



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

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

**Staff Report
February 16, 2010**

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

**Title: Review of Applications for Small Business Development & Employment
Advisory Board**

Location/Council District: (Citywide)

Recommendation: Review applications and nominate candidates.

Contact: Katia Ligaiviu, Deputy City Clerk, (916) 808-7604, Office of the City Clerk
Charlotte Broussard, Program Analyst, (916) 808-8174, Office of Economic
Development

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.

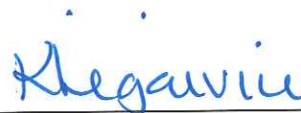
Commission/Committee Action: None.

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:	Small Business Development & Employment Advisory Board
Available Positions:	Two (2)
Category Description(s):	Category B: Actively involved in employment issues and/or possess substantial knowledge and experience concerning employment issues, and equal employment opportunity, in the Sacramento area.
Status of Incumbent:	Trina McKie: Eligible for another term; Application attached Eugene Jones: Has served the maximum number of terms

No.	Applicant Name	District	Category	Comments
1	Castaneda, Victoria	-	B	
2	Dyer, Tom M.	4	B	
3	Gavrilov, Ognian Anguelov	1	B	
4	McKie, Trina M.	-	B	Incumbent



City of Sacramento

RECEIVED
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CITY OF SACRAMENTO

Application for

Appointment to Boards/Commissions and Committees **2009 DEC 18 P 1:29**

INSTRUCTIONS: Provide all information requested; use blue or black ink; any 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, 1st Floor, 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: Small Business and Employment Advisory Board
CATEGORY FOR WHICH YOU ARE APPLYING: Small business/employment B
Description Category Letter

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

Applicant Name: Castuneda Victoria E-Mail: _____
Last First Middle
Home Address: Siribuck Way Carmichael, CA 95608
Street # Street Name City State Zip
Mailing Address (if different than home address): Fair Oaks Blvd, Sac. CA 95825
Street # Street Name City State Zip
Resident of City Council District No.: n/a Community Planning Area No.: n/a
District 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 attachment. additional information available upon request.

Are you currently, or have you in the past, served on an advisory group? Circle: 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? Circle: 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: BA - Cal State University, Los Angeles
1979

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: MO 10 DAY 30 YR 97 EMPLOYER NAME: Diversified Contract Management Group
TO: MO Present DAY Present YR Present ADDRESS: 7th Oaks Blvd, Sacramento, CA 95825
Street # Street Name City State

DUTIES: Manage 5-7 Contract Officers in the areas of labor compliance and EEO contracting.

PRIOR EMPLOYER(S):

FROM: MO 9 DAY 30 YR 92 EMPLOYER NAME: Sacramento Municipal Utility District
TO: MO 9 DAY Present YR 97 ADDRESS: 6201 S Street CA 95852
Street # Street Name City State

DUTIES: Managed local small business contract outreach program. Enforced equal opportunity and hiring contracting practices with vendors. Monitored EEO investments and oversaw hiring practices.

FROM: MO 6 DAY 30 YR 87 EMPLOYER NAME: City of San Jose, City Manager
TO: MO 6 DAY 30 YR 91 ADDRESS: 101 N First Street, San Jose CA 95113
Street # Street Name City State

DUTIES: As contract compliance coordinator managed city wide small business, diversified contracting program and local hiring program. Audited labor employment/EEO complaints, investigations.

FROM: MO 4 DAY 30 YR 83 EMPLOYER NAME: City of San Francisco
TO: MO 6 DAY 15 YR 97 ADDRESS: 1417 Clay Street, Oakland CA 94612
Street # Street Name City State

DUTIES: Contract compliance officer with Public Works Agency.

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

FROM: MO 10 DAY 30 YR 97 BUSINESS NAME: Diversified Contract Management Group
TO: MO Present DAY Present YR Present ADDRESS: 2386 7th Oaks Blvd, Sac. CA 95825
Street # Street Name City State

TYPE OF BUSINESS OR SERVICE RENDERED: Project Management, Community + Small Business Outreach. Expert in contract and labor compliance program & policies.

