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CITY OF OAKLAND



CITY HALL • 1 FRANK H. OGAWA PLAZA, 3rd FLOOR • OAKLAND, CALIFORNIA 94612

Office of the Mayor
Honorable Libby Schaaf
Mayor

(510) 238-3141
Fax (510) 238-4731

Letter of Appointment

January 10, 2019

The Honorable City Council
One Frank H. Ogawa Plaza, Second Floor
Oakland, CA 94612

Dear President Kaplan and members of the City Council:

Pursuant to City Charter Section 601, the Mayor has appointed the following persons as members of the following board or commission, subject to City Council confirmation:

Housing, Residential Rent and Relocation Board

Tanaia Hall, to the Housing, Residential Rent and Relocation Board to serve a three-year term as a Regular Tenant Representative that began February 12, 2017 and will end February 11, 2020, filling the seat previously held by Ulbaldo Fernandez.

Hannah Flanery, to the Housing, Residential Rent and Relocation Board to serve a three-year term as an Alternate Tenant Representative that began February 12, 2016 and will end February 11, 2019, filling the seat previously held by Tracie Mason.

Terrence Williams to the Housing, Residential Rent and Relocation Board to serve the remainder of a three-year term as a Regular Landlord Representative that began February 12, 2017 and will end February 11, 2020, filling the seat previously held by Denise Smith.

Kathleen Sims to the Housing, Residential Rent and Relocation Board to serve the remainder of a three-year term as a An Alternate Landlord Representative that began February 12, 2016 and will end February 11, 2019, filling the seat previously held by Debrenia Madison.

Thank you for your assistance in this matter.

Sincerely,

Libby Schaaf
Mayor

A large, stylized handwritten signature in black ink, appearing to read "Libby Schaaf".

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City Attorney's Office

OAKLAND CITY COUNCIL

RESOLUTION NO. _____ C.M.S.

INTRODUCED BY MAYOR LIBBY SCHAAF

RESOLUTION CONFIRMING THE MAYOR'S APPOINTMENTS OF TERRENCE WILLIAMS AS A REGULAR LANDLORD MEMBER, KATHLEEN SIMS AS AN ALTERNATE LANDLORD MEMBER, TANAIIA HALL AS A REGULAR TENANT MEMBER, AND HANNAH FLANERY AS AN ALTERNATE TENANT MEMBER TO THE HOUSING, RESIDENTIAL RENT AND RELOCATION BOARD

WHEREAS, Section 601 of the City Charter provides that members of City boards and commissions shall be appointed by the Mayor subject to confirmation by the affirmative vote of five members of the City Council; and

WHEREAS, Ordinance No. 11954 C.M.S., adopted December 17, 1996, and amended by Ordinance No. 12030 C.M.S., adopted December 16, 1997, and further amended by Ordinance 12273 C.M.S., adopted July 25, 2000, Ordinance No. 12399 C.M.S., adopted January 23, 2003, and Ordinance No. 13373 C.M.S., adopted June 7, 2016, creates the Housing, Residential Rent and Relocation Board ("Board") to assume all duties and functions heretofore exercised by the Housing Advisory and Appeals Board, Relocation Appeals Board, and the Housing Advisory and Appeals Board; and

WHEREAS, the Board consists of seven (7) members, two tenants, two landlords, and three neutral members, serving not more than two consecutive three-year staggered terms and two alternates for each of the three classes of members; and

WHEREAS, the Honorable Mayor Libby Schaaf has appointed Terrence Williams, Kathleen Sims, Tanaiia Hall and Hannah Flanery to serve a three-year terms subject to confirmation by the City Council; now, therefore, be it:

RESOLVED, that pursuant to City Charter section 601, the City Council hereby confirms the Mayor's appointments of

Terrence Williams to the Housing, Residential Rent and Relocation Board to serve the remainder of a three-year term as a Regular Landlord Representative that began February 12, 2017 and will end February 11, 2020, filling the seat previously held by Denise Smith.

