

FILED
OFFICE OF THE CITY CLERK
OAKLAND

2013 FEB 21 PM 3:55

Letter of Nomination

February 20, 2013

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

Dear President Kernighan and members of the City Council:

Pursuant to City Charter section 601, the Mayor hereby appoints the following persons as members of the following Board or Commission, subject to the City Council's confirmation:

HOUSING, RESIDENTIAL RENT AND RELOCATION BOARD

Noah Frigault, Mayoral appointment to serve the term beginning February 12, 2011 and ending February 11, 2014 as a tenant member, filling the seat previously held by Gregory Minor.

Tyfahra D. Singleton, Mayoral appointment to serve the term beginning February 12, 2012 and ending February 11, 2015 as alternate tenant member, filling the seat previously held by Guillermo Mayer.

Craig Castellanet, Mayoral reappointment to serve the term beginning February 12, 2013 and ending February 11, 2016 as tenant member, filling the seat he previously held.

Beverly A. Williams, Mayoral reappointment to serve the term beginning February 12, 2013 and ending February 11, 2016 as neutral member, filling the seat she previously held.

Thank you for your assistance in this matter.

Sincerely,

Jean Quan
Mayor

FILED
OFFICE OF THE CITY CLERK
OAKLAND

2013 FEB 21 PM 3:55

APPROVED FOR FORM AND LEGALITY

DRAFT

CITY ATTORNEY

OAKLAND CITY COUNCIL

RESOLUTION No. _____ C.M.S.

RESOLUTION CONFIRMING THE MAYOR'S APPOINTMENT OF NOAH FRIGAULT AND TYFAHRA D. SINGLETON AND REAPPOINTMENT OF CRAIG CASTELLANET AND BEVERLY A. WILLIAMS TO THE HOUSING, RESIDENTIAL RENT AND RELOCATION BOARD

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. 11954 C.M.S., adopted December 17, 1996, and amended by Ordinance No. 12030 C.M.S., adopted December 16, 1997, and further amended by Ordinance 12273 C.M.S., adopted July 25, 2000, and Ordinance No. 12399 C.M.S., adopted January 23, 2003, creates the Housing, Residential Rent and Relocation Board ("Board") to assume all duties and functions heretofore exercised by the Housing Advisory and Appeals Board, Relocation Appeals Board, and the Housing Advisory and Appeals Board; and

WHEREAS, the Board consists of seven (7) members, two tenants, two landlords, and three neutral members, serving not more than two consecutive three-year staggered terms and one alternate for each of the three classes of members; and

WHEREAS, the Honorable Mayor Jean Quan has appointed Noah Frigault to serve a three year term as a Tenant Representative subject to confirmation by the City Council; and

WHEREAS, the Honorable Mayor Jean Quan has appointed Tyfahra D. Singleton to serve a three year term as an Alternate Tenant Representative subject to confirmation by the City Council; and

WHEREAS, the Honorable Mayor Jean Quan has reappointed Craig Castellanet to serve a second three year term as a Tenant Representative subject to confirmation by the City Council; and

WHEREAS, the Honorable Mayor Jean Quan has reappointed Beverly A. Williams to serve a second three year term as a Neutral Representative 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 appointments of Noah Frigault to the Housing, Residential Rent and Relocation Board to a tenant seat for a three-year term beginning February 12, 2011 and ending February 11, 2014, filling the seat previously held by Gregory Minor and Tyfahra D. Singleton to the Housing, Residential Rent and Relocation Board to an alternate tenant seat for a three-year term beginning February 12, 2012 and ending February 11, 2015, filling a seat previously held by Guillermo Mayer, and
- The Mayor's reappointments of Craig Castellonet to the Housing, Residential Rent and Relocation Board to a tenant seat for a three-year term beginning February 12, 2013 and ending February 11, 2016 filling a seat he previously held and Beverly A. Williams to the Housing, Residential Rent and Relocation Board to an alternate seat for a three-year term beginning February 12, 2013 and ending February 11, 2016 filling a seat she previously held.

IN COUNCIL, OAKLAND, CALIFORNIA,

PASSED BY THE FOLLOWING VOTE:

AYES - KALB, PRESIDENT KERNIGHAN, GIBSON MCELHANEY, SCHAAF, GALLO, BROOKS, REID AND KAPLAN

NOES –

ABSTENTIONS-

ABSENT-

ATTEST:

LATONDA SIMMONS
City Clerk and Clerk of
the Oakland City Council

Noah Frigault

Education

Juris Doctor Candidate

University of California, Hastings
College of the Law, San Francisco, CA
Expected 05/2013

Received "Outstanding Volunteer in Public Service Award" from the CA State Bar for 1L and 2L years for volunteering over 300 hours; volunteered at New Orleans, LA Public Defender's Office during 1L spring break; received J.W. Saxe Memorial Prize (1 of 12 nationally) and Equal Justice America Fellowship for 1L summer internship; as 2L, ABA certified; received Hastings Public Interest Law Foundation Summer Grant for 2L summer internship; as 2L, featured in Hastings magazine; as 2L, op ed on EEOC published in the California Recorder.

