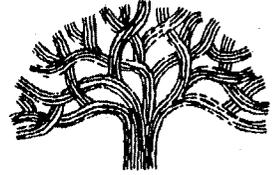


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OFFICE OF THE CITY CLERK  
OAKLAND

19 MAY -9 AM 11:56

CITY OF OAKLAND



CITY HALL • 1 FRANK H. OGAWA PLAZA, 3<sup>rd</sup> FLOOR • OAKLAND,  
CALIFORNIA 94612

Office of the Mayor  
Honorable Libby Schaaf  
Mayor

(510) 238-3141  
Fax (510) 238-4731

Letter of Appointment

April 22, 2019

The Honorable City Council  
One Frank H. Ogawa Plaza, Second Floor  
Oakland, CA 94612

Dear President Kaplan and members of the City Council:

Pursuant to City Charter Section 601, the Mayor has reappointed the following persons as members of the following board or commission, subject to City Council confirmation:

**Public Safety and Services Violence Prevention Oversight Commission**

**Dayna Rose**, to the Public Safety and Services Violence Prevention Oversight Commission, serving as a District 2 representative for the term beginning April 21, 2019 and ending April 20, 2021, filling the seat previously held by herself.

**Edwillis Wright**, to the Public Safety and Services Violence Prevention Oversight Commission, serving as a District 4 representative for the term beginning April 21, 2019 and ending April 20, 2021, filling the seat previously held by Natasha Middleton.

**Nikki Uyen T. Dinh**, to the Public Safety and Services Violence Prevention Oversight Commission, serving as a District 5 representative for the term beginning April 21, 2018 and ending April 20, 2020, filling the seat previously held by Rebecca Alvarado.

**Carlotta Brown**, to the Public Safety and Services Violence Prevention Oversight Commission, serving as a District 6 representative for the term beginning April 21, 2019 and ending April 20, 2021, filling the seat previously held by herself.

Thank you for your assistance in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Libby Schaaf". The signature is fluid and cursive, with a large loop at the end.

Libby Schaaf  
Mayor

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OAKLAND

19 MAY -9 AM 11:56

**Profile**

dayna \_\_\_\_\_ rose \_\_\_\_\_  
First Name Middle Initial Last Name

Email Address \_\_\_\_\_

Street Address \_\_\_\_\_ Suite or Apt \_\_\_\_\_  
 Oakland CA 94605  
City State Postal Code

Mobile: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Primary Phone Alternate Phone

San Francisco Unified School District \_\_\_\_\_ New Teacher Coach \_\_\_\_\_  
Employer Job Title

**Which Boards would you like to apply for?**

Children's Fund Planning and Oversight Committee: Submitted  
 Public Safety & Services Violence Prevention Oversight Commissions - 2014: Appointed

**Interests & Experiences**

**Please tell us how your qualifications and participation will relate to the requested board and/or commission's mission.**

Cultural Affairs Commission As someone with experience using art as a therapeutic tool, I find the arts to be critically valuable to individuals and society. I am especially passionate about the intersection of art and culture. Oakland is a beautiful and vibrant city with a tremendous amount of artistic and cultural diversity. I am proud to be a resident and have the opportunity to attend many different artistic, cultural, and community events on a regular basis. It is because of my passion and frequent participation that I would love to serve on the Cultural Affairs Commission and help guide the city with these shared values. I firmly believe that culture and the arts help to make Oakland the incredible city that it is, and I am eager to make an impact in these endeavors. Youth Advisory Committee I have an intense amount of background and experience working directly with youth and among youth causes (from my academic background, to my professional background in education, to my service on a board, and to my work in juvenile hall). Therefore, I would be a tremendous asset to the Youth Advisory Commission. I am very interested in supporting and using my skills to guide Oakland in identifying the needs of the city's youth.

***Please submit your resume or curriculum vitae. You may upload a document. (A Word format is preferred.) Alternatively, you may paste the text of your resume in the field provided below.***

Dayna\_Rose\_Resume\_2017.pdf  
Upload a Resume

**Please paste the text of your resume or curriculum vitae below.**

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**Please click the acknowledgement below.**

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**Service on City of Oakland boards, commissions, and committees may require filings of the FPPC's Statements of Economic Interest (Form 700). Upon appointment and determination of filing status, I will comply with all filing obligations.**