Kathleen Sims to the Housing, Residential Rent and Relocation Board to serve the remainder of a three-year term as a An Alternate Landlord Representative that began February 12, 2016 and will end February 11, 2019, filling the seat previously held by Debrenia Madison.

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IN COUNCIL, OAKLAND, CALIFORNIA,

PASSED BY THE FOLLOWING VOTE:

AYES - BAS, GALLO, GIBSON MCELHANEY, KALB, REID, TAYLOR, THAO, AND
PRESIDENT KAPLAN

NOES -

ABSENT -

ABSTENTION -

ATTEST: _____

LATONDA SIMMONS
City Clerk and Clerk of the Council
of the City of Oakland, California

Address: [REDACTED] Oakland, CA 94621
Phone: [REDACTED] Email: [REDACTED]@gmail.com

HEALTH AND SAFETY SUPERVISOR

QUALIFICATIONS PROFILE

Detail-oriented and dedicated professional with hands-on experience in identifying hazardous workplace conditions, and formulating and implementing strategies to establish and maintain a safe and healthy work environment. Well-versed in all aspects of logistics and occupational safety and health. Adept at guiding, motivating, and leading high-caliber teams of professionals to collaborate toward a common goal. Experienced in working with regulatory agencies, such as the Occupational Safety and Health Administration (OSHA), Coast Guard, State Lands, and local fire and law enforcement units. Equipped with articulate communication and interpersonal skills in building positive work relationships with professionals of all levels. Proficient with Microsoft Office applications (Excel, Word, PowerPoint, Publisher, and Outlook), Mozilla Firefox, CAD, SCADA, and Microsoft Explorer

FUNCTIONAL SKILLS

Occupational Safety and Health

- Supervised hazard identification, area security inspections, lockout-tagout practices to guarantee compliance with health, safety, security and the environment (HSSE) activities
- Initiated safety job walks to determine potential hazards, and implemented preventive measures, safeguards, and performed administrative control to establish, maintain, and encourage a safety-focused work culture
- Spearheaded root cause analyses and incident investigations, along with a "lessons learned" summary, which streamlined operational changes and decreased repeat incidents
- Drafted and audited field paperwork, including job safety analysis, hot work permits, and confined space entry permits, to reduce on-the-job mishaps
- Organized site fire, evacuation, emergency, security, and rescue drills
- Played a lead role in achieving zero lost time incidents within 24 months by leading daily safety meetings, instilling job awareness, establishing focus on safe operations, and implementing timely maintenance repairs
- Conducted routine and preventative maintenance, including ensuring equipment measuring accuracy; troubleshooting; and performing vibration and temperature rounds
- Enforced compliance with permitting guidelines and safety standards to ensure the safety of all personnel; initiated job walks before permitting work

Personnel Management, Training, and Development

- Managed staffing requirements, which involved recruiting, hiring, training, and disciplining personnel
- Worked with the Training Department to support the professional development of personnel

Logistics and Operations

- Led daily logistics and stocking procedures for a \$54M store
- Took charge of allocating operating budget as well as preparing monthly financial reports and tax records for a \$2M portfolio
- Performed market analysis, established rental rates, negotiated with contractors, and upheld vendor relations

Cross-functional Team Collaboration and Leadership

- Provided leadership to 12 direct and more than 60 indirect reports to effectively manage routine operations, quality, measurement equipment monitoring, and operations report quality
- Efficiently managed increasing operational needs with lower staffing numbers while increasing annual profitability
- Guided contractors, engineers, and other personnel on hazards, operating procedures, and general process techniques of a crude unit
- Served as a board operator and outside #2 operator for a crude unit, which involved (troubleshooting, product sampling, managing overall safe operations of a crude unit)
- Directly coordinated with more than 30 vendors to maintain high inventory stock levels and meet customer needs and store sales goals
- Supervised a 19-person team at Target Brands, Inc. in monitoring market trends, holidays, and weekly advertisements to successfully meet and surpass sales goals

