

**MEMORANDUM**  
OFFICE OF THE  
**BOARD OF SUPERVISORS**  
COUNTY OF PLACER

TO: Honorable Board of Supervisors

FROM: Kirk Uhler, Supervisor District 4

DATE: May 20, 2014

SUBJECT: COMMITTEES AND COMMISSIONS – Placer County Older Adult Advisory Commission – Approve the appointment of Suzanne Jones to Seat #4 (representing District 4), as requested by Supervisor Uhler.

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**ACTION REQUESTED**

Approve the appointment of Suzanne Jones to Seat #4 (representing District 4), as requested by Supervisor Uhler.

**BACKGROUND**

The purpose of the Placer County Older Adult Advisory Commission is to provide a voice for older adults in county government. The commission also advises the Board of Supervisors and the Department of Health and Human Services on matters relating to the creation and delivery of services promoting well-being and quality of life for older adults. All members shall reside or work within Placer County and have an interest in issues affecting older adults. The committee meets the third Tuesday of each month at 1:00 p.m. in the Auburn Library Beecher Room, 350 Nevada Street, and quarterly in Loomis when possible.

**FISCAL IMPACT**

None

PLACER COUNTY OLDER ADULT ADVISORY COMMISSION

PUBLIC COMMITTEE

**PURPOSE:** To provide a voice for older adults in county government. To advise the Board of Supervisors and the Dept. of Health and Human Services on matters relating to the creation and delivery of services promoting well-being and quality of life for older adults.

**CONFLICT OF INTEREST:** No

**COMPOSITION:** All members shall reside or work within the County, have an interest in issues affecting older adults. Members shall be appointed by the Board of Supervisors. 1 rep from each District (5), 3 Public-at-Large, 1 Older Adult Collaborative, 2 A4AA Governing Board/Advisory Committee Member, 1 CA Sr. Legislature Member, 1 Minority rep, 6 Senior Service Organizations members for a total voting membership of 19. 3 non-voting members, 1 Board of Supervisors or designee, 1 Health and Human Services Liaison, and 1 rep from the Area 4 Agency on Aging.

**MEETINGS:** 3rd Tuesday of every month at 1:00 to 3:00 p.m. in the Auburn Library Beecher Room, 350 Nevada Street, quarterly in Loomis (when possible).

**COMPENSATION:** Commission members shall serve without compensation. However; appointed members shall be reimbursed for actual and necessary expenses incurred while performing official duties.

**COUNTY CONTACT PERSON**  
Cheryl Trenwith, Pub Authority Mgr  
(530) 889-7249  
11512 B Avenue  
Auburn, CA 95603-

**CONTACT PERSON**

**CURRENT MEMBERS**

**SEAT # 1**  
Irwin A. Herman, MD  
REPRESENTS: Dist 1  
TERM LENGTH: 3-years  
APPOINTED BY: BOS  
EXPIRES: 10/19/2014

**SEAT # 2**  
Vacant Seat  
REPRESENTS: Dist 2  
TERM LENGTH: 3-years  
APPOINTED BY: BOS

**SEAT # 3**  
William Reed  
REPRESENTS: Dist 3  
TERM LENGTH: 3-years  
APPOINTED BY: BOS  
EXPIRES: 5/3/2014

**SEAT # 4**  
Vacant Seat  
REPRESENTS: Dist 4  
TERM LENGTH: 3-year  
APPOINTED BY: BOS

**SEAT # 5**  
David Wiltsee  
REPRESENTS: Dist 5  
TERM LENGTH: 3-year  
APPOINTED BY: BOS  
EXPIRES: 7/12/2014

**SEAT # 6**  
Vacant Seat  
REPRESENTS: Pub-at-Lrg  
TERM LENGTH: 3-years  
APPOINTED BY: BOS

**SEAT # 7**  
Vacant Seat  
REPRESENTS: Pub-at-Lrg  
TERM LENGTH: 3-years  
APPOINTED BY: BOS

**SEAT # 8**  
Antoinette Fabela  
REPRESENTS: Pub-at-Lrg  
TERM LENGTH: 3-years  
APPOINTED BY: BOS  
EXPIRES: 5/8/2015

**SEAT # 9**  
Vacant Seat  
REPRESENTS: Older Adult Collab  
TERM LENGTH: 3-year  
APPOINTED BY: BOS  
EXPIRES:

**SEAT # 10**  
Vacant Seat  
REPRESENTS: A4AA Gov Bd/Adv Cmtee Mbr  
TERM LENGTH: 3-years  
APPOINTED BY: BOS

**SEAT # 11**  
Sue Dings  
REPRESENTS: A4AA Gov Bd/Adv Cmte Mbr  
TERM LENGTH: 3-year  
APPOINTED BY: BOS  
EXPIRES: 8/31/2014

