

MEMORANDUM

TO: City Council Members

FROM: Office of the Mayor

DATE: October 6, 2025

RE: Reappointment of Members to the Commission on Aging

The Mayor's Office respectfully requests City Council consideration for the reappointment of five members to the Commission on Aging. The commission is currently completely vacant and requires immediate reconstitution to resume its essential work.

The Commission on Aging plays a vital role in advising the city on accessibility policies, programs, and initiatives that ensure our community remains inclusive and welcoming to all residents. These appointments will restore the commission's capacity to address important accessibility matters and community needs.

Proposed Actions:

- Appoint five members to fill all vacant positions
- Get commission close to quorum (has 2 additional members on holdover)

Next Steps: The Mayor's Office will present candidate recommendations at the next Council meeting. All proposed appointees meet the qualifications outlined in the municipal code and bring valuable experience and perspectives to the commission's work.

We greatly appreciate any support you can provide in expediting this process and welcome the Council's prompt consideration of these appointments.

Profile

Robert

First Name

Scott

Last Name

Pronouns

Email Address

Street Address

City

Suite or Apt

State

Postal Code

What City Council district do you live in?

☒ District 3

Primary Phone

Alternate Phone

CEI

Employer

CHRO

Job Title

Which Boards would you like to apply for?

Commission on Aging: Submitted

Interests & Experiences

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

The Center for Elders' Independence has served Oakland and the East Bay area for over 40 years, and is an integral city partner for the well being of the elderly. I am new to the organization, having started with CEI in October of 2022. I have an extensive employment history in not for profit health care industry serving in the acute care hospitals and hospital systems. Personally, I have been a volunteer contributor to improving my community by serving the Untied Way, with special interest in the Disability workforce programs. Closer to home, I am the primary care giver for my parents - father is 91, and mother is 90; and I can relate to the many challenges, and opportunities, there are with the elderly.

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.

[Robert_Scott_Resume_9.6.23.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 *

ROBERT F. SCOTT

HUMAN RESOURCES EXECUTIVE

Execute thoughtful, targeted change to improve Human Resource delivery and achieve workforce transformation and integration. Establish HR operational strategy/priorities through an extensive HR gap analysis and HR improvement plan. Aligning HR leadership/staff, processes, and technology to reduce pain points and return health enterprise to focus on mission and vision.

COMMUNITY BOARD MEMBERSHIP

Chair & Member, United Way of Central Illinois, 2018, 2019, 2020, 2021
Chair, Leadership Compensation Committee & Member, Executive Committee, Goodwill Industries
2019, 2020, 2021
President - HOA - Centennial Park 2019, 2020, 2021

EDUCATION

UNIVERSITY OF WISCONSIN, Lubar School of Business, Milwaukee, WI
MBA, Emphasis: Organizational Development

MARQUETTE UNIVERSITY, Milwaukee, WI
BS, Business Administration

CORE COMPETENCIES

- | | | |
|------------------------------|---------------------------------------|----------------------------|
| • Talent Acquisition | • HR Systems & Operations Improvement | • Total Rewards |
| • Acquisition Integrations | • Business Transformation Initiatives | • Succession Planning |
| • Compensation & Benefits | • Labor Management | • HR Shared Services |
| • Employee Health & Wellness | • Diversity, Equity and Inclusion | • Organization Development |

PROFESSIONAL EXPERIENCE

CENTER FOR ELDER'S INDEPENDENCE (CEI), Oakland, CA **2022 to Present**

October

A five-site, \$80M Program of All-inclusive Care for the Elderly (PACE) providing comprehensive medical and social services to frail, elderly participants in the East Bay area of N. California.

SVP and Chief Human Resources Officer

Reporting directly to the CEO, and accountable for the strategic planning for workforce recruitment, retention, and development for nearly 400 team members.

- Completed comprehensive workforce and HR assessment to include structure, HR program, technology, and process gaps. Translated the assessment into a project plan to reverse underperforming areas.
- Retooled Talent Acquisition to increase hiring 21% over prior year, while improving retention by decreasing voluntary separation by 25%-, and first-year separation by 13%.
- Ensured the employee value proposition was based on a team member's competency and experience then rewarded accordingly. Installed a new compensation structure based on this approach, resulting in first year compensation delivery to an average of over 6% per team member, including a first ever compensation philosophy that set an internal minimum wage. Refocused performance engagement by transitioning to a performance management approach based on outcomes, not activity.

- Oversee JEDI (Justice, Equity, Diversity, Inclusion) team. Provided training to team members, expanded membership.
- Initiated a leadership training/coaching program to develop leaders to focus on retention opportunities through improved team member performance management.

MOHAWK VALLEY HEALTH SYSTEM (MVHS) (Consultant), Utica, NY
2021 to 2022

A two-hospital, \$900M healthcare organization that includes St. Elizabeth college of nursing. With more than 4000 employees MVHS will consolidate to a single regional new hospital to open in the fall 2024.

Sr. Vice President and Chief Human Resources Officer

Reporting directly to the CEO, charged with revitalizing the HR function. Formulated a comprehensive strategic workforce plan to include Labor Management, Talent Acquisition, HR systems and data, Compensation, and Benefits program design.

