



**REPORT TO  
Personnel and Public Employees Committee  
City of Sacramento**

**915 I Street, Sacramento, CA 95814-2604  
www.cityofsacramento.org**

**Discussion Calendar  
February 01, 2011**

**Honorable Chair and Members of  
The Personnel and Public Employees Committee**

**Title: Review of Applications and Conduct Interviews for Human Rights/Fair  
Housing Commission**

**Location/Council District:** (Citywide)

**Recommendation:** Review applications and nominate candidates.

**Contact:** Katia Ligaiviu, Deputy City Clerk, (916) 808-7604, Office of the City Clerk;  
Barbara Lehman, Executive Director, (916) 444-6903, Human Rights/Fair Housing  
Commission

**Presenters:** None

**Department:** City Clerk's Office / Human Rights & Fair Housing Commission

**Division:** N/A

**Organization No:** 04001011

**Description/Analysis**

**Issue:** Review applications and conduct interviews to identify the most qualified  
candidates to nominate and forward to the Mayor for appointment.

**Policy Considerations:** None.

**Environmental Considerations:** None.

**Commission/Committee Action:** None.

**Rational for Recommendation:** To review applications to identify the most qualified  
individuals for nomination to the Mayor for appointment to the City's various advisory  
boards.

**Financial Considerations:** None.

**Emerging Small Business Development (ESBD):** None.

Respectfully Submitted by:  \_\_\_\_\_

Katia Ligaiviu,  
Deputy City Clerk

Recommendation Approved:



\_\_\_\_\_  
Stephanie Mizuno,  
Assistant City Clerk

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**ATTACHMENT 1**

**Background:**

The following applicants are under consideration for positions on city boards and commissions.

<b>Board/Commission:</b>	Human Rights/Fair Housing Commission
<b>Available Positions:</b>	Three (3)
<b>Category Description(s):</b>	<b>Category A:</b> Public-at-large
<b>Status of Incumbent:</b>	<b>Miko Sawamura, Shirley Uplinger &amp; Heather Minton</b> – All eligible to re-apply. Miko Sawamura not re-applying; Shirley Uplinger & Heather Minton re-applying and their Applications attached.

No.	Applicant Name	District	Category	Comments
1	Babak Hosseini	1	A	
2	Heather Nicole Minton	3	A	Incumbent*
3	Jennifer Marie Daw	1	A	
4	Shirley Uplinger	3	A	Incumbent

**\*Ethics Training Due 01-26-11**





# City of Sacramento

RECEIVED  
CITY CLERK'S OFFICE  
CITY OF SACRAMENTO

## Application for Appointment to Boards/Commissions and Committees

2010 OCT 22 P 3:59

**INSTRUCTIONS:** Provide all information requested. Attachments must be single sided on 8.5 x 11 paper. If you will be representing an organization, you must include a letter from the organization recommending you as their representative. Note: All information provided on this form is a public record. Return this completed application form to: Office of the City Clerk, Historic City Hall, 915 I Street, Rm. 116, Sacramento, CA 95814. Tel: (916) 808-7200.

**IMPORTANT:** Letters of recommendation are optional. If you choose to include a letter it must be submitted as part of this application. Letters will not be accepted after your application is filed with the City Clerk's Office.

BOARD / COMMISSION OR COMMITTEE NAME: Human Rights/Fair Housing Commission

CATEGORY FOR WHICH YOU ARE APPLYING: N/A  
Description (if applicable) Category Letter

- Name of Company/Organization Being Represented (if applicable): \_\_\_\_\_
- Company/Organization Authorization Letter Attached (if applicable to qualifications of category)

Applicant Name: Hosseini Babak E-Mail: \_\_\_\_\_  
Last First Middle

Home Address: N Street, #33 Sacramento CA 95814  
Street # Street Name City State Zip

Mailing Address (if different than home address): \_\_\_\_\_  
Street # Street Name City State Zip

Resident of City Council District No: One (1) Business in Council District No: \_\_\_\_\_  
Required If Applicable

Home Telephone: \_\_\_\_\_ Business Telephone: \_\_\_\_\_

Please state the reason you would like to be a member of this board/commission (or attach):

To do my civic duty as a citizen and make sure the community's needs are not overlooked.

