

FILED
OFFICE OF THE CITY CLERK
OAKLAND

CITY OF OAKLAND



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

Office of the Mayor
Honorable Ronald V. Dellums
Mayor

(510) 238-3141
FAX (510) 238-4731
TDD (510) 238-7629

Letter of Appointment

March 17, 2009

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

Dear President Brunner and members of the City Council:

Pursuant to City Charter section 601, the Mayor has appointed the following person as member of the following Board or Commission, subject to City Council confirmation:

Mayor's Commission on Persons with Disabilities

Laura Martell, Mayoral appointment to serve the term beginning September 4, 2006 and ending September 3, 2009, filling the seat previously held by Lynne Cutler.

Eugenie Marie Barton, Mayoral appointment to serve the term beginning September 3, 2006 and ending September 2, 2009, filling the seat previously held by Robert J. Pittman.

Merlin M. Nw, Mayoral appointment to serve the term beginning September 3, 2008 and ending September 2, 2010, filling the seat previously held by Gladys Hudson-Jones.

Michael C. Moore, Mayoral appointment to serve the term beginning September 3, 2006 and ending September 2, 2009 filling the seat previously held by Kelvin Brand.

Thank you for your assistance in this matter.

Sincerely,

Ronald V. Dellums
Mayor

LAURA MARTELL

OBJECTIVE: To continue a career in Real Estate education and sales for the community at large.

PROFESSIONAL EXPERIENCE

09/06/2007-Present, **Realtor, 360 REALTY**

- Short sale listings and referrals for Real Estate start up.
- Customer service at all levels.
- Negotiate real property contracts all over the S.F. bay area.
- Work closely with the negotiation center to complete real property sales transactions for distressed owners.
- Continue to work with first time homebuyers in assessing their needs and completing their first real estate transaction.
- All duties below continued and included.

01/05/2004-09/05/2007, **Realtor, HomeQuest Realty**

- Educate first time homebuyers in completing the purchase of real property.
- Provide listing presentations to perspective home sellers.
- Complete sale transactions as a team player.
- Work closely with mortgage broker for successful transactions.
- Attend first time homebuyer presentations.
- Sales, Sales, Sales!

Continued

11/2003-01/2004, Realtor, Prudential California Realty

- Develop materials to self promote marketing and business plan, mailers, newsletters, etc.
- Hold open houses for listing agents.
- Write purchase offers and represent buyers in their home purchase.
- Follow-up on client leads, sending information and planning open house tours.
- Sales, Sales, Sales,

11/20/1999-02/2004, Planning Supervisor, County of San Mateo Human Services Agency, Research and Planning Unit

- Develop and manage Research and Planning Contracts, link consultants to social programs, act as liaison between programs and consultants.
- Manage grants database; maintain pending applications and status of proposals.
- Review and participate in the competitive bid process as requested.
- Staff Executive level meetings such as The Human Services Advisory Committee.
- Support and plan inter-agency collaborative grant applications.
- Staff and support upper management in planning and implementing agency level policy and program changes.
- Facilitated inter-agency and community focus groups.

**Human Services Analyst II, County of San Mateo Human Services Agency,
Alcohol and Drug Services**

- Facilitated workshops at both state and local community level conferences.
- Coordinated trainings for the community, county agencies, schools and other interested parties.
- Coordinated and participated in county and community youth service meetings.
- Attended and participated in State Alcohol and Drug Programs standard of care meetings.
- Coordinated Alcohol and Drug Services requests for applications and proposals which were youth specific.
- Provided technical assistance to youth treatment providers.
- Liaison to the Business Systems Group and contract providers.
- Assisted in Outcome Based Management and performance based budgeting.
- Coordinated and analyzed Drinking Driver programs and other court appointed programs as well as monitoring services.

Laura Martell

Continued

- Monitored community based social programs for compliance with contractual agreements and state regulation compliance.
- Facilitated and attended numerous team meetings at all levels of government providing and exchanging ideas and information always with attention to better service provision.

