



Office of the Mayor

CONSENT CALENDAR

May 22, 2007

To: Members of the Housing Authority
From: Mayor Tom Bates
Subject: Appointment of the Berkeley Housing Authority (BHA) Board of Commissioners

RECOMMENDATION

That the City Council confirm the Mayor's appointment of the following individuals to the Berkeley Housing Authority Board:

Carole Norris: Chair, 4 year term
Marjorie Cox: 4 year term
Dorothy Hunt: Incumbent BHA tenant commissioner, 2 year term
Melissa Male: 3 year term
Michael McBride: 1 year term
Adolph Moody: Incumbent BHA tenant commissioner, 2 year term
José Moreno: 2 year term

BACKGROUND

In October 2005, the United States Department of Housing and Urban Development placed BHA on troubled status, giving BHA until June 30, 2006 to achieve a passing score on a range of performance indicators. BHA failed to achieve a passing score. As a result, HUD required the City Council to remove itself from the BHA governing board and create an independent board responsible for oversight of BHA's operations.

On February 27, 2007, the Berkeley City Council approved the concept of establishing a Housing Authority Board of Commissioners. State law mandates the following criteria for commissioner selection:

- Commissioners are appointed by the Mayor and confirmed by the City Council.
- The Board consists of seven commissioners, including two tenant members of the BHA.
- The Mayor designates the first chairperson (designation not subject to confirmation by the City Council).
- Term limits: 2 Commissioners shall be designated to serve for 4 years; 1 Commissioner shall be designated to serve for 3 years; 1 Commissioner shall be designated to serve for 2 years; 1 Commissioner shall be designated to serve for 1 year. The tenant commissioners both serve for 2 year terms. Successors will be appointed for 4 year

terms, except tenant commissioners who will continue to serve 2 year terms. The Mayor appoints successors, subject to confirmation by a majority of the Council.

The Mayor followed an inclusive selection process to find new commissioners. The Mayor's staff publicized the Board openings by emailing the Mayor's Office email list, posting an announcement on the Mayor's website, asking housing-related community organizations to advertise the openings, and making announcements at City Council and BHA meetings. Local papers also covered the creation of the independent BHA Board and availability of commissioner positions.

Twenty-eight people applied to serve on the Housing Authority Board of Commissioners. The Mayor and his staff conducted in-person interviews with 15 applicants, after which the Mayor chose to recommend appointment of the above candidates.

FISCAL IMPACTS OF RECOMMENDATION

None.

CONTACT PERSON

Mayor Tom Bates, (510) 981-7100.

ATTACHMENTS

1. Resolution.
2. Resumes of appointments.

RESOLUTION NO. ##,###-N.S.

APPOINTMENT OF COMMISSIONERS OF THE BERKELEY HOUSING AUTHORITY
PURSUANT TO HEALTH AND SAFETY CODE SECTION 34270

WHEREAS, the Council of the City of Berkeley, as the governing body of the City of Berkeley, declared itself to the Commissioners of the Berkeley Housing Authority (BHA) and appointed two tenant Commissioners pursuant to Health and Safety Code Section 34290; and

WHEREAS, the United States Department of Housing and Urban Development (HUD) deemed the BHA's Section 8 Program to be in "troubled" status in the fall of October 2005 based upon BHA's Section Eight Management Assessment Program (SEMAP) scores. HUD gave BHA until June 30, 2006 to achieve a passing score on a range of performance indicators. HUD advised the BHA in the fall of 2006 that it had not achieved a passing score. In addition, in April, 2007, HUD notified the BHA that its public housing program was also designated as "troubled" based upon its Public Housing Assessment System (PHAS) score for fiscal year end June 30, 2006; and

WHEREAS, based upon BHA's performance, HUD determined that the BHA governance required restructuring to adequately monitor the agency and provide the necessary oversight to ensure its programs were operated in accordance with HUD regulations and guidelines; and

WHEREAS, on June 27, 2006 and September 19, 2006, the BHA Board of Commissioners authorized the Executive Officer to enter into negotiations with HUD regarding alternative management structures; and

WHEREAS, on November 14, 2006 the BHA Board approved the concept of the establishing an independent Housing Authority Board of Commissioners appointed by the Mayor and confirmed by the City Council pursuant to Health and Safety Code 34270; and

WHEREAS, on February 27, 2007, the Council of the City of Berkeley also approved the concept of establishing an independent Housing Authority Board of Commissioners and directed staff to return to the Council and BHA Board with implementing actions and recommendations after conferring with HUD; and

WHEREAS, pursuant to Health and Safety Code Section 34293, the Council of the City of Berkeley adopted a resolution on May 22, 2007 determining that it shall no longer function as the BHA Board as of June 30, 2007; and

WHEREAS, the Mayor of the City of Berkeley is an office filled by election of the people; and

WHEREAS, the Mayor's staff solicited applications for appointment to the new BHA Board via the Mayor's Office email list, posting an announcement on the Mayor's website, asking housing-related community organizations to advertise the openings, and making announcements at City Council and BHA meetings; and

WHEREAS, the Mayor established the following minimum qualifications to serve on the Board:

- Berkeley residency.
- The ability to attend evening Board meetings one or two times per month.
- The ability to serve an initial term of 1 to 4 years.
- A demonstrated interest in providing housing to low-income residents.
- A commitment to investing a significant amount of time reviewing and researching Board material.
- Solid written and oral communication skills.
- The ability to work in a diverse environment.

WHEREAS, in response, the Mayor received twenty-eight applications to serve on the new Board; and

WHEREAS, given the high-caliber of the applicants, the Mayor's staff created the following criteria to narrow the number of candidates who would be selected for an interview with the Mayor:

- Previous managerial experience improving the efficiency of an organization.
- Demonstrated achievement in a profession relating to city planning, housing, property management, law specializing in land use or housing issues, finance, or community development.
- Submittal of a cover letter which compellingly described the candidate's motivation to serve on the Housing Authority Board.

