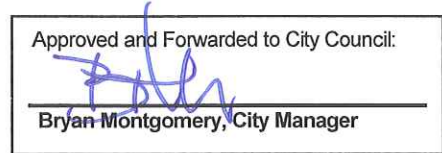




## STAFF REPORT

**Date:** September 26, 2017  
**To:** Bryan H. Montgomery, City Manager  
**From:** Libby Vreonis, City Clerk / Paralegal  
**SUBJECT:** Adopt a Resolution Appointing a Representative to the Contra Costa County Advisory Council on Aging for a Two-Year Term



### Summary and Recommendation

The current term of the appointed representative on the Contra Costa County Advisory Council on Aging (ACOA) will expire October 11, 2017. Staff recommends that the City Council adopt a resolution to appoint a representative for the next two-year term (October 12, 2017 through October 11, 2019).

### Fiscal Impact

None.

### Background and Analysis

The Advisory Council on Aging is appointed by the Board of Supervisors to advise them on all matters associated with the planning, development and administration of programs relating to older adults in accordance with the Older Americans Act.

Staff sought applicants for the next two-year term by posting information on the City's website and through social media. The deadline to apply was September 8, 2017. Staff received two applications which are attached for the City Council's review.

Applicants have been encouraged to attend the meeting this evening to be interviewed. Should the City Council desire to interview applicants, sample interview questions have been provided for your use or you may use your own questions. Staff requests the City Council ask the same questions of all applicants to ensure fairness.

### Conclusion

Staff recommends that the City Council adopt a resolution to appoint a representative to the Contra Costa County Advisory Council on Aging (ACOA) for the next two-year term.

### Attachments

- 1) Applications: Branin Cook and Marie Osuna
- 2) Resolution



**APPLICATION for APPOINTMENT for the  
CONTRA COSTA COUNTY ADVISORY  
COUNCIL ON AGING**

**Background Information**

The Contra Costa County Advisory Council on Aging (ACOA) is appointed by the Board of Supervisors to advise them on all matters associated with the planning, development and administration of programs relating to older adults in accordance with the Older Americans Act. The ACOA is staffed by representatives of the Contra Costa County Area Agency on Aging (AAA). The ACOA consists of forty (40) members. Membership is determined by application and appointment. Fifty percent (50%) of the ACOA must be age 60 and above. The ACOA strives to represent or 'mirror' the diversity of the County's population with attention to the following factors: geography, economics, racial, cultural and ethnic origin, language, ability/disability, sexual orientation, and age.

One seat is available on the Advisory Council for a two-year term. The term commences October 12, 2017. Membership is by appointment by the Oakley City Council and by final appointment by the Board of Supervisors.

The Advisory Council currently meets the third Wednesday of each month, 9:30am-11:30am, in Pleasant Hill, California. The City of Oakley does not provide compensation.

**Application**

Please type or print clearly on this application and return it to the City Clerk's Office **prior to 5:00p.m. on Friday, September 8, 2017**. It is anticipated that an appointment will be considered by the Oakley City Council on September 26, 2017 during the City Council meeting scheduled to begin at 6:30 p.m. at City Hall located at 3231 Main Street, Oakley, California. All applicants are encouraged to attend this meeting to be interviewed.

Applicants should be aware that upon appointment, an additional application and disclosure documents are required to be completed for the County. For details, please contact Staff Representative Jaime Ray at (925) 602-4172

**All information contained in this application is public data and will be made available for public review and copying for anyone requesting it, and may be posted on the website of the City of Oakley. All information in this application will be provided to the Oakley City Council in a public forum and will be reviewed in public. It will therefore be part of the public record. Although you are not legally required to provide any of the information requested in this application, the information may be used to determine your suitability for appointment to the committee.**

1. **Applicant Name:** BRANIN COOK
2. **Home Address:** 4772 CARRINGTON DRIVE, OAKLEY, CA 94561
3. **Phone Number:** 925-207-5394
4. **E-Mail Address:** BNMCOOK@COMCAST.NET
5. **How long have you lived in the City of Oakley?** 5 MONTHS

6. **In 300 words or less, please explain why you would like to represent Oakley and serve on the Contra Costa County Advisory Council on Aging.**

