

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 Behavioral Health Board: Submitted

Category of Membership for Which You Are Applying

Consumer/family member of a consumer

Profile

Sandra J Oliva  
First Name Middle Initial Last Name

[Redacted] Email Address

[Redacted] Home Address Suite or Apt

Napa CA 94558  
City State Postal Code

Which supervisorial district do you reside in? \*

☒ District 2

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

[Redacted] Primary Phone

County of Napa

Employer

Staff Services Analyst

Job Title

Contract Monitor/RFP  
Administrator

Occupation

## Education/Experience

I have various experiences and education that will be beneficial while serving on the Behavioral Health Board. First, I have a master's in Public Health, providing me with formal education in program assessment, development, and evaluation as well as viewing health outcomes through both population and individual lenses. I am a firm believer in prevention and focusing on upstream strategies to improve health outcomes. Second, I have several years of professional experience in nonprofits including as Senior Operations Manager at Mentis, a local safety net for mental health, and as Executive Director of Share the Care Napa Valley, an organization providing safety resources and medical equipment to older/disabled adults. Through my work, I became knowledgeable with local resources/programs in Napa, and this experience, and the relationships I established, are the reasons why I was hired by the fiscal division of Napa County's Health and Human Services Agency as the Contract Monitor. Further, mental health disorders are prevalent in my family. My mother has suffered with depression for her entire life while her older brother has a substance use disorder and my aunt had autism. Both my uncle and brother had a serious mental health illness. The latter attempted suicide several times and finally died at age 24 because of his illness when I was only 18 years old. Watching my brother in despair while he suffered from schizophrenia and subsequently losing him because of it was the single most traumatic event of my life, one that forced me to seek psychotherapy and EMDR. Through therapy, I determined that I became depressed during childhood. Additionally, twice in my life I've experienced suicidal ideation. Thankfully, because of antidepressants and therapy, my mood improved and I have been stable for numerous years. Last, in 2019 my nephew died by suicide and another young person in my life is suffering. Over the last few years, I have learned a lot about the current mental health system as I have personally navigated it on behalf of my loved one, and feel it needs improvement. I feel I am uniquely qualified to serve on the Behavioral Health Board because of my various experiences throughout my life, and in particular, the situation I am currently navigating.

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

Joey Oliva, City of Napa Fire Captain and County of Napa Animal Attendant

## Resume

[Sandra\\_Oliva\\_Resume\\_Final.docx](#)

Upload a Resume

Letter of Recommendation or Supplemental  
Attachments

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

No licenses

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

Rob Weiss, Executive Director, Mentis - [REDACTED] Mackenzie Lovie, Program Director,  
[REDACTED] Jeni Olsen, Board [REDACTED] VC, and Prevention Director, Mentis -  
[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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I want to serve on the board because I feel I am uniquely qualified as I have personal and professional experiences in mental health as well as formal education in public health that will allow me to evaluate programs and the needs of the community, then make recommendations to the Board of Supervisors. I am moved to help others and make an impact in my community in this one particular area - behavioral health - due to the significant impact it has had on my life, and still has today as I navigate the behavioral health system for/with a loved one. I have good relationships with local nonprofits, am analytical and logical, strive to make a difference no matter how small, and enjoy evaluation and solving issues. I want to be a part of the solution, not simply talk about how our system needs improvement. I want to learn more about our local resources and the needs of our community members to make improvements so that everyone has a chance at living a fulfilling life. Resources need to be distributed equitably.

## Nature of activity and community location

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While my children were in school, I served on the Browns Valley parent club as treasurer and chaired fundraising events. I served on Operation with Love from Home's board as secretary and volunteered with the Holiday Assistance Program, serving as volunteer coordinator.

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

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I have been involved with the Suicide Prevention Council for a few years, contributing most recently to their outreach campaign.

## 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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None

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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)**

Sandra J. Oliva

**Date**

10/27/2024

# SANDRA OLIVA

## SUMMARY

Results-oriented, self-motivated leader who has a proven track record of increasing efficiencies and effectiveness across an organization and/or programs by offering thoughtful solutions. Have the ability to lead a team, provide fiscal oversight, and to be a resourceful, problem-solver. Seeking to continue to make a positive impact in my community.

