

**TOWN OF SAN ANSELMO
STAFF REPORT**

For the Meeting of April 10, 2012

TO: Town Council
FROM: Debra Stutsman, Town Manager
SUBJECT: Appointments to the Historical Commission

RECOMMENDATION

That Council appoint one applicant to the Historical Commission.

DISCUSSION

The Historical Commission has a membership of 11 seats. There are four vacancies available. Andrea Pearce has applied for a position. She was interviewed on March 27, 2012.

Her application is attached herewith.

The status report on current openings on Town Boards/Commission/Committees is also attached.

Respectfully submitted,



Debra Stutsman
Town Manager

Attachment No. 1 Status Report
Attachment No. 2 Application

TOWN OF SAN ANSELMO
BOARDS/COMMITTEES/COMMISSIONS
STATUS REPORT
As of 04/03/12

Board, Committee, Commission (total seats)	Seats Expiring/ Vacant	Applicants	Date Interviewed
Arts Commission 9 seats <i>Dave Donery</i>	1 vac		
Board of Review 5 seats	2 vac		
Flood Committee 5 seats <i>Sean Condry</i>	3 exp	Glenn Dearth*/** Richard Stutsman*/** Reinhard Ludke*/**	4/10 4/10
Historical Commission 15 seats <i>Linda Kenton</i>	4 vac	Andrea Pearce**	3/27
Library Advisory Board 5 seats <i>Linda Kenton</i>			
Library Tax Oversight Committee 5 seats <i>Linda Kenton</i>			
Marin Commission On Aging 1 seat			
Marin County Hazardous & Solid Waste Authority 1 seat			
Capitol Programs Monitoring Committee 6 seats <i>Sean Condry</i>	2 vac 2 exp	Carl Basore** Daniel Blomquist** Craig R. Burton**	3/27 3/27 4/10
Mosquito Abatement District 1 seats			
Open Space Committee 11 seats	3 exp		
Parks & Recreation Commission 8 seats <i>Dave Donery</i>			
Planning Commission 7 seats <i>Diane Henderson</i>			
Quality of Life 7 seats <i>Debbie Stutsman</i>	1 vac 4 exp	Woody Weingarten*/** Sita Khufu*/**	
Ross Valley Paramedic Authority 1 seat <i>Roger Meagor</i>			
Tax Equity Board 3 seats <i>Daria Carrillo</i>	1 vac 1 exp	Jay Weill*/**	

- * Incumbent
- ** Waiting for interview



TOWN OF SAN ANSELMO

525 San Anselmo Ave, San Anselmo, CA 94960

APPLICATION FOR APPOINTMENT TO A SAN ANSELMO BOARD/COMMISSION/COMMITTEE

To: San Anselmo Town Council

Date: 1/22/12

~~I wish to apply for an appointment to a term/balance of term of the~~

Historical Commission as a New Member

Name: Andrea Pearce

Home Address: 838 Butterfield Lane, San Anselmo

Occupation: Retired

Employer's Address: None

Home Phone: 415-457-1557

E-Mail: ASP7073@aol.com

Number of Years as a resident of San Anselmo: 32

In Marin: 32

Education Level Achieved:

Graduate Degree (Major: Education)

College Degree (Major: History)

Name and phone number of San Anselmo residents who can be contacted for referral information about me:

1. Judy Coy – 454-0307
2. Judy Baldassarri – 456-6272
3. Ellin Simmons- 456-9593

	YES	NO
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I would be able to regularly attend the meetings of this Commission	<u>X</u> _____	_____
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I would be available to attend additional meetings when they are necessary.	_____ <u>X</u> _____	_____
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I am familiar with the responsibilities and functions of the Commission	_____ <u>X</u> _____	_____
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I have attended meetings of the Commission as a member of the public. _____ X

List briefly, previous experience serving in public office, and/or on civic commissions, boards, or committees: I served as the recording secretary of the Board of the Sleepy Hollow Homeowner's Association. See my attached resume for my other experience.

Reasons for this appointment: I have always had an interest in history and think knowledge of local history is important to a community. Our History Museum tells the story of the people of San Anselmo and all history begins with stories of individuals and the local community. All decisions made that affect a community should consider the history of the location. I would like to work with the other Commissioners to help the Historical Museum fill a need in San Anselmo.