Are you currently, or have you in the past, served on an advisory group?  Yes  No If yes, state the name of the group and how that service supports your application (or attach).

\_\_\_\_\_

Do you, or an immediate family member, have any relationship (professional, financial, other) that may present a potential conflict of interest for this advisory group?  Yes  No If yes, please explain:

\_\_\_\_\_

**BACKGROUND INFORMATION**

You may also attach a resume reflecting experience, community activities or other qualifications not listed below that would be helpful to the Council in evaluating your application.

**EDUCATION:**

Master's Business Administration

**WORK EXPERIENCE:** List names, addresses and dates of employment for the last five (5) years. Attach additional sheets of paper if needed.

**CURRENT EMPLOYER:**

FROM DATE: 11-03-2008

EMPLOYER NAME: Pars Cheero Shipping, Co.

TO DATE: 09-15-2010

ADDRESS: will provide

Street #

Street Name

City

State

**DUTIES:**

Worked abroad managing the operations of a marine shipping company

**PRIOR EMPLOYER(S):**

FROM DATE: 07-02-2007

EMPLOYER NAME: Bank of the West

TO DATE: 08-29-2008

ADDRESS: will provide

Street #

Street Name

City

State

Sacramento

CA

**DUTIES:**

Evaluated financials and made credit decisions

FROM DATE: 01-10-2005

EMPLOYER NAME: Countrywide Home Loan

TO DATE: 03-30-2007

ADDRESS: will provide

Street #

Street Name

City

State

Westlake Village

CA

**DUTIES:**

Lead and managed the Quality Control Compliance division. Coached, trained, and conducted presentations.

FROM DATE: 08-01-2002

EMPLOYER NAME: Washington Mutual Bank

TO DATE: 01-07-2005

ADDRESS: will provide

Street #

Street Name

City

State

Westlake Village

CA

**DUTIES:**

Managed the operations of a financial center.

**BUSINESS ENTERPRISES:** List business name including fictitious name and address of any business enterprises currently or previously owned or operated.

FROM DATE:

BUSINESS NAME:

TO DATE:

ADDRESS:

Street #

Street Name

City

State

TYPE OF BUSINESS OR SERVICE RENDERED:

CITY OF SACRAMENTO -  
APPLICATION FOR APPOINTMENT

Babak Hosseini  
APPLICANT NAME

FROM DATE: BUSINESS NAME: \_\_\_\_\_

TO DATE: ADDRESS: \_\_\_\_\_  
Street # Street Name City State

TYPE OF BUSINESS OR SERVICE RENDERED: \_\_\_\_\_

**FELONY CONVICTIONS:** A felony conviction is not necessarily a bar to appointment. Each case is considered separately based on requirements of the position. However, failure to list felony convictions may result in disqualification.

Have you ever been convicted of a felony? If yes, please indicate for each conviction, the date of the conviction, the location of the court of conviction, and the exact denomination of the offense resulting in conviction:

\_\_\_\_\_

**CIVIL ACTIONS:** List each civil action, if any, in which punitive or exemplary damages have been assessed against you, indicating in each instance the date of the trial, court judgment and the location of the court which rendered the judgment:

\_\_\_\_\_

I DECLARE, UNDER PENALTY OF PERJURY THAT ALL STATEMENTS IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE:

Signature:       /s/       Date: \_\_\_\_\_  
Type Name if Returning Via E-Mail or Print, Sign and Mail

**DISCLOSURE AND REGULATORY REQUIREMENTS**

**City Code Section 2.40.060: Conflict of Interest Disclosure** - If a Statement of Economic Interests Form 700 is required for this position (see announcement), the form must be filed with the Office of the City Clerk prior to beginning service. The City Clerk will provide appointees with the filing form and instructions. Official status to serve will be delayed until the form is filed with the Office of the City Clerk.

