



Office of the Mayor

CONSENT CALENDAR
November 28, 2023

To: Honorable Members of the City Council
From: Mayor Jesse Arreguín
Subject: Appoint Tracy Matthews to the Berkeley Housing Authority Board

RECOMMENDATION

Adopt a Resolution appointing Tracy Matthews to serve as a Tenant Commissioner on the Berkeley Housing Authority Board of Commissioners for a two-year term.

BACKGROUND

On May 22, 2007, the Berkeley City Council established a Berkeley Housing Authority (BHA) Board of Commissioners. State law mandates BHA commissioners, including successors be appointed by the Mayor and confirmed by the City Council.

There is currently one vacancy on the seven-member Berkeley Housing Authority Board. Pursuant to California’s Health and Safety Code Section 34272, the Mayor nominates Tracy Matthews to fill the vacancy for a four-year term on the BHA Board.

Ms. Matthews describes herself as a Human Services Professional having made a career in this field, including program management and conflict resolution. She has spent nearly the past fifteen years working for the Alameda County Social Services Agency. Under her current position, she manages clients through programs to assist in transitioning people from public assistance to self-sufficiency. In this role, she has made many connections with organizations and departments involved in issues and policy that overlap with the work done at the BHA. Additionally, she has previous experience working for the City of Berkeley in several departments, including Health and Human Services and the Berkeley Housing Authority. She is also a Section 8 program tenant. Her experience and understanding of issues prevalent to the BHA makes her an ideal candidate to serve on the BHA Board.

FINANCIAL IMPLICATIONS

None

ENVIRONMENTAL SUSTAINABILITY

There are no identifiable environmental effects or opportunities associated with adopting this recommendation.

CONTACT PERSON

Appointment of Ayanna Davis to the BHA Board

CONSENT CALENDAR

November 28, 2023

Mayor Jesse Arreguín 510-981-7100

Attachments:

1: Resolution

2: Resume of Tracy Matthews

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

APPOINTING TRACY MATTHEWS AS A COMMISSIONER ON THE BERKELEY
HOUSING AUTHORITY BOARD OF COMISSIONERS

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

WHEREAS, on May 22, 2007 the Mayor appointed and the City Council by a majority vote confirmed the appointment of 5 Commissioners and 2 tenant Commissioners to the BHA Board pursuant to Health and Safety Code Section 34270; and

WHEREAS, there is currently one vacant Commissioner seat that needs to be filled; and

WHEREAS, the Mayor has nominated Tracy Matthews, a Berkeley resident who describes herself as a Human Services Professional, with extensive experience in program management and conflict resolution; and

WHEREAS, Matthews has spent nearly the past fifteen years working for the Alameda County Social Services Agency where she manages clients through programs to assist in transitioning people from public assistance to self-sufficiency; and

WHEREAS, Matthews has made many connections with organizations and departments involved in issues and policy that overlap with the work done at the BHA, and has previous experience working for the City of Berkeley in several departments, including Health and Human Services and the Berkeley Housing Authority; and

WHEREAS, Matthews is also a Section 8 tenant and brings the perspective of tenants to the Board; and

WHEREAS, Matthews' experience and understanding of issues prevalent to the BHA makes her an ideal candidate to serve on the BHA Board.

NOW THEREFORE, BE IT RESOLVED by the Mayor of the City of Berkeley Tracy Matthews is appointed to serve as a Tenant Commissioner on the Berkeley Housing Authority Board; and

BE IT FURTHER RESOLVED by the Council of the City of Berkeley that it supports the Mayor's determination regarding the qualifications of Tracy Matthews and hereby confirms the Mayor's appointment; and

[Title of Report]

CONSENT CALENDAR
November 28, 2023

BE IT FURTHER AND FINALLY RESOLVED by the Mayor of the City of Berkeley that, pursuant to Health and Safety Code Section 34272(a), Tracy Matthews is appointed to serve as a Tenant Commissioner for a two-year term.

T RACY M ATTHEWS

(510) 575-5804 | MIZMATT@GMAIL.COM

CAREER PROFILE:

Organized and people oriented **Human Services Professional** proficient in instituting and sustaining organization processes and systems. Proven leadership skills in effectively coaching program participants to encourage motivation and establish a positive and cooperative work environment. Competent, assertive, and resourceful, with the ability to develop and implement culturally competent protocols in diverse, cross-cultural environments. Driven by challenges and committed to providing exceptional customer service.