- Workforce availability and recruitment severely stressed by COVID 19 regulatory impacts, wage inflation, and recruitment operations subpar performance. Board approved revised plan accomplishments:
 - Doubled monthly system hiring through revamping talent acquisition, expanding sourcing capability including digital reach, setting targets, and fixing ATS issues that adversely impacted applicant flow and manager experience.
 - Increased minimum internal pay rate, addressed resulting compression, implementing first ever competitive sign on bonus program, and improved referral program.
- Identified data gaps and HR system improvements to shift workforce culture
 - Launched a digital exit interview process to gain employment insights to improve work environment, adjust hiring practices, and isolate leadership development opportunities
 - Re-launched employee recognition program with revised mission and vision to anchor workforce transformation
 - Established new HR job roles to address workforce retention, leadership frustration
- Negotiated new labor agreements with three unions representing 2000 employees to strategically align with overall MVHS new regional hospital plan, and oversee labor for 7 bargaining units
 - Consolidated two union agreements under one Master agreement.
 - Combined 8 PTO plans to 2 plans
 - A single set of employment policies and pay practices (scheduling, differentials, premiums, etc.)
 - Ensured affordability, standardization, and administrative ease.

MEMORIAL HEALTH SYSTEM (MHS), Springfield, IL
to 2021

2013

A five-hospital, \$1.4B leading healthcare organization that includes Southern Illinois University School of Medicine Residency in Central IL. With more than 9,200 employees MHS earned its third consecutive Magnet Designation, 2016 AHA-McKesson Quest for Quality Prizes.

Sr. Vice President and Chief Human Resources Officer

Reporting directly to the System CEO, a formal member of the senior leadership of the system for HR strategy to include DEI, Talent Acquisition, Benefits, Compensation, Executive Compensation, Workforce Operations Improvement (HRIS), Employee Relations, HR Operations, and Affiliate HR Partners.

Oversight and accountability of an HR Operating Budget of \$20.0M, with 9 direct and 75 indirect reports.

- Reinvented the MHS recruitment and sourcing strategy, tactics, and operating model.
 - Initiated Lean Six Sigma projects to rebuild talent management.
 - Key strategic tactics included rebuilding digital sourcing capability, upskill talent acquisition team member and replace an activity model with a production model.
 - Results were a 25% increase in hires the first year, and a 56% increase over next 5 years, and a 36% increase in nurse hires the first year, and a 61% increase over the next 5 years. As well, cost per hire in top quartile of industry.
- Lead standardization and integration of human resource services throughout affiliate entities:
 - Key areas included common HR technology, uniform pay practices, standardized health and welfare benefits, time off programs, and education assistance.
 - Outcomes to date include employment equity for 95% of employee base.
- Serves as the Executive Sponsor and Champion for strategic demand management of labor, including position control, labor cost reduction and workforce optimization. Identified tools, accountability mechanisms, metrics, and benchmarks to right balance clinical and non-clinical labor.
 - Deployed workforce management through innovative HR platform that delivered just-in-time visualizations to frontline leaders.
- Initiated a proactive employee relations approach with affiliate HR business partners to drive improvements identified by HR analytics team.
 - Results include \$2.0M FTE cost avoidance, RN turnover improvement from 11.9% to 9.8%, overtime pay in top decile of benchmark, and employee satisfaction at the 96th national percentile.
- Developed a Diversity, Equity and Inclusion strategy and tactics to address known gaps.
 - Participated with internal social media platform to support the deployment employee resource groups that give voice to racial issues and social justice view.
- Advised and recommended leader and physician total reward changes to CEO and Board Leadership Compensation Committee.
 - Revised employed physician flexible benefit plan to align with leadership plan, and to keep physicians within total cash compensation market limitations. Proposed and gained approval for Leadership Incentive Program by establishing threshold, target and maximum performance expectations on enterprise goals for all levels of management.

ADVOCATE AURORA HEALTH SYSTEM (AAH), IL and WI

2009 - 2013

The 10th largest not-for-profit, integrated health system in the United States with more than 70,000 employees, including more than 22,000 nurses and the region's largest employed medical staff and home health organization. Advocate Aurora serves nearly 3 million patients annually across more than 500 sites of care.

ADVOCATE GOOD SHEPHERD HOSPITAL, Barrington, IL

Part of Advocate Health Care, one of the top 15 health care systems in the country (Truven Health Analytics - formerly Thomson-Reuters) and the largest health care delivery system in the State of Illinois.

Vice President, Human Resources

Matrix accountability to SVP HR and Site President.

- Lead the Advocate HR Strategic team to ensure system and site-based HR focus on business objectives.
 - This team of system HRVP's is accountable for creating and deploying an HR Business Partner Model, Productivity Effectiveness support and sustaining HR best practices.

- HR executive charged with consolidating the shared revenue cycle organization.
 - The largest restructure Advocate had undertaken at that time, affecting 900 enterprise wide employees.
 - Coordinated all HR and OD services to design the HR solution to centralize the business office, streamline processes, redesign work, and train employees and leaders.
- Winner of the Advocate Overall HR Performance Award 2011.
 - First time this site has won this system recognition - hitting 13 of 14 HR metrics from the System HR Scorecard including HR Operations, Recruitment, Succession Management, Benefits, and Associate Engagement.