CITY OF SACRAMENTO -
APPLICATION FOR APPOINTMENT

Victoria Costaneda
APPLICANT NAME

FROM: MO ___ DAY ___ YR ___ BUSINESS NAME: _____

TO: MO ___ DAY ___ YR ___ ADDRESS: _____
Street # Street Name City State

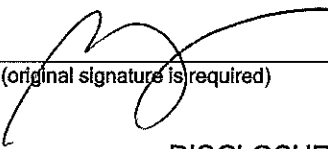
TYPE OF BUSINESS OR SERVICE RENDERED: _____

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: none

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: 
(original signature is required)

Date: 12/14/09

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? Circle: 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? Circle: Yes / No

ACCOMMODATION INFORMATION

PLEASE IDENTIFY ANY SPECIALIZED ACCOMMODATIONS NEEDED FOR EQUAL PARTICIPATION: _____



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2009 DEC 18 P 1:29

December 17, 2009

Charlotte Broussard
Susan Edmondson
Kenneth Fleming, EE Manager
Office of Small Business Development
915 I Street, First Floor
Sacramento, CA 95814

To whom it may concern:

I am pleased to apply for the Small Business Development and Employment Advisory Board position of the City of Sacramento.

For almost twenty-five years I have built a career in contract/labor relations and influencing small business and equal employment policy at the local and state government levels. As contract compliance officer for three large municipalities for twelve years, I had major responsibility for crafting business plans to ensure non-discrimination practices in contract and employment hiring. I supervised and conducted the research that provided the conceptual framework for our policies and program requirements. I wrote the reports, briefs and marketing pieces used to convey our message. To this end, I was the lead co-author of a major disparity study on the findings of discrimination in contracting and employment practices of two California municipal agencies. This study was reviewed by policy makers and was adopted in full by board members and city council members in order to comply with laws and regulations and correct institutional changes to ensure fair contracting and hiring practices.

As a business owner I bring twelve years of experience working with private firms and government agencies to provide services that facilitate and monitor levels of compliance on governmental contracts. I also bring to the advisory position much experience and success in creating needed and efficient programs, building partnerships, and raising the required resources.

I trust that this letter conveys to you the depth and breadth of my professional experience and my sincere interest in seeking membership on the Small Business Development and Employment Advisory Board.

Sincerely,



Victoria Castañeda
Principal

Fair Oaks Blvd • Sacramento, CA 95825



Resume of Victoria Castaneda

Career Highlights

Ms. Castaneda has over 20 years of experience in contract management, labor compliance and relations and operational improvements for State and Local Government Organizations. Her experience has included a variety of engagements including contract and labor compliance/monitoring, contract analysis, benchmarking, regulatory compliance, business and employment process improvement.

Education and Educational Activities

*BA Degree, California State University,
Los Angeles*

*State of California, Bilingual Teaching
Credential, Elementary Education
Multiple Subjects
American Contract Compliance
Officers Certificate*

Associations

*Bay Area Contract Administration Officers
Association
National Association of Women
Business Owners
American Public Works Association*

Certifications:

*DCM Group DIR LCP Certificate No
2004.000441*

Accomplishments

- Designed and implemented a comprehensive labor compliance program to comply with Labor Code Section 1770-1780 and California Codes 16001-16802
- Coordinated capital improvement projects from its inception through the bid solicitation, award, contract award, prevailing wage monitored, labor compliance and project close out
- Defined the scope of services, prepared the contract, selected the consultant, negotiated and prepared contract, directed the work of contract officer
- Monitored payment of prevailing wage and labor compliance resolved project-related issues and problems
- Enforced state and federal compliance monitoring
- Interfaced with other City Agencies, State and Federal Agencies
- Interfaced with City Council, Labor Management and Community Leaders
- Provided technical and labor compliance assistance
- Resolved non-compliance and labor violations within five days
- Monitored all aspects of the project for overall project compliance
- Audit Prime and Subcontractor Billings and Certified Payrolls
- Interface with Project Managers, Inspectors and Resident Engineers
- Wage Applicability and Labor Determinations
- Document Control for prime and subcontractor tracking
- Construction Management and Engineering support
- Coordinated community outreach efforts

Experience

As Principal for Diversified Contract Management Group. I've been the Labor Compliance Manager for multiple public works agencies and projects, providing labor compliance monitoring community outreach services throughout California since 1997

Contract Analyst, Sacramento Municipal Utility District -- 6201 S Street, Sacramento, CA, 95817 September 1992 through February 1997

Responsible for the development and implementation of the Districts Contract Program for Construction, Professional Services, and Commodities. Provide engineering assistance to contract staff in project management, budgets, and project analysis. Prepared and evaluated contract documents, professional service agreements to insure compliance with District's contracting ordinances. Monitored post-awarding of contracts to evaluate expenditures and compliance with state and federal project close out requirements. Managed problematic projects. Completed the Sacramento Municipal Utility Feasibility Study. Prepared reports providing data and analysis of the District's Co-Generation Plant \$200 million construction projects. Served as liaison to District's department managers. Coordinated the District's recruitment/outreach program to local community based organizations. Responsible for the development and implementation of the District's Contract Outreach Plan and Equal Employment Opportunity policies. Served as liaison to the various contract divisions and community leaders. Investigated EEO complaints and investigations.

