

CITY COUNCIL AGENDA – AUGUST 6, 2013

SUBJECT: APPOINTMENTS TO THE CHARTER REVIEW COMMITTEE AND CITY'S INTERNAL AUDIT COMMITTEE

SOURCE: ADMINISTRATIVE SERVICES/CITY CLERK DIVISION

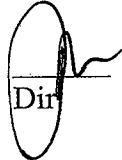
COMMENT: At its meeting of July 16, 2013, the Council considered the appointment method of the nine-member Charter Review Committee and determined that each Council Member would select one member, with the remaining four being selected by a majority of the Council Members. At Council's direction, staff publicized the newly-established Committee and solicited requests for appointment from interested individuals. As of the time of agenda compilation, five individuals have submitted requests for appointment, four of which meet the designated qualifications of being a registered voter within the City of Porterville. Those are:

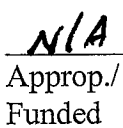
- Teri Irish
- Gary Giraudi
- Stephanie Cortez
- Jenna Salazar

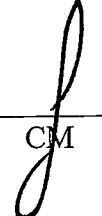
Additionally on July 16th, the Council directed staff to re-advertise the vacancy that currently exists on the Internal City Audit Committee. As of the time of agenda compilation, no requests have been received. At this time, staff seeks direction from the Council.

RECOMMENDATION: That the City Council appoint nine members to the Charter Review Committee; and provide direction to staff regarding the Internal City Audit Committee vacancy.

ATTACHMENTS: Requests for Appointment


Dir


N/A
Approp./
Funded


CM

Item No. 36

RECEIVED

JUL 25 2013

CITY OF PORTERVILLE
PERSONNEL

CITY OF PORTERVILLE REQUEST FOR APPOINTMENT

Please complete all blanks.

Name: Teri Irish
(Please Print)

Appointment to: Charter Review Committee
(Name of Board, Commission, or Committee)

Reappointment; or IF NEW, please provide :

Street Address: 1133 E Jasmine South Drive
Porterville CA 93257

Mailing Address: _____

Name of Business: Security Telecommunications of Porterville, Inc.
 Own Operate

Business Address: 768 N Prospect Street
Porterville CA 93257

Telephone: Home 559-781-6509
Work 559-781-3310
FAX 559-781-6586
E-mail tirish@ocsnet.net

City of Porterville resident:

Yes
 No

Registered Voter:

Yes
 No

Qualifications: Owner/President of S.T.O.P. Alarm, Inc. for 34 years

President of the Rotary Club of Porterville 2007/2008

Member of the Rotary Club of Porterville 14 years

Graduate of Leadership Porterville 1974

Porterville Woman of the Year 1997

Chamber Ambassador of the Year 1998

Resume attached

Letter of request attached

Submitted By: Teri Irish

07/25/2013

Date

Received by: _____

Forwarded to: City Clerk

Date: _____

City Council

Date: _____

City Manager

Date: _____

Applicable Dept.

Date: _____

Tentative Council Mtg Date: _____

RECEIVED

JUL 26 2013

CITY OF PORTERVILLE
PERSONNEL

CITY OF PORTERVILLE REQUEST FOR APPOINTMENT

Please complete all blanks.

Name: Gary Giraudi
(Please Print)

Appointment to: Charter Review Committee
(Name of Board, Commission, or Committee)

Reappointment; or **IF NEW**, please provide :

Street Address: 100 S. Westwood #15
Porterville, CA 93257

Mailing Address: (See Above)

Name of Business: Miller Memorial Chapel
 Own Operate

Business Address: 1120 W. Goshen Ave.
Visalia, CA 93291

Telephone: Home 559-784-3692

Work 559-732-8371

FAX 559-732-0392

E-mail gary.giraudi@dignitymemorial.com

City of Porterville resident:
 Yes
 No

Registered Voter:
 Yes
 No

Qualifications: Following my retirement as a Porterville area teacher and
administrator, I have been in funeral service management for 25 years. I
began my career in funeral service at Whitehurst Loyd in Porterville and
for the past six years have managed Miller Memorial Chapel in Visalia, CA.
A graduate of the Leadership Porterville Program and a past president of
the Porterville Chamber of Commerce, I currently serve on the Board of the
Porterville Sheltered Workshop and am secretary of the St. Anne's School
Board. As a native son of Porterville, combined with my experience in
education and the private business sector, this gives me a unique insight
into the positives and also the challenges Porterville will face in the future.

