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CITY OF OAKLAND



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Office of the Mayor  
Honorable Ronald V. Dellums  
Mayor

(510) 238-3141  
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Letter of Nomination

December 18, 2007

The Honorable City Council  
One City Hall Plaza, Second Floor  
Oakland, CA 94612

Dear Council Members:

Upon nomination of the Mayor, the following persons are hereby reappointed or appointed as members of the following Board or Commission:

**Commission on Aging**

**Alphonso Galloway**, Mayoral reappointment to serve the term beginning September 4, 2007 and ending September 3, 2010, filling the seat he previously held.

**Trung Duy Nguyen**, Mayoral reappointment to serve the term beginning September 2, 2007 and ending September 1, 2010, filling the seat he previously held.

**Antoinette Warren-Williams**, Mayoral appointment to serve the term beginning September 3, 2005 and ending September 2, 2008 filling the seat previously held by Frank Rose.

**Earnest Hardmon**, Mayoral appointment to serve the term beginning September 3, 2006 and ending September 2, 2009 filling the seat previously held by Ronald Chan.

Thank you for your assistance in this matter.

Sincerely,

A handwritten signature in cursive script that reads "Ronald V. Dellums".

Ronald V. Dellums  
Mayor

# Ernest L. Hardmon III

- Objective** To seek an employment in a position that recognizes efficiency, loyalty, and hard work as a motivator.
- Experience** 2000-2003 Oakland Public Library Oakland, CA  
**Library Assistant/Aide**
- Worked as a customer service representative in circulation department.
  - Assisted patrons in their informational needs through library systems.
  - Checked in and Checked out books to patrons.
  - Collected patron accounts and cleared overdue fees.
  - Assisted in the other areas of the library when needed.
  - Worked and assisted patrons in the Computer Lab 3 days a week.
  - Operated all facets of the computer systems.
- 1998-2000 Easter Seals Southern California Los Angeles, CA  
**Teacher**
- Teacher of disabled children ages 6-12 years old.
  - Assured ID notes are recorded daily, and client files are maintained.
  - Ordered and monitored programs and materials requisitions.
  - Provided input into staff evaluations, performance, and grievance procedures.
  - Responsible for providing direct care and supervision
  - Prepared program materials, weekly schedules and daily lesson plans.
  - Responsible for adequate staff coverage.
  - Held weekly meeting to discuss progress and things needed for each student.
- 1986-1996 VA Medical Center Long Beach, CA  
**Supervisor, Medical Administration Services.**
- Supervised 23 subordinates, administering service to 13 Outpatient Clinics.
  - Printed daily schedules for each of the 13 clinics daily.
  - Responsible for clinic coverage for each of the clinics
  - Made daily assignments and scheduled weekly meetings.
  - Handled all administrative activities for the clinics daily needs.
  - EEO Advisory Chairperson, and Notary Public (Ambassador) for Director.
  - Trained all new medical clerks in proper clinic procedures for all 13 clinics.
  - Ethical training when necessary (generally every 6 months).
  - Informed and advised upper management weekly of changes.

1983-1986 Long Beach Naval Shipyard Long Beach, CA

**Supply Specialist**

- Received messages from ship to shore regarding repairs and parts needed.
- Contacted all necessary shop personnel dates for repairs
- Ordered all parts and equipment necessary to make repairs.
- Scheduled and typed out purchase orders.
- Communicated with management staff regarding future ship appointment.
- Supervised two Supply Clerks
- Operated all warehouse equipment.
- Operated all office equipment including computer.

