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OAKLAND

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 Nomination

May 5, 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:

Civil Service Board

Wendall Mitchell, Mayoral appointment to complete the term beginning May 5, 2008 and ending May 4, 2011, filling the seat previously held by Steven Jimenez.

Michelle J. Hatchell, Mayoral appointment to complete the term beginning May 5, 2009 and ending May 4, 2012, filling the seat previously held by Cheryl A. Stevens.

Winnie Lu Anderson, Mayoral reappointment to complete the term beginning May 5, 2009 and ending May 4, 2012, filling the seat previously held by Tanya Russell.

Thank you for your assistance in this matter.

Sincerely,

Ronald V. Dellums
Mayor


CITY ATTORNEY**OAKLAND CITY COUNCIL**

RESOLUTION NO. _____ C.M.S.

**RESOLUTION APPOINTING WENDALL MITCHELL,
MICHELLE J. HATCHELL, AND WINNIE LU ANDERSON
AS MEMBERS OF THE CIVIL SERVICE BOARD**

WHEREAS, Ordinance No. 8979 C.M.S. creates the Civil Service Board whose members are nominated by the Mayor and approved by the City Council; and

WHEREAS, Ordinance No. 11777 C.M.S. specifies that members of the Civil Service Board 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 individuals are hereby appointed to the term set forth below:

Wendall Mitchell, Mayoral appointment to complete the term beginning May 5, 2008 and ending May 4, 2011.

Michelle J. Hatchell, Mayoral appointment to complete the term beginning May 5, 2009 and ending May 4, 2012.

Winnie Lu Anderson, Mayoral appointment to complete the term beginning May 5, 2009 and ending May 4, 2012.

FURTHER RESOLVED, that failure of a board or commission appointee to abide by the City of Oakland's Conflict of Interest Code shall be cause for removal pursuant to section 601 of the City Charter.

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

WENDALL ALAN MITCHELL, ESQ.

MARTINDALE-HUBBELL RATING: AV

EDUCATION

- | | |
|-------------|--|
| 1981 - 1984 | University of California, Berkeley School of Law (Boalt Hall)
Berkeley, California
J.D., May 1984 |
| 1977 - 1981 | Brandeis University
Waltham, Massachusetts
B.A., Politics and Philosophy, May 1981, Dean's List |

LEGAL EXPERIENCE

- | | |
|--------------|--|
| 1/00-present | Safeway Inc., Pleasanton, California
Senior Real Estate Counsel
* Provides counsel to Safeway's Illinois division, Dominick's Finer Foods, LLC., where main focus is on real estate acquisitions/dispositions/development, leasing and property management |
| 1/97-12/99 | Gong, Mitchell, Combs & Lee LLP, Oakland, California
Transactions Partner
* Specialized in Entity Formation and Counseling, Commercial, Public Agency and Real Estate Matters, With an emphasis on land use, zoning and environmental law |
| 1/87-12/96 | Kennedy, Gong, Mitchell & Combs LLP (formerly Kennedy & Wasserman), Oakland, California
Transactions Partner
* Specialized in Commercial, Public Agency and Real Estate Matters, with an emphasis on land use, zoning and environmental law. |
| 9/84 - 12/86 | Crosby, Heafey, Roach & May, Oakland, California
Litigation Associate
* Specialized in products liability, personal injury, antitrust and insurance matters. |
| 1/84 - 5/84 | Public Advocates, Inc., San Francisco, California
Extern |

5/83 - 6/83

Neumiller & Beardslee, Stockton, California
Law Clerk

NON-LEGAL EXPERIENCE

9/82 - 5/84

University of California, Berkeley, California
Subject A Teaching Associate

7/83 - 8/83

Exploration Summer Programs, Wellesley, Massachusetts
Dean of Students

7/80 - 8/82

Exploration Summer Programs, Wellesley, Massachusetts
Instructor and Residential Counselor

9/79 - 6/81

Adam & Eves, Cambridge, Massachusetts
Part Time Retail Clerk

MEMBERSHIPS

Legal

American Bar Association
National Bar Association
California Bar Association
Charles Houston Bar Association

Non-Legal

Sigma Pi Phi, Alpha Gamma Boule

Exploration Summer Programs: Chairman of Board of Trustees; Member of Executive, Compensation and Evaluation and. Audit Committees

Lincoln Child Center: Chair of Governance Committee; Member of Program and Executive Committees; Past Chair of Board of Directors; Past Chair of Building and Grounds, Bylaws and Program Committees; Past Chair of \$2 Million Capital Campaign

Safeway African American Leadership Network: Chair Of Community Outreach Committee, Member of Executive Committee

Oakland Development Council: Past President and Member of Board of Directors

Oakland Rotary: Past Chair of Ecology Committee, Past Member of Education Support Committee

HONORS & AWARDS

N.A.A.C.P. Legal Defense Fund John W. Davis Award
Earl Warren Legal Training Program Scholarship
University of California Graduate Fellowship
American Logistics Association Scholarship
Brandeis University Scholarship
New Jersey State Scholarship
Lincoln Child Center James Mann Community Service Award

Safeway Inc. Community Hero Award

COMPUTER SKILLS

Microsoft Word, Excel, Outlook and PowerPoint; Internet proficient

LANGUAGES

English, Spanish

PLACES LIVED

Indiana, Puerto Rico, Florida, New York, New Jersey, Massachusetts, California

REFERENCES

Available Upon Request

MICHELLE J. HATCHELL

WORK EXPERIENCE

OVER THE TOP COACHING

April 2006 - Present

CFO / Business Manager

Oakland, CA

- Provide finance and accounting leadership for an executive coaching and leadership development company.
- *Manage customer service, database management and business operations.*
- Clients include PG&E, Kaiser Permanente, American Express, Johnson & Johnson, Merrill Lynch and many others.

