



# COMMISSIONER APPLICATION (MAY 2024)

The Commission is currently recruiting for upcoming vacancies for seats 6 and 9. One member must represent the Tahoe region.

If you are interested in serving on the **First 5 Placer (F5P)** Commission, please complete the following application and return it as directed at the top of the page. **Please see the F5P Commissioner Fact Sheet for requirements and other considerations.** Also please see the **Recruitment Process** for information about candidate selection. If you have questions, please contact Karli Smith, [ksmith@placercoe.org](mailto:ksmith@placercoe.org), 530-745-1413

### Applicant Information:

FULL NAME:		
HOME ADDRESS:		CITY & ZIP:
BUSINESS ADDRESS:		CITY & ZIP:
PHONE (HOME: (    )    ) -	(BUSINESS): (    )    ) -	(CELL): (    )    ) -
PREFERRED E-MAIL:		
ETHNIC BACKGROUND (OPTIONAL):		
LANGUAGE(S) SPOKEN:		

### Placer County Regional Experience (check all that apply):

LIVE	WORK	
<input type="checkbox"/>	<input type="checkbox"/>	Roseville
<input type="checkbox"/>	<input type="checkbox"/>	Lincoln, Sheridan
<input type="checkbox"/>	<input type="checkbox"/>	Rocklin/Penryn/Loomis
<input type="checkbox"/>	<input type="checkbox"/>	Auburn/Newcastle
<input type="checkbox"/>	<input type="checkbox"/>	Foothills (Foresthill, Colfax, Alta)
<input type="checkbox"/>	<input type="checkbox"/>	Tahoe Basin

**Areas of Expertise** [check all that apply to your professional or personal experience]

Categories of Membership		Other Areas of Competency	
<input type="checkbox"/>	Early Care and Education	<input type="checkbox"/>	Program Development
<input type="checkbox"/>	Health: medical, pediatric, or obstetric	<input type="checkbox"/>	Strategic Planning
<input type="checkbox"/>	Child Development	<input type="checkbox"/>	Program Evaluation
<input type="checkbox"/>	Child Mental/Behavioral Health	<input type="checkbox"/>	Business Management
<input type="checkbox"/>	Children with Special Needs	<input type="checkbox"/>	Budget/Fiscal Analysis
<input type="checkbox"/>	Public Health	<input type="checkbox"/>	Leadership Development
<input type="checkbox"/>	Local school district	<input type="checkbox"/>	Public Relations/Communications
<input type="checkbox"/>	Parent of Child (prenatal to 5)	<input type="checkbox"/>	Public Policy/Advocacy
<input type="checkbox"/>	prevention or early intervention of families at risk	<input type="checkbox"/>	Direct experience working with multicultural communities
<input type="checkbox"/>	community-based organization focused on early child development	<input type="checkbox"/>	Tobacco or other Substance Abuse Prevention/Treatment
<input type="checkbox"/>	County Human or Social Services	<input type="checkbox"/>	Diversity
<input type="checkbox"/>	Recipient of <b>F5P</b> Services	<input type="checkbox"/>	Community Engagement & Outreach
<input type="checkbox"/>	Other: (indicate)	<input type="checkbox"/>	Other: (indicate)

**Please attach the following:**

1. Brief statement of interest that:
  - Explains why you are interested in becoming a Commissioner.
  - Addresses each topical area of expertise marked above, and briefly explains how your skills and experience could be of specific help to you as a Commissioner and assist **First 5 Placer** in realizing the vision identified by our community for children from the prenatal stage through five years of age.
  - Explains why you would be the ideal candidate for current openings. **(Based on the needs outlined in the Commissioner Fact Sheet.)**
2. A copy of your resume and/or biography that includes employment.

**List Community Boards, Collaboratives or Advisory bodies on which you serve or recently served:**

BOARD	LOCATION	DATES SERVED

**Education:**

INSTITUTION	LOCATION	DEGREE ACHIEVED

**References:** Submit three professional references we may contact.

NAME:	ORGANIZATION:
ASSOCIATION:	
PHONE: (    )    -	EMAIL:

NAME:	ORGANIZATION:
ASSOCIATION:	
PHONE: (    )    -	EMAIL:

NAME:	ORGANIZATION:
ASSOCIATION:	
PHONE: (    )    -	EMAIL:

**Certification:** I certify that the above information is true and correct. I understand that membership on the Commission requires my conscientious preparation for and participation in the Commission’s activities and meetings. Further, I recognize that the Commission acts as a body of the whole in working for the interests of the County’s program participants and beneficiaries.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please deliver or email your application to:

**First 5 Placer**  
655 Menlo Dr., Rocklin, CA 95765  
Attn: Commissioner Recruitment  
Or scan and email to Karli Smith: Email: [ksmith@placercoe.org](mailto:ksmith@placercoe.org)  
Website: [www.first5placer.org](http://www.first5placer.org)

Upon receipt, your application will be reviewed, and you may be invited for an interview. All applicants who are selected to be interviewed will receive a phone call to arrange the interviews. Otherwise, your application will be kept on file for 12 months for future consideration if a position becomes available within that time period.

