



July 7, 2003

To Whom It May Concern:

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Letter of Recommendation for Allison Sampson:

On behalf of the Pajaro Valley Shelter Services Board of Directors, we are very pleased to write this letter for Allison Sampson.

Pajaro Valley Shelter Services, founded in 1983, provides emergency and transitional shelter for homeless families with an emphasis on helping each family identify and change the circumstances that led to their being homeless. PVSS was awarded an Organizational Effectiveness grant from the David and Lucile Packard Foundation for assistance in two areas:

- 1) Staff Development
- 2) Board Development

For the Staff Development project, Allison and her colleague Catherine Schuster, responded extremely effectively and timely with the following:

- Reviewed employee responsibilities and helped develop updated job descriptions
- Assessed training needs
- Performed a compensation study and developed market ranges for all positions
- Reviewed our benefits plan
- Reviewed and updated the employee personnel policies

During the Board Development portion of the grant, Allison worked with the Board to meet our own objectives of the organizational structure, diversity and recruitment. She personally interviewed each board member to determine priority issues within the board, then designed and facilitated a weekend board retreat. The outcome was an action list and assignments to issues that were priorities to the board. Our retreat was considered an overwhelming success by all board members and can be attributed to Allison's preparation and professionalism. In fact, the Board was so impressed in her abilities that she was invited back for a second retreat.

In addition, Allison provided numerous consultations to the Board President on various issues. Allison's knowledge of the workings of non-profits is most impressive. We would not hesitate to recommend Allison to any organization. We hope to be able to retain her services again in the future. Please feel free to call any one of us for additional information.

Sincerely,

Larry H. Hazen
President

Edda Fusinac
Vice President

Jane Lorn Wade
Executive Director

