

COUNTY OF SANTA CRUZ

BOARD OF SUPERVISORS

GOVERNMENTAL CENTER

701 OCEAN STREET SANTA CRUZ, CALIFORNIA 950604069
(406) 454-2200 ATSS 564-2200 FAX (408) 454-3262 TDD (408) 454.2123

JANET K. BEAUTZ
FIRST DISTRICT

WALTER J. SYMONS
SECOND DISTRICT

MARDI WORMHOUDT
THIRD DISTRICT

RAY BELGARD
FOURTH DISTRICT

JEFF 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 general public representative, in accordance with County Code Chapter 2.104, Section 30, for a term to expire April 1, 1999:

Darlene Jean Alvord
P.O. Box 701
Aptos, CA 95001-0701
475-6607 (H)
684-4035 (B)

Sincerely,

JEFF ALMQUIST, Supervisor
Fifth District

JA:ted

cc: Darlene Alvord
Mental Health Advisory Board

08607A5

APPLICATION FOR APPOINTMENT TO A COUNTY ADVISORY BODY

Local Mental Health Board
84

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

Local Mental Health Board

Name

Darlene Jean Alvord

Address

P.O. Box 701

Aptos, CA 95001

Phone

(Home)

475-16607

(Business)

684-4035

Supervisory District

Length of Residence in Area

2 years

Age

(Optional)

32

Female

Circle one:

Under 21

21-30

31-40

Over 40

PREVIOUS COMMISSION OR COMMITTEE SERVED (Please specify)

Advisory Body

Term

SCLGBTC - Pride & Women's Support

Current

4-H, FFA, JA

EDUCATION

<u>Institution</u>	<u>Major</u>	<u>Degree</u>	<u>Year</u>
Carbillo	Lib Arts	currently	
Lowland High School	Business		1984
Aims Comm. College	Business		1985

WORK/VOLUNTEER EXPERIENCE

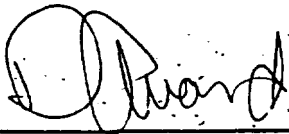
<u>Organization</u>	<u>Address</u>	<u>Position</u>	<u>Year</u>
SCOE - New Teacher Project	809 H. Bay Capitola	Admin Assist.	1 1/2 yrs.
Herb The Other Woman	P.O. Box 701 Aptos	Owner	2 yrs.
Shulton Transfer	San Jose, Ca.	A/R manager	2 1/2 yrs.

STATEMENT OF QUALIFICATIONS

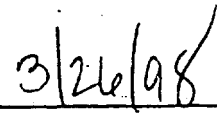
please attach a brief statement indicating why you are interested in serving on the advisory body in question and why you are qualified for the appointment.

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



Date

Darlene Jean Alvord

P.O. Box 701
 Aptos, CA 95001
 (408)684-4035

- Objective** A challenging position utilizing abilities developed through my experience and education with the opportunity for professional growth in the field of Accounting and Credit Management.
- Experience**
- 5/96 to Present** **The Other Wmyn**, P.O. Box 701, Aptos, CA 95001
Owner: Consultant
Santa Cruz County of Education: Administrative Assistant
UniDirect: Collections
- 5/94 to 5/96** **Shelton Transfer Services, Inc.**, 1996 Oakland Rd., San Jose, CA 95131
Administrative Assistant/Accounts Receivable Manager
 * Accounts Receivable/Credit Approval/Collections/Daily Deposits/Maintain Checkbook/Billing
 • Payroll/Payroll Taxes/Monthly Commission Payments/Insurance Liaison/Workman's Compensation
 * Administrative Support to President and Treasurer/Electronic Sales Tax Transfer
- 6/93 to 2/94** **SPARC International Inc.**, 535 Middlefield Rd., Ste. 210, Menlo Park, CA 94025
Administrative Support
 * Accounts Receivable Clerk/Account Payable Clerk/Daily Deposits/Credit and Collections
 • Maintain Customer Membership Database/Receptionist
- 6/92 to 6/93** **Pepper Pod Restaurant**, Hudson CO 80642
Cook/Cashier
- 8/91 to 6/92** **West Tape and Label, Inc.**, 3845 Forest Avenue, Denver, CO 80534
Bookkeeper
 * Payroll/Weekly Commission Payments/Purchasing Agent/Monthly Balance of G/L
 * Accounts Receivable Billing/Account Payable/Daily Deposits/Credit and Collections
- 2/89 to 8/91** **Conrolldated Data Tech (CDT)**, 920 Hillview Ct. Ste. 145, Milpitas, CA 95035
Administrative Assistant
 "Accounts Receivable/Collections/Accounts Payable/Purchasing Agent
 * Payroll/Insurance Liaison/Design of New Billing System/Communicating with Corporate Office
- CDT, Contract Labor Station at Apple Computer., Inc., Cupertino, CA
Accounts Receivable Team Leader
 * Billing for Services Rendered/Posting of all Payments/Credit and Collections
 * Monthly Balancing with General Ledger/Inter-Company Transfer
- 10/87 to 2/89** **L. E. Coppersmith, Inc.**, 1225 No. Grandview Drive. So. San Francisco, CA
Credit and Collection Manager/Import Clerk
 * Design of Collection System/Collections/Deposits/Billing
 * Input and Billing of all Informal Entries/Shipping and Tracking Coordinator
- Educiton**
- Present** **Cabrillo Community College**, Aptos, CA Accounting
- 1984 to 1985** **Arms Community College**, Greeley, CO Accounting/Business Management
- Software Experience**
- Microsoft Excel, Work, MacWrite, Lotus 123, Framemaker, Word Star, Word Perfect 6.0, MS-Windows, File MakerPro, VariPro, TruckPro

January 14, 1991

To Whom it may concern;

I work for Apple Computer, Inc. in the Developer Programs group. I am a Program Manager in Developer Programs and am the person who works most closely with the Accounts Receivable department. I speak with A.R. several times a day re: outstanding payments, reports, canceled checks and things of that nature.

