



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) 253-4580

**Neha Hoskins**  
Clerk of the Board

November 25, 2024

Marion Villalba

[Redacted]

Calistoga, CA 94515

[Redacted]

Re: **Napa County Behavioral Health Board**

Dear Marion:

You have been a valued Member of the Napa County Behavioral Health Board representing **Interested and Concerned Citizen**. The term of your position expires on January 1, 2025. If you wish to request reappointment for another 3-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 Behavioral Health Board for the term commencing immediately and expiring January 1, 2028.

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

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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Some of the information on my last application is no longer current or is five (5) years old or older.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:

[Committees & Commissions | Napa County, CA \(countyofnapa.org\)](http://www.countyofnapa.org)

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

\_\_\_\_\_  
SIGNATURE

12/14/24  
DATE

**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 Mental Health Board: Submitted

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

Interested and Concerned Citizen

**Profile**

Marion \_\_\_\_\_ Villalba \_\_\_\_\_  
First Name Middle Initial Last Name

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Home Address Suite or Apt

Calistoga \_\_\_\_\_ CA \_\_\_\_\_ 94515  
City State 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.

\_\_\_\_\_  
Primary Phone

Calistoga Joint Unified School  
District

Employer

Substitute Teacher

Job Title

Substitute Teacher

Occupation

## Education/Experience

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Bachelor of Science in Psychology Master of Science in Forensic Psychology Working with at-risk youth for over 20 years from areas all over California, New Mexico, and Oregon. Worked closely with juvenile detention centers and special needs services to align school-day agendas for a smooth and well-rounded education. Part of the OHSU neurological society, NAS division to align better treatment plans. Transitioned from at-risk youth programs to school psychology to attempt to close the gap between students entering at-risk youth facilities. Even worked as a paraeducator to better understand the day-in and day-out stressors for staff and students to assist in developing better outlets in the future.

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

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## Resume

[Marion\\_Villalba\\_Resume\\_\\_Napa\\_County\\_.pdf](#)

Upload a Resume

[Letter\\_of\\_Recommendation\\_\\_KL\\_.pdf](#)

Letter of Recommendation or Supplemental Attachments

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

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

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Denica Camberos [REDACTED] Melanie Parola [REDACTED] Rosa Garibay [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 have always wanted to be part of a larger vision to support local communities in reaching their mental health goals. Setting myself up for success in most areas of mental health from Homelessness to Drug Addiction and even special education services have broadened my horizons. By setting up expectations on what society really goes through I have placed myself in situations that have allowed me to gain most of the knowledge that faces our society today. My contribution would be knowledge and relating to several situations from teenage motherhood to special needs family members.

### Nature of activity and community location

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My community location is Calistoga and the since being here I have realized there are needs that seem to be unnoticed to which I feel with a community effort such as NCMH could support those needs in a way we could support growth and development.

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

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I'm currently part of the Soroptimist committee Los Angeles County of Education, Youth Suicide Prevention Task Force Oregon Health and Science, NAS Division

**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)**

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Marion Villalba

**Date**

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July 12, 2023



# Marion Villalba

██████████  
Calistoga, CA 94515  
██████████

## Objectives

To secure a position within an organization that offers challenges and opportunities for growth, at the same time serve the organization to the best of my capabilities. I would like to gain new skills while utilizing my current area of expertise with emphasis on expanding the organization's vision.

## Education / Degrees

Northcentral University (Master of Science) / 2019 – 2021 (Forensic Psychology)

Columbia Southern University (Bachelor of Science) / 2016 – 2019 (Psychology)

Alta Loma High School / 1995 – 1999

## Experience

### 2022 - 2023 | **Substitute Teacher** | Calistoga Joint Unified School District | Calistoga

- Taught in the special education classes
- Am the Special Education Teacher for the summer of 2023
- Worked to create environments that are suitable to teach students learning style
- Helped with ELPAC testing and participate in discussions on how to build a universal system
- Assisted with behavior issues and how to regulate emotional situations with staff and students

### 2022 - 2022 | **Para Special Education** | Calistoga Joint Unified School District | Calistoga

- Support students with the needed resources to develop new skills
- Helped create projects to support the different learning curves
- Work closely with Behaviorist & School Psychologist to understand new techniques for the community & students
- Help support a one-on-one model for the sustainability of students learning curves
- Support school when translations are needed
- Supervise in class and out of class time for students' safety

### 2022 - 2022 | **School Psychologist** | Soliant Health | Santa Rosa, CA

- Conducted psychological assessments and develops case studies of individual students' educational needs
- Assisted in developing systems to better understand students struggles with teachers input and support
- Created pathways to identify struggles and educational needs
- Provided safe place for student to discuss roadblocks and educational struggles
- Worked closely with principal to develop individual plans for student behavior
- Created leadership programs to detour negative behavior outcomes

