
Retterath, Ken

From: 1sierralady@att.net
Sent: Sunday, July 30, 2017 8:21 PM
To: WEBTEAM; Retterath, Ken
Subject: VOLUNTEER APPLICATION: Senior Services Advisory Board

Application for Senior Services Advisory Board

Additional Information:

I am interested in continuing serving on this Advisory Board. I am applying for an \"at large\" position as I have recently moved from County District 1, and the district of my new residence does not have any vacancies.

Personal Information

Salutation
Mrs
First Name
Barbara
Last Name
Korosa
Address 1
2585 Everett Dr.
Address 2
City
Reno
County
Washoe
State
NV
Zipcode
89503
Main Phone
775-323-4423
Secondary Phone
Email Address
1sierralady@att.net
Contact Preference
any

Education Background

School Name
Jones Commercial High School
Graduated
Yes
Graduation Year
1966
Course Of Study
Business
Degree Earned
Secretarial
Notes
This was a unique high school in the Chicago area where you were required to apply and be accepted. A specific \"major\" was required to be pursued for this 2 year high school. This high school was recognized as providing uniquely highly qualified graduates.

School Name
Moraine Valley Community College
Graduated
no
Graduation Year
0
Course Of Study
Business
Degree Earned
Notes
Enrolled in a variety of business classes. I anticipated receiving credits to be applied to a 4 year degree. I did not pursue a degree due to family commitments.

Professional Background

Employer
Washoe County Senior Services
From Date
04/13/95
To Date
07/01/05
Status
full-time
Job Title
Administrative Secretary Supervisor
Duties

A working knowledge of the Senior Services Department and direct responsibilities to the Director of Senior Services. Direct responsibility of submitting all Federal grants for the department. Annually direct contact with the Division for Aging in the audit of all programs. The annual audit in this time period, no exceptions to any grant were found or noted. Records for all grants/programs were exceptional in accuracy. Worked with the Director in the role of direct contact to the Advisory Board which included preparation of monthly minutes, agendas properly noticed, review and development of policies the Advisory Board were responsible, and other duties in this capacity. Responsible for building scheduling and development of additional services utilizing the Senior Center. Directly supervised 7 Senior Services personnel primarily in the Administrative Department. Performed Human Resources duties for all personnel of the Senior Center.

Employer
City of Reno
From Date
12/03/93
To Date
04/12/05
Status
full-time
Job Title
Secretary to Risk Manager
Duties

Performed secretarial duties to the Risk Manager for the City of Reno.

Employer
Lifetouch Portrait Studios
From Date
06/03/80
To Date
03/17/92
Status
full-time
Job Title
Administration and Human Resources Manager
Duties

During this employment job titles were: Human Resources Specialist, Secretary to the President, Executive Administrative Assistant to the President, and Administration and Human Resources Manager. In 1985 the company headquarters were relocated to Minneapolis, Minnesota, and due to a family member's health condition, I choose to remain in the Reno area and was offered final job position stated above. Extensive Human Resources duties including hiring of seasonal and regular staff, unemployment hearings, administration of company policies and other related Administrative and assigned duties.

Awards and Honors

Volunteer History

Agency
Reno City Employees Federal Credit Union
From Date
06/01/94
To Date
present
Volunteer Title
various -- see below
Duties

Originally responsible for monthly Board of Directors meeting minutes from 1994 to 2004. From 2005 to 2007 Chairman of Supervisory Committee for the Credit Union. From 2007 to present Board of Director member. Served in the capacity of Executive Committee Secretary in addition to regular Board Member duties. At present serve as the Chairman of the Board of Directors. Responsible for budgetary compliance, oversee and participate in monthly Board meetings, responsible for compliance of policies, and guidelines as required by an annual Federal audit by NCUA. Received approval from NCUA to expand current field of membership in the community. Board members serve in a voluntary and unpaid capacity.

Agency Washoe County Senior Services Advisory Board

From Date

present

To Date

present

Volunteer Title

Advisory Board member

Duties

Attend monthly Senior Services Advisory Board meetings as well as quarterly joint meeting with the City of Reno Senior Advisory Board. Participate in various committees that are developed by the Advisory Board.