Bachelor of Fine Art

Maine College of Art, Portland, ME
05/2005

Graduated with honors; dean's list; received highest amount Talent Award scholarship for four years; interview candidate for graduate school of painting, Yale School of Art, New Haven, CT, March 2005.

Selected Work Experience

Extern

Refugee and Human Rights Clinic, San Francisco, CA
01/2013-present; 20 hrs/wk.

Work to be determined.

Judicial Extern

Hayward Hall of Justice, Hayward, CA
08/2012-11/2012; 35 hrs/wk.

Work under Judges John M. True III and Ioanna Petrou in state civil court. Draft opinions on motions; research memoranda; case briefs; extensive trial and pretrial calendar observation.

Intern

State Division of Human Rights, New York, NY
06/2012-8/2012; 40 hrs/wk.

Investigated 38 employment discrimination complaints under the New York State Human Rights Law, the most of any previous intern. Interviewed parties; compiled comparative data; wrote determinations. Selected to represent office at discrimination roundtable event for state government practitioners.

Extern

Human Rights Commission, San Francisco, CA
01/2012-04/2012; 30 hrs/wk.

Coordinated a public hearing at SF City Hall on the human rights impact of the War on Drugs, from conception to execution. Fact investigation; direct outreach; managed media presence; coordinated written testimony submissions. After internship, hired on contract for design and social media work.

Fair Housing Fellow

East Bay Community Law Center, Berkeley, CA
08/2011-4/2012; 12 hrs/wk.

First person chosen for new fellowship. Worked on cases involving California's Fair Employment and Housing Act, public housing, and reasonable accommodation; Section 8 termination hearings; HUD complaints. For spring semester, created and coordinated housing discrimination testing program.

Summer Law Student Intern

East Bay Community Law Center, Berkeley, CA
05/2011-08/2011; 50 hrs/wk.

Rotating caseload of seven clients at all stages of pretrial; weekly Eviction Clinic and Tenants' Rights Workshop, drafting legal documents for an additional 5-10 clients per week; reasonable accommodation hearings with public housing authorities.

Volunteer Intern

Homeless Advocacy Project, San Francisco, CA
09/2010-05/2011; 8 hrs/wk.

Wrote persuasive briefs and otherwise assisted mentally disabled homeless clients in applying for federal disability benefits. Received "Outstanding Volunteer In Public Service Certificate" given to top 10% of 1800 annual volunteers.

Americorps Construction Crew Leader

Habitat for Humanity East Bay, Oakland, CA
08/2009-07/2010 & 08/2006-07/2007; 40 hrs/wk.

Taught, lead, and managed volunteers in all aspects of green construction, in three developments and 67 houses. After first Americorps term, hired for two months to complete two full-home remodels; in addition to crew leader duties, this work entailed volunteer scheduling, scope-of-work scheduling, and supply takeoffs.

Volunteer Intern

Maine Volunteer Lawyer's Project, Portland, ME
01/2008-05/2008; 15 hrs/wk.

Phone intake for low-income legal assistance hotline.

Volunteer

Common Ground Collective, New Orleans, LA
06/2006 & 08/2006; 50 hrs/wk.

Worked directly with homeowner families on the first phase of rebuilding; gutted mold-infested homes down to studs.

RESUME FOR:

Beverly A. Williams

Continuation of the Bar, University of California, UCLA:

Current Position 2/2010 to present:

Administrative Assistant, Accounts Receivable responsible for processing cash receipts.

Prior Position 11/2002 to 2/2010:

Administrative Assistant, Accounts Payable responsible for all payables to vendors, responding to all related correspondence, reconciled vendor payments, and processed all AR actions, maintained all files. The position required collaboration and close contact with all in-house staff (e.g. managers, supervisors, and employees). Payables average up to \$500,000 per month. Job changed due to company restructuring.

Prior Position 2/1990 to 11/2002:

Program Assistant planned programs for live/video programs for attorneys needing to meet their MCLE requirements, verifying program materials, preparing reports, responding to correspondence, set up banquets, maintained files, and set up telephone conference. Job changed to company restructure.

Federal Government, Health and Human Services, Personnel Administration – Combined 20 plus years – short version:

Staffing and Classification Specialist, Personnel Management Specialist, Employee Relations Specialist – highlighted responsibilities:

- Developed recruiting methods; Located, screened, and referred qualified applicants for employment; Developed ranking criteria; Conducted Promotion Panels; Processed/Reviewed personnel actions; Developed/Revised guidelines, training materials, organizational charts and other informational materials; prepared a variety of reports; Identified classification and position management problems making recommendations for change; Special assignment working directly with Personnel Director conducting position management surveys and annual classification reviews; Regional Coordinator for Mandatory Placement Program (MPP); Maintained the Full Time Equivalency Monthly Report (FTE); Collaborated with departmental, regional, and inter office personnel on draft responses and proposed regulatory changes; Developed performance standards; Evaluated staff utilization and weaknesses; evaluated staffing needs, organizing

work, cross training programs and work plan objectives; Provided Personnel training when necessary; Conducted quarterly on-site staff visits providing Employee Relations support to managers, supervisors and employees in the areas of procedural and regulatory compliance; Provided on-site counseling in the areas of employee conduct, work habits, leave abuse, indebtedness, involuntary separation, conflict of interest etc.; Advised managers and supervisors on performance standards, grievances, appeals, grievances, disciplinary and adverse actions, and reprimands, reviewing correctional actions; Workers Compensation Specialist; Provided training on various Employee Relations functions

