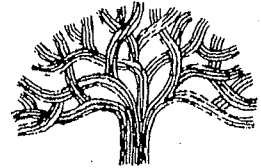


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OFFICE OF THE CITY CLERK
OAKLAND

2019 MAR -7 PM 5:50

CITY OF OAKLAND



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

Office of the Mayor
Honorable Libby Schaaf
Mayor

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

Letter of Appointment

February 24, 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:

Budget Advisory Commission

Jay Ashford to serve a one year term beginning October 3, 2018 and ending October 2, 2019.

Ed Gerber to serve a three year term beginning October 3, 2018 and ending October 2, 2021.

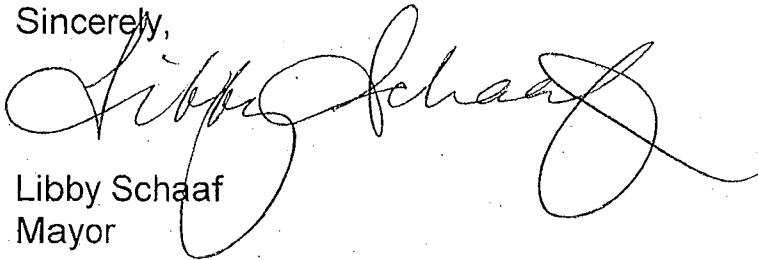
Noelle Simmons to serve a three year term beginning October 3, 2018 and ending October 2, 2021.

Adam Van de Water to serve a three year term beginning October 3, 2018 and ending October 2, 2021.

Marchon Tatmon to serve a two year term beginning October 3, 2018 and ending October 2, 2020.

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

Profile

Jay Ashford
First Name Middle Initial Last Name

com
Email Address

Oakland CA 94602
City State Postal Code

Home: (510) Mobile: (415)
Primary Phone Alternate Phone

ATS Partners, Inc Project Manager
Employer Job Title

Which Boards would you like to apply for?

Budget Advisory Commission: Submitted

Interests & Experiences

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

- Former Public Ethics Commissioner: 2007-09 - Former Budget Advisory Commissioner (and Chair): 2009-2013 - Former Community Policing Advisory Board Member (and Chair): 2014-2018

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.

Upload a Resume

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

JAY ASHFORD (415) @yahoo.com Oakland, CA 94602
www.linkedin.com/in/jayashford

SUMMARY OF QUALIFICATIONS • 9+ years' track record of successful project delivery, in both software application (SDLC) and IT infrastructure projects. Proven ability to quickly assess business requirements, identify needed resources, develop a project schedule, assess risks, prioritize deliverables, track and report progress, and provide cross-departmental teams with clear direction and a consistent focus on results. • Recognized ability to assess/document as-is business processes (using traditional flowcharting, BPMN 2.0, and UML modeling), identify key value-adding activities, and recommend technology-enabled, future-state processes that reduce time/cost, improve quality and customer service. • Hands-on experience leading a global team to optimize service delivery in datacenter environments of 150+

