



MAYOR JERRY DYER

NOTIFICATION OF APPOINTMENT BY MAYOR TO BOARD OR COMMISSION

TO: City Council

THROUGH: Todd Stermer, City Clerk

BY: Mayor Jerry Dyer

 X Reappointment

 New Appointment

Name of person replaced: N/A

Name: Melanie Ruvalcaba

Address:

Home Phone:

Appointed to: Bicycle Pedestrian and Advisory Committee

Term: Through 9/30/23

Application Form**Profile****Which Boards would you like to apply for?**

Bicycle and Pedestrian Advisory Committee (BPAC): Submitted

Melanie

First Name

Ruvalcaba

Last Name

Email Address

Home Address

Fresno

City

CA

State

Postal Code

What district do you live in? *☒ District 6

Primary Phone

Alternate Phone

Briefly explain why are you interested in serving on this board or commission?

I use the area's bike paths and walking trails and would like to see them safe and accessible for residents.

Educational background, Schools Attended, Degrees and Certifications

Master in Public Health, Fresno State

Briefly explain your qualifications or areas of demonstrated expertise for this board or commission.

I have served on this committee for the past 2 years. I also work on increasing access to physical activity opportunities through my employment at the Fresno County Department of Public Health.

Do you or an immediate family member have any professional or financial relationship that may present a potential conflict of interest for this board, commission or similar body?☐ Yes ☒ No**Work History**County of Fresno, Department of
Public Health

Employer

Division Manager, Health Policy
and Wellness

Job Title

Melanie Ruvalcaba

Work Address

City, State, Zip Code

Fresno, CA,

Provide 3 Personal and Professional References. Provide name, address, and phone number where they may be reached during the day.

Dav d Luch n - D rector, Department of Pub c Hea th -	Joe Prado - Ass stant D rector,
Department of Pub c Hea th -	J Grom ey - Traff c Operat ons and P ann ng Manager, C ty
of Fresno -	

Question applies to multiple boards

I declare under penalty of perjury the above information is true and correct.

☒ Yes ☐ No

Melanie C. Ruvalcaba

Education:

- 12/2011 Masters of Public Health, emphasis in Health Promotion
California State University, Fresno, CA
- 9/2000 Bachelor's Degree, UCLA, Los Angeles, CA
Chicana/o Studies Major, Women's Studies Minor

Experience:

- 12/21-Present Fresno County Department of Public Health, Fresno, CA
Division Manager – Health Policy and Wellness: In December 2021, the Office of Health Policy and Wellness became the Division of Health Policy and Wellness. The Division Manager is responsible for managing and overseeing all of the programs. This division houses the department's health policy and chronic disease prevention programs such as the Tobacco Prevention Program, the Nutrition Education and Obesity Prevention program, the Oral Health program, the State Physical Activity and Nutrition program, and the Collaborating for Wellness program. Oversee and support all program staff to ensure program activities are being completed in a timely manner; provide support and assistance with implementation of activities or interaction with community members including elected officials and policy makers; oversee all staffing issues such as performance evaluations and time sheets; assist with internal processes to ensure programs continue to run effectively; assist with reports to funders including applications for re-funding; and participate in various community collaborative groups to represent the department on multiple issues. Represent the Department and the County on various boards and committees and at public events.
- 3/18-12/21 Fresno County Department of Public Health, Fresno, CA
Public Health Program Manager: Responsible for managing the Office of Health Policy and Wellness. This office houses the department's health policy and chronic disease prevention programs such as the Tobacco Prevention Program, the Nutrition Education and Obesity Prevention program, the Oral Health program, the State Physical Activity and Nutrition program, and the Collaborating for Wellness program. Oversee and support all program staff to ensure program activities are being completed in a timely manner; provide support and assistance with implementation of activities or interaction with community members including elected officials and policy makers; oversee all staffing issues such as performance evaluations and time sheets; assist with internal processes to ensure programs continue to run effectively; assist with reports to funders including applications for re-funding; and participate in various community collaborative groups to represent the department on multiple issues.
- 4/15-3/18 Fresno County Department of Public Health, Fresno, CA
Health Educator: Under the Lifetime of Wellness, Communities in Action program, manage all aspects of the State funded grant program to prevent hypertension and address prediabetes. Responsible for supervising health education staff, planning, directing, administering and supervising health education/promotion activities, including needs assessment, curriculum/media development and target group organization.
- 10/14-4/15 Boys and Girls Club, Fresno, CA
Youth Recruitment Specialist: Under the Youth Decoy Program, recruited youth under the age of 18 to work undercover to try to purchase tobacco products. Ensured completion of all pertaining scope of work activities and youth recruitment goals established by the Assistant