ST. MARY'S HEALTH CENTER (SSM), St. Louis, MO

2005 - 2008

2,500 employee Teaching Hospital, Malcolm Baldrige National Quality Award.

Director, Human Resources

Responsible for all traditional HR functions plus HR support to cardiac service lines across SSM St. Louis network, Report to CEO/President and Regional HR VP.

- Assessed HR customer requirements and collaborated with key executives to craft unified HR strategic vision. Result was a 3-year plan to reverse unfavorable retention rates, strengthen leadership bench, and install a talent management approach to leader and employee performance measurement.
- New nurse hiring increased 5 fold, nurse turnover improved by 3%, and in partnership with CNO reorganized nurse leadership team.

ASCENSION HEALTH (formerly) COVENANT HEALTHCARE SYSTEM, INC. (CHSI)

2001 - 2005

Ascension includes more than 160,000 associates and 40,000 aligned providers. The national health system operates more than 2,600 sites of care - including 146 hospitals and more than 40 senior living facilities - in 19 states and the District of Columbia.

ST. FRANCIS HOSPITAL/ELMBROOK MEMORIAL, Milwaukee, WI

St. Francis Hospital/Elmbrook Memorial & ER is a critical care hospital with advanced specialty care services.

HR Director

Entity responsibility for labor contracts, compensation, benefits, leadership development, and employee relations.

- Directed Labor management of union contracts, grievance administration, and dispute resolution.

Profile

Jacqueline

First Name

Johnson

Last Name

Pronouns

Email Address

Street Address

City

Suite or Apt

State

Postal Code

What City Council district do you live in?

☒ District 4

Primary Phone

Alternate Phone

Self

Employer

Insurance Broker/Agent

Job Title

Which Boards would you like to apply for?

Commission on Aging: Submitted

Interests & Experiences

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

I have worked for 20+ years in the healthcare arena as an insurance agent, clinical therapist, Co-chairing an 'Our Seniors' Sorority Committee focused on identifying senior needs as it relates to isolation, transportation needs, companionship, socialization, technology assistance, healthcare needs, I'm an AARP authorized agent to enroll seniors into AARP's Health & Medicare products. As a senior myself, I have a keen sense of senior needs and issues as it relates needs, isolation, desires, pride and privacy issues which many times block true needs for outside assistance. I have been a member of most of the centers here in the east bay (West Oakland, North Oakland, South Berkeley, North Berkeley, East Oakland, and Emeryville) I'm also a member of the United Seniors of US0AC.

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.

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 Proprietor - Senior Benefits Consultant, Oakland, CA Broker, Insurance Sales, Account Management, and Managed Care- • Health and Life insurance broker/agent; managed care specialist o Digital Insurance, Atlanta, GA (2013-2015). Account management, sales, and brokering of healthcare benefits for small and mid-sized employer groups. Lines of coverage include medical, dental, vision, short- and long-term disability, term life, long term care, business travel, and ancillary products. Business analysis and needs assessments result in targeted and strategic portfolio designs for each account. CRM (Customer Relationship Management) system proficient. Accountable for all national, state, and local health care mandates and laws. Managed an \$850,000 book of business, with a retention rate of 96.48%. June, 2014, LEAD Program inductee (Leadership Excellence and Development) ...management training program. • Effective employer group benefit consultations, presentations, enrollment support, and member retention • Medical group managed care, preventative care, and wellness program analysis • Medicare Advantage, Medicare Supplement, and Prescription Drug Plan marketing and enrollments o Health Insurance Medicare Contracts: Aetna, and UnitedHealth. Optional choices to clients based on personalized health care needs. Life Insurance and Financial Contracts/Appointments: Transamerica (senior producer, training, and recruitment). • Certified through America's Health Insurance Plans Organization (AHIP) • Currently licensed in the following states: California, Georgia, Nevada, Washington State, and Ohio. 4/2004-5/2011 Critical Care Oncology Hospital Account Specialist - Eisai Pharmaceutical Inc., Woodcliff Lake, NJ Pharmaceutical and Device Sales • Managed sales and marketing to the top 20 hospital accounts in northern California, oncology infusion clinics, and pharmacy directors. Called on hematologist, oncologists, orthopedic surgeons, cardiologists, and internists for the promotion of Fragmin, Dacogen, and Aloxi • For the promotion of Aricept, Cerebyx, and Aciphex; called on neurologists, psychiatrists, and internists • Sales and marketing of the Fragmin® UltraSafe Passive Needle Guard® safety pre-filled syringe • Strong clinical and a managed care background was beneficial in achieving sales goals, enhancing professional relationships, developing key opinion leaders, and hospital formulary wins • Eisai's hhc mission was met through ongoing support of local oncology, pharmacy, mental health, and Alzheimer associations meetings and support. Eisai's Visions and Values Synergy team member, 2005 • Pinnacle Award: 2004, 2005, 2006, and 2007; Hhc Award: 2004-2007 • Nightingale recipient, 2009 - ranked 5th in the Oncology Business Unit - four formulary wins resulting in 232% goal attainment Pharmaceutical Sales Specialist II - AstraZeneca Pharmaceuticals LP, Wilmington, DE. • A specialty care institutional representative in the CNS division, calling on top bay area neurologists and psychiatrists for the promotion of an atypical antipsychotic (Seroquel) and a triptan (Zomig). • Responsible for calling on hospitals, mental health clinics, and correctional facility accounts • Successful sales and relationship building were accomplished through the support of grand rounds, case studies, presentations to P & T committees, lunch and learns, roundtables, CME programs, journal clubs, speaker programs, and development of KOLs. • Consistently achieve formulary and preferred status of represented medications • Personal market share experienced continued growth-- ranked among the top 10 CNS Institutional Sales Specialists in the western region, spring '03. 8/1996-9/2001 Managed Care Enrollment Specialist - Cigna Healthcare, Oakland, CA Permanent Part-time • Licensed Health and Life insurance broker/agent • Health insurance sales and product marketing, enrollment staff recruitment, training, and coordination. Knowledge of HMO, PPO, POS, FFS plans, and FSA • Sell and presentation of Cigna's insurance products, account servicing, and conducting enrollment health presentations and health fairs for established and potential employer group clients • A full body of knowledge of medical health and dental products, formularies, disability insurance, life insurance, long-term care, and spending account benefits were essential and utilized
 EDUCATION: Kent State University, Kent, OH. M.A. Applied Sociology, with a concentration in Mental Health and Research. B.A. Social Work with a minor in Psychology.
 LICENSED/CERTIFICATION HISTORY: □ Life & Health Insurance Agent - California, Georgia, Nevada, Washington State, and Ohio Departments of Insurance □ America's Health Insurance Plans (AHIP) □ US Oncology University, Inc. Curriculum of Study course completion, Dallas, TX, 2009 □ Ohio State Board of Social Workers and the Ohio Board of Realtors. □ CBEST, State of California, Department of Education OUTSIDE INTERESTS: I am a 50-year member of a social sorority; and currently serve as a Co-chair for their 'Our Senior' Committee. Focusing on transportation, technology, and socialization needs. I enjoy jazz, fitness walking, piano, line-dance, sewing, computers, and an annual international 'Girls Trip' to a place unknown with my daughter and twin 17 yr. old grand-daughters. I am a current member of the West Oakland Senior Center. I have also held memberships at the following centers: East Oakland,

