

OFFICE OF THE CITY CLERK  
ISLAND

2006 JAN -5 PM 3:41

## INTEROFFICE MEMORANDUM

**DATE:** December 21, 2005

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

**FROM:** Councilmember Jean Quan

**SUBJECT:** Appointment to the Budget  
Advisory Committee

It has come to my attention that the term for my appointee to the Budget Advisory Committee has expired.

I would like to appoint Courtney Ruby to this seat.

Please contact Richard Cowan with any questions regarding this matter at x7041.

# JOURTNEY A. RUBY, CPA

***DIRECTOR OF FINANCE AND ADMINISTRATION – EAST BAY CONSERVATION CORPS***  
*Oakland, CA, September 2005 – Present Date*

***INTERIM CHIEF FINANCIAL OFFICER - STATE OF ILLINOIS DEPARTMENT OF HUMAN RIGHTS***  
*Chicago and Springfield, IL, January 2005 – June 2005 (Contract Employee)*  
*Chicago and Springfield, IL, July 2004 – January 2005 (Temporary Appointment)*

Currently manage a \$9.725 million budget appropriation for the Department that investigates charges of discrimination by the citizens and oversees affirmative action and EEO goals of all state agencies. Fiscal responsibilities include working cohesively with the Governor's Office of Management and Budget, the Office of the Comptroller, and Central Management Services to effectively close fiscal year 2004 in the black while executing a 2005 spending plan to address the Department's needs while incorporating the Governor's desire for cost savings. During the legislative session, worked beside the Director as he lobbied for the passage of a critical piece of legislation to add sexual orientation to the State's Human Rights Act. Responsible for ensuring all financial matters are properly executed, analyzed and reported in addition to implementation of policies and procedures designed to address audit concerns. Directly supervise staff accountants, payroll administrator and administrative assistants. Report to the Department's Director, a member of the Governor's Cabinet.

***INTERNATIONAL VOLUNTEER***  
*Ghana, Africa, February 2004 – May 2004*

Independently created an educational support system for 27 children ranging in age from 4 to 19 years. Organized a community reading/learning group that met 4 times a week and initiated the development of a small lending library. Continue to provide the financial support for these 27 children's education through independent fund raising efforts.

***US PROJECT REPRESENTATIVE - INTERNATIONAL CHILD RESOURCE INSTITUTE***  
*Ghana, Africa, August 2003 – February 2004*

Provided support and training to Country coordinator and program field representative in Accra and Hohoe, Ghana. Program instills vocational skills to young women, provides financially for orphans, and teaches self-esteem to young children through performance art. Raised \$10,000 to cover the costs associated with traveling to Ghana and providing programmatic support for a year.

***DIRECTOR - EPISCOPAL CHARITIES SERVICE CENTER***  
***CHIEF FINANCIAL OFFICER – EPISCOPAL CHARITIES, INC.***  
*Oakland and San Francisco, CA, March 2001 – June 2003*

Managed over \$5.5 million in accounting, budgetary and grant systems for several social service agencies (clients) and Episcopal Charities, Inc. Met with Board of Directors, Finance Committee and Treasurers of Episcopal Charities and Client Agencies monthly. In essence I was a contract CFO to 5 or more agencies at any given time. Administered annual audit of Episcopal Charities. Represented Episcopal Charities in the community through speaking engagements and instructed budgeting classes for nonprofits. Developed successful working relationships with HUD, County of Alameda, City of Oakland, and the City of Berkeley. Directly responsible for recruiting new clients and keeping current clients satisfied. Delivered comprehensive financial and strategic services designed to increase our clients' capacity to serve more men, women and children in need in the San Francisco Bay Area. Responsible for office administration and supervision of accountants and bookkeepers.

***DEVELOPMENT CONTRACTOR – EPISCOPAL CHARITIES***  
*Oakland and San Francisco, CA, November 2000 – February 2001*

Developed and managed year-end appeal letters, Gala event, and annual fund raising parish campaign for Episcopal Charities. Responsibilities included working with the Board and the Events Committee to execute the most successful Episcopal Charities Gala to date. Our guest of honor was Martin Sheen. Visited several parishes as a featured speaker over a two-month period promoting our annual parish campaign.

***DIRECTOR OF DEVELOPMENT – UNIVERSITY OF CREATION SPIRITUALITY***  
*Oakland, CA, November 1999 – October 2000*

Developed and managed fundraising strategy including Board development, direct mail, donor database and high dollar donor cultivation. Organized and executed volunteer efforts to mail 10,000 invitations for Fall fund raiser.

