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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) 238-7629

Letter of Appointment

March 17, 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:

Commission on Aging

Antoinette Warren-Williams, Mayoral reappointment to serve the term beginning September 3, 2008 and ending September 2, 2011, retaining the seat she previously held.

Karen A. Anderson, Mayoral appointment to serve the term beginning September 2, 2006 and ending September 1, 2009 filling the seat previously held by Eileen Abrams.

Thank you for your assistance in this matter.

Sincerely,

Ronald V. Dellums
Mayor

ANTOINETTE WARREN-WILLIAMS

Community Services Manager with extensive experience in social and community services. Supervised annual government program audits and facilitated customer workshops. Managed care and housing arrangement programs for seniors. Facilitated resident communication and provided workshops to meet community needs. Trained staff and managed budgets for various private and public organizations. Excellent organization abilities, enabling effective planning, time management, and coordination of volunteers and staff. Established and organized programs for resident security, safety, and crime prevention.

- Harpers Cooking Lab of H. Trenholm State Technical College needed more revenue for restaurant. Invited professional groups for meetings, arranged local television cooking presentations, organized weekly cooking demonstrations at local malls, and developed summer, holiday, and birthday party cooking classes. **Efforts increased Lab's visibility and generated increased revenue.**
 - Several multi-cultural and multi-lingual communities leased affordable housing complexes, creating challenges in communicating various life skill workshops and services to residents. Developed translation program and new resident questionnaire, identifying languages spoken and written, and ascertaining special health conditions. **Program facilitated better communication between management and residents, resulting in more effective care.**
 - Developed program assigning probationers of lesser crimes to various community service projects in lieu of incarceration. **Probationers worked throughout the city, enabling them to establish themselves as integral part of the community.**
-

PROFESSIONAL EXPERIENCE

SELF-EMPLOYED, Oakland, CA

2005-Present

California Licensed Private Professional Conservator

Court-appointed advocate to manage and protect the interest of estates and the affairs of individuals judged incompetent to care for themselves.

H. TRENHOLM STATE TECHNICAL COLLEGE, Montgomery, AL

2006

Assistant to Director of Continuing Education

Identify courses and instructors for fall and summer continuing education classes. Served as acting director for three months to coordinate and manage staff for summer programs.

GRAPHIC COMMUNICATIONS RETIREMENT CENTER, Oakland, CA

2003-2005

Social Services Coordinator

Provided assessment and care plans for seniors living independently. Coordinated volunteers and service providers for workshops and ongoing case management. Coordinated

BAY AREA COMMUNITY SERVICES, Oakland, CA

2002-2003

Care Manager

Assisted adult protective services in daily operations of Care Management for Seniors Program, allowing seniors with low and moderate incomes to remain in their homes.

- Continued -

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ANTOINETTE WARREN-WILLIAMS

PROFESSIONAL EXPERIENCE, Continued

ECUMENICAL ASSOCIATION FOR HOUSING, San Rafael, CA

1998-2002

Social Services Director

Developed and assisted in implementing recommendations and guidelines to meet social service needs of California, Nevada and Hawaii residents. Established safety program providing training to elderly residents on home security device. Organized informational fairs on life skill workshops and services addressing multi-cultural residents' needs. Negotiated and cultivated program with city and county agencies to create satellite programs. Trained and managed association staff and volunteers.

PRIVATE CONSULTANT, Oakland, CA

1994-1998

Created self-development curriculum for youth. Partnered with Oakland city council member on Crime Prevention Task Force as job training labor market specialist. Conducted safety workshops for colleges and private groups. Counseled small businesses on company development.

CITY OF OAKLAND, Transitional Housing Program, Oakland, CA

1992-1997

Case Manager

Coordinated inter-agency business management to train and manage staff and volunteers which included developing performance standards. Managed budget and property. Tracked records and created operations manual, including forms and filing systems. Supervised reorganization consulting team and staffed 26-unit building. Documented contracts for city fiscal and program audits. Coordinated Mayor's homeless affordable housing forum and administered budget development programs.

Prior to 1992, taught criminal justice classes at Peralta Community Colleges, owned and operated private investigative and training institute, supervised staff and volunteers, and served as U.S. Probation and Parole Officer.

EDUCATION

Completed coursework towards Masters in Consulting Psychology, John F. Kennedy University, Orinda, CA.

Bachelor of Arts in Sociology, minor in Psychology, Fontbonne University, St. Louis, MO.

Completed Martin Luther King Non-Violent Social Change Training Programs I and II, Atlanta, GA.

