

FEB 14 2012

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**CITY OF MILPITAS
PLANNING COMMISSION APPLICATION RECEIVED**



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NOTE: Milpitas Municipal Code, Title I Chapter 500, requires "at all times during the term of office, a Planning Commissioner shall be a registered voter of the City of Milpitas and a resident of the City of Milpitas." Also, all applicants are required to complete a **SUPPLEMENTAL QUESTIONNAIRE** in addition to this application form.

PLEASE PROVIDE COMPLETE INFORMATION (in black ink)

Demetress M. Morris
Name: First Middle Last

1567 Pinewood Way.
Address: Number Street Apt. #

Telephone Number(s) e-mail address

Are you a registered voter in the City of Milpitas? Yes How long have you lived in Milpitas? 10 Years

Non Profit Flame Keeper's (408) 849-0074
Present Employer Business Telephone

1285 Escuela Parkway Milpitas CA. 95035 Community/Educational Activist
Address Occupation

Education:

College, Professional, Vocational, or other schools attended	Major Subject	Date	Degree
Heald College	Computer Technology	2000	AS
Ohlone College	Health Science	2007	AA

List community organizations to which you belong or have belonged (additional information may be attached):

Date	Name of Organization	Officer / Member
2005	Milpitas School Site Council	Chair/Co-chair/ Member
2006	NAACP	Executive Board/ Member
2008	Milpitas Caucus	President/Member
2009	Milpitas Executive Lion Club	Public relations/Tail Twister

Briefly describe your personal qualifications that you believe would be an asset (additional information may be attached):

School Site Council (SSC), Parent Teacher Association (PTA), Steering Committee for CTAG, Steering Committee For Revised Mission Statement MHS, Community Board Advisory Council (CBAC) WASC Accreditation Committee, ESL Steering Community, Milpitas Foundation for Education (MFFE), Parents of Milpitas (POM) Special Ed. Students and Families, Yes on Measure B Committee, Employment Screen panel for MHS Principal, Flame Keeper's, and helped established our Latino interventions and programs at MHS. Currently working with Asian community to establish an English competence and heritage awareness at Cal Hills. Currently working on completing Bachelor of Science degree through San Francisco State University. My targeted date of completion for this program will be 2014.

I have sufficient time to devote to this responsibility and will attend the required meetings if I am appointed to fill a future vacancy. I hereby certify that all statements contained in this application are true.

[Handwritten Signature]

Signature

2/14/12

Date

Applications not acted upon will expire after one year from the date submitted unless renewed by the applicant.

NOTE: ALL COMMISSION APPLICATIONS ARE PUBLIC RECORD
Mail or drop off your completed application to the City Clerk, 455 E. Calaveras Blvd., Milpitas, CA 95035

PLANNING COMMISSION

SUPPLEMENTAL QUESTIONNAIRE



(Please type or print responses on a separate paper[s] to the following questions)

1. Why are you interested in serving on the Planning Commission?

I am interested in serving my entire community in these very challenging times that we face as a society. It is my desire to steer us into a sustainable and profitable future one that maintains our quality of life while ensuring our long term success. The city's future growth and development will be critical to my interest.

2. Describe your understanding of how the City's General Plan, Zoning Ordinance, and Planning procedures affect the development of the community.

A planning commission is a group of appointed officials which oversees city planning these officials are charged with controlling growth, promoting economic health, and improving the quality of life for all citizens. The commission meets on a regular basis to consider issues of interest, including permit applications. These meetings are usually open to the public, and public comment on city planning issues is encouraged. Milpitas planning commission works with architect and developers to ensure city permit compliance, while also providing oversight for city's zoning and subdivision ordinance.

3. In what way will your personal or work experience contribute to your role as a Planning Commissioner?

My personal and work experience will bring a diverse look at our every expanding city. This can be done through my effective communication skills and public relations interaction within the community. I am interested in becoming a commissioner to be apart of a proactive team helping to shape the future of this community, and our young people's to assist in policy making that allows Milpitas to set the standards for others in our district.

4. What do you feel are the most pressing planning problems or issues in Milpitas?
How do you think they should best be resolved?

I feel our most pressing problem is the financial resources to support our growing city, while maintaining the level of services and growth needed to be competitive in today's technical world. I would set prosperity to deal with these pressing issues and solicit the support of our local citizens to reach a collective goal. Also, Milpitas will need to continual work to maintain the balance between growth of residential units and the job market to sustain our community.

