



REPORT TO Personnel and Public Employees Committee City of Sacramento

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

3

Discussion Calendar
February 19, 2013

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

**Title: Review of Applications and Conduct Interviews for Ann Land/Bertha
Henschel Memorial Fund Commission**

Location/Council District: (Citywide)

Recommendation: Conduct interviews and continue to next meeting for consideration.

Contact: Katia Ligaiviu, Deputy City Clerk, (916) 808-7604, Office of the City Clerk;
Gudrun Snyder, Administrative Technician, (916) 808-7982, Park & Recreation
Department.

Presenters: None

Department: City Clerk's Office / Parks & Recreation

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

Table of Contents:

Report pg. 1

Attachments

1 Available Positions / Applicant List pg. 3

2 Attendance Record pg. 4

ATTACHMENT 1

Background:

The following applicants are under consideration for positions on city boards and commissions.

Board/Commission:	Ann Land/Bertha Henschel Memorial Fund Commission
Available Positions:	One (1)
Category Description(s):	Category B – Public at-large
Status of Incumbent:	Wanda N. Yanez – Eligible to re-apply & Application attached

Residency Requirement(s):	City Residency is Required
----------------------------------	----------------------------

No.	Applicant Name	District	Category	Comments	Attendance
1	Tera J. Hannah	4	B		Confirmed
2	Wanda N. Yanez	3	B	Incumbent	Confirmed



City of Sacramento

Application for Appointment to Boards/Commissions and Committees

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: Commissioner, 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: Hannah Tera JEF E-Mail: _____
Last First Middle

Home Address: O Street 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: Four (4) 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):

I would like to be a member of this commission because I am passionate about public service and committed to serving the Sacramento region. I am particularly drawn to its mission to benefit, aid, and assist the men, women, and children of this great city. My experiences living, working, and volunteering in the community challenge me to pursue new opportunities to help those in need and think about how I envision the future of Sacramento. I want others to appreciate the hard work and resilience of each neighborhood and foster the relationships and capacity-building that exist in every district. By serving on this commission, I hope to enhance my leadership potential and continue to serve the Sacramento region the best I can.

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

Tera Julia Esther Flores Hannah

APPLICANT NAME

FROM DATE: BUSINESS NAME: _____

TO DATE: ADDRESS: _____
Street # Street Name City State

TYPE OF BUSINESS OR SERVICE RENDERED:

FELONY CONVICTIONS: A felony conviction is not necessarily a bar to appointment. Each case is considered separately based on requirements of the position. However, failure to list felony convictions may result in disqualification.

Have you ever been convicted of a felony? If yes, please indicate for each conviction, the date of the conviction, the location of the court of conviction, and the exact denomination of the offense resulting in conviction:

No.

CIVIL ACTIONS: List each civil action, if any, in which punitive or exemplary damages have been assessed against you, indicating in each instance the date of the trial, court judgment and the location of the court which rendered the judgment:

None.

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

Signature: /s/ Tera Julia Esther Flores Hannah
Type Name if Returning Via E-Mail or Print, Sign and Mail

Date: 1/25/2013

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:

None.

Tera Flores Hannah

O Street
Sacramento, CA 95814

EDUCATION

Master of Public Administration, University of Southern California – Class of 2014
Bachelor of Arts, International Relations, University of California, Davis – Summer 2010
UC Center Sacramento Public Policy Program – Sacramento, CA – Spring 2009
Quarter Abroad Program – Spanish Language and Culture – Mendoza, Argentina – Spring 2008

SKILLS

Computer: Proficient in Microsoft Suite, as well as Internet applications in a PC or Mac environment.
Communication: Effective public speaker with the ability to design projects and perform presentations to large groups of thirty or more people. Over ten years of customer service experience.
Languages: Basic Chamorro. Basic Japanese. Basic Spanish.

RELEVANT EXPERIENCE

Graduate Assistant, University of Southern California State Capital Center, Sacramento, CA (08/12-Present)

- Coordinated executive-level leadership development programs for the California Institute for Mental Health and the National Conference of State Legislatures.
- Facilitated leadership training programs with more than fifteen presenters and forty participants.
- Volunteered and reported on special events at the State Capital Center and with partner affiliates.