**City Code Section 2.40.010: Attendance** - Board/commission members are required to attend meetings on a regular basis, and may be removed if a member does not attend three consecutive regularly scheduled meetings. If appointed, will you be able to attend meetings regularly and devote the time necessary to fulfill your duties as a member?  Yes  No

**City Resolution 2007-653: Mandatory Ethics Training** - Board/commission members are required to satisfy the local ethics training requirement mandated by Government Code Sections 53234 et seq. and may be removed if proof of attendance is not filed with the Office of the City Clerk within 60 days of appointment. Appointees will be provided with an on-line training resource. If appointed, will you be able to complete the training within 60 days?  Yes  No

**ACCOMMODATION INFORMATION**

PLEASE IDENTIFY ANY SPECIALIZED ACCOMMODATIONS NEEDED FOR EQUAL PARTICIPATION:

\_\_\_\_\_



# City of Sacramento

RECEIVED  
CITY CLERK'S OFFICE  
CITY OF SACRAMENTO

## Application for Appointment to Boards/Commissions and Committees

200 DEC 17 P 2:00

**INSTRUCTIONS:** Provide all information requested. Attachments must be single sided on 8.5 x 11 paper. If you will be representing an organization, you must include a letter from the organization recommending you as their representative. Note: All information provided on this form is a public record. Return this completed application form to: Office of the City Clerk, Historic City Hall, 915 I Street, Rm. 116, Sacramento, CA 95814. Tel: (916) 808-7200.

**IMPORTANT:** Letters of recommendation are optional. If you choose to include a letter it must be submitted as part of this application. Letters will not be accepted after your application is filed with the City Clerk's Office.

BOARD / COMMISSION OR COMMITTEE NAME: Human Rights/Fair Housing

CATEGORY FOR WHICH YOU ARE APPLYING: City CA  
Description (if applicable) Category Letter

Name of Company/Organization Being Represented (if applicable): N/A  
 Company/Organization Authorization Letter Attached (if applicable to qualifications of category)

Applicant Name: Minton Heather Michelle E-Mail: \_\_\_\_\_  
First Middle

Home Address: 28th St. Sacramento, CA 95818  
Street # Street Name City State Zip

Mailing Address (if different than home address): \_\_\_\_\_  
Street # Street Name City State Zip

Resident of City Council District No: (Lauren Hammond / Steve John) Business in Council District No: \_\_\_\_\_  
District If Applicable

Home Telephone: 925- Business Telephone: \_\_\_\_\_

Please state the reason you would like to be a member of this board/commission (or attach):

To continue contributing to the good work of this Commission.

Are you currently, or have you in the past, served on an advisory group?  Yes  No If yes, state the name of the group and how that service supports your application (or attach).

\_\_\_\_\_

Do you, or an immediate family member, have any relationship (professional, financial, other) that may present a potential conflict of interest for this advisory group?  Yes  No If yes, please explain:

\_\_\_\_\_

Heather Minton  
APPLICANT NAME

**BACKGROUND INFORMATION**

You may also attach a resume reflecting experience, community activities or other qualifications not listed below that would be helpful to the Council in evaluating your application.

**EDUCATION:**

Bachelor's from UC Riverside (2004)

**WORK EXPERIENCE:** List names, addresses and dates of employment for the last five (5) years. Attach additional sheets of paper if needed.

**CURRENT EMPLOYER:** California Partnership to End Domestic Violence

FROM DATE: 12/6/10  
TO DATE: current  
EMPLOYER NAME: Tara Shabazz  
ADDRESS: 9th St. Sacramento, CA

DUTIES: Legislative duties

**PRIOR EMPLOYER(S):** Asm. Dave Jones

FROM DATE: 2/10/10  
TO DATE: 12/6/10  
EMPLOYER NAME: Janice Rocco  
ADDRESS: State Capitol, Sacramento, CA

DUTIES: Administrative duties

FROM DATE: WEAVE 1-08  
TO DATE: 1/30/10  
EMPLOYER NAME: Beth Hassett  
ADDRESS: 1900 K St. Sacramento CA

DUTIES: Direct Services

FROM DATE: 9/07  
TO DATE: 6/1/09  
EMPLOYER NAME: Sacramento Gay + Lesbian Center  
ADDRESS: 915 L Street, Sacramento CA

DUTIES:

**BUSINESS ENTERPRISES:** List business name including fictitious name and address of any business enterprises currently or previously owned or operated.

