



# Global Center for Success, Inc.

January 28, 2015

Mr. Guy Ricca, Sr. Community Development Analyst  
Housing & Community Development Division  
City of Vallejo  
200 Georgia Street  
Vallejo, CA 94590

Dear Mr. Ricca:

The Global Center for Success is requesting funding in the amount of \$25,000 for FY 2015/2016 to provide supportive services for homeless single men in need of emergency shelter and unsheltered homeless persons in need of appropriate supportive services.

The Global Center for Success has been successfully working as a social service agency for 15 years.

It is a pleasure to continue working with you and the Housing & Community Development Division in supporting and providing services and resources to targeted populations in our community.

Sincerely,

Elvie B. DeLeon  
Executive Director

Attachment: RFP Response

RECEIVED  
City of Vallejo  
Housing and Community  
Development Division

JAN 28 2015

Referred to \_\_\_\_\_

1055 Azuar Drive · Mare Island, Vallejo, CA · 94592  
Phone: 707-562-5673 · FAX: 707-562-5675

Email: [joshua18success@aol.com](mailto:joshua18success@aol.com) [www.globalcenterforsuccess.org](http://www.globalcenterforsuccess.org) Facebook: [globalcenterforsuccess](https://www.facebook.com/globalcenterforsuccess)

Tax ID: 71-0896807

**GLOBAL CENTER FOR SUCCESS**

**CDBG PROPOSAL**

**FOR**

**SOCIAL (PUBLIC) SERVICES PROGRAM**

**CITY OF VALLEJO**

**January 28, 2015**

## **1. Agency Information; and Key Personnel and their Resumes and Qualifications**

**Agency Name:** Global Center for Success  
1055 Azuar Drive, Vallejo, CA 94502

**RFP Contact Person:** Elvira B. DeLeon  
**Office:** (707) 562-5673; **FAX:** (707) 562-5675  
**Email:** [joshua18success@aol.com](mailto:joshua18success@aol.com) or  
[elvie@globalcenterforsuccess.org](mailto:elvie@globalcenterforsuccess.org)

**Organizational Chart:** See Attachment A

**Personnel Resumes:** See Attachment B

## **2. Overview of Organization/Mission**

The Global Center for Success (GCS) is a (501 (c) (3) public charity organization established in 2001. In its 15<sup>th</sup> year of providing supportive services to Vallejo's vulnerable populations, GCS' vision is to see the underserved develop into healthy, well-equipped and productive members of our community. We accomplish this through our mission of teaching life skills for success focusing on personal growth and development; health and wellness and employment for a global community. We have served over 6,000 homeless men, women and families by providing a range of supportive services including case management, counseling, health and wellness services (provided by Touro University Master in Public Health students) including health promotion, nutrition and gardening classes; healthcare for the homeless clinic, health history assessments (provided by Touro University medical students); recovery and daily living support groups, personal survival skills training; mainstream benefits application assistance, functional literacy and knowledge empowerment coaching; employment readiness skills and job retention; job development services and housing referral services support.

Our goal is to help our students experience growth in a holistic manner so they can manage their situations better and lead fruitful and productive lives in the community by using all the tools they have learned from our programs.

## **3. Services Proposed with Staffing Plan**

GCS proposes to provide supportive services for the following population groups:

- Homeless single men in need of emergency shelter
- Unsheltered homeless persons in need of appropriate supportive services

**Income Range of Population to be served:** Low-Income (0-50% AMI)

**How Client Income information will be obtained:** GCS Case Manager will require students to present proof of income (check stub; award letter from Social Security, bank statement, etc.) at intake assessment. Household size will be determined during Intake Assessment and case management interview with GCS Case Manager.

**Description of Supportive Services to be provided:**

GCS will provide a Basic Life Skills Training (BLST) Phase 1 program to the target populations based on each person's needs and requirements. Supportive services will include:

- Connecting homeless unsheltered single men to emergency shelters. GCS Case Manager and volunteers will conduct monthly outreaches to places where homeless persons congregate.
- Initial Intake Assessment using standardized Form (VI-SPDAT or Solano County Standardized Assessment )
- Orientation meetings to provide an overview of GCS and its programs. Students will receive their Personal Skills Journal at orientation.

The BLST Program is centered on growth areas found in the Personal Skills Journal. The students will use their journal every time they attend a class or group to capture thoughts and feelings as they participate in training; take notes on new knowledge/concepts learned and put their goals into words. Putting ideas and thoughts into words can lead into goals which can lead to actions and outcomes. The BLST Program includes:

- Behavioral assessment – provided by a Licensed Clinical Social Worker (LCSW) from Solano County Health Care for the Homeless Clinic.
- Recovery Support – will educate students about recovery and treatment around substance abuse issues.
- Case Management – will help empower students to manage their issues in a positive and productive lifestyle.
- Spiritual Support – will be provided as requested to help students needing spiritual assistance.
- Health and Wellness – students will learn about healthy lifestyles and receive easy-to-understand information and prevention strategies on diseases prevalent among homeless and unsheltered individuals. Taught by Touro University Master in Public Health students.

