FACT Meeting Minutes

October 5, 2020
9:30 a.m. – 11:30 a.m.
40 Douglas Drive, Martinez, CA
Zoom Meeting

Call to Order – 9:34

Committee Member Attendance:

<table>
<thead>
<tr>
<th>Richard Bell</th>
<th>Carol Carrillo</th>
<th>Joe DeLuca</th>
<th>Mary Flott</th>
<th>Lisa Johnson – 9:35</th>
<th>Karin Kauzer</th>
<th>Mariana Valdez - absent</th>
<th>Dr. Allyson Mayo</th>
</tr>
</thead>
<tbody>
<tr>
<td>Micaela Mota</td>
<td>Katie Callahan</td>
<td>Mujdah Rahim</td>
<td>Stephanie Williams-Rogers</td>
<td>absent</td>
<td>Katie Callahan</td>
<td>Micaela Mota</td>
<td>absent</td>
</tr>
</tbody>
</table>

Staff: Laura Malone, Jan Nelson, Jessica Wiseman Guest: David Leimsieder

1. Review and Accept the Minutes (August 3, 2020 & September 14, 2020)
   - Karin Kauzer motioned to accept the minutes, Richard Bell seconded. It passed unanimously; Yea: 5, Nay: 0; Abstained: Carol Carrillo, Katie Callahan, Micaela Mota

2. FACT Membership Update, Organization and Action Items
   - Committee membership renewals and new additions update – there was a lot of activity, Katie (At Large # 2) and Micaela (Child Development) officially approved at the 9/15 meeting, all renewals fully approved and completed.
   - Open positions/Recruitment - We do have several applicants on the agenda today for recruitment. We have 2 at large seats and the district 5 seat. Marianne & Olga’s seat vacancies were processed already (Letter of appreciation to be drafted by Mary from FACT Committee for both).
     - David Leimsieder - Interviewed and discussed applicant.
       - Mary Flott motioned to recommend Dave appointed to At-Large seat (3) and BoS change to 3 year term to avoid a reapplication requirement after the 1st year given the current seat term expiration date of 9/30/2021, Richard Bell seconded. Passed unanimously; Yea: 9, Nay: 0; Abstained: Carol Carrillo
     - Anita (district 5) – suggested refer to district 5 for appointment and have Supervisor Glover interview, however prior to doing so, the FACT Committee wanted to ensure there was an opportunity to interview the candidate prior to recommending to Supervisor Glover (per process).
     - Take no further action on remaining candidates today and re-invite to the next meeting, the Committee would like to interview prior to moving forward – continue to the next meeting.
3. FACT Charter Discussion

- **Charter/Policy & procedure modification update** - submitted to FHS committee in August, presented and approved to move to the BoS, 9/22 BoS meeting on consent agenda, effectively approved, waiting for the finalized order to appear online. Once received Laura will distribute to the Committee.

- **Extension of current contracts for a third year update** - submitted to FHS committee in August, presented and approved to move to the BoS, 9/22 BoS meeting on consent agenda, effectively approved, waiting for the finalized order to appear online.
  
  o Discussion about how to move forward. Letter to existing contracts letting them know of the change and option of a third year. Committee needs to decide if another site visit should be done (January/February). Every year they send updated service plans. Same report request for renewal used to benchmark where they are for January/February site visits.
  - How do we approach the COVID challenge? Reset goals/expectations effective 7/1/2020, virtual vs. in person. When we went into COVID in March/April modified deliverables were discussed. Will need to have some flexibility. If we don’t already know how they have transitioned, can we ask them? Of the 7 remaining contracts, each of those contractors provided a year end report through 6/30/20. 7/1/20 new service deliverables provided under COVID restrictions. Action Item: Laura can provid copies to the entire Committee. If after review, additional information is wanted, we can discuss further.

4. Committee member updates

- Joe reported that he’s trying to get FACT into the Lafayette social mailer to inform the community about FACT and the property tax mailers, suggested the districts bring attention to it.

5. Updates

- **Contract update** – FACT contracts have been submitted to Contract Unit for processing. Will go to QC and then to contractors. Until the contract is in place and approved by all needing to approve, we cannot pay on the demands. We have 4 months of no payments. Ujima and COPE are struggling with the contract tardiness.

- **FACT budget update** – from an expense perspective, the budget expended at this point is zero. Fiscal department maintains allocations, dealt with from a fiscal perspective. From a CFS perspective, as mentioned before, we experienced a large budget reduction, going back to agencies and asking for reductions. FACT is safe, reduced contracts for YMCA and Catholic Charities for contracts not renewed. HEROES act could change budget for CFS, currently not anticipating impact to FACT, but it is possible if the budget climate changes.

- **JFCS communications** – Matter is considered closed. Question about continuing the discussion. Catholic charities was the lead agency and the issue was addressed with them, unsure if this was communicated with Jewish Families. Catholic Charities made the decision to discontinue the contract. Richard suggested we send a letter confirming receipt of their communication and
explaining that we consider the matter closed, that we invite them to apply in the future. Who will draft the letter? Joe and Mary to sign. **Action Item:** Mary will draft JFCS response letter and send to Joe for any revision.

- **Action items list** – carry over to next meeting 20 minute planning session. Track month by month, what we want to accomplish especially in this next year since we won’t have the RFP next year.

- **FACT property tax mailers** – property tax mailers have been delayed, normally published by now and delivered. Sent to print and mail last month, won’t be going out until the middle of October this year. Insert submitted and will be included, just going out in a delayed fashion compared to prior years.

6. **Discussion/Announcements/Public Comment**
   - **Action item:** Laura - Annual report due again, due to BoS by 12/31 – using last years’ format and putting together for Committee to review and approve at the November meeting.
   - **Action item:** Laura will write up letter for extension of contracts into 3rd year, will provide a copy to the Committee.

Adjourn – 11:32
### PENDING ACTION ITEMS

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Responsible Party</th>
<th>Assigned Date/Due Date</th>
<th>Confirmed Complete at Meeting</th>
<th>Movement if not Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>BoS presentation</td>
<td>FACT Committee</td>
<td>03-04-19/no due date provided</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Welcome packet for new members</td>
<td>Mary Flott</td>
<td>04-01-19/no due date provided</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FACT Committee Self Evaluation</td>
<td>Julia Miner/FACT Committee</td>
<td>01-07-19/open</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2-3 educations sessions regarding available data to add to discussion</td>
<td>FACT Committee</td>
<td>09-09-19/ Due Jan/Feb 2020</td>
<td></td>
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</tr>
<tr>
<td>Needs Assessment to leverage County CSA</td>
<td>Laura Malone/Carol Carrillo</td>
<td>06-03-19/Due within 1 year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recruiting Verbiage for Membership Advertisement/Distribution</td>
<td>Stephanie Williams-Rogers/Mary Flott</td>
<td>11-04-19/Revisions expected 03-02-20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Change management facilitation</td>
<td>Dr. Allyson Mayo</td>
<td>01-06-20/05-04-20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Review RFP Proposed timeline prior to next meeting/will bring to a vote</td>
<td>FACT Committee members</td>
<td>01-06-20/03-02-20</td>
<td></td>
<td></td>
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<tr>
<td>Create FACT talking points</td>
<td>Mary Flott</td>
<td>02-03-20</td>
<td></td>
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<tr>
<td>Resilience movie presentation</td>
<td>Carol Carrillo</td>
<td>03-02-20</td>
<td></td>
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</tr>
<tr>
<td>Create a list of all community issues observed during site visits</td>
<td>FACT Committee</td>
<td>03-02-20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Membership Reappointment/Appointment Memo to FHS</td>
<td>Laura</td>
<td>08-03-2020/08-24-2020 FHS Mtg</td>
<td>Completed prior to meeting</td>
<td></td>
</tr>
<tr>
<td>FACT Charter Updates Memo to FHS</td>
<td>Laura</td>
<td>08-03-2020/08-24-2020 FHS Mtg</td>
<td>Completed prior to meeting</td>
<td></td>
</tr>
<tr>
<td>JFCS Communication</td>
<td>Chair/Vice Chair</td>
<td>08-03-2020/09-14-20</td>
<td>Completed during meeting</td>
<td></td>
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</tbody>
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### ADDITIONS FROM THIS MEETING