---

I Agree \*

19 MAY -9 AM 11:56

Dayna Rose

## EDUCATION

B.A., San Francisco State University

Multiple Subject CLAD Credential, San Francisco State University

Master's in Education - Equity & Social Justice, San Francisco State University

## EXPERIENCE

### **Study Hall Manager, Each One Reach One, San Mateo Juvenile Hall**

**October 2016 - Present**

- Responsible for managing a weekly study hall program for young men ages 15-17

### **New Teacher Induction Coach, San Francisco Unified School District**

**October 2016 - Present**

- Responsible for coaching and supporting new teachers pre-k through high school
- Part of a lead coaching team addressing issues of equity and racial justice

### **Teacher on Special Assignment/Administration Team, Taft Community School, Redwood City, CA**

**August 2015 - June 2016**

- Responsible for coaching and supporting the middle school teachers
- Trained staff on restorative justice and provided the foundation for a brand new restorative justice implementation
- Responsible for student discipline
- Provided staff training on the Kelso's Choice Conflict Resolution Program
- Responsible for the coordination of state mandated testing (CELDT, SBAC)
- Coordinator of field trips and assemblies
- In charge of scheduling, data collection, and the school-wide calendar
- Created and organized the middle school elective program
- Assisted as a community partnership liaison

**Eighth Grade English & History Teacher, Ochoa Middle School, Hayward, CA**

**August 2014-June 2015**

- Successfully led my PLC in curriculum planning, assessment for learning, lesson study, and cycles of inquiry
- Co-led campus professional development on project based learning and student engagement
- Responsible for creating and facilitating rigorous and meaningful curriculum that adheres to the Common Core Standards
- Student Council Advisor and Chair of College Day 2015
- Mentored colleagues and provided curriculum support and tools for student engagement

**CAHSEE Academy Teacher, Hayward Unified School District**

**January 2015 - March 2015**

- Created curriculum and lessons to prepare high school sophomores for the California High School Exit Exam in English Language Arts

**Founder & Facilitator, Hip Hop Critical Thinking & Therapeutic Workshops**

**2011 - Present**

- Created a workshop and curriculum to provide youth with the poetics of hip hop music, culminating in self-reflection and personal written activities in either a rap or slam poetry style.
- Sessions guide young people towards critical thinking, analysis, and therapeutic aspects of hip hop music and culture.

**Graduate Teaching Assistant, Hip Hop Workshop - Department of Africana Studies, San Francisco State University**

**January 2014 - May 2014**

- Assisted with note taking and attendance of all lectures and workshops
- Proctored exams
- Provided feedback to assist with flow and outcome of course

**Eighth Grade English & History Teacher, Cupertino Middle School, Cupertino, CA**

**2005 - 2014**

- Successfully led ongoing professional development for the English and History Department
- Responsible for creating and facilitating rigorous and meaningful curriculum reflecting both the California State Standards and then the Common Core Standards
- Implemented the first and only service-learning curriculum in the school
- Devised innovative and creative methods for teaching using project based learning, technology, and assessment for learning
- Facilitated two years of a leadership course which was successful in providing students with additional leadership skills
- Led a group of teachers in the creation and implementation of new literacy curriculum as well as cross-curricular unit planning

**Sixth Grade Teacher, Edison Charter Academy, San Francisco, CA**

**2004 - 2005**

- Responsible for preparing and facilitating lessons following the Edison curriculum and California Standards for the sixth grade
- Part of a grade level team designed for support and curriculum planning

**Sixth/Seventh Grade Teaching Assistant, Esther B. Clark School, Palo Alto, CA**

**2001 - 2002**

- Developed and implemented the reading, thinking skills, and science curriculum
- Utilized interactive activities to enhance the understanding of science concepts
- Responsible for collaboration on behavior plans and academic goal setting

**COMMUNITY EXPERIENCE**

Omega Boys Club, San Francisco, CA 2009 – 2012

Youth Guidance Center Improvement Committee, San Francisco, CA

Board Member 2009 - 2012

Shelter Network – First Step For Families, San Mateo, CA

Volunteer Tutor 2001 - 2002

Legal Services For Prisoners With Children, San Francisco, CA

Intern Spring 2000

Amnesty International Refugee Office, San Francisco, CA

Research Intern May - August 1999

**Profile**

19 MAY -9 AM 11: 57

Edwillis \_\_\_\_\_ Wright \_\_\_\_\_  
First Name Middle Initial Last Name

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Street Address Suite or Apt

OAKLAND \_\_\_\_\_ CA \_\_\_\_\_ 94605  
City State Postal Code

Home \_\_\_\_\_ Home: \_\_\_\_\_  
Primary Phone Alternate Phone

Peer Health Exchange \_\_\_\_\_ Sr. Associate, Talent \_\_\_\_\_  
Employer Job Title