Windows/Linux/Solaris/VMware servers supporting 3,000 employees, and deploying Cisco internetworking solutions, firewall/VPN/remote-access solutions, across a 12-office global WAN. • Project Management Professional (PMP) - #1532407: training and certification completed • Certified ScrumMaster: - #28502: training and certification completed • Certificate of Competency in Business Analysis (CCBA): certification expired • Certified BPMN 2.0 Professional: certification expired • Lean Six Sigma Black Belt Training – American Society for Quality (ASQ): completed • ITIL v2 Foundations: certification – Service Delivery / Service Support • Salesforce.com Certified Administrator EXPERIENCE Principal Partner and Founder, ATS Partners (Oakland, CA) 2016 – present • Hired by large national wealth management firm to provide project management services, and lead a global team to deliver Appian BPMS-based workflow automation solution. • Net project results to date include 49% reduction in client onboarding cycle time, faster transfer of billable assets, and improvements to overall client/account data quality. Project Manager, TekSystems Inc. (San Francisco, CA) 2013 – 2016 • Led a cross-functional team at Fortune 500 bank to deliver Salesforce.com capabilities to customer-facing wealth management advisers. Spearheaded a process improvement task force to reduce re-work on key client reporting processes. • Managed two project teams of 15 business and technology SMEs for a large Bay Area broker-dealer to launch a money-market mutual fund, and establish a new trust services offering. Successfully met implementation timelines. • Led cross-functional project team in the delivery of new BPM application platform to consolidate and replace 8 legacy applications. Piloted use of agile project methodologies within the organization to manage requirements and accelerate project delivery. Conducted analyses of end-to-end business process to calculate achieved time/cost savings by the implementation of the streamlined/automated processes. Manager, Acumen Solutions (San Francisco, CA) 2010 - 2013 • Coordinated a client/multi-vendor team to migrate the quote-to-cash process for a software company client completely onto the Force.com platform. Project delivered on time, within budget. • Led Acumen/client team's on time, within budget delivery of streamlined Salesforce.com opportunity management solution for a global pharmaceutical company's US sales teams. • Coordinated the adoption of Agile development methodology for multi-state P&C insurance client, and oversaw delivery of sprint team's work products, resulting in several successful releases to production environment. • Asked by Acumen senior management to provide project management governance and oversight to the project team on two key new client engagements. Sr. Project Manager, crmOrbit, Inc. (Oakland, CA) 2009 – 2010 (contract) • Modeled client's business process for energy efficiency program administration, provided process workflow diagrams and end-user documentation. • Configured custom-tailored Salesforce.com-based energy efficiency program management solution and delivered to client on schedule and 5% under budget. Salesforce.com (San Francisco, CA) 2003 – 2008 Manager / Sr. Manager, IT Systems: 2005 – 2008 • Managed staff of 7 systems engineers, and an annual budget of \$2M • Established a consistent team track record of successful project delivery in a dynamic, high-growth environment. Successfully managed \$1M cross-departmental project to migrate all mission-critical internal systems to an offsite collocation facility. • Developed IT project tracking methodology that was later implemented on the Salesforce.com platform. • As lead process-owner, authored, implemented, and streamlined SOX/SAS70 logical security controls around IT infrastructure, and successfully passed three annual external audits. Sr. Systems Engineer: 2003 – 2005 • Lead engineer for Microsoft server environment and Cisco network infrastructure • Architected growth in global messaging environment from 1 Exchange server to 15. • Successfully piloted first Cisco VoIP implementation in the company. SOFTWARE / HARDWARE SKILLS Operating Systems: Windows NT/2000/2003 Server, Windows 95 – Windows 8, Mac OS/9 - OS/X, Red Hat Linux AS 3-4, Sun Solaris 7-9, VMware ESX 3 Applications: Salesforce.com, MS Exchange Server 5.5 - 2003, Ironport Async OS 3.x – 4.x, IIS 4.0- 6.0, SQL Server 2000/2005, MS Office 95-2010, MS Project 2010, Visio 2003-2013, Veritas NetBackup 6.0, Legato Networker 7.x, Cisco Call Manager 4.x, Appian BPM Suite Networking: Cisco 2600/3700/7200 routers, and Catalyst 2900/3500/4000/6500 switches Cisco PIX 515 firewall, Cisco VPN 3030 Concentrator, Netscreen Firewall/VPN EDUCATION St. Mary's College of California - Moraga, CA Master of Business Administration, April 2009 University of California at Berkeley BA - Political Economies of Industrial Societies, May 1992 Minor: Spanish Language and Literature University of California at Berkeley Extension • Project Management Certificate Program (210 classroom hours), 2009-2012 • Business Process Management (BPM) Certificate Program (75 classroom hours), 2011-2013

Please click the acknowledgement below.