Project Director for the purpose of enrolling youth ages 14-17 into the Youth Decoy Program for Tobacco Enforcement operations conducted by the California Department of Public Health (CDPH). Coordinated day-to-day activities: administrative, recruitment, oversight of existing youth volunteers, and responsible for the ongoing youth recruitment follow-up for the designated central California region. Collected recruitment information for statistical purposes, data collection, and record keeping and must conduct hourly data entry into existing Filemaker Database. Established or adjusted work activities to meet work plan schedule. Traveled to all contracted counties and conducted presentations at school assemblies, health fairs, etc. Attended assigned local lead agency coalition meetings, youth coalition meetings, trainings, and appropriate conferences. Developed effective strategies for youth recruitment working closely with Boys & Girls Clubs, county health departments, competitive grantees, community-based youth organizations, school districts and high schools in central California.

4/13-6/14

Richard Health and Associates, Inc., Fresno, CA

Grant Field Coordinator: Assisted in the comprehensive, state-wide Outreach and Education Community Grant program for Covered California under the Affordable Care Act. Interfaced directly with grantees in the Central California region to monitor and provide support to ensure goals are achieved. Duties included, but were not limited to: training Certified Educators, participating in the implementation of the grant program, providing technical assistance and other capacity building supports to grantees; preparing, filing and providing grantee reports; managing relationships with grantees and communicating strategic priorities and program initiatives when meeting with grantee representatives; providing assistance to grantees to address deficiencies and ensure contract compliance; communicating effectively with all levels of staff and grantees. Other duties as assigned.

5/11-4/13

American Lung Association in California, Fresno, CA

Program Manager: Managed the IMPACT Program, a tobacco control policy program for Fresno county communities, which was funded by the California Tobacco Control Program (CTCP). Objectives included smoke-free tribal casinos, smoke-free multi-unit housing for college students and tobacco retail licensing in Fresno County. Duties included, but were not limited to, advocating for policy change, such as voluntary policies and city ordinances; developing relationships in the community with stakeholders such as key opinion leaders and elected officials; collaborating with other community and government organizations working on similar objectives; recruiting, training, supervising and evaluating health educators and interns; ensuring that all scope of work activities were being completed; working with grant evaluator to compile and submit progress reports in a timely manner; monitoring the grant budget; working closely with State CTCP staff to ensure that progress was being made on grant objectives; and participating in local, national and statewide campaigns by the American Lung Association.

3/10-5/11

San Joaquin Valley Air Pollution Control District, Fresno, CA

Air Quality Specialist I: Provided support for District grant and incentive programs by evaluating the costs and benefits from voluntary emission reduction projects such as the Prop 1B Diesel Truck Replacement Program, the Burn Cleaner fireplace replacement program and the Clean Green Yard Machine lawn mower replacement program. Critical job skills included: positive interactions with stakeholders, preparation of technical documents and correspondence, research and analysis and working with local and state databases. Other duties as assigned.

6/06-12/09

Yosemite Ridge, Fresno, CA

Program Director: Under the supervision of the Executive Director, was responsible for all aspects of the camp program, which included week-long camps serving different disease groups, as well as family weekend camps. Disease groups included asthma, juvenile diabetes, HIV/AIDS, epilepsy and obesity.

- Promoted the camp program in the community and with applicable health care providers and school nurses.
- Collaborated with other community based organizations to leverage resources.
- Recruited all camp staff including medical and non-medical personnel.
- Trained, supervised and evaluated all camp staff.
- Developed camp schedule to include educational and recreational activities.
- Assisted with maintaining camper medical records as well as setting up each medical center.
- Acquired all camp supplies including educational, medical and recreational supplies.
- Maintained organization database, updated web site and completed all post camp activities.
- Successfully acquired and managed approximately \$50,000 in grant funding.

12/03-1/07

American Lung Association of Central California, Fresno, CA

Program Associate: Assisted in various programs within the organization.

- Coordinated asthma camp programs for children, teens, and families.
- Recruited schools to participate in the Air Quality Flag Program.
- Provided training and educational resources for school staff and/or parents.
- Provided additional technical support to participating school sites.

12/00-12/03

ACS State and Local Solutions – Workforce Connection, Fresno, CA

Career Counselor: Maintained a caseload of approximately 70 customers.

- Provided career counseling, job search assistance, assessment, and determined training needs. Maintained case file, case notes and updated activity codes in database.
- Participated on the Self Reliance Team with partnering agencies of Workforce Connection. Facilitated orientations and scheduled Intake appointments.
- Administered assessment tests when necessary.