

**Application for Appointment to Board, Commission, Committee, Task Force or Position**

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.

**Which Boards would you like to apply for?**

Napa County First 5 Children and Families Commission: Submitted

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

Category C

**Profile**

Marlena

First Name

G

Middle Initial

Garcia

Last Name

[Redacted]

Email Address

[Redacted]

Home Address

Suite or Apt

Napa

City

CA

State

94558

Postal Code

**Which supervisorial district do you reside in? \***

District 3

To find your supervisorial district go to <https://www.countyofnapa.org/2051/Find-my-supervisor-and-district> and enter your address.

[Redacted]

Primary Phone

ParentsCAN

Employer

Executive Director

Job Title

Nonprofit Management

Occupation

## Education/Experience

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See Attached Resume

## Name and occupation of spouse within the last 12 months, if married. (For conflict of Interest purposes)

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Jose Garcia-Welder

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## Resume

[Marlena\\_Garcia\\_Resume\\_2024.docx.pdf](#)

Upload a Resume

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Letter of Recommendation or Supplemental Attachments

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

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N/A

## References: Provide names and phone numbers of 3 individuals who are familiar with your background.

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Jenny Ocon- [REDACTED], Stephanie Paravicini- [REDACTED] Michele Grupe [REDACTED]

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## Community Participation

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

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Serving on the Napa First 5 Commission would be a great honor. I believe in the critical importance of early childhood development and its lasting impact on both children and families. My personal experience raising two young children of my own have given me firsthand insight into the unique challenges and opportunities that families face in Napa County. In my work at ParentsCAN, we work closely with families who are navigating complex systems in order to access resources and care they need to lead happy, healthy lives. I have been witness to how access to the right support at an early stage can significantly impact a child's future success. These experiences have heightened my awareness of the importance of creating integrated services/systems, building strong partner collaborations and creating innovative approaches to expand access for families of young children. In serving families of children with disabilities, we continually work towards making services inclusive and accessible for all children. I am eager to contribute to the First 5 mission and work towards improving the lives of all children from birth to age five in Napa County. I bring a perspective that advocates for families facing challenges, while also looking for creative ways to ensure every child in Napa County has the best possible start in life. I believe my background, connections and experience with community services, particularly with disability and social services, paired with a passion for equity in early childhood development, positions me to be a valuable contributor to the commission. Thank you for your consideration.

Marlena G Garcia

**Nature of activity and community location**

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N/A

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

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Napa County Local Childcare Planning Council

**Public Actions that may impact Credit Rating (List all court or other public administration actions impacting your credit rating within the past ten (10) years)**

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N/A

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**Electronic Signature Agreement**

**I meet the criteria required to serve in this position.**

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Yes  No

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

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Yes  No

**Please Agree with the Following Statement**

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**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.**

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I Agree

**Electronic Signature (First M. Last)**

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Marlena Garcia

**Date**

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09/18/2024

# Marlena G. Garcia

████████████████████ | Napa, CA 94558

## SUMMARY

Experienced Community leader with 20 years of experience developing, implementing and monitoring culturally responsive, evidence based support programs that serve families of children with disabilities and special needs.

## SKILLS

- Bilingual English/Spanish
- Community Engagement
- Program Management
- Strategic Planning
- Compliance and Regulations
- Leadership Development
- Relationship Building
- Special Education & Related Services

## EXPERIENCE

*Executive Director, ParentsCAN*

*July 2012-Current*

Napa, CA

- Responsible for the leadership and management of the overall operations of ParentsCAN with 20 staff, \$1.6M budget, serving over 2,000 families in Napa County
- Responsible for community and funder relations, fundraising efforts, general policy development, budget planning, financial management, staff development, communications and marketing, program evaluation and board member activities.
- Direct supervision of a 4 member leadership/director team
- Implemented evidence based programs, including Triple P parenting, Ages and Stages Questionnaire and Project Leadership.

