



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

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

3

**Discussion Calendar
February 07, 2012**

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

**Title: Review of Applications and Conduct Interviews for Animal Care Services
Citizens Advisory Committee**

Location/Council District: (Citywide)

Recommendation: Review applications and nominate candidates.

Contact: Katia Ligaiviu, Deputy City Clerk, (916) 808-7604, Office of the City Clerk;
Kim Heckes-Martin, Administrative Officer, (916) 808-7119, General Services
Department

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:	Animal Care Services Citizens Advisory Committee
Available Positions:	One (1)
Category Description(s):	Category B: Actively involved in the operation of an animal welfare organization
Status of Incumbent:	Rick Johnson: Resigned

No.	Applicant Name	District	Category	Comments	Attendance
1	Eileen Matson	-	B		Confirmed
2	Esperanza Zuniga	-	B		Confirmed



City of Sacramento

RECEIVED
CITY CLERK'S OFFICE
CITY OF SACRAMENTO

Application for Appointment to Boards/Commissions and Committees

2011 DEC 15 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: Animal Care Services Citizen Advisory Committee

CATEGORY FOR WHICH YOU ARE APPLYING: Actively involved in animal welfare org. **B**
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: Matson Eileen E-Mail: _____
Last First Middle

Home Address: Erle Rd. Marysville CA 95901
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: _____ Business in Council District No: _____
Required If Applicable

Home Telephone: 530 Business Telephone: 916

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

I have been involved in the animal welfare field for over 25 years. I feel that I can offer valuable experience and input regarding animal welfare. I would like to continue to make a difference in the animal welfare of this area.

I realize that I currently do not work at an animal welfare organization, but if you need someone with industry experience and animal care knowledge then I can fulfill that need.

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:

CITY OF SACRAMENTO -
APPLICATION FOR APPOINTMENT

Matson, Eileen
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: /s/ Eileen Matson
Type Name if Returning Via E-Mail or Print, Sign and Mail

Date: December 15, 2011

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

2012 JAN 18 P 2:46

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.

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BOARD / COMMISSION OR COMMITTEE NAME: Animal Care Services Citizens Advisory Committee

CATEGORY FOR WHICH YOU ARE APPLYING: Actively involved in animal welfare org B
Description (if applicable) Category Letter

Name of Company/Organization Being Represented (if applicable): RedRover (formerly United Animal Nations)
 Company/Organization Authorization Letter Attached (if applicable to qualifications of category)

Applicant Name: Zuniga, Esperanza E-Mail: _____
Last First Middle

Home Address: _____ CA 95841
Street # Street Name City State Zip

Mailing Address (if different than home address): _____ CA 95811
Street # Street Name City State Zip

Resident of City Council District No: _____ Business in Council District No: _____
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):

I would like the opportunity to work with other committee members, staff, volunteers and members of the Sacramento animal community to support the work at the City's Animal Care Services Center. I have a passion for animals and people and a special interest in our City shelter. I trained as a volunteer several years ago and participated in multiple outreach and adoption events. Currently, I work as a program manager for RedRover, supporting pet owners nationally with resources and grants for emergency vet care and boarding. I think my work experience and passion could add value to the committee.

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:

(attached) 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:

B.A. Psychology CSU, Sacramento 1998

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: Sept 2008 EMPLOYER NAME: RedRover
TO DATE: current ADDRESS: S Street Sacramento CA
Street # Street Name City State

DUTIES: Manage the organization's RedRover Relief Grant Program

PRIOR EMPLOYER(S):

FROM DATE: Jan 2006 EMPLOYER NAME: Center for Health Improvement
TO DATE: Aug 2008 ADDRESS: 1330 21st Street, Ste 100 Sacramento CA
Street # Street Name City State

DUTIES: Managed startup worksite wellness study

FROM DATE: June 2002 EMPLOYER NAME: Bartig, Basler and Ray CPA's (now merged with Gallina)
TO DATE: Dec 2005 ADDRESS: 925 Highland Pointe Dr, Ste 400 Roseville CA
Street # Street Name City State

