

Meeting Date: 7/12/2016

Report Type: Staff/Discussion

Report ID: 2016-00677

Personnel and
Public Employees
Committee Report

915 I Street, 1st Floor

www.CityofSacramento.org

Title: Conduct Interviews for the Ethel MacLeod Hart Trust Fund Advisory Committee

Location: Citywide

Recommendation: 1) Conduct interviews of applicant(s) to the Ethel MacLeod Hart Trust Fund Advisory Committee for Seats B and F: A member representing the population at large and reflective of the socio-economic makeup of the older adult population, who is at least 60 years of age; and 2) continue the item to the next meeting for discussion and nomination(s).

Contact: Wendy Klock-Johnson, Assistant City Clerk, (916) 808-7509, Office of the City Clerk;
Rosanne Bernardy, Recreation Superintendent, (916) 808-1590, Department of Parks and Recreation

Presenter: None

Department: City Clerk

Division: City Clerk

Dept ID: 04001011

Attachments:

- 1-Description/Analysis
- 2-Background
- 3-Board Details and Roster
- 4-Applications

City Attorney Review

Approved as to Form

Gary Lindsey

6/16/2016 9:53:10 AM

Approvals/Acknowledgements

Department Director or Designee: Wendy Klock-Johnson - 6/15/2016 7:10:24 PM

Description/Analysis

Issue Detail: Prior to forwarding nominations to the Mayor for appointment, the Personnel and Public Employees Committee conducts interviews of applicants for open board and commission positions.

Policy Considerations: None.

Economic Impacts: None.

Environmental Considerations: None.

Sustainability: None.

Commission/Committee Action: None.

Rationale for Recommendation: When a position on a City board or commission becomes available thru term expiration or resignation, the Office of the City Clerk conducts a recruitment for interested parties. When the application period has closed, the Personnel and Public Employee Committee conducts interviews of the applicants and forwards nominations to the Mayor for appointment.

Financial Considerations: None.

Local Business Enterprise (LBE): None.

Attachment 02 – Background

Ethel MacLeod Hart Trust Fund Advisory Committee (Interviews)

BACKGROUND: There are two candidates applying to fill two vacancies in **Seats B and F:** A member representing the population at large and reflective of the socio-economic makeup of the older adult population, who is at least 60 years of age on the Ethel MacLeod Hart Trust Fund Advisory Committee. The following is a brief history of compliance requirements for incumbents on this Commission.

VACANCY INFORMATION

Seat Description	Term	Residency	Incumbent
Seat B: A member representing the population at large and reflective of the socio-economic makeup of the older adult population, who is at least 60 years of age.	Full	Required	Kay Merrill (Term Expired/ Re-applied)
Seat F: A member representing the population at large and reflective of the socio-economic makeup of the older adult population, who is at least 60 years of age.	Full	Required	Ophelia Zeff (Term Expired/ Re-applied)

INCUMBENT INFORMATION

Kay Merrill is the incumbent for **Seat B**. She was appointed to a full term on 1/7/2014 and completed her first term on 6/07/2016, making her seat eligible for appointment to a full term. She is eligible for re-appointment and has re-applied.

Requirement	Status	Comments
Ethic Training:	Current	
Conflict of Interest:	Not Required	
Attendance:	11 Meetings	Attended all meetings.

Ophelia Zeff is the incumbent for **Seat F**. She was appointed to a full term on 1/7/2014 and completed her first term on 6/07/2016, making her seat eligible for appointment to a full term. She is eligible for re-appointment and has re-applied.

Requirement	Status	Comments
Ethic Training:	Current	
Conflict of Interest:	Not Required	
Attendance:	11 Meetings	1 unexcused absence.

SUMMARY OF APPLICANTS

Applicant Name	Seat	District	Interview Status
Kay Merrill*	B	4	Not attending.
Ophelia Zeff*	F	5	Not attending.

Incumbent*



City of Sacramento

ETHEL MACLEOD HART TRUST FUND ADVISORY COMMITTEE

BOARD DETAILS



OVERVIEW

 **SIZE** 7 Seats

 **TERM LENGTH** 3 Years

 **TERM LIMIT** 2 Term

The committee shall: (1) Assist in development of operational guidelines for utilization of the trust fund, including types of projects for funding to be allocated to (2) Evaluate projects and programs proposed for funding (3) Make recommendations concerning the ongoing composition, framework, and duties of the committee.