## WHO WE ARE

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**First 5 Placer** is a public organization that was created after California voters passed Proposition 10, known as "The Children and Families Act". Proposition 10 is a tobacco tax that funds local First 5 county commissions to support the healthy development of children through age 5 in their jurisdiction. In Placer County, the First 5 Placer Children & Families Commission develops and implement a strategic plan for tobacco tax funds to fulfill our vision and mission.

**First 5 Placer** supports community partnerships and programs that enhance the lives of children, from the prenatal stages through age 5, and their families.

**First 5 Placer** believes all children are our children, therefore we shall create an environment that supports our children and their families in reaching their full potential. In order to achieve our Vision we will focus on early childhood development and will support and build on existing collaborative efforts by bringing together diverse perspectives, communities, and resources to assure comprehensive integrated strategies and holistic family-centered sustainable approaches.

**First 5 Placer** is a semi-autonomous County entity governed by a nine-member Commission and is supported by four staff through the Placer County Office of Education. See [www.first5placer.org](http://www.first5placer.org) for more information, including the Commission's most recent strategic plan.

## COMMISSIONER ROLE

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Members of the Commission must work well as a team, being able to reach consensus as a group and have the ability to resolve challenging situations in public settings.

- The Commission approves the policies of the organization.
- The Commission provides accountability to the broader community.
- The Commission provides input and expertise needed for good management in all of the functional areas of the organization.
- The Commission assures the financial stability of the organization.
- The Commission is responsible for hiring, firing, supervising and evaluating the Executive Director in cooperation with the Placer County Office of Education. The Executive Director has similar responsibility for the staff.
- The Commission conducts an annual review of the Strategic Plan and revises the Plan, as necessary.
- The Commission prepares and adopts an annual budget and Long-Range Financial Plan for the administration and implementation of the Commission's Strategic Plan.
- The Commission monitors and supervises the implementation of the Strategic Plan.
- The Commission may delegate some of its work to committees and staff, but it may never delegate its ultimate authority or responsibility.

## COMMISSION COMPOSITION:

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The Commission has nine members appointed by the Board of Supervisors and are selected based on categories pursuant to California Health and Safety Code Section 130140(a)(1)(A):

- A. Two members of the Commission serve as part of their professional status: the County health officer or persons responsible for management of County functions pertaining to children's services, public health services, behavioral health services, social services, and tobacco and other substance abuse prevention and treatment.
- B. One member of the commission is a member of the Board of Supervisors.
- C. The remaining six at large members of the commission are selected from among the following:
  - a. Persons described in subsection A above
  - b. Recipients of project services included in the County strategic plan
  - c. Educators specializing in early childhood development

- d. Representatives of a local child care resource or referral agency, or a local child care coordinating group
- e. Representatives of a local organization for prevention or early intervention of families at risk
- f. Representatives of community-based organizations that have the goal of promoting nurturing and early childhood development
- g. Representatives of local school districts
- h. Representatives of local medical, pediatric, or obstetric associations or societies.

D. In addition to satisfying one of the criteria under A,B or C above, one member must work or reside in the Tahoe region and represent the concerns of that region

**CURRENT COMMISSIONERS:**

Below is a table of the Commissioners and their experience.

COMMISSIONER	STATUS/ AREA OF EXPERTISE	REGION
<b>* Chair - Gina Roberson</b> Consultant, Former Chief Program Officer WEAVE, Inc. RUSD LCAP	At-large Member – <i>Representing local school district; community based organization</i>	Lives in Rocklin, work is countywide
<b>Vice-Chair - Raúl Martínez</b> Assistant Director, Placer County Health & Human Services	At-large Member as part of his position – <i>Management of Social Services</i>	Lives in Roseville, work is countywide
<b>Jim Holmes</b> Supervisor Board of Supervisors, District 3	Statutorily Appointed as part of his position on the <i>Board of Supervisors</i>	Lives in Auburn; work is countywide
<b>Jessica Waterford</b> Multi-Disciplinary Interview Team, Placer District Attorney	At-large Member – <i>Representing Organization for the Prevention and Early Intervention of Families at Risk</i>	Work is countywide
<b>Jennifer Hicks,</b> Assistant Superintendent, Placer County Office of Education	At-large Member- <i>Management of Children’s Services (Countywide early care and education)</i>	Lives in Roseville; work is countywide
<b>* Alison Schwedner,</b> Consultant. Former Coordinator, Community Collaborative of Tahoe Truckee	At-large Member – <i>Community-based organization and Tahoe area representative</i>	Lives and works in Tahoe Basin
<b>Meagan Mulligan, FNP</b> Chapa De Indian Health	At-large Member: <i>Pediatrics</i>	Lives and works in Auburn
<b>Richard Knecht, M.S.</b> Consultant Children and Family Services, Child Mental Health	At-large Member – <i>Children’s Behavioral Health and Prevention and Early Intervention for Children at Risk</i>	Lives in Roseville; work is countywide
<b>Teresa Dawson-Roberts</b> Director, Early Childhood Education, Placer County Office of Education	At-large Member – <i>Representing local school district</i>	Lives in Auburn; work is countywide

