



# MELISSA WILK

## ALAMEDA COUNTY

### AUDITOR-CONTROLLER/CLERK-RECORDER

*March 2022 Newsletter*

## *Message from Melissa*

Dear Alameda County,

In our January Newsletter, I updated you about our on-going efforts to re-open our Tri-Valley Clerk-Recorder's Office in Dublin. For the last several months, my staff has worked collaboratively with our labor organizations to explore different options that would allow us to modify our space and fully open our Tri-Valley doors again.

Thanks to their perseverance, our Tri-Valley Office is now open to the public, and we are excited to welcome back our customers for in-person services! Please see the information below about how to prepare for your visit to our Dublin Office, as we continue to adapt our services to ensure the health and safety of the public and our employees.



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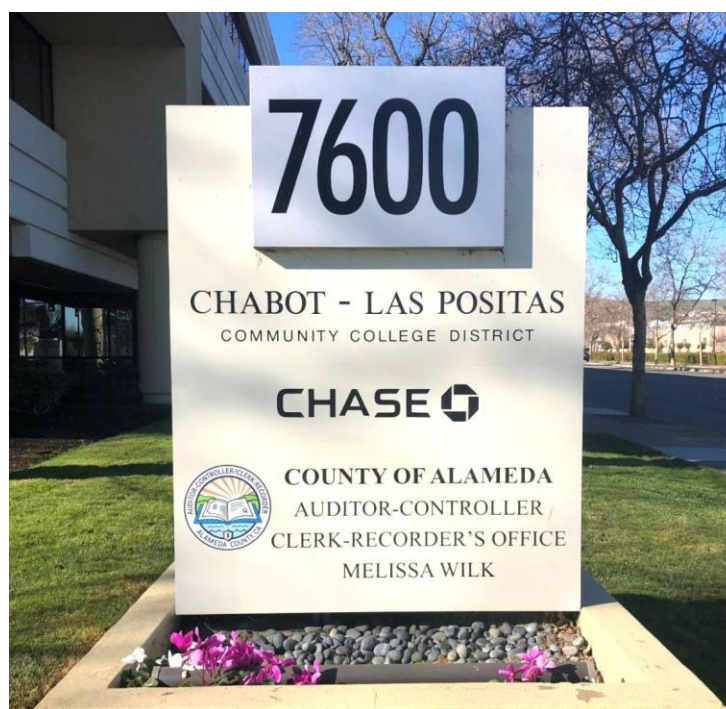
I am also happy to share my congratulations to two exemplary long-term employees retiring this month after nearly 75 years of combined service. Please read more about them below.

As always, I hope that you will enjoy reading about what our amazing staff has been working on to ensure that we meet the unique and diverse needs of all members of our Alameda County communities. It is a privilege serving you!

Best,

*Melissa Wilk*

## ***Our Tri-Valley Office is Open!*** ***Here's What You Need to Know***



After nearly a two-year hiatus, the Clerk-Recorder Tri-Valley Office in Dublin is happy to offer in-office services by appointment to the public as of February 22.

"Ever since we re-opened our Clerk-Recorder Office in Oakland, the number one question I've been getting is when would we re-open our Tri-Valley Office?" said Melissa Wilk. "Our staff has been working really hard to get this done, and we're very proud to be serving Tri-Valley customers again closer to home."

"So far, our reservation system has been working very smoothly. As health and safety guidelines become more flexible, our goal is to eventually open up for walk-in visits."

Here is what you need to know:

***Which Clerk-Recorder services are offered at the Tri-Valley Office?***

Our most popular services – copies of birth, death, and marriage certificates; marriage licenses; and recording of documents – are all currently offered at the Tri-Valley Office. Our Office in Oakland can provide the same services as our Tri-Valley Office as well as meet your needs for marriage ceremonies, filing of CEQA documents, filing of maps, and professional registrations (e.g. process servers, professional photocopiers, legal document assistants, unlawful detainer assistants).

