

Instructions

You may fill out this application on-line by tabbing between fields and selecting the green Submit at the bottom once complete.

If you prefer to submit a paper application you can select the Print button at the bottom of the page. Printed applications require an original signature and date noted. Any additional documents will need to be attached and then mailed to the address at the bottom of the form.

Must be a resident of Nevada County to apply.

Profile

Which Boards would you like to apply for?

Area 4 Agency on Aging Advisory Council: Submitted

Incumbent?

☒ Yes ☐ No

Annie

Mikal-heine

First Name

Last Name

Home Address

Suite or Apt

Grass Valley

CA

95945

City

State

Postal Code

Mailing Address (if different from residence)

Business Address (Optional)

Supervisorial District 1 through 5 (Available from Election Office, 265-1298)

☒ District 1

Time(s) available to attend meetings (days, evenings, etc.)

Monday - Friday 9am -3pm

Email Address

## Business Email Address

Primary Phone

Alternate Phone

## Are you currently employed with the County of Nevada?

☐ Yes ☒ No

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## Interests & Experiences

**Experience:** A resume, or additional sheets, may be attached containing any information that would be helpful to the Board in evaluating your application.

## Education/Employment Experience

I have a Bachelor's degree in Sociology from Illinois Wesleyan University. Currently I am the Program Manager for FREED's Grass Valley office and have been employed in this role since February of 2020. Prior to my time at FREED, I worked for 7 years for Sierra Nevada Memorial Hospital Foundation's Alzheimer's Outreach Program, and I coordinated community classes and support for local caregivers. I moved to Nevada County in 2011 from Berkeley, Ca. While living in Berkeley, I served as Program Director for the Alzheimer's Services of the East Bay, an Adult Day Health Care facility. I have also previously worked with homeless youth, foster youth and runaways, as well as in domestic violence shelter services.

## Community Experience and Affiliations

I previously served as a volunteer board member for Helping Hands Adult Day program in Penn Valley, and coordinated their Community Advisory board for several years. I have also been an active member of the Elder Care Provider's Coalition since 2011, and currently in my role at FREED, I host the monthly Nevada County Aging and Disability Resource Connection Advisory meetings. I previously volunteered for the Alzheimer's Association as a caregiver support group facilitator.

## List any other County boards, commissions, or committees on which you have served:

I am currently serving on Nevada County's Adult and Family Services Commission, and I serve as the representative from Nevada County on the Agency on Aging Area4 Advisory Committee.

## Other experience you feel would be helpful to the Board of Supervisors in making this appointment:

## References: Please list two references with telephone numbers

[Anne Mikal-Heine Resume-2022.doc](#)

Upload a Resume

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## Agreement

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**Applicants may be required by State Law and County Ordinance to file a financial disclosure statement as part of the appointment process. The form may be viewed at <http://www.fppc.ca.gov>. An Oath of Office will be required upon appointment. I have reviewed the Financial Disclosure Statement requirement.**

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☒ I Agree

Applications must be filed with:

**Clerk of the Board of Supervisors - County of Nevada**

**950 Maidu Ave.**

**Nevada City CA 95959-8617.**

This application is a public document.

**Document-16360 Rev 1/2008**

# Annie Mikal-Heine

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## EDUCATION

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ILLINOIS WESLEYAN UNIVERSITY	1999 - 2003
BA. Sociology	
UC BERKELEY EXTENSION	Summer 2007
Introduction to Financial Accounting course	
URBAN STUDIES PROGRAM	Fall 2002
Semester study of politics, social justice, and religion in Chicago, IL	
SCHOOL FOR INTERNATIONAL TRAINING	Spring 2002
Semester study of language, culture, and development in Ulaanbaatar, Mongolia	

## NEVADA COUNTY COMMUNITY INVOLVEMENT

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ADULT AND FAMILY SERVICES COMMISSION	<i>Nevada County Jan. 2022</i>
HELPING HANDS ADULT DAY PROGRAM- Penn Valley, CA	<i>Board Member 2013-Present</i>
ELDER CARE PROVIDERS COALITION- Grass Valley, CA	<i>Member 2011- Present</i>
ALZHEIMER'S ASSOCIATION- Grass Valley, CA	<i>Support Group Facilitator 2011-2013</i>

## EMPLOYMENT

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PROGRAM MANAGER- Grass Valley, CA	February 2020 - Present
<i>FREED Center for Independent Living</i>	

- Manage and supervise FREED's Nevada County Direct Service Staff including Independent Living core service staff, TBI program coordinators, and ADRC navigators
- Establish service management systems, policies, and procedures. Supervise staff in carrying out these programs and systems and implement new systems and programs as required to meet changing needs of the community or funding/reporting requirements.
- Provide oversight and implement staff trainings and orientations to ensure accurate, up-to-date, and auditable comprehensive and confidential case records of services provided and reporting which demonstrates compliance with grant requirements of funders and reviewers for ILCs, ADRCs, and TBI service sites.
- Work cooperatively with staff in both offices to ensure continuity in service policies, procedures, outreach, and education activities, including transitioning to virtual TBI Peer Support group during COVID-19.
- Assist in public relations activities and presentations, planning and carrying out outreach activities to underrepresented groups.
- Build collaborative relationships with other groups and organizations, and assisting with community advocacy, education and awareness projects.