WHEREAS, the Mayor and his staff conducted interviews with 15 applicants and, based upon the qualifications of the individuals in relation to the criteria developed, the Mayor chose 5 individuals from those interviewed to appoint to the new Board.

NOW THEREFORE, BE IT RESOLVED by the Mayor of the City of Berkeley that the following individuals are hereby appointed to serve as Commissioners of the Berkeley Housing Authority Board:

1. Carole Norris
2. Marjorie Cox
3. Melissa Male
4. Michael McBride
5. José Moreno

BE IT FURTHER RESOLVED, by the Council of the City of Berkeley that it supports the Mayor's determination regarding the qualifications of the individuals appointed and hereby confirms the Mayor's appointment of the following individuals as Commissioners of the Berkeley Housing Authority Board:

1. Carole Norris
2. Marjorie Cox
3. Melissa Male

4. Michael McBride
5. José Moreno

BE IT FURTHER RESOLVED, by the Mayor of the City of Berkeley that, pursuant to Health and Safety Code Section 34272(a), the following individuals are appointed to the Berkeley Housing Authority Board for the following terms:

1. Carole Norris for a four (4) year term.
2. Marjorie Cox for a four (4) year term.
3. Melissa Male for a three (3) year term.
4. José Moreno for a two (2) year term.
5. Michael McBride for a one (1) year term.

BE IT FURTHER RESOLVED, by the Mayor of the City of Berkeley that, pursuant to Health and Safety Code Section 34270, the following individuals, at least one of whom is over the age of 62, are appointed to the Berkeley Housing Authority Board as tenant Commissioners for a two (2) year term:

1. Dorothy Hunt.
2. Adolph Moody.

BE IT FURTHER RESOLVED, by the Mayor of the City of Berkeley that, pursuant to Health and Safety Code Section 34277, Carole Norris is designated the first Chairperson of the Berkeley Housing Authority Board.

Adolph Moody
(510) 883-0115
1905 Ward Street
Berkeley, CA 94703-2218

April 30, 2007

Mayor Tom Bates
2180 Milvia Street
Berkeley, CA 94704

Dear Mayor Bates:

Thank you for considering me for reappointment to the Berkeley Housing Authority Board. As you know, I have served on the Housing Authority Board since September 2005 as a BHA tenant commissioner, and I hope to remain on the Board.

Please find enclosed my original application to serve on the Housing Authority Board.

Respectfully,

Adolph Moody

What experience do you have as a member of any committee (school, church, business, social, etc.)?

I am a citizen of this city and this planet. I am a father of two teen-aged children. I have been a care provider and caregiver for four elderly relatives while holding a job and caring for my pre-school aged children. I have worked in customer service, been a Greyhound driver and a convenience store manager (in Mississippi). I have listen to and communicated with a very large, diverse cross-section of people. I have learned to listen.

What area(s) of the Section 8 Voucher or Public Housing Programs are you most interested in?

Public Housing programs; self-sufficiency programs; self-management; neighborhood programs. I am interested in any activity and decision that will provide a better future for me, my children, and my environment. Any program that allows people to share in a future.

What unique or special qualities will you bring to the Board?

- My willingness to interact and listen to opposing views.
- A personal philosophy that allows me to look beyond my own interests.
- A tendency to think outside and beyond the box.
- A need to continue to grow as a human being and as an active part of my community.

What three issues do you believe the Housing Authority Board should establish as priorities for the next two years?

1. Focus on establishing an efficient management and maintenance program overseen by HA and RAC
2. Co-operative efforts involving tenants, HA and the City of Berkeley to improve the quality of public housing and the quality of life of residents
3. Commitments from HA and the City of Berkeley as well as Housing residents to establish a successful partnership that allows the RAC and HA to develop and acquire support more readily from HUD

Carole Selter Norris
Vice President

ICF Consulting

EDUCATION

Post Graduate Studies, Property Development Agreement and Vested Rights, University of California, Berkeley, California, 1985

Post Graduate Studies, Housing and Community Development Law (audited), Golden Gate University, San Francisco, California, 1979

Principles, Practices and Legal Aspects of Real Estate, Merritt College, Oakland, California, 1975

B.A., Wayne State University, Detroit, Michigan, 1964

EXPERIENCE OVERVIEW

Ms. Norris is a Vice President with ICF and she has more than twenty years experience in affordable housing, urban planning and community development. Prior to joining ICF, she directed the activities of two California community redevelopment agencies, was executive director of a San Francisco-based non-profit development corporation, and managed her own business providing technical assistance to federal, state and local governments. Ms. Norris's expertise combines knowledge of redevelopment programs, land use and planning with strong negotiation and facilitation skills. Ms. Norris has overseen large development projects, environmental assessments and has negotiated the acquisition of property for major redevelopment activities in both the City of Berkeley and Contra Costa County. Ms. Norris is currently the senior manager of ICF's western regional community development practice, located in San Francisco, California.

PROJECT EXPERIENCE

Technical Assistance

Community Development Technical Assistance, U. S. Department of Housing and Urban Development, 1995-2004. Manage the western regional work under ICF's Community Development Technical Assistance cooperative agreement with the U.S. Department of Housing and Urban Development. This requires working closely with HUD offices in San Francisco, Los Angeles, San Antonio and Ft. Worth to provide technical assistance to local government and non-profit organizations throughout the western United States. Technical assistance is focused the CDBG and HOME programs and includes assisting grantees and nonprofit organizations with strategic program design, underwriting of federally funded programs, compliance with regulations. Current technical assistance efforts include, IDA formation, Inclusionary Zoning Ordinances, and creating partnerships between affordable housing developers and social service providers to develop and manage supportive housing. In addition, Ms. Norris assists on issues involving Construction Management, Managing the HOME Program, Relocation, the new Lead Regulation, and the Financial Management of federally funded programs.

