

**CITIZENS APPOINTMENT COMMITTEE
REGULAR MEETING**

City Hall Meeting Room
300 W. Crowell Street
Monroe, NC 28112

December 5, 2022 - 3:30 PM

AGENDA

1. Minutes of Citizens Appointment Committee Meeting of March 7, 2022
2. Appointments and Reappointments
3. Planning Board Membership and Other City Board/Commission Membership
4. Removal of Members from Diversity, Equity and Inclusion Committee

**CITY OF MONROE
CITIZENS APPOINTMENT COMMITTEE
REGULAR MEETING**

March 7, 2022

4:00 p.m.

Present: Mayor Pro Tem/Chair Gary Anderson Council Member Freddie Gordon and Council Member Thompson.

Absent: None.

Staff

Present: Interim City Manager Brian Borne, City Attorney Mujeeb Shah-Khan, Communications Director Pete Hovanec, Police Chief Bryan Gilliard, Fire Chief Ron Fowler, Assistant Director of Economic Development Ron Mahle, Airport Manager Peter Cevallos, and Deputy City Clerk Sherry Hicks.

Staff

Absent: None.

Visitors: Robert Yanacsek.

The Citizens Appointment Committee met in the City Hall Conference Room at 4:00 p.m. on March 7, 2022. Chair Anderson presided.

Chair Anderson advised that he had requested Staff attend the meeting because they should have input and he was not aware of why that had changed.

Item No. 1. Consideration of Upcoming Appointments.

A. Charlotte-Monroe Executive Airport Commission. Chair Anderson advised that Gary Wilfong was recommended to appointment as Vice-Chair for the Charlotte-Monroe Executive Airport Commission to replace Cress Horne.

Council Member Gordon moved to recommend appointment of Gary Wilfong to Vice-Chair to replace Cress Horne. Council Member Thompson seconded the motion, which passed unanimously with the following votes:

AYES: Chair Anderson, Council Members Gordon and Thompson
NAYS: None

City Attorney Mujeeb Shah-Khan advised that Staff wanted to make sure for the record that it was clear that the packet had been republished and provided to the Committee.

B. Charlotte-Monroe Executive Airport Commission. Chair Anderson advised that an application was received for Howard Heda for the Charlotte-Monroe Executive Airport Commission.

Council Member Gordon advised that he was aware of Mr. Heda and he had knowledge and experience in that industry and had previously served on this committee.

Mr. Peter Cevallos advised that was correct and after the mandatory one year waiting period after his term expired, he was applying with Staff's support.

Council Member Gordon moved to recommend appointment of Howard Heda to a Full Term to replace Ken Haigler on the Charlotte-Monroe Executive Airport Commission with an effective date of January 1, 2022 and term expiration date of December 31, 2024. Council Member Thompson seconded the motion, which passed unanimously with the following votes:

AYES: Chair Anderson, Council Members Gordon and Thompson
NAYS: None

C. Monroe Housing Authority. Chair Anderson advised that an application had been received from James Vinson for the Monroe Housing Authority.

Council Member Gordon inquired if Mr. Vinson was applying as a regular member or a resident.

Ms. Sherry Hicks advised that he was applying as a regular member.

Council Member Thompson moved to recommend appointment of James Vinson to a Full Term on the Monroe Housing Authority with an effective date of January 1, 2022 and term expiration date of December 2026. Council Member Gordon seconded the motion, which passed unanimously with the following votes:

AYES: Chair Anderson, Council Members Gordon and Thompson
NAYS: None

D. Monroe Tourism Development Authority. Chair Anderson advised that Pat Kahle was recommended to appoint as Vice-Chair to the Monroe Tourism Development Authority (TDA) with an effective date of January 1, 2022 and term expiration date of December 31, 2024.

Chair Anderson advised that he knew Ms. Kahle and she was a very instrumental part of the community in many ways.

Council Member Gordon advised that she was unanimously recommended by the TDA.

