
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 In-Home Supportive Services (IHSS) Advisory Committee: Submitted

Category of Membership for Which You Are Applying

IHSS Worker

Profile

Dana

First Name

Garcia

Last Name

Middle
Initial

[REDACTED]
Email Address

[REDACTED]
Home Address

Suite or Apt

Napa

City

CA

State

94559

Postal Code

Which supervisorial district do you reside in? *

☒ District 4

To find your supervisorial district go to <https://www.countyofnapa.org/1334/About-the-Board>, click on "Look Up My District" and enter your address.

[REDACTED]
Primary Phone

Share the Care

Employer

Programs Manager

Job Title

Oversees multiple related projects within an organization

Occupation

Education/Experience

Caregiver since 2005 IHSS caregiver since 2008 Worked with older adults since I was 13.

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

N/A

Resume

[DG_Resume2025.pdf](#)

Upload a Resume

[DG Letter of Recommendation 2025.pdf](#)

Letter of Recommendation or Supplemental Attachments

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

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

Sherri Campbell [REDACTED] Heather Luna [REDACTED] Karly Michie [REDACTED]

Community Participation

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

I would like to be on the advisory board because I feel like I can contribute knowledge as a caregiver/IHSS worker. I love working with older adults and helping them find ways to succeed and thrive in their environments.

Nature of activity and community location

I served on the Napa Junior Girls softball board for 5 years as a secretary. I served on the Napa Valley Fast Pitch association board for 10 years as a players rep. I served on the Moose Lodge board for 1 year as a trustee. I am currently on the Elderly Abuse Task Force.

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

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)

Electronic Signature Agreement

I meet the criteria required to serve in this position.

☒ Yes ☐ No

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)

Dana V Garcia

Date

6/17/25



, Napa,
CA, 94558, USA

Objectives

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.

Work experience

2023 June - Current

Share the Care Napa Valley, Napa CA

Program < **2021 April 12 - 2021 July 23**

CAN-V, Napa Food Bank, Napa CA

Program Manager

- Client intakes for programs
- Great customer service
- Monthly reporting
- Manage client accounts
- Answered phones
- Order supplies
- Create client work orders
- Declutter client's homes
- Basic office duties, faxing, emails, filing, photocopying
- Mass mailers
- Data Entry

2021 April 12 - 2021 July 23

CAN-V, Napa Food Bank, Napa CA

Program Assistant

- Managed daily incoming inventory
- Great customer service
- Oversaw the senior meal program and made sure it was running efficiently
- Billing, creating invoices, deposits
- Managed customer accounts
- Answered phones
- Basic office duties, faxing, emails, filing, photocopying
- Mass mailers
- Accounts payable
- Data Entry

2008 June 23 - 2014 June 23

Amorim, Napa, CA.

Lab Assistant

- Managed a team of 2-5 employees
- Oversaw production of incoming and outgoing products.
- Quality control on all products
- Daily reports of all products
- Great customer service
- Data entry
- Incoming and outgoing reports
- Setup daily customer visits
- Basic office duties, photocopying, faxing, filing scheduling, answering phones
- Tested all incoming products
- Inspected all outgoing products

2000 February 23 - 2007 October 26

Legacy Home Sales, Vallejo, CA.

Receptionist/Sales assistant

- Managed front desk
- Customer service
- Ordered supplies
- Showed potential home owners different floor plans and model houses
- Created fliers for new homes
- Basic office duties, faxing, photocopying, filing, emailing
- Data entry
- Cleaning

1997 January 06 - 2000 February 29

Napa Valley Register, Napa, CA.

District Manager

- Managed 10-15 carriers
- Customer service
- Daily reports
- Over seen daily routes and made sure they were effective and efficient
- Checked accuracy of customer accounts
- Processed payments
- Created fliers for events/promotions
- Sales
- Answered phones
- Basic office duties
- Data entry

2017 August 07 - current

IHSS, Napa,Ca

Care Giver

- Help the elderly with all daily living activities
- Assist them to appointments
- Help pay bills, grocery shop

2016 March 04 -

Snack Bar manager

- Manage Snack Bar
- Order supplies
- Open/close snack bar
- Count money
- Shop for supplies
- Clean
- Train/monitor workers
- Scheduling
- Calculate how much food is needed per day/week
- Stock inventory
- Customer service

1996 Feb – 2021 December

Private Caregiver

- Client care
- Bathing clients
- Changing clients
- Feeding clients
- Laundry
- Cooking
- Vacuum
- Companionship
- Took clients to doctor appointments
- Managed client’s medications

1997 January - 1999 July

Meadows

Food Server

- Customer service
- Stock items
- Serve residents meals
- Set up tables

1996 November 04 - 1999 July 04

Clothestime

Sales Associate

- Customer service
- Stock items
- Clean dressing rooms
- Organize products on sales floor
- Setup displays
- Tidy clothing racks
- Cashier
- Vacuum
- Clean sales floor
- Open/close store
- Put sensors on clothing
- Organize clothing by size, style

Education

1993 August 23 - 1997 June 23

Vintage High

High School

Skills

I have essential experience in assistant management, quality control, and customer service. I am extremely detailed oriented, organized and efficient.



Heather Luna
Executive Director
Share the Care Napa Valley
heather@sharethecarenv.org
707-492-7656

June 5, 2025

IHSS Advisory Committee & Napa County Board of Supervisors
1195 Third Street, Suite 310
Napa, CA 94559

RE: Letter of Recommendation for Dana Garcia - IHSS Advisory Committee

Dear Members of the Board and IHSS Advisory Committee,

I am writing to express my enthusiastic support for Dana Garcia to serve on the Napa County In-Home Supportive Services (IHSS) Advisory Committee. As a lifelong Napa local, an active caregiver, and a trained IHSS provider through Napa County, Dana brings a powerful and unique perspective that would be a tremendous asset to the committee's mission.

Dana's personal and professional experiences have equipped her with a deep understanding of the challenges and strengths within the IHSS system. Her passion for supporting older adults and individuals with disabilities is evident in her day-to-day work, where she consistently demonstrates compassion, reliability, and advocacy for those she serves.

As a Programs Manager at Share the Care, I have witnessed Dana's dedication and insight firsthand. She brings not only valuable real-world experience but also a thoughtful, solutions-oriented mindset that would benefit the committee's goals of enhancing service delivery and representing both providers and recipients effectively.

I am confident that Dana would serve with integrity, dedication, and a commitment to advancing the work of the IHSS Advisory Committee. Please give her application your fullest consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Heather M. Luna".

Heather Luna
Executive Director
Share the Care Napa Valley