- Healthcare for the Homeless Clinic– will provide primary health care access for homeless students. Students will receive medical health services, behavioral health assessment, dental services and referral support. Run by Solano County Health and Social Services Department.
- Hidden Emotions Support – will help students with bi-polar and major depression issues learn some coping skills and strategies. Taught by Solano County Consumer Affairs Liaison for Mental Health.
- Nutrition and Gardening – will provide education in healthy eating on a budget (CalFresh) and teach students about organic gardening at the Vallejo People's Garden.
- Personal Survival Skills Support – will teach students how to focus on developing positive feelings of self-worth with a reduction in guilt and anxiety. Goal-setting, reaching out to others, positive growth and enhancement of communication skills are emphasized.
- Computer Literacy – will teach students how to navigate the computer, practice keyboarding, set-up student email accounts, retrieve and send emails; send resumes on-line and other functional skills they can do on-line. The Microsoft office suite will be taught as students become more computer literate.
- Clothes Closet – will provide students with clothing for men and women for employment interviews, for work and church.
- Hair Cuts – students needing haircuts will be referred to one of our partner beauty salons in Vallejo for free hair grooming service.
- Mainstream public benefits application assistance – assistance in completing forms (CalFresh, General Assistance, SSI, and SSDI) will be provided as needed.  
The Case Manager will ensure that all eligible clients are connected to mainstream public benefits.
- Daily Living Support – will provide students with skills in overcoming the situations and stresses of daily living that lead to anger issues.
- The New You – will help students see their “newness”; where they are in the process of change and the potential they have for success.
- Hidden Emotions Support – students with bi-polar and depression issues will be taught coping skills and strategies to live their lives more fully. This group is facilitated by a Solano county Consumer Affairs Liaison for Mental Health.
- Money Management – will help students on wise and responsible ways to practice personal accountability, financial and time management in everyday situations to prepare students for new opportunities.

Students who finish their BLST Phase 1 will be awarded a Certificate of Completion. The certificate is a powerful motivator for GCS students to continue on their path to self-sufficiency.

In addition to the above classes and groups, GCS will also assist our students with:

- CA-DMV Reduced ID Cards, birth certificates or other forms of identification for work or benefits requirements.
- Bus passes to get students to their appointments outside the GCS facility. Bus passes will also be given as an incentive to those who complete their BLST program.
- Referral services to other agencies both public and private, as appropriate.

### **Adult Education Services Program**

For students who want to continue to learn and expand their knowledge skills, the following education services will be available:

- Knowledge Empowerment and Just-In-Time Learning – students who need assistance in practical knowledge and information will be tutored in subject areas of reading, writing and arithmetic. We will assist students, as needed, in completing and understanding forms and literature they need.
- General Education Department (GED) Preparation classes – for students who are motivated to complete and take their GED, GCS will provide free GED tutoring including review materials.

### **Beyond the Basics Program – Phase 2**

It is our goal that students who complete the BLST Phase 1 program will move on to the GCS Phase 2 program - Beyond the Basics.

The objective of Phase 2 is the implementation of goals GCS students want to accomplish.

Phase 2 will focus on:

- Advanced Personal Survival Skills focusing on healthy mind and body concepts;
- Finding, keeping and growing in employment. This includes one-on-one meetings, job readiness skills, assistance with resume, targeted interview coaching and job retention skills. It includes exploration of different job opportunities, job leads, vocational training and apprenticeship opportunities

(job training in retail sales and merchandising at the GCS Thrift Store); or pursuit of higher education.

- Students in Phase 2 will work one-on-one with the GCS Career Counselor/Job Developer as well as the PSS Facilitator
- When employed, GCS will assist students to ensure they retain their job through periodic follow up and continued coaching in soft skills.
- GCS will provide continued access to referral resources and support services to students who have a need for them.
- GCS will provide assistance with housing search for those who are now able to move into permanent housing.

GCS has been providing the BLST Phase 1 program over the years because it works. We have seen positive changes in the mindset and outlook of students who have started to dream and hope again. The Phase 2 program was launched in 3<sup>rd</sup> Quarter 2013 and became fully operational spring of 2014.

The GCS supportive services programs are holistic since they touch the wholeness of man - his mind, body and spirit. GCS firmly believes that all three components working together in harmony will produce thriving individuals who are healthy, equipped and productive.

### **Staffing Plan**

The GCS Programs are staffed by the following positions:

- 1 FTE Executive Director – agency oversight and supervision
- 1FTE Senior Case Manager
- 1 PTE Adult Education Services Program Coordinator
- 1 PTE Life Skills Training Facilitator
- 1 Contract Career Counselor/Job Developer
- 1 Contract Computer Literacy Facilitator
- Volunteer Teachers and Support Group Facilitators
- Volunteer Program Director

**4. List of Board of Directors and Their Expertise: See Attachment C**

**5. Authorizing Governing Board Resolution, Including Roll Call Vote: See Attachment D**

**Note: Global Center for Success is receiving CDBG Program funds in FY2014/2015 and is not required to submit documentation responding to Items 6 through 11 of this RFP.**

## **12. Organizational Viability:**

GCS will continue to be active and financially viable in FY2015/2016 and beyond because the need for services for the underserved will continue to expand as economics become more challenging for our target populations. We will continue to seek more resources and funding from public and private corporations to accomplish our mission. GCS will champion its mission to foundations and grant funders whose priorities match ours. GCS plans to hold fundraisers at different times of the year to raise additional resources. GCS will also seek capacity building grants to expand its program and services to the community. We will continue to build more collaborations and partnerships so that appropriate services can be offered to students especially services not offered by GCS. We believe that collaboration is very important to ensure the best interest of the populations we serve.