***MANAGING DIRECTOR AND FINANCE DIRECTOR – GLOBAL RENAISSANCE ALLIANCE***

*Washington, D.C., October 1998 – April 1999*

Developed and managed 1999 National conference at the American University for over 300 attendees. Responsible for start-up operations and development of initial fund raising strategy. Managed volunteers for database entry, office assistance, and numerous mailings.

***DEPUTY CHIEF FINANCIAL OFFICER - DEMOCRATIC NATIONAL COMMITTEE, INC.***

*Washington, D.C., August 1997 – June 1998*

Managed financial accounting and reporting. Supervised accounting staff. Worked with CFO in preparation of weekly reports to the White House. Oversaw financial software conversion, managed financial statement audits and worked with legal department to ensure compliance with FEC regulations. Preparation and presentation of 2000 Democratic National Convention Committee Budget to Site Selection Committee.

***DEPUTY CHIEF FINANCIAL OFFICER - 1996 DEMOCRATIC NATIONAL CONVENTION COMMITTEE***

*Chicago, IL and Washington, D.C., November 1995 – August 1997*

Developed and managed a \$12 million accounting and budgetary system and separate \$32 million expenditure & encumbrance tracking system for city funds. Met with the City of Chicago Host Committee weekly in the planning and execution of the budget. Administered financial policies and procedures and payroll for over 150 employees and contractors. Instrumental part of the management team in the execution of the event, meeting our financial obligations and administering the best Federal Election Commission Audit the Convention had to date.

***CONSULTANT - DELOITTE & TOUCHE***

*Washington, D.C., January 1995 - November 1995*

*Financial Services* - Performed litigation support services and audit services to Deloitte & Touche's clients.

***REGIONAL FINANCE DIRECTOR - ANN RICHARDS COMMITTEE***

*Austin, TX, January 1994 - December 1994*

Developed and implemented a successful \$1 million finance plan. Met regularly with members of the Austin Lobby and coordinated a series of campaign events with the Austin Lobby. Built critical relationships with the Women's lobby, unions, and the African American community. Planned and executed an African American fund raising event in Austin. Supported a three tier Birthday event for the Governor in Austin, Houston and Dallas. Organized a GOTV rally in Dallas on Election Day. Worked with numerous volunteers to ensure the successful execution of events over the course of a year.

***DELOITTE & TOUCHE***

*Washington, D.C., 1989-1993*

***DEPUTY DIRECTOR OF MARKETING AND COMMUNICATIONS***

*Marketing* - Identified and developed proposal strategies for prospective private, public, federal and quasi-governmental clients.

***SENIOR ACCOUNTANT***

*Auditing* - Planned and supervised audits ranging in net income from \$60 thousand to \$102 million.

***MANAGEMENT CONSULTANT***

Strategic team member responsible for supervising the daily activities of a National Black Historic University's Grants Management Department staffed by twelve employees while streamlining operations and increasing grant collections.

***EDUCATION***

B.S.B.A. Accounting, The American University, Washington, D.C., May 1989

Kent State University, Kent, Ohio, January 1986 - May 1986

University of Akron, Ohio, September 1984 - May 1985 (Simultaneously attended high school & college)

***ACHIEVEMENTS***

Certified Public Accountant (Current Status: Non-active)

Rotarian, Rotary Club of Oakland, CA

Finance Chair, Berkeley Food and Housing Project

Advisory Board Member, Pr ntion Partnership, Inc, Chicago, IL  
Former Vice-chair, Budget Advisory Committee, City of Oakland  
Deloitte & Touche Alumni Role Model 1998 and 1997

OAKLAND CITY COUNCIL

DRAFT

OFFICE OF THE CITY CLERK  
OAKLAND

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

2006 JAN -5 PM 3:41

**RESOLUTION APPOINTING COURTNEY RUBY AS A MEMBER OF  
THE BUDGET ADVISORY COMMITTEE**

**WHEREAS**, Resolution No. 74826 C.M.S. creates the Budget Advisory Committee, one of whose members are nominated and approved by the City Council and;

**WHEREAS**, Ordinance No.74826 C.M.S. specifies that members of the Budget Advisory Committee are to serve two 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 Vice Mayor, Jean Quan, the following individual is hereby appointed to the term set forth below:

Courtney Ruby, Finance Committee Representative, to complete the term beginning May 25, 2005 and ending May 25, 2007, filling a position that was formerly vacant.

**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