

Application Form

Profile

HollyFirst Name

FratesLast Name

Middle Initial

Home Address

Pleasant Hill Senior CenterSuite or Apt

PLEASANT HILLCity

CAState

94523Postal Code

Home:Primary Phone

Email Address

District Locator Tool

Resident of Supervisorial District:

None Selected

Pleasant Hill Recreation & Park DistrictEmployer

Senior Services ManagerJob Title

Length of Employment

18 years

Do you work in Contra Costa County?

☒ Yes ☐ No

If Yes, in which District do you work?

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

18 years

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

☐ Yes ☒ No

Board and Interest

Which Boards would you like to apply for?

Advisory Council on Aging: Submitted

Seat Name

at large

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

Western Kentucky University

Degree Type / Course of Study / Major

Undergrad: Recreation Admin-Major, Gerontology, Minor

Degree Awarded?

☒ Yes ☐ No

College/ University B

Name of College Attended

San Francisco State Univerisity

Degree Type / Course of Study / Major

Masters of Public Administration, Public Admin with emphasis in Management

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**

Supervisor training from National Recreation & Park Association (NRPA)

Certificate Awarded for Training?

☒ Yes ☐ No

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

☐ Yes ☐ No

Occupational Licenses Completed:

CPR/First Aid

Qualifications and Volunteer Experience

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

I am the Manager for the Pleasant Hill Senior Center and believe I could offer a new and different viewpoint for the board. I see thousands of seniors that have different needs in our community. There are barriers, whether it is transportation, financial, housing, mental health, language, etc. I would love to help make a larger difference.

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

With my years of working at the Senior Center in varying capacities, I can offer a different viewpoint about the needs of the aging seniors. I have worked with the County Nutrition Program, planned fitness & educational classes, worked with many agencies to bring services into our building that our seniors desperately need-like the Food Bank Senior Food program.

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:

Current job may have requirements, but I will try my best to make everything work.

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

☐ Yes ☒ No

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

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

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

Coaching boys basketball, CA Recreation & Park District 3 Aging Section Representative Board member. I work with the community and volunteers on a daily basis at my job, this includes overseeing an advisory board for the Senior Center.

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:

The Senior Center has a CDBG grant for our Care Management Program through the County.

Please Agree with the Following Statement

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

☒ I Agree

Important Information

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

Hollis (Holly) Frates

Experience

APRIL 2022-PRESENT

Senior Services Manager / Pleasant Hill Recreation & Park District, Pleasant Hill, CA

- Manage a 27,000 square foot Senior Center for the community of Pleasant Hill.
- Manage and lead 3 full-time and 1 part-time staff members of the Senior Center.
- Prepare, present, and manage multiple grants of \$1,000-\$20,000 per year for various programs.
- Manage a budget of \$1.3 million for the Senior Center.
- Establish and build relationships with businesses and nonprofits to maximize connections in the senior community.
- Handles potentially difficult Senior Center patrons with de-escalation protocols.
- Chair of the PHRPD DEIB Committee.
- Attended 2 years of NRPA's Supervisor Management School in Oglebay, WV (2023-2024)

APRIL 2007 – APRIL 2022

Program Supervisor / Pleasant Hill Recreation & Park District, Pleasant Hill, CA

- Plan, implement and evaluate programs and special events for 10-2,000+ diverse populations including seniors and adults with developmental disabilities.
- Create, promote, manage, and evaluate education and fitness classes for seniors and adults.
- Prepare, present, and manage multiple grants of \$1,000-\$20,000 per year for various programs.
- Manage over 250 senior volunteers. This includes onboarding, training, evaluating and constant improvement to the program.
- Oversee the Pleasant Hill County Nutrition Program site for senior citizens.
- Manage multiple budgets.
- Responsible for adapting programs during COVID to provide a lifeline to vulnerable senior population.
- Direct seniors to resources for housing, food, mental health services, caregiving, transportation, and other essential needs.

Education

MAY 2011

Masters in Public Administration with Management focus/ San Francisco State University, San Francisco, CA

MAY 2007

B.S. in Recreation with Gerontology Focus / Western Kentucky Univ., Bowling Green, KY

Graduated with Magna Cum Laude honors, Gerontology Student of the Year 2007

Skills

- Proficient in Microsoft Applications
- Emotional Management
- Active Listening
- Flexibility
- Customer Service
- Institutional Knowledge of the Senior Industry
- Proficient on other computer applications: ie: Canva, Constant Contact