**Which Boards would you like to apply for?**

Cultural Affairs Commission: Submitted  
Youth Advisory Commission: Submitted  
Public Safety & Services Violence Prevention Oversight Commissions - 2014: Not Submitted

**Interests & Experiences**

**Please tell us how your qualifications and participation will relate to the requested board and/or commission's mission.**

For the last 5 years, I have worked in the service of young people. I started working my career in mental health where I served as a mental health counselor for adolescent boys and girls. This experience forever shaped and developed me into the person I am today. As a counselor, I facilitated programs that encompassed anger management, coping skills, discharge planning, and self-esteem. While working there, I had the opportunity to listen and work with young people about their circumstances, hardships, and tangible needs. After working in mental health, I transitioned to work for nonprofit that focuses on health education for young people. In this position currently, I work with the youth advisory board to help shape, and enrich our curriculum in order to target specific topics of interest of young people. After speaking with a friend, Dwayne Aikens, I believe that my experience and passion will be needed in joining the Youth Advisory Commission. I am aware that the Youth Advisory Commission is focused on identify the needs of youth of the community from the ages of 13-21, creating citizen awareness of such needs and serving as the policy recommending body for civic/education-related matters. I think that I am a qualified for this position because I have an extensive experience working with young people and developing programs, initiatives, that emphasize their voice and needs.

**Please submit your resume or curriculum vitae. You may upload a document. (A Word format is preferred.) Alternatively, you may paste the text of your resume in the field provided below.**

EWright Resume.docx  
Upload a Resume

**Please paste the text of your resume or curriculum vitae below.**

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**Please click the acknowledgement below.**

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I Agree \*

19 MAY -9 AM 11: 57

# EDWILLIS WRIGHT

<https://www.linkedin.com/in/edwillis-wright-mhrmd/>

## PROFESSIONAL SUMMARY

### Human Resources' Acumen

- Developed and implemented human resource policies and procedures that reduced recruitment and training costs by 17%
- Reduced applicant screening time by 35%, by ensuring that applicants submitted completed and accurate employment information

### Conflict Resolution Expertise

- Protect organizations from potential liability by accurately documenting clinical and administrative processes and actions
- Implements patient treatment plan strategies, which has improved patient care ratings by 22%

## EDUCATION and CERTIFICATIONS

**M.S., Human Resources Management**, National Louis University, Chicago, IL

**B.A., Psychology**, Trinity Christian College, Chicago, IL

CPR- American Heart Association; Crisis Prevention Institute - Nonviolent Crisis Intervention

## PROFESSIONAL EXPERIENCE

Sr. Associate, Talent, Peer Health Exchange  
San Francisco

July 2018- Current

- Maintain employee files, benefits, training, I-9, HR information systems and databases
- Process bi-weekly payroll from start to finish, including earnings adjustments and special deductions, transmit electronic files using ADP
- Lead the on-boarding for new hires
- Coordinate the renewal and posting of legal notices for all office locations
- Lead Benefit Administration for annual
- Lead full recruitment life-cycle for the organization
- Participate in day-today-HR operations as needed.
- Developed market analysis and salary analysis for new roles
- Collaborate closely with the Talent team to support internal communication of Talent updates by executing monthly talent newsletter

Mental Health Associate, Roseland Hospital  
Chicago, IL

June 2017- January 2018

- Implemented patient treatment plan strategies, which has improved patient care ratings by 2%.
- Ensured daily schedule compliance and implement therapeutic recreational activities.
- Limited potential organizational legal exposure by accurately documenting clinical and administrative processes and actions.
- Completed assessments for patient intake
- Developed service action plan for discharged patient to connect them with community resources.
- Reduced the need for physical interventions by 5% by utilizing Nonviolent Crisis intervention training. Safely to manage physically aggressive and self-abusive behaviors.
- Executed de-escalation techniques and employ innovative treatment strategies.

Mental Health Associate, Riveredge Hospital  
Chicago, IL

Sept. 2014- January 2017

- Implemented patient treatment plan strategies, which has improved patient care ratings by 20%.
- Ensured daily schedule compliance and implement therapeutic recreational activities .
- Protected Riveredge Hospital from potential liability by accurately documenting clinical and administrative processes and actions.
- Maintain liaison to service clients via interdisciplinary meetings
- Exposed clients to additional support services within the community
- Reduced the need for physical interventions by 15% by utilizing Nonviolent Crisis intervention training Safely to manage physically aggressive and self-abusive behaviors.
- Executed de-escalation techniques and employ innovative treatment strategies.

