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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 19, 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:

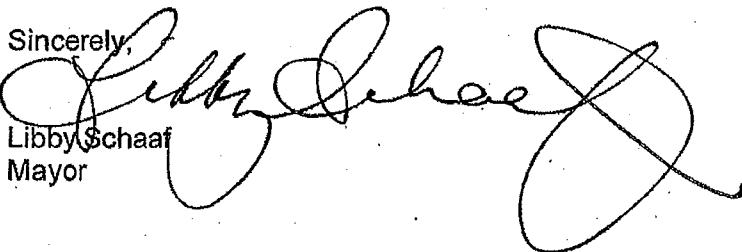
Housing, Residential Rent and Relocation Board

Hannah Flanery, to the Housing, Residential Rent and Relocation Board to serve a three-year term as an Alternate Tenant Representative that will begin February 11, 2019 and will end February 12, 2022, filling the seat previously held by Tracie Mason.

Kathleen Sims to the Housing, Residential Rent and Relocation Board to serve a three-year term as an Alternate Landlord Representative that will begin February 11, 2019 and will end February 11, 2022, filling the seat previously held by Debrenia Madison.

Julia Ma Powers to the Housing, Residential Rent and Relocation Board to serve a three-year term as a Neutral Representative that will begin February 11, 2019 and will end February 11, 2022, filling the seat previously held by Kevin Blackburn.

Thank you for your assistance in this matter.

Sincerely,

Libby Schaaf
Mayor

HANNAH FLANERY

Oakland, California • flanery.hannah@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

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

Kathleen Williams Sims

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

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

Julia Ma Powers

EDUCATION

UNIVERSITY OF CALIFORNIA, BERKELEY, SCHOOL OF LAW (BOALT), Berkeley, CA

Juris Doctor, May 2011, Certificates of Specialization in Environmental Law and Energy and Clean Technology Law.

Honors: Prosser Award, Climate Change and Energy Security Seminar. Presidential Management Fellow Finalist.

Activities: Executive Editor, *Ecology Law Quarterly*.

WELLESLEY COLLEGE, Wellesley, MA

Bachelor of Arts, *cum laude*, May 2005, International Relations major, Economics minor.

Honors: Natalie Bolton Faculty Prize in Economics. First Place, Three Generations Writing Competition.

Activities: Co-Founder and President, *DisOrient* (minority student theater group). Editor-in-Chief, *GenerAsians Magazine*.

FULBRIGHT SCHOLAR, Beijing, China

October 2007 – August 2008

Researched Chinese environmental justice cases at the Center for Legal Assistance to Pollution Victims. Applied research to law school thesis: “*Rule of What? A Comparative Look at the Implementation of Environmental Law in the United States and China.*”

EXPERIENCE

STATE COASTAL CONSERVANCY, Oakland, CA

Staff Counsel

November 2017 – Present

Provide counsel to agency staff on multi-stakeholder projects that increase low-income and disadvantaged community access to the California coastline, strengthen climate change resilience in coastal cities, and restore natural habitats and coastal watersheds.

LAWYERS’ COMMITTEE FOR CIVIL RIGHTS, San Francisco, CA

Pro Bono Attorney; Policy Associate

March – November 2016; September 2013 – Present

Advocate for and counsel small businesses owned by low-income people of color and women through economic justice clinic Legal Services for Entrepreneurs. Provide counsel on commercial leases. Lead small business workshops. Conducted policy research on commercial displacement in the Bay Area, drafted displacement report and provided recommendations to staff.

UTILITYAPI, INC., Oakland, CA

General Counsel; VP Business Development

December 2016 – May 2017

Sole counsel for all legal and government affairs at 8-person mission-driven startup. Developed regulatory strategy and engaged coalition members and government officials on proposed legislation and state agency rulings. Led business development efforts and negotiated customer deals, including securing a major customer contract. Developed fundraising strategy, prepared fundraising materials, and successfully obtained \$1 million in grant funding from the Department of Energy.

CROWELL & MORING, LLP, San Francisco, CA

Associate Attorney

April 2014 – December 2016

Advised clients on and negotiated agreements for project finance, partnerships, joint ventures, corporate restructurings and commercial matters for corporate clients. Developed strategies and coordinated between multiple stakeholders to negotiate and close deals. Initiated business development efforts and managed and trained staff to build firm’s startup practice.

GUNDERSON DETTMER STOUGH VILLENEUVE FRANKLIN & HACHIGIAN, LLP, Redwood City, CA

Associate Attorney

July 2012 – March 2014

Primary counsel for over 30 technology startups and investment firms in connection with financings and corporate legal matters.

BAKER & MCKENZIE, Hong Kong, China; Beijing, China

Associate Attorney

Summer 2010; October 2011 – June 2012

Liaised between local Chinese counsel, government agencies and local agents on behalf of multinational clients doing business in China. Provided strategic legal and business advocacy for clients in Chinese administrative and litigation proceedings.

NRG ENERGY, INC., San Francisco, CA

Regulatory and Governmental Affairs Clerk

Spring 2011

Analyzed California’s electric vehicle policy framework and presented strategic recommendations to management. Findings provided basis for company EV charging station business launch in California.

BERKELEY ENERGY RESOURCES COLLABORATIVE INNOVATIVE SOLUTIONS, Berkeley, CA

Team Lead

Fall 2010

Led and managed an interdisciplinary team to analyze city climate action plan best practices. Researched and drafted policy report and presented recommendations to the City of Richmond.

SHUTE, MIHALY & WEINBERGER, San Francisco, CA

Law Clerk

Spring 2010

Provided legal advice to non-profit and private clients in all aspects of land use law in California. Researched case law and legislation and drafted legal memoranda on government takings disputes and the application of CEQA to local developments.

CALIFORNIA PUBLIC UTILITIES COMMISSION (CPUC), San Francisco, CA

Law Clerk

Summer 2009

Performed research and drafted legal and policy arguments regarding approval of utility renewable energy projects.

BATES WHITE, LLC, San Diego, CA; Washington, D.C.

Consultant I, Consultant II

August 2005 – August 2007

Conducted statistical analyses and financial modeling for environmental product liability settlements and antitrust litigation. Led teams on engagements and presented quantitative and qualitative recommendations to clients and management.

ADDITIONAL INFORMATION

Other Skills: Fluent in Mandarin.

Other Interests: Oakland-based hip-hop dance company member. Participate in Oakland music collaborative.