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 *

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

Edward R. Gerber Summary Resume Retired 2000-2018: Volunteer activities • Chair City of Oakland Budget Advisory Commission • Board member Volunteering for Oakland. • Board Member Make Oakland Better Now! • Co-Chair Local School Action Group (Volunteer Fair) • President West Almanor Homeowners Association (2001-2003). • Mentor Sacramento and Chester Schools • Coach Oakland School District Challenge Day Program • Organizing for America volunteer • Volunteer and mentor Coro Exploring Leadership. • Selection Judge and guest lecturer Coro Center for Civic Leadership • OFA-Montclair for Obama 2010-12 • Chair Montclair for Hillary 1-1-74-12/31/1999 CEO Gerber and Associates. • Full service firm providing Legislative Representation and Association Management. • Lobbying clients for which we provided comprehensive lobbying representation before California Legislature, Executive Branch and Regulatory Agencies. Clients included; -City and County of San Francisco -Counties of Solano, Sonoma and Yolo -California Transit Association -San Mateo County, Santa Cruz and AC Transit Districts. -City of Santa Monica -California Association of Local Agency Formation Commissions -Fluor Daniel Corporation -Orange County Transportation Coalition. -California Transit Association (Executive Director 1985-99) -California Transit Joint Powers Association Insurance Pool (General Manager 1988-99) -California Transit Finance Corporation (General Manger 1989-99) 7/1/1960-12/31/73 • Chief Administrative Office San Diego County -Lobbyist San Diego County -Provided broad range of management and intergovernmental services -Analysis of department budgets Education: • University of San Diego JD (1966) • Coro Fellowship in Public Affairs (1960 • California State College Los Angeles BA (1959) • Citrus Junior College Associate Arts (1953) Other: • Member California State Bar, • Member Sacramento City County Consolidation Commission (1969-73) • Chair Sacramento Citizens for Better Government • President Coro National Alumni Association (1968-70 & 1990-1992) • American Public Transit Association Bylaws Revision Committee • Member Coro National Alumni Association Board of Directors • Member League Woman Voters, ACLU, Amnesty International, et. al. Contact information: 69448 Ridgewood Dr. Oakland, Ca. -94611 egerber@psln.com 510-339-3601- 530-966-4026 June 20, 2018

Please click the acknowledgement below.

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I Agree *

Edward R. Gerber Summary Resume

Retired 2000-2015:

Volunteer activities

- Chair City of Oakland Budget Advisory Commission
- Board member Volunteering for Oakland.
- Board Member Make Oakland Better Now!
- Co-Chair Local School Action Group (Volunteer Fair)
- President West Almanor Homeowners Association (2001-2003).
- Mentor Sacramento and Chester Schools
- Coach Oakland School District Challenge Day Program
- Organizing for America volunteer
- Volunteer and mentor Coro Exploring Leadership.
- Selection Judge and guest lecturer Coro Center for Civic Leadership
- OFA-Montclair for Obama 2010-12
- Chair Montclair for Hillary

1-1-74-12/31/1999

CEO Gerber and Associates.

- Full service firm providing Legislative Representation and Association Management.
- Lobbying clients for which we provided comprehensive lobbying representation before California Legislature, Executive Branch and Regulatory Agencies. Clients included;
 - City and County of San Francisco
 - Counties of Solano, Sonoma and Yolo
 - California Transit Association
 - San Mateo County, Santa Cruz and AC Transit Districts.
 - City of Santa Monica
 - California Association of Local Agency Formation Commissions
 - Fluor Daniel Corporation
 - Orange County Transportation Coalition.
 - California Transit Association (Executive Director 1985-99)
 - California Transit Joint Powers Association Insurance Pool (General Manager 1988-99)
 - California Transit Finance Corporation (General Manger 1989-99)

7/1/1960-12/31/73

- Chief Administrative Office San Diego County
 - Lobbyist San Diego County
 - Provided broad range of management and intergovernmental services

NOELLE E. SIMMONS

OVERVIEW

Accomplished public sector professional with twelve years of progressively responsible experience in a combined city and county setting seeks to be a part of revitalizing Oakland City government.