RECENTLY MOVED TO OAKLEY FROM OREGON WITH A JOB PROMOTION/TRANSFER. I AM THE NEW MANAGER OF OAKLEY'S LES SCHWAB TIRE COMPANY ON MAIN STREET. MY WIFE AND I ARE VERY HAPPY TO BE HERE AND ENJOY BEING INVOLVED IN EACH COMMUNITY WE LIVE IN. WE ARE BOTH APPROACHING OUR 50'S AND OUR PARENTS ARE IN THEIR 70'S AND WE FEEL THE IMPORTANCE OF KNOWING CURRENT PROGRAMS AND ALSO WHAT CHANGES ARE BEING PLANNED AND TO BE PART OF THIS PROCESS FEELS GOOD TO ADVISE AND HELP THE ADMINISTRATION. AT THIS STAGE IN OUR LIFE IT IS NICE TO GIVE BACK TO THE PEOPLE THAT HAVE HELPED YOU WHO HAVE ALWAYS BEEN OUR ELDERS AND NOW I WANT TO HELP THEM ENJOY THEIR NEXT PHASE OF THEIR LIVES SO THEY ARE GIVEN CARE AND CONCERN FOR THEIR MENTAL AND PHYSICAL HEALTH.

7. **In 300 words or less, describe your qualifications and educational, work and other experience which would make you a valuable addition to the Advisory Council.**

I HAVE WORKED FOR LES SCHWAB FOR 20 YEARS. I ALSO HAD A FEW YEARS DURING THIS TIME THAT I OWNED A LANDSCAPE BUSINESS WITH MY WIFE. MY CAREER AT LES SCHWAB AND CLIMBING THE LADDER YOU LEARN A GREAT DEAL OF BUSINESS MANAGEMENT AND THE FOCUS OF RUNNING YOUR OWN STORE/BUSINESS WHICH INCLUDE FINANCIALS, BEING A COACH TO THE CREW TO TEACH AND TRAIN DAILY AND HAVE A GREAT DISPOSITION TO WORK IN ALL CONDITIONS.

MY WIFE AND I HAVE BEEN WITH A CREDIT UNION FOR OVER 25 YEARS AND WHEN I OWNED A LANDSCAPE BUSINESS I WAS ON THEIR BOARD OF DIRECTORS FOR A 2 YEAR TERM. IT WAS GREAT TO BE PART OF A SOLUTIONS TEAM THAT FOCUSED ON STAYING STRONG IN THE COMMUNITY AND KEEP GROWING WHILE STAYING UP TO DATE ON POLICIES & PROCEDURES.

I HAVE ALWAYS TRIED TO BE AS HONEST AS POSSIBLE AND DO WHAT IS RIGHT IN ALL SITUATIONS. I AM IN A BUSINESS WHERE YOU HELP PEOPLE AND THERE IS A LOT OF TRUST IN EVERYTHING I DO, WITH VENDORS, MAIN OFFICE, EMPLOYEES, CUSTOMERS, ETC. THAT MAKE UP THE BIG PICTURE AND WHEN YOU WORK THROUGH ANY SITUATION FROM SIMPLE TO COMPLEX AND WHEN YOU HAVE A GOOD OUTCOME IT IS A GOOD FEELING. I AM A TRUSTWORTHY PERSON AND ALSO A PERSON WHO LIKES TO LOOK AT VARIOUS WAYS OF A SOLUTION IF APPLICABLE AND LOOK AT THE FAIR SIDE WHILE ALSO UNDERSTANDING THE OUTCOME IS NOT ALWAYS WHAT IS PERFECT FOR EVERYONE.

**8. What do you feel are the most pressing matters for the Advisory Council?**

THIS IS ONE AREA I AM LEARNING ABOUT. I FEEL THE MOST PRESSING MATTERS INCLUDE HOUSING, MEDICINE/MEDICAL CARE, PROPER NUTRITION, COMPANIONSHIP/ACTIVITIES, AND FINANCIAL. THE OTHER THING THAT I THINK IS IMPORTANT IS TO FIND A FORUM THAT ALLOWS SENIORS TO SHARE STORIES AND MEMORIES. I'M NOT EXACTLY SURE WHAT THIS IS YET BUT OF MOST OF THE SENIORS I HAVE KNOWN FROM FAMILY MEMBERS TO OLDER CUSTOMERS THAT COME IN TO MY STORE REGULARLY, THEY LOVE TO TALK ABOUT THEIR LIFE EXPERIENCES.

