
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?

Housing Element Advisory Committee (HEAC): Submitted

Category of Membership for Which You Are Applying

Homeless Advocate

Profile

Jenna

First Name

B

Middle Initial

Bolyarde

Last Name

Email Address

Home Address

City

Suite or Apt

State

Postal Code

Which supervisorial district do you reside in? *

☒ District 1

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

Business:

Primary Phone

Abode Services

Employer

Housing Program Manager

Job Title

Housing Program Manager

Occupation

Education/Experience

Currently working toward AA in Sociology with eventual BA in Public Administration. Please see the attached resume for a complete list of my experience, but regarding the homeless population I have worked in the following areas: Catholic Charities Nightingale Site Coordinator: 1 year Abode Services: Housing Navigator: 1 year Abode Services: Housing Specialist: 1.5 years Abode Services: Housing Program Coordinator: 1.5 years Abode Services: Housing Program Manager: 1 year

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

single

Resume

[current_resume.docx](#)

Upload a Resume

[HEAC - Jenna Bolyarde.pdf](#)

Letter of Recommendation or Supplemental Attachments

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

Nan McKay HQS inspector Trauma Informed CARE CAA certified Property Management

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

Emma Moyer: [REDACTED] Dana Codron: [REDACTED] Liz Alessio: [REDACTED]

Community Participation

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

I am hoping to inform decisions made about the types and locations of housing made available to our homeless population in Napa County. I bring a wealth of knowledge as both a formerly homeless person and the current Housing Program Manager for the county's homeless service provider, Abode Services. I am an advocate for our homeless population while simultaneously maintaining that our landlords' and property owners' have the right to enjoy their property and investments. I feel that I would bring a new perspective to this board and would love to be a part of it.

Nature of activity and community location

I have served on multiple boards in the role of lived experience advocate. Recently, my responsibilities have shifted to a more managerial role in the provision of services for our homeless population and I am usually asked to participate as someone with knowledge of the county's housing system. I bring insight from the national level as I serve on the National Alliance to End Homelessness Consumer Advisory Board (NAEH). The NAEH serves to help inform HUD policy and provide technical assistance across the country, which gives me some understanding of how other states and counties are combatting the same issues that Napa is facing.

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

CANV Board of Directors: 5 years Continuum of Care Board: 5+ years St. Joseph Community Health Community Benefits Board: 3+ years National Alliance to End Homelessness Consumer Advisory Board 4+ years

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)

2012 - Possession of a controlled substance

Electronic Signature Agreement

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

☒ Yes ☐ No

Please Agree with the Following Statement

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 (First M. Last)

Jenna B. Bolyarde

Date

8/16/2021

Jenna B. Bolyarde

Objective

To obtain employment where I am able to utilize and apply my knowledge of housing programs' structures and systems as well as lived experience in order to serve California's homeless population

Education

DIPLOMA | 1999 | NAPA HIGH SCHOOL

AA DEGREE | IN PROGRESS | NAPA VALLEY COMMUNITY COLLEGE

- Working toward BA in public policy

Skills & Abilities

COMPUTER APPLICATIONS

- I am very familiar with computer hardware and software. Skilled in BitFocus HMIS, Salesforce platform, Google Platform, Microsoft Platform, Adobe Platform, GNU and Open Source software, Magento (back end sales platform) and much more. I also have some experience in data analysis and reporting.

LEADERSHIP AND NETWORKING

- I am experienced in creating relationships across service-oriented professions as well as private sector and philanthropic professions. I have helped create systems from the ground up including but not limited to referral and intake processes, certification and recertification processes, and exit and re-referral processes, all adhering to regulations set forth by grantors.

Experience

HOUSING PROGRAM MANAGER | ABODE SERVICES | AUG 2020 TO PRESENT

- Key responsibilities include but are not limited to: Managing the team which is responsible for landlord relationships and case management of program participants. Oversight and budgeting of seven grants including Federal, State, and a local Housing Authority grant. Helped shape programs and refine policies and procedures for ESG and CoC RRH programs, PSH programs, and CalWORKs programs. Worked closely with county partners to better develop Coordinated Entry system. Opened and managed first COVID motel in Napa County. Created and maintained working relationships with multiple agencies in Napa and Solano Counties, including health systems such as Kaiser and St. Joseph's Health.

HOUSING PROGRAM COORDINATOR | ABODE SERVICES | JAN 2019 TO AUG 2020

- Key responsibilities include but are not limited to: Managing the team which is responsible for landlord relationships and case management of program participants. Reading and understanding leases, grants, and other sensitive documents. Property management duties for our master lease program.