SKILLS AND COMPETENCIES

- Knowledgeable about local governance and public sector processes, including contracting, collective bargaining, civil service hiring and public budgeting
- Nuanced understanding of federal, state and local funding streams
- Capable of evaluating complex policy and budgetary tradeoffs; skilled in bringing data-driven analysis to bear on decision-making
- Attuned to political dynamics; effective in balancing the concerns of diverse stakeholders.
- Clear verbal and written communicator; accustomed to public speaking
- Possessive of good judgment and personal integrity

PROFESSIONAL EXPERIENCE

Deputy Director for Policy & Planning, Human Services Agency, City & County of San Francisco
January 2007 – present

Member of the executive leadership team for a large public agency charged with delivering a continuum of social services to low-income and vulnerable populations. Primary responsibilities include intergovernmental relations, legislative analysis and advocacy, overseeing strategic planning functions, participating in interdepartmental planning and collective impact efforts, providing executive oversight to special initiatives, and participating in senior management decision-making. Position requires sophisticated understanding of numerous policy and program areas, including workforce development, housing and homelessness, child welfare, and senior services, among others.

Director of Finance, Mayor's Office of Public Policy & Finance, City & County of San Francisco
August 2005 – December 2006

Senior-level executive branch position with primary responsibility for all aspects of developing and managing the city and county's \$6 billion annual budget. Provided administrative oversight to city and county operations; developed, monitored and responded to dynamic revenue and expenditure projections; developed policy options for consideration by the Mayor and Board of Supervisors; monitored department performance and implemented accountability systems; developed and implemented cost reduction strategies; interacted with elected officials, department heads, City employees, labor unions, members of the public and media; directly supervised a seven-person staff.

Fiscal & Policy Analyst, Mayor's Office of Public Policy & Finance, City & County of San Francisco
October 2002 – July 2005

Worked independently and as part of a small team responsible for developing San Francisco's annual budget. Conducted complex analyses; developed proposals to generate budgetary savings and operational efficiencies; monitored departmental spending and revenue; tracked state budget.

developments; interfaced with city departments, elected officials and community stakeholders; and developed expertise local government operations and multiple service areas.

*Program Specialist II, National Economic Development & Law Center. Oakland, CA
September 2001 – September 2002*

Provided consulting services to public-private workforce and economic development projects, with a focus on sector-based initiatives. Services offered included research and analysis, facilitation, and technical assistance with program design, planning, implementation and evaluation.

*Associate Director for Public Policy, Episcopal-City Mission. Boston, MA
May 2000 – July 2001*

Launched a faith-based public policy initiative focused on issues of affordable housing, homelessness and foster care. Responsibilities included program design and management, legislative lobbying, policy analysis, and expanding a statewide network of advocates.

*Research Associate. Harder & Company Community Research. San Francisco, CA.
August 1998 – April 2000*

Provided research, program evaluation, strategic planning and consulting services to nonprofits, government agencies and foundations. Managed projects in diverse fields including child advocacy, philanthropy, and criminal justice.

EDUCATION

- Masters of Public Policy. The Goldman School of Public Policy, UC Berkeley. Graduate thesis received the school's annual award of distinction.
- Bachelor of Arts in Sociology. UC Berkeley. Magna cum laude. Phi Beta Kappa.
- University of Sevilla, Spain. Language & Cultural Studies Program.

COMMUNITY ENGAGEMENT

- Served on the Board of Directors for Success Center SF, a nonprofit that provides educational and employment opportunities to youth involved in the juvenile justice system. (2008 – 2012)
- Member of the Leadership San Francisco class of 2008.
- AmeriCorps member (1994 – 1995)

