



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

4

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

**Discussion Calendar  
July 20, 2010**

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

**Title: Review of Applications for Ann Land/Bertha Henschel Memorial Fund  
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;  
Patti Bisharat, Interim City Manager, (916) 808-8197, Office of the City  
Manager

**Presenters:** None

**Department:** City Clerk's Office / Office of City Manager

**Division:** N/A

**Organization No:** 04001011 / 02001011

**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.

<b>Board/Commission:</b>	Ann Land/Bertha Henschel Memorial Fund Commission
<b>Available Positions:</b>	One (1)
<b>Category Description(s):</b>	<b>Category B:</b> Public-at-large
<b>Status of Incumbent:</b>	<b>Miranda Maison:</b> Resigned

No.	Applicant Name	District	Category	Comments
1	Yanez, Wanda N.	3	B	
2				
3				
4				
5				



# City of Sacramento

RECEIVED  
CITY CLERK'S OFFICE  
CITY OF SACRAMENTO

## Application for

### Appointment to Boards/Commissions and Committees 2010 JUN 25 A 8:14

**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: Ann Land/Bertha Henschel Memorial Fund Commission

CATEGORY FOR WHICH YOU ARE APPLYING: Public at-large 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: Yañez Wanda N. E-Mail: \_\_\_\_\_  
Last First Middle

Home Address: 40th Street Sacramento CA 95819  
Street # Street Name City State Zip

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

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

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

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

It is my desire to serve my community. I have been advocating and educating parents, teachers, and school principals about Title I and State Compensatory Education programs for the last 3 years. The No Child Left Behind Title I program helps those schools that serve students who receive 50% or more free or reduced lunches. Title I schools are the city district's economically disadvantaged schools. I am currently the Sacramento City Unified School District's (SCUSD) District Advisory Council (DAC) chair. My office term ends June 30, 2010, then serve as Past-Chair with voting rights. I wish to continue to help serve the economically disadvantage families in my community. I am a parent advocate--a parent voice to the school district. I benefited from educational grants. I want to pay it forward.

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).

SCUSD District Advisory Council, Chair. Read above.

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

**BACKGROUND INFORMATION**

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

**EDUCATION:** Bachelor of Science in Business Administration, California State University, Long Beach, CA - 1982

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

**CURRENT EMPLOYER:**

FROM DATE: June 2005      EMPLOYER NAME: EMPLOYMENT DEVELOPMENT DEPARTMENT  
TO DATE: Present      ADDRESS: Capitol Mall, MIC 62-A      Sacramento      CA  
Street #      Street Name      City      State

**DUTIES:** Responsible for department's statewide office changes to ensure proper establishment, processing and maintenance.

**PRIOR EMPLOYER(S):**

FROM DATE: January 2005      EMPLOYER NAME: STATE CONTROLLER OFFICE,  
TO DATE: June 2005      ADDRESS:      Sacramento      CA  
Street #      Street Name      City      State

**DUTIES:** Responsible for all budget, financial planning, forecasting, and analysis including monthly budget, contracts, & procure

FROM DATE: December 2004      EMPLOYER NAME: EMPLOYMENT DEVELOPMENT DEPARTMENT  
TO DATE: March 1998      ADDRESS: 722 Capitol Mall, MIC 62-A      Sacramento      CA  
Street #      Street Name      City      State

**DUTIES:** Served in various positions: Copier Specialist, Meeting & Conference Specialist, Employment & Disability rep.

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

**DUTIES:**

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

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

**TYPE OF BUSINESS OR SERVICE RENDERED:**

CITY OF SACRAMENTO -  
APPLICATION FOR APPOINTMENT

Wanda N. Yañez  
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:

\_\_\_\_\_

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

Signature: /s/ Wanda N. Yañez  
Type Name if Returning Via E-Mail or Print, Sign and Mail

Date: June 21, 2010

**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:

\_\_\_\_\_

# Wanda N. Yañez

40<sup>th</sup> Street • Sacramento, CA 90275 • H (916)

## Profile:

AGPA with 10 years of experience in research techniques, statistical analysis, business services, project management, policy and procedures, contacts and acquisition. Proven success in fast-paced environments through interaction with all organizational levels. Dedicated leader who communicates effectively and delivers results. Key competencies include:

- Business Operational Support
- Budgeting/Forecasting
- Excellent Customer Service
- Research/Analytical Skills
- Organizing/Planning Skills
- Team Player

## Professional Experience:

### **EMPLOYMENT DEVELOPMENT DEPARTMENT, Sacramento, CA June 2005 – Present Business Resource Specialist, Business Operations Planning & Support Division (BOPSD)**

Responsible for department's statewide office changes to ensure proper establishment, processing and maintenance of cost centers and equipment inventory.