**SEAT # 12**  
Vacant Seat  
REPRESENTS: CA Sr Leg Mbr  
TERM LENGTH: 3-years  
APPOINTED BY: BOS

**PLACER COUNTY OLDER ADULT ADVISORY COMMISSION**

**PUBLIC COMMITTEE INFORMATION  
CURRENT MEMBERS (continued)**

**SEAT # 13**

Gloria Plasencia  
REPRESENTS: Minority  
TERM LENGTH: 3-years  
APPOINTED BY: BOS  
EXPIRES: 6/12/2016

**SEAT # 16**

Karla Gustafson  
REPRESENTS: Sr Svc Org  
TERM LENGTH: 3-years  
APPOINTED BY: BOS  
EXPIRES: 1/27/2015

**SEAT # 19**

Margaret Reilly  
REPRESENTS: Sr Svc Org  
TERM LENGTH: 3-years  
APPOINTED BY: BOS  
EXPIRES: 1/27/2015

**SEAT # 22**

Nancy Vasquez  
REPRESENTS: A4A on Aging  
TERM LENGTH: BOS Pleasure  
APPOINTED BY: BOS

**SEAT # 14**

Ignacio Cespedes  
REPRESENTS: Sr Svc Org  
TERM LENGTH: 3-year  
APPOINTED BY: BOS  
EXPIRES: 9/13/2014

**SEAT # 17**

Eldon Luce  
REPRESENTS: Sr Svc Org  
TERM LENGTH: 3-year  
APPOINTED BY: BOS  
EXPIRES: 4/9/2016

**SEAT # 20**

Jim Holmes  
REPRESENTS: BOS  
TERM LENGTH: 3-year  
APPOINTED BY: BOS  
EXPIRES: 12/31/2014

**SEAT # 15**

Candace Roeder  
REPRESENTS: Sr Svc Org  
TERM LENGTH: 3-years  
APPOINTED BY: BOS  
EXPIRES: 12/13/2014

**SEAT # 18**

Alicia Murray  
REPRESENTS: Sr. Svc Org  
TERM LENGTH: 3-years  
APPOINTED BY: BOS  
EXPIRES: 5/24/2014

**SEAT # 21**

Cheryl Trenwith  
REPRESENTS: HHS Liaison  
TERM LENGTH: 3-year  
APPOINTED BY: BOS  
EXPIRES: 8/24/2015



PLACER COUNTY  
BOARD OF SUPERVISORS

RECEIVED  
FEB 04 2014

APPLICATION FOR MEMBERSHIP ON  
ADVISORY BOARD OR COMMISSION

CLERK OF THE  
BOARD OF SUPERVISORS

THE FOLLOWING IS PUBLIC INFORMATION

APPLICATION FOR MEMBERSHIP ON: Older Adult Advisory Committee (OAAC) District 4  
(NAME OF BOARD, COMMISSION, OR COMMITTEE)

IF THIS BOARD/COMMISSION/COMMITTEE CALLS FOR A SPECIFIC TYPE MEMBER, PLEASE INDICATE THE  
POSITION FOR WHICH YOU ARE APPLYING: Board Member

NAME: Suzanne Jones

SUPERVISORIAL DISTRICT IN WHICH YOU RESIDE: District 4

TIMES YOU ARE AVAILABLE FOR MEETINGS: DAYS: Mon--Fri TIMES: Almost any time

EMPLOYMENT EXPERIENCE/PROFESSION (A RESUME MAY BE ATTACHED): Resume Attached

ORGANIZATION/COMMUNITY EXPERIENCE: Member Granite Bay Municipal Advisory Council:  
President, Placer County Board of Education, Trustee Area 1

