

Boards and Commissions Application

Profile

Karen

First Name

Andersen-lattin

Last Name

Email Address

Please note, applications are continuously accepted to the City of San Jose Boards and Commissions. The Board or Commission you select may or may not indicate there is a vacancy. Your application will remain on file for one year from the date of submission. During the year, your application may be considered for unanticipated vacancies.

Which Boards would you like to apply for?

Redistricting Advisory Commission: Submitted

Are you a resident of San Jose?

☒ Yes ☐ No**Length of Residency**

☒ 6 or more years

What district do you live in? To verify, please click here: <https://eservices.sccgov.org/rov/?tab=dt> *

☒ District 2

Street Address

Suite or Apt

San Jose

City

CA

State

95139

Postal Code

Primary Phone

Alternate Phone

The Health Trust

Employer

Office Manager/Exec Admin

Job Title

Current Employer Address

Current Employer of Spouse

Mission Valley Ford

Address of Current Employer of Spouse

Spouse's Job Title

Commercial Sales Executive

If you or your spouse is retired and receiving a pension, please state source of pension.

Demographics (Optional)

The demographic information you choose to provide is **VOLUNTARY** and **OPTIONAL**. This information will be kept separate from your application and will not be used for evaluating applications or making appointments. The City of San José will use this information to solely conduct research and compile statistical reports regarding the composition of its Board and Commission applicants.

Interests & Experiences

High School, College, Professional, Vocational, or Other Schools Attended. Please include Major or Field of Study, Dates Attended, Degree and Date of Degree.

La Sierra High School, Carmichael, CA (1981); CSU-Sacramento, Major International Relations, Minor: Economics (BA, 1986)

List any position or office held in any governmental agency, civic, or charitable organization including the dates

Vice President Los Paseos Neighborhood Association (2016-present) High Speed Rail Community Working Group, (2016-present) Santa Clara County Democratic Central Committee Member, 2018-12/31/2020 (term ends 12/31/2020) Bernal/Monterey BHC Advisory Group Member, Aug 2020 - Present CALA (Citizens Advocacy Leadership Academy, Committee for Green Foothills), 8/2017 - 5/2018 (Class of 2018) Co-Founder, San Jose Residents for Housing Solutions (2017-Present); Served on District 2 Participatory Budget Steering Committee (April 2017 - Nov. 2017) Budget Delegate, D2 Participatory Budget Committee, Jul 2016 – Nov 2017 South Bay Historical Railroad Society, Marketing Coordinator, Nov 2013 – Nov 2015

Languages Spoken

English

Special Awards or Recognitions Received

San Jose District 2 Community Honoree Award (2017)

Please state why you want to become a member of this Board or Commission including specific objectives which you would work toward as a member. If you are applying for the Board of Fair Campaign and Political Practices, please indicate any familiarity or experience you may have with campaign laws.

I believe it is very important to have fair representation in our City Council. My only goal is to ensure that the process is fair and equitable. I have no real agenda or goals other than that.

Please state any other information which you feel would be useful in reviewing your application

I am a civic-minded, highly-engaged community-focused resident who is willing to work hard to achieve results. I am a quick learner, fair, balanced, and reasonable.

Do you own property in the City of San José?

☒ Yes ☐ No

If yes, please list the addresses here.

Do you rent property in the City of San José?

☐ Yes ☒ No

If yes, is it a month-to-month lease?

☐ Yes ☒ No

State and local law require that you abstain from participation in decisions that may affect your financial interests, including sources of income, interest in real property, personal finances or investments. In addition, if appointed, you may be required to fill out a disclosure statement which identifies certain of your financial interest beginning with the immediate twelve-month period prior to your appointment. Please review the scopr of your board/commission in Municipal Code Chapter 2.08. Based on your best judgment, does this Board or Commission make decisions that may affect sources of income, interests in real property, personal finances or investments of you or your spouse?

☐ Yes ☒ No

If yes, please explain. Please identify any organizations, associations, corporations, or entities by which you are employed or associated that might be affected by decisions of this Board or Commission, and the positions you hold in these entities.

Reference 1 Name

Greg Peck

Reference 1 Address

[REDACTED]

Reference 1 Phone

[REDACTED]

Reference 2 Name

Jacquie Hefner

Reference 2 Address

[REDACTED]

Reference 2 Phone

[REDACTED]

Supplemental Questions

If applicable, have you ever attended a meeting of the Commission(s) to which you are applying?

