



A Tradition of Stewardship  
A Commitment to Service

**County Executive Office**

1195 Third Street, Suite 310  
Napa, CA 94559  
[www.countyofnapa.org](http://www.countyofnapa.org)

Main: (707) 253-4421  
Fax: (707) 253-4176

**Minh C. Tran**  
County Executive Officer

December 27, 2018

Darlene Marie Carpenter

[REDACTED]  
Rodeo, CA 94572  
[REDACTED]

**Re: Monticello Public Cemetery District Advisory Committee**

Dear Ms. Carpenter:

You have been a valued **Member** of the **Monticello Public Cemetery District Advisory Committee**. The term of your position expires on December 31, 2020. If you wish to request reappointment for a 4-year term, please check the following box:

- ☒ Yes, I would like my name, this letter and application forwarded to the Board of Supervisors for possible reappointment to the Monticello Public Cemetery District Advisory Committee for the term commencing immediately and expiring December 31, 2024.

If you have chosen to request reappointment, please check one of the two boxes below regarding your last application:

- =====
- ☒ I confirm that all the information on my last application is current.
- ☐ Some of the information on my last application is no longer current or is five (5) years old or older. I will submit a new or revised application.

(To complete a new application form either contact the Napa County Executive Office or go to the following link to complete your application online:

<https://www.countyofnapa.org/1420/Committees-Commissions>

After checking the appropriate box, **sign and date on the lines below and return this letter to the County Executive Office by mail, email, or fax.**

Darlene M. Carpenter

SIGNATURE

11-20-2020

DATE

**Print**

**Application for Appointment to Board, Commission, Committee, Task Force or Position -  
Submission #1127**

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**Date Submitted: 10/22/2019**

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.

**Public Records Act**

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.

**Form 700 Conflict of Interest Code**

[California Fair Political Practices Website](#)

Please note that appointees may be required by state law and county conflict of interest code to file financial disclosure statements.

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**Application for Appointment to:**

Monticello Public Cemetery Advisory Committee

Name of Board, Commission, Committee, Task Force or Position.

**Category of Membership for Which You Are Applying\***

Monticello Public Cemetery Advisory committee

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.

**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\***

Darlene Marie Carpenter

**Supervisory District in Which You Reside\***

Contra Costa County District 5

**Home Address\*****City\***

Rodeo

**State\***

ca

**Zip\***

94572-1532

**Phone\*****Email Address\*****Work Address\*****City\***

Pinole

**State\***

ca

**Zip\***

94564

**Work Phone\*****Current Occupation\***

Medical Assistant

Within the last 12 months

**Current License**

Professional or occupational, date of issue, and expiration including status

**Education/Experience**

College Graduate

**Resume**

Browse...

Attach a resume containing this and any other information that would be helpful to the Board in evaluating your application.

**Community Participation**

Help to clean up the creek in our area, Worked with girl scouts, Help teach children how to fly model airplanes, and how to win or lose gracefully

Nature of activity and community location

**Other County Board/Commission/Committee on Which You Serve/Have Served**

**Public Actions that may impact Credit Rating**


List all court or other public administration actions impacting your credit rating within the past ten (10) years.

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Provide names, addresses and phone numbers of 3 individuals who are familiar with your background.

**Reference 1****Name\***

Marie Daniels

**Phone\***

415-307-2116

**Address\***

1684 Cerro Sonoma Cir

City\*

Petaluma

State\*

ca

Zip\*

94595

.....  
Reference 2

Name\*

Murray Clark

Phone\*

[REDACTED]

Address\*

[REDACTED]

City\*

Red Bluff

State\*

ca

Zip\*

96080

.....  
Reference 3

Name\*

Norma Edwards

Phone\*

[REDACTED]

Address\*

[REDACTED]

City\*

Napa

State\*

ca

Zip\*

94558-6407

Name and occupation of spouse within the last 12 months, if married.

N/A

For Conflict of Interest purposes

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

I respectfully request the opportunity to serve on the Monticello Public Cemetery Advisory Committee. I feel a strong duty and respect to properly help maintain the maintenance and reverence to the Monticello Cemetery I have 4 Generation ( My father, Grandparents, Great Grandparents and Great Great Grandparents) of my family buried in the Hollow Grounds of this cemetery. Our family was born and raised in the town of Monticello I have a large interest for the cemetery and its well being for the generations to come..

In the past I have worked as a Billing Officer for a Medical Doctor. For those 24 yrs. I was responsible for Billing Invoices, Inventory, Accounts receivable and Accounts Payable, also keeping the office in Compliance of all rules and regulations of the Medical Association. I have also worked as a Paramedic. I am accustomed to working in a medically compliant environment and accustomed to following pre-determined policies and procedures, both internal and external.

for the past 13 yr.s I have worked for a Ophthalmologist. I have been responsible for assisting the patients, making appointments, keeping the examination rooms clean and well stocked, assist in office surgery and run tests that pertain to each patient.

Based on my above mentioned information I am respectfully requesting to be considered for appointment to the Monticello Public Cemetery Advisory Committee

Responded

☐ Yes

Completed

☐ Yes

I declare under penalty of perjury that the foregoing is true and correct.\*

☒ Yes

☐ No

#### Electronic Signature Agreement

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

☐ I agree.

Electronic Signature

Date

Darlene M. Carpenter

10/22/2019

8:15 AM

## **Fultz, Barbara**

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**From:** Darlene Carpenter [REDACTED]  
**Sent:** Tuesday, October 22, 2019 10:54 AM  
**To:** Fultz, Barbara  
**Subject:** application for Monticello Advisory committee opening

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Dear Ms. Fultz,

I wanted to let you know that I sent in an application for the Advisory Committee . I omitted the information that I do own a plot in the cemetery in Monticello.

I would like to have me application for the opening reviewed with amended information.

Thank you,

Respectfully,

Darlene Carpenter