol)

Responsible for engineering and quoting the best technical control solutions to customers. Proficient in knowledge of control valves, actuators and regulators. While in this role all quarterly sales goals were met and exceeded.

2/2013 –
5/2015

Maintenance Technician, Koch Industries Inc. - Koch Pipeline Company LP

Responsible for operations, scheduling work and maintenance of pipeline and station assets which included but was not limited to maintenance of valves, pumps, piping and tanks. Responsible for repair and maintenance of positive displacement, centrifugal pumps, valves, actuators and other equipment necessary for pipeline operations. Daily tasks include responding to customers' needs/concerns, facility station checks and measurements.

4/1999 –
7/2011

Nuclear Power Senior Mechanical Technician, US Navy

Twelve years of experience in the administration, operation, training and maintenance of an A4W nuclear power plant for the US Navy.

Contributed to the writing and administration of 20 personnel qualification exams. Conducted over 500 hours of technical/nuclear power training with top ratings. Assigned to positions normally staffed by more senior personnel, to include: the Process Improvement Coordinator for Maintenance Planning, Production Manager for the Pump Shop and Command Duty Officer.

Developed a process improvement procedure to complete the review and issuance of 3000 controlled work packages with zero losses. Managed a budget of \$15,000 while conducting 110 hours of training and performing ceremonies for retired enlisted and officers. Performed quality assurance inspections of work sites during and after maintenance.

EDUCATION

Optometry Medical School, Los Angeles, CA April 2019 – 12/2019

San Diego City College, San Diego, CA 2008

Completed Real Estate licensing courses

Thomas Edison State College, Trenton, NJ 2005 – 2008

Completed college courses towards BS Nuclear Engineering Technology

SPECIAL SKILLS

Microsoft Office expert



Contra Costa County

Print Form

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BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name	Middle Initial	Last Name	
Torean		Sheppard	
Home Address - Street	City	State	Postal Code
	Brentwood	CA	94513
Primary Phone (best number to reach you)	Email Address		
Resident of Supervisorial District (if out of County, please enter N/A): <input type="text"/> District Locator Tool			
Do you work in Contra Costa County? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, in which District do you work? <input type="text"/>			
Current Employer	Job Title	Length of Employment	
Project Controller	Project Controller	3	
How long have you lived or worked in Contra Costa County? <input type="text"/>			

Board, Committee, or Commission	Seat Name
Have you ever attended a meeting of the advisory board for which you are applying?	
Please check one: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, how many? <input type="text"/>	

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	
Tarleton State University	Masters Business Administration	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Tarleton State University	Bachelors in Accounting	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Occupational Licenses Completed:		
Other Trainings Completed:	CD&R Management Training	Certificate Awarded for Training?
		<input checked="" 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 ☒ No

If Yes, please explain:

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

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

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

I would like to be apart of this commmitte to help change the dispearties in the African American community and youth. I believe many of the youth are left without assistance for growth. I would like to be apart of a committe pushing the agenda for chagne and helping lower income children.

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:

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Please check one: ☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

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Signed: Torean Sheppard

Date: 08/21/2023

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Torean Sheppard

Sr. Project Controller with Experience in Accounting and Data Analysis

www.linkedin.com/in/torean-sheppard-874056178

Seeking an enterprising position at a thriving company. Experienced in leading construction projects, developing budgets and converting monthly financial reports to evaluate profits. Spearheaded and proficiently executed negotiations and financial reporting for the South and North territory of the United States, and facilitated large teams to complete projects. Strengths include: MS Excel, Google Sheets, leading large teams, cross functional team communication, implementation of finance and accounting functions, and statistical analysis.

EDUCATION

Tarleton State University

Bachelor of Business Administration: Accounting with Minor: Mathematics and Physics, Fall 2017

Masters of Business Administration and Accounting, Fall 2018

RELEVANT COURSEWORK & SKILLS

•Money & Banking •Accounting •Economics •GAAP •Monthly Accruals •Microsoft Office (emphasis in Access, Excel, Outlook, PowerPoint, Publisher, and Word) •Solid Research & Analytical Skills •Power BI
•Business Taxation and Compliance •Nuance •SAGE Software •MASS 200 •QuickBooks •Python •Netsuite
•Salesforce •Blackline

PROFESSIONAL EXPERIENCE

Senior Project Controller, Leadership Program

BrandSafway, San Jose, CA March 2022 - Present

As a Lead Project Controller in the Leadership Program, I am responsible for overseeing and coordinating the pre-bid process, managing monthly and quarterly reports with various financial analysis. Through traveling to various project sites in the United States I provide insight and oversight to project costs while identifying and proactively providing solutions to project issues, supporting the implementation of department business and organizational plans, processes, and methods. In addition, I serve as a liaison for special ad hoc projects while overseeing 55 crew members.

- Perform monthly, quarterly and year end reconciliations as well as flux analysis for project cost and fixed asset related accounts.
- Spearheaded pre-bid meetings for upcoming insulation projects to finalize strategic suppliers and assess possible project risk.
- Implemented proper financial procedures and templates in accordance with territory law to ensure industry standards being maintained.
- Complete project cost analysis over engineering, construction, and procurement operations.
- Collaborate and liaison with construction, and engineering project managers to create final budgets.
- Prepare asset, liability, and capital account entries by compiling and analyzing various accounts.
- Create monthly accruals and journal entries for revenue recognition and project percentage of completion analysis.
- Responsible for the implementation and UAT (User Acceptance Testing) of fixed assets, revenue recognition, and quarterly audits independently and cooperatively.
- Spearhead project accounting team meetings to oversee projects in various regions throughout the United States.
- Identify systems issues while developing and documenting businesses processes and accounting policies to maintain and strengthen internal controls.
- Support ad hoc projects while managing and overseeing project managers and project accountants.

Supply Chain Category Specialist

BrandSafway, Houston, TX March 2019-2022

Implemented and maintained strategic spending, project financial files, reports, maintained cross functional internal department coordinational and managed relationships with Subcontractors while maintaining cost efficiency.

- Collaborated with VP of North American Supply Chain Purchasing/Sourcing and Project Managers on a monthly basis to prepare monthly reports and customer billing in a timely manner.
- Identified inventory trends utilizing real data and analysis reports for Executive Management, Project Managers and Clients **resulting in a 10% increase in received profit.**
- Expedited and prepared manufacturing expenses, material costs and prepared financial forms from Clients for budgeting and forecasting.
- Reviewed and maintained project financial files, contracts, and credit applications on a per project basis while remaining under compliance.
- Streamlined and improved internal and external reporting for unit cost variance for multi-million dollar projects while providing compliance for all contracted clients.
- Prepared and reviewed weekly and monthly AR / AP reports for all financial meetings.
- Updated and maintained business processes and implemented new solutions for cross-functional team members and management **creating a new streamlined process.**
- Created and responsible for the implementation of diversity programs and training throughout the company to promote an informed and positive working environment.

Cost Accountant and Internal Auditor

GLT Fabricators, Deerpark, TX April 2017 - March 2019

Provided research, statistical analysis, monthly accounting practices, and strategic planning for cost and business development directly to the board of directors to improve profitability margins.

- Provided cost and benefit analysis of potential investment projects.
- Represented the Accounting department on cross functional team meetings designed to improve operations, reduce cost, and properly support company growth.
- Liaison between business and potential stakeholders throughout the region.
- Regulated and provided directors with monthly and quarterly reports specifying and comparing factors affecting prices and profitability of products or services.
- Spearheaded quarterly internal audits to insure proper financial reporting and compliance with IRS standards.
- Created and maintained statistical analysis reports using MS Excel and SAP to improve monthly financial reporting resulting in the financial improvement and development of the company.

COMMUNITY LEADERSHIP ACTIVITIES

•Raider Industrial Youth Mentorship Program

Spring 2020 - Present

•MIKE Evans 7V7 Football

Winter 2020

HONORS AND AWARDS

•BrandSafway Diversity Council

Winter 2021

•CD&R Management Training

Fall 2021

•The Buddy Fornes Memorial Award

Spring 2016



Contra Costa County

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Do you work in Contra Costa County?	Yes No	If Yes, in which District do you work?	
Current Employer	Job Title	Length of Employment	
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Check appropriate box if you possess one of the following:

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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.

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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 – 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.



Contra Costa County

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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

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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.

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I am including my resume with this application:

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LA TAUSHA WADE, CPC

Greetings,

My name is La Tausha Wade and I am a Certified Life Coach, Interventionist and Mental Health Coordinator with over 20 years of experience in providing wellness services to a diverse range of individuals. Working directly with the general public has afforded me the opportunity collaborate with amazing teams with one essential goal, serving people.

I'm interested in working with United Airlines because I support your core values, I love to travel and I believe that I can be an asset to your team.

Born in San Francisco and raised in East Oakland, CA I am passionate about wellness. By using a trauma-informed lens in my private practice, Anxious4What.com, I am able to empower my clients with sustainable wellness plans and have been celebrated for my approach to dismantling toxic stress and anxiety.

Additionally, I am a State Certified Trauma Counselor, Positive Parenting Practitioner and Mental Health First Aid Responder.

In my spare time I enjoy hiking and being outdoors.

Thank you for this opportunity to interview for the Flight Attendant position. I appreciate your consideration.

Sincerely,

La Tausha Wade

EXPERIENCE



CERTIFIED LIFE / WELLNESS COACH

Anxious4What Life Coaching
2018 - Present



COMMUNITY COORDINATOR, CRISIS COUNSELOR, RESOURCE COORDINATOR, INTERVENTIONIST

Lincoln Families
Jul 2019 - Apr 2022
Contra Costa County, Employment and Human Services Division
Park Middle School, CARE Team



CERTIFIED LIFE COACH

L. Wade Coaching
Aug 2014 - Aug 2018
www.lwadecoaching.com



COVERED CALIFORNIA ELIGIBILITY SPECIALIST

Contra Costa County
Aug 2015 - Aug 2016
Covered California



RE-ENTRY IMPACT COACH

Rubicon Programs
Jan 2016 - Jun 2016



LITTLE TREASURES CHRISTIAN DAYCARE AND PRESCHOOL PROGRAM DIRECTOR

State of California
Mar 2003 - Mar 2014
Responsible for the daily operations of a daycare center, pre-school and after school program. Ensured a safe and educational environment for young children, managed teaching staff, develop curricula in coordination with teachers, communicated with

parents/guardians and community partners, ensured compliance with State of California Community Care Licensing ,



WELCOME HOME BABY FAMILY SUPPORT SPECIALIST

Contra Costa County

Mar 2001 - Mar 2003

Welcome Home Baby

EDUCATION



LOS MEDANOS COLLEGE

Psychology

Jan 2018 - Aug 2020



UNIVERSITY OF CALIFORNIA, BERKELEY

Motivational Interviewing Certification

2015 - 2016



FOWLER INTERNATIONAL ACADEMY OF COACHING

Life Coaching Certification

2014 - 2015



KELSEY JENNEY BUSINESS COLLEGE

Paralegal

Aug 1995 - Nov 1996



Castlemont High School

Sep 1991 - Jun 1994

**SKILLS &
INTERESTS**

Credentialed Triple P (Positive Parenting Practitioner), State of CA
Certified Trauma Counselor, Mental Health First Aid Responder,
Recreational Hike Leader

Professional References

John Jimno: [REDACTED]
Principal, Park Middle School (AUSD)

Kerry Armstrong: [REDACTED]
Program Director, Visitability

Catherine Perez: [REDACTED]
LCSW, Park Middle School (AUSD)

Carol Durham-Kelly: [REDACTED]
CEO, Rubicon Programs

Robert Donaldson, [REDACTED]
Basketball Coach, AUSD/Parke Middle School Community Partner, FC Prayer Line Supervisor

Dayy Hall Reeder: [REDACTED]
Case Manager (San Joaquin County)
Community Partner, IHBS, Lincoln Families



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	
Home Address - Street	City	State	Postal Code
Primary Phone (best number to reach you)	Email 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 **OR** Clerk of the Board
1025 Escobar Street, 1st Floor
Martinez, CA 94553

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

Important Information

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2021/234, a person will not be eligible for appointment if he/she is related to a Board of Supervisors' member in any of the following relationships: (1) Mother, father, son, and daughter; (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter; (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter; (4) Registered domestic partner, pursuant to California Family Code section 297; (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner; (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

Patt Young

Pittsburg, CA 94565

Objective: Public service that enables me to give back and support my community with a focus on the most vulnerable in Contra Costa, notably African Americans and Native Americans. My ultimate goal is to improve health outcomes, quality of life and the environment.

Board of Directors Contra Costa Water District 06/22-Present

Board Member

- Operations and Engineering Committee
- Public Information and Conservation Committee
- Alternate member Los Vaqueros JPA Board
- Alternate member California African American Water Education Foundation Board

First Baptist Head Start Board of Directors 07/20-7/22

Board Member

- Personnel and Hiring Subcommittee

City of Pittsburg Community Advisory Commission

Chair and Commissioner 03/18-6/22

- Community Development Block Grant subcommittee (CDBG)
- Public Safety Subcommittee

Board of Directors Los Medanos Community Healthcare District (LMCHD) 08/17-03/22

Board Chair and Director

- Real Estate and Lead Committee Co-chair
- Community Garden Co-Chair
- Ad Hoc Recruitment Hiring Committee
- Ad Hoc Committee to Save LMCHD

National Survey on Drug Use and Health (NSDUH) 08/18-05/19

Field Interviewer

- Contact specific households in assigned areas to collect data and interview respondents

More Excellent Way (MEW) 07/12-09/19

Supervisor/Recruiter/Health Educator

- Supervise Lactation Peer Counselors
- Provide training and education to Peer Counselors
- Community Presentations
- Interview and recruit participants for program services

Contra Costa County Health Services 10/07-09/12

Senior Health Education Specialist/Project Coordinator/WIC Nutrition Assistant /Lactation Educator

- Develop and maintain program protocols and procedures for the review of cases according to State and national Fetal Infant Mortality Review (FIMR) guidelines
- Recruit, orient and support case review team
- Schedule, organize, and facilitates bi-monthly case review team meetings
- Coordinate activities of project staff including client interviews and medical record abstractions
- Establish systems to obtain individual case data including developing and negotiating agreements with hospitals and care providers authorizing access to medical records in order to conduct ongoing FIMR review.
- Abstract information from various data sources and summarizes the information for the case review team
- Analyze and evaluates FIMR case data and compiles recommendations for submission to State MCH Branch.
- Prepare status reports on progress towards accomplishing objectives for Mid-Year and Annual reports to the State MCH Branch.
- Present and distribute information related to FIMR findings and recommendations at local meetings of providers and advocacy coalitions.
- Provide training and education to local providers and advocacy groups on risk reduction for FIMR identified contributing factors to fetal and infant death

- Establish informational links with the Child Death Review Team, the Childhood Injury Prevention Coalition, Black Infant Health (BIH) Program and the Sudden Infant Death Syndrome (SIDS) Program
- Develop and facilitate program changes focusing on African American community for interconception care and education
- National FIMR consultant
- Provide health education updates and training for home visitors, program participants and case managers

The Perinatal Council

4/01-10/07

TPC is non-profit agency that works to support families by providing family advocacy, social support, and health education through a variety of home visiting programs with the ultimate goal of improving birth outcomes.

Program Coordinator/Supervisor

- Coordinate and supervise the delivery of prenatal outreach and tracking services through Black Infant Health
- Build community awareness regarding problems of poor birth outcomes in the African-American community;
- Develop and implement outreach strategies that inform African American women and their families of the health resources available to them
- Presentations to individuals, agencies and community groups
- Develop and implement program activities that will enrich and enhance the lives of women and their children
- Supervise Cal-Learn and Adolescent Family Life programs
- Develop health education curriculum promoting STD/HIV awareness and sexual responsibility targeting pregnant and parenting teens
- Review BIH, Cal-Learn and Adolescent Family Life Program activities to ensure scope of work met
- Implement appropriate interventions to support teens completing high school
- Provide ongoing review and analysis of agency data to identify community trends, strengths and areas for improvement
- Evaluate and revise program activities based on client data

Kaiser Permanente Health Education

5/99-12/06

The Health Education Department promotes wellness as the most effective way to keep members and communities healthy. The health education department strives to inspire people, inform their choices and improve health.

Health Educator

- Facilitate Lactation, Childbirth Preparation, STI, and HIV/AIDS classes
- Multi-session and one day intensive Childbirth Preparation courses for couples

- Healthy Beginnings prenatal classes
- Conduct needs assessment and evaluation of program; maintain findings
- Provide individual instruction and counseling as necessary
- Maintain knowledge of Kaiser and community resources to encourages utilization of and referral to resources
- Classes for Psss Research and STI prevention

University of California Berkeley Survey Research Center 8/96-9/99

Survey Worker

- Cold and scheduled calls to respondents
- Conduct Computer Assisted Telephone Interviews (CATI)
- Conduct face-to-face interviews
- Refusal conversions
- Log and distribute incentives when applicable

The Perinatal Network (RPPC)

1/91-3/01

The Regional Perinatal Program of California serves as facilitator in coordinating and supporting perinatal quality improvement within the Alameda/Contra Costa region and creates and supports education programs to address the needs of high risk mothers and infants in the region through needs assessments and dissemination of information.

State and Program Coordinator/ FIMR Interviewer

- Locate women who experienced fetal and infant deaths using vital records, county social service database, and community based organizations
- Conduct in home maternal interview
- Provide grief and bereavement support and education
- Medical and other referrals as needed
- Medical record abstraction
- Develop culturally appropriate materials and brochures
- Community presentations
- Compose case summaries for Case Review Team (CRT) review
- Create database for FIMR findings
- Track CRT findings and recommendations
- Community presentations and recruitment for CRT
- Develop SIDS risk reduction manual for Alameda County providers
- Develop interview tool and provide training for Maternal Interviewers
- Participate in CRT and Alameda County Community Action Team (CAT)
- Coordinate program activities for California FIMR Support Program, supervise admin staff
- Provide training and technical support to California's FIMR projects
- Coordinate and facilitate two yearly FIMR Coordinator meetings
- Aggregate and analyze data from FIMR jurisdictions for training needs and to identify state trends and possible interventions and campaigns

- Compile and disseminate bi-monthly Clearing House publication highlighting medical and social topics that impact infant morbidity and mortality
- Data analysis of FIMR data to identify local community trends for risk reduction and service design for service providers
- Coordinate and facilitate state Health Summits based on FIMR findings and emerging infant mortality research

Howard Daniel, MD and Berkeley Primary Care Access Clinic

1/86-5/89
5/89-1/91

Primary Care clinics with focus on maternal and infant health

CPSP Health Educator

- Administer health, nutrition and psychosocial assessments to prenatal patients
- Develop care plan using CPSP guidelines
- Provide health education to individuals and groups
- STI and HIV counseling
- Lactation education
- Track birth outcomes for clinic trends

Highland Hospital Clinics

7/83-5/89

Alameda County clinics provide health care and health education services to low income and uninsured persons.

Lactation Counselor

- Provide lactation education classes in clinic setting
- Provide lactation education, support and assistance to all inpatient postpartum women
- Home visits and telephone counseling for up to 3 months
- Develop, coordinate and supervise Alameda County Breastfeeding Peer Counseling Project

Education

Mills College, Oakland, CA
Bachelor of Arts, Major: English

Technical Skills

Microsoft Word, Excel, Power Point, Publisher, SPSS, data entry, BIH MIS, Lodestar, literature review, and internet research

Professional/Training

Certified Lactation Educator
Certified to provide HIV/AIDS counseling
National FIMR trainer for Maternal Interviewing and FIMR methodology



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 23-400

Agenda Date: 9/18/2023

Agenda #: 5.

EQUITY COMMITTEE

Meeting Date: September 18, 2023

Subject: Hiring Process for Co-Directors of ORESJ

Submitted For: Equity Committee

Department: County Administrator

Referral No: 2023-01

Referral Name: Staffing for the ORESJ

Presenter: Ann Elliott and Core Committee Representatives

Contact: L. DeLaney, 925-655-2057

Referral History:

Since its first meeting on February 9, 2023, the Equity Committee has requested that this item be included on the Committee agenda.

Referral Update:

The County's Human Resources Director and Manager along with representatives of the Core Committee's Hiring subcommittee will be in attendance at the Equity Committee meeting to provide an update on the hiring process for the Co-Directors of the Office of Racial Equity and Social Justice. Finalist interviews for the positions were conducted on September 13, 2023.

Recommendation(s)/Next Step(s):

ACCEPT the update and PROVIDE DIRECTION to staff, as needed.

Fiscal Impact (if any):



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 23-401

Agenda Date: 9/18/2023

Agenda #: 6.

EQUITY COMMITTEE

Meeting Date: September 18, 2023

Subject: Advisory Council on Equal Employment Opportunity Member Interview

Submitted For: Equity Committee

Department: County Administrator

Referral No:

Referral Name: ACEEO Appointments

Presenter: Antoine Wilson, EEO Officer

Contact: L. DeLaney, 925-655-2057

Referral History:

The Board of Supervisors makes appointments to two distinct types of seats on its advisory bodies. The following process will be followed for appointments to these two types of seats:

Type 1: Supervisorial District Appointments: Applications may be delivered to either the Clerk of the Board or to the District Supervisor's office. Applications received by a Supervisor's office are to be sent to the Clerk of the Board, and a copy is to be retained by the Supervisor's office. The Clerk of the Board will ensure that the Supervisor has a copy of all applications originally filed with the Clerk of the Board.

Type 2: At Large/Countywide Appointments: Applications are sent to the Clerk of the Board. The Clerk of the Board will distribute the applications to the appropriate interviewer. With the exception of the Planning Commission and the Treasury Oversight Committee, bodies may generally conduct their own interviews of applicants, unless provided direction by a Board Committee. When an advisory body conducts interviews, the body's recommendation will be provided to a Board Committee for further review, along with all applications received for the applicable seat. In all cases, the Board Committee decides which applicants to nominate for full Board action.

The ACEEO falls under Type 2.

Referral Update:

The Advisory Council on Equal Employment Opportunity (ACEEO) assists with the implementation of the County's Equal Employment Opportunities and Contracting Programs and serves as an advisory committee to the Board of Supervisors. The Equal Employment Opportunity Advisory Council is composed of thirteen (13) members appointed by the Board of Supervisors. Four (4) members of the Advisory Council shall be representative of the community; (3) members shall be representative of employee organizations; two (2) members shall be representative of County management; one (1) member shall be representative of education;

one (1) member shall be representative of the disability community; (1) member shall be representative of the business community; and one (1) member shall be representative of veterans.

For many years, the Internal Operations Committee served as the reviewing committee for ACEEO nominations; however, the mission of the Advisory Council on Equal Employment Opportunity (ACEEO) is more consistent with the Board's Equity Committee, which is now designated as the reviewing committee for ACEEO nominations to the following seats:

Community Member Seats 1, 2, 3, and 4

Education Member

Business Member

Labor-Trade Member

Veterans

Disability

Union Member Seats 1 and 2

The process for the above seats is that the Equal Employment Officer conducts recruitment for membership, the ACEEO or a subcommittee thereof would screen/interview applications or candidates, and then forward its nominations to the Equity Committee for consideration and possible recommendation to the Board of Supervisors.

There is a vacancy on the ACEEO for the Community Seat #1, which expires November 30, 2023. Mr. Bolston James has expressed an interest in filling the seat and has attended several ACEEO meetings as a member of the public. His application is **Attachment A**. The ACEEO Member Roster is **Attachment B**.

Recommendation(s)/Next Step(s):

INTERVIEW candidate Bolston James for the vacant Community Seat #1 on the Advisory Council on Equal Employment Opportunity and make a recommendation on appointment to the Board of Supervisors.