☐ Yes ☒ No

Would you be available to attend meetings at the scheduled time?

☒ Yes ☐ No

Please describe your experience in serving on a Commission or Board.

I have served as Vice President of the Los Paseos Neighborhood Association Board since 2016. In that role, I have been involved in planning meetings and events, including a large National Night Out event, conducting the work of the Board, leading meetings, recruiting speakers with relevant topics for our quarterly meetings, determining priorities for our association.

Considering your experience and activities in business, labor, professional, social, or other organizations, indicate the experience, training, knowledge and/or skills which qualify you for appointment to the selected commission(s).

As a Board Member of LPNA (neighborhood assoc), I am familiar with general rules of committees and boards, division of tasks to get things done and working with others towards a common goal. . I understand commitment and uphold my commitments. I understand the need for listening to various viewpoints and trying to make the best decision for the good of the most people, but also taking into account the need to look at things through an equity lens and making adjustments accordingly. My work on various committees and group have taught me how to work with others and work through disagreements. I know how to address people respectfully and conduct myself respectfully towards the public and members of groups I am working with. I don't have any specific training on redistricting, but I have a passion for fairness and will remain committed to creating fair representation throughout our City.

What is your understanding of the purpose of the Commission?

To take the census data provided through the 2020 Census and apply it to the Council District maps to adjust District borders to provide fair representation for residents across the City.

Please list three issues facing the City that you feel the Commission should address.

Areas of inequitable representation, areas of under-representation, areas of over-representation.

I would like to say . . .

I am committed to having San Jose residents have fair representation to their City Council based fair district borders.

(Optional) Please upload a resume.

Retirement Board Questions Only

Verification

By checking the box below, you agree with the following statement.

I agree that all of the information contained in my responses to the questions on this application are true and accurate to the best of my knowledge. I further agree that, by checking the box below and submitting this application, online or otherwise, I am affixing my digital signature to this form as of the date submitted.

☒ I Agree *



KAREN ANDERSEN-LATTIN

██████████ | ██████████ | San Jose, CA 95139

Summary

Experienced, proactive and solution-oriented Office Manager/Executive Administrative Assistant/Project Manager with strong problem-solving, technical and analytical skills. A quick study who is skilled in many software applications, picks up new ones easily and soaks up new information like a sponge. Excellent interpersonal and soft skills, including customer service, multi-tasking, communication, business writing, and leadership.

Skills

- Project management
- Customer service orientation
- Detail oriented
- Proactive/Self-directed/strong initiative
- Team player/Team builder
- Interpersonal communications
- Problem-solver
- Process improvements
- Supervising staff
- Human resource knowledge
- Leadership
- Proficient in Microsoft Office Applications

Experience

- Office Manager/Executive Admin to CEO** 03/2019 – Current
The Health Trust San Jose, CA
- Manage and coordinate daily operations and facilities of administrative office of a 150-person nonprofit in the health and food & nutrition sector.
Scheduling meetings and calls for high-profile CEO. Prepare Board materials for quarterly board meetings, arrange catering for lunches and special events (pre-COVID). Maintain sensitive and confidential information and documents. Maintain corporate documents, including Board documents, minutes, signed legal documents and other related documents to ensure all legal filings and audits are able to be completed with proper documentation before deadlines.
 - Demonstrate high-level organizational, administrative skills and independent judgment in broad range of office functions, including project management and facilities issues. Proactively identify and solve complex problems that impact management and day to day operations. Act as liaison to property management companies for several offices. Prepare/process expense reports and check requests. Approve invoices for office services and supplies.
 - Event planning including annual Staff Appreciation event. Member of corporate Wellness Team who manage a wellness program that promotes healthy habits among staff.
 - Serve as main point of contact for outside vendors, negotiate business service contracts to obtain best pricing and continuity of services. Maintain office supplies and PPE inventories.
 - Interface with C-level leaders of peer and partner organizations, providing a professional, positive impression of The Health Trust.
- Notable Projects:**
- Researched, recommended, coordinated implementation of new alarm system for four offices.
Researched, recommended VOIP communication system. Worked with IT to implement new system. Created internal customized documentation for new phone system.
Researched, recommended new copier vendor. Coordinated implementation of new copiers and new copy tracking software.
Coordinated activities related to renovation of main administrative office.