5. Do you have a long-term vision of how you think the City should develop?

I like for us to hold fast to the things that have set apart as a city traditionally; such as our diversity, annual events, and schools. In addition to us recognizing that we must move forward with 21st century development through the use of the technology development. We are Silicon Valley and should be represented as such through out our great nation.

6. A major planning problem facing the entire Bay Area is the shortage of affordable housing. Do you have any thoughts on how the City should address this issue?

I feel that the city of Milpitas has done a great job in making affordable housing. I would continue to support the policy in place now regarding this issue. When a developer comes into build they must continue to set aside a certain number of below market homes and/or units for those who qualify. Jobs and/or work balance must be a focus as we look for expanded economic development opportunities for an employment market that supports population increase

7. What do you see as the different roles of City staff, the Planning Commission, and the City Council?

Milpitas city staffs are department heads hired by the city manager. The planning commissioners are volunteers appointed by the Mayor of our city. The city council sets policy for the city, and are elected by voters. For i.e. the planning commissioner does the following; neighborhood and specific area plans; Environmental impact reports and negative declarations; tentative subdivision maps; Planned Development permit applications for developments; subdivision ordinance exceptions; zoning and subdivision ordinance amendments special studies and reports.

8. What do you believe should be the focus of the Milpitas Redevelopment Agency and program?

The redevelopment agency should use our revenues in an efficient and effective matter to increase the city's appeal to outside business and families. We as a city should continue to seek creative alternatives to pay down any remaining RDA debt in the near future.

**CITY OF MILPITAS
PLANNING COMMISSION APPLICATION**

City Clerk's Office

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NOTE: Milpitas Municipal Code, Title I Chapter 500, requires "at all times during the term of office, a Planning Commissioner shall be a registered voter of the City of Milpitas and a resident of the City of Milpitas." Also, all applicants are required to complete a **SUPPLEMENTAL QUESTIONNAIRE** in addition to this application form.

PLEASE PROVIDE COMPLETE INFORMATION (in black ink)

Name: STEVE First CHI-RU Middle TAO Last

Address: 1065 EAGLE RIDGE WAY Number Street Apt. #

Telephone Number(s) e-mail address

Are you a registered voter in the City of Milpitas? YES How long have you lived in Milpitas? 5 YRS

Present Employer MASON MCDUFFIE COMMERCIAL REAL ESTATE Business Telephone 510-249-0844

Address 43430 MISSION BLVD STE 200, FREMONT CA 94539 Occupation COMMERCIAL REAL ESTATE BROKERAGE

Education:

College, Professional, Vocational, or other schools attended	Major Subject	Date	Degree
UNIV OF CALIFORNIA, BERKELEY	ARCHITECTURE	1985	BA

List community organizations to which you belong or have belonged (additional information may be attached):

Date	Name of Organization	Officer / Member
2005-2009	TERRACE GARDEN	BOARD OF DIRECTOR

Briefly describe your personal qualifications that you believe would be an asset (additional information may be attached):

MY EDUCATIONAL BACKGROUND IN ARCHITECTURE/PLANNING AND PROFESSIONAL PRACTICE IN COMMERCIAL REAL ESTATE/DEVELOPMENT PROVIDE UNIQUE TRADE AND MARKET INSIGHT TO PLANNING AND DESIGN. CURRENTLY SERVING AS A PLANNING COMMISSIONER IS INVALUABLE EXPERIENCE I BRING TO THE PLANNING COMMISSION, IF I WERE RE-APPOINTED.

I have sufficient time to devote to this responsibility and will attend the required meetings if I am appointed to fill a future vacancy. I hereby certify that all statements contained in this application are true.

[Signature]
Signature

11/07/2012
Date

Applications not acted upon will expire after one year from the date submitted unless renewed by the applicant.

NOTE: ALL COMMISSION APPLICATIONS ARE PUBLIC RECORD
Mail or drop off your completed application to the City Clerk, 455 E. Calaveras Blvd., Milpitas, CA 95035

PLANNING COMMISSION SUPPLEMENTAL QUESTIONNAIRE

1. Why are you interested in serving on the Planning Commission?

The desire to continuing my service on the Planning Commission is to be an active participant in the decision making process affecting the growth of our city and to be engaged in the process making the City of Milpitas a better place to live not only for the current residents but also an attractive dynamic place to those future residents and businesses.