Adam M. Van de Water

EXPERIENCE

Mayor's Office of Economic and Workforce Development

San Francisco, CA

Project Manager 2011-2013, Senior Project Manager 2013-present

2011 - present

- Led the entitlement efforts for the over \$1 billion Golden State Warriors Event Center and Mixed Use Development Project on Mission Bay South Blocks 2932: the first NBA arena entirely privately financed on private land.
 - Responsibilities include overall project and schedule management, environmental and design review, fiscal feasibility analysis, budgeting, transit service and traffic management planning, elected official briefings, public approvals, media relations, external communications and coordination with City agencies, GSW Arena LLC, UCSF Mission Bay, the Mission Bay life sciences community, the San Francisco Giants and neighborhood stakeholders (2013-present).
- Led the entitlement efforts for a \$500 million, 300,000+ gross square foot expansion of the Moscone Convention Center at Third and Howard Streets funded largely by a fee on hotel room night (2012-2014).
 - Responsibilities included project management, design and environmental review, public approvals, community benefit negotiations, fiscal feasibility and collaboration with SF Travel, SMG, the Department of Public Works, the Moscone Expansion District, Yerba Buena Community Benefits District, Yerba Buena Center for the Arts, TODCO and the Office of Community Investment and Infrastructure.
- Assistant Project Manager for the 34th America's Cup: the first visible from shore, the first in San Francisco and the first in the United States since 1995 (2011-2013).
 - Responsibilities included compliance with the Host City Agreement, negotiations with the America's Cup Event Authority, coordination with the America's Cup Organizing Committee, venue lease and permit approvals, environmental review, National Park Service, Coast Guard, Army Corps of Engineers, Presidio Trust and Bay Conservation and Development Commission approvals, sequencing with construction of the James R. Herman Cruise Ship Terminal and the creation of operation plans for transportation, security, workforce development, ambush marketing, sustainability, parks event operations, water and air traffic, team base operations, waste management and youth involvement.
- Provide strategic support as needed on citywide economic development and planning efforts
 - Projects have included the 2024 Summer Olympic bid, Super Bowl 50, the Lucas Cultural Arts Museum on Piers 30-32, Transferrable Development Rights, Sea Level Rise and the Mission Rock development at Seawall Lot 337.

City Administrator's Office - Capital Planning Program

San Francisco, CA

Principal Analyst 2006-2007, Assistant Director 2007-2011

2006 - 2011

- Staffed the Capital Planning Committee consisting of the President of the Board, the Controller, the Planning Director, the Mayor's Budget Director, and the heads of the major capital departments.
- Designed, wrote and updated large sections of San Francisco's citywide ten-year \$25 billion Capital Plan, \$170 million annual budget and \$1.74 billion in successful General Obligation bond measures at the ballot for Clean and Safe Neighborhood Parks (\$185M, Feb 2008), San Francisco General Hospital (\$887M, Nov 2008), Earthquake Safety and Emergency Response (\$420M, June 2010) and Road Repaving and Street Safety (\$248M, Nov 2011)
- Created and managed the long-term debt schedule, including public opinion polling, public outreach, bond ordinance and report writing and programming future bonds to mitigate the impacts on the

Danny Wan was appointed Port Attorney by the Oakland Board of Port Commissioners effective Dec. 17, 2012. As Port Attorney, Danny Wan is responsible for advising the Port on a broad range of legal affairs that arise in the conduct of the Port's maritime, aviation, and commercial real estate businesses. Prior to this appointment, Mr. Wan was the City Attorney and Risk Manager for the City of Morgan Hill and served as part of the City's executive management team. He advised the Morgan Hill City Council on all aspects of municipal law, including open meeting laws, ethics, employment law and infrastructure financing and contracting. From 2004-2008, Mr. Wan served as Deputy Port Attorney with the Port of Oakland, being primarily responsible for land use, environmental regulatory compliance, City Charter compliance and inter-agency agreements. Prior to that position, Mr. Wan was an Oakland City Councilmember and he also worked in private law practice, specializing in municipal financing and securities disclosure.

Profile

Marchon Tatmon
First Name Middle Initial Last Name

jm
Email Address

Street Address Suite or Apt
 Oakland CA 94603
City State Postal Code

Home: (510) Mobile: (510)
Primary Phone Alternate Phone

Building Futures Outreach and Warming Shelter
Manager
Employer Job Title

Which Boards would you like to apply for?

