



A Tradition of Stewardship  
A Commitment to Service

County Executive Office

1195 Third Street, Suite 310  
Napa, CA 94559  
[www.countyofnapa.org](http://www.countyofnapa.org)

Main: (707) 253-4421  
Fax: (707) 253-4176

Minh C. Tran  
County Executive Officer

December 9, 2021

Gladys Lopez

Napa, CA 94558

Via email: [REDACTED]

Re: **Juvenile Justice Coordinating Council**

Dear Ms. Lopez:

You have been a valued member of the **Napa County Juvenile Justice Coordinating Council** representing **Community-at-Large**. The term of your position will expire on December 31, 2021. If you wish to request reappointment for another three-year term, please check the following box:

- ☒ Yes, I would like my name, this letter and application forwarded to the Board of Supervisors for possible reappointment to the **Napa County Juvenile Justice Coordinating Council** for the term commencing immediately and expiring December 31, 2024.

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If you have chosen to request reappointment, please check one of the two boxes below regarding your last application.

- ☒ I confirm that all the information on my last application is current.
- ☐ Some of the information on my last application is no longer current or is five (5) years old or older. I will submit a new or revised application.

(To complete a new application form either contact the Napa County Executive Office or go to the following link to complete your application online: [Link to Napa County Committees and Commissions page](#)).

After checking the appropriate box, sign and date on the lines below and return this letter to the **County Executive Office** by mail, email, or fax.

  
SIGNATURE

12/20/21  
DATE

**COUNTY EXECUTIVE OFFICE**  
1195 Third Street • Suite 310 • Napa, CA 94559 • (707) 253-4421  
[www.countyofnapa.org](http://www.countyofnapa.org)  
FAX (707) 253-4176



**Print**

**Application for Appointment to Board, Commission, Committee, Task Force or Position -  
Submission #1369**

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**Date Submitted: 3/25/2020**

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](#)

Please note that appointees may be required by state law and county conflict of interest code to file financial disclosure statements.

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**Application for Appointment to:**

Napa County Juvenile Justice Coordinating Council

Name of Board, Commission, Committee, Task Force or Position.

**Category of Membership for Which You Are Applying\***

Community At-large Representative

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.

**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\***

Gladys Lopez

**Supervisory District in Which You Reside\***

District 4

**Home Address\*****City\***

Napa

**State\***

CA

**Zip\***

94558

**Phone\*****Email Address\*****Work Address\*****City\***

Napa

**State\***

CA

**Zip\***

94558

**Work Phone\*****Current Occupation\***

Parent Advocate and Co-Facilitator Parent Project

Within the last 12 months

**Current License**

N/A

Professional or occupational, date of issue, and expiration including status

**Education/Experience**

My educational and work experience has been working with at-risk families in Napa County within the criminal justice system. As a sociologist within Law and Society. I have a better understanding of why people do certain behaviors in a society which are deviant to prosecute in a court of law. My experience in working with at-risk families is educating them on resources offered to them by the community. In order for them to be good, productive community members in society. I was able to assist at-risk families with resources available by referral in the following for food, shelter, rental assistance, mental health services, childcare services, special educational services, job-seeking assistance for youth in the community. As a Mexican American community member, my minor in Chicanx and Latinx provides me a better understanding of immigrants in my community in Napa County who contribute to society. I have the knowledge to better understand the reason why there is a high rate of crime within the Chicanx and Latinx community and amongst other races in Napa County. As a Co-facilitator of Parent Project, I have a better understanding of the principle of communicating with the youth and showing compassion to parents by giving them the tools and skills they need to become better parents.

**Resume**

Napa County Juvenile Justice Coordinating Council .pdf

Attach a resume containing this and any other information that would be helpful to the Board in evaluating your application.

**Community Participation**

My community participation has been in school parent clubs in the following school sites, McPherson Elementary, Silverado Middle School. Participated and became president of the English language Learner Program for McPherson Elementary and Silverado Middle school. I intern for On the Move program through the Parent Resource Center. I volunteered as a translator for Spanish speaking parents during workshops and parent meetings. I volunteered in the VITA tax program, I helped Immigration Insitute of the Bay Area with citizenship workshops, helped many community members with there unemployment forms. I am currently working on a Leadership program for parents of special needs children in the community by educating them on the importance of advocacy, how laws are developed, how to get into contact with local, state representatives in order to address issued within the community and are putting them at risk.

Nature of activity and community location

**Other County Board/Commission/Committee on Which You Serve/Have Served**

N/A

**Public Actions that may impact Credit Rating**

N/A

List all court or other public administration actions impacting your credit rating within the past ten (10) years.