## WORK EXPERIENCE

### HEALTH AND HUMAN SERVICES AGENCY | Napa, CA

#### Staff Services Analyst

October 2022 – present

Perform a variety of responsibilities and technical staff support services in HHSA Fiscal Division.

- Prepare financial reports for divisions, monitor budgets, and effectively set up processes and procedures.
- Serve as Request for Proposal administrator and fiscal division policy point person
- Contract monitoring of subrecipient contractors to ensure adherence to federal statutes, regulations, and sub-award conditions.

### SHARE THE CARE NAPA VALLEY | Napa, CA

#### Executive Director

March 2021 – September 2022

Responsible for the overall health and sustainability of the organization while staying true to the mission, and managing day-to-day operations, as well as fundraising, community outreach, and business development.

- Turned a home-based, grassroots organization into an established, professionally-managed nonprofit in a 2,500 square foot warehouse/office space with dedicated staff and a volunteer base.
- Developed numerous systems to effectively manage day-to-day operations, including program manuals, records management, and office workflows.
- Oversaw transition from outsourced bookkeeping/accounting to in-house management. Revised account and class structure for effective financial management.
- Expanded monthly services allowing approximately 130 clients to collect medical supplies and equipment, over 500 items to be dispersed, and five individuals to receive free home safety assessments and home installations.

### MENTIS: Napa's Center for Mental Health Services | Napa, CA

#### Senior Operations Manager

June 2016 – June 2021

Quickly asked to increase hours to full time to supervise the administrative team and to oversee additional HR, financial, and office management projects. Eagerly took initiative to improve systems and organize records, supplies, and equipment.

- Created a well-rounded administrative team to provide clinical staff support and excellent customer service, positively impacting the number of clients served.
- Developed numerous systems to streamline processes contributing to the growth of the agency from 1.8 million to 2.5 million.
- Oversaw multiple key projects including installation of new computer equipment and data migration to cloud storage, overhaul of an outdated employee handbook, and wrote agency disaster management plan.

- Organized events finding efficiencies on procedures and run of show, mentoring junior staff and negotiated contracts with vendors for better rates.

## **TOURO UNIVERSITY | Vallejo, CA**

### **Teacher Assistant**

January 2014 – May 2015

Sought by Health Policy and Management professor to collaboratively evaluate over 400 graduate level research papers, policy proposals, and letters to the editor.

## **Queen of the Valley Hospital | Napa, CA**

### **Community Outreach Intern**

June 2014 – October 2014

- Developed Excel skills by participating in onsite trainings, designing spreadsheets, and inputting and analyzing data.
- Designed teacher workshop survey, which led to workshop improvements.
- Effectively researched Mexican repatriation, created flowcharts for reference, and presented findings in order to educate staff and management on the repatriation process.

## **VOLUNTEER EXPERIENCE**

### **BROWNS VALLEY FAMILY CLUB | Napa, CA**

#### **Event Chairperson, Ways & Means Chair, Treasurer**

2009 – 2016

### **OPERATION WITH LOVE FROM HOME | Napa, CA**

#### **Secretary, Volunteer**

2015 – 2016

### **HOLIDAY ASSISTANCE PROGRAM | Napa, CA**

#### **Volunteer Coordinator**

2015 – 2016

## **EDUCATION**

### **TOURO UNIVERSITY – CALIFORNIA | Vallejo, CA**

#### **Master of Science, Public Health**

*Activities:* Coordinated and taught a nutrition promotion program to 20 homeless individuals.

### **SONOMA STATE UNIVERSITY – CALIFORNIA | Rohnert Park, CA**

#### **Bachelor of Arts, Biology**

*Activities:* Served as biology club treasurer.

## **TECHNOLOGY SKILLS**

Excel • Word • QuickBooks • SharePoint • Donor Database (LGL) • Dropbox • Microsoft Teams • Greater Giving  
Paylocity • Tyler Munis • PeopleSoft • Access database • Get Care (state database) • OneNote