

Meeting Date: 03/04/2014

Report Type: Discussion

**Personnel and Public
Employees Committee
Report**

915 I Street, 1st Floor

www.CityofSacramento.org

Title: Interviews for the Ann Land/Bertha Henschel Memorial Fund Commission

Location: Citywide

Recommendation: 1) Conduct interviews of applicant(s) for one seat in category B (representatives of the general public) on the Ann Land/Bertha Henschel Memorial Fund Commission; and 2) continue the item to the next meeting for discussion and nomination(s).

Contact: Wendy Klock-Johnson, Assistant City Clerk, (916) 808-7509, Office of the City Clerk; Barbara Smith, Administrative Analyst, (916) 808-5762, Department of Parks and Recreation.

Presenter: None



Department: Office of the City Clerk

Division: City Clerk

Dept ID: 04001011

Attachments:

- 01 Description/Analysis
- 02 Background
- 03 Board/Commission Synopsis
- 04 Applications

Submitted By:	Nell Hessel
Adobe Signature:	
Approved By:	Wendy Klock-Johnson
Adobe Signature:	

Attachment 01 – Description/Analysis

Issue: Prior to forwarding nominations to the Mayor for appointment, the Personnel and Public Employees Committee conducts interviews of applicants of open board and commission positions.

Policy Considerations: None

Economic Impacts: None

Environmental Considerations: None

Sustainability: None

Commission/Committee Action: None

Rationale for Recommendation: When a position on a City advisory board or commission becomes available thru term expiration or resignation, the Office of the City Clerk and the appropriate department, conduct a recruitment for interested parties. When the application period has closed, or the number of applications exceeds the number of available seats, the Personnel and Public Employee Committee conducts interviews of all applicants. Therefore, the recommendation is to interview applicants and continue the item to the next meeting for review and consideration of applicants for nomination to the Mayor.

Financial Considerations: None

Emerging Small Business Development (ESBD): None

Attachment 02 – Background

Ann Land/Bertha Henschel Memorial Fund Commission (Interviews)

BACKGROUND: There are two (2) candidates who have applied for one (1) vacant seat in category B (representatives of the general public) on the Ann Land/Bertha Henschel Memorial Fund Commission.

VACANCY INFORMATION

Category Description	Residency	Incumbent
Category B – Representatives of the general public	Required	Edith Martinez (moved out of city)

INCUMBENT INFORMATION

Edith Martinez is the incumbent for category B. She was appointed to a full term on 06/07/2012. She no longer met the residency requirement when she moved in December 2013, making her seat available for appointment to a partial term.

SUMMARY OF APPLICANTS

Applicant Name	Category	District	Interview Status
Tera Hannah	B	4	Attendance confirmed
Jack ZWald	B	3	Unable to attend

Attachment 3-Commission Synopsis

ANN LAND/BERTHA HENSCHEL MEMORIAL FUND COMMISSION

Membership: Nine (9) members as follows:

- A. The City Manager, serving as an ex-officio member with full voting rights
- B. Eight (8) members representative of the general public

Appointing

Authority: Appointed by the Mayor and confirmed by the City Council.

Powers & Duties: The Board shall: 1. Administer the disbursement of the income of the Ann Land Memorial Fund and the Bertha Henschel Memorial Fund for the benefit, aid and assistance of the destitute men, women and children of the City in such a manner as may be deemed proper and beneficial; 2. The commission may provide for the disbursement of the income of the Ann Land Memorial Fund and the Bertha Henschel Memorial Fund through such agency or agencies as shall be deemed by the commission to be appropriate for carrying out the above-mentioned purposes of such funds; 3. The commission may, for and on behalf of the City, receive donations, legacies and bequests of real or personal property, for the care, maintenance and assistance of the destitute men, women and children of the City, and deliver the same to the city; and 4. Make annual reports of the receipts and disbursements of funds as well as any additional reports required by the City Council.

Meeting Info: Quarterly in February, May, August & November on the 3rd Wednesday of the month at 9:00 a.m., 915 I Street, 5th Floor, Room 5122. November meetings are held in the Council Chambers.

Compensation: \$50.00 per meeting attended, not to exceed \$250.00 per calendar year.

Term: Six (6) year term. Two term limit applies. No term limits on Category A.

Residency: City residency is required for Category B.

Formation Authority: City Code Section 2.64

http://www.qcode.us/codes/sacramento/view.php?topic=2-2_64&showAll=1&frames=on

Managing Department: Parks & Recreation Department
915 I Street, 3rd Floor – NCH
Sacramento, CA 95814
Telephone: (916) 808-5762

Contact(s): Barbara Smith; bjsmith@cityofsacramento.org; (916) 808-5762

Website: None

Filings: Statement of Economic Interests Form – Not Required
Local Ethics Training Certification – Required. File with Sacramento City Clerk (916) 808-7200

Application for City Boards and Commissions

This Document and its contents may be subject to the California Public Records Act, and as such may therefore be subject to public disclosure unless otherwise exempt under the act.