DETAILS

BOARD TYPE	City Advisory
MEMBERSHIP CATEGORIES	Seat A - Representative of the Sacramento County Adult and Aging Commission, w ho is at least 60 years of age Seat B - Member representing the population at large and reflective of the socio-economic makeup of the older adult population, w ho is at least 60 years of age Seat C - Member representing the population at large and reflective of the socio-economic makeup of the older adult population, w ho is at least 60 years of age Seat D - Member representing the population at large and reflective of the socio-economic makeup of the older adult population, w ho is at least 60 years of age Seat E - Member representing the population at large and reflective of the socio-economic makeup of the older adult population, w ho is at least 60 years of age Seat F - Member representing the population at large and reflective of the socio-economic makeup of the older adult population, w ho is at least 60 years of age Seat G - Representative of the (A.A.R.P.), w ho is at least 60 years of age
WEBSITE	None
MANAGING AGENCY	City of Sacramento/Parks and Recreation Department
MEETING LOCATION	2921 Truxel Road So. Natomas Comm. Center Sacramento, CA 95833
MEETING TIME	9:30am
MEETING FREQUENCY	Quarterly

STATEMENT OF ECONOMIC INTEREST (SEI) Not Required

SEI CONTACT NAME NA

SEI CONTACT EMAIL NA

SEI CONTACT NUMBER NA

FORMATION INFORMATION Sacramento City Resolution 2008-0262, 1996-0202, 1994-0115

FORMATION DATE 3/1/1994

ADDITIONAL DETAILS NA

COMMENTS (INTERNAL) City residency required.



City of Sacramento

ETHEL MACLEOD HART TRUST FUND ADVISORY COMMITTEE

BOARD ROSTER



DAVID FELDSTEIN

1 Term Jun 10, 2014 - Jun 07, 2017

Position Representative of the Sacramento County Adult and Aging Commission, w ho is at least 60 years of age

Category Seat A

Appointed by Nominated by P&PE/Appointed by the Mayor



KAY MERRILL

1 Term Jan 07, 2014 - Jun 07, 2016

Position Member representing the population at large and reflective of the socio-economic makeup of the older adult population, w ho is at least 60 years of age

Category Seat B-Pending Appointment

Appointed by Nominated by P&PE/Appointed by the Mayor



DAVID PACHECO

1 Term Sep 01, 2015 - Jun 07, 2017

Position Representative of the American Association of Retired Persons (A.A.R.P.), w ho is at least 60 years of age

Category Seat G

Appointed by Nomination: P&PE Committee / Appointment: Mayor



ANITA PEREZ-OTERO

1 Term Mar 29, 2016 - Jun 07, 2019

Position Member representing the population at large and reflective of the socio-economic makeup of the older adult population, w ho is at least 60 years of age

Category Seat D

Appointed by Nominated by P&PE/Appointed by the Mayor



LYNNE STEVENSON

1 Term Apr 07, 2015 - Jun 07, 2018

Position Member representing the population at large and reflective of the socio-economic makeup of the older adult population, w ho is at least 60 years of age

Category Seat E

Appointed by Nomination: P&PE Committee / Appointment: Mayor



OPHELIA ZEFF

1 Term Jan 07, 2014 - Jun 07, 2016

Position Member representing the population at large and reflective of the socio-economic makeup of the older adult population, w ho is at least 60 years of age

Category Seat F-Pending Appointment

Appointed by Nominated by P&PE/Appointed by the Mayor



VACANCY

Position Member representing the population at large and reflective of the socio-economic makeup of the older adult population, w ho is at least 60 years of age

Category Seat C-Application Closing Period 7/1/2016

Appointed by Nominated by P&PE/Appointed by the Mayor

City Advisory Body Information

Which Boards would you like to apply for?

Ethel MacLeod Hart Trust Fund Advisory Committee

Seat # and Description (please indicate all Seats in which you are qualified for):

Public At Large Seat B

N/A

Name of Company/Organization being Represented (if Applicable):

Profile

Kay

First Name

Merrill

Last Name

[Redacted]

Email Address

[Redacted]

Street Address

Suite or Apt

Sacramento

City

CA

State

95814

Postal Code

Council District 4

Business Council District

[Redacted]

Primary Phone

Are you currently, or have you in the past, served on a city advisory body?

Yes No

If Yes, provide the name of the meeting body and how that service supports your application:

I am currently serving on the Ethel MacLeod Hart Trust Fund Advisory Committee and am eligible for a second term.

Do you, or any immediate family member, have any relationship (professional, financial or otherwise) that may present a potential conflict of interest for the meeting body applied for?

Yes No

If Yes, please explain:

Applicant Interest Statement

Please state the reason(s) you would like to be a member of this city advisory body and share any additional experience, community activities, or other qualifications that would be helpful in evaluating your application.

