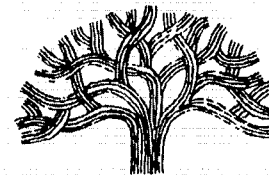


18 JUN 20 PM 3:59

CITY OF OAKLAND



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

Office of the Mayor  
Honorable Libby Schaaf  
Mayor

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

Letter of Appointment

June 1, 2018

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

Dear President Reid and members of the City Council:

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

**COMMUNITY POLICING ADVISORY BOARD**

**Kirby Thompson** to the Community Policing Advisory Board to serve a first term as the District 7 Representative beginning March 25, 2018 and ending March 24, 2020, filling the seat previously held by Michelle Martin.

**Courtney Welch** to the Community Policing Advisory Board to serve a first term as the Mayoral Representative beginning March 25, 2018 and ending March 24, 2020, filling the seat previously held by Don Link.

Thank you for your assistance in this matter.

Sincerely,

Libby Schaaf  
Mayor

A large, stylized handwritten signature of Libby Schaaf, written in black ink. The signature is fluid and cursive, with the first name 'Libby' and last name 'Schaaf' clearly visible.

18 JUN 20 PM 3:59

**Profile**

Kirby

First Name

D

Middle Initial

Thompson

Last Name

Email Address

Street Address

City

Suite or Apt

State

Postal Code

Primary Phone

Alternate Phone

Hydrapak

Employer

Warehouse Manager

Job Title

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

Community Policing Advisory Board: Submitted

**Interests & Experiences**

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

Dear Sir or Madam: This letter is to introduce myself and to let you know of my interest in filling the CPAB Board position. As a resident of Oakland I have been very active in contributing my time and effort in making this city a better place to reside. Since 2016, I have held the position of Co-Chair for the Neighborhood Crime Prevention Council/NCPC Beat 33/34, active participant in the Councilmember Reid leadership meeting, graduate of the Citizens Police Academy-38th class, an active member of the Citizens Police Academy Alumni Assoc. I have also hosted, National Neighborhood Night Out for the past four years. The enclosed resume will furnish you with information concerning my overall employment background, training, education and skills. In each of my previous job experiences, I have performed my assignments with a high degree of skill and professionalism. My current objective is to obtain a position that will fully utilize my skills and offer an opportunity for continued professional growth. I believe in excellence and dedication. I am confident that my skills will be an asset and have a favorable impact in your organization. I look forward to hearing from you in the near future. Thank you for your time. Sincerely, Kirby Thompson

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***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.***

KT\_ship.rec.doc

Upload a Resume

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

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**Please click the acknowledgement below.**

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

---

☒ I Agree \*

18 JUN 20 PM 3:59

# KIRBY THOMPSON

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## SUMMARY

Material Handler with a proven track of meeting shipping targeted times and receiving with accuracy to meet business needs. Achieved corporate objectives with minimum supervision through creativity, work ethic, and expertise in:

**Shipping • Receiving • Warehouse Management Systems**

## PROFESSIONAL EXPERIENCE

HydraPak (March 2015 –Present)

### **Warehouse Management**

- Control and Manage Inventory
- Supervise warehouse employees and oversee daily operations
- Perform general maintenance of warehouse machinery
- Inspect condition of tools and equipment
- Enforce all company rules and regulations
- Provide top tier customer service

TAP Plastics (October 2012- March 2015)

### **Sales Associate**

Provided practical solutions for replacing glass with acrylic by listening to the customer's needs, sharing relevant product knowledge, and answering questions.

- Created and helped design acrylic boxes and templates for customers
- Key holder
- Received and Shipped acrylic products domestically
- Cash handling

Trader Joe's (March 2011-January 2013)

### **Customer Service**

Created a fun, warm, and friendly shopping experience for customers by sharing product knowledge, answering questions, and offering suggestions.