South Berkeley, North Berkeley, North Oakland, and Emeryville. I especially enjoy the line dance classes, bus trips, and quarterly birthday celebrations. These centers offer socialization opportunities for those seniors who may live alone or have no family locally. Since Covid surfaced, I have served as a volunteer with MyTurn.org, to assist seniors in scheduling their Covid-19 shots.

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 *

ProfileDennis

First Name

Spears

Last Name

Pronouns

he, him

Email Address

Street Address

City

Suite or Apt

State

Postal Code

What City Council district do you live in?

☒ District 4

Primary Phone

Alternate Phone

Retired

Employer

Retired

Job Title

Which Boards would you like to apply for?

Commission on Aging: Submitted

Interests & Experiences

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

I have served on the Mayor's Commission on Aging for several years, where I am currently Vice Chair. During my first tenure in 2017, I worked on a project with other Commission members to conduct focus groups at seven locations throughout Oakland to learn what seniors felt was needed in their areas. I've also been on the board of SOS Meals on Wheels for five years. This organization serves over 1000 clients in Oakland. I now serve as the President of the board of that organization. In addition, for the last ten years I was on the board of the National AIDS Memorial and served as the board treasurer of that organization for six years. I termed off of that board in April of 2025. Prior board positions have included 12 years on the board of Maitri Compassionate Care, an HIV hospice/respite facility in San Francisco, where I was board treasurer seven years. I was also a board member of The Second Opinion, a non-profit in San Francisco that provides free second opinions to individuals diagnosed with cancer, using a panel approach with oncologists who donate their time and knowledge.

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.

[Blake_Spears_Resume.doc](#)

Upload a Resume

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

Please see attached resume.

Please click the acknowledgement below.

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☒ I Agree *

D. Blake Spears



OBJECTIVE

Position on Oakland Mayor's Commission on Aging

SUMMARY

- Oakland resident for 45 years
- Established and managed healthcare consulting business in Oakland for 33 years
- Past member of Oakland Mayor's Commission on Aging - Member of team that conducted focus groups in seven locations in Oakland to learn the needs of seniors in our community
- Current member of Health & Wellness subcommittee of Mayor's Commission on Aging
- Current board member of Service Opportunity for Seniors Meals on Wheels, which is the Meals on Wheels provider for Oakland seniors
- Current board member of National AIDS Memorial (San Francisco)
- Extensive history of non-profit board participation - Former board member of Maitri Compassionate Care (HIV hospice/respite center), Second Opinion (second medical opinions for cancer patients), Golden Gate YMCA

PROFESSIONAL EXPERIENCE

INSIGHT HEALTHCARE CONSULTING Oakland, CA 1985- 2018 (retired)