During my first term I have been able to use my work experience providing staff support to county advisory boards, including the Commission on Aging, and my knowledge of services for older adults to help make decisions on services designed to improve the quality of life for all older adults. At its last meeting, the committee completed its priority areas for the next funding cycle. I would very much like to complete the cycle by participating in the review and recommendations of actual programs to be funded within the approved funding areas

Education

U C Davis

Institution Name:

community development

Area of Study:

7/1/78 - 6/1/80

Attended (mm/yy - mm/yy):

MS

Degree Earned:

Idaho State University

Institution Name:

liberal arts

Area of Study:

7/1/59 - 6/1/63

Attended (mm/yy - mm/yy):

BA

Degree Earned:

Institution Name:

Area of Study:

Attended (mm/yy - mm/yy):

Degree Earned

Employment

3/1/85 - 3/1/06

From (mm/yy) - To (mm/yy):

Community Services Planning
Council

Employer:

909 12th Street, Sacramento 95814

Address:

Job Duties

Director of the Policy and Advocacy Division which studied issues, developed reports and made policy recommendations to governmental and funding bodies. Provided staff support to county advisory boards and commissions.

8/1/81 - 1/7/85

From (mm/yy) - To (mm/yy):

Yolo County Board of Supervisors

Employer:

County Admin Bldg, Woodland, CA

Address:

Job Duties:

Aide to County Supervisor Twyla Thompson. Managed the office, responded to constituents and represented the Supervisors in the community.

From (mm/yy) - To (mm/yy):

Employer:

Address:

Job Duties:

Business Enterprises

From (mm/yy) - To (mm/yy):

Business Name:

Address:

Type of Business or Service Rendered:

Felony Convictions

Have you ever been convicted of a felony?

Yes No

If yes, please provide the date of conviction, location of court conviction, and specific description of the offense for each offense resulting in conviction.

Civil Actions

N/A

List each civil action, if any, in which punitive or exemplary damages have been assessed against you, provide the trial date, the court judgement, and location of the court for each instance.

List each civil action, if any, in which punitive or exemplary damages have been assessed against you, provide the trial date, the court judgement, and location of the court for each instance.

Accommodation Information

Please identify any special accommodations (if any) needed for equal participation

N/A

Demographics



Please select one:



Please select the appropriate racial/ethnic category:

How did you hear about the opening?

Employee Referral

If Other, please describe.

City Advisory Body Information

Which Boards would you like to apply for?

Ethel MacLeod Hart Trust Fund Advisory Committee

Seat # and Description (please indicate all Seats in which you are qualified for):

Seat F Member representing population at large of older adult population at least 60 years of age.

Name of Company/Organization being Represented (if Applicable):

Profile

Ophelia

First Name

Zeff

Last Name

[Redacted]

Email Address

[Redacted]

Street Address

Suite or Apt

Sacramento

City

CA

State

95818

Postal Code

Council District 5

Business Council District

[Redacted]

Primary Phone

Are you currently, or have you in the past, served on a city advisory body?

Yes No

If Yes, provide the name of the meeting body and how that service supports your application:

Ethel MacLeod Hart Trust Fund Advisory Committee I served two years of a term on the committee and I am familiar with its work and process.

Do you, or any immediate family member, have any relationship (professional, financial or otherwise) that may present a potential conflict of interest for the meeting body applied for?

Yes No

If Yes, please explain:

Applicant Interest Statement

Please state the reason(s) you would like to be a member of this city advisory body and share any additional experience, community activities, or other qualifications that would be helpful in evaluating your application.

I have been active in promoting activities for seniors in the Sierra Curtis area and I have served two years on this body.

Education

UOP McGeorge School of Law

Institution Name:

Law

Area of Study:

08/72-06/75

Attended (mm/yy - mm/yy):

JD

Degree Earned:

Sacramento State University

Institution Name:

English Language Arts

Area of Study:

09/54-06/56

Attended (mm/yy - mm/yy):

BA

Degree Earned:

Sacramento Junior College

Institution Name:

Liberal Arts

Area of Study:

09/52-06/54

Attended (mm/yy - mm/yy):

AA

Degree Earned

Employment

1998-2010

From (mm/yy) - To (mm/yy):

Atkinson, Andelson, Loya, Ruud &
Romo

Employer:

Sacramento, CA

Address:

Job Duties

Attorney

1987-1998

From (mm/yy) - To (mm/yy):

Little Mendelson

Employer:

Sacramento, CA

Address:

Job Duties:

Attorney

From (mm/yy) - To (mm/yy):

Employer:

Address:

Job Duties:

Business Enterprises

From (mm/yy) - To (mm/yy):

Business Name:

Address:

Type of Business or Service Rendered:

Felony Convictions

Have you ever been convicted of a felony?

Yes No

If yes, please provide the date of conviction, location of court conviction, and specific description of the offense for each offense resulting in conviction.

Civil Actions

List each civil action, if any, in which punitive or exemplary damages have been assessed against you, provide the trial date, the court judgement, and location of the court for each instance.

List each civil action, if any, in which punitive or exemplary damages have been assessed against you, provide the trial date, the court judgement, and location of the court for each instance.

Accommodation Information

Please identify any special accommodations (if any) needed for equal participation

Demographics

Please select one:

Please select the appropriate racial/ethnic category:

How did you hear about the opening?

Other

I received an email advising me
my term was ending and inviting me
to repply

If Other, please describe.
