



**CITY OF OAKLAND  
COMMUNITY POLICING ADVISORY BOARD  
REGULAR MEETING**

**Meeting Agenda  
Wednesday, November 4, 2020  
6:00 PM  
Via Teleconference**

**Board Membership:**

Chair, Creighton Davis (Mayoral), Vice Chair, Colette McPherson (Dist. 2),  
Paula Hawthorn (Dist. 1), Carol Wyatt (Dist. 3), Ravinder Singh (Dist. 4),  
Jorge Lerma (Dist. 5), Donald Dalke (Dist. 6), Kirby Thompson (Dist. 7),  
Art Douglas Blacksher (At Large), Nancy Sidebotham (NW),  
Geraldine Wong (NW), Daniel Ettlinger (OUSD), Ericka Parker (OHA),  
Yonas Gebremicael (Mayoral), Marla Williams (Mayoral)

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**Pursuant to the Governor's Executive Order N-29-20, members of the Police Commission Selection Panel, as well as City staff, will participate via phone/video conference, and no physical teleconference locations are required.**

**PUBLIC PARTICIPATION**

The Oakland Community Policing Advisory Board encourages public participation in the online board meetings. The public may observe and/or participate in this meeting in several ways.

**OBSERVE:**

- To observe the meeting by video conference, please click on this link:  
<https://us02web.zoom.us/j/86920005228> at the noticed meeting time.

Instructions on how to join a meeting by video conference are available at:  
<https://support.zoom.us/hc/en-us/articles/201362193>, which is a webpage entitled "Joining a Meeting"

- To listen to the meeting by phone, please call the numbers below at the noticed meeting time:  
Dial (for higher quality, dial a number based on your current location):

Or iPhone one-tap :

US: +16699009128,,86920005228# or +12532158782,,86920005228#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 9128 or +1 253 215 8782 or +1 346 248 7799 or +1 301 715 8592 or  
+1 312 626 6799 or +1 646 558 8656

Webinar ID: 869 2000 5228

International numbers available: <https://us02web.zoom.us/j/86920005228>

For each number, please be patient and when requested, dial the following Webinar ID:  
869 2000 5228

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After calling any of these phone numbers, if you are asked for a participant ID or code, press #. Instructions on how to join a meeting by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663>, which is a webpage entitled “Joining a Meeting By Phone.”

**PROVIDE PUBLIC COMMENT:** There are three ways to make public comment within the time allotted for public comment on an eligible Agenda item.

- Comment in advance. To send your comment directly to staff BEFORE the meeting starts, please send your comment, along with your full name and agenda item number you are commenting on, to Tonya Gilmore @ [tgilmore@oakland.ca.gov](mailto:tgilmore@oakland.ca.gov). Please note that eComment submissions close one (1) hour before posted meeting time. All submitted public comment will be provided to the Selection Panel prior to the meeting.
- By Video Conference. To comment by Zoom video conference, click the “Raise Your Hand” button to request to speak when Public Comment is being taken on an eligible agenda item at the beginning of the meeting. You will then be unmuted, during your turn, and allowed to participate in public comment. After the allotted time, you will then be re-muted. Instructions on how to “Raise Your Hand” are available at: <https://support.zoom.us/hc/en-us/articles/205566129>, which is a webpage entitled “Raise Hand In Webinar.”
- By Phone. To comment by phone, please call on one of the above listed phone numbers. You will be prompted to “Raise Your Hand” by pressing STAR-NINE (“\*9”) to request to speak when Public Comment is being taken on an eligible agenda item at the beginning of the meeting. Once it is your turn, you will be unmuted and allowed to make your comment. After the allotted time, you will be re-muted. Instructions of how to raise your hand by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663>, which is a webpage entitled “Joining a Meeting by Phone.”

Do you need an ASL, Cantonese, Mandarin or Spanish interpreter or other assistance to participate? Please email [tgilmore@oaklandca.gov](mailto:tgilmore@oaklandca.gov) or call (510) 238-7587 or (510) 238-2007 for TDD/TTY five days in advance.

¿Necesita un intérprete en español, cantonés o mandarín, u otra ayuda para participar? Por favor envíe un correo electrónico a [tgilmore@oaklandca.gov](mailto:tgilmore@oaklandca.gov) o llame al (510) 238-7587 o al (510) 238-2007 para TDD/TTY por lo menos cinco días antes de la reunión. Gracias.

你需要手語, 西班牙語, 粵語或國語翻譯服務嗎? 請在會議前五個工作天電郵 [tgilmore@oaklandca.gov](mailto:tgilmore@oaklandca.gov) 或 致電 (510) 238-7587 或 (510) 238-2007 TDD/TTY

If you have any questions about these protocols,  
please e-mail Tonya Gilmore, at [tgilmore@oaklandca.gov](mailto:tgilmore@oaklandca.gov).

**CITY OF OAKLAND  
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***Each person wishing to speak on items must raise their hands via ZOOM  
Persons addressing the Community Policing Advisory Board shall state their names  
and the organization they are representing, if any.***

1. Open Forum (6:00 – 6:10)
2. Oakland Police Department Updates (6:10 – 6:40)
  - Community Policing Updates
  - CRO Updates
  - OPD Presentations in Schools
3. Neighborhood Services Updates (6:40 – 7:00)
4. Community Member Spotlight – Jennifer Zilliac (28x) – Sister Beats and Streets Presentation (7:00 – 7:10)
5. Welcome #2 and Introduction of New CPAB Board members: (7:10 – 7:25)
  - a) Carol Wyatt – District 3 Representative and Re-Imagining Public Safety Task Force Member
  - b) Art Douglass Blacksher At-Large Representative
  - c) Marla Williams Mayoral Representative
6. Discussion of NCPC Survey Results (7:25 – 7:50)
7. Discussion and Vote on Proposed City-wide Town Hall for NCPC Chairs in December followed by District-wide Town Halls in early 2021. (7:50 – 8:00)
8. CPAB Member Open Forum to Discuss Steps to Address Systemic Racism, the 9/29 City Council Re-Imagining Public Safety Task Force Meeting and December Agenda Building (8:00 – 8:20)
9. Chair's Report Part II (8:20 – 8:30)
  - Committees and CPAB Retreat

**Next Meeting – December 2, 2020, 6:00pm  
Virtual Meeting**



## Memo

October 27, 2020

**To:** Community Policing Advisory Board

**From:** Felicia Verdin  
Community Programs Supervisor  
Neighborhood Services Section (NSS)

**CC:** Roland Holmgren, Deputy Chief, Oakland Police Department  
Neighborhood Service Coordinators (NSC)  
NSS, Police Service Technicians (PST)

**Subject:** Report from Neighborhood Services Section

### Successful community partnership/priorities

- Beat 20X is working to reduce sideshow and partying at the estuary. Residents have been cleaning graffiti and picking up garbage. NSC organized a site visit with residents, Community Resource Officer (CRO), Department of Transportation (DOT), Neighborhood Watch and the council office. We identified ways that residents could report and inform city of issues in the area. Officers became better informed about when activity was occurring and provide focused patrols. DOT is working with agencies on an innovative speedbump design for the problem area.
- Partnership with the Interagency Taskforce for North Hills Beat 13Y and Montclair Neighbors Beat 13X.
- On October 14th, Officer Rio Delmoral, Officer Sumpter, and NSC visited with youth at East Oakland Community Project's *Matilda Cleveland*, a transitional house for families leaving homelessness. We read books with the youth and then distributed backpacks that contained school supplies.
- Lakeshore Avenue Business Improvement District (LABID): Has a membership of around 87 businesses on Lakeshore Avenue. They provide security, janitorial,

landscaping and administrative services, as well as hosts special events. The LABID leadership have been an active participant on the Beat 14Y/16X NCPC for over four years. Due to the unfortunate rise in unhoused persons throughout Oakland, there have been increasing incidents negatively impacting patrons and merchants along the Lakeshore Avenue corridor related to unhoused individuals in need of mental and medical care intervention. The LABID has been working collaboratively with the NCPC, OPD, City Council, Operation Dignity and Alameda County Mental Health Services to identify and provide immediate services for individuals in need. This continues to be a challenge for all of the aforementioned groups in addition to residents in the area, however, the partnership between the LABID and the NCPC, as well as OPD remains strong.

#### Select beats with challenging projects

- We have an open-air drug sales area on 21X which includes a carwash and a smoke shop. There have been homicides and shootings in this area due to the activity. This area has been a problem for years and activity has increased since Covid, Shelter in Place. Increased reports may be due to more people working from home. Residents are frustrated with the inability of businesses to control activity at their business. ABAT, NLC, OPD Area Command and Nuisance abatement officers are all working to address issues at these locations. The NSC is coordinating these efforts.
- There is a homeless encampment in beat 19x at Union Point Park that the NSC is working in partnership with neighbors to address. The San Francisco Bay Conservation and Development Commission (BCDC) has sued the City over use of the park. There are at least two families with young children in the encampment and local businesses and nearby residents are very upset at the conditions found in the encampment.
- Beat 16Y has had ongoing issues and complaints from residents adjacent to the Altenheim Senior Living Center. This City of Oakland and nonprofit managed facility has had several police reports filed against it, residents' complaints launched and several NCPC meetings discussions for the last four plus years. We recently learned that the center's nonprofit management company, Eden management in response to these complaints, is conducting an internal investigation involving a resident that will hopefully lead to correcting some of the nefarious activity associated with the facility at this time. To date, the OPD Vice Unit, CRO, 16Y NCPC, NSC and District 5 City Council have continued to work collaboratively with residents to resolve the issues connected to the Altenheim.

