

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:

Adult and Family Services Commission

MAR 29 2019

Filing Period (as listed on the announcement):

May 1, 2019

NEVADA COUNTY
BOARD OF SUPERVISORS

Type of Member:

Commissioner

Incumbent? ☐ Yes ☒ No

Name: Last

Morrill

First

Jennifer

Residence Address (Must be a resident of Nevada County)

Mailing Address, if different from residence

Address

Address

City

City

State

Zip Code

Supervisory 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.)

Days and Evenings

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

Hospitality House - Director of Administration and Finance - July 2018 - Current
Spirit - Peers for Independence and Recovery - Business, Outcomes and Measurements Manager - March 2016 - July 2018
Food Bank of Nevada County - Executive Assistant, EFAP Coordinator - November 2011 - February 2016
Bidder-Up Auctioneers, Oklahoma City, OK - Assistant Auction Manager November 2006-May 2009
The J. Paul Getty Trust - Contract Administrator, Accounts Payable Lead, Senior Accounting Clerk - 1993 - 2006

Community Experience and Affiliations

Decades of experience in Non-Profit Administration, including several local organizations, Hospitality House, SPIRIT-Peers for Independence and Recovery and The Food Bank of Nevada County as well as 12 years in Contract Administration and Accounts Payable, for The J. Paul Getty Trust, a multi-billion dollar trust organization dedicated to the Arts and Humanities.

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

Nevada County Coordinating Council, MHSA Stakeholders Committee, Cultural Competency Committee

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

For the last 9 years, I've lived and worked in this tight-knit community and become very familiar with the local non-profits who work tirelessly to make a difference. This has given me a unique perspective of the public/private partnerships required to continue to provide the needed services.

References: Please list two references with telephone numbers

Nancy Baglietto, Executive Director - Hospitality House

Bob Dion - General Manager - Food Bank of Nevada County

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

3/27/2019

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

JENNIFER MORRILL

SUMMARY OF QUALIFICATIONS:

Solid knowledge coupled with excellent customer service skills in the field of Non-Profit Administration. Proven ability to consistently maintain Corporate guidelines and adhere to provisions provided by Auditors. Productive and efficient work habits without supervision. Team player with strong inter-personal skills. Effective internal and external customer communication.

PROFESSIONAL EXPERIENCE:

Decades of experience in Non-Profit Administration, including several local organizations *SPIRIT-Peers for Independence and Recovery*, and *The Food Bank of Nevada County* as well as 12 years in Contract Administration and Accounts Payable, for *The J. Paul Getty Trust*, a multi-billion dollar trust organization dedicated to the Arts and Humanities.

EMPLOYMENT HISTORY:

SPIRIT - Peers for Independence and Recovery

Business, Outcomes and Measurements Manager

March 2016 - Current

Manage Daily operations, including all banking, payroll and accounts payable for a local Non-Profit with 16 staff members, and nearly a quarter of a million in operating budget. Work directly with the Executive Director and Board to write and obtain grant funding. Manage fundraising efforts including events, donor outreach and development. Data Collection, including demographics, daily statistics.

The Food Bank of Nevada County

Executive Assistant, EFAP Coordinator

January, 2013 - February 2016

Provided administrative assistance to the Executive Director, while managing the Emergency Food Assistance Program. This included details from ordering the food commodities, managing the inventory, managing the administration of the food distributions. Attending to all accounts payable, payroll and all receivables through the Quickbooks account. Managed bank balances and all

Office Assistant, Outreach Coordinator

November, 2011 - January, 2013

Provided assistance to the Executive Assistant, while managing the Outreach Program. This included screening, maintaining client database, and routing. Prepared all donations for deposit, prepared all thank you notes, and grant documentation. Prepared organization for audit, and provided administrative support for all office activities

Bidder-Up Auctioneers, Oklahoma City, OK

Assistant Auction Manager

November, 2006 - May 2009

Provide Managerial Assistance to Auction Manager and Auction Staff regarding all aspects of the Auction process, including: Marketing Research, Marketing Production, cashiering office set-up and cashiering management on auction-day, packing merchandise, lotting and sorting items, merchandising and display.

The J. Paul Getty Trust, Los Angeles, CA

Contract Administrator

March, 2005-November, 2006

Procurement and Contract Services: Drafted and negotiated contracts on behalf of the institution, specializing in contracts for independent consultants, performers, guest speakers and collaborative agreements. Translated detailed information provided by client departments into contracts that met Legal and Risk Management needs as well the client's requirements into a final contract. Communicated exclusively with the contracting entities on all aspects of the agreement, negotiation of the Terms and Conditions, collection of all related documents and all follow-up related items. As a certified Non-Resident Alien Tax Specialist, was responsible for accurate assessment for all international performers and guest speakers of their current Visa status, legal ability to work in the United States, tax obligations and collection of all required documents needed to complete transactions. Managed Non-Resident Alien document exchanges for events including up to twenty-eight foreign participants. Drafted and negotiated collaborative agreements with multi-national parties, that resulted in contracts translated into several languages.

Accounts Payable Lead

2004-2005

Trust Accounting: Provided supervisory support to the Accounts Payable Manager regarding productivity and daily transactional activities. Participated as a member of the Financial Information System review team. Strategically involved in the redesign of internal invoice handling and exception handling process. Participated on a six member Request-for-Proposal team to select outside vendors for Accounting and Procurements, and eventually for broad institutional use. Acted as the primary interface in Accounts Payable for the implementation of a new procurement and digital invoice payment procedure.

Senior Accounts Payable Clerk

1996-2004

Trust Accounting: Reviewed, verified and processed payments for all operational departments of the organization. Reconciled Trust-wide travel credit cards, monthly rent payments, and various research projects. Participated on an eight member Request-for-Proposal team to select the credit card vendor for an institute-wide Procurement Card Program.

EDUCATION

The Fashion Institute of Design and Merchandising, Associates in Art, Interior Design, 1995

CONTINUING EDUCATION/CONFERENCES

Arctic International, Non-Resident Alien Taxation, comprehensive training class, and Certification; Intellectual Property Seminar, Maureen Whalen, Esq.; Institute for Supply Management, Contracts-Terms and Conditions course and Advanced Contract Drafting; California Sales and Use Tax Seminars; 2006, 2004, 2001, 1998.

REFERENCES:

Available upon request.