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

**Reference 1**



Name\*

Catalina Chavez-Tapia

Phone\*

Address\*

City\*

Napa

State\*

CA

Zip\*

94558

.....  
Reference 2

Name\*

Marlena Garcia

Phone\*

Address\*

City\*

Napa

State\*

CA

Zip\*

94559

.....  
Reference 3

Name\*

Belinda Ruiz

Phone\*



Address\*

City\*

American Canyon

State\*

CA

Zip\*

95403

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

N/A

For Conflict of Interest purposes

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

The reason for wishing to serve in Napa County Juvenile Justice Coordinating Council, in my opinion, is to contribute my knowledge as an advocate, and leader, when working with at-risk families in the community. I understand the critical aspect of providing grants to states that follow Federal protections on the care and treatment of youth in the Juvenile Justice and Criminal Justice system. I can identify problems by my previous research abilities due to my sociological degree within law and society. I have presented solutions in which new ideas can be created to provide better comprehensive youth services within my educational, work and training experience. I understand It is essential to have a balanced budget in which the effort of funding provided by the Federal government is spent appropriately, in its demographics within the perspective of the juvenile client, that the data acquired about the staff who delivered the services is corresponding with the program strategies. And that the services are working, and the cost per direct services are effective. It is important to acknowledge that the effect of the youth and parent satisfaction rates and the effectiveness of services in providing is, in fact, the desired goal. It is also important to note that the performance processes should be measured, by either setting a goal of short term and in which perhaps there should be an intermediate outcome if possible to have a positive outcome and the Federal guidelines are followed appropriately.

Responded

☐ Yes

Completed

☐ Yes

I declare under penalty of perjury that the foregoing is true and correct.\*

☒ Yes☐ No



**Electronic Signature Agreement**

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

☒ I agree.

**Electronic Signature****Date**

Gladys Lopez

3/24/2020

hh:mm am/p



Gladys Lopez



March 24, 2020

Napa County Youth Opportunities Commission  
1195 Third Street  
Napa, CA 94559  
Attention: Neha Hoskins, Secretary  
Boards, Committees & Commissions

**Re: Napa County Juvenile Justice Coordinating Council**

Dear Mr./Ms.Hoskins:

I am writing concerning the vacant position of Napa County Juvenile Justice Coordinating Council, as advertised in Napa County Boards, Committees & Commissions website this week. Along with my combination of sixteen years of educational and work experience in the criminal justice system, a court advocate/bilingual for NEXUS Program. I have hands-on training in providing crisis intervention, problem solving skills, and working in a high risk environment. I have the ability to deliver the utmost crisis intervention services by advocating for the most vulnerable population.

I believe I am an excellent candidate fit for this position because I possess all the necessary skills and qualifications which are required:

- ✓ Highly skilled to address the needs of vulnerable populations by communicating effectively, conducting intake assessments, providing referrals around safety and other immediate resources within the community in a confidential manner.
- ✓ Well-versed in typing business correspondence and procedures, maintaining program records and collecting statistical data for monthly reporting. I effectively present information and respond to questions from colleagues and clients.
- ✓ Greet all clients with professionalism, respect, equality and sensitivity where there are emotions and stressful environments.
- ✓ Non-Profit experience and have the ability of working well with a diverse, social economic, ethnic and cultural background. I experienced working with undocumented population.
- ✓ Develop and maintaining a working relationship with Law Enforcement and and the Criminal Justice System
- ✓ Attending agency meetings, trainings and outreach as needed for ParentsCAN



Furthermore, I have a demonstrated ability to solve complex problems and disputes using my creative thinking and analytical skills. In addition, my exceptional communication skills would enable me to handle clients effectively and go beyond your expectations. Please go through the enclosed resume which will provide you with complete details regarding my qualifications and skills.

As an enthusiastic and dedicated advocate, I would welcome a chance to meet with you in person to discuss my qualifications in detail. I will call you after 5 working days to find any possibility of an interview. In the interim, you can contact me on my cell at ( [REDACTED] [REDACTED] consideration. I look forward to hearing from you soon.

Sincerely yours,

**Gladys Lopez**

Enclused: Resume



Gladys Lopez



**Professional Profile:**

A highly competent, motivated and enthusiastic Community At-Large Representative with experience of working with nonprofit organizations by helping underserved and vulnerable populations. Well organized and proactive in addressing the needs and providing timely, efficient and accurate, support to underserved, vulnerable population and work colleagues. Approachable, well presented and able to establish good working relationships with a diverse group of individuals. Possessing a proven ability and combination of experience working and educational experience of sixteen years to generate innovative ideas and solutions to problems in order to help the vulnerable and traumatized populations.

