



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

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

**Discussion Calendar
August 04, 2011**

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

Title: Review of Applications for Sacramento Disabilities Advisory 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; Obi Agha, Program Specialist, (916) 808-8426, Department of Human Resources.

Presenters: None

Department: City Clerk's Office / Department

Division: N/A

Organization No: 04001011

Description/Analysis

Issue: Review applications and/or 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.

Board/Commission:	Sacramento Disabilities Advisory Commission
Available Positions:	Three (3)
Category Description(s):	Representative of different disability groups including, but not limited to physical, sensory, developmental and mental disabilities. Applicants shall have experience with disability issues, knowledge or experience with disability law, such as ADA, or Title 24 of the California Code of Regulations.
Status of Incumbents:	Jessica Springer & Dawn Correia: Both eligible for 2 nd terms and Applications attached; Robert Benson: Has served maximum number of terms

No.	Applicant Name	District	Category	Comments
1	Dawn C. Correia	8	-	Incumbent
2	Jessica R. Springer	3	-	Incumbent
3	Karen L. Moreno	4	-	
4	Tina Beth Johnson	6	-	



City of Sacramento

Application for Appointment to Boards/Commissions and Committees

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CITY OF SACRAMENTO
2011 JUL -5 P 3:57

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: DAC

CATEGORY FOR WHICH YOU ARE APPLYING: Commissioner on DAC
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: Carpina Down Chese E-Mail: _____
Last First Middle

Home Address: _____ 6000 Ave Sacramento CA 95822
Street # Street Name City State Zip

Mailing Address (if different than home address): N/A _____
Street # Street Name City State Zip

Resident of City Council District No: _____ Business in Council District No: N/A
Required if Applicable

Home Telephone: _____ Business Telephone: N/A

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

I am already on The DAC and would like to do another term.

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).

DAC

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:

N/A

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:

BS degree.

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: NAME
TO DATE: _____ ADDRESS: Viking Drive Suite 125 Sacramento CA 95827
Street # Street Name City State

DUTIES: Advocate for people with mental disabilities

PRIOR EMPLOYER(S):

FROM DATE: _____ EMPLOYER NAME: N/A
TO DATE: _____ ADDRESS: _____
Street # Street Name City State

DUTIES: _____

FROM DATE: _____ EMPLOYER NAME: _____
TO DATE: _____ ADDRESS: N/A
Street # Street Name City State

DUTIES: _____

FROM DATE: _____ EMPLOYER NAME: _____
TO DATE: _____ ADDRESS: N/A
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: N/A
TO DATE: _____ ADDRESS: _____
Street # Street Name City State

TYPE OF BUSINESS OR SERVICE RENDERED:
N/A

CITY OF SACRAMENTO -
APPLICATION FOR APPOINTMENT

Dawn Corneia
APPLICANT NAME

FROM DATE: BUSINESS NAME: N/A

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:

N/A

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

Signature: /s/ Dawn Corneia Date: 6/29/30
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:
N/A



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Application for Appointment to Boards/Commissions and Committees

2011 JUL - 11 PM 2:55

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: Sacramento Disabilities Advisory Commission

CATEGORY FOR WHICH YOU ARE APPLYING: Member
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: Springer Jessica Renee E-Mail: _____
Last First Middle

Home Address: P Street #17 Sacramento California 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: 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):

I obtained my Juris Doctor in May 2004. My education and training that led me to that degree have given me an understanding of the law, its applications and the skills to best identify liability issues and advise accordingly. As a blind woman I am also a member of the disabled community of Sacramento. The two above noted factors give me the training and understanding to address disability issues within the city. I want to make Sacramento a city we can all live in and

~~and~~ my skills combined with a position on this Commission help me help the city.
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).

I am currently a member of the Sacramento Disability Advisory Commission. In my currently expiring term I have put my skills to use on behalf of the city. During this term I gained an understanding of how to better pair my skills with City functions.
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: Santa Clara University School of Law Juris Doctor May 2004
Albertson College of Idaho Bachelor of Arts Political Science and History June 1999

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

CURRENT EMPLOYER: None

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

DUTIES: _____

PRIOR EMPLOYER(S):

FROM DATE: October 2004 EMPLOYER NAME: Sewell Insurance
TO DATE: October 2009 ADDRESS: Royal Dr. Suite 201A Cameron Park, CA
Street # Street Name City State

DUTIES: Review client accounts and advise on billing issues. Provide clients with account summaries and resolved complaints and advise on company policies. Provide backup support to office manager.