2. Describe your understanding of how the City's General Plan, zoning Ordinance, and Planning procedures affect the development of the community.

General Plan serves the master plan for land use for the city's long range land use and road map at its growth direction and path. Zoning Ordinance serves as the more detailed road map providing the more specific definitions of the General Plan vision and intent. Planning procedures offers the ways and means by which the vision and intent are translated to concrete steps for project level implementation.

3. In what way will your personal or work experience contribute to your role as a Planning Commissioner?

I believe my educational background in architecture and professional career in commercial real estate and development together with a depth of understanding of Milpitas provide me the unique understanding and perspective in the role of Planning Commissioner to properly affect the growth and progress of the city we love. I feel in my current term as Planning Commissioner I have effectively served in my role and offered in these areas in positive and engaging manner.

4. What do you feel are the most pressing planning problems or issues in Milpitas? How do think they should best be resolved?

I believe in the current phase of growth and economic vitality restoration the issues are: the implementation of the Transit Area Specific Plan and Town Center area land use and the integrity of that vision and the balance of growth to the neighboring commercial/R&D/industrial uses. The growth will interface on the edges and boundaries of the zones. How we can skillfully and artfully work through and balance the growth of both dynamics will be a challenge not only for the Planning Commission but also for the capable staff and City Council. The City of Milpitas is going through this transitioning process at this juncture. I feel my understanding of design and planning along with sensitivity to the market place and understanding of the economics of the development sector enable me to better tackle these challenges.

5. Do you have a long term vision of how you think the City should develop?

I believe the City of Milpitas needs to preserve its core industrial base in geographical areas sensible. I believe we should encourage the existing industrial/R&D core area to redevelop with better utilization of the land, its adjacency to and use of mass transit, and bring the buildings and infrastructure to standards suitable for the coming cycles. We should also be mindful of creating environment suitable for other retail opportunities to accommodate the regional growth from the technology sector, the 49ers Santa Clara Stadium project and long term retooling of the existing retails.

6. A major planning problem facing the entire Bay Area is the shortage of affordable housing. Do you have any thoughts on how the city should address this issue?

The fundamental conundrum of affordable housing lies in big part to the high land prices of the local region. This is an acute problem. Solution is not singular to provide them in the new housing development only. Buyers of the BMR units are facing little incentive to sell these units as the market increases in pricing is capped via the program. Solution is multi faceted and one part the city may affect, without the economic influence, the re-designation of certain parcels where currently of not the highest and best use but through the process provide land owner the increased incentive of higher land base due to better use of land. These parcels will be redeveloped with partnership in the non-profit sector to build and construct the new units. There is no perfect solution but an aggregate of different solutions will provide added units to the growing needs as we forecast increased population base.

7. What do you see as the different roles of the city staff, the Planning Commission and the City Council?

City council is the elected and decision making body which has the ultimate approval rights on all policy matters, set new policies and to appoint/affirm appointments related to the city. Planning Commission is the advisory body which specifically provides under the rules set forth and within the framework of the city to make those recommendations to City Council or directly effectuate the approval of items which do not otherwise requiring council approval on planning related items. City staff is the professional body providing the technical know-how on operating the city, implementing policies, recommend for the elected and appointed to take certain actions.

8. What do you believe should be the focus of the Milpitas Redevelopment Agency and program?

With the RDA disbanded by the Governor, I do not believe there are any active programs and objectives to be considered at this time.

**CITY OF MILPITAS
COMMISSION/COMMITTEE APPLICATION**

City Clerk's Office

DEC - 4 2012

R/V

Planning Commission RECEIVED
COMMISSION APPLYING FOR ↑

PROVIDE COMPLETE INFORMATION (in black ink)

Mr.

Mrs./Ms.

Name: VAN LAN T. TRUONG
First Middle Last

Address: 1327 CIROLERO ST. MILPITAS, CA 95035
Number Street (apt. # if needed), Milpitas CA 95035

Telephone Number(s) e-mail address

Present Employer: Community Health Partnership Business Telephone

Address: 100 N. Winchester Blvd. Santa Clara, CA 95050 Suite 250
Occupation

Education: If Youth Advisory Commission applicant, indicate your grade/school:

College, Professional, Vocational, or other schools attended	Major Subject	Date	Degree
University of Massachusetts Amherst	Economic	6/1982	B.A.

