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CITY OF OAKLAND



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

March 29, 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:

Rose Auguste, to the Housing, Residential Rent and Relocation Board to serve a three-year term as a Tenant Representative that will begin February 11, 2019 and will end February 12, 2022, filling the seat previously held by Debra Mesaros.

Corean Todd to the Housing, Residential Rent and Relocation Board to serve a three-year term as an Alternate Tenant Representative that will begin February 11, 2018 and will end February 11, 2021, filling the seat previously held by Tanaiia Hall.

Ardis Graham 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 Mary Jo Cook.

Benjamin Scott is reappointed 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 that he previously held.

Thank you for your assistance in this matter.

Sincerely,

Libby Schaaf
Mayor

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

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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

RESOLUTION CONFIRMING THE MAYOR'S APPOINTMENTS OF ROSE AUGUSTE AS A TENANT MEMBER, COREAN TODD AS AN ALTERNATE TENANT MEMBER, ARDIS GRAHAM AS A NEUTRAL MEMBER, AND THE REAPPOINTMENT OF BENJAMIN SCOTT AS AN ALTERNATE LANDLORD 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 appointed Rose Auguste, Corean Todd, Ardis Graham and reappointed Benjamin Scott 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 appointment of **Rose Auguste** to the Housing, Residential Rent and Relocation Board to serve a three-year term as a Regular Tenant Representative that began February 12, 2019 and will end February 11, 2022, filling the seat previously held by Debra Mesaros; and be it

FURTHER RESOLVED: That pursuant to City Charter section 601, the City Council hereby confirms the Mayor's appointment of **Corean Todd** to the Housing, Residential Rent and Relocation Board to serve the remainder of a three-year term as a an Alternate Tenant Representative that began February 12, 2018 and will end February 11, 2021, filling the seat previously held by Tanaiia Hall; and be it

FURTHER RESOLVED: That pursuant to City Charter section 601, the City Council hereby confirms the Mayor's appointment of **Ardis Graham**, to the Housing, Residential Rent and Relocation Board to serve a three-year term as a Neutral Representative that began February 12, 2019 and will end February 11, 2022, filling the seat previously held by Mary Jo Cook; and be it

FURTHER RESOLVED: That pursuant to City Charter section 601, the City Council hereby confirms the Mayor's reappointment of **Benjamin Scott**, to the Housing, Residential Rent and Relocation Board to serve a three-year term as an Alternate Landlord Representative that began February 12, 2019 and will end February 11, 2022, filling the seat he previously held.

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

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Benjamin Scott

, CA 94602

510.

i.com

EDUCATION

University of California, Berkeley

Double BA in History & Political Science

January 1998

- Activities and Societies: Model United Nations, Undersecretary, External Affairs
- BA, History & Political Science (Double Major) Alumni Scholar, 1997 & 1998.

PROFESSIONAL EXPERIENCE

Principal / Broker	Advent Properties, Inc., Oakland, CA	January 2008 - Present
<ul style="list-style-type: none">• Founder and Principal.• Responsible for business development and overall company operations.		
Vice President of Public Affairs & Membership	East Bay Rental Housing Association, Oakland, CA	February 2006 - July 2008
Director of Public Policy	Oakland Metropolitan Chamber of Commerce, Oakland, CA	February 2005 - February 2006
Government Affairs Manager	Clear Channel Outdoor, Oakland, CA	January 2001 - January 2005
Account Manager	Iron Mountain, Oakland, CA	September 1998 - October 2000

CIVIC ENGAGEMENT

- Vice President, Board of Directors Spectrum Community Services February 2015 - Present
- Chair Budget Advisory Committee, City of Oakland 2003-2007
- Vice President, Board of Directors Dunsmuir Hellman Historic Estate 2001-2004

ASSOCIATIONS

- Member: Oakland/Berkeley Association of Realtors (OAR)
- California Association of Realtors (CAR)
- National Association of Realtors (NAR)
- Apartment Owner Association (AOA)
- San Francisco Apartment Association (SFAA)
- California Apartment Association (CAA)
- National Apartment Association (NAA)

ROSE AUGUSTE

FILED
OFFICE OF THE CITY CLERK
OAKLAND

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Summary of Qualifications:

- Over fifteen years professional experience in government, policy and community organizing.
- Expertise in coalition building, collaborating and developing relationships with non profit organizations, foundations, health systems, community members, executive leadership and elected officials in order to advance shared goals and missions
- Expertise in leading, coordinating and advancing field initiatives among diverse stakeholders and communities
- Expertise in a governmental agency law compliance, regulation and enforcement
- High Proficiency in growing coalitions and identifying, cultivating new partners and stakeholders
- Skilled at identifying and expanding partnership opportunities which align with shared missions and strategic direction
- Experience in representing my organization in key coalitions, conferences, and speaking opportunities to advance our mission and forge new partnerships and allies
- Experience in monitoring and reporting on field initiative progress to internal and external leadership, colleagues and community members
- Exceptional communication, organizational, and interpersonal skills

Professional Experience

Contract Compliance Officer I, Officer of Labor Standards Enforcement

San Francisco, CA November 2015-Present

The Office of Labor Standards Enforcement (OLSE) administers and enforces the labor laws implemented by San Francisco. OLSE educates employees and employers on San Francisco labor laws and compliance standards. OLSE oversees enforcement of San Francisco's labor laws, which includes the Healthcare Security Ordinance, Fair Chance Ordinance, Minimum Wage, among other labor laws.

Duties:

- Provide information to employees and employers regarding the Healthcare Security Ordinance in a fair, effective and efficient manner

- Conduct investigations of formal and informal HCSO complaints to determine employer compliance; investigate San Francisco employee retaliation and/or discrimination claims.
- Investigate and mediate between employees and employers on individual specific complaints
- Review and analyze employer submissions during HCSO compliance investigation
- Issue HCSO findings and recommend appropriate action(s) to resolve compliance issues
- Negotiate settlement agreements with employers
- Advise employers on HCSO compliance, implementation, regulations and administrative procedures
- Prepare documents for audit investigations and settlement agreements;
- Present on Office of Labor Standards labor laws to employers, employees, community organizations and city department.
- Maintain liaison between OLSE colleagues, employers, employees, San Francisco Health Plan staff and the San Francisco Health Plan
- Effectively manage twenty cases

Key Accomplishment

I have negotiated settlement agreement which has resulted in over \$400,000 labor restitution for San Francisco employees, as a result of their employers violation of San Francisco labor laws.

Northern California Regional Organizer, Health Access California

Oakland, CA, September 2010-November 2015

Health Access California is a statewide consumer advocacy organization dedicated to achieving quality, affordable and accessible healthcare for all Californians. Health Access works in coalition with a variety of organizations across California in order to achieve its mission. For over twenty-five years Health Access has been a leader in improving California's healthcare system.

Duties:

- Advocated for health policies and programs, such as the Healthcare Security Ordinance and Healthy San Francisco, which assisted in improving healthcare access to uninsured Californians
- Developed, led and coordinated state/regional coalitions, meetings and events in order to advance progressive health policies and programs that improved health access, quality and affordability
- Created and executed strategic tactics for political issue campaigns
- Provided policy presentations and updates at local, county and state convenings/hearings to policy makers, stakeholders, partners, allies and community members

- Forged professional relationships with key organizations and kept them up to date on advocacy developments
- Managed events, press conferences, and conference calls in promotion of health advocacy campaigns and organizational goals
- Supervised Health Access fellows on health policy and equity work
- Recruited partners to join Health Access' regional and statewide coalitions
- Led evaluation and reporting on various health policy campaigns

Key Accomplishment

Co-led the SB4 field campaign, a state bill that extended Medicaid to undocumented children.

Managed a three month outreach project in which we organized over one hundred healthcare education meetings in the Central Valley in order to educate Central Valley residents regarding healthcare reform implementation.

Union Organizer, Service Employees International Union (United Service Workers West)

Oakland, CA, June 2009-September 2010

SEIU, United Service Workers West consists of Local 24/7, Local 1877, Local 2006, SEIU Airport Workers United, and Local 2007. SEIU-USWW represents 30,000 service workers across California. Worked for the Security Division, Local 24/7, which represents security officers' in Northern California.

Duties:

- Met with members to discuss worksite labor complaints, contract interpretation and upcoming union events
- Developed and implemented security union's campaign plans
- Strategically planned worker trainings, meetings and actions
- Planned and directed member rallies
- Maintained liaison between union members, union leadership and staff
- Created campaign materials for member rallies

Key Accomplishment

Coordinated a one-week campaign effort where we reached out to 350 union members to begin preparing for the 2012 contract negotiations.

Union Organizer, New York Hotel Trades Council (NYHTC, Local 6)

New York, New York October 2006-June 2009

New York Hotel Trades Council is a union that represents 28,000 hotel workers. Along with receiving fair wages and benefits, through their union membership, members gain a powerful voice in their workplace.