### **Summary of current strategic or operations plan:**

- GCS will expand its capacity beyond helping the target populations; GCS services will be available to all low-income individuals in Vallejo who have a need for our services
- Continue to re-invent classes and groups to meet the needs of students.
- Pilot classroom on wheels to reach out to unsheltered homeless individuals through partnership with the Vallejo People's Garden Mobile.
- Continued efforts to reach out to retired educators and professionals with skills and experiences which can be taught in the classroom.
- Reach out to successful individuals to mentor motivated GCS students
- Acquisition of permanent housing units to rent to GCS alumni who are starting "again" in the community.
- Additional soft and hard skills training classes; more relevant support groups to meet changing needs of students
- Collaborate, collaborate, collaborate with public agencies and other community organizations especially in areas which complement and augment GCS services.
- Focused resource development program to meet the strategic and operational needs of GCS
- Replace Computer Lab machines with faster and newer computer equipment
- Continued professional development training to enhance skill sets of GCS staff and volunteers

## **13. Timeline/Project Schedule:**

GCS is ready to deliver the aforementioned supportive services effective July 1, 2015. **See Attachment E.**



**14. Program and Overall Organizational Budgets – Proposed program budget for FY2015/2016. Overall organizational budgets for FY 2014/2015 and FY2015/2016: See Attachment F.**

**15. Collaboration:**

GCS believes that collaboration is the key to maximize our resources to serve our students better. GCS commits to collaborate, to the greatest extent possible with organizations providing similar services and programs, in order to avoid duplication of effort. Examples of current collaborations include:

- The Global Center for Success has been an active member of the Vallejo Basic Needs Collaborative Group which Fighting Back Partnership spearheaded in early 2000. One of the goals of the collaborative is the establishment of a common referral system which can be used by all members for service referrals.
- Fighting Back Partnership has been referring their clients to GCS for reduced DMV ID card applications and GCS has been very helpful in assisting them. They have also referred re-entry clients to GCS for men's clothes and shoes.
- The Global Center for Success is an active member of the Housing First Solano Continuum of Care which is a new multi-jurisdictional community-wide group committed to preventing and ending homelessness that is led by a unified Housing First Solano/Joint Powers Authority Continuum of Care (CoC) Board. One of the desired outcomes of Housing First Solano CoC is to collaborate to develop a more effective response to homelessness. Membership is composed of Solano County community-based organizations, public agencies, faith-based groups and community leaders. Members of the CoC collaborate to the extent possible, to link resources and avoid duplication of services provided to clients. As a HUD sub-recipient grantee, GCS participates in the Homeless Information Management System (HMIS) together with other HUD grantees to track client services and eliminate or minimize duplication of services. GCS also participates in the yearly Homeless Point-in-Count count mandated by the US Housing and Urban Development Department.
- The Global Center for Success collaborates with The HealthCare for the Homeless Program of the Solano County Health & Social Services Department through its active membership in the HealthCare for the Homeless Advisory Group (HCHAB). HCHAB draws its membership from the

community to improve access to physical, medical, mental and social services to achieve 100% of homeless individuals' ability to access primary and preventive care. The HCH Program operates the Healthcare for the Homeless Clinic at our facility on Mare Island. We collaborate with the HCHAB in planning and memorializing homeless individuals at annual Homeless Memorial Day events. GCS also works with the HCH team during Veterans Stand Down annual events

- The Global Center for Success is the Managing Member of the Vallejo Housing Collaborative, a collaboration of five non-profit organizations organized to provide supportive permanent housing services for homeless families with children. VHC is the recipient of a City of Vallejo grant to provide 10 units of supportive permanent housing to homeless families. The collaborative meets once or twice a month.
- The Global Center for Success is one of the collaborative partners which established the Vallejo People's Garden, an organic gardening project whose mission is to grow healthy food, people and community. The garden is run by volunteers and the produce is donated to organizations which feed the homeless and the low-income members of the community.
- The Global Center for Success is a collaborative partner of the Christian Help Center, Vallejo's oldest emergency shelter. We have been collaborating with the Christian Help Center since 2001. While our Memorandum of Understanding (MOU) with the Help Center has expired, we plan on mutually extending our collaboration by signing another MOU prior to the resumption of operations at the facility which is currently undergoing major renovation.
- The Global Center for Success collaborates with the Reynaissance Family Center (RFC), a permanent supportive housing program for single women and children with documented disability. GCS provides life skills classes at the RFC facility and parenting support group for the families staying at their facility.
- The Global Center for Success actively collaborates with Touro University to provide health and wellness, nutrition and clinical health history assessments for GCS students. We have been collaborating with Touro University since 2005.

- The Global Center for Success is a community partner of CSU-Cal Maritime Academy and we have worked with them over the years on community projects to promote volunteerism and community engagement of Cal Maritime student cadets.
- The Global Center for Success has reached out to Community Life Integration Foundation (CLIF) and the Sparrow Project of 1<sup>st</sup> Baptist Church on Sonoma Boulevard to provide life skills training to the homeless clients they serve. We currently donate organic vegetables from the Vallejo People's Garden (VPG) to help feed their homeless clients with healthy and nutritious vegetables from the garden.