Palmdale Transit Village, City of Palmdale, 2004-2005. On a consultant team with CD+A and Nelson\Nygaard Consulting, ICF is working with the City of Palmdale to adopt a smart growth approach to developing a pedestrian-friendly transit village complex in a primarily low-income neighborhood in the northeast corner of Los Angeles County. ICF is developing a redevelopment relocation strategy for the proposed project, including strategies for acquiring and developing nearby parcels. ICF is conducting a detailed analysis of parcels in the planning area by analyzing the existing land uses, zoning designations, tenure, area demographics (race and income), and jurisdiction of the parcels to assess the relocation requirements that would be triggered by the proposed project.

Housing and Economic Development Strategy, Kern County, California, 2004. Develop a comprehensive housing and economic development strategy that can be used by Kern County or both its HUD-required Consolidated Plan, and for its EDA-required Comprehensive Economic Development Strategy. This work includes analyzing data, conducting surveys and interviews and working closely with County staff and stakeholders to ensure both accuracy and stakeholder buy-in.

Development of a Streamlined Application for Funding, State of Washington Housing Trust Fund, 2004. Technical lead to work with the State of Washington to development an application for funding to be used by its State Housing

Trust Fund, its Low Income Housing Tax Credit Program and its multi-family HOME-funded programs. Working with State staff and a stakeholder advisory committee to develop the application and a process by which applicants can use the Internet to apply for funds.

Community Development Block Grant Technical Assistance, City of Seattle, 200-2004. Assist the City of Seattle in the use of HOME and CDBG funds to revitalize inner-city neighborhoods. This work includes facilitating meetings among stakeholder groups and city officials to determine how best to allocate scarce dollars to make the most impact. It also includes training on program regulations on an annual basis to program staff and nonprofit subrecipients.

Partnership on Affordable Housing and Energy Efficiency, Pacific Gas and Electric Company, 2002-2005. This work, funded by the California Public Utilities Commission, and managed through a contract with Pacific Gas and Electric, is providing energy efficiency information, training and services to owners and managers of publicly funded affordable housing developments in the northern California. Training is focused on maintenance workers, tenants, owners and asset managers of the housing. Services include on-site energy audits, and a toolbox of useful tactics to improve energy efficiency. Partners in this venture include the Non-profit Housing Association of Northern California, Local Initiatives Support Corporation (northern California), Affordable Housing Management Association (northern California) and Center for Energy and the Environment.

Housing Trust Funds, San Mateo County Community Development Department, Alameda County, 2002-2003. Worked with San Mateo County and Alameda County on the capitalization and governance structures of their Housing Trust Funds. These funds are set up to house ongoing sources of funds that can be used to preserve and develop new affordable housing opportunities for low and moderate-income residents in the community. The work included conducting research on appropriate sources of capital, facilitating stakeholder meetings, and developing programmatic guidelines for Trust Funds.

Environmental Justice Desk Guide, State of California Department of Transportation, 2002-2003. Managed a contract with the California Department of Transportation, Caltrans, to develop a "Desk Guide", that provides guidance to state and local planners in California about how best to incorporate Environmental Justice concerns in long-range planning and project implementation. This included facilitating a statewide workshop for Metropolitan Transit Agency and Regional Transit Agency staff to explore opportunities and constraints and areas in which they required assistance. It also included the facilitation of 10 workshops across the state with Community-Based Organizations to bring their point of view to the work. The final Desk Guide is organized to provide an overview of Environmental Justice and specific guidance in: Community Participation, Communicating Technical Information, Assessing Equity and Mitigations. It can be viewed and downloaded off the CalTrans web site.

Neighborhood Networks, U.S. Department of Housing and Urban Development, 1999-2002. Managed the western regional activities of a national effort to provide technical assistance to HUD-assisted properties to bridge the Digital Divide. Worked with residents, property owners, private and public partners and local social service agencies to develop computer-learning centers in HUD properties. A key focus was on economic development and job training program design, as well as job readiness programs for residents. This includes providing training to residents and computer learning center directors on developing programs to meet the needs of residents. It also includes the development of written "best practices" bulletins, which are distributed nationally to FHA-insured properties containing computer-learning centers, and of technical assistance models for organization development, fundraising and developing job skills.

Research

Inclusionary Zoning Ordinance, Contra Costa County, California, 2004. Conducting research into whether an Inclusionary Zoning Ordinance would be a mechanism to develop more affordable housing units in Contra Costa County. This work looks at the market to determine whether it is strong enough to accommodate this kind of requirement without interfering with the financial feasibility of multi-family housing. This work will also look into how to structure an ordinance to best accommodate the needs of the community and the market it functions in. County staff will actually draft the Ordinance, once the research has been completed.

Infrastructure Study, Southern California Council of Governments, 2002-2003. Project Manager for a contract with the Southern California Council of Governments (SCAG) and the South Bay Cities Council of Governments (southwest Los Angeles County), to assess whether existing and planned urban infrastructure and services would support forecasted growth, and if not, what strategies were available for the 16 jurisdictions comprising the SBCCOG to meet projected growth levels. Determining the existing and future "carrying capacity" of the region is critical to developing a realistic and sustainable vision for growth. This study collected data to assess the current and maximum capacity in six major infrastructure and service categories: 1) employment, 2) housing, 3) transportation (roadways, public transit), 4) utilities (sewerage, storm drains, drinking water, fiber optics), 5) services (day care, parks and open space, senior services), and 6) institutions (schools, hospitals). It then, analyzed the carrying capacity for different growth scenarios, and finally offered strategic direction to the region on how to manage its growth.