FROM DATE: October 2008 EMPLOYER NAME: REO Deal Makers
TO DATE: April 2009 ADDRESS: 11290 Point East Dr. Suite 100 Rancho Cordova, CA
Street # Street Name City State

DUTIES: Coordinate billing transactions between company and banks. Maintain understanding of reimbursement policy and procedure for submission to banks. Track and collect on outstanding accounts.

FROM DATE: June 2005 EMPLOYER NAME: The Ochoa & Moore Law Firm, PC
TO DATE: March 2007 ADDRESS: 520 Capitol Mall Suite 700 Sacramento, CA
Street # Street Name City State

DUTIES: Maintain FPC filings, accounts receivable and payable, company calendar and client files. Composed, edited and maintained office documents. Coordinate travel, meetings and client communications for attorneys.

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

Jessica Renee Springer
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/ Jessica Renee Springer* Date: *July 1, 2011*
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 03

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: Disabilities Advisory Commission

CATEGORY FOR WHICH YOU ARE APPLYING: Commissioner

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: Moreno Karen L E-Mail: _____
Last First Middle

Home Address: Deldiff Circle, Sacramento, CA 95822
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: 4 Business in Council District No: _____
If Applicable

Home Telephone: (916) Business Telephone: (916)

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

see attachment

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).

(DAC)

oversee DMV's Disability Advisory Committee; former member of National Association of ADA Coordinators; member of statewide DAC

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:

Karen L. Moreno
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:

Sacramento City College - general

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: June 1, 2010
TO DATE: present

EMPLOYER NAME: Department of Motor Vehicles
ADDRESS: 24th St. Sacramento, CA
Street # Street Name City State

DUTIES:

EEO Officer - ADA Coordinator - responsible for Dept's EEO program

PRIOR EMPLOYER(S):

FROM DATE:
TO DATE:

EMPLOYER NAME: California Dept. of Corrections + Rehab (CDCR)
ADDRESS:
Street # Street Name City State

DUTIES:

Chief - Training + Support Branch - develop/implementation policies + training;

FROM DATE:
TO DATE:

EMPLOYER NAME: CDCR
ADDRESS:
Street # Street Name City State

DUTIES:

ADA Program Manager - implement ADA w/in juvenile system

FROM DATE:
TO DATE:

EMPLOYER NAME: CDCR
ADDRESS:
Street # Street Name City State

DUTIES:

EEO + Sexual Harassment Prevention trainer, statewide

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

FROM DATE:
TO DATE:

BUSINESS NAME: N/A
ADDRESS:
Street # Street Name City State

TYPE OF BUSINESS OR SERVICE RENDERED:

CITY OF SACRAMENTO -
APPLICATION FOR APPOINTMENT

Karen L. Moreno
APPLICANT NAME

FROM DATE: BUSINESS NAME: _____

TO DATE: ADDRESS: _____
Street # Street Name City State

TYPE OF BUSINESS OR SERVICE RENDERED: _____

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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:

N/A

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

Signature: *Karen L. Moreno* Date: *6/30/11*
Type Name if Returning Via E-Mail or Print, Sign and Mail

DISCLOSURE AND REGULATORY REQUIREMENTS

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ACCOMMODATION INFORMATION

PLEASE IDENTIFY ANY SPECIALIZED ACCOMMODATIONS NEEDED FOR EQUAL PARTICIPATION:

KAREN LYNN
MORENO

RESUME

July 1, 2011

KAREN LYNN MORENO

Delcliff Circle
Sacramento, CA 95822
Home: 916-
Mobile: 916-

WORK EXPERIENCE

June 1, 2010 to Present

**EEO Officer (Staff Services Manager II), Executive Division
Department of Motor Vehicles
Sacramento, CA**

- As a member of the Directorate, responsible for providing expertise and active leadership in the administration, evaluation and implementation of policies and programs related to federal and state laws in discrimination and sexual harassment. Serves as the Department's ADA Coordinator.
- Departmental compliance, providing outreach and training to Executive Team and managers/supervisors.
- Project management, Director's assignments, training, policy development
- Participant in task forces such as California Model Employer Initiative and Adverse Action.
- Oversight and enforcement responsibility to provide reasonable accommodations to employees, applicants, and members of the public.
- Direct oversight responsibility for the Director's Disability Advisory Committee.
- Investigate internal and external complaints pursuant to Government Code Section 12940 and Title VII and the Americans with Disabilities Act.
- Consult, advise, and provide guidance to the Director/Directorate regarding prevention and/or resolution of problems related to discrimination law.
- Develop and provide comprehensive reports to the Director/Directorate which inform and identify trends likely to have some influence on departmental programs and policies.