## 16. References

- **Touro University CA**  
College of Education & Health Sciences  
Public Health Program  
Dr. Annette Aalborg  
1310 Club Drive  
Vallejo, CA 94592  
Phone: 707-638-5838
- **Solano County Healthcare for the Homeless Program**  
Leah Carlon, Program Manager  
Solano County Health & Social Services Department  
275 Beck Avenue  
Fairfield, CA 94533  
(707) 784-8618  
GCS provides service linkages and referrals to the HGH clinic and vice-versa
- **Christian Help Center**  
Norma Ramos – Executive Director  
2166 Sacramento Street  
Vallejo, CA 94590  
Phone: (707) 553-8192  
GCS provides supportive services to CHC clients staying at the shelter
- **Bi Bett Corporation**  
Southern Solano Alcohol Council  
Carol Roberts – Program Director

419 Pennsylvania Street

Vallejo CA 94590

(707) 643-2715

GCS provides BLST program to SSAC clients as requested

- **Bank of the West**

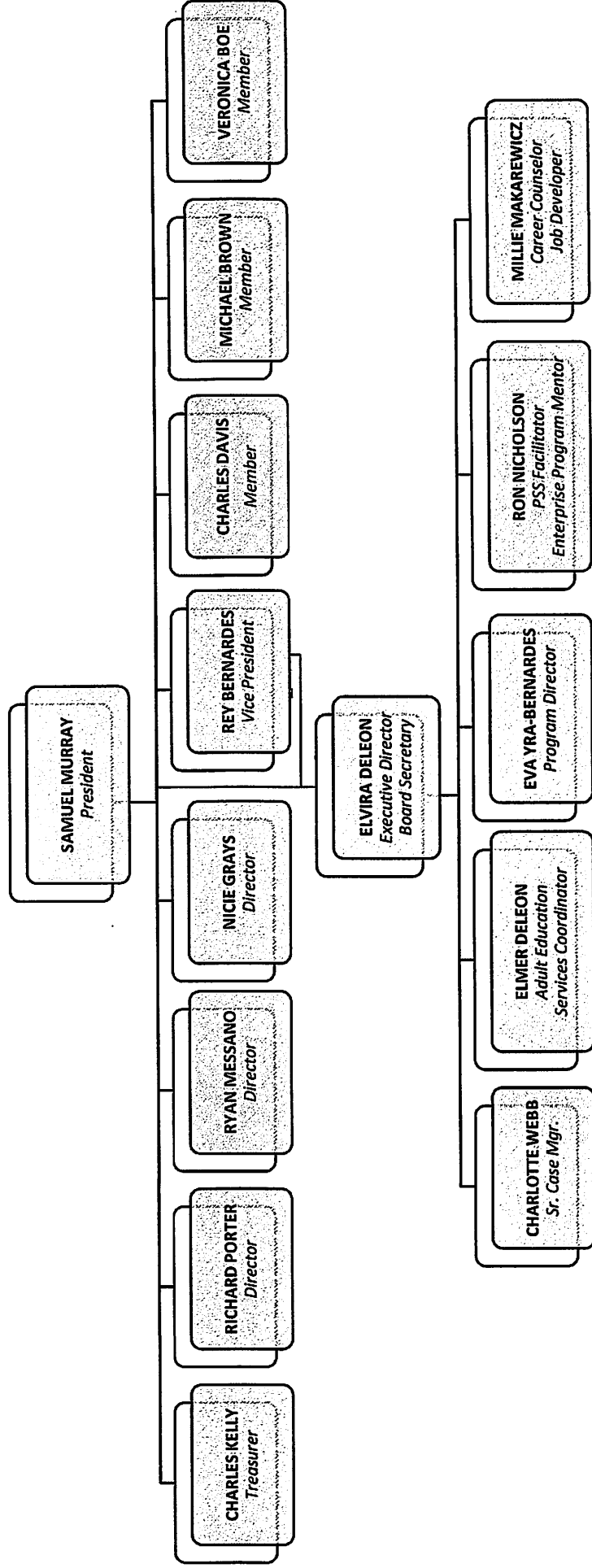
Pinky Santiago – Branch Manager

4300 Sonoma Boulevard #300, Vallejo, CA 94589

(707) 649-1100

**17. Insurance Coverages and Workers Compensation: See Attachment G.**

# Global Center for Success ORGANIZATIONAL CHART



**Elvira B. DeLeon**

186 Southport Way, Vallejo, CA 94591

elvie@globalcenterforsuccess

Cell: (707) 319-4287

**HIGHLIGHTS OF QUALIFICATIONS:**

- Human Services professional with over 14 years of experience in working with underserved populations
- 14 years non-profit administration and oversight experience
- HR professional with 26 years of experience working for one of the largest telecommunication companies in the world.
- Breadth of experience covers employee relations, training, personnel administration, management compensation, supervision and management
- Completed Certificate Program in Human Servicers
- Ability to listen with an open heart
- Strong focus on customer service
- Self-starter, flexible, team player
- PC Skills: Microsoft Office Suite

**EMPLOYMENT HISTORY:**

**Executive Director                      Global Center for Success                      Vallejo, CA                      July 02- Present**

- Implement operational, financial and strategic goals of the organization
- Resource development, community relations and agency collaborations
- Staff oversight
- Grant writing and reporting
- Special events

**Project Administrator                      Global Center for Success                      Vallejo, CA                      Mar 01 – Jun 02**

- Prepared grant proposals under the direction of the Executive Director
- Coordinated projects and special events sponsored by the City
- Prepared collateral and outreach materials
- Facilitated weekly resume preparation and job interview classes with clients

**Human Resources Manager                      SBC-Pacific Bell                      San Ramon, CA                      May 79 – Feb 01**

- Prepared monthly HR Executive Summary Reports for the PB Network Services Leadership Team
- Compiled and analyzed demographic data for over 20,000 employees
- Single Point-Of-Contact for out-of-cycle compensation and management special payments
- Trained district contacts on accessing information from the Network Services Personnel Reporter HR database
- Occupied various positions in various HR disciplines including employee relations, training, personnel staffing, salary administration and compensation, etc.

