

**Application Form****Profile****Office Use Only:**☒ Ward 1**Which Boards would you like to apply for?**

Community Police Review Commission: Submitted

Board of Ethics: Submitted

Human Relations Commission: Submitted

Park and Recreation Commission: Submitted

Planning Commission: Submitted

Board of Public Utilities: Submitted

**Ms./Mr.**

Ms.

Morgan

First Name

R.

Middle Initial

De Herrera

Last Name

Home Address

Suite or Apt

Riverside

City

CA

State

Postal Code

Primary Phone

Alternate Phone

Email Address

Employer

Job Title

**Business Address****Business Phone****Length of residence in City of Riverside****Are you a registered voter of the City of Riverside?**☒ Yes ☐ No

**Have you ever been convicted of a crime of moral turpitude?**

☐ Yes ☒ No

**Do you have adequate time to serve?**

☒ Yes ☐ No

\*Eligibility requirements per City Charter Article VIII Section 805.

Applications may be screened on the basis of information submitted with this form.

You are welcome to provide a resume and/or letters of endorsement.

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## **Interests & Experiences**

### **WHY YOU WANT TO SERVE ON A CITY BOARD OR COMMISSION:**

I grew up in the city of Riverside and have spent the majority of my adult life here. I know what a great city we live in, and I would love to help it flourish and continue to grow.

### **EXPERIENCE OR SPECIAL KNOWLEDGE PERTAINING TO AREA(S) OF INTEREST:**

I have 6+ years of management experience, and excelled with creating a welcoming environment for my staff.

### **EDUCATIONAL BACKGROUND:**

### **OCCUPATIONAL EXPERIENCE:**

### **PROFESSIONAL OR TECHNICAL ORGANIZATION MEMBERSHIPS:**

### **CIVIC OR COMMUNITY EXPERIENCE, MEMBERSHIPS, OR PREVIOUS PUBLIC SERVICE APPOINTMENTS:**

COMMISSION ON AGING  
AIRPORT COMMISSION \*  
BUDGET ENGAGEMENT COMMISSION  
COMMUNITY POLICE REVIEW COMMISSION  
CULTURAL HERITAGE BOARD \*  
COMMISSION ON DISABILITIES  
BOARD OF ETHICS  
HUMAN RELATIONS COMMISSION  
HUMAN RESOURCES BOARD  
BOARD OF LIBRARY TRUSTEES \*  
MUSEUM OF RIVERSIDE BOARD  
PARK AND RECREATION COMMISSION \*  
PLANNING COMMISSION \*  
BOARD OF PUBLIC UTILITIES \*  
TRANSPORTATION BOARD \*

\*A Statement of Economic Interests is required. Any information listed on this application is a matter of public record and will be disclosed upon request.

Under existing California law, a member of a board or commission may not make, participate in making, or attempt to influence a governmental decision if it is reasonably foreseeable that the decision could have a material financial effect on that member, the member's immediate family, or any of his or her financial interests. There is also a special category of conflicts of interest which strictly forbids members and/or their employers from having financial interests in city contracts. Careful consideration should be given to this issue and applicants are encouraged to contact the City Clerk's Office if they have any questions.

Question applies to Community Police Review Commission

#### COMMUNITY POLICE REVIEW COMMISSION

CPRC applicants must undergo a limited background check by the Police Department prior to serving on the Commission due to the sensitivity and confidentiality of the materials you will review that have certain legal restrictions. The background check consists of completion of a Background Personal Information form, live scan fingerprint process through the FBI and Department of Justice, a local police records check, a records check of the National Crime Information Center (NCIC), and a DMV records check that includes vehicles registered to the applicant. The DMV records check relates to City liability issues since Commissioners occasionally give their personal vehicles to public outreach events. The background check takes approximately two weeks to complete.

Question applies to Community Police Review Commission

**Have you ever been convicted of a felony or misdemeanor?**

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☐ Yes ☒ No

Question applies to Community Police Review Commission

**Do you have basic computer skills?**

---

☒ Yes ☐ No

Question applies to Human Relations Commission

#### HUMAN RELATIONS COMMISSION:

So far as is reasonably possible, the Human Relations Commission shall include representation in the fields of education, medicine, health and welfare, law, real estate, industry, business, finance, law enforcement, and labor. The diversity of the Commission is important to achieving its stated objective.

**Please state your field of endeavor as it applies to the Human Relations Commission:**

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Currently, my job is being the Customer Relations Liaison for H & H Building and Supply, Inc which is located in Riverside County.

**NOTICE REGARDING INCOMPATIBLE OFFICES**

Under existing California law, no member of City boards or commissions may simultaneously hold two public offices that are incompatible. (California Government Code Section 1099)

Offices are incompatible if one of the offices has supervisory, auditory or removal power over the other, if there would be any significant clash of duties or loyalties between the offices, or if public policy considerations make it improper for one person to hold both offices.

**Do you currently hold a position as an appointed or elected member of a governmental board, commission, committee, or other body?**

---

☐ Yes ☒ No

**If “Yes”, please state position:**

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Members of boards and commissions are covered by Workers’ Compensation insurance while serving. If appointed, completion of a LiveScan background screening is required prior to commencement of service.

Please call the City Clerk’s Office at 826-5557 or visit [RiversideCA.gov/city\\_clerk](http://RiversideCA.gov/city_clerk) for more information. City Clerk’s Office, City Hall, 3900 Main Street, 7th floor, Riverside, CA 92522

[Rikka\\_DeHerrera\\_Resume\\_pdf.pdf](#)

Upload a Resume

[Personal Reference -  
\\_Rikka\\_De\\_Herrera.pdf](#)

Additional document(s)

**How did you learn about the Board and Commission vacancies?**

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☒ Referred by

**Are you interested in being contacted by the Registrar of Voters to volunteer as a poll worker?**

---

☐ Yes ☒ No

---

**Demographics**

The following information will be detached from your application and used for research and statistical purposes only.

**BOARDS OR COMMISSIONS APPLIED FOR:**

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**APPLICATION DATE:**

---

**Female or Male?**

---

**ETHNIC BACKGROUND:** Choose the one (ONLY ONE) ethnic group with which you most closely identify yourself.

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None Selected

**Are you a person with a disability?**

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**ETHNIC ORIGIN DEFINITIONS:**

American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Asian or Pacific Islander: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

Black (not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.

Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

White (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Source: Equal Employment Opportunity Commission



## OSF International, Inc.

0715 S.W. BANCROFT • PORTLAND, OR 97239

PHONE: 503/225-0433 • FAX: 503/226-6214

WEBSITE: WWW.OSF.COM

March 1<sup>st</sup>, 2019

To whom it may concern:

I've had the pleasure to work with Rikka De Herrera for almost a decade and was honored when she asked me to write this recommendation.

Rikka has represented our company in many capacities, most recently as the General Manager of one of our most important restaurants. This is not an easy job, but Rikka led our team to our most successful year ever.

Rikka is fair, consistent and a team player with a strong moral compass. She does what is right, not just what is easy. I'm proud of the work she did for our company and remain impressed with her professionalism, judgement and work-ethic.

Please contact me. I would like nothing better than the opportunity to brag about Rikka.

Respectfully,

Kirk Michael - VP of Operations

**Highlights:**

- Staff development talent
- Customer oriented
- Strong leader
- Supervisory skills
- Employee recruitment expertise
- Hiring and training
- Full service restaurant background
- Honed marketing skills
- Proven sales record
- Operations management
- ServSafe certified
- High-volume cash handling

**Accomplishments**

Efficiently operated multiple high volume restaurants with a combined staff of up to 100 culinary and restaurant professionals on each shift. Third quarter MVP 2012. Employee of the Month May 2011. Played a key role in successfully opening restaurants in Redwood City and Rancho Mirage.

**Experience**

**January 2019-Present                      H&H Building and Supply, Inc                      Riverside County, CA**  
**Executive Assistant and Customer Relations Liaison**

Providing direct support to the Executives of the Company, and handling daily business affairs. Overseeing the recruitment and hiring of new employees. Creating and maintaining all marketing and advertising projects. Handling sales and bookkeeping reports. Ensuring quality service is given to all customers.

**2010 -                                      The Old Spaghetti Factory                                      Redlands, CA**  
**January 2019                                      General Manager from December 2015 until January 2019**

Conducted daily pre-shift and weekly departmental meetings to ensure organizational efficiency. Scheduled and directed staff in daily work assignments to maximize productivity. Efficiently resolved problems or concerns to the satisfaction of all involved parties. Continually monitored restaurant and took appropriate action to ensure food quality and service standards were consistently met. Minimized loss and misuse of equipment through proper restaurant supervision and staff training. Exhibited thorough knowledge of foods, beverages, supervisory duties, service techniques, and guest interactions. Assigned tasks and oversaw the direction of employees to ensure compliance with food safety procedures and quality control guidelines. Developed and maintained exceptional customer service standards. Ensured proper cleanliness was maintained in all areas of the bar and front of house. Optimized profits by controlling food, beverage and labor costs on a daily basis. Consistently maintained high levels of cleanliness, organization, storage and sanitation of food and beverage products to ensure quality. Performed checkouts of servers and bartenders to ensure that all tickets were accounted for. Built sales forecasts and schedules to reflected desired productivity targets. Performed restaurant walk-throughs to gauge timeliness and excellent service and quality. Collaborated with the Executive Chef to analyze and approve all food and beverage selections. Initiated negotiations regarding vendor contracts and kept updated records of contracts. Developed and maintained a staff that provided hospitable, professional service while adhering

to policies and business initiatives. Carefully prepared weekly payroll to keep up with projected revenue for the week. Communicated well and used strong interpersonal skills to establish positive relationships with guests and employees. Worked closely with the chef and cooks to determine menu plans for special events or occasions. Managed accounts payable, accounts receivable and payroll. Counseled and disciplined staff when necessary.

**2004 – 2010    The Mission Inn Hotel and Spa                      Riverside, CA**  
**Hotel Concierge/Front Desk/Trainer**

Assisted guests with any special requests during their visits. Contacted housekeeping or maintenance staff when guests reported problems. Recorded guest comments or complaints, referring customers to managers as necessary. Processed guest payments for room charges, food and beverage charges and phone charges. Greeted and registered guests and issued room keys. Performed concierge services for a 5-star, -room hotel. Recommended top dining and entertainment options for guests in the Riverside area and Inland Empire. Balanced all rebates and other misc charges. Processed credit card transactions during the checkout process. Referred guests to local restaurants and recommended attractions in the area. Served as public relations representative for the hotel. Fostered strong working relationships with all hotel departments.