Budget Advisory Commission: Not Submitted
 Police Commission: Submitted

Interests & Experiences

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

Im completing my dissertation for my Doctorate in order to be an expert in Policy and Administration. Through out years of my career and especially growing up in Oakland, I'm well verse in the OPD policies- history and ungoing federal oversite. As a former candidate for Mayor of Oakland- I made it a point to know everything and every issue ongoing in the City of Oakland. As a son of a City of Oakland employee for over 45 years- the well being of the city is critical for me. As apart of the most marginalized community in the city- change- oversite and police reform should always be the focal point.

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.

1550591968333_Updated_Resume_Copy_2018-
Oakland.docx

Upload a Resume

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

Please click the acknowledgement below.

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 *

Marchon Tatmon

Address:

Home: (510)

Summary

Energetic self-starter and accurate multi tasker; seeking a challenging career where I can display useful skills learned throughout years of experience; in hopes of working closer with the public and management in order to better serve the community and programs, while gaining and learning new vital experiences, training and knowledge.

Education

Doctorate: Public Administration and Policy – Current - 2019, GPA 3.64
Walden University – Distant Learning

Masters: Public Administration, Jan. 2016, GPA 3.83
(Alpha Beta Kappa Honor Society)
Kaplan University - Distant Learning

Bachelor of Arts: (Political Science, Minor Psychology) May 2007
University of Tulsa - Tulsa, Ok, USA

UNDECIDED (Transferred) May 2005
Chabot College - Hayward, Ca, USA

High School Diploma: June 2003
Castlemont High School - Oakland, Ca, USA

Highlights

- Mayor of Oakland 2018 Candidate
- Have advance intensive training in Strategic Context Public Management, Research Theory, Design & Methodology, Statistical Quantitative Reason and Analysis, Analyst Evidence-Based Decision Making, Public Policy and Finance and Sustainable Community Development.
- Master's in Public Administration Classes taken- Human Resource and Management, Finance, Budget, Grants, Advance Writing, Leadership in Non-Profits.
- Domestic Violence Counselor 2016
- Canvasser through Clean Water Action 2016
- Castlemont High School District 7, Oakland- Education Advisory Board 2016.
- Oakland District 6th Education Advisory Board for Frick Middle School 2015.
- Highly regarded for my ability to multi-task, and work well under pressure and time constraints.
- Help in reading campaign for Elementary Schools in Tulsa, Ok. "Making it cool to read"
- Capability to adjust or adapt to any situation with great communication and writing skills.
- Volunteer for the Model Neighborhood Project Highland Hospital in Oakland, Ca.
- Volunteer at the African American Museum and Library in Oakland, Ca.

- Able to establish and maintain successful working relationships with management, customers, and employees.
- Volunteer at Ira Jenkins/Brookfield Recreational Center in Oakland, Ca.
- Circle of excellence 2014 AAA sells recognition Bronze
- An active volunteer for Councilman Reid of Oakland 7th district since 2003
- Computer skills include Microsoft Office, Access, Microsoft Management, Google Docs, PowerPoint, Photo Shop and Word Perfect.
- Salesforce and MRM proficient
- Alpha Beta Kappa Honor Society

Accomplishments

- Awarded a full athletic scholarship to the University of Tulsa (2005)
- All Conference Cornerback at Chabot Community College (2004/2005)
- Graduated High School as a Honor Roll Student (2003)
- High School football All Conference member (2002/ 2003)
- Employee of the month for AIL
- All contributor Presidential club AIL over \$150,000 in new yearly premium
- All club for AAA selling incentive Circle of Excellence over 200k written new premium
- Alpha Beta Kappa Honor Society- 2015 (Kaplan University)
- Sigma Kappa Si Honor Society- 2018 (Walden University)
- Clubs trips because of performance includes: Bahamas, Hawaii, Miami, Las Vegas.

Experience

(Alameda Housing Resource Center C.A.R.E.S Outreach Manager)

October 2018- Current

Building Futures – Remote office Alameda, CA/ Home Office San Leandro, CA

- Provide leadership and supervision necessary to coordinate outreach team and office staff of 20 for the city of Alameda C.A.R.E program.
- Develop outreach schedule, respond to community partners for outreach request, and provide oversight and direction to staff providing services.
- Act as liaison between city and county collaborative partners including Police, Fire, EMT, hospitals, other non-profits, Code Enforcement, etc.