Founder and Principal

- Founded and managed firm devoted to primary market research for pharmaceutical, medical device and biotech segments of the healthcare industry
- Developed business strategies to market services to targeted companies
- Managed over 200 primary market research projects for clients, acting as principal and primary client contact. Led teams of 3-5 professionals to work in successful group settings
- Developed close personal relationships with clients and consultants that have remained in place after retirement
- Responsible for monitoring product P&Ls, revenue forecasts, long range and lifecycle planning

U.S. ENVIRONMENTAL PROTECTION AGENCY San Francisco, 1976 - 1983

Environmental Engineer

- Conducted regulatory reviews of local and state agencies in the areas of air pollution and hazardous waste management
- Assigned to California Department of Health Services (1981 - 1983) to manage regional office hazardous waste permits team

STAUFFER CHEMICAL COMPANY Richmond, CA 1973 - 1976

Chemical Engineer

- Managed small commercial agricultural production/research facility

EDUCATION

Masters of Business Administration, Stanford University, Stanford, CA

Bachelors of Science, Chemical Engineering, Virginia Polytechnic Institute and State University, Blacksburg, VA

Profile

Suzi

First Name

kalmus

Last Name

Pronouns

Email Address

Street Address

City

Suite or Apt

State

Postal Code

What City Council district do you live in?☒ District 6

Primary Phone

Alternate Phone

retired

Employer

volunteer program
coordinator

Job Title

Which Boards would you like to apply for?

Commission on Aging: Submitted

Interests & Experiences

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

I have developed volunteer programs for various nonprofit organizations. this included group facilitation, friendly visitor programs, and sensitivity training in various aging facilities. I also was the Press Room Coordinator for American Society on Aging conferences. As a senior, I am well aware of the needs of seniors. I also facilitated support groups for LGBT seniors.

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.

[susan-kalmus-resume_1_-1.docx](#)

Upload a Resume

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

S [REDACTED]
V [REDACTED]

HIGHLIGHTS ● OUTSTANDING SKILLS IN CREATING AND MANAGING
● **EXCELLENT INTERPERSONAL AND COMMUNICATION SKILLS ●**
ARTICULATE TEAM PLAYER AND PROBLEM SOLVER WITH POSITIVE ATTITUDE ● EXTENSIVE
EXPERIENCE WORKING WITH SENIORS AND OTHER UNDERREPRESENTED POPULATIONS
EMPLOYMENT HISTORY July 2013-present Theatrical Publicist and Outreach Coordinator,
Margery Kreitman Productions, San Francisco, CA ● Wrote, edit and produced news releases
for direct placement in print, broadcast and social media ● Managed social media
promotions including Facebook, Twitter, Google+ and others to generate audience
development ● Created and determined publicity/press relations plan to generate ticket
sales ● Developed communication objectives and communication plans ● Identified
targeted audiences, and decide what to communicate to them and the best media to use ●
Cultivated and maintained media contacts to generate relevant media coverage. ● Wrote
news releases, articles, calendar listings, ensuring consistency and accuracy ● Created and
implemented social media plan to increase visibility and audience development October,
2013 — June 2015 Volunteer Coordinator, Openhouse Senior Services, San Francisco, CA ●
Developed first volunteer program, including recruiting, marketing, screening, managing and
recognizing volunteers. ● Recruited teams of volunteers through targeted employee
resource groups. ● Managed committee volunteer activities, including involvement in
fundraising, events, and various programs. ● Developed annual recognition events for
program and event volunteers ● Ran support groups for at-risk seniors to reduce isolation
and maintain health and welfare ● Managed various databases. Set up systems and
managed data as needed January, 2007 — September, 2013 Library Assistant, ITT Technical
Institute, Westminster, CO ● Monitored circulation and other statistical data for LRC
management ● Assisted students and faculty in the use of LRC resources and equipment,
demonstrating their use ● Extensively researched community resources for assisting
students and staff in need ● Assisted users in finding materials and information. Directed
them to references and provided technical instruction ● Contacted absent students, giving
them opportunities to discuss their issues and concerns. ● Provided support services to
students to maximize retention and completion. ● Established weekly contact with at-risk
students, reinforcing their commitment to continuing their education. ● Identified potential
withdrawals and assisted in the retention effort, working with members of staff and faculty
January, 2004 — January, 2007 Press Room Coordinator, American Society on Aging
Conference, San Francisco, CA ● Researched, wrote and edited program materials for
conferences including press releases, marketing collateral, and program literature. ●
Planned and coordinated author and other events, including advance press materials and
catalog information. ● Handled event logistics including Press Rooms. ● Managed events
surrounding conferences such as journalists' dinners and other professional activities
Previous nonprofit program history: ● Recruited, screened, trained and managed volunteers
for fundraising telethons for St. Vincent de Paul Society. ● Coordinated events for St.
Vincent de Paul Society, including major community 5k/1k run and walk. Responsibilities
included recruiting, training and recognizing over 200 volunteers, and managing event ●
Coordinated events for Boys & Girls clubs of Oakland, including marketing, volunteer
committee management, donor and sponsor solicitation, budgeting, and event logistics ●
Recruited, screened, trained and managed volunteers for fundraising telethons for St.
Vincent de Paul Society ● Coordinated events for St. Vincent de Paul Society, including
major community 5k/1k run and walk. Responsibilities included recruiting, training and
recognizing over 200 volunteers, and managing event ● Managed telefunding and
telemarketing campaigns for various arts organizations, including recruiting, training and
supporting callers ● Contacted patrons for fundraising and subscription services for
American Conservatory Theatre, SF Opera, SF Ballet and Magic Theatre EDUCATION B.A.,
Finch College, New York City (Journalism) Overseas program in Italian and Art History, Rome,
Italy A.A., Packer Collegiate Institute, Brooklyn, NY (Art History) Classes in Gerontology, City
College of San Francisco, San Francisco, CA SKILLS / QUALIFICATIONS ● Microsoft Office, PC
and MAC ● Volunteer Management Software, PC ● IRIS, Educational Database