Council Member Thompson moved to recommend appointment of Pat Kahle as Vice-Chair to the Monroe Tourism Development Authority to a Full Term with an effective date of January 1, 2022 and term expiration date of December 31, 2024. Council Member Gordon seconded the motion, which passed unanimously with the following votes:

AYES: Chair Anderson, Council Members Gordon and Thompson
NAYS: None

E. Monroe-Union County Economic Development Board of Advisors. Chair Anderson advised that an application had been received for Mary DeStaffan for the City's position on the Monroe-Union County Economic Development Board of Advisors.

Chair Anderson inquired if Staff had any comments or concerns.

Mr. Ron Mahle advised that Ms. DeStaffan was an extremely intelligent person and highly recommended her.

Council Member Thompson moved to recommend appointment of Mary DeStaffan to the Monroe-Union County Economic Development Board of Advisors to a Full Term with an effective date of January 1, 2022 and term expiration date of December 31, 2024 to replace Todd Johnson. Council Member Gordon seconded the motion, which passed unanimously with the following votes:

AYES: Chair Anderson, Council Members Gordon and Thompson
NAYS: None

F. Public Safety Committee. Chair Anderson advised that there were three vacancies and four candidates: Hayden Desio-Munn, Charles Perry, Todd Price, and Robert Yanacsek requesting appointment to the Public Safety Committee.

1. Hayden Desio-Munn. Council Member Gordon advised that he knew Ms. Desio-Munn and had known four generations of her family. He advised that they had all been active and involved in this City and felt that she would be a good member.

Chair Anderson inquired if there were any comments or concerns.

Council Member Gordon moved to recommend appointment of Hayden Desio-Munn to the Public Safety Committee to a Full Term with an effective date of January 1, 2022 and term expiration of December 31, 2023. Council Member Thompson seconded the motion, which passed unanimously with the following votes:

AYES: Chair Anderson, Council Members Gordon and Thompson
NAYS: None

2. Charles Perry. Chair Anderson inquired if Mr. Perry had to rotate off for a year.

City Attorney Shah-Khan advised that was not correct. He advised that Mr. Perry's term was expiring and there was some confusion over his term and whether or not he was continuing to serve to where he received the email to come to the next meeting which was the February meeting and he attended. City Attorney Shah-Khan advised that Staff determined that when the course of answering the questions of vacancies, it was not clear if his seat was vacant and it was, so Staff made sure that he understood he was no longer on the committee. He advised that Mr. Perry wanted to be considered for reappointment. City Attorney Shah-Khan advised that Mr. Perry was eligible for an additional term as he has only served one term on the committee.

Chair Anderson advised that he wanted to make sure that it was understood that there was a total of three potential recommendations and still had to consider Charles Perry, Todd Price, and Bob

Yanacsek. He advised that to be fair, he did not want to take them in certain order and wanted to read out all of the names and make sure that everybody was considered.

3. Todd Price. Chair Anderson advised that Todd Price had previously served and had to rotate off for a year.

City Attorney Shah-Khan advised that was correct as his was a term expiration.

Chair Anderson advised that Todd Price served on the Public Safety Committee when he did and was a very faithful member and did an outstanding job. He advised that Mr. Price also serves on the Union County Public School Board and was knowledgeable of the school process, school SRO's and, a lot of the safety issues that Union County Public School takes very seriously.

Mr. Fowler advised that Todd Price was also just appointed to serve on the City's Fireman's Relief Board in December 2021 with an effective date of January 2022 and was doing a good job.

City Attorney Shah-Khan inquired if Mr. Price was still on the school board.

Mr. Gilliard advised that was correct.

City Attorney Shah-Khan advised that there was a constitutional issue regarding serving one elected and one appointed and perhaps a choice would have to be made as long as he was serving on the school board which would be his elected position. He advised that the appointed position that was not related to his service as a school board member could be the Public Safety Committee; however, it would mean that he would not be on the Fireman's Relief Board or if he stayed on the Fireman's Relief Board, then he would not be eligible for the Public Safety Committee. City Attorney Shah-Khan advised that if the intent was to recommend him for Public Safety Committee that between now and the Council Meeting, there would have to be a discussion as to which one if he were appointed to that one, if he would wish to continue serving on Fireman's Relief Board which would mean that he could not serve on the Public Safety Committee.