**\*The Commission is currently recruiting replacements for Roberson (Seat 9) and Schwedner (seat 6).**

**The candidate for Seat 6 must represent the Tahoe basin; this seat will be vacant in December 2024. The new Commissioner would begin a three-year term on January 1, 2025.**

**Seat 9 will be vacant in August. The new Commissioner would complete the remainder of Roberson’s term through December 2026. A full three-year term could then follow.**

## **ATTRIBUTES OF A COMMISSIONER**

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Maintaining a board of Commissioners that is balanced in terms of skills, experience and representation is a key to success. In order to maintain a balanced Commission, below are some of the attributes that will be considered for this recruitment:

1. Have significant early childhood development knowledge and experience.
2. Have experience working with at-risk families, especially through criminal justice or family law system
3. Have experience living and/or working in South County.
4. Understand the cultural complexities of our county, and is not wedded to any one approach to providing services or changing systems.
5. Have the commitment, energy and time for the work ahead and the willingness to put his/her skills to work for the Commission.
6. Match the Commissioner Composition categories B, C, D, E, F or G above.

## **COMPENSATION:**

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Commissioners serve without compensation except for reimbursement of reasonable expenses for attending meetings and discharge other official responsibilities as authorized by the Commission and in accordance with **F5P** policies.

## **TERM:**

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The term of a Commissioner is three (3) years and may be re-appointed to subsequent terms by the Board of Supervisors, but they shall not serve more two consecutive terms.

## **TIME COMMITMENT – AT LEAST 5 HOURS PER MONTH:**

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- Attend regular meetings:
  - There are approximately 10 Regular Commission Meetings per year. The Regular Commission Meetings are currently scheduled for the first Wednesday of the month and usually begin at 5:00 p.m. Remote attendance options are available.
  - Most meetings are held in Rocklin, though locations can vary. One meeting a year is held in Tahoe.
  - Be available for Special Commission Meetings as the need arises (usually only once a year).
- Stay informed and review information sent by staff outside of meetings.
- Attend an all-day or half-day retreat, as necessary.
- Communicate regularly and meet with staff as needed, including RSVPing to meetings.
- Stay focused on the goals of the Commission as defined by the community (ability to put aside personal and professional goals and where they might conflict).
- Complete Form 700, Statement of Economic Interests, annually as required by law.
- Complete an Ethics Training (AB1234) biannually as required by law.

Commissioners are also asked to participate in at least one committee during their term. There are two standing committees (Executive Committee and Evaluation Committee) Ad hoc committees may be created as the need arises.

## **POLICY STATEMENT –Commissioner Recruitment, Selection, Recommendation for Appointment, and Reappointment**

All Commissioners must be appointed to the Commission by the Board of Supervisors. The following section outlines the Commission’s process for determining recommendations to the Board.

### **1. Applications for New Appointments**

Recruitments are posted as openings become available and shall be drafted by the Executive Director. These are circulated on the website, through County Clerk’s office and through county online services. Recruitments outline the basic functions of the Commission, and list the criteria to serve as a Commissioner. Applicants should indicate their relevant experience and interest in serving on the Commission within their application.

### **2. Interviews shall be conducted according to the following guidelines:**

- a. All Applicants for a seat are asked to attend a specific commission meeting in order to introduce themselves, describe their qualifications and their interest in serving on the Commission. If all of the applicants for the open seat(s) are not able to attend the same meeting, the Executive Director will attempt to re-schedule to a meeting at which all applicants can attend. If that is not possible, every attempt will be made to conduct interviews at back to back Commission meetings.
- b. Commissioners will receive copies of applications in advance of the meeting.
- c. All discussions and interviews will occur in a public forum.
- d. The questions asked may include, but are not limited to, the following:
  - What is your understanding of the mission, purpose and activities of the First 5 Placer Children and Families Commission?
  - Have you reviewed the most current version of the Strategic Plan (2024-2030)
  - Please describe what skills or experiences you have that are suited to the First 5 Commission.
  - Why are you interested in serving on the Commission?
  - Is there anything you’d like to tell us?
  - Do you have any questions of the Commission?
- e. The Commission will allow equal opportunity for each applicant to answer interview questions for all those who are applying.

### **3. Recommendation to the Board of Supervisors**

Once interviews are concluded, the Commissioners will deliberate as to its recommendations, vote on which applicant(s) it will recommend to the Board of Supervisors, and direct staff to proceed with the process of recommending the approved applicant(s) to the Board of Supervisors.

### **4. Re-Appointments**

In the case of reappointment, the Commissioner whose term is expiring is asked at an open meeting whether they wish to continue to serve another term (if applicable). The Commission may deliberate, and then shall vote on whether to forward a recommendation for reappointment to the Board. Finally, the Commission shall then direct staff to proceed accordingly.