Senior Research Associate, Legislative History and Intent, Sacramento, CA (04/10-08/12)

- 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.
- Created research reports, abstracts, and authentications of legislative history research.

Intern, Victims' Services Unit, Office of the Attorney General, Sacramento, CA (03/09-06/09)

- Shadowed victim advocates at criminal trials, Board of Parole hearings, Department of Justice and California Department of Corrections and Rehabilitation presentations, and legislative hearings.
- Regularly updated the Victim Services Unit website, informational brochures and pamphlets, and capital case information in ProLaw.
- Collaborated with the Native American Inter Tribal Council to create cultural competency training programs for California law enforcement, district attorneys, and public defenders.
- Created a resource guide of local, state and national agencies and victims' rights organizations.
- Participated in special events and coordinated Victims' Rights Week with local organizations and state agencies.
- Researched the death penalty appeal process and developed a firm understanding of the functions of the Attorney General's Office, the Office of the Public Defender, the District Attorney's Offices, and the federal court system.

Intern, Constituent Affairs Office, Office of the Governor, Sacramento, CA (09/08-12/08)

- Researched the major issues, agencies and departments of the Health and Human Services portfolio, the Workmen's Compensation portfolio and Same Sex Issues portfolio.
- Analyzed constituent correspondence, forwarded goldenrods to the appropriate agencies/departments, and responded to constituents via form letters and custom responses.
- Assisted the Legislative Affairs Office with receptionist duties; the Chief of Staff's Office with updating contacts; and the Constituent Affairs Director with special projects, e.g. tracking legislation and creating spreadsheets of legislative outcomes.
- Addressed the opinions and concerns of constituents via phone.
- Responsible for understanding the function and purpose of every State agency and department; local, national, and international news; and, initiatives and legislative enactments.

Intern, Financial Training Program, Morgan Stanley, Sacramento, CA (01/08-03/08)

- Attended weekly lectures on market and industry analysis, financial planning, and portfolio construction.
- Shadowed Morgan Stanley Wealth Management Consultant and observed interactions with clients.
- Constructed and managed personal portfolio by conducting market and equity research and simulating the investment of \$500,000 in stocks.
- Created group portfolio with supporting Power Point presentations on alternative energy and ethanol.
- Monitored and reported US and international business affairs and the stock market indexes.

Legal Assistant, Law Office of Frans Wiete ter Haar, Sacramento, CA (09/07-12/07)

- Prepared legal documents for clients' trusts, including revocable living trusts, wills, power of attorneys, and health care directives.
- Carefully documented client information regarding real property, tangible assets, trustees, and beneficiaries, e.g. creating spreadsheets of client assets for accounting records.
- Responsibilities included scheduling appointments with current and prospective clients; drafting correspondence to clients and government agencies; filing pleadings with the court; organizing client files and estate planning binders; managing multiple office calendars; and clerical duties.

ACTIVITIES

- **Class Representative/Secretary/Treasurer**, Graduate Public Affairs Regional Council (08/12-Present)
- **Participant**, Sacramento City Management Academy (01/12-05/12)
- **Member**, Sacramento Delegation, Policy Link Equity Summit (11/11)
- **Participant**, Coalition on Regional Equity, Boards and Commissions Leadership Institute (08/11-01/12)
- **Member**, International Relations Student Association (02/07-12/09)
- **Member**, UC Davis Habitat for Humanity (10/06-12/09)
- **Player**, Intramural Soccer (09/03-06/10)
- **Player**, Guam Women's National Football Team (2001-2003, 2005-2006, 2009)

VOLUNTEER WORK

- **Volunteer**, WALKS Sacramento (04/12-Present)
- **Volunteer**, Feeding the Homeless, Cathedral of the Blessed Sacrament (09/11-Present)
- **Volunteer**, Project Birthday (07/11-Present)
- **Volunteer/Secretary**, Family Selection Committee, Sacramento Habitat for Humanity (01/11-Present)
- **Volunteer**, Homeless Count, Sacramento Hands On (01/11)
- **Volunteer**, Food Drive, Yolo County Food Bank (10/08-11/08)
- **Math & Science Tutor**, Holmes Homework Club (01/07-03/07)
- **Volunteer**, UC Davis Habitat for Humanity, Fundraising, Publicity, and Bike-a-thon Committees: Monthly builds, Annual Bike-A-Thon, Davis Turkey Trot, Thanksgiving Dinner for Yolo County homeless etc... (10/06-12/09)