Council Member Thompson inquired how long Mr. Price had been on the Fireman's Relief Board.

Mr. Fowler advised that he just started in January 2022.

City Attorney Shah-Khan advised that he probably was not aware of the issue and it had not been raised. He advised that because of the delay that has been mandated by the process of Council that it would not go to Council until the April meeting, Staff would have time if the committee made that recommendation to make him aware of that.

4. Robert Yanacsek. Chair Anderson asked if anyone had comments or questions about Mr. Yanacsek.

Mr. Fowler advised that he had been involved with Frost Team which was an aircraft fire and rescue service that the City had contracted with for the last two years for the Air Show. He advised that he did not know if that created any issue or not, but that team has done a good job with the Air Show.

City Attorney Shah-Khan advised that he did not think there would be an issue if he were appointed with respect to that because the contract was with the City and the Public Safety Committee has no role with respect to that contract.

Council Member Thompson moved to recommend for appointment to the Public Safety Committee: Charles Perry and Todd Price. Council Member Gordon seconded the motion, which passed unanimously with the following votes:

AYES:	Chair Anderson, Council Members Gordon and Thompson
NAYS:	None

City Attorney Shah-Khan advised that Staff would reach out to Mr. Price to let him know that if Council were to appoint him, he would have to make a choice in terms of Public Safety Committee or Fireman's Relief Board.

Item No. 2. Other Business. Chair Anderson advised that previously when the Citizens Appointment Committee made recommendations, they would go to the next City Council Meeting. He advised that he was learning that things somehow got changed in his two-year absence. Chair Anderson advised that he would like to add an item to the April agenda that there was no need to wait an entire month to make these recommendations to Council. He advised that the agendas and packets were published and Council still had to make the final approval in open session so there was full transparency.

Chair Anderson advised that for example, when the Public Safety Committee resumes in April on the first Monday of the month, these people that were recommended still could not be on that committee because of Council having not met yet in April. He advised that it seemed unfair that someone would apply, attend a meeting and then have to wait a month because of the dates; however, they had to ultimately wait two months before they could serve on the committee and he did not understand how that got messed up.

Chair Anderson advised that he recommended placing the item on Council's April agenda so as not to hold citizens up for two months after having been recommended by this committee and it just seemed logical.

City Attorney Shah-Khan advised that since the agenda had been published, you are required that anything that was not on the agenda could be discussed by Council, but to take any action would require a unanimous vote of Council to act on anything. He advised that given that this was less than 24 hours before the meeting, he advised that any two Council Members or the Mayor could seek to place it on the agenda for the April meeting. City Attorney Shah-Khan advised that it would require a unanimous vote of Council to take any action, unless you just put it on the agenda in April as part of the normal process.

Chair Anderson, along with Council Members Gordon and Thompson, advised that they requested for Staff to add the item to the agenda for the April City Council Meeting.

City Attorney Shah-Khan advised that Staff would put it on the April agenda.

Council Member Thompson moved to adjourn the Citizens Appointment Committee Meeting of March 7, 2022 at 4:30 p.m. Council Member Gordon seconded the motion, which passed unanimously with the following votes:

AYES: Chair Anderson, Council Members Gordon and Thompson
NAYS: None

Gary Anderson, Chairperson

03-07-2022



STAFF REPORT

TO: Citizens Appointment Committee

VIA: Brian J. Borne, City Manager

DATE: December 5, 2022

FROM: Bridgette H. Robinson, City Clerk

PREPARED BY: Sherry K. Hicks, Deputy City Clerk

SUBJECT: Consideration of Appointments and Reappointments

SUMMARY STATEMENT

Consideration of Upcoming Appointments to Boards and Chair and Vice-Chair recommendations.