Instructions: This application must be completed in its entirety. *Fields will expand to the content added.* Applications are submitted to the Office of the City Clerk by selecting the **Submit** button on the last page.

Board/Commission Information

Meeting Body Applying For: Ann Land/Bertha Henschel Memorial Fund Commission

Category # and Description
(please indicate all categories
qualified for)

B - Members representative of the general public

Name of Company/Organization being Represented (if applicable):

If Company/Organization Authorization Letter is required, email to clerk@cityofsacramento.org

Applicant Information

Full Name (Last, First, Middle): Hannah, Tera J.E.F.

E-Mail Address:

Home Address:

City, State, Zip: Sacramento, CA, 95814

Mailing Address (if different):

City, State, Zip:

Residential Council District: District 4 Business Council District (if applicable):

Primary Contact Number: Mobile

Secondary Contact Number:

Are you currently, or have you in the past, served on a City Board or Commission? Yes No

If Yes, provide the name of the meeting body and how that service supports your application:

Do you, or any immediate family member, have any relationship (professional, financial or otherwise) that may present a potential conflict of interest for meeting body applied for? Yes No

If Yes, please explain: I am a current intern with the City of Sacramento.

Please state the reason(s) you would like to be a member of this board/commission.

I would like to serve on this commission because of its mission and impact on the Sacramento region. I am very active with local non-profit and community organizations, and truly value the importance of these grant-funded organizations throughout our community. I frequently work with low-income individuals and families on issues like welfare, affordable housing, social security, veterans' benefits, and other local issues.

My experiences living, working, and volunteering in the community not only challenge me to pursue new opportunities to help those in need, but also inspire me to think about how I envision the future of Sacramento. I am passionate about public service and want to contribute my knowledge and experience to a commission whose goals and values I share. By serving on this commission, I can continue to serve the Sacramento region the best I can.

Education

Add Additional

Institution Name: University of Southern California Area of Study: Public Administration
Attended (mm/yy - mm/yy): 08/13-08/14 Degree Earned: Master's Degree

Institution Name: University of California-Davis Area of Study: International Relations, Managerial Economics
Attended (mm/yy - mm/yy): 06/06-08/10 Degree Earned: Bachelor's Degree

Employment

List work experience for the most recent five years, beginning with current (or most recent) employment.

Add Additional

From(mm/yy) - To(mm/yy): 01/13-Present Employer: Intern, Sacramento City Manager's Office
Address:

Job Duties:

- Tracking, researching, and analyzing legislation and city ordinances.
- Writing letters of support/opposition for state and federal legislation and budget issues.
- Drafting memorandum for City Council Law and Legislation Committee Meetings.

From(mm/yy) - To(mm/yy): 09/13-Present Employer: Intern, Congresswoman Doris Matsui
Address:

Job Duties:

- Assisting constituents with comments, inquiries, and a variety of services, including local resource referrals, federal casework, scheduling appointments/tours, and other constituent services.
- Researching legislation, policy issues, local organizations, and current events.
- Writing informational memos, letters of support, congratulatory letters, and Congressional Resolutions.
- Responsibilities include answering phones, proofreading documents, sorting and tracking mail, restocking supplies, organizing and scanning newspaper and media clips, and other office duties.

From(mm/yy) - To(mm/yy): 04/10-08/12 Employer: Research Associate, Legislative History & Intet
Address:

Job Duties:

- Researched legislative issues and statutory enactments of the California Legislature, Code of Regulations, Rules of Court and Rules of Professional Conduct.
- Conducted thorough research of laws enacted by Congress, the Code of Federal Regulations, the Federal Rules of Civil Procedure and other administrative adoptions.
- Compiled interim reports, journals, and publications of State departments, government agencies, and Assembly and Senate committees related to legislative history and intent.

Business Enterprises

List business names including fictitious names of any business enterprise currently, or previously, owned or operated.

Add Additional

From(mm/yy) - To(mm/yy): _____ Name: _____
Address:

Type of Business or Service Rendered:

Additional Qualifications

Please provide any additional experience, community activities or other qualifications that would be helpful in evaluating your application.

- Volunteer, 2014 Sacramento City Management Academy (01/14-Present)
- Board Member, American Society for Public Administration-Sacramento Chapter (08/13-Present)
- Sacramento Chair, Graduate Policy Administration Community (05/13-Present)
- Facilitator, 2013 Sacramento City Management Academy (01/13-05/13)
- Class Representative, Graduate Public Affairs Regional Council (08/12-Present)
- Volunteer, Safe Routes to School Program, WALKSacramento (04/12-Present)
- Participant, 2012 Sacramento City Management Academy (01/12-05/12)
- Volunteer, Feeding the Homeless, Cathedral of the Blessed Sacrament (09/11-Present)
- Participant, Coalition on Regional Equity, Boards and Commissions Leadership Institute (08/11-01/12)
- Volunteer, Family Selection Committee, Sacramento Habitat for Humanity (01/11-Present)

Felony Convictions

Have you ever been convicted of a felony? Yes No

If yes, please provide the date, location of court conviction, and exact denomination of the offense for each offense resulting in conviction.