2/95-11/99, Insights, Youth and Family Enrichment Services
Program Director

- General management of a family based social model service program for youth and their families.
- Supervised, managed and directed administrative staff, counselors, case managers, and interns. Provided resources and opportunities for staff development.
- Oversaw, and managed all grant, contracts, and methods of reporting.
- Established and ensured compliance with state certification policy. Maintained program protocol, ethics, confidentiality, and standards of practice.
- Researched and assessed client and community needs. Researched funding sources. Designed and implemented programs to meet that need.
- Established and maintained excellent community relations.

EDUCATION:

Notre Dame de Namur University, Belmont, CA.

CERTIFICATES AND LICENSES:

WIRE, Training for Top Producers

California Department of Real Estate License

Family Development Credential Facilitators Network

Bay Area Social Services Consortium, Leadership Certificate, U.C. Berkeley

MEMBERSHIPS AND BOARD AFFILIATIONS

San Francisco Association of REALTORS

Castro Street Fair, non-profit

REFERENCES: Personal and Professional references available upon request.

EUGENIE M. BARTON

SUMMARY OF QUALIFICATIONS

- Over 20 years of work experience in both social service and customer service.
- Experience with disabilities, elder care and independent living skills issues.
- Ability to interface with people from diverse backgrounds.
- Solid organizational skills; ability to create activity programs that fit the needs of the frail elder.
- Highly proactive, taking the initiative and ownership of program and tasks.
- Ability to provide immediate supervision to employee(s), assigning and scheduling tasks.
- Understanding of the recreational and psychosocial therapies that assist in enhancing the quality of life of the frail elderly population.
- Strong collaboration with departments interdisciplinary team

EDUCATION AND TRAINING

| | | |
|------|--|--------------------|
| 2003 | <u>Community Education, LLC</u> State Approved Activity Leader Course Certificate | Hayward, Ca. |
| 1994 | <u>Cornell University</u> Direct Personnel Training Course Certificate | Portland, Or. |
| 1993 | <u>McKinnon School of Massage</u> Massage practitioner Certificate | Oakland, Ca. |
| 1984 | <u>Computer Learning Center</u> Certified Computer Operator | San Francisco, CA. |
| 1976 | <u>Columban Fathers College</u> Associate Secretarial Degree | Philippines |

PROFESSIONAL EXPERIENCE

2007 – 2008 Center For Elders Independence Oakland, Ca.

Agency Receptionist

Responsible for daily incoming and transferring of calls to the designated four center sites. Ensure that critical calls from participants and families are screened and transferred to appropriate department or individual(s) in a timely manner. Handle all types of incoming calls such as emergency and doctor related inquiries by participants and screen for handling by appropriate staff. Responsible for fax sending of resumes and applications to my computer, data input and setting up for Human Resources Data Bank. Greet and provide customer service to visitors and applicants. Responsible for picture taking and the laminating process of employee badges. Distribute mail for agency and other three sites each day. Collaborate with the human resources department in setting up job listings on the job board and job binder at the front desk. Responsible for special projects for the human resources department such as mass copying and setting up employee benefit binders for all four sites and distributing in a timely manner. Assist with employee activity programs such as birthday lunches and holiday potlucks.

2001 - 2007 Center For Elders Independence Berkeley, Ca.
Recreation Aid

Assist in welcoming participants to the ADHC, providing identification badges and morning beverages. Inform and direct participants to appropriate scheduled departments. Ensure that the dignity of each participant is valued and respected.

Collaborate with supervisor and team members in reporting and documenting any changes in condition of a participant. Assist and supervise senior volunteers to understand the need in providing safe and accessible surroundings for participants and staff. Communicate to staff and supervisor the potential high-risk participants who require immediate assistance and follow through with appropriate departments. Maintain and distribute calendars in a central location that is visible and accessible to participants, family, staff and visitors.

Follow through on sudden changes and up dates surrounding activities. Contribute and prepare activity programs around cancelled programs. Engage participants in choice of van trips and in-house activity programs.

