



REPORT TO Personnel and Public Employees Committee City of Sacramento

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

7

Discussion Calendar
April 05, 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, Human Resources Department

Presenters: None

Department: City Clerk's Office / Human Resources 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:	Two (2)
Category Description(s):	Shall be 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:	Jeff Thom: Has served the maximum number of terms Lester Finch: Deceased

No.	Applicant Name	District	Category	Comments
1	Debra Finch	3	-	
2	Walter Johnson Jr.	7	-	



City of Sacramento

Application for Appointment to Boards/Commissions and Committees

RECEIVED
CITY CLERK'S OFFICE
CITY OF SACRAMENTO

2011 JAN 31 P 3:00

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: Sacramento Disability Advisory Commission

CATEGORY FOR WHICH YOU ARE APPLYING: Representing Disability Groups in the City of Sacramento
Description Category Letter

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

Applicant Name: Finch, . Debra L
Last First Middle

Home Address: _____ Rio Bravo Circle Sacramento CA 95826
Street # Street Name City State Zip

Mailing Address (if different than home address): P.O. Box Sacramento, CA 95827
Street # Street Name City State Zip

Resident of City Council District No: 3 Community Planning Areas No.: 3
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): Assist and maintaining policy that pertain to the programs of the disability policy and activities and representative for the disabled.

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).
Ann Land and Bertha Herschel Memorial Fund, Vice Chair Commissioner, Western Achievement Standard Test Board, Advisory, College Green Townhouse Association, Vice President

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: See 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: See Resume

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

DUTIES: _____

PRIOR EMPLOYER(S):

FROM: MO ___ DAY ___ YR ___ EMPLOYER NAME: See Resume

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: See Resume

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

Debra L. Finch
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

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: NO

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: Debra L. Finch
(original signature is required)

Date: January 22, 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? **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: _____

Resume of Ms. Debra Finch
Rio Bravo Circle
P.O. Box
Sacramento, California 95827

OBJECTIVE: A Legal/Executive position that will allow me to do research and analyze in which experience and knowledge research methodologies and legal terminology will be applied effectively.

KNOWLEDGE:

Research methodologies – law research planning, analysis, development, implementation, and evaluation
Bill analysis – review, analysis, and clearance process
Government – structure, organization, and function

EDUCATION:

American River College
College Oak Drive
Sacramento, California
Introduction to Law and Research Law
Certificate of Law/Research September 2008

- Business Law
- Estate Planning and Probate Procedure Law
- Tort and Personal Injury Law
- Introduction to Law and Legal Assisting
- Administrative Law and Procedures
- Civil Litigation
- Research Law
- Legal Writing

California State University
6000 J Street, Sacramento
Social Work/Psychology
Bachelor of Arts June 1994

Lincoln Training Center
2620 21st Street, Sacramento
Accounting/Key Data
Certificate of Completion September 1982

Wilberforce University
Wilberforce, Ohio
President Honor Roll December 1976

CLASSES/TRAINING:

Completed Staff Work Interpersonal Skills Bill Analysis Administrative Writing

APPOINTMENT:

Ann Land and Bertha Herschel Memorial Fund, Vice Chair Commissioner
College Green Townhouse Home Association, Vice President
Western Achievement Standard Test Board, McClatchy High School, Advisory

ACHIEVEMENT:

Superior Accomplishment Award – Employment Development Department

SKILLS:

WordPerfect 5.1	Microsoft Software	Microsoft Word 1997/2000
Microsoft Excel	10-Key Calculator	Facsimile Machine
Multi-Line Phone	Presenter/Training	Formal Teaching EDD-FIS
Counselor	Writing/Editing Newsletter	Election Voter Poll/Training

Ms. Debra L. Finch Resume, continue.

EMPLOYMENT HISTORY:

EMPLOYMENT DEVELOPMENT DEPARTMENT
DIVISION CHIEF, SECRETARY

722 CAPITOL, SACRAMENTO
JANUARY 2003 TO PRESENT

Independently provides instructions and serves as resource for questions on standard operating procedures. Reviewing and routing of incoming documents and correspondence to professional staff members for appropriate action. Receives visitors, handle incoming telephone calls, and maintains tracking log for Division assignments. Communicate and present ideas and information effectively. Also, follows-up actions to ensure deadlines are met; responding to questions and problems regarding travel, travel claims, correspondence, and due dates. Schedules meetings and maintains appointment calendar, make travel arrangements and prepares confidential memoranda for the Division and Section Chiefs. The Division Personnel liaison and training coordinator and ensure responsibility for personnel issues and scheduling training.

EMPLOYMENT DEVELOPMENT DEPARTMENT
LEGISLATIVE LIAISON/OFFICE TECHNICIAN

800 CAPITOL, SACRAMENTO
OCTOBER 1998 TO JANUARY 2003

Serves as a member of the Quality Control Unemployment /Disability Team, Plan and organize my assignments to meet short timelines. Priority changes at a moment's notice and customers needs are often different from what policy and procedures allows

Also, follows-up actions to ensure deadlines are met; responding to questions and problems regarding travel, travel claims, correspondence, and due dates. Schedules meetings and maintains appointment calendar, make travel arrangements and prepares confidential memoranda for the Division and Section Chiefs. The Division Personnel liaison and training coordinator and ensure responsibility for personnel issues and scheduling training.