- Budgetary responsibility.
 - Manager of the Alameda Warming Shelter. Control day to day operations
 - Assist in developing materials, budget, assessment tools, job descriptions, and other program processes/documents/tools for the Alameda CARE Project Program.
 - Supervise the Homeless Outreach Support Specialist to ensure adherence to the maintenance schedule.
 - Conduct activities related to interviewing, hiring, firing, and disciplinary actions.
 - Ensure overall program compliance to HIPPA guidelines.
 - As needed, provide direct services to participants. Services to include but not limited to intake, assessment, brokerage, outreach and engagement, referrals, and rehabilitative services.
 - Provide support to staff when dealing with participant's crisis.
 - Provide training and oversight to staff's case notes, billing, HMIS, and other data collection/entry.
 - Process timesheets, PTO requests, mileage, and reimbursement.
 - Facilitate regular case conferencing meetings. Assist in coaching staff and in ongoing skill development efforts.
 - Develop professional relationships with other agencies.
 - Assist in developing policy and procedures.
- Work with other agency programs such as Welcome Home San Leandro, HSP, Linkages and Oakland Family Front Door.
- Provide outreach to community and engagement to clients, community agencies, and receive referral both over the phone and walk-ins.
 - Provide statistical data as well as narrative information as needed for board reports, funding reports, grants, etc.
 - Ensure that all members are meeting the goals as set-forth in their program's respective grants.
 - Housing the homeless

(Oakland Family Front Door Lead Housing Specialist/ Navigator)

April 2016 to October 2018

Building Futures –Remote office 250 Frank Ogawa Plaza Oakland, CA / Home office San Leandro, CA

- To provide case and emergency management and coaching to program participants.
 - Provides case management, coaching, assessments and develop case plans; also determines eligibility by working closely with participants and staff.
 - Canvass neighborhoods in order to find permanent housing for the homeless, women and domestic violence survivors: network with property owners to push the program and garner support.
 - Provides updates and assessments to supervisors and make adjustments accordingly.
-
- Work with external stakeholders such as City of San Leandro and Oakland staff, landlords and rental agents to assist participants in accessing housing.
 - Provide Program Management to ensure that programs are being implemented and ran as intended and assist in the development of programs.
 - Prepare and run program activity reports using web-based technology, such as Google Sheets, and MS Office Suite software such as excel.

- Participate in reporting as requested by supervisor, including but not limited to evaluating participant outcomes, adjusting as needed, providing demographic, quantitative and qualitative data as needed.
- Work cooperatively with the local networks of support.
- To meet or exceed all applicable goals.
- To provide support as needed and emergency services such as emergency housing, hotel vouchers and rental bills and food assistance to ensure that BFWC continues to be a safe haven for homeless men, women and children.
- Provide consultation services and evaluations regarding emergency situations
- Act as a team member and or outreach staff, assisting in other programs or with other duties as assigned.

(Life Insurance/Marketing Specialist)

June 2010 to September 2015

AAA(America Automobile Assoc.) - Oakland, CA

- Oversee the development and management of the AAA insurance brand, ensuring consistent presentation of the AAA brand across all distribution channels and all customer communication.
- Engage members and give them consultations of the importance of purchasing Life Insurance.
- Design and share marketing campaigns and materials with AAA partner clubs and provide capabilities and support to optimize club agency marketing activities.
- Ensure database is robust to provide current and future analytics needs to support direct sales and other marketing activities.
- Define, assist in the development, implementation and evaluation of new and creative strategies and or policies to lead and grow direct sales channel in coordination with the overall insurance company growth goal.
- Provide strategic direction, program management and evaluation, planning, organization and leadership within the direct sales organization through effective planning and oversight, analysis, action planning, product recommendation, and plan implementation.
- Cashier, Customer Service Specialist, Credit Card/ Bank Account payment processor.
- Prepared, wrote, organized documents and presentations in order to display group progress and growth.
- Memberships Acquisitions
- Salesforce and MRM proficient

(Supervising Life Insurance Agent)

July 2007 to June 2010

American Income Life Insurance Company - Concord, CA

- In charge of delivering, selling and signing up union members life insurance and supplemental health insurance during their group enrollment period and also in charge of researching new ideas on marketing strategies within the office.