Tri Valley Service Needs Assessment, City of Livermore, 2003. Needs assessment for Livermore, Pleasanton and Dublin, California. These three jurisdictions are in close proximity and part of a fast-growing area in Alameda County. The purpose of the assessment was to determine collective service needs, along with recommendations about how the jurisdictions could provide the best services to its low-income population with few gaps and little overlap. This work included extensive demographic data collection, using the 2002 census, along with focus groups and key interviews to get the most accurate picture of service needs.

Evaluation of the effectiveness of MTC's "Livable Communities Transit Grant Program" (TLC), Metropolitan Transit Authority. (MTC), 2003. This study looked at MTC's Livable Communities Transit Grant Program, and its Housing Improvement Grant Program (HIP). The study evaluated the effectiveness of these programs in encouraging and incentivizing city and county governments to develop housing and commercial centers near or adjacent to transit nodes. The evaluation also identified a number of other methods that could be used to create the same incentives.

Training Design and Delivery

Training ICF-developed Curriculum, State and Local clients, 1995-2004. One of ICF's senior national training staff for the following courses:

- Basically CDBG
- Economic Development Toolbox
- Building HOME
- On Solid Ground – Construction Management
- Davis Bacon Compliance in HUD Programs
- Show Me the Money – Financial Management
- HOME Program Management

Curriculum Development, State and Local Clients, 1995 – 2004. Assisted in the design of and deliver the following training courses to build the capacity of non-profit organizations.

- Business Planning for Nonprofit Organization
- Construction Management for Nonprofit Organizations
- Financial Management for Nonprofit Organizations
- Property Management for Nonprofit Organizations
- Building Support for Affordable Housing and Overcoming NIMBY

Economic Development

Minority Economic Development Strategy, City of Austin, Texas, 2002-2003. Managed a contract with the City of Austin to develop a Minority Economic Development Strategy. This work explores economic opportunity for Austin's minority community in the high tech industries driving Austin's economic growth. It explores opportunities in the workforce, in enterprise opportunity and in community reinvestment. This work developed a two-year action plan and a ten-year roadmap for the City that outlines policies and programs it can undertake.

Social Equity Plan, City of Austin Social Equity Commission, 2002-2003. Running concurrently with the above project was a contract with The City of Austin's Social Equity Commission. This work provided research and technical support to the Commission, which was chaired by Ray Marshal, former Secretary of Labor, who now runs the Ray Marshal Center for Social Equity in the LBJ School at the University of Texas. This work included developing and delivering the following research papers for discussion by the Commission: 1) Affordable Housing and Social Equity; 2) Transportation Issues and Social Equity; 3) The Pros and Cons of Living Wage Ordinances, and 4) Education and the Workforce. Based on this work, the Commission released a Social Equity Plan that was a part of the Minority Economic Development Strategy.

Revitalization of Fourth Street in Berkeley, California, City of Berkeley, 1985-1991. While employed by the City of Berkeley, Ms. Norris developed a Master Plan for the West Berkeley Redevelopment Area. She managed infrastructure upgrading; negotiating disposition and development contracts between the City and private developers and negotiated leases with retail businesses, including restaurants, a Crate and Barrel Outlet and small locally based businesses. This once blighted area is now one of the most vibrant retail areas in the Bay Area.

Berkeley Biotech Academy, City of Berkeley, 1990-1991. While employed by the City of Berkeley, Ms. Norris designed both an internship program for high-school students and a local resident hiring program as a part of the adoption of a development plan between Miles Cutter Laboratories and the City of Berkeley, California. Negotiated the final adoption of the plan that provides career opportunities in biotechnology, through classroom and on the job training for local youth and adult residents of the City of Berkeley.

Housing Development and Finance

Housing Development, City of Berkeley, 1985-1991. While employed by the City of Berkeley, acted as Project Manager for the design and construction of more than 300 units of affordable rental housing, including financial feasibility, oversight of design, neighborhood participation, construction management and rent-up.

Housing Rehabilitation, Hayes Valley Community Development Corporation, 1982-1985. While employed as the Executive Director, Ms. Norris managed the acquisition, and renovation of multi-family properties throughout the Hayes Valley neighborhood in San Francisco. Ms. Norris then was responsible for the overall ownership and management of the properties.

Technical Writing

Procedures and Compliance Manual for the State of Texas CDBG Program, State of Texas Office of Rural Community Affairs, 1998-2001. The Manual covers the federal and state regulatory framework and provides guidance to state staff in implementing the CDBG Program.

Researched and wrote guidance on public options for capitalizing Housing Trust Funds in Alameda and San Mateo Counties.

SELECTED PUBLICATIONS AND PRESENTATIONS

Primary Author

"Alternative Approaches to Procurement," consultant to the Housing Revitalization Support Office, Department of Defense, 1996.

"The New GSE Rule, Will it Affect Affordable Housing Development," *Shelterforce Magazine*, 1995.

"The State of Women-Owned Business Ventures. Can they Compete for Government Contracts?" The National Women's Business Council and Interagency Committee on Women's Business Enterprise, 1995.

"The Role of State Government in the Support of Rural Community Economic Development, Three Case Studies," The Center for Policy Alternatives, 1995.

"A New Housing Agenda for San Francisco Mayor Art Agnos's Housing Plan: A Critique," *Shelterforce Magazine*, 1989.

Contributing Author

"The Right to Housing, A Blueprint for Housing the Nation," Institute for Policy Studies Working Group on Housing, 1989.

