



INTEROFFICE MEMORANDUM

DATE: November 10, 2004

TO: LaTonda Simmons
Boards and Commissions Management
Office of the City Clerk

FROM: Councilmember Danny Wan

SUBJECT: Appointment to the Planning and Oversight Committee of the Oakland Fund for Children and Youth

It has come to my attention that the seat for my adult appointee to the Planning and Oversight Committee (POC) of the Oakland Fund for Children and Youth is vacant.

I would like to appoint **William Butkus** to fill this seat on the POC through July 31, 2005.

Please contact my staff Pat Kernighan with any questions regarding this matter at 238-7023.

Cc: Touch Thouk, OFCY, DHS (150 Frank H. Ogawa Plaza, 4th Floor, Suite 4216)

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William M. Butkus

PROFESSIONAL EXPERIENCE

ALLIANCE FOR JUSTICE, Oakland, CA: July 2003-Present

California Organizer

- Provide advocacy trainings and technical assistance to 18 gun violence prevention grantee organizations in 12 states
- Assisted in the creation and implementation of a new advocacy campaign called *Coaches Against Gun Violence*
- Work with students on year round advocacy activities at Oakland Technical, Castlemont, Balboa and Oakland High School
- Organize *Coaches Against Gun Violence* advocacy events at 18 high schools in Washington, D.C., Oakland, Detroit, and Miami
- Award 18 matching grants to non-profit organizations that work with youth on gun violence prevention issues
- Design requests for proposals, review submitted proposals and select organizations to receive matching grants

NATIONAL PARKS CONSERVATION ASSOCIATION, Washington, D.C.: July 2002–December 2002

National Campaign Coordinator

- Created 2002 election strategy and worked with the field staff in 8 states to implement election strategy
- Engaged congressional candidates, mobilized the public, recruited volunteers and activated 280 coalition organizations
- Developed and executed non-election campaign goals to pressure Congress to increase the operational budget of the National Parks
- Researched and informed campaign staff about Federal Election Commission 501(c)(3) campaign laws
- Oversaw 1.5 million dollar budget, processing invoices and recording expenses

NATIONAL ASSOCIATION OF COMPUTER CONSULTANT BUSINESSES, Alexandria, VA: February 2002–July 2002

Grassroots Lobbying Associate

- Organized annual lobby day events which included seminars, lobby meetings on Capitol Hill, issue briefings and dinners
- Liaison between Association members and members of Congress attending lobby day events
- Compiled informational packets regarding upcoming relevant legislation, lobbying techniques and public policy

NATIONAL DEMOCRATIC INSTITUTE FOR INTERNATIONAL AFFAIRS, Washington, D.C.: September 2001–December 2001

Development Assistant

- Organized 14th Annual W. Averell Harriman Democracy Award Dinner honoring U.N. Secretary-General Kofi Annan
- Assisted Development Director with fundraising
- Responsible for acknowledgments, billings and other financial notices to donors
- Managed fundraising database and prospect research requests

FLORIDA DEMOCRATIC COORDINATED CAMPAIGN, Tallahassee, FL: September 2000–December 2000

Florida Absentee Ballot and Field Coordinator

- Responsible for organizing, recording and processing incoming absentee ballot requests
- Recruited and scheduled over 500 volunteers and interns to assist staff telephone bank, answer telephones, organize events, distribute yard signs, hand out literature and recruit volunteers
- Organized events, debate watches, rallies and election day war room
- Assigned to oversee ballot recounts in Leon, Gainesville and Wakulla Counties

DEMOCRATIC NATIONAL CONVENTION COMMITTEE, Los Angeles, CA: June 2000–September 2000

Operations Associate

- Served as Director of Telephone Operations for the headquarters and field offices
- Organized the use of office space for staff, consultants and related organizations
- Supplied headquarters, LA Convention Center and field offices with office equipment and supplies

GORE 2000 NATIONAL HEADQUARTERS, Washington, D.C./Nashville, TN: July 1999–May 2000

Operations Assistant

- Served as Director of Mail Operations and Deputy Director of Correspondence
- Coordinated the shipment of office supplies and equipment to and from field offices
- Established the volunteer coordinator office in Nashville, TN

REPRESENTATIVE BARBARA LEE (CA-9), Washington, D.C.: January 1999–July 1999

Staff Assistant

- Handled front desk responsibilities, constituent tours of Washington, D.C. and flag requests
- Conducted legislative research and drafted general correspondence
- Responded to constituent information requests

EDUCATION & INTERNSHIPS

- **University of California at Davis** - Bachelor of Arts degree December 1998; Major: Political Science
 - **Vice President Al Gore, Office of Legislative Affairs**, Washington, D.C.: Fall 1998
 - **Representative Ronald V. Dellums (CA-9)**, Washington, D.C.: Summer 1997
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OAKLAND CITY COUNCIL

COPY

RESOLUTION No. _____ C.M.S.

RESOLUTION APPOINTING WILLIAM BUTKUS AS A MEMBER OF THE CHILDREN'S FUND PLANNING AND OVERSIGHT COMMITTEE

WHEREAS, Article XIII of the Oakland City Charter creates the Children's Fund Planning and Oversight Committee, whose members are nominated by the Mayor and City Council and approved by the City Council; and

WHEREAS, Ordinance No. 76141 C.M.S. specifies that members of the Children's Fund Planning and Oversight Committee are to serve one year terms, 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 Councilmember Wan, the following individual is hereby appointed to the term set forth below:

William Butkus, as Adult Representative for District 2 to the term beginning July 30, 2004 and ending July 31, 2005, to fill the position formerly held by Alex Pederson.

IN COUNCIL, OAKLAND, CALIFORNIA,

PASSED BY THE FOLLOWING VOTE:

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

NOES-

ABSENT-

ABSTENTION-

ATTEST:

CEDA FLOYD
City Clerk and Clerk of the Council
of the City of Oakland, California

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