Address: [REDACTED], Oakland, CA 94621
Phone: 203 [REDACTED] Email: [REDACTED]@gmail.com

WORK CHRONOLOGY

KAIROS POWER LLC OAKLAND, CA

Director of Health and Safety - Oakland, CA 2017- Present

TESORO LOGISTICS CORPORATION VARIOUS LOCATIONS

Marine Operations Foreman - Long Beach, CA 2015-2017

Operator - Martinez, CA 2010-2015

ALLURING HOMES LLC OAKLAND, CA

Founder | Chief Executive Officer 2009-Present

TARGET BRANDS, INC. VARIOUS LOCATIONS

Consumables Team Leader - Pinole, CA 2008-2010

Logistics Senior Team Leader - Manchester, CT 2008

UNITED STATES NAVY GROTON CT

Machinist Mate 3rd Class (Honorable Discharge) 2000-2005

EDUCATION

Master of Business Administration in Supply Chain Management, 2012

Ashford University Clinton, IA

Bachelor Science in General Studies, with Emphasis in Society and Justice, 2008

University of Connecticut Storrs, CT

CERTIFICATIONS

First Aid Certification

Cardiopulmonary Resuscitation (CPR) Certification

Automated External Defibrillator (AED) Certification

Associate Safety Professional (ASP) Certification

Six Sigma Yellow Belt Certification

AWARDS AND HONORS

National Defense Medal

Good Conduct Medal

Global War On Terrorism Service Medal

Navy Meritorious Unit Commendation

Kathleen Williams Sims

Oakland, CA 94605 • [REDACTED] com • 925-[REDACTED]

Professional Housing Experience

Kathleen Sims is an experienced public and private housing professional and the small business owner of ReMax Lifestyles and Rosewood Properties. Ms. Sims obtained a California real estate license in 1981 and became a Broker in 1985.

In 1990 Ms. Sims began a career in Public Housing management and developed a broad-based expertise in the application of HUD, City, and State real property regulations, with oversight of the HCV(S8); moderate rehabilitation; and homeownership programs.

Kathleen is highly skilled at providing program management to public agencies and private property owners:

- Management, including the development, implementation, and evaluation of policies and procedures to ensure compliance with federal regulations.
- Coordination of inter-departmental activities, public agencies and private sector and community organizations, financial institutions, legal counsel, and Oakland Councilmembers.
- Development of audit processes and responses to HUD audits.
- Tenant and Landlord dispute resolution and negotiation.
- Home sale promotions and negotiations.

Real Estate Sales and Small Business Owner Experience

Real Estate Broker 1984 - present

ReMax Lifestyles 2018 - Broker/Owner

Rosewood Properties 2008-2018 – Broker/Owner

Rosewood Real Estate 1984-present – Broker/Owner

Better Homes Realty 1981- Licensed Sales Professional

Public Housing Consulting & Public Housing Employment Experience

Project Manager, Disposition of Low Income Public Housing Program 2009-2011

Berkeley Housing Authority

Managed the disposition and conversion of the Berkeley Housing Authority's low income public housing to privately owned affordable housing. Rosewood's primary responsibilities included the coordination of the consulting team, facilitation of the feasibility and advisory planning committees; and the management of resident engagement. Rosewood participated in meeting with the Berkeley City Council; the Berkeley Rent Stabilization Board; HUD local field, D.C. and Chicago staff; and tenant participants.

Kathleen Williams Sims

Oakland, CA 94605 [REDACTED] .com • 925- [REDACTED]

Policy and Procedure Development

Berkeley Housing Authority

Developed HUD-compliant procedures to improve the administration and operation of the HCV and Low-Income Public Housing Programs.

Policy and Procedure Development 2008-2009

Contra Costa County Housing Authority

Review of HACCC Administrative Plan policies, procedures, and processes for compliance with regulatory requirements.