<table>
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<tr>
<th>Deliverable</th>
<th>Responsible Party</th>
<th>Assigned Date/Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual report draft</td>
<td>Laura</td>
<td>10-05-2020/11-03-2020</td>
</tr>
<tr>
<td>Provide deliverables from Grantees regarding COVID changes</td>
<td>Laura/Jan</td>
<td>10-05-2020/11-03-2020</td>
</tr>
<tr>
<td>Write up letter confirming extension of contracts into 3rd year</td>
<td>Laura</td>
<td>10-05-2020/11-03-2020</td>
</tr>
</tbody>
</table>
Application Form

Profile

Jennifer D Early

Home Address

Richmond
City

Primary Phone

jennifer.earley@ousd.org

Which supervisory district do you live in?

☑ Distrct 1

Education

Select the option that applies to your high school education *

☑ High School Diploma

College/ University A
Name of College Attended
San Francisco State University

Degree Type / Course of Study / Major
B.A. Africana Studies

Degree Awarded?

☐ Yes ☐ No

College/ University B
Name of College Attended

Degree Type / Course of Study / Major
Degree Awarded?
- Yes
- No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?
- Yes
- No

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?
- Yes
- No

Board and Interest

Which Boards would you like to apply for?
- First 5 - Contra Costa Children and Families Commission: Submitted
- Family & Children’s Trust Commission: Submitted
- Mental Health Commission: Submitted

Seat Name

Have you ever attended a meeting of the advisory board for which you are applying?
- Yes
- No

If you have attended, how many meetings have you attended?
Please explain why you would like to serve on this particular board, committee, or commission.

I am interested in serving as a board member because I believe in the support of our youth and families and the heights which they can achieve when given the necessary tools and resources. Richmond's City of Purpose and I hope as a Richmond resident I will be able to serve with passion, tenacity and pride. As an educator I have a background in mental health and trauma. I also have personal experiences in supporting my own family through moments of mental health crises. Through these experiences I have become more of an advocate around issues pertaining to mental health, mental illness and overall wellness.

Qualifications and Volunteer Experience

I would like to be considered for appointment to other advisory boards for which I may be qualified.

☐ Yes ☐ No

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

☐ Yes ☐ No

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

Contra Costa Suicide Prevention Committee

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

I have a history of working with youth and families in both mental health and education. I have served on the Coordination of Services Team where I was at providing youth with mental health resources and services. I currently participate in the Contra Costa Suicide Prevention Committee and I am currently in the process of receiving my certificate of Social Work and Human Services from Berkeley City College.

Resume: Jennifer Early.pdf

Upload a Resume

Conflict of Interest and Certification

Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

☐ 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 relations?

☐ 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 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
Objective

My current objective is to enter into new and dynamic spaces that are exciting, challenging, rewarding, and closely aligned to the ideas of growth, responsibility, and accountability.

Experience

Oakland Unified School District- Castlemont High School

College and Career Readiness Specialist October 2017- Present

- Monitored and managed campus pre-college and college advising programming
- Supported work-based learning pathway activities
- Arranged college field-trip, College Rep visits and presentations
- Acted as the student adviser for the Peer Forward College Summit program on campus
- Provided 1 on 1 and group college and career advising
- Planned, developed and implemented appropriate activities and services within a college and career center such as college and career speakers, career days, college fairs, special events and field trips.
- Reviewed transcripts for A-G completion, supported financial aid and scholarship application completion
- Leveraged partnerships with community based organizations aimed at college readiness, colleges (private, HBCU, community, local, and ivy league) to provide additional services to students.
- Supported student acquisition of internships and service work opportunities
- Managed the implementation on the Oakland Promise Scholarship at the school level
- Planned and coordinated student celebrations such as: College Signing Day, Scholarship Breakfast and Awards Ceremony, Financial Aid Nights and Campaigns
- Provided application assistance around EOP, Personal Insight Questions, and Personal Statements, Homeless and Foster services, and College Matching
- Collaborated with teachers, counselors, educational institutions, community agencies and businesses to develop college and career opportunities; provided college and career information through classroom presentations and workshops to students, parents and staff and served as a resource regarding career and college readiness information

University of California, Irvine

Comprehensive Review Reader/Admissions Evaluator Nov 2018-Feb 2019

- Performed comprehensive review and evaluation of a high volume of freshmen applications for undergraduate admissions.
- Consulted with experienced level staff when reviewing more complex applicants.
- Used University of California holistic evaluation methods and UC Irvine admissions standards and guidelines to make a comprehensive assessment of each applicant.
- Participated in required trainings, webinars, and online assessments.

**Student Attendance Compliance Officer**  
*August 2015- June 2017*

- Provided proactive assistance to school site personnel, parents, and community members in the areas of attendance, early intervention and support.
- Formatted, processed, and distributed student achievement certificates (student of the month, honor roll, etc.).
- Wrote and sent out donation requests for school and community events.
- Supported the planning and management of school and community events through the School Culture and Climate Team.
- Implemented State rules and regulations relating to compulsory school attendance.
- Maintained positive relationships with students, parents, staff, and community; communicated with students and staff to provide and receive information regarding activities.
- Served as a referral agent to community-based organizations and government agencies.
- Oversaw daily operations of student attendance programs; plan, coordinate, implement, and assign duties to participants; train and review work; conduct in-service training and other meetings.
- Provided School site management and support of the Alameda County Student Transit Pass Pilot Program and Safe Routes to School Program
- Attended meetings; confer with families to discuss student progress; assist in identifying resources for parent education, counseling and truancy reduction programs.
- Interpreted materials and school and District policies, programs and activities for parents, school personnel, students, and others as requested.

**AmeriCorps VISTA/OUSD Attendance Project**  
*August 2014-August 2015*

- Conducted and inputted training evaluations and survey data.
- Assisted with OUSD Community Outreach, Campaigns and Initiatives at School Sites: Lights on Afterschool, Shu the Flu, OUSD Back to School.
- Performed data analysis on back to school rates, truancy, and chronic absences.
- Assisted with school inquiries.
- Researched and monitored national mentoring programs, best practices, trends, and issues.
- Leveraged relationships with community partners, families, and students.
- Developed promotional materials for Attendance Discipline Student Support(ADSS) Team and School sites.
- Handled general office duties, providing support for ADSS Coordinator and Staff.
- Developed an OUSD implementation plan and proposal for a Success Mentors Program.
- Served on the Student Attendance Review Board(SARB) twice a week.