Human Resource Generalist (Arlington Resources), Muscular Dystrophy Association Aug. 2016- Nov. 2016

Chicago, IL

- Reduced applicant screening time by 5%, by ensuring that applicants submitted completed and accurate employment information.
- Scheduled candidate interviews, assuring sufficient time to conduct screenings.
- Generated HRIS reports for management, which documented compliance with firm policies.
- Processed new hire forms and personnel action forms (PAF).
- Addressed employees' HR-related questions, ensuring their compliance organizational, state and federal HR policies.
- Facilitated open enrollment procedures, enabling the benefits team to reach its open enrollment goals.
- Updated HR manuals to ensure dissemination of accurate employee information.
- Implemented an Alumni Network for the firm, which strengthened the relationship between the firm and former employees.
- Increased applicant referrals for open positions.

Recruiter (Lasalle Network), StrategIQ Commerce March 2016- August 2016

Chicago, IL

- Facilitate full-cycle recruitment process and develop talent pipeline

- Developed and implemented improved recruitment metrics to enhance metrics reporting ATS systems.
- Enriched the talent acquisition structure by constantly analyzing the talent acquisition process, data, and feedback from hiring managers and candidates.
- Time to fill on open requisitions averaged around 30 days
- Sourced active and passive candidates through networking, cold calling, internal databases, and employee referrals

Learning & Development Specialist, DV Enterprises, Inc.  
2015

June 2015- November

Chicago, IL

- Developed and implemented human resource policies and procedures that reduced recruitment and training costs by 8%.
- Improved program and departmental compliance with policies/procedures by 13%.
- Facilitated training sessions, which led to improving employees' work performance.
- Improved the efficiency of the Learning Management System (LMS) by 7%, by coordinating customer integration into the system.

Human Resource Intern, Fay Servicing LLC

May 2015-August 2015

Chicago, IL

- Sourced, recruited and interviewed 20 candidates per week, reducing open requisitions by 6%  
Onboarded employees, decreasing onboarding costs by 9%
- Managed and audited benefit vendors for 350 employees, ensuring that vendor contractual obligations were met, minimizing benefit costs to the firm by 2%

Administrative Assistant/HR Coordinator, Heavenly Bound Daycare

July 2011- August 2014

Chicago, IL

- Recruited, screened and trained talent, increasing employee retention by 25%
- Managed supply inventory and eliminated supply budget overruns by 30%
- Resolved administrative and operational issues, which improved repeat customer business by 48%

### **TECHNOLOGICAL COMPETENCIES**

- ADP Workforce Now; Kronos; Jobvite; Taleo; workday
- MS Office
- Adobe

### **VOLUNTEER EXPERIENCE**

Mentor, iMentor, Chicago, IL

October 2016- current

Volunteer, Cru Inner City, Chicago, IL

February 2015- current

Administrative Director, Lydia's Sickle Cell Foundation, Chicago, IL

May 2014- September 2014

**Profile**

19 MAY -9 AM 11: 57

Nikki Uyen

First Name

T

Middle Initial

Dinh

Last Name

Email Address

Street Address

oakland

City

Suite or Apt

CA

State

94602

Postal Code

Mobile

Primary Phone

Mobile: (

Alternate Phone

Consultant

Employer

Consultant

Job Title

**Which Boards would you like to apply for?**

Public Safety & Services Violence Prevention Oversight Commissions - 2014: Submitted

**Interests & Experiences**

**Please tell us how your qualifications and participation will relate to the requested board and/or commission's mission.**

I have over seven years of professional experience in the domestic violence, community violence and social justice fields as a nonprofit attorney, case manager and funder. My experience also includes lived experience as a daughter of refugees and mother to a multi-cultural child. I hope to bring my voice, as well as those of my community, to speak to public safety and services prevention efforts in Oakland.

**Please submit your resume or curriculum vitae. You may upload a document. (A Word format is preferred.) Alternatively, you may paste the text of your resume in the field provided below.**