Oakland Housing Authority 1989 -2007

Assistant Director of Leased Housing

Directed staff of six managers with oversight responsibility of 150 staff, 15,000 HCV participants, and 7,000 property owners. Responsible for department operations and service delivery; oversight of department reorganization; participation in the development of the annual department budget; contract conversion/opt-out management; participation in city and community meetings; community outreach and education; coordination with public agencies and private sector organizations; and collaboration with OIG and legal counsel on program and legal challenges.

Housing Assistant Manager

Directed, supervised, and evaluated a team of 20 employees, responsible for 3,500 annual housing quality inspections, and income certifications. Reviewed and approved rental contracts and leases; counseled and mediated conflicts between property owners, property managers and tenants. Collaborated with city and owner attorneys, tenants, and advocates; represented the agency in local and federal court. Interacted with city departments and inspectors; coordinated relocation projects.

Extraordinary Service Award, 2002, 2003, 2004, and 2005; Outstanding Performance Award, 2006.

Education & Certifications

Bachelor of Science, Politics, University of San Francisco

State of California, DRE Broker License #00815462

Graduate Real Estate Institute

Master Certified Negotiation Expert

California Notary Public

Executive Management Certification Section 8

Housing Specialist Certification - Housing Quality Standards

Neighborhood Watch Captain

Wisconsin Neighborhood Association, President 2014-2018

Summary of Related Experience

As an internal auditor, I have honed my ability to learn and evaluate business processes and evaluate compliance to policies, procedures, laws, contracts, and interviews to come to unbiased conclusions about ways to improve any existing systems. I have conducted investigations of "improper governmental activity" within the California state college systems which further developed my ability to evaluate conduct in more high stakes situations while also maintaining the utmost confidentiality. I am also trained in techniques to work as part of a team with divergent views and to use facilitation tools that will help groups come to agreement with differing perspectives and interests.

Experience

Senior Business Analyst, University of California, Berkeley

2015 –

- Lead cross-functional teams in the role of business analyst and project manager to design and implement technical solutions for clients on or before schedule using Smartsheets and other project planning tools. Instrumental in creating internal unit and campus communication and marketing plan to ensure campus adoption and training of new tools.
- Successfully analyzed business process and led team to implement a campus-wide increase in the gift fee, working closely with IT programmers to ensure accurate programming in the Ellucian, Access and Peoplesoft gift and general ledger systems.

Senior Auditor, University of California, Berkeley
Staff Auditor

2010 – 2015

2010 - 2011

- Quick learner and self-starter able to research and learn various topics from human resource trends, laws and regulations, information technology developments.
- Manage projects and client relationships from risk assessment to project proposal, client program review and negotiation and reporting of results and follow-up action.
- Performed reviews of projects and operations at units on campus such as University Relations and other schools, colleges and research units.
- Astute in collaborating with different departments to share information.
- Demonstrated expertise at handling and keeping sensitive information confidential through conducting campus investigations and serving as an advisor to senior leadership.

Senior Consultant, Bearing Point (KPMG Consulting)

2007 – 2008

- Performed business and data analysis, and provided policy, procedure, and regulation guidance in connection with various cross-functional consulting projects at a major medical center and at California State University campuses.
- Developed and delivered training to principal investigators regarding financial reporting for their international grants and partnerships.

Senior Auditor, California State University, Office of the Chancellor

2004 – 2007

- Managed an audit project portfolio across all 18 CSU campuses as Auditor-in-charge of the entire project, from planning to report completion in areas such as, student housing and international programs.
- Conducted in-depth analyses of areas of significant risk, and advised campus presidents and their cabinets on opportunities for internal control improvements, resulting in full acceptance and adoption.
- Quickly researched and learned policy and state laws in unfamiliar areas resulting in successful audits and valuable identification of best practices.