- Performed cashier responsibilities
- Operated electric pallet jack
- Responsible for warehouse receiving and stocking
- Demonstrated food product displays
- Conducted inventory audits
- Replenished inventory/Order Writer

Volt Workforce Solutions (May 2010-July 2012)

### **Continue Education of the Bar (CEB-University of CA Berkeley)**

Prepared law books and other laws products for shipping. Received and inspected returned products for proper account credit.

- Received and shipped law books and law products
- Utilized Warehouse Management System for shipping accuracy

Thompson Gourmet Food (December 2006-December 2009)

### **Owner**

Provided customer information about healthy food options through food shows. Partnered with the Texas Department of Agriculture and other local vendors.

- Knowledge of Texas Food Health Code
- Shipped and Received gourmet food products for food shows

# KIRBY THOMPSON

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Currie Contract (February 2002-November 2006)

## **Installer Assistant**

- Delivered and assist with installations of major kitchen appliances
- Shipped and received major kitchen appliances
- Provided excellent customer service

Sears (August 1994-August 2004)

## **Sales Associate**

Provided customer with the assistance needed to purchase a major kitchen appliance

- Trained on various major kitchen appliances
- Sold major kitchen appliances on commissioned wages
- Met or exceeded monthly sales goals
- Open new charge accounts

San Francisco Marriott Hotel (August 1989-August 1993)

## **Banquet Houseman**

- Delivered special event layouts for special events
- Set up ballrooms for special events in a timely manner

## **COMPUTER SKILLS**

- Point of Sale Systems
- Warehouse Management Systems
- Microsoft Excel
- Microsoft Word

## **EDUCATION**

City College of San Francisco

Coursework towards an Associate in Arts degree in Psychology

## **CERTIFICATIONS**

Food Safety Manager

Forklift Operator

## **MILITARY EXPERIENCE**

United States Navy (1984-1990)

Honorable Discharge



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## Profile

Courtney

First Name

Welch

Last Name

Middle Initial

Email Address

Street Address

Suite or Apt

City

State

Postal Code

Primary Phone

Alternate Phone

Non-Profit Housing Association  
of Northern California

Employer

Administrative and Membership  
Associate

Job Title

## Which Boards would you like to apply for?

Community Policing Advisory Board: Appointed

Budget Advisory Commission: Submitted

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## Interests & Experiences

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

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In my youth, I was an active member of the Youth Leadership Council for the Oakland Library and that experience has always stayed with me. Serving on the council and being involved in one of the greatest institutions within the city ignited a passion for civil service that has stayed with me throughout adulthood. I would like to use my work and volunteer background to serve on the Budget Advisory Commission. I have a myriad of experience that includes volunteering with active community organizations, working with political offices, entrepreneurship, and a keen awareness of the issues the city is facing that make me a prime candidate for the commission. I am currently on the board of directors for the Rockridge Community Planning Council, East Bay Housing Organizations Oakland Member Committee, the Oakland African American Chamber of Commerce (Membership Committee and Government Affairs Committee), and the Secretary of the California Young Democrats Black Caucus. Through my community involvement, I have experience dealing with budgetary matters. As secretary of the CYD Black Caucus, I work closely with our treasurer to maintain a balanced budget, reach fundraising goals, and make sure funding is available for our programs. As a member of EBHO's Oakland Member Committee, we often review the city budget to note funding or cuts to community development and housing programs. I believe I can use the familiarity with budget planning to add a beneficial, everyday citizen point of view to the commission.

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***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.***

Courtney\_Welch\_Resume.pdf

Upload a Resume

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

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**Please click the acknowledgement below.**

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---

☒ I Agree \*

18 JUN 20 PM 3:59

# COURTNEY WELCH

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[linkedin.com/in/courtneyceceliawelch](https://www.linkedin.com/in/courtneyceceliawelch) • [courtneyconsultingagency.com](http://courtneyconsultingagency.com)

## Professional Summary

Administrative professional focusing on community and affordable housing advocacy

## Skills

- Creative problem solver
- Exceptional communication skills
- Quick learner
- Strong client relations
- MS Windows proficient

