

# Boards and Commissions Application

## Profile

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.

Additionally, applicants to the following commissions will be required to fill out a [Form 700](#) (California State required Statement of Economic Interest) within 30 days of appointment.

- Airport Commission
- Appeals Hearing Board
- Arena Authority
- Arts Commission
- Civil Service Commission
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- Downtown Parking Board
- Board of Fair Campaign and Political Practices (formerly Ethics Commission)
- Federated and Police & Fire Retirement Boards
- Historic Landmarks Commission
- Housing & Community Development Commission
- Work2future (SVWIB) Board
- Planning Commission\*

Emilie  
First Name

Highley  
Last Name

[REDACTED]  
Email Address

[REDACTED]  
Street Address

[REDACTED]  
Suite or Apt

San Jose  
City

CA  
State

95125  
Postal Code

### Are you a resident of San Jose?

Yes  No

**What district do you live in? To verify, please click here:**

**[https://rovservices.sccgov.org/Home/IndexPost?](https://rovservices.sccgov.org/Home/IndexPost?selected=dt&electionId=133&distance=5&navtab=vc&asm=simple)**

**[selected=dt&electionId=133&distance=5&navtab=vc&asm=simple](https://rovservices.sccgov.org/Home/IndexPost?selected=dt&electionId=133&distance=5&navtab=vc&asm=simple) \***

District 6

Mobile: [REDACTED]  
Primary Phone

Home: [REDACTED]  
Alternate Phone

### Length of Residency

6 or more years

Emilie Highley

**Which Boards would you like to apply for?**

Senior Citizens Commission: Appointed

Compass Silicon Valley  
Employer

Realtor  
Job Title

**Current Employer Address**

[Redacted]

**Current Employer of Spouse**

Deceased

**Address of Current Employer of Spouse**

Deceased

**Spouse's Job Title**

Deceased

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

Spouse is deceased. As his widow, I receive a portion of his Lockheed retirement.

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

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## 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.**

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Fremont High School, University of Phoenix (BSBA) - 1985), Chamberlin Real Estate School (2002). 33 years in high tech. 22 years in real estate ( still active). Active in the Loma Prieta Porsche Club. Vice President, Willow Glen Business Association.

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

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President and member of the Board of Directors, Career Closet of Santa Clara County, ~1986-1991 (501(c)3 organization)

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## Languages Spoken

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English only

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## Special Awards or Recognitions Received

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President's Award, Loma Prieta Porsche Club - 1997 Woman of the Year, Loma Prieta Porsche Club - 2001 & 2006 Leadership Award, Alain Pinel Realtors, - 2018 Rotarian of the Year, Almaden Valley- Willow Glen Rotary - 2023

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**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.**

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As a realtor, I am involved in the Willow Glen Community (Compass has an office on Minnesota). My desire to become a member of this Board of Commission is based on: I was an advocate for my husband for 5 years while he went through congestive heart failure and MS. As his advocate, I was heavily involved in his medical treatments, medications, surgery, hospital stays, rehab, caregiving and Hospice, giving me a good understanding and needs for health care. I also oversee the medical care for a 95 year old who is in the Memory Care Unit at Sonnet Hill - giving me the opportunity to how the aging are care for, cleanliness of her person and room, quality of meals, etc. Care of our aging is key in not just our community, but throughout the U.S. I also handle all her legal affairs ensuring that financial matters are handled for only her care and ensuring her finances are accounted for to SSN, etc.

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

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**Do you own property in the City of San José?**

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Yes  No

---

**If yes, please list the addresses here.**

---

[REDACTED]

**Do you rent property in the City of San José?**

---

Yes  No

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

---

Yes  No

Question applies to multiple boards

**Are you currently experiencing homelessness or have you experienced it in the past?**

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Yes  No

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**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 financial interest beginning with the immediate twelve-month period prior to your appointment. Please review the scope 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?**

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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.**

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At this writing, I am unable to identify any of the above. I am not sure that real estate would be a position affected by the decision made by the Board or Commission.