**9. Please attach a current resume.**

Please mail or hand-deliver this completed application in a sealed envelope to:

**CITY OF OAKLEY**  
City Clerk's Office  
3231 Main Street  
Oakley, CA 94561

~ Applications *must* be received prior to 5:00p.m.on Friday, September 8, 2017. ~

# **BRANIN T. COOK**

4772 CARRINGTON DRIVE  
OAKLEY, CA 94561  
925-207-4394  
BRANINCOOK@GMAIL.COM

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## **EXPERIENCE**

### **Les Schwab Tire Company (1994 – Present)**

Store Manager, 6 months  
Assistant Manager, 6 ½ years  
Sales & Service, 12 ½ years

### **BNM Landscape (2004 – 2007)**

Owner

## **EDUCATIONAL TRAINING**

Business Management, Bookkeeping, Computer Software,  
Cyber Security, Tax Laws, Customer Service, Mechanical

## **PROFESSIONAL & PERSONAL HIGHLIGHTS**

Leadership Ability, Organized and Analytical Thinker,  
Quick Learner and Smart Worker, Professional and Clean Appearance,  
Excellent communication skills, Self-Motivator and Goal Oriented,  
Ability to Build Trusting and Lasting Business Relationships and Build New Business.

Run/Half Marathons, Hike, Kayak, Golf, Travel and Spend Time with my Wife and Family.

September 8, 2017

APPLICATION for APPOINTMENT for the CONTRA COSTA COUNTY ADVISORY COUNCIL ON AGING

1. Applicant Name: Marie L. Osuna
2. Home Address: 1751 Chandon Way, Oakley, CA 94561
3. Phone Number: (925) 858-5181
4. E-mail Address: mlosuna925@att.net
5. How long have you lived in the City of Oakley? 26 years
6. In 300 words or less, please explain why you would like to represent Oakley and serve on the Contra Costa County Advisory Council on Aging?

I would like to represent Oakley and serve on the Contra Costa County Advisory on Aging for the following reasons:

A. PASSION - I have a passion to represent the voice of those who oftentimes maybe considered most vulnerable. In our society, these may include children and the elderly. Children because of their lack of maturity and experience, and the elderly due to inevitable aging that eventually could cause deteriorating health, physical difficulties and worsening medical conditions. In addition, there is currently a growing trend in the culture that grandparents who are now aging are becoming primary caretakers of their grandchildren. Some of our aging population in these circumstances need much support. I would like to be able to serve them!

B. LENGTH OF TIME - Secondly, I have lived in Oakley since 1991 when I was a young adult. I grew my family in this city with many neighbors of the same age, and others from the previous generation. My generation mostly have grown children, empty-nesters, and probably retiring. I have seen Oakley's transition from one generation to the next. I have a comprehensive awareness of these two generations which might consist of the aging population. I believe that I will be able to understand the needs and meet them.

C. SENSE OF INDEBTEDNESS - Third, I have a sense of indebtedness to the residents of Oakley who may now belong to the aging population and the elderly. Some of them have lived and worked in Oakley. Some may have dedicated their lives in making Oakley great and progressive. Some may have worked hard to keep our city quiet to protect and keep her a low crime city. They may have seen Oakley's cultural changes since she was yet unincorporated. I feel a sense of obligation to serve those who have served Oakley when my family was young. I am very grateful to these people!

**Marie L. Osuna**  
**9/8/2017**

7. In 300 words or less, describe your qualifications and educational, work and other experience which would make you a valuable addition to the Advisory Council.

With regards to my educational background, I possess a Bachelor of Science Degree in Business, with a major of study in Economics. I have taken graduate classes in Public Administration, and various training and seminars to enhance my skills in communication, technology, writing, critical thinking, etc. Currently, I am working on a graduate degree program online for personal growth that would assist me to become a better government employee as I serve the community . I have worked for Contra Costa County for over 27 years holding a position that primarily pertain to case management resolutions involving minor children and their families, handling domestic issues, social services, legal, financial, child and family support, law enforcement, and interagency communications with various federal, state and private agencies. I believe my educational background in business and my work experiences will be beneficial in the planning, development, and administration of programs for the elderly . I will be able to apply these knowledge and skills specifically government rules, interagency coordination, and that I would be able to assist the Advisory Council on how these might affect the aging population. I also have served the children and the families of Contra Costa County and have a good understanding of the dynamics of families that greatly affect the elderly. I believe that my education, skills, professional, and community experiences will be valuable to the Advisory Council.

8. What do you feel are the most pressing matters for the Advisory Council?

I think that our aging population could use a better and more effective means of receiving information on various subjects that affect their daily living. For example, there are constant and rapid changes in laws and processes that might involve Medicare, Affordable Care Act and changes that President Trump's Administration may put in place. Other areas that might also need attention would be senior housing, volunteer opportunities, and support groups to help them remain active. It is my belief that our aging population needs support and help to be able to remain productive members of the community. Most of the elderly have great and varied experiences, wisdom, and knowledge. It is my belief that the pressing matters for the Advisory Council would be to help create programs to help the aging population remain active mentally and intellectually engaged in the community. I think that it will be beneficial to our elderly to have an effective and well-supplied library most especially in Oakley. I support building a new and bigger library to facilitate having a central location to obtain current information, a hub. In my opinion, the priorities for our elderly population are programs to help them remain intellectually sharp, good nutrition, quality medical care, and comfort during these years.