Contract Compliance Coordinator, City of San Jose, Office of the City Manager/Public Works -- 801 North First Street, San Jose, CA 95110 June 1987 through June 30, 1991

Responsible for the development of the city's contracting ordinances, federal regulations, and Equal Opportunity requirements. Responsible for the development and implementation of the city's labor compliance program. Monitored post-awarding of city construction contracts to insure labor law requirements and project close out. Investigated alleged discrimination and labor violations of city construction contracts. Prepared and evaluated contract documents, professional service agreements to insure compliance with city's contracting ordinances. Monitored post awarding of contracts to evaluate expenditures and compliance with state and federal requirements. Developed a citywide community outreach program to increase local business participation. Managed problematic projects. Reviewed and analyzed Supreme Court ruling (J.A. Croson v. City of Richmond, VA.) impact on City's local contracting ordinance. Project Manager for the City's Disparity Utilization Study. Prepared reports providing data and analysis of contract compliance program effectiveness. Supervised staff of five. Served as project manager to City Manager and city departments and community-based organizations. Managed problematic projects and community disputes. Coordinated the city's recruitment/outreach program to local community based organizations. Responsible for the development and implementation of the City's Business Development

Contract Compliance/Administration Officer, City of Oakland, Public Works, One City Hall Plaza, Oakland, CA 94612 April 1985 through June 1987
Responsible for the implementation of the City's Business Diversity program.

Responsible for the development and implementation of the city's labor compliance program. Evaluated contract documents, professional service agreements to insure compliance with city's contracting ordinances. Monitored post-awarding of contracts to evaluate expenditures and compliance with state and federal requirements. Analyzed state and federal legislation governing the city's procurement policies. Managed the City's Community Development Block Grant Program (CDBG) to ensure compliance with Davis Bacon Federal requirements. Prepared monthly reports providing data and analysis of department budget and program effectiveness. Responsible for the implementation and coordination of the City's Procurement Conference. Served as liaison to various community groups and city officials.

Contract Service Coordinator, Technical Data – Department of Transportation (DOT) 1900 Powell Street, Emeryville, CA 96508 -- December 1983 through April 1985

Served as consultant for California Department of Transportation's (DOT) Affirmative Action for Northern California. Offered assistance to trade associations, general and sub-contractors to achieve DOT projects goals. Monitored post-awarding of contracts to assure prevailing wage compliance with State Labor Law regulations. Assisted DOT Office of Civil Rights with state certification of prime and subcontractor's eligibility. Prepared monthly reports providing data and analysis of program accomplishments.



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City of Sacramento

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Application for

Appointment to Boards/Commissions and Committees | 8 A 9:38

INSTRUCTIONS: Provide all information requested; use blue or black ink; any 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, 1st Floor, 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: Small Business Development and Employment Advisory Board
CATEGORY FOR WHICH YOU ARE APPLYING: Knowledge and involvement in Employee Issues
Description Category Letter

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

Applicant Name: DYER Tom M E-Mail: _____
Last First Middle

Home Address: P Street Unit 415 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: 4 Community Planning Area 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):
PLEASE SEE ATTACHED STATEMENT

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

YES - UC DAVIS HEALTH SYSTEM'S COMMUNITY ADVISORY BOARD

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? Circle: Yes / No

If yes, please explain: _____

Tom Dyer
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: PLEASE SEE ATTACHED RESUME

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: MO ___ DAY ___ YR ___ EMPLOYER NAME: _____

TO: MO ___ DAY ___ YR ___ ADDRESS: _____
Street # Street Name City State

DUTIES: _____

PRIOR EMPLOYER(S):

FROM: MO ___ DAY ___ YR ___ EMPLOYER NAME: _____

TO: MO ___ DAY ___ YR ___ ADDRESS: _____
Street # Street Name City State

DUTIES: _____

FROM: MO ___ DAY ___ YR ___ EMPLOYER NAME: _____

TO: MO ___ DAY ___ YR ___ ADDRESS: _____
Street # Street Name City State

DUTIES: _____

FROM: MO ___ DAY ___ YR ___ EMPLOYER NAME: _____

TO: MO ___ DAY ___ YR ___ 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: MO ___ DAY ___ YR ___ BUSINESS NAME: _____

TO: MO ___ DAY ___ YR ___ ADDRESS: _____
Street # Street Name City State

TYPE OF BUSINESS OR SERVICE RENDERED: _____

CITY OF SACRAMENTO -
APPLICATION FOR APPOINTMENT

Tom Dyer
APPLICANT NAME

FROM: MO ____ DAY ____ YR ____ BUSINESS NAME: _____

TO: MO ____ DAY ____ YR ____ 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: Tom Dyer
(original signature is required)