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**Reference 1 Name**

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Kevin Swanson, Potentia Wealth

**Reference 1 Address**

---

[REDACTED]

**Reference 1 Email address**

---

[REDACTED]

**Reference 1 Phone**

---

[REDACTED]

Emilie Highley

**Reference 2 Name**

---

Jim Stump, Owner - The Table

**Reference 2 Address**

---

[REDACTED]

**Reference 2 Email address**

---

[REDACTED]

**Reference 2 Phone**

---

[REDACTED]

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**Supplemental Questions**

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

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Yes  No

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

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Yes  No

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

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I have never served on a Commission. I have served on the Board for Career Closet of Santa Clara, as their President. I had monthly meetings with the Board of Directors making decisions that would effect our support to the less fortunate in the community that came to the Closet for clothing and support to help these women move toward life changes. I also serve on the Willow Glen Business Association Board, currently as their Vice President - community involvement, Chair of the Promotions & Events Committee - promoting events on the Lincoln Avenue, generating revenue not only for future events, but also toward raising funds for Beautification of Lincoln Avenue, working closely with all Board Members. As a Rotarian, I am involved primarily with youth (Interact). Our Club sponsors 5 high schools and promotes youth in leadership programs, community service projects. I work closely with our District 5170 Chairs. A long time member of the Loma Prieta Porsche Club, I have served in direct roles - Secretary and Vice President (3 terms). Currently, I am appointed as Hospitality Chair and with 2 Porsche colleagues, Chair the Charity Committee with focus on Jacob's Heart and Morgan Autism.

**Considering your experience and activities in business, labor, School, professional, social, Commissions, Boards, or other organizations, indicate the experience, training, knowledge and/or skills which qualify you for appointment.**

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I spent 33 years in high-tech - in marketing I designed programs for the promotion of our products. In sales, I trained and worked with my sales groups to meet financial goals, product presentations to customers. As a realtor, I manage my time, set my goals and work closely with my clients, showing them that I am a realtor that will be with them 'every step' of the way during the home purchase/sale process.

**What is your understanding of the purpose of the Commission?**

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It is my understanding that in this position, I will be given studies to review, evaluate and make recommendations to the City Council. These studies will involve our elderly, their health, homelessness (housing), nutrition, recreation, means of transportation. The meetings are monthly.

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

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Homelessness Senior Care Gangs

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**What is the purpose of historic preservation in San José and what is the role of the Historic Landmarks Commission in achieving that purpose?**

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I believe that the purpose of the historic preservation in San Jose is to protect and conserve those buildings (and homes), landmarks and whatever has historical value - these need to be preserved for future generations.

**Please explain your prior experience with historic preservation, with San José's public planning processes, and in working with City or other public agency staff.**

---

My experience is limited only to selling a property on Willow Street that historically, the exterior can not be modified in any way. I have knowledge of the Roberto Adobe & Sunol House and the fact that it is one of the oldest homes in Santa Clara Valley.

Question applies to Senior Citizens Commission

**What is a major issue facing San José's older adults and what do you see as the Commission's role in this issue?**

---

Health care for the elderly, housing - treating them with dignity. Many elderly have limited financial resources and require substantial support, needing to 'juggle' their resources, SSN, some savings, etc., to cover their rent and food. In some case the elderly need to rely City & County support for meals.

Question applies to Senior Citizens Commission

**Please describe a leadership role you have assumed within the last five years.**

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3 years ago, I assumed the leadership role for youth within our Rotary Club (Interact Clubs made up of high school students). Within this role, I am active with the 5 High Schools that we support - this support comes in the form of being an advisor, promoting community service work projects, promoting attendance to leadership conferences held by Rotary District 5170, supporting these Interactors in their Club meetings, events etc.

Question applies to Senior Citizens Commission

**How would you handle differences in opinions or positions on issues being heard at a Senior Commission meeting?**

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I believe that everyone has their opinion on various issues - opinions need to be heard and evaluated as to the best direction to be taken.

Question applies to Senior Citizens Commission

**What makes you knowledgeable about senior issues in the community?**

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Being an advocate to both my deceased husband and the elderly that I care for as well as the elderly that I meet in real estate that need assistance/direction. I truly care for the elderly which involves maintaining their dignity, respecting who they are and providing compassion.

**Anything else you would like us to know?**

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I am an outgoing individual with a great family and support group of friends.

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(Optional) Please upload a resume.