EDUCATION AND OUTREACH COORDINATOR- Nevada City, CA	2012 - 2020
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*Sierra Nevada Memorial Hospital Foundation- Alzheimer's Outreach Program*

- Coordinating the "Yes I Can" and "Remember Me" educational courses for caregivers
- Community outreach, education events and collaboration to enhance services and support for patients with cognitive impairments and their families
- Creating new volunteer Peer Support Program for caregivers

PROGRAM DIRECTOR- Grass Valley, CA	2012 - 2015
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*School of Care- CNA Training Program*

- Launching and directing the School of Care's Nurse Assistant Training Program
- Designing and implementing program policy and procedures; including creating program manual, enrollment forms, and training materials
- Hiring and supervising RN course instructor

- Coordinating clinical training portion of the program with a local skilled nursing facility
- Recruiting and enrolling students; working with local One Stop and community donors to assist with financial aid

CARE COORDINATOR- Auburn, CA

2011 - 2012

*Always Best Care Senior Services*

- Coordinating in-home care for individuals needing assistance. Meeting with families, assessing care needs, connecting with community resources, and scheduling caregivers
- Developing relationships with potential referral sources and networking with local services to coordinate care within our community
- Providing knowledgeable assistance and placement services for those considering a move to an independent or assisted living community or a residential care home- including personal tours and driving clients to view facilities

PROGRAM DIRECTOR- Hayward, CA

2008 - 2010

*Alzheimer's Services of the East Bay*

- Directing an Adult Day Health Care program specializing in dementia care, providing care for patients and respite for family caregivers; Licensed for 45 participants each day
- Leading the Multi-disciplinary team comprised of OT, PT, RN, MSW, RD and Activity Coordinator to ensure the highest quality of care for program participants
- Supervising, hiring, and training all staff, including RN, MSW, program aides, and drivers.
- Ensuring compliance with Title 22 and Medi-Cal requirements by maintaining documentation and monthly reports as well as special projects to update software systems to accommodate new regulations
- Maintaining program budget and managing expenses, including cutting costs and keeping the program open during the nationwide financial crisis
- Marketing and networking with other services and businesses to expand client base as well as to provide education and presentations to the community about Alzheimer's disease and dementia.

PROGRAM DIRECTOR

2008

*YWCA Berkeley/ Oakland*

- Launching a new mentor program for young women aging out of the foster care system.
- Recruiting, training, and supervising volunteers; providing ongoing support to mentors
- Designing and implementing program policy and procedures; including creating program manual, necessary forms, and training materials
- Outreach to other youth serving agencies to expand and promote the volunteer program

ACCOUNTING ASSISTANT- Berkeley, CA

2007 - 2008

*Alzheimer's Services of the East Bay*

- Conducting daily accounting duties for non-profit with approximately 50 employees
- Managing accounts payable and accounts receivable, which includes monthly invoicing, bill payment, bank deposits, and recording general ledger transactions
- Assisting with payroll, human resources, and benefits administration

CASE MANAGER- Boulder Outreach Program- Boulder, CO

2005 - 2006

*Family Tree- Gemini*

- Providing case management and referrals to homeless and runaway youth
- Managing the Boulder Outreach Office, a drop-in center, and conducting street outreach
- In-home case management, crisis counseling and conflict resolution to youth and families
- Presenting in schools and at community centers to educate youth about risky behaviors
- Collaborating with local organizations; recruiting, coordinating and training volunteers
- Ensuring that grant requirements were met by maintaining data and client files

YOUTH TREATMENT COUNSELOR- Lakewood, CO

2005

*Family Tree- Gemini*

- Responsible for the supervision and safety of youth in shelter; support and conflict resolution
- Maintaining files for each youth in residence, intake procedures and paperwork as needed
- Overnight tasks including room checks and medication management

- JUVENILE ASSESSMENT SPECIALIST- Golden, CO 2004 - 2005  
*Jefferson County Juvenile Assessment Center*
- Conducting assessments with at-risk youth and referring families to community services
  - Preparing court reports, detention screenings, and felony filings for juvenile offenders
  - Working with law enforcement, social services, and local agencies to provide safety and connection to services
  - Mediating, conflict resolution and crisis management with youth and families
- RESIDENTIAL ASSISTANT / DATA ENTRY- Bloomington, IL 2003 - 2004  
*Countering Domestic Violence- Neville House Emergency Shelter*
- Providing hotline crisis counseling, and safety planning for domestic violence victims
  - Offering support, case management and education to women living in the shelter
- STUDENT RESEARCH ASSISTANT- Bloomington, IL Summer 2003  
*Illinois Wesleyan University- Sociology Department*
- Compiling and analyzing data for Community Needs Assessment research project
  - Organizing, formatting, and editing study results in a 150-page report
- RESEARCH ASSISTANT- Chicago, IL Winter 2002  
*Campaign for Better Transit*
- Collecting research data for community advocacy group