California Registry of Private Conservators and Guardians, SR #03-501

California Community College Teaching Credential, Life-time certification.

Neighborhood Emergency Response Training (NERT)

COMPUTER SKILLS

Microsoft Office products including Word, Excel, Outlook and Power Point.

EDUCATION

Northwestern University, Evanston, Illinois
Post Graduate Studies, Educational Administration

Northeastern Illinois University, Chicago, Illinois
M.A., Inner City Studies

Chicago State University, Chicago, Illinois
B.S., Education

CERTIFICATES

University of California, Berkeley Extension
Training and Human Resource Development
Training Design and Development

Chicago Board of Education
Lifetime Teachers Certificate

EXPERIENCE

2004- Staff Services Specialist **Peralta Community College District, Oakland, CA**

Pres Processes all personnel transactions for classified administrative, classified regular and temporary employees
Recruits temporary classified employees
Prepares Personnel Board Reports of all classified personnel transactions
Conducts orientations for new employees
Processes annual salary increases and longevity stipends for classified employees
Performs fingerprinting services utilizing LIVESCAN

2002- Benefits Analyst **Peralta Community College District, Oakland, CA**

2004 Administered District Health & Welfare Benefit Programs including medical, dental and vision care insurances, life insurance, long term disability insurance (LTD), Medicare benefits and programs mandated by the Consolidated Omnibus Budget Reconciliation Act (COBRA)
Served as District liaison to insurance companies in all aspects of coverage involving employees, retirees and their covered dependents
Administered District annual open enrollment and correspondence with carriers and administrators with the plan. Review enrollment forms and other documents for accuracy and forward to appropriate carrier
Conducted orientation sessions for new employees, provided information regarding health and welfare benefit programs, retirement programs, benefits handbooks as appropriate

- 1997- Staff Assistant/External Affairs **Peralta Community College District, Oakland, CA**
- 2002 Acted as External Affairs resource in establishing and maintaining communication between community based organizations, business groups, district administrators and government officials
Maintained legislative file system and electronic legislative log
Coordinated calendar and activities of the Assistant Chancellor/External Affairs
- 1996- Classroom Services Manager **4th Brigade, 104th Training Div, Dublin, CA**
- 1996 Responsible for requisitioning, storage, maintenance and distribution of media equipment, training and graphic arts materials and publications
Supervised security and control of testing and examination materials
Coordinated support services for military classroom instructors and trainers
- 1995- Human Resources Manager **Borg Warner Protective Services, San Francisco, CA**
- 1996 Coordinated employee training and orientation programs
Administered employee benefits program
Oversaw company Affirmative Action program and compliance with state standards
Upgraded personnel files of 400+ employees to successfully pass corporate audit at 92% efficiency
- 1997- Faculty Development Coordinator **6237th USAR School, 104th Trng Div, Dublin, CA**
- 1998 Established faculty training and evaluation procedures in instruction methodology
Supervised individuals tasked with providing classroom training and instruction in Personnel Administration and Personnel Management Courses
Designed and implemented "Train the Trainer" Program
Oversaw faculty review and TQM programs
Course Director of Personnel Administration Courses
- 1974- Federal Probation/Parole/Pretrial Services Officer **U. S. District Courts, SF/Chicago**
- 1994 Interviewed, investigated and supervised individuals arrested for federal law violations
Researched and presented written and oral evaluations and reports to judicial officers
Created and implemented annual training for all professional and clerical staff
Trainer of newly appointed officers in Cincinnati, Ohio and Lexington, Kentucky
- 1966- Teacher **Board of Education, Chicago, Illinois**
- 1974 Taught Junior High and High School courses in Social Studies, American History, World Civilization and Black American History
Designed and implemented history and social studies courses in pilot educational program for pregnant adolescents
- Curriculum Coordinator
Designed and implemented history and social studies courses for pilot educational program for pregnant adolescents
- 1971- Instructor **Northeastern Illinois University, Chicago, Illinois**
- 1972 Conducted classes in American Institutional History and Political Science
Advisor with University Career Opportunity Program and community representatives

1972 Criminal Justice Consultant **Governors State University, University Park, Illinois**
Provided consultant services for Department of Psychology, Project Practicum,
Psychological Perspectives of the Minority Offender

1972 Classroom Instructor **College of DuPage, Glen Ellyn, Illinois**
Conducted classes in Minority Cultural Studies

Cultural Studies Consultant

Provided consultant services for Human Services Department Project #32 to develop
proposal for black studies curriculum