REVIEW

The Citizens Appointment Committee will meet on December 5, 2022 to consider the following applications:

Name of Board	Vacancies	Applicant(s)	Met Meeting Requirements
ABC Board	One current member eligible for reappointment (Terry Sholar)	Terry Sholar	Current Member
Board of Adjustment	Five (Four Regular and One ETJ)	None	
Charlotte-Monroe Executive Airport Commission	One current member eligible for reappointment (Hayden Desio-Munn)	Hayden Desio-Munn	Current Member
Downtown Advisory Board	One	None	
Historic District Commission	Chair (HDC Committee recommends Archie Morgan)	Archie Morgan	Current Member
Historic District Commission	Vice-Chair (HDC Committee recommends Jennifer Smith)	Jennifer Smith	Current Member
Historic District Commission	Five	None that met requirements	
Monroe Housing Authority	One Member One MHA Resident	Benita Sanders	Yes

Monroe Tourism Development Authority	One Hotel One Restaurant	None None	
Monroe-Union County Economic Development Board of Advisors	Two	None	
Parks and Recreation Commission	Three	None	
Public Safety Committee	One	Robert Yanacsek	Yes
Union County Historic Preservation Commission	One member to replace Rich Ali who resigned on June 14, 2022	Kathleen Boring	Yes

RECOMMENDATION

Discussion and recommendation of appointments to City Council.

Sherry Hicks

From: no-reply@monroenc.org
Sent: Tuesday, October 4, 2022 10:29 AM
To: Sherry Hicks
Subject: Committee Application

Committee Application Form

Committee/Board seeking appointment	ABC
Applicant's Name	Terry Sholar
Applicant's Address	2901 Telefair Lane Monroe, NC 28110
Applicant's Email	tsholar@perrybundylaw.com
Applicant's Phone	(704) 2265558
Years in Monroe / Union County	20
Residency Information	City
Are you a U.S. citizen?	Yes
Education: List schools, dates attended, degrees obtained.	NC State University, 1968-1972, BS Degree Campbell University Law School, 1989-1992, JD Degree
Occupation: List past 3 and current employers and positions held.	Perry Bundy Plyler & Long, LLP, Attorney, Current City of Monroe, City Attorney, 2002 to 2013 Mosley, Elliott & Sholar, LLP - Attorney, 1992 to 2002
Please list civic and fraternal organizations in which you participate in Monroe/Union County.	Union County Chamber - Board Member Kiwanis Club of Monroe Council on Aging Board Member
Business and civic experience/skills relevant to the Committee/Board seeking appointment:	Current Board Chair - Monroe ABC Board Past Board Chair - Union County Chamber Current Chair of Public Policy Committee - Union County Chamber Past Board Chari - Alliance for Children Elder - Presbyterian Church and Current President of Board of Trustees
Areas of expertise/special skills relevant to the Committee/Board seeking appointment:	Current Chari of Monroe ABC Board
Please explain your interest in serving on the above named Committee/Board.	Currently Serving on the ABC Board and current Board Chair. I have gained knowledge and insight on ABC operations including finances, operations, and distributions for the Monroe Store.

Are you currently serving on any other appointed bodies? No

If yes, please list.

Do you currently hold an elected office? No

If yes, please list.

Could any of your business or personal interests create a conflict (either real or perceived) if appointed? No

If yes, please explain conflict.

List meetings attended of the Committee/Board of interest. Attended all Monroe ABC Board meetings since appointment and all Annual Conferences of the NC ABC Board Association.

Has any formal charge of professional misconduct ever been sustained against you in any jurisdiction? No

If yes, please explain complete disposition.

Have you completed the City's Citizen's Academy? No

If yes, when did you complete the academy?

Have you ever been convicted of a felony? No

If yes, explain.