PEPSICO BEVERAGES AND FOODS

September 2004- August 2006

Plant Controller

Oakland, CA Gatorade Plant

- Provided financial and business leadership as a key member of the Plant Leadership Team.
- Led the preparation of the annual plan and financial re-projections ensuring alignment with operations.
- Led all cost and financial accounting processes within the plant including accounts payable, payroll, general ledger, fixed asset, and inventory accounting.
- Ensured all financial transactions and reports are completed according to GAAP and corporate policy.
- Performed all required Sarbanes-Oxley control tests
- Led and developed staff through providing an optimal finance organization design, continual coaching, individual training and development, team-based training, succession planning, and recruiting.

PROCTER & GAMBLE

June 1997 - Present

Plant Financial Manager (P&G)

Avenel, NJ Manufacturing Site

- Leader of the purchasing, finance, accounting, and storeroom department at the Avenel manufacturing facility, that supplied \$140MM in perfumes to all business units for the company.
- Led the site through two internal control audits to ensure all company assets located at the site were protected and was able to improve controls significantly.
- As the finance leader on the SAP implementation team, was successful in rolling out the purchasing and accounting components.
- Successfully forecasted and reconciled the annual plant budget using standard cost.
- Built organizational capability by focusing on top priorities and linked the site's compelling business needs to individual work development plans within the finance and accounting department.
- Member of Plant Steering Team that developed strategy and drove business results for the site.

Sales Finance Manager (P&G)

New York Sales Office

- Responsible for optimizing volume, profit, and cash flow in customer related activities for ten wholesale customers on the east coast which represented \$2.6 billion in sales.
- Assessed and understood customer's structure, goals and strategies, including financial performance, trade economics and competitive environment in order to support the team in achieving our sales targets.
- Led business plan development to identify projects which helped achieve volume and share objectives.
- Developed and analyzed the budget related activities of the team.
- Facilitated the periodic review of the team's internal controls processes.

Cost Forecaster (P&G)

Health Care Research Center, Mason, OH

- Managed \$250 million Total Delivered Cost budget for global over-the-counter brands.
- Managed plant, raw material, delivery and product supply administrative costs
- Led various cost cutting projects with Purchasing and manufacturing plants to reduce costs by over \$10 million.
- Responsible for providing quarterly and yearly global cost forecasts.

Financial Analyst (P&G)

General Offices, Cincinnati, OH

- Analyzed financial feasibility of new initiatives in the Health Care Global Business Unit
- Led effort to develop new product pricing strategy for market research test
- Completed an analysis of Rx-to-OTC switch factors for several countries in N.A., L.A., Europe and Asia

MICHELLE J. HATCHELL

WORK EXPERIENCE *(Continued)*

WALT DISNEY WORLD

June 1996 – August 1996

Financial Analyst – Intern

Lake Buena Vista, FL

- Identified procedures to cut costs for the Ticket Services Operations which produced 25% of total park tickets sold
- Presented summary results to senior management
- Analyzed the ticket refund and exchange procedures at the Guest Relation windows throughout the property

OHIO CASUALTY INSURANCE COMPANY

June 1993 – January 1995

Actuarial Analyst, Commercial Auto Pricing

Hamilton, OH

- Prepared formal recommendations to Underwriting and Senior Management concerning changes in rates and rating plans based on analysis.
- Prepared correspondence and required exhibits in connection with state regulatory filings including necessary follow-ups

HARTFORD INSURANCE GROUP

June 1991 – June 1993

Actuarial Analyst, Corporate Reserving

Hartford, CT

- Compiled and analyzed data to explain the change in expected and actual loss ratios for all major lines of business.
- Organized and assembled monthly and quarterly exhibits for Senior Board meetings and auditors.
- Conducted a competitive analysis of other insurance companies by analyzing their financial reports

Casualty Actuarial Society Exams

Exam 1–Calculus, Exam 2–Probability & Statistics, Exam 3B–Property & Casualty coverage, Exam 3C–Linear Algebra

EDUCATION

UNIVERSITY OF MIAMI, GRADUATE SCHOOL OF BUSINESS

Coral Gables, FL

- Master of Business Administration, Finance, GPA 3.9
- Graduate Assistant Scholarship
- Paid project working with Finance professor to create an actuarial analysis lesson for undergraduate finance class

May 1997

HOWARD UNIVERSITY

Bachelor of Business Administration, Actuarial Science

Washington, DC

- Dean's list – 1990 and 1991
- Active member of the Insurance, Math and California clubs

May 1991

WINNIE W.L. ANDERSON

SKILLS SUMMARY

Training and labor management professional with extensive experience in collective bargaining, human resources, labor laws, operations, organizational development, project management, training and development, strategic planning and workforce development. Experienced in developing and implementing regional & statewide training programs for large organizations.

