

BOARD OF SUPERVISORS



## COUNTY OF SANTA CRUZ

GOVERNMENTAL CENTER

701 OCEAN STREET SANTA CRUZ, CALIFORNIA 95060-4069  
(408) 454-2200 ATSS 564-2200 FAX (408) 454-3262 TDD (408) 454-2123JANET K. BEAUTZ  
FIRST DISTRICTWALTER J. SYMONS  
SECOND DISTRICTMARDI WORMHOUDT  
THIRD DISTRICTRAY BELGARD  
FOURTH DISTRICTJEFF ALMQUIST  
FIFTH DISTRICT

AGENDA: 4/28/98

April 17, 1998

BOARD OF SUPERVISORS  
County of Santa Cruz  
701 Ocean Street  
Santa Cruz, CA 95060

RE: APPOINTMENT TO MENTAL HEALTH ADVISORY BOARD

Dear Members of the Board:

I recommend the appointment of the following person to the Mental Health Advisory Board, as a direct consumer representative, in accordance with County Code Chapter 2.104; Section 30, for a term to expire April 1, 2001:

Myrna Sherman  
513 Cloudview Drive  
Watsonville, CA 95076  
454-4767 (B)

Very truly yours,

*Ray Belgard*  
RAY BELGARD, Supervisor  
Fourth District

RB:ted

cc: Myrna Sherman  
Mental Health Advisory Board

08606A4

APPLICATION FOR APPOINTMENT TO A COUNTY ADVISORY BODY

76  
PB

INSTRUCTIONS

If you are interested in serving on a County Advisory Body please complete the following application and return it to the Board of Supervisors, 701 Ocean St., Room 500, Santa Cruz, California. If you are interested in being considered for more than one advisory body a separate application should be submitted for each appointment you are seeking.

Upon receipt, your application for appointment will be routed to each Board member and then filed for further consideration by Board members when there is a vacancy on the advisory body. If a Supervisor is interested in nominating you for appointment, the Supervisor will contact you and discuss the appointment, the appointment process; and requirements for the advisory body in-question.

Please specify below the Commission/Committee or Board to which you are seeking appointment and provide the requested information.

Thank you for your interest in County Government.

COMMISSION, COMMITTEE or BOARD

Lucas Mental Health Board

Name

Mirna Sherman

Address

P.O. Box 962

SANTA CRUZ, CA 95061

Phone

(Home)

454-4767

(Business)

Supervisory District

Ray J. ELIARD 4th DISTRICT

Length of Residence in Area

14 YEARS

Age

(Optional)

Circle one:

Under 21

21-30

31-40

Over 40

PREVIOUS COMMISSION OR COMMITTEE SERVED (Please specify)

Advisory Body

Term

Santa Cruz County (LEGISLATIVE CHAIR)

98

EDUCATION

<u>Institution</u>	<u>Major</u>	<u>Degree</u>	<u>Year</u>
UNIVERSITY OF VICTORIA	POLITICAL ECONOMICS	BA	1977
CONTROL DATA INSTITUTE	COMPUTER PROGRAMMING	DIPLOMA	1981

WORK/VOLUNTEER EXPERIENCE

<u>Organization</u>	<u>Address</u>	<u>Position</u>	<u>Year</u>
VOLUNTEER SANTA CRUZ VOLUNTEER BUREAU		COMPUTER CONSULTANT	1992
CAREERWORKS	EMERINE	CONDUCTED SEMINARS IN INTERVIEWING SKILLS	1992-1993
ABOVE THE LINE EMERINE COMPUTER CONSULTING			1998 CURRENT

WORK  
SEE ATTACHED  
RESUME

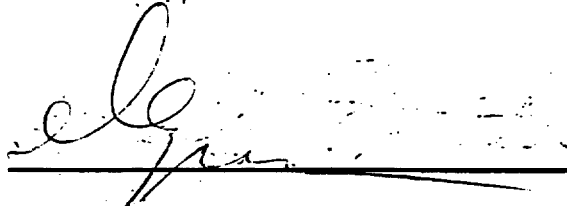
STATEMENT OF QUALIFICATIONS

Please attach a brief statement indicating why you are interested in serving on the advisory body in question and why you are qualified for the appointment.