Fiscal Impact (if any):

Application Form

Profile

Bolston Andrew

First Name

JONES

Middle Initial

Last Name

Home Address

Suite or Apt

City

CA

State

94518

Postal Code

Primary Phone

Email Address

[District Locator Tool](#)**Resident of Supervisorial District:**☒ District 4

Walgreens Pharmacy

Employer

Pharmacy Technician

Job Title

Length of Employment

9 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?**

Equal Employment Opportunity Advisory Council: Submitted

Seat Name

Bolston Jones**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**

Degree Type / Course of Study / Major

Master's EMPA, UI**Degree Awarded?**

☒ Yes ☐ No**College/ University B****Name of College Attended**

Degree Type / Course of Study / Major

Communication-Media Studies-BA**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.

It is my hope to serve on either the Legislation Committee, Sustainability and Planning Commission or the Equal Opportunity Advisory Board(s) when a vacancy(s) becomes available because I have a passion to be part of Contra Costa County economic growth and development and act as a liaison for the residents, business, schools and colleges of Contra Costa County

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

Master's Degree- Golden Gate University- EMPA, UI. Bachelor's Degree- Communication and Media Studies Contra Costa County Elections Department Education Director Everest College University Orientation Leader- University of Minnesota Assistant Assignment Editor-KPIX News San Francisco/ CNN Recreation Leader- City of Dublin California/ Santa Barbara California Maryland Department of Planning-Smart Growth Member Policy Writer and Analyst California Legislation Honor student -Public Policy-Public Administration and Urban Planning/Innovations -Golden Gate University

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 a work schedule but can work around to meet the meetings shceudle

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.

San Francisco Food Bank-Volunteer PTCB Advisory Council California Pharmacy Association Advisory Committee

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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 - (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.

BOLSTON JONES

Santa Barbara, CA | [REDACTED] | [REDACTED] | LinkedIn

PUBLIC SERVICE – Executive Administration at the Local Levels –Pharmacy Healthcare Administration

PROFESSIONAL PROFILE

Dynamic, public service-motivated professional with a myriad of transferrable skills, proficiencies, and competencies that span a broad spectrum in public service, community/local agencies, and the private sector. Proven aptitude for utilizing strategic methodologies and research-based mentality to effectively apply creative problem-solving skills in customer service/relations, research & data analysis, and overall program oversight. Excels as a knowledgeable trainer, mentor, coach, subject matter expert (SME), and resource for associated federal, state, city, local, corporate, and state processes, regulations, and requirements. Demonstrates proficiencies in customer acquisition, retention, service, administrative operations, and office administration, ensuring adherence to and expanding all departmental processes.

KEY SKILLS & COMPETENCIES

Public Service Administration | Client Relationship Management | Customer Service, Retention, & Loyalty
Pharmacy Technician & Program Manager | Administrative Operations | Retail Operations | Communicator & Collaborator
Inventory Management | Facility Management & Operations | Purchasing & Procurement | Program Management

RELATED PROFESSIONAL EXPERIENCE

City of /Santa Barbara & Dublin, CA.

2019 to Present

RECREATION LEADER II-IV

Functions as a Recreational Leader in Public Service for the City of Dublin, focused with inspecting activity areas and related equipment, drafting written reports of damage to equipment or facility, and recommending maintenance and repair.

Key Responsibilities & Accomplishments:

- Applies extensive expertise in compliance and regulations by enforcing safety rules and associated regulations, maintaining orderly participant conduct.
- Conducts arts & crafts activities for grades K-5, fostering and expanding community relationships.
- Actively maintains participant professional conduct, demonstrating customer service & relations, collaboration, relationship development, and active listening skills.

Walgreens | Goleta, CA

2006 to Present

PHARMACY TECHNICIAN

Presently serves as an On-Call Floating Pharmacy Technician for various Walgreens in California.

Key Responsibilities & Accomplishments:

- Proactively provides medication and health care products to consumers, demonstrating active listening and communication expertise by aligning customer needs with available products and services.
- Diligently prepares prescribed medications for patients.
- In a client-driven role, triages phone calls for pharmacists, facilitating positive relations and ensuring all questions are routed appropriately.
- As an administrative professional, effectively balanced inventory, procured needed items, and ensured a well-stocked facility.

Election Office | Martinez, CA

2020

ELECTION CLERK-Seasonal

As a Public Administrator, performed extensive customer service, brand development/expansion, and overall marketing/advertising in public service.

Key Responsibilities & Accomplishments:

- Represented the local Election Office in a positive light by locating and finding volunteers to work at the polls on Election Day, serving as a Representative at a Regional Early Voting location.
- Proficiently assisted in the assembly of polling place supplies and testing voting equipment.
- Proactively extracted and prepared ballots for Election Day voting.

RELATED PROFESSIONAL EXPERIENCE - continued

Heald College | San Francisco, CA

2010 to 2015

Program Director/Instructor – Pharmacy Technician Program

As a Pharmacy Technician Program Instructor/Director held responsibility for the organization, administration, continuous review, planning, and general effective of the program.

Key Responsibilities & Accomplishments:

- Successfully secured and assigned externship sites for pharmacy technology students.
- As a Subject Matter Expert (SME), lectured on pharmacy law, intravenous medications, and calculations.

Stanford Hospital and Clinics | Palo Alto, CA & San Francisco, CA

2001 to 2006

CPhT-Pharmacy Technician

Ensured accurate and quality preparation of anesthesia trays for the operating room as well as intravenous solutions for CCU/ICU and chemotherapy treatments.

Key Responsibilities & Accomplishments:

- Gained expertise and certifications with Pyxis Automation, Omni-Cell, and PhaSeal.
- Delivered and prepared TPN solutions with proper unit dose medication.

EDUCATION

Executive Master's Public Administration/Urban Innovations (EMPA) | *Golden Gate University*; San Francisco, CA

BACHELOR OF ART's – Broadcast Communication/Media Studies (BA) | *University of Minnesota*; Minneapolis, MN

ADVISORY COUNCIL ON EQUAL EMPLOYMENT OPPORTUNITY MEMBERS**LABOR-TRADE MEMBER SEAT****VACANT**

Appointed:

Expires: November 30, 2023

BUSINESS MEMBER SEAT

Stephen Langsam

Appointed: June 13, 2023

Expires: November 30, 2024

COMMUNITY MEMBER SEAT #1**VACANT**

Appointed: February 9, 2021

Expires: November 30, 2023

EDUCATION MEMBER SEAT

Roosevelt Gipson, Jr

Appointed: December 1, 2019

Expires: November 30, 2025

COMMUNITY MEMBER SEAT #2

Angela Malala

Appointed: July 28, 2020

Expires: November 30, 2023

DISABILITY SEAT**VACANT**

Appointed:

Expires: November 30, 2025

COMMUNITY MEMBER SEAT #3

Eric Maldonado

Appointed: June 7, 2021

Expires: November 30, 2025

UNION MEMBER SEAT #1

Fabiola Quintero

Appointed: April 12, 2022

Expires: November 30, 2024

COMMUNITY MEMBER SEAT #4

Miguel Mauricio

Appointed: April 12, 2022

Expires: November 30, 2024

UNION MEMBER SEAT #2**VACANT**

Appointed:

Expires: November 30, 2025

MANAGEMENT MEMBER SEAT #1

Lara Delaney

Appointed: September 13, 2021

Expires: November 30, 2025

VETERAN'S SEAT

Leonard Ramirez

Appointed: April 12, 2022

Expires: November 30, 2024

MANAGEMENT MEMBER SEAT #2

Amrita Kaur

Appointed: September 13, 2021

Expires: November 30, 2024



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 23-402

Agenda Date: 9/18/2023

Agenda #: 7.

EQUITY COMMITTEE

Meeting Date: September 18, 2023

Subject: ACEEO Member Resignations

Submitted For: Equity Committee

Department: County Administrator

Referral No:

Referral Name: ACEEO Appointments

Presenter: Antoine Wilson, EEO Officer

Contact: L. DeLaney, 925-655-2057

Referral History:

The Board makes appointments to two distinct types of seats on its advisory bodies. The following process will be followed for appointments to these two types of seats:

Type 1: Supervisorial District Appointments Applications may be delivered to either the Clerk of the Board or to the District Supervisor's office. Applications received by a Supervisor's office are to be sent to the Clerk of the Board, and a copy is to be retained by the Supervisor's office. The Clerk of the Board will ensure that the Supervisor has a copy of all applications originally filed with the Clerk of the Board.

Type 2: At Large/Countywide Appointments Applications are sent to the Clerk of the Board. The Clerk of the Board will distribute the applications to the appropriate interviewer. With the exception of the Planning Commission and the Treasury Oversight Committee, bodies may generally conduct their own interviews of applicants, unless provided direction by a Board Committee. When an advisory body conducts interviews, the body's recommendation will be provided to a Board Committee for further review, along with all applications received for the applicable seat. In all cases, the Board Committee decides which applicants to nominate for full Board action. The Advisory Council on Equal Employment Opportunity (ACEEO) belongs to this appointment type.

Referral Update:

For many years, the IOC served as the reviewing committee for the ACEEO nominations/resignations; however, the mission of the ACEEO is more consistent with the Equity Committee, which is now designated as the reviewing committee for ACEEO nominations/resignations to the following seats:

Community 1, 2, 3, & 4

Education

Business

Labor Involved in Training

Veterans

Disabled

Union Seats 1 &2

Management Seats 1 & 2

Recommendation(s)/Next Step(s):

ACCEPT the resignations of Angela Malala, Community Seat 2, and Stephen Langsam, Business Seat, on the Advisory Council on Equal Employment Opportunity (ACEEO) and DECLARE the vacancies on the Council. DIRECT the Clerk of the Board to post the vacancies as recommended by the ACEEO.

Fiscal Impact (if any):



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 23-403

Agenda Date: 9/18/2023

Agenda #: 8.

EQUITY COMMITTEE

Meeting Date: September 18, 2023

Subject: EEO Outreach and Recruitment Report

Submitted For: Equity Committee

Department: County Administrator

Referral No:

Referral Name: EEO Outreach and Recruitment Report

Presenter: Antoine Wilson, EEO Officer

Contact: L. DeLaney, 925-655-2057

Referral History:

In April of 2014, the County Administrator's Office created the Recruitment Opportunities Work Group consisting of representatives from the Human Resources Department, County Counsel, and the Equal Employment Opportunity (EEO) Office. The Work Group successfully researched and developed more robust and engaging outreach and recruitment strategies for underrepresented groups within the community. The goal is to promote equal employment opportunities, diversity, and equity within our workforce.

Referral Update:

In January 2015, the County's outreach and recruitment plans were presented to the department heads for their input and direction. In February 2015, the Work Group rolled out the plan to the departmental Administrative Services Officers and the Equal Employment Opportunity Coordinators to develop and implement their departmental outreach plans.

Currently, the departments are required to reach out to individuals depending on where their underrepresentation exists. Each racial, ethnic, and gender category is separate from the others and requires departments to outreach to all groups where it has been determined that low representation exists.

To determine underrepresentation in each department, the EEO Officer annually compares the County's workforce data to the availability of qualified people who reside in the local labor market and who are 16 years old or older. The County's workforce data within this report is derived from employment records from the Human Resources PeopleSoft database. The local labor market data is compiled by the 2014-2018 United States Department of the Census Bureau (Census) using the Equal Employment Opportunity Tabulation (EEO Tabulation), which is a benchmark for comparing the gender and racial makeup of an organization's workforce.

Additionally, this report gives a broader understanding of the County's underrepresentation, which includes an analysis of the following: Applicant Flow; New Hire; Promotional; Voluntary Termination; and Involuntary Termination Data. Once the report is completed, EEO meets with the Advisory Council on EEO, which will

review the document, recommend changes, and approve it to move forward. The report is sent to the Equity Team for their approval and recommendation. Once these factors have been met, EEO forwards the report to the BOS for their approval.

Recommendation(s)/Next Step(s):

CONSIDER accepting the 2022 EEO Outreach and Recruitment Report (Attachment A) and the Outreach and Recruitment Plans 2023-2025 (Attachment B), reflecting departmental and County outcomes to reaching underrepresented groups within the workforce.

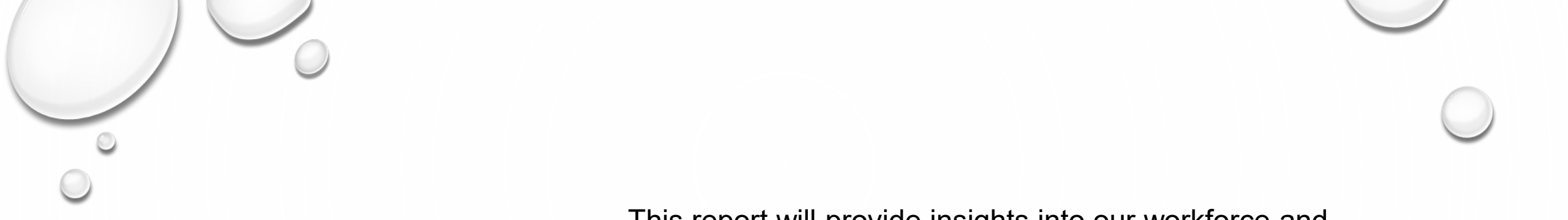
Fiscal Impact (if any): None.



2022 OUTREACH AND RECRUITMENT REPORT

WORKFORCE DEMOGRAPHICS

UTILIZATION



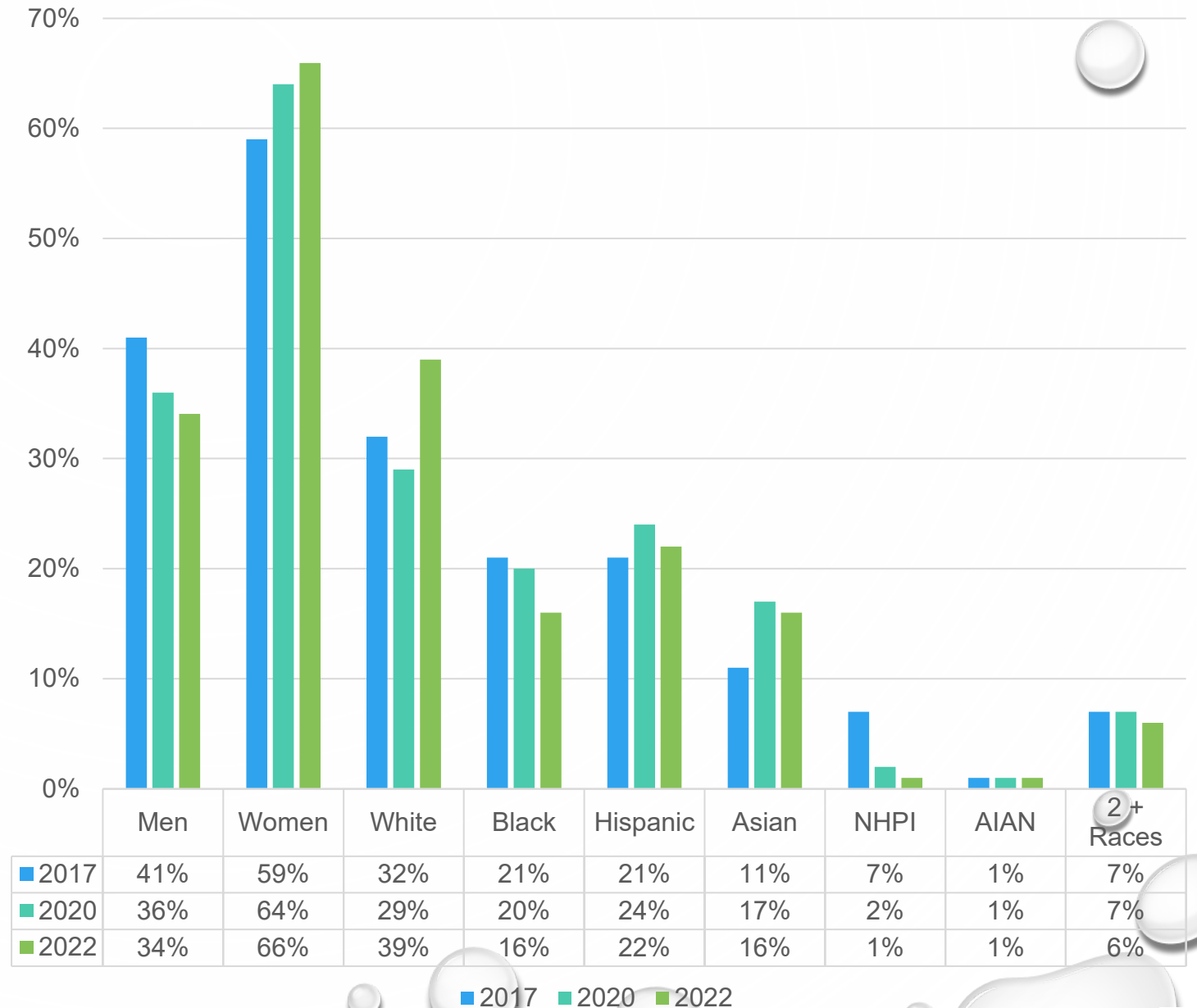
This report will provide insights into our workforce and give a broader understanding and concise snapshot of the County's underrepresentation, which includes an analysis of the following:

- Applicant Flow Data
- New Hire Data
- Promotional Data
- Voluntary Termination Data
- Involuntary Termination Data

Applicant flow data refers to records of hiring, such as promotions and other related employment actions used for the purpose of monitoring selection and employment practices.

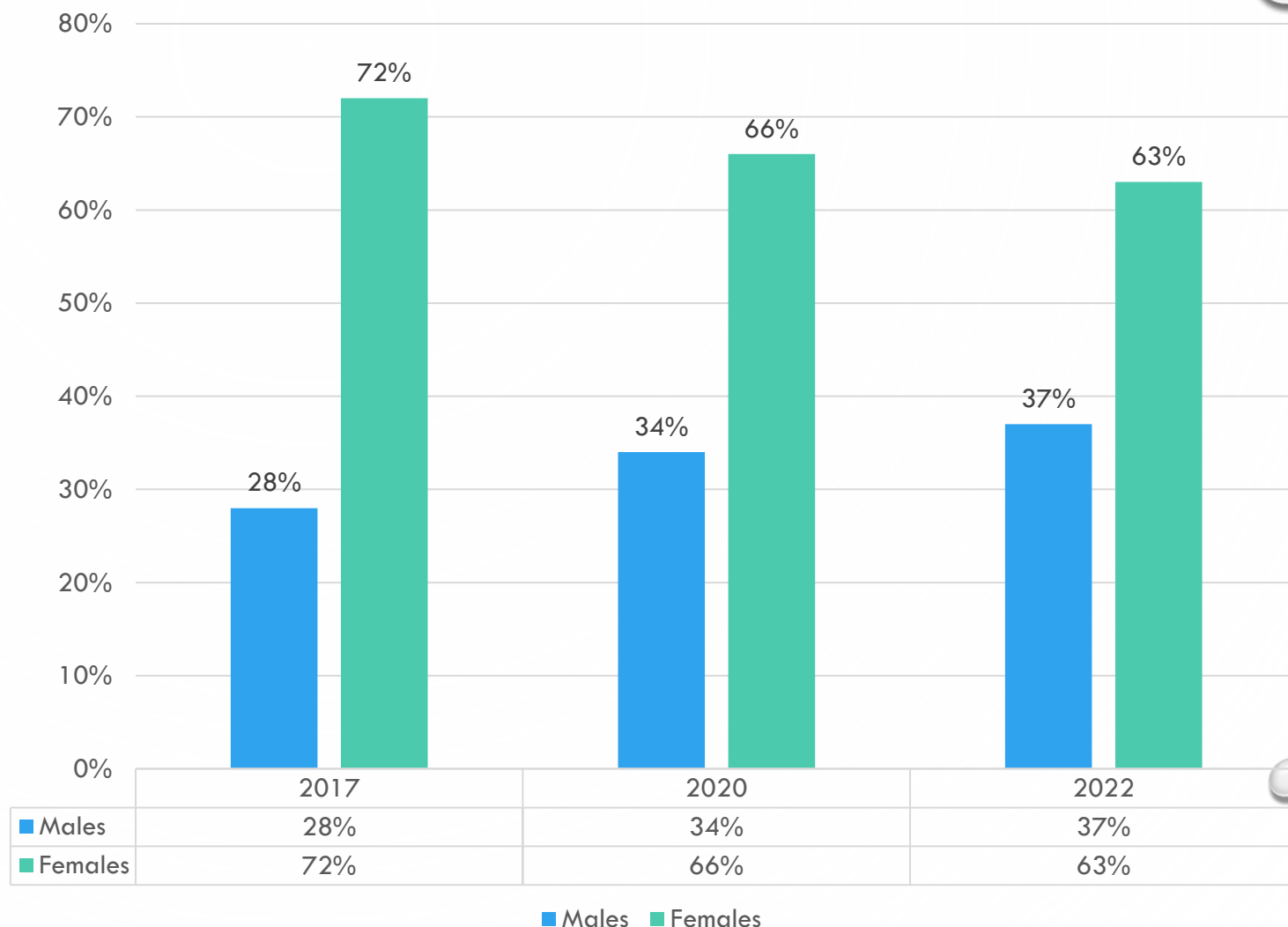
- 2017 - 27,262 applications
- 2020 – 27,483 applications
- 2022 – 25,789 applications

APPLICANT FLOW DATA

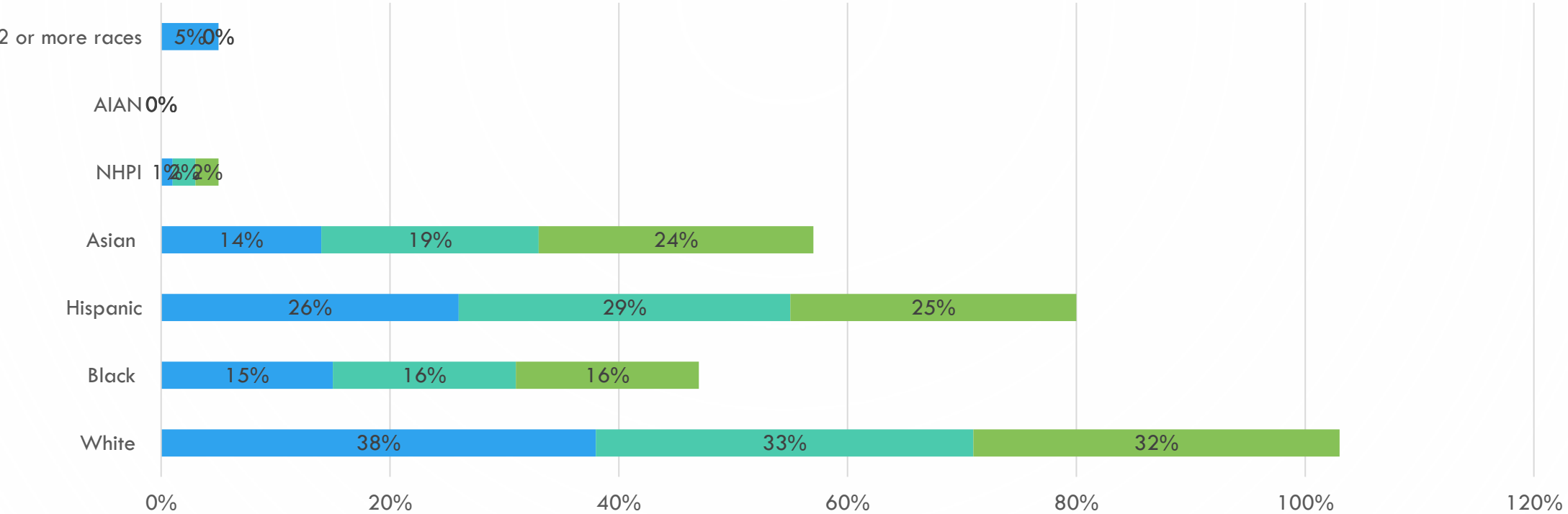


- In 2017, a total of 790 people were hired. 565 females were hired compared to 225 males.
- In 2020, a total of 879 people were hired. 580 females were hired compared to 299 males.
- In 2022, a total of 1596 people were hired. 1001 females were hired compared to 595 males.