List community organizations to which you belong or have belonged (additional information may be attached). If application is for Veterans Commission, indicate branch and service in any U.S. military organization (retired or active duty).

Date	Name of Organization or Branch of Military	Officer / Member
1991-1993	Boston's Employment Commission (Mayor R.Flynn)	Commissioner. (Boston, MA)
1998	Mayor Lee Brown's Summer Youth Program	Member (Houston, TX)
2007-2010	Dorchester Historical Society (Boston, Massachusetts)	Board Member
1986-Present	NAT'L Congress of Vietnamese American	Board Member

Briefly describe the personal qualifications you possess which you believe would be an asset (additional information may be attached):

- I was Mayor Raymond Flynn's Vietnamese Liaison for 8 years. I have extensive experience in City planning, real estate, zoning, housing & city services. (See attached Resume).
- I was Community Organizer for Close To Home, a nonprofit in Boston, MA. Experience in organizing community in all areas.

I have sufficient time to devote to this responsibility and will attend the required meetings if I am appointed to fill a future vacancy. I hereby certify that all statements contained in this application are true.

Signature: Van Lam Truong Date: Nov. 16, 2012

Appointments to Commissions or Committees are made by the Mayor with the concurrence of the City Council. Applications not acted upon will expire after one year from the date submitted unless renewed by the applicant.

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Mail, fax (586-3030), e-mail (mlavelle@ci.milpitas.ca.gov) or drop off your completed application to
City Clerk, 455 E. Calaveras Blvd., Milpitas, CA 95035

DEC 17 2012

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CITY OF MILPITAS

PLANNING COMMISSION

SUPPLEMENTAL QUESTIONNAIRE

Please type or print responses to the following questions. Additional sheets may be attached. Submit responses with Application form to: City Clerk, Milpitas City Hall, 455 E Calaveras Blvd., Milpitas CA 95035.

1. Why are you interested in serving on the Planning Commission?

I have a longstanding interest in caring about the city where I live and work and would like to better understand how it is shaped in term of development, land use, circulation, environment, noise, safety, school, housing and any other elements that make my Milpitas a best place to live and strive.

The Planning Commission is one of the most important Commission where any citizen can participate in order to improve his or her own healthy living environment as well as create a better place for other residents, by contributing his or her time, skills and effort to learn the process, to make amendments and to improve the standard of development and proper usage of our limited land and natural resources thereby improving the quality of life for all.

I believe that my experiences as former real estate agent, as board's member of the Dorchester Historical Society (in Boston, Massachusetts), 8 years working with the Mayor's office of Neighborhood Services assisting constituents in various issues and concerns from Housing and City Planning, Education, Public Safety, Employment & Training, Economic Development to Health Care; and as a homeowner who had just went through the whole process of working with the architect, the developer and the Milpitas "permit" department when remodeling her own home in the city of Milpitas, will contribute much to the PC team, not only with a consumer's eyes, but also an advocate for better planning and development that benefits all segments of our city.

2. Describe your understanding of how the City's General Plan, Zoning Ordinance, and planning procedures affecting the development of the community.

-*City's General Plan* is required by state law, as stated in the Milpitas General Plan: "State Law requires each California City and County to prepare a general plan. A general plan is defined as a comprehensive, long-term general plan for the physical development of the county or city, and any land outside its boundaries which in the planning agency's judgment bears relation to its planning". The plan provides the basis for all of the City's regulations, policies and programs that relate to issues addressed in the Plan, which includes elements such as Land use, Circulation, Open Space & Environmental Conservation, Seismic and Safety, Noise and Housing.

- *The Zoning Ordinance* "is one of the most important tools for implementing the General Plan". It regulates present development through specific standards (i.e. lot size, building setbacks, and a list of allowable uses).