December 2007 to June 2010

**Chief, (Staff Services Manager II), Training and Support Section
Office of Business Services, CDCR
Sacramento, CA**

- Responsible for the overall management, direction, guidance, and administration of three units: Administrative Liaison, Standardization, and Small Business/Disabled Veteran Business Enterprise, including Public Records Act Requests and the Employee Suggestion program. Development, implementation, and management of contracting and procurement training, policy development and direct supervision of two SSMLs.
- In partnership with the Office of Business Services (OBS) leadership team defines, monitors, and reports on the OBS strategic plan and performance measures.
- Serve as the liaison between OBS and higher control agency levels to coordinate the implementation of mandated procurement and contract requirements.
- Website development for both Intranet and Internet sites, and provide support for OBS databases and electronic systems.
- Monitor Section's budget and future allocations. Personnel and employee discipline.
- Integral part of the leadership/management team in improving standards, policies, employee morale and customer service expectations. Special projects at the Deputy Director's direction.
- Prepare or direct the preparation of the most difficult and sensitive reports, documents, and procedural manuals such as Department Operations Manual, Contracting Guidelines, Purchasing Handbook, and internal procedures required by departmental administration and control agencies. Personally handle the most complex and/or sensitive projects and assignments.
- Vehicle Task Force – One in four responsible for identifying and recommending vehicles statewide for survey in response to the Governor's Executive Order to reduce fleet by 15%.

February 21, 2006 to December 2007

**Program Manager (Staff Services Manager I), Wards with Disabilities Program
Division of Juvenile Justice
Sacramento, CA**

- Project management in the implementation of Wards with Disabilities Remedial Plan, filed in Court May 31, 2005 on a statewide basis, ensuring ADA rights are met within juvenile facilities.

- Developed and implemented Corrective Action Plan format for all facilities in response to audit findings. Responsible for ensuring Division of Juvenile Justice (DJJ) compliance of all Remedial Plan Requirements.
- Coordinated and monitored each facility's overall compliance with federal and state disability laws and the requirement of the Remedial Plan.
- Coordinated and assisted in the logistical planning/facility site visits for the Special Master, Experts, and plaintiff's attorneys.
- Development of Budget Change Proposals.
- Development and implementation of disability policy, regulations, and operating procedures.
- Monitored the disability program implementation at each facility, and establish the reporting requirements at the local and headquarters' level to verify program compliance.
- Worked with DJJ's Legal Counsel in preparing data and responses required to address disability issues raised in the remedial processes.
- Served as Member of the Department's Remedial Reform team.

November 12, 2004 – February 20, 2006

**Trainer – Auditor (Associate Governmental Program Analyst)
Office of Civil Rights, CDCR, Sacramento CA**

- Primary trainer statewide on Equal Employment Opportunity (EEO) and Sexual Harassment Prevention (includes certification for EEO Coordinators and Counselors; Basic Supervision; Supervisor/Manager Annual Update; Rank and File Annual Update; and New Employee Orientation)
- Provided Legislative analyses.
- Served as Division's Training Coordinator.
- Parole Agent Academy Instructor
- Monitored training program and made recommendations for improvement of program to management.
- Member of the National ADA Coordinators

February 1, 2000 – October 2002/October 2002 – November 11, 2004

**Staff Services Analyst, then promoted to Associate Governmental Program Analyst
Board of Prison Terms (now Board of Parole Hearings)
Sacramento, CA**

- Served in lead capacity on Armstrong V. Schwarzenegger, lawsuit filed under ADA. Responsible for complex level of policy development, consultative assignments, budget projects, and systems development.
- Managed the development and implementation of training programs.
- Instructor for all Board of Prison Terms staff and attorneys on ADA compliance.
- Approved/denied reasonable accommodation requests from inmates/parolees.
- Worked with various agencies (Dept. of Rehab, county jails, and regional centers) to determine best practices.
- Developed an action plan to meet the requirements of the injunction.
- Conducted on-site Americans with Disabilities Act accessibility surveys at county jails, California Department of Corrections and Rehabilitation institutions and parole units.
- Assisted in the implementation of the Proposition 36 unit working with assessment centers in monitoring parolee's attendance and scheduling of appointments, trouble-shooting and systems development.