Resume\_Nikki\_Dinh.pdf

Upload a Resume

**Please paste the text of your resume or curriculum vitae below.**

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NIKKI UYEN THUC DINH Oakland, CA · Collaborative leader skilled in strategic analysis and human centered design. LICENSE/ PROFESSIONAL MEMBERSHIP California State Bar, Member number 274942 - December 2010 Professional Memberships: Northern California Grantmakers; Vietnamese American Bar Association; Asian American Bar Association Recent Certificate: Philanthropy and Public Policy Institute 2017 EDUCATION Golden Gate University, School of Law - May 2010 Juris Doctor with specialization in Public Interest Law University of California, Irvine - August 2006 Bachelor of Arts in Social Behavior/Psychology and Criminology, Law & Society PROFESSIONAL EXPERIENCE Nonprofit Consultant Principal Support nonprofits build capacity, take action, and scale projects: Oakland, CA June 2017-Present Manage multilingual California domestic violence network. Support social service advocates create an actionable policy agenda. Host multi-participant virtual meetings (e.g. webinars, video meetings). Draft letters of inquiries, proposals and reports for private foundation grants. Facilitate network meetings, staff retreats and board development. Develop digital data and informational visualization materials. Blue Shield of California Foundation (BSCF) San Francisco, CA Program Associate April 2014- June 2017 Manage grantmaking portfolio of over \$10 million per year: Conduct due diligence, analyze and draft recommendations for grant proposals with focus on culturally responsive innovations, advocacy and systems change. Manage over 130 general operating and 75 active programmatic grants including reviewing and approving amendment requests, budget modification requests and grantee reports in CyberGrants and Fluxx. Support the development of and transition to new grants management system. Generate and manage contracts in Salesforce. Lead strategic development for key initiatives including public/private partnerships and legal aid funding. Synthesize and analyze large sets of data and information. Produce research papers and data visualization materials. Facilitate peer coaching, strategic planning and learning meetings. Develop pilot evaluation framework for priority team. Cultivate, nurture and manage external relationships with organizers, advocates, grantees, government agencies and philanthropists. Asian Pacific Islander Legal Outreach (APILO) San Francisco, CA Staff Attorney April 2011 – March 2014 Lead immigration project: Represent low-income clients in domestic violence, human trafficking, tax, family, probate and immigration matters. Collaborate with social workers, advocates, case managers, and funders. Organize and manage legal workshops and clinics (e.g. DACA, naturalization) Hire and supervise volunteers, fellows, pro bono attorneys and law clerks. Advocate for immigration policy at Federal, state and local levels. Develop MCLE trainings and provide technical assistance. Participate in immigration networks in South Bay, San Francisco and East Bay including the East Bay Naturalization Project. Represent APILO in meetings with local community leaders, politicians and press. Orange County Workforce Investment Board Santa Ana, CA Contract Service Monitor/Program Specialist November 2006 – August 2007 Manage and administer county grants: Dispute Resolution Act Program, Workforce Investment Act Youth Programs and Domestic Violence Shelter Program. OTHER SKILLS & INTERESTS Programs: Photoshop, InDesign, Fluxx, CyberGrants, Salesforce, Zoom.us, Animakers Languages: English, Vietnamese StrengthsFinder: Strategic, communication, learner, significance, woo Interests: Policy, networks, language justice, systems impact, collaborative action

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I Agree \*

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I Agree \*

19 MAY -9 AM 11:57

**NIKKI UYEN THUC DINH**

A collaborative leader skilled in strategic analysis and human centered design.

**LICENSE/ PROFESSIONAL MEMBERSHIP**

**California State Bar**, Member number 274942 - December 2010

**Professional Memberships:** Northern California Grantmakers; Vietnamese American Bar Association; Asian American Bar Association

**Recent Certificate:** Philanthropy and Public Policy Institute 2017

**EDUCATION**

**Golden Gate University, School of Law** - May 2010

Juris Doctor with specialization in Public Interest Law

**University of California, Irvine** - August 2006

Bachelor of Arts in Social Behavior/Psychology and Criminology, Law & Society

**PROFESSIONAL EXPERIENCE**

**Nonprofit Consultant**

Principal

Oakland, CA  
June 2017-Present

Support nonprofits build capacity, take action, and scale projects:

- Manage multilingual California domestic violence network.
- Support social service advocates create an actionable policy agenda.
- Host multi-participant virtual meetings (e.g. webinars, video meetings).
- Draft letters of inquiries, proposals and reports for private foundation grants.
- Facilitate network meetings, staff retreats and board development.
- Develop digital data and informational visualization materials.

**Blue Shield of California Foundation (BSCF)**

Program Associate

San Francisco, CA  
April 2014- June 2017

Manage grantmaking portfolio of over \$10 million per year:

- Conduct due diligence, analyze and draft recommendations for grant proposals with focus on culturally responsive innovations, advocacy and systems change.
- Manage over 130 general operating and 75 active programmatic grants including reviewing and approving amendment requests, budget modification requests and grantee reports in CyberGrants and Fluxx.
- Support the development of and transition to new grants management system.
- Generate and manage contracts in Salesforce.
- Lead strategic development for key initiatives including public/private partnerships and legal aid funding.
- Synthesize and analyze large sets of data and information.
- Produce research papers and data visualization materials.
- Facilitate peer coaching, strategic planning and learning meetings.
- Develop pilot evaluation framework for priority team.
- Cultivate, nurture and manage external relationships with organizers, advocates, grantees, government agencies and philanthropists.