Tracking the spending of multiple grants (federal, state, and local) simultaneously. Creating work flows which incorporate services from other agencies for our clients. Creating marketing materials for use in Napa County. Creating client file folders which adhere to state and federal guidelines. Knowledge in Fair Housing laws as well and landlord/property management laws. Getting rent rolls into finance for check disbursement. Reporting to county agencies whom Abode partners with. Many other duties as assigned.

HOUSING SPECIALIST | ABODE SERVICES | AUG 2017 TO JAN 2019

Key responsibilities include but are not limited to: Outreach and meeting with landlords in order to create partners for our programs. Meeting with unhoused clients in order to establish relationship and walk through the application process. Leasing clients up and helping them understand the terms of their leases. Organizing move ins including the procurement of furniture and other assistance which might be available to our clients. Responding to landlord issues as they arise. Coordinating “warm handoffs” in order to establish the relationship between client and case manager.

SITE COORDINATOR | NIGHTINGALE - CATHOLIC CHARITIES | FEB 2017 – AUG 2017

- Assisted with the opening of an entirely new type of shelter in Napa. Helped create the referral process between hospital medical professionals and the respite shelter. Helped to establish documentation for client files. Maintained HIPAA compliant workplace and documentation. Established staff responsibilities and scheduling. Miscellaneous duties as assigned.

SALES MANAGER | CADDY DADDY | MAY 2014 – FEB 2017

- Helped maintain database and inventory of parts. Maintained relationships with vendors and customers. Kept website updated with new products using photo manipulation for pictured items. Shipping and receiving, data entry, web editing, coding online POS system, assisting in the hiring process, miscellaneous duties as assigned

Volunteer Experience

CANV| BOARD MEMBER | APRIL 2015 – SEPT 2018

- I occupied the seat of a community member with lived experience in the area of increasing self-sufficiency. Community Action Napa Valley has been helping to increase self-determination and self-sufficiency for low income families, disadvantaged individuals, and senior citizens in the Napa Community since 1996

QUEEN OF THE VALLEY COMMUNITY BENEFITS | BOARD MEMBER | NOV 2015 – PRESENT

- I occupy the seat of a community member with lived experience in the navigation of health services in the Napa Community. This board determines how community spending will be distributed among agencies addressing the priorities that the board has set; all relating to the social determinants of health.

NAPA COUNTY CONTINUUM OF CARE | BOARD MEMBER | MAY 2014 – DEC 2019

- I occupied the seat reserved for a member of the community with lived experience in homelessness. Helping to determine how HUD funding is distributed within the Napa Community.

NATIONAL ALLIANCE TO END HOMELESSNESS | CAB MEMBER | JUNE 2013 – PRESENT

- I occupy the seat reserved for a member of the United States who has experienced homelessness and who has navigated different social programs. CAB stands for Consumer Advisory Board, and so we were consulted on propositions to take before HUD regarding national policies.



A Tradition of Stewardship
A Commitment to Service

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August 16, 2021

HEAC Selection Committee
County of Napa
1195 Third Street
Napa, CA 94559

Dear HEAC Selection Committee:

It is my pleasure to write this letter of recommendation for Jenna Bolyarde, who is applying to be a member of the Napa County Housing Element Advisory Committee. I have worked with Jenna in her role as Housing Programs Manager with Abode Services for the last five years. Jenna is not only extremely competent as a manager of a complex housing navigation and landlord engagement program, she goes above and beyond her professional role to resolve issues impacting homelessness and housing vulnerability by engaging in community education and volunteering her time on various committees and commissions.

As Housing Programs Manager for Abode, Jenna regularly demonstrates her capacity to collaborate, multitask and work with diverse clientele and colleagues to secure housing for Napa's most vulnerable residents. She is a trusted member of her team, and an expert advisor to the County on a wide range of complex issues facing individuals experiencing homelessness and our housing programs. I know Jenna to be thoughtful, balanced, considerate, insightful and curious. Her interest and commitment to listening to differing views and finding common ground among diverse stakeholders to move solutions forward makes her a powerful asset to every team she joins.

I highly recommend Jenna Boyarde for the Housing Element Advisory Committee. I am confident her insight and dedication to solving issues impacting housing and homeless services in Napa County will be invaluable to the Committee and the County of Napa.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jennifer M. Palmer".

Jennifer M. Palmer
Interim Director of Housing & Homeless Services