

Elsa Mendoza Jiménez, MPH

CAREER SUMMARY: 25 plus years of public health experience in a variety of administrative, programmatic, budgetary/financial, supervisory/managerial capacities in the government and non-profit sectors.

PROFESSIONAL EXPERIENCE

County of Monterey, Health Department, Salinas, California

11/12/01 – Present

Director of Health of Services

06/11/16 - Present

- Provide leadership, administration, and direction to department bureau chiefs and managers responsible for the delivery of mandated health services in the County of Monterey
- Administers department's complex funding and financial systems within adopted general fund
- Direct the department's Strategic Plan; Public Health Accreditation requirements; performance management system; and quality improvement program to create a more transparent, efficient, and effective organization for ensuring the County's health, safety, and welfare
- Provide leadership role in the implementation of current Medi-Cal waivers and CalAIM
- Liaison with State and Federal agencies to secure funding for health-related programs, services, and legislation
- Serve as Probate and Mental Health Court appointed County Administrator/Conservator/Guardian

Interim Director of Health Services

02/29/16 – 06/10/16

- Provided leadership, administration, and direction to department bureau chiefs and managers responsible for the delivery of mandated health services during vacancy of Director of Health and recruitment for position
- Administered department's complex funding and financial systems within adopted general fund
- Directed the department's Strategic Plan; Public Health Accreditation process; performance management system; and quality improvement program to create a more transparent, efficient, and effective organization for ensuring the County's health, safety, and welfare
- Served as Probate and Mental Health Court appointed County Administrator/Conservator/Guardian

Assistant Director of Health, Administration Bureau Chief, Health Administration ***02/11/12 – 02/28/16***

- Functioned as department Budget Manager; coordinate and monitor the development and administration of the Health Department's annual budget
- Oversaw department's facilities project management including development of property lease agreements, and tenant improvement and new construction project plans and budgets
- Oversaw the department's centralized information systems operations including assessment of existing proprietary applications for integration of data across department and County and creation of enterprise electronic health record across department and Natividad Medical Center
- Served as Chair of department's Quality Oversight Committee, responsible for oversight of integration of Quality Improvement into departmental operations and business practices to assure more efficient and effective services
- Led development and implementation of initiatives that focus on integration of health and behavioral health services across disciplines to move towards an improved continuum of care for our clients and patients served by the department and Natividad Medical Center as part of the 2020 Medi-Cal Waiver
- Served as management liaison at Board of Supervisor committees, community, and other groups
- Prepared a variety of reports for Administration; coordinated preparation of reports for Board of Supervisors' Health and Human Services, Budget, and Legislative Committees; presented reports

Management Analyst III, Health Administration

01/24/11 – 02/10/12

- Served as a Senior Manager in the Administrative Bureau; functioned as department Budget Manager; coordinated and monitored the development of the Health Department's annual budget
- Assisted in the development of financial policies and procedures and assessment of Bureau specific financial statements, reports, revenue, and expenditures; reviewed, analyzed, and recommended improvements of Bureau specific budgets and expenditure plans; ensured compliance with County purchasing policies; reviewed and analyzed Realignment Certification Reports
- Prepared a variety of reports for Administration; coordinated preparation of reports for Board of Supervisors' Health and Human Services, Budget, and Legislative Committees; presented reports
- Developed, implemented, and reviewed department performance measures/management reports
- Developed, reviewed, and approved Professional Services Agreements and other contract documents
- Served as management liaison at Board of Supervisor committees, community and other groups as assigned by the Health Director; represented the Health Director at meetings and commissions
- Managed development of the Low-Income Health Program planning grant, development of financial reports and budget; provided input into planning, implementation, and execution of the program

