



**JERRY P. DYER**  
MAYOR

**NOTIFICATION OF APPOINTMENT BY MAYOR  
TO BOARD OR COMMISSION**

TO: City Council

THROUGH: Todd Stermer, City Clerk

BY: Jerry P. Dyer, Mayor

           Reappointment

  X   New Appointment

Name of person replaced: Mary Beth Randall

Name: Carlota Kincaid

Address: Fresno, CA

Phone:

Appointed to: Disability Advisory Commission

Term: Through 6/30/2024

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

Disability Advisory Commission: Submitted

Carlota

First Name

S

Middle Initial

Kincaid

Last Name

Email Address

Home Address

Fresno

City

CA

State

Postal Code

**What district do you live in? \***☒ District 4

Primary Phone

Alternate Phone

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

I am particularly interested on serving on this board because I was raised by my grandmother. My Grandmother was disabled and a great influence in my life. As a Social Worker for County of Fresno, I served the age and disabled population. I currently am an Administrator for a business that serves the aging and disabled population. I believe that the service we do for the most vulnerable population is a reflection of we are as a people, and I would like to contribute to helping meet their needs.

**Educational background, Schools Attended, Degrees and Certifications**

I have a bachelor's degree in Human Services. I am close to completing my Masters in Marriage and Family Therapy. I am currently an Administrator at Older Americans Housing dba. Masten Towers.

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

I have nearly 8 years of service as a Social Worker with County of Fresno DSS/IHSS. As a Social Worker, I assessed the needs of the aged, blind, and disabled recipients. I have knowledge in identifying both immediate and long-term needs of individuals with disabilities. I understand the complexities and barriers that individuals with disabilities may encounter. I am familiar with local programs that serve the disabled community and have experience in collaborating with several community agencies.

**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

Carlota S Kincaid

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## Work History

Older American Housing dba.  
Masten Towers

Employer

Administrator

Job Title

## Work Address

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## City, State, Zip Code

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Fresno CA,

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

Kari Magarity- Social Work Practitioner

Hollie Goodenough-Social Worker

Gallemore-LMFT

Dr. Craig Schweon- PsyD

Tim

Question applies to multiple boards

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

☒ Yes ☐ No



## Carlota Kincaid

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### Experience

05/05/2022-Present  
Administrator •

As an Administrator, I am responsible for managing security, maintenance, the social services department, leasing, and bookkeeping departments. I process payroll. I am responsible for managing the businesses budget and all payables. I receive and review all incident reports and take appropriate actions. I attend monthly board meetings and act as a conduit between building needs and board decisions. I communicate with other professionals in making decisions that are best for the business and the community. I act as human resources and address all personal and staff concerns. I take bids for all building repairs and renovations and decide which vendor or contractor to proceed with. I complete HUD/housing contracts and ensure compliance with all local, state, and federal laws, and regulations. I write letters to staff and residents to address issues or to communicate changes. I work with the aged and disabled population and help staff with meeting their needs. I have worked closely with local government agencies to communicate residents needs and determine the best approach for the residents.



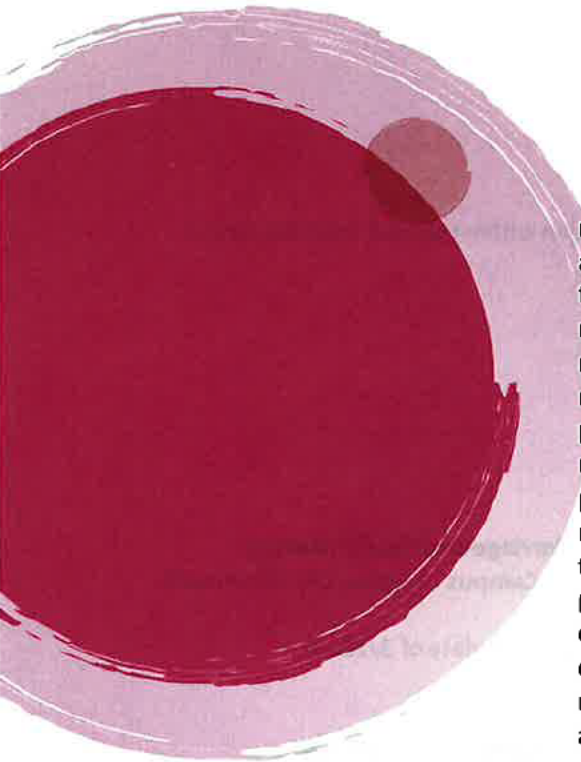
Fresno CA, CA



12/22/2015-05/03/2022

Social Worker III • County of Fresno Phone (559) 486-1111  
Department of Social Services/In-Home Supportive  
Service