What are your qualifications for this appointment: In addition to my interest in the history, my work included planning, management of projects, working on teams and involvement in community services. On a practical level, I also helped with the cataloging of all the pictures in the San Anselmo Historical Museum's archives which gave me a familiarity with the data base.

Briefly, what do you consider to be the most important, one or two current issues facing this Commission? The History museum needs to continue to be relevant to the town of San Anselmo with new and interesting ideas to intrigue the public.

I understand that, I, and all other applicants, will be personally interviewed by the Town Council as part of the selection process for this appointment.

Amalia S. Canace

1/22/12

Signature

Date

Do you wish to be considered again if you are not selected for this appointment? Yes

838 Butterfield Lane
San Anselmo, CA 94960
Phone (415) 457-1557
Fax (415) 457-7524
E-mail ASP7073@aol.com

Andrea S. Pearce

Work Experience: 2000 – 2010
Danya International, Inc.

Head Start Reviewer

I completed review assignments to gather facts to determine the performance of Head Start grantees and completed acceptable reports that described areas of noncompliance and/or strengths. I reviewed the areas of Program Design and Management and Family and Community Partnerships. I primarily acted as the Report Coordinator where I was responsible for producing the on-site report for the review team.

1992 – 1998
Administration for Children and Families
San Francisco, CA

Associate Director, Program Support Unit

I supervised a team of 6 – 8 people and was responsible for reviewing and approving their work. The team was responsible for strategic planning, work planning, data evaluation, performance measurement, work process improvement, and internal systems for all the ACF programs including Head Start. The team was responsible for keeping the records of accomplishments for the agency and reporting progress toward goals. I was certified as a management trainer in the Frontline Leadership Program and taught classes for managers from both the Administration for Children and Families and the Social Security Administration. I participated in the national workgroup that established the Vision, Values and Goals for the Administration. I co-chaired a bi-regional conference on Domestic Violence that was held in Portland, Oregon that brought together members from the government and non-profit community to discuss how to best provide services to children and families.

Program Manager, Child Support Enforcement

I supervised the unit of 7 people that was responsible for Federal oversight of the Child Support Enforcement program in Arizona, California, Guam, Hawaii, and Nevada. This responsibility included reviewing and approving staff work of assuring compliance with federal regulations as well as developing initiatives to increase the participation of

fathers and mothers financially and emotionally in the lives of their children. The unit responded to written inquiries about the program and sent directives to the States about changes in the law.

Director, Planning and Coordination

I supervised a unit of 6 people that was responsible for crosscutting initiatives. I served as a member of the San Francisco Taskforce on Homelessness for the Regional Administrator. The unit was responsible for training, work planning, media contacts, and internal computer systems for all programs including Head Start. We handled correspondence for the Regional Administrator for crosscutting issues.

1965-1966

1968-1992

Social Security Administration
San Francisco, CA

I held 9 different permanent jobs with the Social Security Administration as well as filling 5 temporary assignments. I held 3 permanent management positions and all of my temporary assignments were management positions. I will highlight the jobs that I think are significant

1986 -1992

Section Chief, Retirement and Survivors Insurance Quality Branch

I supervised a unit that was responsible for the quality improvement of the delivery of the Retirement and Survivors program. My unit performed onsite reviews, special studies, and customer service surveys to assure the accuracy of the benefits being paid and the quality of the customer service being provided. The unit was also responsible for writing reports to summarize the information discovered. I reviewed and approved all work created.

1985 - 1986

Branch Manager, Richmond Social Security Office

I managed the Social Security office in Richmond, CA. I was responsible for the delivery of services of all Social Security programs to the public through the activities of two supervisors and 19 staff. I was also responsible for the overall budget and facility management for the office. I oversaw the referral of beneficiaries to the appropriate community organizations for services.

1978-1985

Program Specialist, Social Security Disability Program

I was responsible for providing technical assistance to Social Security offices on the disability program under both Title II and Title XVI of the Social Security Act. I made onsite visits to perform reviews to assure that the program was being implemented correctly. I was the lead person on a special project initiated from the White House to help the disabled return to work. This project (entitled Project Partnership) was a partnership effort between Social Security, California Department of Rehabilitation, and various large private employers in the Bay Area.

1968

I taught 3rd grade in the Los Angeles City Schools.

Education

San Francisco State University – BA in History

Long Beach State University – Lifetime Elementary School Teaching Credential

Certified Trainer -Zenger Miller Frontline Leadership Program