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OAKLAND

2020 JAN 30 PM 2:13

CITY OF OAKLAND



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

Office of the Mayor  
Honorable Libby Schaaf  
Mayor

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

Letter of Appointment

January 30, 2020

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 re-appointed the following persons as members of the following board or commission, subject to City Council confirmation:

**Terrence Williams**, to the Housing, Residential Rent and Relocation Board to serve a three-year term as a Landlord Representative that will begin February 12, 2020 and will end February 11, 2023.

**Tanaia Hall** to the Housing, Residential Rent and Relocation Board to serve a three-year term as a Tenant Representative that will begin February 12, 2020 and will end February 11, 2023.

Thank you for your assistance in this matter.

Sincerely,

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

Libby Schaaf  
Mayor

# TERRENCE WILLIAMS

Address: Oakland, CA

## HEALTH AND SAFETY SUPERVISOR

### QUALIFICATIONS PROFILE

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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

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#### 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

# TERRENCE WILLIAMS

Address: Oakland, CA

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## WORK CHRONOLOGY

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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 3<sup>rd</sup> Class (Honorable Discharge)**

2000-2005

## EDUCATION

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**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

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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

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National Defense Medal

Good Conduct Medal

Global War On Terrorism Service Medal

Navy Meritorious Unit Commendation

## 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**

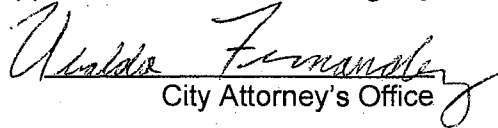
**Master of Business Administration, International Business,**  
Yonsei University-Graduate School of International Studies, Seoul, S. Korea  
Passed required language proficiency exam in French.  
Internship at the United Nations, New York

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

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Approved as to Form and Legality

  
City Attorney's Office

## OAKLAND CITY COUNCIL

RESOLUTION NO. \_\_\_\_\_ C.M.S.

INTRODUCED BY MAYOR LIBBY SCHAAF

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**RESOLUTION CONFIRMING THE MAYOR'S REAPPOINTMENTS OF  
TERRENCE WILLIAMS AS A LANDLORD MEMBER, AND TANAIIA  
HALL AS A 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 reappointed Terrence Williams and Tanaiia Hall to serve 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 reappointment of **Terrence Williams** to the Housing, Residential Rent and Relocation Board to serve a three-year term as a Regular Landlord Representative that began February 12, 2020 and will end February 11, 2023; and be it

**FURTHER RESOLVED:** That pursuant to City Charter section 601, the City Council hereby confirms the Mayor's reappointment of **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, 2020 and will end February 11, 2023;

IN COUNCIL, OAKLAND, CALIFORNIA,

**PASSED BY THE FOLLOWING VOTE:**

AYES - FORTUNATO 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