- The 1700 block of 54<sup>th</sup> Street is a top priority for the members and neighbors of beat 11X. They have been experiencing shootings and a long list of disturbing problems for years. At the October NCPC meeting the member decided that action steps need to be taken now because the problems are life threatening. The NSC suggested that members compile evidence and file a nuisance abatement action against the owner of the house with Greg Minor in the City Administrators Office. The neighbors welcomed that plan of action and will meet with Mr. Minor to address concerns. Neighbors will compile reports of incidents and the CRO will supply 911 reports.
- In beats, 2x, 5x, 2y/5y, 6x and 7x neighbors are dealing with on-going shootings and excessive loitering after eight. Abandoned vehicles and people sleeping in cars on Market, Curtis and 1000 block of 14<sup>th</sup> Street. Homeless, abandoned vehicles and on-going drug dealing on Peralta. Wood Street encampment needs constant maintenance. Homeless and illegal dumping on Martin Luther King Jr. Way is an ongoing issue.

#### List of select community priorities

- Issues associated with homelessness along High Street and Alameda Ave. is a community priority for both 26X and 23X. The issues range from abandoned vehicles, illegal dumping to fires. Residents and business owners have been working with Homeless Management Team and OPD to address issues in these areas. This project is ongoing.
- The loitering and drug sales around the Valero gas station off 73rd near Bancroft has been designated a priority by beat 30x NCPC. The CRO and I are currently working with the Environmental Enforcement Officers, Code Enforcement, Alcohol Beverage Action Team (ABAT), the Neighborhood Law Corp, City Administrator's office, and the surrounding neighbors to abate the issue and improve the quality of life in the area.
- Beat 17 NCPC: Foothill BLVD around 9th St. traffic calming is needed, as paving and road diet is months away. One short term resolution request from residents is that the city install a lighted sign on the street to warn drivers. The NCPC and CRO are currently working to accomplish this the short term and long-term goals of this priority.

Example of a Successful block level project (in progress)

Police Service Technician followed up on Maxwell Park Neighborhood Block Leaders Survey, for the purpose of enabling more collaborative work between community and those block leaders. The requested project was to resend the survey out via email, and to develop and hand deliver a paper flier to all emailed parties reminding them to take the survey. The PST began with excel lists of both National Night Out Block Leaders and of established Neighborhood Watch captains and co captains for 28X. The PST consolidated both lists into one and removed duplicate name and address entries. Additionally, the PST discovered that many of the physical addresses submitted were general National Night Out addresses for the block, and not specific house numbers. So, follow up research was required to update those to specific house addresses. The week of October 5, the PST prepared a flier to be delivered. My supervisor helped me with presentation formatting and the office assistant printed the fliers. The email survey was resent to all email addresses on October 9. On October 12 throughout the day and some follow up the morning of October 13<sup>th</sup>, approximately 80 fliers were delivered to specific addresses within the 28x beat. I have saved an excel sheet list with combined information, duplicates removed, and all email addresses saved.

Select list of Block level groups that were established in 2020

Established Neighborhood Watch group on Sutter Street, Oakland.

Conducted CPTED analysis of Holly Street Mini Park.

Established Neighborhood Watch group on Skyview Drive, Oakland.

Established Neighborhood Watch group on Church Street, Oakland.

Established Neighborhood Watch group on Halliday Street, Oakland.

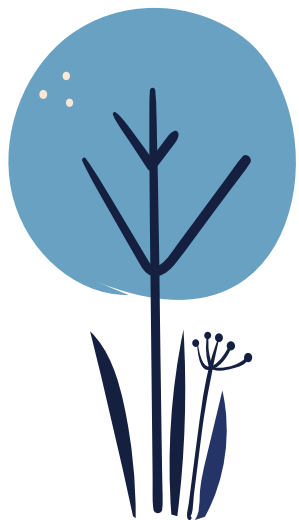
Established Neighborhood Watch group on Krause Street, Oakland.

# Sister Beats & Streets



We're safer and happier together.

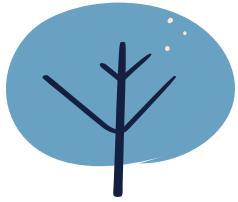




“Without community,  
there is no liberation”

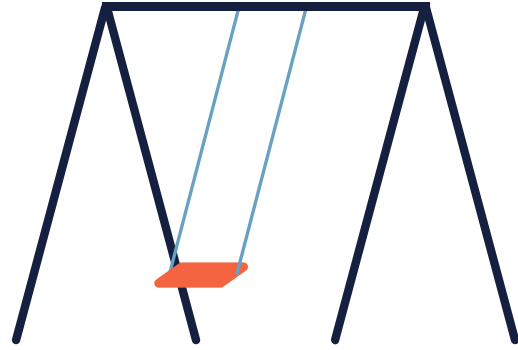
—Audre Lorde





## What is “Sister Beats & Streets”?

A way to bring together Oakland neighborhoods who have different experiences to support each other and make both neighborhoods safer.



# Sister Beats

East  
Oakland  
Beat

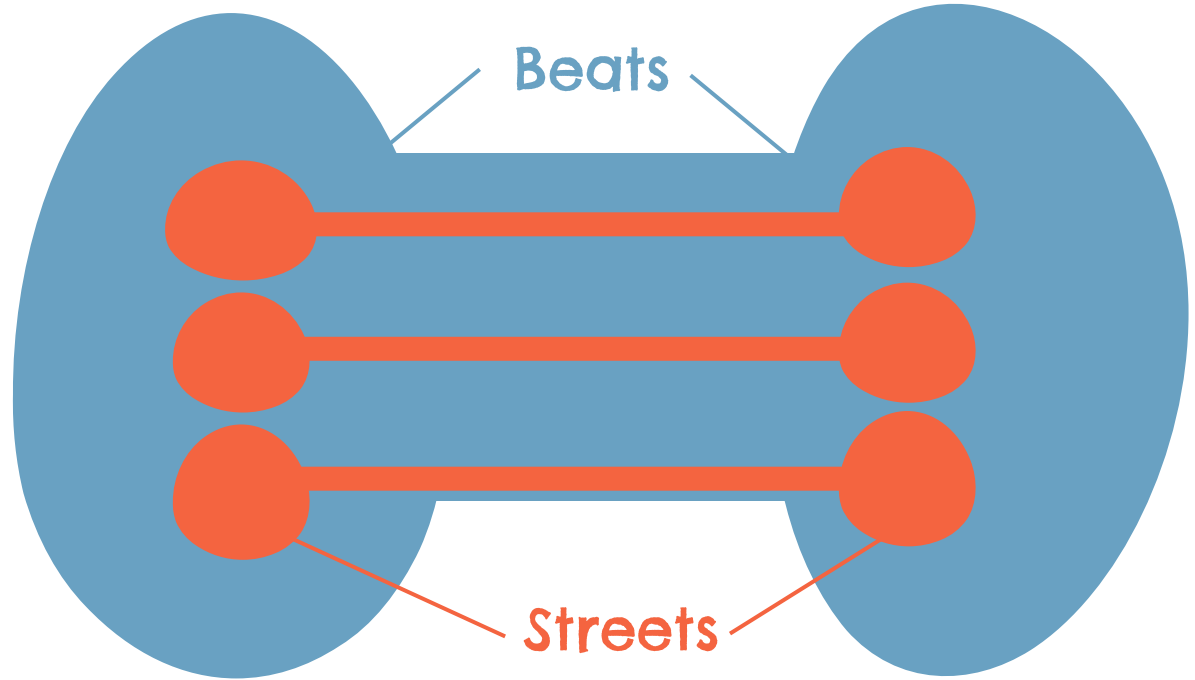
Lake Beat

North  
Oakland  
Beat

West  
Oakland  
Beat



# Sister Streets

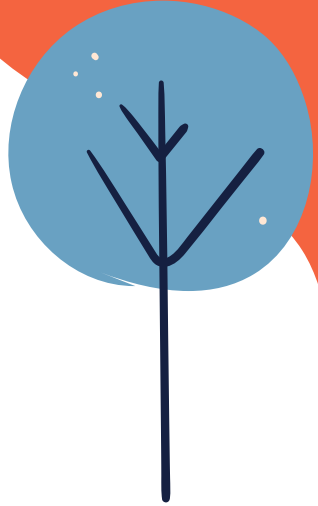




# That's it!

Does anyone have any questions?