Date: 12/17/09

DISCLOSURE AND REGULATORY REQUIREMENTS

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ACCOMMODATION INFORMATION

PLEASE IDENTIFY ANY SPECIALIZED ACCOMMODATIONS NEEDED FOR EQUAL PARTICIPATION: _____

Statement of Interest: Small Business Development and Employment Advisory Board

I will be an asset to the Advisory Board because: 1) I am an attorney who specializes in employment law who has solid experience in the employment issues that confront the Board and 2) I have a solid track-record of community involvement that shows my commitment to serving the City of Sacramento.

I live in the heart of midtown Sacramento near Fremont Park at 16th and P Streets. I have lived in the Sacramento region all of my life and grew up valuing the positive role that local government can have on people's lives. As an experienced public sector labor and employment law attorney, I advise my clients about many employment issues including: racial and disability discrimination, sexual harassment, workplace violence, and labor relations between management and labor unions. In addition to my advisory role, I also have extensive experience litigating employment/labor disputes in civil court, arbitrations, and in administrative hearings. These experiences have not only given me a solid grasp of the law that governs employment issues but also a real-world understanding of the challenges that confront employers and employees in today's work world. My expertise and ability to articulate the difficult area of employment matters will be an asset to the Mayor, City Council, and P&PE Committee in their efforts to ensure equitable and nondiscriminatory practices in the areas of city employment, contracting and purchasing.

Since moving to midtown in 2007, I have shown my commitment to civic involvement by:

1. becoming a member on the Board of my Homeowner's Association (HOA);
2. helping start the community group "Friends of Fremont Park";
3. becoming a board member of the UC Davis Health System's Community Advisory Board;
4. graduating from the City of Sacramento's Planning Academy and Management Academy in 2008.

While on the Stanford Park HOA, I took a leadership role in implementing a \$400,000 roofing project for our HOA's members. Also, I've taken the initiative in addressing homeowners' concerns about graffiti, crime in the area, and property foreclosures in our HOA. These experiences have made me appreciate the value of listening to homeowners and helping gain a consensus toward the common goal of making the HOA a safe and great place to live. Also, my work with the HOA has shown me that I work well with people and that I can effectively explain difficult concepts to a diverse public. I have also helped start a community group that promotes positive activities at Fremont Park.

THOMAS DYER

_____ P Street # 45
Sacramento, CA 95814
(916) |

PUBLIC LAW EXPERIENCE

Department of Social Services, Sacramento, CA (Apr. 2009-Present)

- Staff Counsel. Advise executive staff on policy issues and draft legislation (e.g., layoffs, departmental reorganizations).
- Counsel Department management and executive staff on workplace and labor issues (e.g., labor union relations, furloughs, discrimination, reasonable accommodation, discipline).
- Represent the Department before administrative tribunals.

Department of Personnel Administration, Sacramento, CA (Sept. 2006-Mar. 2009)

- Labor Relations Counsel. As lead attorney, represent the State in labor and employment matters before superior courts, appellate courts, in arbitration, and before administrative tribunals.
- Research legislative history, assist staff draft enrolled bill reports and counsel agency staff on proposed legislation.
- Panelist, "Government Writ Practice", California State Bar Labor and Employment Public Sector Conference. (April, 2008)

Fair Political Practices Commission, Sacramento, CA (Jan. 2006-Sept. 2006)

- Enforcement Counsel. Negotiate and draft settlements of cases involving conflict of interest violations of the Political Reform Act.
- Investigate complaints of improper officeholder conduct involving personal use of campaign funds.

Sutter County District Attorney, Yuba City, CA (Jan. 2004-Dec. 2005)

- Deputy District Attorney. Negotiate and litigate through trial felony and misdemeanor cases involving narcotics, theft, domestic violence, gang crimes, sexual assault and environmental waste.
- Collaborate with law enforcement staff to investigate crimes, issue search warrants and develop policy to reduce gang crime in Sutter County.

PRIVATE SECTOR EXPERIENCE

Hewlett-Packard Company, Roseville, CA (Aug. 1998 – Jul. 2000)

- Contract Specialist. Negotiate and maintain computer support contracts for the Company's Fortune 500 clients.

Carroll, Burdick, and McDonough LLP, Walnut Creek, CA (Jul. 1997 – Jul. 1998)

- Paralegal. Prepared documents for discovery in business litigation and construction defect cases. Attended and summarized depositions.