Please click the acknowledgement below.

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☒ I Agree *

Profile

Brandon

First Name

Hemphill

Last Name

Pronouns

He and him

Email Address

Street Address

City

Suite or Apt

State

Postal Code

What City Council district do you live in?

☒ District 7

Primary Phone

Alternate Phone

Self Employed

Employer

Construction
Manager/Inspector

Job Title

Which Boards would you like to apply for?

Commission on Aging: Submitted

Interests & Experiences

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

As a lifelong resident of Oakland, CA and graduate of Skyline High School of the OUSD my life experience, success, failures, and accomplishments are all closely related to my upbringing in Oakland. My Grandfather was the 1st black man to buy our 1st family home in Oakland on 54th Street. My family legacy of being a proud and productive Oakland residents and members of the community has continued to be a driving force in my life and spirit allowing me to overcome past mistakes leading to felony convictions through participating and excelling in local workforce development programs that allowed me to further my career in Construction Management through hard work, dedication, and education. I received my Professional Certificate in Construction Management from UC Berkeley Extension graduating with a 3.7GPA. Since 2008 I have worked on and oversaw various high profile Government funded Construction projects totalling in the Billions in contract value including The Laguna Honda Hospital Replacement Project, BART's Earthquake Safety Programs - Transbay Tube Retrofit and West Oakland Station Projects, and Muni's Central Subway Project to name a few. I am passionate about serving and bettering my community through service. And look forward to serving in any and all capacities I am deemed qualified for. Thank you for the opportunity and your time and attention in regards to this matter. I hope to hear from you soon. Best Regards, Brandon Hemphill

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.

[BHemphillResume2025.pdf](#)

Upload a Resume

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☒ I Agree *

Brandon Hemphill



Professional Summary

Mr. Hemphill is an experienced professional with over 20 years of experience directing, supporting, and working alongside field personnel, engineers, subcontractors, local and state officials, and senior-level executives. Mr. Hemphill's diversified skills include project management, program management, program development, process improvement and standardization, contract management, inspections, scheduling, estimating, construction field management, contract drawings and specifications, risk management, estimating, financial analysis, land development analysis, and project engineering. Mr. Hemphill has excellent written and oral communication skills and the ability to work effectively in fast paced environments. His construction industry experience and expertise include Hospitals, Technology, Heavy Civil, Transportation,

Government, Commercial, and Residential.

Work Experience

Senior Construction Inspector

UC Berkeley, Berkeley-Berkeley, CA

September 2024 to Present

- Led a team of multiple construction inspectors and quality control/quality assurance personnel, overseeing quality control/assurance and compliance with construction drawings, project specifications, and related building codes
- Performed inspections of various construction sites and projects, ensuring adherence to building codes, safety standards, and project plans
- Performed detailed inspections of structural, electrical, plumbing, and HVAC systems, identifying and rectifying issues
- Reviewed and approved construction documents, blueprints, and permits for accuracy and compliance
- Collaborated with project managers and contractors to resolve construction issues and discrepancies promptly
- Prepared comprehensive inspection reports with detailed findings and recommendations for corrective actions
- Conducted final inspections prior to the issuance of certificates of occupancy to ensure completed projects met all quality, safety, and jurisdictional standards
- Provided technical guidance and training to junior inspectors, enhancing their skills and knowledge
- Maintained accurate and organized records of inspections, permits, and project documentation
- Collaborated with engineering and architectural teams to resolve design-related issues during construction

Public Works Inspector

4Leaf, Inc-Pleasanton, CA

September 2023 to November 2023

Mid-Peninsula Water District Improvement Project: Phase I

- Provide oversight and coordination of construction and engineering activities.
- Create and submit computerized daily reports detailing project progress, contract drawings and

specifications.

- Provide quality control of contractor installations and project deliverables.
- Provide senior management with accurate and timely status updates outlining performed and completed work, scheduled work yet to be performed, and issues within the field.
- Review contract drawings and specifications to ensure accuracy and compliance in field installations.
- Provide accurate generation and maintenance of redline contract drawings.
- Lead daily meetings detailing contractors' scope of work, plan of action, safety risks and measures to be taken.
- Communicate with project engineers, resident engineers, architects, and contract administrators regarding work in the field.
- Risk, safety, quality, and time management.