### 2020 - 2021 | **General Manager** | Action Youth America | Downey, CA

- Returned with the company to assist with the Expanded Learning Programs in two new locations Adelanto Elementary School District & Victor Valley Union High School District
- Managed the daily operations
- Created new processes to align students' needs following a CTE (Career Technical Education) pathway
- Develop connections with district representatives for a smooth process
- Implemented the fundraising committee to develop and establish new process for students of all ages
- Assisted in the 21<sup>st</sup> CCLC funding renewals, AP reporting and grant writing proposals for additional funding
- Assisted with ASPEval data for continuous funding
- Assisted with ASES funding renewal for continuous growth and development
- Worked with county representatives to align county needs and goals
- Established the first mental health division, while working close with district counselors
- Managed over 100 Program Leaders, 20 Site Directors & 5 Specialist to complete a well-rounded program
- Worked with Public Officers within districts to align information and create systems to inform communities
- Worked with district representatives to align daily operations including but not limited to Emergency Operations Plans, Emergency Communications, Risk Assessments, etc.
- Worked with the juvenile detention center to create a streamline process in limiting juvenile incarceration

- Controlled all compliance related needs from FPM (Federal Program Monitoring) to CQI (Continuous Quality Improvement) to better support the visions and mission of ASES & 21<sup>st</sup> CCLC funding sources
- Worked with families to bridge the educational gap by offering in house classes for language and literature knowledge

**2019 - 2020 | Customer Service Representative | Providence Health | Beaverton, OR**

- Understood and guided families in the proper health care insurance needs
- Helped customers with complaints and questions regarding health care needs and billing
- Informed customers on products and services to better their health needs
- Took orders on needs and pharmacology request
- Processed returns on billing issues
- Handled client insurance issues, in billing, medical needs, etc.

**2016 - 2020 | Self Research Project (Neonatal Absentees Syndrome) | Oregon Health & Science University | Portland, OR 97239**

- Volunteered time to work with NICU staff to understand the psychological events that happen during drug induced infants within the womb
- Compiled 4 research topics and data
  - NAS Psychological Events Under Opioid Addicted Mothers
  - Microglial Cell Damage During Drug Induced Infants
  - NAS Psychological Events During The First 90 Days
  - Psychological State During The Growing Stages
- Assisted OHSU staff to compile data and come up with different pharmaceutical remedies
- Assisted on the grant/funding team to develop new avenues for NAS growth and preventions

**2009 – 2016 | Executive Director of Operations | Action Youth America | Downey, CA**

- Overseen 400+ employees
- Managed a management team of over 100
- Maintain office services by organizing office operations and procedures; preparing payroll; controlling correspondence; designing filing systems; reviewing and approving supply requisitions; assigning and monitoring clerical functions
- Managed over 70 school sites in their day-to-day operations
- Controlled the office structure with other 11 staff handling compliance and insurance claims
- Maintain office efficiency by planning and implementing office systems, layouts, and equipment procurement
- Design and implemented office policies by establishing standards and procedures; measuring results against standard; making necessary adjustments
- Complete operational requirements by scheduling and assigning employees; following up on work results
- Keep management informed by reviewing and analyzing special reports; summarizing information; identifying trends
- Maintain office staff by recruiting, selecting, orienting, and training employees
- Maintain office staff job results by coaching, counseling, setting corrective actions, planning, monitoring, and appraising job results
- Achieve financial objectives by preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions
- Contribute to team effort by accomplishing related results as needed
- Created and maintained staff corrective procedures
- Created the only company policies and procedures manual with over 59 sections for company improvement and structure
- Handled all payroll requirements via QuickBooks, reconciled AP/AR, completed daily/monthly/quarterly reports and data.

**2002 – 2016 | Mental Health Specialist | Action Youth America | Downey, CA**

- Provide services for at risk students from the ages of 4-18
- Leading the peer-on-peer counseling group within Elementary to High School age peers
- Work closely with the community juvenile detention centers in lowering community cost on theft, graffiti, and incarceration
- Mentored 1 on 1 with at risk students
- Work with drug and rehabilitation centers to provide information to families as well as assisted families in attending rehabilitation centers for self-growth

- Took on the responsibility of students with little to no home adult support for court cases and probation officer visits
- Attended over 15 certifiable trainings within the Los Angeles County of Education (see certifications of completion)
- Liaison for community partnerships with runaway students
- Collaborator of at-risk youth drug/alcohol addiction
- Trainer for Mental Health initiative with the Los Angeles County of Education, suicide, and self-injury project
- Complete intakes, assess mental health needs and refer to School Clinical Psychologist for further evaluation as needed
- Provided individual and family counseling options
- Complete psychosocial assessments to determine strength and needs of youth and mental health status
- Assist youth and family with identifying and establishing relationships with natural support systems
- Facilitate monthly meetings with youth and families to evaluate goals and improvement areas
- Provide in-house trainings relevant to the population we serve that will improve and/or enhance service delivery
- Act as a liaison between the youth and family and the service team and other providers
- Ensure communication between stakeholders to ensure needed resources, developmental programs, etc. are met per individual needs
- Develop and maintain various supports services in the community for youth and families
- Provide needed services through referrals and follow up on progress
- Create and maintain client files, document and track data regarding youth served and conduct monthly file reviews to ensure file compliance
- Attend professional development training and maintain professional relationships with other service providers
- Implement billing system for case management and counseling services rendered to clients receiving Medicaid and private insurance
- Perform other duties as assigned