- *Planning procedures affecting the development of the community:* Although state law establishes a framework for local planning procedures, however, cities and counties usually adopt their own unique responses to the issues/ the needs of the community they face, and the state seldom involves in local land use and development decisions, these have been delegated to the City Councils and Boards of Supervisors of individual cities & counties. My prior experience in City Planning showed that the planning process usually as the following elements:

To effectively meet community needs, Commission committee members must:

- Involve community early in decision- making regarding zoning, city codes etc...
- (Neighborhood Associations meetings, public notices etc.)
- Organize a well-represented, well ran hearing process
- Have a thorough command of the city's Planning Codes & Ordinance
- Review (City staff, The Planning Commission & City Council's Approval).

3. In what way will your personal or work experience contribute to your role as a Planning Commissioner?

My experience in city planning of Boston's Office of Neighborhoods Services was that of a city which is more than 10 times the size of Milpitas, thus I am familiar with complex issues at a major US city. I will be an asset to the Milpitas Planning Commission with my personal and work experience that accumulated over much of my adult life as a strong community advocate, skills community organizer and as the Vietnamese Liaison to Mayor Raymond Flynn in the Mayor's Office of Neighborhoods Services (MONS) in the city of Boston (Massachusetts) for more than 8 years, including serving as Commissioner for the Boston Employment Commission, as Finance and Administration Manger for the Vietnamese American Initiative for Development (Viet-AID), a community development agency with focus on building affordable housing and economic development for Dorchester neighborhoods in the city of Boston. I have attended numerous neighborhoods meeting on housing and small business issues in working with city government on planning, zoning and building various projects from housing to businesses to industries.

I was also a real estate agent for more than 5 years and have been working in community and social services for more than 3 decades.

4. What do you feel are the most pressing planning problems or issues in Milpitas? How do you think they should best be resolved?

Milpitas' planning problems and issues are similar to other local cities in the Bay Area. They include the following:

- The need to increase revenue, create jobs and jobs growth for Milpitas- not enough business and jobs as it is now (economic development)
- The challenge of balancing the city 's budget and city services, including some outsourcing issues.
- Land scarcity and affordable housing

From outside looking in, the possible ways to resolve are as follow:

- There may need to be better communication, team work and relationship between the City Government (the Mayor & the City Council and various City Departments and Services), the School Board (Milpitas Unified School District) and the Private Sectors, starting with the Chamber of Commerce, Big Corporations/ Industries, as well as Small Businesses sector and its residents (well inform through various city's network, i.e. web page. E-news etc.).

5. Do you have a long-term vision of how you think the City should develop?

As mentioned above, any long-term vision for the city of Milpitas's development must incorporate a better communication, team work and relationship between the City Government (the Mayor & the City Council and various City Departments and Services), the School Board (Milpitas Unified School District) and the Private Sectors, starting with the Chamber of Commerce, Big Corporations/ Industries, as well as Small Businesses sector and its residents (well inform through various city's network, i.e. web page. E-news etc.). Milpitas must:

- 1) Balance budget. This is the most important challenge year-in, year-out.
- 2) Encourage and attract new small business, corporations, developers with better policies and requirements- cut down the red tape!
- 3) The City should already have an assessment of the businesses and residents needs for Milpitas on the short term and long term needs.
- 4) Create revenues and jobs to the city by creating areas such as "Santana Row": beautiful design, compact, upscale and safe for entertainments, shop and recreations.
- 5) Better Storefront projects for current businesses in many neighborhoods.
- 6) Better "beautification" projects in many neighborhoods.
- 7) Effective neighborhood watch- public safety.
- 8) Better transportation system- need research, survey etc.
- 9) Create "tourist attractions" and special annual event(s) as city's signature event(s) for its residents and its neighboring areas.
- 10) Build affordable housing
- 11) Address schools needs, schools safety and schools expansions (Building more schools to address the increase of its population's demand.
- 12) Relocate current "landfills" area out of Milpitas! (I don't know what kind of jobs creations it provides, but the bad smell of the landfills do impact the health and well being of Milpitas's residents, as well as the housing prices in the city)

6. A major planning problem facing the entire Bay Area is the shortage of affordable housing. Do you have any thoughts on how the City should address this issue?