**Asian Pacific Islander Legal Outreach (APILO)**

Staff Attorney

San Francisco, CA  
April 2011 – March 2014

Lead immigration project:

- Represent low-income clients in domestic violence, human trafficking, tax, family, probate and immigration matters.
- Collaborate with social workers, advocates, case managers, and funders.
- Organize and manage legal workshops and clinics (e.g. DACA, naturalization)
- Hire and supervise volunteers, fellows, pro bono attorneys and law clerks.
- Advocate for immigration policy at Federal, state and local levels.
- Develop MCLE trainings and provide technical assistance.
- Participate in immigration networks in South Bay, San Francisco and East Bay including the East Bay Naturalization Project.
- Represent APILO in meetings with local community leaders, politicians and press.

**Orange County Workforce Investment Board**

Contract Service Monitor/Program Specialist

Santa Ana, CA  
November 2006 – August 2007

Manage and administer county grants: Dispute Resolution Act Program, Workforce Investment Act Youth Programs and Domestic Violence Shelter Program.

**OTHER SKILLS & INTERESTS**

**Programs:** Photoshop, InDesign, Fluxx, CyberGrants, Salesforce, Zoom.us, Animakers

**Languages:** English, Vietnamese

**StrengthsFinder:** Strategic, communication, learner, significance, woo

**Interests:** Policy, networks, language justice, systems impact, collaborative action

**Hobbies:** Sailing, surviving parenthood, travel

**Asian Pacific Islander Legal Outreach (APILO)**

Staff Attorney

San Francisco, CA  
April 2011 – March 2014

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**Languages:** English, Vietnamese

**StrengthsFinder:** Strategic, communication, learner, significance, woo

**Interests:** Policy, networks, language justice, systems impact, collaborative action

**Hobbies:** Sailing, surviving parenthood, travel

**Profile**

19 MAY - 9 AM 11: 58

Carlotta L. Brown  
First Name Middle Initial Last Name

Email Address

Street Address

Apt 1  
Suite or Apt

Oakland  
City

CA 94605  
State Postal Code

Home: /  
Primary Phone Alternate Phone

The City of Oakland Vice Chair & Commissioner of the  
Employer Job Title SSOC

**Which Boards would you like to apply for?**

Public Safety & Services Violence Prevention Oversight Commissions - 2014: Appointed

**Interests & Experiences**

**Please tell us how your qualifications and participation will relate to the requested board and/or commission's mission.**

May 20, 2019 City Administrators Office City of Oakland 1 Frank Ogawa Plaza 3rd Floor Oakland, CA 94612 Re: City of Oakland Boards & Commissions Openings Dear City Administrator: Kindly accept the enclosed resume as an expressed interest in joining Oakland's Boards and Commissions to contribute and develop my skills. As you will note from my enclosed resume, I possess a number of strengths and attributes which uniquely qualifies me for a Board & Commission position. The key proficiencies I possess which relate directly to your job requirements include: Self Starter - understanding of an organization's diversity, inclusiveness, and retention opportunities and legal obligations. Correspondence - compose high-level communications including documents on-behalf of an executive relating to strategic plans, initiatives, and public engagement notices. Professionalism - perceived as trustworthy, competent, and respectful to others. Relationship Building - successful in building strong collaborative relationships across socio-economic spheres. Diverse Representation - identifying underrepresented needs and strategizing compliant solutions. Service Orientation - delivering customized and tailored solutions for government, residents, and businesses. I am convinced that my broad experience to date has equipped me with a strong set of valuable competencies that meet your needs. I would welcome the opportunity to meet with you to discuss ways in which my capabilities might suit your needs. Please consider my application and direct your response to the contact information provided above. Thank you again for your time and consideration. Kindest regards, Carlotta L. Brown, M.P.A.

**Please submit your resume or curriculum vitae. You may upload a document. (A Word format is preferred.) Alternatively, you may paste the text of your resume in the field provided below.**

CL Brown Political CV.pdf

Upload a Resume

**Please paste the text of your resume or curriculum vitae below.**

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**Please click the acknowledgement below.**

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I Agree \*

FILED  
OFFICE OF THE CITY CLERK  
OAKLAND

19 MAY -9 AM 11:58

CARLOTTA L. BROWN, M.P.A.