AFFILIATIONS

- Served as Board Member on numerous Non Profit Organizations, including: Sacramento County Neighborhood Accountability Program, California Crimestoppers, Sacramento Citizens' Crime Alert Reward Program, Statewide Disability Advisory Committee.
- President, Sacramento Citizens' Crime Alert Reward Program for two consecutive years.

EDUCATION

Sacramento City College
General Education 1992

ADDITIONAL EXPERIENCE

- Served as fundraiser for numerous charitable organizations, including: American Cancer Society, Big Brothers/Big Sisters, and Sacramento Citizens' Crime Alert Reward Program.
- Featured on numerous radio and television shows and newspaper articles related to fundraising for charitable organizations.

KAREN L. SMITH
Swanston Drive, Sacramento, CA 95818

HOME: (916)
WORK: (916)

STATEMENT OF QUALIFICATIONS

LEADERSHIP AND MANAGEMENT

- ◆ EEO Officer – reports to the Director. Provide active leadership, direction and expertise in the implementation, administration and evaluation of polices and programs.
- ◆ Led staff, managers, and executive staff in the Department of Juvenile Justice to successful implementation of new programs, policies, and systems based on a court-ordered remedial plan (Wards with Disabilities). Was Department's statewide ADA Coordinator.
- ◆ Led Managers and executive staff in identification efforts of system redundancies and elimination of system failures.
- ◆ Led executive staff and managers in responding to corrective action plans to bring areas of non-compliance into compliance.
- ◆ Plan, manage, and directly assign projects and establish priorities based on department wide knowledge in the areas of policy, legislation, training, implementation, and business services.
- ◆ Work with contract and procurement staff to ensure Small Business and Disabled Veterans Business Enterprise (SB/DVBE) goals are met.
- ◆ Ensure customer service expectations are met.
- ◆ Ensure staff has the tools and resources needed to perform their jobs to the best of their ability.
- ◆ Lead by example, set expectations, motivate and inspire, and excellent communication with staff and managers. Play an integral role in the leadership team.
- ◆ Served as President of a non-profit organization, Crime Alert, for two consecutive terms.
- ◆ In partnership with the Office of Business Services' (OBS) leadership team, monitor and report on the OBS strategic plan and performance measures.

COMMUNICATIONS AND NEGOTIATIONS/TRAINING AND PRESENTATIONS

- ◆ Participated in Statewide Disability Advisory Committee and a member of the National Association of Americans with Disabilities Act (ADA) Coordinators as ordered by the Wards with Disabilities Remedial Plan to have involvement in addressing key issues and getting input from the disability community.
- ◆ Participated on the Reform Team to achieve consensus and address key program issues and concerns.
- ◆ Provided presentations to upper level management, court appointed monitors, and judge on progress of program implementation.
- ◆ As Program Manager, met with Parole Administrators, Superintendents, Medical and Mental Health doctors, and Legal to provide overall coordination of the more complex areas of the remedial plan and to work out areas of overlap and interpretations.
- ◆ Met with ADA Coordinators statewide regularly to help prepare for upcoming audits, provide legal updates, share information, best practices, and provide general direction.
- ◆ Manage and implement contract and procurement training, SB/DVBE training and policy development.
- ◆ Developed and delivered training statewide to staff and managers at all facilities and institutions on the areas of Equal Employment Opportunity (EEO)/Sexual Harassment (SH); Disability Awareness; Circumstances that gave Rise (why we were sued); and the ADA.
- ◆ Parole Agent Academy Instructor on various subjects. Received Excellence in Training Award.
- ◆ Guest on various television and radio programs and print speaking on behalf of the mission of Crime Alert, in addition to other fundraising efforts for several non-profit organizations in which I volunteered.
- ◆ As Promotions Crew Manager for Sacramento Bee's Ticket, I addressed and welcomed crowds of 500. Created interactive activities with the audience prior to the start of the movie.

