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

Office of the Mayor
Jerry Brown
Mayor

(510) 238-3141
FAX: (510) 238-4731
TDD: (510) 839-6451

Letter of Nomination

June 7, 2005

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

Dear Councilmembers:

Upon nomination of the Mayor, the following person hereby appointed as members of the following Board or Commission:

Commission on Persons with Disabilities

Bill Pelter, Mayoral appointment, serving the term beginning January 29, 2004 and ending September 2, 2005, filling the unexpired seat formerly held by Kevin McFarren.

If you have any questions or concerns, please feel free to contact me.

Sincerely,

JERRY BROWN
Mayor

A large, stylized handwritten signature of Jerry Brown, written in black ink, extending across the page.



CEREBRAL PALSY CENTER FOR THE BAY AREA

4500 LINCOLN AVENUE • OAKLAND, CALIFORNIA 94602-2597 • (510) 531-3323 • FAX (510) 531-2990

E-mail: cpcoak@cpcoak.org

http://www.cpcok.org

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April 4, 2005

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Patricia L. Peck

Mayor Jerry Brown
1 Frank H. Ogawa Plaza, 3rd Floor
Oakland, CA 94612

Dear Mayor Brown,

I writing to be considered for your Commission on Persons with Disabilities. As you will see on my enclosed resume I have a long work and volunteer history in programs that benefit people with disabilities. In addition to my position with the Cerebral Palsy Center I am the current Chairperson of the Alameda Long Term Care Planning Council. During my time with the Council we have helped shape program services to more fully include people with life long disabilities with those who have acquired them in their senior years.

Please let me know if you have questions or need more information.

Sincerely,

Bill Pelter, MA
Assistant Executive Director

Cc: Christine Calabrese

REC'D
MAYOR'S OFFICE
05 APR - 7 AM 8:16

Bill Pelter

05 MAY 18 PM 5:02

HIGHLIGHTS OF QUALIFICATIONS

Skilled in program development, implementation and management
Active involvement in aging and wellness programs and services
Broad knowledge of disability issues, independent living and community resources
Established peer relationships in Bay Area non-profit community

REPRESENTATIVE SKILLS & EXPERIENCE

Agency Management

- Managed day-to-day operations
- Coordinated multiple projects and programs
- Supervised, trained, and evaluated agency staff and volunteers
- Program objectives met on time and within budget
- Assisted executive director with annual planning, budget and reports to board of directors
- Researched and wrote grants increasing revenues and services
- Developed policies and procedures that increased agency productivity and cost efficiency

Program Development & Presentation

Designed and developed information and referral program for people with disabilities:

- Recruited and trained program staff, professional and community volunteers
- Developed and managed database and reporting system
- Developed resource centers for people with disabilities, caregivers, educators, and professionals
- Monitored statistical data and identified needs that lead to program development

Designed and presented seminars on various topics:

- Facilitated and gave presentations
- Developed learning materials (handbooks, exercises, reading lists, audio-visuals, evaluations)
- Recruited panelists
- Developed event marketing plan

Community Relations

Acted as primary liaison for Agency and its programs:

- Active member of Alameda County Long-term Care Committee and subcommittee for impaired adults
- Active member of the Regional Center for the East Bay Long-term Care Committee
- Served as team leader for expansion of Cerebral Palsy Center services in aging and wellness
- Established collaboration amongst various agencies and community groups

EMPLOYMENT

Assistant Executive Director Cerebral Palsy Center for the Bay Area, March 1999 to Present

Responsible for management and supervision of all clinical staff, direct care staff and day-to-day operations. The Agency provides a broad range of programs and services for adults and seniors with developmental and physical disabilities utilizing a person centered model with independent living as a primary focus. My duties also include program development, outreach, community education, participation on committees, panels, and coalitions to advocate for appropriate programs and services.

Program Director Spectrum Center, Oakland Campus, July 1998 to March 1999

Responsible for management and supervision of special education (k-12) school for students with developmental disabilities. Assist Executive Directors with planning, program development and budget. The Spectrum Center provides a continuum of services in public schools, their private schools and adult transition programs. Duties also included program development, outreach, community education, participation on committee and advocacy for appropriate programs and services.

Branch Manager Solano County office of Independent Living Resource, August 1997 to July 1998

Responsible for management and supervision of all Solano County programs and staff. The Agency provides a broad range of programs and services for people with disabilities and their families. My duties also included outreach, community education, program development, participation on committees, panels, and coalitions to advocate for appropriate programs and services.

Associate Director of the Mental Health Association, October 1992 - May 1997

The Association is a non-profit agency serving Contra Costa and Solano County. It provides a wide array of programs and services to the community and its professional membership and is one of the few mental health agencies, which has adopted a public health model.

Additional experience includes business management, sales and marketing.

EDUCATION & TRAINING

Education

Masters of Arts in Family Counseling
Azusa Pacific University

Bachelor of Science in Business Management
California State University at Los Angeles

Training

Counseling:	Well versed on a wide range of modalities that address issues of: independent living aging, parenting, family systems, substance abuse recovery, and stress management.
Cultural Competency:	Received comprehensive cultural competency training, California Department of Mental Health
Public Speaking:	United Way Speakers Bureau Met with Corporations to develop sponsorship and gave presentations to employee groups
Internet:	California State Library, "Internet: Train the Trainer" education
Disaster Preparedness:	Trained in preparedness and disaster response for multicultural populations, seniors, and people with disabilities, by the American Red Cross and California Office of Emergency Services
Computer	Knowledgeable in both IBM/PC and MacIntosh software
Literacy:	Experienced in database development and management Accomplished in telecommunications and Internet

COMMUNITY INVOLVEMENT

- Active member of Alameda County Area Agency on Aging, Long Term Care Committee and subcommittee on impaired adults.
- Active member of Regional Center for the East Bay's Long Term Care Committee.
- *Participated on advisory committee, which developed a volunteer network of personal attendants for seniors and people with disabilities who do not qualify for In-home Supported Services.*
- Lead and organized a countywide (Solano) effort to establish a chapter of Congress of California Seniors.
- Participated on the Coalition for a Healthier Solano; an effort comprised of representatives from private/public healthcare providers, community based organizations, and community groups who seek to improve access to health information, healthcare, and meeting the needs of people with disabilities, seniors and underserved populations.
- Participated on Geriatric Coordinating Committee composed of agency representatives from all of Solano. This committee addresses a range of issues on aging and promotes appropriate services.
- *Invited by State Independent Living Council of California to give input on the draft of their new statewide plan. I emphasized a number of issues that impact disabled children and their families.*
- Attended the 1998 annual Independent Living Conference in Washington D.C.

OAKLAND CITY COUNCIL

FILED
OFFICE OF THE CITY CLERK
OAKLAND

RESOLUTION No. _____ C.M.S.

2005 MAY 26 AM 7:45

**RESOLUTION APPOINTING BILL PELTER AS A MEMBER OF THE COMMISSION
ON PERSONS WITH DISABILITIES**

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 by the nomination of the Mayor, the following individual is hereby appointed to the term set forth below:

Bill Pelter, Mayoral appointment to serve the term beginning January 29, 2004 and ending September 2, 2005, filling a position formerly held by Kevin McFarren.

IN COUNCIL, OAKLAND, CALIFORNIA,

PASSED BY THE FOLLOWING VOTE:

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

NOES-

ABSENT-

ABSTENTION-

ATTEST:

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