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**Retirement Board Questions Only**

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## 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 \*

# Boards and Commissions Application

## Profile

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- Work2future (SVWIB) Board
- Planning Commission\*

Carin  
First Name

Taylor  
Last Name

[Redacted]  
Email Address

[Redacted]  
Street Address

[Redacted]  
Suite or Apt

San Jose  
City

CA  
State

95124  
Postal Code

### Are you a resident of San Jose?

Yes  No

What district do you live in? To verify, please click here:

[https://rovservices.sccgov.org/Home/IndexPost?](https://rovservices.sccgov.org/Home/IndexPost?selected=dt&electionId=133&distance=5&navtab=vc&asm=simple)

[selected=dt&electionId=133&distance=5&navtab=vc&asm=simple](https://rovservices.sccgov.org/Home/IndexPost?selected=dt&electionId=133&distance=5&navtab=vc&asm=simple) \*

District 9

Home: [Redacted]  
Primary Phone

Alternate Phone

**Length of Residency**

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6 or more years

**Which Boards would you like to apply for?**

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Senior Citizens Commission: Submitted

Retired

Employer

Retiree

Job Title

**Current Employer Address**

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n/a

**Current Employer of Spouse**

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n/a

**Address of Current Employer of Spouse**

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n/a

**Spouse's Job Title**

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n/a

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

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n/a

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**Interests & Experiences**

**Educational Background: Describe how your education will assist you on this commission. If applying for more than one commission, include the information for all selected.**

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I have been educated through formal educational institutions, certificates, classes, seminars, trainings which will all contribute to my ability to work closely with others, apply strategic and well thought out processes, and improve the overall experience of seniors across San Jose.

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**Professional Experience: (employer, position) Describe how your employment history will assist you on this commission. If applying for more than one commission, include the information for all selected.**

I have spent the past 40+ years working for bay area companies including Cisco (17yrs), Genentech (7yrs), and Workday (7yrs). I have experience in customer service/relations, operations, human resources, and most recently have spend the past 20+ years leading diversity and inclusion efforts. This experience has prepared me lead in the most difficult situations, but has also provided me with an expansive amount of experience in bringing people together to appreciate the experience of all people. I strongly believe relationships, listening, treating other with respect and empathy, and kindness are keys to success.

**Languages Spoken**

English

**Relevant Skills or Expertise: (e.g. budgeting, community outreach, legal knowledge). If applying to more than one commission, include information for all selected.**

Leadership, inclusion and belonging, elder care, extensive human resources knowledge, operational excellence.

**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 applying to more than one commission, include information for all selected.**

Since retiring this year, I'm looking for ways to engage in my local community and was made aware of the senior commissions through a current member. As I am also aging, I am interested in understanding, helping to resolve and improve the living experience of our seniors. There are multiple stages of living as a senior and as you get older, your issues change. I'd like to be involved in looking at the overall experience of seniors in our entire community and working with the necessary folks to improve those overall experiences all the way from education to healthcare to physical fitness and well being.

**For special seats such as Early education seats or HCDC mobile home/low income seats, please describe how you qualify for those special seats. Please visit [https://library.municode.com/ca/san\\_jose/codes/code\\_of\\_ordinances?nodeId=TIT2AD\\_CH2.08BOBU](https://library.municode.com/ca/san_jose/codes/code_of_ordinances?nodeId=TIT2AD_CH2.08BOBU) to see if the board for which you are applying has special seats.**

n/a

**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 financial interest beginning with the immediate twelve-month period prior to your appointment. Please review the scope 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. If applying for multiple commissions, please include information for all selected.**

---

**Reference 1 Name**

Rhonda Vargas

**Reference 1 Address**

[REDACTED]

**Reference 1 Email address**

[REDACTED]

**Reference 1 Phone**

[REDACTED]

**Reference 2 Name**

Traci Schmitz

**Reference 2 Address**

[REDACTED]

**Reference 2 Email address**

---

[REDACTED]

**Reference 2 Phone**

---

[REDACTED]

---

**Supplemental Questions**

**Please list your community involvement, including jobs and volunteer work.**

---

I currently sit on the board for the Valley Health Foundation and do most of my volunteer work for things surround the foundation and healthcare.

**In one paragraph, please explain your community interests.**

---

I am interested in better understanding and helping all communities in need within SJ. I am most interested in the issues impacting our most vulnerable communities; our younger and older communities. This includes addressing issues of affordable housing, outstanding healthcare, education, food insecurity, physical fitness, and the arts. I believe when these things are in place, you can have a thriving community.