- Also responsible for interpreting and analyzing data recommending solutions to administration Create presentations for meetings; come up with solutions for certain scenarios and unexpected problems, organized and wrote reports, recommendations and responses to upper management.
- Data entry and creation of weekly income base off production and results also responsible for handling sensitive information such as social security numbers and bank accounts.
- Answering calls using a multi-phone system provided telephone support and also house calls support.
- Usually multi-tasking, thinking analytically and high pressure is an everyday occurrence in this job.
- Supervised and train new employees on selling insurance and budgeting for business cost.
- Cashier and Payment processor, and selling into fortune 500 Unions throughout California
- Prepared, wrote, organized documents and presentations in order to display group progress and growth.
- Provide consultation services and evaluations regarding emergency situations
- Provide emergency management services.
- Compensation, program and policy Analyzed
- Administrated Assistant to the Regional President

(Supervising Sorter/ Customer Service Agent)

August 2003 to December 2004

U.P.S - Oakland, CA

- Responsible for accurate shipment of packages, organization and data entry.
- Work at a high speed but within the employment safety and procedures guidelines.
- Make sure that trailers were well maintain and presentable and also correctly loaded and a safe manner.
- Prepared, wrote, organized documents and presentations in order to display group progress and growth.
- Train new employees on daily operations and customer service, attended to customer and employees needs and also assisted management when service was needed.
- Problem solved and also thought of new ways to better the system.
- Cashier, Sorter and Customer Service Supervisor

(Intern)

February 2003 to August 2003

Youth Development of Law - Berkeley, CA

- Attend class once a week to learn helpful strategies about politics at Boalt law school.
- Reported to city hall to work with council member Larry Reid of Oakland 7th District. Wrote reports and responses to elected officials and constituents.
- Observe and learn tactics on managing, budgeting and maintaining a city. Organized legal documents getting them ready for presentations and meetings.

- Built strong working and lifetime relationship with staff.

2019 MAR -7 PM 5:50

OAKLAND CITY COUNCIL

RESOLUTION NO. _____ C.M.S.

INTRODUCED BY MAYOR LIBBY SCHAAF

**RESOLUTION CONFIRMING THE MAYOR'S APPOINTMENT OF
JAY ASHFORD, ED GERBER, NOELLE SIMMONS, ADAM VAN
DE WATER, MARCHON TATMON TO THE BUDGET ADVISORY
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, Ordinance No. 13337 C.M.S, adopted November 3, 2015, creates the Budget Advisory Commission to advise the Mayor and City Council on topics deemed important to the fiscal health of the City, encourage public participation and input into fiscal decision making, and improve the transparency and accountability of City fiscal information and decision making; and

WHEREAS, the Budget Advisory Commission consists of 15 members appointed by the Mayor and confirmed by the Council, with three selected solely by the mayor, one recommended by each of the eight City Councilmembers and City Auditor, two additional recommended by the Chairperson of the Finance and Management Committee, and one additional recommended by the Chairperson of the Community and Economic Workforce Development Committee, and

WHEREAS, the Honorable Mayor Libby Schaaf, upon the recommendation of the corresponding councilmembers, appoints **Jay Ashford, Ed Gerber, Noelle Simmons, Adam Van de Water, Marchon Tatmon** now therefore be it

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

Jay Ashford to serve a one year term beginning October 3, 2018 and ending October 2, 2019.

Ed Gerber to serve a three year term beginning October 3, 2018 and ending October 2, 2021.

Noelle Simmons to serve a three year term beginning October 3, 2018 and ending October 2, 2021.

Adam Van de Water to serve a three year term beginning October 3, 2018 and ending October 2, 2021.

Marchon Tatmon to serve a two year term beginning October 3, 2018 and ending October 2, 2020.

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