**AmeriCorps State- Building Healthy Communities/Youth**

**School Site Mentor**  
*August 2013-July 2014*

- Planned structured and meaningful mentor activities (grades 9-12).
- Implemented one-on-one and small group mentoring.
- Attended regular mentor training provided by program.
• Reported weekly on mentee contact logs and other appropriate logs.
• Underwent mandatory CPS reporting training and CPR/AED verification.
• Created and managed a schedule to ensure all mentees received appropriate hours.
• Recruited and coordinated community volunteers.
• Planned, implemented, and reported on mandatory service day activities geared towards strengthening the East Oakland community and promoting AmeriCorps identity.
• Planned and implemented recruitment activities and strategies geared towards target student population.
• Attended student field trips and meetings.
• Maintained daily contact with mentees, parents, other service providers, teachers, counselors, and support services related to student success and outcome.
• Initiated student referrals, SST meetings, parent meetings, IEP’s, as well as academic, attendance, and disciplinary interventions.
• Participated in monthly collaborative meetings.
• Participated, initiated, and referred students into conflict mediation.

**Education**

San Francisco State University                B.A. Africana Studies                August 2011-August 2013
Application Form

Profile

Anita Pereira-Sekhon

Home Address
Lafayette
City

Primary Phone
bernadettepereira@gmail.com
Email Address

Which supervisory district do you live in?

☑ District 5

Education

Select the option that applies to your high school education *

☑ High School Diploma

College/ University A
Name of College Attended

University of Connecticut

Degree Type / Course of Study / Major
Bachelor of Science in Sociology

Degree Awarded?
☑ Yes ☐ No

College/ University B
Name of College Attended

University of Connecticut School of Law
Degree Type / Course of Study / Major

Juris Doctorate

Degree Awarded?

☐ Yes  ☐ No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes  ☐ No

Other schools / training completed:

Course Studied

Reiki Master Teacher & Yog Teacher

Hours Completed

1,000

Certificate Awarded?

☐ Yes  ☐ No

Board and Interest

Which Boards would you like to apply for?

Family & Children's Trust Comm tee: Subm tled
Contra Costa Comm ss on for Women and G r s: Subm tled
Countywide B cyc e Adv sory Comm ttee (BoS Appointments On y): Subm tled
Juvenile Just ce Coord nat ng Counc : Subm tled

Seat Name

Anita Pereira-Sekhon

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

☐ Yes  ☐ No
If you have attended, how many meetings have you attended?

12

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

My passions include transport and awareness. I am interested in making sure our community is safe on the road with respect to accidents, speed limits, bicycle safety, and reduction of traffic, stress, and pollution. I am also interested in the rights of children, family reunification and restoration of families.

Qualifications and Volunteer Experience

I would like to be considered for appointment to other advisory boards for which I may be qualified.

☐ Yes ☐ No

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

☐ Yes ☐ No

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

I volunteered at a community organization regarding safety of children on the roads commuting to and from schools. I served on the Executive Board at a diverse cooperative preschool for 8 years, School Site Council for 6 years and currently Versity Equity and Inclusion Council for less than 1 year. I volunteered at Energy Health to my community. Previously, I volunteered for the Permanent Commission on the Status of Women, Attorney General’s Office and Housing Court.

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

My background is in medicine and medicine. I have always been drawn to helping the community and previously worked for the United States Department of Agriculture (USDA) where I helped run the National School Lunch Program, the United States Department of Labor (DOL) where I helped protect employee health and pens on places and United States Department of State where I protected delivery vehicles. I left government service to be a full-time mother to my four children and spent the last seven years pursuing mindfulness, meditation, yoga, and health.

Upload a Resume

Conflict of Interest and Certification
Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

☐ 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 relations?

☐ 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 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
Contra Costa County Boards & Commissions

Application Form

Profile

David J Leimsieder

Home Address

WALNUT CREEK
City

CA
State

94596
Postal Code

Primary Phone
dave.e/msieder@berkeley.edu

Which supervisory district do you live in?

✔ District 4

Education

Select the option that applies to your high school education *

✔ High School Diploma

College/ University A

Name of College Attended

Salt Lake Community College

Degree Type / Course of Study / Major

Postca Science

Degree Awarded?

○ Yes ○ No

College/ University B

Name of College Attended

Degree Type / Course of Study / Major

David J Leimsieder

Submit Date: Sep 01, 2020
Degree Awarded?
- Yes
- No

College/ University C
Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?
- Yes
- No

Other schools / training completed:
Course Studied

Hours Completed

Certificate Awarded?
- Yes
- No

**Board and Interest**

Which Boards would you like to apply for?

Family & Children's Trust Committee: Submitted

Seat Name

At-Large

Have you ever attended a meeting of the advisory board for which you are applying?
- Yes
- No

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

N/A

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

I am an advocate of Foster Care. I have spent most of my adult life advocating for improved systems of prevention, and better services for children and families in the foster care system. I have spent my career working in Youth Development, both in prevention programs as well as working with children in foster care. I have a deep interest in developing positive impact in the lives of youth.
Qualifications and Volunteer Experience

I would like to be considered for appointment to other advisory boards for which I may be qualified.

☐ Yes ☐ No

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

☐ Yes ☐ No

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

- Beyond Emancipation, Oak and, CA (Board Member, December 2019 – Present) - Foster Care American, Tucson, AZ (Community Child Advocacy Chapter, June 2009 – May 2011) - Arizona Foster Care Review Board – State Board, Arizona State Supreme Court, Phoenix, AZ (Appointed by Chief Justice Rebecca Whetstone for At-Large Term; January 2009 – December 2011) - Community Partnerships for Southern Arizona, Tucson AZ (Community Trainer and Peer Mentor; March 2002 – August 2007)

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

Please see attached Resume.

Conflict of Interest and Certification

Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

☐ 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 relations?

☐ 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 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
September 1, 2020

To Whom it May Concern,

Thank you for your consideration, I am truly honored to be considered for a seat on the Contra Costa County, Family And Children’s Trust Committee (FACT). I have spent my entire career working to improve the lives of youth from less than fortunate backgrounds. I bring a plethora of both professional work experience, and life experience that I feel would be a great asset to this committee.

For eighteen (18) years, I have worked in the field of youth development, having started my career at the age of 16 working with the City of Tucson Parks & Recreation Department. I began working in (and then supervising) afterschool and summer programs in neighborhoods where poverty was widespread, the threats of gangs and violence was real, and the opportunity gap for kids was huge. While working for the City of Tucson, I also developed a Physical Education (P.E) program at a local school in Tucson, Arizona. I stayed on the school’s faculty for five years as a Physical Education Specialist. While I maintained my job teaching P.E., I also gave back to my community.

At the start of my career I was still in foster care. While in care I was fortunate to have only resided in four placements over a six year period. Two group homes, one foster home, and one Transitional Housing program, not unlike the housing programs that Beyond Emancipation operates. I would go on to juggle several volunteer hats, while working a part time and full time job. At the age of 21, I took a job working in one of the same group homes I resided at. Eventually I began working at that home, and at another group home for young women. I stayed in that position for three years.

In 2011, I moved with my long-time partner to Salt Lake City. I continued my youth development career, and I worked with both Playworks, and the Boys & Girls Clubs where I eventually became an Area Director with oversight of six Boys & Girls Club locations including the management of staff, programs and facilities. In 2017, my partner and I relocated to the Bay Area so I could help boost the programs and operations of the Contra Costa County Boys & Girls Clubs. Most recently my career has brought me to UC Berkeley where I now serve as Director of Youth Programs with the Recreational Sports Department. I am currently overseeing a big multi-year effort to reorganize, develop, and implement new youth programs and outreach opportunities for a new generation.