FROM DATE: BUSINESS NAME:  
TO DATE: ADDRESS:

TYPE OF BUSINESS OR SERVICE RENDERED:

CITY OF SACRAMENTO -  
APPLICATION FOR APPOINTMENT

Heather Minton  
APPLICANT NAME

FROM DATE: \_\_\_\_\_ BUSINESS NAME: \_\_\_\_\_

TO DATE: \_\_\_\_\_ ADDRESS: \_\_\_\_\_  
Street # Street Name City State

TYPE OF BUSINESS OR SERVICE RENDERED: \_\_\_\_\_

**FELONY CONVICTIONS:** A felony conviction is not necessarily a bar to appointment. Each case is considered separately based on requirements of the position. However, failure to list felony convictions may result in disqualification.

Have you ever been convicted of a felony? If yes, please indicate for each conviction, the date of the conviction, the location of the court of conviction, and the exact denomination of the offense resulting in conviction:

No

**CIVIL ACTIONS:** List each civil action, if any, in which punitive or exemplary damages have been assessed against you, indicating in each instance the date of the trial, court judgment and the location of the court which rendered the judgment:

No

I DECLARE, UNDER PENALTY OF PERJURY THAT ALL STATEMENTS IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE:

Signature: /s/ Heather Minton Date: 12/17/10  
Type Name If Returning Via E-Mail or Print, Sign and Mail

**DISCLOSURE AND REGULATORY REQUIREMENTS**

**City Code Section 2.40.060: Conflict of Interest Disclosure** - If a Statement of Economic Interests Form 700 is required for this position (see announcement), the form must be filed with the Office of the City Clerk prior to beginning service. The City Clerk will provide appointees with the filing form and instructions. Official status to serve will be delayed until the form is filed with the Office of the City Clerk.

**City Code Section 2.40.010: Attendance** - Board/commission members are required to attend meetings on a regular basis, and may be removed if a member does not attend three consecutive regularly scheduled meetings. If appointed, will you be able to attend meetings regularly and devote the time necessary to fulfill your duties as a member?  Yes  No

**City Resolution 2007-653: Mandatory Ethics Training** - Board/commission members are required to satisfy the local ethics training requirement mandated by Government Code Sections 53234 et seq. and may be removed if proof of attendance is not filed with the Office of the City Clerk within 60 days of appointment. Appointees will be provided with an on-line training resource. If appointed, will you be able to complete the training within 60 days?  Yes  No

**ACCOMMODATION INFORMATION**

PLEASE IDENTIFY ANY SPECIALIZED ACCOMMODATIONS NEEDED FOR EQUAL PARTICIPATION:

\_\_\_\_\_



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CITY OF SACRAMENTO

## Application for Appointment to Boards/Commissions and Committees

**INSTRUCTIONS:** Provide all information requested. Attachments must be single sided on 8.5 x 11 paper. If you will be representing an organization, you must include a letter from the organization recommending you as their representative. Note: All information provided on this form is a public record. Return this completed application form to: Office of the City Clerk, Historic City Hall, 915 I Street, Rm. 116, Sacramento, CA 95814. Tel: (916) 808-7200.

**IMPORTANT:** Letters of recommendation are optional. If you choose to include a letter it must be submitted as part of this application. Letters will not be accepted after your application is filed with the City Clerk's Office.

BOARD / COMMISSION OR COMMITTEE NAME: Human Rights and Fair Housing Commission

CATEGORY FOR WHICH YOU ARE APPLYING: Public-At-Large A  
Description (if applicable) Category Letter

- Name of Company/Organization Being Represented (if applicable): \_\_\_\_\_
- Company/Organization Authorization Letter Attached (if applicable to qualifications of category)

Applicant Name: Daw, Jennifer, Marie E-Mail: \_\_\_\_\_  
Last First Middle

Home Address: E. Commerce Way #421 Sacramento CA 95834  
Street # Street Name City State Zip

Mailing Address (if different than home address): \_\_\_\_\_  
Street # Street Name City State Zip

Resident of City Council District No: One (1) Business in Council District No: Four (4)  
Required If Applicable

Home Telephone: \_\_\_\_\_ Business Telephone: \_\_\_\_\_

Please state the reason you would like to be a member of this board/commission (or attach):

*Desire to review & help update policies/goals/objectives for housing opportunities within the Sacramento region. With my expertise in residential development, I believe that I will be able to provide strong planning and development skills to the community, which can help the region.*

Are you currently, or have you in the past, served on an advisory group?  Yes  No If yes, state the name of the group and how that service supports your application (or attach).