**EDUCATION AND TRAINING:**

Certificate Program in Human Services, Solano Community College, May 2003

BS Organizational Behavior, University of San Francisco, 1990

Society of Human Resource Management (SHRM) Generalist Certification Training, 1998

Various company-sponsored courses on Delegation and Supervision, Diversity, AA/EEO, Sexual

**CERTIFICATION:**

Professional Human Resource (PHR) Certificate, HRIC, 1998-2001

**Charlotte M. Webb**

2027 L. Ellenburg St. Vallejo, CA 94590 Home (707) 557-5711 Cell (707) 712-7856  
Work (707) 562-5673 charlotte@globalcenterforsuccess.org

**Job Objective:** Sr. Case Manager

**Summary of Qualifications:**

- Above average communication and inter-personal skills.
- Ability to work in an unstructured environment.
- Value confidentiality, inter-agency networking and collaboration.
- Above average resource base.
- Excellent problem solving skills.
- Certificate in Human Services.
- 14 years in the field of Human Services.
- Above average people skills.

**Work Related Skills and Experience:**

- Assist clients in Permanent/Transitional Housing.
- Work closely with clients to assess needs and eligibility for services.
- Advocate for clients so they can receive the best services to meet their need.
- Work closely with Mental Health.
- Extensive follow- up
- Maintain a directory of community services in Solano Co and neighboring countries.
- Work closely with clients to ensure their progression in meeting their goal.
- Work closely with clients to ensure their goal in Recovery/Rehabilitation.
- Train/Oversee all Interns from Solano Community College.

**Work History:**

<b>Senior Case Manager</b> Global Center Mare Island Vallejo, CA	<b>2001- Present</b>
<b>Senior Case Manager</b> Christian Help Center Vallejo, CA	<b>1997-Present</b>
<b>Case Manager</b> Catholic Social Services Vallejo, CA	<b>1999- 2001</b>

**Education & Training:**

Fredrick Douglas Senior High Diploma Baltimore, MD  
Solano County Smoke Cessation Facilitator  
Certification 2005  
Solano College Certificate Human Services 2004  
Certificate PTSD Pfizer 2003  
Cross County University Certificate Personality Disorders 2003  
Training Adult Day Care Rohnert Park Certificate 2001  
Green Tech Skills Center Certificate of Achievement 2009

186 Southport Way  
Vallejo, CA 94591

## ELMER L. DELEON

707-315-9439  
[elmerelvie@yahoo.com](mailto:elmerelvie@yahoo.com)

### SUMMARY OF SKILLS

- High level of competence in finance; public and private accounting, internal audit, and consulting.
- Strong analytical, planning, and oral and written communications skills.
- Visionary with a goals-oriented approach to financial operations.
- Proven track record in client relationship management and promoting best practices for nonprofit accounting.
- Exceptional writer with excellent content creation, design, editing and proofreading skills.

### EMPLOYMENT HISTORY

**Bible Institute President** THE LORD'S FELLOWSHIP CHURCH, Vallejo, CA 1994 to Present

- Review and present church financial statements to the board of trustees.
- Prepare church annual budget and special financial reports.
- Associate Pastor for Bible Studies and Missions hosting and teaching first Tuesday Bible Study Group.
- Oversee Bible Studies in home fellowships and Saturday Bible Study for seniors outside of Church.
- Provide administration and instruction for the Lord's Fellowship Bible Institute.
- Responsible for managing all contacts and communication with world missionaries.

**Resource Development Manager** GLOBAL CENTER FOR SUCCESS, Vallejo, CA 2009 to Present

- Research grant opportunities to strategize new funding prospects creating strategic partnerships.
- Prepare high quality letters of inquiry, grant proposals and reports for institutional funders.
- Prepare and develop annual financial and business related analyses and research in such areas as financial and expense performance, costing and budgeting.
- Manage specific communications projects such as surveys, system and control reporting forms, and curriculum preparation on new fields of study.
- Develop and implement GED Program providing lead instruction in Math (Algebra and Analysis).

**Senior Accountant** RICHMOND POLICE DEPARTMENT, Richmond, CA 2002 to 2009

- Manage and supervise the Police Finance and Fiscal Section.
- Supervise the preparation of Annual Police Budget and Grants.
- Prepare and presented financial issues before the City Council.

**Deputy Internal Auditor** CITY OF OAKLAND, Oakland, CA 1979 to 2002

- Perform regular or special audit of City finances, contracts, grants, segment operations, and internal controls.
- Interface with City Council on special contracts reviews and other audits required by local, state or federal laws.

### CERTIFICATIONS AND AFFILIATIONS

- Certified Internal Auditor (CIA) USA (Ret)
- Certified Government Financial Manager (CGFM USA (Ret)
- Ordained Minister, The Assemblies of God, Northern California Nevada District Council USA
- Member, The Institute of Internal Auditors (IIA), Altamonte Springs, Florida USA (Ret)
- Member, The Association of Government Accountants (AGA), Virginia USA (Ret)
- President and Administrator, The Lord's Fellowship Bible Institute.

### EDUCATION

**Completed Academics for Master in Business Administration**  
De la Salle University, Manila, Philippines, 1974

**Bachelor of Science in Business Administration**  
Philippine School of Business Administration, Manila, Philippines. 1969.