Through it all, I have given back to my community. For more than three years, I served as a Board Member for the Arizona Chapter of the Foster Care Alumni of America. As a teenager I refused to sit back and watch while laws and policies were being delivered by the Arizona State legislature that disenfranchised youth in care. I served for more than six years as a Community Trainer, and was contracted as a Speaker/Presenter with the Community Partnership of Southern Arizona where I spoke to and trained case managers, therapists, attorneys, psychiatrists, and judges on the importance of providing sound care, and support for youth in foster care. For this work I was awarded the Youth Achievement award in 2005 by the Mental Health Association of Arizona.

I later served as a Member-At-Large on the Arizona State Foster Care Review Board, where I was appointed to a two year term by Arizona Supreme Court Chief Justice Rebecca White Berch. While I worked hard to advocate for youth in care, I also could not stand by and watch my peers in school across the state be persecuted for being gay, or transgender. During my senior year of high school I founded The Imagine Project GSA Network which was a joint project of the Gay Lesbian Straight Education Network (GLSEN) chapter in Tucson, AZ and the Wingspan LGBT Center. For six years I worked to help build the capacity of Gay-Straight Alliance clubs at more than 50 schools across the state of Arizona, and worked closely with Lambda Legal to ensure that schools and school districts did not disenfranchise youth, as protected by the Constitution.

I cannot even begin to list all of the work I have done in my life thus far. However I have always believed in being a driver of positive social impact for all youth. I am passionate about advocacy, and making the world a better place. Please accept my attached Resume, and Biography as further testament to my credentials. Thank you for your consideration.

Respectfully,
DAVID JOSEPH LEIMSIEDER

OBJECTIVE
To utilize my leadership experience in the areas of non-profit organizational management, recreation, program development, and education to support the development and growth of a reputable Non-Profit Organization.

CORE COMPETENCIES
Program Development, Management & Evaluation
- Measurement Tool Development & Execution
- Knowledge of Continuous Improvement Processes
- Youth Program Leadership and Development
- Curriculum Development and Adaptation
- Strategic Planning and Action Plan Development
- Multi-Tiered Program Management & Organization
- Leadership Development and Professional Mentoring

Community Outreach & Engagement
- Committees, councils, and coalitions
- Social Media, Branding, & Marketing Strategy
- Public Service, Training Development & Facilitation
- Government & Community Group Relations and Advocacy

Organizational Leadership & Development
- Budget Development, process, and management
- Policy, Systems & Structures development/implementation
- Hiring and Retention of Professionals in Human Services field

PROFESSIONAL EXPERIENCE & ACHIEVEMENT

Director of Youth Programs
University of California, Berkeley - Recreational Sports Department
Berkeley, CA (October 2019 – Present)

- Develop, oversee and administrate the implementation, delivery, and evaluation of recreational youth programs
- Provide support and leadership to Recreation Supervisors and Coordinators (leadership to all program staff)
- Develop new programs and initiatives; provide oversight for program design, development, and implementation
- Manage performance of Youth Programs staff in achieving goals, providing technical assistance and leadership in areas including program design, development, community relations and program operations
- Implement and oversee annual performance evaluation process including coaching of staff, and performance goal setting
- Establish and maintain annual work plans, including unit-wide shared work plan document
- Establish, maintain, and manage partnerships with other Departments, schools, and colleges on UC Berkeley
- Develop, and manage Youth Programs budget including the monitoring and reconciliation of income and expenses
- Manage and maintain $3.5 Million dollar Youth Programs unit budget in coordination with Departmental Director
- Set and Manage progress of annual revenue benchmarks and monitor monthly progress
- Provide risk management oversight and manage compliance with university, divisional, and departmental policies and procedures
- Develop, implement, and manage public relations and marketing for youth programs
- Provide leadership to Marketing Department in regard to marketing campaigns, social media, and web updates
- Oversee and co-manage recreational facilities in coordination with Facilities Management Department
- Lead and oversee facilities management of Golden Bear Recreation Center and Strawberry Canyon Recreation Area in coordination with Facilities Director and Rec. Supervisor

Director of Operations
Boys & Girls Clubs of Contra Costa,
El Sobrante, CA (November 2017 – February 2019)

- Oversee and administrate the implementation, delivery, and evaluation of operations, programs, services and activities that facilitate achievement of Youth Development Outcomes
- Manage rollout of Continuous Improvement Process (YPQA Methods and YPQA Assessment)
- Certified as a YPQA Methods Trainer by the David P. Weikart Center for Youth Program Quality and BGCA
- Manage performance of assigned staff in achieving goals, providing technical assistance and leadership in areas including program design, development, community relations and program operations
- Manage 4 Club Sites including 20+ staff/Opened two new program sites; 85% increase in Membership/ADA
  - Led recruitment efforts for program expansion and 14 new program staff openings
  - Implement Performance Management standards and set yearly deadlines and goals for professional development
  - Perform regular program monitoring/site observation & provide effective feedback and resources for Site/Unit Directors
- Support Board of Directors, including production of monthly program and operations reports, and regular updates on operations
  - Develop comprehensive monthly reports and dashboard for Board of Directors
  - Co-Facilitate and manage community Advisory Board activities and meetings with Advisory Chair(s)
  - Staff manage all Safety Committee Activities including site tours, and quarterly meetings
- Coordinate agency budget development; monitor and report variances in revenues and expenditures.
  - Manage $975,000.00 annual Operations Budget of $1.4 Million overall budget
- Research, develop, and maintain all Organizational Safety, Technology, and Operating policies and standards
  - Researched policies, formulated drafts, worked with Safety Committee and Community Partners on development, approval, and implementation of Operations, Safety, Program, and Technology Policies and Standards (Spring 2018)
  - Co-Facilitate the development and maintenance of Human Resources Policy and Staff Code of Conduct
- Oversee, and manage all Boys & Girls Club Facilities and overall day-to-day Operations
  - Manage, coordinate, and facilitate the maintenance and repair of all facilities and equipment
  - Manage all contractors (I.T.; Janitorial; Supply) conduct bids, manage and oversee projects, and evaluate contractor productivity
- Develop, strategize, and implement Professional Development, & Professional Standards for all Program Staff, Supervisors, and Managers
- Develop and maintain collaborative partnerships with other youth serving organizations, members, parents, families and community orgs
Professional Experience & Achievement Continued

Area Director (Midvale/Sandy Area)  Boys & Girls Clubs of Greater Salt Lake (formerly South Valley)  Midvale Boys & Girls Club, Midvale, UT (March 2013 – November 2017)

- Oversee, and Manage Midvale Boys & Girls Club facility and programs (Teens & Juniors) (200 – 400 youth daily; up to 22 staff)
  - Manage and maintain Club facility; ensure facility is in pristine working order and facilitate maintenance as necessary
  - Supervise cash collection and ensure that all incoming donations and dues are reconciled in line with budget revenue goals
  - Recruit, Hire, Train, Supervise, and Evaluate Program Directors and Youth Development Professionals (78% Retention of all staff July 2015 – Oct. 2017); Oversee and manage large volunteer cohort
    - Oversee annual recruitment efforts for school-year and summer staff including interview and evaluation/recognition process
    - Manage and maintain large volunteer partnership program with local colleges and universities (25 -40 Annual Volunteers)
  - Oversee and manage special projects and renovations of Club Facilities
    - Facilitated community asks and collaborated with Club Administration on grants that funded renovation and facility improvements including HVAC (8 units), Kitchen Overhaul, Gym Remodel and Upgrade, Teen center remodel, Tech Center Rebuild/Infrastructure upgrade, and build out of outdoor learning center
    - Led Area, Club Sites/Staff through merger between Greater Salt Lake and South Valley Boys & Girls Clubs (July 2015)
  - Administrate, manage, support, and evaluate up to live out-of-school time programs (up to 800+ youth annually and 44 staff) in collaboration with school district partners
  - Develop, study, implement, and evaluate effective youth development program curriculum
  - Oversee Area Budget, manage grants and maintain relationships with funding partners
    - Manage Area Operations budget ($350,000 - $750,000.00); Ensure that staffing, facility, and supply needs are met
    - Reconcile and report on all expenditures; manage appropriation of program funds and acquisition of program supplies, and equipment; report on all grants awarded to Area programs and Sites
  - Develop, coordinate, and manage Statewide Intramural Sports Program