MEMBERSHIPS

State Bar of California (Admitted 2003), Labor and Employment Section

EDUCATION / PROFESSIONAL DEVELOPMENT

University of California, Davis School of Law, J.D., 2003

University of California, Davis, B.A. with Honors in Philosophy, minor in Political Science, 1997

University of California, Davis Extension, Public Policy Program, Fall 2009

City of Sacramento, Management Academy, Fall 2008

City of Sacramento, Planning Academy, Fall 2008

VOLUNTEER / OTHER ACTIVITIES

UC Davis Health System Community Advisory Board (Current Member)

Friends of Fremont Park (Founding and Current Member)

Stanford Park Homeowners Association, Board member (Apr. 2007-Current)

Volunteer Legal Services of California, Sacramento, CA (February 2001- Present)



City of Sacramento

RECEIVED
CITY CLERK'S OFFICE
CITY OF SACRAMENTO

Application for
Appointment to Boards/Commissions and Committees

2009 DEC - 11 P 1: 06

INSTRUCTIONS: Provide all information requested; use blue or black ink; any 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, 1st Floor, 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: Small Business Development and Employment Advisory Board

CATEGORY FOR WHICH YOU ARE APPLYING: Advisory Board Member B
Description Category Letter

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

Applicant Name: GAVRILOV Ognian Angelov E-Mail: _____
Last First Middle

Home Address: _____ G Street 22 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.: 1 Community Planning Area 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): As a local small business owner and Sacramento resident, I have a personal interest in employment and equal employment opportunity issues in the Sacramento area. Furthermore, as a Vice President of the Slavic-American Chambers of Commerce I represent the interests of many Slavic-American small businesses in the area. In addition, as an attorney, I have an insight to the legal system that governs employment law issues. As such, the board will have access to my legal expertise in the field.

Are you currently, or have you in the past, served on an advisory group? Circle: 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? Circle: Yes / No

If yes, please explain: _____

Ognian Gavrilov
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: UOP, McGeorge School of Law Juris Doctor
CSU San Bernardino B.A. in history with honors

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: MO 5 DAY 15 YR 2009 EMPLOYER NAME: Gavrilov Law Corporation

TO: MO ___ DAY ___ YR ___ ADDRESS: Capitol Avenue Sacramento CA
Street # Street Name City State

DUTIES: Attorney in a civil litigation firm. Responsibilities include business development, planning, and collecting account receivables.

Current PRIOR EMPLOYER(S):

FROM: MO 7 DAY ___ YR 2009 EMPLOYER NAME: Slavic-American Chamber of Commerce

TO: MO ___ DAY ___ YR ___ ADDRESS: 241 Capitol Ave Sacramento CA
Street # Street Name City State

DUTIES: Vice President & General Counsel. Responsibilities include providing legal services to the Board of Directors, sitting as a board member, and being the small business liaison.

FROM: MO 8 DAY ___ YR 2008 EMPLOYER NAME: Cherney Peterson

TO: MO 5 DAY ___ YR 2009 ADDRESS: 921 Sutter Street Folsom CA
Street # Street Name City State

DUTIES: Attorney

FROM: MO 6 DAY ___ YR 2007 EMPLOYER NAME: Jay-Alten Eisen Law Corporation

TO: MO 5 DAY ___ YR 2008 ADDRESS: 2431 Capitol Ave Sacramento CA
Street # Street Name City State

DUTIES: Law clerk at a law firm.

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

FROM: MO 5 DAY 15 YR 2009 BUSINESS NAME: Gavrilov Law Corporation

TO: MO ___ DAY ___ YR ___ ADDRESS: 2431 Capitol Ave Sacramento CA
Street # Street Name City State

TYPE OF BUSINESS OR SERVICE RENDERED: Law firm

CITY OF SACRAMENTO -
APPLICATION FOR APPOINTMENT

Ognian Gavrilov
APPLICANT NAME

FROM: MO ____ DAY ____ YR ____ BUSINESS NAME: _____

TO: MO ____ DAY ____ YR ____ 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: *Edgundo*
(original signature is required)

Date: *12-1-2009*

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? Circle: 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? Circle: Yes / No

ACCOMMODATION INFORMATION

PLEASE IDENTIFY ANY SPECIALIZED ACCOMMODATIONS NEEDED FOR EQUAL PARTICIPATION: _____

OGNIAN GAVRILOV

G Street #22, Sacramento, CA 95814

(916) _____

CALIFORNIA BAR #258583

EXPERIENCE

Gavrilov Law Corporation

Sacramento, CA

Attorney, May 2009 to present

- Solo practitioner with focus on business litigation, family law, international law and general civil litigation.
- Responsible for high volume of cases, business development of the firm, and supervision of a part time assistant, and a part time law clerk.