NEW HIRE DATA BY GENDER



NEW HIRE DATA BY RACE/ETHNICITY

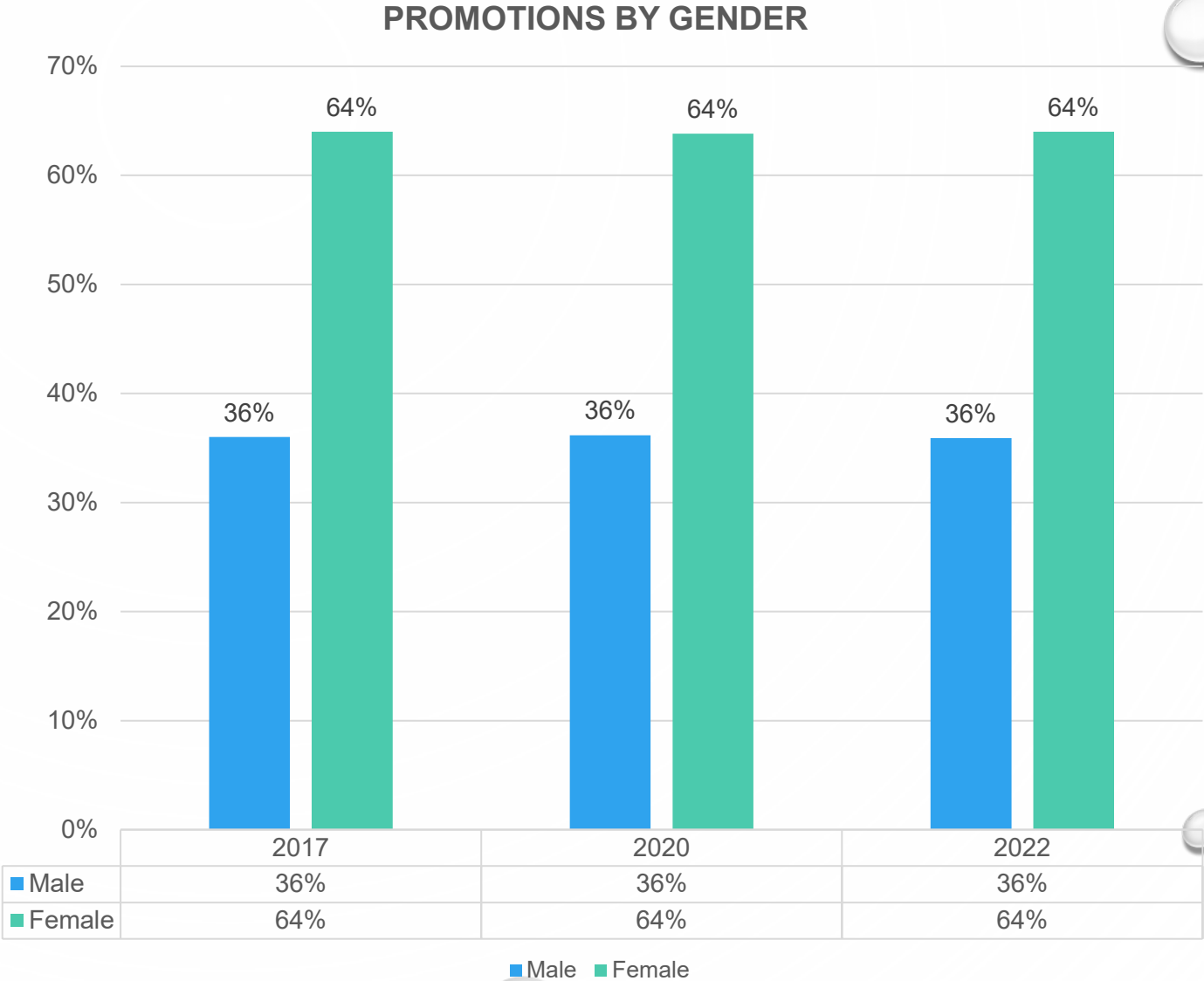


	White	Black	Hispanic	Asian	NHPI	AIAN	2 or more races
2017	38%	15%	26%	14%	1%	0%	5%
2020	33%	16%	29%	19%	2%	0%	0%
2022	32%	16%	25%	24%	2%	0%	0%

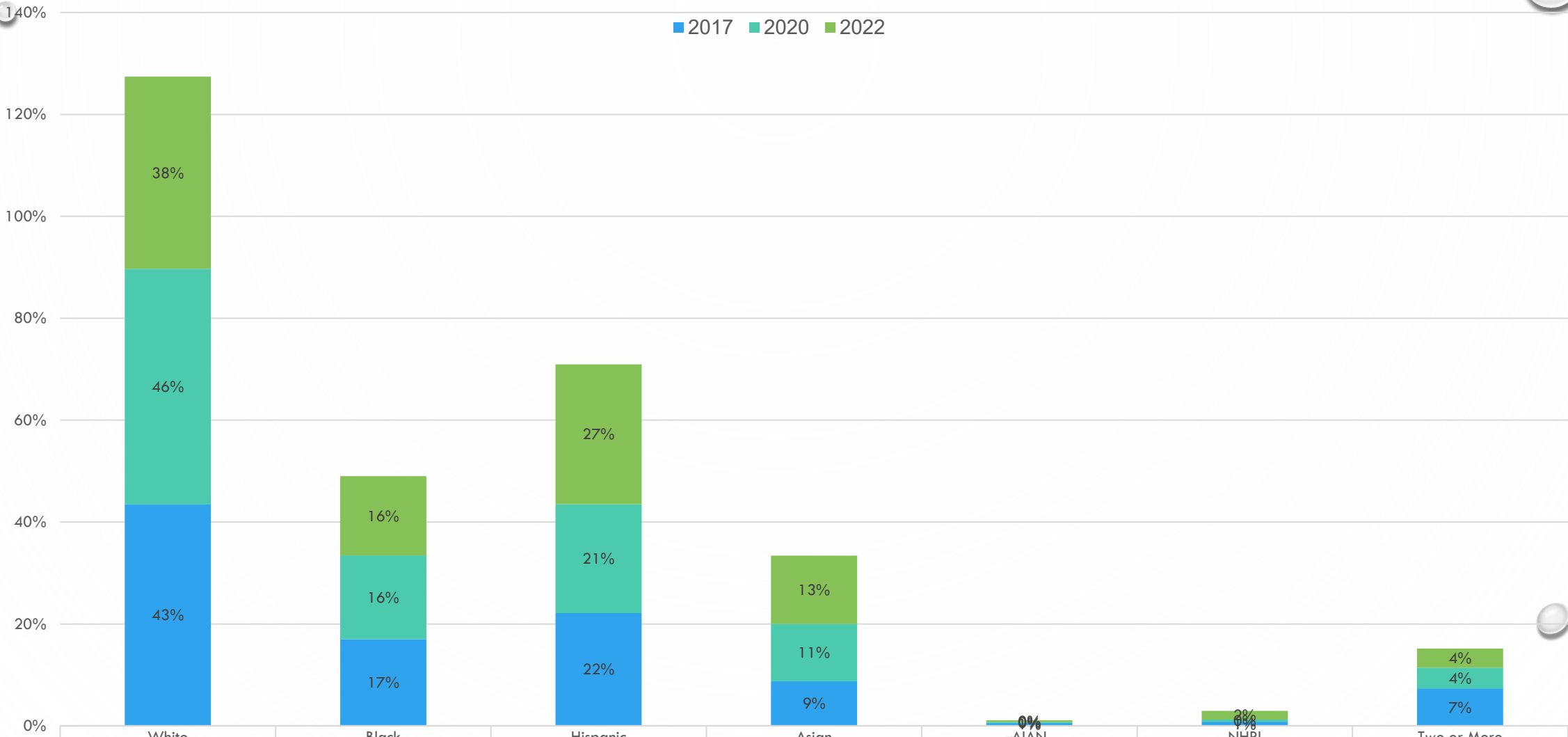
2017 2020 2022

Applicants must have probationary or regular permanent status in the County on or before the final filing date of the recruitment.

- 800 people were promoted in 2017. 512 female and 288 males.
- 540 people were promoted in 2020. 350 were females while 190 were male.
- 1097 people were promoted in 2022. 703 were female while 394 were male.



PROMOTIONS BY RACE/ETHNICITY

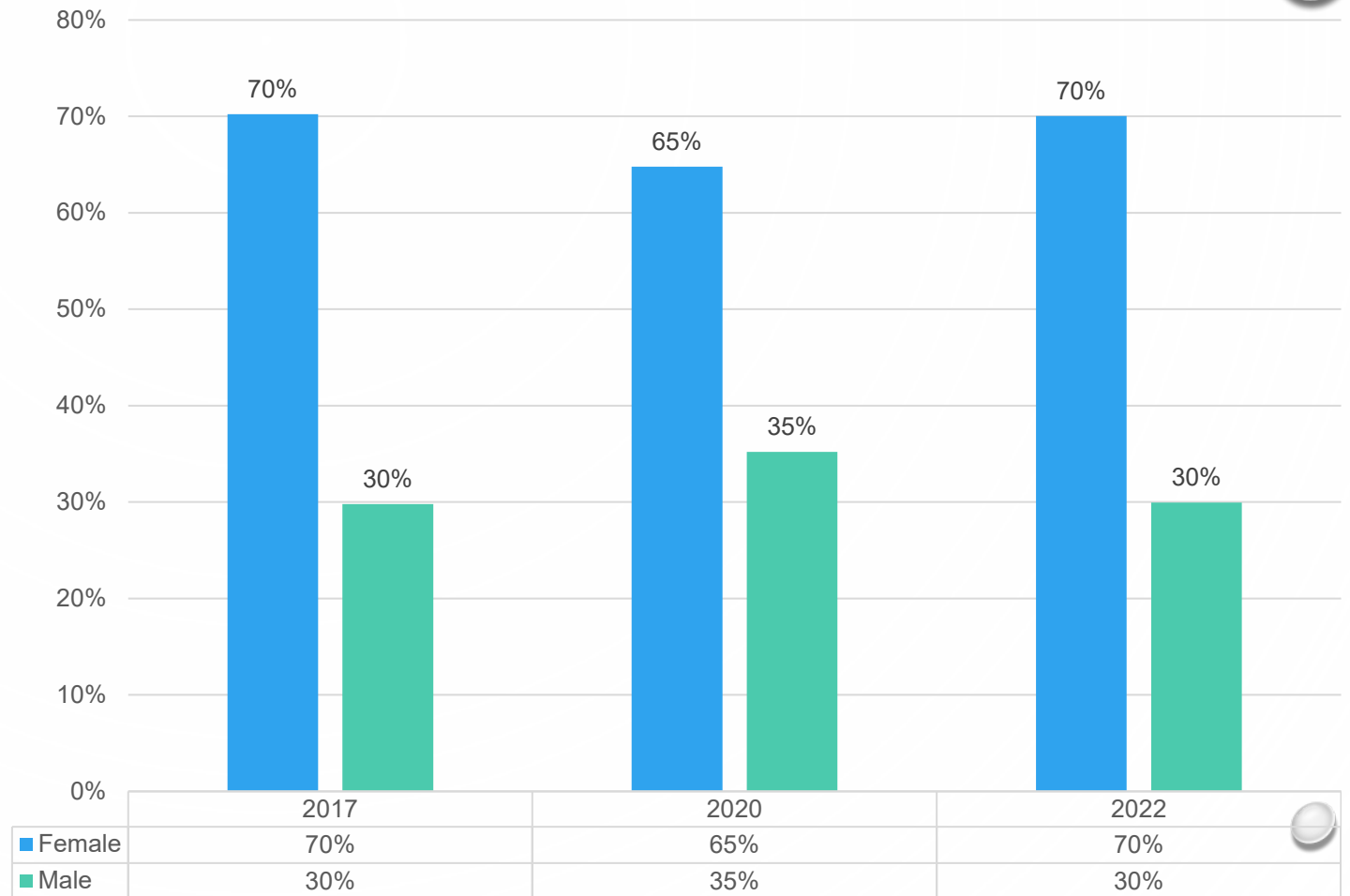


	White	Black	Hispanic	Asian	AIAN	NHPI	Two or More
2022	38%	16%	27%	13%	0%	2%	4%
2020	46%	16%	21%	11%	0%	0%	4%
2017	43%	17%	22%	9%	1%	1%	7%

Terminations

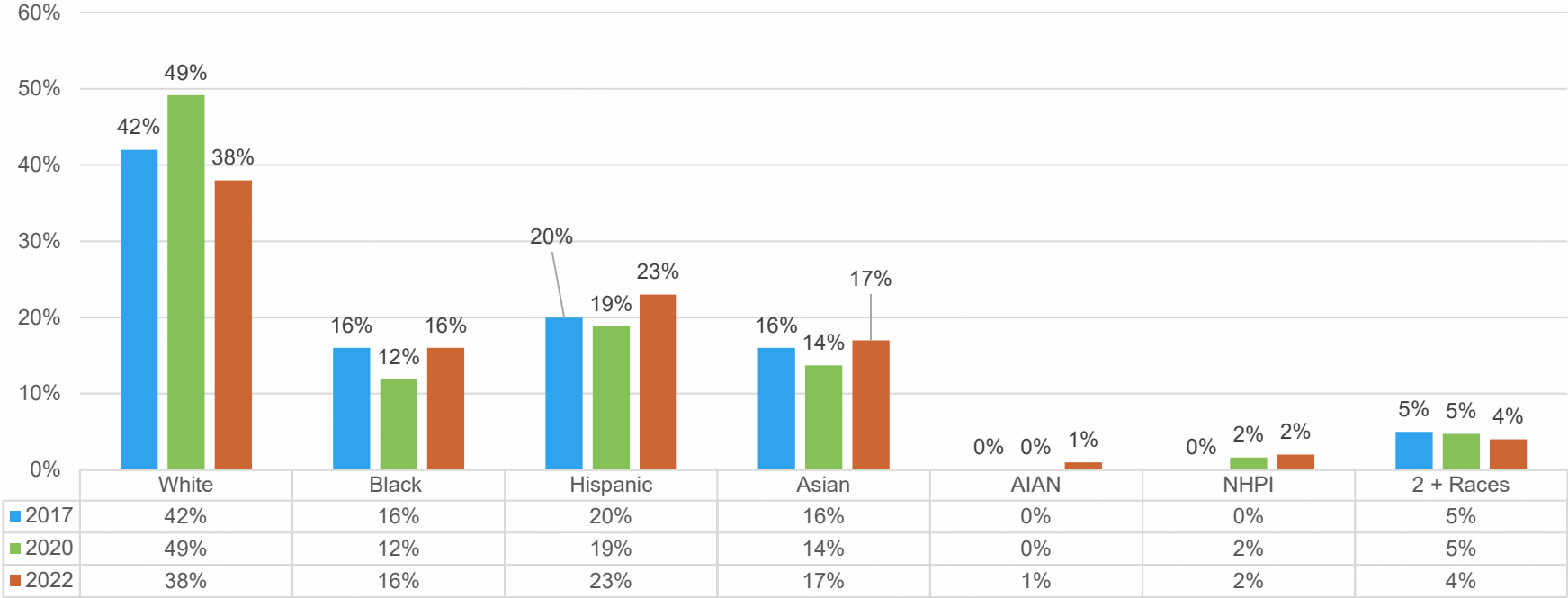
- Terminations include both voluntary and involuntary resignations. Involuntary terminations are listed below:
- There were 359 people who were terminated in 2017.
- There were 307 people who were terminated in 2020.
- There were 766 people who were terminated in 2022.

INVOLUNTARY TERMINATIONS BY GENDER



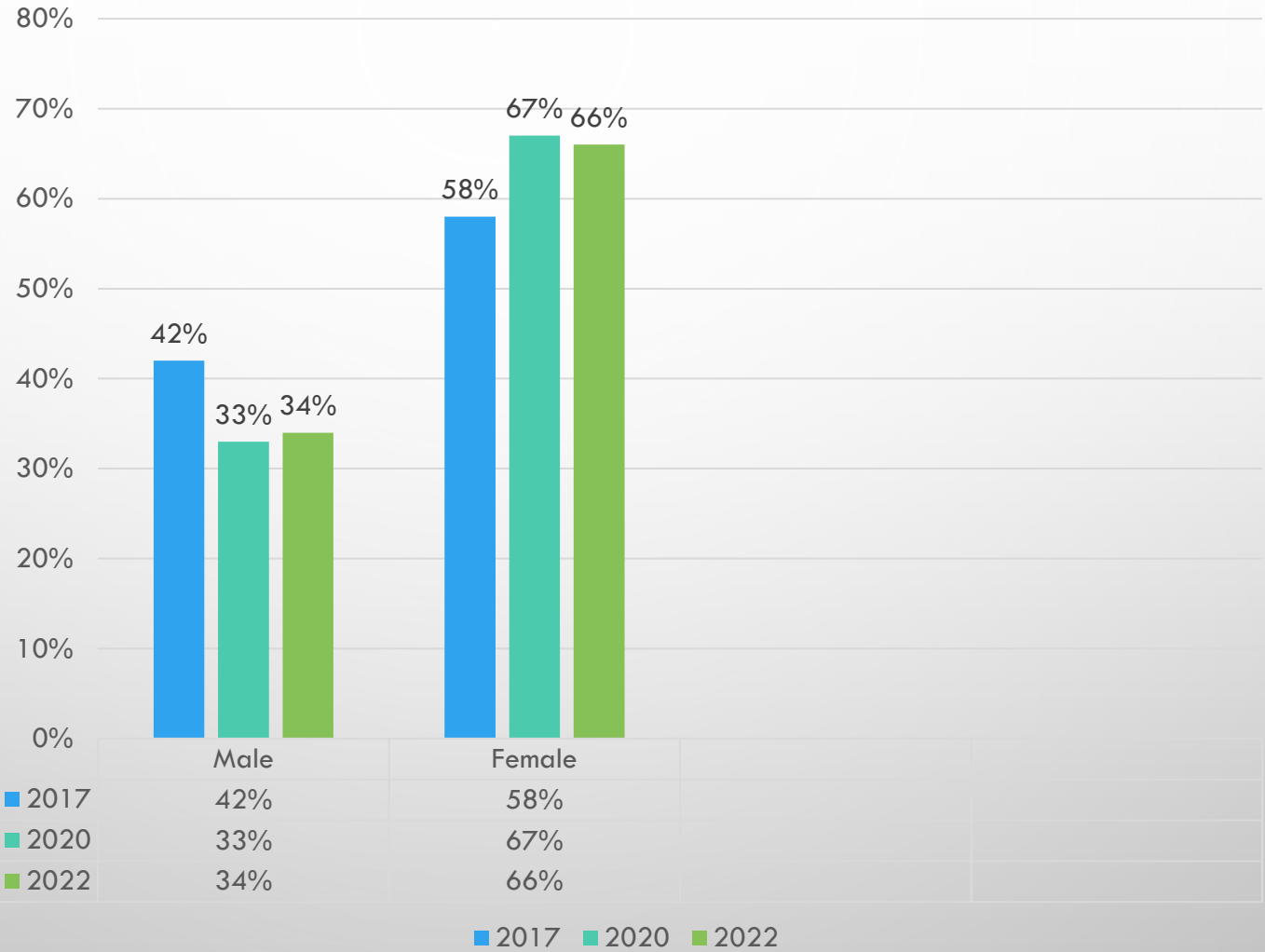
■ Female ■ Male

INVOLUNTARY TERMINATIONS BY RACE/ETHNICITY



2017 2020 2022

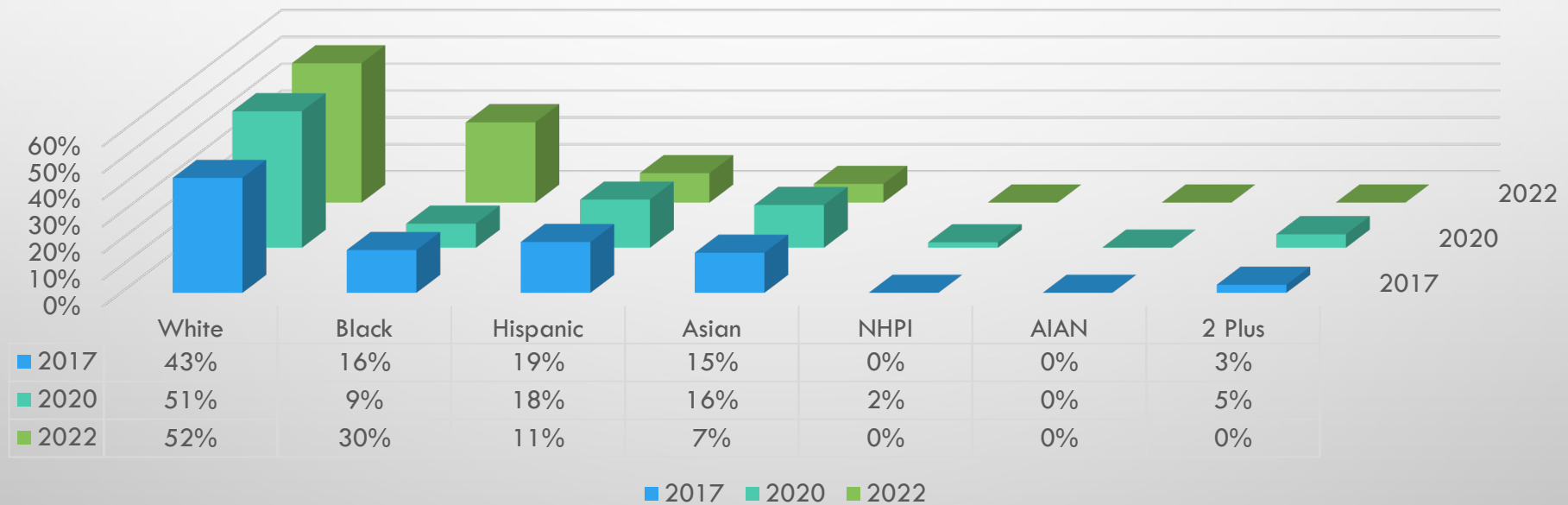
VOLUNTARY TERMINATIONS BY SEX/GENDER



Voluntary termination is a voluntary employment resignation initiated solely by an employee.