[zilliac@gmail.com](mailto:zilliac@gmail.com)



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OAKLAND

2020 SEP 24 P 5:31

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

September 24, 2020

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

Dear President Kaplan and members of the City Council:

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

**Community Police Advisory Board**

**Art Douglas Blacksher**, to the Community Policing Advisory Board to complete the three-year term, as the At Large representative, that began March 27, 2020 and ends March 26, 2023, filling the seat previously held by Jennifer Tran.

**Marla Williams**, to the Community Policing Advisory Board, serving as the Mayoral representative for the term that began May 25, 2020 and ends May 24, 2023, filling the seat previously held by Courtney Welch.

**Carol Wyatt** to the Community Policing Advisory Board, serving as the District Three representative for the term that began March 26, 2020 and ends March 25, 2023, filling the seat previously held by Akiba D. Bradford.

Thank you for your assistance in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Libby Schaaf". The signature is fluid and cursive, with a large, stylized initial "L".

Libby Schaaf  
Mayor

**Profile**

Art \_\_\_\_\_ D \_\_\_\_\_ Blacksher \_\_\_\_\_  
First Name Middle Initial Last Name

\_\_\_\_\_@gmail.com  
Email Address

\_\_\_\_\_ Suite or Apt

Oakland \_\_\_\_\_ CA \_\_\_\_\_ 94605  
City State Postal Code

Home: (510) \_\_\_\_\_ Home: (510) \_\_\_\_\_  
Primary Phone Alternate Phone

Self employed \_\_\_\_\_ Owner \_\_\_\_\_  
Employer 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.**

As a life long resident of East Oakland, graduating from Howard Elementary School, King Estates Junior High School and Castlemont High School, I know about the challenges of our youth in the Oakland Public Schools as it relates to the Oakland Police Department's interaction with our youth. When I attended Oakland Public School, what I know is Police policing our children can help and/or hurt our children. Our police MUST be trained to address the social needs of our children while providing a safe neighborhood/community environment. Police should not willfully or unknowingly damage a child's future to become successful. After graduating from Castlemont High School in 1980, I attended San Francisco State University for three years while working part time at United Parcel Service(UPS). In 1983, decided to leave college and work full time at UPS. Worked my way up from a trailer loader/unloaded to driver and then was promoted to a driver transportation supervisor. Left UPS in 1990. Earn my teaching credential to start and teach a driver training and transportation program at the College of Alameda. Under President Clinton's welfare to work program, successfully prepared and trained many people to work in the transportation industry! My dad and I started a land abatement company in 1994. In 2002, earned my California State Contractor's License, General B. In 2010 was selected to be a subcontractor on the demolition and replacement of the Highland Hospital project. What prepared me to do all these things, was having parents that instilled in me that a CLEAN RECORD was required, especially for me, an African-American/Black Man. If selected to become a Police Commissioner, I will be an asset to help reduce the excessive and/or over policing in Oakland neighborhoods/communities, while insuring that all young children have a fair chance of a clean record and become responsible tax paying citizens. To do the above, our Oakland Police Department must understand the consequences of bad past police practices on our children and in our neighborhoods/communities. Also, how to deal with our young people moving forward. Thank you for the opportunity to make a positive change in the city that has been and is my family. Art Douglas Blacksher



**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.**

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Upload a Resume

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

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As a life long resident of East Oakland, graduating from Howard Elementary School, King Estates Junior High School and Castlemont High School, I know about the challenges of our youth in the Oakland Public Schools as it relates to the Oakland Police Department's interaction with our youth. When I attended Oakland Public School, what I know is Police policing our children can help and/or hurt our children. Our police MUST be trained to address the social needs of our children while providing a safe neighborhood/community environment. Police should not willfully or unknowingly damage a child's future to become successful. After graduating from Castlemont High School in 1980, I attended San Francisco State University for three years while working part time at United Parcel Service(UPS). In 1983, decided to leave college and work full time at UPS. Worked my way up from a trailer loader/unloaded to driver and then was promoted to a driver transportation supervisor. Left UPS in 1990. Earn my teaching credential to start and teach a driver training and transportation program at the College of Alameda. Under President Clinton's welfare to work program, successfully prepared and trained many people to work in the transportation industry! My dad and I started a land abatement company in 1994. In 2002, earned my California State Contractor's License, General B. In 2010 was selected to be a subcontractor on the demolition and replacement of the Highland Hospital project. What prepared me to do all these things, was having parents that instilled in me that a CLEAN RECORD was required, especially for me, an African-American/Black Man. If selected to become a Police Commissioner, I will be an asset to help reduce the excessive and/or over policing in Oakland neighborhoods/communities, while insuring that all young children have a fair chance of a clean record and become responsible tax paying citizens. To do the above, our Oakland Police Department must understand the consequences of bad past police practices on our children and in our neighborhoods/communities. Also, how to deal with our young people moving forward. Thank you for the opportunity to make a positive change in the city that has been and is my family. Art Douglas Blacksher

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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.**

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I Agree \*



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

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Carol Wyatt thehrgenius@gmail.com/linkedin.com/happyfeelin (510) 520-4077 (mobile) Human Resources/Diversity & Inclusion/Growth Consultant PROFESSIONAL COMPETENCIES Leadership Development Strengthen your leadership group's alignment to and delivery of your business goals and objectives. Talent Development Establish and/or improve the systems that enable your employees to grow and to contribute more fully to the business. Organization Development Improve the productivity and value of key elements of your organization. HR Strategic Planning Diversity and Inclusion • Employee Relations • Executive Coaching and Advisor • Leadership Skill Assessment & Building • Leadership Team Development, & Facilitation • Purpose-Deployment Leadership Development • Individual Performance Assessment & Planning • Personality Profile/Assessment • Staff Development/ Career Nurturing and Guidance • Succession Planning • Organization Building/Branding Assessment & Design • Creative Recruiting • Change & Transition Management • Work Process Improvement • Performance Management EMPLOYMENT HISTORY Carol H. Williams Advertising Agency - May, 2003 – Present Director of Talent, Diversity & Professional Services • In support of the President, CEO and Chief Creative Officer of the largest woman and minority owned creative advertising agency, with offices in five cities across the US, I am capable of managing and driving day-to-day operational and human capital initiatives supporting across-company business objectives; management of operational initiatives including talent information management, talent development; business certifications and opportunities under Federal and State and Local Small Business liaison (MWBE) to move business forward using research, collaboration and all available tools. Areas of responsibilities include, but not limited to: leaseholds and infrastructure management, legal compliance (Workman's Comp, ADA, FMLA); fringe benefits and retirement plan selection, maintenance of database of talented FTE and Contractor network to successfully service all clients. • Experienced Senior Human Resource Generalist supporting management to assess current competitive recruiting trends, identifying talent capable of providing the highest levels of client service. Develops and improve business quality-of-life processes, promoting the service of a happy and productive employee population; produces outstanding results in fast-paced, highly competitive industry. Keen instinctive management ability, blended with strategic vision, organizational development, strong communicator and development of innovative techniques for strategic initiatives, managed to attract targeted staffing audience and maintain a talent pool consisting of diverse ethnic cultures within the creative industry. Provide executive leadership and oversight management of recruiting, training and development budgets, trade show and promotional activities. Serve as employment laws liaison and resource investigator, sexual harassment, workplace hostility and all other state and federal policy mandate. • A strategic business partner with a solid track record of achievement in translating business plans into actionable, effective and practical and HR strategies. A hands-on manager; capable executor and communicator of business goals developing corporate cultures and supporting management teams for successful models in creative advertising for success and balancing within a creative environment. Business operational support of advertising talent at all levels and disciplines (account services, creative, production, research, event/experiential, operations, finance and administration). Implementation and administration of cross-business department recruitment; negotiator of contractors and compensation programs; management oversight of regulatory processes, including implementation of cost-effective recruitment strategies to attract highly-qualified and diverse candidates, identification of innovative ways to attract talent and maintain competitive edge in highly competitive and creative environment. Key Accomplishments: Carol Wyatt thehrgenius@gmail.com/linkedin.com/happyfeelin (510) 520-4077 (mobile) Human Resources/Diversity & Inclusion/Growth Consultant • Within 4-months after hire, we recruited and hired key employees for a new Chicago location, building the foundation for the extraordinarily successful operation to service a mid-west based client, while maintaining industry recognition as a sought-after place to work, particularly for women, minorities and LGBTQ talent. Sourced and actively participated in the development of candidates from competing agencies without "poaching" by creating a recruitment environment that encouraged current employees to participate in creation (investment) of the work environment, as well as development of a successful internal interning/mentoring program that supported the development of creative and non-creative staffing, capable of going outside of the Agency and securing successful employment and diverse mentoring relationships within our industry recruiting resources, including educational institutions, community development organizations and youth-to-adult work pathways. • Marketed and developed benefits programs to provide base benefits for the small group market to the large group market, incorporating additional plan benefits in the areas of cafeteria plans savings, providing better

quality-of-life tools to the organization. Spearheaded the cost-benefit analysis to management on how to provide benefits to employees while saving money and balanced a pass-along cost savings benefit structure to management, successfully saving the company \$1.3 million annually. • Reduced Workman's Compensation Claims by incorporating Wellness Programs and partnering with Occupational Healthcare Specialists to develop rehabilitation program balanced with telecommuting capabilities so employees could work on-site or off yet stay engaged and motivated and return to work healthier and work-ready; implemented work equipment change programs to reduce claims of on-site illnesses (ergonomic overhaul). • Developed initiatives and served as change agent to garner management trust among senior level managers to introduce a larger creative agency HR process to the organization; targeted goals were met to maintain professional standards supporting organizational organic growth, without compromising creative sensitivity and balance (small company feel with a large headcount). • Developed the "Green On-Boarding" program, taking new hire education and benefits program eligibility applications and employee new enrollment and on-boarding to an online environment. Helped support the multi-generational employee population keeping them abreast and aware of benefit programs and other education tools while minimizing cost in areas of employee management and training.