- Office Manager** 08/2006 – 03/2020
Refresh Your Memory, Inc. San Jose, CA
- Manage, coordinate daily operations of busy software integration company. Business Correspondence, scheduling for President and Vice President. Review and manage contracts.
 - Analyze, streamline, document procedures and processes to achieve greater productivity and personnel performance.
 - Accounting functions: Maintain accurate accounting data in QuickBooks. Invoice customers, prepare/process expense reports, accounts payables, collections, account reconciliations, prepare monthly financials reports. Prepare and track annual budgets, especially marketing

budget. Manage company bank accounts/credit lines. Prepare quarterly California Resale Tax filings, annual Property Tax Filing and financial reports for annual Corporate Income Tax filing.

- HR functionality: Run payroll, administer company retirement plan, track vacation/sick time, manage healthcare plan/annual renewal process, on-boarding of new employees. Created company policy manual. Maintain sensitive and confidential information and documents.
- CRM Administration: customize user interface, create reports, queries, and provide data quality control to deliver easy to use, reliable, accurate customer data.
- Coordinate complex product installations-scheduling, compiling hardware & parts kits, reconciling service summary and expenses to invoice customers, collections, licensing.
- Maintain corporation documents, including Board Minutes, Trademarks and other related documents to ensure all legal filings and renewals are completed before deadlines.
- Create engaging brochures, sales materials, marketing ads, email advertisements, sales presentations using Photoshop CC, Mailchimp, Microsoft PowerPoint.
- Serve as main point of contact for outside vendors, negotiate business service contracts to obtain best pricing and continuity of services. Maintain office supplies and part inventories.
- Interface with customers of all levels, providing a professional, positive impression of the company.

Notable Projects:

- Researched, recommended, coordinated implementation of Support Desk system (Zoho Desk) to increase efficiency, quality, speed of technical support requests.
- Implemented process to better manage installation lead-up to ensure success and increase service engineer productivity in field.
- Created process for tracking/billing annual customer maintenance contracts. Increased receivables by 20%.

Education

Bachelor of Arts: International Relations | Minor: Economics
California State University, Sacramento | Sacramento, CA

Awards

San Jose District 2 Community Honoree 2017
Broadview Five Star Quality Award for Professional Management
Broadview Quality Team Award

Special Training

Citizen Advocacy Leadership Academy: Class of 2018 graduate. CALA is a 9-month long leadership course sponsored by Committee for Green Foothills that trains people who are working locally to make a difference on the environmental and social challenges of our time.
American Management Associations Courses: AMA Managerial Basics, AMA Increasing Managerial Effectiveness, AMA Project Management
Education Seminars & Workshops: State Labor Law and Payroll Tax Seminar, California Resale Tax Seminar, Fundamentals of Finance & Accounting

Volunteer Roles

Los Paseos Neighborhood Association - Vice President - Plan/host neighborhood meetings covering topics relevant to the neighborhood. Plan social events, including Annual National Night Out, attended by over 400 neighbors in last two years. Establish and maintain relationships with local government offices and other community and public representatives. Provide marketing assistance. Participate on the District 2 Neighborhood Leadership Council.
<https://lospaseosneighbors.com/>
FB: @lospaseosneighbors

About Me

High Speed Rail San Jose Community Working Group - Advocate on behalf of community related to planned route of High-Speed Rail through Monterey Corridor.
I have a passion for community. I believe that one person can make a difference, and a group of people can make an even bigger difference. I love working on projects that will have a positive community impact. I enjoy using my creativity to solve problems. I like to wear lots of hats in work and personal life. I love hiking and enjoy the beauty surrounding San Jose and I love to dance.

Boards and Commissions Application

Profile

Enedina

First Name

Cardenas

Last Name

Email Address

Please note, applications are continuously accepted to the City of San Jose Boards and Commissions. The Board or Commission you select may or may not indicate there is a vacancy. Your application will remain on file for one year from the date of submission. During the year, your application may be considered for unanticipated vacancies.

Which Boards would you like to apply for?

