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Letter of Nomination

February 7, 2013

The Honorable City Council
One City Hall Plaza, Second Floor
Oakland, CA 94612

Dear President Kernighan and members of the City Council:

Pursuant to City Charter section 601, the Mayor, hereby appoints the following person as a member of the following Board or Commission, subject to the City Council's confirmation:

COMMISSION ON AGING

Corinne Jan, Mayoral appointment to serve the term beginning September 3, 2012 and ending September 2, 2015, filling the seat previously held by Ernest Hardmon III.

Thank you for your assistance in this matter.

Sincerely,

Jean Quan
Mayor

CORINNE JAN, RN, BSN, PHN

EDUCATION/LICENSES

UNIVERSITY OF CALIFORNIA, SAN FRANCISCO
Bachelor of Science, Nursing

UNIVERSITY OF CALIFORNIA, BERKELEY
Bachelor of Arts, Psychology

CALIFORNIA REGISTERED NURSING LICENSE

CALIFORNIA PUBLIC HEALTH NURSING LICENSE

EXPERIENCE

1996-Present Family Bridges, Inc.
Oakland, CA

Chief Executive Officer

- ◆ Overall management and administration of all agency programs including two Adult Day Health Centers; Social Services department, Drop In Senior Services, and childcare center serving 15,000 low income, monolingual Asian immigrants per year
- ◆ Ensure implementation of all Board established policies
- ◆ Primary spokesperson for community relations and advocacy activities
- ◆ Responsible for fostering networking relationships with outside community agencies
- ◆ Fund raising activities involving individual donor solicitation and cultivation, grant writing and research, and acquiring corporate sponsorships
- ◆ Provide full compliance accountability for all program and fiscal requirements with grantors
- ◆ Coordinate and facilitate agency wide strategic planning efforts
- ◆ Develop and monitor agency's annual operating budget of 7.0 million dollars
- ◆ Provide oversight for staff of 120; primary supervision for all management staff
- ◆ Monitor and develop agency wide quality assurance efforts

1991-1996 Oakland Chinese Community Council, Inc., Oakland, CA

Program Development Consultant/Adult Day Health Center Nurse

- ◆ Provided technical assistance for health services program development
- ◆ Wrote proposals for new programs including home care, dementia care

- ◆ Provided technical assistance for start-up and design of new Adult Day Health Center
- ◆ Trained, supervised Adult Day Health nurses
- ◆ Provided direct nursing services to Medi-Cal clients of Adult Day Health Center

1994-1996 NCB Development Corporation, San Francisco, CA

Long Term Care Consultant

- ◆ Provided technical expertise in the creation of a comprehensive service package for frail seniors in multi-family housing
- ◆ Assisted in design of program space for rural Adult Day Health Centers
- ◆ Evaluated skilled nursing facilities for down-sizing and conversion
- ◆ Provided technical assistance for nation-wide senior housing projects in areas of clinical care, staffing and overall operations

1992-1998 Over 60 Health Center, Berkeley, CA

Health Educator

- ◆ Provided individual patient counseling and education involving management and prevention of chronic health problems
- ◆ Performed extensive health assessment and physical exam
- ◆ Created individualized care plans
- ◆ Developed and maintained resource library
- ◆ Composed educational literature for distribution to clients

1990-1991 Garfield Geropsychiatric Hospital, Oakland, CA

Director of Nursing

- ◆ Administered 96-bed sub acute geropsychiatric hospital
- ◆ Supervised 65 member nursing staff
- ◆ Responsible for monitoring quality assurance program
- ◆ Ensured compliance with state and federal regulations
- ◆ Collaborated with multidisciplinary team regarding evaluation and treatment of all inpatients

1982-1990 On Lok Senior Health Services, San Francisco, CA

Nursing Supervisor/Psychiatric Liaison

- ◆ Supervised nursing staff of three On Lok Senior Health Services sites
- ◆ Recruited, oriented and trained new staff
- ◆ Member of primary care training team for PACE national replication project

- ◆ Maintained and monitored standards of care protocol
- ◆ Collaborated with consulting psychiatrist regarding medication monitoring, and assessment and intervention of all patients requiring psychiatric care
- ◆ Provided support and technical assistance to staff regarding psychiatric interventions
- ◆ Provided direct services to nursing home eligible elderly, including health and physical assessment, home care, acute and chronic management of illness, and health education.

1980-1982 Herrick Hospital and Health Center, Berkeley, CA

Staff Nurse

- ◆ Administrative responsibilities on acute adult psychiatric ward
- ◆ Provided team leadership and staff supervision; charge responsibilities
- ◆ Performed psychological evaluation of emergency and direct admits
- ◆ Provided direct nursing services to acutely ill patients
- ◆ Collaborated with medical staff regarding treatment plans and outcomes of care

1979-1980 Langley Porter Neuropsychiatric Institute, San Francisco, CA

Clinic Nurse II

- ◆ Provided direct services to patients on children's psychiatric inpatient ward
- ◆ Primary care nursing for children ages 3-10 years of age
- ◆ Performed patient assessment and evaluation
- ◆ Provided psychiatric treatment and intervention for severely psychotic children
- ◆ Collaborated with psychiatric team to coordinate care

COMMUNITY SERVICE

- ◆ Board member, California Association of Adult Day Services (2013 – present)
- ◆ President, Board of Directors, Oakland Asian Cultural Center (2002-2011)
- ◆ Recording Secretary, Oakland Chinatown Lion's Club (2011 – present)
- ◆ Treasurer, Board of Directors, Neighborhood Law Corps (2001-2004)
- ◆ Member, Aita Bates Summit Medical Center, Ethnic Health Institute (2002-2008)
- ◆ Executive Board, Asian Advisory Committee on Crime (1997-present)
- ◆ Board Member, Oakland Chinatown Lion's Foundation (1996-present)
- ◆ Member, Oakland Chinatown Chamber of Commerce (1996-present)
- ◆ Member, Wa Sung Service Club (1996-2000)
- ◆ Member, East Bay Asian Consortium (1996-present)
- ◆ Member, Friends of Asian Library (1997-present)
- ◆ Volunteer, Health Educator, Over 60's Health Center, (1996-1998)

AWARDS/ RECOGNITION

- ◆ *Center for Elders Independence, Community Service award for leadership and commitment to Bay Area Seniors*
- ◆ *City of Oakland Proclamation for community service as President of Oakland Asian Cultural Center*
- ◆ *Peter E. Haas Public Service Award which annually honors a Cal alumnus who has made significant volunteer public contribution towards the betterment of society, particularly at a community level, within the boundaries of the United States.*
- ◆ *Community Leadership Award by the Asians for Corporate and Community Action for leadership and founding activities for the Legal Language Access Project,*
- ◆ *Distinguished Service Award by the Alameda County Bar Association, for founding of the Legal Language Access Project*
- ◆ *Commissioner's Team Award, from the Social Security Administration for the work with non-citizens affected by the welfare reform act of 1996.*

REFERENCES AVAILABLE UPON REQUEST.