SEE ATTACHMENT

CERTIFICATION

I certify that the above information is true and correct and I authorize the verification of the information in the application in the event I am a finalist for the appointment.

  
Signature

4-9-98  
Date

Having been recently diagnosed with Bi-Polar brain disorder, I believe I have first hand experience in what really happens to consumers vis a vis initial diagnosis, medications and treatment. This experience has also given me insight and experience with family members and friends.

While I am fortunate enough to have health insurance. I have had to deal with local HMO's and have experienced the frustrations and challenges they impose. It is my belief. that Mental Health Issues should be treated just like any medical issue, and not segregated as they are now. I joined the Santa Cruz chapter of AMI and became their Legislative Chair because I am passionate about the Parity Issue and AB1100 now sitting on Governor Wilson's Desk

I believe my energy and enthusiasm for Mental Health Issues will make me an excellent candidate for your board. I would like to thank you very much for inviting me to apply for a position on your board.

Sincerely,

  
Myrna C. Sherman

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513 Cloudview Dr. Watsonville, CA 95076 (408) 761-0767 Internet Address C171321Y@AOL.COM

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## **OBJECTIVE: Technical Writer**

## **HIGHLIGHTS OF QUALIFICATIONS:**

- **Over** Ten years experience in technical writing and document design and control.
- Designed and Produced a 233 page Data Book for the RF Power Transistor Industry, using Pagemaker, Excel, Word, Visio and Autocad.
- The ability to learn and use a variety of Software packages quickly.
- Ten years experience installing, troubleshooting and training clients to use a variety of Accounting & Manufacturing Software Packages requiring a working knowledge of GL, AR AP and Inventory Control.
- Four years experience in Microsoft Word and Excel as well as Windows 3.1., Windows 95 and NT
- Custom Designed, Programmed, Debugged and Documented applications in Travel Agency Accounting, Personnel Programs: Sales and Marketing Tracking, Quality Control and Efficiency. and Invoicing with multi products and multi pricing.
- Able to work well under pressure and make effective decisions.
- Provide leadership and strong interpersonal skills.
- Excellent oral and written communication skills.
- Independent and self reliant, as well as a team player.
- Exceptional analytical and problem solving abilities resulting in an effective course of action.
- Maintaining a 3.88 GPA in Accounting and Tax Courses.
- Successfully taught individuals and groups to use Word Perfect, Lotus 123 and Quicken.

## **PROFESSIONAL EXPERIENCE:**

### **Physicians Services Incorporated**

11/96/5/97

- Coordinated activities of in house personnel with contracting physicians to implement both hardware and software in physician's offices. This included training and follow up.
- Participated in interdepartmental teams to effect efficient work flow for transcriptions from the time a transcription is dictated until they are returned to physicians for approval.
- Developed work flow schematics for medical offices resulting in a more productive work environment. Wrote accompanying documentation
- Developed work flow schematics for medical records department serving six medical offices. Wrote accompanying documentation
- Wrote Disaster Recovery Plan for both Internet and Intranet systems environments, on both Novell and NT network platforms.
- Assessed and tested a variety of software for medical records information and data integrity to firewall protection software.
- Researched and recommended network scenarios for systems' as small as 2 computers to as many as 50, using a variety of routers, hubs and line types from general business, to 56k to ISDN to T1, using both a Windows NT network Platform and a Winframe network platform. This included all necessary wiring.