Duties:

- Investigated union member complaints regarding employer contract violations
- Advised union members on contract regulations, bylaws and investigations
- Monitored and reported on potential employer contract violations
- Maintained liaison with Business Agents, organizing staff and union leadership regarding member grievances
- Prepared member grievance reports for Business Agents and Union leadership
- Conducted on-site investigations with Business Agent to inspect potential employer violations
- Analyzed payroll records, work schedules and time records to detect discrepancies made by employers, abuses of employee rights, and other contract violations
- Recruited, trained and supervised members for activities such as political canvassing and phone banking
- Participated in organizing meetings and trainings to develop my strategic campaign planning skills
- Coordinated organizing drives
- Met with non-union workers to discuss the process in joining the union

Assistant to President

- Developed and implemented grievance representative report summary
- Met with members on behalf of President and reported grievances to the President
- Served as Liaison between president, union staff and members

Key Accomplishment

Structured and co-led six months long picket line that led to a successful resolution and contract

Community Advocate, Safe House Coordinator, Dwa Fanm

Brooklyn, New York, May 2005-August 2006

Dwa Fanm (meaning "Women's Rights" in Haitian Creole) is a women's advocacy organization committed to ending violence against women and empowering young girls and women.

Duties:

- Assisted domestic violence survivors with obtaining employment, applying for public assistance, attaining orders of protection, immigration procedures, registering for ESL/GED courses and counseling referrals.
- Coordinated and facilitated a children's play therapy group
- Documented detailed assessments on client needs and progress reports

- Provided translation services to Creole speaking clients at government and legal agencies
- Conducted community presentations to police precincts and community organizations on domestic violence

Key Accomplishment

Coordinated and designed Dwa Fanm's first 24 hour emergency safe house for women and children fleeing domestically violent home

Education

Binghamton University, 2003

Bachelor of Arts in Political Science and Africana Studies

Academic Achievements

Research Study in Senegal

Golden Key International Honor Society Member

Binghamton University Dean's List Award Recipient

Empire Minority Scholar and Joseph Tauber Scholar

Corean J. Todd

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Oakland, CA 94619

Mobile: (510)

Email: corean.todd@yahoo.com

Professional Profile:

- Dedicated and innovative professional with excellent communication and organizational skills
- Results-driven, effective team leader with exceptional interpersonal skills
- Flexible and adaptable, adept at multi-tasking, and thrives in fast-paced environments
- A motivated self-starter and creative problem solver who embraces challenges

Experience:

8/18- Present **Related Management, San Francisco, CA**
Occupancy Specialist

- Met with prospective residents to determine their housing needs and eligibility.
- Interview and reviewed all affordable housing applicant and resident application for the Paramount's Affordable Housing Program (AHP).
- Process initial, annual and interim recertifications, in addition to retroactive rent-calculations while conforming to The Department of Housing and Urban Development (HUD) regulations.
- Calculate rents for annual and interim recertification, verified all aspect of the process, employment, social security, bank statement, trust and retirement accounts, life insurance policies, student status. Unemployment/disability.
- Prepare leases and related documentation for new and current residents, explaining each section of the lease the tenant(s) before having them sign, as well as going over all house rules and regulations.
- Ensured all affordable housing programs requirements are in compliance with HUD/Agency regulations.
- Assist in developing new program function elements, including researching, compiling and analyzing supporting data for reports, working closely with San Francisco's Mayor's office of Housing and Community Development (sfmohcd.org)
- Assist San Francisco Housing Authority with Section 8 move in's and porting's to other cities
- Maintained the waitlist for the Below Market Rate/ Low income units.
- Manage 99 Below Market Units (AHP).
- Knowledge of all Fair Housing Laws and requirements to stay in compliance.

9/16- 8/18 **University of California Berkeley, Berkeley, CA**
Administrative Assistant III

- Operate imaging system to scan, link, and index Admissions & Enrollment (A&E)-related documents, including transcripts, residency information, financial aid forms, and admissions related documentation, roughly 26,000 undergraduates.
- Responsible for Ergonomic assessments, follow-up, and education for all of Student Affairs staff.
- Responsible for implementing and documenting workplace safety measures, as specified in the department's injury and illness prevention program.
- As directed by Student Affairs management, coordinate and manage capital improvement projects with Capital Projects for SA facilities
- Received shipments of supplies and publications. Reconciled items received with items ordered, comparing invoices and packing slips with purchase orders. Documented paperwork appropriately and submitted to appropriate client and/or colleague.
- Provide services in support of organizing, planning, logistics and execution of office moves, work orders for office and building repairs and building services, coordinating work requests and vendors, organizing and coordinating minor building refreshes and repaints as well as larger building renovation projects (in concert with Capital Projections), purchasing supplies, and all administrative aspects of building management.
- Act as department representative for department/campus special projects related to SA facilities.
- Assisted in the development of the annual Building Emergency Plan (BEP) online for review by the Office of Emergency Management (OEM) and the clients in the building.
- Trained and supervised the daily functions of Work Study students and limited staff.
- Provided exceptional customer and technical support to customers via email, chat, and telephone.