As a Social Worker, I interviewed clients at home or in the office to assess social service needs. I frequently research, evaluate, and develop a case plan to meet client needs. I counseled clients on available resources, independent living skills, and other areas involving defined problems or concerns to accomplish case plan goals. I commonly conducted intake assessments and determine the appropriate resources that would benefit the client and family I have knowledge in interpreting and applying laws, policies, procedures,

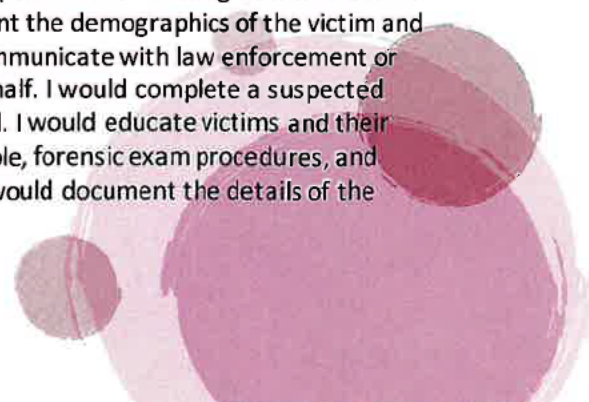


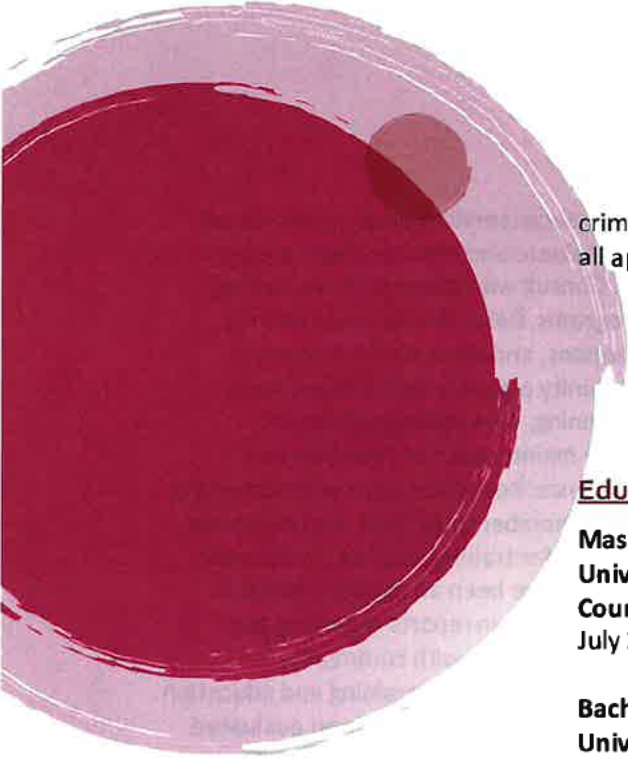
rules, and regulations governing social services programs to clients and the public. My role was to evaluate and monitor client progress towards delineated objectives. Consult with supervisors regarding resources, regulations, and programs. Refer clients to community resources, agencies or organizations, and other staff members as needed. Collaborate with community organizations and resource providers to coordinate joint planning, case plan development, monitoring, and evaluation. Daily maintenance of case files and prepare reports, and correspondence. Recognize signs of abuse and/or neglect, refer to appropriate staff members/agencies, and document them accordingly. I was responsible for training staff on social work procedures, methods, and forms. I have been an agency witness in court hearings and prepare related written reports regarding past encounters with clients. I have collaborated with community resources, agencies, or organizations to provide training and education about social services programs. I commonly reviewed and evaluated cases for adherence to social services program regulations and departmental policies as part of quality assurance requirements. Knowledge of: Laws, rules, and regulations governing social services programs; Departmental policies, procedures, and guidelines necessary to provide assistance and training to staff; Interviewing and information gathering methods and techniques; Case management methods; Public and private social services resources, providers, and agencies; Dynamics of neglect and abuse, substance abuse, mental health issues, crisis intervention, and challenges for children, adults, the elderly, minorities, and persons with disabilities; Individual, family, and group behavior dynamics; Organizational and time management methods; Principles and practices of effective written communication, including correct grammar, spelling, punctuation, and sentence structure; Standard office applications, including computer software such as Microsoft Office. I was involved in the County of Fresno DSS Steering Committee, and I wrote the newsletter for DSS IHSS Program.

