



CITY OF MARTINEZ

**CITY COUNCIL AGENDA
September 3, 2014**

TO: City Council
FROM: Mayor Rob Schroder
PREPARED BY: Mercy G. Cabral, Deputy City Clerk
SUBJECT: Appointment to the CCC Council on Aging
DATE: August 26, 2014

RECOMMENDATION:

Consider an appointment to the Contra Costa County Council on Aging for a two year term.

BACKGROUND:

The current representative Alice Conn has submitted her resignation. There are no current City Citizen Interest Forms on file; however the Advisory Council on Aging has recommended a citizen that would like to represent the City.

Attached is an application from Mr. David Joslin who resides outside the City limits, but within the City's sphere of influence. I have discussed this with Council on Aging, and it is within the City's purview to appoint someone outside the City limits.

Vacancies have been published and posted at City Hall, City's website, and Martinez Senior Center. Applications are accepted on a continuous basis and are kept on file for two years.

ACTION:

Motion appointing David Joslin to the CCC Advisory Council on Aging for a two year term.

Attachment:
Application



**Contra
Costa
County**

For Office Use Only
Date Received:

For Reviewers Use Only:
Accepted Rejected

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

MAIL OR DELIVER TO:
Contra Costa County
CLERK OF THE BOARD
651 Pine Street, Rm. 106
Martinez, California 94553-1292
PLEASE TYPE OR PRINT IN INK
(Each Position Requires a Separate Application)

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

Advisory Council on Aging

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. **Name:** Joslin David Wayne
(Last Name) (First Name) (Middle Name)

2. **Address:** 300 Pantano Circle Pacheco CA 94553
(No.) (Street) (Apt.) (State) (Zip Code)

3. **Phones:** (925) 682-2218 (925) 682-2218 (925) 876-5236
(Home No.) (Work No.) (Cell No.)

4. **Email Address:** dwjoslin@pacbell.net

5. **EDUCATION:** Check appropriate box if you possess one of the following:

High School Diploma G.E.D. Certificate California High School Proficiency Certificate

Give Highest Grade or Educational Level Achieved _____

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) JFK University	Accounting	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>		180	B.S.	1983
B) Golden Gate University	Health Services Mgmt	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	60		MBA	1997
C)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year) <u>From</u> <u>To</u> 08/01/13 02/25/14</p> <p>Total: <u>Yrs.</u> <u>Mos.</u> 0 7</p> <p>Hrs. per week <u>45</u> . Volunteer <input type="checkbox"/></p>	<p>Title Financial Advisor</p> <hr/> <p>Employer's Name and Address San Francisco Associates 847 Sansome Street, 4th Floor San Francisco, CA 94111</p>	<p>Duties Performed See attached resume</p>
<p>B) Dates (Month, Day, Year) <u>From</u> <u>To</u> 08/28/06 09/04/07</p> <p>Total: <u>Yrs.</u> <u>Mos.</u> 1 1</p> <p>Hrs. per week <u>50</u> . Volunteer <input type="checkbox"/></p>	<p>Title General Manager</p> <hr/> <p>Employer's Name and Address Metropolis Baking Company 707-A Heinz Avenue Berkeley, CA 94710</p>	<p>Duties Performed See attached resume</p>
<p>C) Dates (Month, Day, Year) <u>From</u> <u>To</u> 06/26/00 02/02/01</p> <p>Total: <u>Yrs.</u> <u>Mos.</u> 0 7</p> <p>Hrs. per week <u>50</u> . Volunteer <input type="checkbox"/></p>	<p>Title Interim Controller</p> <hr/> <p>Employer's Name and Address Arrow Sign Company 1051 - 46th Avenue Oakland, CA 94601</p>	<p>Duties Performed See attached resume</p>
<p>D) Dates (Month, Day, Year) <u>From</u> <u>To</u> 11/02/92 02/04/99</p> <p>Total: <u>Yrs.</u> <u>Mos.</u> 6 2</p> <p>Hrs. per week <u>45</u> . Volunteer <input type="checkbox"/></p>	<p>Title Accountant</p> <hr/> <p>Employer's Name and Address Contra Costa County 651 Pine Street, 4th Floor - N. Wing Martinez, CA 94553</p>	<p>Duties Performed See attached resume</p>

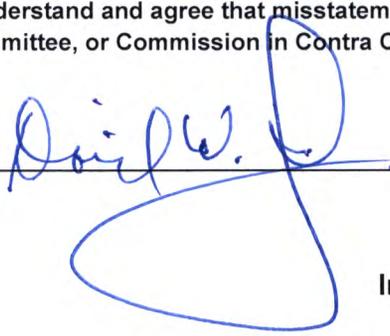
7. How did you learn about this vacancy?

CCC Homepage Walk-In Newspaper Advertisement District Supervisor Other _____

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No Yes

If Yes, please identify the nature of the relationship: _____

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee, or Commission in Contra Costa County.