Slavic-American Chamber of Commerce

Sacramento, CA

Vice President & General Counsel, July 2009 to present

- Co-founder of the Chamber.
- Small business liaison.
- Responsible for providing general legal advice to the Board of Directors of the Chamber.
- Responsibilities also include development of the Chamber's membership base, acting as a member of the Board of Directors, and facilitating the future development of the Chamber.

Chernay | Peterson

Folsom, CA

Associate Attorney, August 2008 to May 2009

- Performed all aspects of the pre-trial process including initial case review, legal research, court appearances, propound and respond to written discovery, depositions, inspections, communication with clients and opposing counsel, and negotiate settlement terms.
- Drafted and argue motions including motions for summary judgment and motions in limine.
- Responsible for cases in the areas of business litigation, international law, contract disputes, products liability and insurance defense.

Jay-Allen Eisen Law Corporation

Sacramento, CA

Law Clerk, June 2007 to May 2008

- Researched procedural and substantive legal issues including business litigation, contracts and civil procedure in plethora of multi-million dollar cases.
- Drafted legal memoranda and motions in limine.
- Analyzed opponents' briefs and documents.

Human Rights/Fair Housing Commission of Sacramento Sacramento, CA
Mediator, September 2006 to May 2007

- Mediated small claims and unlawful detainer cases with 90% success rate.
- Drafted contracts and mediated agreements.

Judge Bogdana Jeliavska, Sofia City Court Bulgaria
Law Clerk, May 2006 to August 2006

- Analyzed evidence, ascertained facts, and researched applicable law.
- Regularly discussed issues with Judge Jeliavska; gained insight into judicial decision making and court process in a Civil Law system.

EDUCATION

University of the Pacific, McGeorge School of Law Sacramento, CA
J.D., May 2008

- Honors at Entrance; Two-year Barrister's Scholarship
- Witkin Award for highest grade in International Business Transactions
- Dean's List 2007-2008

California State University San Bernardino San Bernardino, CA
B.A. History with Honors, June 2005

- Dean's List 2004-2005

OTHER

- Speak fluent Bulgarian and basic Russian.
- 2007 McGeorge School of Law Golf Champion.



City of Sacramento

Application for

Appointment to Boards/Commissions and Committees 01

RECEIVED
CITY CLERK'S OFFICE
CITY OF SACRAMENTO

2009 DEC 15 10:05 AM

INSTRUCTIONS: Provide all information requested; use blue or black ink; any 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, 1st Floor, 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: Small Business Development And Employment Advisory Board

CATEGORY FOR WHICH YOU ARE APPLYING: Employment B
Description 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: MCKIE TRINA M. E-Mail: _____
Last First Middle

Home Address: _____ TWIN OAKS AVE CITRUS HEIGHTS CA 95610
Street # Street Name City State Zip

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

Resident of City Council District No: N/A Community Planning Area 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 LETTER OF INTEREST

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

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? Circle: Yes / (No)

If yes, please explain: _____

CITY OF SACRAMENTO -
APPLICATION FOR APPOINTMENT

MCKIE, TRINA
APPLICANT NAME

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: American River College (will graduate May 2009) A.A. - Legal Assisting, A.A. - BUSINESS, A.A. - MANAGEMENT
91-95 Univ. of South Carolina - Finance/Accounting

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: MO 5 DAY ___ YR 05 EMPLOYER NAME: COUNTY OF SACRAMENTO
TO: MO PRES DAY ___ YR ___ ADDRESS: AIRPORT BLVD SACRAMENTO CA
Street # Street Name City State

DUTIES: PERSONNEL SPECIALIST

PRIOR EMPLOYER(S):

FROM: MO ___ DAY ___ YR 1997 EMPLOYER NAME: SELF EMPLOYED
TO: MO ___ DAY ___ YR 2007 ADDRESS: ATLANTA, GEORGIA
Street # Street Name City State

DUTIES: SEE BELOW & ATTACHED LETTER OF INTRODUCTION

FROM: MO 2 DAY ___ YR 1999 EMPLOYER NAME: (SEIU) SERVICE EMPLOYEES INT'L Union
TO: MO 3 DAY ___ YR 2002 ADDRESS: ATLANTA, GA
Street # Street Name City State

DUTIES: DIRECTOR OF MEMBERSHIP: PROGRAM MANAGEMENT DUTIES, DATABASE ADMINISTRATION, AND VOLUNTEER/INTERSHIP PROGRAM MANAGEMENT.

