



# **COMMUNITY JOBS OVERSIGHT COMMISSION**

**Thursday, February 20, 2014**

**6:00 p.m. – 8:00 p.m.**

**Oakland City Hall**

**Hearing Room 3**

City of Oakland  
City Administrator's Office  
Contracts and Compliance Division  
250 Frank H. Ogawa Plaza, Suite 3341  
Oakland, CA 94612  
510-238-3970  
[dbarnes@oaklandnet.com](mailto:dbarnes@oaklandnet.com)



## **COMMUNITY JOBS OVERSIGHT COMMISSION**

**Meeting Agenda  
Thursday, February 20, 2014  
6:00 p.m. – 8:00 p.m.  
Oakland City Hall Hearing Room 3**

- 1. Call to Order**
- 2. Roll Call**
- 3. Adoption of Agenda**
- 4. Adoption of Minutes**
- 5. Briefings**
  - **Jobs policies, implementation framework and roles**
  - **General project update**
  - **Compliance update**
  - **Jobs Forecast**
  - **By-Laws Ad hoc Subcommittee**
- 6. Selection of Interim Chair**
- 7. Upcoming Commission decisions**
- 8. Future Agenda Items**
- 9. Open Forum**
- 10. Adjourn**

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## COMMUNITY JOBS OVERSIGHT COMMISSION

**Meeting Minutes**  
**Thursday, January 23, 2014**  
**6:00 p.m. – 8:00 p.m.**  
**Oakland City Hall Hearing Room 3**

**Attendance:** Brian Beveridge, George Bolton, Shirley Burnell, Andreas Cluver, Josie Camacho, Kate O'Hara, Mark Henderson, Jens Hillmer, Megan Morodomi, Joe Sarapochillo

**Excused Absence:**

**Absent:** Margaret Gordon

- 1. Call to Order** (*Al Auletta*) **Action**
  - Debbie Barnes, City of Oakland, Office of Contracts and Compliance will staff this Commission. Al Auletta is filling in tonight.
  - Once the Commission selects a chair, City staff will transition to support role.
- 2. Roll Call** **Action**
  - Quorum established)
- 3. Adoption of Agenda** **Action**
  - Add open forum item to the agenda.
- 4. Overview of Purpose and Purview of the Oversight Commission** **Discussion**

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- Oversight Commission charged with watching the development process and ensuring the developer, contractors, subcontractors, labor, and City do all they can to promote the interest of the policies and get Oaklanders jobs on this project.
- Oversight Commission will advise staff on how to be supported.
- Oversight Commission has the authority to formally file concerns with the City Administrator, or designee.

**5. Brown Act/Sunshine Ordinance & Conflict of Interest Rules                      Information**

- Public officials may not make, participate or influence a governmental decision that will have a material finance effect – either good or bad – on their economic interest or those of an immediate family member
- Staff will inform the commission which Deputy City Attorney it will be assigned.
- Staff recommendation: Examine every decision and ask if it could possibly involve a financial interest for you or your family. If it does, see the city attorney
- Brown Act prohibits secret meetings.
- Public Records Act avails public records and documents to disclosure.
- Oakland Sunshine Ordinance includes meeting and records provisions.
- Staff recommendation: Assume all information related to your commission participation is public.

**6. Rules of Order    Information**

- Staff recommendation: Adopt Rosenberg's Rules of Order as governing rules.

**7. Commission Leadership and Sub-Committee Structure                      Information/Action**

- Commission Chair's responsibilities: run meetings, work closely with staff to set meeting agendas, ensure meetings posted on time, be a resource to other commissioners, and appoint people to ad-hoc committees.
- Making bylaws can take, two to three meeting.
- Staff Recommendation: Establish a chair to run meetings and set agendas.

*Motion to select interim chair for three meetings, by Shirley Burnell*

- *Seconded by George Henderson*
- *Friendly amendment- interim for at most three meetings*
- *3 in favor, 7 opposed. Motion fails*

*Motion to decide interim chair at the next meeting by Andreas Cluver*

- *Seconded by Josie Camacho*
- *Approved unanimously*

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## 8. Commission Bylaws

## Information/Action

- Recommendation: Form an ad-hoc committee to develop a proposal for the full body based on bylaw templates from comparable commissions.
- Ad hoc bylaws committee: Kate O'Hara, Joe Sarapochillo, Megan Morodomi, and Andreas Cluver
- Staff will assemble bylaw templates and models for the ad-hoc committee

## 9. Meeting Calendar

## Action

*Motion to set regular meetings for the third Thursday of the month at 5:30 by Josie Camacho*

- *Seconded Joe Saraphochillo*
- *Friendly amendment, meet at 6:00pm somewhere in City Hall*
- *Approved unanimously*
  
- Next meeting February 20.

