



County of San Mateo

Inter-Departmental Correspondence

Department: BOARD OF SUPERVISORS
DISTRICT 5
File #: 23-451

Board Meeting Date: 6/13/2023

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors
From: Supervisor Warren Slocum, District 4
Supervisor David J. Canepa, District 5
Subject: Appointment to the Housing and Community Development Committee

RECOMMENDATION:

Recommendation for the appointment of Lavinia Prema to the Housing and Community Development Committee, representing At-Large member, for an initial partial term ending December 31, 2023.

BACKGROUND:

The Housing and Community Development Committee (HCDC) makes recommendations to the Board of Supervisors related to the expenditure of all housing and community development funds. The HCDC also reviews and provides a forum for public comment on affordable housing and community development needs and priorities related to the development of the Consolidated Plan and related Annual Action Plans.

DISCUSSION:

Lavinia Prema is being recommended to serve an initial partial term for a vacant seat. Upon approval, Lavinia will serve for an existing partial term ending December 31, 2023.

Lavinia Prema is an experienced Legal Office Specialist and Deputy Court Clerk. Currently, she provides administrative support at the County of San Mateo Sheriff's Office. Her previous role was with the County of San Mateo Probation Department, where she supported the Probation Officer in the Diversion Unit, managed case files, and handled various desk duties. Prior to this, she worked as a Deputy Court Clerk at the San Mateo Superior Court. Lavinia's experience in the legal sector has honed her skills in handling confidential information, managing multiple tasks, and delivering excellent customer service. She is a quick learner, having mastered various desk duties within a few months at all her previous roles.

FISCAL IMPACT:

None.