*Preschool Intern and Summer Substitute Teacher, Napa County Office of Education*

*January 2019-June 2019*

Napa, CA

- Assisted special education teacher in creating and implementing play based lesson plans
- Lead classroom activities, observed children and provided redirection as appropriate
- Prepared classroom and materials based on lesson plans

*Associate Director, ParentsCAN, February 2011-June 2012*

Napa, CA

- Provide leadership and expertise in managing the overall direction and approach to all agency program and oversight of service delivery
- Authorize, analyze and review agency monthly expenses
- Determine appropriate staffing levels, required experience and training, staff responsibilities and assignments
- Work with Development Director to complete requests for funding from foundations and government funds, create budgets and scope of work.

*Program Director, ParentsCAN, July 2008-February 2011*

Napa, CA

- Responsible for oversight and development of 8 different direct service programs, supervision of program managers
- Analyze agency data and completion of all progress reporting to funders
- Network and collaborate with partnering agencies
- Monitor training needs and create staff development plans
- Authorize program expenditures
- Participate in leadership meetings and strategic planning activities
- Ensure consistent quality of all translated materials (English/Spanish).

*Program Manager, ParentsCAN, August 2007-June 2008*

Napa, CA

- Supervision of 6 direct service staff members
- Responsible for establishing and maintaining positive and effective working relationships related external agency resources
- Plan and coordinate parent services, including intake and ongoing services Coordinate community outreach with staff
- Ensure consistency of data collected.

*Family Advocate III/Early Intervention Family Liaison, ParentsCAN, July 2005-July 2007*

Napa, CA

- Provide peer support services to families of children with a wide range of disabilities and healthcare needs ages 0-22
- Outreach to underserved families through out the county
- Presentations regarding ParentsCAN services
- Training to staff and families on system navigation, including Early Start, Special Education and Regional center service
- Collect and analyze program specific data
- Produce reports for program funders.

*Healthcare/Early Intervention Liaison, Matrix Parent Network, June 2004-June 2005*

- Provide peer support services to families of young children
- Work collaboratively with direct service providers
- Facilitate weekly Bilingual Parent/Child support group in Collaboration with Napa Infant Program Staff.
- Facilitated training to families and professionals on disability issues.

## **EDUCATION**

*Master of Arts Early Childhood Special Education*

San Francisco State University, CA January 2020

*Bachelor of Science International Business Administration and Bachelor of Arts Spanish*

Saint Mary's College of California, Moraga CA May 2000

*Child Development & Human Services, (30 units)*

Napa Valley College, Napa, CA

## **COMMUNITY INVOLVEMENT & AFFILIATIONS**

- Napa County Local Planning Council, Member, 2019, Present
- COAD (Community Organizations Active in Disaster), Board Secretary, 2022, Present
- First 5 Napa Network, 2020-Present
- Intern and Summer Substitute Preschool Teacher-Napa Preschool Program, 2019
- Parent Volunteer, Napa Valley Nursery School, 2017- 2020
- Leadership Napa Valley Graduate (Class 27), 2013-2014
- Napa County Bi-National Health Alliance, Member, 2012- 2018
- Non Profit Coalition Leadership Training, 2009-2010
- Special Olympics Lead Coach-Softball/Soccer, 2009-2015
- McPherson On the Verge Parent Leadership Coach, 2009-2011
- Board Member Napa County Hispanic Network-Event Chair, 2006-2009
- Alinaza de la Comunidad- Multicultural Festival/Entertainment Committee Chair, 2007
- On the Verge Emerging Leaders Training Program, 2004-2006

## **ACCOMPLISHMENTS & RECOGNITIONS**

- Heart of Napa-Nonprofit Excellence Award Nominee, 2016
- Congressional Recognition-Community Service/Bi-National Health Alliance, 2014
- Certificate of Appreciation-Mexican Consulate for Community Service, 2014
- CAPC-Child Abuse Prevention Council-Blue Ribbon Award Recipient, 2009
- NCHN-Friends of the Network Award Recipient, 2008

## **SPECIALIZED TRAINING**

- Triple P Parenting Training
- Ages and Stages Questionnaire Training
- Touchpoints Training
- CORE-Crisis Intervention Training
- Crucial Conversations Training
- Parent Project Facilitator
- ARC-Special Educational Advocacy Training
- Wrights Law SPED Training
- Emergency Preparedness Planning for Students with Disabilities Trainer
- Strategies-Family Resource Center Core Training, Case Management, Home Visiting