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JUN - 1 2011



County Executive Office  
1195 Third Street, Room 310  
Napa, CA 94559-3082  
(707) 253-4421 FAX (707) 253-4176

COUNTY OF NAPA  
EXECUTIVE OFFICE  
eAFA

**APPLICATION FOR APPOINTMENT TO  
BOARD, COMMISSION, COMMITTEE OR TASK FORCE**

**PLEASE TYPE OR PRINT (Complete pages 1 through 3)**

\*Application for Appointment to: (Name of Board, Commission, Committee or Task Force)

Advisory Board on Alcohol and Drug Programs

\*Category of membership for which you are applying:  
(This information can be found on the news release announcing the opening.  
You may apply for more than one category if more than one position is open.)

Interested Citizen

\*Supervisory District in which you reside:

Mark Luce, District 2

\*Full Name

Catalina Chávez-Tapia

Date

5-26-2011

\*Current Occupation (within the last twelve (12) months):

Self-Employed

Current License (Professional or Occupational); Date of issue and/or expiration including status:

Education/Experience: (A resume may be attached containing this and any other information that would be helpful to the Board in evaluating your application.)

- Masters in non profit management, University of San Francisco - Dec. 2010
- B.A. inter cultural - international communications California state university Sacramento, May 1993
- A.A. Spanish - CA Sacramento state
- AA Napa Valley College, general education, Humanities and Fine Arts & Natural Science

Community participation (nature of activity and community location):

Napa County Bi-national Health Task Force - Chair 2005-2011  
AALAS Association for the Advancement of Latin American Students,  
Founder and member of executive committee 2004-present  
St. John Catholic church - Volunteer Religious Education Teacher 2000-present

Other County Board/Commission/Committee on which you serve/have served:

Healthy Moms and Babies Board of Directors, 2001-2007  
Napa Valley Unified School District, Blue print Development steering committee, 2007

Application for Appointment to: (Name of Board, Commission, Committee or Task Force)

Advisory Board on Alcohol and Drug programs

Names, addresses and phone numbers of three (3) individuals familiar with your background:

\*Name

Maria Teresa Rodriguez

\*Address

[REDACTED]

\*City

Napa CA

\*State

CA

\*Zip Code

94558

\*Telephone

[REDACTED]

\*Name

Frances Ortiz-chavez

\*Address

[REDACTED]

\*City

Napa

\*State

CA

\*Zip Code

94558

\*Telephone

[REDACTED]

\*Name

Debbie Peacock

\*Address

[REDACTED]

\*City

Napa

\*State

CA

\*Zip Code

94558

\*Telephone

[REDACTED]

Name and occupation of spouse within the last 12 months, if married (for Conflict of Interest purposes):

Ernesto Tapia, Maintenance Engineer Queen of the Valley

\*Please explain your reasons for wishing to serve and, in your opinion, how you feel you could contribute:

I would like to serve in this board because I believe my experience and background can enrich the Advisory Board on Alcohol and Drug programs. I have worked in the area of health care for the past 17 years and have focus in the areas of community health, healthy communities, and community advocacy. I have also experience personally the effects of family members being impacted by the use of alcohol and drugs. I also believe that our Napa community is constantly changing demographically and the Latino population has doubled in the past years, yet we have very low representation in community boards and committees.

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APPLICANTS APPOINTED BY THE BOARD OF SUPERVISORS WILL BE REQUIRED TO TAKE AN OATH OF OFFICE.

PLEASE NOTE THAT APPOINTEES MAY BE REQUIRED BY STATE LAW AND COUNTY CONFLICT OF INTEREST CODE TO FILE FINANCIAL DISCLOSURE STATEMENTS.

All applications will be kept on file for one year from the date of application

PERSONAL INFORMATION

The following information is provided in confidence to the extent that it will not be posted on the Internet, but may be used by the Board of Supervisors when making the appointment, or be used by the committee/commission/board/task force following appointment for purposes of communicating with the appointee.

Full Name

Catalina Chavez-Tapia

\*e-mail Address



\*Home Address



\*Work Address

Self-employed Same Address

\*City

Napa

State

CA

\*Zip Code

94558

\*City



State



Zip Code



\*Telephone



Telephone

Please Read!

## Catalina Chávez-Tapia



### EDUCATION

#### **Masters of Non Profit Management, University of San Francisco, December 2010**

- Major courses work in research and evaluation methods, marketing, public policy, human resource management, information systems, financial management, government strategic planning and effective management, statistical analysis, fundraising, and legal issues affecting nonprofits.

#### **Bachelor of Arts in Communication Studies, California State University, Sacramento, May 1993**

- Special concentration in Inter-Cultural International Communications

#### **Associate of Arts in Spanish, California State University, Sacramento, May 1993**

#### **Associate of Arts in Humanities & Fine Arts, Napa Valley College, May 1990**

#### **Associate of Arts in Natural Science, Napa Valley College, 1990**

### EMPLOYMENT HISTORY

#### **QUEEN OF THE VALLEY MEDICAL CENTER, Napa, California, August 2000 to August 2010**

##### **Department: Community Outreach**

##### **Title: Bilingual Community Services Coordinator**

As the Bilingual Community Services Coordinator I was responsible for coordinating community outreach services for the poor, disenfranchised and vulnerable population in Napa with a special focus on the Latino community in compliance with the hospital's Community Benefits Plan and around the concepts of Healthy Communities and Community Health. This was accomplished by establishing, organizing, and facilitating neighborhood and community groups to develop strategies to achieve change in their communities to enhance the quality of life, leadership and empowerment skills. This position served as a catalyst and advocate for healthcare and specific to the needs of the Latino community.