CONTRACTS AND POLICY

- ◆ Serve as liaison between the Department and higher control agency levels to coordinate implementation of mandated activities. Meet on an as needed basis with Department of General Services.
- ◆ Developed and implemented new policies for implementation of new programs, centralization projects, and statewide implementation for ADA compliance.
- ◆ Negotiated policy with unions.
- ◆ Respond to the court on audit findings. Created a corrective action plan format and worked with institutions and facilities in understanding the plan.
- ◆ Monitor contracts to ensure all the terms and conditions are met.
- ◆ Negotiate the scope of work.
- ◆ Manage the legislative analysis, policy development and implementation process.
- ◆ Work with procurement and contract staff on ensuring the understanding and impact of new policy.

LAWS AND RULES

- ◆ As program manager and subject matter expert on ADA, continually monitored law, legislation, and lawsuits to ensure compliance.
- ◆ Conducted ADA accessibility surveys to ensure equal access.
- ◆ Implemented ADA within the adult prison system and juvenile facilities statewide as a result of lawsuits and compliance with the law.
- ◆ As an EEO/SH Coordinator and trainer, analyzed Federal and State statutes relating to EEO/SH to facilitate preparation of audits, training, and investigations.

ADMINISTRATION, PERSONNEL, AND BUDGETS

- ◆ Investigates internal and external complaints filed pursuant to GC code Section 12940, Title VII and the Americans with Disabilities Act.
- ◆ Assisted with development and implementation of strategic plans and processes.
- ◆ Hire, train and mentor staff; complete Individual Development Plans and Probationary Reports.
- ◆ Participated as a subject matter expert to develop the Associate Governmental Program Analyst examination for the California Department of Corrections and Rehabilitation (CDCR).
- ◆ Ensure Public Records Act requests are responded to in a timely manner to ensure compliance.
- ◆ Review and administer Merit Award Suggestion program for CDCR.
- ◆ Monitor Section's budget and future allocations.
- ◆ Coordinated effort in development of Budget Change Proposals for various programs requiring additional staff and resources
- ◆ Great knowledge of the disciplinary process and Family Medical Leave Act.

INFORMATION TECHNOLOGY APPLICATIONS

- ◆ Developed OBS Intranet and Internet sites.
- ◆ Provide support and oversight of OBS' databases and electronic systems.
- ◆ Oversight for the Local Area Network System to ensure mandated reports are submitted accurately and timely to DGS, Department of Fair Employment Housing and the quarterly Minority, Women and Disabled Veterans Business Enterprises and annual consultants reports are compiled for submission to the Legislature.



City of Sacramento

RECEIVED
CITY CLERK'S OFFICE
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: Disabilities Advisory Commission

CATEGORY FOR WHICH YOU ARE APPLYING: Commissioner

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: SCHLISOW TINA BETH E-Mail: _____
Last First Middle

Home Address: _____ BROADWAY SACRAMENTO CA 95826
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: 6 Business in Council District No: N/A
Required If Applicable

Home Telephone: 916- Business Telephone: 916-

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

Please see attached.

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).

Please see ATTACHED

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:

Please see 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: *Please see attached.*

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

TINA BETH JOHNSON
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: *Tina Beth Johnson* Date: 7/6/11
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:

Reason for Applying as Commissioner
Sacramento City Disabilities Advisory Commission

My reasons for applying for the position of Commissioner-Sacramento City Disabilities Advisory Commission are very simple.

As evidenced in my cover letter and resume, I have worked for the State of California in various capacities for approximately 35 years. Of that timeframe, I have worked almost nine years as a Reasonable Accommodation/Disability Program Coordinator. To say that I have a passion for assisting individuals with disabilities is an understatement. Those who know me realize that the job that I do is one of the most important things in my life.

I have lived in Sacramento approximately 38 years now, and I have seen many things that need to be improved for individuals with disabilities so that they may enjoy the same benefits as non-disabled.

Serving on the Commission will provide me with:

- A new, exciting direction to continue serving individuals with disabilities;
- The ability to enrich my experiences and knowledge; and
- A sense of accomplishment that I am helping not only individuals with disabilities, but the City of Sacramento as a whole.

Thank you for considering my application. I do look forward to hearing from you.

