

APPLICATION FOR APPOINTMENT TO COUNTY BOARDS/COMMISSIONS AND COMMITTEES

Instructions: You may fill out this application on-line by tabbing between fields. After you have completed the form, print the application by clicking on the Print button at the bottom of the page. Alternatively, you may print the blank form and fill it out by hand. You must sign and date the application. Attach any additional documents and mail to the address at the bottom of the form.

RECEIVED

Name of Board/Commission/Committee as listed on announcement:

Mental Health and Substance Use Advisory Board

DEC 11 2020

Filing Period (as listed on the announcement):

Type of Member: Board Member

Incumbent? Yes No

NEVADA COUNTY
BOARD OF SUPERVISORS

Name: Last Wilkins

First Bethany

Residence Address (Must be a resident of Nevada County)

Mailing Address, if different from residence

Address

Address

City

State CA

Zip Code

City

State

Zip Code

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

1

Home Phone with area code

Unlisted?

Email Address

Work Phone with area code

Extension

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

Available any times with advanced (24 hour) notice

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

See attached resume for education and employment experience

Community Experience and Affiliations

Weekly volunteer for Nevada County Left Coalition's Mutual Aid and Mobile Distribution of food & resources to houseless individuals in Grass Valley, Nevada City and North San Juan. Volunteer with Sierra Roots to build databases for the operations of the Hearth Project. Organizer with the Nevada County Harm Reduction project, distributing Fentanyl Test Strips and Narcan to the community, and offering trainings on administering Narcan to local establishments. Please see attached resume for further community volunteer experience and affiliations.

Other County Boards, Commissions, or Committees on which you have served:

N/A

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

As someone that is actively involved in community driven harm reduction & homeless serving programs, I believe that my perspective and community input could be extremely beneficial to the board. I also have a lived experience in recovery for almost 7 years, and as a formerly homeless individual; this offers another perspective as someone that has benefited greatly from social services. I have also begun training in peer support with goals to obtain my CDAC and switch career paths to Social Work.

References: Please list two references with telephone numbers

Alison Sweetser

Rachel Budde

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:

Initial

Signature

Date

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.

Print Form

Document-16360 Rev 1/2008

To whom it may concern,

I wanted to take a moment to write a personal note regarding my application to join the Nevada County Mental Health and Substance Use Advisory Board. It has been extremely beneficial for me to sit in on the November and December meetings, as I have my hands in a variety of local volunteer programs centered around our homeless population and recovery. Hearing from these directors and leaders within the county around their projects, their training opportunities, their statistics, etc. has been a wealth of information and leaves me with a lot to chew on. So, thank you for the opportunity to be present for those meetings!

As I mentioned in my application, I am almost 7 years into recovery from substances; I have lived experience as both a drug user and a homeless citizen. I share this information as a preview into my life path, and I share it with a sense of pride for how far I have come. I have been hesitant to share this information in the past, but I have come to realize that being transparent about these experiences can give someone a sense of relatable humanity that I feel we so desperately need now more than ever. I share this information also in an attempt to help normalize drug addiction and break the stigma around addicts.

I feel very privileged to have had resources available to me during my own period of homelessness and as a person who used drugs, and I've spent these past 7 years working to better myself so that I may be of service to those in a similar position. I've been in Operations Management and Consulting for 4 years now, but in conjunction with my volunteering this past year I have found a deep passion for social work and for serving my community. I aspire to transition career paths in favor of this passion, and I have taken the first steps necessary to obtain my RADT I certification, and eventually, I hope to be CDAC certified.

I believe that my position on the board could be a great asset to the team--by offering my perspective from lived experiences with drug addiction and homelessness, and my current involvement in on-the-ground volunteering and organizing. My goal is to serve our homeless population to the best of my ability, along-side these incredible organizations that exist within our county. I feel that I have a lot to learn, and a lot to offer, but I am eager to grow. I would be extremely grateful for the opportunity to continue learning from you all as a Board Member.

Thank you again for your consideration!

Kind Regards,
Bethany Wilkins

Bethany Wilkins

OPERATIONAL MANAGEMENT & BUSINESS CONSULTING

Executive Summary

An organized and innovative Operations Manager with over 6 years of experience and a passion for creating new processes while reinforcing existing structures. Experience in event management, social media management, and community engagement. Eager and passionate to serve my community to the best of my ability, with lived experience in harm reduction, recovery, and social justice work.

Areas of Expertise

- Project Planning
- Business Development
- Marketing & Advertising
- Event Management & Execution
- Team Building & Leadership
- Strategic Planning
- Finance & Accounting
- Website Management/Design
- Highly efficient in Quickbooks, Shopify, Squarespace, Excel, Word, Adobe InDesign, Illustrator, Instagram/Facebook Backend, Google Docs, Google Ads, Google Analytics

Personal Summary

As a volunteer driven and self-determined activist, I am proud to be a resident of Nevada County and I take great pride in my community. I am a very community involved citizen and am passionate about maintaining and contributing to this town's inclusivity and equanimity for all citizen. As a volunteer with Sierra Roots, Nevada County Harm Reduction, NCLC Mutual Aid, and Gold Crush Climbing Gym's educational programs, my community means the world to me and I am eager to serve it. I have lived experience in recovery for going on 7 years, and take great pride in that process.