#### **2011–2012**

Volunteer Victims Advocate/Crisis Counselor • Resource Center for Survivors

As a Victims Advocate, I was responsible for meeting with victims in a timely manner. I would document the demographics of the victim and alleged perpetrator. I would communicate with law enforcement or hospital staff on the victim's behalf. I would complete a suspected child abuse report when needed. I would educate victims and their families about resources available, forensic exam procedures, and provide empathetic listening. I would document the details of the





crime and provide all documentation within the next business day to all appropriate agencies.

### Education

**Master of Science in Counseling/Marriage and Family Therapy**  
**University of Phoenix-Central Valley Campus - Fresno, CA; Intern with**  
**Counseling Skills Center**  
July 2019 to Present (expected graduation date of 3/2023)

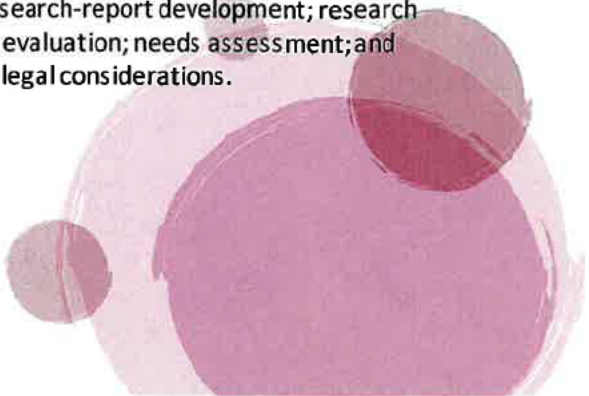
**Bachelor of Science in Human Services**  
**University of Phoenix-Central Valley Campus - Fresno, CA**  
March 2009 to March 2014

### Summation of Skills and Education:

Education and skill building in professional counseling, advocacy, and ethical, understanding of human growth and development to include wellness, the importance of mind-body interactions and their effect on physical and psychological well-being; the nature and needs of individuals at all developmental levels; normal and abnormal human behavior; personality theory; and learning theory within cultural contexts. Education and skill building in assessment and testing to include group and individual education, understanding of counseling and helping relationships to include philosophic bases of helping processes; counseling theories and their applications; helping skills; consultation theories and their applications; enabling Self-understanding and self-development; facilitation of client or consultee change; and techniques for prevention and intervention; counseling and group work to include group development, dynamics, and counseling theories; group leadership styles; group counseling methods and skills, and other group approaches, and counseling research and program evaluation to include types of research; basic statistics; research-report development; research implementation; program evaluation; needs assessment; and ethical and legal considerations.

### Communication

I can speak and read in Spanish







### Leadership

I participated in the DSS Steering committee and the IHSS morale committee. I have volunteered for a brief time at Spirit of Woman and began a weekend faith-based engagement meeting for mothers and their children. I have volunteered at Optimal Hospice, and I wrote the IHSS monthly newsletter. I have trained new staff and student interns.

### References

Johanna Torres LCSW, Licensed Mental Health Clinician  
Previous Social Work Supervisor at County of Fresno IHSS  
County of Fresno Department of Behavioral Health

Kari Magarity MSW

Joshua Stoick LMFT  
Quality Support Supervisor

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