- ◆ Hand picked to create the BRRG business plan, developed strategic priorities for our customer needs, initiated through teamwork 36 key metrics to measure performance.
- ◆ Responsible for all department-owned property, physical inventory, reconciliations, service level agreements, database and month-end and annual reporting.
- ◆ Administrate the Business Information System database for departmental changes and updates. Performed database reviews including development of corrective action recommendations. Work with management to achieve optimum process improvements and controls of cost centers and asset management.
- ◆ Write and assist with the development and implementation of the departmental policies related to equipment management and standards. Prepare, revise and maintain the division's Intranet website.
- ◆ Employ a variety of document research techniques to obtain printed reference material on business policies, procedures, rules, and regulations.
- ◆ Train and coach staff on business processes, data systems and procedures. Perform lead duties; attend meetings with management and makes presentations.

### **STATE CONTROLLER OFFICE, Sacramento, CA**

**Jan 2005 – June 2005**

#### **Budget and Procurement Officer, Division of Collections**

Responsible for all budget, financial planning, forecasting, and analysis needs of the Collection Division, including all day to day and monthly budget, contracts, procurement, training, and CalCard reconciliations.

Accounting and Finance Responsibilities included:

- ◆ Worked closely with Division Chief, Administrative Support Manager, Office Managers in understanding labor cost issues, trend analysis, and monthly forecast of all sub units in the development of monthly re-forecasts, and analysis of employee replacement cost.
- ◆ Provided oversight of monthly budget analysis, quarterly projections, and long range projections.
- ◆ Managed all contract aspects and their renewal.
- ◆ Prepared and review monthly financial reporting.
- ◆ Liaison to county officials coordinated the reporting and remittance of County Settlement fees.
- ◆ Coordinated and monitored CAL-Card purchases, Division's CalATERS travel claims, and recycle program.

## **EMPLOYMENT DEVELOPMENT DEPARTMENT**

**Mar 2004 – Dec 2004**

### **Copier Specialist, BOPSD**

Responsible for statewide copier management, planning and need analysis. Functions include contracts, procurement, transfers, survey, surplus, and allocation management. \$1B copier expenditures, 700 copiers, 500 customer connections. In nine month, saved the copier unit over \$98,000 in cost avoidance. Conducted analytical, cost benefit analysis and legislative bill analysis. Independently prepared, reviewed and monitored budget revisions, salary projections & savings. Negotiate, establish and administer contracts and resolved contract disputes. Coordinated and evaluated Quarterly and Schedule 9 budget projections

### **Meeting & Conference Specialist, BOPSD**

**Mar 1998- Mar 2004**

Coordinate all levels of conferences, workshops and meetings held throughout the State, including national conferences hosted by EDD. Specific duties include: contract terms and conditions, administration of the contract, delivery of group meal functions, reduced lodging, meeting space, audiovisual equipment, and other amenities. Excellent analytical, communication and customer service skills. Collaborate with EDD field office customers on a daily basis and with other IT & EDD staff. Attention to details and strong follow through, highly motivated and effective. Able to coordinate multiple projects and meet deadlines under pressure. Decisive and direct, yet flexible in responding to constantly changing assignments. Able to work independently as well as a team player. Recipient of Employment Development Department Superior Accomplishment Award.

### **Education:**

- ◆ Bachelor of Science in Business Administration, California State University, Long Beach, CA - 1982
- ◆ Associate Arts, Business Administration, El Camino College, Torrance, CA - 1979
- ◆ Certified California Procurement & Contracting Academy (Cal-PCA), DGS, CA - 2004
- ◆ Meeting Planning Certificate Program, CSUS, CA - 1999
- ◆ Completed 32 units graduate courses at CSUS Master Program, Special Education Administration

### **Volunteer Work:**

- ◆ Sacramento City Unified School District, District Advisory Committee, Chair, 2005-present
- ◆ Kiwanis East Sacramento-Midtown, Member, 2008-present
- ◆ Boy Scouts of America, Pack 40, Committee Member, 2007-present
- ◆ Theodore Judah Elementary, PTA Harvest Festival, Career Day Coordinator & Reflections, 2006-2010
- ◆ Theodore Judah Elementary, School Site Council, Member, 2005-2009