**Diploma in Ministry through Ordained Level**  
Global University, Springfield, Missouri, 2011.



# Eva Yra Bernardes

426 E Poplar Dr. Vallejo CA 94591 [bernardes@aol.com](mailto:bernardes@aol.com)

Cell: (707) 246-8744

## *HIGHLIGHTS OF QUALIFICATIONS:*

- Successfully qualifying for various grants from variety of sources for the past 18 years.
- Training and managing a multiple staff structure.
- Effectively representing Global Center for Success and Christian Help Center at multiple citywide gathering and civic meetings.
- Building a functional network of volunteers and organizations that provide supportive services.
- Structured Case Management process and ensures implementation
- Organizational Planning
- PC Skills: Quick Books, Word, Excel, PowerPoint.

## *EMPLOYMENT HISTORY:*

<b>Program Director</b> Global Center for Success, Vallejo, CA	2001 - Present
<b>Notary Public</b>	2006 - Present
<b>Administrator</b> Christian Help Center	2001 - Present
<b>Administrator - Assemblies of God Lord's Fellowship Church</b> 1055 Azuar Drive-Mare Island Vallejo, CA	2001 - Present
<b>Administrator -Abba In-Home Care</b> 1055 Azuar Drive-Mare Island Vallejo, CA	2001 - 2006
<b>Account Manager</b> Levi Strauss & Company, San Francisco, CA	1995- 2000
<b>Remittance Verifier, Credit Representative</b> Levi Strauss & Company, San Francisco, CA	1976 -1995
<b>Medical Office Clerk: Ocean View Medical Laboratories</b> San Francisco, CA	1974 - 1975

## *EDUCATION AND TRAINING:*

Solano College, Suisun California - 2003 - Human Services  
Solano College, Suisun California - 1976 -Business  
Bryan School -1973-1974 - Medical Assistant  
St. Louis University - Baguio City, Philippines 1971-1973 - Pre- Nursing

# Ron Nicholson

1127 West 9<sup>th</sup> Unit B, Benicia, CA 94510

Tel: (707) 567-4128

## *Summary of Qualifications:*

- Over 32 years of experience in public education including 15 years as a school psychologist
- Ability to negotiate and positively create programs for special needs population
- In-service training professional
- Ability to share ideas and facilitate growth and development in children and their families
- Skilled in problem solving and new ideas generation
- Loves working with people; always positive

## *Education and Credentials:*

University of California – Berkeley  
Berkeley, CA  
Completed 3 years of PhD Program in Psychology, 1968

Fresno State University  
Fresno, CA  
Master of Arts – Counseling Psychology/School Psychology, 1965

Pacific Union College  
St. Helena, CA  
Bachelor of Arts – Social Science, 1963

Life Credential in the field of school psychology, 1965  
Credentials in Learning Handicapped and Teaching Handicapped  
Secondary credentials in social science and music, 1965  
Life credential in school administration, 1968

## *Work History:*

PSS Facilitator/Program Consultant VCS Store Manager Global Center for Success, Vallejo, CA	2012 - Current
Consultant & Assistant to Special Ed Director San Joaquin Office of Education Stockton, CA	3 years
School Psychologist/Asst. Director of Special Education Fremont Unified School District, Fremont, CA	15 years
Special Ed Coordinator and Psychologist Calaveras & Amador Counties, CA	17 years

---

MILLIE MAKAREWICZ  
Employment Specialist & Career Coach

Vallejo, CA 94590

415.336.0477  
[makarewiczmillie@gmail.com](mailto:makarewiczmillie@gmail.com)

---

### Leadership Profile

Accomplished and respected Employment Specialist, serving as a Leader with an emphasis on Coaching and Mentoring job seekers and professionals in transition. Demonstrated outstanding support and passion in supporting diverse and multicultural backgrounds while serving with companies such as Global Center for Success, Marin County Office of Education and Dominican University of California.



Exceptional communication skills embrace leadership and relational traits as a strategic and trusted advisor. Provides expertise in areas including career management & job search skills encompassing disciplines such as job search planning, resume preparation, interviewing skills, networking and survival skills for navigating through a winning job search strategy.

Decisive and results driven leader with integrity, fostering a keen entrepreneurial spirit, implementing unmatched procedures & methodologies. Possesses the “Depth of knowledge” to drive immediate results, and embraces the “Capacity to be adaptable” in supporting the ever-changing needs of the clients.

### Leadership Strengths

- Diverse, Multicultural Backgrounds
- Effective Problem Resolution
- Outstanding Communication Skills
- Program & Project Management
- Regulatory Compliance
- Strategic & Critical Thinking Skills
- Training Development & Execution
- Trusted, Integrity Based Relationship Skills

### Community Partners

- Catholic Social Service
- City of Vallejo
- Christian Help Center
- Food 4 Less
- Lowe's
- Mare Island Health & Fitness Academy
- Solano County Health & Social Services
- Solano Employment Connection
- Touro University Health & Sciences Dept.
- Touro University College of Osteopathic Medicine

---

### Professional Experience

**GLOBAL CENTER FOR SUCCESS - Vallejo, CA** **2014 - Present**  
**Career Coach/Job Developer**

- Maintain oversight and management for “Phase 2” of the Life Skills Training Program designed to support and assist the underserved members of the community, while ensuring and establishing integrity based, individualized goals related to employment activity, retention and stability.
- Instrumental in providing ongoing job search support to clients which include Interview Skills and Resume Writing, while promoting career and job placement opportunities with local organizations such as Toyota Vallejo, Food 4 Less, Michaels’ Transportation and Blu Homes.