EDUCATION

Masters in Public Administration, MPA May 2008 Graduation
University of Southern California (USC), Los Angeles, CA
School of Policy, Planning and Development

B.A. in Humanities
University of California Irvine (UCI), Irvine, CA

EMPLOYMENT

Senior Employee Relations Representative May 2008-Present
City and County of San Francisco
San Francisco, CA

- Under the Civil Service Commission Rule 109 consults with and provides advice to operating departments regarding contract interpretation, Employee Relations Ordinance, state and local labor laws and policies, disciplinary actions, grievance handling, and related matters
- Gathers, prepares and analyzes technical and statistical data for use in negotiation of labor agreements, grievance processing, mediation, arbitration, fact-finding, and other employee relations activities; researches, analyzes and projects costs and other results of union and management proposals
- Serves as the chair or a member of a negotiating committee; identifies and analyzes issues involved; develops negotiating proposals; represents management positions; writes and revises contract language; analyzes costs of contract proposals
- Implements or assists in the implementation of negotiated agreements and arbitration awards
- Provides technical assistance and expertise to department or agency heads and other City and County staff
- Selects arbitrators; assists in the preparation of grievances for arbitrators by defining issues, interviewing witnesses, and collecting other information
- Keeps current on new trends, developments, court cases and legislation in the labor relations field

Senior Learning Consultant April 2007-Present
Kaiser Permanente
Oakland, CA

- Implement and manage the business and operational strategies with senior leadership to improve all Northern California Kaiser Medical Facilities on Attendance, Service, Overtime, and Missed Meals and Breaks.
- Provide consultation regarding analysis, design, development, evaluation and implementation of Labor Management Partnership objectives.
- Customize, design and implement training programs and materials that manage and mentor trainers and facilitators to build internal capacity.
- Facilitate and coordinate the work of labor and management leaders in developing strategic work plans to reach performance goals.
- Spokesperson and advocate of Partnership principles and processes by working collaboratively with Kaiser employees and customers.

Director of Education & Training September 2003-April 2007
Service Employees International Union
Local 535 (Statewide)/1021 (NCAL)

Oakland, CA

- Managed operational and departmental budget and staff for a statewide union for over 30,000 staff and members.
- Developed and delivered trainings on arbitration, collective bargaining, communications, facilitation, grievances, labor law, labor-management relations, leadership, mediation, negotiations, policy development, strategic planning and workplace safety.
- Led strategic and tactical planning for public and private sector contract negotiations and campaigns.
- Conducted needs assessments and effectiveness on instructional design and utilized knowledge of best practices.

Political Consultant
Service Employees International Union
State Council

May 2003-September 2003

Sacramento, CA

- Recommended and implemented successful lobbying strategies and agendas to maintain state funding for social service programs in the state.
- Supervised and managed endorsements of political candidates throughout the state.

Labor Representative
Service Employees International Union
Local 715

January 2002-May 2003

San Jose, CA

- Negotiated public and private sector contracts and departmental agreements for over 1200 health care workers in Santa Clara County.
- Investigated, prepared and resolved contractual and labor conflicts and grievances.
- Conducted salary surveys, interpreted and analyzed market data, negotiated performance appraisals/evaluations, job descriptions and attraction methods for recruitment and retention.

Legislative & Fiscal Analyst
Griffin & Associates

January 2001-December 2001

Sacramento, CA

- Managed and audited budgets for medical group associations.
- Negotiated language on key legislation for clients in biotech and healthcare field with legislators.

Policy Aide
Lieutenant Governor of California
State Capitol

August 2000-January 2001

Sacramento, CA

- Coordinated various projects and commissions for the Lieutenant Governor by identifying and bringing together stakeholders to strategize and implement programs throughout the state.

CERTIFICATES

- **Issue Resolution/Collaborative Decision Making/Interest-Based Problem Solving Train the Trainer**—Kaiser Labor Management Partnership
- **Group Facilitation Skills Train the Trainer**—Community at Work
- **Mediating Workplace Conflict**—UC Berkeley (UCB) Labor Occupational Health Program
- **Preventing Violence at the Work Place**—UCB Labor Occupational Health Program
- **Labor Relations Academy II The Arbitration Process**—CA Public Employer Labor Relations Association
- **Labor Relations Academy III The Negotiation Process**—CA Public Employer Labor Relations Association
- **Mediation Training 40 Hours**—University of California Irvine
- **Sexual Assault Counselor 72 Hours**—Orange County Human Services

AFFILIATIONS

CALPELRA – CA Public Employer Labor Relations Association – Member
ASPA – The American Society for Public Administration – Member
MCPD – Mayor's Commission on Persons with Disabilities – Commissioner
JLDA – Jack London District Association – Board Member, Former VP