12/13- 8/16

Forest City Enterprises, Oakland, CA

Affordable Housing Coordinator/Leasing

- Interview and reviewed all affordable housing applicant (AHP) and resident application.
- Ensured all affordable housing program requirements are in compliance with HUD/Agency regulations.
- Maintained the waitlist for the Below Market Rate/ Low income units.
- Manage 165 AHP files each year and assist with new move in and transfers.
- Prepare service request for maintenance issues and conduct annual and pre move out inspections.
- Assist Oakland Housing Authority with Section 8 move in's and porting's to other cities.
- Assign, delegate, train and reviewed the work of new/subordinate staff.
- Prepare leases and related documentation for new and current residents.
- Assists in developing new program function elements, including researching, compiling and analyzing supporting data.
- Met with prospective residents to determine their housing needs and eligibility.

10/11- 11/13

Berkeley Housing Authority, Berkeley, CA

Administrative Assistant to the Executive Director/ Office Assistant

- Knowledge of policies and procedures mandated by Housing and Urban Development (HUD).
- Conducted intake for new Section 8 applicants' *Waitlist*, Section 8 is a federally funded program.
- Prepared time sensitive Board Packets for distribution to Executive Board Members.
- Assisted Executive Director in meeting deadlines regarding correspondence from/to HUD.
- Maintained accurate data base regarding Owners request to increase rent property.
- Verified and updated new rental listings of willing section 8 property owners.
- Maintained accurate counts of section 8 vouchers issued monthly.
- Maintained accurate records of police reports and neighbor complaints regarding criminal activities.
- Verified all findings of criminal backgrounds checks.
- Provided excellent Customer Service.

11/10- 06/11

Contra Costa Childcare Council, Richmond, CA

Subsidy Counselor

- Conducted intake from potential clients to determine eligibility.
- Identified and enrolled eligible clients in appropriate subsidy programs.
- Maintained accurate and timely parent and provider files in accordance with funding terms and conditions.
- Counseled parents on the use of the subsidy program.
- Maintained an accurate computer database.
- Worked with other community organizations, social workers, health care professionals, and employers.
- Assist with workshops for parents using the subsidy program.
- Assist in planning and implementing special events, parent education activities, and provider training workshops.
- Assisted with other agency programs, as assigned.
- Assumed responsibility for related special projects assigned by the Area Manager.
- Worked occasional evenings and weekends in regards to workshops.

10/06-11/08

Oakland Licensed Day Care Operators' Association (OLDCOA), Emeryville, CA

Alternative Payment Program Supervisor

- Supervised the daily functions of the Alternative Payment Program Department with a staff of 10.
- Performed caseload audits to ensure the Agency is in compliance with the State of California Department of Education Funding Terms and Conditions.
- Assisted Executive Management with the development of operational goals and objectives for the program.
- Supervised and implemented internal administration planning.
- Responsible for completing reports to the State of California, Board of Directors, and the Executive Management regarding the families OLDCOA services and internal procedures.
- Responsible for hiring, staff training, performance evaluations, and development of Alternative Payment Program Specialists.

- Supervised and managed the enrollment and recertification of families.
- Handle all parent and provider escalation issues.
- Identify and enroll eligible clients in appropriate subsidy programs.
- Met programmatic compliance deadlines, and implement policy changes as necessary.
- Overseen the transfer of Stage 1 families from resources and referral agencies.
- Attended all meetings, workshops, and conferences relevant to the contracted programs.

Software

Proficient in Microsoft Office 2010, Adobe Photoshop, and Care NoHo, Onsite, Service Cloud, Footprints

Education

John F. Kennedy University, Pleasant Hill, CA, BSBA Degree in Business Management, 2014-2019
Merritt Community College, Oakland, CA, Early Childhood Education Program –Completed 1995
Vista Community College, Berkeley, CA, American Sign Language Program – Completed 1991

Volunteer

Parent Voices Oakland Chapter, Oakland, CA
Board Chair from 2006-2011
Member since 2004

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Oakland, CA 94618 · Phone (510)

yahoo.com · <https://www.>

Experienced Workforce Development and Compliance Manager with a demonstrated history of accomplishment in government, banking, and non-profit industries. Strong workforce, compliance, and labor and industrial relations professional.