"Mission Bay Planning Study," San Francisco, California 1988.

"Integrating Berkeley's Private Sector Workforce," Urban and Rural Systems Associates, 1985.

"A Housing Strategy for the City of Fresno, California," Urban and Rural Systems Associates, 1984.

EMPLOYMENT HISTORY

ICF Consulting	Vice President	1999–present
	Project Manager	1995–1999
National Congress for Community Economic Development	Vice President	1994–1995
The Development Training Institute Contra Costa County, California	Sr. Program Manager	1993–1994
City of Berkeley, California	Principal Planner	1991–1993
Carole Norris and Associates	Project Manager	1986–1991
Hayes Valley CDC, San Francisco	President	1983–1986
Urban and Rural Systems Assoc.	Executive Director	1984–1985
Eugene Burger Management Corp	Senior Associate	1981–1984
Bay Area Urban League	Assistant to the President	1980–1981
	Housing Director	1976–1980

Dorothy Hunt
2909 Adeline Street
Berkeley, CA 94703
(510) 649-1040

April 28, 2007

The Honorable Tom Bates
2180 Milvia Street
Berkeley, CA 94704

Dear Mayor Bates:

I am writing to express my interest in continuing my service on the Berkeley Housing Authority (BHA) Board. My service on the BHA Board since January 2005 and my status as a disabled, senior Section 8 recipient have given me institutional knowledge of the BHA. I am confident this knowledge will be of service to the new, independent Board. I am eager to confront the urgent task of guiding the BHA out of troubled status.

My long-term priorities for the BHA Board are the following:

- Providing open enrollment for residents with documentation of disability
- Providing housing for youth in transition out of foster care
- Providing housing for homeless seniors

I have been an active community participant in the 60+ years I have lived in Berkeley. I have volunteered for the Berkeley Unified School District. I am among the most active volunteers at my church. I participate in my church's homeless care program, Sunday school program, summer youth program, and senior home visitation program. I am President of the Seniors in Progress program at the South Berkeley Senior Center.

I also have a background in education and counseling. I have a bachelor's degree in education from New College in San Francisco, a master's degree in counseling from the Sacramento Far West School of Divinity, and a PhD in education and family counseling from Sacramento Far West School of Divinity.

My past performance on the Board shows that I am a dependable and honest individual who brings to the Board excellent communication skills and a commitment to service.

Thank you for considering my candidacy.

Sincerely,
Dorothy Hunt

José Moreno

1315 Spruce St. #4 * Berkeley, CA 94709

Cell: (831) 229-1295

E-mail: La5Raza17@yahoo.com

Education:

University of California, Berkeley, 1998-2002

Major: Architecture; Minor: City Planning

Graduated: December 2002, Bachelor of Arts

Relevant Work Experience:

Design, Community & Environment, Berkeley, CA

Urban Planner

01/06-present

- Instrumental in the research and writing of various planning documents, including CEQA analysis, General Plans, and Specific Plans
- Ensure subconsultant coordination and management, while assuring quality control throughout all planning documents
- Assist with meeting preparation and facilitation, and provide Spanish translation when needed
- Responsible for organizing and coordinating internal social events and activities

San Francisco Planning + Urban Research Association, San Francisco, CA

General Office Assistant (Part-Time)

09/05-12/05

- In charge of coordinating SPUR's monthly off-site tours and updating SPUR in the News
- Support the Development Department in preparation for Silver SPUR, while assisting other staff as needed

San Francisco Housing Action Coalition, San Francisco, CA

01/05-01/06

Project Coordinator (Part-Time)

- Responsible for the lead and coordination of both the Endorsement and Outreach Committees, in where I was influential in expanding the Endorsement Program and executing the 3rd Annual Housing Hero Award event
- Corresponded between city officials, developers, and SFHAC volunteers on a daily basis
- Publicly advocated for endorsed projects at various city commission/committee hearings, as well as via the newspapers
- Had taken the lead in writing a monthly column in a neighborhood newspaper regarding housing issues
- In charge of maintaining various databases within the Coalition and coordinating website updates

Resources for Community Development, Berkeley, CA

10/04-01/05

Manager of Administrative Services

- Was accountable for the majority of IT duties, which included from managing the server to helping staff troubleshoot minor hardware/software issues. Also influential in the development of company's website and producing both a software and hardware company wide inventory
- Contributed in company wide policies affecting document tracking software, document storage, and IT
- Assisted staff with special projects as requested, ranging from data entry to being the lead person in selling company assets from a recently bought property, while being in charge of office supplies' budget and petty cash

City of Piedmont, Piedmont, CA

11/03-04/04

Administrative Assistant to the City Administrator & City Clerk

- Responsible for issuing & tracking business licenses; maintaining office and equipment inventory for City Hall; opening department's incoming mail, sorting, and routing accordingly; covering the department's counter during regular business hours, as well as incoming phone calls; and being accountable for the department's daily revenue report
- Instrumental in updating the City Clerk's data & file management systems, which assisted with the department's goal of raising monthly revenue income via the Business Tax
- Facilitated with event planning, especially with regards to City Council meetings
- Contributed in the yearly Property Rental Tax process
- Interacted with all department heads, city council members, and city residents on a regular basis

continue

Office of Senator Barbara Boxer, San Francisco, CA

08/03-11/03

Intern (Brian Ohleyer Internship Program)

- Assisted with the creation of the daily news report for the Senator
- Performed various office duties as required
- Created and edited official documents, along with updating and organizing data files and documents

Office of Supervisor John Gioia, District 1, El Cerrito, CA

06/02-11/02

Intern

- Actively involved in various political issues and committees
- Drafted official documents as need, as well as updating and organizing existing files and documents
- Provided technical and personal assistance with various office duties as required

Environmental Design Library, Berkeley, CA

01/02-6/03

Student Library Employee

- Conducted in the shelving and organization of the book collections
- Facilitated with circulation matters that ranged from checking books to tracking a particular volume for patrons
- Aided patrons with basic research and directional needs, while promoting a respectable research environment

Involvement and Activities:

Greenbelt Alliance, San Francisco, CA

11/06-present

Compact Development Team, member

- Review, comment, and endorse residential, mixed-use, and commercial developments that are pedestrian-oriented, are near transit, use land efficiently, and provide housing for a variety of income levels.