Facilitate and assist with In-house group arts and craft, clay work, cooking, current events, exercise, dancing, singing, bingo, reminiscing and community entertainment. Assist senior asset volunteers and encourage staff to join in daily activity programs at the ADHC. Maintain accurate time sheets for senior asset volunteers and fax in a timely manner. Document in M.S.R. book all daily activity attendance. Contribute to in-service for disability and sensitivity awareness training.

1996 - 1997 Center For Independent Living Berkeley, Ca.
Youth Peer/Independent Living Skills Counselor

Provide intake, assessment, Independent Living Training and specialized services to 120 youths with Disabilities. Provide individualized and group training for 90% of youths with disabilities on Basic Life Skills necessary for independent living. Assisted youth and parents with self-advocacy through self-empowerment training. Provide individual and group peer counseling. Conduct disability awareness training for 250 non-disabled and disabled youths at various school systems. Assist supervisor with quarterly reports.

1993 - 1996 Center For Independent Living Berkeley, Ca.
Housing Search Counselor

Interviewed and screened clients for accessible housing. Provide resources of available housing options such as permanent, temporary and shelter basis. Educated landlords on disability and access issues. Follow-up on clients progress in housing search. Provide case management and maintain all client files And monthly statistics report. Supervised volunteers as needed.

1992 - 1993 Matilda Browne Home Oakland, Ca.
Exercise Instructor

Organized, created, directed and motivated 15 female senior residents through basic chair exercises enhancing their quality of assisted living. Provide bingo, arts and craft, garden projects and special events for social enrichment.

1991 – 1992 Piedmont Gardens Oakland, Ca.

Assistant Program Director

Created, coordinated and developed recreational activities, special programs and events for up to 50 seniors in Assisted living. Worked closely with community groups and staff in order to promote a spirit of participation and foster a sense of community among the residents.

Merlin M. Nw

OBJECTIVE

Instructional Position in a college setting

SUMMARY OF QUALIFICATIONS

Diverse experience in the areas of education, community service and digital imaging

Knowledge of clerical skills and tools – postage meters, fax, and copy machines

Skilled in data entry and information management

Proficient in both MAC and PC environments

CAT TV

Proficient in:

Jaws - Zoom Text – Dragon – and - Kurzweil.

WORK EXPERIENCE

Teacher (substitute)

Oakland Unified School District – Oakland CA – 09/01 -08/02

- Taught 5th. grade students standard curriculum
- Taught high school science

Manager

Argentum, Inc. –Seattle WA – 01/91 – 07/00

- Managed staff of 23 at a digital imaging firm
- Interviewed and hired staff
- Trained and worked on payroll
- completed performance reviews

Computer Operator/Data Entry Clerk

Argentum, Inc. – Seattle, WA

- Monitored and controlled computer operations for digital imaging projects; set control switches in accordance with operating procedures
- Selected and loaded information for each project, scheduled workloads, logged information, recorded quantity, batched jobs, and scheduled data
- Maintained quality control to ensure a smooth and continuous flow of work and information
- Handle equipment failure

Community Service Volunteer

Lutheran Compass Center. – Seattle, WA – 01/90 – 01/94

- Provided volunteer services to homeless adults and children

- Assisted clients with job training and job finding
- Assisted with obtaining food, clothing, shelter, medical, and drug/alcohol rehabilitation services
- Intervened in crisis situations
- Created fund raising videos and participated in fund raising
- Composed and edited documents for use by the agency
- Performed general clerical duties as needed

EDUCATION

San Francisco State University – San Francisco, CA

- M.A. SPED/WK
- B.A. Geography
- Continuing Education:
- SFSU – Mobility Training
- SFSU – Visual Impairment instruction
- SAF – Computer training
- Light House – S.F. – Braille
- Light House – Marin – Guide Dog Training.