**WHISTLESTOP - San Rafael, CA** **2012 - 2013**  
**Program Manager**

- Collaborated with hiring managers and staff in identifying and determining specific volunteer requirements to include schedules and job descriptions, while driving all Volunteer Recruitment and Support activity across the enterprise.

- 
- Led and Supervised all community partner volunteer participation while building and maintaining trusted relationships with a demographically diverse population, including senior adults, and persons with disabilities throughout the greater community.

**MARIN COUNTY OFFICE OF EDUCATION - San Rafael, CA**

**2004 - 2012**

**Business and Education Liaison**

- Established and implemented "School to Career" programs at 4 area High Schools, maintaining enriched and trusted relationships with potential employers and community partners, ensuring the integrity of the initiative and placing students into private and public internships, monitoring their activity from placement to completion of their participation in the program.
- Key Principal in delivering support and resources to school District Administrators and Teachers in developing programs which included academies, courses and special projects relating to career education and work-based learning Initiatives.

**SONOMA VALLEY HIGH SCHOOL - Sonoma, CA**

**2003 - 2004**

**Counseling Technician**

- Collaborated with Counselors, Teachers, students, Business Managers and parents to improve shared services across the organization from Administrative Support, Coordination of Special Events, Management of Case Loads, while ensuring Excellence in all communication and tracking activities.
- Instrumental in establishing and implementing a Counseling database, which allowed for expeditious resolution of student-scheduling changes, while ensuring respect and sensitivity to students' concerns and respective difficulties.
- Coordinated the Annual "Service Awards" Ceremony and Reception for seniors and selected Presenters.

**DOMINICAN UNIVERSITY OF CALIFORNIA - San Rafael, CA**

**2001 - 2003**

**Student Employment Coordinator**

- Led all coordination and management initiatives supporting the Student Employment Programs for Federal Work-Study and Campus Employment, further establishing and implementing employment guidelines, proving beneficial in enhancing all communication with supervisors and leadership teams.
- Maintained oversight in supporting Campus Supervisors, Chairpersons ensuring integrity-based student employee selection, budgets, and Regulatory Compliance.

**Formal Education**

---

- **Master of Arts, Business**  
California Institute of Integral Studies – San Francisco, California
- **Bachelor of Arts, Political Science**  
University of Colorado – Denver, Colorado

**Global Center for Success, Inc.  
Board of Directors**

Samuel A. Murray, President (Water Waste Management; Public Service)  
San Francisco Public Utilities Commission  
114 Wendy Street, Vallejo, CA 94589  
Telephone: (707) 642-6689

Rey M. Bernardes, Vice-President (Homeless/Community Services)  
Christian Help Center  
426 East Poplar Avenue, Vallejo, CA 94592  
Telephone: (707) 246-8744

Michael Brown, Director (Transportation Services; Community Engagement/Transformation)  
Michael's Transportation Service  
140 Yolano Drive, Vallejo, CA 94589  
Telephone: (707) 333-2504

Charles Kelley, Treasurer (Transportation)  
669 Belvedere Drive  
Benicia, CA 94510  
Telephone: (707) 655-9977

Charles Davis, Director (Job Development/Community Engagement for At-Risk Youth)  
Timothy Murphy School  
One St. Vincent Drive  
San Rafael, CA 94903  
Telephone: (707) 373-8367

Veronica Boe, Director (Post Secondary Education)  
Sponsored Projects & Extended Learning  
Cal-State Maritime Academy  
200 Maritime Academy Drive  
Vallejo, CA 94590  
Telephone: (707) 654-1156

Ryan Messano, Director (Insurance/Risk Management)  
Allstate Insurance Company  
2501 Springs Road  
Vallejo, CA 94591  
Telephone: (707) 707-344-7368

Dr. Richard Porter (education, teaching, financial management)  
Vallejo Unified School District  
665 Walnut Avenue  
Vallejo, CA 94592  
Telephone: (707) 246-4474

Nicie Grays (Social Services; Alcohol & Drug Studies)  
169 Bergwall Way  
Vallejo, CA 94591  
Retired Social Worker, City & County of SF Health & Social Services  
Telephone: (707) 642-9407

Ex- Oficio Members:

Elvira B. De Leon, Executive Director (Administration, human services, homeless services, HR)  
Address: 186 Southport Way, Vallejo, CA 94591  
Telephone: (707) 562-5673

Eva Yra-Bernardes, Program Director (Collections; Homeless Community Services)  
Address: 426 East Poplar Avenue, Vallejo, CA 94592  
Telephone: (707) 562-567

Elmer L. De Leon, CGFM, CIA (Financial Management; Auditing)  
Adult Education Services (GED, Tutoring)  
Address: 186 Southport Way, Vallejo, CA 94591



# Global Center for Success, Inc.

## SPECIAL BOARD RESOLUTION

- A. WHEREAS, the City of Vallejo Housing and Community Development Division issued a Request for Proposals from non-profit agencies to provide social (public services) in the City of Vallejo using Community Development Block Grant (CDBG) program funds; and
- B. **Global Center for Success** is a non-profit corporation that is eligible and wishes to apply for and receive CDBG funding; and
- C. If **Global Center for Success** receives a grant from the City of Vallejo Housing and Community Development Division, it certifies that all uses of the funds will be in compliance with the CDBG Regulations and Contract.