EDUCATIONAL EXPERIENCE: B.A. Bio Sci (Concentration Human Biology), Minor Chemistry; CSU, Sacramento  
J.D. Lincoln Law School of Sacramento

APPLICATIONS WILL BE RETAINED FOR TWO YEARS

APPLICATION MUST BE FILED WITH THE CLERK OF THE BOARD OF SUPERVISORS  
175 FULWEILER AVENUE, ROOM 101, AUBURN, CALIFORNIA 95603

DATE: Feb 4, 2014 SIGNATURE: Suzanne Jones

THE FOLLOWING IS CONSIDERED CONFIDENTIAL INFORMATION FOR PLACER COUNTY STAFF USE  
ONLY

RESIDENCE ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE NUMBERS: HOME: \_\_\_\_\_ BUSINESS: \_\_\_\_\_

FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**SUZANNE V. JONES**

**EXPERIENCE**

**ELDER CAREGIVER JAN 2010 TO PRESENT**

- Full time care of my 103 year old Mother-in-law, currently resides with us
- Includes Doctors' care and appointments, includes Internist, Retinol specialist, Cancer dermatologist, Audiology specialist; wound care specialist, Podiatrist.
- Provide all transportation; ensure proper diet, meal preparation/service; give personal hygiene care; laundry; shop groceries/personal items; manage her bank accounts, pay her bills and ensure she has social activities

**MEMBER OF COURT OF APPEAL MEDIATION PANEL, THIRD APPELLATE DISTRICT JUNE 2012 TO PRESENT**

- Appointed by
- Certified as a Mediator to assist litigating parties that have appealed their cases to the Court of Appeal

**MEMBER GRANITE BAY MUNICIPAL ADVISORY COUNCIL  
FEB 2011 TO PRESENT**

- Appointed by Placer County Board of Supervisors
- The Council acts as an advisory body to the Placer County Board of Supervisors, similar to a City Council, only advisory in authority
- As a member of the Council, hear requests by community residents; development organizations proposing construction projects, or real estate development that affect the Granite Bay community plan; recommend support or non support to the Board of Supervisors while ensuring compliance with the Community Master Plan

**PRESIDENT, PLACER COUNTY BOARD OF EDUCATION  
NOV 2010 TO PRESENT**

- Elected November 2010
- The County Board is responsible to oversee the budgets for the Placer County Office of Education; serve as an appeal Board for parents/students when disputes arise regarding denials of interdistrict transfer requests, suspensions, and expulsions
- Also serve on Board Policy Committee, review Board Policies, and recommend adoption of changes by the Board at large
- Also Member of CCBE (CA County Boards of Education); served on CCBE Legislative committee

**LEGAL ANALYST III, SACRAMENTO CITY UNIFIED SCHOOL DISTRICT, HUMAN RESOURCE SERVICES, SACRAMENTO, CA NOV 2006- JUNE 2009**

- Coordinated and performed complex, legal duties;
- Planned, organized, coordinated various training activities, organizational and committee meetings; and training sessions
- Conducted and coordinated investigations, interviewed witnesses, prepared final reports, analysis, findings, conclusions and recommendations, in response to complaints of discrimination, sexual harassment, retaliation, Section 504, and special education due process matters, Uniform Complaint Procedure, civil rights violations, student suspension and expulsion matters, and other highly confidential personnel, parent, and student investigations while ensuring compliance with education and labor laws, state and local statutes, policies and regulations
- Served as Charter School Petition Review Coordinator, responsible drafting District's evaluation and presenting District recommendations to the Board of Education
- Member of Risk Management advisory team, assisted employees with ADA (Americans with Disabilities Act) issues to ensure appropriate accommodations, while ensuring District's legal compliance with state, local and federal disability laws
- Served on SEIU Hiring Process Committee

**STUDENT, LINCOLN LAW SCHOOL OF SACRAMENTO 2001-2005**

- Attended Law School and graduated in May 2005, earning a Juris Doctor degree
- Studied legislation development, legislative intent, drafting and passing into law
- Learned to interpret statutes, codes, regulations and case law
- Successfully passed the CA MPRE exam for Professional Ethics and the CA Bar examiners background check for ethical conduct
- Passed the CA Bar exam