[LinkedIn](#)

Government & Policy | Diversity, Inclusion & Equity | Communications

Results-oriented with over 10+ years of experience in managing private-public partnerships, policy, diversity & inclusion, and communications utilizing public speaking, data driven strategy and implementation, addressing senior audiences on sensitive matters, and campaign staff support.

#### CAREER HIGHLIGHTS

**Fellow – California Democratic Party** – Oakland, CA 10/18 – Current

Manage Oakland, California headquarters site by proxy of manager and managing the communications function

Manage and recruit support for local, statewide, and nationwide 2018 Mid-Term Election campaigns with GOTV

Work cooperatively with media representatives, elected and appointed public officials, and the public

Marketing and public relations techniques, technologies, and platforms, including social media and content strategy and tactics, special events planning, community engagement, visual storytelling, and data visualization

**Vice Chair & Commissioner – City of Oakland Safety & Services Oversight Commission** – Oakland, CA 10/17 – Current

Oversee the administration of revenue collection and spending, and the implementation of programs funded through public policy

Measure Z

Review the annual financial audit, supervise and guide the evaluation, and make policy recommendations and regular reports to the Mayor and City Council

Present complex problems in simple terms through consideration of audience needs and developing their understanding and confidence in objectives

Ensure that racial and class-consciousness, and systemic inequalities are directed to be inclusive and equitable

**Member of the Advisory Board – The East Oakland Collective** – Oakland, CA 1/16 – 01/19

Write and edit public comments and counter proposals addressing policy issues and proposed solutions to include equity and agency for marginalized groups

Support outreach strategy of campaigns through the use of media planning and digital media strategy, and civic and economic programs including I Love Being Black, KQED, The United Nations, The East Bay Express, Feed the Hood, and more

Develop political strategy and priorities by identifying critical paths and conversion points, tracking legislation, creating targeted ads to tell a narrative about people of color, and dismantling systemic inequality

Build and maintain relationships with government officials, community leaders, and residents as a champion for equity and inclusion across the City of Oakland, CA

**Operations Partner – University of California** – Oakland, CA 5/17 – 9/17

Created and edited high-level, confidential presentations and communications for distribution and use regarding system-wide quantitative and qualitative data, policies, and strategic planning

Worked cross-functionally with senior management to execute strategic initiatives regarding employee relations, retention, and development

Managed budget and expenses for three University of California – wide organizations

Developed Case Management Systems to track compliance with State and Federal regulatory government policies

**Diversity & Inclusion Manager – Intel Corporation** – Santa Clara, CA 4/09 – 8/14

Created a collegiate diversity recruitment strategy and program that was adopted by two Vice Presidents whom committed ten

thousands of dollars in funding to implement the program pilot

Liaised between executive staff and 50+ members to gather concepts on ways to improve diversity, retention and recruitment,

Ensured that corporate diversity policy met state and federal guidelines

Implemented the ACSEF Science Fair to advance STEM enrichment for underrepresented communities

Advising senior-level managers about communications, news media, and community implications and alternatives for decisions, policies and programs

**Operations Partner – Intel Corporation – Santa Clara, CA**

4/09 – 8/14

Authored communications for intra-company articles that were distributed to 5,000+ employees

Executed large-scale programs interfacing with government organizations such as President's Obama's "Stay With It Campaign", and 3 new Alameda County based STEM fairs serving over 700 students across 18 cities to create access for diverse learners

Oversaw a team of 8 for a global organization that spans across 13 cities in 6 countries, and had a multi-million dollar budget

Managed logistics and privacy for two international Intel acquisitions using independent judgment, confidentiality and discretion

AREAS OF EXPERTISE & TECHNICAL PROFICIENCIES

- Stakeholder Management
- Race, Women, & LGBT
- Ability to interact and influence cross-culturally worldwide
- Fundraising & Voter Engagement
- Cannabis, Sex Trafficking, Economic Development
- Strategy & Conflict Resolution

EDUCATION

**M.P.A. – Masters of Public Administration – San Jose State University – San Jose, CA**

Coursework Highlights: Related Coursework: Human Resources Administration, Policy Analysis & Evaluation, Organizational Theory, Quantitative Data Analysis with SPSS, Budgeting Principles

**B.A. – Political Science – San Jose State University – San Jose, CA**

Coursework Highlights: Public Policy; Local Government & Politics, Constitutional Law: Civil Rights, Politics & Public Opinion, Public Administration