#### 2000 – 2003 | Program Coordinator | Action Youth America | Downey, CA

- Assist in the development of short- and long-term program goals, monitor progress, assure adherence and evaluate performance
- Assist in design of performance objectives and implement and monitor programming to meet desired outcomes
- Develop yearly outreach plan according to program needs and capacity
- Ensure database(s) maintenance which include(s) participant and prospect information
- Organize and establish meetings on regular basis with designated individuals to foster positive relationships
- Supervise line staff by articulating expectations, displaying model behavior, maintaining open lines of communication and being clear about roles and relationships
- Identified open positions and follow hiring and training procedures in a timely manner
- Organize training seminars to address staff needs and identify relevant external training opportunities
- Assisted in 21<sup>st</sup> CCLC, ASES & ASSETS funding renewals, reporting, retention, etc.
- Assist in the management of fiscal operations including budget development, modifications; track expenditures; continually monitor the program's financial health and make recommendations to the CEO
- Assist with the development of public relations and communications strategies to support program goals and increase community awareness
- Manage over 300 employees & over 6000 at risk students

#### Skills / Qualifications

- Bilingual (Spanish)
- Communication Skills
- Computer Skills
- Flexible
- Critical Thinking
- Organizational Know-How
- Leadership Experience
- Microsoft Office Knowledge
- Problem Solving
- Team Member

#### Certifications / Courses

- Mental Health/Suicide Prevention Team (Certified Trainer), LACOE
- Juvenile Awareness (Certified Trainer), LACOE
- Homeless within Teens, LBUSD
- At-Risk Youth Education Through Space, JPL
- At Risk Awareness Project (Certified Trainer), ABCUSD
- Psychology Project (Understanding our Youth), MUSD
- Community Awareness Project, LGBT
- Drug Addiction & Sexual Abuse in Young Woman, LGBT
- Prostitution in Youth (Certified Trainer), LGBT
- Psychological Environment with abusive parents, ABCUSD
- Victim or Reaching Out (The Youth Project), LB City
- Microsoft & Beyond, LB City College
- Leadership Within a Team, LAUSD
- Leaders Above and Beyond, Long Beach Woman Counsel
- Alcohol in Youth (Certified Trainer), LGBT

July 13, 2022

To Whom It May Concern:

It was my pleasure to work with Marion Villalba in the late winter and spring of 2022 at Manzanita Elementary School in the Rincon Valley Union School District. Our school, which carries the heaviest case load of students with IEPs from across our district, had been without a full-time school psychologist all year. We were in desperate need of a professional who could work efficiently with the special education team to meet goals and requirements.

Marion was a wonderful surprise. She jumped in with excitement and started working hard to meet deadlines. She quickly formed positive relationships with families and staff, and she worked well with the special education team to find appropriate placements for students within the spectrum of services. She built trust immediately, and the panic that had set in because we had been without a dedicated school psychologist quickly subsided.

As the Manzanita Student Support Coordinator, I lead the team that provides strategic, or tier two, academic intervention services to students within our MTSS system. I facilitate universal screening, progress monitoring, family MTSS meetings, and school improvement efforts driven by data analysis. I work with the special education team to determine when strategic support has been exhausted and we are considering assessing a student for a learning disability. When Marion joined us, she needed to learn about our initial student cases very quickly, and so she and I met frequently to discuss students' backgrounds, academic and behavioral data, and other information that could provide deeper context. Marion was a warm and caring listener, asked critical questions, and provided valuable insights and feedback. She was particularly helpful with ideas to support our bilingual students and our students struggling with big classroom behaviors. Equity is a school and district goal, and developing a school with anti-racist systems and practices is a particular passion of mine. Marion was an important co-conspirator in the efforts to make equity improvements at our school.

I have worked with seven school psychologists over my two-decades-long career in the Rincon Valley Union School District. Marion is the only school psychologist that I've met who participated fully in the school community. She helped coach the volleyball team. She spent time with students during lunchtime and supported students in the after-school-care program. She brought snacks to faculty meetings and attended ELAC meetings. She made flower leis for all of our 6th graders at their promotion ceremony. She helped teachers to feel heard and to see the strengths in some of our more challenging students. The Spanish-speaking families connected with her and sought her help finding community resources. The students adored her because she expressed an unconditional personal regard for each one. And I loved planning with her ways to make our MTSS systems more effective and equitable for our students.

I highly recommend Marion Villalba as a school psychologist in your school or district. Please feel free to contact me with any further questions. [REDACTED]

Kelly Lister  
Student Support Coordinator  
[REDACTED]