**LEGAL CLERK INTERN, LaMORE, BRAZIER, RIDDLE & GIAMPAOLI, ATTORNEYS AT LAW, SACRAMENTO, CA OCT 2004-JAN 2006**

- Managed files for over 85 construction defects defendant cases, set up new files, closed out settled case files; prepared closed files for long term storage
- Prepared litigation binders; audited files for accounting purposes; managed all incoming and outgoing correspondence; prepared memos for supervising attorneys

**LAW STUDENT INTERN; MEDIATION PROGRAM; HUMAN RIGHTS/FAIR HOUSING COMMISSION, CAROL MILLER JUSTICE CTR, SAC, CA 2003-2004**

- Served as a Mediator in Small Claims Court, assisted disputing parties reach mutual binding agreements; drafted agreements; attained presiding Judge's approval of terms

- Served as a Mediator in Unlawful Detainer Court, assisted parties in landlord-tenant disputes reach mutual agreements; drafted agreements; attained presiding Judge's approval of terms
- Served as an Advisor in Small Claims Advisory Clinic, providing assistance to litigants
- The result of successfully assisting parties saved litigants and Court costs in excess of \$120,000

**MANAGEMENT ANALYST; HQ DIVISION, OFFICE of the PROGRAM MANAGER, SAUDI ARABIAN NATIONAL GUARD (OPM-SANG), SAUDI ARABIA 1997-2001**

- Served as Executive Officer, Chief of Staff, and Management Analyst for Deputy Program Manager (DPM) and Division Chief for Headquarters' Division (HQ Div)
- Served as Project coordinator for Manpower Survey; responsible to annually review total manpower requirements for Headquarters Division, included review of all military & civilian positions within 5 subordinate branches, their duties, number of staff members required to perform the mission; updated job descriptions, and made recommendations to Division Chief
- Managed officer and enlisted efficiency reports, civilian personnel evaluations for the Division Chief to include maintaining information/documentation for all HQ personnel
- Assisted drafting award recommendations for the Divisions' officers and enlisted personnel eligible to receive awards, including Army Commendations, Meritorious Service Awards, and Legion of Merit Awards
- Served as Project Coordinator for Program Master Plan, collecting, coordinating, researching and inputting data/ information into the Master Plan. Including dates/timelines for receiving new training manuals, conducting all training programs, receiving and fielding new equipment, conducting field training exercises and all other recurring duties performed by the US Military and civilian members of the Program responsible for managing the \$300 million Foreign Military Sales Contract between the U.S. and Saudi Arabia
- Coordinated, researched and prepared Command briefings for Program Manager, Deputy Program Manager, including presentation of Command briefings to visiting VIP's, including Chief of Staff of the Army, Deputy Commander-in-Chief of the Central Command, Political & military counselors, Defense Attachés and other General Officers and dignitaries
- Coordinated, prepared the Quarterly Internal Program Review, updating the status of the \$300 million FMS contract between the U.S. and K.S.A., for presentation to the Program Manager, USASAC Commander and other General Officers
- Responsible for coordination, preparation, and maintenance of statistical reports, records, correspondence and files related to management of the Master Plan, Manpower information and other Executive Officer duties
- Worked with Arabic Interpreter Staff members to collect data and information pertinent to both the Program Master Plan and Annual Manpower review

**BUDGET ANALYST ASSISTANT; COMPTROLLER DIRECTORATE, US MILITARY TRAINING MISSION, KINGDOM OF SAUDI ARABIA 1997**

- Maintained daily automated commitment and obligation ledgers and transaction records for numerous military appropriated fund accounts
- Responsible for managing 20 individual appropriated fund account activities; review/analyze financial data, expenditures and forecast future needs and new budgets for each account
- Approved or denied expenditure requests by account holders

- Responsible for preparing quarterly and year-end reconciliation account reports
- Summarized data for presentation to the Program Budget Advisory Committee
- Provided information on procedures and guidelines applicable to Foreign Military Sales operations and Maintenance and Security Assistance Organization funds

**SMALL BUSINESS OWNER; DECORATING DEN, GRANITE BAY, CA 1994-1996**

- Owner/operator of small interior decorating business that serviced the Granite Bay/Folsom areas. Responsible for all customer appointments, in-home consultation, recommending design options, accounting for customer needs and budgets, drafted custom designs, placed all custom design orders, supply orders, product orders; arranged delivery/installation; managed sample orders, bookkeeping, budgeting, accounts receivable, accounts payable, billing, marketing, advertising and public relations and ensured customer satisfaction, .
- Earned and maintained excellent relationships with all clients, suppliers, sub-contractors and competitor interior decorators
- Participated in annual Sacred Heart's Christmas fundraiser decorating houses in downtowns' "Fabulous Forties".

