

# *Memorandum*

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Richard Doyle  
City Attorney

**SUBJECT: HUMAN SERVICES  
COMMISSION APPLICANTS**

**DATE:** October 30, 2017

## **BACKGROUND**

This Office routinely reviews applications to City boards and commissions. The applications generally do not provide complete information; however, they do occasionally disclose potential conflicts of interest or incompatible offices. The purpose of this memorandum is to highlight major areas of potential conflict which are disclosed by the applications.

## **COMMISSION DUTIES**

The Human Services Commission was formed to study, review and evaluate, and make recommendations to the City Council regarding programs and matters affecting human rights. The membership of the Commission is to be representative of the entire community and is to be comprised of persons with human rights concerns. At least one (1) member of the Commission is required to be a disability service provider or representative of the disabled community. At least one (1) other Commissioner is required to be a domestic violence service provider or survivor.

## **APPLICANTS**

Applications from the applicants listed below were reviewed by our office. This review was limited to the information provided on the applications and was not intended to be comprehensive investigation of potential conflicts involving the applicants. Unless otherwise indicated, no application discloses incompatible offices or apparent conflicts of interest that would substantially impair the functioning of the commission.

### **LEGAL CONFLICTS THAT MAY PRECLUDE VOTE OR PARTICIPATION**

Certain positions may preclude a commissioner from participating in a commission discussion or from voting if a matter involving the entity comes before the commission. While this list is not complete, these types of conflicts generally fall within one or more of the following situations:

- An application shows entities that are “sources of income” to a potential commissioner within the 12 months preceding the start of the commission term, as defined under the Political Reform Act,
- An application shows sources of income to a Spouse or Domestic Partner of a potential commissioner within the 12 months preceding the start of the commission term,
- An applicant or the Spouse or Domestic Partner of an applicant, is an Officer or Board Member of an entity and it is foreseeable that the entity could be involved in a matter coming before the commission.

### **APPEARANCE OF BIAS**

There may be facts which would not amount to a legal conflict of interest requiring a commissioner to recuse him or herself from a commission vote or discussion, however the relationship could create an appearance of bias on the part of the commissioner. City Council policy requires commissions to be free from bias in their decision making, and may require a commissioner to recuse him or herself if the facts could reasonably lead one to conclude that the applicant would be biased for or against an entity or entities.

### **LEGAL REVIEW OF APPLICANTS**

Set forth below are the applicants and any apparent legal conflicts of interest and/or appearance of bias related to entities that are likely to come before the Commission in some manner, as identified in their applications.

**Ruben Valles Jr.** - Mr. Valles' application indicates he is employed as Site Director at Newton Center, Inc. His application indicates no spouse. His application discloses neither incompatible offices nor apparent conflicts of interest.

**Jessica Rossman** – Ms. Rossman's application indicates she is employed as a Recruiting Sourcer at NVIDIA. Her application indicates her spouse is employed at Microsoft as a Business Administrator. Her application discloses neither incompatible offices nor apparent conflicts of interest.

**Elaralani Rivers** – Ms. Rivers' application indicates she is employed as a swim instructor at Club Sport. The application indicates no spouse. Her application discloses neither incompatible offices nor apparent conflicts of interest.

**Charles Nyakundi** – Mr. Nyakundi's application indicates he is employed as a Human Resources Consultant by Oracle. The application indicates his spouse is employed by Plutora, Inc., but the job title is not specified. His application discloses neither incompatible offices nor apparent conflicts of interest.

**Cody MowBray** – Mr. MowBray's application indicates he is employed as a Shift Leader at Veggie Grill. The application indicates no spouse. His application discloses neither incompatible offices nor apparent conflicts of interest.

**Jennifer Merriam** - Ms. Merriam's application indicates she is employed as Assistant Director at Creative Minds Child Development Center. The application indicates no spouse. Her application discloses neither incompatible offices nor apparent conflicts of interest.

**Juten Mukesh Mehra** – Mr. Mehra's application indicates he is employed as an internal auditor by Applied Materials Inc. The application indicates no spouse. His application discloses neither incompatible offices nor apparent conflicts of interest.

**Jason Kong** – Mr. Kong's application indicates he is employed as an assistant paralegal at Fragomen World Wide. His application indicates no spouse. His application discloses neither incompatible offices nor apparent conflicts of interest.

**Rita Holiday** - Ms. Holiday's application indicates she is employed as a Community Engagement Program Manager at Intel Corporation. The application indicates no spouse. Her application indicates that Ms. Holiday currently serves as a California Volunteers Commissioner, a State commission. Her application discloses neither incompatible offices nor apparent conflicts of interest.

**Sarah Herald** – Ms. Herald's application indicates she is employed as a STEAM Educator by the San Francisco 49ers. The application indicates no spouse. Her application indicates that she is an Executive Board Member of a nonprofit called Read, Write, Discover. Her application discloses neither incompatible offices nor apparent conflicts of interest.

**Franklin Elieh** – Mr. Elieh's application indicates he is employed as a Senior Sales Executive with NetLine Corporation. His application indicates no spouse. His application discloses neither incompatible offices nor apparent conflicts of interest.

**Jessica Dickinson Goodman** – Ms. Goodman's application indicates she is employed as Outreach and Marketing Coordinator for Child Advocates of Silicon Valley. Her spouse is employed by Amazon as a Senior Software Developer. The application indicates that her employer might be affected by decisions of this Commission. If Ms. Goodman is appointed to the Commission, there could be a conflict of interest necessitating recusal of Ms. Goodman, or potentially of the Commission, if an item comes before the Commission that involves Child Advocates of Silicon Valley. Other than that, her application discloses neither incompatible offices nor apparent conflicts of interest.

**James Andrews** – Mr. Andrews' application indicates he is retired. The application indicates his spouse is employed by The Harker School as Assistant to Admissions Director. His application discloses neither incompatible offices nor apparent conflicts of interest.

**Patrick Adams** – Mr. Adams' application indicates he is employed as an Administrative Fellow at Stanford Health Care. The application indicates no spouse. His application discloses neither incompatible offices nor apparent conflicts of interest.

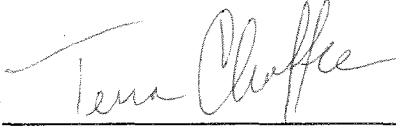
**Arathi Palanisami** – Ms. Palanisami's application indicates she is employed by Visolve Inc. as an Admin Assistant. The application indicates no spouse. Her application discloses neither incompatible offices nor apparent conflicts of interest.

**Alberto Carrillo Sr.** – Mr. Carrillo's application indicates he is retired. The application indicates no spouse. His application discloses neither incompatible offices nor apparent conflicts of interest.

**CONCLUSION**

The applicants do not appear to have any incompatible offices or pervasive conflicts which would prevent them from serving on the Commission; although one applicant may be precluded from participating in matters involving her employer. You may wish to consider the above comments in appointing the applicants to serve on the Human Services Commission.

RICHARD DOYLE  
City Attorney

By:   
Terra Chaffee  
Senior Deputy City Attorney

cc: Dave Sykes, City Manager  
Toni J. Taber, CMC, City Clerk