**Summary of Qualifications:**

- I communicate effectively in English and Spanish by using skillful expression, transmission and interpretation of the knowledge of sociology, Chicanx and Latinx methods of psychology and using ideas by speaking effectively, writing effectively, expressing new ideas, facilitating discussion, providing feedback, presenting information, describing feelings, interviewing.
- My educational experience in sociology with an emphasis in law and society provides me with the classroom and work experience in sociological research in criminology, law, society. In addition, my educational experience in Chicanx and Latinx has provided me the specific knowledge of psychology, immigration and intimate partner violence, as this gives me the ability to conceptualize future needs and solutions by identifying problems, imagining solutions, assessing, identifying resources, gathering information, solving problems and setting goals, extracting information, defining needs, developing evaluations, creating spreadsheets and databases and calculating results for data purposes.
- My interpersonal knowledge and skills allow me to help resolve conflict, relating to and helping people by developing relationships, being sensitive, listening, conveying feelings, providing support, motivating, sharing credit, cooperating, delegating with respect, representing others, perceiving feelings, situations, in which there is cultural and gender sensitivity and equality.
- My ability to organize, manage and provide leadership is to guide individuals and groups in the completion of goals by initiating new ideas, handling details, coordinating tasks, managing groups, delegating responsibilities, teaching, coaching, promoting change, decision making with others, managing conflict and enforcing policies.



- My daily skills I possess are to assist in promoting effective production and work satisfaction by implementing decisions, cooperating, being punctual, managing time, attending to details, meeting goals, enlisting help, accepting responsibility, setting and meeting deadlines and making decisions.

### **Professional Experience:**

ParentsCAN

Present

Co-Facilitatory Parent Project

- Parent Advocate
- Provided crisis intervention skills in changing destructive adolescent behavior
- Provided support in addressing truancy, drugs and alcohol, runaway, media, early teen sex, violence, gangs
- Provide emotional support to parents of high risk adolescent
- Provide skills within the Step of Success (S.O.S)
- Provide trauma informed interventions skills
- Provide skills for parent to effectively communicate with their adolescent
- Collaborating with Department of Juvenile Hall/Probation Department
- Data entry
- Intake specialist
- Maintained and established confidentiality with client and record system
- Attending agency meetings, trainings, outreach and any other meetings as directed
- Bilingual- verbal translation, written translation in English and Spanish
- Working with vulnerable and traumatized populations, bi-cultural sensitive community and high risk families

ParentsCAN

2016 to 2018

Behavioral Specialist/ Parent Partner

NEXUS WrapAround Program

- Parent Advocate
- Court Advocate
- Administrative writing skills
- Computer skills: Microsoft Word, Microsoft EXCEL, Microsoft Powerpoint, Microsoft OneNote, Email, Drop box, Microsoft Office.
- Managing reports
- Intake specialist
- Analyzing information
- Data entry
- Provided crisis interventions
- Problem solving skills



- Out-reach within the community of Napa
- Developing and maintaining a working relationship with the Criminal Justice System and Law Enforcement
- Collaborated with other agencies within the community of Napa; NVUSD, County of Napa, Puertas Abiertas, Mentis, On the Move, Parent University, COPE, Sheriff's Activity League, HOPE Center, NEWS.
- Maintained and established a system to ensure accurate information and client file system
- Maintained and established confidentiality with client and record system
- Verbal Judo; on maintaining an effective and professional communication skills within staff and clients
- Attending agency meetings, trainings and any other meetings as directed
- Bilingual- verbal translation, written translation in English and Spanish
- Working under high risk situations
- Working with underserved, culturally sensitive community and high risk families

Napa Valley Unified School District

2006 to 2009

Human Resources Department

Administrative Assistant/Bilingual

- Front desk and office support
- Reporting Skills
- Managing Processes
- Name and address changes for NVUSD employees
- Analyzing Information
- Administrative Writing Skills,
- Fingerprint process information
- Classified Leadership Academy Clerical Support
- Verbal Communication from English to Spanish and vice versa
- Microsoft Office Skills
- Problem Solving
- Professionalism

Napa Valley Adult School

1999 to 2006

Administrative Assistant/ Bilingual community Liaison

- Front desk and office support
- Oral translation from English to Spanish and vice versa
- Schedule Interview for the English as a Second Language Coordinator
- Coordinator for the CBET child care program
- Made flyers to promote English as a Second Language Program
- Computer programs: Word, Windows XP, Lotus 123, Wordperfect, Excel, Powerpoint,



Publisher

- Supply Management
- Inventory Control

**Education:**

Project Leadership 2020  
Family Voices of California  
Certified Facilitator

University of California Davis 2019  
Bachelor's Degree in Letters and Social Science  
Bachelor of Art in Sociology with an emphasis in Law and Society  
Minor in Chicanx and Latinx studies

Napa Valley College 2016  
Associate of Science Administration of Justice  
Associate of science transfer Administration of Justice  
Associate of Justice, Law Enforcement

Napa Valley College 2015  
Certificate if Intersegmental General Education  
Certificate of Administration of Justice, Juvenile Justice

Napa Valley Unified School District 2009  
Classified Leadership Academy/Certificate

Napa Valley Adult School 2008  
Computer Operations/Certificate

Napa Valley Adult School 2007  
Verbal Judo/Certificate

Napa Valley Adult School 2006  
Business Administration/Certificate

**Community/ Volunteer Work:**

ParentCAN 2016-2018  
Silverado Middle School Parent Club 2015-2016  
The McPherson Neighborhood Initiative 2012-2015



**References:**

Marlena Garcia

Catalina Chavez-Tapia

Belinda Ruiz