Work Experience

FAT AND THE MOON

Operations Manager
January 2017 - Current

Oversees and manages all business operations of Fat and the Moon, including but not limited to:

- Employee Management

- Onboard and oversee 25 employees as of 12/2020
- Track and record employee hours, PTO, requests, complaints, and issues that may arise.
- Ensure each department at Fat and the Moon is operating at Rachel's standards and in a proficient, healthy, and sustainable manner
- Communicate with staff about any issues or discrepancies that arise (customer service, quality control, etc.) and implement a plan to prevent future issues
- Ensure each department has necessary supplies, ingredients, and resources to produce products, ship products, and maintain efficiency in working environment.

- Event Management

- Thoroughly organize, plan, execute, and oversee 3-4 out of town & high-demand trade shows per year.
 - Manage inventory, employees at events, sales, transportation, accommodation, and continue general operations of the business that need maintaining while also working these events.
- Thoroughly organize, plan, and assist in any workshops Rachel either teaches or hosts at our headquarters
 - Manage Eventbrite tickets, event finances, supplies, and promotional material.

Bethany Wilkins

OPERATIONAL MANAGEMENT & BUSINESS CONSULTING

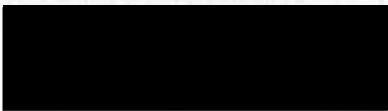
Executive Summary

An organized and innovative Operations Manager with over 6 years of experience and a passion for creating new processes while reinforcing existing structures. With a focus on process efficiency and customer experience, I have assisted multiple companies in Nevada County by organizing their operations and implementing tactics that have subsequently increased growth 30-50% annually.

Areas of Expertise

- Project Planning
- Business Development
- Marketing & Advertising
- Event Management & Execution
- Team Building & Leadership
- Strategic Planning
- Finance & Accounting
- Website Management/Design
- Highly efficient in Quickbooks, Shopify, Squarespace, Excel, Word, Adobe InDesign, Illustrator, Instagram/Facebook Backend, Google Docs, Google Ads, Google Analytics

Reach me at:



References:

Rachel Budde
Owner of Fat and
the Moon/Direct manager



Megan Sandiforth
Coworker
Fat and the Moon



Work Experience Continued

Financial Management

- Generate weekly & monthly analytical reports on profit/loss, website traffic, customer retention, wholesale & retail sales, and customer satisfaction.
- Manage all POs & invoices in and out of Fat and the Moon via Quickbooks and PayPal
- Manage Net 30 accounts & ensure we are receiving payments owed
- Keep Cost of Goods Sold (COGS) up to date with ingredient and packaging changes

Website Management

- Currently building new 2020 Fat and the Moon website with various custom features and specifications
- Maintain current website and handle any troubleshooting issues that arise
- Organize and manage all product listings & interface on Shopify
- Hire and manage freelance designers to assist in back end needs

Freelance Business Consulting

September 2018 - Current

- Assess company needs and create action plan individually catered to companies goals
- Execute various organizational tools and create systems for business owners specific needs, i.e., financial planning, product management and distribution, marketing and advertising management, packaging, client relations, outreach, employee management
- Build, design, maintain, and/or redesign client websites to their specifications and desires
- Integrate software for various management and organizational needs
- Forecast growth and ensure business is able to reach quarterly and/or yearly goals
- Run analytical reports and forecasting as needed
- Leave client in "better shape than you found them" operationally and financially. Teach employees or owners how to maintain website, read analytics, retain customers, and cater their outreach to a specific audience.

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Owner of Fat and
the Moon/Direct manager

Megan Sandiforth
Coworker
Fat and the Moon

Marriott International/Schulte Hospitality

Task Force Management & Front Office Management June 2015 - November 2017

- Travel to Schulte Hospitality hotel properties on an as-needed basis to act as a task force manager
- Establish action plans to assist in bringing guest satisfaction to an above standard level & maintain 5-star Marriott status
- Oversee all departments as acting Manager On Duty when applicable
- Handle guest accounting and refunds in our merchant control system
- Handle any and all guest issues that arise
- Arrange transportation and various appointments for guests
- Manage groups and events that are taking place at property
- Meet with department leaders to ensure flawless execution of events and high satisfaction
- Maintain above-brand scores for guest satisfaction
- Provide excellent customer service

Volunteer and Extra-Curricular Work

- Volunteering weekly with Nevada County Left Coalition's Mutual Aid and Mobile Distribution of resources to houseless individuals in Grass Valley, Nevada City and North San Juan
- Volunteering with Sierra Roots to build databases for the operations of the Hearth Project
- Organizer with the Nevada County Harm Reduction project, a newer project of distributing free Fentanyl Test Strips and Narcan to the community, and offering trainings on administering Narcan to local establishments
- Currently training in Harm Reduction practices with the National Harm Reduction Coalition via online offerings
- Participating in the Peer Support 101 Training offered by Spirit Peer Empowerment Center in January of 2021, as well as working towards obtaining my RADT I & II, with the hopes of eventually obtaining my CADC
- Volunteer with Gold Crush Climbing Gym since 2018 - operations, educational/class offering organization