CITY OF OAKLAND

CITY HALL • 1 FRANK H. OGAWA PLAZA, 3RD FLOOR • OAKLAND, CALIFORNIA 94612

Office of the Mayor
Honorable Ronald V. Dellums
Mayor

(510) 238-3141
FAX (510) 238-4731
TDD (510) 238-3254

Letter of Appointment

July 21, 2009

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

Dear President Brunner and members of the City Council:

Pursuant to City Charter section 601, the Mayor has appointed the following person as member of the following Board or Commission, subject to City Council confirmation:

Citizen's Police Review Board

Ann Wyman Mayoral appointment to serve the term beginning February 16, 2009 and ending February 15, 2011, filling the seat previously held by Janelle Green.

Thank you for your assistance in this matter.

Sincerely,

Ronald V. Dellums
Mayor

Ann D. Wyman

Objective: **To obtain a position with a progressive and successful company that will provide new opportunities for growth and learning, while utilizing my extensive experience in the areas of biotechnology and pharmaceutical Quality Assurance and Manufacturing.**

Education: **Bachelor of Arts in Microbiology, CSU Chico, 1983**
Bachelor of Arts in Chemistry, CSU Chico, 1983
Various courses in Root Cause Analysis (TapRoot©, Kepner-Tregoe©), CAPA Systems, Technical Writing and Editing, Emergency Response, Hazardous Materials, cGMP, Industrial Safety, Meeting Facilitation, Problem Solving, Management, Diversity, Communication, Computer Programming, and Database Administration, UC Berkeley and other schools, 1992-2006

Experience: **10/2/2006 to present: Novartis Vaccines and Diagnostics, Emeryville, CA**

QA Specialist II Investigator: Responsible for the coordination of activities associated with resolution of deviations and corrective and preventive actions (CAPAs), utilizing validated electronic tracking system. Provides QA risk evaluation, review, and approval for completed deviation investigations and CAPAs. Provides support for the investigation process, root cause analysis, proposal of CAPAs, and follow-up to ensure timely investigation and CAPA closure. Performs analysis of current CAPA system, and provides input for continuous improvement of the system. Provides support and assistance to other QA functions as needed and requested.

2/26/2004 to 9/15/2006: Andrx Pharmaceuticals, Davie, FL

Change Control Coordinator: Responsible for reviewing, processing, and approving Change Control Requests (CCRs) utilizing the Change Management system. Change Management system encompasses SOPs, Batch Records, Forms, Inventory Control (BOMs, Routing, Item Masters), Equipment, Validation Protocols and Reports, and Computer Systems and Software. Provides customer service to Change Control requestors, tracks progress of CCRs through to completion, and provides system metrics periodically to upper management. Provides training on Change Mangement system to all employees. During FDA inspections, manages FDA requests for documentation and interviews by ensuring requests are fulfilled in a timely manner and tracking requests.

Sr. QA Specialist: Responsible for managing and implementing quality systems improvement projects utilizing the CAPA system. Assesses need for quality systems improvement, presents plan for improvement implementation to upper management, executes plan in accordance with timelines, coordinates with other departments to ensure project is completed, trains employees on new systems or system changes, and reports back to upper management with project results. Responsible for assisting in implementation of company policies and procedures to ensure company compliance with cGMP and other government regulations. Creator of new cGMP systems and author of new SOPs for cGMP data recording practices, product release, deviation investigation and CAPA, and manufacturing room/equipment logbooks.

Experience (continued):

7/1/2002 to 11/15/2003: Goodwin Biotechnology, Inc., Plantation, FL

QA Manager: Promoted to QA Manager after two months as Project Manager. Responsible for managing Quality Assurance department of clinical (Phase I and II) pharmaceutical contract manufacturer, while supervising two employees. Re-engineered quality systems in order to remain compliant according to current GMP, which involved analysis of current systems in place, streamlining existing systems and designing new systems, writing new documents, and revising existing documents in such a manner as to be clear, concise, and compliant. Responsible for coordinating with all other departments regarding implementation of quality systems such as training, equipment control, process control, cleanroom control, corrective and preventive actions, documentation, design control, and material control. Maintained oversight of controlled document issuance, revision, creation, and distribution, as well as employee training, internal audit program, review of completed batch records, and release of product. Performed other projects and duties as assigned by Vice President of RAQAC.