kirshenbaum bond & partners west  
January 1998 – May 2003 Human Resources Manager/Office and Facilities Manager • Blended role of HR/ Office and Facilities Management, supporting NY based creative advertising agency, working in its newly opened San Francisco office. My diverse reported to the Chief Financial Officer in New York and the Managing Partner/General Manager in San Francisco. I was hired in New York and relocated to San Francisco in late 1997 to manage the office and hiring of staff of a San Francisco advertising agency. • Responsible for working on long-term business expansion, identifying staff (globally) development of staff, processes and policy training, coordination of facilities, operations and maintenance, administrative and supervisory support. Areas of expertise included: HR management, facilities, office administration and employee services, State and Federal Compliance and oversight manager for all federal and state laws in all areas, including Cal/OSHA. • Benefits Director, responsibilities include development of competitive healthcare and fringe benefit programs (medical/dental/vision, 401(k), FMLA/CFRA and leaves management. Employee Relations (Employee Programs and creation of an internal mediation program); Immigration Coordination (including securing H1B/O1 and J1 visas with immigration counsel support); Relocation Management (supporting relocation services). Compliance of ADA/FMLA/CFRA, Wage and Hour and working with outside counsel, developed and implemented programs for a safer and welcoming business environment. I am currently a member of THREAD/SF. an organization comprised of Human Resource Professionals in Advertising in San Francisco Bay Area. utilizing areas in common of our business, including recruitment, models of benefits and business plans and shared industry guidelines that attract similar background and educated talent. Prior to hiring a local CFO, I served as Financial Administrator locally for the CEO and SVP/CFO in New York Office. Working with SF real estate community to identify our new business home. We relocated to a 41,000 sq. ft. SOMA facility. I recruited and identified design/architect firm, project managed, and supervised a move of over 100 employees. I also managed all technology (telephone/computer equipment), including servers, supervised remotely, from NY including troubleshooting failed systems and providing desktop support for clients. A & D Display Company, Inc. August 1996- December 1997 Self-Employed Vice President/Chief Operating Officer for visual merchandise and point-of-purchase display manufacturer, with operating revenues of \$750k. Clients included high-end fashion retail companies (Saks Fifth Avenue, Gucci, Cole-Carol Wyatt [thehrgenius@gmail.com](mailto:thehrgenius@gmail.com)/[linkedin.com/happyfeelin](https://www.linkedin.com/company/happyfeelin) (510) 520-4077 (mobile) Human Resources/Diversity & Inclusion/Growth Consultant Haan, Macy's Herald Square and Macy's Union Square, Salvatore Ferragamo, Burberry's Tag Hauer and General Motors) and focus of company involved marketing custom manufactured advertising products to induce retail product sales, business planning, and specialty product line promotions. Corporate administrative responsibilities included office administration, business development planning, maintenance of client project accounts, administration of national campaign roll-out shipments for retail fragrance and cosmetic accounts, meeting and event planning with the national corporate visual manager for department stores, staff and HR administration; finance administration, management of venture capital partners and corporate financing and loans, set-up and maintenance of vendor credit accounts, client billing and receivable collections.

April 1988 - August 1996 Wolff New Media LLC, New York/Kay Collyer & Boose, LLP, New York Administrative Director for a leading provider of information about the Internet and emerging Net culture, media pundit, Michael Wolff (author of Fire and Fury – Inside Donald Trump's White House). Direct report to SVP Legal and Business Affairs and CFO. Work with SVP Legal Affairs managing the business for publishing division of Wolff New Media publications (managed through the legal firm of Kay Collyer & Boose, LLP). Titles include NetGuide, NetTravel, NetTrek, NetMusic, and other Random House Electronic Publishing titles. Once Wolff New

Media LLC received private funding, we moved to new offices at 530 Madison Avenue, New York, NY. My administrative duties included recruiting staff personnel with experience in web-related art direction and programming/production, copywriting, research. My primary responsibilities were as human resource director/administrator, vendor account management, liaison with facility management on real estate and building services, and supervisor in the areas of financial and database management. Worked closely with Director of Public Relations arranging press conferences and event planning for book releases and online seminars. EDUCATION and PROFESSIONAL ASSOCIATIONS Long Island University, Brooklyn, NY B.S. Business Administration 1986 American Association of Advertising Agency Human Resource Committee Member Western Region - 2001 to Present HOBBIES AND INTERESTS Regional and International Travel, Cooking, Reading, Creative Writing and Popular Culture; Community Leader in the Clawson-McClymonds-Dogtown community/neighborhood of West Oakland, California, Crime Prevention Chair, serving on the ad-hoc board of The Crucible and working with elected officials, state and local government agencies and representatives on issues ranging from homelessness, citizen activism and community renewal. I also manage a side hustle business, The HR Genius. The HR Genius supports small and emerging companies, freeing business owners to manage the business without the drama that comes with managing employees. I provide soup to nuts or ala carte needs business owners to seek; improving diverse and inclusive environments within the organization, assess the quality of life for enjoyment in coming to work each day. Specialized areas of engagement include: employee relations, legal compliance, organizational development life balance and events, corporate climatologist (making sure the workspace is motivational and drama-reduced by identifying factors that create negative work environments) and provide strategic thought leadership to engage business to create and develop structures to strengthen and motivate employees for long-term success and happiness at work. Nothing makes me happier than to know folks love working where I provide and manage HR.

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**Please click the acknowledgement below.**

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I Agree \*

# Carol Wyatt

(510)

## Human Resources/Diversity & Inclusion/Growth Consultant PROFESSIONAL COMPETENCIES

### Leadership Development

*Strengthen your leadership group's alignment to and delivery of your business goals and objectives.*

### Talent Development

*Establish and/or improve the systems that enable your employees to grow and to contribute more fully to the business.*

### Organization Development

*Improve the productivity and value of key elements of your organization.*

#### HR Strategic Planning

#### Diversity and Inclusion

- Employee Relations
- Executive Coaching and Advisor
- Leadership Skill Assessment & Building
- Leadership Team Development, & Facilitation
- Purpose-Deployment Leadership Development

- Individual Performance Assessment & Planning
- Personality Profile/Assessment
- Staff Development/ Career Nurturing and Guidance
- Succession Planning

- Organization Building/Branding Assessment & Design
- Creative Recruiting
- Change & Transition Management
- Work Process Improvement
- Performance Management

## EMPLOYMENT HISTORY

### Carol H. Williams Advertising Agency - May, 2003 – Present

#### **Director of Talent, Diversity & Professional Services**

- In support of the President, CEO and Chief Creative Officer of the largest woman and minority owned creative advertising agency, with offices in five cities across the US, I am capable of managing and driving day-to-day operational and human capital initiatives supporting across-company business objectives; management of operational initiatives including talent information management, talent development; business certifications and opportunities under Federal and State and Local Small Business liaison (MWBE) to move business forward using research, collaboration and all available tools. Areas of responsibilities include, but not limited to: leaseholds and infrastructure management, legal compliance (Workman's Comp, ADA, FMLA); fringe benefits and retirement plan selection, maintenance of database of talented FTE and Contractor network to successfully service all clients.
- Experienced Senior Human Resource Generalist supporting management to assess current competitive recruiting trends, identifying talent capable of providing the highest levels of client service. Develops and improve business quality-of-life processes, promoting the service of a happy and productive employee population; produces outstanding results in fast-paced, highly competitive industry. Keen instinctive management ability, blended with strategic vision, organizational development, strong communicator and development of innovative techniques for strategic initiatives, managed to attract targeted staffing audience and maintain a talent pool consisting of diverse ethnic cultures within the creative industry. Provide executive leadership and oversight management of recruiting, training and development budgets, trade show and promotional activities. Serve as employment laws liaison and resource investigator, sexual harassment, workplace hostility and all other state and federal policy mandate.
- A strategic business partner with a solid track record of achievement in translating business plans into actionable, effective and practical and HR strategies. A hands-on manager; capable executor and communicator of business goals developing corporate cultures and supporting management teams for successful models in creative advertising for success and balancing within a creative environment. Business operational support of advertising talent at all levels and disciplines (account services, creative, production, research, event/experiential, operations, finance and administration). Implementation and administration of cross-business department recruitment; negotiator of contractors and compensation programs; management oversight of regulatory processes, including implementation of cost-effective recruitment strategies to attract highly-qualified and diverse candidates, identification of innovative ways to attract talent and maintain competitive edge in highly competitive and creative environment.