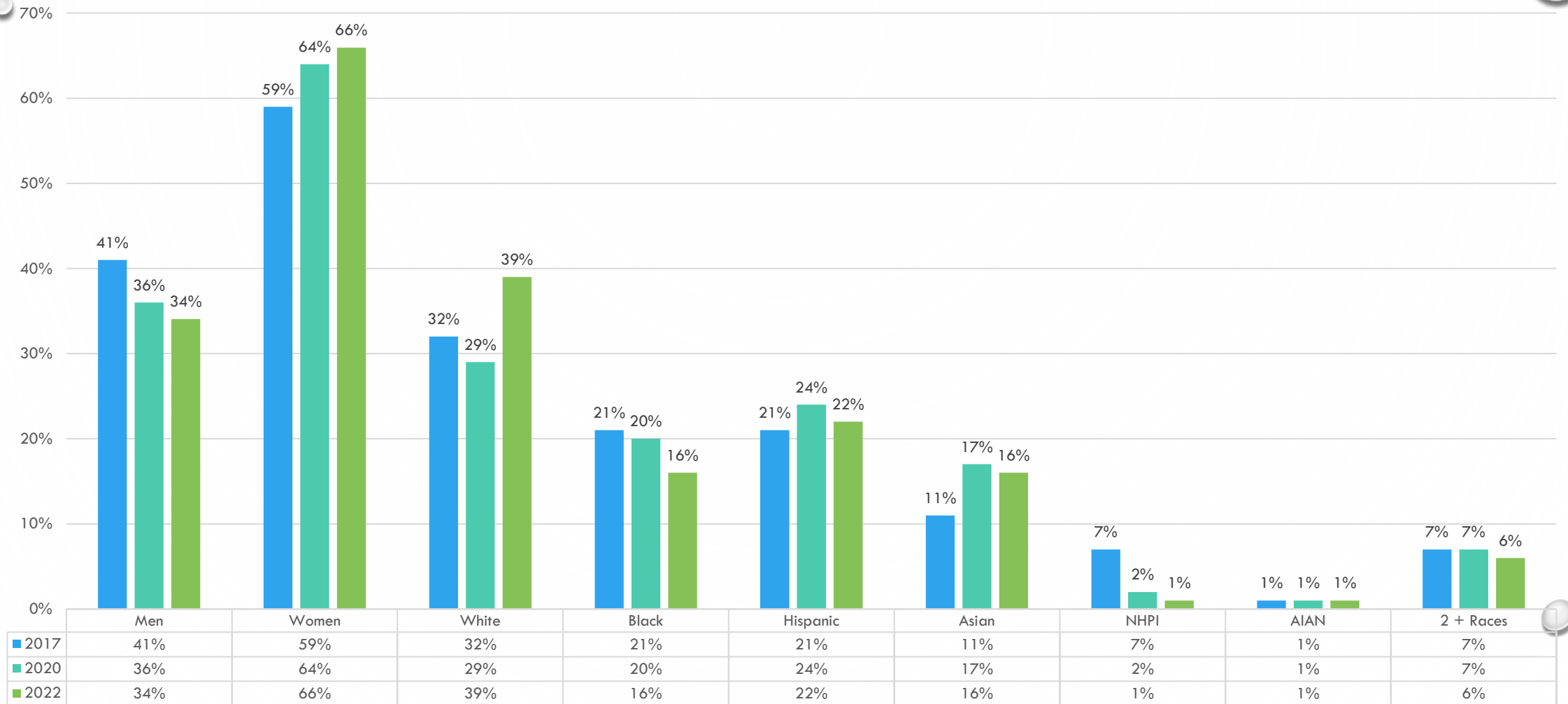
2017- 355 Employees
2020- 273 Employees
2022- 99 Employees

VOLUNTARY TERMINATIONS BY RACE/ETHNICITY



	Males	Females	Total	Percentage of Workforce
White	1547	2064	3611	39%
Black	358	1072	1430	15%
Hispanic	578	1487	2065	22%
Asian	475	982	1457	16%
NHPI	38	84	122	1%
AIAN	18	30	48	1%
2 or more races	169	329	498	5%
Total	3183	6048	9231	100%

CONTRA COSTA COUNTY WORKFORCE



■ 2017 ■ 2020 ■ 2022



OUTREACH PLAN

8 OCCUPATIONAL CATEGORIES

- **OFFICIALS/MANAGERS** –INCLUDES DEPARTMENT HEADS, DIRECTORS, DEPUTY DIRECTORS, ETC.
- **PROFESSIONALS** –INCLUDES ACCOUNTANTS, POLICE AND FIRE CAPTAINS, AND LIEUTENANTS.
- **TECHNICIANS** –INCLUDES COMPUTER PROGRAMMERS AND OPERATORS, DRAFTERS, AND FIRST-LINE SUPERVISORS.
- **PROTECTIVE SERVICES: SWORN** –INCLUDES POLICE OFFICERS, FIREFIGHTERS.
- **PROTECTIVE SERVICES: NON-SWORN** –INCLUDES ANIMAL CONTROL WORKERS, CROSSING GUARDS, ETC.
- **ADMINISTRATIVE SUPPORT** –INCLUDES CUSTOMER SERVICE, PAYROLL CLERKS, SECRETARIES, RECEPTIONISTS, ETC.
- **SKILLED CRAFT** –INCLUDES MECHANICS, EQUIPMENT OPERATORS, ETC.
- **SERVICE MAINTENANCE** –INCLUDES GROUNDSKEEPERS AND CUSTODIAL PERSONS

**CONTRA COSTA COUNTY
2022 OUTREACH AND RECRUITMENT DATA
9231 EMPLOYEES
GENDER**

Demographics By Gender	Total Department Workforce	Male (%)	Female (%)
Officials and Administrators			
County Workforce	357	33	67
Census Data	X	58/49	42/51
Underrepresentation	X	-25/-16	X
Professionals			
County Workforce	3656	30	70
Census Data	X	47/49	53/51
Underrepresentation	X	-17/-19	X
Technicians			
County Workforce	1027	41	59
Census Data	X	51/49	49/51
Underrepresentation	X	-10/-8	X
Administrative Support			
County Workforce	2757	17	83
Census Data	X	38/49	62/51
Underrepresentation	X	-21/-32	X
Service Maintenance			
County Workforce	337	66	34
Census Data	X	57/49	43/51
Underrepresentation	X	X	-9/-17
Skilled Craft			
County Workforce	76	97	3
Census Data	X	94/49	6/51
Underrepresentation	X	X	-3/-48
Protective Services (Sworn)			
County Workforce	814	83	17
Census Data	X	77/49	23/41
Underrepresentation	X	X	-6/-24
Protective Services (Non-Sworn)			
County Workforce	207	65	35
Census Data	X	58/49	42/51
Underrepresentation	X	X	-7/-16

CONTRA COSTA COUNTY
2022 OUTREACH AND RECRUITMENT DATA
9231 EMPLOYEES
RACE/ETHNICITY

Demographics by Race and Ethnicity ^[2]	White (%)	Black (%)	Hispanic (%)	Asian (%)	Native Hawaiian/ Pacific Islander (%)	American Indian/ Alaska Native (%)	Two or More Races (%)
Officials and Administrators							
County Workforce	53	18	12	10	0	1	6
Census Data	60/65	6/10	13/26	17/18	0/1	0/1	4/5
Underrepresentation	-7/-12	X/X	-1/-14	-7/-8	X/-1	X/X	X/X
Professionals							
County Workforce	39	15	16	21	1	0	8
Census Data	55/65	6/10	11/26	23/18	0/1	0/1	4/5
Underrepresentation	-16/-26	X/X	X/-10	-2/X	X/X	X/-1	X/X
Technicians							
County Workforce	35	14	21	22	2	1	5
Census Data	42/65	9/10	26/26	19/18	0/1	0/1	4/5
Underrepresentation	-7/-30	X/X	-5/-5	X/X	X/X	X/X	X/X
Administrative Support							
County Workforce	33	18	30	12	2	1	4
Census Data	47/65	10/10	22/26	16/18	1/1	0/1	4/5
Underrepresentation	-14/-32	X/X	X/X	-4/-6	X/X	X/X	X/-1
Service Maintenance							
County Workforce	23	16	40	17	1	1	2
Census Data	28/65	10/10	43/26	13/18	1/1	0/1	5/5
Underrepresentation	-5/-42	X/X	-3/X	X/-1	X/X	X/X	-3/-3
Skilled Craft							
County Workforce	63	7	20	8	0	1	1
Census Data	41/65	6/10	41/26	8/18	0/1	0/1	4/5
Underrepresentation	X/-2	X/-3	-21/-6	X/-10	X/-1	X/X	-3/-4
Protective Services (Sworn)							
County Workforce	60	9	22	5	1	0	3
Census Data	44/65	20/10	17/26	11/18	1/1	0/1	6/5
Underrepresentation	X/-5	-11/-1	X/-4	-6/-13	X/X	X/-1	-3/-2
Protective Services (Non-Sworn)							
County Workforce	44	22	23	6	1	1	3
Census Data	39/65	12/10	33/26	8/18	5/1	0/1	3/5
Underrepresentation	X/-21	X/X	-10/-3	-2/-12	-4/X	X/X	X/-2

AGRICULTURE/WEIGHTS & MEASURES 2022 OUTREACH AND RECRUITMENT DATA 46 EMPLOYEES

- Males are underrepresented in Administrative Support positions
- Females are underrepresented in Officials and Administrators, and Technicians positions
- Blacks are underrepresented in Administrative Support positions
- Hispanics are underrepresented in Officials and Administrators, Professionals, Technicians, Administrative Support, and Service Maintenance positions.
- Asians are underrepresented in Officials and Administrators, Professionals, Technicians, and Administrative Support positions

	Male	Female	Black	Hispanic	Asian
Officials and Administrators		-42		-13	-17
Professionals				-11	-23
Technicians		-24		-11	-12
Administrative Support	-38		-10	-22	-16
Service Maintenance				-12	

STRATEGY	ELEMENT	TASKS
Research employment websites and register to join the online community.	Internet/Computer	Coordinate with Human Resources to publish recruitments on Womenforhire.com, Tradeswomen.org, and Diversity.com
Increase awareness about the different positions in our department.	Internet/Computer	Keep information updated for job qualifications, job descriptions, and licensing information to our department's website.
Target all underrepresented that possess a state inspector/biologist license, weights and measures inspector license, Deputy license, Sealer of W&M license and Agricultural Commissioner license.	Personal contact	Mail or email all job announcements to all qualified individuals in order to expand the opportunity for qualified females.
Network with local Community and 4-Year Colleges.	Personal contact/publications	Develop content that highlights the department's purpose, goals and employment opportunities. Reach out to Academic Career Advisors and Alumni Relations at Cal State East Bay, UC Davis, Cal State San Luis Obispo.



**CONTRA COSTA COUNTY
OFFICE OF EQUAL EMPLOYMENT OPPORTUNITY
OUTREACH REPORT
AND
RECRUITMENT PLANS
2023-2025**

TABLE OF CONTENTS

2023 Outreach and Recruitment Report	1
Contra Costa County	
2023 Outreach Data	16
Department of Agriculture/Weights & Measures	
2023 Outreach Plan	18
Animal Services Department	
2023 Outreach Plan	20
Office of the Assessor	
2023 Outreach Plan	23
Office of the Auditor-Controller's Office	
2023 Outreach Plan	25
Department of Child Support Services	
2023 Outreach Plan	27
Clerk Recorder – Elections Department	
2023 Outreach Plan	29
Conservation and Development	
2023 Outreach Plan	31
County Administrator's Office	
2023 Outreach Plan	35
Office of the County Counsel	
2023 Outreach Plan	37
District Attorney's Office	
2023 Outreach Plan	39
Employment and Human Services	
2023 Outreach Plan	43
Contra Costa County Fire Protection Districts	
2023 Outreach Plan	45
Health Services Department	
2023 Outreach Plan	48

Human Resources Department	
2023 Outreach Plan	50
Contra Costa County Library	
2023 Outreach Plan	52
Probation	
2023 Outreach Plan	55
Department of Public Defender	
2023 Outreach Plan	57
Department of Public Works	
2023 Outreach Plan	59
Office of the Sheriff	
2023 Outreach Plan	61
Office of the Treasurer/Tax Collector	
2023 Outreach Plan	63
Veterans Service Office	
2023 Outreach Plan	66

EXECUTIVE SUMMARY

In April of 2014, the Human Resources (HR) Department convened a Recruitment Opportunities Work Group consisting of representatives from the Human Resources Department, the Office of the County Counsel, and the Office of Equal Employment Opportunity (EEO). The County Administrator tasked the group with establishing a post-Consent Decree framework to ensure that the County's workforce reflected the demographics of the communities we serve. Outreach was created to explore new and innovative ways to reach people who are underrepresented in the County's workforce. The goal is to provide equal employment opportunities for all qualified persons seeking employment with the County and special districts governed by the Board of Supervisors.

On July 1, 2015, the County implemented its outreach and recruitment plans for Fiscal Year (FY) 15–16. The goals of the plans are to promote equity and inclusion throughout the County's workforce. County departments, along with EEO, were instructed to conduct strategic outreach and recruitment efforts, which were specifically designed to reach qualified under-represented groups within the constituents we serve.

The purpose of this Equal Employment Opportunity (EEO) Plan is to ensure full and equal participation of men and women, regardless of gender and race or ethnicity, in the workforce. The Office of Equal Employment Opportunity is responsible for assessing Contra Costa County's (the County's) workforce and analyzing underrepresentation within it. We distribute the plan findings to each department and help them develop and disseminate outreach and recruitment plans for the following year. Our goals are to reach qualified underrepresented groups to apply for vacancies where deficiencies are identified and to diversify our applicant pools and workforce.

To determine underrepresentation, EEO performs a demographic analysis of the County's workforce, which is known as benchmarking. Benchmarking is one tool used for achieving workforce diversity and involves analyzing the demographic makeup of the County over a specific period to determine the overall diversity of our workforce. This is the function of this report, as it provides statistical analyses of the County's progress toward employing a workforce that represents all racial and ethnic groups and genders in proportion to their availability in the relevant civilian labor force.

EEO conducts underrepresentation analysis by race, ethnicity, and gender as defined by the occupational categories within each department. An occupational category is a broad grouping of job classes that require similar levels of skill and training. EEO compares the County's workforce to the local labor market data, which is compiled by the United States Department of the Census Bureau (Census) using the Equal Employment Opportunity Tabulation (EEO Tabulation).

The EEO Tabulation is a benchmark for comparing the gender and racial makeup of an organization's workforce. The analysis relies on subtraction: the percentage of employees in the business's workforce in a particular job category, cross-classified by race, national origin, and sex, minus the percentage of workers in the same job category in the relevant

labor market, also cross-classified by race, national origin, and sex.

Once each department's workforce has been analyzed, EEO will assist them in developing the departmental plans. This includes researching best practices, compiling and analyzing data, and designing, scheduling, and conducting training sessions to create comprehensive and effective plans. A successful EEO Plan is not based on quotas but rather involves a commitment to equal employment opportunity, self-analysis, transparency, and the identification and removal of barriers.

As of December 31, 2022, Contra Costa County employed 9231 employees. Each department with an underrepresentation of 10% or more in the gender and race/ethnicity [1] categories is required to create a strategic outreach and recruitment plan that addresses the identified deficiencies in each occupational group.

METHODOLOGY

To determine underrepresentation in each department, the EEO Officer annually compares the County's workforce data to the availability of qualified people who reside in the local labor market and who are 16 years old or older. The County's workforce data within this report is derived from employment records from the Human Resources PeopleSoft database. The local labor market data is compiled by the 2014–2018 United States Department of the Census Bureau (Census) using the Equal Employment Opportunity Tabulation (EEO Tabulation), which is a benchmark for comparing the gender and racial makeup of an organization's workforce.

The EEO Tabulation is sponsored by four Federal agencies, consisting of the Equal Employment Opportunity Commission (EEOC), the Employment Litigation Section of the Civil Rights Division at the Department of Justice (DOJ), the Office of Federal Contract Compliance Programs (OFCCP) at the Department of Labor, and the Office of Personnel Management (OPM). The most recent EEO Tabulation was released on March 1, 2021, and it examines labor force diversity using Census data. It is produced for federal agencies and state and local governments responsible for monitoring employment practices and enforcing civil rights laws for the workforce.

The current reporting format involves the use of statistical data to determine underrepresentation within each County department. EEO conducted utilization analyses by race and gender as defined by the occupational categories within each department. An occupational category is a broad grouping of job classes that require similar levels of skill and training. The occupational categories listed in the report were obtained by cross-referencing with the US Census Bureau, the Department of Labor, and the Equal Employment Opportunity Commission. The following is a list of the occupational categories and definitions used to complete the analysis for this EEO Plan:

- **Officials and Administrators:** occupations in which employees set broad policies, exercise overall responsibility for the execution of these policies, or direct individual departments. This category includes titles such as department heads, directors, deputy directors, etc.

- **Professionals:** occupations that require specialized and theoretical knowledge, which is usually acquired through college training or through work experiences and other training that provides comparable knowledge. includes accountants, personnel and labor relations workers, police and fire captains, and lieutenants.
- **Technicians** are occupations that require a combination of basic scientific or technical knowledge and manual skill, which can be obtained through specialized post-secondary school education or equivalent on-the-job training. includes computer programmers and operators, drafters, survey and mapping technicians, radio operators, technicians, police and fire sergeants, inspectors, and first-line supervisors.
- **Protective Services: Sworn:** Occupations in which sworn workers are entrusted with public safety, security, and protection from destructive forces includes police officers and firefighters.
- **Protective Services: Non-sworn:** Occupations in which workers aid, guide, or provide protection in a specific area includes animal control workers, crossing guards, lifeguards, and other protective service workers.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording and retrieval of data and/or information, and other paperwork required in an office includes customer service, payroll clerks, meter readers, dispatchers, secretaries, receptionists, etc.
- **Skilled Craft:** Occupations in which workers perform duties that require manual skill and a thorough knowledge of the processes involved in the work, which is acquired through on-the-job training and experience, apprenticeship, or other formal training programs. includes mechanics, equipment operators, highway maintenance workers, first-line supervisors of mechanics, and other skilled craftspeople.
- **Service Maintenance:** Occupations in which workers perform duties that result in or contribute to the comfort, convenience, hygiene, or safety of the general public or contribute to the upkeep and care of buildings, facilities, or grounds of public property includes groundskeepers, sewer workers, garage laborers, and custodial personnel.

TOTAL COUNTY WORKFORCE

As of December 31, 2022, the County employed 9,231 employees. Representation rates, which are presented in percentages, are estimated indicators of whether or not a particular racial, ethnic, or gender group is represented at a level comparable to the group's existence in the local labor market. Once underrepresentation has been identified, the departments provide steps they will take to assist in increasing the applicant flow of diverse, qualified individuals for the underrepresented group(s) through outreach. The County's job classes are determined by HR and assigned to an occupational category based on the United States Census Bureau's definitions of them.

The analysis relies on subtraction: the percentage of employees in the business's workforce

in a particular job category, cross-classified by race, ethnicity, and sex, minus the percentage of workers in the same job category in the relevant labor market, also cross-classified by race, ethnicity, and sex [2]. For example, if the business's workforce analysis chart shows 20 percent Asian males in the Professionals job category and if the community labor statistics table shows that in the relevant labor market, 40 percent of Professionals are Asian males, then the business is underusing Asian males in the job category by 20 percent. Below is the data chart for the County's gender employment demographics as of December 31, 2020, which reveals the analysis and underrepresentation as mentioned above.

The departments are required to reach out to individuals depending on where their underrepresentation exists. Each racial, ethnic, and gender category is separate from the other and requires departments to outreach to all groups where it has been determined that low representation exists. As the County's EEO Officer, I am responsible for conducting outreach efforts to community-based organizations (CBOs). The outreach efforts emphasize attracting underrepresented groups within the County's workforce through ongoing marketing and recruitment efforts.

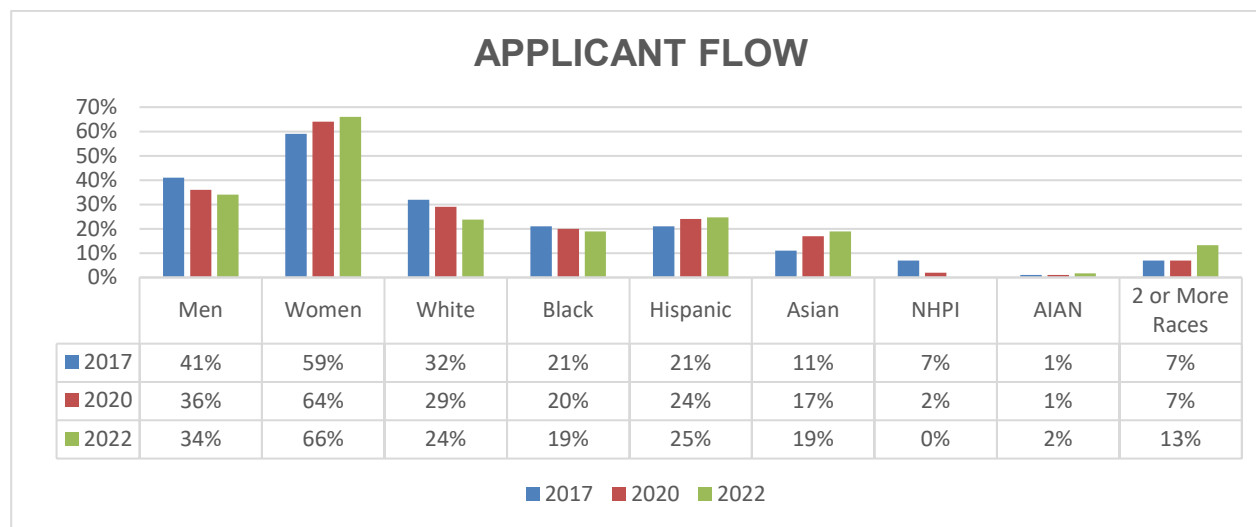
Departmental outreach plans are attached to this report and involve data collection to arrive at specific conclusions. Data collection is the systematic process of gathering observations or measurements and analyzing them to provide accurate insights for research using standard, validated techniques. All departments and their workforce go through the same process as described above to determine their underrepresentation.

This report will provide insights into our workforce and give a broader understanding and concise snapshot of the County's underrepresentation, which includes an analysis of the following:

- I. Applicant Flow Data
- II. New Hire Data
- III. Promotional Data
- IV. Voluntary Termination Data
- V. Involuntary Termination Data

I. APPLICANT FLOW DATA

Applicant flow data analysis is an important component of outreach that helps the County determine the success of its outreach programs. Applicant flow data refers to records of hiring, such as promotions and other related employment actions used for the purpose of monitoring selection and employment practices. Employers are to provide applicants the option to participate or decline to submit the supplemental classification information, which identifies gender, race, and/or ethnicity. If an individual declines to self-identify, his/her reporting data will not be included in the final tally.



There were 27,262 applications received in 2017, which resulted in 15,986 females and 11,276 males who applied. There were 27,483 applications received in 2020, which resulted in 17,672 females and males who applied. There were 24,754 applications received in 2022, which resulted in 16,515 females and 8,667 males applying for vacancies. The data reveals the following:

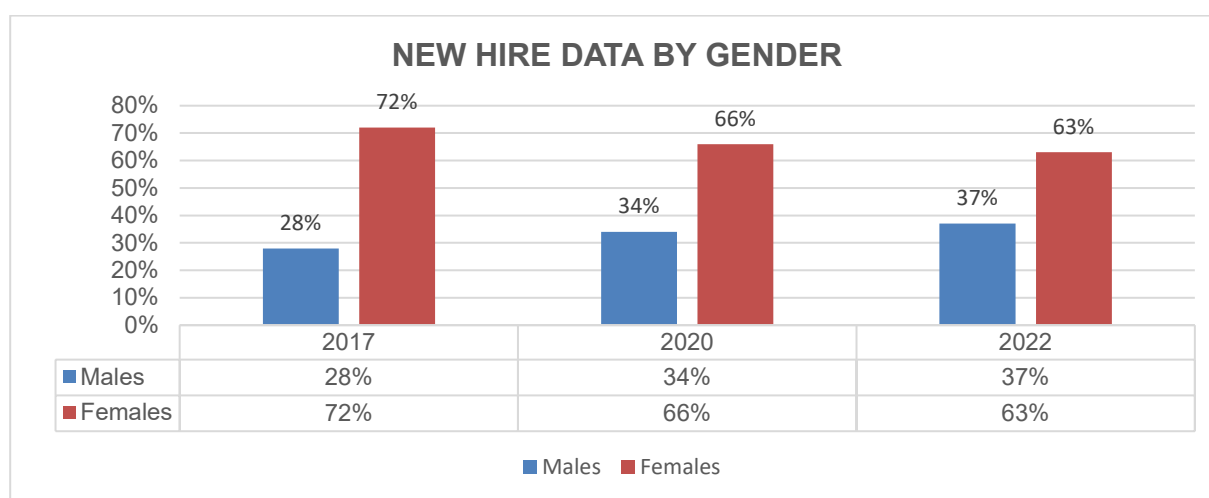
- Male applicants decreased by 7 percentage points from 2017 through 2022.
- Female applicants increased by 7 percentage points from 2017 through 2022.
- White applicants decreased by 8 percentage points from 2017 through 2022.
- Black applicants decreased by 2 percentage points from 2017 through 2022.
- Hispanic applicants increased by 4 percentage points from 2017 through 2022.
- Asian applicants increased by 8 percentage points from 2017 through 2022.
- NHPI applicants decreased by 7 percentage points from 2017 through 2022.
- AIAN applicants increased by 1 percentage point from 2017 through 2022.
- Two or More Races applicants increased by 6 percentage points from 2017 through 2022.

