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CITY OF OAKLAND



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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

January 5, 2010

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/reappointed the following persons as members of the following Board or Commission, subject to City Council confirmation:

Mayor's Commission on Persons with Disabilities

Marlene Hurd, Mayoral appointment to serve the term beginning September 3, 2009, and ending September 2, 2012, filling the seat previously held by Safi wa Nairobi.

Leticia Escalera, Mayoral appointment to serve the term beginning September 3, 2009 and ending September 2, 2012, filling the seat previously held by Laura Martell.

Thank you for your assistance in this matter.

Sincerely,

A handwritten signature in black ink that reads "Ronald V. Dellums".

Ronald V. Dellums
Mayor

Marlene Christine Hurd

Employment Experience

Student Trustee Peralta Community College District, Oakland, CA. 06/13/06 to 05/31/08

- Member of the Peralta Community College District Board of Trustees
- Provide direction, set policies regarding educational needs for four campuses
- Worked with students, faculty, administrators and surrounding communities

Student Ambassador, Laney College, Oakland, CA, 09/05 to July 08

- Assisted students with the Matriculation process, enrollment procedures, Financial Aid applications, scholarships, outreach, campus tours

Teacher's Aide, Laney College, Oakland, CA, 02/06 to 05/06

- Assisted English as a Second language students in reading and writing 4 hours per week in a classroom setting
- Corrected homework, test, and provided tutoring assistance to ESL students

Cashier, Foothill Hardware Inc, Oakland, CA 07/04 to 03/06

- Assisted customers with check out by providing customer service
- Inventory and stock clerk, set up display windows for store promotions
- Designed, organized, and set up Merchandise Show Case Displays

Teacher Aide, Laney College, Oakland, CA 03/05 to 05/05

- Provided basic writing instruction to college students in a classroom setting 3 hours per week
- Assisted in the development of a writing manual for tutors in the English Dept

Mentor, Art Research & Curriculum Associates, Oakland, CA. 02/04 to 05/04

- Provided instruction and mentoring for children grades 3-5 in math 12 hours per week in an after-school program.
- Performed testing to track learning abilities

Branch Trainer, Paychex Major Marketing / Payday, Pleasanton, CA 04/84 to 09/03 (retired)

- Designed, and implemented payroll computer training curriculum for branch employees and clients, which generated monthly profits
- Chosen for the Creative Employee Award by Senior Management

- Payroll Supervisor, provided leadership to a staff of 15, hired staff, Human Resources, recommended promotions, disciplinary action(s). Provided budget reports to the branch manager
- Established relationships with CPA's, clients and banks using our payroll services
- Traveled out-of-state to assist other branches with computer software installations, setup and training. Acted as Branch Manager when needed.

Community Service

Volunteer Commissioner, Oakland Housing Authority, Oakland CA. 11-08 to present

- Appointed by Mayor Ron V. Dellums with the consent of the Oakland City Council to serve as a commissioner on the seven member board
- Oversee the disbursement of billions of federal, state, and local dollars used for housing low-income persons and the elderly
- Provide direction for the management of programs
- Advocate for affordable housing, safe communities and fiscal responsibility
- Develop policies and work with elected officials

Judge, Presidential Elections, Alameda County, Oakland, CA 11/04/08

- Attended elections Judge training to assist voters on election day
- Assisted Inspector as needed and supervised clerks with the elections process
- Assisted with precinct set up/take down, greeted voters and verified roster registration
- Instructed voters with provisional ballots, and various Judge duties
- Organized and assisted Inspector with Counting of all ballots at closing
- Traveled with the Inspector to drop off precinct ballots and equipment

Clerk, Presidential Elections, Alameda County, Oakland, CA 06/03/08

- Assisted with precinct set up/take down, greeted voters and verified roster registration
- Instructed voters with touch screen set up, provisional ballots, and various clerk duties
- Organized and assisted Inspector and Judge with Counting of all ballots at closing

Clerk, Presidential Elections, Alameda County, Oakland, CA 02/05/08

- Assisted with precinct set up/take down, greeted voters and verified roster registration
- Instructed voters with touch screen set up, provisional ballots, and various clerk duties
- Organized and assisted Inspector and Judge with Counting of all ballots at closing

Student Senate California Community College, Volunteer Region III Senator, Board of Governor Student representative, 07/01/08- 06/01/09

- Provide leadership and advocacy outreach to 13 regional California Community Colleges as a Senator
- Meet monthly in Sacramento to discuss student /campus issues with a 30 member board.
- Assist with planning the Fall / Spring General Assembly conference
- Represent 2.7 million California Community College students before the Board of Governors.