Affordable Housing issue is often an major problem facing many major cities and counties in the U.S., not just Milpitas, although, our affordable housing here is more unique in the sense that the land in Milpitas and other vicinities are considered to be more expensive compares to many other places due to high demand in housing and shortage in land available for building affordable housing units. Some of my thoughts on this issue are:

1. Create Public and Private sectors to form Coalition(s) on Affordable Housing for Milpitas to address the ongoing needs of building affordable housing

2. Encourage the development of nice (beautiful), safe, and affordable housing units in neighborhoods that is not already dense with high-rises. May develop studio and single condos or rental units for individual workers who don't need large space. The same is true for seniors and retired persons who no longer need big spaces.
3. May develop "two-family" home or "triple-deckers" as in the Northeast, where first time home buyer can live in 1 unit and rent out the others to help meet the high cost of housing and land scarcity in Milpitas/San Jose city.
4. Allow mix-used unit where a small business owner can do business on the first floor and live on the second floor if he or she choose to.
5. Create a model of "Co-op" housing to encourage affordable home ownership where the "future home owners" need to work/contribute their own labor to the construction or remodel/ renovation of the homes.
6. The use of quality re-fabricated housing (better than many existing mobile homes).
7. Creative financing package for "multigenerational family" – a long term mortgage plan that spreads over 30years up to 50 or more years for both parents and children.
8. "Matching-fund" for employees/ workers to save forward down payment on their future home/ or rental unit. (Create only for this purpose) like College funds.

7. What do you see as the different roles of City staff, the Planning Commission, and the City Council?

-City Staff must continue to effectively prepare the Annual Report (as required by the Government Code) to be submitted for review to the Planning Commission. (Each year on October 1) and The Five-Year Review report: "A report summarizing City Staff's findings and recommendations will be circulated for public comment and then presented to the Planning Commission". They must also administratively provide the Planning Commission members with all the supportive facts & figures as needed in order to effectively identify the issues and resolution planning.

- Planning Commission

The Planning Commission role is to review the Annual Report and after review the Annual Report will make recommendations and send to the City Council. The commission's duties include hearing proposals to amend the general plan or rezone land, initiating planning studies (road alignments, identification of seismic hazards, etc.), and taking action on proposed subdivisions. The Planning Commission and the city Council will also hear public comments on the Annual Report at a duly public hearing. In addition, the Planning Commission will review the report on the five-year review and make recommendation to the City Council.

-The City Council

The City Council is responsible for enacting ordinances, imposing taxes, making appropriations, establishing policy, and hiring some city officials. The council adopts the local general plan, zoning, and subdivision ordinance.

SUBMITTED BY VAN LAN TRUONG

VAN LAN TRUONG
1327 Cirolero St.
Milpitas, CA 95035
Phone: (408) 990-5345

SUMMARY

Seasoned operative in community grass-root organizing and social services. Extensive experience in community outreach, advocacy, promotion of health education and other community issues. Organized education workshop for community wide campaigns. Interactions with medically underserved minority groups. Strong connection with the Vietnamese community in the San Jose area. Energetic, positive, strong organizational skills, unique ability to multitask, flexible schedule.

EXPERIENCE

COMMUNITY HEALTH PARTNERSHIP, San Jose, CA

Subcontractor- Patient Navigator, 2011- Present

Conduct community outreach and recruitment for breast and cervical health education workshops. Register and provide health education to medically underserved/uninsured Vietnamese women living in the Santa Clara and San Mateo Counties. Gather and organize all health education material for health education workshops, community outreach, and community activities. Lead, facilitate and deliver health education workshops. Assist health education workshop participants with navigation through health care systems to accomplish routine breast and cervical screening. Coordinate logistics for patient health care adherence- follow- ups, reminder phone calls, reminder letters, assist with translation, identify barriers and challenges. Attend all trainings, meetings, and breast/cervical health education workshops. Administer and maintain health education tools, records and logs. Document patient encounters.

CLOSE TO HOME, Boston, MA

Community Organizer-Vietnamese Community Liaison, 2007- 2011

Develop and implement a plan to engage community members to respond to and prevent domestic violence in their neighborhood. Build relationships with individuals and organizations, organize and provide workshops, recruit community members into activities, maintain a public awareness campaign, maintain relationships with local organizations, and assist in the creation of educational materials and assist with general office activities.

BOSTON PUBLIC HEALTH COMMISSION, Boston, MA

Subcontractor, 2008-2009

Develop and implement a plan to assist the Tobacco Control Program- Community Smoking Demonstration Intervention Project to engage and educate the Vietnamese parents and children on the danger of Environmental Tobacco Smoke poses to children. Provide community outreach

plan, identify, scheduling, coordinating, creating education materials in Vietnamese, conducting and setting up resources and educational tables and campaign to various Vietnamese community events and organizations, including Boston Public Schools that have concentration of Vietnamese students.