INTERNSHIPS

**City of San Jose – Office of Sam Liccardo – San Jose, CA**

Organized community meetings averaging two dozen attendees, strategized solutions and synthesized resident concerns, conducted research using Open Data technology and industry expert consultations, and crafted social media content, newsletters and calls for public comment regarding transportation and public policy affecting the City of San Jose's predominately Latinx neighborhoods

**CommUniverCity San Jose – San Jose, CA**

Developed campaign strategy that included usage of grassroots' marketing tactics, and delivering planning and transportation solutions by managing cross-functional relationships with Local and State agencies and resident feedback and data, and educate and work with public to garner support for capital projects

PROFESSIONAL AFFILIATIONS & ACCOMPLISHMENTS

Barbara Lee for Congress – Campaign Volunteer

Bay Area Urban League Young Professionals – Member of the Social Committee

California Democratic Party – Member & Volunteer

Delta Sigma Theta Sorority, Inc. – Co-Chair of Political Awareness & Involvement Committee

National Forum of Black Public Administrators – Chair of the Emerging Leaders Committee

Students for Obama, San Jose State University – Member & Volunteer

FILED  
OFFICE OF THE CITY CLERK  
OAKLAND

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Approved as to Form and Legality

*Priscilla Hayes*  
Oakland City Attorney's Office

## OAKLAND CITY COUNCIL

Resolution No. \_\_\_\_\_ C.M.S.

INTRODUCED BY MAYOR LIBBY SCHAAF

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**RESOLUTION CONFIRMING THE MAYOR'S APPOINTMENT OF  
CARLOTTA BROWN, NIKKI UYEN T. DINH, DAYNA ROSE, AND  
EDWILLIS WRIGHT AS MEMBERS OF THE PUBLIC SAFETY AND  
SERVICES VIOLENCE PREVENTION OVERSIGHT COMMISSION**

**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**, the 2014 Oakland Public Safety and Services Violence Prevention Act (the "Safety and Services Act") adopted by the voters of Oakland, November 4, 2014 in the General Municipal Election creates the Public Safety and Services Violence Prevention Oversight Commission to evaluate, inquire, and review the administration, coordination, and evaluation of strategies and practices mandated by the Safety and Services Act; and

**WHEREAS**, the Safety and Act specifies that the Public Safety and Services Violence Prevention Oversight Commission shall consist of nine (9) members, one member recommended by the Mayor and one member recommended by each City Council member, with all Commission members being appointed by the Mayor and confirmed by the City Council in accordance with City Charter Section 601; and

**WHEREAS**, the Safety and Services Act specifies that at least two (2) members will have experience working with service-eligible populations, two (2) members will reflect the service-eligible populations, and two (2) members will have professional law enforcement or criminal justice background while all other members will have general experience in criminal justice, public health, social services, research and evaluation, finance, audits, and/or public policy; and

**WHEREAS**, the City Council adopted Ordinance No. 13303 C.M.S. establishing that the Public Safety and Services Oversight Commission members serve two-year terms, and no more than three consecutive terms; now therefore be it

**RESOLVED:** That pursuant to City Charter Section 601, the City Council hereby confirms the Mayor's appointment of:

**Dayna Rose**, to the Public Safety and Services Violence Prevention Oversight Commission, serving as a District 2 representative for the term beginning April 21, 2019 and ending April 20, 2021, filling the seat previously held by herself.

**Edwillis Wright**, to the Public Safety and Services Violence Prevention Oversight Commission, serving as a District 4 representative for the term beginning April 21, 2019 and ending April 20, 2021, filling the seat previously held by Natasha Middleton.

**Nikki Uyen T. Dinh**, to the Public Safety and Services Violence Prevention Oversight Commission, serving as a District 5 representative for the term beginning April 21, 2018 and ending April 20, 2020, filling the seat previously held by Rebecca Alvarado.

**Carlotta Brown**, to the Public Safety and Services Violence Prevention Oversight Commission, serving as a District 6 representative for the term beginning April 21, 2019 and ending April 20, 2021, filling the seat previously held by herself.

IN COUNCIL, OAKLAND, CALIFORNIA, \_\_\_\_\_

**PASSED BY THE FOLLOWING VOTE:**

IN COUNCIL, OAKLAND, CALIFORNIA,  
PASSED BY THE FOLLOWING VOTE:

AYES - FORTUNATO BAS, GALLO, GIBSON MCELHANEY, KALB, REID, TAYLOR, THAO AND  
PRESIDENT KAPLAN

NOES -

ABSENT -

ABSTENTION -

ATTEST: \_\_\_\_\_  
LATONDA SIMMONS  
City Clerk and Clerk of the Council of the  
City of Oakland, California