## Work History

**Administrative and Membership Associate, 09/2017 to Current**

**Non-Profit Housing Association of Northern California – San Francisco, CA**

- Directed administrative functions for the directors, principals, consultants and key managers.
- Greeted visitors entering the office, determined the nature and purpose of visit and directed them to the appropriate destination.
- Ordered and distributed office supplies while adhering to a fixed office budget.
- Acted as company liaison to members by driving membership through targeted communication, campaigns, and updates
- Coordinated all company wide events and meetings including board and staff meetings, company brainstorms, and individualized meetings with directors

**Customer Support Specialist, 04/2017 to 07/2017**

**OpenInvest – San Francisco, CA**

- Answered an average of 10 calls per day by addressing customer inquiries, solving problems and providing new product information.
- Answered product questions with up-to-date knowledge of portfolio options

**Founder, 12/2015 to 09/2017**

**Courtney Consulting Agency – San Diego, CA**

- Answered a high volume of phone calls and email inquiries



- Coordinated events and worked on ad hoc projects.
- Filed paperwork and organized computer-based information.
- Arranged domestic and international travel plans and itineraries, including flight, car service and restaurant reservations.
- Wrote reports, executive summaries and newsletters.
- Screened personal and business calls and directed them to the appropriate party.
- Handled all incoming information requests for several busy executives.

**Deliver Operations, 01/2014 to 03/2015**

**Munchery – San Francisco, CA**

**Luxury Suite Associate, 07/2012 to 01/2014**

**Aramark – Oakland, CA**

## **Education**

**High School Diploma: 2005**

**Bishop O'Dowd High School - Oakland, CA**

**Bachelor of Science: Business Administration,**

**Hampton University - Hampton, VA**

## **Awards**

**2016 Exceptional Woman Of Color Award**

18 JUN 20 PM 3:59

Approved as to Form and Legality

*Mica Hyman*  
CITY ATTORNEY

## OAKLAND CITY COUNCIL

RESOLUTION No. \_\_\_\_\_ C.M.S.

INTRODUCED BY MAYOR LIBBY SCHAAF

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### RESOLUTION CONFIRMING THE MAYOR'S APPOINTMENT OF KIRBY THOMPSON AND COURTNEY WELCH AS MEMBERS OF THE COMMUNITY POLICING ADVISORY BOARD

**WHEREAS**, Section 601 of the City Charter provides that members of City boards and commissions shall be appointed by the Mayor subject to confirmation by the affirmative vote of five members of the City Council; and

**WHEREAS**, Resolution No. 72727 C.M.S., adopted June 11, 1996 and amended by Resolution No. 73916 C.M.S., adopted November 4, 1997, which changed the body's status from a Task Force to a Board, establishes that the Community Policing Advisory Board shall oversee, monitor and report at least twice yearly and provide recommendations on community policing to the Mayor, City Council, City Manager, and director of Police Services; and

**WHEREAS**, the Community Policing Advisory Board consists of fifteen (15) members, all Oakland residents, serving three-year terms, three appointed by the Mayor, one by each Councilmember, one by the Oakland Housing Authority, one by the Oakland Unified School District Board, and two by the Home Alert Steering Committee; and

**WHEREAS**, the Honorable Mayor Libby Schaaf has appointed **Kirby Thompson and Courtney Welch** to serve three-year terms, subject to confirmation by the City Council; now therefore be it

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

**Kirby Thompson** to the Community Policing Advisory Board to serve a first term as the District 7 Representative beginning March 25, 2018 and ending March 24, 2020, filling the seat previously held by Michelle Martin.

**Courtney Welch** to the Community Policing Advisory Board to serve a first term as the Mayoral Representative beginning May 25, 2018 and ending May 24, 2020, filling the seat previously held by Don Link.

IN COUNCIL, OAKLAND, CALIFORNIA,

PASSED BY THE FOLLOWING VOTE:

AYES - BROOKS, CAMPBELL-WASHINGTON, GALLO, GIBSON MCELHANEY,  
GUILLÉN, KALB, KAPLAN AND PRESIDENT REID

NOES –

ABSENT –

ABSTENTION –

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