EXPERIENCE

AUGUST 2015 – PRESENT

LABOR COMPLIANCE MANAGER, SAN FRANCISCO BAY AREA RAPID TRANSIT DISTRICT (BART)

Responsible for all public works labor compliance.

Achieved multiple Project Stabilization Agreements' workforce goals by facilitating relationships between District contractors, unions, and community-based organizations (CBO).

Developed and implemented policies to increase opportunities for tradeswomen, veterans, disadvantaged workers, and other underrepresented groups on District projects. Helped CBO partners increase capacity by providing subject matter expertise on workforce.

Coordinated and led the development of standard operating procedures (SOPs) with integrated Performance Indicators (PIs) and Key Performance Indicators (KPIs). Working with staff, developed PIs and KPIs that utilize measurable activities to assess the Unit's productivity and ensure we meet or exceed agreed service levels, and provide data-driven analytics to ascertain resource needs (such as staffing, and information systems.)

Represented the Office of Civil Rights to BART's Board of Directors for issues regarding labor compliance. Developed seminars for BART staff, consultants, and contractors on prevailing wage obligations, including new and changing regulations.

FEBRUARY 2011 – JULY 2015

SENIOR COMPLIANCE OFFICER, CITY AND COUNTY OF SAN FRANCISCO, OFFICE OF LABOR STANDARDS ENFORCEMENT

Met with stakeholders from the business community and CBO advocacy groups and co-wrote and implemented the rules for the City of San Francisco's (City) Fair Chance Ordinance, which prohibits covered employers from asking about arrest or conviction records until after a conditional offer of employment.

Analyzed and interpreted statutes to investigate potential wage violations, educate employers, and establish appropriate prevailing wage for work performed.

Provided twice monthly labor compliance training to employers and ensured their compliance with state and federal labor laws.

Supervise and coordinate the work of compliance officers, including training, assigning tasks, monitoring work and ensuring that audit and written findings are defensible at a hearing.

OCTOBER 2004 – FEBRUARY 2011

**WSIPLA ADMINISTRATOR, CITY AND COUNTY OF SAN FRANCISCO PUBLIC UTILITIES
COMMISSION (PUC)**

Revamped community employment programs to train disadvantaged residents to become PUC employees as stationary engineers and laborers. Developed, and managed the program, including all hiring, and training.

Helped to negotiate the Water System Improvement Program (WSIP) Project Labor Agreement (WSIPLA), a pre-hire collective bargaining agreement, for the \$4.6 billion WSIP.

Partnered with labor, contractor associations, and community-based organizations (CBOs) and created and implemented the WSIPLA Job Training and Opportunities Program (JTOP). Supervised a team to review, monitor, and ensure the achievement of program objectives.

The JTOP led to enduring partnerships with various CBOs; local construction unions; and WSIP construction contractors, for example, one CBO, recognized the PUC and several of its contractors with successive "Employer of the Year" honors. Also, I facilitated a permanent partnership between a CBO and the Northern California District Council of Laborers.

Provided policy direction and recommendations to senior management for succession training and apprenticeship program development by analyzing retirement eligibility, and employer competition. Performed cost-benefit and needs analysis based on training and recruitment costs, and retirement risk. Represented the PUC on the Laborers Joint Apprenticeship Training Committee (JATC).

Presented to residents and other local stakeholders (such as elected officials) our workforce development plans to receive public feedback on our plans to tailor them to better meet the needs of the community.

AUGUST 2002 – OCTOBER 2004

PROGRAMS MANAGER, NORTHERN CALIFORNIA SERVICE LEAGUE

Managed California Department of Corrections employment contract, evaluated the goals and objectives of the program, and redesigned the training resulting in improved employment outcomes for parolee participants.

Designed, implemented and facilitated employment readiness "Life Skills" and other job readiness workshops for parolees, including developing course outlines, and creating or identifying educational materials.

Successfully secured employment for dozens of participants with multiple barriers to employment, including being on parole, disabled, and or homeless.

Organized training and employment partnerships with other non-profit organizations to leverage resources and expertise and benefit program participants.

Developed and implemented organizational model for an \$800,000 outcomes-driven Workforce Investment Act funded employment program, including training staff members on guidelines, procedures, and exit strategies

EDUCATION

1996

BACHELOR'S DEGREE, UNIVERSITY OF CALIFORNIA BERKELEY