**Education**

2002 – Present                      Riverside Community College                      Riverside, CA  
Completing coursework in pursuit of Bachelor's Degree in Liberal Arts

**Excellent references available upon request.**



**Application Form****Profile****Office Use Only:**☒ Ward 1**Which Boards would you like to apply for?**

Commission on Aging: Submitted  
Airport Commission: Submitted  
Budget Engagement Commission: Submitted  
Community Police Review Commission: Submitted  
Cultural Heritage Board: Submitted  
Commission on Disabilities: Submitted  
Board of Ethics: Submitted  
Human Relations Commission: Submitted  
Human Resources Board: Submitted  
Board of Library Trustees: Submitted  
Museum of Riverside Board: Submitted  
Park and Recreation Commission: Submitted  
Planning Commission: Submitted  
Board of Public Utilities: Submitted  
Transportation Board: Submitted

**Ms./Mr.**

Ms.

Beth

First Name

M.

Middle Initial

Hill-Skinner

Last Name

Home Address

Suite or Apt

Riverside

City

CA

State

Postal Code

Primary Phone

Alternate Phone

Email Address

Riverside Community College

Employer

Adjunct Faculty

Job Title

**Business Address**

**Business Phone**

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**Length of residence in City of Riverside**

---

**Are you a registered voter of the City of Riverside?**

---

☒ Yes ☐ No

**Have you ever been convicted of a crime of moral turpitude?**

---

☐ Yes ☒ No

**Do you have adequate time to serve?**

---

☒ Yes ☐ No

\*Eligibility requirements per City Charter Article VIII Section 805.

Applications may be screened on the basis of information submitted with this form.

You are welcome to provide a resume and/or letters of endorsement.

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## **Interests & Experiences**

**WHY YOU WANT TO SERVE ON A CITY BOARD OR COMMISSION:**

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**EXPERIENCE OR SPECIAL KNOWLEDGE PERTAINING TO AREA(S) OF INTEREST:**

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**EDUCATIONAL BACKGROUND:**

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**OCCUPATIONAL EXPERIENCE:**

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**PROFESSIONAL OR TECHNICAL ORGANIZATION MEMBERSHIPS:**

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**CIVIC OR COMMUNITY EXPERIENCE, MEMBERSHIPS, OR PREVIOUS PUBLIC SERVICE APPOINTMENTS:**

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COMMISSION ON AGING  
AIRPORT COMMISSION \*  
BUDGET ENGAGEMENT COMMISSION  
COMMUNITY POLICE REVIEW COMMISSION  
CULTURAL HERITAGE BOARD \*  
COMMISSION ON DISABILITIES  
BOARD OF ETHICS  
HUMAN RELATIONS COMMISSION  
HUMAN RESOURCES BOARD  
BOARD OF LIBRARY TRUSTEES \*  
MUSEUM OF RIVERSIDE BOARD  
PARK AND RECREATION COMMISSION \*  
PLANNING COMMISSION \*  
BOARD OF PUBLIC UTILITIES \*  
TRANSPORTATION BOARD \*

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Question applies to Budget Engagement Commission

Thank you for your interest in serving on the City's Budget Engagement Commission. These supplemental questions are mandatory and will help the City determine the appropriate appointment category (resident or business member), as well as screen for relevant experience.

Please fill out supplemental [form](#).

Question applies to Cultural Heritage Board

- Thank you for your interest in serving on the Cultural Heritage Board.
- The issues and challenges facing the Cultural Heritage Board increasingly require specialized expertise; therefore, the following special criteria guide appointments to the Board.
- Please fill out supplemental [form](#).

Question applies to Community Police Review Commission

#### COMMUNITY POLICE REVIEW COMMISSION

CPRC applicants must undergo a limited background check by the Police Department prior to serving on the Commission due to the sensitivity and confidentiality of the materials you will review that have certain legal restrictions. The background check consists of completion of a Background Personal Information form, live scan fingerprint process through the FBI and Department of Justice, a local police records check, a records check of the National Crime Information Center (NCIC), and a DMV records check that includes vehicles registered to the applicant. The DMV records check relates to City liability issues since Commissioners occasionally give their personal vehicles to public outreach events. The background check takes approximately two weeks to complete.

Question applies to Community Police Review Commission

**Have you ever been convicted of a felony or misdemeanor?**

---

☐ Yes ☒ No

Question applies to Community Police Review Commission

**Do you have basic computer skills?**

---

☒ Yes ☐ No

Question applies to Human Relations Commission

**HUMAN RELATIONS COMMISSION:**

So far as is reasonably possible, the Human Relations Commission shall include representation in the fields of education, medicine, health and welfare, law, real estate, industry, business, finance, law enforcement, and labor. The diversity of the Commission is important to achieving its stated objective.

Question applies to Human Relations Commission

**Please state your field of endeavor as it applies to the Human Relations Commission:**

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Question applies to Commission on Aging

**COMMISSION ON AGING:**

Members must be at least 55 years old and not be a paid representative of an elder service.

Question applies to Commission on Aging

**If you answered no to the above question, what year will you turn 55?**

---

Question applies to Commission on Aging

**Are you age 55 or older?**

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☐ Yes ☐ No

Question applies to Commission on Aging

**Are you a paid representative of an elder service?**

---

☐ Yes ☐ No

Question applies to Commission on Disabilities

- Thank you for your interest in serving on the Commission on Disabilities.
- It is the policy of the City of Riverside to promote the full integration and participation of persons with disabilities into all areas of economic, political and community life. In order to adequately represent the needs of residents with access and functional needs.
- Please fill out supplemental [form](#).

**NOTICE REGARDING INCOMPATIBLE OFFICES**

Under existing California law, no member of City boards or commissions may simultaneously hold two public offices that are incompatible. (California Government Code Section 1099)

Offices are incompatible if one of the offices has supervisory, auditory or removal power over the other, if there would be any significant clash of duties or loyalties between the offices, or if public policy considerations make it improper for one person to hold both offices.

**Do you currently hold a position as an appointed or elected member of a governmental board, commission, committee, or other body?**

---

☐ Yes ☒ No

If “Yes”, please state position:

---

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Please call the City Clerk’s Office at 826-5557 or visit [RiversideCA.gov/city\\_clerk](http://RiversideCA.gov/city_clerk) for more information. City Clerk’s Office, City Hall, 3900 Main Street, 7th floor, Riverside, CA 92522

[1 - Hill-Skinner Beth M..pdf](#)

Upload a Resume

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Additional document(s)

**How did you learn about the Board and Commission vacancies?**

---

None Selected

**Are you interested in being contacted by the Registrar of Voters to volunteer as a poll worker?**

---

☐ Yes ☒ No

---

## Demographics

The following information will be detached from your application and used for research and statistical purposes only.

**BOARDS OR COMMISSIONS APPLIED FOR:**

---

[REDACTED]

**APPLICATION DATE:**

---

[REDACTED]

**Female or Male?**

---

[REDACTED]

**ETHNIC BACKGROUND:** Choose the one (ONLY ONE) ethnic group with which you most closely identify yourself.

---

None Selected

**Are you a person with a disability?**

---

[REDACTED]

#### ETHNIC ORIGIN DEFINITIONS:

American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

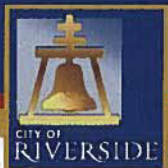
Asian or Pacific Islander: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

Black (not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.

Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

White (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Source: Equal Employment Opportunity Commission



# BOARDS AND COMMISSIONS

WARD: 1 Voter Registration: Yes  
Interviewed: \_\_\_\_\_  
Term Dates: \_\_\_\_\_  
Reactivated: 11-05-2015

City of Arts & Innovation

BOARD(S) OR COMMISSION(S) APPLYING FOR:

Code of Ethics Review Ad-Hoc Committee  
Community Police Review Commission

**RECEIVED**

(210 Characters Max)

OCT 21 2014

City of Riverside  
City Clerk's Office

☐ Mr.

☒ Ms.

Hill-Skinner  
LAST NAME

Beth  
FIRST NAME

M  
M.I.

HOME ADDRESS

ZIP

PHONE

Riverside Community College  
EMPLOYER

Adjunct faculty  
JOB TITLE

Personal: \_\_\_\_\_  
E-MAIL ADDRESS

BUSINESS ADDRESS

ZIP

BUSINESS PHONE

LENGTH OF RESIDENCE IN CITY OF RIVERSIDE	*ARE YOU A REGISTERED VOTER OF THE CITY OF RIVERSIDE	*HAVE YOU EVER BEEN CONVICTED OF A CRIME OF MORAL TURPITUDE?	DO YOU HAVE ADEQUATE TIME TO SERVE?
<input checked="" type="checkbox"/> 30 YEARS <input checked="" type="checkbox"/> 6 MONTHS	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

\*Eligibility requirements per City Charter Article VIII Section 805.

Applications may be screened on the basis of information submitted with this form.

You are welcome to provide a resume and/or letters of endorsement.

WHY YOU WANT TO SERVE ON A CITY BOARD OR COMMISSION:

(474 Characters Max)

I believe in community service. If every citizen contributed to their community it would transform the country. I have lived in Riverside for several decades and have considerable knowledge of the culture, the differing wards, and unique aspects of the city. I have previously served on the Human Relations Commission, one year as parliamentarian and during my 8 years with the HRC, my familiarity with importance for community-city-government cooperation expanded in a

EXPERIENCE OR SPECIAL KNOWLEDGE PERTAINING TO AREA(S) OF INTEREST:

(474 Characters Max)

I have a good deal of study in the domain of ethics from a variety of perspectives. My BA in Religious Studies at UCR included a look at myriad definitions and applications of ethical codes for many cultures and peoples. I hold an MA in Theology and worked in the Catholic Church institution at the Diocesan level for 10 years. In the military I served as a drug & alcohol counselor and a spouse & child abuse counselor during which time I was exposed to many complex matters

EDUCATIONAL BACKGROUND:

(474 Characters Max)

I hold the following academic degrees: BA in Religious Studies, UCR; MA in Theology, University of Notre Dame, MA in International Diplomacy with a specialization in Transnational Terrorism, Norwich University; and many other certifications in leadership.

OCCUPATIONAL EXPERIENCE:

(474 Characters Max)

As stated above, I am familiar with attending to complex matters with the public. I have been an instructor for RCC nearly a decade in the Humanities and Political Science Depts. As well, I teach at UCRX, where I provide courses that address international topics. I have extensive public speaking experience. My background includes dealing with highly sensitive matters in many of my positions. I believe I am a person of discretion and am able to maintain confidentiality.