Signature Terry Sholar

Date

TERRY MELVIN SHOLAR

2901 Telefair Lane, Monroe, NC 28110

Home: (704) 226-8841

Office: (704) 289-2519

PROFESSIONAL EXPERIENCE

Attorney – Perry Bundy Plyler & Long, LLP., February 2014 to present
City Attorney-City of Monroe, February 2002 to 2013
Attorney-Moseley, Elliott, Sholar & Dickens, L.L.P., Attorneys-at -Law,
Roanoke Rapids, N.C., Partner and General Practice of Law, August 1992
to 2002
City Attorney-City of Roanoke Rapids, 1995 to 2002
Admitted to North Carolina Bar-1992
Intern-N.C. Department of Justice, Environmental Protection Section; Summer
1990
District Manager-N.C. Division of Marine Fisheries, Washington, NC,
responsible for fisheries management, law enforcement and district
administration; March 1986 to July 1989
Regional Coordinator/Marine Biologist-N.C. Division of Marine Fisheries,
Washington and Wilmington Regional Offices, Conducted marine
fisheries research and administered fisheries research and management
programs; October 1973 to March 1986
Marine Fisheries Technician-N.C. Division of Marine Fisheries, Wilmington
Regional Office; carried out field sampling programs; August 1972 to
October 1973

EDUCATION

Legal: Campbell University, Norman A. Wiggins School of Law,
J.D. Degree 1992; Admitted to N.C. Bar-1992
Law School Honors:
Client Counseling Competition and Negotiations Competition,
Winner-Intramural Competition; Winner ABA Regional
Competition; Fifth-ABA National Finals
Campbell Law Observer: Editor-NC Supreme Court
Environmental Law Society: Projects and Programs Chair
Honor Court: Elected 3L Representative
Who's Who Among Law Students
Order of Old Kivett
Undergraduate: N.C. State University; BS Degree– Wildlife Conservation, 1972

ACHIEVEMENTS AND HONORS

Governor's Coastal Water Management Task Force
Governor's Award-Water Conservationist of Year: NC Wildlife Federation
Outstanding Service Award- NC Dept NRCD
Education Foundation Trustee: Roanoke Rapids School District, Chairman
Kiwanis Club of Monroe: Director, President 2019-2020

Union County Chamber: Director, Board Chair, 2018-2019
Monroe ABC Commission: 2019 to present
Secretary/Treasurer-6A Judicial District Bar, 1995 to 2002
Rotary International: Roanoke Rapids Club, Director, President
Monroe Club, Director, Currently Secretary
Union County Community Arts Council-Director, President
Union Smart Start-Director, Board Member, President
Literacy Council of Union County-Director
Member of N.C. Bar Association
Member of North Carolina Municipal Attorney's Association, 1995 to Present-
Director, President 2013 to 2014
UNC School of Government – Southwest Council – 2008 to 2010

CHURCH

First Presbyterian Church of Roanoke Rapids-Deacon, Ruling Elder
First Presbyterian Church of Monroe-Ruling Elder, President Board of Trustees

References available upon request

CITY OF MONROE
APPLICATION TO SERVE ON APPOINTED BOARDS
COMMITTEES OR COMMISSIONS

Applicant must attend a minimum of two (2) Committee meeting(s) of interest within one year prior to submitting application before application will be considered.

DATE: 11/29/22

COMMITTEE/BOARD seeking appointment: Airport Commission

NAME: Hayden Desio - Munn

ADDRESS: 203 S. Washington St. Monroe 28112

MAILING ADDRESS: 203 S. Washington St. Monroe 28112

YEARS IN MONROE (UNION) COUNTY 39

RESIDENCY: CITY COUNTY (circle one)

Are you a United States Citizen? YES NO (circle one)

PRIMARY PHONE NUMBER 919.523.4334 HOME / MOBILE / BUSINESS (circle one)

E-mail Address: Hayden-munn@yahoo.com

EDUCATION:

List Schools, dates attended, Degrees obtained:

School	Date Attended	Degree
1. <u>Monroe High School</u>	<u>1988-1991</u>	<u>College</u>
2. <u>Greensboro College</u>	<u>1991-1992</u>	
3.		
4.		

