

# Application Form

## Profile

Clearnise

First Name

P

Middle Initial

Bullard

Last Name

[Redacted]

Home Address

Suite or Apt

Discovery Bay

City

CA

State

94505

Postal Code

[Redacted]

Primary Phone

[Redacted]

Email Address

## [District Locator Tool](#)

### Resident of Supervisorial District:

District 3

Telecare Inc.

Employer

Program Director

Job Title

### Length of Employment

8 years

### Do you work in Contra Costa County?

Yes  No

### If Yes, in which District do you work?

Martinez

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

30 years

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

Yes  No

## Board and Interest

### Which Boards would you like to apply for?

Equal Employment Opportunity Advisory Council: Submitted

**Seat Name**

Public Sector

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

Yes  No

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

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**Education**

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

None of the above

**College/ University A**

**Name of College Attended**

Southern New Hampshie

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

MS Human Resource

**Degree Awarded?**

Yes  No

**College/ University B**

**Name of College Attended**

University of Phoenix

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

MS Business Management

**Degree Awarded?**

Yes  No

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**College/ University C**

**Name of College Attended**

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

**Degree Awarded?**

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Yes  No

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**Other Trainings & Occupational Licenses**

**Other Training A**

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Adult Residential Administrator License

**Certificate Awarded for Training?**

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Yes  No

**Other Training B**

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**Certificate Awarded for Training?**

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Yes  No

**Occupational Licenses Completed:**

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**Qualifications and Volunteer Experience**

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

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One of the main reasons I am interested in this role is because it has been a while since I have served in my community, and it is time. What better way to start giving back than helping in the community in which I live? In my current role at Alameda System of Care Mental Health Services, I have been recognized for my effectiveness in implementing change management strategies and fostering the professional growth of my team members. I am deeply committed to delivering excellence, meeting objectives, and fostering a collaborative environment centered on communication and teamwork. My history includes successfully managing departments to profitability, driving productivity enhancements, and cultivating a skilled workforce through talent identification and development initiatives. With expertise spanning strategic planning, operations management, and program development, coupled with a solid foundation in human resources and community engagement, I am well-equipped to contribute to the achievement of your organizational goals. I take pride in my ability to thrive in fast-paced, challenging environments and to effectively communicate and lead teams to success. If given the opportunity, I am confident that I can leverage my strong leadership, communication skills, and dedication to service excellence to make meaningful contributions to The Lakes Homeowners Association. In this role, I can contribute by being a resolute, responsible, and a dependent Director. My current skills and experiences can be integrated in this role.

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

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In my current role at Alameda System of Care Mental Health Services, I have been recognized for my effectiveness in implementing change management strategies and fostering the professional growth of my team members. I am deeply committed to delivering excellence, meeting objectives, and fostering a collaborative environment centered on communication and teamwork. My track record includes successfully managing departments to profitability, driving productivity enhancements, and cultivating a skilled workforce through talent identification and development initiatives. With expertise spanning strategic planning, operations management, and program development, coupled with a solid foundation in human resources and community engagement, I am well-equipped to contribute to the achievement of your organizational goals. I take pride in my ability to thrive in fast-paced, challenging environments and to effectively communicate and lead teams to success. If given the opportunity, I am confident that I can leverage my strong leadership, communication skills, and dedication to service excellence to make meaningful contributions to Meals on Wheels. Enclosed is my resume, which provides additional details about my professional background and accomplishments. I would welcome the chance to discuss how my qualifications align with the needs of your team in more detail. Thank you for considering my application.

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Upload a Resume

**Would you like to be considered for appointment to other advisory bodies for which you may be qualified?**

Yes  No

**Do you have any obligations that might affect your attendance at scheduled meetings?**

Yes  No

**If Yes, please explain:**

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

Yes  No

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

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

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

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Board Member - Oakland and San Francisco Workforce Investment Board Board member - Commission for Women Advisory Board, Contra Costa County Owner/Founder - Antioch Deer Valley Youth Football Organization - Deer Valley Wolverines

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**Conflict of Interest and Certification**

**Do you have a familial or financial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section below or Resolution No. 2021/234)**

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Yes  No

**If Yes, please identify the nature of the relationship:**

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

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Yes  No

**If Yes, please identify the nature of the relationship:**

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**Please Agree with the Following Statement**

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**I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.**

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I Agree

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Important Information

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

# Clearnise P. Bullard

Discovery Bay, 94505 • (P) • Email:

To bring my proven history of success in executive leadership to an innovative company that values creativity and improvement. Pursuing a challenging role as an Executive Director where I can use my experience in leading teams, developing strategies, implementing change management, and managing projects.

Performance-driven professional with a proven record of delivering outstanding performance results, generating, and building relationships, managing projects from concept to completion, creating program strategies, and coaching individuals to success. Skilled in building cross-functional teams, critical and creative thinker, analytical person, and decision maker who effectively balances the needs of employees with the mission of the organization.