President, Black Caucus of the California Student Association of Community Colleges, 2-07 - June 2/09 Volunteer

- Provide leadership advocacy serving on a nine member board representing students of African descent, people of color and various diverse backgrounds in 110 California Community Colleges
- Plan yearly conference, develop policies, foster community outreach work with elected officials, businesses, community leaders
- Staff writer, Harmabee Newspaper, statewide student newspaper of the Black Caucus

Poll Worker Clerk, 2007 Direct Primary Elections, Alameda County, Oakland CA. 11/07/06

- Attended elections poll worker training to assist voters on election day
- Assisted with precinct set up/take down, greeted voters and verified roster registration
- Instructed voters with paper ballot voting, provisional ballots, absentee and various clerk duties
- Organized and assisted Inspector and Judge with Counting all ballots at closing

Poll Worker Clerk, 2006 Direct Primary Elections, Alameda County, Oakland CA. 06/06/06

- Attended elections poll worker training to assist voters on election day
- Assisted with precinct set up/take down, greeted voters and verified roster registration
- Instructed voters with paper ballot voting, provisional ballots, absentee and various clerk duties
- Organized and assisted Inspector and Judge with Counting all ballots at closing

Poll Worker Clerk 2004 Presidential Elections, Alameda County, Oakland, CA 11/02/04

- Attended elections poll worker training to assist voters on election day
- Assisted with precinct set up/take down, greeted voters and verified roster registration

- Instructed voters with touch screen set up, provisional ballots, and various clerk duties
- Organized and assisted Inspector and Judge with Counting all ballots at closing

Volunteer Intern, Alameda County Supervisor Keith Carson 5th District, Oakland CA, 02/04 to 02/07

- Hired as Professional Technical Specialist on 04/9/06 (temporary assignment working an average 20 hours per week)
- Assist Supervisor Keith Carson and staff with governmental relations and County legislative issues
- Prepare written commendations and proclamations provided by the Board of Supervisors
- Participated with Washington Legislative and Senate bills supported by the Board of Supervisors
- Attend various Board meetings, community/constituents, strategic planning committees
- Represent the Supervisor at appreciation dinners, County events
- Prepared press releases, research government issues, and prepared talking points for the Supervisor
- Created and updated data base spreadsheets for elected officials, and various county programs
- Answer phone calls and assist with consistent concerns
- Campaigned and canvassed for Yes on Measure A in February 2004
- Designed and wrote the Carson District 5 Internship Handbook

Mayor Elect Ronald V. Dellums Community Advisory Task Force, Oakland, CA. 09/2006- 11/2006

- Volunteer Co-Convener provided leadership on how the City of Oakland could collaborate effectively with the Peralta Community College District for the general education of Oakland residents and training in particular needed areas - police, fire; parents as advocates; pre-teaching preparation, etc.
- Prepared a recommendation report for Mayor Dellums regarding establishing job employment opportunities for Peralta students. Informed Mayor Dellums that the City of Oakland could set up community service programs and internships in governmental agencies and community organizations

**Volunteer Consumer Affairs Commissioner, Alameda County, Oakland, CA,
02/15/05 to present**

- Appointed By Supervisor Keith Carson as a Commissioner
- Elected Chair on Dec 08 through Jan 09
- Advise the Board of Supervisors regarding issues that affect the quality of life for Alameda County residents
- Improve the business climate in Alameda County, educate the citizenry
- Recorded and prepared minutes as the secretary of the commission
- Meet monthly to plan community events and training on consumer issues
- Direct Alameda County consumers to appropriate agencies for assistance