## 10. Future Agenda Items

## Discussion

- Selection of interim chair (*action item*)
- Briefs on:
  - Jobs policies, implementation framework and roles
  - General project update with focus on job creation, flow and timeline
  - Compliance update
  - Jobs forecasts
  - Upcoming commission decisions in next three to six months
  - Bylaws update and timeline from ad-hoc committee

*Staff Request:* Submit brief bios for staff to share with commission members. (Henderson) My email as listed is incorrect.

### *Contact Corrections*

- Mark Henderson's email should be: [markhenderson2014@yahoo.com](mailto:markhenderson2014@yahoo.com)
- Kate O'Hara's email should be: [kate@workingeastbay.org](mailto:kate@workingeastbay.org)

## 11. Open Forum

- (*Jonathan Dumas, Employment Services Supervisor, City of Oakland*)

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We want a workforce as diverse as this commission. We want all of Oakland to benefit from this economic development. There is a community available to help in any ways that they can.

**12. Adjourn**

**Action**

*Motion to adjourn by Andreas Cluver  
Approved Unanimously*

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# **COMMUNITY JOBS OVERSIGHT COMMISSION**

## **Commission Members' Resumes/Bios**

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Oakland, CA 94612  
510-238-3970  
[dbarnes@oaklandnet.com](mailto:dbarnes@oaklandnet.com)

brian.woeip@gmail.com

## QUALIFICATIONS

Excellent written and verbal communications skills.

Experience leading popular education programs and working with cross-generational groups.

Skilled at understanding and translating the “tech-speak” of special disciplines and deconstructing complex issues for the general public.

Extensive experience managing collaborative processes with partner institutions, business and individuals to ensure that established goals are achieved.

25 years experience in television production and media relations.

Experience with FaceBook, Twitter, SoundSlides, GoogleDocs, non-linear video editing systems and PowerPoint and other Microsoft Office applications

- 2004 to Present:      **Co-Director: West Oakland Environmental Indicators Project**  
WOEIP develops community-centric data on the physical, social, economic and political environment in West Oakland and provides it through training, collaborative leadership, advocacy and public media to support residents who are struggling for positive change.
- 2014 – 2016            **Member of Oakland Jobs Policy Oversight Commission**
- 2010 – 2012            **OakandWorks representative to the Oakland Jobs Policy Task Force.**
- 2009 – 2012            **Member and Co-Chair: West Oakland Project Area Committee –**  
Legislated advisory body to the Oakland Redevelopment Agency on issue of urban redevelopment in the West Oakland Redevelopment Area.
- 2009 – Present        **Co-Vice Chair – West Oakland Community Advisory Group (WOCAG)**  
Legislated advisory body to the City of Oakland in issues regarding the redevelopment of the former Oakland Army Base and Navy Supply Center.
- 2007 – 2009            **Community Co-Chair – Port of Oakland Maritime Air Quality Improvement Planning Task Force (MAQIP)**  
A joint effort between the Port of Oakland, the Bay Area Air Quality Management District, members of the freight transportation industry and West Oakland residents to identify effective, equitable approaches to reducing the health impacts of goods movement related pollution on the community.



2004 – 2007

**Community Co-Chair – West Oakland Toxics Reduction Collaborative**

Co-led with the U.S. Environmental Protection Agency, the WOTRC is a community-led, multi-stakeholder collaborative that brings community groups, city, regional, state and federal agencies together in a multi-disciplinary approach to reducing the impacts of diesel pollution in West Oakland.

**Chair – West Oakland Truck Route Committee**

WOEIP brought together community groups, truckers, business, Oakland Dept. of Public Works, and Councilwoman Nancy Nadel's office to change the Oakland truck route ordinance and take diesel trucking off of our neighborhood streets.

2000 – 2002

**Resident Participant** - Red Star Yeast Campaign Committee, member of strategy team; made public testimony in the fight to clean up this major West Oakland polluter.