Sign Name:  Date: 07-31-14

Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. Send the completed paper application to the Office of the Clerk of the Board at: **651 Pine Street, Room 106, Martinez, CA 94553.**
3. A résumé or other relevant information may be submitted with this application.
4. All members are required to take the following training: 1) The Brown Act, 2) The Better Government Ordinance, and 3) Ethics Training.
5. Members of boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
6. Advisory body meetings may be held in various locations and some locations may not be accessible by public transportation.
7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

DAVID W. JOSLIN

P.O. Box 6802 • Concord, CA 94524-1802 • (925) 682-2218 • dwjoslin@pacbell.net

CAREER SUMMARY AND HIGHLIGHTS

Successful manager with MBA and over twenty years of experience in accounting, finance and operations. Extensive business experience in finance, budgeting, tax audits, information systems, contract administration, and human resources. Demonstrated accomplishments include improving cash flow, identifying over \$300,000 in cost savings opportunities, improving office productivity, and reducing property taxes by over \$500,000. Administered company benefit plans, helped implement financial systems to manage rapid growth, prepared and reviewed business plans, and developed and implemented accounting procedures. Over eight years of experience as an adjunct college instructor helping underperforming students achieve success in their business and management courses.

PROFESSIONAL EXPERIENCE

Financial Advisor

San Francisco Associates, San Francisco, CA

2013 - Present

- Identified and contacted clients who can benefit from personalized financial planning
- Worked with clients to help them clarify their financial objectives through a series of meetings, so they made good financial decisions that will improve their economic well-being, and provide them with the financial freedom to realize their dreams

Adjunct Business Instructor

Brandman University, DeVry University and Embry-Riddle Aeronautical University

2005 - Present

- Taught undergraduate and graduate courses in accounting, finance, health care, human resources, labor relations, marketing, and organizational leadership at several Bay Area colleges and universities using both in-person and blended learning formats
- Rewrote the master syllabus for a course in organizational leadership using a blended learning format while teaching the course
- Recognized by several school administrators for my commitment to student success

General Manager

Metropolis Baking Company, Berkeley, CA

2006 - 2007

- Reported to the President of this artisan bakery, and supervised the administrative staff
- Human resources responsibilities included hiring, terminations, employee evaluations, benefits administration, workers compensation claims, and preparing the bi-weekly payroll using an outside payroll service
- Managed financial reporting, banking relations, cash flow management, and purchasing
- Implemented new collection procedures that improved cash flow by reducing the average collection period for accounts receivable

Independent Consultant

Institute for Natural Resources

2002 - 2005

- Identified cost savings of more than \$300,000 by reviewing expenses, and comparing them to industry standards at this \$7 million non-profit
- Reviewed the internal control systems, and discovered several weaknesses

- Human resources responsibilities included managing two employees, conducting employee evaluations, analyzing several new health care plans, and recommending one that provided improved employee benefits for the same amount of money

Herzog Contracting Corporation

- Trained to run industry software on an AS/400 platform at this \$400 million construction company on a \$65 million transportation project

Interim Controller

2000 - 2001

Arrow Sign Company, Oakland, CA

- Directed all accounting activities including accounts receivable, accounts payable, and financial reporting for a custom sign manufacturer
- Helped implement systems to manage revenue growth from \$6 million to \$12 million
- Human resources responsibilities including managing two employees, conducting employee evaluations, administering the company's 401(k) plan and preparing the weekly payroll using an outside payroll service

Accountant

1992 - 1999

Contra Costa County, Community Development and Building Inspection Departments, Martinez, CA

- Prepared annual budgets of \$6 to \$8 million, processed contract payments of \$1 to \$2 million annually, and performed various financial analyses, using Access, Excel, and WordPerfect
- Increased office productivity through the introduction of a new E-mail system for over 100 users in two departments
- Was instrumental in getting the departments to utilize the Internet
- Trained several employees and managed one employee

MILITARY SERVICE

United States Air Force, Davis-Monthan AFB, AZ; Lowry AFB, CO; and Travis AFB, CA

EDUCATION

Independent Coursework

Financial Planning and Services

CA Insurance License # 0149956

Series 6

Series 63

Golden Gate University, San Francisco, CA

MBA - Health Services Management

John F. Kennedy University, Pleasant Hill, CA

BS - Business Administration

COMMUNITY SERVICE

Community Child Care Council of Alameda County

Board of Directors Member

2013 - Present

- Elected to the board for a three-year term in 2013
- Served on the Human Resources and Finance Committees

UC Davis Cal Aggie Alumni Association

Appointed Member, Audit and Finance Committees

2009 - 2014

- Reviewed year-end financial statements and recommended changes to Executive Director
- Reviewed periodic budget reports and made recommendations to the Executive Director on how to make the reports easier to understand

Life Member

1994 - Present

- Served on the Contra Costa County Scholarship Committee for several years to review applications from freshman and transfer students

Golden Gate University Alumni Association

Board of Directors Member

2007 - 2011

- Elected to the board for a three-year term in 2007, and elected again in 2010 for an additional year
- Served on the Scholarship Committee to review applications from graduate students
- Worked with the Alumni Services Manager to coordinate several alumni functions, and increase the visibility of the GGU Alumni Association

Family and Children Services Advisory Committee, the Family and Children Services Trust Committee, and the Maternal, Child and Adolescent Health Advisory Board

1991 - 1992

- Appointed to review legislation and make recommendations to the Board of Supervisors on issues affecting families and children

Mt. Diablo Health Care District, Community Advisory Council

1991 - 1997

- Served two years as Vice-Chairman to review issues on health care and make recommendations to the Board of Directors
- Recommendations included the expenditure of \$100,000 to \$150,000 annually in local tax funds to support various community based health care programs