### **Implementation Coordinator**

### **Western Temporary Services**

11/95-11/96

- Using Pagemaker and MS Word, Designed and produced individual Data Sheets as per corporate standards.
- Using Excel, created a standard chart and table format that would link to Pagemaker Documents.
- Using Visio, Drew Custom Transistor Drawings to be linked to Pagemaker Documents.
- Placed Autocad WPM Drawings into Pagemaker Documents and sized them accordingly.
- Responsible for entire Data Book Design and pre-press production.
- Extensive interaction with Engineers requiring an understanding of RF Technology.
- Developed procedures for Data Sheet production.
- Programming in Microsoft Word 6 Basic.
- Writing Documentation including on line help for a variety of Paradox Applications.
- PC and software support, in Pagemaker, Word, Excel, Windows, Visio and general computer questions.

### **Data Sheet Specialist/Technical Writer**

**Western Temporary Services****Computer Specialist/Product Scheduler**

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8/95-11/95

- Responsible for up to 3 17,000 lbs. of scheduled production daily at 2 separate manufacturing locations.
- Customized Lotus Spreadsheets to aid in calculation of **Variable Specific Blends**.
- Deadline / **crisis oriented** environment
- Daily interaction with many different department heads.
- Responsible for expediting orders of Raw Materials to keep production on time.
- Daily use of M R P Software on **AS/400**, Lotus Office, **Ami Pro**.

**Gerry Brown Imported Car Service****Office Manager/Bookkeeper**

8/94-8/95

- Responsible for all bookkeeping and accounting (with emphasis on AP)
- Monthly bank reconciliation including credit card reconciliation
- Responsible for increased sales due to excellent advertising campaign
- Analyze reports to recommend price changes to owners.
- Responsible for daily operation of business including scheduling and managing jobs.
- Completing work orders, purchasing parts and costing out each job.

**Accountemps****Various Accounting Positions**

06/94-8/94

- Responsible for daily reconciliation of 7 registers in 4 profit centers.
- Daily bank deposits.
- AP for merchandise as well as shipping in excess of \$100,000.00 monthly.
- All aspects of computerized accounting.
- Month end including bank reconciliation, including credit card reconciliation.
- Constant interaction with vendors.
- Bi-weekly pay-roll.

**Quikprint****Manager**

01/94 - 06/94

- Responsible for costing Print jobs.
- Bi weekly payroll.
- Effectively managed 8 employees, including **training &** scheduling.
- Responsible for all aspects of Human Resources.
- Established excellent customer service standards throughout shop.
- Responsible for P.R. and Outside Sales.

**Harte-Hanks Comm.****Advertising Consultant**

11/90- 02/93

- Won Salesperson of the Quarter Award, fourth quarter, 1991.
- Exceeded sales goals by as much as 150%.
- Increased territory sales by over 200% of previous year.
- Established and maintained effective relationship with clients.
- Responsible for, and effectively collected receivable.
- Prepared necessary **forms** and reports on time.
- Designed effective ads for a variety of advertisers.

**Myrna Brown Consulting****Computer Consultant**

10/84 - 11/90

- Designed custom **software** for a variety of applications.
- Developed individualized in-house training programs in DOS, Word Perfect, Lotus and Various Accounting Programs.
- Effectively analyzed client's needs and operational procedures.
- Designed, debugged and implemented software programs in both single user and network environment
- Continuously provided educational talks.
- Able to **Program** in Basic, COBOL, Assembler, RPGII, FORTRAN, Pascal, Advanced Revelation.

**EDUCATION:**

BA., Political Science, University of Victoria  
Diploma, Computer Programming, Control Data Institute  
Accounting **Certificacy** Program, Golden Gate University  
Licensed Tax Preparer, H. & R. Block Basic Tax Course  
Certificates in Senior Level Programming Course for Advanced Revelation  
Certificate in Advanced Access Course

**Proficient in the following Software Packages:**

MS Word, Excel, Pagemaker. Quicken, Lotus Notes, Word Perfect, Visio, Access, PowerPoint. AOL. Netscape

**References Available Upon Request:**

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