**Collaborative Participation:**

- Oakland Climate Action Coalition
  - Lead member of the Community Adaptation Work Group
- Bay Area Clean Air Task Force
  - American Lung Assoc., NRDC, Regional Asthma Management Program, Sierra Club
- Ditching Dirty Diesel Collaborative
  - Healthy San Leandro, Bayview Advocates, Neighborhood House of Richmond, Communities for a Better Environment, Center for Environmental Health
- Oakland Truckers Working Group

**Special speaking experience:**

- **Presenter** – U.S. EPA National conference on Community Engagement in Jacksonville, Fl.
- **Presenter** – U.S. EPA Western States Community Collaboration Conference in Denver, Co.
- Featured panelist testifying before the California Legislature on issues of ports and air quality.
- Featured speaker on issues of air quality and community health for KQED's "QUEST" technology series.
- Featured guest for Star TV series on innovative community research projects for British TV. Program highlighted WOEIP's "personal air monitoring" project.
- Featured guest on KALW radio discussion of global shipping industry and its impact on air quality and community health.
- Featured panelist representing the Ditching Dirty Diesel Collaborative at the "Short Sea Shipping" conference hosted by Union of Concerned Scientists.
- Featured panelist at the "Mega-Region Conference" sponsored by the Oakland Metropolitan Chamber of Commerce.

**BUSINESS EXPERIENCE**

1987 - 2005

**PARADIGM THREE COMMUNICATIONS, SF, CA. *Founder/ Gen. Partner*  
Writer/Director**

- Broadcast and corporate television program development and production.
- Budget and proposal development.

- Corporate script and speech writing.
- Television, Radio and print advertising copy writing.

**EDUCATION:**

- B.A. – Mass Communication/Broadcasting, University of South Florida.
- “Oakland Voices” community journalism project of Oakland Tribune and Robert Maynard Foundation.
- “Negotiating Effective Environmental Agreements” – training presented by CONCUR

1986 Ace Award for excellence in Cable Programming.

Mark Henderson has nearly twenty years of experience in policy, program administration, youth leadership development, contract compliance and workforce development. Mr. Henderson is currently the Interim Manager for Oakland Unite Violence Prevention Programs in the City of Oakland's Department of Human Services. Oakland Unite programs are funded by local Measure Y dollars, along with federal and state grants. Funded programs provide an array of intensive services to youth and young adults most likely to be involved in violence, building on positive assets and resilience in individuals, families and communities. Mr. Henderson's prior job experience includes key roles in youth reentry, employment and education for the City of Oakland, Youth Employment Partnership Inc., Oakland Private Industry Council , and Southern Nevada Community Colleges. Mr. Henderson holds a Masters in Organizational Management and a Bachelor of Arts in Radio TV and Film.



May 18, 2013

Joseph A. Sarapochillo

joe@sarcoconstruction.com

**Professional Profile: Construction Manager, Superintendent, Project Manager, Estimator and Scheduler**

**SKILLS**

- Construction/Subcontractor Coordination
- Microsoft Project (scheduling)
- Primavera 5
- Excel, Power Point, Outlook
- Intuit Master Builder
- Auto CAD
- Lien Law
- Feasibility Study
- Quality Control Management
- Construction Contracts & Specifications
- Insurance Requirements
- 1997 Uniform Building Code
- Budget Analysis
- Project Buyout
- Organization and Time Management
- Effective Communication & Intrapersonal Skills

**PROFESSIONAL EXPERIENCE**

**Sarco Construction, Oakland, CA**  
**June 2006-Present**  
**General Partner**

Achievements

- Specialize in "Fast Track" Tenant Improvement construction
- Establishing a local work force
- 90% of all work in the City of Oakland
- Certified City of Oakland SLBE

Key Responsibilities

- Project management
- Business development
- Estimating, job costing & scheduling
- Preparation of documents, bids, contracts, negotiations, material purchasing

**JKL Construction Services**

**June 2006-October 2007**

**Construction Manager (Site specific) Genentech Biotechnology South San Francisco**

Achievements

- Project buyout through project delivery
- Site wide HVAC study
- Scheduling analysis
- General Contractor/Prime Contractor management

Key Responsibilities

- Direct and supervise construction teams
- 100% job completion on time while meeting strict timelines & budgets
- Schedule analysis
- Feasibility studies
- Document control
- Owner's representation

May 18, 2013

**Commercial Building Service, Alameda, CA  
September 2002-2006  
Project Manager and Estimator**

Achievements

- Specialize in "Fast Track" Tenant Improvement Construction
- Monumental in company's growth & success
- Graduated up through the trades in order to gain a greater understanding of construction methods

Key Responsibilities

- Hands-on Project Management
- Plan, direct and supervise construction projects/construction teams
- 100% job completion on time while meeting strict timelines & budgets
- Estimating, Job Costing & Scheduling
- Preparation of documents; bids, contracts, negotiations, material purchasing