CORE COMPETENCIES:

- ✓ Policy development and implementation; proficient with Alameda County SSA policies and procedures.
- ✓ Knowledgeable of training methods and techniques; initiate performance evaluations.
- ✓ Compliance & reporting; well versed in program and process auditing.
- ✓ Familiar with the needs of the economically and educationally disadvantaged and unemployed.
- ✓ Vast knowledge of community resources, counseling techniques, employment programs and resources.
- ✓ Remedial, vocational, educational and training resources.
- ✓ Computer systems and applications.
- ✓ Outstanding interpersonal skills; an excellent ability to establish positive rapport with team members, managers and colleagues.

SUMMARY OF QUALIFICATIONS

QUALIFICATIONS:

- Strong Leadership skills
- Program Management
- Conflict Resolution/Mediation
- Strong decision making skills
- Excellent Written/Verbal Communication
- Stellar customer service

TECHNICAL SKILLS:

- Proficient use of **CalWin**
- Microsoft Word, Outlook & Excel
- Multi-Line Phones
- Data Entry
- Advanced knowledge of **Personal Identifiable Information (PII)**
- Flexible; able to handle multiple tasks simultaneously

RELATED PROFESSIONAL EXPERIENCE:

Employment Counselor

2014 to present

Alameda County Department of Social Services (SSA), Oakland, CA

Manage and counsel SSA participants through a systematic program designed to assist them transition from public assistance to self-sufficiency.

- Interview clients to obtain factual information on ability to participate, supportive service needs, education, work, training and social histories, and eligibility factors. From this information,
- Facilitate appraisals and assessments to identify client needs, determine available resources, evaluate test results and provide services or make appropriate referrals for specialized assistance.
- Manage and track client eligibility and employment activities using casework methods and on-line computer based systems.
- Meet regularly with clients to provide goal-directed counseling, casework and continuous motivation.
- Identify noncompliance, make cause determinations, negotiate conciliations and determine eligibility in a timely manner if client fails to meet program requirements.
- Maintain chronological case dictation to support case activity.
- Develop and maintain a good working relationship with service providers, other professionals and agencies to advocate for clients. Mediate between clients and service providers to resolve complaints and problems.

Eligibility Technician II

2011 to 2014

Alameda County Department of Social Services (SSA), Hayward, CA

Primary responsibilities included processing complex and routine applications for public assistance and maintain a continuous program of eligibility review.

- Interviewed applicants for public assistance and provide detailed explanations relevant to the conditions for continued public assistance; completed application forms and witnesses signatures.
- Calculated initial budget and makes recommendations on the grant approval.
- Initiated case records showing basis for public assistance eligibility; maintained a continuous program of eligibility review; and prepare correspondence as required.
- Determined eligibility for authorization for Medi-Cal and Food Stamps; maintained case records; and maintained a continuous program of eligibility review for Medi-Cal and Food Stamps.

Eligibility Tech I

Alameda County Social Service Agency, Benefits Division, Hayward CA

2009 to 2010

Interview applicants for public assistance aid programs by phone or in person; explaining conditions for initial and continued receipt of public assistance.

- Completing or assisting with completion of application forms and witnessing signatures; taking sworn statements from applicants and recipients regarding the accuracy of their application for public assistance.
- Explaining program's objectives and limitations and the applicant's rights and responsibilities.
- Computing initial budgets to determine program eligibility.
- Verifying eligibility factors and providing justification or findings made from investigations.
- Initiating and maintaining electronic case records.

~ ADDITIONAL EXPERIENCE ~

Customer Service Rep

Tagged Inc., San Francisco CA
April 2010 – September 2010

Instructional Aide

Alameda County Office of Education
Camp Wilmont Sweeny and Buena Vista Education Center, San Leandro CA
February, 2004-2007

Office Specialist II

City of Berkeley
Public Works, Health and Human Services, Housing Energy Division, Berkeley Housing Authority

General Accounting Clerk Payroll/ Administrative Assistant

Diversified personnel Services

Literacy Tutor

AmeriCorps Office, Lockwood Elementary School, Oakland, CA

EOPS Peer Advisor

Laney College, Oakland CA

Supervisor

Air Operations, United Parcel Service, Oakland Airport, CA

Education & Training:

California State University, Hayward CA

- B. A. Sociology ~ 2008
- B. A. Psychology ~ 2006

Laney College, Oakland CA

- A.A., Social Science ~ 2003
(Emphases in Psychology & General Education)