## Essential Skills & Proficiency

- |                           |                          |                          |
|---------------------------|--------------------------|--------------------------|
| *Talent Management        | *Employee Relations,     | * Performance Management |
| * Recruitment & Selection | *Benefits Administration | *Policies and Procedure  |
| *Budgeting                | *Internal Investigations | *Worker Compensation     |
| *Result-Oriented          | *Employee Development    | *Union Grievances        |
| *Conflict Resolution      | *Training & Development  | * Program Development    |

## EDUCATION, COMMUNITY LEADERSHIP & AFFILIATIONS

*Master of Science*, Human Resource Management, Southern New Hampshire University  
*Bachelor of Science*, Business Management, University of Phoenix, CA  
Adult Residential Facility Licensed Administrator – #6044470735  
*Board Member*, Workforce Investment Board of San Francisco County  
Board Member, Commission for Women Advisory Board, Contra Costa County  
Founder – Deer Valley Wolverines Youth Football Organization  
Traditional One-on-one Mentoring

## PROFESSIONAL EXPERIENCE

**Telecare Corporation** – Program Administration – Large Inpatient Center  
*Villa Fairmont Mental Health Rehabilitation Center – Alameda County*

09/2021 – Present

Oversee and coordinate the day-to-day functioning of the 24/7, 99 beds mental health rehabilitation program in accordance with policies and all applicable State regulations. Planned, implemented, and administered all clinical services, related administrative practice for an integrated, community-based agency comprised of inter-discipline to clients with complex mental health and medical conditions. This involves ensuring state regulatory compliance and actively overseeing quality assurance performance improvements. Using Psychiatric Rehabilitation principles and Recovery Philosophy, provides clinical and administrative supervision, coaching, and education for assigned team members with appropriate support to ensure service excellence. Incorporated the organization strategic priorities into the day-to-day operations of the program. Led program COVID-19 mitigation strategies successfully, implemented quality ensure practices, ensuring we meet CARF requirement.

### Service Highlights:

- Manage all strategic planning activities of the Program with the primary goal of ensuring ongoing effectiveness of the Program.
- Managed program annual budget of \$16,667,793.00 million dollars.
- Direct Oversight of the Dietary, Rehab, Nursing, Maintenance, Housekeeping, and Business Departments.
- Establish staffing requirements for all departments, directing the recruitment, selection, and when necessary disciplinary action for appropriately 125+ staff; this comprise of 15 on-call staff.
- Leadership collaborates with facilities on therapeutic issues and provides staff training making theory relevant to practice and resulting in quantifiable results.
- Plan, organize, and direct the overall Clinical and Administrative operation of the Program.

# Clearnise P. Bullard

██████████, Discovery Bay, 94505 • (P ██████████) • Email ██████████

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- Manage the Program within allocated budgetary parameters and collaborate in the development of the fiscal budget.
- Ensures that the Program follows and adheres to all related state, federal, and local licensing regulations, and requirements.
- Establish and outline expectations, provides appropriate staff training to ensure safety and therapeutically effective.
- Ensure adherence to Member Rights as determined by corporate policy and governmental regulations.
- Establish the culture of the Program and create initiatives that reinforce the culture.
- Analyze client satisfaction and program effectiveness.
- Supervise all department managers and maintain supervisory authority over personnel assignment to the departments.

## **Telecare Corporation - Program Administrator – Crisis Residential Treatment Program**

*Hope House – Mental Health Services – Contra Costa County*  
*Jay Mahler – Mental Health Services – Alameda County*

06/2016 – 09/2021

Directed oversight managing all aspects of the day-to-day operations of two Crisis Residential Treatment Programs. Job responsibilities included handling human resource functions and employee supervision, managed all aspects of the day to day operations, actively supervised quality assurance performance improvement ensuring corporate and agencies requirements are met, consulted and collaborated with Corporate Departments, State, County and outside agencies, managed program contractual budget, improved morale and employee retention strengthening relations between staff and employer, and promoted the organization's core values, formulating and implementing comprehensive operational program, improved safety and wellness, managed strategic planning activities of the Programs with the primary goal of ensuring ongoing effectiveness, incorporated the organization strategic priorities into the day-to-day operations of the program. Led program COVID-19 mitigation strategies successfully, implemented quality ensure practices, ensuring we meet CARF requirement. Reinforced, developed, and implemented clinical and non-clinical internal policies and procedures.

