



A Tradition of Stewardship
A Commitment to Service

County Executive Office
1195 Third Street, Room 310 Napa, CA 94559-3082
(707) 253-4421 FAX (707) 253-4176
APPLICATION FOR APPOINTMENT TO
BOARD, COMMISSION, COMMITTEE OR TASK FORCE

RECEIVED

JUN 18 2014

COUNTY OF NAPA
EXECUTIVE OFFICE

eAFA

PLEASE TYPE OR PRINT (Complete pages 1 through 3)

NOTE: Applications are public records that are subject to disclosure under the California Public Records Act. Information provided by the applicant is not regarded as confidential except for the addresses and phone numbers of references and the applicant's personal information including home and work addresses, phone numbers and email address.

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

For information about Form 700 Conflict of Interest Code click on this link [Committee List of Form 700 Filers](#)

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

Area Agency on Aging (AAA)

*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.)

Membership - 4th District

*Supervisorial District in which you reside:

Dist. 4 (as of 7/15/14)

*Full Name:

Laurence Koross

*Date:

6/18/2014

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

Office Assistant, Napa County Health & Human Services Agency (HHSA) - Comprehensive Services for Older Adults (CSOA)

*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.)

Resume attached

*Community Participation: (Nature of activity and community location)

See "Community Service" section on resume. I presently reside in Sacramento but will become a Napa County resident as of July 15, 2014 (4th District).

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

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

Area Agency on Aging (AAA)

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

*Name:

Rosa Perez (AAA)

*Address:

[REDACTED]

*City:

Napa

*State:

CA

*Zip Code:

94559

*Telephone:

[REDACTED]

*Name:

Nancy Schulz (HHSA)

*Address:

[REDACTED]

*City:

Napa

*State:

CA

*Zip Code:

94559

*Telephone:

[REDACTED]

*Name:

Laura Bernstein

*Address:

[REDACTED]

*City:

Highland Park

*State:

IL

*Zip Code:

60035

*Telephone:

[REDACTED]

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

Sakhon Nhek, Photographer

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

I desire to contribute in some way to the care of the elderly. My professional background includes research, writing, and several years as a classroom teacher and educational administrator. I am open to serve in any capacity for which there is need.

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Area Agency on Aging (AAA)

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

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

PERSONAL INFORMATION

The following information is provided in confidence, 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:

Laurence Koross

*email Address:

[REDACTED]

*Home Address:

[REDACTED]

*Work Address:

[REDACTED]

*City:

Sacramento

*State:

CA

*Zip Code:

95816

*City:

Napa

*State:

CA

*Zip Code:

95816

*Telephone:

[REDACTED]

*Telephone:

[REDACTED]

Laurence E. Koross

Napa, CA 94558
(as of July 15, 2014)

Education

| | |
|------------------------------|-------------|
| Master of Arts in Education | 1997 |
| Graduate Studies in Religion | 1991 - 1995 |
| Bachelor of Arts in Theology | 1991 |

Work Chronology

| | |
|--|----------------|
| Napa County Health & Human Services Agency. Napa, CA. <i>Office Assistant II, Comprehensive Services for Older Adults</i> <ul style="list-style-type: none">• Providing administrative support for agency focusing on social services for the elderly. | 2014 – Present |
| Educational Instructor. Sacramento, CA & Provence, France. <i>Self-Employed Instructor</i> <ul style="list-style-type: none">• Teaching English and mathematics to adults and children. | 2009 – 2014 |
| Sunlight of the Spirit Books. Sacramento, CA. <i>Customer Service & Sales</i> <ul style="list-style-type: none">• Provided customer service and sales in a specialty bookstore.• Supervised purchasing and developed relationships with service providers.• Reconciled inventory, invoices, and financial statements.• Trained new employees.• Edited monthly newsletter.• Developed and taught class for customer education. | 2011 – 2013 |
| Sacramento Natural Foods Co-op. Sacramento, CA. <i>Customer Service & Sales</i> <ul style="list-style-type: none">• Provided customer service and sales for a natural foods grocer.• Supervised inner-departmental purchasing and inventory.• Received “Perfect Attendance” and “Superior Customer Service” recognition. | 2008 – 2009 |
| Huntington Learning Center. Roseville, CA & Skokie, IL. <i>Education Director</i> <ul style="list-style-type: none">• Developed and implemented center programs and policies.• Conducted collaborative conferences and advised students, parents, and teachers.• Acted as liaison between center and schools.• Prepared and posted vacancy ads.• Administered and evaluated placement assessments.• Recruited, interviewed, hired, trained, and evaluated staff.• Supervised, observed, and evaluated educators to ensure proper execution of objectives. | 2003 – 2008 |

- Organized and directed team meetings.

East Prairie School. Skokie, IL.

2002 – 2003

Instructor in Mathematics & Science, Grades 6 & 7

- Created, developed, and taught curriculum.
- Administered and evaluated assessments.
- Kept detailed and accurate records.
- Conferenced with students and parents.
- Participated in and contributed to team meetings.
- Organized and supervised school functions.

The Greater Chicago Group. Bannockburn, IL.

1998 – 2002

Financial Services Advisor (Self-Employed)

- Provided sales, administrative, and consulting services for individuals and small businesses.
- Researched and evaluated a variety of products and pricing structures to present to clients.
- Conducted regular meetings with clients to evaluate portfolios and make necessary changes.
- Created and edited reports and general correspondence.
- Developed and monitored budgets.
- Submitted and processed investment applications and insurance claims.
- Handled sensitive and highly confidential documents and records.

Longwood Academy High School (closed). Chicago, IL.

1998

Department Chair & Instructor of Social Science, Grades 10 & 12

- Created, developed, and taught curriculum in World Religions and Social Justice.
- Participated in and contributed to team meetings.
- Established relationships and booked high-profile speakers for school functions.
- Acted as advisor to the sophomore class.

Community Service

Sacramento City College. Sacramento, CA.

2012

Guest Lecturer

- Presented lecture on “Gender & Religion” for the Department of Sociology.

Amnesty International. Chicago, IL.

2004

Research Volunteer

- Researched and created a multi-state manual for Amnesty’s *Violence against Women* project.

Ten Thousand Villages. Evanston, IL.

2001 – 2003

Volunteer

- Provided sales assistance for a non-profit, fair-trade store.

Evanston Animal Shelter. Evanston, IL.

2000 – 2002

Volunteer Animal Caretaker

- Cared for lost and abused dogs.

Council for a Parliament of the World’s Religions. Chicago, IL.

1998

Youth Task Force Member

- Assisted in the development of youth presence at a high-profile international conference.
