



INTEROFFICE MEMORANDUM

DATE: June 1, 2005

TO: LaTonda Simmons
Boards and Commissions Management
Office of the City Clerk

FROM: Councilmember Nadel

SUBJECT: Appointment to the Planning and Oversight Committee of the Oakland Fund for Children and Youth

OFFICE OF THE CITY CLERK
2005 JUL 14 AM 10:17

I would like to appoint Juanita Davis as my adult representative to the POC through July 31, 2006.

Please contact my staff with any questions regarding this matter at x7031.

Cc: Touch Thouk, OFCY, DHS (150 Frank H. Ogawa Plaza, 4th Floor, Suite 4216)

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ORA/COUNCIL
SEP 20 2005

OAKLAND CITY COUNCIL

DRAFT

RESOLUTION No. _____ C.M.S.

RESOLUTION APPOINTING JUANITA DAVIS AS THE DISTRICT 3 ADULT REPRESENTATIVE OF THE CHILDREN'S FUND PLANNING AND OVERSIGHT COMMITTEE

WHEREAS, Article XIII of the Oakland City Charter creates the Children's Fund Planning and Oversight Committee, whose members are nominated by the Mayor and City Council and approved by the City Council; and

WHEREAS, Ordinance No. 76141 C.M.S. specifies that members of the Children's Fund Planning and Oversight Committee are to serve one year terms, and appointments to fill a term of office are only to be for the remainder of that term; now, therefore, be it

RESOLVED, that by the nomination of Councilmember Nadel, the following individuals are hereby appointed to the terms set forth below:

Juanita Davis, as the District 3 Adult Representative to serve the term beginning August 1, 2005 and ending July 31, 2006 to fill the position formerly held by herself.

IN COUNCIL, OAKLAND, CALIFORNIA,

PASSED BY THE FOLLOWING VOTE:

AYES- BRUNNER, KERNIGHAN, NADEL, QUAN, BROOKS, REID, CHANG,
AND PRESIDENT DE LA FUENTE

NOES-

ABSENT-

ABSTENTION-

ATTEST:

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

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ORA/COUNCIL

SEP 20 2005

HIGHLIGHTS OF QUALIFICATIONS

- 3 years teaching transitionally homeless and at-risk clients ages 13-23, aiding in case management.
- 2 years supervising, recruiting, interviewing and training volunteer and hired staff.
- Degree in Psychology and Sociology, pending Master's Degree in Public Administration.
- Highly effective communicator with outstanding project management skills.

PROFESSIONAL EXPERIENCE

Teaching & Counseling

- Successfully taught Computer Literacy, English, Health and Physical Education to learners.
- Created and taught Life and Career Skills course, focusing on decision making skills, values clarification and communication skills; developed supplemental Social Skills Rewards system.
- Introduced youth to computer programs and library resources for career placement services.
- Coordinated meetings with parents, case managers and youth to discuss learner progress.

Curriculum & Program Development

- Independently developed and implemented classroom curricula, course descriptions and syllabi.
- Collaborated with local artists to implement MY Academy Arts Program; worked with YMCA/YWCA staff to offer fitness plans and income sensitive memberships to youth.
- Worked with local health clinic and medical students to network to provide a basic health service program and supplementary HIV/STD (I) education.

Project Management & Administration

- Served as editor of School Newsletter, gathering and preparing input for publication and distribution.
- Authored school Mission Statement, Philosophy of Learning, Incident Report, and school Transportation, Field Trip, and Computer room policies.
- Conducted quarterly School Orientation day activities and information sessions.
- Managed Computer Education department during startup and implementation phases; served as school technology support specialist.
- Worked as George Coleman Scholarship committee member.

EMPLOYMENT HISTORY

2003-present	Department Supervisor	The Home Depot
1999-2003	Teacher	YouthLink's MY Academy

EDUCATION & TRAINING

Pursuing M.A. in Public Administration at San Francisco State University.
B.A. in Psychology & Sociology, Macalester College, St. Paul, MN.

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References Available Upon Request

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