Michael C. Moore

EDUCATION

Roger Williams University School of Law

Bristol, Rhode Island

Juris Doctor, May 2004

Activities:

- Member of Phi Alpha Delta Law Fraternity, 2001-2005
- Member of Multicultural Law Students Association, 2001-2002
- Founding Member of the Alliance (GLBT) Law Students Association, 2001-2004
- Student Bar Association First Year Student Mentor, 2002-2004
- Admissions Ambassador Program, 2002-2004

Delegate to:

- "Law Students with Disabilities in the 21st Century" American University College of Law, March 2004
- "Disability Law: Equality and Difference" University of Alabama School of Law, November 2003

California Institute of the Arts

Valencia, California

Bachelor of Fine Arts, May 1988

LEGAL WORK EXPERIENCE

Community Justice and Legal Assistance Clinic

Providence, Rhode Island

Student Attorney:

Spring 2004

- Represented clients in Family Law matters under the supervision of professor Nancy Cook

Street Law Program

Providence, Rhode Island

Student Teacher:

Spring 2003

- Researched Rhode Island law to develop a companion Rhode Island textbook.
- Made high school class presentations on various areas of the law using the Street Law textbook.

THEATRICAL WORK EXPERIENCE

Costume Designer:

- University of Findley Summer Stock, Findley Ohio 1997-1999
- *Angels in America: Millennium Approaches*, Catholic University of America, Washington D.C., 1996

Assistant Costume Designer:

- *Nomathemba*, Kennedy Center for the Performing Arts, Washington D.C., 1996
- *Big Mama en'em*, New York Shakespeare Festival Joseph Papp Public Theatre, New York, 1995

Wardrobe Supervisor:

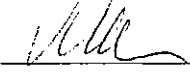
- Macy's Thanksgiving Day Parade, New York, 1999
- *Mystery School*, Tyne Daly's one woman show, New York, 1999

AWARDS

Jack & Louise Burnberg Family Foundation Award, Deans Academic Achievement Award

FILED
OFFICE OF THE CITY CLERK
OAKLAND
2009 MAR -5 PM 6:46

APPROVED FOR FORM AND LEGALITY

 2/27/09
CITY ATTORNEY

OAKLAND CITY COUNCIL

RESOLUTION No. _____ C.M.S.

RESOLUTION APPOINTING LAURA MARTELL, EUGINE MARIE BARTON, MERLIN M. NW, AND MICHAEL C. MOORE AS MEMBERS OF THE COMMISSION ON PERSONS WITH DISABILITIES

WHEREAS, Ordinance No. 9968 C.M.S. creates the Commission on Persons with Disabilities, whose members are nominated by the Mayor and approved by the City Council; and

WHEREAS, Ordinance No. 11864 C.M.S. specifies that members of the Commission on Persons with Disabilities are to serve three year terms, which are to be staggered so that some appointments will expire every year, and appointments to fill a term of office are only to be for the remainder of that term; now, therefore, be it

RESOLVED, that by the nomination of the Mayor, the following individuals are hereby appointed to the term set forth below:

Laura Martell, Mayoral appointment to serve the term beginning June 3, 2006 and ending June 2, 2009, filling the seat previously held by Lynne Cutler.

Eugenie Marie Barton, Mayoral appointment to serve the term beginning September 3, 2006 and ending September 2, 2009, filling the seat previously held by Robert J. Pittman.

Merlin M. Nw, Mayoral appointment to serve the term beginning September 3, 2008 and ending September 2, 2010, filling the seat previously held by Gladys Hudson-Jones.

Michael C. Moore, Mayoral appointment to serve the term beginning September 3, 2006 and ending September 2, 2009 filling the seat previously held by Kelvin Brand.

IN COUNCIL, OAKLAND, CALIFORNIA,

PASSED BY THE FOLLOWING VOTE:

Ayes- Kernighan, Nadel, Quan, De La Fuente, Brooks, Reid, Kaplan,
and President Brunner

NOES-

ABSENT-

ABSTENTION-

ATTEST:

LATONDA SIMMONS
City Clerk and Clerk of the Council
of the City of Oakland, California