**OFFICE OPERATIONS MANAGER; SIGN CONNECTION, ORANGEVALE, CA 1992-1995**

- Responsible for daily management of large marketing accounts with new home builders and developers in greater Sacramento area.
- Responsible for all communications with account holders; for contacting potential new clients, drafting and presenting proposals with advertising plan and budget estimates
- Responsible for establishing new accounts, drafting product layout, and weekly follow-up
- Evaluated and identified market trends, product lines and target markets
- Responsible for managing day-to-day employee duties, and time-keeping and payroll functions

**INVESTIGATIVE OPERATIONS ASSISTANT; SIXTH REGION, US ARMY CRIMINAL INVESTIGATIONS COMMAND, FORT ORD, CA 1991-1992**

- Reported directly to the Special Agent-in-Charge (SAIC); served as principal administrator responsible for the investigative administrative support and criminal intelligence program
- Served as the criminal intelligence coordinator
- Served as the Source Control Officer, responsible for managing/securing highly confidential files on personnel who provided information and assistance to the command as secret/confidential informants
- Also served as the alternate polygraph coordinator, alternate .0015 fund custodian and the alternate evidence custodian, performed these duties in the absence of primary personnel
- Attended monthly joint law enforcement agencies' meetings as community liaison to gather and share criminal intelligence and information within the local area law enforcement community
- Maintained Top Secret Security Clearance

**CHIEF, ADMINISTRATIVE SERVICES SUPPORT BRANCH, OPERATIONS DIVISION ; HQ, SECOND REGION, US ARMY CRIMINAL INVESTIGATION COMMAND,**

## **HEIDELBURG, GERMANY 1989-1991**

- Served as Administrative Assistant to Chief of the Operations Division
- Responsible to assist special agents in the Operations Division, including Economic Fraud Unit, Forensic Pathology, Polygraph, Covert Operations, and Criminal Information Units
- Also served as Statistical Assistant, prepared statistical criminal data reports from all field offices in Europe and Saudi Arabia quarterly/annually, for Unit Commander and Command Headquarters in Alexandria, VA
- Planned, organized, managed and supervised the day-to-day duties/business of the operations/administrative support staff to ensure proper flow of all correspondence, criminal investigation reports, internal organization reports, and all reports and correspondence prepared for local German community police counterpart organizations
- Responsible for oversight of staffing assignments
- Earned and maintained Top Secret Security Clearance

## **PROFESSIONAL POSITIONS**

Member, Treelake Village Homeowners Board of Directors, served 1994-1996; and 2008-Present  
Member, CA State Bar Association, 2006 to Present  
Member CCBE (California County Boards of Education)  
Member, CSBA (California School Boards Association)  
Member Sacramento Republican Women Federated; American River Republican Women Federated; South Placer Republican Women Federated; Auburn Area Republican Women Federated  
Alternate Placer County Republican Central Committee  
Member Placer County Republican Assembly  
Member Republicans of River City

## **AWARDS**

Dept of the Army, Superior Performance Award, OPM-SANG 1998, 1999, 2000, 2001  
Certificate of Achievement, 21<sup>st</sup> Support Command, US Army Europe;  
Dept of the Army, Superior Performance Award, 2<sup>nd</sup> Region, CID; 1991  
California State University Scholarship

## **EDUCATION AND PROFESSIONAL DEVELOPMENT**

Lincoln Law School of Sacramento, CA Graduated May, 2005, Juris Doctor  
The Brown Act Training  
Special classes and training:  
    Mediation & Conflict Resolution  
    Worker's Compensation  
USDA Graduate Courses: Program Analysis and Management Analysis  
Leadership Development Course;  
Department of the Army, Civilian Personnel Development courses:  
    Management for Supervisors  
    Conflict Resolution and Equal Employment Opportunity Training  
CSUS, Sacramento, BA Biological Science (Concentration Human Biology), Chemistry Minor