PROFESSIONAL AFFILIATIONS

- **Member**, Sacramento County Young Democrats (01/13-Present)
- **Member**, California Women's Lead (1/13-Present)
- **Member**, American Society for Public Administration-Sacramento Chapter (08/12-Present)
- **Member**, Midtown Neighborhood Association (12/11-Present)
- **Member**, Asian Pacific Islander Caucus Association (07/11-Present)

INTERNATIONAL EXPERIENCE

- **Player**, Guam Women's National Team, East Asian Football Federation Semi-Final Tournament in Tainan, Taiwan
- **Player**, Guam Women's National Team, South Pacific Games in Suva, Fiji
- **Player**, Guam Women's National Team, Asian Football Confederation Women's World Cup Qualifiers in Bangkok, Thailand
- **Co-Captain**, Guam U-19 Women's National Team, FIFA Asian Football Confederation Under-19 Women's World Championship Preliminaries in Goa, India
- **International travel**: India, Thailand, Taiwan, South Korea, Japan, the Philippines, Fiji, Mexico, Argentina, Peru, Chile, and Uruguay.



City of Sacramento

Application for Appointment to Boards/Commissions and Committees

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: Yanez 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):

I would like to continue my services as a ALBH commissioner. I was appointed in 9/14/10 to complete the remaining term of a previous member. Currently my term is not a full term, but a partial term which expires 1/4/13. I have served the SCUSD District Advisory Council for 5 years as secretary, president and past president educating administrators, teachers, and parents about Title I and other categorical funds, serving the 33,000 economically disadvantaged students in the City school district. I have lived in this city for 27 years, engaged in many community organizations: PTA, Boy Scouts, School Site Councils, DAC, Kiwanis, Lion's Club, SEIU Local 1000, EDD CSECC and various SCUSD sub committees. I enjoy giving back to my community. Please allow me to continue serving my city and its citizens.

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).

Sacramento City Unified School District, District Advisory Council & Sutter Middle School Site Council

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:

CSUS, 32 units of Graduate work in Disability Education Administration
CSULB, BS Business Administration & El Camino College, AA Bus. Admin., Torrance, CA

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: 11/12/1991 EMPLOYER NAME: Employment Development Department
TO DATE: Present ADDRESS: Capitol Mall, Room 2099 Sacramento CA
Street # Street Name City State

DUTIES:

Performed Unemployment & Disability Ins adjudication work, meeting planning and asset management & policy.

PRIOR EMPLOYER(S):

FROM DATE: 1/3/1989 EMPLOYER NAME: CA Postsecondary Education Commission
TO DATE: 11/30/1991 ADDRESS: 770 L Street, Ste 1160 Sacramento CA
Street # Street Name City State

DUTIES:

Graduate Student Assistant performing management information system data integrity.

FROM DATE: 9/1/1985 EMPLOYER NAME: CA Community College Chancellor's Office
TO DATE: 12/30/1988 ADDRESS: 1102 Q Street, Suite 4554 Sacramento CA
Street # Street Name City State

DUTIES:

Staff Service Analyst in the Disabled Student Services, Learning Disabilities Program.

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

TYPE OF BUSINESS OR SERVICE RENDERED:

CITY OF SACRAMENTO -
APPLICATION FOR APPOINTMENT

Wanda N. Yanez
APPLICANT NAME

FROM DATE: _____ BUSINESS NAME: _____

TO DATE: _____ ADDRESS: _____
Street # Street Name City State

TYPE OF BUSINESS OR SERVICE RENDERED:

FELONY CONVICTIONS: A felony conviction is not necessarily a bar to appointment. Each case is considered separately based on requirements of the position. However, failure to list felony convictions may result in disqualification.

Have you ever been convicted of a felony? If yes, please indicate for each conviction, the date of the conviction, the location of the court of conviction, and the exact denomination of the offense resulting in conviction:

No.

CIVIL ACTIONS: List each civil action, if any, in which punitive or exemplary damages have been assessed against you, indicating in each instance the date of the trial, court judgment and the location of the court which rendered the judgment:

None.

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

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

Date: December 17, 2012

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:

None.