## PROFESSIONAL OR TECHNICAL ORGANIZATION MEMBERSHIPS:

(190 Characters Max)

National Association of Professional Women, Los Angeles Notre Dame Club, Norwich Alumni Club, Riverside International Film Festival Board Member, Human Relations Foundation Board Member,

## CIVIC OR COMMUNITY EXPERIENCE, MEMBERSHIPS, OR PREVIOUS PUBLIC SERVICE APPOINTMENTS:

Previous Human Relations Commissioner, past Parliamentarian. Member of DANA-Ward1. I also experienced the city on a Friday night in Sprg2014 with a RPD officer during a "ride-a-long" which was illuminating. I felt a different appreciation for the work the RPD officers do each day.

- AIRPORT COMMISSION\*
- COMMUNITY POLICE REVIEW COMMISSION
- COMMISSION ON DISABILITIES
- CULTURAL HERITAGE BOARD\*
- HUMAN RELATIONS COMMISSION
- HUMAN RESOURCES BOARD
- BOARD OF LIBRARY TRUSTEES\*
- MAYOR'S COMMISSION ON AGING
- METROPOLITAN MUSEUM BOARD
- PARK AND RECREATION COMMISSION\*
- PLANNING COMMISSION\*
- BOARD OF PUBLIC UTILITIES\*
- TRANSPORTATION BOARD\*

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Under existing California law, a member of a board or commission may not make, participate in making, or attempt to influence a governmental decision if it is reasonably foreseeable that the decision could have a material financial effect on that member, the member's immediate family, or any of his or her financial interests. There is also a special category of conflicts of interest which strictly forbids members and/or their employers from having financial interests in city contracts. Careful consideration should be given to this issue and applicants are encouraged to contact the City Clerk's Office if they have any questions.

Note: Board and Commission Chairs may be called upon to serve as members of an adjudicating body to review complaints alleging violations of the City's Code of Ethics and Conduct by elected officials or members of boards and commissions.

## COMMUNITY POLICE REVIEW COMMISSION:

Have you ever been convicted of a felony or misdemeanor? ☐ Yes ☒ No

CPRC applicants must undergo a limited background check by the Police Department prior to serving on the Commission due to the sensitivity and confidentiality of the materials you will review that have certain legal restrictions. The background check consists of the following:

Completion of a Background Personal Information form; live scan fingerprint process through the FBI and Department of Justice, a local police records check, a records check of the National Crime Information Center (NCIC), and a DMV records check that includes vehicles registered to the applicant. The purpose of the DMV records check is due to liability issues since Commissioners occasionally drive their personal vehicles to public outreach events. The background check takes approximately two weeks to complete.

## COMMISSION ON DISABILITIES:

It is the policy of the City of Riverside to promote the full integration and participation of persons with disabilities into all areas of economic, political, and community life. In order to adequately represent the needs of residents with disabilities, the following criteria applies:

- Members should consist of both persons with and without disabilities.
- Members should represent a cross-section of the City's disability groups and include persons with professional experience representing or supporting persons with disabilities.

How would your experience or qualifications help the Commission on Disabilities meet its membership goals? (255 Characters Max)



If applying for membership on the Commission on Disabilities, please complete and return a Supplemental Application.

## CULTURAL HERITAGE BOARD:

If applying for membership on the Cultural Heritage Board, please complete and return a Supplemental Application.

## HUMAN RELATIONS COMMISSION:

The Commission shall consist of fifteen members in accordance with the Municipal Code. So far as is reasonably possible, the Commission shall include representation in the following fields: education, medicine, health and welfare, law, real estate, industry, business, finance, law enforcement, and labor. Further, the diversity of the Commission is important to achieving its stated objective.

Please state your field of endeavor as it applies to the Human Relations Commission:

## MAYOR'S COMMISSION ON AGING:

Members must be at least 55 years old and not be a paid representative of an elder service.

Are you age 55 or older?

☐ Yes

☐ No

Are you a paid representative of an elder service?

☐ Yes

☐ No

## NOTICE REGARDING INCOMPATIBLE OFFICES

Under existing California law, no member of City boards or commission may simultaneously hold two public offices that are incompatible. (California Government Code Section 1099)

Offices are incompatible if one of the offices has supervisory, auditory or removal power over the other, if there would be any significant clash of duties or loyalties between the offices, or if public policy considerations make it improper for one person to hold both offices.

Do you currently hold a position as an appointed or elected member of a governmental board, commission, committee, or other body? ☐ Yes ☒ No

If "Yes", please state position:

Please call the City Clerk's Office at 826-5557 or visit [RiversideCa.gov/city\\_clerk](http://RiversideCa.gov/city_clerk) for more information.

RETURN TO: City Clerk's Office, City Hall, 3900 Main Street, 7th floor, Riverside, CA 92522

SIGNATURE:

Beth Hill-Skinner

DATE:

10/23/2014

THANK YOU FOR YOUR INTEREST IN THE CITY OF RIVERSIDE.

How did you learn about the Board and Commission vacancies?

☐ Newspaper ☐ Utility Bill Insert ☐ Web site

☒ Other

Email about the Ad-Hoc Ethics Co

Are you interested in being contacted by the Registrar of Voters to volunteer as a poll worker?

☐ Yes ☒ No

**Application Form****Profile****Office Use Only:**☒ Ward 3**Which Boards would you like to apply for?**

Board of Ethics: Submitted

Human Relations Commission: Submitted

**Ms./Mr.**

Mr.

Julian

First Name

L.

Middle Initial

Turner

Last Name

Home Address

Suite or Apt

Riverside

City

CA

State

Postal Code

Primary Phone

Alternate Phone

Email Address

Better Mortgage/Better.com

Employer

Compliance Paralegal

Job Title

**Business Address****Business Phone****Length of residence in City of Riverside**

3 Years

**Are you a registered voter of the City of Riverside?**☒ Yes ☐ No

**Have you ever been convicted of a crime of moral turpitude?**

---

☐ Yes ☒ No

**Do you have adequate time to serve?**

---

☒ Yes ☐ No

\*Eligibility requirements per City Charter Article VIII Section 805.

Applications may be screened on the basis of information submitted with this form.

You are welcome to provide a resume and/or letters of endorsement.

---

## **Interests & Experiences**

### **WHY YOU WANT TO SERVE ON A CITY BOARD OR COMMISSION:**

---

I am passionate about service and leadership and want to be a resource and advocate for my community.

### **EXPERIENCE OR SPECIAL KNOWLEDGE PERTAINING TO AREA(S) OF INTEREST:**

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Corporate Compliance Paralegal. Youth Mentor and Small Group Leader

### **EDUCATIONAL BACKGROUND:**

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UCLA EXTENSION - Westwood, CA Certificate, Paralegal Studies 2017 PEPPERDINE UNIVERSITY –  
Malibu, CA Bachelor of Arts, Telecommunications 2009

## **OCCUPATIONAL EXPERIENCE:**

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BETTER MORTGAGE/BETTER.COM – Costa Mesa, CA Compliance Paralegal, West Coast Head of Licensing (May 2019- Present) Manage state-regulated mortgage loan originator licensing for a team of 180 employees across 3 branch offices (Costa Mesa, Oakland, Charlotte) Liaise with state government regulators on employee licensing matters Manage compliance trainings including tracking employee pre-licensing and continuing education course requirements and processing course enrollments Research federal and state regulations and statutes and provide guidance to management on matters concerning regulatory compliance TAE TECHNOLOGIES – Foothill Ranch, CA Paralegal & Legal Department Coordinator (October 2017- April 2019) Managed the corporate legal department under the direction of the General Counsel Drafted contracts including NDAs, Power of Attorney, Separation Agreements and Stock Purchase Agreements Managed employee stock option plan Negotiated contracts Managed shareholder equity history and capitalization tables Managed contract database Managed litigation files, conduct research, prepare memos and respond to litigation matters Managed Company's due diligence Data Room Served as an Investor Relations Administrator and corresponded to investor inquiries Drafted board minutes and coordinated proposed resolutions with Senior Management, including the CEO, President and Board of Directors Served as Company's in-house Notary Public VIACOM – Hollywood, CA Legal Assistant (January 2016-October 2017) Provided paralegal support to a senior team of attorneys Drafted documents including contracts, memos, and data tables Verified and summarized agreement terms for internal distribution Performed extensive legal research Managed contract database Liaison between the legal team and various departments, including finance and communications teams . OWN: OPRAH WINFREY NETWORK – Los Angeles, CA Development Assistant (May 2012 –March 2015) Supported 2 VPs and 1 SVP of Programming and Development Coordinated weekly calls and creative meetings with producers and executives Researched potential talent and managed artist grids including actors, musicians, etc. Liaison with talent, producers and executives Screened/noted cuts and reviewed scripts for series and pilots Reviewed and provided feedback on series/pilot creative materials including episode breakdowns and graphics Managed and distributed weekly ratings grids A.SMITH & CO. PRODUCTIONS – Los Angeles, CA Development Assistant (May 2010 – May 2012) Supported Head of Development Reviewed and managed slate of incoming pitches Researched interesting artists, hobbies, subcultures and characters that influenced the development of new shows Participated in pitch meetings and weekly creative meetings Prepared support materials for network pitch meetings, including writing show treatments and creating PowerPoints

## **PROFESSIONAL OR TECHNICAL ORGANIZATION MEMBERSHIPS:**

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## **CIVIC OR COMMUNITY EXPERIENCE, MEMBERSHIPS, OR PREVIOUS PUBLIC SERVICE APPOINTMENTS:**

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Youth Small Group Leader, and Videographer, NEW LIFE LA High School Mentor, FULFILLMENT FUND

COMMISSION ON AGING  
AIRPORT COMMISSION \*  
BUDGET ENGAGEMENT COMMISSION  
COMMUNITY POLICE REVIEW COMMISSION  
CULTURAL HERITAGE BOARD \*  
COMMISSION ON DISABILITIES  
BOARD OF ETHICS  
HUMAN RELATIONS COMMISSION  
HUMAN RESOURCES BOARD  
BOARD OF LIBRARY TRUSTEES \*  
MUSEUM OF RIVERSIDE BOARD  
PARK AND RECREATION COMMISSION \*  
PLANNING COMMISSION \*  
BOARD OF PUBLIC UTILITIES \*  
TRANSPORTATION BOARD \*

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Question applies to Human Relations Commission

**HUMAN RELATIONS COMMISSION:**

So far as is reasonably possible, the Human Relations Commission shall include representation in the fields of education, medicine, health and welfare, law, real estate, industry, business, finance, law enforcement, and labor. The diversity of the Commission is important to achieving its stated objective.

Question applies to Human Relations Commission

**Please state your field of endeavor as it applies to the Human Relations Commission:**

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Law, Business, Real Estate and Finance.

**NOTICE REGARDING INCOMPATIBLE OFFICES**

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Offices are incompatible if one of the offices has supervisory, auditory or removal power over the other, if there would be any significant clash of duties or loyalties between the offices, or if public policy considerations make it improper for one person to hold both offices.