Member of the Legislative Liaison Office Team consult with and advise administrators about subject matter. Analysis federal and state legislative processes: using knowledge of the Department's programs and administration, read federal legislation to provide legal opinion to which bill impacts programs and/or their administration and recommends to the federal analyst which bill should be followed. Draft senate/assembly bills and amendments for the internet. Having knowledge of the legal proceedings. Tracking, and edit legislative mandated reports responsible. I was responsible for personnel and attendance within the Legislative Liaison Office. Receive constituent inquires from legislative staff, recording all relevant information and ensuring that requests are properly researched and answered. In additional to the many assignments within the Legislative Liaison office, I also provided support to the Tax legislative analyst. Finally, I have accepted rotational lead responsibility for the support staff during the time the Secretary position has been vacant.

DEPARTMENT OF HEALTH SERVICES
PROGRAM TECHNICIAN

601 NORTH 7TH, SACRAMENTO
APRIL 1993 TO OCTOBER 1998

Review Health Insurance Questionnaire referrals for program eligibility; obtain additional information from Medi-Cal Beneficiaries, employers and insurance carriers. Process Health Insurance Questionnaire forms through the use of the on-line access to the Medi-Cal Eligibility Data System. Also, answer and screen telephone inquires (WATS) that provides basic information regarding the Health Insurance Questionnaire.

DEPARTMENT OF JUSTICE
PROGRAM TECHNICIAN

4949 BROADWAY, SACRAMENTO
JANUARY 1988 TO APRIL 1993

Evaluate criminal history records to determine the status and legal qualification of penal code status on those subsequent court actions relating to, but not limited to, dismissals of convictions, rehabilitation, certificates, pardon early termination of probation, terminology of legal terms and drug diversion. Interpret incoming criminal justice agency data and criminal history transcripts for completeness and accuracy of data; determine the legality of dispersal of records to all requesting agencies based on statutory requirements. Inspect, analyze and interpret for completeness and accuracy. Analyze and identify all criminal data, which does not conform to current technical definition and take the appropriate action necessary to enable the data to be processed.



City of Sacramento

RECEIVED
CITY CLERK'S OFFICE
CITY OF SACRAMENTO

Application for Appointment to Boards/Commissions and Committees

2011 FEB 28 A 8:48

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: 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: Johnson, Jr. Walter E-Mail: _____
Last First Middle

Home Address: _____ Las Positas Circle Sacramento Ca 95831
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: Seven (7) 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):

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).

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

Walter Johnson, Jr.
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: Walter Johnson, Jr.
Type Name if Returning Via E-Mail or Print, Sign and Mail

Date: 02-22-2011

DISCLOSURE AND REGULATORY REQUIREMENTS

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ACCOMMODATION INFORMATION

PLEASE IDENTIFY ANY SPECIALIZED ACCOMMODATIONS NEEDED FOR EQUAL PARTICIPATION:

Attachment

The reasons why I'm seeking an appointment to Sacramento Disabilities Advisory Commission

The reasons why I am seeking an appointment first and foremost so that I may continue serving in a capacity intended to improve the lives of people with disabilities. I've been disabled for over thirty years. During this time I have always participated in activities related access, equal opportunity, and fairness for those who are disabled and otherwise. These activities have been personal and professional.

While working for the Employment Development Department (EDD) as a Consultant to the Governor's Committee on the Employment of People with Disabilities and as Chief of Equal Opportunity Office, I had the chance to develop and implement policies and programs for people with disabilities seeking employment through the state's One Stop Career System. Some of these programs and policies were to provide statewide training to equal opportunity officers, disability navigators, and other relevant persons on physical and program access. Often, I worked collaboratively with the State Department of Rehabilitation to implement programs and to share expertise and resources.

I am now retired and wish to continue serving people with disabilities. Thus, I would deeply appreciate an appointment to the Sacramento Disabilities Advisory Commission.

Walter Johnson, Jr.

Walter Johnson, Jr.

Las Positas Circle
Sacramento, CA 95831

Home Phone:
Cell Phone: 91

Email:

Seeking an appointment to the Sacramento Disabilities Advisory Commission

Work Experience:

Retired, 2007-Present

**Chief of the Equal Employment Opportunity Office
Employment Development Department (EDD)**

Staff Services Manager II, 2005-2007:

Oversaw the Department's Equal Employment Opportunity (EEO) Program and its Discrimination Complaint Process. Assured that the State and its fifty Local Workforce Areas complied with the Workforce Investment Act Section 188 with emphasis on the employment of people with disabilities. Reestablished the EDD Disabled Advisory Committee.

Staff Services Manager I

Employment Development Department, 2002-2005:

Served as an Employment Policy Consultant to the EDD Work Development Branch and the Governor's Committee on Employment of People with Disabilities under WIA Section 188. Provided expertise on the development of a comprehensive strategy for the employment of people with disabilities. Developed and provided disability training on nondiscrimination and physical access to local EEO Officers, Disability Navigators, and other pertinent staff members.

Equal Employment Specialist

Employment Development Department, 1990-1994 and 2000-2002:

Performed discrimination investigations and nondiscrimination training statewide.

Employment Analyst Department of Social Services, 1994-2000:

Analyzed legislation and regulations for the CalWORKS programs.

Program Manager, Department of Health Services, 1988-1990:

Monitored the Prison Industry Authority's fabricating optical lab program.

Senior Consultant, State Assembly Rules Committee, 1981-1988:

Recommended committee assignments for all introduced bills.

Assistant Sergeant at Arms, State Assembly, 1973 - 1981:

Provide security and office support as assigned for Assembly members.

Education:

MA in Public Administration, University of Southern California, 1979

BA in Social Science, California State University, Sacramento, 1975