

**Yolanda J. Mingo**  
**Biography Statement**  
**Los Angeles County African American Employee Association (LACAAEA)**  
**October 20, 2021**

1. What is your vision to advance LACAAEA in the years to come?

*My vision to advance LACAAEA in the coming years will be to assist individuals including African Americans with determining their purpose in life and to set and achieve their career goals. I believe that exposure to various professions and hands-on experiences will guide individuals to determine their purpose and help them to achieve their goals.*

*The following is a short list of professions or career goals that LACAAEA may consider for the coming year for individuals in the organization or considering joining LACAAEA:*

- *Fire Fighter*
- *Accountant/Bookkeeper*
- *Computer Technician*
- *Business Professional*
- *Teacher*
- *Social Services Worker for State/Local/Federal*
- *Truck Driver*
- *Emergency Management*
- *Construction*
- *Doctor/Nurse/Mental Health Provider*
- *Aerospace*
- *Lawyers/Court Reporting/Court Clerks*
- *Restaurant Worker/Owner or Manager*
- *Export and Import of Goods and Services*
- *The Arts - Ballet, Dance, Painting, Poetry, and Musician*
- *Radio, TV and Media*
- *Police Officer or Public Safety*

2. Why do you feel that you qualify to hold the position of Vice President?

*I have worked for Los Angeles County Department of Public Social Services(LADPSS) for approximately 28 years. During this time, I have worked as a GAIN Services Worker, Staff Development Specialist, and an Administrative Services Manager in Contract Development, Workforce Development, and Human Resources Division. I have gained excellent leadership skills, and the ability to plan, direct, coordinate and oversee operational activities in a timely manner. I believe, as a Vice President, the President and other team members will need someone who is dependable, reliable, considerate of others and can effectively communicate. I feel these qualifications make me the ideal candidate for the position of Vice President.*

3. What skill sets do you have to enable you to carry out the duties of the Vice President?

During my 28 years with LADPSS, a few of the skills that I have developed are people skills, problem solving skills, communication skills, and listening skills. I have learned that often people want to be heard and seek acknowledgment that you understand what they are communicating. As a Deputy District Director, one of my assignments was the Public Assistance Reporting Information System (PARIS) Report. The report was completed on an annual basis. The report is a data matching service that matches recipients of Public Assistance and determine if recipients have received duplicate benefits in two or more states. The report helps to identify improper payments and to minimize fraud and abuse.

The PARIS Report was time sensitive and consisted of approximately 250 recipients. I put together a task force and reviewed a listing of potential candidates for the project. I also consulted with my supervisor for feedback. We meet with the candidates and selected a group of staff to assist with the project. While working on the report, I encountered staff who expressed their discontent regarding the assignment, and staff who were often absent from work. This required meeting with staff on a regular basis to ensure they understood the goals and the objective of the project. It also required that I discuss the attendance policy with staff and to document my conversations. I learned how to request feedback from staff to ensure their understanding of the information being communicated. I learned to listen to my staff and when needed, to reassess my plans. During the process, we received several follow-up questions and additional recipients were added to the report.

Overall, the PARIS Report was reviewed and completed prior to the deadline.

I believe the above-mentioned skills have prepared me for the position of Vice President for LACAAEA. I look forward to assisting LACAAEA members with setting goals, working to embrace our communities, and to advancing professional development.

Thank you.

Yolanda J. Mingo