#### **Key Accomplishments:**

# Carol Wyatt

## **Human Resources/Diversity & Inclusion/Growth Consultant**

- Within 4-months after hire, we recruited and hired key employees for a new Chicago location, building the foundation for the extraordinarily successful operation to service a mid-west based client, while maintaining industry recognition as a sought-after place to work, particularly for women, minorities and LGBTQ talent. Sourced and actively participated in the development of candidates from competing agencies without "poaching" by creating a recruitment environment that encouraged current employees to participate in creation (investment) of the work environment, as well as development of a successful internal interning/mentoring program that supported the development of creative and non-creative staffing, capable of going outside of the Agency and securing successful employment and diverse mentoring relationships within our industry recruiting resources, including educational institutions, community development organizations and youth-to-adult work pathways.
- Marketed and developed benefits programs to provide base benefits for the small group market to the large group market, incorporating additional plan benefits in the areas of cafeteria plans savings, providing better quality-of-life tools to the organization. Spearheaded the cost-benefit analysis to management on how to provide benefits to employees while saving money and balanced a pass-along cost savings benefit structure to management, successfully saving the company \$1.3 million annually.
- Reduced Workman's Compensation Claims by incorporating Wellness Programs and partnering with Occupational Healthcare Specialists to develop rehabilitation program balanced with telecommuting capabilities so employees could work on-site or off yet stay engaged and motivated and return to work healthier and work-ready; implemented work equipment change programs to reduce claims of on-site illnesses (ergonomic overhaul).
- Developed initiatives and served as change agent to garner management trust among senior level managers to introduce a larger creative agency HR process to the organization; targeted goals were met to maintain professional standards supporting organizational organic growth, without compromising creative sensitivity and balance (small company feel with a large headcount).
- Developed "Green On-Boarding" program, taking new hire education and benefit program eligibility applications and employee new enrollment and on-boarding to an online environment. Helped support the multi-generational employee population keeping them abreast and aware of benefit programs and other education tools while minimizing cost in areas of employee management and training.

### **Kirshenbaum Bond & Partners West**

**January 1998 – May 2003**

#### ***Human Resources Manager/Office and Facilities Manager***

- Blended role of HR/ Office and Facilities Management, supporting NY based creative advertising agency, working in its newly opened San Francisco office. My diverse reported to the Chief Financial Officer in New York and the Managing Partner/General Manager in San Francisco. I was hired in New York and relocated to San Francisco in late 1997 to manage the office and hiring of staff of a San Francisco advertising agency.
- Responsible for working on long-term business expansion, identifying staff (globally) development of staff, processes and policy training, coordination of facilities, operations and maintenance, administrative and supervisory support. Areas of expertise included: HR management, facilities, office administration and employee services, State and Federal Compliance and oversight manager for all federal and state laws in all areas, including Cal/OSHA.
- Benefits Director, responsibilities include development of competitive healthcare and fringe benefit programs (medical/dental/vision, 401(k), FMLA/CFRA and leaves management. Employee Relations (Employee Programs and creation of an internal mediation program); Immigration Coordination (including securing H1B/O1 and J1 visas with immigration counsel support); Relocation Management (supporting relocation services). Compliance of ADA/FMLA/CFRA, Wage and Hour and working with outside counsel, developed and implemented programs for a safer and welcoming business environment. I am currently a member of THREAD/SF, an organization comprised of Human Resource Professionals in Advertising in San Francisco Bay Area, utilizing areas in common of our business, including recruitment, models of benefits and business plans and shared industry guidelines that attract similarly background and educated talent.

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### **A & D Display Company, Inc.**

**August 1996- December 1997**

#### ***Self-Employed***

Vice President/Chief Operating Officer for a visual merchandise and point-of-purchase display manufacturer, with operating revenues of \$750k. Clients included high-end fashion retail companies (Saks Fifth Avenue, Gucci, Cole-

# Carol Wyatt

(mobile)

## Human Resources/Diversity & Inclusion/Growth Consultant

Haan, Macy's Herald Square and Macy's Union Square, Salvatore Ferragamo, Burberry's Tag Hauer and General Motors) and focus of company involved marketing custom manufactured advertising products to induce retail product sales, business planning and specialty product line promotions. Corporate administrative responsibilities included office administration, business development planning, maintenance of client project accounts, administration of national campaign roll-out shipments for retail fragrance and cosmetic accounts, meeting and event planning with national corporate visual manager for department stores, staff and HR administration; finance administration, management of venture capital partners and corporate financing and loans, set-up and maintenance of vendor credit accounts, client billing and receivable collections.

**April 1988 - August 1996**

**Wolff New Media LLC, New York/Kay Collyer & Boose, LLP, New York**

Administrative Director for leading provider of information about the Internet and emerging Net culture, media pundit, Michael Wolff (author of Fire and Fury – Inside Donald Trump's White House). Direct report to SVP Legal and Business Affairs and CFO. Work with SVP Legal Affairs managing the business for publishing division of Wolff New Media publications (managed through the legal firm of Kay Collyer & Boose, LLP). Titles include NetGuide, NetTravel, NetTrek, NetMusic and other Random House Electronic Publishing titles. Once Wolff New Media LLC received private funding, we moved to new offices at 530 Madison Avenue, New York, NY. My administrative duties included recruiting staff personnel with experience in web related art direction and programming/production, copywriting, research. My primary responsibilities were as human resource director/administrator, vendor account management, liaison with facility management on real estates and building services and supervisor in the areas of financial and database management. Worked closely with Director of Public Relations arranging press conferences and event planning for book releases and online seminars.

## EDUCATION and PROFESSIONAL ASSOCIATIONS

Long Island University, Brooklyn, NY

B.S. Business Administration 1986

American Association of Advertising Agency  
Human Resource Committee Member  
Western Region - 2001 to Present

## HOBBIES AND INTERESTS

Regional and International Travel, Cooking, Reading, Creative Writing and Popular Culture; Community Leader in the Clawson-McClymonds-Dogtown community/neighborhood of West Oakland, California, Crime Prevention Chair, serving on the ad-hoc board of The Crucible and working with elected officials, state and local government agencies and representatives on issues ranging from homelessness, citizen activism and community renewal. I also manage a side hustle business, The HR Genius. The HR Genius supports small and emerging companies, freeing business owners to manage the business without the drama that comes with managing employees. I provide soup to nuts or ala carte needs business owners seek; improving diverse and inclusive environments within the organization, assess quality of life for enjoyment in coming to work each day. Specialized areas of engagement include: employee relations, legal compliance, organizational development life balance and events, corporate climatologist (making sure the work space is motivational and drama-reduced by identifying factors that create negative work environments) and provide strategic thought leadership to engage business to create and develop structures to strengthen and motivate employees for long-term success and happiness at work. Nothing makes me happier than to know folks love working where I provide and manage HR.



**Profile**

Marla Williams  
 First Name Middle Initial Last Name

gmail.com  
 Email Address

OAKLAND CA 94605  
 City State Postal Code

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

Zogenix International Associate Director Clinical  
 Employer Job Title Outsourcing

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

Community Policing Advisory Board: Appointed

**Interests & Experiences**

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

I am currently the 30x NCPD Chair and recently started the Havenscourt Neighborhood Association which I also Chair. I have been chosen to be the voice of the people for Arroyo Viejo, Havenscourt and Hegenberger Neighborhoods. I have been living in Oakland for over 20 year and recently purchased a home in East Oakland. I love Oakland, I always have and I knew that I would live here after graduating. I raised 2 daughters and I have 2 grandson and I want to see Oakland be a better place for them, my family and my friends and their families.

**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.**

Marla\_Williams\_2020.doc  
 Upload a Resume

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

MARLA WILLIAMS 2343 Church Street, Oakland CA 94605 (415) 889-7472 cell, marlalmwilliams@gmail.com PROFESSIONAL SUMMARY Over twenty-two years of professional experience in the biotechnology, healthcare and finance industries achieving progressively more responsible positions. Experience ranges from small start-up environment to large corporate structure. BIOTECHNOLOGY SUMMARY • Over fifteen years of clinical research experience in Phase I,II, III, IST's and Diagnostics studies • Global therapeutic experience in Neurology, Oncology, Diabetes, Arthritis, Cardiology, Asthma, Sleep and Pain • Vendor management: CRO, ECHO, ECG, Central Lab, IVRS,