**Have you ever attended or watched 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 never served on a commission before, but i have been on several boards including VHF and Santa Clara PAL. I will soon assume the board chair position for the Valley Health Foundation.

**Considering your experience and activities in business, labor, School, professional, social, Commissions, Boards, or other organizations, indicate the experience, training, knowledge and/or skills which qualify you for appointment.**

---

40+ years working in silicon valley 50+ years of living in San Jose - truly understanding and caring for this community Education, boards, public speaking, deep involvement of issues impacting many diverse people and experiences - all of this has prepared my to be a stronger leader for the senior commissions position.

**What is your understanding of the purpose of the Commission?**

---

The commission is designed to understand, raise issues, and support, and improve the experience of senior citizens within our communities.

Carin Taylor

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

---

Affordable housing Food insecurity Healthcare

---

**Describe recent San José arts activities you have participated in during the last twelve months (up to five activities) and what drew you to attend?**

---

All of my activities have been surrounding the work of VHF: Bike build, Stars and Strides, Visiting Regional Hospital during transition, member of the Valley Medical NICU advisory committee.

**Describe the ways in which you believe the arts bring value to the general community, and what role should the City of an Jose have in arts and cultural development.**

---

I think the arts (as well as sciences and maths) are critical to SJ. I believe the arts bring us together in a positive way. However, I'd love to see more of a focus on the arts and cultural development in SJ. We have such a robust and diverse community, but it often feels hard to identify the culture of SJ. We have so much goodness to share, I'd love to see this as a more thriving city with all the abilities we have in this area.

**Should the City of San José have an active role in arts and cultural development? If so, in what ways and why?**

---

Yes! The city can provide education on how we can improve working across lines of difference. The city can do a lot more to encourage groups to 'play together' in an effort to bring more people out. We need focus on our kids, seniors, and everyone in between. We are such a rich culture of technology and agriculture and need to raise that visibility to rest of the world. We have something special in SV/SJ/Bay area. We can do so much more with what we have collectively.

**How can you contribute to advising City Council on policy and programs related to cultural development in San José?**

---

yes, i'd love to.

**What is the purpose of historic preservation in San José and what is the role of the Historic Landmarks Commission in achieving that purpose?**

---

I think the purpose is to preserve the history and culture of agriculture across san jose. The commission achieves its purpose through education, advocacy, and civic education.

**Please explain your prior experience with historic preservation, with San José's public planning processes, and in working with City or other public agency staff.**

---

none

**Do you have a background in early care and education issues?**

---

Yes  No

**What involvement have you had in library and/or early education issues?**

---

n/a

**Would you be willing to attend local special events/meetings as a representative of the Library and Early Education Commission?**

---

yes

**Please describe your experience in working with governmental agencies.**

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n/a

**As a Parks and Recreation Commissioner, how would you handle a situation where you have a volatile Community group which is opposed to a staff proposal?**

---

I'd always start out by listening, talking, understanding the issues, and then tryin to achieve a solution that works for all. When a solution cannot be found, clearly stating why, and how things my change in the future is a good place to start.

**Can you provide examples of major public policy issues that you have been involved in and what your role was in the issue?**

---

The only major public policy i've been involved in is supporting and advocating for the passing of Measure A.

**What is a major issue facing San José's older adults and what do you see as the Commission's role in this issue?**

---

Affordable housing Food insecurity Accessible healthcare

**Please describe a leadership role you have assumed within the last five years.**

---

Chief Diversity Office - Workday.

**How would you handle differences in opinions or positions on issues being heard at a Senior Commission meeting?**

---

I like to hear all sides of the issue and then discuss as a team. Even when things to don't our way, most issues can be resolved or at least understood when people are listened to, and treated with dignity and respect. My goal would be to ensure all voices are heard, but that we collectively do what is right for the seniors in our community.

**What makes you knowledgeable about senior issues in the community?**

---

I'm a senior in this community. I have family and friends in the community. I speak to a lot of people the community. I'm interested in improving the experiences.

**Anything else you would like us to know?**

---

Please call with any questions. Carin [REDACTED]

---

(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 \*

---

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[Redacted]

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[Redacted]

[Redacted]

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[Redacted]