Management Analyst III, Public Health Bureau Fiscal/Administration

12/23/06 – 01/23/11

- Served as a member of the Senior staff
- Managed and approved bureau's accounts payable/receivable and invoicing functions
- Developed new and renewal grant budgets totaling \$15 million; revised and developed internal policies and procedures as required to improve effectiveness and efficiency of the fiscal unit
- Supervised five accounting staff; conducted annual performance reviews; provided training and assistance to ensure successful completion of work
- Developed Children's Medical Services Fiscal Year 2008-09 year-end estimate, three-year forecast, and Fiscal Year 2009-10 budget request: approximately \$8.4 million and 63 FTE program
- Developed Targeted Case Management operational policies and procedures; formed Quality Assurance Team and internal audit process

Health Program Coordinator, Public Health Bureau

01/10/04 – 12/22/06

- Supervised the Healthy Lifestyles and Risk Reduction Section programs in areas of nutrition and physical activity, tobacco control, injury prevention, obesity, diabetes, and asthma
- Performed administrative functions, including budget preparation and monitoring of \$3.5 million; conducted staff recruitment and selection; supervised 18 staff; sub-contract development and monitoring; and implemented County policies and procedures
- Researched and wrote grant applications; secured continuation of \$1.8 million federal funds
- Developed and monitored implementation of programs' evaluation plans and progress reports

Senior Health Educator, Bioterrorism Program

08/09/03 - 01/09/04

- Developed departmental Risk Communication Plan; conducted risk communication trainings for staff
- Coordinated bioterrorism and related subject matter trainings for staff
- Performed administrative functions, including budget development and monitoring

Senior Health Educator, Teen Pregnancy Prevention Program

07/06/02 - 08/08/03

- Coordinated teen pregnancy prevention efforts for the County
- Developed and delivered presentations to peer health educators and parents of teens
- Developed and monitored sub-contractor with community agencies
- Performed administrative functions, including budget development and monitoring of \$210,000; supervised one staff; and developed progress reports

Chronic Disease Prevention Coordinator, Child Passenger Safety Program

11/12/01 - 07/05/02

- Initiated policy changes at Natividad Medical Center on child passenger safety education and practice
- Developed and conducted staff trainings and classes for patients in English and Spanish
- Implemented evaluation plan at hospital by conducting surveys with patients
- Performed administrative functions, including budget development and monitoring, program evaluation, and development of progress reports

Community Health Partnership, San Jose, California

03/12/00 – 11/11/01

Program Coordinator, Diabetes Project

- Collaborated with Stanford University to adapt self-management curricula for diabetes self-management
- Developed and conducted diabetes self-management classes in English and Spanish
- Performed administrative functions, including budget development and monitoring; grant development; program evaluation; supervision of two staff; and development of progress reports

EDUCATION/CERTIFICATIONS

- **M.P.H.**, Master of Public Health, San Jose State University, San Jose, California, May 2001
- **B.S.**, Biology, Santa Clara University, Santa Clara, California, June 1998
- **High Performance Leadership Master Certificate**, National Association of Counties, April 2022

SKILLS

- Microsoft Office Professional Suite, including Visio and Project
- Excellent written, oral, and interpersonal skills
- Bilingual (Spanish and English)

ACTIVITIES

- Board Member, CA First 5 Commission (01/28/2021 to present)
- Vice President and Board Member, Hartnell Foundation (01/01/2021 – present)
- Board Member, CHISPA, Inc. (01/01/2019 – 2023)
- President, County Health Executives Association of California (10/01/2023 – present)
- Vice-President, County Health Executives Association of California (10/01/2021 – present)
- Treasurer, County Health Executives Association of California (01/01/2019 – 09/30/2021)
- Board Chair, Community Foundation of Monterey County (01/01/2019 – present)
- Chair, Central California Alliance for Health (01/01/23 – Present), Vice Chair (01/01/2021-12/31/2022), Commissioner since 03/01/16
- Board Member, Children's Council of Monterey County (03/01/16 to present)
- Board Member, Monterey County First 5 Commission (03/01/16 to 02/01/21)
- Vice Chair, Pajaro Valley Community Health Trust (7/01/13 to 06/30/2021)
- Board Member, Village North Lagoon Homeowners' Association (2010-2013)
- Treasurer, North Monterey County League of United Latin American Citizens (2008-2022)
- Adult Leader, Girl's Incorporated of Monterey County (2003-2006)