***When is the Tri-Valley Office open?***

Mondays through Fridays 8:30am - 5pm, except on County holidays. The first appointment of the day is available at 8:30am, and the last appointment of the day is available at 4:30pm.

***Does the Tri-Valley Office require scheduled appointments?***

Yes. You can schedule an appointment online [here](#). Currently, you can make a reservation up to five weeks in advance, and there are many time slots available. We are hopeful to resume walk-in services in the future with appropriate guidance from public health officials. If you require the flexibility of walk-in service, please visit our Office at 1106 Madison Street in Oakland.

***If I need to obtain more than one service at the Clerk-Recorder's Office, do I need to make multiple appointments?***

No. You only need to reserve one appointment time for all of your needs. For example, if you need a copy of your marriage certificate and a copy of your child's birth certificate, you can take care of both with one appointment.

***How much is parking? Are you near transit?***

Parking is free and plentiful at our Tri-Valley location (7600 Dublin Blvd, Dublin). We're also located less than a half-mile from the West Dublin/Pleasanton BART station.

***How can I obtain more information?***

Please call us at 1-888-280-7708 or email us at [CROCustomerService@acgov.org](mailto:CROCustomerService@acgov.org). We are happy to help you!

Follow Melissa on [Twitter](#) for the latest information!

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## Meet our Central Payroll Unit



The Central Payroll Unit performs vital payroll administration services for all Alameda County employees to ensure the timely and accurate time entry and payroll processing every two weeks for over 10,000 County employees.

Each time payroll is processed, the Central Payroll Unit must ensure compliance with the County Administrative Code and multiple salary ordinances; State and Federal tax laws; wage and hour regulations; and over 20 Memorandum of Understanding (MOU) agreements. Additionally, over the past two years, extra efforts have been required to review and implement multiple new State and Federal regulations and leave programs in response to the COVID-19 pandemic.

The Central Payroll Unit has been led by Assistant Controller Lisa Johnson for the past five years. "It's been an amazing five years in this position serving the employees of Alameda County," said Lisa. "Although the last two years have certainly been challenging with COVID, our fantastic team of payroll professionals here have risen to each challenge and built a closer bond while doing so."

Lisa proudly recounted those early months of the pandemic, "Our team showed so much resolve and resilience to make sure that all of their colleagues across the County got paid timely and accurately while also helping manage and implement new initiatives. It's a real testament to their commitment to their work no matter what challenges arise, and the great support we get from Melissa Wilk who makes sure we have everything we need to deliver for Alameda County."

This month Lisa transitioned to a new position as the Assistant Chief Executive Officer of the Alameda County Retirement Association (ACERA). Although she is already missed, we couldn't be happier for her and are fortunate that we will continue working with her in her new role at ACERA.

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## Restrictive Covenant Redaction Project Melissa Provides Update to Hayward Rotary Club



Founded in 1922, the Hayward Rotary Club has been proudly serving the community for 100 years. The Club's contributions include helping thousands of children and families attain health care, achieve educational goals, and improve quality of life. The Hayward Rotary Club believes in Service Above Self, empowering them to make positive differences in the community and throughout the world. *Pictured above from left to right: Brian Schott, Hayward Rotary Club Past President; Melissa Wilk; Chuck Horner, Pastor; Sara Lamnin, Hayward City Councilmember.*

On March 14, Melissa was invited to present the Clerk-Recorder Office's Restrictive Covenant Redaction Project to the **Rotary Club of Hayward**. This project was prompted by the passage of Assembly Bill (AB) 1466 by the California State Legislature, which was signed into law by Governor Newsome last fall.

AB 1466 authorized the State's County Recorders to redact unlawful and discriminatory language, with review and approval of their respective County Counsel. AB 1466 does not authorize any redaction or alteration to original records which are preserved for historical purposes, rather, as stated in the Government Code, "redaction" means the process of rerecording a document that originally contained unlawful restrictive language, and when presented to the county recorder for rerecording, no longer contains the unlawful language or the unlawful language is masked so that it is not readable or visible.

