



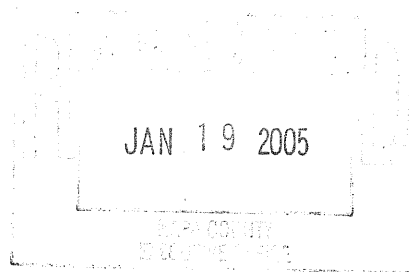
WILLIAM S. CHIAT
County Executive Officer

COUNTY of NAPA

MARY JEAN McLAUGHLIN
Public Information Officer/Committees & Commissions

WORKFORCE INVESTMENT BOARD

Return To: Mary Jean McLaughlin
County Executive Office
1195 Third Street, Room 310
Napa, Ca 94559-3082



PLEASE PRINT OR TYPE (Please complete all pages)

1. Full name: Susan Hertel
2. Supervisorial District in which you reside: NAPA
3. a. Current occupation (within last 12 months):
Executive Director, Napa Valley Community Action
- b. Business interests in last 12 months: Shelter Projects -
Homelessness, Foodbank, Sr. Nutrition
4. Current License (Professional or Occupational); Date of issue and/or expiration:

None

Status: _____

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

See Resume - Does not
include current position

6. Community participation (nature of activity and community location):

None so far in this community

7. Other County Boards/Commissions/Committees on which you serve/have served:

None in Napa County

8. Names, addresses and phone numbers of three individuals familiar with your background:

Monica Aaimowitz -

Maureen McCracken

Michael Spielman -

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

Nick Hertel - Maintenance Mgr

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

I want to learn more about the NAPA
Community And the Services provided,
Matching out Shelter clients to jobs,
Vocational Services in Community

11. Indicate the category of membership for which you are applying.

☒ Economic Development ☐ Private Sector Business ☒ Other
ONE STOP PARTNER
PER CRAIG SMITHSON 3/05

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

Signature: [Signature]

Date: 8.3.04

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

Susan Hertel



Objective

- To obtain a challenging top level management position with an innovative organization. My skills are best utilized in organizational growth, performance outcomes, and employee satisfaction.

Highlights of Qualifications

- Excellent management skills and organizational experience include the ability to communicate clearly, encourage high morale, sustain professional confidentiality and sensitivity, and to lead as well as be a part of the team.

Professional Experience

Drug Abuse Alternatives Center, Santa Rosa, CA 1996-Present **Director of Outpatient Services**

- Responsible for the overall operation of all outpatient services including Perinatal Day Treatment, Adult and Youth outpatient services, all the community schools in Sonoma County and two clean and sober high schools. In addition, services are provided in all Santa Rosa junior high and high schools.
- Oversight of contractual responsibilities with Sonoma County, U.S. Probation, Pretrial and Mental Health, CPS, and SACPA
- Personnel responsibilities include interviewing, hiring, and training of new personnel, and termination.
- Oversee maintenance of all client files for Quality Assurance, contract compliance, and certification requirements.

Mary Ann Barr Clinics, Mill Valley, CA 1986-1996 **Director**

- Supervised daily operation of three outpatient chemical dependency treatment clinics.
- Planned, developed, supervised and coordinated all policies and procedures of the program.
- Oversight of contractual responsibility and liaison with staff and contractors for Federal Probation, Bureau of Prisons, Pretrial Services and Mental Health clients from numerous Bay Area counties.
- Fiscal management of clinics and central office including A/R, A/P and payroll (Peachtree and Quicken).
- Personnel responsibilities include hiring, therapist/counselor and support staff oversight, maintenance of personnel records and client records.
- Key communication skills include the ability to track approximately 150 clients in various stages of treatment and communicate with both the parole office/case manager and the therapist/counselor in all matters regarding their progress.

Education

Bachelor of Science in Human Services - University of Phoenix, 2004
Drug and Alcohol Certificate Program - University of California, Berkeley, 1996

Additional Trainings

Intervention Training, The National Council on Alcoholism & Drug Dependence
DSM-IV Survival Workshop, Michael G. Weiss, M.D.
Cognitive Psychology, The Criminal Personality, William K. Marek, Ph.D.
Cultural Sensitivity, Chemical Dependency & African Americans, Wesley Clark, Ph.D.
SASSI Assessments, Pamela Smithstan, M.A.
Nicotine Dependence Treatment, Barbara Graves, MA
Domestic Violence: New Solutions, Lenore Walker, Ed.D.
How To Get Results With People, Career Track
Collecting Unpaid Accounts, Sklar Seminars

References available on request