DUTIES: Managed small teams to perform audit work and financial reports for California/Nevada counties and cities

FROM DATE: April 2000 EMPLOYER NAME: Born Free USA (formerly Animal Protection Institute)
TO DATE: Oct 2001 ADDRESS: 1122 S Street Sacramento CA
Street # Street Name City State

DUTIES: Provided administrative support to medium-sized nonprofit

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:

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:

N/A

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/ Esperanza Zuniga Date: Jan 18, 2012
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:

ESPERANZA ZÚÑIGA

Hamilton Street • Sacramento, CA 95841 • 916.

SKILLS SUMMARY

- Experienced problem solver
- Professional, friendly, and creative
- Experience working with non-profit organizations and volunteers
- Strong computer and internet skills
- Dependable leader and team player
- Strong communication skills

WORK EXPERIENCE

Program Manager

RedRover (formerly United Animal Nations)

September 2008-present

Sacramento, CA

- Manage the organization's RedRover Relief Grant Program, providing emotional support and financial resources to pet owners caring for injured animals
- Respond to incoming applications for emergency assistance from all across the country, approximately 3,000 requests annually
- Coordinate care in urgent situations by working with veterinary clinics and other nonprofit organizations
- Oversee the Crisis Relief Grant Program, supporting victims of domestic violence and their pets by providing resources and financial support for emergency boarding and vet care
- Maintain program statistics and prepare quarterly progress reports for Board of Directors
- Manage program staff and volunteers, participate on worksite wellness committee
- Work with fundraising team to develop successful fundraisers, use social media and personal outreach
- Develop and oversee the implementation of annual program goals
- Maintain national online resource directory for pet owners seeking financial aid with emergency vet care, emergency housing, spay and neuter, and basic health needs

Project Manager

Center for Health Improvement

January 2006-August 2008

Sacramento, CA

- Managed startup worksite wellness study, Step UP, funded by the Centers for Disease Control and Prevention (Project Title: Policy/Environmental Changes: Effects on Employee Health, Project Budget: \$891K)
- Implemented a constellation of evidence-based environmental and policy worksite wellness interventions at the California Department of Health Services
- Managed the marketing, promotion, and administration of health risk appraisals, health screenings and educational health sessions to over 4,000 state employees
- Designed evaluation tools for the program and provided technical support for the administration of surveys and health risk appraisals
- Provided recommendations for program sustainability and assisted with final report write-ups

Event Coordinator

Festival de la Familia, Inc.

May 2006-May 2007

Sacramento, CA

- Developed, coordinated, communicated and tracked event planning activities for the annual festival attended by over 40,000 at Cal Expo, Sacramento

Auditor
Bartig, Basler & Ray CPA's

June 2002-December 2005
Roseville, CA

- Managed small teams to perform audit work and financial reporting activities for California/Nevada counties and cities
- Developed practices and policies for improved processes and standards for local government audits
- Assisted with hiring and on-going training of employees
- Prepared client management reports listing recommendations for improved internal controls
- Represented firm as spokesperson at city council meetings and reported audit results and recommendations

Accounting & Database Assistant
BornFree USA (formerly Animal Protection Institute)

April 2000-October 2001
Sacramento, CA

- Provided administrative support to medium-sized nonprofit
- Assisted with payroll administration, accounts payable, and monthly accounting procedures
- Performed database functions and administration of fundraising mailings

Crisis Counselor/Executive Assistant
California Child, Youth & Family Coalition, CA Youth Crisis Line

April 1998-April 2000
Sacramento, CA

- Provided crisis intervention, counseling and resource referral to California's children and families through state-wide-24 hour crisis line
- Collected and performed analysis of call data and updated database referral system to ensure up-to-date resources for callers
- Provided administrative support to executive staff
- Performed bookkeeping and general office management functions
- Processed payroll, bulk mailings, and served as receptionist to business line