9. Please attach a current resume.

My resume is attached. Thank you for the opportunity to participate in this application process.

# MARIE L. OSUNA

E: [mlosuna925@att.net](mailto:mlosuna925@att.net) • M: 925.858.5181, CA 94561 [LinkedIn: https://www.linkedin.com/in/marie-l-osuna-756239106](https://www.linkedin.com/in/marie-l-osuna-756239106)

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## PUBLIC SERVICE/COUNTY REPRESENTATIVE

Case Management • Leadership • Community Outreach • Research • Writing • Interagency Coordination • Teaching

Public service and County Representative with a strong understanding of County processes, rules, and regulations. Possesses excellent oral and written communication skills. Able to handle various case scenarios involving domestic issues, child support, legal, financial, law enforcement, and social services. Expertise in interagency coordination and performs well under pressure. Internally motivated to continuously improve in both personal and professional life. My mission is to seek ways to help, support and improve the quality of life of all members of the community.

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## PROFESSIONAL EXPERIENCE

**County Child Support Officer** (April 1990 - Present)  
Contra Costa County DCSS • Martinez, CA

- ❖ Achieved a thorough understanding of the federal and state laws and regulations resulting in a high customer satisfaction rating due to cases being resolved accurately and quickly.
  - ❖ Initiated and facilitated conversations between hostile parties in matters of child support and custody which resulted to mutual agreements and quick resolution of the case.
  - ❖ Guided clients through complex legal processes in a simple and organized manner, resulting in clients' ability to represent themselves without a lawyer, and achieving their desired outcome.
  - ❖ Selected to participate in a research project that resulted to the establishment of the first Public Service Team.
  - ❖ Developed customer survey to improve service quality resulting to reduced customer complaints.
  - ❖ Adapted quickly and applied the new computer system effectively during the transition from County to State.
  - ❖ Developed flowcharts and trained workers resulting to increased production due to streamlined process.
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## COMMUNITY EXPERIENCE

- ❖ Spearheaded a community social media campaign to raise awareness of the local homeless population, resulting in decreased complaints through the collaboration of community members with local authorities.
  - ❖ Served as Representative of the department in County fairs and Inter-faith outreach agencies which strengthened professional relationships within our business partners, and encouraged community participation.
  - ❖ Served as Elections Inspector to train and supervise volunteers which resulted in an orderly and peaceful process.
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## PROFESSIONAL DEVELOPMENT

BOB JONES UNIVERSITY • Greenville, SC (2017)  
Currently Pursuing Master of Arts

CITY OF OAKLEY • Oakley, CA (2016)  
Leadership Academy Graduate

ROCKHURST UNIVERSITY CONTINUING EDUCATION CENTER (2007 – 2015)  
Computer, Business Writing, Leadership

GOLDEN GATE UNIVERSITY • San Francisco, CA (2001 - 2002)  
Took Graduate Degree Courses in Public Administration

ART STUDENTS LEAGUE OF NEW YORK • New York, NY (1984)  
Speech and Arts

UNIVERSITY OF SANTO TOMAS • Manila (1982)  
Bachelor of Science in Business, Major in Economics

**TECHNICAL SKILLS:** Microsoft Suite: Word • Excel • Power Point • Outlook • CA CSE System • DMV • MEDS • Court System • EHS



RESOLUTION NO. \_\_\_-17

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY  
TO APPOINT \_\_\_\_\_ TO THE CONTRA COSTA COUNTY  
ADVISORY COUNCIL ON AGING FOR A TWO-YEAR TERM**

**BE IT RESOLVED** by the City Council of the City of Oakley that \_\_\_\_\_  
is hereby appointed to the Contra Costa County Advisory Council on Aging for a  
two-year term commencing October 12, 2017.

The foregoing resolution was adopted at a regular meeting of the City  
Council of the City of Oakley held on the 26th day of September, 2017, by the  
following vote:

AYES:  
NOES:  
ABSTENTION:  
ABSENT:

APPROVED:

\_\_\_\_\_  
Sue Higgins, Mayor

ATTEST:

\_\_\_\_\_  
Libby Vreonis, City Clerk

\_\_\_\_\_  
Date