**Tina Johnson
Briarcliff Way
Sacramento, California 95826
(916)**

WORK EXPERIENCE-STATE OF CALIFORNIA

**12/03/2007- Present Equal Opportunity Analyst
Department of Fish and Game**

Reporting directly to the Manager of the Equal Opportunity (EO) Office, my duties include the following:

Disability Program Coordinator/Americans with Disabilities Act Compliance Officer-oversee the Department of Fish and Game's (DFG's) Reasonable Accommodation (RA) and Limited Examination and Appointment Programs (LEAP); oversee efforts to ensure accessibility to DFG's programs, facilities, and information for members of the public with disabilities; procure equipment, furniture, and assistive devices; correspond with medical professionals regarding RA requests; work with other DFG staff and state and federal control agencies regarding these and other issues pertaining to disabled employees, job applicants, and members of the public.

**June 1, 2005- 11/30/2007 Equal Employment Opportunity Analyst
Department of Education**

Reporting directly to the Director of the Office of Equal Opportunity (OEO), my duties included the following:

Reasonable Accommodation Program Coordinator: Responsible for the Department's RA Program and LEAP. ensured that the Department complied with Equal Employment Opportunity (EEO) internal policies and procedures and federal and state laws, regulations, policies and procedures; provided advice to managers, supervisors, and employees; processed RA requests; made final determinations of those requests; corresponded with medical

professionals, procured assistive equipment and furniture; worked with other DFG staff and state and federal control agencies regarding these and other issues pertaining to disabled employees, job applicants, and members of the public. represented the Department at SPB RA appeals hearings.

**February 1, 2003-
May 30, 2005**

**Disability Program Coordinator/
Equal Employment Opportunity Analyst
Equal Opportunity and Management
Investigations Office**

Department of Water Resources

Reporting directly to the Chief of the Equal Opportunity and Management Investigations (EOMI) Office, my duties included the following:

Disability Program Coordinator: Responsible for the Department's RA Program, LEAP; ensured that the Department complied with EEO internal policies and procedures and federal and state laws, regulations, policies and procedures; provided advice to managers, supervisors, and employees; processed RA requests; made final determinations of approval, modification or denial of requests; corresponded with medical professionals, DFEH, SPB, and other relevant agencies; communicated with the Health and Safety Office, Personnel, and Labor Relations; procured assistive equipment and furniture; met regularly with the Department's DAC to discuss pending issues; active member of SDAC; represented the Department at SPB RA appeal hearings.

EDUCATION

University of California, Davis-Certificate in Labor Management Relations
California State University at Fresno-Sociology
Fresno City College-General Education-AA Degree

VOLUNTEER WORK/OTHER

2003-Present- Liaison to Department Disability Advisory Committees (DACs). In this capacity, ensure that department DACs meet the criteria stated in the Government Code, are effective, and that their purpose and missions aim toward creating equal opportunity and accessibility for individuals with disabilities. While liaison to the Department of Water Resources DAC, we coordinated and implemented one of the most successful National Disability Employment Awareness Month events, including a free-standing, lit poster of Stevie Wonder that was placed in the lobby of the Resources Building during the entire month of October.

2003-Present-Member, State Disability Advisory Council

2009-Present-Chairperson and Co-Chairperson of California Civil Rights Officers' Council (CCROC)-Oversee organization of civil rights professionals. Conduct semi-monthly general sessions and steering committee meetings; ensure compliance with goals and by-laws of the organization distribute correspondence; responsible for conduct of CCROC membership at general sessions and steering committee meetings; respond to inquiries; testify at State Personnel Board and other control agency hearings; settle disputes among CCROC members; supervise ten steering committee members; communicate with SPB management and staff on an ongoing basis.

2010-State Personnel Board Reasonable Accommodation (RA) Task Force- Purpose of the Task Force was to assess the effectiveness of the tools/procedures currently used by State departments and to develop training that Civil Rights Officers/RA Coordinators could use to train managers and supervisors on the RA process. The Task Force was formed in compliance with Governor Schwarzenegger's Executive Order, written to commemorate the 20th anniversary of the Americans with Disabilities Act.

July 7, 2011

Office of the City Clerk
Historic City Hall
915 I Street, Room 116
Sacramento, CA 95814

Re: Application for Appointment to Disabilities Advisory Commission

Please find attached my application for appointment as Commissioner on the City of Sacramento's Disabilities Advisory Commission.

I have worked for the State of California for approximately 35 years, and have had a variety of responsibilities. However, I have only included information that I believe is relevant to this position.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tina Johnson', with a large, sweeping flourish at the end.

Tina Johnson
Briarcliff Way
Sacramento, CA 95826
(916)

Attachments