##### **Experience and Accomplishments:**

- In the past 5 years (2005-2010) lead the coordination and planning of the Napa County Bi-National Health Task Force, responsibilities included, grant writing, budget planning, event planning, media campaign and direct collaboration with U. C. Berkeley Department of Public Health, Health Initiative of the Americas, local, state, national and international health institutions. Participated in several local and international conferences in migration and health policies.
- Recruitment and hiring of the healthy communities program, Community Organizer, 2008.
- Lead the development and implementation of the hospitals' major health fairs, conferences for Latina women, Latino seniors, and Latino parents. Established the first major health fair for Latinos "Fiesta de la Familia" at St. John the Baptist Catholic Church in 2001 and the Bi-national Health & Wellness Fair in 2005 as well as the first major mental health conference for Latinos in 2007.
- Worked directly with the hospital Marketing Department in the development of fliers, marketing campaign materials, community outreach video, and coordinated the hospital Spanish television show as well as the coordination and hosting of the Queen of the Valley Center Spanish public radio program, "Salud con Ritmo" July 2009 to July 2010. Developed outreach material for publication in English and Spanish and other education and public outreach mechanisms.
- Established and lead the development of "The Outreach Network" in 2003-2010, a collaborative effort of various community services agencies, through this network we provided free informational and professional trainings to Napa County community outreach workers.
- Tracked detail reports in order to achieve measurable outcomes based on the healthy communities' initiatives and hospital Community Benefit Plans.
- Recruitment of guest lectures, facilitators and instructors to provide educational, prevention and screening programs and services. Developed and taught curriculum for community health promoters. Facilitated community- related meetings, forums and workshops
- Participated in the development of hospital community health assessment, surveys and outreach efforts.
- Assisted in the development and coordination of the Emergency Room Medical Benefits Access Program for low income, uninsured children utilizing the hospital's emergency room. Lead the access to health program that provided assistance with Medi-Cal and Healthy Families applications. Participated several years in the national campaign "Insure the Uninsured".
- Safety Officer – Queen of the Valley Medical Center Community Outreach Department 2006-2010

**SANTA ROSA MEMORIAL HOSPITAL, Santa Rosa, California, March 1999 to July 2000**

**Program: Community Benefits**

**Title: Neighborhood Care Staff**

- Established and organized community groups to address issues affecting poor low social economical neighborhoods in Santa Rosa.
- Conducted door-to-door outreach and community assessments in Santa Rosa, Rohnert Park, Cotati, Petaluma, Windsor and Sonoma. This was done in order provide a clear picture of the current situation affecting the people of Sonoma county. Established a community group in Rohnert Park, Rancho Feliz Mobile Home Park to provide adequate housing, access to health care and community resources.
- Conducted community "Clean up" in order to unite the community and have a clean environment. Participated in a 6 month community organizing training with the Sister of St. Joseph of Orange in Santa Rosa.
- Major responsibility in tracking and reporting outcomes of work as most of the time my position was grant funded. Researched historical, political and cultural statistics and research data in order to organize and develop a concrete approach to the organizing work.
- Worked very closely with government entities, local business, community representatives, community nonprofit agencies and faith base communities to expand resources and opportunities for community partnership.

**PETALUMA HEALTH CARE DISTRICT, Petaluma California March 1996 to July 2000**

**Department: Petaluma Health Care Center**

**Title: Case Manager**

- Comprehensive Prenatal Case Manager, caseload of 60 to 100 women; case management of the comprehensive pre-natal service clients, management included, a psychosocial assessment, a health assessment, and a nutritional assessment, as well as one-on-one educational teachings on all the areas mentioned.
- Design and taught pre natal, new born and family planning classes.

**Children Health Coordinator**

- Worked with families of uninsured children & teens, to refer to local and state health programs.

**Accomplishments**

- Developed the Latino Advisory Committee to the Petaluma Health Care District
- Developed Uninsured Children's Program and Sliding Scale Fee for uninsured adults.
- Developed the Community Liaison program at the Petaluma Health Care Center.

**SUTTER SOLANO MEDICAL CENTER, Vallejo, California, June 1995 to February 1996**

**Department: Prenatal Education**

**Title: Patient Care Associate**

- Assisted the pre-natal education coordinator, in the coordination of classes, registering patients, reminder calls, room set up, preparing class materials, scheduling newborn appointments.
- Translating education handouts from English to Spanish

**HEALTHY MOM'S & BABIES, Napa, California, October 1993 to June 1995**

**Title: Bilingual Case Manager/ Outreach Workers**

- Case management of the comprehensive pre-natal service clients, management included, a psychosocial assessment, a health assessment, and a nutritional assessment, as well as one-on-one educational teachings on all the areas mentioned.
- One-on-one patient support, assessment, charting/documentation, community outreach, childbirth support, and translating, coordinating and developing individualized care plans and overseeing the completion of all recommendations made.