II. NEW HIRE DATA

The County continues to encourage job applicants, new hires, and employees to self-identify their gender and race/ethnicity to assist with voluntary diversity and inclusion initiatives. Based on the results of those who self-identify, EEO can review the gender and racial/ethnic data that is provided and make informed decisions about our outreach. Below is the statistical data for new hires within 5 years.

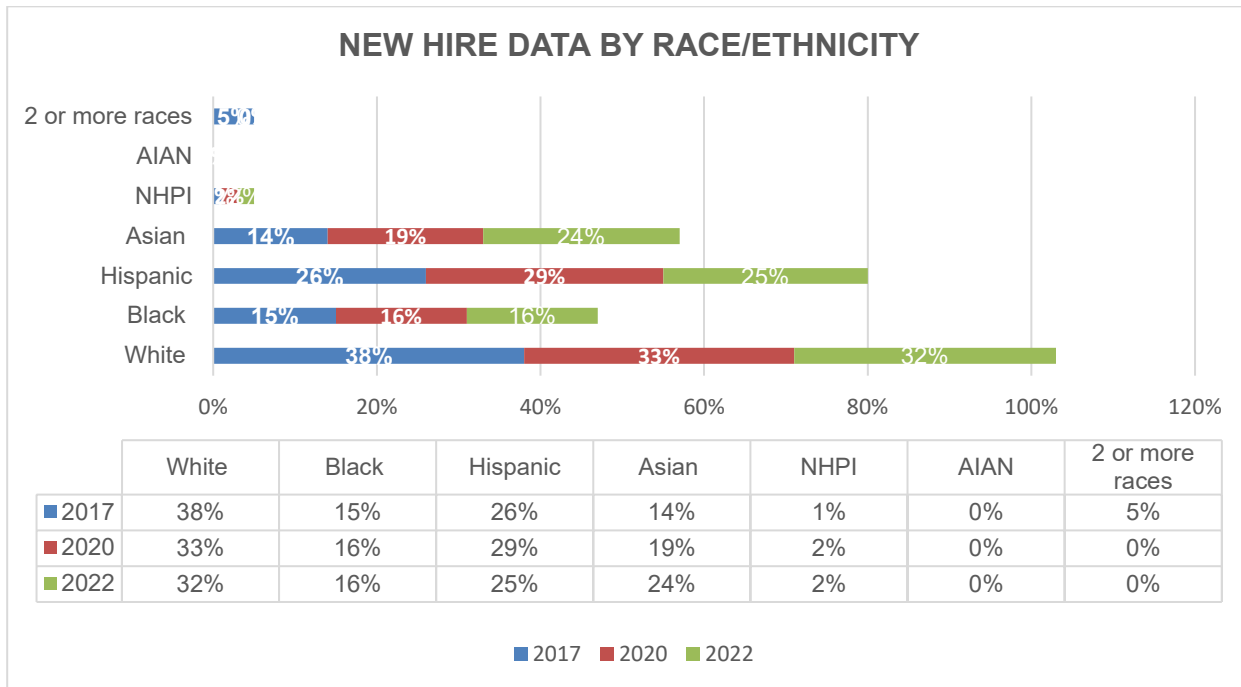
The number of males and females who were hired during the relevant calendar years. EEO reviewed data over 5 years and concluded with the following:

- In 2017, a total of 790 people were hired. 565 females were hired compared to 225 males.
- In 2020, a total of 879 people were hired. 580 females were hired compared to 299 males.
- In 2022, a total of 1596 people were hired. 1001 females were hired compared to 595 males.



- From 2017 through 2022, the hiring of males increased by 9% percentage points.
- From 2017 through 2022, the hiring of females decreased by 9% percentage points.

EEO delved further into the hiring analysis by reviewing the races/ethnicities of employees that were hired during the relevant timeframe. This data provided further information about the County's hiring trends, which are listed on the next page.

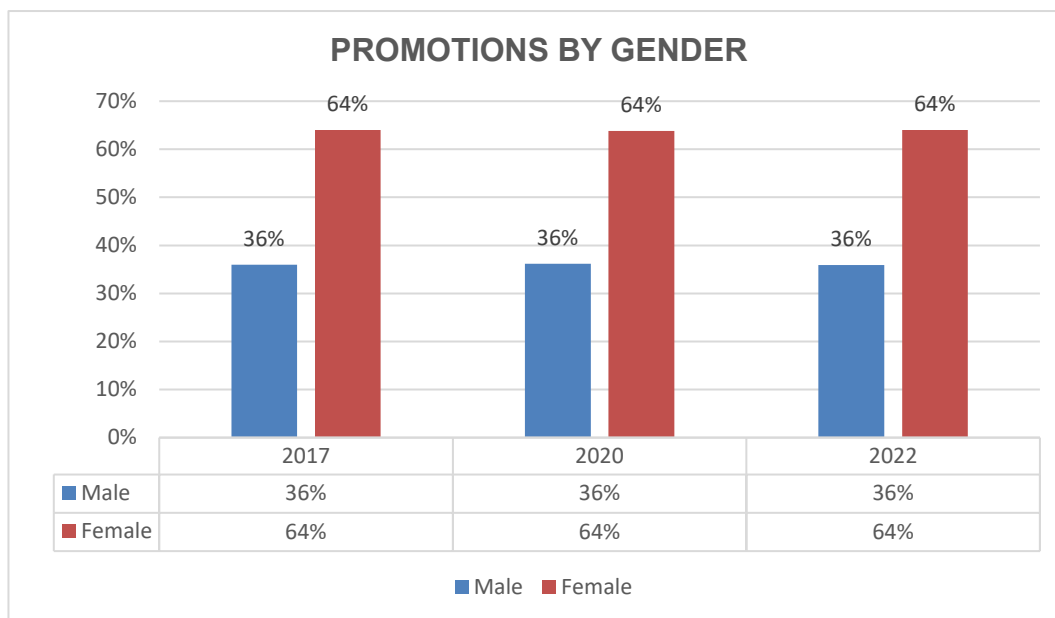


This table illustrates the number of males and females who were hired during the relevant Calendar years. EEO reviewed data over 5 years and concluded with the following:

- The hiring of White employees decreased by 6 percentage points between 2017 and 2022.
- The hiring of Black employees increased by 1 percentage point between 2017 and 2022.
- The hiring of Hispanic employees decreased by 1 percentage point from 2017-2022.
- The hiring of Asian employees increased by 10 percentage points from 2017-2022.
- The hiring of NHPI employees increased by 1 percentage point from 2017-2022.
- The hiring of AIAN employees remained at 0% between 2017-2022.
- The hiring of employees who declare 2 or more races decreased by 5 percentage points from 2017-2022.

III. PROMOTIONS

Applicants must have probationary or regular permanent status in the County on or before the final filing date of the recruitment to participate in promotional examinations.

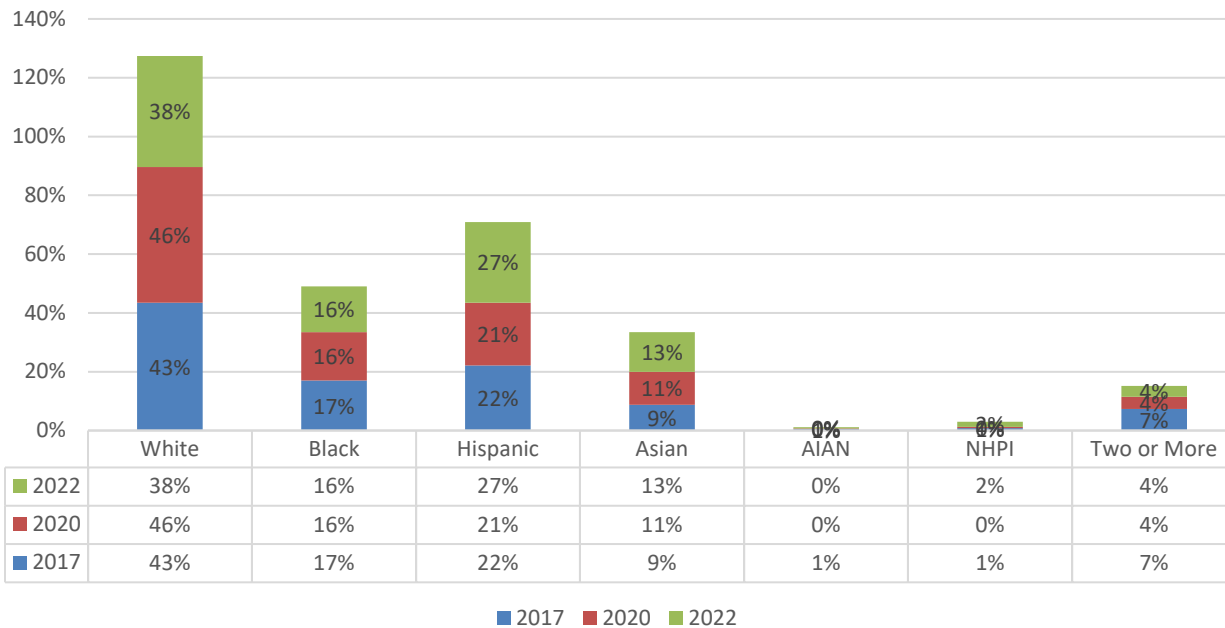


The graph illustrates the percentages of people promoted during the calendar years 2017, 2020, and 2022 based on sex/gender. The statistical analysis is listed below:

- 800 people were promoted in 2017. 512 were female while 288 were male.
- 540 people were promoted in 2020. 350 were females while 190 were male.
- 1097 people were promoted in 2022. 703 were female while 394 were male.
- The promotion of males remained the same from 2017 through 2022.
- The promotion of females remained the same from 2017 through 2022.

EEO reviewed the promotional rate of employees based on race and gender for 2017, 2020 and 2022. Below are the results.

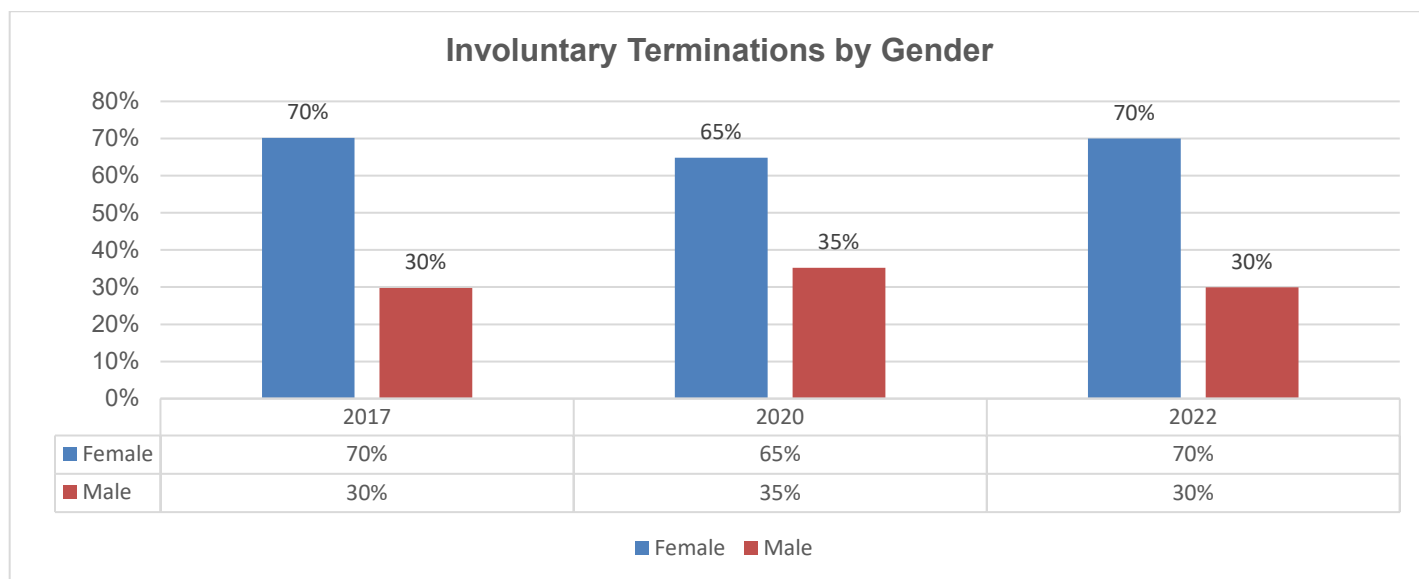
Promotions by Race/Ethnicity



- The promotion of Whites decreased by 5 percentage points from 2017 through 2022.
- The promotion of Blacks decreased by 1 percentage point from 2017 through 2022.
- The promotion of Hispanics increased by 5 percentage points from 2017 through 2022.
- The promotion of Asians increased by 4 percentage points from 2017 through 2022.
- The promotion of AIAN decreased by 1 percentage point from 2017 through 2022.
- The promotion of NHPI increased by 1 percentage point from 2017 through 2022.
- The promotion of Two or More Races decreased by 3 percentage points from 2017 through 2022.

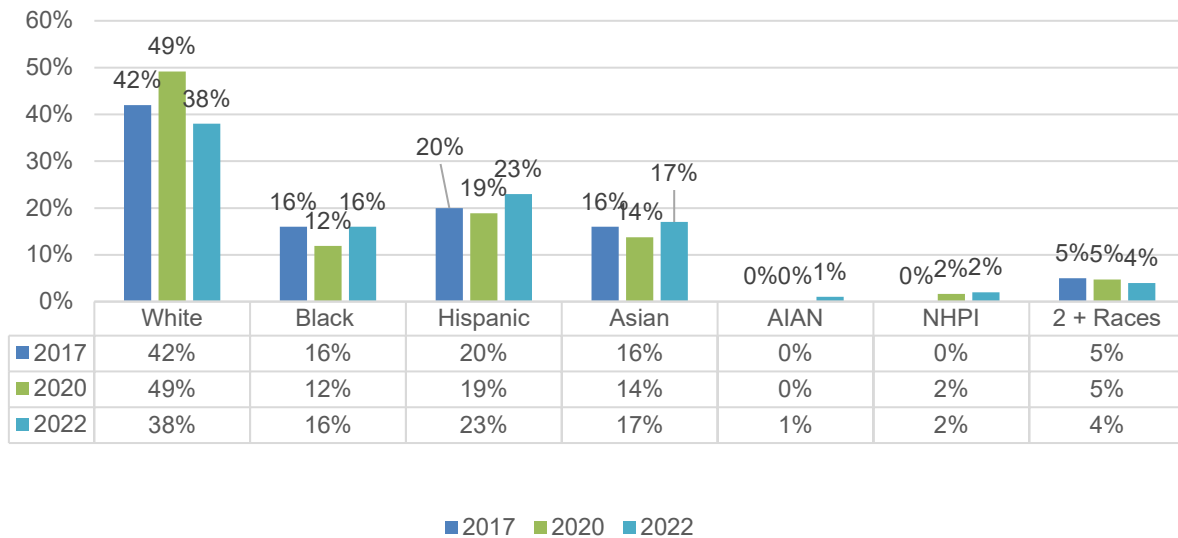
IV. Involuntary Terminations

Terminations include both voluntary and involuntary resignations. Voluntary employment terminations are initiated solely by the employee while involuntary terminations are initiated solely by the employer and are usually due to negative behavior, poor performance, layoff, etc. EEO reviewed the voluntary and involuntary resignations for calendar years 2017, 2020, and 2022.



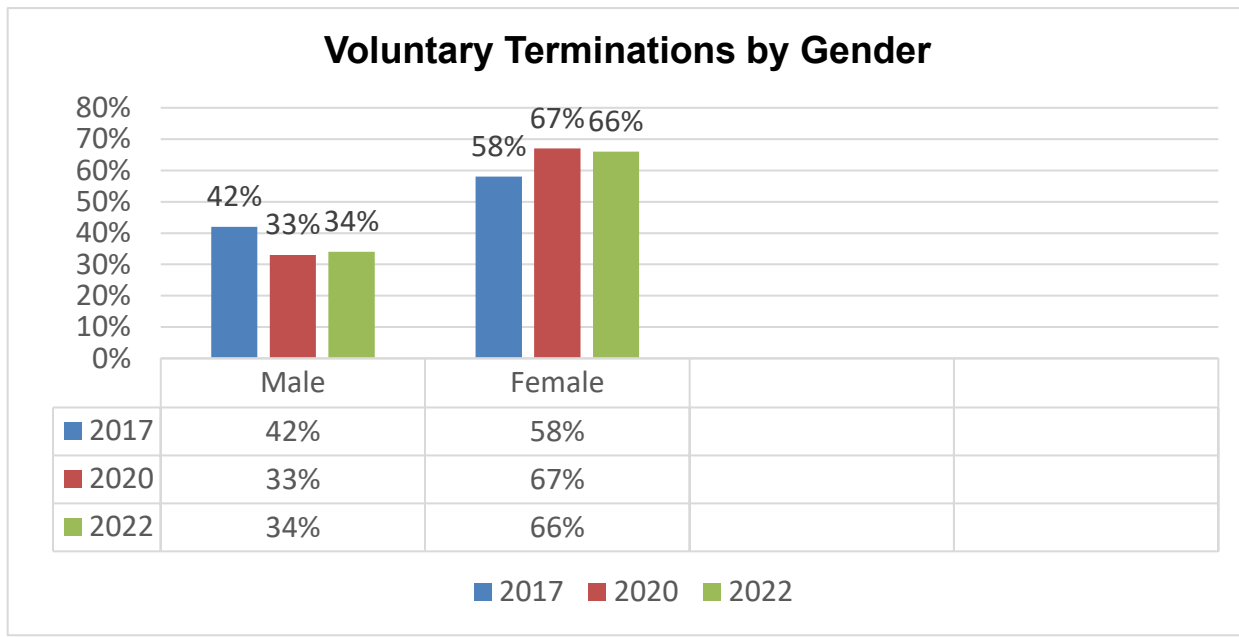
- In 2017, 359 employees were terminated.
- In 2020, 790 employees were terminated.
- In 2022, 648 employees were terminated.
- From 2017 to 2022 the rate of females who were terminated remained the same.
- From 2017 to 2022 the rate of males who were terminated remained the same.

Involuntary Terminations by Race/Ethnicity



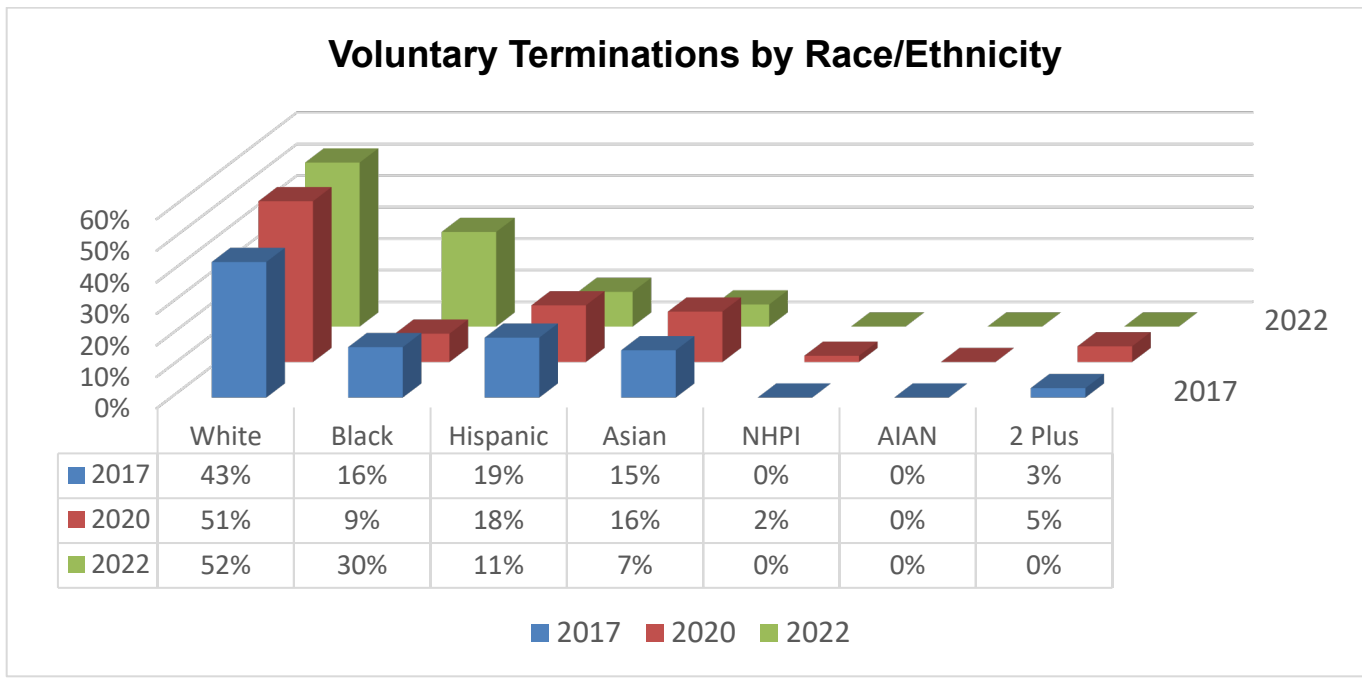
- From 2017 through 2022 White employees who were terminated decreased by 4 percentage points.
- From 2017 through 2022 Black employees who were terminated decreased remained the same.
- From 2017 through 2022 Hispanic employees who were terminated increased 3 percentage points.
- From 2017 through 2022 Asian employees who were terminated increased by 1 percentage point.
- From 2017 through 2022 AIAN employees who were terminated increased 1 percentage point.
- From 2017 through 2022 NHPI employees who were terminated increased 2 percentage points.
- From 2017 through 2022 Two or More Races employees who were terminated decreased by 1 percentage point.

V. Voluntary Terminations



Voluntary employment terminations are initiated solely by the employee.

- The rate of voluntary terminations for males decreased by 8 percentage points from 2017 through 2022.
- The rate of voluntary terminations for females increased by 8 percentage points from 2017 through 2022.



- From 2017 through 2022 White employees who were involuntarily terminated increased by 9 percentage points.
- From 2017 through 2022 Black employees who were involuntarily terminated increased by 14%.
- From 2017 through 2022 Hispanic employees who were involuntarily terminated decreased 8 percentage points.
- From 2017 through 2022 Asian employees who were involuntarily terminated decreased by 8 percentage point.
- From 2017 through 2022 NHPI employees who were terminated increased 2 percentage points.
- From 2017 through 2022 AIAN employees who were terminated remained the same.
- From 2017 through 2022 Two or More Races employees who were terminated decreased by 3 percentage points.

CONCLUSION

The data presented in this report provides the County stakeholders, managers, employees, and the public with detailed information regarding the County's outreach and recruitment efforts. Although we have made strides toward achieving workforce equity, some areas still need to be addressed. One area of note is the equitable distribution of jobs. Currently, the County is comprised of 66% females and 34% males while the County's residential population is 51% females and 49% males. The gender and race/ethnicity data for both are listed below.

	Males	Females	Total	Percentage of Workforce
White	1547	2064	3611	39%
Black	358	1072	1430	15%
Hispanic	578	1487	2065	22%
Asian	475	982	1457	17%
NHPI	38	84	122	1%
AIAN	18	30	48	1%
2 or more races	169	329	498	5%
Total	3183	6048	9231	100%

The data shows that white employees make up 39% of the County's workforce whereas people of color make up 61%. White employees were hired, promoted, and terminated more so than other races/ethnicities. These trends continue to stress the importance for the County to continue its outreach and recruitment strategic efforts. The areas of opportunities and improvement are:

- Continue conducting outreach electronically via social media platforms and other web-based job posting applications.
- Create additional marketing tools such as brochures and PowerPoint presentations, which are designed to reach under-represented groups.
- Continue providing additional training to the departmental EEO Coordinators to help them to become more knowledgeable of targeted outreach, under-representation, and creating more effective outreach plans.
- Continue promoting a work environment that is free from all forms of discrimination and harassment; Eliminate unnecessary institutional practices, barriers, and policies that affect applicants and employees negatively.
- Increase awareness and acceptance of all protected bases that are covered by federal and/or state law.
- Outline the County's EEO Program and the specific steps utilized to achieve a diverse workforce.
- Contain statistical data relative to the County's workforce that identifies the occupational job categories where employees of certain racial/ethnic and/or gender/sex groups are under-represented.
- Identify specific action plans to correct under-representation.