**Volunteer Summer Intern, Office of Governor Arnold Schwarzenegger, Sacramento
CA, 06/05 to 09/05**

- Office of Constituent Affairs, answer constituent calls, composed correspondence Tracked legislation, conducted research, assisted with event preparation
- State Capital Mailroom distribution, opened and sorted Governor Schwarzenegger's and staff's mail
- Office of Legislative Affairs, prepared bill summary analysis for the Governor's signature

Honors & Activities

- March 2009, Assemblymember Sandre R. Swanson Certificate of Recognition for leadership and Commitment serving students throughout the State of California as Black Caucus President
- 2008 Spring Laney College Faculty Senate Scholarship
- 2008 Spring Peralta Association of African American Affairs Scholarship
- 2008 Fall Mills College Dean's Scholarship
- 2008 Fall Mills College Scholarship
- Feb 2008, Congresswomen Maxine Water's, Certificate of Special Recognition, as President of the Black Caucus of the California Student Association of Community Colleges
- 2008 Phi Theta Kappa Honor Student
- Laney Tower Newspaper student staff writer 2007,2008
- Black Caucus Harambee Newspaper student staff writer 2008 ,present
- 2006, Peralta Colleges Chancellors Trophy Scholarship award
- Academic Honor Dean's List Spring 2008, Spring 2007, Fall 2007, Spring 2006
- Acting Co-Chair, Peralta Community College Alumni Association Founder, Oakland, CA 10/06 to 05/08

Education

- Mills College, Oakland California Fall 2008 BA In progress, Public Policy/ Ethnic Studies Major Spring 2010 completion
- Laney College, Oakland California Labor Studies Certificate May 2008
- Laney College, Oakland California Worker Occupational Safety & Health Training and Education Program (WOSHTEP) Certificate October 2007
- Laney College Board's & Commissions Certificate 2006
- Alameda County Leadership Academy Certificate, 2005
- City of Oakland Citizens Academy Certificate, 2005
- Shiloh Bible College, Oakland, CA 1997 thru 2004
- Hogan High School, Vallejo California Diploma 1971

Computer Applications

- Microsoft Office 2003- 2007 , Microsoft Excel, Microsoft Access, Publisher

References available upon request

Leticia Escalera

Objective: To utilize and expand my experience and knowledge in working with people with disabilities including the underserved communities.

Skills Summary:

- Experienced in working with people with disabilities in the Spanish and English speaking communities
- Bilingual/bicultural Spanish/English
- Experienced in organizing workshops and trainings
- Disability Rights education
- System change and individual advocacy
- Thirteen years experience in working with several none profit organizations, Hospitals, clinics, Schools, Universities, and government agencies
- National , State and local presentations on disability issues

Experience

- Thirteen years experience as a direct service provider
- Peer Counseling
- Information & Referral
- Skilled in SSI, SSDI, Medical Intake process
- Thirteen years experience in translation Spanish/English
- Filing, computer knowledge and statistical reporting
- Participating in committees and board

Work History

O6/1997-Present	Center for Independent Living	Oakland, CA
8/1993- 08/1997	Laney College/Media Dept.	Oakland, CA

Education

AA Sociology	Laney College	Oakland, CA
BA Religious studies	Latin American Theological Seminary	Richmond, CA

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2009 DEC 22 PM 6:10

APPROVED FOR FORM AND LEGALITY


CITY ATTORNEY

OAKLAND CITY COUNCIL

RESOLUTION No. _____ C.M.S.

RESOLUTION CONFIRMING THE MAYOR'S APPOINTMENT OF MARLENE HURD AND LETICIA ESCALERA AS MEMBERS OF THE COMMISSION ON PERSONS WITH DISABILITIES

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. 9968 C.M.S. creates the Commission on Persons with Disabilities, whose members are nominated by the Mayor and approved by the City Council; and

WHEREAS, Ordinance No. 11864 C.M.S. specifies that members of the Commission on Persons with Disabilities 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 pursuant to City Charter section 601, the City Council hereby confirms the Mayor's appointment of Marlene Hurd to serve a three year term beginning September 3, 2009, and ending September 2, 2012, filling the seat previously held by Safi wa Nairobi, and Leticia Escalera to serve a three year term beginning June 3, 2009, and ending June 2, 2012, filling the seat previously held by Laura Martell.

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