### NOW, THEREFORE, BE IT RESOLVED THAT:

The Board of Directors of **Global Center for Success** hereby authorizes **Elvira B. DeLeon, Executive Director, Global Center for Success**, to execute all required certifications, apply for and accept CDBG funding in the amount of not more than **\$50,000.00** and to sign the Standard Agreement, any subsequent amendments thereto, and where applicable, any CDBG documents associated with the City of Vallejo Housing and Community Development Division of not more than **\$50,000.00**, as well as perform any and all responsibilities in relationship to such contract.

**PASSED AND ADOPTED** at a special board meeting of the **Global Center for Success** this **8<sup>th</sup> day of January, 2015** by the following votes:

AYES: 3

ABSTENTIONS: 0

NOES: 0

ABSENT: 2

  
 Sam Murray – President

Date: 1-8-15

ATTEST: 

Date: 1-8-15

**Global Center for Success**

Timeline & Project Schedule - Proposed CDBG Grant  
 FY 2015/2016

**ATTACHMENT E**

Tasks/Activities	2015											2016
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Intake/Client Registration	[Redacted]											
Interview & Assessment	[Redacted]											
Class Orientation	[Redacted]											
Basic Life Skills Training (BLST)	[Redacted]											
Post Class Debrief & Survey	[Redacted]											
Introduction to Phase 2: Beyond the Basics	[Redacted]											
BLST Graduation	[Redacted]											
Job Readiness Prep/Job Referrals/Resume Prep	[Redacted]											
One-on-One Meetings/Assistance & Follow-Up	[Redacted]											

Notes:

1. Each batch of students go through a program of a minimum of 21 days at the Global Center for Success.
2. The formation of new groups/batches is continuous, but usually a group starts each week.
3. Phase 2, Beyond the Basics, is available to BLST graduates and to low-income clients from the community.
4. Other free services include Introductory Computer/Keyboard Training, Special Mentoring, Health Clinics, and GED Preparation Program.



## ATTACHMENT F

### Global Center for Success Program Budget - Proposed CDBG Fiscal Year 2015-2016

#### INCOME

Proposed CDBG Grant Revenue	\$ 25,000
<b>Total Income</b>	<u>25,000</u>

#### EXPENSES

Case Management	11,000
Personal Survival Skills	4,000
Job Readiness/Career Counseling/Job Development	6,000
Bus Passes/Birth Certificates/ID Cards	1,500
Computer Literacy	1,500
Functional Literacy/GED Preparation	1,000
<b>Total Expenses</b>	<u>\$ 25,000</u>

**Global Center for Success  
Organizational Budget  
Fiscal Years 2015 and 2016**

<b>I N C O M E</b>	<u>2015</u>	<u>2016</u>
Thrift Store Revenue - Net Sales	\$ 40,000	\$ 43,000
Proceeds from Mayor's Prayer Breakfast	24,000	26,000
Proposed CDBG Grant Revenue	25,000	25,000
H U D Grant Revenue	32,000	27,837
Foundation Grant Revenue	50,000	50,000
Bank of America Grant Revenue	5,000	7,500
Kaiser Grant Revenue	7,000	7,000
Revenue from Reynaissance Services	6,000	8,000
Donations from Lennar	2,000	3,000
Other Donations from Individuals & Organizations	10,000	13,000
Rental Revenues	5,700	6,000
Miscellaneous Other Income	10,000	14,000
<b>Total Income</b>	<u>\$ 216,700</u>	<u>\$ 230,337</u>
<b>E X P E N S E S</b>		
Administrative Non-Program Salaries & Wages	32,000	32,000
Program Expenses -HUD Grant	32,000	27,837
Program Expenses - Proposed CDBG Grant	25,000	25,000
Program Expenses- Reynaissance	5,500	5,500
Program Expenses - New Grants	15,500	16,250
Utilities	12,000	13,000
Office Expenses & Supplies	1,200	1,500
Repairs & Maintenance	7,500	8,000
Payroll Taxes	7,000	7,000
Payroll Service Expenses	2,000	2,000
Workmen's Compensation & Other Insurance	7,700	7,900
Thrift Store Rent	18,000	18,000
Thrift Store Payroll	7,200	7,200
Thrift Store Utilities	2,400	2,500
Thrift Store Other Expenses	5,000	5,500
Mayor's Prayer Breakfast Expenses	11,520	12,480
Miscellaneous Expenses	12,000	13,000
Advertisiting, Printing & Equipment Rental	7,000	7,000
<b>Total Expenses</b>	<u>\$ 210,520</u>	<u>\$ 211,667</u>
<b>N e t Income (Loss) before Extraordinary Income</b>	6,180.00	18,670.00
<b>Add: Extraordinary Income</b>	<u>-</u>	<u>-</u>
<b>Net Income (Loss) for the Year</b>	<u>\$ 6,180</u>	<u>\$ 18,670</u>



**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED - DESIGNATED PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the General Liability Coverage Part.

The following is added to the General Liability Additional Insured Provisions Part:

Vallejo Housing Collaborative, LLC, City of Vallejo and the Vallejo Housing Authority, subject to the coverage provided by the referenced policy and this endorsement, regarding the Named Insured's grant.

**A. ADDITIONAL INSURED - DESIGNATED PERSON OR ORGANIZATION**

1. Paragraph C, Who Is An Insured, is amended to include as an insured the person or organization shown in the applicable schedule in the Declarations Page but only with respect to "bodily injury," "property damage," "personal injury," or "advertising injury" liability arising out of your operations or premises owned by or rented to you.

Refer to the Declarations Page to determine the additional insured person or organization.