Resume attached

Letter of request attached

Submitted By: _____

Fary Smith

July 26, 2013
Date

Received by: _____

Forwarded to: City Clerk D Date: _____

City Council D Date: _____

City Manager D Date: _____

Applicable Dept. D Date: _____

Tentative Council Mtg Date: _____

July 26, 2013

Honorable Virginia Gurrola, Mayor
City of Porterville
291 North Main Street
Porterville, CA 93257

Dear Mayor Gurrola:

I am kindly requesting City Council's consideration for an appointment to the Charter Review Committee.

I have attached my appointment application and resume as requested. I appreciate your consideration of my application for an appointment.

Regards,

A handwritten signature in black ink, appearing to read "Gary Giraudi". The signature is fluid and cursive, with a large loop at the end.

Gary Giraudi

100 s. Westwood #15

Porterville, CA 93257

559-784-3692

559-779-4856

Gary S. Giraudi

100 S. Westwood #15, Porterville, CA 93257
(559) 784-3602 Home or (559) 779-4856 Cell

Objective: City of Porterville Charter Review Committee

Miller Memorial Chapel, Visalia, CA
Whitehurst Loyd Chapel, Porterville, CA

July 2007 to Present
Sept. 1989 to June 2007

Manager

- Manage daily operations of funeral homes
- Supervising staff in daily operations
- Direct funeral services and ceremonials
- Facilitate arrangements with families

Columbine School District, Delano, CA
Saucelito School District, Terra Bella, CA

1979 to 1989
1965 to 1979

School Principal, Educator and Superintendent

- Grade 8 Teacher
- Principal
- Superintendent

RECEIVED
JUL 29 2013
CITY OF PORTERVILLE
ADMINISTRATIVE SERVICES

CITY OF PORTERVILLE REQUEST FOR APPOINTMENT

Please complete all blanks.

Name: Stephanie Cortez
(Please Print)

Appointment to: Charter Review Committee
(Name of Board, Commission, or Committee)

D Reappointment; or IF NEW, please provide :

Street Address: 1651 W Grand Ave
Porterville CA 93257

Mailing Address: _____

Name of Business: ITC

D Own D Operate

Business Address: 244 W Olive
Porterville CA 93257

Telephone: Home _____

Work 559-784-8324

FAX 559-783-2774

E-mail Stephanie@ite-tech.net

City of Porterville resident:

D Yes

D No

Registered Voter:

D Yes

D No

Qualifications: _____

- D Resume attached
- D Letter of request attached

Submitted By: Stephanie Cortez _____ 7/29/13
Date

Received by: _____

Forwarded to: City Clerk D Date: _____
City Council D Date: _____
City Manager D Date: _____
Applicable Dept. D Date: _____

Tentative Council Mtg Date: _____

Stephanie N. Cortez

1651 W. Grand Ave.
Porterville, Ca 93257

559-310-4121
stephanie@itc-tech.net

OBJECTIVE: To be a contributing member of an organization that values cumulative professional work experience and education.

SUMMARY:

- 10 years of Fiscal management
- Experienced developer of business plans, strategic plans, marketing plans, and capital fundraisers
- Project management oversight with many different organizations
- Business start-up consultant for new companies
- Developer of annual business portfolios

EDUCATION: Masters of Business Administration
Grand Canyon University, June 2008

Bachelor of Management Organizational Development
Fresno Pacific University, February 2006

EXPERIENCE:

ITC
Owner

3/2007-Current

I am the current owner of the company. I have been in business for 6 years. I development the business organization, I maintain all of the financials. I handle all of the project contracts that deal with State, County, and Government. I have proactive conflict resolution skills. I monitor technology trends and implement new changes accordingly. I staff three technicians and an administration assistant.

Townsend Architectural Group
Controller

10/2003-Current

I serve as the company controller of all the finances. I maintain all of the A/P, A/R, payroll, taxes. I create yearly budgets and work with contracts for projects.

Porterville College
Adjunct Teacher

2011-2012

I have been a adjunct teacher at the local community college and I have instructed Introduce to Business, Keyboarding, Financial and Managerial Accounting

ACTIVITIES:

- Porterville Chamber of Commerce
- Porterville Noon Rotary
- AOE Harmony Magnet Academy
- Treasure for St. Anne's Home & School Association
- Leadership Porterville Steering Committee
- Graduate of Leadership Porterville 2010

Chair 2013
Past Vocation Board
Executive Officer as Secretary
Executive Officer as Treasure

CITY OF PORTERVILLE REQUEST FOR APPOINTMENT

RECEIVED
JUL 29 2013
CITY OF PORTERVILLE
ADMINISTRATIVE SERVICES

Please complete all blanks.