Payment and various consultants • Clinical Vendor Management, Vendor Relations, Contract and Budget Negotiations • Clinical trial monitoring, regulatory and legal experience • Clinical documents review: protocols, consent forms, site regulatory documents & subject recruitment tools • Investigator Meeting and Ad Comm Meeting coordinating experience EXPERIENCE Zogenix, Inc., Emeryville, CA November 2015 to Current Associate Director, Clinical Outsourcing • Provide direction and expertise to the organization in the oversight and execution of key activities related to the outsourcing of clinical trials with an emphasis on service provider selection, contract negotiation, financial and relationship management of clinical service providers across multiple global clinical development studies and programs • Build and maintain vendor relationships • Research vendors regularly seeking innovation knowledge for vendor referrals to Clinical Operations. • Develop processes and manage clinical outsourcing activities within the Outsourcing group • Partner with Clinical Operations to create specifications for work to be outsourced; identify service providers based on capabilities, capacity, strategic fit, expertise, quality, performance and cost • Manage the request for proposal (RFP) process including service provider evaluation, bid defense process and selection • Work closely with Clinical Operations and Finance to manage Phase 3 program costs, accruals and forecast. • Manage clinical site contracts and budget process which includes, partnering with Compliance to ensure budget cost are not exceeding Fair Market Value. • Partner with Quality to ensure new vendor set-up and qualification. • Manage Sunshine reporting activities. • Act as operational lead for relationships with CRO's and key vendors • Developed and maintain a system for tracking contract status • Successfully developed and manage the Executive Level contract/budget approval process • Manage Outsourcing Associates and Outsourcing Assistant • Promoted from Sr. Clinical Outsourcing Manager Jazz Pharmaceuticals, Palo Alto, CA January 2015 to November 2015 Manager, Clinical Contracts & Outsourcing • Play an integral role in the execution of the company's clinical studies. • Develop budget forecasts for clinical projects. • Partner with legal and finance to write, review, amend, negotiate and close contracts. • Ensure vendor contracts are fair, equitable and enforceable. • Manage CRO site budget and contract negotiations for the Phase III global study. • Develop project tracking tools. • Manage selection process and develop strong relationships with vendors. • Prepare RFP, RFI and contract templates. • Negotiate CRO change orders and vendor service agreement amendments. • Review contract obligations in conjunction with clinical development. • Monitor vendor progress and performance to ensure goods and services conform to the contract requirements. • Notify vendors/partners/subcontractors formally where issues/special circumstances or breaches of contract have taken place and resolve disputes in a timely manner. • Assist with monthly accruals process. • Provide status updates and financial reporting for projects. • Ensure payments are consistent with the contract terms. • Develop and maintain departmental SOPs. ASTEX PHARMACEUTICALS, INC., Dublin, CA April 2013 to January 2015 Clinical Outsourcing Principal • Partner with the Clinical Project Manager and Clinical Trial Manager on all assigned clinical programs to support all outsourcing needs. • Manage budget negotiation and finalization of agreements for global trials and IST's with responsibility and accountability for final agreement execution. • Successfully negotiated budgets and contracts with CRO, vendors and clinical sites for Phase I and III studies. • Managed CRO change orders for Phase I and II studies. • Maintained vendor relationships related to studies and developed vendor relationships for potential future business. • Negotiate and develop budgets using iMedidata Grants Manager and iMedidata CRO Contractor. • Communicate with sites and vendors on any queries from the clinical team during the trial. • Ensure that fully executed clinical trial agreements are in place for scheduled site initiation. • Work closely with the Clinical Development to prepare study specific RFP's. • Provide vendor summary of costs and capabilities to Clinical Development for evaluation. • Coordinate and facilitate vendor response communications, vendor proposal review meetings and vendor bid meetings to ensure accurate proposal review and selection. • Initiate preparation of agreements and coordinate the establishment of an agreed upon work order. • Manage budget amendments related to CTA Amendments, site requested amendments and protocol amendments. • Ensure timely execution of amendments to avoid protocol deviations, term lapse or depletion of funds. • Review and approve vendor invoices for approval. • Review purchase order summaries with clinical team to ensure proper control of balances. • Provide status updates in project meetings. • Identify issues, and propose strategies to gain efficiencies, and increase quality within the outsourcing department. • Process site start-up, study close out, monthly accruals and visit payments using CTMS, IVRS and EDC systems. GENENTECH, INC., South San Francisco, CA November 2012 to April 2013 Contract Associate II • Draft contracts and confidentiality agreements based on vendor proposals, scope documents, RFPs etc. • Conduct compliant, thorough and appropriate assessment, analysis, drafting, review and issuance of assigned contractual documents while adhering to required timelines. • Regularly apply contract formation knowledge to independently address a variety of contract issues. • Negotiate the best contract terms possible for taking into consideration risk exposure and risk tolerance by the requesting department, with

guidance from GNE group manager and other contract associates. • Provide thorough information to contract requestors regarding final negotiated terms deviating from standard contract template terms and associated difference in risk exposure. • Work collaboratively, effectively and efficiently with all internal and external partners and stakeholders. • Provide internal stakeholders with information regarding department processes, procedures and contract development as requested. • Consistently adhere to contract and document tracking requirements. • Demonstrated experience in a customer service-related role. BIOMARIN PHARMACEUTICAL, INC. Novato, CA April 2012 to November 2012 Contracts Administrator II • Administered contract process, including: drafting contracts and related documents. • Ensured compliance with company contract policy. • Assisted attorneys during the negotiation process. • Maintained the Legal Department's document management system (both electronic and paper-based). • Acted as liaison between attorneys and contracting party legal department and organizing executed contracts. • Maintained and update company-wide contract tracking database for each assigned contract. • Responded to inquiries regarding contract obligations and revisions. • Provided communication and coordination of work flow between the Legal Department and other departments at BioMarin. • Managed the state licensing process to keep state licensing requirements up to date. BIOMARIN PHARMACEUTICAL, INC. Novato, CA April 2011 to April 2012 Business Unit Solutions Document Control Coordinator • Prepare and/or finalize forms, templates and other Clinical Development documents for inspection readiness. • Critically review and proof documents for format, content, and accuracy. • Follow standards for document approval, naming and formatting conventions, and version control of documents. • Schedule release of documents, so as to coordinate with training events and/or release of SOP/SOP updates, as needed. • Publish/archive controlled documents in central repository. • Provide/ensure appropriate notifications of new/modified documents to stakeholders. • Maintain links to controlled documents in eBooks (guidelines)/training, as applicable. • Trial Master File reconciliation. PRC Meeting Coordinator • Manage Protocol Review Committee Calendar. • Work with study team representatives to ensure documents (e.g. draft Protocol Concept, Synopsis, Protocol, Protocol Amendment and related reference materials) are provided to PRC members on time, per schedule. • Ensure that PRC Submission Forms and PRC Approval Forms are completed and archived, as appropriate. • Coordinate meeting space, catering and local and international dial in numbers. GENENTECH, INC., South San Francisco, CA April 2009 to April 2011 Clinical Trial Associate • Provides support for Phase I and II trials, including global trials, through study start-up, conduct and close out. • Communicates with sites regarding trial start-up, conduct, and close-out activities. • Collects and reviews regulatory documents from clinical sites. • Initiates, maintains, and reconciles Trial Master File. • Manages vendors; EDC, IVRS, CROs, central labs. • Organizes and maintains tracking systems and tools to support the conduct of a clinical study from start-up to close-out. • Maintains accurate tracking and reporting of study metrics using CMS (TrialWorks) or other Clinical Systems. • Coordinates communication of tracking information between Clinical Operations and vendors. • Manages and tracks study specific payments and clinical/non-clinical supplies. • Generates and reviews management reports from internal tracking systems at requested intervals. • Coordinates investigator meeting planning, including preparing meeting materials and on-site meeting implementation. • Collaborates with Clinical Trial Manager on the development of certain study specific plans and/or processes. DIOBEX, INC., San Francisco, CA July 2004 to March 2009 Sr. Clinical Research Associate/Regulatory Affairs Specialist (June 2007 to March 2009) Diobex, Inc. Sr.CRA Responsibilities: Held responsibilities 75% of time • Managed clinical trial operations. • Monitored clinical trials for Type I and Type II diabetes in accordance with FDA regulations. • Managed clinical vendors; CRO, central labs, and consultants. • Negotiated site contracts, managed study budgets and payments, tracked CRO, central laboratory and clinical site expenses. • Reviewed clinical documents: protocols, consent forms, site regulatory documents & subject recruitment tools. • Member of the clinical manufacturing, clinical operations and clinical research project teams. Diobex, Inc. Regulatory Responsibilities: Held responsibilities 25% of time, i.e. during submissions • Partnered with the Senior Director of Regulatory Affairs to prepare all regulatory submissions, annual reports, clinical study reports, and preclinical amendments. • Registered and maintained clinical information with Clinicaltrials.gov database. • Maintained Regulatory/Clinical Central Records files. • Reviewed regulations, guidance, industry publications, conference attendance to keep-up with regulatory environment. Diobex, Inc. Operations Manager (July 2004 to June 2007) • Negotiated contracts and budgets with all vendors including consultants, CRO, labs, brokers, merchant bank, printers, office supplies, and facilities. • Acted as Executive Assistant to the CEO, CFO, Vice President of Research and Vice President of Development. • Coordinated board meetings, investigator meetings, staff meetings, and travel. • Edited protocols, compiled clinical site binders and setup clinical operations filing system. • Supervised administrative staff. • Managed human resource functions: new employee payroll set-up, vacation