Skills:

- | | | |
|--------------------------------------------------------------|---------------------------------------|----------------------------|
| • Microsoft <i>Word, Excel, Outlook, Eudora, Power Point</i> | • AutoCAD | • <i>Photography</i> (B&W) |
| • Tower's TRIM, File Maker Pro | • Fluent in <i>Spanish</i> | • GIS mapping |
| | • HTML & Unix | |
| | • <i>Adobe Photoshop, Illustrator</i> | |

MARJORIE COX
2116 Woolsey Street
Berkeley, CA 94703
(510) 841-9181

EXPERIENCE

JANUARY 1987 **CALIFORNIA DEPARTMENT OF JUSTICE**
to
PRESENT 1515 Clay Street, Suite 2000
Oakland, CA 94612 Tel: (510) 622-2148

Deputy Attorney General IV. Public Rights Division, Land Law (1987-1999), Civil Rights Enforcement (1999 to 2001); Executive Division, Opinion Unit (2001-2002); Civil Division, Employment, Regulation, and Administration ("ERA") Section (2002 to present).

A sampling of representative cases I have handled both prior to and while at the Department of Justice is appended.

MAY 1983 **ROGERS, JOSEPH, O'DONNELL & QUINN**
TO
JUNE 1986 311 California Street, 10th Floor
San Francisco, CA 94104

Associate Attorney. General civil litigation practice involving both trial and appellate advocacy. Lead counsel representing the California Fair Employment and Housing Commission before the Supreme Court in *State Personnel Board v. Fair Employment and Housing Commission* (1985) 39 Cal.3d 422.

JANUARY 1981- **CALIFORNIA SUPREME COURT**
MAY 1983; 350 McAllister Street
JUNE 1986 - San Francisco, California
JANUARY 1987

Senior Research Attorney Senior Research Attorney on the personal staff of former Chief Justice Bird. Researched and drafted memoranda and opinions on civil cases during both my first and second tenures on the Chief Justice's staff. During my first tenure, I was promoted to a Senior Attorney I in or about August of 1981 and from then through May of 1983 served as the Chief Justice's lead civil attorney, with responsibility for supervising the work of the Chief Justice's five annual law clerks on civil cases and for coordinating the court's handling of civil stay requests. Returned to the Chief Justice's staff as a Senior Attorney III in June of 1986 to fill an unexpected vacancy and provide assistance during what proved to be the last seven months of her tenure.

May 1979 **CALIFORNIA FAIR EMPLOYMENT AND HOUSING COMMISSION**
to
January 1981 455 Golden Gate Avenue, Suite 14500
San Francisco, CA 94102-3660

Staff Counsel. Researched and wrote precedential decisions in cases decided by the Commission; comments on regulations; advisory memoranda; and occasional amicus briefs.

August 1979 **HASTINGS COLLEGE OF THE LAW**
TO 200 McAllister Street
May 1980 San Francisco, CA 94102
(PART TIME)

Instructor. Taught legal research and writing. Duties included the design of research problems as well as instruction of one section of first year students.

August 1978 **NINTH CIRCUIT COURT OF APPEALS**
TO 7th & Mission Streets
May 1979 San Francisco, CA 94101

Court Law Clerk - Criminal Motions. Wrote advisory memoranda on substantive motions and handled emergency matters.

EDUCATION

UNIVERSITY OF SAN FRANCISCO SCHOOL OF LAW
San Francisco, CA

J.D., Magna cum Laude
June 1978

UNIVERSITY OF VIRGINIA
Charlottesville, VA

Graduate Studies-Economics
June 1968 - June 1970

GOUCHER COLLEGE
Towson, Maryland

Bachelor of Arts, Economics
June 1968

PUBLICATIONS AND AWARDS

M. Cox *Unfair Insurance Settlement Practices: When May Suit Be Brought*, CEB Civil
Litigation Reporter, July 1985

Letter of Commendation from Attorney General John Van de Kamp, 1990

Resolution of Appreciation for Distinguished Public Service, San Francisco Bay
Conservation and Development Commission, November 4, 1999

BAR MEMBERSHIPS California; United States Supreme Court; Ninth Circuit Court of Appeals; D.C. Circuit Court of Appeals; United States District Court for the Northern, Central, and Eastern Districts of California.

REPRESENTATIVE CASES

United Steelworkers of America v. Marshall (D.C. Cir. 1980) 647 F.2d 1189, cert. denied 453 U.S.913 (1981) (represented the California Department of Industrial Relations and FEHC as amicus in supporting the validity of OSHA's lead standard, in particular the medical removal protection provision).

State Personnel Board v. Fair Employment and Housing Commission (1985) 39 Cal.3d 422 (lead counsel representing the FEHC before the California Supreme Court on the issue of whether Article VII of the California Constitution prohibited the Commission from exercising jurisdiction over the employment discrimination claims of state civil service employees).

Isbister v. Boys Club (1987) 40 Cal.3d 72 (Unruh Civil Rights Act case; served on team of lawyers representing petitioner before the Supreme Court).