**Do you currently hold a position as an appointed or elected member of a governmental board, commission, committee, or other body?**

☐ Yes ☒ No

**If “Yes”, please state position:**

Members of boards and commissions are covered by Workers’ Compensation insurance while serving. If appointed, completion of a LiveScan background screening is required prior to commencement of service.

Please call the City Clerk’s Office at 826-5557 or visit [RiversideCA.gov/city\\_clerk](http://RiversideCA.gov/city_clerk) for more information. City Clerk’s Office, City Hall, 3900 Main Street, 7th floor, Riverside, CA 92522

[Julian\\_Turner-Resume\\_December\\_2019.pdf](#)

Upload a Resume

Additional document(s)

**How did you learn about the Board and Commission vacancies?**

☒ Web Site

**Are you interested in being contacted by the Registrar of Voters to volunteer as a poll worker?**

☒ Yes ☐ No

## Demographics

The following information will be detached from your application and used for research and statistical purposes only.

**BOARDS OR COMMISSIONS APPLIED FOR:**

**APPLICATION DATE:**

**Female or Male?**

**ETHNIC BACKGROUND:** Choose the one (ONLY ONE) ethnic group with which you most closely identify yourself.

None Selected

**Are you a person with a disability?**

---

**ETHNIC ORIGIN DEFINITIONS:**

American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Asian or Pacific Islander: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

Black (not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.

Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

White (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Source: Equal Employment Opportunity Commission

# JULIAN L. TURNER

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## **EDUCATION**

UCLA EXTENSION - Westwood, CA  
*Certificate, Paralegal Studies 2017*

PEPPERDINE UNIVERSITY – Malibu, CA  
*Bachelor of Arts, Telecommunications 2009*

## **PROFESSIONAL EXPERIENCE**

**BETTER MORTGAGE/BETTER.COM** – Costa Mesa, CA

*Compliance Paralegal, West Coast Head of Licensing (May 2019- Present)*

- ◆ Manage state-regulated mortgage loan originator licensing for a team of 180 employees across 3 branch offices (Costa Mesa, Oakland, Charlotte)
- ◆ Liaise with state government regulators on employee licensing matters
- ◆ Manage compliance trainings including tracking employee pre-licensing and continuing education course requirements and processing course enrollments
- ◆ Research federal and state regulations and statutes and provide guidance to management on matters concerning regulatory compliance

**TAE TECHNOLOGIES** – Foothill Ranch, CA

*Paralegal & Legal Department Coordinator (October 2017- April 2019)*

- ◆ Managed the corporate legal department under the direction of the General Counsel
- ◆ Drafted contracts including NDAs, Power of Attorney, Separation Agreements and Stock Purchase Agreements
- ◆ Managed employee stock option plan
- ◆ Negotiated contracts
- ◆ Managed shareholder equity history and capitalization tables
- ◆ Managed contract database
- ◆ Managed litigation files, conduct research, prepare memos and respond to litigation matters
- ◆ Managed Company's due diligence Data Room
- ◆ Served as an Investor Relations Administrator and corresponded to investor inquiries
- ◆ Drafted board minutes and coordinated proposed resolutions with Senior Management, including the CEO, President and Board of Directors
- ◆ Served as Company's in-house Notary Public



# JULIAN L. TURNER

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## **VIACOM – Hollywood, CA**

*Legal Assistant (January 2016-October 2017)*

- ◆ Provided paralegal support to a senior team of attorneys
- ◆ Drafted documents including contracts, memos, and data tables
- ◆ Verified and summarized agreement terms for internal distribution
- ◆ Performed extensive legal research
- ◆ Managed contract database
- ◆ Liaison between the legal team and various departments, including finance and communications teams

## **OWN: OPRAH WINFREY NETWORK – Los Angeles, CA**

*Development Assistant (May 2012 –March 2015)*

- ◆ Supported 2 VPs and 1 SVP of Programming and Development
- ◆ Coordinated weekly calls and creative meetings with producers and executives
- ◆ Researched potential talent and managed artist grids including actors, musicians, etc.
- ◆ Liaison with talent, producers and executives
- ◆ Screened/noted cuts and reviewed scripts for series and pilots
- ◆ Reviewed and provided feedback on series/pilot creative materials including episode breakdowns and graphics
- ◆ Managed and distributed weekly ratings grids

## **A.SMITH & CO. PRODUCTIONS – Los Angeles, CA**

*Development Assistant (May 2010 – May 2012)*

- ◆ Supported Head of Development
- ◆ Reviewed and managed slate of incoming pitches
- ◆ Researched interesting artists, hobbies, subcultures and characters that influenced the development of new shows
- ◆ Participated in pitch meetings and weekly creative meetings
- ◆ Prepared support materials for network pitch meetings, including writing show treatments and creating PowerPoints

## **SKILLS**

- ◆ Microsoft Office Programs
- ◆ G Suite
- ◆ LexisNexis and Westlaw
- ◆ Notary Public

## **COMMUNITY SERVICE**

- ◆ *Youth Small Group Leader, and Videographer, NEW LIFE LA*
- ◆ *High School Mentor, FULFILLMENT FUND*

**Application Form****Profile****Office Use Only:**☒ Ward 3**Which Boards would you like to apply for?**

Commission on Aging: Submitted

Board of Ethics: Submitted

Charter Review Committee : Submitted

**Ms./Mr.**

Ms.

Kimberly

First Name

A.

Middle Initial

Foreman

Last Name

Home Address

Suite or Apt

Riverside

City

CA

State

Postal Code

Primary Phone

Alternate Phone

Email Address

County of Riverside

Employer

Riverside County Civil Grand Juror

Job Title

**Business Address****Business Phone****Length of residence in City of Riverside**

50+ years

**Are you a registered voter of the City of Riverside?**☒ Yes ☐ No

**Have you ever been convicted of a crime of moral turpitude?**

☐ Yes ☒ No

**Do you have adequate time to serve?**

☒ Yes ☐ No

\*Eligibility requirements per City Charter Article VIII Section 805.

Applications may be screened on the basis of information submitted with this form.

You are welcome to provide a resume and/or letters of endorsement.

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## **Interests & Experiences**

### **WHY YOU WANT TO SERVE ON A CITY BOARD OR COMMISSION:**

I enjoy dedicating my time to serving my community, most recently as a Riverside County Civil Grand Juror and Human Relations Commissioner. Prior to that I worked for a nonprofit that served residents throughout the County with a variety of programs. Boards and commissions have a major role to play in ensuring the best quality of life for our community, as well as robust civic health.

### **EXPERIENCE OR SPECIAL KNOWLEDGE PERTAINING TO AREA(S) OF INTEREST:**

During eight years of service on the Human Relations Commission, and now on the Riverside County Grand Jury, I am becoming familiar with many aspects of City and County organization and function. On the Grand Jury our focus is on researching and assessing government agencies and their functions throughout the County, including investigating complaints and possible unethical behavior. As a certified mediator for the CAP Riverside Dispute Resolution Center, I was adept at listening to all parties impartially, analyzing the issue, and helping them reach a resolution. One of my particular strengths is working collaboratively with people professionally, compassionately, and impartially.

### **EDUCATIONAL BACKGROUND:**

M.A. Communications, CSUSB; Certificate Program Professional Writing CSUSB; B.A. Geography UCR

### **OCCUPATIONAL EXPERIENCE:**

See the description under EXPERIENCE OR SPECIAL KNOWLEDGE and my attached resume. In summary, my professional career has been in working with the public, elected officials, agencies, and organizations to gather and analyze complex information, make decisions, and be fully responsible for the outcomes.

### **PROFESSIONAL OR TECHNICAL ORGANIZATION MEMBERSHIPS:**

Member of National Notary Association (Commissioned California Notary Public)

### **CIVIC OR COMMUNITY EXPERIENCE, MEMBERSHIPS, OR PREVIOUS PUBLIC SERVICE APPOINTMENTS:**

Riverside Human Relations Commission 2011-2018; Riverside County Civil Grand Jury July 2021-present; Certified Mediator, Riverside Community Action Partnership Dispute Resolution Center (2013-2014); Lay Chaplain, Loma Linda University Medical Center Murrieta (2017-2020) (pandemic halted the volunteer chaplain program)

COMMISSION ON AGING  
AIRPORT COMMISSION \*  
BUDGET ENGAGEMENT COMMISSION  
COMMUNITY POLICE REVIEW COMMISSION  
CULTURAL HERITAGE BOARD \*  
COMMISSION ON DISABILITIES  
BOARD OF ETHICS  
HUMAN RELATIONS COMMISSION  
HUMAN RESOURCES BOARD  
BOARD OF LIBRARY TRUSTEES \*  
MUSEUM OF RIVERSIDE BOARD  
PARK AND RECREATION COMMISSION \*  
PLANNING COMMISSION \*  
BOARD OF PUBLIC UTILITIES \*  
TRANSPORTATION BOARD \*

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Question applies to Commission on Aging

**COMMISSION ON AGING:**

Members must be at least 55 years old and not be a paid representative of an elder service.

Question applies to Commission on Aging

**If you answered no to the above question, what year will you turn 55?**

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Question applies to Commission on Aging

**Are you age 55 or older?**

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☒ Yes ☐ No

Question applies to Commission on Aging

**Are you a paid representative of an elder service?**

---

☐ Yes ☒ No

**NOTICE REGARDING INCOMPATIBLE OFFICES**

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**Do you currently hold a position as an appointed or elected member of a governmental board, commission, committee, or other body?**

☒ Yes ☐ No

**If “Yes”, please state position:**

Riverside County Civil Grand Juror

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[Boards and Commissions resume.docx](#)

Upload a Resume

Additional document(s)

**How did you learn about the Board and Commission vacancies?**

☒ Social Media

**Are you interested in being contacted by the Registrar of Voters to volunteer as a poll worker?**

☐ Yes ☒ No

---

## Demographics

The following information will be detached from your application and used for research and statistical purposes only.

**BOARDS OR COMMISSIONS APPLIED FOR:**

[REDACTED]

**APPLICATION DATE:**

[REDACTED]

**Female or Male?**

[REDACTED]

**ETHNIC BACKGROUND:** Choose the one (ONLY ONE) ethnic group with which you most closely identify yourself.

**Are you a person with a disability?**

ETHNIC ORIGIN DEFINITIONS:  
American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.  
Asian or Pacific Islander: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.  
Black (not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.  
Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.  
White (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.  
Source: Equal Employment Opportunity Commission

Kimberly Foreman



## **Riverside Boards and Commissions Resume**

### **Education**

M.A. Communications, CSUSB

B.A. Geography, UC Riverside

### **Commissions and Community Service**

Riverside County Civil Grand Jury (current)

Riverside Human Relations Commission (2011-2018)

Certified Mediator, Community Action Partnership Dispute Resolution Center (2013-2014)

California Commissioned Notary Public

### **PROFESSIONAL EXPERIENCE HIGHLIGHTS**

More than 30 years of experience in collaborating, regulating, and communicating with a broad spectrum of people, producing in-person and written information, and addressing conflicts.