**EDUCATIONAL & PROFESSIONAL DEVELOPMENT**

Turner School of Construction Management  
2012

Oakland Builders Alliance  
Construction Committee Chair  
2008-Present

Oakland Builders Alliance  
President  
2011-2012

Boy Scouts of America Peralta District  
District Chairman  
2010

International Code Council Inspection Certification  
2006- 2008

Laney College, Oakland, CA  
AS, Construction Management  
2003-2006

City College of San Francisco, San Francisco, CA  
AA, Humanities  
2000-2003



## Jens Hillmer

• [jenshillmer@comcast.net](mailto:jenshillmer@comcast.net) •

### EXPERIENCE

#### Urban Economic Coordinator

#### Urban Economic Analyst IV

*Community and Economic Development Agency*

*Office of Neighborhood Investment, City of Oakland, CA*

1996 - Present

Supervise project team that has a successful history of structuring and implementing a wide range of redevelopment projects and programs in downtown Oakland, including affordable and market-rate housing, transportation-oriented mixed-use development, commercial projects, infrastructure improvements and historic rehabilitation. Recent accomplishments include redevelopment of Oakland's Uptown area into a popular residential and entertainment district. Other team activities include the following:

- Loan and grant administration, currently including Proposition 1C Infill Infrastructure and Transportation-Oriented Development Grants for the MacArthur BART Transit Village
- Public facility renovations, which presently include the Oakland Convention Center
- Overseeing performance of public obligations with respect to real estate projects that are developed in public-private partnership, including project planning, financial analysis, financing, site assembly and remediation, planning and zoning approvals, design review and construction monitoring
- Negotiate and administer complex legal documents, such as financing agreements, purchase and sales contracts and leases
- Negotiate and oversee property management agreements and budgets for recreational, leisure and parking facilities
- Prepare and present reports and legislation for public review and action by City boards and commissions
- Collaborate with other City departments, public agencies and community and business organizations on project and policy issues, such as housing and economic development policy, zoning and planning studies, design review, and public parking issues
- Administration of a major facade and tenant improvement program
- Solicit, select and administer contract services, including financial feasibility studies, economic impact reports, specific planning studies, construction management and design and engineering

Managed a project team responsible for the conversion of a historic high school campus to a bio-medical research facility for Children's Hospital Oakland and a community senior center, surrounded by affordable for-sale housing and a public park (1996-2000).

- Prepared and administered project development budgets and pro forma financial statements
- Secured and administered project financing from local, state and federal sources, including historic rehabilitation tax credits
- Secured all planning and zoning approvals for project, including CEQA compliance, subdivision and historic preservation
- Managed a team of consultants during program development, design and construction, property management and property disposition
- Completed sale of building to Children's Hospital Oakland
- Negotiated long-term lease-back of senior center
- Oversaw compliance with all local, state and federal legal and regulatory requirements
- Managed and conducted community outreach to build awareness and support for project



**Housing Development Coordinator IV**

*Office of Housing and Neighborhood Development, City of Oakland, CA*

1993 - 1996

Supervised staff in the administration of federal, state and local affordable housing finance programs during planning and implementation of affordable and market rate housing development projects

- Underwrote and administered construction and permanent financing for affordable housing projects
- Negotiated and administered real estate purchase and sale agreements
- Monitored project compliance with federal, state and local regulations
- Worked with City staff and other public agencies on housing policy, zoning regulations and land use planning

**Housing Development Coordinator III**

*Office of Community Development, City of Oakland, CA*

1990 - 1993

- Administered financing of affordable housing projects
- Prepared Requests for Proposals to develop City-owned properties, evaluated proposals and sold properties
- Assisted in the preparation of requests for proposals/qualifications for contractors and consultants

**Student Trainee**

*Office of Community Development, City of Oakland, CA*

1989 - 1990

- Assisted in administration of housing finance program

**Research Assistant**

*Institute of Urban and Regional Development, University of California, Berkeley, CA*

1988 - 1989

- Assisted in survey research and analysis of the effectiveness of real estate disclosure laws for single-family homes for the California Department of Real Estate
- Conducted annual rental housing operating cost survey for Berkeley Rent Stabilization Board

**Graduate Instructor**

*Department of Sociology, University of California, Berkeley, CA*

1987 - 1989

- Conducted classes on survey research methods and statistical analysis

**EDUCATION**

**University of California, Berkeley, CA**

*Masters in City and Regional Planning*

1989

**University of California, Santa Barbara, CA**

*Bachelor of Arts, Sociology (Summa Cum Laude)*

1984

**SKILLS**

- Proven quantitative and qualitative analytical ability with an emphasis on real estate and economic development
- Proven real estate finance and development expertise
- Effective interpersonal communication skills and a commitment to community engagement
- Effective, clear and concise writer and presenter, skilled at conveying complex material and making project and policy recommendations in politically-charged environments
- Extensive and successful real estate finance and development contract negotiating experience

- Experienced team leader and coordinator
- Proficient in Microsoft Office