Name: Jenna Salazar
(Please Print)

Appointment to: Charter Review Committee
(Name of Board, Commission, or Committee)

Reappointment; or IF NEW, please provide :

Street Address: 1967 W. Nancy Ave.
Porterville, CA 93257

Mailing Address: (same as above)

Name of Business: Rethought Reborn
 Own Operate

Business Address: 1967 W. Nancy Ave.
Porterville, CA 93257

Telephone: Home 559.783.9545

Work 540.454.9533

FAX 559.783.9545

E-mail Jenna.Salazar@rethoughtreborn.com

City of Porterville resident:

Yes

No

Registered Voter:

Yes

No

Qualifications:

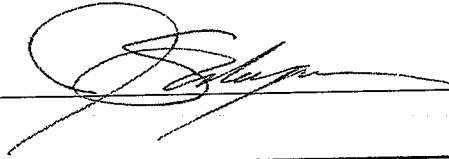
In addition to my experience outlined in my résumé (attached), I wanted to highlight a few accomplishments that I believe would be relevant to the task of the Charter Review Committee:

- Leadership Porterville, Class of 2013. *Serving as Secretary, served as Event Chairperson for Festival of Colors Run, acting co-Chair of Tulare County Display redesign project.*
- Eight-year Army veteran. *Wrote SOP's for the Army's pilot multi-composition Biowarfare defense unit, which was then adopted for distribution within the company*
- Managed Care Coordinator. *Created position policies and procedures for newly created job position, resulting in resolution of over \$100, 000 in medical claims through retroactive authorizations.*

Resume attached

Letter of request attached

Submitted By: _____



29 Jul 2013
Date

Received by: _____

Forwarded to: City Clerk

Date: _____

City Council

Date: _____

City Manager

Date: _____

Applicable Dept.

Date: _____

Tentative Council Mtg Date: _____

JENNA SALAZAR
1967 W. Nancy Ave., Porterville, CA 93257 | 559.783.9545 | Jenna.Salazar@rethoughtreborn.com

July 29, 2013

Virginia Gurrola
Mayor
City of Porterville
291 N. Main St.
Porterville, CA 93257

Dear Mayor Gurrola:

I respectfully request your consideration to serve on the Charter Review Committee. I am attaching a Request for Appointment and my résumé for review, and look forward to the opportunity to serve my community in this capacity.

I am confident I will be able to fulfill the time obligations throughout the duration of this committee, and am eager to closely examine the City's Charter.

Having been born and raised in Porterville, and recently returned after a 10-year hiatus during my military service, I am grateful for the doors my participation in Leadership Porterville 2013 has brought, and have a desire to be actively involved in serving others and contributing to the betterment of the City of Porterville.

Sincerely,


Jenna Salazar

ENCLOSURES

Request for Appointment

Résumé

JENNA SALAZAR

SUMMARY OF QUALIFICATIONS

Over 15 years' experience in positions of increasing responsibility in both the military and civilian sector, encompassing the following areas:

- Program Development
- Event planning and coordination
- Inventory Management
- Training Development
- Personnel Administration
- Records Management
- Human Resources and employment recruitment
- Designed, implemented, and managed numerous training programs; conducted seminars and briefing sessions.
- Supervised office and field staff; coordinated work flow.
- Worked closely with senior-level management in long-term strategic planning.

EXPERIENCE

01/01/2013 Rethought Reborn

Marketing Consultant (Owner)

Original design and development of brands, logos and marketing plans; redesign of existing sites; create and maintain full service retail and eCommerce sites; business integration of social media and search engine optimization (SEO); design and develop portfolios; provide site analytics and traffic reports; event planning and coordination, including trade show booths; create and manage promotion campaigns; design and distribute marketing materials; graphic design.

01/04 – 01/12 United States Army

Chemical, Biological, Radiological & Nuclear Specialist; Reserves 10/08 – 01/12

Assisted in the establishment and application of Chemical, Biological, Radiological and Nuclear (CBRN) defense measures for the unit; provided training advice and supervision regarding the proper use and maintenance procedures for CBRN equipment and operations; maintained and supplied unit personnel with CBRNE equipment and conducted regular inspections ensuring proper functionality; operated and performed operator maintenance on smoke generating equipment, CBRN identification/detection and decontamination equipment; trained soldiers on CBRN response operations; operated and maintained CBRN detection and decontamination equipment.

Biowarfare Defense Specialist, Assistant Team Leader; Active Duty 05/04 – 09/06

Responsible for the supervision, combat training, morale, discipline, safety, health and welfare of four Soldiers; accountable for the utilization of two M1097A2 trucks, two M1113 trucks, one 10 kw generator, one trailer, and equipment valued over 3 million dollars; trained company CBRN Teams, conducted training and command inspections; assisted in the planning and execution of all the company's nuclear, biological and chemical CBRN training, advised the company commander on tactical CBRN situations.