#### **Director of Development, Inland Agency 2009-2012**

Developed and wrote grants for programs for seniors, disadvantaged youth, breast cancer patients and survivors, and impoverished communities. Planned and implemented special events.

#### **Proposal Coordinator, URS 2007-2009**

Wrote and coordinated proposals for multi-million-dollar engineering projects.

#### **Director of Communications and Visibility**

*The Community Foundation Serving Riverside and San Bernardino Counties 2006-2007*

Worked with the media, Board members, donors, and grantees to raise awareness of the Foundation's activities. Planned and implemented special events.

#### **Public Participation Specialist, California Environmental Protection Agency 2000-2006**

Implemented public participation strategies to encourage community participation in environmental cleanup projects. Served as liaison and team-builder between community groups, businesses, local agencies, elected officials, and Department staff. Regulated the actions of contractors to comply with state and federal laws.

#### **Specialized Training**

Environmental Justice, U.S. EPA

Risk Communication, U.S. EPA

Community Relations in Superfund, U.S. EPA

Public Participation with a Cross-Cultural Focus, Western Network

**Application Form****Profile****Office Use Only:**☒ Ward 3**Which Boards would you like to apply for?**

Board of Ethics: Submitted

**Ms./Mr.**

Mr.

James

First Name

L.

Middle Initial

Buysse

Last Name

Home Address

Suite or Apt

Riverside

City

CA

State

Postal Code

Primary Phone

Alternate Phone

Email Address

Retired

Employer

Not applicable

Job Title

**Business Address****Business Phone****Length of residence in City of Riverside**

29 years

**Are you a registered voter of the City of Riverside?**☒ Yes ☐ No



**Have you ever been convicted of a crime of moral turpitude?**

☐ Yes ☒ No

**Do you have adequate time to serve?**

☒ Yes ☐ No

\*Eligibility requirements per City Charter Article VIII Section 805.

Applications may be screened on the basis of information submitted with this form.

You are welcome to provide a resume and/or letters of endorsement.

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## **Interests & Experiences**

### **WHY YOU WANT TO SERVE ON A CITY BOARD OR COMMISSION:**

I wish to serve on a City Board/Commission, as Riverside is where my family and I have made our home. We love our City, and we want it to continue to grow and prosper in a positive direction. City government plays a critical role in this. I believe I can contribute to the City, as I have nearly half a century of experience in the public sector.

### **EXPERIENCE OR SPECIAL KNOWLEDGE PERTAINING TO AREA(S) OF INTEREST:**

I worked at the State level for eight years (Colorado) and was heavily involved with the legislature and Governor while with the Colorado Commission on Higher Education and the State Community College Board. I have led investigations regarding cases of fraud and assertions relative to ethical breakdowns. As I have been in senior level positions for virtually my entire career, I have had a unique opportunity to see the importance of ethics and to ensure that we proceeded in an ethical manner. Along the way, I saw individuals who engaged in unethical acts and the damage that ensued. Thus, my interest is in the Board of Ethics. In our representative form of government, trust between city government and the community is imperative. The degree to which the community trusts its City government depends on the public's perception of the ethical standards of that government. I believe I can bring an experiential background to the Board that will contribute to the maintenance of trust within our City.

### **EDUCATIONAL BACKGROUND:**

B.S. Accountancy, University of Illinois M.A.S. Accounting Science, University of Illinois Ph.D. Education, University of Illinois

### **OCCUPATIONAL EXPERIENCE:**

My occupational experience is detailed in the attachment. Of special note are service as Interim Chancellor with the Riverside Community College District, and Interim President at Colorado Mountain College and Saddleback College. Various professional recognitions are noted in the attached resume.

### **PROFESSIONAL OR TECHNICAL ORGANIZATION MEMBERSHIPS:**

Association of California Community College Administrators Association of Chief Business Officials (California Community Colleges)--Former Board member

### **CIVIC OR COMMUNITY EXPERIENCE, MEMBERSHIPS, OR PREVIOUS PUBLIC SERVICE APPOINTMENTS:**

Coaching youth soccer, baseball and basketball

COMMISSION ON AGING  
AIRPORT COMMISSION \*  
BUDGET ENGAGEMENT COMMISSION  
COMMUNITY POLICE REVIEW COMMISSION  
CULTURAL HERITAGE BOARD \*  
COMMISSION ON DISABILITIES  
BOARD OF ETHICS  
HUMAN RELATIONS COMMISSION  
HUMAN RESOURCES BOARD  
BOARD OF LIBRARY TRUSTEES \*  
MUSEUM OF RIVERSIDE BOARD  
PARK AND RECREATION COMMISSION \*  
PLANNING COMMISSION \*  
BOARD OF PUBLIC UTILITIES \*  
TRANSPORTATION BOARD \*

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**Do you currently hold a position as an appointed or elected member of a governmental board, commission, committee, or other body?**

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☐ Yes ☒ No

**If "Yes", please state position:**

---

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[J\\_Buysse\\_Resume\\_2021.docx](#)

Upload a Resume

Additional document(s)

**How did you learn about the Board and Commission vacancies?**

☒ Referred by

**Are you interested in being contacted by the Registrar of Voters to volunteer as a poll worker?**

☒ Yes ☐ No

## Demographics

The following information will be detached from your application and used for research and statistical purposes only.

**BOARDS OR COMMISSIONS APPLIED FOR:**

**APPLICATION DATE:**

**Female or Male?**

**ETHNIC BACKGROUND:** Choose the one (ONLY ONE) ethnic group with which you most closely identify yourself.

**Are you a person with a disability?**

#### ETHNIC ORIGIN DEFINITIONS:

American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Asian or Pacific Islander: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

Black (not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.

Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

White (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Source: Equal Employment Opportunity Commission

## JAMES L. BUYSSE



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### PROFILE

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Administrator with significant leadership and administrative experience, including service as Interim Chancellor of the Riverside Community College District (RCCD) and Chief Administrative Officer with RCCD and De Anza College; as Director of the Auraria Higher Education Center's Division of Administrative and Business Services; as a key leader of a seven-campus community college serving 24,000 students on Colorado's Western Slope; and in progressively responsible positions with the Colorado Commission on Higher Education (CCHE) and the Colorado State Board for Community Colleges and Occupational Education (SBCCOE). Has a noteworthy record in governance, finance, strategic planning, administration, faculty and staff relations, human resources and communications.

- ❖ As Interim Chancellor of the Riverside Community College District, successfully led the District through completion of the accreditation process and strategic educational and facilities plans for each of the District's three campuses. Also assumed responsibility for promotion of the College to local, state, and federal officials.
  - ❖ As Vice Chancellor for Administration and Finance, revised the District's facilities planning and construction management processes, developed strategies which yielded substantial additional revenues which enabled the District to nearly double in enrollment ... to over 24,000 full-time-equivalent students ... in a six-year period and served as Acting Chancellor during the absence of the Chancellor.
  - ❖ Led a turnaround of the Auraria Higher Education Center's Division of Administrative and Business Services whereby morale and service levels were significantly improved and the Division was positioned for increased effectiveness in the future while costs were concurrently held below budgeted levels.
  - ❖ Served in a role tantamount to interim president in charge of all Colorado Mountain College operations and assumed leadership for promotion of the College to various publics and implementation of College goals in terms of educational programs; then assumed responsibility for all internal operations of the College in the capacity of executive vice president.
  - ❖ As Executive Vice President of Colorado Mountain College, developed strategies which enabled the College to cope with a period of financial exigency; implemented a strategic planning process; evaluated the College's educational programs; and directed the implementation of a personnel system, a staff orientation and development program, an on-line data processing network and program development and review processes. Also supervised the development of the annual budget and the College's business affairs.
  - ❖ In the capacity of Associate Executive Director of the Colorado Commission on Higher Education, by effectively coordinating with the executive and legislative branches of Colorado state government and higher education institutional and governing boards staffs, had (1) a significant impact on higher education appropriations through legislative budget caucuses, (2) maintained budget credibility for CCHE, and (3) authored special reports for State government on higher education finance.
-

- ❖ As a member of the CCHE planning team, developed Colorado's first postsecondary education master plan; also gave Colorado state leadership in environmental scanning and in solving such issues as faculty productivity, student FTE guidelines and budget formulas.
- ❖ Recognized as an outstanding leader, administrator and strategist at the State and institutional levels in Colorado, who worked closely with SBCCOE, CCHE, governing boards and the executive and legislative branches of State government. 2014 recipient of the Association of California Community Colleges Chief Business Officials' Walter Star Robie Award; recognized by the Desert Community College District Board of Trustees for "Outstanding Guidance and Leadership as Interim Vice President, Administrative Services" (2013); Board of Trustees Award (Employee of the Year), Colorado Mountain College (1987); and Resolution of Appreciation, Colorado Commission on Higher Education (1980).

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## PROFESSIONAL BACKGROUND

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### **Interim Vice Chancellor, Business Services**

San Bernardino Community College District, April 2020-July 2021

### **Interim Vice President, Administrative Services**

El Camino College, March 2019-September 2019

### **Interim Vice Chancellor, Business Services**

South Orange County Community College District, August 2017-February 2018

### **Interim President**

Saddleback College, April 2018-Present

### **Consultant, 2012-21**

College of the Desert, Chaffey College, Victor Valley College/FCMAT/California Community Colleges State Chancellor's Office, Grossmont-Cuyamaca Community College District, Los Angeles Southwest College

### **Interim Chancellor**

Riverside Community College District, 2007-08

### **Vice Chancellor** (formerly Vice President), Administration and Finance

Riverside Community College District, 1992-2012

### **Dean of Administrative Services**

De Anza College, 1989-92

### **Director, Administrative and Business Services**

Auraria Higher Education Center, 1988-89

### **Executive Vice President**

Colorado Mountain College, 1986-88

### **Vice President, Administrative and Planning Services**

Colorado Mountain College, 1980-86

### **Associate Executive Director/Director for Financial Affairs**

Colorado Commission on Higher Education, 1979-1980

**Coordinator of Fiscal Services and Planning**

Colorado State Board for Community Colleges and Occupational Education, 1974-79

**Coordinator, Fiscal Research**

Colorado Commission on Higher Education, 1972-74

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EXPERIENCE

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**Riverside Community College District**

Assumed a key staff role in the conduct of the Riverside Community College District's general obligation bond campaign and subsequently led a review and revision of the District's facilities planning and construction management processes.