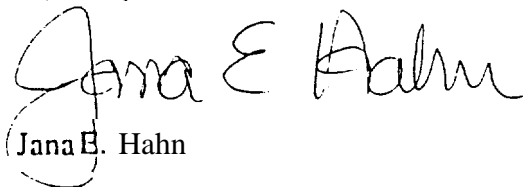
Darlene Alvord was my primary contact in A.R. for several months. We had to work closely together, and she was really terrific to work with. Darlene was always very helpful, as well as conscientious about her work. On several occasions I had requested special reports, and told her it wasn't needed that day, but to generate it when she had the time. More often than not she would have the report done by the end of the day. Often I would ask Darlene to verify information for me, and she always responded quickly.

It was crucial that Darlene was organized, which she was. She had to handle an enormous amount of paperwork from several departments. Whenever I made a request, it was handled quickly and efficiently.

Darlene had a good attitude, and again, was always willing to help. She seemed to enjoy her job, was creative, and would take the initiative to make things better. Darlene was very professional, and I never had any customer complaints about her.

In summary, I feel that Darlene was a tremendous help to Developer Programs. I and others in our group, were disappointed when Darlene left her position in Accounts Receivable. Please feel free to call me at (408) 974-4980 if you have any questions.

Sincerely,



Jana E. Hahn

Apple Computer Inc.
Developer Programs Group



July 26, 1991

Re: Darlene Alvord
Administrative Director

To Whom it May Concern:

Darlene Alvord has been employed at CDT since January 1990. During her employment Darlene has demonstrated diverse capabilities. CDT has adopted many new management reports and reporting aids which Darlene created, maintained, and improvements were done on her own initiative. Darlene possesses good financial business sense and has consistently found new ways of cutting cost for our office. Darlene is always willing to go beyond the call of duty, and takes the lead when needed. She is also willing to learn and excels in any new task that she is asked to perform. Darlene has the ability to represent a company with competence and would be an asset to any company who values quality and dedication.

Sincerely,

A handwritten signature in black ink, appearing to read "Cecil Plummer", is written over a large, circular, scribbled-out area.

Cecil Plummer
Facility Manager

Douglas A. Vogel
546 I Treeflower Drive
Livermore, CA 94550
(415) 433-0303

November 21, 1990

Dear Manager:

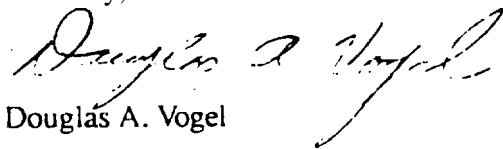
While I managed the Program Management group within the Apple Developer Group during 1990, Darlene Alvord, as an Accounts Receivable Processor, provided invoicing support, collections follow-up, and payment posting services to my staff. Darlene worked directly with my staff and I on a day to day basis on any accounts receivable issues that arose.

Darlene proved very responsive to both routine and ad hoc requests. On at least two occasions, she was able to provide last minute reports to support my group's budget and business planning needs within three hours of my request.

She takes the initiative when necessary to resolve problems without waiting for management direction. Darlene worked well with members of my staff, providing guidance on handling customer's financial problems.

I feel confident that she is capable of performing in this capacity again as an Accounts Receivable Processor.

Sincerely,



Douglas A. Vogel



TECHNICAL CERAMICS

NGK SPARK PLUGS (U.S.A.), INC.

NEW JERSEY OFFICE
99 Morris Ave., Springfield, NJ 07081
Tel. (201) 376-6070 Fax. (201) 467-5794

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FAX 201-569-7744

CABLE ADDRESS

PLUGNGK SANJOSE CALIF

TELEPHONE NO

(201) 871-0896

July 31, 1987

AUG - 3 1987

MR. T. MORIMURA, Vice Pres.,
NTK TECHNICAL CERAMICS
349 Cobalt Way, Suite 304
Sunnyvale, CA. 94086

Dear Mori;

I wanted to send you a quick note to let you know how well Darlene has been doing. She really is a pleasure to work with; - always on top of things, and responds very quickly. We really appreciate her efforts.

Sincerely,

Larry Levy

LL:RR

cc: JESSE REUTER
" DARLENE

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TECHNICAL CERAMICS

NGK SPARK PLUGS (U.S.A.), INC.

349 Cobalt Way, Suite 304, Sunnyvale, California 94086

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TELEX 346-489
CABLE ADDRESS
PLUGNGK SANJOSECAL
TELEPHONE NO.
(408) 736-7205 C.R. 1206

Re: Darlene Alvord

To whom it may concern,
Darlene Alvord was employed by NTK Technical Ceramics from October 1986 to October 1987. Darlene was responsible for generating the billing invoices - inputting the shipment information into the computer; printing the invoices; and checking. She was also responsible for relaying specific shipping instructions to our customs broker; co-ordinating special handling of shipments; tracking shipments; and advising the branch offices of incoming shipments.
Sincerely,

Elena Riegler
Supervisor, Accounts Receivable