EEO will continue to work with community-based organizations, colleges, universities, and professional

organizations to assist the County in attaining equity and inclusion within our workforce. The County remains committed to the recruitment, hiring, retention, and promotion of a diverse workforce. EEO strives to support all County departments in creating enriching programs and positive environments so current and prospective employees have a sense of purpose and value to do their very best work.

**CONTRA COSTA COUNTY
2022 OUTREACH AND RECRUITMENT DATA
9231 EMPLOYEES**

GENDER

Demographics By Gender	Total Department Workforce ¹	Male (%)	Female (%)
Officials and Administrators			
County Workforce	357	33	67
Census Data	X	58/49 ²	42/51
Underrepresentation	X	-25/-16	X
Professionals			
County Workforce	3656	30	70
Census Data	X	47/49	53/51
Underrepresentation	X	-17/-19	X
Technicians			
County Workforce	1027	41	59
Census Data	X	51/49	49/51
Underrepresentation	X	-10/-8	X
Administrative Support			
County Workforce	2757	17	83
Census Data	X	38/49	62/51
Underrepresentation	X	-21/-32	X
Service Maintenance			
County Workforce	337	66	34
Census Data	X	57/49	43/51
Underrepresentation	X	X	-9/-17
Skilled Craft			
County Workforce	76	97	3
Census Data	X	94/49	6/51
Underrepresentation	X	X	-3/-48
Protective Services (Sworn)			
County Workforce	814	83	17
Census Data	X	77/49	23/41
Underrepresentation	X	X	-6/-24
Protective Services (Non-Sworn)			
County Workforce	207	65	35
Census Data	X	58/49	42/51
Underrepresentation	X	X	-7/-16

¹ The total number of people who had worked for the County at least one day during the 2022 calendar year.

⁴ These numbers are broken into two separate categories. The first number represents the Census data for eligible people who reside in Contra Costa County

CONTRA COSTA COUNTY
2022 OUTREACH AND RECRUITMENT DATA
9231 EMPLOYEES
RACES AND ETHNICITY

Demographics by Race and Ethnicity ^[3]	White (%)	Black (%)	Hispanic (%)	Asian (%)	Native Hawaiian/ Pacific Islander (%)	American Indian/ Alaska Native (%)	Two or More Races (%)
Officials and Administrators							
County Workforce	53	18	12	10	0	1	6
Census Data	60/65	6/10	13/26	17/18	0/1	0/1	4/5
Underrepresentation	-7/-12	X/X	-1/-14	-7/-8	X/-1	X/X	X/X
Professionals							
County Workforce	39	15	16	21	1	0	8
Census Data	55/65	6/10	11/26	23/18	0/1	0/1	4/5
Underrepresentation	-16/-26	X/X	X/-10	-2/X	X/X	X/-1	X/X
Technicians							
County Workforce	35	14	21	22	2	1	5
Census Data	42/65	9/10	26/26	19/18	0/1	0/1	4/5
Underrepresentation	-7/-30	X/X	-5/-5	X/X	X/X	X/X	X/X
Administrative Support							
County Workforce	33	18	30	12	2	1	4
Census Data	47/65	10/10	22/26	16/18	1/1	0/1	4/5
Underrepresentation	-14/-32	X/X	X/X	-4/-6	X/X	X/X	X/-1
Service Maintenance							
County Workforce	23	16	40	17	1	1	2
Census Data	28/65	10/10	43/26	13/18	1/1	0/1	5/5
Underrepresentation	-5/-42	X/X	-3/X	X/-1	X/X	X/X	-3/-3
Skilled Craft							
County Workforce	63	7	20	8	0	1	1
Census Data	41/65	6/10	41/26	8/18	0/1	0/1	4/5
Underrepresentation	X/-2	X/-3	-21/-6	X/-10	X/-1	X/X	-3/-4
Protective Services (Sworn)							
County Workforce	60	9	22	5	1	0	3
Census Data	44/65	20/10	17/26	11/18	1/1	0/1	6/5
Underrepresentation	X/-5	-11/-1	X/-4	-6/-13	X/X	X/-1	-3/-2
Protective Services (Non-Sworn)							
County Workforce	44	22	23	6	1	1	3
Census Data	39/65	12/10	33/26	8/18	5/1	0/1	3/5
Underrepresentation	X/-21	X/X	-10/-3	-2/-12	-4/X	X/X	X/-2

^[3] The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably



CONTRA COSTA COUNTY DEPARTMENT OF AGRICULTURE, WEIGHTS & MEASURES OUTREACH AND RECRUITMENT PLAN 38 EMPLOYEES

Issue: The Board of Supervisors remains committed to maintaining a diverse and inclusive workforce, which is reflective of the communities that we serve. As of December 31, 2022, the County's workforce statistical data indicate the following:

- Females are underrepresented in Officials and Administrators and Technician positions
- Males are underrepresented in Administrative Support positions
- Blacks are underrepresented in Administrative Support positions
- Hispanics are underrepresented in Officials and Administrators, Professionals, Technician, Administrative Support, and Service Maintenance positions
- Asians are underrepresented in Officials and Administrators, Professional, Technician, and Administrative Support positions

The majority of the positions in our department require California State licensure to meet the minimum qualifications. These positions include Agricultural Biologist II, Agricultural Biologist/W&M Inspector III, Agricultural Deputy Commissioners, Deputy Sealer of Weights and Measures, and Department Administrators. When we recruit for positions that require state licensing, a job announcement is sent to all qualified and licensed individuals in the state of California. This ensures that we are reaching the broadest qualified candidate pool possible. The California Department of Food and Agriculture County Liaison provides the department with a list of qualified individuals once we notify them of vacant positions.

For Biologist I and Weights & Measures Inspector I positions, incumbents do not require possession of a state license. However, incumbents are given nine months to obtain one state license as a requirement of employment. For these positions, we will outreach with Community Colleges and Universities. For job positions where state licensing is not required, we focus outreach efforts within the community

Objective: Increase the applicant pool of underrepresented groups within our workforce by conducting specific outreach and recruitment efforts to candidates who meet the minimum qualifications by encouraging them to apply for the vacant positions within the Department of Agriculture, Weights and Measures.

Message: The Department of Agriculture/Weights and Measures will target outreach efforts to websites that serve underrepresented groups. We will email these organizations vacancy announcements within the department during the fiscal year. This proactive measure will

help to create a more diverse applicant pool of qualified candidates to apply for departmental vacancies.

Tools: The Department of Agriculture/Weights and Measures will disseminate recruitment opportunities to the public through our website and to local community colleges and universities to increase awareness of the Department of Agriculture/Weights and Measures and provide information of qualifications for employment with our department. We will continue to utilize websites geared towards helping underrepresented people find employment when possible. When hiring for licensed positions, the department obtains a statewide contact list of all licensees and ensures that everyone who is qualified receives notification of the job opening with instruction on how to apply.

Message Distribution

STRATEGY	ELEMENT	TASKS
Research employment websites and register to join the online community.	Internet/Computer	Coordinate with Human Resources to publish recruitments on Womenforhire.com, Tradeswomen.org, and Diversity.com
Increase awareness about the different positions in our department. This will be achieved by describing the job qualifications for vacant positions and how to attain those qualifications.	Internet/Computer	Keep information updated for job qualifications, job descriptions, and licensing information to our department's website.
Target all underrepresented classes that possess a state inspector/biologist license, weights and measures inspector license, Deputy license, Sealer of W&M license and Agricultural Commissioner license	Personal contact	Mail or email all job announcements to all qualified individuals in order to expand the opportunity for qualified individuals.
Network with local Community Colleges and Universities to increase the applicant pool and explain the Department of Agriculture, Weights and Measures recruitment mission and goals.	Personal contact/publications	Develop content that highlights the department's purpose, goals and employment opportunities. Reach out to Academic Career Advisors and Alumni Relations at Cal State East Bay, UC Davis, Cal State San Luis Obispo.

Contact: Matthew Slattengren
Agricultural Commissioner/Sealer of Weights and Measures
Matt.Slattengren@ag.cccounty.us



CONTRA COSTA COUNTY ANIMAL SERVICES EQUAL EMPLOYMENT OPPORTUNITY OUTREACH AND RECRUITMENT PLAN 62 EMPLOYEES

Issue: The Board of Supervisors remains committed to maintaining a diverse and inclusive workforce that is reflective of the communities that we serve. As of December 31, 2022, the Animal Services Department's statistical data indicate the following:

- Females are underrepresented in the Professionals job category.
- Males are underrepresented at 31% in Administrative Support, 21% in Service Maintenance, and 25% in the Officials & Administrators job categories.

The Animal Services Department also presented under-representation in the following categories:

- African Americans are underrepresented at 10% in Administrative Support, 10% in the Services Maintenance job category.
- Asians are underrepresented at 17% in Officials and Administrators, 23% in Professionals, 19% in Technicians, and 16% in Administrative Support job categories.

Objective: Increase outreach to the local minority workforce population, specifically for under-represented areas within the Animal Service Department divisions. The Animal Services Department will continue to create positive and sustainable partnerships with the local Community College District and Community Based Organizations (CBOs) to ensure that the department informs the community on department vacancies.

Message: The Animal Services Department will continue to be an active partner in the community by establishing strong relationships with County and community vocational programs on all department career opportunities. The Department strives to continue to outreach and engage with the local community to enhance and promote a diversified workforce.

Tools: Continually update Animal Services website.
Utilize Animal Services Social Media websites.
Attend and participate in local job and community events.
Distribute department brochures and literature.

Message Distribution

STRATEGY	ELEMENT	TASKS
Participate in community events and job fairs.	Outreach & Engagement	<p>ASD will re-engage in 2022 by participating in local community events that target underserved populations.</p> <p><u>Community Events:</u></p> <ul style="list-style-type: none"> • Bark in the Park, Brentwood CA • Safety Fairs, County Wide • Road Runner Run Club, Pleasant Hill CA • Veteran's Stand Down, Antioch CA • and other scheduled community events posted on the Department's website <p><u>Job Fairs & Presentations:</u></p> <ul style="list-style-type: none"> • Contra Costa County Workforce Development Board Job Fairs • Contra Costa Colleges EOP program presentations.
Establish competitive salaries for Animal Services Field Operations unit.	Economic	The Animal Services Department (ASD) has implemented an external and internal competitive salary study for our Animal Services Medical division classifications in 2022 to increase the department's medical staff recruitment and retention.
Distribute brochures and employment opportunities for outreach and recruitment to minorities.	Recruitment	<p>The Animal Services Department (ASD) will collaborate with local community-based organizations and agencies on employment recruitments. ASD has continuously promoted employment opportunities to these organizations.</p> <p><u>Community Based Organizations:</u></p> <ul style="list-style-type: none"> • Workforce Development Board: East Bay Works • Opportunity Junction, Antioch CA • Contra Costa Community College District

Register and post Animal Services Department vacancies online, to reach a broad section of minorities	Electronic	<p>Animal Services has also expanded its employment recruitment efforts through social media:</p> <ul style="list-style-type: none"> • Facebook • Twitter • LinkedIn <p>Register and post vacancies on large job recruitment websites through the Contra Costa Human Resources Department:</p> <ul style="list-style-type: none"> • Indeed • Monster.com • GlassDoor • Humane Society

Contact: Arturo Castillo. Administrative Services Officer
arturo.castillo@asd.cccounty.us



CONTRA COSTA COUNTY OFFICE OF THE ASSESSOR OUTREACH AND RECRUITMENT PLAN 97 EMPLOYEES

Issue: The Board of Supervisors remains committed to maintain a diverse and inclusive workforce which is reflective of the communities that we serve. As of December 31, 2022, the Office of the Assessor's workforce statistical data indicate the following:

- Males are underrepresented in Official and Administrator, Technician and Administrative Support positions.
- Hispanics and Asians are underrepresented in Official and Administrator positions.
- Asians are underrepresented in Professional positions.
- Hispanics are underrepresented in Technician positions.

Objective: Increase the applicant flow of underrepresented groups within our workforce by conducting specific outreach and recruitment efforts to Community Based Organizations, Professional Groups and online recruitment sites who serve the populations listed above.

Message: The Office of the Assessor will conduct strategic outreach efforts to community/faith based organizations, professional groups and online websites that serve those populations where we have underrepresentation. We will electronically send these organizations all open vacancies within the department. This proactive measure will help to create a more diverse applicant pool of qualified candidates to apply for departmental vacancies.

Tools: Community based organizations to reach out to men
Local colleges and universities
Distribute to various applicable professional groups
Post job vacancies on websites and job centers

Message Distribution

STRATEGY	ELEMENT	TASKS
Partner with community based organizations to reach out to males to apply for Technical and Administrative Support positions within our workforce	Personal Contact	Connect with: <ul style="list-style-type: none"> • Men and Women of Purpose • Shelter, Inc. • East Bay Goodwill

Utilize job search websites to reach a broader pool of applicants interested in employment in the public sector.	Electronic Publication	Post job vacancies on glassdoor.com , indeed.com , bayareajobfinder.com ; and/or governmentjobs.com
Utilize online networks to reach the Hispanic and Asian communities	Electronic Publication	Post job vacancies on the Professional Diversity Network
Coordinate with Hispanic and Asian organizations to reach those interested in Officials and Administration, Professional, and Technician positions at the Assessor's Office	Personal Contact	Connect with: <ul style="list-style-type: none"> • Hispanic Chamber of Commerce • Lao Family Community Development
Connect with California Community Colleges and Adult Schools	Electronic Publication	Reach out to local colleges (such as DVC, Los Medanos, Cal State East Bay, and Contra Costa College, Contra Costa Adult Education) to post job vacancies. Extend outreach to colleges in Sacramento, Napa, Alameda, Solano, Santa Clara and Sonoma Counties
Work with subject matter experts to connect with professional groups in order to reach individuals interested in Official and Administrator, Technician, and Professional positions	Electronic Publication	Distribute announcements to applicable professional groups (such as California State Association of Counties and California Assessors' Association) and distribute to other County Assessor's Offices in the State.
Utilize community job centers and resources	Publication/Print	Post job openings at Workforce Development Board East Bay Works One-Stop Career Center locations
Utilize county resources and websites	Electronic Publication	Advertise on CCTV and publish on the Assessor's Office website.

Contact: Danielle Gomez – Administrative Services Assistant III
danielle.gomez@assr.cccounty.us



CONTRA COSTA COUNTY OFFICE OF THE AUDITOR-CONTROLLER OUTREACH AND RECRUITMENT PLAN

45 EMPLOYEES

- Issue:** The Board of Supervisors remains committed to maintain a diverse and inclusive workforce, which is reflective of the communities that we serve. As of December 31, 2022, the Office of the Auditor-Controller workforce statistical data indicates the following:
- Males are underrepresented in Professional positions by 26%
 - Males are underrepresented in Administrative Support positions by 22%.
 - In the Officials and Administrators, the underrepresentation is Whites 10%, Hispanics 13%, and Asians 17%.
 - Whites are underrepresented in Professional positions by 22%.
 - In the Administrative Support positions, the underrepresentation is Whites 15% and Asians 11%.
- Objective:** Work with Human Resources to Increase the applicant flow of underrepresented groups within our Office by encouraging underrepresented classes to apply for vacant positions. Help Human Resources create diversified applicant pools to fill vacancies with the Office through increased outreach.
- Message:** The Office of the Auditor-Controller will continue to work with the Human Resources Department to strengthen its outreach efforts. The Auditor-Controller's Office is committed to conducting strategic and targeted outreach to meet both the county and department outreach goals, as determined by the Office of Equal Employment Opportunity. The Office will continue to conduct strategic outreach efforts to community-based organizations, professional groups, and online websites that serve those populations where we have underrepresentation.
- Tools:** Community Organizations such as the Chamber of Commerce
Professional websites such as the California Auditor-Controller's State Association, California State Association of Counties (CSAC).
Recruiting websites such as Zip Recruiter, Monster, and Indeed.
Local junior colleges and universities.

Message Distribution

STRATEGY	ELEMENT	TASKS
Partner with professional organizations to reach out to the underrepresented groups of the office and apply for Professional and Administrative Support positions within the Office.	Personal Contact	Create professional relationships and partner with local colleges such as DVC, Los Medanos, Cal State East Bay, and local high schools
Attend job and career fairs geared towards helping the underrepresented groups of the office find employment both in Professional and Administrative Support positions.	Personal Contact	Work with Human Resources to attend at least 2 job and career fairs during the fiscal year
Partner with community-based organizations who are the underrepresented groups of the office and who are interested in working in Administrative Support positions.	Personal Contact	Partner with the Office of EEO to reach our specific audience
Post job notices to the State Association of County Auditor's website	Publication/Print Media/Electronic	When notified of job announcements post to website
Post job notices to the California State Association of Counties (CSAC) website	Publication/Print Media/Electronic	When notified of job announcements post to website
Notify Walnut Creek, Lafayette, Orinda Chambers of Commerce and request they post job announcements	Publication/Print Media/Electronic	When notified of job announcements email
Email job vacancies to local colleges and universities and to career counselors within the local college and university system	Publication/Print Media/Electronic	When notified of job announcements email
Implement an Internship Program	Personal Contract	Develop an internship program to attract college students interested in a career in public accounting/auditing

Contact: Bob Campbell. Auditor-Controller Contra Costa County
Bob.Campbell@ac.cccounty.us



CHILD SUPPORT SERVICES OUTREACH AND RECRUITMENT PLAN

114 EMPLOYEES

Issue: The Board of Supervisors remains committed to maintain a diverse and inclusive workforce which is reflective of the communities that we serve. As of December 31, 2022, the Department of Child Support Services is underrepresented in males for each job category except the Technicians. There is under representation in females in the Technicians job category. There is under representation in the Asian population in each job category except Administrative Support. There is underrepresentation of the Hispanic population in the Technicians job category. There is under representation in the White population in the Officials and Administrators job category. Additionally, there is under representation in the White population in the Technicians job category.

Objective: Increase the visibility of males within the workforce. Increase the visibility of females in the Technician workforce. Target Asian, Black, Hispanic, and White populations in an attempt to mitigate current trends of under representation. The Department will work to more broadly market and promote job vacancies.

Message: The Department will utilize social media and online resources to reach a broad candidate pool. The Department will increase the scope of its marketing in the community in order to create a more diverse applicant pool of qualified candidates.

Outreach Tools:

YOU TUBE Video
Social Media
Community Outreach
Job Fairs
Digital Bill Board Advertising
Remote Testing
Child Support Director's Association
Western Intergovernmental Child Support Engagement Council

Message Distribution

Strategy	Element	Tasks
Use employee testimonial video and post to the Department's webpage	Electronic Media	Link the YOU TUBE video of incumbent employees in the underrepresented groups, explaining the duties of the open positions to the County HR webpage job posting to the Departments webpage.
Utilize social media to expand exposure of open job opportunities	Electronic Media	Post link to open job opportunities on the Department's Facebook page. Continually monitor to address potential candidate feedback
Conduct outreach to local community groups, targeting groups specific Asian, Hispanic and African-American populations.	Electronic Media	Build community partnerships and provide electronic job postings for distribution during open recruitment periods. Will target Shelter, Inc. and local Salvation Army chapter for male and African-American outreach, Asian Business League of San Francisco for Asian outreach, Monument Impact for Hispanic outreach.
Create brochure which explains the department of Child Support Services' outreach and recruitment mission and goals	Publication Print Media	Partner with the County Workforce Development Board to distribute brochures to local job fairs and local job centers
Coordinate digital billboard advertising with open recruitments	Advertising	Post job opportunities via digital billboards in Contra Costa County; utilize marketing materials that specifically target males of current under-represented groups.
Use job examinations that can be administered remotely and reach a wider group of candidates.	Remote Testing	Create examinations that can be done by candidates from home or in their local area, to reach a broader candidate pool.
Child Support Director's Association (CSDA) and Western Intergovernmental Child Support Engagement Council (WICSEC)	Advertising	Post job opportunities with CSDA and WICSEC to reach child support professionals throughout California and the United States, targeting a larger audience for job postings.

Contact:

Matthew Brega,
Assistant Director /
Supervising Attorney

925-313-4401
Matt.Brega@dcss.cccounty.us



CONTRA COSTA COUNTY CLERK-RECORDER-ELECTIONS DEPARTMENT OUTREACH AND RECRUITMENT PLAN 79 EMPLOYEES

- Issue:** The Clerk-Recorder-Elections Department remains committed to maintaining a diverse and inclusive workforce reflective of the communities we serve. As of December 31, 2022, the County's workforce statistical data indicate the following for the Clerk-Recorder-Elections Department:
- Males are underrepresented in Officials and Administrators positions.
 - Females are underrepresented in Technicians.
 - Whites are underrepresented in Administrative Support positions
 - Hispanics are underrepresented in Officials and Administrators and Technicians positions
 - Asians are underrepresented in Professionals positions.
- Objective:** Increase the applicant flow of underrepresented groups within our workforce by conducting specific outreach and recruitment efforts to Community Based Organizations, professional groups, and online recruitment sites who serve the populations listed above.
- Message:** On behalf of the Clerk-Recorder-Elections Department, the Human Resources unit will conduct strategic outreach efforts to community-based organizations, professional groups, and online websites that serve those populations where we may be underrepresented. These organizations will be provided information about open vacancies within the department. This proactive measure will help to create a more diverse applicant pool of qualified candidates to apply for departmental vacancies.
- Tools:** Community based organizations
Local job fairs and career days
Local colleges and universities
Websites geared towards helping men and women find employment
Create and distribute informational brochures

Message Distribution

STRATEGY	ELEMENT	TASKS
Identify organizations that promote job opportunities for minority groups within the County. Apprise said groups when requesting new eligible lists are created for underrepresented job classes.	Personal Contact	Identify job resource entities in the county working to support minority groups seeking employment, apprise said groups of opportunities to apply for recruitments to underrepresented job classes.
Advertise at local job fairs, colleges, and universities within the County.	Advertisement	Increase applicant flow for recruitments by participating with local institutions.
Partner with community based organizations who serve males interested in working as Officials, Administrators, and Professional positions. As well as organizations who serve females interested in Technical positions	Personal Contact	Partner with the Salvation Army, Men and Women of Purpose and Community Churches to reach our specific audiences. Identify additional community based organizations for candidate outreach purposes.
Work with recruiting firms to solicit candidates from underrepresented communities	Personal Contact	Identify and contact recruiting firms that serve underrepresented groups; apprise them of anticipated recruitments before eligible lists are constructed.

Contact: Tyler Stull, Administrative Services Assistant II, 925-335-7997
tyler.stull@cr.cccounty.us



CONSERVATION AND DEVELOPMENT OUTREACH AND RECRUITMENT PLAN 150 EMPLOYEES

- Issue:** The Board of Supervisors and the Department of Conservation and Development (DCD) remain committed to maintain a diverse and inclusive workforce which is reflective of the communities that we serve. As of December 31, 2022, the County's workforce statistical data indicate the following with respect to DCD:
- Males are underrepresented in Administrative Support positions.
 - Females are underrepresented in Professional, Technician and Service Maintenance positions.
 - Whites are underrepresented in Professional and Service Maintenance positions.
 - Asians are underrepresented in Service Maintenance positions.
 - Hispanics are underrepresented in Service Maintenance positions.
- Objective:** Increase the applicant flow of underrepresented groups within our workforce by conducting specific outreach and recruitment efforts to include educational institutions and programs, professional groups and online recruitment sites that serve the populations listed above.
- Message:** DCD will conduct strategic outreach efforts to educational and professional groups, as well as websites that serve the populations that are underrepresented. We will electronically send these organizations all open vacancies within the department during the fiscal year. This proactive measure will help to create a more diverse applicant pool of qualified candidates to apply for departmental vacancies.
- Tools:**
- Professional Networks and Groups
 - Local colleges and universities
 - Job/employment fairs
 - Build an internship and mentorship program to expand our connections with previously untapped talent pools and retain quality employees

- Websites that help women find employment in Technician and Service/Maintenance positions
- Websites that help men find employment in Administrative Support positions
- Websites that help Hispanic candidates find employment in Officials/ Administrators positions
- Websites that assist White candidates find employment in Professional positions
- Websites that assist Asian candidates find employment in Service Maintenance positions
- Websites that target the hiring of existing Contra Costa County residents to improve representation in all underrepresented groups.