Redistricting Advisory Commission: Submitted

Are you a resident of San Jose?☒ Yes ☐ No**Length of Residency**☒ 6 or more years

What district do you live in? To verify, please click here: <https://eservices.sccgov.org/rov/?tab=dt> *

☒ District 2

Street Address

Suite or Apt

SAN JOSE

City

CA

State

95123

Postal Code

Primary Phone

Alternate Phone

HANSRA CARDENAS LLP

Employer

ATTORNEY

Job Title

Current Employer Address**Current Employer of Spouse**

N/A

Redistricting Advisory Commission: Mandatory Application Supplemental Questionnaire

Name: Enequina Cardenas

The City Council adopted the following eligibility criteria for members for the Redistricting Advisory Commission: ¹ **Eliminate conflicts of interest:** Prohibit the appointment of an elected official's family members, employees, current or past campaign staffers, or current or past campaign consultants; current and past candidates and officeholders; registered city lobbyists; and major campaign donors (e.g. \$500+).

This questionnaire is intended to identify conflicts of interest in accordance with Council-established criteria. Please answer yes or no to each question. For the purposes of this questionnaire, City Council includes the Mayor and, depending on context, means the City Council as it will be comprised on January 12, 2021.

1) Have you ever served as or been a candidate for City Council? ☐ Yes ☒ No

2) Are you a family member of anyone on the City Council? ☐ Yes ☒ No

"Family member" includes:

- a. By blood: Parent, child, grandparent, grandchild, brother, sister, nieces, nephews, uncles, aunts, great grandchildren, or great grandparents.
- b. By marriage: Husband, wife, stepparent, stepchild, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, half sister, or half-brother.
- c. By law: Guardianship relationships and adoptive parent/child relationships.
- d. Domestic partner: Individuals registered with the human resources department and/or the state of California.

3) Are you an employee for anyone on the City Council? ☐ Yes ☒ No

4) Are you currently or have you ever been paid to work on a campaign for or been a campaign consultant for anyone on the City Council? ☐ Yes ☒ No

5) Are you a registered City lobbyist? ☐ Yes ☒ No

6) Have you contributed \$500 or more to the campaign committee of anyone on the City Council? ☐ Yes ☒ No

¹ See October 27, 2020 San Jose City Council Meeting Minutes, Item 3.5, page 11, available at <https://sanjose.legistar.com/MeetingDetail.aspx?ID=790222&GUID=F2978693-B80B-43FD-AAF7-62DA2496E3A9&Options=info|&Search=>.

Redistricting Advisory Commission: Mandatory Application Supplemental Questionnaire

I hereby certify that the above statements are true and correct. I understand this information may be subject to verification by authorized officials.

Signature: 

Date: 12/18/2020

Print Name: Enequina Cardenas

Address of Current Employer of Spouse

Spouse's Job Title

N/A

If you or your spouse is retired and receiving a pension, please state source of pension.

N/A

Demographics (Optional)

The demographic information you choose to provide is **VOLUNTARY** and **OPTIONAL**. This information will be kept separate from your application and will not be used for evaluating applications or making appointments. The City of San José will use this information to solely conduct research and compile statistical reports regarding the composition of its Board and Commission applicants.

Interests & Experiences

High School, College, Professional, Vocational, or Other Schools Attended. Please include Major or Field of Study, Dates Attended, Degree and Date of Degree.

Santa Clara University Law School, Juris Doctor, 2007-2010 University of California, Berkeley, Bachelor of Arts in Political Science, 2002-2005

List any position or office held in any governmental agency, civic, or charitable organization including the dates

Languages Spoken

English, Spanish

Special Awards or Recognitions Received

Robert Masur Fellowship in Civil Liberties

Please state why you want to become a member of this Board or Commission including specific objectives which you would work toward as a member. If you are applying for the Board of Fair Campaign and Political Practices, please indicate any familiarity or experience you may have with campaign laws.