FROM: MO 1 DAY ___ YR 1997 EMPLOYER NAME: (YWCA) Young Women's Christian Assoc.
TO: MO 2 DAY ___ YR 1999 ADDRESS: _____
Street # Street Name City State

DUTIES: ASSISTANT SITE DIRECTOR: ACCOUNTING, FACILITIES MANAGEMENT, COMMUNITY OUTREACH, VOLUNTEER/INTERSHIP PROGRAM

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

FROM: MO 5 DAY ___ YR 1997 BUSINESS NAME: MULTIPLE
TO: MO ___ DAY ___ YR 2007 ADDRESS: ATLANTA, GEORGIA AND SACRAMENTO, CALIFORNIA
Street # Street Name City State

TYPE OF BUSINESS OR SERVICE RENDERED: SMALL BUSINESS AND NON-PROFIT SUPPLY: ADMINISTRATIVE, TECHNICAL (SEE ATTACHED LETTER OF INTRODUCTION)

CITY OF SACRAMENTO -
APPLICATION FOR APPOINTMENT

MCKIE, TRINA
APPLICANT NAME

FROM: MO ___ DAY ___ YR ___ BUSINESS NAME: _____

TO: MO ___ DAY ___ YR ___ ADDRESS: _____
Street # Street Name City State

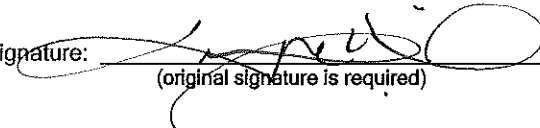
TYPE OF BUSINESS OR SERVICE RENDERED: _____

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:  _____
(original signature is required)

Date: 12/11/2009

DISCLOSURE AND REGULATORY REQUIREMENTS

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ACCOMMODATION INFORMATION

PLEASE IDENTIFY ANY SPECIALIZED ACCOMMODATIONS NEEDED FOR EQUAL PARTICIPATION: NONE

Trina M. McKie

Twin Oaks Ave | Citrus Heights, CA 95610 | (916) | (916)

Trevor Walton, OSBD Coordinator
Charlotte Broussard
Kenneth Fleming, EE Manager
915 I Street, 2nd Floor – NCH
Sacramento, CA 95814

Mr. Walton, Ms. Broussard, and Mr. Fleming:

I am very pleased to apply for another term on the Small Business Development and Employment Advisory Board (Category B) for the City of Sacramento.

As a former small business owner (1997-2007), I self-published a 14-part booklet series titled “Right Ways to Hire and Fire” for my small business clients who needed concrete answers to personnel and human resource questions. The immense research required to complete this booklet series, in addition to the hands-on knowledge I have gained by working temporary and contract positions with the County of Sacramento will make me an ideal candidate for this appointment.

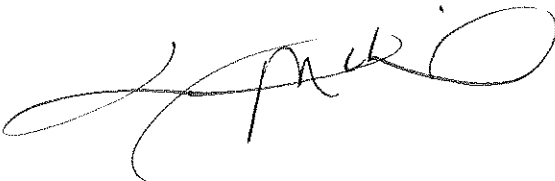
In 2001 I formed The Family Institute, a non-profit initiative committed to the socio-economic advancement of the working poor. Our most prominent program was New Ways to Hire, a program aimed to increase the employability of the difficult-to-hire. Because of the determination and commitment of volunteers and partnerships, the New Ways to Hire program helped nearly 100 individuals become gainfully employed, business owners, leaders within churches, and actively involved with positive community activities.

Over the years, I have performed in a variety of environments. As a result, I have been exposed to diverse people, work styles, standards of measurements, corporate cultures, and demands. What has remained consistent throughout is my penchant for organization, my eye for detail, and my positive and personable nature.

Since my appointment in 2008, it has been a tremendously rewarding experience to work with staff and other board members on a variety of small business and employment issues within the City of Sacramento. I would appreciate the opportunity to continue serving the citizens of Sacramento as a dedicated member of this Board.

I thank you in advance for your consideration.