Message Distribution

STRATEGY	ELEMENT	TASKS
Officials and Administrators: For future such vacancies in DCD, we will focus on encouraging Hispanics to apply for such positions to reduce the underrepresentation in the Officials and Administrators category.	Personal Contact; Professional organizations;	Work directly with other administrators to identify potential candidates for this position in the under-represented categories. Outreach to organizations such as the Local Government Hispanic Network and pursue posting job openings there.
Professionals: DCD will be recruiting/filling Planner and Engineer positions during the 22/23 fiscal year. When recruiting focus on outreach to females and white candidates for these positions.	Local colleges and universities; job fairs; internships	Attend job fairs and recruit directly from colleges and universities that generate qualified candidates, particularly white candidates.

<p>Technicians: Currently, DCD has several vacant Building Inspector positions. DCD recognizes a clear need to increase representation for women and people of color in these classifications, starting with Building Inspector I.</p>	<p>Personal Contact; Professional Networks; internships and Websites</p>	<p>Discuss with existing staff how to increase diversity in this classification. Utilize their networks of professionals to recruit. Also utilize websites and organizations such as:</p> <ul style="list-style-type: none"> • Tradeswomen.org • National Association of Women in Construction (NAWIC)
<p>Administrative Support: Partner with HR in identifying locations to recruit males including community- based organizations. Some of DCD's clerical staff have come from the WEX Program (Work Experience Program through EHSD). Continue to utilize this program. Additionally, offer internship opportunities. These opportunities expose students to the work we do, and often encourage them to apply for FT positions.</p>	<p>Community Based Organizations; WEX Program; Offer Internship opportunities</p>	<p>Collaborate with the Salvation Army, Rubicon, and other community-based organizations to reach our specific audience. Offer intern opportunities to students interested in administrative support positions. Contact EHSD representative regarding WEX program.</p>
<p>Service/Maintenance: This category consists of Weatherization Technician (Specialists and Leads). These positions are primarily filled by word of mouth because they are Project positions and outside the merit system. DCD is committed to working with the Program Manager to conduct targeted/focused recruitment when vacancies occur to decrease the disparity in women specifically, and to increase the White, Hispanic, and Asian representation.</p>	<p>Personal Contact, Internet/Computer</p>	<p>Tradeswomen.org; Asian Career Network</p>

<p>Research employment websites and targeted professional associations and make use of these tools for outreach and networking.</p>	<p>Internet/Computer</p>	<p>Conduct outreach with and thru organizations and websites such as:</p> <ul style="list-style-type: none"> <input type="checkbox"/> womenforhire.com <input type="checkbox"/> careerwomen.com <input type="checkbox"/> National Association for Asian American Professionals (Career Center web page) <input type="checkbox"/> National Society for Hispanic Professionals <input type="checkbox"/> National Association of Women in Construction (NAWIC) <input type="checkbox"/> Women in Structural Engineering (WiSE) <input type="checkbox"/> Structural Engineering Engagement and Equity (SE3) Project <input type="checkbox"/> Planning and Women Division of the American Planning Association <input type="checkbox"/> Tradeswomen.org; <input type="checkbox"/> Asian Career Network <input type="checkbox"/> Local Government Hispanic Network
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Contact: John Kopchik, Director
john.kopchik@dcd.cccounty.us



COUNTY ADMINISTRATOR'S OFFICE OUTREACH AND RECRUITMENT PLAN 115 EMPLOYEES

ISSUE: The County Administrator's Office (CAO) remains committed to maintaining a diverse and inclusive workforce that is reflective of the communities served. As of December 31, 2022, the demographics of the CAO's workforce indicate the following:

- Males are underrepresented in Officials/Administrators and Administrative Support roles
- Females are underrepresented in Technician roles
- Whites are underrepresented in Technician roles
- Hispanics are underrepresented in Technician, Administrative Support, and Skilled Craft roles
- Asians are underrepresented in Administrative Support roles

This workforce underrepresentation data includes data for the following departments within the County Administrator's agency: Clerk of the Board; CCTV; Department of Information Technology, including the Telecommunications division; Law and Justice Systems; and the Administrative Office of the County Administrator, including the Labor Relations unit.

OBJECTIVE: Increase the applicant flow by focusing recruitment efforts to the underrepresented groups.

MESSAGE: The CAO will attempt to strategically target outreach to organizations and websites that cater to diverse populations when recruitments occur. In partnership with the Human Resources Department, open vacancies will be sent electronically to these organizations, as well as to other County departments. Additionally, CAO will inform the Human Resources Department and hiring managers of this plan so that recruitment and selection efforts are equitable and inclusive to underrepresented groups.

The areas of underrepresentation have not changed since last year's makeup of the Agency, mainly due to limited turnover in some divisions. Additionally, the Agency has experienced various workforce impacts due to COVID-19, including recruitment challenges during a pandemic environment of uncertainty and limited candidate pools. To address the underrepresented areas, the CAO agency will develop relationships with diverse associations and the strategies listed below as tools to achieve its objectives.

Message Distribution

STRATEGY	ELEMENT	TASKS
Conduct targeted outreach to local and community-based organizations, diverse professional organizations and public sector associations to seek underrepresented candidates.	Computer	Expand outreach as appropriate to address each role category's underrepresentation to include: <ul style="list-style-type: none"> Community based organizations such as the California Diversity Council and the Workforce Development Board of Contra Costa County; Race and ethnicity focused organizations such as the National Association of Asian American Professionals, Association of Latino Professionals for America, Chicana/Latina Foundation, and National Organization of Blacks in Government, Gender focused associations such as the National Coalition for Men
Conduct national outreach as needed to fill critical and highly skilled roles.	Computer	Continue using contractors such as Peckham McKenney and Teri Black to help broaden national outreach efforts, especially for highly skilled candidates.
Partner with Human Resources to ensure recruitment qualification assessments and examinations incorporate diversity, equity and inclusive tools.	Computer / In-person Meetings	Inform the Human Resources Department of our recruiting strategy, and request their support consistent with our plan
Select hiring committees that reflect the county's diverse population and underrepresented groups, and who are committed to supporting a diverse, equitable and inclusive workforce.	Computer	Inform hiring managers of this EEO Outreach and Recruitment Plan. Support hiring managers in identifying interview and hiring practices that are equitable and inclusive. Encourage diverse hiring committees/panels, including participation of management staff from underrepresented groups.

Contact: Enid Mendoza, Senior Deputy County Administrator

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COUNTY COUNSEL OUTREACH AND RECRUITMENT PLAN 49 EMPLOYEES

Issue: The data chart prepared by the County's Equal Opportunity Officer indicates that, when the 49 employees in the County Counsel's Office are compared with the working population of Contra Costa County, the County Counsel's Office is statistically under-represented in the following categories:

- Hispanics are under-represented in the Officials and Administrators classifications;
- Asians are under-represented in the Officials and Administrators and Professional classifications;
- Men are under-represented in the Officials and Administrators and Professional positions

For the purpose of this plan, this Office addresses only the non-clerical recruitments. Clerical outreach and recruitments are countywide and are not conducted by this office.

Objective: The department will continue to enhance outreach efforts with Hispanic and Asian legal associations, law school career centers, and like agencies to keep them apprised of job vacancies within our office.

Message: The Office of the County Counsel's recruitment strategies will continue to enhance its efforts towards creating a diverse and qualified applicant pool of candidates from which we fill the vacant positions. All open recruitments within the department are noticed to a vast number of organizations during the recruitment period. These measures are intended to help create a more diverse applicant pool of qualified candidates that reflect the demographics of the Contra Costa County workforce.

Tools: Enhance the communication methods of job vacancies with our under-represented groups by expanding the postings of job vacancies via email, online job boards, law school career centers, Public Services Employment services, and professional organizations. Expressing a desire to hire individuals from diverse backgrounds in recruiting notices, and coordination with the EEO's staff to expand recruitment information to community based organizations.

Message Distribution

STRATEGY	ELEMENT	TASKS
Link the Equal Employment Opportunity homepage to the County Counsel's homepage	Internet	Increase the County Counsel's exposure to the community to promote the goals of diversity, inclusion, and equality in the workplace
Announce job vacancies via email and internal office communications	Electronic	Strategically enhance email announcements to target the under-represented group's law school career centers, bar associations, and Legal Assistant programs. Utilize internal word-of-mouth advertising and the Human Resources Department advertising and outreach sources
Utilize County Counsel's outreach brochure to explain the Office's recruitment missions and goals	Publication Print Media	Make available brochures to the targeted under-represented group's recruitment centers
Further expand recruitment efforts to reach the underrepresented community	Internet	Register, subscribe and post job vacancies that target the underrepresented classifications via websites such as Workforce Development Board, and Foundation List - a national nonprofit job board, Asian and Hispanic Chamber of Commerce
Announce vacancies via links on County Counsel webpage that will provide notices about current announcements and instructions for future notifications of job-related alerts	Website	Ensure the "Job Description" and "FAQ" links on the County Counsel website provides current information
Coordinate distribution of County Counsel Outreach brochure via job recruitment announcements with EEO's staff for their marketing efforts	Publication Print Media Personal Contact	Partner with organizations who serve the under-represented populations and programs that support workforce diversity

Contact: Wanda R. McAdoo, Administrative Services Officer
wanda.mcadoo@cc.cccounty.us



DISTRICT ATTORNEY OUTREACH AND RECRUITMENT PLAN 209 EMPLOYEES

Issue: The Board of Supervisors remains committed to maintain a diverse and inclusive workforce which is reflective of the communities that we serve. As of December 31, 2022, the District Attorney's (DA) workforce statistical data indicates the following:

- Males are underrepresented in Administrative Support positions;
- Females are underrepresented in Technician positions;
- Hispanics are underrepresented in Official and Administrator, and Technician positions;
- Asians are underrepresented in Professional, Technician, and Administrative Support positions;
- Whites are underrepresented in Administrative Support positions.

Objective: Increase the applicant flow of underrepresented groups within our workforce by conducting outreach and recruitment efforts with many and varied groups and organizations who serve these groups.

Message: The DA will conduct strategic and targeted outreach efforts to community/faith-based organizations and online websites that serve persons of underrepresented demographics. We will electronically send these organizations all open vacancies within the department during the fiscal year. This proactive measure will help to create a more diverse applicant pool of qualified candidates to apply for departmental vacancies.

Tools: Community/ faith based organizations, local job fairs and career days, local colleges and universities, and websites geared towards helping persons of underrepresented demographics find employment. Create and distribute informational brochures.

Message Distribution

STRATEGY	ELEMENT	TASKS
Participate in job fairs at Law Schools around the state.	Personal Contact	Participate in reviewing resumes, mock hiring interviews.

Participation in mock trial programs	Personal Contact	Prosecutors volunteer to participate in high school mock trial programs in underrepresented communities to promote interest in criminal prosecution careers.
Outreach to diverse Law School organizations	Personal Contact	<p>Speaking to law school classes. Recruiting committee will actively seek opportunities to speak to law school clubs and organizations whose members consist of individuals from diverse backgrounds to discuss a career path. Examples of groups the committee has reached out to include:</p> <ul style="list-style-type: none"> • Armenian Law Student Association • Vietnamese American Law Society • Pilipino American Law Society • La Raza Law Students Association • Korean American Law Student Association • Black Law Students Associations • Asian Pacific American Law Student Association
Post job vacancies on websites and in publications geared toward Hispanics, Asians, females and males.	Publication/Print Media	Determine which publications will assist us in meeting out Hispanic recruiting goals and express our desire to hire individuals from diverse backgrounds in recruiting notices. We have contacted SF La Raza Lawyers, East Bay La Raza Lawyers Association, and La Raza Lawyers of Santa Clara County to ask them to send out to their members' job postings.
Outreach to Minority Bar Associations	Personal Contact	Notify Minority Bar Associations of employment opportunities and participate in Panel Discussions on Criminal Law issues. Outreach to

		<p>the three local Bay Area Minority Bar Associations that serve Hispanic attorneys: SF La Raza Lawyers, East Bay La Raza Lawyers Association, and La Raza Lawyers of Santa Clara County. In addition, the Minority Bar Coalition (MBC) which is a coalition of bar organizations that are committed to serving all attorneys from minority groups. Direct outreach to the following:</p> <ul style="list-style-type: none"> • Asian Pacific Bar Association - Silicon Valley • Asian American Bar Association • Charles Houston Bar Association • Bay Area Black Prosecutors Association • San Francisco La Raza Lawyers • Asian American Prosecutors Association • Filipino Bar Association of Northern California • Black Women Lawyers Association of Northern California • East Bay La Raza Lawyers Association • Korean American Bar Association of Northern California • La Raza Lawyers of Santa Clara County • South Asian Bar Association of Northern California • Vietnamese American Bar Association of Northern California
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Outreach to Career Development Office (COO) at Law Schools and other colleges and organizations	Personal Contact	Alumni from the Recruiting Team reach out CDO's expressing our interest in attracting a more diverse applicant pool. La Raza Law Students Association serves Hispanic students. We will be attempting to reach out to all the La Raza organizations on local school campuses.
Post job vacancies on websites and publications focused on serving diverse populations	Publication/ Print Media	Notify Opening Doors, International Rescue Committee, Narika, RYSE Youth Center, Family Justice Centers (West and Central), Center for the Pacific Asian Family, Mujeres Unidas Y Activas, Korean Family American Services, Asian Pacific Islander Legal Outreach, Asian Americans for Community Involvement.
Post job vacancies on websites and publications focused on women in law enforcement.	Publication/ Print Media	Determine which organizations might assist us in recruiting sworn female law enforcement personnel, and express the Office's desire to increase the number of female Senior Inspectors.
Post job vacancies on websites and publications focused on law enforcement professionals with an emphasis on bilingual personnel.	Publication/ Print Media	Determine which organizations might assist us in recruiting sworn law enforcement personnel, and express the Office's desire to increase the number of bilingual Senior Inspectors.

Contact: Monica Carlisle
 Chief of Administrative Services
monica.carlisle@contracostada.org



EMPLOYMENT AND HUMAN SERVICES OUTREACH AND RECRUITMENT PLAN 1582 EMPLOYEES

Issue: The Employment and Human Services Department (EHSD) remains committed to maintain a diverse and inclusive workforce which is reflective of the communities that we serve. As of December 31, 2022, the EHSD workforce statistical data indicate the following:

- Whites are underrepresented in Officials and Administrators and Professional positions
- Asians are underrepresented in Officials and Administrators and Professional positions
- Hispanics are underrepresented in Technician positions
- Blacks are underrepresented in Service Maintenance positions
- Males are underrepresented in Officials and Administrators, Professional, and Administrative Support positions
- Females are underrepresented in Service Maintenance positions

Objective: Increase the applicant flow of underrepresented groups within our workforce by conducting specific outreach and recruitment efforts to Community/Faith Based Organizations, Non-Profit Organizations, Professional Groups, Newspapers, Career Fairs, Colleges and Universities, and online recruitment sites who serve the populations listed above.

Message: EHSD will conduct strategic outreach efforts to community/faith based organizations, professional groups and online websites that serve those populations where we have underrepresentation. We will send these organizations information regarding our hard to recruit positions within the department during the fiscal year. This proactive measure will help to create a more diverse applicant pool of qualified candidates to apply for departmental vacancies.

Tools:

- Attend and/or advertise at local career fairs, local colleges and universities
- Utilize websites geared towards helping Whites, Asians, Blacks and Hispanics find employment.
- Continue to use our a “Day in the Life” Video Series on Website for Social Worker, Eligibility Worker, and Head Start Supervisor to encourage potential candidates to apply.
- Continue to use our On-Line Exams for Social Worker and Eligibility Worker series.
- Continue to use specialized brochures for Social Worker Series.
- Work with Human Resources in creating more opportunities of outreach for our underrepresented classifications.

Message Distribution

STRATEGY	ELEMENT	TASKS
Partner with Community/Faith Based Organizations	Personal/Online Contact	Create consistent ongoing professional relationships with parishioners.
Attend job and career fairs geared towards helping males find employment.	Personal/Online Contact	Attend at least 1 job and career fairs during the fiscal year. EHSD will focus on recruiting Whites, Asians, Blacks and Hispanics
Partner with local colleges and universities	Personal/Online Contact	Collaborate with Los Medanos, Contra Costa, Diablo Valley College, CAL State East Bay, and St. Mary's colleges.
Research employment websites and register to join the online community.	Internet/Computer	Register with websites such as (using specific categories), Asian Americans/Pacific Islanders, Hispanic in philanthropy outreach) and outreach to veterans. Utilize LinkedIn, Twitter, Facebook, Indeed and Instagram more frequently.
Advertising in specific periodicals targeting Whites and Asians.	Publications	BBC News Asia Contra Costa Times East Bay Times
Create specific brochures for hard to recruit positions.	Personal	Information System Techs Information System and Program Analyst Teachers
Hire Consultants to recruit for positions in the underrepresented Officials and Administrators category	Personal Contact	Consultant to target and encourage qualified candidates in the Officials and Administrator's category to apply for vacancies

Contact: Tamina Alon, Assistant Director-Policy and Planning

TAlon@ehsd.cccounty.us



FIRE PROTECTION DISTRICT OUTREACH AND RECRUITMENT PLAN 488 EMPLOYEES

Issue: The Contra Costa County Fire Protection District (District) remains committed to maintain a diverse and inclusive workforce that is reflective of the communities that we serve. As of December 31, 2022, the County's workforce statistical data indicate the following:

- Females are underrepresented in Officials and Administrators, Professional, Technical, Protective Services (Sworn), Protective Services (Non-Sworn) and Service Maintenance positions.
- Males are underrepresented in Administrative Support positions.
- Hispanics are underrepresented in Technicians, Skilled Craft, Protective Services (Non-Sworn), and Service Maintenance positions.
- Blacks are underrepresented in Service Maintenance and Protective Services (Sworn) positions.
- Asians are underrepresented in Officials and Administrators, Professionals, and Technician positions.

Objective: Increase the applicant flow of underrepresented groups within our workforce by conducting specific outreach and recruitment efforts to Community Based Organizations, Professional Groups and online recruitment sites who serve the populations listed above.

Message: The District will continue to conduct strategic outreach efforts to community-based organizations, professional groups and online websites that serve those populations where we have underrepresentation. We will electronically send these organizations all open vacancies within the District during the fiscal year. In addition, we will continue to promote careers in the Fire Service by collaborating with middle through high schools, and community colleges with a diverse student population. These proactive measures will help to create a more diverse applicant pool of qualified candidates to apply for District vacancies.

Tools: The District continues to work to diversify the pool of eligible applications. Outreach will be targeted towards high schools, community colleges and universities. We will continue to expand job opportunities for temporary paid positions by hiring District Aides who are current

students enrolled in Fire Science Associates degree programs from the local community colleges or recent graduates who have some related work experience and interest in a career in the fire service. These temporary job opportunities provide candidates with direct experience performing non-professional administrative support behind the scenes of a fire department so they can prepare for a career in the fire service.

As of April 4, 2022, the District is in its third season of hiring Fire Control Workers for the seasonal wildland mitigation program. This program is targeted towards current District Aides and recent graduates of the EMT certificate or Associates Degree in Fire Science programs from local community colleges. The seasonal program runs from May through October. The program is designed to give candidates direct experience performing wildland firefighting to prepare for a career as a firefighter.

On March 12 and March 13, 2022, the District hosted the NorCal First Alarm Girls Fire Camp for high school girls from grade nine through twelve. The goal of the camp is to empower young women to gain hands on experience. The girls received training with firefighting tools and equipment, basic First Aid and CPR, and learned about career opportunities in the fire service. This is the first partnership with NorCal to increase women in a career in the fire service.

The District participated in several virtual job fairs during the fiscal year 21-22. On October 20, 2021, the District participated in a virtual job fair for Concord High School. On April 15, 2022, the District will be participating in the Safety and Public Career Fair at Diablo Valley Community College. On April 20, 2022, the District will be participating in the Clayton Valley Charter High School career fair. And on April 26, 2022, the District will be participating in the Los Medanos College Health and Public Safety Career Fair.

Message Distribution

STRATEGY	ELEMENT	TASKS
Attend job and career fairs geared towards helping our underrepresented find employment.	Personal Contact	Attend at least 5 job and career fairs during the fiscal year. The District will focus on recruiting females, Asian and Hispanic candidates to distribute information about the District's opportunities and vacancies.
Partner with community based organizations who serve females, Asians and Hispanics who are interested in working in all the classifications within	Personal Contact	Collaborate with the local sporting programs reaching student athletes, and statewide organizations such as the CAL-JAC program.

the Fire Service and Support Services fields		
Research employment websites and register to join the online community.	Internet/ Computer	Register with websites such as womenforhire.com and careerwomen.com to reach women who are interested in the Fire Service
Outreach to CBO's and schools to promote a Fire Explorer program for high school students	Personal Contact/ Social Media	Provide a unique opportunity to work alongside our fire suppression professionals
Outreach to candidates to offer practice written tests for Firefighter applicants	Personal Contact	CAL Joint Apprenticeship Committee
Outreach to diverse CBO's and academic organizations, Post job vacancies and publications focused on serving diverse populations	Personal Contact/Social Media/Publication	Recruitment/Outreach team will continue actively seeking opportunities to speak to academic organizations whose members consist of individuals diverse backgrounds to discuss career paths in the Fire Service. Examples of the groups the team has reached out to include: <ul style="list-style-type: none"> • IAFF, Local 1230 • IABPF - International Association of Black Professional Firefighters • CA Community Colleges • EMS Paramedic Trade Schools • EMT programs • iWomen (International Association of Women in Fire) • NAHF – International Association of Female Firefighters • NAHFF-National association of Hispanic Firefighters

Contact: Holly Trieu, HR Analyst, Equal Employment Opportunity Coordinator
htrieu@cccfd.org



HEALTH SERVICES OUTREACH AND RECRUITMENT PLAN 4037 EMPLOYEES

Issue: As of December 31, 2022, Contra Costa Health Services' statistical data showed under-representation of the following:

- Males in Officials and Administrators, Professionals, Technicians, Administrative Support, and Protective Services (Non-Sworn) positions.
- Whites in Professional, Technicians, Administrative Support, and Service Maintenance, and Protective Services (Non-Sworn) positions.
- Blacks in Protective Services (Non-Sworn) positions.

The Health Services Department has nine divisions providing health care and emergency response services to the residents of Contra Costa County. The majority of our professional classifications are held by women. Per data from the United States Department of Labor, there is a disproportionate representation of women in certain professions such as Registered Nurse, Social Worker, Medical and Health Services Manager, Counselor, and Human Resources Manager.

The Department conducts its own recruitment and strives to reach a diverse applicant pool by utilizing the County's Outreach Mailing List consistently in addition to posting our job announcements online to popular websites such as Craigslist, LinkedIn, Indeed and Monster, and distribution to health professional organizations and community agencies.

Objective: Increase the applicant pool of males, White, and Black candidates who meet the minimum qualifications and maintain a diverse workforce within the Health Services Department.

Message: The Department will continue to utilize the County's list of community/faith-based organizations and work with SPIN Recruitment Agency by posting our job announcements to popular websites such as Indeed, Monster, and Craigslist and expand to non-traditional sites. In addition, we participate in local job/career fairs, and collaborate with our division managers to look for innovative ways to attract qualified candidates from affiliated organizations, local colleges and universities.