Program Associate (Volunteer & Community Engagement Manager)  Playworks , Salt Lake City, UT  (February 2012- March 2013)

- Manage citywide volunteer programs (recruitment, training, support, recognition, and evaluation)
  - Recruit volunteers through community outreach and partnerships with local colleges and universities
- Lead training and support of volunteers citywide through regular orientations and on-site training and technical support
- Coordinate and support citywide hiring efforts and assist with maintaining local AmeriCorps compliance and management of members
  - Evaluate applications of prospective hires, coordinate interview process with city staff, and initiate onboarding process including background checks, payroll, and initiation of training
- Manage Salesforce Database for all Volunteers, Donors, and Corporate Supporters
- Direct the planning, development, management and execution of a communitywide/fundraising events

Direct Support Professional  Devereux Foundation Arizona, Tucson, AZ  (January 2008- April 2011)

- Provide support, counseling and mentoring to at-risk adolescent youth in a residential setting
- Coordinate food and supply purchasing for two group homes with limited weekly budget
- Coordinate and facilitate weekly recreation activities including yearly out-of-State trip in coordination with agency staff, CPS Caseworkers, Probation Officers, and judges
- Case Manage files for youth at two group homes with respect for youth confidentiality
- Ensure compliance with local, and state regulations as well as organizational policy directives

Volunteer Experience

Board Member  Beyond Emancipation (December 2019 - Present))

Serve a member of Board of Directors; Provide oversight and governance to Non-Profit organization. Helped launch new Program Committee

Member-At-Large  Arizona Foster Care Review Board (State Governing Board)  Arizona Supreme Court, Phoenix AZ (Jan 2009 - Dec. 2011)

Appointed for a 2 year term as a Volunteer member of the FCRB (Foster Care Review Board) by Arizona Chief Justice Rebecca White Berch; Represent youth in state foster care; advocated for sound policy as well as provided oversight to the Judiciary

Founder & Chief Program Officer  The Imagine Project G.S.A. Network (September 2004 - August 2009)

Founded The Imagine Project as a Senior in High School; Lobbied local school districts to change policies; Supported capacity building for over 50 GSA clubs in Southern and Central Arizona

Communications Chair/Member Alumni (Arizona Chapter)  Foster Care Alumni of America  (June 2010 - May 2011)

Served as Communications Chair and coordinated all communications via e-mail, and printed newsletters; Served as liaison between national organization and chapter

Education

Associates of Science- Political Science/Public Policy  Salt Lake Community College, Salt Lake City, UT (2012 - 2014)

Pima Community College, Tucson AZ (2007 - 2009)
Biography for Dave Leimsieder

Dave Leimsieder has spent nearly 18 years as a professional leader working to support, and develop youth in a variety of recreational, educational, and social service programs. Through this youth development experience, Dave has built a powerful network, and has served as a youth advocate both on the local and national level. Dave is an alumnus of foster care, having spent more than six years in care as a teenager. Dave came out as gay while in foster care. Dave spent his early childhood years in a single parent household with his mother who brought him up with Mexican-American values and heritage. Dave is proud of his Chicano heritage, and maintains a close relationship with his family in Arizona.

Dave is presently working with the University of California, Berkeley in the Recreational Sports Department where he serves as the Director of Youth Programs. In this role Dave is overseeing a big multi-year effort to reorganize, develop, and implement new youth programs and outreach opportunities for a new generation. Dave is responsible for the management of over 300 seasonal staff, and additional 65 year-round contract, and career professionals. Dave has oversight of the Golden Bear Recreation Center, and the Strawberry Canyon Recreation Area.

Prior to working at UC Berkeley, Dave served as Director of Operations with the Boys & Girls Clubs of Contra Costa County. While working with the Clubs in Contra Costa County, Dave oversaw an expansion of services including the opening of two new program sites. Dave oversaw the entire day to day operations including staff management, facilities management, and oversight of the budget. Dave was responsible for developing and maintaining community partnerships, and was instrumental in helping the Clubs acquire more than $280,000 in annually renewable government contracts, and more than $300,000.00 in annual community contributions and sponsorships. Partnerships came from companies and foundations such as Valley Community Foundation, Lesher Foundation, Shell, Chevron, and Marathon (formerly Tesoro; Andeavor). Dave worked hard to improve the overall program quality at all sites, and overhauled the entire professional development program while fully implementing best practice methods from the David P. Weikart Center for Youth Program Quality. Dave was subsequently certified as a trainer and evaluator of the Youth Program Quality Assessment by the David P. Weikart Center and the Boys & Girls Clubs of America (BGCA).

Prior to his roles in Northern California. Dave served as an Area Director with the Boys & Girls Clubs of Greater Salt Lake, near Salt Lake City, Utah. Dave was responsible for supervising, managing, maintaining, and evaluating five (5) after school program sites in coordination with the Canyons School District, along with the Midvale Boys & Girls Club, its facilities and programs. Through a partnership with Canyons School District, Dave managed multiple government grant contracts including 21st Century Community Learning Center (CCLC) Grants, Child Care Development Fund (CCDF) grants, and Social Services Development Fund (SSDF) grants. In total, Dave managed and helped secure renewals totaling more than $6,000,000.00 over a five (5) year period.

Additionally Dave served on several community commissions and committees, including the Midvale Mayor’s Homeless Taskforce, the Salt Lake County/Midvale Community IMPACT subcommittee, Salt Lake Area Gang Taskforce, and the Midvale Cinco De Mayo festival Board of Directors. For six years Dave maintained membership in the Boys & Girls Clubs Professionals Association, and was honored with the National Service to Youth award on his fifth anniversary of service to the Boys & Girls Clubs movement.

Before coming to work with Boys & Girls Clubs, Dave worked with Playworks in Salt Lake City. As both a Program Coordinator (Coach) and Program Associate, Dave worked to promote healthy play, positive leadership skills, and healthy developmental skills for youth across the Salt Lake Valley. Prior to moving to Utah, Dave spent 5 years as a Physical Education Specialist at Robison Elementary School in Tucson, AZ. During his tenure as P.E. Specialist Dave implemented the first P.E. program at the school in nearly two decades and worked to expand student access to athletics and helped bring in community support. This additional community support led to an expansion of healthy competitive sports programs for students at the school.

Dave started his career with the City of Tucson Parks and Recreation Department where he was a staff member and supervisor for the KIDCO after-school and summer program for almost 7 years. Dave consistently worked in low-income neighborhoods and often brought the community and families into the programs in which he worked. Dave was recognized several times for leadership, program quality, and regularly scored highly on satisfaction surveys from youth and parents.