09/03 – 01/04 Management Recruiters Int'l, Fresno Fresno, CA

Project Coordinator

Worked with the HR departments of high-profile clients to identify and provided specific personnel for their needs and on behalf of candidates seeking permanent employment; negotiated fees based on priority of search; extensive client contact; researched various niche markets to identify past and present trends.

04/03 – 09/03 Boracchia + Associates Fresno, CA

Sales Associate

Introduced new surgical and medical technologies to physicians; trained and monitored product use in operating room or healthcare provider's office; educated and serviced patients as needed regarding various products; submitted proposals for consigning or purchasing equipment or products to clients; billed for equipment or products used; coordinated CME conferences when indicated for physicians in surrounding areas on new technology; in-serviced operating room staff on proper use of equipment/ product; obtained and submitted proper documentation for proof of medical necessity for prescribed product as required by patient's insurance policy.

01/03 – 04/03 Tulare County Sheriff Office Visalia, CA

Emergency Dispatcher

Received and transmitted emergency calls by telephone, radio, or other signal system; relayed information to sheriff patrol cars, police, ambulances, fire apparatus, rescue squads, or other personnel and equipment as needed to handle all complaints and requests for assistance; monitored activities of all sheriff units in the field; kept records of all activity related to the delivery of emergency services or other services required of the dispatch center; performed such other duties as assigned by appropriate authority.

11/01 – 01/02 Earl S. Pearson, M.D. Porterville, CA

Medical Assistant / Receptionist

Scheduled appointments; prepared next day's charts; processed payments; generated end-of-day report and balanced accounts receivable; prepared patients for various surgeries and other procedures; assisted physician in surgeries as directed; obtained pertinent data from patient; completed operative reports, lab requisitions and specimen transport forms; medical transcription; managed inquiries from the public, patients, and staff.

01/01 – 09/01 Certus Corporation Fresno, CA

Client Services Coordinator

Primary:

Designed, compiled and submitted all daily, weekly and monthly reports to all clients; traveled onsite to client facilities to review systems, established procedures; monthly client invoicing; attended and documented all internal and external meetings; coordinated day-to-day client/staff inquiries and processes.

Other duties:

Hospital billing; interfaced with payers for payment resolution.

JENNA SALAZAR

1967 W. NANCY AVE. • PORTERVILLE, CA 93257 • 559.783.9545 • JENNSALAZAR@HOTMAIL.COM

09/98 – 12/00 Oregon Health Sciences University Portland, OR
Managed Care Coordinator

Obtained authorizations from internal and external agencies for all outpatient services for six (6) neurosurgeons; provided cross-coverage for surgical pre-authorizations; processed referrals; report auditing and follow-up; answered multi-line telephones; managed inquiries from the public, patients, and staff. Served on Employee Recognition Committee.

Administrative Assistant

Schedule coordination for three (3) neurosurgeons; transcribed correspondence, grants, manuscripts and medical records; planned and coordinated conferences and other special meetings; received, processed, and distributed departmental mail; filing; answering multi-line telephones; managing inquiries from the public, patients, and staff.

03/97 – 09/98 Family HealthCare Network Porterville, CA
Referral Services Clerk

Processed referrals; obtained authorizations from various insurance companies and worker's compensation agencies; generated monthly referral report; designed referral documents utilized company-wide; schedule patient appointments with outside specialists and diagnostic service facilities; computer data entry; chart auditing and follow-up; patient services tracking; assisted Referral Services Coordinator; purchasing and inventory for department.

EDUCATION

1996-1998	Porterville College	Porterville, CA
	(General education courses for transfer), <i>GPA 3.16</i>	
1999-2000	Portland Community College	Portland, OR
	Emergency Medical Technician Certification, <i>GPA 4.0</i>	
2005-2006	Coastline Community College	(Online)
	(General education courses for transfer), <i>GPA 3.73</i>	
2010-2011	American Military University	(Online)
	Bachelors in Sports & Health Sciences (in progress), <i>GPA 3.97</i>	

VOLUNTEER EXPERIENCE

1996-1997	Family HealthCare Network	Porterville, CA
	Research and computer data entry; maintained filing systems; appointment scheduling; processed referrals; obtained authorizations from various insurance companies.	
2012-Present	Summit Charter Academy, Lombardi	Porterville, CA
	Parent Volunteer on a weekly basis; assist for two hours in a kindergarten classroom; instruct and oversee 24 students through a designated art project; meet, plan and coordinate extracurricular classroom activities monthly.	

PROFESSIONAL ORGANIZATIONS

2013	Leadership Porterville, <i>Secretary</i>
2013	Porterville Chamber of Commerce (Board Member, beginning Sept. 1)
2013	Porterville LEADS Group