Save Oxnard Shores v. Oxnard Shores Lot Owners, Ventura County Superior Court Case No. 83667 (1988) (Quiet title action against 150-odd defendants over the extent of the public's rights in 97 lots comprising a mile long stretch of beach; fashioned a settlement preserving over half the beach for public use while at the same time providing each lot owner with a developable lot. Received letter of commendation for my work on this case).

State of California ex rel. State Lands Commission v. City of Stockton, San Joaquin County Superior Court Case No.221735 (1990) (Quiet title action involving a large, gated Delta subdivision; fashioned a settlement that resulted in the state's obtaining clear title to the bed of the Calaveras and San Joaquin Rivers in the adjacent area and the establishment of significant new public access along the riverbanks.)

People ex rel S.F. Bay Conservation Etc. Com. v. Smith (1994) 26 Cal.App.4th 113 (prevailed at trial as to all but one defendant and on appeal as to all in a case involving, among other issues, the scope of BCDC's jurisdiction over the placement of "fill" in San Francisco Bay and the nature of the showing that must be made to justify injunctive relief in environmental cases).

Brittingham v. California Coastal Commission, Mendocino County Superior Court Case No. 75144 (1997) (prevailed at trial in §1085 mandate action challenging the Coastal Commission's approval of a local land trust's acceptance of an offer to dedicate a four-acre coastal bluff for public use on CEQA grounds).

Hi-Voltage Wire Works, Inc. v. City of San Jose (2000) 24 Cal.4th 537 (represented the Attorney General as amicus on the question whether Article I, section 31 of the California Constitution (Proposition 209) prohibits targeted outreach programs).

Konig v. Fair Employment and Housing Commission (2002) 28 Cal.4th 743 (prepared petition for review on the question whether the Commission's authority to award damages for emotional distress in housing discrimination cases violates the judicial powers clause of the California Constitution).

Melissa Ann Male, Esq.

1540 Blake Street
Berkeley, CA 94703
(510) 644-9669

BAR ADMISSION

Admitted to California Bar, December 2003

EDUCATION

University of California at Berkeley, School of Law (Boalt Hall)

Juris Doctor, May 2003

Activities: Vice President - Boalt Disability Law Society

Honors: Recipient - Sid Wolinsky & Stephen Baum Public Interest Practice Scholarship

Tulane Law School

Completed first year of law school, August 2000 - May 2001

University of California at Berkeley

Bachelor of Arts, Political Science, May 2000

Activities: Assistant Vice Chancellor's Student Advisory Committee

Pi Sigma Alpha Honor Society

Berkeley Art Museum Arts and Disabilities Sub-Committee

EMPLOYMENT

Constituent Services Specialist

Berkeley, CA

California State Assemblywoman Loni Hancock, 14th District

January 2005 – Present

- Developed in-depth knowledge and understanding of the state legislative process.
- Conducted research utilizing state laws, regulations and legislative database systems.
- Served as liaison between constituents and state agencies and programs. Responsible for all aspects of constituent casework, including complex problem solving, establishing strong working relationships with key agency contacts and preparing casework reports.
- Prepared background materials and talking points for the Assemblywoman.
- Served as the district representative for all disability and senior related issues. Attended community meetings and events, established relationships with community advocates, maintained up-to-date knowledge of critical issues and organized informational workshops.
- Coordinated internship program for the District Office. Prepared outreach and recruitment materials, evaluated applications, conducted interviews, made hiring decisions, organized orientation sessions, prepared training manuals, assigned and supervised projects and evaluated job performance.
- Responsible for general management of the District Office. Maintained office filing systems, organized the constituent mail program, prepared correspondence, re-designed and regularly updated website, answered phones, greeted visitors, ordered supplies and handled billing process.
- Assisted with hosting large town halls and district hearings. Coordinated outreach efforts, organized materials and prepared press advisories and releases.
- Responsible for organizing efforts to become a certified green business. Oversaw application process, implemented and maintained environmentally responsible office practices and coordinated outreach encouraging neighboring businesses to become green.

Legal Intern*Positive Resource Center*San Francisco, CA
June 2002 - May 2003

- Developed hands on knowledge and experience of employment and disability benefits laws.
- Assisted attorneys representing HIV positive clients in pursuit of disability benefits.
- Assessed clients' health insurance and income needs, negotiated with Social Security and disability analysts, and developed and/or obtained supporting medical evidence.
- Performed research utilizing federal administrative laws and regulations.
- Organized an in-training for entire staff on the *Ticket-to-Work and Work Incentives Improvement act of 1999*.
- Assisted with the interview process for a new staff attorney. Reviewed resumes, developed and posed questions for candidates.

Legal Intern*Disability Rights Education and Defense Fund, Inc.*Berkeley, CA
December 2001 - May 2002

- Assisted attorneys representing disabled individuals, focusing on public accommodation cases.
- Prepared research for, and attended, a negotiation settlement.
- Consulted with outside attorneys and various disability organizations regarding *Americans with Disabilities Act* issues.
- Drafted complaints and researched state and federal disability law.
- Participated in a strategy session with client and co-counsel.

Intern*Berkeley Art Museum/Pacific Film Archives*Berkeley, CA
August 1999 - May 2000

- Acted as the point person in the development of a new website providing disabled students, and the greater disabled community, with access and accommodation information for art exhibits, films and performances on the Berkeley campus.
- Served as liaison between UC Berkeley disabled students and the museum.

VOLUNTEER WORK & COMMUNITY SERVICE**Campaign Volunteer***Tom Bates for Mayor*Berkeley, CA
September 2006 – November 2006

Assisted with efforts to support the re-election of Tom Bates for Mayor of Berkeley. Participated in phone banking, preparing mailings and data entry.