Sincerely,



Trina M. McKie

Twin Oaks Ave | Citrus Heights, CA 95610 | Work (916) | Home (916) |

EXPERIENCE

Administration

- 20 years experience in administration processes, organization and management
- 15 years experience in office management, including inventory control, facilities and space management
- Exceptional organizational, communication, and computer skills

Compliance and Policy/Procedure Implementation

- 20 years experience in developing policies, standards, guidelines and operational procedures for multiple industries
- 20 years experience in reviewing, interpretation, and explaining compliance matters to internal staff and general public
- Key personnel in refining department policies and County procedures for verifying property ownership prior to title transfer

Budget Preparation and Control

- 20 years experience in developing, preparing, and monitoring operating budgets of various sizes and levels of complexity
- Instrumental in overseeing and managing 4 financial system conversions
- 10 year track record of introducing and implementing efficient, cost-effective budget measures

Personnel

- 17 years supervisory experience – directly supervised up to 22 employees; indirectly supervised up to 60 employees
- 10 years training experience including developing curriculum and conducting career development workshops
- Upon own initiative, developed comprehensive training materials for every position I have held (including current position)

EMPLOYMENT HISTORY

County of Sacramento, Sacramento, California

March 2008 - present

Personnel Specialist (Department of Personnel Services) In addition to performing payroll and personnel action-related duties, my responsibilities include reviewing, researching, interpreting, and explaining Personnel Ordinance provisions, Civil Service Rules, County policies, and labor laws to supervisors, managers and employees.

Other positions held (temporary & contract positions):

Account Clerk II (Office of Communication & Information Tech) *Temporary Position*

Jan. 2008

Sr Office Assistant (Airport System) *Temporary Position*

Dec. 2007- Jan. 2008

Office Specialist II (Department of Transportation) *Temporary Position*

May 2007 – Dec. 2007

Real Estate Specialist (Real Estate Division) *Contract Position*

March 2005 – September 2006

Advised internal and external customers on the acceptability of recording documents. I worked with Deputy County Counsel to receive clarification and legal counsel on complex issues involving title. Among the sources for complex rules and regulations guidelines, I used the California State Government Codes, Standard Title industry requirements and practices, and California Land Title Associations.

Self-employed, Atlanta, Georgia

January 1997 – May 2007

Small business owner, Business Analyst and Consultant: Provided financial recordkeeping, database management, and administrative support services to small businesses and non-profit organizations. Advised business customers on Federal, State, and local business structuring and tax laws. Provided technical and proposal writing for organization structure documents, manuals, policies, and procedures.

The Family Institute, Atlanta, Georgia

March 2001 – July 2004

Founder and Executive Director: Managed all business aspects of this non-profit initiative committed to the socio-economic advancement of the working poor. Provided career development counseling and training, in addition to on-the-job training with the assistance of over 100 business and community partnerships.

Service Employees International Union – Local 1985, Atlanta, Georgia

February 1999 – March 2002

Director of Member Services: Established and managed programs for 10,000+ members. Initiated and managed volunteer and Internship programs. Tracked and analyzed financial recordkeeping of membership dues. Was responsible for ensuring the organization remained in compliance with federal labor law and the Federal Election Campaign Act while fulfilling my role as agency compliance officer and fundraiser for political fundraising activities. Agency liaison to members, government agencies, and public.

Young Women's Christian Association (YWCA), Atlanta, Georgia

January 1997 – February 1999

Assistant Site Director: Oversaw the accurate financial recordkeeping for 5 site locations. Served as agency liaison to external customers and general public. Managed the internship and volunteer programs for agency.

Vanstar and Harbinger Corporations, Atlanta, Georgia

June 1996 – January 1997

Billing Supervisor: *Contract Positions.* Compiled and analyzed statistical and budgetary data while supervising billing staff.

R.E. Phelon Company, Aiken, South Carolina

June 1988 – May 1996

Corporate Accountant: Compiled and analyzed statistical and budgetary data including Accounts Receivable, Accounts Payable, Inventory Control and Fixed Assets.

Trina M. McKie

Twin Oaks Ave | Citrus Heights, CA 95610

Work (916) |

Home (916) |

PAGE 2

TRAININGS (recent)

Compass- Hiring (2008)

Compass-Terminations (2008)

Compass-Intro to finance (2008)

Compass- General Ledger

Compass- Financial Reporting (2008)

Customer Service Academy (2008)

Public Service Ethics – Certificate (2008)

Maximizing the Workplace (2008)

Sacramento County District Attorney's Citizens Academy graduate (2008)

EDUCATION

American River College, Graduation date = 5/2009 A.A (Legal Assisting); A.A (Business); A.A (Management)

University of South Carolina, 1991-1996 Major: Finance/Minor: Accounting

Aiken Technical College, 1988-1990 Major: Computer Technology

ACTIVITIES

Commissioner, **Sacramento County Human Rights/Fair Housing Commission, 2009- Present**

Board Member, **City of Sacramento Small Business Development and Employment Advisory Board, 2008-Present**
Chair, Employment (Equal Employment Opportunity) Sub-Committee

Member, **Western Region International Public Management Association – Human Resources**

Member, **Society for Human Resource Management**

Member, **County of Sacramento Equal Employment Opportunity Advisory Committee, 2007-2008**