All State County Recorders must have an implementation plan by July 1, 2022 to proactively identify previously recorded documents with unlawful and discriminatory language. The Clerk-Recorder's Office of Alameda County is in the process of drafting our implementation plan which will include a review of our 25 million archived records for unlawful and discriminatory language. Once completed, the plan will be posted on our website upon completion.

Pending the final plan, Melissa has highlighted a more pro-active phase of the project that encourages the general public to get involved. Anyone can make a request to redact illegal restrictive covenants in deeds pertaining to properties in Alameda County and is invited to do so by emailing [CROCustomerService@acgov.org](mailto:CROCustomerService@acgov.org). The request just needs the property's instrument number or book and page number of the document, along with a brief citation to the discriminatory language. It is not necessary to send an actual copy of the document, and there is no additional form to fill out.

"We want to make reporting illegal covenants as easy and accessible as possible," said Melissa. "We want our communities to feel empowered and have a hand in helping us recognize and fix the unfortunate legacies of racist policies that currently exist in property deeds all over Alameda County."

Due to community outreach to our office, we recorded our first Restrictive Covenant Modification as authorized by AB 1466 on February 23, 2022. We anticipate recording many more modifications with the community's help.

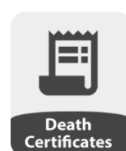
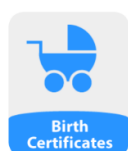
For language to be eligible for redaction, the discriminatory restrictions must be covered by AB 1466. These include restrictions based on age, race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, familial status, marital status, disability, veteran or military status, genetic information, national origin, ancestry, and source of income as defined in Section 12955 of the Government Code.

Stay tuned for future updates on the development and progress of this important program by following us on [Twitter](#).

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## SAVE TIME AND ORDER ONLINE

Need your birth, marriage, or death certificate? Save yourself time and order online!  
Select our *pick-up option* and we can typically turn around your order within a few days.  
Click below to get started



## Protecting Your Vital Records and How to Return Lost Documents



On March 23, 2022 a customer from Oakland visited our office to purchase a copy of his birth certificate. He later misplaced it on local public transit. Luckily, a good Samaritan found it, saw the name Melissa Wilk, contacted our office, and even offered to send it to the customer who had lost it. We contacted the customer, let him know that the certificate was found, and obtained his permission to give his address to the person who found it so that it could be mailed back to him.

While we were happy to facilitate the customer's retrieval of his lost document, this situation could have easily turned out differently if not for the actions of the good Samaritan.

Vital records issued by the Clerk-Recorder's Office such as birth, death and marriage certificates are documents that are used to establish legal identity similar to a driver's license or passport. If these documents ever fall into the wrong hands, they could be used to perpetuate identity theft. So, it is critical that you keep these records safe.

If you happen to find a vital record that someone lost or misplaced, please contact the issuing agency for instructions on how to return the document. You can identify which agency issued the document by looking at the bottom right-hand corner of the document. For example, the image on the right shows the logo and seal of the Alameda County Auditor-Controller/Clerk-Recorder Agency, which is embossed on the bottom right-hand corner of all of our vital record certificates.



If it is a vital record issued by our office, please call our customer service number at **(510) 272-6362** or mail it back to us at: *The Office of the Clerk-Recorder, 1106 Madison Street, Oakland, CA 94607* with a note that the vital record was found. We would greatly appreciate your efforts to help protect our customers.

If you have a vital record that was lost, please contact us (or the appropriate issuing agency) to see if someone may have returned it. Above all, please protect yourself and secure your documents after obtaining them from us.

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## Celebrating March as Art is Education Month



Pictured above are Melissa Wilk, Alameda County Auditor-Controller/Clerk-Recorder; Rachel Osajima, Alameda County Arts Commission Director; and Keith Carson, President of the Alameda County Board of Supervisors.