Developed a strategy for the Riverside Community College District (RCCD) which led to the State's "new centers" allocation of \$4.0 million for community college districts in fiscal '96 and an additional allocation of \$10.0 million in the State's 1996-97 budget.

Assumed responsibility for a second Vice Presidential area at RCCD which included human resources and computing services and served concurrently as Director of Human Resources for a period of some fifteen (15) months while this position was vacant.

Developed budget restructuring strategies which yielded savings of approximately ten percent in RCCD's budget base.

Served as RCCD's chief negotiator relative to the classified staff bargaining unit and as a member of the District's negotiating team with respect to the faculty bargaining unit.

Established a plan for a major upgrade of RCCD's administrative hardware and software systems and the necessary infrastructure to enhance academic computing.

Developed a financing plan for refunding an outstanding issue of certificates of participation and the funding of a new telephone system, administrative computing hardware and software, parking system improvements and the expansion of bookstore and food services operations at RCCD's two new campuses.

Developed budget strategies that enabled the District to increase its base budget by 15% and concurrently create a facilities planning fund in the amount of \$14 million.

**Foothill-DeAnza Community College District**

Assigned responsibility for leading De Anza College in the development of a Strategic Master Plan for the 1990's.

Proposed a concept entitled "Future Teachers Incentive Grant" which was funded by the Foothill-De Anza Community College District. This grant program was designed to encourage postsecondary students, and particularly minority students, to pursue community college teaching as a career.

Instituted a "campus walk-around," a process whereby custodial and maintenance concerns were identified in consultation with College departments and the Foothill-De Anza District's Plant Services department. Also authored a paper concerning the organizational structure of Plant Services' custodial and grounds services functions and served as a member of the Chancellor's Facilities Philosophy Task Group.

Served as a member of Foothill-De Anza's Budget and Policy Development Group (the

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Chancellor's Cabinet and the District's major shared governance and policy-making body), the District Finance Committee, the Joint Management Group (the District's senior officers), the Administrative Information Systems Committee, and the Classification Committee (Human Resources); also a member of DeAnza College's Deans' Council (the President's Cabinet), the Facilities Planning and Ad Hoc Campus Facilities Master Plan Committees, the Cabinet-Faculty Senate Council, the Instructional Computing Master Plan Committee and chair of De Anza's Campus Budget Development and Strategic Master Plan Committees.

Helped the District uncover a major financial problem and identify budget strategies to put the District back into a sound financial position.

### **Auraria Higher Education Center**

Represented the Auraria Higher Education Center (AHEC) on the Reexamination of the Base Budget Committee, a State level group charged with determining the distribution of funding for Colorado's postsecondary education system and resolved a number of budget issues which had arisen in the preceding year.

As part of a two-person AHEC team, led the revenue bond financing efforts associated with Auraria's parking structure and its physical education/recreation center expansion.

### **Colorado Mountain Junior College District**

Developed a plan for the delivery of educational services in the Colorado Mountain Junior College District which was adopted by the College's Board of Trustees. The plan involved the creation of seven geographically-defined campuses.

Developed three Colorado Mountain College (CMC) reports - on the use of program advisory committees, educational master planning and the reallocation of educational services and resources - which were required by the Commission on Institutions of Higher Education (North Central Association); also co-chaired the District's self-study process.

Developed a presentation which removed a CMC vocational program from the State's program discontinuance process, a program which subsequently experienced significant enrollment growth as a result of the College's program review process.

For the period of July 1986 to May 1987, served as CMCs representative on the Colorado Association of Community Junior College Presidents.

Prepared the following Colorado Mountain College reports for use in strategic planning: An Environmental Scan; A Demographic Report; A Comparative Advantage Analysis; Labor Market Demand; and The Economic Impact of the Colorado Mountain Junior College District.

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### **STRATEGIC PLANNING AND LEADERSHIP**

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Served as Area 9's representative on the Board of Directors for the California Community Colleges' Association of Chief Business Officers; also, served as that Board's representative on the task force charged with developing the community college system's annual budget request which was subsequently submitted to the legislature and governor and on the task force assigned the responsibility of developing implementation rules and strategies relative to the system's SB361 funding model.

Served as CCHE's resource person to colleges and universities in the development and presentation of their appropriations requests to the legislative and executive branches of

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State government; worked with legislative budget caucuses on higher education funding issues.

Developed a successful funding strategy for 1985-86 supplemental and 1986-87 regular State appropriations to Colorado's local district colleges. The funding strategy was subsequently incorporated into State statute.

Initiated the following Colorado community junior college committees: Budget Advisory Group; Enrollment Reporting; a research and planning organization which was later merged with a similar group representing the baccalaureate sector to form the Colorado Association of Planners and Institutional Researchers; and the Small College Budgeting Task Force, comprised of two-year and four-year college representatives.

Played a leadership role on the following Statewide higher education committees: The Formula Budgeting Library Subcommittee and chaired that subcommittee's Task Force on Media Services; the General Administration/Student Services Formula Budgeting Committee; CCHE's Advisory Committee on the Budget Process and Budget Review; and the Formula Budgeting Committee charged with the development of statewide student FTE guidelines and chaired the subcommittee which developed contact-credit hour relationships.

Established the "CCJC Newsletter," a monthly publication of the Division of Community Colleges (SBCCOE), to improve communications within the State's community college system.

Selected by the Colorado Commission on Higher Education as a member of the four person planning team charged with developing the first statewide master plan for Colorado postsecondary education. In so doing, I represented the Colorado community colleges. This effort involved a variety of policy analyses. Additionally, had primary responsibility for developing a section describing the environment within which Colorado postsecondary education would provide services during the planning period. In so doing, it was necessary to gather and integrate data from a variety of sources (i.e., federal, state, local and private), a task which had not previously been accomplished in Colorado state government.

Served as a staff member for the Colorado Association of Governing Boards and SBCCOE's Blue Ribbon Community College Study Commission. For the former organization, co-authored a paper on the coordination and governance of Colorado postsecondary education; for the latter, served as a resource person.

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## PROFESSIONAL PRESENTATIONS

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Made a presentation at a 1994 Association of California Community College Administrators' Conference regarding budget development processes in California Community Colleges.

Participated as a presenter in a group forum on "Leadership's Responsibility for Faculty Productivity" at Leadership 2000, the second annual (1990) international conference on leadership development in community colleges conducted by the League for Innovation in the Community College and the University of Texas at Austin.

Made presentations to Community College League of California "Trustee Orientation Workshops" on community college budgeting and finance.

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Made a presentation on environmental scanning to the Colorado Scanning Network at the invitation of the Colorado Office of State Planning and Budgeting.

Presented the results of CMCs "Economic Impact Study" to various civic groups.

Member of a panel which discussed "Excellence in the Community College" at the 1987 conference of the Colorado Association of Community Junior College Business Officers.

Authored a 1980 study entitled "A Report on the Financing of Colorado Public Higher Education, 1969-70 and 1979-80" for the Colorado Commission Higher Education, a study which was the catalyst for the establishment of a new funding methodology for Colorado's public higher education system.

Co-authored (1979) a report on a "National Survey of Funding and Accountability of Public Community, Junior, and Technical Colleges, 1976-79."

Prepared and presented a paper, entitled "Long Bill (Appropriations) Notes: A Challenge or an Impossibility," to a meeting of Colorado higher education budget officers at the request of the Colorado Office of State Planning and Budgeting.

Delivered an address to a Colorado Education Association workshop on educational budgeting in Colorado.

Authored the following SBCCOE documents: "Community Junior College Budget Digests (FY 1976-77 through FY 1979-80);" the "FY 1978-79 Budget Overview," the "FY 1978-79 Zero-Base Budget Review - A Summary" for the community junior colleges; "The Comprehensive Community Junior College," a presentation for the 1977 Interim Legislative Committee on Higher Education; "Small College Budgeting Task Force Reports" (a synopsis and an analyst's technical document); and the "Higher Education Zero-Base Budget Review Report On Capital Outlay."

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## TEACHING EXPERIENCE

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Taught courses, served as a guest lecturer and conducted workshops at the postsecondary level in the following fields:

Accounting

Public Administration—strategic planning, quality service, the community college, contracts

Budgeting in Higher Education

Public Finance

Political Science

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## CONSULTING

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At the request of the California Community Colleges' State Chancellor's Office and in coordination with FCMAT (Fiscal Crisis and Management Assistance Team), conducted a fiscal analysis for Victor Valley College, 2017.

Assisted Chaffey College with budget analyses and growth strategies which enabled the College to achieve its 8.4% funded growth target and improve instructional efficiency; also assisted the College with the operationalizing its internal audit program.

Conducted an analysis for the Desert Community College District which led to the

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mitigation of a \$6.8 million enrollment reporting assessment by the State Chancellor's Office and led an effort to reinvigorate its Administrative Services Unit, including the hiring of a new Chief Business Officer.

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## ORGANIZATIONS

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Association of Chief Business Officials, California Community Colleges (Board Member)

Old Eastern Conference of Business Officials

California Community Colleges Ad Hoc Budget Task Force

California Community Colleges S.B. 361 Implementation Task Force

Community College League of California - Advisory Committee on Education Services (past member)

Community College League of California - Commission on Legislation and Finance (past member)

Association of California Community College Administrators

Southern 30 Human Resources Information Exchange Consortium (past member)

Greater Riverside Chambers of Commerce - Board of Directors (past member)

Community College Business Officials (National) - Former faculty member in CCBO's professional development program

Foothill-De Anza Community College District - Administrative Management Association (President)

Society for College and University Planning (former membership coordinator for Colorado)

Colorado Issues Network (past member)

Colorado Association of Planners and Institutional Researchers (founding member)

Colorado Association of Community Junior College Business Officers (past member)

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## EDUCATION

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High School Diploma/Valedictorian (1964)

B.S. Accountancy (1969)

Certified Public Accountant (1969)

M.A.S. Accounting Science (1970)

Ph.D. Education (Higher Education) 1978

Atkinson (Illinois) High School

University of Illinois

Illinois

University of Illinois

University of Illinois

**Application Form****Profile****Office Use Only:**☒ Ward 6**Which Boards would you like to apply for?**

Park and Recreation Commission: Submitted

**Ms./Mr.**

Mr.

Robert

First Name

Gaertner

Middle Initial

Last Name

Home Address

Suite or Apt

Riverside

City

CA

State

Postal Code

Primary Phone

Alternate Phone

Email Address

March Air Reserve Base and  
UCI Medical

Employer

Aircrew Flight Equipment and Sr.  
Psychiatric Technician

Job Title

**Business Address****Business Phone****Length of residence in City of Riverside**

4 years

**Are you a registered voter of the City of Riverside?**☒ Yes ☐ No

**Have you ever been convicted of a crime of moral turpitude?**

☐ Yes ☒ No

**Do you have adequate time to serve?**

☒ Yes ☐ No

\*Eligibility requirements per City Charter Article VIII Section 805.