tracking, benefit enrollment/updates. • Processed/tracked invoices, prepared checks and wire transfers, monthly accruals, journal entries, prepared 1099's and yearly audits using Microsoft Great Plains and QuickBooks. • Managed monthly budget reconciliation, monthly budget forecasting and budget adjustments. • Drafted, tracked and maintained nondisclosure agreements and contracts • Reviewed and approved invoices for payment. • Developed and maintained vendor relationships to keep study and office running smoothly. LEVI STRAUSS & CO., San Francisco, CA September 2001 to July 2004 Levi's Finance and Operations Analyst (January 2003 to July 2004) • Processed invoices, payment request, monthly accruals and journal entries. • Managed monthly budget reconciliation, monthly budget forecasting and budget adjustments. • Identified and addressed finance & operations process improvement opportunities. • Supported the implementation and maintenance of the Levi's Strauss & Co. Learning Management System. • Evaluated training programs to ensure strategic alignment. • Managed the Tuition Reimbursement Program. • Delivered non-LS&Co. systems training. • Negotiated rates with production companies and training vendors. • Managed administrative staff. Levi's Training Coordinator (February 2001 to February 2003) Levi's Administrator to Director of Learning & Development (September 2001 to March 2002) WIT SOUNDVIEW, San Francisco, CA July 1999 to September 2001 Event Coordinator • Coordinated Private Capital roadshows, closing dinners, meetings, travel and employee events. • Negotiated contracts with hotels, restaurants, ground transportation and travel agents. • Prepared proposals. • Managed event calendar, travel coordination and expense reports for private capital team. • Maintained client database and tracked expenses for client billing. • Researched potential clients. ARTHUR ANDERSON, San Francisco, CA September 1998 to July 1999 Executive Assistant to Partners and the Vice President of Pacific Northwest Sales • Prioritized, segmented and distributed weekly prospect reports. • Designed PowerPoint presentations. • Coordinated sales meetings, tradeshow and travel. • Managed calendars for partners and management team. UNITED HEALTHCARE, San Francisco, CA August 1997 to September 1998 Sales Assistant/Sales Coordinator • Prepared sales proposals and monthly sales reports. • Organized broker appreciation functions, golf tournaments, enrollment meetings and health fairs. • Managed calendars, coordinated travel and prepared and monitored expense reports. • Assisted members, health benefit officers and brokers with health plan inquiries. EDUCATION: Bachelors of Science in Business Management University of Phoenix (expected completion 2020) Associate of Applied Science, Accounting Heald Business College 1992 AFFILIATIONS: Drug Information Association Regulatory Affairs Professional Society TRAINING: Clinical Statistics for Non-Statisticians – DIA 2008 US Regulatory Essentials – RAPS 2007 Fourteen Steps from Research to Development – DIA 2007 History of US Drug Regulation – DIA 2007

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**Please click the acknowledgement below.**

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I Agree \*

# MARLA WILLIAMS

(415)

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## PROFESSIONAL SUMMARY

Over twenty-two years of professional experience in the biotechnology, healthcare and finance industries achieving progressively more responsible positions. Experience ranges from small start-up environment to large corporate structure.

## BIOTECHNOLOGY SUMMARY

- Over fifteen years of clinical research experience in Phase I,II, III, IST's and Diagnostics studies
- Global therapeutic experience in Neurology, Oncology, Diabetes, Arthritis, Cardiology, Asthma, Sleep and Pain
- Vendor management: CRO, ECHO, ECG, Central Lab, IVRS, Payment and various consultants
- Clinical Vendor Management, Vendor Relations, Contract and Budget Negotiations
- Clinical trial monitoring, regulatory and legal experience
- Clinical documents review: protocols, consent forms, site regulatory documents & subject recruitment tools
- Investigator Meeting and Ad Comm Meeting coordinating experience

## EXPERIENCE

**Zogenix, Inc., Emeryville, CA**

November 2015 to Current

### **Associate Director, Clinical Outsourcing**

- Provide direction and expertise to the organization in the oversight and execution of key activities related to the outsourcing of clinical trials with an emphasis on service provider selection, contract negotiation, financial and relationship management of clinical service providers across multiple global clinical development studies and programs
- Build and maintain vendor relationships
- Research vendors regularly seeking innovation knowledge for vendor referrals to Clinical Operations.
- Develop processes and manage clinical outsourcing activities within the Outsourcing group
- Partner with Clinical Operations to create specifications for work to be outsourced; identify service providers based on capabilities, capacity, strategic fit, expertise, quality, performance and cost
- Manage the request for proposal (RFP) process including service provider evaluation, bid defense process and selection
- Work closely with Clinical Operations and Finance to manage Phase 3 program costs, accruals and forecast.
- Manage clinical site contracts and budget process which includes, partnering with Compliance to ensure budget cost are not exceeding Fair Market Value.
- Partner with Quality to ensure new vendor set-up and qualification.
- Manage Sunshine reporting activities.
- Act as operational lead for relationships with CRO's and key vendors
- Developed and maintain a system for tracking contract status
- Successfully developed and manage the Executive Level contract/budget approval process
- Manage Outsourcing Associates and Outsourcing Assistant
- Promoted from Sr. Clinical Outsourcing Manager

**Jazz Pharmaceuticals, Palo Alto, CA**

January 2015 to November 2015

### **Manager, Clinical Contracts & Outsourcing**

- Play an integral role in the execution of the company's clinical studies.
- Develop budget forecasts for clinical projects.
- Partner with legal and finance to write, review, amend, negotiate and close contracts.
- Ensure vendor contracts are fair, equitable and enforceable.
- Manage CRO site budget and contract negotiations for the Phase III global study.
- Develop project tracking tools.
- Manage selection process and develop strong relationships with vendors.
- Prepare RFP, RFI and contract templates.
- Negotiate CRO change orders and vendor service agreement amendments.

- Review contract obligations in conjunction with clinical development.
- Monitor vendor progress and performance to ensure goods and services conform to the contract requirements.
- Notify vendors/partners/subcontractors formally where issues/special circumstances or breaches of contract have taken place and resolve disputes in a timely manner.
- Assist with monthly accruals process.
- Provide status updates and financial reporting for projects.
- Ensure payments are consistent with the contract terms.
- Develop and maintain departmental SOPs.

**ASTEX PHARMACEUTICALS, INC.,** Dublin, CA

April 2013 to January 2015

**Clinical Outsourcing Principal**

- Partner with the Clinical Project Manager and Clinical Trial Manager on all assigned clinical programs to support all outsourcing needs.
- Manage budget negotiation and finalization of agreements for global trials and IST's with responsibility and accountability for final agreement execution.
- Successfully negotiated budgets and contracts with CRO, vendors and clinical sites for Phase I and III studies.
- Managed CRO change orders for Phase I and II studies.
- Maintained vendor relationships related to studies and developed vendor relationships for potential future business.
- Negotiate and develop budgets using iMedidata Grants Manager and iMedidata CRO Contractor.
- Communicate with sites and vendors on any queries from the clinical team during the trial.
- Ensure that fully executed clinical trial agreements are in place for scheduled site initiation.
- Work closely with the Clinical Development to prepare study specific RFP's.
- Provide vendor summary of costs and capabilities to Clinical Development for evaluation.
- Coordinate and facilitate vendor response communications, vendor proposal review meetings and vendor bid meetings to ensure accurate proposal review and selection.
- Initiate preparation of agreements and coordinate the establishment of an agreed upon work order.
- Manage budget amendments related to CTA Amendments, site requested amendments and protocol amendments.
- Ensure timely execution of amendments to avoid protocol deviations, term lapse or depletion of funds.
- Review and approve vendor invoices for approval.
- Review purchase order summaries with clinical team to ensure proper control of balances.
- Provide status updates in project meetings.
- Identify issues, and propose strategies to gain efficiencies, and increase quality within the outsourcing department.
- Process site start-up, study close out, monthly accruals and visit payments using CTMS, IVRS and EDC systems.

**GENENTECH, INC.,** South San Francisco, CA

November 2012 to April 2013

**Contract Associate II**

- Draft contracts and confidentiality agreements based on vendor proposals, scope documents, RFPs etc.
- Conduct compliant, thorough and appropriate assessment, analysis, drafting, review and issuance of assigned contractual documents while adhering to required timelines.
- Regularly apply contract formation knowledge to independently address a variety of contract issues.
- Negotiate the best contract terms possible for taking into consideration risk exposure and risk tolerance by the requesting department, with guidance from GNE group manager and other contract associates.
- Provide thorough information to contract requestors regarding final negotiated terms deviating from standard contract template terms and associated difference in risk exposure.
- Work collaboratively, effectively and efficiently with all internal and external partners and stakeholders.
- Provide internal stakeholders with information regarding department processes, procedures and contract development as requested.
- Consistently adhere to contract and document tracking requirements.
- Demonstrated experience in a customer service-related role.

**BIOMARIN PHARMACEUTICAL, INC.** Novato, CA

April 2012 to November 2012

**Contracts Administrator II**

- Administered contract process, including: drafting contracts and related documents.
- Ensured compliance with company contract policy.