The redistricting of San Jose will be focused on ensuring that district boundaries are drawn to calibrate with changes in the population throughout the city. District lines should also be revisited to ensure that they provide equitable and fair representation to citizens within those districts. I would like to play an active role in making sure district boundaries reflect the demographics of San Jose without influence from self-interest and other political pressure. In order for democracy to properly work, we need citizens to trust the process so that they feel encouraged to engage in the process. I want to ensure this is an impartial process. The census data will be a significant component driving redistricting. The commission will also need to ensure that community voices are heard. I would work diligently to make sure that there are sufficient public meetings in all neighborhoods and ensure that historically underrepresented communities are also included in the process. Having effective public meetings in each of the districts will be important to making sure communities have a voice and know that their voice has an impact to help shape the future of San Jose. I believe I have the temperament necessary to evaluate the data, listen to competing interests and ensure the process of redistricting reflects the community diverse. Ultimately it's important that the commission study the data and be available as needed to listen to the constituents. The focus should be on making this process equitable and accessible. This is an opportunity to close the gap between the thick walls of city hall and its residents. I believe that this commission has an important opportunity to reach historically underrepresented community and build confidence in the electoral process by ensuring the commission obtains feedback from all communities of San Jose – to ensure a process that increases community engagement. As a longtime resident of San Jose, I appreciate San Jose's diverse demographics and geography. One thing I will bring to the commission is making sure people are heard. We must welcome the different and unique opinions, beliefs and culture of our rich and diverse San Jose.

Please state any other information which you feel would be useful in reviewing your application

I graduated from Santa Clara University School of Law and have spent my career practicing civil litigation. My job requires me to read state and federal law, and apply the facts of the case to the applicable law. The analytical skills I have developed during my career as an attorney will be relevant and directly applicable to the redistricting process.

Do you own property in the City of San José?

☒ Yes ☐ No

If yes, please list the addresses here.

Do you rent property in the City of San José?

☐ Yes ☒ No

If yes, is it a month-to-month lease?

☐ Yes ☐ No

State and local law require that you abstain from participation in decisions that may affect your financial interests, including sources of income, interest in real property, personal finances or investments. In addition, if appointed, you may be required to fill out a disclosure statement which identifies certain of your financial interest beginning with the immediate twelve-month period prior to your appointment. Please review the scopr of your board/commission in Municipal Code Chapter 2.08. Based on your best judgment, does this Board or Commission make decisions that may affect sources of income, interests in real property, personal finances or investments of you or your spouse?

☐ Yes ☒ No

If yes, please explain. Please identify any organizations, associations, corporations, or entities by which you are employed or associated that might be affected by decisions of this Board or Commission, and the positions you hold in these entities.

Reference 1 Name

Reference 1 Address

Reference 1 Phone

Reference 2 Name

Reference 2 Address

Reference 2 Phone

Supplemental Questions

If applicable, have you ever attended a meeting of the Commission(s) to which you are applying?

☐ Yes ☒ No

Would you be available to attend meetings at the scheduled time?

☒ Yes ☐ No

Please describe your experience in serving on a Commission or Board.

I have been on the board of La Raza Lawyers Association of Santa Clara County where I have served as Secretary and as Chair of the Policy/Advocacy committee. As a board member of La Raza Lawyers Association for the past two years, I have learned to voice my opinions/support and also give my areas of disagreement in certain tasks. I believe it is important to voice differences in opinion and that differences be discussed in order to come up with the best resolution or outcome. I have the ability to evaluate information with an open mind and make decisions that are fair for everyone. I am also currently serving on the executive board of La Raza Roundtable de California.

Considering your experience and activities in business, labor, professional, social, or other organizations, indicate the experience, training, knowledge and/or skills which qualify you for appointment to the selected commission(s).

What is your understanding of the purpose of the Commission?

The census data triggers the City's requirement to redraw the boundaries for the city council district. The purpose of the redistricting advisory commission is to study the census data, obtain community input, and make recommendations on redistricting with an eye on ensuring that districts represent provide equitable and fair representation for the people who live there.

Please list three issues facing the City that you feel the Commission should address.

Equity, Fair Representation, Transparent Process The redistricting process is vital to our democracy. The commission can help facilitate a transparent, impartial process of ensuring all communities of San Jose have an opportunity to provide input with the end goal of fair representation in City Hall. The commission has an opportunity to develop a process whereby geographically and demographical diverse communities of San Jose are giving the ability to meaningfully participate in the government which will in turn have promote public trust in city government. A community's needs are best addressed when the leaders elected to serve those districts are understood by those representing them.

I would like to say . . .

(Optional) Please upload a resume.

Retirement Board Questions Only

Verification

By checking the box below, you agree with the following statement.

I agree that all of the information contained in my responses to the questions on this application are true and accurate to the best of my knowledge. I further agree that, by checking the box below and submitting this application, online or otherwise, I am affixing my digital signature to this form as of the date submitted.

☒ I Agree *