
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 Napa County Commission on Aging: Submitted

Category of Membership for Which You Are Applying

Org Concerned w/Older Adults

Profile

Heather

First Name

M

Middle Initial

Luna

Last Name


Email Address


Home Address

Suite or Apt

Napa

City

CA

State

94558

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.

Mobile: 

Primary Phone

Share the Care Napa Valley
Employer

Executive Director
Job Title

Nonprofit operator for aging
community in Napa County
Occupation

Education/Experience

Share the Care Napa Valley, Executive Director Aldea, Development Officer M.A. from the University of San Francisco B.A. Liberal Studies from Sonoma State University See resume for the entirety.

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

Resume

[HLuna_Resume_2023.pdf](#)

Upload a Resume

[COA Letter of Rec H Luna.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.

Robert Nations, [REDACTED] Ruth Matz, [REDACTED] Irma Luna-Morales, [REDACTED]

Community Participation

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

At the age of ten, I volunteered at the Veterans Home of CA as the first youth volunteer and it is here where the passion for serving the aging community was embedded in my heart. I started the first youth program there and was a pioneer for all those I went to school with recognizing the importance of giving back to our community. I received Presidential, State Legislative, and State Assembly awards for Youth Volunteer of the Year for both seventh and eighth grades with over 3,500 hours given. My passion has not diminished and continues to live in my work today with Share the Care Napa Valley. My role allows me to spearhead our growth and build on the potential to expand and nurture our services. I currently take care of my dad who has (since the young age of 64) needed help for over two years now. I have a flexible schedule where I can commit to meetings, acts of giving, community service, and a well-versed background to bring new light, fresh appeal, and the motivation to act on creating a better community for our Napers.

Nature of activity and community location

Napa Valley: Alliance on Aging, (future) Sunrise Rotarian, UpValley Sr. Collab, Providence partner and workshop participant, HAPI attendee, Safety Food Net Committee

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

Share the Care Board Member, 2022 Advisory Council for Area Agency on Aging, 2022

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)

None

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)

Heather M. Luna

Date

03/20/2023

March 20, 2023

Napa County Board of Supervisors
1195 Third Ave.
Napa, CA94559

Dear Napa County Board of Supervisors:

I'm sending this letter as a letter of recommendation for Heather Luna to join the Commission on Aging. Heather is not within the suggested age however she makes up for it with her experience and passion.

- She provides care and resources for her father who lives at home. Through her own abilities and her access, to the resources in the community, he has managed to succeed successfully.
- As the Executive Director for Share the Care, she supports and interacts with 100s of caregivers and older adults every month.
- Her passion, vision and enthusiasm for older adults makes her an excellent candidate for the Commission on Aging.

As a former member of the Commission on Aging and an advocate for the aging population, I can't image anyone better suited for the commission than Heather Luna.

Best regards,

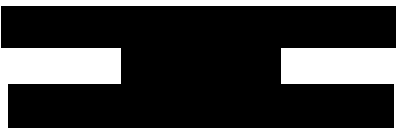


Robert Nations

CEO

Senior Helpers North Bay

HEATHER LUNA



WORK HISTORY

Executive Director

October 2022 - present

Share the Care Napa Valley

- Accountable for the overall health and sustainability of the organization while staying true to the mission in collaboration with the Board of Directors
- Responsible for the day-to-day operations including implementation and administration of policies, procedures, compliance, programs, and financial performance
- Oversee grant writing, fundraising, marketing, events, business development, program management and community outreach efforts, while executing strategic plans to increase efficiency and growth
- Responsible for the hiring, training, and retention of competent and qualified staff and volunteers

Development Officer

December 2021 - September 2022

Aldea, Inc. Napa

- Identify sponsor and grant opportunities, and all donor levels for program and services needs including speaking at local agencies
- Long-term strategy and concepts regarding development, Board of Directors and Aldea's reach into Solano and Sonoma Counties
- Manage volunteer program, development committee, events, fundraising, social media forecasting, Salesforce, communications

General Manager

January 2020 - June 2021

Vallejo Admirals Baseball Club

- Team Management and Operations: Budgeting, sponsorship sales, marketing, social media, website management, merchandise design, intern program, supervise game day staff, employee recruitment and training, all ballpark events
- Baseball Operations: Manage player salaries, player expenses, all player transactions and procurement
- Community Services: Conduct community outreach, coordinate speaking events, team representation, recruit and manage the Host Family program, liaison for all community engagement and collateral, implement acquisition of 501c(3) account
- Entertainment: Create the game day experience, in-between inning acts, first pitch, bat boy/girl, anthem singers, events and promotional schedule

Guest Services Manager

December 2018 - January 2020

Rancho Caymus Inn

- Hire, train, schedule, oversee all guest services aspects with a team of five, oversee all events on-site, human resources

Assistant General Manager

December 2017 - December 2018

San Rafael Pacifics Baseball Club

- Team Management and Operations: Budgeting, sponsorship sales, marketing, social media, game day experience, website management, merchandise, intern program, manage player salaries/expenses, all player transactions, conduct community outreach, coordinate speaking events, manage the Host Family program

Developer of Hurricane Harvey Relief and Volunteer Program

July 2017 - December 2017

Lakewood Church

- App formation, website content creation, background check, interview and training, shift sign-up throughout the Houston community and groups outside of Texas utilizing a 4 million dollar budget

Volunteer Program Manager

April 2016 - May 2017

Houston Super Bowl Host Committee

- Create Volunteer Interview Process: produce trainings, research volunteer opportunities, build scheduling for 25,079 shifts
- Manage the Volunteer Recruitment Center: train and schedule 385 interviewers for seven-weeks of interviews of 12,000+

Volunteer Program & Screening Sessions Coordinator *San Francisco Bay Area Super Bowl 50 Host Committee* June 2015 - February 2016

Premium Services and Suites *Oakland Raiders*

August 2013 - December 2015

Special Event & Ticket Services *AEG*

July 2013 - May 2014

EDUCATION

University of San Francisco *Master of Arts, Sport Management*

2015 Graduate

Sonoma State University *Bachelor of Arts, Liberal Studies*

2010 Graduate

Youth Volunteer of the Year *Veterans Home of California*

Award Recipient for years 1999 & 2000