**Education**

1970-1971 Laney College Oakland, CA

- Drafting & Engineering Surveying

1978-1980 Los Angeles City College Los Angeles, CA

- Business Management, Psychology

1986-1987 University Southern California Los Angeles, CA

- Marketing Certificate Program

1996-1998 Chabot College Hayward, CA

~~• Special Education~~

2001-2002 Alameda College Alameda, CA

- Criminal Procedures

2003-Present Laney College Oakland, CA

- \* Economics of Labor law

**Interests**

The study of law, currently I am in school for Paralegal (Ashworth College), Also I'm taking music lesson (Bass Guitar)

Founder of Youth Outreach United to Help a non-profit youth organization and it is my interest to put on annual talent shows in the interest of children.

**Tips**

Always follow your mind and work toward any goal in a positive manner, "Tip of Life" Book Title And Another Thing by Ernest L. Hardmon III

Any certificates, awards, acknowledgments available upon request

## **AUTOBIOGRAPHICAL STATEMENT**

### **ALPHONSO GALLOWAY**

**I was born and raised in Oakland, California July 25, 1948.**

#### **EMPLOYMENT HISTORY**

**Currently I am employed by Aspen Petitions Company . I serve as a coordinator to qualify state initiatives for the California State Ballot.**

**During the late 1960's, I served as a vista volunteer for Volunteers of America. I planned educational and recreational programs for neighborhood youth. I served as the Director of the McClymonds' Youth Council of West Oakland serving youth and seeking funds for programs.**

**During the 1970's I served as the Director of the Oakland School Employees Association representing over one thousand employees of the Oakland Public Schools.**

**In 1980, I worked as a consultant for Jay Web Associates. I trained and placed young adults in employment arena for economic reasons. Program was sponsored by the Concentrated Employment Training Act (CETA) a federally funded project.**

**I worked as a communications dispatcher for the Peralta Community College District Police.**

**In 1990, I worked as a Consumer Advocate for the East Bay Support Services Corporation.**

#### **EDUCATION**

**McClymonds High School  
Graduate 1967**

**Merritt College  
AA Degree, 1970**

**California State University Hayward  
Teaching Credentials, 1972**

#### **HOBBIES:**

**Enjoy playing and teaching chess**

## TRUNG DUY NGUYEN

**OBJECTIVE: To be appointed as a Commissioner of Commission on Aging of City of Oakland**

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### **SUMMARY OF QUALIFICATIONS**

- A leader in the Vietnamese Community of the East Bay who takes pride of representing his community
- An active resident for 12 years with the County of Alameda and City of Oakland
- Extensive knowledge of Welfare programs, rules, regulations and resources
- Excellent customer services and intentional interviewing skills
- Self-directed, detail-oriented, creative problem-solver.
- Bilingual English/Vietnamese with extensive cross-cultural experience.

### **RELEVANT SKILLS & EXPERIENCE**

#### **Social Services**

- Conduct face to face interview
- Determine eligibility for all Welfare programs such as: Medi-Cal, CalWORKS, Food Stamp and General Assistance.
- Maintain and follow up cases

#### **Community Outreach**

- Conducted social services needs assessment for the Vietnamese community in the East Bay
- Provided orientation, counseling, information referral, and practical living skills for new Vietnamese refugees and immigrants as they adjust to life in the United States.
- Served as liaison between Vietnamese community, Social Security Administration, Social Services Agency in SSI cross-cultural advocacy project.
- Provided job assessments and referrals for residents through Office of Public Works and local agencies.
- Collaborated and organized educational workshops for Oakland Vietnamese community groups regarding Welfare Reform, Public Safety, Alcohol & Drug Abuse, Leadership Training, CalWORKS Community Awareness, MediCal and Medicare.
- Interpreted and translated for clients while completing social service and social security applications, immigration forms and legal documents.
- Promoted, empowered and advocated minority and low-income Vietnamese residents to participate in Town Hall Meeting, Census 2000, Voters' Registration.