**Sacramento General Plan Advisory Committee (sub-committee Land Use Development)**

Do you, or an immediate family member, have any relationship (professional, financial, other) that may present a potential conflict of interest for this advisory group?  Yes  No If yes, please explain:



CITY OF SACRAMENTO -  
APPLICATION FOR APPOINTMENT

Jennifer Daw  
APPLICANT NAME

FROM DATE: BUSINESS NAME: \_\_\_\_\_

TO DATE: ADDRESS: \_\_\_\_\_  
Street # Street Name City State

TYPE OF BUSINESS OR SERVICE RENDERED:

**FELONY CONVICTIONS:** A felony conviction is not necessarily a bar to appointment. Each case is considered separately based on requirements of the position. However, failure to list felony convictions may result in disqualification.

Have you ever been convicted of a felony? If yes, please indicate for each conviction, the date of the conviction, the location of the court of conviction, and the exact denomination of the offense resulting in conviction:

No.

**CIVIL ACTIONS:** List each civil action, if any, in which punitive or exemplary damages have been assessed against you, indicating in each instance the date of the trial, court judgment and the location of the court which rendered the judgment:

No

I DECLARE, UNDER PENALTY OF PERJURY THAT ALL STATEMENTS IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE:

Signature:   
Type Name if Returning Via E-Mail or Print, Sign and Mail

Date: 11/19/10

**DISCLOSURE AND REGULATORY REQUIREMENTS**

**City Code Section 2.40.060: Conflict of Interest Disclosure** - If a Statement of Economic Interests Form 700 is required for this position (see announcement), the form must be filed with the Office of the City Clerk prior to beginning service. The City Clerk will provide appointees with the filing form and instructions. Official status to serve will be delayed until the form is filed with the Office of the City Clerk.

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**City Resolution 2007-653: Mandatory Ethics Training** - Board/commission members are required to satisfy the local ethics training requirement mandated by Government Code Sections 53234 et seq. and may be removed if proof of attendance is not filed with the Office of the City Clerk within 60 days of appointment. Appointees will be provided with an on-line training resource. If appointed, will you be able to complete the training within 60 days?  Yes  No

**ACCOMMODATION INFORMATION**

PLEASE IDENTIFY ANY SPECIALIZED ACCOMMODATIONS NEEDED FOR EQUAL PARTICIPATION:

Jennifer Marie Daw  
East Commerce Way, Unit 421  
Sacramento, CA 95834  
Home phone: (916) \_\_\_\_\_  
Secondary Phone: (916) \_\_\_\_\_  
Email:

### **Education**

Masters of Public Administration, with honors, National University, 2009  
Masters of Business Management/Human Resources, with honors Golden Gate University, 2006  
Bachelor of Science, Communications, University of California Davis, June 2004

### **Work Experience**

Holloway Land Company August 2008 to Present  
Vice President, Entitlements

Lobby on behalf of developers at the local governing agencies and expedite residential and commercial development projects; prepare developer implementation and air quality management plans; negotiate project conditions with local elected officials and other various agencies. Prepare business project plans; presents projects to City Councils, Board of Supervisors and other neighborhood community associations. Received project approval on thirty-seven (37) neighborhood markets, two private schools, and various additional residential and commercial developments.

Holloway Rasmusson and Molodanof December 2004 to August 2008  
Project Manager, Entitlements

Lobbied for developers and team/groups at the local governing agencies and expedited residential and commercial development projects; prepared developer implementation and air quality management plans; worked with the local elected officials and other various agencies. Prepared various employee issues and business management/structure plans. Presented projects to City Councils, Board of Supervisors, and other neighborhood community associations.

University of California, Davis March 2001 to August 2004  
Project Administrative Assistant for Client Services and Human Resources

Reviewed project proposals; monitored and managed various projects; prepared presentations for managers; implemented organization design and structure; worked on business structure and organization; Supervisor to employee students

### **Activities/Organizations**

Nehemiah Emerging Leadership Program (NELP), Fellow, Class of 2011  
General Plan Advisory Council (GPAC), Mayor's Appointee, 2006-2009  
City of Sacramento, Management Academy Graduate, Fall 2006

