



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

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)

Mental Health Board

*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.)

*Supervisory District in which you reside:

Interested Citizen

*Full Name

Claire Kordovez Narlock

Date

11/15/2006

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

ICF-DD-H Administrator and Qualified Mental
Retardation Professional

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

None.

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

B.A. in Psychology

Community participation (nature of activity and community location):

20-30 Club Volunteer for the Napa Chapter.

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

None.

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

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

*Name

Harris Nussbaum

*Address

*City

*State

*Zip Code

*Telephone

*Name

Terri Rowland

*Address

*City

*State

*Zip Code

*Telephone

*Name

David Loberg, Ph.D.

*Address

*City

*State

*Zip Code

*Telephone

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

N/A

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

I wish to participate in my community on a new level. I can contribute by ~~sharing~~ utilizing my 10 years experience working with the Developmentally Disabled population in American Canyon and Vallejo. My sensitivity and knowledge working with people of various backgrounds, ethnicities and socioeconomic class ~~it~~ gives me a fresh perspective to contribute to the Mental Health Board. I am eager to learn how I can assist the Mental Health Board in meeting their goals for the upcoming years.

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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

Claire Kordovez Narlock

*e-mail Address

*Home Address

*Work Address

*City

State

*Zip Code

*City

State

Zip Code

*Telephone

Telephone

Please Read!

CLAIRE NARLOCK

OBJECTIVE

To serve on the Napa County Mental Health Board.

QUALIFICATIONS SUMMARY

- 10 years experience working with the Developmentally Disabled population.
- Ensures Intermediate Care Facilities for Developmentally Disabled-Habilitative (ICF-DD-H) meet state and federal regulations.
- Actively participates and coordinates Interdisciplinary Team meetings.

PROFESSIONAL EXPERIENCE

6/96-present

Grand Chalet, ICF-DD-H, American Canyon, CA

Administrator (since 6/05)

- Balance residents P&I funds, manage payroll, reconcile facility accounts and prepare treatment authorization requests.
- Recruit then orient facility consultants and Direct Care Staff (DCS).
- Coordinate with Department of Health, adult day programs and other agencies.

6/05-present

Twin Residential, ICF-DD-H, Vallejo, CA

Consultant Qualified Mental Retardation Professional (QMRP)

- Ensure facility meets state and federal regulations, as outlined in Title 22.
- Manage and organize 6 client's Individual Service Plan, based on the Interdisciplinary Team's recommendations.
- Orchestrate Human Rights Committee meetings and annual reviews.

4/06-present

Tyson Home, ICF-DD-H, Vallejo, CA

Consultant Qualified Mental Retardation Professional (QMRP)

- Create client objectives and training program.
- In-service DCS on implementing training programs, complying with IDT's recommendations, and following state/federal regulations.
- Evaluate client's progress, write Comprehensive Functional Assessment and monthly QMRP Notes. Communicate IDT evaluation to DCS.

9/04-12/05

Milestones of Development, Vallejo, CA

QMRP/Day Program Quality Assurance Monitor

- Oversee 90 adult day program client's training programs and coordinate semi & annual reviews. Supervise client aides by conducting random program implementations.
- Consult with North Bay Regional Center and Department of Health representatives.
- Plan and lead client field trips, community outings and shopping sprees.

STRENGTHS

Expert in assessing client's progress, compiling evaluations and producing creative training programs. Effective in budgeting funds, managing and tracking expenses. Quick learner, organized and highly motivated. Quickbooks and Power Point Savvy.

EDUCATION

California State University, Sacramento, Sacramento, CA
B.A. in Psychology, 2003

COMMUNITY SERVICE

- 20-30 Club Volunteer; assist in events benefiting Napa charities.
- Participated in Peer Support program at Vintage and Santa Rosa High Schools.