Dave is an alumnus of foster care and has used his experience to further advance the lives of youth presently living in care. Dave entered foster care at the age of thirteen, and remained in the system through his 18th birthday. While in care, Dave resided in four different placements. On his 18th birthday, Dave voluntarily agreed to stay in the foster care system, and actively participated in Arizona’s Young Adult Program. As a teenager Dave spoke to professionals and community members about the importance of offering sound and consistent psychiatric care and counseling for youth in foster care through the Community Partnership of Southern Arizona. Dave was a member of the Arizona CPS Youth Advisory Board, and through testimony to the Arizona State Legislature, helped get a youth’s voice at the table when policy makers began reforming the continuum of care for youth in Arizona’s foster care system. For this work, Dave was honored by the Mental Health Association of Arizona with the Youth Achievement Award.
Three years after aging out of foster care, Dave returned to work with the Devereux Foundation, at the same group home he resided in as an adolescent. Dave served for three years both as a staff member and youth mentor. Dave is a proud member of the Foster Care Alumni of America and served as Communication Director for the Arizona chapter. In December 2008 Dave was appointed by Arizona Supreme Court Chief Justice Rebecca Berch to serve on the Arizona State Foster Care Review Board. While serving on the state board Dave participated on the Advocacy committee and AdHoc/Awareness committee.

In addition to being an advocate for Foster Care youth rights, Dave also worked as an advocate for LGBT (Lesbian, Gay, Bi, Transgender) youth. As a senior in high school Dave founded The Imagine Project which served as a support network for LGBT youth to find resources and support getting Gay-Straight Alliance (GSA) clubs up and running at their schools. Dave served as a founding member of the National Association of Gay Straight Alliances and spoke to policy leaders at conferences in San Francisco, Phoenix, and Los Angeles. Dave served as a member of GLSEN (Gay Lesbian Straight Education Network) in Tucson, and became a National GLSEN Ambassador to youth in Arizona. Dave worked closely with Lambda Legal to help support and build the capacity of GSAs at schools throughout rural Central and Southern Arizona. Dave also became a contributor to the Lambda Law Review and Journal, where he published several op-ed stories about LGBT youth in the west.

At birth, Dave was diagnosed with life altering birth defects due to loss of oxygen. Dave is bilaterally hearing impaired, and has lost 67% of hearing in his left ear, and 52% of hearing in his right ear since he was born. From the age of 3 to the age of 7, Dave spent three to six hours a week in comprehensive occupational and physical therapy to help offset the effects of severe gross motor and fine motor delays. As a child Dave struggled with speech, and often lagged behind other youth his age physically. As Dave developed in his teenage years, he eventually caught up to his peers, and has been able to lead an otherwise normal lifestyle as an adult.

Dave was primarily raised by his biological mother prior to entering foster care. Dave’s father left his life when he turned four, and re-entered his life after Dave entered foster care. Dave is part of a large and diverse extended Chicano-American Family that primarily resides in the Phoenix Metro Area. Today, Dave has a strong and healthy relationship with his biological father. Dave spent that last few years of his youth, and the first seven years of adulthood caring for his mother who lingered in nursing homes after suffering debilitating health issues when Dave was 15 years old. Dave’s mother succumbed to years of various health problems, and passed away in September 2012.

Dave has been an avid cyclist for over 20 years, and enjoys reading immensely. Dave is particularly fond of history, and politics. Dave is a bit of home chef, and really enjoys cooking for friends and family alike. While working in group homes in Arizona, Dave coordinated the menus and food budget for both group homes, and oversaw the kitchen at the Valor Boys Group Home. While working for Boys & Girls Clubs, Dave planned, and coordinated annual Thanksgiving dinners for 300 - 500 youth and families. The entire meal was cooked from scratch, and took several days to prepare. Dave is also a cinema aficionado, and has immense respect for the Hollywood film industry. Dave has been with his partner Mercury Ruiz for nearly thirteen years. Dave and Mercury presently reside in Walnut Creek, California with their longhaired dachshund, Luna.
Application Form

Profile

Patanisha E Davis

E Middle Initial

Dav s Last Name

Home Address

Brentwood City

Primary Phone

Ant och Suite or Apt

CA State 94513 Postal Code

Which supervisory district do you live in?

☑ District 3

Education

Select the option that applies to your high school education *

☑ High School Diploma

College/ University A

Name of College Attended

Tuskegee University

Degree Type / Course of Study / Major

Bachelor of Arts in Psychology

Degree Awarded?

☐ Yes ☐ No

College/ University B

Name of College Attended

California School of Professions Psychology
Degree Type / Course of Study / Major

Master of Arts in Change Leadership and Organizational Development

Degree Awarded?

☐ Yes ☐ No

College/ University C:

Name of College Attended:

John F. Kennedy University

Degree Type / Course of Study / Major

Juris Doctorate of Law

Degree Awarded?

☐ Yes ☐ No

Other schools / training completed:

Course Studied:

Public Interest Law

Hours Completed:

85

Certificate Awarded?

☐ Yes ☐ No

Board and Interest

Which Boards would you like to apply for?

Employment Opportunity Advisory Council: Submitted
Family and Children's Trust Committee: Submitted
Advisory Council on Aging: Submitted
Racial Justice Oversight Body: Submitted

Seat Name

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

☐ Yes ☐ No
If you have attended, how many meetings have you attended?

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

Patanisha means reconciliation of differences and I try to be up to my namesake. I am interested in serving on various boards and committees as I am committed to public service and effectuating change in my community. More specifically, I would like to serve on these parts of boards and committees as I have had a great deal of experience with race, justice, and discrimination on based on ability, gender and race and I believe this has been time for a change. I am seeking an opportunity to work with other leaders in my community to create unity and equity for all people.

Qualifications and Volunteer Experience

I would like to be considered for appointment to other advisory boards for which I may be qualified.

☐ Yes ☐ No

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

☐ Yes ☐ No

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

-CA for a Women Lawyers Executive Board – Affiliate Governor, Chair of DVS ty Comm tee -Contra Costa County Bar Assoc at on Women Sect on Execuve Board – Past President - Contra Costa County Bar Assoc at on East County Sect on - Program Chair -Contra Costa County Bar Assoc at on DVS ty Comm tee -Member of the Contra Costa County Conf icts Pane (Probate) -Member of the Contra Costa County Bar Assn. (Women’s Section, So o and Small Firms Sect on, Barristers, East County) -Member of the Robert G. McGrath Amer can Inn of Court - Associate -Member of EBTEL (East Bay Trust and Estate Lawyers) -Member of the A ds Lega Referra Pane (Land ord/Tenant, Estate Plans, DV Issues) -Member of the Conference of CA for a Bar Assoc at ons - Contra Costa County -Bay Area Tuskegee A umnub - Former V ice Pres den t -A merican County Bar Assoc at on - American Bar Assoc at on