Applications may be screened on the basis of information submitted with this form.

You are welcome to provide a resume and/or letters of endorsement.

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## **Interests & Experiences**

### **WHY YOU WANT TO SERVE ON A CITY BOARD OR COMMISSION:**

I hope to see our community prosper and be a beautiful place for families, the elderly and youths. As a reservist in the Air Force I serve the nation I love and I hope to bring the same dedication and service to the city I love. I am a collaborative person and my only agenda is to contribute towards the good management of the city and its parks and recreational endeavors.

### **EXPERIENCE OR SPECIAL KNOWLEDGE PERTAINING TO AREA(S) OF INTEREST:**

I have worked in the medical field as a Sr. Psychiatric Technician for 13 years and in that time I have worked with interdisciplinary councils on safety, quality, and practice. This has granted me much experience in parliamentary procedure as well as the work it takes to plan, coordinate and conduct meetings in order to meet objectives. I have helped organize and march in the MLK Day parade with the Bahai's of Riverside in my youth. I have a good deal of experience working with the mentally ill, developmentally disabled and homeless populations.

### **EDUCATIONAL BACKGROUND:**

A.S. in Psychiatric Technology from San Bernardino Valley College Aircrew Flight Equipment Technician

### **OCCUPATIONAL EXPERIENCE:**

Graduated with an AS in Psychiatric Technology in 2009 Completed Air Force Technical School for Air Crew Flight Equipment in 2017 Completed Airman Leadership School in 2019 Going on 5 years I have worked alongside recreation therapist to offer leisure, recreational, and educational groups to the mentally ill.

### **PROFESSIONAL OR TECHNICAL ORGANIZATION MEMBERSHIPS:**

Board of Vocational Nursing & Psychiatric Technicians US Air Force Reserves

### **CIVIC OR COMMUNITY EXPERIENCE, MEMBERSHIPS, OR PREVIOUS PUBLIC SERVICE APPOINTMENTS:**

I have planted flags and the Riverside National Cemetery. I have reported graffiti in an effort keep our city beautiful.

COMMISSION ON AGING  
AIRPORT COMMISSION \*  
BUDGET ENGAGEMENT COMMISSION  
COMMUNITY POLICE REVIEW COMMISSION  
CULTURAL HERITAGE BOARD \*  
COMMISSION ON DISABILITIES  
BOARD OF ETHICS  
HUMAN RELATIONS COMMISSION  
HUMAN RESOURCES BOARD  
BOARD OF LIBRARY TRUSTEES \*  
MUSEUM OF RIVERSIDE BOARD  
PARK AND RECREATION COMMISSION \*  
PLANNING COMMISSION \*  
BOARD OF PUBLIC UTILITIES \*  
TRANSPORTATION BOARD \*

\*A Statement of Economic Interests is required. Any information listed on this application is a matter of public record and will be disclosed upon request.

Under existing California law, a member of a board or commission may not make, participate in making, or attempt to influence a governmental decision if it is reasonably foreseeable that the decision could have a material financial effect on that member, the member's immediate family, or any of his or her financial interests. There is also a special category of conflicts of interest which strictly forbids members and/or their employers from having financial interests in city contracts. Careful consideration should be given to this issue and applicants are encouraged to contact the City Clerk's Office if they have any questions.

#### NOTICE REGARDING INCOMPATIBLE OFFICES

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Offices are incompatible if one of the offices has supervisory, auditory or removal power over the other, if there would be any significant clash of duties or loyalties between the offices, or if public policy considerations make it improper for one person to hold both offices.

**Do you currently hold a position as an appointed or elected member of a governmental board, commission, committee, or other body?**

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☐ Yes ☒ No

**If "Yes", please state position:**

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Members of boards and commissions are covered by Workers' Compensation insurance while serving. If appointed, completion of a LiveScan background screening is required prior to commencement of service.

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[Robert\\_Gaertner\\_Resume.docx](#)  
Upload a Resume

Additional document(s)

**How did you learn about the Board and Commission vacancies?**

☒ Utility Bill Insert

**Are you interested in being contacted by the Registrar of Voters to volunteer as a poll worker?**

☒ Yes ☐ No

**Demographics**

The following information will be detached from your application and used for research and statistical purposes only.

**BOARDS OR COMMISSIONS APPLIED FOR:**

**APPLICATION DATE:**

**Female or Male?**

**ETHNIC BACKGROUND:** Choose the one (ONLY ONE) ethnic group with which you most closely identify yourself.

**Are you a person with a disability?**

#### ETHNIC ORIGIN DEFINITIONS:

American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Asian or Pacific Islander: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

Black (not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.

Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

White (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Source: Equal Employment Opportunity Commission



# Robert Gaertner

**13 years of professional experience in acute care psychiatric nursing, therapeutic program building and implementation. Active SECRET clearance holder with the U.S. Government, A.S. in Psychiatric Technology, & U.S. Air Force Reservist. Expertise includes conducting facilitating group activities, psychoeducational groups, working closely with clinicians to implement individualized treatment plans, medication management, crisis management, behavioral restrain, de-escalation of clients, mentoring staff, educating nursing students, patient rights and responsibilities.**

## professional Experience

**May 2011 - Current**

**Sr. Psychiatric Technician, University of California Irvine health**

- Provides nursing care to psychiatric patients, including assistance with hygiene, medication administration, and providing ordered treatments.
- Identify adverse reactions to medications and treatments
- Develop and leads individual and group educational sessions as part of a therapeutic program.
- Work with other disciplines as part of a team to develop treatment plans and objectives for patient care.
- Restrain violent, potentially violent, or suicidal patients by verbal or physical means as needed.
- Conducts effective patient/family teaching.
- Document interventions and education.
- **Notable Projects:** Chaired interdisciplinary practice council 2013-2014, Accrued Patient Education material and co-created an "admission to recovery" workbook.

**July 2009 - September 2013**

**Psychiatric Technician, Arrowhead Regional Medical Center**

- Triage patients with interdisciplinary team of psychiatrist, nurses, and social workers.
- Provides nursing care to psychiatric patients, including assistance with hygiene, medication administration, and providing ordered treatments.
- Identify adverse reactions to medications and treatments
- Develop and leads individual and group educational sessions as part of a therapeutic program.
- Work with other disciplines as part of a team to develop treatment plans and objectives for patient care.
- Restrain violent, potentially violent, or suicidal patients by verbal or physical means as needed.
- Conducts effective patient/family teaching.
- Document interventions and education.

## Skills

- Public Speaking, Presentation, Communication
- Meeting coordination, notation, and decorum
- Customer Relations
- Psychosocial data collection
- Proficient in Microsoft Excel, Word, and Powerpoint
- Military & Civilian Leadership/Work Ethic
- Tacking and Sewing
- Hazardous chemical handling and storage
- Military Aeronautical Equipment Knowledge
- Certified Parachute Rigger

## Education & certifications

<p><b>DECEMBER 2008</b> <b>Certificate in Psychiatric Technology</b> San Bernardino Valley College, San Bernardino, California</p> <p><b>May 2009</b> <b>ASSOCIATES OF SCIENCE IN PSYCHIATRIC TECHNOLOGY</b> San Bernardino Valley College, San Bernardino, California</p>	<ul style="list-style-type: none"><li>• <b>September 2019 Airman Leadership School</b></li><li>• <b>January 2020-2022</b> <b>Basic Life Support</b> license# 205509653603</li></ul>
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## MILITARY background: SSgt Gaertner, Robert USAF

<p><b>MAY 2016 - Current</b> <b>aircrew flight equipment technician, U.S. AIR FORCE RESERVES</b></p> <ul style="list-style-type: none"><li>• Supervision, review, and creation of various QA/QC procedures for life supporting and survival equipment.</li><li>• Educating aircrew on the proper use and function of issued equipment.</li><li>• Knowledgeable in the inspection, testing, &amp; sampling of materials, parts, or products for defects and any deviations from specifications in accordance to various regulations</li><li>• Skilled in using schematics, blueprints, technical manuals, &amp; test equipment to isolate &amp; diagnose faults in various systems, programs, &amp; equipment to include garrison, nuclear, &amp; wartime execution.</li><li>• Trained parachute rigger, nuclear decontamination procedures, aeronautical programs/equipment, &amp; various life-saving equipment.</li></ul>
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**Application Form****Profile****Office Use Only:**☒ Ward 6**Which Boards would you like to apply for?**

Budget Engagement Commission: Submitted

**Ms./Mr.**

Mrs

Madai

First Name

Randal

Middle Initial

Last Name

Home Address

Suite or Apt

Riverside

City

CA

State

Postal Code

Primary Phone

Alternate Phone

Email Address

Mercury Insurance

Employer

Subro Assistant

Job Title

**Business Address****Business Phone****Length of residence in City of Riverside**

10 years

**Are you a registered voter of the City of Riverside?**☒ Yes ☐ No

**Have you ever been convicted of a crime of moral turpitude?**

☐ Yes ☒ No

**Do you have adequate time to serve?**

☒ Yes ☐ No

\*Eligibility requirements per City Charter Article VIII Section 805.

Applications may be screened on the basis of information submitted with this form.

You are welcome to provide a resume and/or letters of endorsement.

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## **Interests & Experiences**

**WHY YOU WANT TO SERVE ON A CITY BOARD OR COMMISSION:**

I want to be more involved with my community.

**EXPERIENCE OR SPECIAL KNOWLEDGE PERTAINING TO AREA(S) OF INTEREST:**

I'm bilingual I Spanish and have great social skills

**EDUCATIONAL BACKGROUND:**

Some college credits

**OCCUPATIONAL EXPERIENCE:**

**PROFESSIONAL OR TECHNICAL ORGANIZATION MEMBERSHIPS:**

I'm a licensed notary.

**CIVIC OR COMMUNITY EXPERIENCE, MEMBERSHIPS, OR PREVIOUS PUBLIC SERVICE APPOINTMENTS:**

COMMISSION ON AGING  
AIRPORT COMMISSION \*  
BUDGET ENGAGEMENT COMMISSION  
COMMUNITY POLICE REVIEW COMMISSION  
CULTURAL HERITAGE BOARD \*  
COMMISSION ON DISABILITIES  
BOARD OF ETHICS  
HUMAN RELATIONS COMMISSION  
HUMAN RESOURCES BOARD  
BOARD OF LIBRARY TRUSTEES \*  
MUSEUM OF RIVERSIDE BOARD  
PARK AND RECREATION COMMISSION \*  
PLANNING COMMISSION \*  
BOARD OF PUBLIC UTILITIES \*  
TRANSPORTATION BOARD \*

\*A Statement of Economic Interests is required. Any information listed on this application is a matter of public record and will be disclosed upon request.