#### **Office Support/Special Projects**

- Answered multi-line phone system, screened and directed calls, conducted phone intake and follow-up.
  - Developed and maintained monthly reports and progress reports.
  - Used computers to write memos, letters, reports and generate mailings.
  - Performed daily office duties, such as scheduling and maintaining appointments, data entry, typing, filing, faxing and photocopying.
  - Coordinated and helped facilitate special events.
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### WORK HISTORY

- Alameda County Social Services Agency Eligibility Technician III 7/1998 - Present
- Spanish Speaking Unity Council Community Organizer & Senior Outreach Coordinator 2/1996 - 6/1998
- Oakland Community Partnership Community Building Member 1/1995 - 12/1995
- East Bay Vietnamese Ass. Social Adjustment Counselor 1/1993 - 7/1994

### EDUCATION

- Laney College, Oakland, CA ESL, English & Business 7/1993 - 12/1995
- Army Foreign Language School, Saigon, Vietnam English Comprehension Level 4/1992 - 12/1992
- University of Law and Science, Saigon, Vietnam Courses in Law and Science 7/1964 - 5/1968

### RELEVANT COURSES & SPECIAL TRAINING

- Southeast Asia Action Resources Center, Washington, D.C. Leadership Training 2/2004
- National Immigration Forum, Washington, D.C. Strategic Communications Training 2/2003
- Alameda County Social Services Agency MediCal Induction Class 7/1998 - 12/1998
- City of Oakland The City Management Academy Spring 1997
- Naval Supply Center Oakland Foreign Supply Certificate 4/1973 - 7/1973

### VOLUNTEER JOBS

- Vietnamese Community Development, Inc. President 5/2000 - Present
  - Community Development Board District 2, City of Oakland Director 10/2005 - Present
  - Community Development Board District 5, City of Oakland Director 10/2002 - 7-2005
  - Citizen Advisory Committee City of Oakland Member 10/2001 - 7/2002
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# ANTOINETTE WARREN-WILLIAMS

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**Community Services Manager** with extensive experience in social and community services. Supervised annual government program audits and facilitated customer workshops. Managed care and housing arrangement programs for seniors. Facilitated resident communication and provided workshops to meet community needs. Trained staff and managed budgets for various private and public organizations. Excellent organization abilities, enabling effective planning, time management, and coordination of volunteers and staff. Established and organized programs for resident security, safety, and crime prevention.

- Harpers Cooking Lab of H. Trenholm State Technical College needed more revenue for restaurant. Invited professional groups for meetings, arranged local television cooking presentations, organized weekly cooking demonstrations at local malls, and developed summer, holiday, and birthday party cooking classes. **Efforts increased Lab's visibility and generated increased revenue.**
- Several multi-cultural and multi-lingual communities leased affordable housing complexes, creating challenges in communicating various life skill workshops and services to residents. Developed translation program and new resident questionnaire, identifying languages spoken and written, and ascertaining special health conditions. **Program facilitated better communication between management and residents, resulting in more effective care.**
- Developed program assigning probationers of lesser crimes to various community service projects in lieu of incarceration. **Probationers worked throughout the city, enabling them to establish themselves as integral part of the community.**

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## PROFESSIONAL EXPERIENCE

- SELF-EMPLOYED, Oakland, CA 2005-Present  
**California Licensed Private Professional Conservator**  
Court-appointed advocate to manage and protect the interest of estates and the affairs of individuals judged incompetent to care for themselves.
- H. TRENHOLM STATE TECHNICAL COLLEGE, Montgomery, AL 2006  
**Assistant to Director of Continuing Education**  
Identify courses and instructors for fall and summer continuing education classes. Served as acting director for three months to coordinate and manage staff for summer programs.
- GRAPHIC COMMUNICATIONS RETIREMENT CENTER, Oakland, CA 2003-2005  
**Social Services Coordinator**  
Provided assessment and care plans for seniors living independently. Coordinated volunteers and service providers for workshops and ongoing case management. Coordinated
- BAY AREA COMMUNITY SERVICES, Oakland, CA 2002-2003  
**Care Manager**  
Assisted adult protective services in daily operations of Care Management for Seniors Program, allowing seniors with low and moderate incomes to remain in their homes.