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


Patanisha E Davis
p ann ng. Court appo nted course on the Contra Costa County Guard ansh p and Conservatorsh p Pane s. Adm n strat ve task nc udes: adm n ster ng payro ; tra n ng; market ng; accounts payab e and rece vab e, tax and 1099 report ng, and b ng. The L fe Law Group F rm January 2017-Current Attorney Estab shed a so o probate, estate, and c v p ann ng aw pract ce. Manage off ce staff, market ng, and a cases ndependent y to sett ement or through t gat on. Respons b e for ma nta n ng books of bus ness and b ab e hours. I serve as a member of the Contra Costa County Cr m na Conf cts Pane . As a member of the Pane , I accept court appo nments on Probate and Cr m na Matters. Prov de pro bono serv ce to the commun ty through the Vo untee Lega Serv ce Pane of the Bar Assoc at on of San Franc sco and the A ds Lega Serv ces Pane . Law Schoo Adm ss ons Counc (LSAC) June 2010-May 2017 S te Supernor As the s te supernor I am respons b e for the overa adm n strat ve on of the Law Schoo Adm ss ons Test (LSAT) and Mu tate Profess on ona Respons b ty Exam (MPRE) at my test ng center. I am requ ed to h re and manage test proctors and room superv sors and oversee that the test s ran to the LSAC Protocol and us ng the h ghost secrey meaures. John F. Kennedy Un vers ty Hous ng Advocacy C n c August 2010-December 2010 C n ca Intern As a cert f ed aw student and under the superv s on of course I d spensed eg a adv ce to c ents w th hous ng ssues and d sputes, on matters nc ud ng and ord/tenant d sputes, un a wfu data ners, and hab tab ty. Prov ded eg a ass stance to c ents through Bay Area Lega A d and the San Franc sco Tenants Un on. Drafted rea ner agreemens, med ca re eases, sett ement agreements, among other c ent documents. San Franc sco D str ct Attorney’s Off ce August 2009-December 2009 Law C erk (Internsh p) As a cert f ed aw student I prov ded ass stance to the Ass stand D str ct Attorney’s n the pre m nary department. Respons b e for draft ng and f ng mot ons n a t me y manner, nc ud ng opp os t ons to mot ons for d sm ssa , oppos t on to 1538.5 mot ons, and the Peop es comp a nts. Under the superv s on of course, t gat ed n the pre m nary department over the pre m nary hear ng. Napa County Super or Court June 2009-August 2009 Jud ca C erk (Internsh p) Prov ded research ass stance to super or court judges and the a ternat ve d spute reso ut on department. Met w th super or court judges, Napa County Pub c Defender and D str ct Attorney to obta n cr t ca t gat on techn ques and adv ce on career advancement. Bay Area Lega A d June 2008-August 2008 Law C erk (Internsh p) Prov ded eg a ass stance to v ct ms of domest c v o ence n the matters of fam y aw, restr a n ng orders, and mm grat on on ass stance. Ass st w th document ng and draft ng of temporary restr a n ng orders to be presented to the courts. Eden Area Reg ona Occupy on Program August 2004- June 2009 Cr m na Just ce Instructor Prov ded ass stance w th c ur um d ev ng opment. Depe op course goa s and esson p ans. Taught cr m na just ce to more than 145 San Leandro H gh Schoo Students per semester. Taught on subjects nc ud ng: The h story and structure of the cr m na just ce system, h story of aw enforcement, const tut ona aw, substan t ve and procedura aw, tr a process/procedure, and correct ons. Taught fe sk n nc ud ng: t me and conf ct management, money management, and the funda ments of job and co ege search. Drafted a course textbook. Ass sted n estab sh ng the ent re Introduc on on to Cr m na Just ce Pro grams as a mode pract ce to be recogn zed by the State of Ca forn a. AFFILIATIONS AND PUBLIC SERVICE -Ca forn a Women Lawyers Execut ve Board – Aff ate Gv nor, Cha r of D vers ty Comm tee -Contra Costa County Bar Assoc at on Women Sect on on Execut ve Board – Past Pres dent -Contra Costa County Bar Assoc at on East County Sect on - Program Cha r - Contra Costa County Bar Assoc at on D vers ty Comm tee -Member of the Contra Costa County Conf cts Pane (Probate) -Member of the Contra Costa County Bar Assn. (Wome’s Sect on, So o and Sma F rms Sect on, Barr sters, East County) -Member of the Robert G. McGrath Amer can Inn of Court - Assoc ate -Member of EBTEL (East Bay Trust and Estate Lawyers) -Member of the A ds Lega Referra Pane (Land ord/Tenant, Estate P ann ng, C v , and DV Issues) -Member of the Conference of Ca forn a Bar
Conflict of Interest and Certification

Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

☐ 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 relations?

☐ 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 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
BAR MEMBERSHIP
California Licensed Attorney: #281261, Issued by The State Bar of California, December 2011.
Federal Court Admittance: Admitted to practice in U.S. District Court: Eastern District of California, February 16, 2016 and
Northern District of California, January 27, 2016

EDUCATION
John F. Kennedy University School of Law, Pleasant Hill, CA
Degree: Juris Doctorial, Graduation date December 2010. Public Interest Law Certificate
Santa Clara University School of Law, Santa Clara, CA
California School of Professional Psychology, Alameda, CA
Degree: M.A. in Organizational Development and Change Leadership, June 2002
Honors: Completion of all PhD level courses
Tuskegee University, Tuskegee, AL
Honors: Vice National Deans List and Published as a Who’s Who Among America College Students Scholar

LEGAL EXPERIENCE
Key Counsel, P.C. September 2018- Current
Managing a two-attorney law practice and legal staff. Litigation in civil, probate, adoption and estate planning from intake to
closure of the matter. Primary litigation in probate and estate planning. Court appointed counsel on the Contra Costa County
Guardianship and Conservatorship Panels. Administrative task includes: administering payroll; trainings; marketing; accounts
payable and receivable, tax and 1099 reporting, and billing.

The Life Law Group Firm January 2017-Current
Attorney
Established a solo probate, estate, and civil planning law practice. Manage office staff, marketing, and all cases independently
settlement or through litigation. Responsible for maintaining books of business and billable hours. I serve as a member of
the Contra Costa County Criminal Conflicts Panel. As a member of the Panel, I accept court appointments on Probate and
Criminal Matters. Provide pro bono service to the community through the Volunteer Legal Service Panel of the Bar
Association of San Francisco and the Aids Legal Services Panel. Legal experience: Litigation, drafting pleadings, client and
case management, settlement negotiations, discovery, and jury and non-jury trials.

Life Law Group, LLP March 2013-December 2016
Attorney/Partner
Managed a three-attorney law practice and legal staff. Litigation in civil, probate, adoption and criminal law from intake to
closure of the matter. Primary litigation in probate and civil. Court appointed counsel on the Contra Costa County Criminal,
Guardianship and Conservatorship Panels. Administrative task includes: administering payroll; trainings; marketing; accounts
payable and receivable, tax and 1099 reporting, and billing.

John F. Kennedy University January 2016-September 2016
Adjunct Law Professor
Part-time instructor of the legal methods course to first year law students. Responsible for full 15 weeks of instruction and
grading. Also responsible for development of lessons and testing.

Law Office of Patanisha Davis-Jenkins January 2012-February 2013
Attorney
Established a solo law practice in the following areas of law: Family, Adoption, Estate Planning, Probate, and Landlord/
Tenant. Manage office staff, marketing, and all cases independently to settlement or through litigation. Responsible for
maintaining books of business and billable hours. Provide pro bono service to the community through the Volunteer Legal
Service Panel of the Bar Association of San Francisco and the Aids Legal Services Panel.
Site Supervisor

As the site supervisor I am responsible for the overall administration of the Law School Admissions Test (LSAT) and Multistate Professional Responsibility Exam (MPRE) at my testing center. I am required to hire and manage test proctors and room supervisors and oversee that the test is run to the LSAC Protocol and using the highest security measures.