- Assisted attorneys during the negotiation process.
- Maintained the Legal Department's document management system (both electronic and paper-based).
- Acted as liaison between attorneys and contracting party legal department and organizing executed contracts.
- Maintained and update company-wide contract tracking database for each assigned contract.
- Responded to inquiries regarding contract obligations and revisions.
- Provided communication and coordination of work flow between the Legal Department and other departments at BioMarin.
- Managed the state licensing process to keep state licensing requirements up to date.

**BIOMARIN PHARMACEUTICAL, INC.** Novato, CA

April 2011 to April 2012

**Business Unit Solutions Document Control Coordinator**

- Prepare and/or finalize forms, templates and other Clinical Development documents for inspection readiness.
- Critically review and proof documents for format, content, and accuracy.
- Follow standards for document approval, naming and formatting conventions, and version control of documents.
- Schedule release of documents, so as to coordinate with training events and/or release of SOP/SOP updates, as needed.
- Publish/archive controlled documents in central repository.
- Provide/ensure appropriate notifications of new/modified documents to stakeholders.
- Maintain links to controlled documents in eBooks (guidelines)/training, as applicable.
- Trial Master File reconciliation.

**PRC Meeting Coordinator**

- Manage Protocol Review Committee Calendar.
- Work with study team representatives to ensure documents (e.g. draft Protocol Concept, Synopsis, Protocol, Protocol Amendment and related reference materials) are provided to PRC members on time, per schedule.
- Ensure that PRC Submission Forms and PRC Approval Forms are completed and archived, as appropriate.
- Coordinate meeting space, catering and local and international dial in numbers.

**GENENTECH, INC.,** South San Francisco, CA

April 2009 to April 2011

**Clinical Trial Associate**

- Provides support for Phase I and II trials, including global trials, through study start-up, conduct and close out.
- Communicates with sites regarding trial start-up, conduct, and close-out activities.
- Collects and reviews regulatory documents from clinical sites.
- Initiates, maintains, and reconciles Trial Master File.
- Manages vendors; EDC, IVRS, CROs, central labs.
- Organizes and maintains tracking systems and tools to support the conduct of a clinical study from start-up to close-out.
- Maintains accurate tracking and reporting of study metrics using CMS (TrialWorks) or other Clinical Systems.
- Coordinates communication of tracking information between Clinical Operations and vendors.
- Manages and tracks study specific payments and clinical/non-clinical supplies.
- Generates and reviews management reports from internal tracking systems at requested intervals.
- Coordinates investigator meeting planning, including preparing meeting materials and on-site meeting implementation.
- Collaborates with Clinical Trial Manager on the development of certain study specific plans and/or processes.

**DIOBEX, INC.,** San Francisco, CA

July 2004 to March 2009

**Sr. Clinical Research Associate/Regulatory Affairs Specialist** (June 2007 to March 2009)

*Diobex, Inc. Sr.CRA Responsibilities: Held responsibilities 75% of time*

- Managed clinical trial operations.
- Monitored clinical trials for Type I and Type II diabetes in accordance with FDA regulations.
- Managed clinical vendors; CRO, central labs, and consultants.
- Negotiated site contracts, managed study budgets and payments, tracked CRO, central laboratory and clinical site expenses.
- Reviewed clinical documents: protocols, consent forms, site regulatory documents & subject recruitment tools.
- Member of the clinical manufacturing, clinical operations and clinical research project teams.

*Diobex, Inc. Regulatory Responsibilities: Held responsibilities 25% of time, i.e. during submissions*

- Partnered with the Senior Director of Regulatory Affairs to prepare all regulatory submissions, annual reports, clinical study reports, and preclinical amendments.
- Registered and maintained clinical information with Clinicaltrials.gov database.
- Maintained Regulatory/Clinical Central Records files.
- Reviewed regulations, guidance, industry publications, conference attendance to keep-up with regulatory environment.

**Diobex, Inc. Operations Manager** (July 2004 to June 2007)

- Negotiated contracts and budgets with all vendors including consultants, CRO, labs, brokers, merchant bank, printers, office supplies, and facilities.
- Acted as Executive Assistant to the CEO, CFO, Vice President of Research and Vice President of Development.
- Coordinated board meetings, investigator meetings, staff meetings, and travel.
- Edited protocols, compiled clinical site binders and setup clinical operations filing system.
- Supervised administrative staff.
- Managed human resource functions: new employee payroll set-up, vacation tracking, benefit enrollment/updates.
- Processed/tracked invoices, prepared checks and wire transfers, monthly accruals, journal entries, prepared 1099's and yearly audits using Microsoft Great Plains and QuickBooks.
- Managed monthly budget reconciliation, monthly budget forecasting and budget adjustments.
- Drafted, tracked and maintained nondisclosure agreements and contracts
- Reviewed and approved invoices for payment.
- Developed and maintained vendor relationships to keep study and office running smoothly.

**LEVI STRAUSS & CO.**, San Francisco, CA

September 2001 to July 2004

**Levi's Finance and Operations Analyst** (January 2003 to July 2004)

- Processed invoices, payment request, monthly accruals and journal entries.
- Managed monthly budget reconciliation, monthly budget forecasting and budget adjustments.
- Identified and addressed finance & operations process improvement opportunities.
- Supported the implementation and maintenance of the Levi's Strauss & Co. Learning Management System.
- Evaluated training programs to ensure strategic alignment.
- Managed the Tuition Reimbursement Program.
- Delivered non-LS&Co. systems training.
- Negotiated rates with production companies and training vendors.
- Managed administrative staff.

**Levi's Training Coordinator** (February 2001 to February 2003)

**Levi's Administrator to Director of Learning & Development** (September 2001 to March 2002)

**WIT SOUNDVIEW**, San Francisco, CA

July 1999 to September 2001

**Event Coordinator**

- Coordinated Private Capital roadshows, closing dinners, meetings, travel and employee events.
- Negotiated contracts with hotels, restaurants, ground transportation and travel agents.
- Prepared proposals.
- Managed event calendar, travel coordination and expense reports for private capital team.
- Maintained client database and tracked expenses for client billing.
- Researched potential clients.

**ARTHUR ANDERSON**, San Francisco, CA

September 1998 to July 1999

**Executive Assistant to Partners and the Vice President of Pacific Northwest Sales**

- Prioritized, segmented and distributed weekly prospect reports.
- Designed PowerPoint presentations.
- Coordinated sales meetings, tradeshow and travel.
- Managed calendars for partners and management team.

**UNITED HEALTHCARE**, San Francisco, CA

August 1997 to September 1998



**Sales Assistant/Sales Coordinator**

- Prepared sales proposals and monthly sales reports.
- Organized broker appreciation functions, golf tournaments, enrollment meetings and health fairs.
- Managed calendars, coordinated travel and prepared and monitored expense reports.
- Assisted members, health benefit officers and brokers with health plan inquiries.

**EDUCATION:**

Bachelors of Science in Business Management University of Phoenix (expected completion 2020)  
Associate of Applied Science, Accounting Heald Business College 1992

**AFFILIATIONS:**

Drug Information Association  
Regulatory Affairs Professional Society

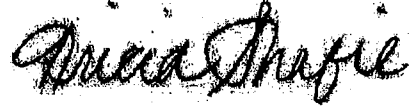
**TRAINING:**

Clinical Statistics for Non-Statisticians – DIA 2008  
US Regulatory Essentials – RAPS 2007  
Fourteen Steps from Research to Development – DIA 2007  
History of US Drug Regulation – DIA 2007

FILED  
OFFICE OF THE CITY CLERK  
OAKLAND

2020 SEP 24 P 5:31

Approved as to Form and Legality



City Attorney's Office

## OAKLAND CITY COUNCIL

RESOLUTION NO. \_\_\_\_\_ C.M.S.

INTRODUCED BY MAYOR LIBBY SCHAAF

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### RESOLUTION CONFIRMING THE MAYOR'S APPOINTMENT OF ART DOUGLAS BLACKSHER, MARLA WILLIAMS, AND CAROL WYATT 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 **Art Douglas Blacksher, Marla Williams** and **Carol Wyatt** upon the recommendation of the corresponding councilmembers, to serve the three-year terms; now therefore be it

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

**Art Douglas Blacksher**, to the Community Policing Advisory Board to complete the three-year term, as the At Large representative, that began March 27, 2020 and ends March 26, 2023, filling the seat previously held by Jennifer Tran; and

**Marla Williams**, to the Community Policing Advisory Board, serving as the Mayoral representative for the term that began May 25, 2020 and ends May 24, 2023, filling the seat previously held by Courtney Welch; and

**Carol Wyatt**, to the Community Policing Advisory Board, serving as the District Three representative for the term that began March 26, 2020 and ends March 25, 2023, filling the seat previously held by Akiba D. Bradford.

IN COUNCIL, OAKLAND, CALIFORNIA,

PASSED BY THE FOLLOWING VOTE:

AYES - FORTUNATO BAS, GALLO, GIBSON MCELHANEY, KALB, REID, TAYLOR, THAO AND  
PRESIDENT KAPLAN

NOES -

ABSENT -

ABSTENTION -

ATTEST: \_\_\_\_\_

ASHA REED

Acting City Clerk and Clerk of the Council of  
the City of Oakland, California