THESIS TOPIC

"Acculturation and the Black, Unwed, Pregnant Adolescent: An Investigation Into The
Cultural Values Separating Black and White America"

PROFESSIONAL ORGANIZATIONS

American Society of Training & Development (ASTD) 1996

Phi Delta Kappa

UC Berkeley Alumni Association 1996-Present

Conciliation Forums of Oakland Trainer 1999

COMMUNITY ORGANIZATIONS

National Association for the Advancement of Colored People (NAACP) 1997-Present
Black Women Organized for Political Action (BWOPA) Board Member 1993-Present
League of Women Voters Board of Directors 1997-2000
Black Military Women (BMW) 1995-Present
IF&AM & OES
City of Oakland Human Relations Commission 1998-2001
East Bay Californians for Affirmative Action 1995-1996
Parents & Friends of Lesbians & Gays (PFLAG)
National Women's Political Caucus (NWPC) 1998
AA Roundtable – Dialogue Circle
Oakland Police Department Community Mediations 1998
East Bay Lesbian & Gay Democratic Club Board of Directors 1999-Present
East Bay Democratic Club
Oakland African American Women's Coalition 1998-1999
East Bay Pride Stonewall 30- 1999
NIA 1997-Present
Montclair Greater Oakland (MGO) Democratic Club 2000-Present
16th Assembly District Secretary 2001-2002
Alameda County Central Democratic Committee 2001-2002

COMMUNITY SYMPOSIUMS

Bridging the Racial Divide 1998-1999
U. S. Census 1999-2000

LICENSES

California Private Investigator License #17325

CONTINUING EDUCATION

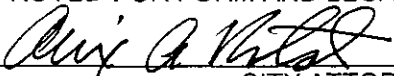
Conflict Mgmt and Mediation Skills Training – Conciliation Forums of Oakland 1998
Training the Trainer – Fred Pryor Seminars
How to Solve Communication Problems – Fred Pryor Seminars
How to Handle People with Tact and Skill – Career Track
Mastering Facilitation – Grace Training
Supervisory Development – Borg Warner Protective Services
Oakland City Management Academy 1998
Conflict Resolution and Confrontation Skills – Career Track

CONTINUING EDUCATION – US DISTRICT COURTS

Orientation Seminar for Pretrial Services Officers – Federal Judicial Center, Wash, DC
Advanced Seminar for Pretrial Services Officers – Federal Judicial Center, Wash, DC
Basic Firearms Training – US Probation, ND California, SF, CA
Regional Training Seminar for US Probation Officers, US Probation, ND CA, SF, CA
Advanced Regional Training Seminar for US Probation Officers, ND CA, SF, CA
Orientation Seminar for US Probation Officers – Federal Judicial Ctr, Wash, DC

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APPROVED FOR FORM AND LEGALITY


CITY ATTORNEY

OAKLAND CITY COUNCIL

RESOLUTION No. _____ C.M.S

RESOLUTION CONFIRMING THE MAYOR'S RE-APPOINTMENT OF ANTOINETTE WARREN-WILLIAMS, AND APPOINTMENT OF KAREN A. ANDERSON AS MEMBERS OF THE COMMISSION ON AGING

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. 9921 C.M.S. creates the Commission on Aging, whose purpose is to encourage improved standards of service to the aging and encourage establishment of needed new services for the aging, among other responsibilities; and

WHEREAS, Ordinance No. 11773 C.M.S. specifies that members of the Commission on Aging 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; and

WHEREAS, the Honorable Mayor Ronald V. Dellums has appointed **Antoinette Warren-Williams** to serve a second three-year term on the Commission on Aging beginning September 3, 2008 and ending September 2, 2011, retaining the seat she previously held, subject to confirmation by the City Council; and

WHEREAS, the Honorable Mayor Ronald V. Dellums has appointed **Karen A. Anderson** to serve a three-year term on the Commission on Aging beginning September 2, 2006 and ending September 1, 2009, filling the seat previously held by Eileen Abrams, 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 **Antoinette Warren-Williams** to serve a second three-year term on the Commission on Aging beginning September 3, 2008 and ending September 2, 2011, retaining the seat she previously held; and be it further

RESOLVED, that pursuant to City Charter section 601, the City Council hereby confirms the Mayor's appointment of **Karen A. Anderson** to serve a three-year term on the Commission on Aging beginning September 2, 2006 and ending September 1, 2009, filling the seat previously held by Eileen Abrams.

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

Interim City Clerk and Clerk of the Council
of the City of Oakland, California