Campaign Volunteer*Sandre Swanson for Assembly*Oakland, CA
May 2006 – June 2006

Assisted with efforts to support the election of Sandre Swanson as the Democratic candidate for the 16th District seat in the California State Assembly. Participated in phone banking and data entry.

Campaign Volunteer*California Democratic Party*Berkeley, CA
October 2005 – November 2005

Assisted with efforts to defeat propositions on the ballot during the California Special Election. Participated in phone banking and data entry.

Member, Board of Directors*Maya's Music Therapy Foundation*Berkeley, CA
May 2005 – April 2006

Served on the Board of Directors for a small non-profit organization that provides music therapy services to children and adults with disabilities. Actively participated in and regularly attended meetings, helped organize and host a large fundraiser, solicited donations and prepared newsletter mailings.

MICHAEL T. MCBRIDE

1600 Tyler St., Apt. D ▪ Berkeley, CA 94703 ▪ (408) 314-6584

PROFILE

- Experienced in policy/research analysis, strategic planning, and community organizing
- Strong interpersonal and communication skills, work equally well independently and with teams
- Coordinating national, state, regional and local conferences
- Extensive training and experience in religious studies and ministry

PROFESSIONAL EXPERIENCE

Senior Pastor, *The Way Christian Center, Berkeley, CA; June 2005-Present*

Serve as primary visionary for organization; engage in weekly teaching/speaking/presentations; manage budgets, organizational development, leadership training, and programmatic planning; develop a comprehensive strategy for holistic improvement in surrounding urban communities; provide administrative oversight for paid staff workers and volunteers; measure the growth and sustainability of church membership, families, ministries and community.

Director of Student Support Services, *Berkeley Technology Academy, Berkeley, CA; September 2005 - Present*

Provide vision for support services at continuation school; developed and sustain a non-punitive based paradigm of discipline for student population; oversee the mobilization of parents of color; engage community based organizations, civic leaders, and faith-based institutions to structure collaborations; and provide administrative oversight for student support services team.

Co-Chair, *Berkeley Black Ecumenical Ministerial Alliance, Berkeley, CA; April 2006 - Present*

Mobilize Pastors of African-American churches for the purposes of action; serve as primary liaison with civic agencies and leaders; provide policy research and analysis for organizational goals and objectives; produce written literature and position papers/statements representing organizational interests.

Conference Coordinator, *Holy Hip Hop Series, Durham, Raleigh, NC; Los Angeles, CA; 2003-2005*

Developed concept/proposal for conference which sought to explore the intersection of hip hop, faith and social justice; fundraiser and budget manager of funds totaling in excess of \$100,000 for three events; negotiated contracts of participating artists, lecturers and guests; and structured symposium format and concerts for series held at: Duke University, Durham, NC; Christian Faith Baptist Church, Raleigh, NC; African Marketplace/NAACP, Los Angeles, CA.

Resident Director, *Bethany College, Scotts Valley, CA; 2000-2002*

Supervised the work of four resident advisors and maintained a residence hall of 100 male students; engaged in ongoing conflict management, problem solving, interpersonal communications; created forums and administered care surrounding issues such as: addictions, racism, moral issues, psychological interventions, etc.,

Vice President of Faith and Community Affairs, *San Jose/Silicon Valley NAACP; 2000-2002*

Served as a liaison between the faith community and organization; helped to interpret the mission of the organization through the lens of a faith leader; coordinated the youth and community components of the organization; provided organizational/coordinating support for California State NAACP rally against police brutality and mass incarceration; and represented interests of San Jose/Silicon Valley Branch in various ecumenical and political contexts

Co-Chair, *Racial Justice Project of the ACLU, San Francisco, CA; 1999-2001*

Developed strategies and proposals regarding racial profiling legislation in California; coordinated statewide discussions, policy research and analysis; represented organization in national dialogues as spokesperson; offered commentary in TV/print media, documentaries, etc., on behalf of coalition; recruited youth and faith based institutions to engage in activism regarding racial profiling.

EDUCATION

Duke University's Divinity School, 2002-2005

Master of Divinity, with Emphasis in Ethics and Public Policy

Bethany University, 1996 - 2000

Bachelor's of Arts in Biblical and Theological Studies

Bachelor's of Science in Addiction Studies,

**RELEVANT
COURSEWORK**

Drug/Alcohol Fieldwork courses (1997-2000 at Pacific Coast Group Homes and New Life Rehabilitation Center; Ethics and Rwandan Genocide; Nation/State Theology; Leadership and Public Values; Non-profit management courses

**TECHNICAL
SKILLS**

MS Access, Word, Excel, PowerPoint, Outlook, Publisher

REFERENCES

Dr. Oscar E. Dace, <i>Senior Pastor Bible Way Christian Center</i>	(408) 571-2222
Dr. Samuel Huddleston, <i>Dean of Students Bethany College</i>	(916) 802-1315
Rev. Patrick Thompson, <i>Duke Black Campus Ministries Director</i>	(919) 684-6519
Rev. Tiffany Marley, <i>Duke Divinity School Office of Black Church Studies</i>	(919) 660-3444
Dr. David C. Forbes Sr., <i>Senior Pastor Christian Faith Baptist Church</i>	(919) 833-5834
Dr. Zoila Airall, <i>Duke University Asst. VP of Student Affairs</i>	(919) 419-9291
Tifani Jones, <i>Youth Pastor, City of Refuge, Gardena, CA</i>	(323) 385-9612
Elder Benjamin Stephens, <i>Young Adult Pastor, West Angeles COGIC</i>	(323) 766-1476
Victor Diaz, <i>Principal, Berkeley Technology Academy, Berkeley, CA</i>	(510) 672-4653
Sandra Campbell, <i>My Block Records, Los Angeles, CA</i>	(818) 704-0504