Construction Field Inspector (Civil and Mechanical), Acumen Building Enterprise

BART – Transbay Tube Retrofit-Oakland, CA

May 2022 to September 2023

- Provide oversight and coordination of construction and engineering activities.
- Create and submit computerized daily reports detailing project progress, contract drawings and specifications.
- Provide quality control of contractor installations and project deliverables.
- Provide senior management with accurate and timely status updates outlining performed and completed work, scheduled work yet to be performed, and issues within the field.
- Review contract drawings and specifications to ensure accuracy and compliance in field installations.
- Provide accurate generation and maintenance of redline contract drawings.
- Lead daily meetings detailing contractors' scope of work, plan of action, safety risks and measures to be taken.
- Communicate with project engineers, resident engineers, architects, and contract administrators regarding work in the field.
- Train inspectors in inspection, construction/contractor management, and daily reporting best practices.
- Risk, safety, quality, and time management.

Program Manager Facebook

Insight Global, LLC

June 2021 to May 2022

- Program/Project Management for FB's Global FacOps Support Team.
- Closeout Management coordination of final deliverables/project turnover to be provided to owner per contract and for the effective operation of constructed facilities.
- Research and analysis of systems, programs, & SOP's to improve performance of teams, systems, traceability, information sharing, and global acceptance and application.
- Team management. Oversight and engagement with 3 rd party consultants responsible for specific SOW's and projects per contract language.
- Process Improvement
- Peer 1:1 and Team Training/Onboarding:
Project Team of 5 hired for high paced short term contract to assess Document Management System used from Design to Closeout
Business Manager ET Services, LLC Atlanta, GA
October 2018 – June 2021
- Creation of marketing plans and materials.
- HR Management: interviewing, recruiting, training, and development.

- Contract and Project Management
- Technical Support as needed
- Attendance of Pre-Bid Meetings and Site Walks
- Team Building
- Identification of Bid Opportunities

Lead Construction Field Inspector

Metropolitan Atlanta Rapid Transit Authority-Atlanta, GA

October 2018 to June 2020

- Provide oversight and coordination of construction and engineering activities.
- Create and submit computerized daily reports detailing project progress, contract drawings and specifications.
- Provide quality control of contractor installations and project deliverables.
- Provide senior management with accurate and timely status updates outlining performed and completed work, scheduled work yet to be performed, and issues within the field.
- Review contract drawings and specifications to ensure accuracy and compliance in field installations.
- Provide accurate generation and maintenance of redline contract drawings.
- Lead daily meetings detailing contractors' scope of work, plan of action, safety risks and measures to be taken.
- Communicate with project engineers, resident engineers, architects, and contract administrators regarding work in the field.
- Train inspectors in inspection, construction/contractor management, and daily reporting best practices.
- Risk, safety, quality, and time management.

LTE Cell Site Lead Technician

Infinity Construction Solutions-Burford, GA

July 2018 to October 2018

- Acted as the Lead Technician on a 2-person crew installing Mini Macro Sprint Sites.
- Coordinated daily site work.
- Prepared daily Document Control and Quality Control of Tech Site Work.
- Worked on installation, integration, and commissioning of Mini Macro Sites.
- Worked on pole setting and installation of Omni Antenna, UE Relay, Radio, Raycap, and power meters on both wood and metal utility poles.
- Provided troubleshooting of equipment at the direction of Sprint's CIC Support Team.
- Purchased inventory of tools and equipment for site work.
- Provided senior management with accurate and timely status updates.
- Installation, commissioning, and integration field training for newly hired Technicians to ensure proficiency of field force.
- Worked on proper routing and termination of Fiber(SM, MM, and POF), Coaxial, Cat 5, power, and grounding cables.
- Reviewed construction drawings for material takeoffs and the accurate installation of equipment.
- Set up sites according to traffic and safety plans.

Project Manager/LTE Cell Site Lead Technician

Capital Commitment Solutions-Washington, DC

September 2017 to July 2018

- Managed a 4-person crew for the Nokia Aircscale Project.
- Coordinated OJT and daily site work.

- Prepared daily Document Control and Quality Control of Tech Site Work.
- Worked on installation, integration, and commissioning of Nokia Airscale FSM4 and SMM Equipment in Cellular Base Transceiver Stations.
- Worked on the removal and decommissioning of ALU BBU LTE Equipment.
- Purchased an inventory of tools and equipment for contract work.
- Provided senior management with accurate and timely status updates.
- Trained newly hired Technicians to ensure proficiency of field force.
- Handled proper routing and termination of fiber, backhaul, alarm, grounding, and power cables.
- Coordinated alarm testing at the direction of bridge/NOC to ensure equipment functionality.

Acquisitions Manager

HomeVestors Housing Helpers LLC-Fort Collins, CO

September 2016 to September 2017

- Provided customer outreach and appointment scheduling.
- Conducted property walkthroughs to determine necessary repairs and create estimates.
- Recorded pictures and repair estimates using ValuChek.
- Established relationships with real estate professionals, contractors, and other investors.
- Ran comps to determine ARV's of properties and generated offers.
- Posted ads online to generate interest in properties for sale and build buyer's list.
- Managed renovation projects involving multiple trades.