EDUCATION & CERTIFICATIONS

- Accounting Certificate, American River College, 2006
- CMT (Certified Massage Therapist), Healing Arts Institute, 2005
- Bachelor of Arts, Psychology, California State University Sacramento, 1998
- Undergraduate coursework, Saint Mary's College, 1994-1995

COMMUNITY SERVICE & VOLUNTEER EXPERIENCE

- City of Sacramento Animal Care Services – dog walker, outreach events
- RedRover/United Animal Nations – Responders/Emergency Animal Rescue Service (EARS) volunteer
- Performing Animal Welfare Society (PAWS) – animal docent, keeper
- Placer SPCA – dog walker, adoption counselor
- St. John's Shelter for Women and Children – guest caretaker
- Rosewood Terrace Care and Rehabilitation – activities assistant
- Dorothy Day House – food preparer and server at Friendship Park, Berkeley
- Mustard Seed – tutor for homeless children



January 6, 2012

Animal Care Services
Kim Heckes-Martin
5730 24th St., Bldg. 1
Sacramento, CA 95822

Dear Kim,

I fully support Esperanza Zúñiga's application to serve on the Animal Care Services Citizens Advisory Committee and represent our organization.

As Program Manager for RedRover, Esperanza primarily manages our RedRover Relief program, which provides grants to pet owners or Good Samaritans for veterinary emergencies. Part of her job requires networking with other animal organizations and researching other resources for pet owners. Because of this, Esperanza is highly knowledgeable about both local and national animal welfare organizations and various animal welfare issues, such as the importance of spay/neuter. She also works very closely with vet clinics and their clients and has a good general understanding of common animal care issues that arise.

Espi is a tremendous asset to RedRover; she is always striving to improve the RedRover Relief program, actively participates in strategic planning, helps set policies and seeks out opportunities to improve all aspects of our organization. She cares deeply about animal welfare and the success of our organization, maintains a high level of enthusiasm and positive attitude in her work and has excellent interpersonal and communication skills. She is highly professional, well organized, reliable, and trustworthy and always follows through with tasks she has committed to.

Given her experience with our organization and the professional skills and knowledge she brings to the table, I would highly recommend her to serve on this advisory committee. Please do not hesitate to contact me if you have any further questions.

Sincerely,

Nicole Forsyth, President and CEO

About RedRover

RedRover is a 501(c)(3) non-profit, charitable organization. All of our programs are designed to bring animals from crisis to care and strengthen the bond between people and animals. Our office is in Sacramento, CA, but our programs operate nationally. Some programs are also available in Canada. RedRover has 12 paid employees and more than 3,000 RedRover Responders and RedRover Readers volunteers in the United States and Canada.



WWW.REDROVER.ORG

Printed on recycled paper
with vegetable-based inks.

December 15, 2011

To Whom It May Concern,

Please consider this letter when you review the application from Esperanza Zuniga for the open position on the Citizen's Advisory Committee for Animal Care Services. I have had the pleasure of knowing Ms. Zuniga for several years, having spent considerable time together as disaster volunteers for RedRover Responders (formerly known as EARS). We worked on the Butte County fire evacuation site for the animals and I have seen first hand her compassionate nature around animals.

Ms. Zuniga will be a tremendous asset to your advisory committee as she will be bringing with her the extensive knowledge she has from working within her organization (RedRover) but also the liaison relationships she has with veterinary offices, other rescue groups, and the general public who come to RedRover for assistance with an unexpected vet bill. This experience will benefit the advisory committee as they evaluate and consider a variety of discussion items related to the animal shelter.

You won't find anyone more pleasant to work with or more committed to the animals and I would have no reservations about her joining the committee and only wish she had applied when my term was still active. Please let me know if you have any questions, I can be reached by email or phone at the contact info below.

Thank you for your consideration,



Becky Correia

Former Advisory Committee Member

bkykorea@yahoo.com

916-915-3806