Leadership

Founder and CEO, The Animal and Community Resource Network, Oakland

2017 –

The Animal and Community Resource Network was founded from the desire to connect Oakland pet owners to services that will help them keep their pets when they have limited or no financial resources. We partner with the City of Oakland and other ani-

mal and human welfare organizations to outreach to the most vulnerable populations, including the shut-in elderly, homeless and unemployed. Services provided include dog and cat food distributions through a mobile pet food pantry and information about other free resources, such as vaccine and spay/neuter clinics.

Member, Community Service, Elder Home Renovation Committees, Oakland Rotary #3

2017- Present

Perform community service projects and make recommendations to fund worthy non-profit/NGO's in the US and abroad. Perform minor home maintenance for seniors in Oakland.

Member, Chancellor's Staff Advisory Committee, UC Berkeley

2011-2014

Confidential committee of 16 appointed UC Berkeley staff members who advise the Chancellor and his/her cabinet on staff issues and solutions that will support an environment that is in compliance with prevailing laws as well as equity and inclusion.

Education

Master of Business Administration, International Business,
Yonsei University-Graduate School of International Studies, Seoul, S. Korea
Passed required language proficiency exam in French.
Internship at the United Nations, New York

Bachelor of Arts, Sociology, University of California, Los Angeles
Chancellor's Award for Outstanding Community Service

HANNAH FLANERY

Oakland, California • [REDACTED]@gmail.com

EDUCATION

University of California, Berkeley, School of Law [Berkeley, CA]

August 2016 – Present

J.D. Candidate, Expected May 2019

- **Honors & Awards:**

Prosser Prize (second in class) - Criminal Procedure: Investigations

Prosser Prize - Ethics Seminar

- **Activities:** Berkeley Law Alternative Service Trips, Co-Founder & Co-Director; Community Restorative Justice at San Quentin State Prison; Consumer Rights Workshop; First Generation Professionals

Georgetown College [Georgetown, KY]

2008 – 2012

B.A., *magna cum laude*, Philosophy & Political Science

- **Study Abroad:** University of Oxford, Visiting Student in Politics (Fall 2010)

EXPERIENCE

East Bay Community Law Center, Housing Unit [Berkeley, CA]

Spring 2018

Law Clerk

Negotiate on behalf of low-income tenants at weekly eviction settlement conference. Conduct legal research and draft memoranda and motions on various housing-related issues. Successfully represented tenant defendant in trial for alleged non-payment of rent. Successfully wrote and argued motion for summary judgment.

Legal Assistance to the Elderly, Housing Unit [San Francisco, CA]

Fall 2017

Law Clerk

Drafted pre-answer motions in eviction cases. Researched and drafted 40-page appellate brief. Assisted tenants with Section 8 grievance process. Conducted phone intakes, in-person interviews, and ongoing case management with monolingual Russian-speaking clients.

San Francisco Public Defender's Office, Felony Division

Summer 2017

Law Clerk

Researched and drafted motions to dismiss, motions to suppress evidence, and bail motions. Interviewed in-custody clients to gather facts and develop case strategy. Collaborated with attorneys to prepare for preliminary hearings.

Justice & Diversity Center: Homeless Advocacy Project [San Francisco, CA]

August 2014 – July 2016

Legal Advocate

Drafted motions to vacate default judgments, discovery requests and responses, and reasonable accommodation requests in eviction cases. Secured approvals for 25 clients in mental health-based SSI/SSDI claims. Conducted intakes at weekly legal clinic, researched facts, and presented analysis at weekly case conference.

United States Peace Corps [Tomakivka, Ukraine]

March 2013 – April 2014

Youth Development Volunteer

Planned and conducted lessons on civic engagement, career planning, and healthy lifestyles in classroom, after-school, summer camp, and private tutoring settings. Wrote proposal for and managed USAID grant to implement after-school journalism club. Served as member of Peace Corps Law & Justice Working Group and Multi-Cultural Awareness Counsel.

ADDITIONAL INFORMATION

- Professional Working Proficiency in Russian
- San Francisco Department of Public Health Overdose Prevention Certification
- Member, Honorable Order of Kentucky Colonels