Assistant Project Manager/Skilled Trades Technician

Complete DKI-Pensacola, FL

November 2015 to September 2016

- Initiated customer contact for damage assessments and scope of work recommendations.
- Drew blueprints to show source and extent of damage for use by estimators in Xactimate.
- Provided demo of heavily damaged areas.
- Set up and monitored remediation equipment including, air movers and dehumidifiers.
- Organized and created inventory systems used in warehouse.
- Reviewed blueprints and ensured that construction was performed according to project plans.
- Provided finish work including, carpentry, flooring, drywall, electric and plumbing fixtures.
- Provided contract management including, subcontractor selection, bid-walks, review of estimates, and quality control.

Project Manager/Lead Technician

Next Level Media Group-Barberton, OH

January 2013 to November 2015

- Handled contract administration.
- Developed file indexing system and SOP's for administrative and field use.
- Managed field personnel and techs for various projects.
- Coordinated in-class training, OJT, and daily site work.
- Provided document control and quality control of technicians' site work.
- Purchased an inventory of tools and equipment for contract work.
- Updated schedules and progress trackers.
- Conducted daily logging and recordkeeping of completed work.
- Submitted closeout packages according to contract specifications.

- Led Team Building and Field Force Safety meetings.
- Coordinated site access with clients for surveys, equipment delivery, and construction.
- Confirmed build-out packages with site acquisition and construction.
- Monitored and tracked work order submissions.
- Coordinated site walkthroughs and contractor deployment to ensure forecast and deadlines were met.
- Managed construction build-out and verification of construction according to COP.
- Compiled and documented work for project deliverables.
- Provided senior management with accurate and timely status updates.

Document Control Administrator

Cornerstone Transportation Consulting-San Francisco, CA

June 2012 to January 2013

- Worked on BART Warm Springs Extension Project valued at \$890M.
- Processed, filed, and logged all incoming and outgoing paperwork using Wong CMS.
- Tracked change orders.
- Coordinated the submittal and RFI approval/response process.
- Documented Inspector's Daily Reports by tracking daily work and progress.
- Shadowed Inspectors.
- Maintained As-Built Drawings.
- Provided general administration work as required.

Document Control Administrator

Cornerstone Transportation Consulting-San Francisco, CA

January 2010 to June 2012

- Worked on the BART West Oakland Station Earthquake Safety Program valued at \$45M.
- Processed, filed, and logged all incoming and outgoing paperwork using Wong CMS.
- Tracked change orders.
- Coordinated the submittal and RFI approval/response process.
- Documented Inspector's Daily Reports by tracking daily work and progress.
- Shadowed Inspectors.
- Maintained As-Built Drawings.
- Provided general administration work as required.

Front Desk Administrator

Cornerstone Facilities Consulting-San Francisco, CA

January 2008 to January 2010

- Managed front desk operations for the Laguna Honda Hospital Replacement Project valued at \$410M for the City and County of San Francisco.
- Supervised front desk administrative staff (3 employees).
- Processed, filed, and logged all incoming and outgoing paperwork using Turner Talk.
- Created SOP's for front desk administration personnel.
- Provided administrative support for project team.

Education

Construction Management (Professional Certificate)

UC Berkeley-Berkeley, CA

January 2010 to September 2018

Associate's degree in construction management

Skills

- Primavera P6
- HVAC
- Budgeting
- Construction project budgeting - Largest construction project budget managed (More than \$10M)
- ASTM standards
- Project management (10+ years)
- Commercial building construction inspection
- Construction management (10+ years)
- Project coordination
- Quality control
- Microsoft Word (10+ years)
- OSHA
- Managing construction inspection teams - Largest construction inspection team managed (More than 20 team members)
- Quality assurance
- Manufacturing
- Construction estimating (10+ years)
- Primavera
- Analysis skills
- Project leadership
- Public works construction inspection
- Management (10+ years)
- Electrical experience
- Communication skills
- Organizational skills
- Residential construction
- Leadership (10+ years)
- Symbility
- Xactimate
- Paving
- Infrastructure systems
- Microsoft Project

- Project implementation
- Bluebeam (2 years)
- Renovation construction inspection
- Industrial facility construction inspection
- American Concrete Institute (ACI) Standards
- American Welding Society (AWS) standards
- Project scheduling
- Local building codes
- ProCore
- Plumbing
- Retrofit construction inspection
- International Building Code (IBC)
- Energy building codes
- NEC
- Microsoft Office (10+ years)
- Electrical systems
- Commercial construction
- Time management
- Energy systems
- Contracts
- State building codes
- Structural systems
- Supply chain management
- Construction
- Coordinating with subcontractors on construction projects - Subcontractors coordinated with on a single construction project (More than 10 subcontractors)
- Project management software
- Managing construction project budgets
- Microsoft Excel (10+ years)
- Construction inspection - Construction inspector experience (6-10 years)
- Construction management software
- Civil engineering
- ADA compliance
- Renovation
- Microsoft Powerpoint
- Quality inspection

Languages

- Spanish

Certifications and Licenses

OSHA 30-Hour Construction

OSHA 10-Hour Construction

Driver's License

Certified Safety Professional

CPR Certification