## ANTOINETTE WARREN-WILLIAMS

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### PROFESSIONAL EXPERIENCE, Continued

ECUMENICAL ASSOCIATION FOR HOUSING, San Rafael, CA

1998-2002

**Social Services Director**

Developed and assisted in implementing recommendations and guidelines to meet social service needs of California, Nevada and Hawaii residents. Established safety program providing training to elderly residents on home security device. Organized informational fairs on life skill workshops and services addressing multi-cultural residents' needs. Negotiated and cultivated program with city and county agencies to create satellite programs. Trained and managed association staff and volunteers.

PRIVATE CONSULTANT, Oakland, CA

1994-1998

Created self-development curriculum for youth. Partnered with Oakland city council member on Crime Prevention Task Force as job training labor market specialist. Conducted safety workshops for colleges and private groups. Counseled small businesses on company development.

CITY OF OAKLAND, Transitional Housing Program, Oakland, CA

1992-1997

**Case Manager**

Coordinated inter-agency business management to train and manage staff and volunteers which included developing performance standards. Managed budget and property. Tracked records and created operations manual, including forms and filing systems. Supervised reorganization consulting team and staffed 26-unit building. Documented contracts for city fiscal and program audits. Coordinated Mayor's homeless affordable housing forum and administered budget development programs.

Prior to 1992, taught criminal justice classes at Peralta Community Colleges, owned and operated private investigative and training institute, supervised staff and volunteers, and served as U.S. Probation and Parole Officer.

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### EDUCATION

Completed coursework towards Masters in Consulting Psychology, John F. Kennedy University, Orinda, CA.

Bachelor of Arts in Sociology, minor in Psychology, Fontbonne University, St. Louis, MO.

Completed Martin Luther King Non-Violent Social Change Training Programs I and II, Atlanta, GA.

California Registry of Private Conservators and Guardians, SR #03-501  
California Community College Teaching Credential, Life-time certification.  
Neighborhood Emergency Response Training (NERT)

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### COMPUTER SKILLS

Microsoft Office products including Word, Excel, Outlook and Power Point.



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APPROVED FOR FORM AND LEGALITY

  
CITY ATTORNEY

## OAKLAND CITY COUNCIL

RESOLUTION No. \_\_\_\_\_ C.M.S.

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### RESOLUTION RE- APPOINTING ALPHONSO GALLOWAY, TRUNG DUY NGUYEN, AND APPOINTING EARNEST HARDMON, ANTOINETTE WARREN-WILLIAMS AS A MEMBER OF THE COMMISSION ON AGING

**WHEREAS**, Ordinance No. 9921 C.M.S. creates the Commission on Aging, whose members are nominated by the Mayor and approved by the City Council; and

**WHEREAS**, Ordinance No. 11773 C.M.S. specifies that members of the Commission on Aging are to serve three year terms, which are to be staggered so that some appointments will expire every year, 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 the Mayor, the following individuals are hereby appointed to the term set forth below:

Alphonso Galloway, Mayoral Re-Appointment, to complete the term beginning September 4, 2007 and ending September 3, 2010, filling the seat which he previously held.

Trung Duy Nguyen, Mayoral Re-Appointment, to complete the term beginning September 2, 2007, and ending September 1, 2010, filling the seat which he previously held.

Antoinette Warren-Williams, Mayoral appointment, to complete the term beginning September 3, 2005, and ending September 2, 2008; filling the seat previously held by Frank Rose.

Ernest Hardmon, Mayoral Appointment, to complete the term beginning September 3, 2006, and ending September 2, 2009, filling the seat previously held by Ronald Chan.

**FURTHER RESOLVED**, that failure of a board or commission appointee to abide by the City of Oakland's Conflict of Interest Code shall be cause for removal pursuant to section 601 of the City Charter.

**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:

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