“Stop and Smell the Roses- An Event to Honor East Sacramento Seniors”, Chair  
East Sacramento Chamber of Commerce, Board Member  
Taste of East Sacramento, Board/Committee Member  
Sacramento Metro Chamber of Commerce, member  
Metro Edge Chamber, member  
RECON (Real Estate/Commercial Construction Networking), member  
Cal-Aggie Alumni Association, member  
Golden Gate University Alumni Association, member

### **Internships**

Summer 2003: University of California, Davis, Information and Educational Technology,  
Human Resources  
Spring 2004: Sacramento County Airport System  
Summer 2004: Department of Health and Human Services

### **References**

Mr. Brian Holloway, President  
Holloway Land Company  
442 Pico Way  
Sacramento, CA  
(916) 996-2019

Mr. Mark Wiese  
McKinley West Developers  
2115 J Street, Ste 201  
Sacramento, CA 95816  
(916) 835-3131

Mr. Schuyler Jackson  
Regional Real Estate Director  
Fresh & Easy Neighborhood Market  
2120 Park Place, Suite 200  
El Segundo, CA 90245  
(310) 341-1465

Ms. Debbie Edwards  
UC Davis, IET  
1114 Academic Surge  
Davis, CA 95616  
(530) 754-0100

Additional References upon request

November 15, 2010

City of Sacramento  
Boards and Commissions  
915 I Street  
Sacramento, CA 95814



**Re: LETTER OF RECOMMENDATION FOR JENNIFER DAW**

To Whom It May Concern:

As President of Holloway Land Company, I am pleased to provide this letter of recommendation for my current employee, **Ms. Jennifer Daw**. Ms. Daw is Vice President of Entitlements for Holloway Land Company. Prior to this position, she was Project Manager of Entitlements for Holloway Rasmusson & Molodanof.

Ms. Daw is a self-starter and always professional in her work. She is always willing to take on new tasks and does so with her usual upbeat demeanor. She shows strong initiative to accomplish her professional goals. She has acted as project manager for the following projects: Bradshaw Christian School, Bel-Air Phase II and III, Carmencita, Pardee Homes, Sacramento Country Day School, Southside Missionary Baptist Church, Trammell Crow Residential: Alhambra and S Street Condos, thirty-six (36) Fresh & Easy Neighborhood Markets in Northern California and Nevada, and other development projects. Ms. Daw has also entitled various projects throughout the City and County of Sacramento region. She has been referred by Sacramento Air Quality Management District to write Air Quality Plans for home and commercial developers and also writes community implementation plans.

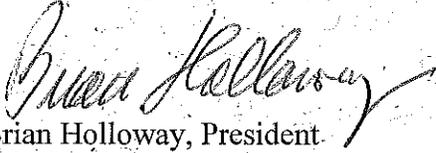
In addition, Ms. Daw has established herself as a leader in the community and professional activities. Appointed by the Mayor, she served on the General Plan Advisory Committee (GPAC), is a graduate of the City Management Academy (2006), currently chairs "Stop and Smell the Roses," an event to honor the seniors living in senior facilities in East Sacramento, currently serves on the Board of East Sacramento Chamber of Commerce, and participates in various community activities within the City of Sacramento. She currently is participating in the Class of 2011 Nehemiah Emerging Leaders Program (NELP), which brings together the unique curriculum, methodology, and networks of the Coro Center for Civic Leadership and the American Leadership Forum.

Ms. Daw is always ready to take on new tasks to better serve clients' needs. She successfully organizes neighborhood meetings, presents materials to the various governing boards, but more importantly, effectively responds to questions and conflicts which arise throughout the community outreach. She has the skills to appropriately evaluate situations, make decisions, and adjust priorities as necessary. Ms. Daw is a very bright and dedicated individual who has had many successes in all of her professional endeavors and has demonstrated an immense capacity for handling multiple responsibilities simultaneously.

In conclusion, I highly recommend Ms. Daw for the Human Rights and Fair Housing Commission. I have no reservations that Ms. Daw is an excellent candidate to the position.

If you have any questions regarding Ms. Daw's capabilities and her abilities which she can bring to the program, please don't hesitate to contact me at (916) 996-2019. I would recommend her application in the strongest terms and would welcome further inquires to assist your selection.

Sincerely,

A handwritten signature in cursive script that reads "Brian Holloway". The signature is written in black ink and is positioned above the printed name.

