



CLERK OF THE BOARD DIVISION
OF THE BOARD OF SUPERVISORS' OFFICE

COUNTY OF HUMBOLDT RECEIVED

825 FIFTH STREET
EUREKA, CALIF. 95501-1153

AUG 22 2022

PHONE (707) 476-2384; 445-7299 (FAX)

BOARD OF SUPERVISORS

**APPLICATION TO SERVE ON THE HUMBOLDT COUNTY
HOUSING AUTHORITY COMMISSION**

APPLICANT NAME: Lisa Marie Leon
MAILING ADDRESS: PO [REDACTED]
Fields Landing, CA 95537
TELEPHONE: Home: 707-[REDACTED] Work: 707-[REDACTED] Fax: 707-[REDACTED]
E-MAIL ADDRESS: lisaleon0327@gmail.com
OCCUPATION: Transition Coordinator

PERSONAL REFERENCES:
(1) Kristen Ketterman PHONE: 707-[REDACTED]
(2) Eddie Morgan PHONE: 707-[REDACTED]

PRIOR ADVISORY BOARD OR BOARD OF DIRECTORS EXPERIENCE? NO YES

PLEASE WRITE A BRIEF STATEMENT DESCRIBING WHY YOU'RE INTERESTED IN SERVING ON THE HOUSING AUTHORITY COMMISSION.

It would be an honor to serve on this board. In my current job I am dedicated to supporting people with disabilities live independently in our community. I want to enhance the collaboration between all community organizations and the Housing Authority. This opportunity gives us the chance to share success that the Housing Authority is achieving in the community. It will provide a platform to advocate change in housing needs and address barriers within the community. Thank you. - Lisa Leon

PLEASE ATTACH A CURRENT RESUME.

DATE: 8-19-2022 SIGNATURE: Lisa M. Leon

I declare under penalty of perjury under the laws of the State of California that the above is true and correct

SUBMIT THIS APPLICATION TO:
HUMBOLDT COUNTY HOUSING AUTHORITY COMMISSION, Clerk of the Board, 825 Fifth Street, Suite 111,
Eureka, CA 95501-1153.

DATE TO SUPERVISOR _____ DATE APPROVED _____ NOT APPROVED _____

Lisa Leon

~~██████████~~ Fields Landing, CA 95537

lisaLeon0327@gmail.com

~~██████████~~

Education

College of The Redwoods, Workplace Leadership Training	Eureka, CA	2017
Carrington College, Medical Assistant Certificate	Sacramento, CA	2004
Independence High School, High School Diploma	Diamond Springs, CA	2002

Acquired Skills

Flexibility	Accountability	Integrity	Create Liaisons	Direct Service Provider
Medical Terminology	Mentor	Positive Role Model	Needs Assessments	Independent Living Plans
Trust Building	Outreach Activities	PowerPoint Presentations	Mandated Reporting	Person-Centered Services
CoL Suite Data Collection	Cal-Fresh Applications	Complete Intakes	Teaching Core Skills	Referrals
Learn Resources	Angel Fund Grants	DOR Grant Writing	Client Support	Program Building
Organized	Time Management	Quarterly Reporting	Promote Independence	Social Work

Work Experience

Tri-County Independent Living- Eureka, CA August 8, 2017-Present

Transition Coordinator, Information & Referral & Administrative Support Specialist

Duties: Promote the philosophy of independent living. Build a home transition program that assists with relocating clients with a disability from an institution to community living. Provide services that prevent imminent institutionalization due to a disability.

Self-employed, Rancho Cordova, CA November 2011-May 2014

Child Care Provider

Duties: Maintain a safe play environment, change diapers, observe; and monitor children's play activities, communicate with children's parents about daily activities, sanitize toys, support children's emotional and social development, positive reinforcement, prepare foods, instruct children in health such as eating, resting and toilet habits. Read and teach simple painting, drawings, organize and participate in recreational activities and outings, help children with homework, sterilize bottles and prepare formula, accompany children to and from school, and to medical appointments.