Project Manager: Responsible for managing in-house projects to meet client expectations. Acted as liaison between client and GBI Operations and QC/QA. Communicated with clients on a regular basis regarding promise dates and invoicing points. Wrote, negotiated, and distributed Statements of Work (SOW) and amendments to SOW. Maintained files of SOW, client quotes, and non-disclosure agreements. Worked with QC/QA to establish testing schedules for projects, and ensured that test articles were submitted and results received in a timely manner.

7/10/1989-6/15/2002: Bayer Corporation, Biotechnology Division, Berkeley, CA

Sr. QA Discrepancy Investigator (2 years): Responsible for QA review and approval of discrepancy investigations for cleanroom environmental monitoring, equipment cleaning, product specifications, instrument calibration, and media, fermentation, and purification manufacturing discrepancies. Responsible for review and approval of all site-wide corrective actions generated by discrepancy investigations. Assisted with implementation of new automated discrepancy database, including drafting SOPs and providing training to over 300 Bayer employees. Back-up investigator for BPDRs.
General Manufacturing Supervisor (5 years): Responsible for swing shift production of mammalian cell culture media for use in bioreactors in large quantities (9000 L per batch) in a cleanroom environment. Supervised 6 employees and ensured production occurred in a safe and compliant manner. Performed document review on batch records associated with aseptic media production, as well as cleanroom facility cleaning. Revised documents as needed. Ensured reporting employees were trained on all job duties and safety, as well as revised and new documents, in a timely manner. Member of project committee for construction, validation, start-up, and gaining FDA approval for operation of new large multi-product biotechnology manufacturing facility at the Berkeley site. Participated in post-construction activities, validation of building utilities, and start up of the facility.
Manufacturing Documentation Specialist (3 years): Responsible for writing, editing, controlling, and maintaining compliance of SOPs and BPRs for the manufacture of mammalian cell therapeutic product in a cGMP environment.
Associate QC Microbiologist (3 years): Responsible for testing of in-process and finished product samples. Tests included tissue culture cell growth, ELISA, safety, isotope antibody detection, mammalian thrombocytopenia safety, and microbiological identification.

Experience (continued):

1987-1989: Veterinary Reference Laboratory, San Leandro, CA
Microbiologist: Performed tests on veterinary samples for bacterial growth, identification, and antibiotic sensitivity.

1983-1987: Nabisco Brands Inc., Oakland, CA
Senior Microbiologist: Performed various microbiological tests on in-process and finished food product to ensure product was manufactured in a clean safe manner. Supervised 10 laboratory employees.

Computer Skills: **Proficient in MS Office (Word, Excel, Access, PowerPoint, Visio), Trackwise, Qumas eDocCompliance, JDEdwards inventory management. Familiar with Atlas Document Management, Oracle database design, SQL language programming, website design, Adobe, and NuGenesis.**

References available upon request.

DRAFT

FILED
OFFICE OF THE CITY CLERK
OAKLAND

2009 JUL -9 PM 5:09

APPROVED FOR FORM AND LEGALITY

CITY ATTORNEY

OAKLAND CITY COUNCIL

RESOLUTION No. _____ C.M.S.

RESOLUTION APPOINTING ANN WYMAN, AS A MEMBER OF THE CITIZEN'S POLICE REVIEW BOARD

WHEREAS, Ordinance No. 11905 C.M.S. creates the Citizen's Police Review Board, whose members are nominated by the Mayor and approved by the City Council; and

WHEREAS, Ordinance No. 11905 C.M.S. specifies that members of the Citizen's Police Review Board are to serve 2-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:

Ann Wyman Mayoral appointment to serve the term beginning February 16, 2009 and ending February 15, 2011, filling the seat previously held by Janelle Green.

IN COUNCIL, OAKLAND, CALIFORNIA,

PASSED BY THE FOLLOWING VOTE:

AYES- KERNIGHAN, NADEL, QUAN, DE LA FUENTE, BROOKS, REID, KAPLAN, AND PRESIDENT BRUNNER

NOES-

ABSENT-

ABSTENTION-

ATTEST:

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