Brian Holloway, President  
Holloway Land Company



# City of Sacramento

## Application for Appointment to Boards/Commissions and Committees

RECEIVED  
CITY CLERK'S OFFICE  
CITY OF SACRAMENTO

2010 AUG 16 A 8:28

**INSTRUCTIONS:** Provide all information requested. Attachments must be single sided on 8.5 x 11 paper. If you will be representing an organization, you must include a letter from the organization recommending you as their representative. Note: All information provided on this form is a public record. Return this completed application form to: Office of the City Clerk, Historic City Hall, 915 I Street, Rm. 116, Sacramento, CA 95814. Tel: (916) 808-7200.

**IMPORTANT:** Letters of recommendation are optional. If you choose to include a letter it must be submitted as part of this application. Letters will not be accepted after your application is filed with the City Clerk's Office.

BOARD / COMMISSION OR COMMITTEE NAME: Human Rights/Fair Housing Commission

CATEGORY FOR WHICH YOU ARE APPLYING: Advisory Board

Description (if applicable)

Category Letter

Name of Company/Organization Being Represented (if applicable): \_\_\_\_\_

Company/Organization Authorization Letter Attached (if applicable to qualifications of category)

Applicant Name: Uplinger Shirley M E-Mail: \_\_\_\_\_  
Last First Middle

Home Address: \_\_\_\_\_ Sable Ct. Sacramento Ca. 95864  
Street # Street Name City State Zip

Mailing Address (if different than home address): \_\_\_\_\_  
Street # Street Name City State Zip

Resident of City Council District No: Three (3) Business in Council District No: \_\_\_\_\_  
Required If Applicable

Home Telephone: 916- Business Telephone: \_\_\_\_\_

Please state the reason you would like to be a member of this board/commission (or attach):

Encourage and ensure the purposes of the Commission are actualized for the people serviced by the Commission.

Are you currently, or have you in the past, served on an advisory group?  Yes  No If yes, state the name of the group and how that service supports your application (or attach).

Human Rights/Fair Housing--Greater understanding of and thus commitment to its purposes.

Do you, or an immediate family member, have any relationship (professional, financial, other) that may present a potential conflict of interest for this advisory group?  Yes  No If yes, please explain:

\_\_\_\_\_

BACKGROUND INFORMATION

*ATTACHED*

You may also attach a resume reflecting experience, community activities or other qualifications not listed below that would be helpful to the Council in evaluating your application.

EDUCATION:

ATTACHED

WORK EXPERIENCE: List names, addresses and dates of employment for the last five (5) years. Attach additional sheets of paper if needed.

CURRENT EMPLOYER:

FROM DATE: \_\_\_\_\_ EMPLOYER NAME: \_\_\_\_\_  
TO DATE: \_\_\_\_\_ ADDRESS: \_\_\_\_\_  
Street # Street Name City State

DUTIES: \_\_\_\_\_

PRIOR EMPLOYER(S):

FROM DATE: \_\_\_\_\_ EMPLOYER NAME: \_\_\_\_\_  
TO DATE: \_\_\_\_\_ ADDRESS: \_\_\_\_\_  
Street # Street Name City State

DUTIES: \_\_\_\_\_

FROM DATE: \_\_\_\_\_ EMPLOYER NAME: \_\_\_\_\_  
TO DATE: \_\_\_\_\_ ADDRESS: \_\_\_\_\_  
Street # Street Name City State

DUTIES: \_\_\_\_\_

FROM DATE: \_\_\_\_\_ EMPLOYER NAME: \_\_\_\_\_  
TO DATE: \_\_\_\_\_ ADDRESS: \_\_\_\_\_  
Street # Street Name City State

DUTIES: \_\_\_\_\_

BUSINESS ENTERPRISES: List business name including fictitious name and address of any business enterprises currently or previously owned or operated.

FROM DATE: \_\_\_\_\_ BUSINESS NAME: \_\_\_\_\_  
TO DATE: \_\_\_\_\_ ADDRESS: \_\_\_\_\_  
Street # Street Name City State

TYPE OF BUSINESS OR SERVICE RENDERED:

\_\_\_\_\_

CITY OF SACRAMENTO -  
APPLICATION FOR APPOINTMENT

Uplinger, Shirley  
APPLICANT NAME

FROM DATE: BUSINESS NAME: \_\_\_\_\_

TO DATE: ADDRESS: \_\_\_\_\_  
Street # Street Name City State

TYPE OF BUSINESS OR SERVICE RENDERED: \_\_\_\_\_

**FELONY CONVICTIONS:** A felony conviction is not necessarily a bar to appointment. Each case is considered separately based on requirements of the position. However, failure to list felony convictions may result in disqualification.