VIETNAMESE AMERICAN INITIATIVE FOR DEVELOPMENT, Boston, MA
Finance & Administration Manager, 2006- 2008

Oversee all financial management functions, such as accounting policies and procedures, organizational and grants proposal budget development, banking, annual audits and assets. Ensure accurate financial reporting, account payable, employee payroll and benefits. Manage human resource functions, including development and administration of personnel policies, employee benefits and professional training. Supervise the MIS and Database Administrator to ensure the quality of organization-wide networks and databases. Oversee office management and administration, including supervising the office manager.

HOUSTON NEUROMUSCULAR MEDICAL PAIN CLINIC, Houston, TX
Office Manager, 1993-2001

Manage full and part-time staffs, care of patients and health education. Manage all aspects of billing and payroll. Control, order medical supply and office inventory. Public relation and marketing.

MAYOR'S OFFICE OF NEIGHBORHOOD SERVICES, BOSTON CITY HALL, Boston, MA
Vietnamese Liaison, 1987-1993

Serve as a link between city government and the Vietnamese community of Boston to expend and strengthen services and resources available to newcomers, and to bridge the gap of language and cultural barriers. Advocate within city government for the Vietnamese Community, outside agencies, and the general public for various policies and community needs. Community grass-root organizing and outreach.

EDUCATION

University of Massachusetts, Amherst, 1982
Degree: B.A. Economics

COMMUNITY SERVICE

Boston, MA

2004- 2011 Vietnamese American Women's League of Massachusetts- President
2007- 2010 Dorchester Historical Society- Board Member
2007- 2011 Vietnamese American Small Business Inc., Board Member
2008- Present National Congress of Vietnamese American- Board President

Houston, TX

1999- 2001 The Refugee Services Alliance- Board
 1998 Vietnamese Community Alliance,
 Mayor Lee Brown Summer Youth Program- Volunteer
 1997- 2000 Sunnyside Asian African American Task Force- Member
 Asian American Police Officer of the Year- Vice President
 Asian American Heritage Association- Board
 1997- 2001 National Congress of Vietnamese American- Board President
 1997- 1998 Asian American Health Coalition- Member
 1995- 1998 The Asia Society- Board
 1993- 1998 Vietnamese American Community in Houston and Vicinity- Member
 1993- 1996 United Way of Gulf Coast Texas- Project Blue Print Class 11- Volunteer

Boston, MA:

1992- 1993 Asian American Unity Dinner- Chairperson
 1991- 1993 Boston Employment Commission-Member
 1990- 1993 Mayor's Youth Leadership Corps-Trustee
 Asian American Forum- Board
 National Institute of Women of Color- Board
 Women's State-Wide Legislature Network- Board
 1990- 1992 Vietnamese Community in Massachusetts-Member
 Refugee and Immigrant Women's Network- Board
 1990- 1991 Dorchester Task Force- Chairperson
 Dorchester Asian Youth Services- Board
 National Association for Education and Advancement of Cambodian, Laotian and
 Vietnamese, Vice President
 1989- 1996 Community Training and Assistance Center- Board
 1989- 1993 Asian American Democratic Caucus- Board
 Vietnamese American Women's League of Massachusetts- Founder
 United Way of Massachusetts Bay, Community Organization- Board
 Citizen's Review Committee for Special Services and Allocation
 1988- 1991 Women's Educational Industrial Union- Member
 Multicultural Advisory Committee, Amelia Earhart Awards Selection Committee
 1987- 1989 American Cancer Society, William Price Unit- Board
 1987- 1991 Vietnamese Parent Advisory Council- Advisor
 1986- Present National Congress of Vietnamese in America- Board
 1984-1993 Dien Hong Foundation- Vice President

RECOGNITION

1991 Community Change, Inc. - Drylongso Awards Recipient
 1990 Boston Jaycee- Ten Outstanding Youth Leaders Awards Recognition
 1989 City of Boston Master Parent Advisory Council- Recognition
 1988 Boston Women's Magazine- 100 Interesting Women for 1988