Tools: Community/Faith based organizations
 Websites geared toward Males and Whites
 Publications geared toward Males and Whites
 Local job/career fairs
 Colleges and Universities
 Professional Organizations

Message Distribution

STRATEGY	ELEMENT	TASKS
Utilize the County's community/faith based organization list	Print Media/Internet	Continue to send job announcements thru General Services to ALL community/faith based organizations
Expand outreach to focused websites and organizations	Internet/Electronic	Continue to work with SPIN Advertising Agency to identify websites and organizations focused toward underrepresented categories and post job announcements online
Expand outreach to publications	Print/Publication	Work with SPIN Advertising Agency to identify publications focused on underrepresented categories and post job announcements
Attend local job and career fairs.	Personal Contact	Attend job fairs to distribute information on the department's vacancies and connect to candidates in person
Expand outreach to colleges and universities	Internet/Computer/Personal Contact	Work with Division Managers who have affiliations with local colleges/universities such as UC Davis, UC Berkeley, UCSF, Kaiser Allied Health, etc...
Expand outreach to professional organizations	Internet/Computer/Personal Contact	Work closely with Hiring Managers who have affiliations with professional organizations and send job announcements electronically

Contact: Jo-Anne Linares (925) 957-5246
Jo-Anne.Linares@cchealth.org



HUMAN RESOURCES OUTREACH AND RECRUITMENT PLAN 39 EMPLOYEES

Issue: The Board of Supervisors remains committed to maintaining a diverse and inclusive workforce, which is reflective of the communities that we serve. As of December 31, 2022, the Human Resources Department statistical data for gender and ethnicity underrepresentation is listed below:

Male

- Officials and Administrators - 18%
- Professionals - 26%
- Administrative Support - 25%

White

- Officials and Administrators - 20%
- Administrative Support - 34%

Hispanic

- Officials and Administrators - 13%

Objective: Increase outreach to underrepresented candidates for positions in the Human Resources Department.

Message: The department will continue to develop and utilize innovative recruitment tools to attract a diverse applicant pool of qualified candidates desiring a career in government human resources including advertising employment opportunities on websites that will reach a more diverse workforce.

Tools: Our current recruitment strategies include distribution of all County job opportunities to a vast number of community and faith-based organizations, colleges, cities, and employment placement services.

Our plan is to post vacancies on websites to include CareersinGovernment, Monster, Hot Jobs, Craigslist, CareerBuilder, Dice, Indeed, Bay Area Careers, SimplyHired, etc. and social media sites such as Facebook, Instagram, Twitter and LinkedIn.

We will also reach out to select universities including University of California, Berkeley, University of California, Los Angeles, University of California, Davis. Local colleges such as Cal State East Bay, Los Medanos and Diablo Valley, as well as other adult schools in the area will be targeted. We will continue to post on sites geared toward human resources professionals such as SHRM, CALPELRA and IPMA.

Message Distribution

STRATEGY	ELEMENT	TASKS
Research employment websites and register to join the online community.	Internet/Computer	Advertise employment opportunities on targeted websites that will reach underrepresented candidates.
Collaborate with our local adult schools and community colleges to attract and recruit students to consider careers in Human Resources.	Internet/Computer	Reach out to local adult schools and junior colleges such as Martinez Adult School, Mt, Diablo Adult Education, West Contra Costa Adult Education, Loma Vista Adult Education, Acalanes Adult Education Diablo Valley College, and Los Medanos College
Increase utilization of social media	Internet/Computer	Advertise employment opportunities on Facebook, Instagram, Twitter and LinkedIn.

Contact: Margaret Tolbert, Human Resources Department at (925) 655-2163
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LIBRARY OUTREACH AND RECRUITMENT PLAN 296 EMPLOYEES

Issue: The Board of Supervisors remains committed to maintain a diverse and inclusive workforce which is reflective of the communities that we serve.

According to the December 31, 2022, Contra Costa County Outreach and Recruitment Data Report, males are under-represented in the Library Department by the following percentage in the four (4) occupational categories noted below:

- Officials and Administrators: 33%
- Professionals: 30%
- Technicians: 15%
- Administrative Support: 11%

In addition, demographics by race and ethnicity show an underrepresentation of Asians by 17% in the Officials and Administrators occupational category, 19% in the Professionals occupational category, and 10% in the Technicians occupational category, and an underrepresentation of Hispanics by 16% in the Technicians occupational category.

Objective: Ensure that the Library workforce reflects the diversity of the County by continuing to diversify staff in all Library work units while increasing the presence of males, Hispanics and Asians within the workforce.

The Library currently meets this objective in the following area:

- Demographics by race and ethnicity in the Administrative Support Occupational Category.

Message: In addition to the Library Outreach and Recruitment Plan, Contra Costa County

Library's Leadership and Human Resources teams partner with the Equity, Diversity, and Inclusion Committee with an intentional, ongoing effort to ensure that diverse groups and individuals fully participate in all aspects of our library's work, including decision-making processes. These groups' diversity includes, but is not limited to, age, ethnicity, class, gender, physical abilities/qualities, race, sexual orientation, religious status, gender expression, educational background, geographical location, income, marital/relationship status, parental status, and work experiences. We welcome everyone.

Equity means recognizing that we do not all start from the same place and must acknowledge and make adjustments to imbalances. This is our goal.

Measurement: The Library will conduct an annual review of applicants as well as employees hired and promoted.

Tools:

- Social Media
- Virtual and local job fairs and career days
- Virtual and local community-based events
- Websites geared towards helping men find employment
- Publications geared toward Hispanics and Asians
- Informational bookmarks and brochures
- Expanded outreach beyond Contra Costa County
- Partnerships with like-minded education facilities
- Expanded marketing materials including graphics and videos

Message Distribution

STRATEGY	ELEMENT	TASKS
Register and post job vacancies online to reach a broad section of Asian and Hispanic populations	Electronic	Register and post job vacancies on websites that serve Asian and Hispanic populations such as: https://www.acareers.net/ http://www.workplacedynamics.com https://latcareers.com
Attend job fairs and career days that serve a large ethnically diverse population	Personal Contact	Set up class presentations, working job fairs, and workshops at Asian, Hispanic and male-dominated high school, colleges, and universities

<p>Utilize social media to show potential applicants what it is like to work at the Library and expand exposure of open job opportunities.</p> <p>Build our following and brand recognition.</p>	<p>Electronic Media text, photos, graphics and videos.</p>	<p>Media Production Technician will create new content, images, and short promotional videos to post on social media.</p> <p>Post links of open job opportunities on the Department's Facebook, Instagram and LinkedIn pages.</p> <p>Email group administrators of Library branch Facebook pages, EDI and Champions for Library Change Committee members to post upcoming and open job opportunities on social media sites.</p>
<p>Network with Universities such as Cal State East Bay, UCLA, USC, UC Davis, SF State, USF Golden Gate Univ. and local Community Colleges as well as local High Schools to increase the applicant pool</p>	<p>Publication Print Media</p>	<p>Reach out to Academic Career Advisors and Alumni Relations to explain the department's goal of increasing the pool of qualified males; send informational letters local High Schools and Community Colleges.</p>
<p>Continue to create and distribute promotional bookmarks, brochures and how-to documents explaining hiring process and outreach objective for each external recruitment.</p>	<p>Publication/Print Media</p>	<p>Research and find physical community job boards and places to leave recruiting documents at.</p>

Contact: Kiana McFarland, Human Resources Analyst II
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PROBATION OUTREACH AND RECRUITMENT PLAN 286 EMPLOYEES

Issue: The Board of Supervisors remains committed to maintain a diverse and inclusive workforce, which is reflective of the communities that we serve. As of December 31, 2022, the Probation Department's statistical data indicates the following:

- Females are underrepresented in Technical and Service Maintenance positions.
- Males are underrepresented in Officials and Administrators, Administrative Support, and Protective Service (Sworn) positions.
- Whites are underrepresented in Officials and Administrators, Professional, and Protective Services (Sworn) positions.
- Hispanics are underrepresented in Technician and Service Maintenance positions.
- Asians are underrepresented in Professional and Technician positions.

Objective: Increase the applicant flow of underrepresented groups within our workforce by conducting specific outreach and recruitment efforts to educational and vocational training service providers, professional organizations, and online recruitment and employment resource sites who serve the populations listed above.

Message: The Office of EEO, Probation and Human Resources will conduct strategic outreach efforts with the groups and organizations identified above and online websites that serve those populations where we have underrepresentation. These proactive measures will help to create a more diverse applicant pool of qualified candidates to apply for departmental vacancies.

Tools: Local job fairs and career days
Local Adult Education and vocational training programs
Local colleges and universities

Websites geared towards helping underrepresented populations find employment
 Informational Brochures
 Social Media Sources
 Chief Probation Officers of California (CPOC) Website

Message Distribution

STRATEGY	ELEMENT	TASKS
Outreach to diverse colleges and universities with criminal justice and corrections related degree programs	Personal Contact	Create professional relationships and partner with local colleges such as DVC, Los Medanos, and Cal State East Bay to make presentations in classes, and provide organized tours of facilities for students
Outreach to diverse Adult Education and vocational training programs with technical and administrative support skill development programs	Personal Contact	Create professional relationships and partner with local education programs such as the five regional Adult Education centers, and the Contra Costa County Office of Education
Increase ease of communicating employment opportunities, minimum qualifications for hire, and applicant processes through printed resource material	Publication / Print Media	Create recruitment fliers to be disseminated by staff when they come in contact with potential job applicants.
Use employment websites focused on the underrepresented populations	Internet/Computer	Register with websites such as http://www.opportunityjunction.org/ and http://www.eastbayworks.com/cccounty/ https://www.cpoc.org/employment-opportunities to post vacancies and open recruitments
Attend job and career fairs focused on the underrepresented populations	Personal Contact	Attend at least three job and career fairs during the fiscal year sponsored by organizations that identify with diverse populations

Contact: Jeff Waters
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PUBLIC DEFENDER OUTREACH AND RECRUITMENT PLAN 152 EMPLOYEES

- Issue:** The Board of Supervisors remains committed to maintain a diverse and inclusive workforce, which is reflective of the communities that we serve. As of December 31, 2022, the Office of the Public Defender workforce statistical data indicates the following:
- Males are underrepresented in Officials and Administrators, Professionals and Administrative Support positions.
 - Whites are underrepresented in Administrative Support positions.
 - Asians are underrepresented in Professionals and Administrative Support positions.
- Objectives:** Increase the applicant flow of underrepresented groups within the Public Defender's Office workforce by conducting specific outreach and targeted recruitment efforts to community and/or faith-based organizations, professional groups, and online recruitment sites who serve the populations listed above.
- Message:** The Department will continue to conduct strategic and targeted outreach efforts to traditionally underrepresented racial minorities, in order to create a more diverse applicant pool of qualified candidates to apply for vacant positions.
- Tools:** We will continue to increase the pool of eligible applicants for positions in the department by targeting outreach to local colleges, universities and law schools with our above objectives in mind.
- Accomplishments:** To maintain the diversity of our workforce, the Department Head has formed a diversity committee who actively recruits minority attorneys and graduate law clerk applicants from a diverse array of law schools. The Department strives to promote diversity and achieve gender-balance in the graduate law clerk pool, as this group is a significant source of applicants for the entry-level attorney positions. Although the workforce of this Department represents only a small portion of the County's overall workforce, because of the significant diversity in our client population, we are uniquely focused and committed to achieving the County EEO outreach and recruitment targets.

Message Distribution

STRATEGY	ELEMENT	TASKS
Network with Universities such as Cal State East Bay, UCLA, USC, UC Davis, San Francisco State, University of San Francisco Golden Gate Univ. and local Community Colleges as well as local high schools to increase the applicant pool and explain the Office of the Public Defender's outreach and recruitment mission and goals.	Publication Print Media	Reach out to Academic Career Advisors and Alumni Relations to explain the department's goal of increasing the pool of qualified males and Asians; send informational letters local High Schools and Community Colleges.
Attend local job and diversity fairs at UC Hastings; Cal State East Bay; UC Davis; San Francisco State; University of San Francisco; and Golden Gate University	Personal Contact	Attend and provide flyers that can be distributed at job and diversity fairs; explain department goals to attain diversity and gender-balance in the workforce, with a particular emphasis in outreach to male and Asian applicants.
Email job vacancies to local colleges, universities and law schools to reach a greater applicant pool, such as DVC and Los Medanos, UC Berkeley, etc.	Electronic	Send job announcements of vacancies via email including our goals of attracting a diverse and gender balanced workforce.

Contact: Samantha Fithian, Administrative Services Officer 925-335-8065

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CONTRA COSTA COUNTY PUBLIC WORKS DEPARTMENT OUTREACH AND RECRUITMENT PLAN 389 EMPLOYEES

- Issue:** The Board of Supervisors remains committed to maintain a diverse and inclusive workforce, which is reflective of the communities we serve. As of December 31, 2022, the Public Works Department statistical data indicates the following:
- Women are underrepresented in Technicians and Service Maintenance positions.
 - Hispanics are underrepresented in Technicians and Skilled Craft Worker positions.
 - Asians are underrepresented in Technicians positions.
- Objective:** Increase the applicant flow of underrepresented groups within our workforce by conducting specific outreach and targeted recruitment efforts to community/faith based organizations, professional groups and online recruitment sites who serve the populations listed above.
- Message:** The Public Works Department will conduct strategic and targeted recruitment efforts to create a more diverse applicant pool of qualified candidates for vacant positions. We will electronically send these organizations recruitment information for all open positions within the department during the fiscal year. This targeted recruitment method will help to create a more diverse applicant pool of qualified candidates to apply for Public Works positions.
- Tools:**
- Community/ faith-based organizations
 - Local job fairs and career days
 - Colleges and universities
 - University journals and alumni associations
 - Websites that cater to our target audiences
 - Create and distribute informational brochures

Message Distribution

STRATEGY	ELEMENT	TASKS
Create brochure that explains the Public Works department outreach and recruitment mission and goals.	Publication and Print Media	Send brochures to CBOs such as Rubicon, St. Vincent de Paul of Alameda and Contra Costa Counties, Job Train, and Green Job Corps. Brochures will also be distributed at job and career fairs, as well as conferences and seminars.
Attend job and career fairs that serve women and people of color	Personal Contact	Attend at least 2 job fairs hosted by colleges, universities, community based organizations and professional organizations that serve women and people of color.
Post job vacancies online to reach Public Works target audience.	Electronic	Post job opportunities on websites that target job seekers that are women and people of color, such as tradeswomen.org, womenforhire.com; Society for Black Engineers, Society for Women Engineers, Society for Hispanic Engineers, etc.
Develop relationships with organizations that have apprentice and training programs for trades occupations	Personal contact	Collaborate with local CBOs, apprenticeship, and training programs for trades occupations (i.e. Green Job Corps, Treasure Island Job Corps, and Job Train), to assist the department in identifying a diverse pool of candidates that may be interested in applying for Public Works positions.
Develop relationships with colleges, trade schools and universities to participate in job fairs and advertise job opportunities.	Personal contact	Partner with community colleges, trade schools and California universities to attend their sponsored job fairs and post on their job boards (i.e. Contra Costa Community Colleges, Universal Technical Institute, IBT Tech, UCs and CSUs)
Ensure that oral board and interview panels reflect the diversity of the candidate pool	Personal contact	When contacting potential oral board raters and identifying interview panel members, ensure that there is appropriate diversity on the panels.

Contact: Adrienne Todd, Chief of Administrative Services
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SHERIFF-CORONER OUTREACH AND RECRUITMENT PLAN 967 EMPLOYEES

- Issue:** The Board of Supervisors remains committed to maintain a diverse and inclusive workforce, which is reflective of the communities that we serve. As of December 31, 2022, the Office of the Sheriff's workforce statistical data indicates the following:
- Asians are underrepresented in Officials and Administrators, Professional, and Technician positions.
 - Blacks are underrepresented in Service Maintenance and Protective Services (Sworn) positions.
 - Hispanics are underrepresented in Technician, and Protective Services (Non-Sworn) positions.
 - Females are underrepresented in Professional, Technical, and Service Maintenance positions.
 - Males are underrepresented in Administrative Support positions.
- Objective:** Increase the recruitment efforts to these underrepresented groups by conducting focused outreach efforts to community organizations, professional groups and online recruitment sites that serve these underrepresented populations.
- Message:** The Office will conduct strategic and targeted outreach efforts to these underrepresented groups to create a more diverse applicant pool of qualified candidates to apply for and be successful in sworn and civilian positions within the law enforcement community.
- Tools:** Websites geared toward a diverse group of job seekers interested in working for a law enforcement agency
Community Events and Organizations
Local Job Fairs and Career Days
Local Colleges and Universities
Local Sporting Events
Military Base Recruitment Events
Radio Advertisements
Billboards

Public Transportation Advertisements and Vehicle Wraps
 Incorporate non-sworn job opportunities into our robust sworn recruitment efforts

Message Distribution

STRATEGY	ELEMENT	TASKS
Create brochures, flyers, posters, billboards, Public Transportation Wraps, and Radio Ads, that demonstrate the diverse workforce of the Office of the Sheriff. To include the non-sworn positions that support the mission of law enforcement.	Publication Print Media Websites Radio Advertisements Sporting Event Ads Online Hibu Filter	Distribute brochures throughout local and statewide colleges, universities, military bases and East Bay Works. Place advertisements on the SO Law Enforcement Training Center Website, Facebook, Twitter, Claycord.com, State of CA. Deputy Sheriff Association Websites, CA POST Website. Create Radio Ads for local radio station. Create Videos to play at Sporting Events Video Boards.
Attend job fairs and career days that serve a large ethnically diverse population	Online Conference Websites Personal Contact	Set up class presentations, working job fairs, and workshops at Asian and female-dominated high school, colleges, and universities.
Increase exposure in the local communities served by participating in local and community events.	Online Conferences Websites Personal Contact	Participate in community recruiting events, attend community festivals, and local sporting events

Contact: Jad Keileh, Chief of Management Services
JKeil001@so.cccounty.us



**CONTRA COSTA COUNTY
OFFICE OF TREASURER-TAX COLLECTOR
OUTREACH AND RECRUITMENT PLAN
25 EMPLOYEES**

Issue: The Board of Supervisors remains committed to maintaining a diverse and inclusive workforce, reflective of the communities that we serve. As of December 31, 2022, the county's workforce statistical data for the Treasurer–Tax Collector's Office indicates the following:

- Males are underrepresented in Officials and Administrators (58%), Professional (18%), Technician (18%), and Administrative Support (30%) positions.
- Whites are underrepresented in Officials and Administrators (60%), Professional (26%), and in Administrative Support (22%) positions.
- Asians are underrepresented in Technician (19%) positions.
- Hispanics are underrepresented in Technician (26%) positions.

Objective: To increase the applicant flow of underrepresented groups within our workforce by requesting the Human Resources Department to conduct specific outreach and recruitment efforts to Community Based Organizations (CBOs), professional organizations and online recruitment sites that include a large representation of these groups.

Message: We request the Human Resources Department to conduct strategic outreach efforts to CBOs, professional organizations and online websites that serve a large representation of the underrepresented groups in our office. We request that the Department electronically share open vacancies with these organizations during our department's outreach efforts. We anticipate this proactive measure will help to create a higher rate of representation of these groups in the applicant pool of qualified candidates.

Tools:

- Community-based and professional organizations
- Local job fairs and career days
- Local colleges and universities
- Websites geared towards recruiting White males to Officials and Administrators positions

- Websites geared towards recruiting White and Asian males to Professional positions
- Websites geared to recruit Hispanic and Asian males to Technician positions
- Websites geared towards recruiting White males to Administrative Support positions

Message Distribution

STRATEGY	ELEMENT	TASKS
Partner with Community Based Organizations who serve large population of males that work in the following positions: Officials and Administrators, Technical, and Administrative Support.	Personal Contact/E-mail/ and by mail.	Collaborate with CBOs and professional organizations by sending them announcements of vacancies via e-mail or by mail.
HRD attend job and career fairs that involve large turnouts of White males seeking employment in Officials & Administrators positions and White and Asian males seeking employment in Professional positions.	Personal Contact	HRD attend job and career fairs during the fiscal year, focusing on recruiting males for Official & Administrative opportunities and males for Professional opportunities when distributing information about the department's vacancies.
E-mail job vacancies to local community colleges and universities to reach a larger applicant pool.	Personal Contact/Electronic	HRD to send job announcements of vacancies via e-mail to local colleges such as DVC, Los Medanos and Cal State East Bay.

Partner with professional organizations to outreach underrepresented groups within our workforce	Personal Contact/Electronic	Register and post job vacancies on websites such as California State Association of Counties (CSAC) www.counties.org/ , www.californiacitynews.org/ ; Asian America Multi-Technology Association www.aamasv.com/ , Association of Latino Professionals For America (ALPFA) www.alpfa.org/ , Government Investment Officers Association (GIOA) https://www.gioa.us/jobs/ (e-mail information to jen.felger@gioa.us); California State Association of Counties (CSAC) https://www.counties.org/public-sector-job-opportunities , and www.idealists.org
Research employment websites and register to join the online community	Internet/Computer Personal Contact/ Outreach and Engagement	Register and post job vacancies on websites such as www.indeed.com , www.sfbay.craigslist.org , www.bayareacareer.com/bay_area.php and www.Linkedin.com

Contact: Ronda Boler, Executive Secretary
Ronda.Boler@tax.cccounty.us



VETERANS SERVICES OUTREACH AND RECRUITMENT PLAN 11 EMPLOYEES

Issue: As of December 31, 2022, the Veterans Service Department's statistical data reflects an under-representation for:

- Women – 42% Officials and Administrators, 36% in Professionals, and 12% in Administrative Support.
- Officials and Administrator positions are under-represented in the following populations: Hispanic, and Asian
- Administrative Support positions are under-represented in the following populations: Black and Hispanic.

Objective: Increase the visibility of White, Black, Hispanic, Asian, and Women within the workforce. The department will create and nurture partnerships with Community Based Organizations (CBOs) to ensure that we keep them informed about job vacancies and other resources within the County.

Message: The Department will conduct strategic and targeted outreach efforts to White, Black, Hispanic, Asian, and Women in order to create a more diverse applicant pool of qualified candidates to apply for vacant positions.

Veterans Services has 13 full time employees. We are completing the hiring process for 3 Veterans Services Representative 1 (VSR 1) positions, two which will be filled by under-represented populations. It is anticipated that our department will fill the additional vacant VSR 1 position and Clerk-Experienced positions in the near future. Further, our department will utilize job and diversity fairs in an attempt to seek qualified candidates for our upcoming recruitment for an Assistant County Veterans Service Officer.

Outreach

Tools: Create and distribute informational brochures to CBOs

Attend and participate in local job and diversity fairs

Post job vacancies on websites geared toward the White, Asian, Hispanic, Black, and Women populations.

Message Distribution

Strategy	Element	Tasks
Create brochure which explains the Veterans Service Department's outreach and recruitment mission and goals	Publication Print Media	Mail brochures to CBOs that serve the White, Black, Hispanic, Asian, and Women populations so they can share with their clientele. Brochures will also be distributed at job and diversity fairs; events that we will attend.
Mail employment recruitments for current Veterans Service Department vacancies to CBOs	Personal Contact	Collaborate with The Young Republicans, The Shiva Murugan Temple, National Association of Black Veterans, API Cultural Center, Bay Area Women's Center, and ASNC Young Professionals Group in order to encourage their applications for employment opportunities.
Register and post job vacancies online to reach a broad section of Asian, Hispanic, Black, and Women populations	Electronic	Register and post job vacancies on websites that serve White, Asian, Hispanic, Black, and Women populations such as: Contra Costa Young Republicans (facebook.com) https://www.acareers.net/ http://www.blackcareernetwork.com http://www.workplace-dynamics.com http://bayareawomenscouncil.org/ https://latcareers.com

Contact: Carol Prell, Equal Employment Opportunity Coordinator
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