### Service Highlights:

- Managed all strategic planning activities of the Program with the goal of ensuring ongoing efficiency.
- Achievement with reducing staff regulatory compliance issues, improved performance and delivered multiple deficiency free surveys/audits through the development and delivery of instructional activities and training.
- Established staffing requirements as it relates to directing the recruitment, hiring selection, training, disciplinary, on-boarding and employee relations.
- Managed both programs fiscal budget of \$2.5 million annually.
- Encouraged and maintained a clear and positive relationship with regulatory State and local agency representatives.
- Worked closely with Sr. Management on strategic priorities.
- Contributed to the development and implementation of new hire orientation and staff training.
- Established and redefined the culture of the Program and created initiatives that reinforce the culture diversity.
- Conducted internal investigation and grievances complaints for both employees and clients.
- Supervised and direct employees in multiple sites and programs regarding best practices for a very aggressive population and clients suffering with the symptoms of mental illness and substance use.
- Delivered coaching and counseling to employees in areas of performance, conflict resolution, and career development.
- Developed effective change management and engagement plans to foster sound employee relations and engagement.

## **D&A Communications, Inc.**

*Job Corps Northern California Outreach & Admissions – Project Director*

4/2014 – 6/2016

Managed the daily operations for Job Corps Northern California Outreach & Admissions Department of 21 FTE. Managed all outreach and recruitment efforts for three Job Corps Centers in the Northern California Region; including oversight of the contract's departmental goals and expectations; staff performance evaluations, training, and support; policy management; managed and operated large complex budget; developed, implemented programs strategies to improve measurable outcomes and contract performance goals; ensured compliance with all PRH standards, ethical standards, and compliance with all federal requirements.



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## Service Highlights:

- Experience maintaining effective relationships and developing a diverse culture of teamwork and collaboration with community partners, youth focused government agencies, nonprofits, businesses, and Workforce Investment Act (WIA) Partners.
- Developed and monitored key performance metrics in conjunction with Admission Leadership, emphasizing improved performance through training and development.
- Sound fiscal management, programmatic and operational excellence; provided financial sustainability and oversight of the day-to-day operations and long-range mission of the organization.
- Direct oversight managing a \$3.5 million budget.
- Developed sound Quality Assurance platform to ensure consistency, compliancy and positive service and support behaviors.
- Designed a competency based promotional pathway program to support the development of individual contributors that builds knowledge, skills, and capabilities.
- Contributor to the development and implementation of the outreach and admission client manual.
- Was responsible for the development and execution of Innovative Outreach Campaigns and Activities to achieve Department of Labor contract goals for student admissions at Northern California Job Corps Centers.
  - *Ranked #16 out of seventy-two (72) contracts in first contract year.*

## **Adams & Associates, Inc.**

*Job Corps – Social Development Director*

*9/2012 – 4/2014*

*OA & CPP Supervisor; Acting Disability Coordinator*

*6/2009 – 9/2012*

Managed the daily operations for the Treasure Island Job Corps Center's Residential Living Program, Student's Life Programs, and Career Preparation Departments

## Service Highlights:

- Developed and implemented dorm processes, policies, and procedures.
- Selected, directed, developed, and implemented evening programs; ensured the Center met or exceeded departmental goals and expectations set by the Department of Labor and Adams & Associates Corporate.
- Managed all facets of program staffing; including, staff performance, training, mentoring, prioritization of staff workloads, corrective action plans; disciplinary and behavior management systems.
  - *Developed procedures for staff and student life and safety plan.*
- Managed and developed students training curriculum and new student orientation for Career Preparation.
- Manage operational and administrative aspects of training as it relates to on-boarding, new hire learning, and ongoing competency-based training and leadership development within the allotted period.
- Developed standards to evaluate service performance including making recommendations for changes to policies and procedures to ensure service goals were met.
- Managed and monitored all new student application documentation to ensure compliance with Department of Labor and Job Corps documentation guidelines.
- Lead calibration sessions for leadership team and quality assurance specialists to ensure student experience expectations are consistent and coached too appropriately.
- Assessed and determined applicants' educational needs relating to student disability (IEP), set-up students' accommodation plan.

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## **Dynamic Educational Systems, Inc.**

*Job Corps – Outreach & Admissions Manager*

*8/2006 – 2/2009*

Managed the Outreach and Admission Department of 16 FTE for the Sacramento Job Corps Center; performed outreach and admission services within Alameda, Contra Costa, and Sacramento Counties. Develop and foster long-term community relationships with organizations, attract and recruit eligible youth for Job Corps entries.

### Service Highlights:

- Responsible for oversight for the contract's goals and expectations; including:
  - Staff performance evaluations, facilitation of staff training and support; establishing policies and procedures; and operating budget.
  - Established and maintained community partnerships and MOUs with WIA Partners and One Stop Career Centers
  - Executed and developed innovative outreach activities within the community.
- Served on committees and workforce investment boards.
- Keep current with trends, best practices, and innovative technologies in training and development and implement solutions that continue to build on the existing model.
- Served as liaison between Job Corps and local school districts, foster care systems, homeless programs, and other county, state, and community agencies.
- Developed and maintained case management files.