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NAPA COUNTY
EXECUTIVE OFFICE

Application for Appointment to Board, Commission, Committee, or Task Force

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

Application for Appointment to: Veterans Commission


Category of Membership for Which You Are Applying Member of Local Organization serving the needs of Veterans

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 Lynette Cortes

Supervisory District in Which You Reside 3rd Supervisory District Solano

Home Address 

City Fairfield

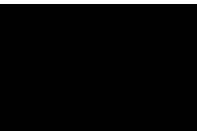
State CA

Zip
Phone
Email Address
Work Address



City Napa
State CA

Zip
Work Phone



Current Occupation Napa Valley College's Veterans Services Specialist.

Current License *Field not completed.*

Education/Experience Five years experience as an advisor on veterans education benefits. Associates in Sociology.

Resume [L Cortes Resume .pdf](#)

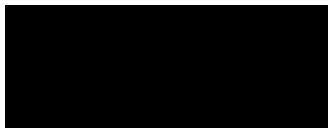
Community Participation Participates in both the Veterans Coalition and the Vet Connect for Napa county. Advises the Napa Community College's Student Veterans Organization which participates in Napa's Cycle for Sight.

Other County Board/Commission/Committee on Which You Serve/Have Served *Field not completed.*

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

Reference 1

Name Patricia Morgan
Phone
Address
City Napa
State CA



Zip



Reference 2

Name

Doug Ernst

Phone



Address

City

Napa

State

CA

Zip



Reference 3

Name

Mary Profitt

Phone



Address

City

Napa

State

CA

Zip



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

N/A

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

I am a veteran who was active during the wars in Afghanistan and Iraq. I am also currently active in the Napa county veterans community through my work on the Napa Valley College campus. I can contribute by giving a perspective of the most recent generation of veterans and my work with veterans from the community keeps me up to date on their current needs.

Email not displaying correctly? [View it in your browser.](#)

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NAPA COUNTY
EXECUTIVE OFFICE**Lynette Cortes**

Dedicated former Air Force employee with over 4 years' experience in a fast-paced consulting and analytical office environment. Currently employed at Napa Valley College as the Veterans Services Specialist. Extensive experience in program management and in supporting customers in high-profile mission execution and planning. Exceptional analytical ability and talent for informative training.

Capabilities include:

- Customer Service and Relation
- Filing and Data Archive
- Security Management
- Office Equipment Operations
- Written and Oral Communication
- Scheduling
- Microsoft Office Programs:
Word/Excel/PowerPoint/Outlook

Professional Experience**1 June 15-Current: Napa Valley College Veterans Services Specialist**

- Serve ~500 veterans and dependents annually.
- Advisor to the campus Student Veterans Organization. Assists with the organization and implementation of various campus events.
- Instructs veterans and veteran dependents on education benefits as well as various Veterans Affairs benefits available to them.
- Attends the monthly Veterans Coalition Napa county and the Napa County Vet Connect as an advisor.

15 May 13-28 May 2015: Department of Veteran Affairs Student Worker

- Started certification process for 280 veterans through the Veterans Assistance program.
- Maintain a spreadsheet detailing pertinent information necessary for the certifying officials use.
- Organized and created files containing veteran individual veteran information.
- Assisted 70 veterans with choosing needed classes for each individual education program.

12 Aug 08-16 Dec 12: US Air Force Intelligence Analyst

- Supported customers through 890 RQ-4 missions, gave 1.3K Pre-Mission Briefs and aided the support of 100 ad hoc request.
- Managed the Intelligence Oversight program. Noted with an 100% compliance rating. Lauded by the Inspector General as, "One of the best programs in the company."
- Developed and analyzed fusion products from multiple internet and live chat sources. Presented the resulting product to the RQ-4 aircrew for increased situational awareness.
- Crafted 500+ electronic mission reports, 100% delivered on-time to the consumer.
- Created and maintained training checklists. Set new standard for training organization.
- Manned 3-line phones regularly in support of customers and operations execution.
- Briefed managers monthly to provide situational awareness of troop activity.
- Trained 200 base personnel in Operational Security, the emphasis of which resulted in receiving an "Outstanding" rating.

Education

Wester Association of Veterans Education Specialists training

Air Force Course: Operations Intelligence Apprentice

Associates degree in Sociology

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EXECUTIVE OFFICE



BOARD OF TRUSTEES

March 2, 2018

Napa County Executive Office
1195 Third Street, Suite 310
Napa CA 94559

Letter of Recommendation for Lynette Cortes, Veterans Commission

Please accept this letter of recommendation on behalf of our Veterans Services Specialist, Lynette Cortes, who wishes to serve veterans as a member of the Napa County Veterans Commission.

Ms. Cortes, an Air Force veteran, came to Napa Valley College nearly three years ago from Woodland Community College, where she worked two years assisting student veterans. During her three years at NVC, she has expanded veteran services, increased student veteran enrollments and created new employment opportunities for veterans.

A native of Fairfield, she began the process of joining the military at age 15, spent four years in the Air Force as a briefer for pilots of the RQ-4 Global Hawk (drone) and the U2 Dragon Lady, and earned an Associate Degree in social and behavioral science.

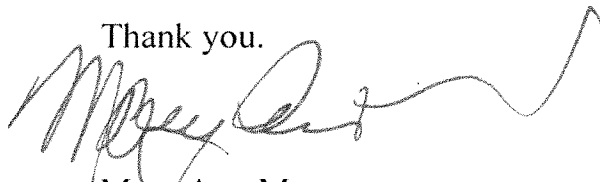
As the Napa Valley College veterans' services specialist, Ms. Cortes:

- Helped develop a relationship between NVC and The Pathway Home in Yountville, which provides housing and other services for unmarried veterans using education benefits. The partnership established a Veterans Administration clinical psychologist, Dr. Jennifer Gonzales, at NVC and at The Pathway Home.
- Served 473 student veterans, plus 293 dependents eligible for veterans' benefits, from the summer of 2016 through spring of 2017.
- Awarded 75 veterans specific fee waivers in 2016-17.

- Redesigned all processing forms to streamline the certification process.
- Manages the NVC Veterans Club and Student Veterans Organization, where she collaborates with VA health care personnel to help veterans apply for healthcare and acquire VA identification cards.
- Participated in the annual Cycle for Sight, a fundraising event that raised more than \$250,000 for veterans with severe PTSD; and for Enchanted Hills, a camp for the blind.
- Attends the monthly Napa County Veterans Advocacy Coalition meetings.
- Attends CCCCCO Veterans Services Regional Meetings.
- Provides Veterans education benefit and NVC enrollment information at the monthly Napa County Vet Connect.
- Attends the CA Community Colleges Veterans Summit and Western Association of Veterans Education Specialists (WAVES) Conference each year for training and to ensure she has the most up-do-date information to provide Veterans Services at NVC.
- Serves as liaison to Department of Veterans Affairs, CalVet, DOD.
- Collaborates with the California Veterans Home in Yountville to place Veterans Work Study students in jobs at the Vets Home to develop a possible pathway to state employment.
- Plans on-campus events for Veterans such as Welcome Back lunches, Veterans Day events, Veterans orientations, etc.

Lynette Cortes shows her commitment to veteran services at Napa Valley College every day, and would make an excellent Veterans Commission member. She is someone who will work hard to improve veteran services throughout the Napa County community.

Thank you.



Mary Ann Mancuso

President

Napa Valley College Board of Trustees