John F. Kennedy University Housing Advocacy Clinic August 2010-December 2010

Clinical Intern

As a certified law student and under the supervision of counsel I dispensed legal advice to clients with housing issues and disputes, on matters including landlord/tenant disputes, unlawful detainers, and habitability. Provided legal assistance to clients through Bay Area Legal Aid and the San Francisco Tenants Union. Drafted retainer agreements, medical releases, settlement agreements, among other client documents.

San Francisco District Attorney’s Office August 2009-December 2009

Law Clerk (Internship)

As a certified law student I provided assistance to the Assistant District Attorney’s in the preliminary department. Responsible for drafting and filing motions in a timely manner, including oppositions to motions for dismissal, opposition to 1538.5 motions, and the Peoples complaints. Under the supervision of counsel, litigated in the preliminary department over the preliminary hearing.

Napa County Superior Court June 2009-August 2009

Judicial Clerk (Internship)

Provided research assistance to superior court judges and the alternative dispute resolution department. Met with superior court judges, Napa County Public Defender and District Attorney to obtain critical litigation techniques and advice on career advancement.

Bay Area Legal Aid June 2008-August 2008

Law Clerk (Internship)

Provided legal assistance to victims of domestic violence in the matters of family law, restraining orders, and immigration assistance. Assist with documenting and drafting of temporary restraining orders to be presented to the courts.

Eden Area Regional Occupation Program August 2004-June 2009

Criminal Justice Instructor

Provided assistance with curriculum development. Develop course goals and lesson plans. Taught criminal justice to more than 145 San Leandro High School Students per semester. Taught on subjects including: The history and structure of the criminal justice system, history of law enforcement, constitutional law, substantive and procedural law, trial process/procedure, and corrections. Taught life skills including: time and conflict management, money management, and the fundamentals of job and college searches. Drafted a course textbook. Assisted in establishing the entire Introduction to Criminal Justice Programs as a model practice to be recognized by the State of California.

AFFILIATIONS AND PUBLIC SERVICE

- California Women Lawyers Executive Board – Affiliate Governor, Chair of Diversity Committee
- Contra Costa County Bar Association Women Section Executive Board – Past President
- Contra Costa County Bar Association East County Section - Program Chair
- Contra Costa County Bar Association Diversity Committee
- Member of the Contra Costa County Conflicts Panel (Probate)
- Member of the Contra Costa County Bar Assn. (Women's Section, Solo and Small Firms Section, Barristers, East County)
- Member of the Robert G. McGrath American Inn of Court - Associate
- Member of EBTEL (East Bay Trust and Estate Lawyers)
- Member of the Aids Legal Referral Panel (Landlord/Tenant, Estate Planning, Civil, and DV Issues)
- Member of the Conference of California Bar Associations - Contra Costa County
- Bay Area Tuskegee Alumni Club - Former Vice President
- Alameda County Bar Association
- American Bar Association

PUBLICATIONS

Barren, But Not Broken: A Guide from Infertility to Adoption, 2019
July 20, 2020

Jan Nelson
Contra Costa County, EHSD
Children and Family Services Bureau
40 Douglas Drive, Martinez, CA 94553

Dear Ms. Nelson,

I am writing as Executive Director of Jewish Family & Community Services East Bay, expressing my sadness and concern at the recent turn of events resulting in the termination of our FACT-funded services.

JFCS East Bay has long been a provider of FACT services in the county, serving many refugee and immigrant families over the past two decades. We have greatly appreciated the ways FACT has helped us continue to serve vulnerable families after their initial resettlement period. We have had many successes in this regard, truly helping families navigate the challenges of building their lives here in our community.

This past year has been challenging. In 2019, we missed the opportunity to submit our own proposal, due to one of our staff members making the very serious error of missing the mandatory bidders conference. (That staff member is no longer with the agency.) We therefore joined together with Catholic Charities of the East Bay to submit a proposal. We were glad to have it funded, though anticipated difficulties in no longer having a direct line of communication to county staff.

I understand that there was a problematic site visit on February 27, 2020. The visit was conducted outside of one of CCEB’s sites, without a full discussion of our program and staffing. We received only a few days’ notice of this visit and would have prepared differently, given the opportunity. We would have welcomed a follow-up meeting to explore what was reported. We would also have welcomed the opportunity to discuss our program at the FACT board meeting on March 2, 2020, but did not know about it until after the fact. I believe that many of these problems were due to our being a subcontractor and relying on others to relay information to us.
The allegations of cultural insensitivity are serious, and they merit deep discussion. We were not given that opportunity. Our agency had ideas for how to proceed with a modified version of what the FACT board requested, which I don’t believe were conveyed to you. We are still open to the conversation, even if our funding is terminated.

One other note: in the recent FACT communication, we were surprised to see a reference to previous problems noted with our services. In looking further, this was apparently related to a complaint registered five years ago by another community organization. I’d be interested in knowing more about that. Please note too that the staff implementing our program is entirely different now than it was at that time.

Thank you for this opportunity to communicate with you, and for the many years that FACT has supported services to our county’s refugees and immigrants.

Sincerely,

Avi Rose, LCSW
Executive Director

P.S. If there are other staff or commission members who should receive this communication, I would appreciate you forwarding it to their attention. Thank you.
# PENDING ACTION ITEMS

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Responsible Party</th>
<th>Assigned Date/Due Date</th>
<th>Confirmed Complete at Meeting</th>
<th>Movement if not Complete</th>
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<tbody>
<tr>
<td>BoS presentation</td>
<td>FACT Committee</td>
<td>03-04-19/no due date provided</td>
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<tr>
<td>Welcome packet for new members</td>
<td>Mary Flott</td>
<td>04-01-19/no due date provided</td>
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<tr>
<td>FACT Committee Self Evaluation</td>
<td>Julia Miner/FACT Committee</td>
<td>01-07-19/open</td>
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<tr>
<td>2-3 educations sessions regarding available data to add to discussion</td>
<td>FACT Committee</td>
<td>09-09-19/ Due Jan/Feb 2020</td>
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<tr>
<td>Needs Assessment to leverage County CSA</td>
<td>Laura Malone/Carol Carrillo</td>
<td>06-03-19/Due within 1 year</td>
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<tr>
<td>Recruiting Verbiage for Membership Advertisement/Distribution</td>
<td>Stephanie Williams-Rogers/Mary Flott</td>
<td>11-04-19/Revisions expected 03-02-20</td>
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<tr>
<td>Change management facilitation</td>
<td>Dr. Allyson Mayo</td>
<td>01-06-20/05-04-20</td>
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<tr>
<td>Review RFP Proposed timeline prior to next meeting/will bring to a vote</td>
<td>FACT Committee members</td>
<td>01-06-20/03-02-20</td>
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<td>Create FACT talking points</td>
<td>Mary Flott</td>
<td>02-03-20</td>
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<td>Resilience movie presentation</td>
<td>Carol Carrillo</td>
<td>03-02-20</td>
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<td>Create a list of all community issues observed during site visits</td>
<td>FACT Committee</td>
<td>03-02-20</td>
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<tr>
<td>Membership Reappointment/Appointment Memo to FHS</td>
<td>Laura Malone</td>
<td>08-03-2020/08-24-2020 FHS Mtg</td>
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<td>FACT Charter Updates Memo to FHS</td>
<td>Laura Malone</td>
<td>08-03-2020/08-24-2020 FHS Mtg</td>
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<td>JFCS Communication</td>
<td>Chair/Vice Chair</td>
<td>08-03-2020/09-14-20</td>
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