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Question applies to Budget Engagement Commission

Thank you for your interest in serving on the City's Budget Engagement Commission. These supplemental questions are mandatory and will help the City determine the appropriate appointment category (resident or business member), as well as screen for relevant experience.

Please fill out supplemental [form](#).

#### NOTICE REGARDING INCOMPATIBLE OFFICES

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Offices are incompatible if one of the offices has supervisory, auditory or removal power over the other, if there would be any significant clash of duties or loyalties between the offices, or if public policy considerations make it improper for one person to hold both offices.

**Do you currently hold a position as an appointed or elected member of a governmental board, commission, committee, or other body?**

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☐ Yes ☒ No

If “Yes”, please state position:

CA

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Upload a Resume

Additional document(s)

How did you learn about the Board and Commission vacancies?

☒ Utility Bill Insert

Are you interested in being contacted by the Registrar of Voters to volunteer as a poll worker?

☒ Yes ☐ No

Demographics

The following information will be detached from your application and used for research and statistical purposes only.

BOARDS OR COMMISSIONS APPLIED FOR:

APPLICATION DATE:

Female or Male?

ETHNIC BACKGROUND: Choose the one (ONLY ONE) ethnic group with which you most closely identify yourself.

**Are you a person with a disability?**

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**ETHNIC ORIGIN DEFINITIONS:**

American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Asian or Pacific Islander: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

Black (not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.

Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

White (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Source: Equal Employment Opportunity Commission

**Application Form****Profile****Office Use Only:**☒ Ward 6**Which Boards would you like to apply for?**

Board of Library Trustees: Submitted

**Ms./Mr.**

Ms.

Annette

First Name

Demont

Middle Initial

Last Name

Home Address

Suite or Apt

RIVERSIDE

City

CA

State

Postal Code

Primary Phone

Alternate Phone

Email Address

Riverside County Office of  
Education

Employer

Community Outreach  
Ambassador

Job Title

**Business Address****Business Phone****Length of residence in City of Riverside**

53 years

**Are you a registered voter of the City of Riverside?**☒ Yes ☐ No



**Have you ever been convicted of a crime of moral turpitude?**

☐ Yes ☒ No

**Do you have adequate time to serve?**

☒ Yes ☐ No

\*Eligibility requirements per City Charter Article VIII Section 805.

Applications may be screened on the basis of information submitted with this form.

You are welcome to provide a resume and/or letters of endorsement.

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## **Interests & Experiences**

### **WHY YOU WANT TO SERVE ON A CITY BOARD OR COMMISSION:**

As a lifelong resident of Riverside I would like to be more involved in the care of the history of this city. I have seen many changes in 53 years, for the better and for the worse. I would like to help preserve the important history of this great city and help to make the people who live here and around us more aware of how truly special and unique Riverside is.

### **EXPERIENCE OR SPECIAL KNOWLEDGE PERTAINING TO AREA(S) OF INTEREST:**

I have always supported all cultural aspects of our city by attendance in many events over the years. I am an assistant professor at Riverside City College and have spent time involved in everything from Community Theatre to the Riverside Animation Festival the Festival of Lights. I love this city and want to help to maintain the city cultural identity.

### **EDUCATIONAL BACKGROUND:**

Went through school in the Alvord Unified School District: Orrenmaa Elm, Arizona Middle, La Sierra High. Graduated from RCC with three Associates Degrees. Graduated from Cal State San Bernardino with a BA in Career Studies from the College of Education. I am Phi Kappa Phi Honors Society and top 7% of my graduating class.

### **OCCUPATIONAL EXPERIENCE:**

I am half owner of Hawaii Swimwear here in Riverside. The business has been in Riverside for 46 years. My parents started it in 1972. I am currently an associate professor in the CTE department at Riverside City College for 12 years. I am also currently a Outreach Ambassador for the Riverside County Office of Education. I have been there for 1 year.

### **PROFESSIONAL OR TECHNICAL ORGANIZATION MEMBERSHIPS:**

CTA member at large. RIVERSIDE COMMUNITY COLLEGE · Pathways to Excellence Team Member (11/2012 to Current) · Cosmetology Program Advisory Committee (5/2010 to Current) · Academic Senate Committee Member for Associated Faculty Issues (2013 – 2014)

### **CIVIC OR COMMUNITY EXPERIENCE, MEMBERSHIPS, OR PREVIOUS PUBLIC SERVICE APPOINTMENTS:**

Riverside City College Cosmetology Program Advisory Committee (5/2010 to Current)

COMMISSION ON AGING  
AIRPORT COMMISSION \*  
BUDGET ENGAGEMENT COMMISSION  
COMMUNITY POLICE REVIEW COMMISSION  
CULTURAL HERITAGE BOARD \*  
COMMISSION ON DISABILITIES  
BOARD OF ETHICS  
HUMAN RELATIONS COMMISSION  
HUMAN RESOURCES BOARD  
BOARD OF LIBRARY TRUSTEES \*  
MUSEUM OF RIVERSIDE BOARD  
PARK AND RECREATION COMMISSION \*  
PLANNING COMMISSION \*  
BOARD OF PUBLIC UTILITIES \*  
TRANSPORTATION BOARD \*

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**Do you currently hold a position as an appointed or elected member of a governmental board, commission, committee, or other body?**

---

☐ Yes ☒ No

**If "Yes", please state position:**

---

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[Resume\\_2018.docx](#)

Upload a Resume

Additional document(s)

**How did you learn about the Board and Commission vacancies?**

☒ Other

**Are you interested in being contacted by the Registrar of Voters to volunteer as a poll worker?**

☐ Yes ☒ No

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## Demographics

The following information will be detached from your application and used for research and statistical purposes only.

**BOARDS OR COMMISSIONS APPLIED FOR:**

[Redacted]

**APPLICATION DATE:**

[Redacted]

**Female or Male?**

[Redacted]

**ETHNIC BACKGROUND:** Choose the one (ONLY ONE) ethnic group with which you most closely identify yourself.

[Redacted]

**Are you a person with a disability?**

[Redacted]

#### ETHNIC ORIGIN DEFINITIONS:

American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Asian or Pacific Islander: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

Black (not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.

Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

White (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Source: Equal Employment Opportunity Commission

# Renee Annette DeMont

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## Objective

To obtain a position that will enable me to use my extensive background, education, and ability to work well with people, for the betterment of that institution.

## Education

**BACHELOR OF ARTS IN CAREER AND TECHNICAL STUDIES | 12/8/2012 | CAL. STATE UNIV. SAN BERNARDINO**

**ASSOCIATE OF ARTS IN SOCIAL & BEHAVIORAL STUDIES | 6/8/2011 | RIVERSIDE COMMUNITY COLLEGE**

**ASSOCIATE OF ARTS IN HUMANITIES, PHILOSOPHY, & ARTS | 2/10/2011 | RIVERSIDE COMMUNITY COLLEGE**

**ASSOCIATE OF SCIENCE IN COSMETOLOGY | 6/11/2008 | RIVERSIDE COMMUNITY COLLEGE**

**CERT. OF COMPLETION / TEACHER TRAINING | 12/16/2006 | RIVERSIDE COMMUNITY COLLEGE**

## Experience

**COSMETOLOGY INSTRUCTOR | RIVERSIDE CITY COLLEGE | 4/2007 TO CURRENT**

- Community Outreach Representing CTE for RCC Cosmetology
- Lecture / Practical Demonstration
- Written and Practical Exam Creation in Subject Area
- Student - Client Consultation Supervisor / Guided Practice Instructor

**COMMUNITY OUTREACH AMBASSADOR | RIVERSIDE COUNTY OFFICE OF EDUCATION | 11/2017 TO CURRENT**

- Community Outreach Adopt A School Program

**SECONDARY SCHOOL SUBSTITUTE INSTRUCTOR:**

**RIVERSIDE COUNTY OFFICE OF EDUCATION | 12/2015 TO CURRENT &**

**OPTIONS FOR YOUTH CHARTER SCHOOLS OF FONTANA | 11/2015 TO 9/2017**

- Lecture
- Classroom Management
- Exam Administration
- Student Records Management

**REGIONAL EDUCATION MANAGER - 6 CAMPUSES SO. CAL. SOUTH REGION | MARINELLO SCHOOLS OF BEAUTY | 2/2014 TO 2/2015**

- Instructor Assessment/Training/Hiring - 60 Instructors
- Curriculum Development/Design/Implementation
- Regional Pass & Attrition Rates - 850 Students
- Regional Salon Service & Retail Sales Manager

**OWNER | HAWAII SWIMWEAR | 1/1996 TO 2/2014**

- General Store Management & Sales
  - Employee Hiring
  - Employee Work Schedules
  - Payroll
- 
- General Business Accounting

**MAKE-UP ARTIST & WIG SPECIALIST | DISNEYLAND | 2/1994 TO 4/1996**

- Make-up Application Supervisor
- Stage Show & Face Character Wig Maintenance

**MAKE-UP ARTIST & STUDIO STYLIST | PREMIERE TALENT NETWORK OF IRVINE | 2/1988 TO 2/1994**

- Make-up Instruction Classes for New Models
- Studio Styling, Make-up, and Hair Design for All Photo Shoots

**HAIRSTYLIST | CLASSIQUE CONNECTION, CORONA | 6/1985 TO 2/1994**

## **Credentials & Honors**

**TEACHING CREDENTIAL**

- California Designated Subjects Credential/Career Technical Education

**CALIFORNIA STATE UNIVERSITY SAN BERNARDINO**

- Phi Kappa Phi (Top 10% of class)
- Golden Key International Honor Society (Top 15% of class)
- Graduated with High Honors / Dean's list (Fall 2012, Winter 2012, Fall 2011)

## **Communication & Leadership**

**RIVERSIDE COMMUNITY COLLEGE**

- Pathways to Excellence Team Member (11/2012 to 11/2014)
- Cosmetology Program Advisory Committee (5/2010 to Current)
- Academic Senate Committee Member for Associated Faculty Issues (2013 – 2014)

## **Professional Development**

**FIRST AID CPR AED CERTIFICATION | 9/2017 TO 9/2019****NATIONAL EDUCATION ASSOCIATION | 4/2007 TO CURRENT**

- Member at Large

**MILADY'S CAREER INSTITUTE WORKSHOP - HIGH IMPACT TEACHING SKILLS & PRESENTATION TECHNIQUES | 5/31/2009**