Gastroenterology Medical Clinic- Folsom, CA August 2009-November 2011

Medical Assisting

Duties: Recorded patients' medical history, vital statistics, or information such as test results in medical records electronically. Prepared treatment rooms for patient examinations. Administered medications as directed by the physician. Collected blood, tissue or other laboratory specimens. Authorized drug refills and provided prescription information to pharmacies. Explained treatment procedures, medications, or physicians' instructions to patients. Cleaned and sterilized instruments. Scheduled appointments for patients, answered phones, and completed insurance forms. Operated electrocardiogram and other equipment to administer routine diagnostic tests.

Smits Heating & Air Conditioning- Diamond Springs, CA May 2008-October 2008

Office Assistant

Duties: Operated office machines, such as photocopiers and scanners, facsimile, voice mail systems, and personal computers. Answered phones and took messages. Opened, sorted, and routed incoming mail, answered correspondences, and prepared outgoing mail. Completed work schedules, managed calendars, and arranged appointments. Monitored and directed the work of other employees. Pulled permits, scheduled final inspections, made bank deposits and promoted sales.

El Dorado County Community Health Center- Placerville, CA February 2005-May 2008

Medical Assistant

Back Office Duties: Room patients, complete set of vitals & special tests needed prior to the physician seeing the patient. Assisted doctors in minor surgeries, provided acute care, made referrals, giving injections, or removing sutures, took messages, completed prior authorizations for medications, procedures, and prescription refills. Triage lab and radiology results. Administered injections and conducted special testing. Took inventory and ordered medical and lab supplies.

Front Office Duties: Greeted and checked in patients. Updated patient demographics, scheduling, phones, prepped charts for next day appointments, pulled prescriptions, updated daily balances, scheduled follow-up appointments, and processed patient check outs. Kept proper documentation and performed other bookkeeping requirements, such as handling credit or collections or mailing monthly statements to patients.

Mobile Copy Service- Shingle Springs, CA June 2002-November 2008

Caller/ Scheduler

Duties: Ensure that confidentiality was maintained. Retrieved patient medical records from physicians, technicians and other medical personnel. Released information to persons or agencies according to regulations. Planned, developed, maintained or operated a variety of health record indexes or storage and retrieval systems to collect, classify, store, or analyze information. Called medical practice facilities and medical billing offices to check if the request we submitted was received to copy patient records. Put WCAB subpoenas together and worked with third party insurance companies to collect medical records.

References

Kristen Ketterman, College of The Redwoods, Veteran Work Study
Rene Orton M.D., El Dorado County Community Health Center
Don Ricketts, Owner-Mobile Copy Service

Eureka, CA
Placerville, CA
Shingle Springs, CA





Tri-County Independent Living

139 5th street
Eureka CA 95501

~~XXXXXXXXXXXXXXXXXXXX~~
AA@tilinet.org

July 9th, 2022

Dear Housing Authority Commission:

I highly recommend that Lisa Leon be on the Housing Authority Commission, as she will bring personal experience addressing the challenges and successes of residents of Humboldt County.

Because of her position as a Transition Coordinator, she works with multiple stakeholders (owners and renters) that are involved in housing in our community and has been exposed to numerous different scenarios and intricacies, which have enhanced her situational understanding of the opportunities and challenges of the housing market in our area.

I have supervised Lisa for almost two years and can vouch for her character, integrity, and thorough understanding of issues the Housing Authority works with.

Lisa began at TCIL in our Administration and Program Support Specialist position being the "first face" of TCIL and providing information and referral services. Lisa excelled. She is a hard worker, intelligent, ambitious, dedicated, and extremely reliable. She showed so much promise, in fact, that she was promoted to the Transition Coordinator position two years ago; she is now ready for new challenges.

Regards,

Eddie A. Morgan
Executive Director

Letter of recommendation

rene.a.orona@kp.org Jul 20 (4 days ago)

**RE: Lisa M.
Leon
07/20/17**

To whom it may concern,

I supervised Lisa Leon who was working as a Medical Assistant at the El Dorado County Community Health Center in Placerville, California from Feb. 2005 through May 2008.

I was the acting Medical Director of that facility during that time. Lisa functioned well as a Medical Assistant and worked well with others.

**Rene A. Orona, M.D.,
Folsom Family Medicine**