Have you ever been convicted of a felony? If yes, please indicate for each conviction, the date of the conviction, the location of the court of conviction, and the exact denomination of the offense resulting in conviction:

No

**CIVIL ACTIONS:** List each civil action, if any, in which punitive or exemplary damages have been assessed against you, indicating in each instance the date of the trial, court judgment and the location of the court which rendered the judgment:

None

I DECLARE, UNDER PENALTY OF PERJURY THAT ALL STATEMENTS IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE:

Signature: Shirley Uplinger Date: August 11, 2010  
*Shirley Uplinger*  
Type Name if Returning Via E-Mail or Print, Sign and Mail

**DISCLOSURE AND REGULATORY REQUIREMENTS**

**City Code Section 2.40.060: Conflict of Interest Disclosure** - If a Statement of Economic Interests Form 700 is required for this position (see announcement), the form must be filed with the Office of the City Clerk prior to beginning service. The City Clerk will provide appointees with the filing form and instructions. Official status to serve will be delayed until the form is filed with the Office of the City Clerk.

**City Code Section 2.40.010: Attendance** - Board/commission members are required to attend meetings on a regular basis, and may be removed if a member does not attend three consecutive regularly scheduled meetings. If appointed, will you be able to attend meetings regularly and devote the time necessary to fulfill your duties as a member?  Yes  No

**City Resolution 2007-653: Mandatory Ethics Training** - Board/commission members are required to satisfy the local ethics training requirement mandated by Government Code Sections 53234 et seq. and may be removed if proof of attendance is not filed with the Office of the City Clerk within 60 days of appointment. Appointees will be provided with an on-line training resource. If appointed, will you be able to complete the training within 60 days?  Yes  No

**ACCOMMODATION INFORMATION**

PLEASE IDENTIFY ANY SPECIALIZED ACCOMMODATIONS NEEDED FOR EQUAL PARTICIPATION:

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# SHIRLEY M. UPLINGER

## PROFESSIONAL EXPERIENCE

### **California State University, Sacramento - 1973 – 2005 (Retired)**

Vice President for Student Affairs	1996-2005
Associate Vice President, Student Affairs	1995-96
Associate Dean of Students	1973-95
Program and Planning	1986-95
Director of Student Health Center	1991-94
Director of Financial Aid	1994-95

### **Lockheed California Company**

Supervisor P3, Maintenance Training	1979-81
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### **The California State University**

Administrative Fellow	1978-79
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### **University of California, Davis - 1963-73**

Coordinator of Student Development Programs	1972-73
Director of Housing	1967-72
Educational Programs Advisor - Residence Halls	1966-67
Assistant Dean of Students	1963-66

### **Syracuse University**

Director of Residence Hall	1962-63
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### **Tonawanda, New York**

Junior High School Science and Math Teacher	1959-61
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## EDUCATION

Ph.D., Management - Union Institute	1978
Student Personnel Administration Syracuse University	1961-63
Master of Science	1962
Bachelor of Science State University of New York, Oswego	1959
Tonawanda High School Graduation	1955

# Shirley M. Uplinger

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## CALIFORNIA STATE UNIVERSITY ACTIVITIES

Chancellor's Task Force Master Plan for Educational Support Services	1987
Chair, Chief Student Affairs Officers Council	1998-99
Quality Improvement Task Force	1998-99
Chancellor's Task Force Alcohol Policies & Prevention Programs	2000-2001

## COMMUNITY INVOLVEMENT

Rotary International First Woman Member of East Sacramento Club Paul Harris Fellow	mid-1980's early 1990's
Salvation Army Sacramento Metro Advisory Board (Member)	1990 – 2005 (Emeritus)
State of California Governor's Alcohol Prevention Advisory Council	January 2002 - December 2004
Human Rights/Fair Housing Commission of the City and County of Sacramento	November 2004 - Present