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.

Civil Actions

List each civil action, if any, in which punitive or exemplary damages have been assessed against you, providing the trial date, court judgement, and location of the court for each instance.

N/A

Accommodation Information

Please identify any special accommodations (if any) needed for equal participation.

N/A

Equal Opportunity Disclosure

The following information is requested in accordance with State and Federal laws for the purpose of evaluating the effectiveness of the City's equal opportunity efforts. It is voluntary, confidential, and will not be submitted with your application for review.

Please select one:

Please select the appropriate racial/ethnic category:

Disclosure and Regulatory Requirements

Pursuant to City Code Section 2.40, appointees have the following requirements in order to serve on a City board or commission:

Statement of Economic Interest Form 700: If a Statement of Economic Interest Form 700 is required for this position (see announcement), the form must be electronically filed with the Office of the City Clerk. Failure to file by the due date can lead to removal from the board pursuant the City Conflict of Interest Code Resolution 2013-0023. Information and instructions will be provided by the Office of the City Clerk upon appointment.

Ethics Training: All members are required to satisfy the local ethics training requirement mandated by Government Code Section 53234. Information for an online training resource will be provided by the Office of the City Clerk upon appointment.

Attendance: 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.

By selecting submit, I acknowledge that I have read and understand the disclosure and regulatory requirements and declare under penalty of perjury that all the information provided in this application is true and correct to the best of my knowledge:

Submit

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Category # and Description
(please indicate all categories
qualified for)

B

Name of Company/Organization being Represented (if applicable):

If Company/Organization Authorization Letter is required, email to clerk@cityofsacramento.org

Applicant Information

Full Name (Last, First, Middle): Zwald, Jack, Oscar Skavdahl

E-Mail Address:

Home Address:

City, State, Zip: Sacramento, CA, 95819

Mailing Address (if different):

City, State, Zip:

Residential Council District: District 3 Business Council District (if applicable):

Primary Contact Number: Mobile

Secondary Contact Number: Work

Are you currently, or have you in the past, served on a City Board or Commission? Yes No

If Yes, provide the name of the meeting body and how that service supports your application:

Do you, or any immediate family member, have any relationship (professional, financial or otherwise) that may present a potential conflict of interest for meeting body applied for? Yes No

If Yes, please explain:

Please state the reason(s) you would like to be a member of this board/commission.

I would like to be a member of this Commission because of my desire to help serve the less fortunate in our city. Sacramento faces an ongoing challenge to ensure that everyone in our community, especially children, has an opportunity to succeed. I see serving on this Commission as a way to do my part.

Education

Add Additional

Institution Name: University of Southern CA Area of Study: Public Administration
Attended (mm/yy - mm/yy): 09/11-05/13 Degree Earned: Master's Degree

Institution Name: UC Davis Area of Study: International Relations
Attended (mm/yy - mm/yy): 08/07-03/11 Degree Earned: Bachelor's Degree

Employment

List work experience for the most recent five years, beginning with current (or most recent) employment.

Add Additional

From(mm/yy) - To(mm/yy): 04/13-01/14 Employer: Capitol Morning Report
Address:

Job Duties: Gather information, write news articles, etc.

From(mm/yy) - To(mm/yy): 07/12-04/13 Employer: MB Public Affairs
Address:

Job Duties: Political opposition research, wrote reports, etc.

From(mm/yy) - To(mm/yy): 03/13-07/13 Employer: Dept. of General Services
Address:

Job Duties: Wrote press releases, tracked media coverage, etc.

From(mm/yy) - To(mm/yy): 11/12-01/13 Employer: Miller Paneling Specialties
Address:

Job Duties: Answered phones, assisted with bid submissions, etc.

From(mm/yy) - To(mm/yy): 10/07-03/11 Employer: Associated Students of UC Davis
Address:

Job Duties: As President ('10-'11) wrote an \$11 million budget, represented 23,000 students, etc.

From(mm/yy) - To(mm/yy): 09/08-06/11 Employer: ASUCD Coffee House
Address:

Job Duties: Prepared food, customer service, etc.

Business Enterprises

List business names including fictitious names of any business enterprise currently, or previously, owned or operated.

Add Additional

From(mm/yy) - To(mm/yy): _____ Name: _____
Address:

Type of Business or Service Rendered:

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Please provide any additional experience, community activities or other qualifications that would be helpful in evaluating your application.

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Submit