- Six month special development program on the job training on Labor Relations

Current Volunteer Positions Held:

Active Community Leader, ACCE (Alliance of Californians for Community Empowerment), Oakland – emphasis on housing crises

Active Urban Habitat Transportation for Justice Committee

Active Interim Co-Chair, NCPC 34X – Oakland

Active Member Block By Block Organization Oakland One (BBBON)

Moderator/Facilitator for Large Forums

Former Board Member and Political Action Committee (PAC) Board Member ACORN

Former Urban Strategies, Interim Board Member, Oakland Community Land Trust (OakCLT)

Recognitions: Alameda Labor Council's 2009 Community Leadership Award

Certificate of Recognition for Chapter Leader by Senator Ellen Corbett,
District 10 – 2009

Alum Cohort, Boards and Commissions Institute Graduate (BCLI), Urban
Habitat 2010

Education: BA Public Administration, Golden Gate University, SF

References upon Request

Tyfahra Danielle Singleton

EDUCATION

- 2011 University of California, Berkeley
 Ph.D., Comparative Literature, designated emphasis in Film Studies
- Beat hundreds of applicants for one of eight spaces in the #1 ranked US program
 - Awarded the prestigious five year, Chancellor's Fellowship
 - Received over \$189,000 in government grants
 - Awarded \$25,000 in private grants from the Andrew W. Mellon Foundation
- 2000 Oberlin College
 B.A., English and Comparative Literature, with Honors

WORK EXPERIENCE

- 2013- Present Great Oakland Public Schools, Oakland
 Data Manager
- Implementing a database for contact relations management
- 2012- Present University of California, Berkeley
 Visiting Scholar in Comparative Literature and Critical Theory
- Conduct research for publication projects
- 2011- 2012 University of California, Berkeley
 James R. Gray Postdoctoral Lecturer in Comparative Literature
- Teach (including writing curriculum and syllabi) four sections per year of Reading and Composition literature courses
 - Supervise three graduate student Teaching Assistants per year
 - Evaluate graduate student teaching effectiveness
 - Administer student evaluations of graduate student teaching
 - Mentor graduate students on time management and strategic planning for teaching during academic graduate work
- 2011- 2012 University of California, Berkeley
 Writing Workshop Instructor
- Developing and Teaching writing workshop for Mellon Mays Undergraduate Fellows
 - Teach senior and junior fellows, writing, research methods and academic presentation skills
 - Design and lead year-end public Mellon conference
- 2007-2011 Sylvan Learning Center, Piedmont
 Teacher/Instructor
- Instructed 4th-12th grade students in writing, reading and math, both on and offsite
 - Taught Supplemental Education Students (SES)
 - Redeveloped Sylvan Piedmont's writing curriculum

2003-2011

University of California, Berkeley

Graduate Student Instructor

- Course Head in the introductory seminar for Comparative Literature
- Taught two sections per year of Reading and Composition courses
- Supervised graduate student Teaching Assistants

2000-2002

Corbis Corporation, Bellevue, WA and Chicago, IL

Administrative Assistant (2000); Executive Assistant (2001); Account Executive (2002)

- Supported 17 Account Executives (as Administrative Assistant)
- Trained all Seattle and Chicago new hires on JD Edwards (Oracle) database software
- Promoted to Executive Assistant for the branch manager (scheduling, travel, expenses, billing)
- Promoted to Account Executive in new Chicago office to license stock photography for commercial usage
- Managed 50+ key accounts in high pressure sales environment with 70K monthly goals

COMMUNITY INVOLVEMENT/VOLUNTEER

2012

Campaign Volunteer: Lynette McElhanev for City Council District 3 August-November 2012

- Conducted research on District 3 community
- Wrote articles and editorials
- Phone Banking
- Door to door community outreach

2012

Peer Reviewer: 2012 All America City Award: The Campaign for Grade-Level-Reading May-June 2012

2005

Curator: Women of Color Film Festival, Berkeley, CA

- Worked closely with Berkeley's Pacific Film Archive
- Screened and selected films directed and produced by women of color from an international selection of artists

SKILLS

Spanish (Speaking and Reading); German, French and Latin (Reading); MS Office 2010; Adobe Acrobat XI Pro;
Database skills: JD Edwards (by Oracle) ; Wordpress

REFERENCES

Josephine Moreno
Arts and Humanities
Graduate Diversity

Erica Roberts
Student Affairs Officer

Sarah Somorai
Director of Education (former)

⋮