On March 1, 2022, President of the Board of Supervisors Keith Carson and the Alameda County Board of Supervisors proclaimed March as, "Art is Education Month" and honored April as "Arts, Culture and Creativity Month."

Co-founded by the Alameda County Arts Commission, Art is Education Month is the 22nd annual event recognizing the pivotal role of arts, culture, and creativity for the community. The Arts Commission leads the local arts education initiative, CREATE Alameda County, and the new community building network, Alameda County and the City-Level Arts Partnership, to promote unified support for the arts.

"We are so proud to recognize arts and creativity as part of a high-quality education," said Melissa. "The Art is Education Month of March is our way of encouraging others to celebrate the power of arts in our communities."

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## Internship Opportunities at the Auditor Controller/Clerk-Recorder Agency



Are you or anyone you know about to graduate from college and wondering what to do with your degree? Are you interested in learning more about the public sector and how you can apply your knowledge to a variety of departments, while serving your community? If so, the [Auditor-Controller/Clerk-Recorder Internship Program](#) may be the perfect opportunity for you to gain hands-on work experience in a collaborative environment. Our Agency offers a wide range of job assignments, from conducting audits of County programs to working with local artists and assisting the local community in obtaining their public records.

Full-time AND part-time internships are available with flexibility for current students.

To apply, please submit your resume with a cover letter telling us about your educational focus and why you are interested in working with the Alameda County Auditor-Controller/Clerk-Recorder Agency. Applications should be emailed to: [hr.auditor@acgov.org](mailto:hr.auditor@acgov.org).

To learn more: <https://www.youtube.com/watch?v=ZeaQGY3SaK0>

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## Best Wishes to Two Outstanding Women on their Retirement: *Debbie Sullivan and Kelly Vale*



### Debra "Debbie" Sullivan, Administration

Debbie began working with the Alameda County General Services Agency (GSA) in April 1982 and after nearly 36 years transitioned to the Auditor-Controller Agency directly supporting both the prior and current Auditor-Controller/Clerk-Recorder.

Some very fulfilling experiences that she takes away from Alameda County were working as the "2017 Countywide Coordinator" for the Alameda County Combined Charities Campaign; and in 2018 and 2019 volunteering for the Alameda County Women's Hall of Fame, while working for the Auditor-Controller Agency.

Just shy of 40 years with the County, Debbie says that she will miss such a meaningful career and being around her friends and co-workers; however, she is extremely excited for what lies ahead.

### Kelly Vale, Central Collections

Central Collections Supervisor II, Kelly Vale began her County career in the Auditor-Controller's Central Collections Unit in February 1987. Kelly eventually became a Collection Deputy in 1992, Supervising Clerk in 2006, and eventually a Central Collections Supervisor II in 2010. She has been in this position for nearly 12 years.



Asked what she will miss most about work, Kelly replied, "Besides my colleagues, coming here and doing my job – being able to help people. I love customer service. It's one of my specialties."

*We congratulate the retirement of two incredible employees who have been with Alameda County for nearly 75 collective years. Thank you for your service, Debbie and Kelly!*

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## QUESTIONS FOR OUR AGENCY?

Are there upcoming community events that you would like us to attend? Do you have a specific question you would like to ask? Is your community or organization interested in a presentation about the services provided by the Auditor-Controller/Clerk-Recorder Agency?

**Email** Melissa Wilk at [ACCR.info@acgov.org](mailto:ACCR.info@acgov.org) or follow her on [Twitter](#) to let her know what questions we can answer and how we can support your efforts.



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## STAY IN TOUCH

To get breaking updates on Auditor-Controller/Clerk-Recorder Agency services, announcements, and hours of operation, follow Melissa on Twitter [@MelissaWilkACCR](#).

If this email was forwarded to you, subscribe to our newsletter by emailing us at [ACCR.info@acgov.org](mailto:ACCR.info@acgov.org).



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