OCCUPATION:

Past 3 and current employers and positions held

Employer	Position Held
1. <u>Clearsult, Inc</u>	<u>Project Manager</u>
2. <u>Clearsult, Inc</u>	<u>Recruiter</u>
3.	

Please list civic and fraternal organizations in which you participate in Monroe/Union County.

General Services, Public Safety, Union Symphony

Business and Civic experience/skills relevant to the Committee/Board seeking appointment:

Past member

REV May 31, 2022

Areas of expertise/special skills relevant to the Committee/Board seeking appointment:

Please explain your interest in serving on the above named Committee/Board:

Involved in Airport/City Growth

Are you currently serving on any other appointed bodies? YES/NO (circle one) If Yes, please list.

1. Public Safety
- 2.
- 3.

Do you currently hold an elected office? YES/NO (circle one) If Yes, please list.

Do any of your business or personal interests that could create a conflict (either real or perceived) if appointed? YES/NO (circle one) If yes, please explain conflict.

List meeting(s) attended of the Committee/Board of interest:

1. Airport Commission
2. Public Safety
- 3.

Has any formal charge of professional misconduct ever been sustained against you in any jurisdiction? YES/NO (circle one) If yes, please explain complete disposition.

Have you completed the City's Citizen's Academy? YES/NO (circle one) If you answered 'Yes,' When did you complete the academy?

Have you ever been convicted of a felony? YES/NO (circle one) If YES explain.

Please attach a copy of your resume/curriculum vitae with this application.

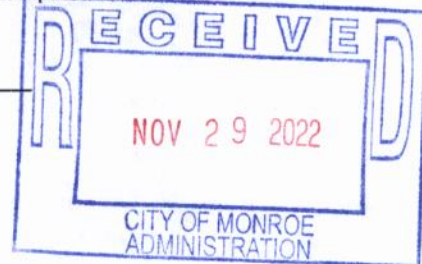
REV May 31, 2022

Date: 11/29/22 Signature: [Signature]

I UNDERSTAND THAT THIS APPLICATION WILL BE KEPT IN ACTIVE STATUS FOR ONE YEAR FROM DATE OF APPLICATION.

I certify that the information provided in this application is true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all information contained herein. I further authorize all persons having information concerning my qualifications to release information to city representatives and release such persons from all liability for any damages connected with the release of such information. I also release and discharge the City of Monroe from any claims and damages, losses, liabilities, costs, expenses or any other charges or complaints arising out of the City's use of any information provided pursuant to this release. I understand and agree that any misstatement will be cause for my removal from any board or committee. By submitting this application, I agree to adhere to all city policies pertaining to boards and commissions, including attendance. I hereby acknowledge that this application and information provided herein may constitute a public record, pursuant to North Carolina's Public Records Law, N.C.G.S. 132-1, et. seq., and as such, may be released in accordance with all applicable public record laws.

FOR OFFICE USE ONLY: Date Received: _____
ATTENDANCE REQUIREMENT MET: YES / NO



REV May 31, 2022

Hayden Munn

Program Coordinator – CLEAResult, Inc.
Monroe, NC

Haydend_munn@yahoo.com
919-523-4334

Work Experience

Program Coordinator

CLEAResult, Inc - Austin, TX
November 2017 to Present

- Maintain daily progression of Energy projects
- Manage and develop relationships with Trade ally's participating in Entergy Arkansas programs
- Document control of program incentives
- Accounts Payable and Receivable for program pay outs

Facility Coordinator

CBRE, Syngenta Account
2015 to 2017

- Management of seven client sites located across the United States
- Client relationship management
- Day to day vendor management for execution of Preventive Maintenance and Reactive Maintenance work orders
- Creation and maintenance of all facility's operational budgets
- Review and approval of maintenance contracts, vendor qualifications and safety guidelines
- Forecasting of monthly, quarterly and annual maintenance orders using the Maximo facility maintenance program
- Project management of site demolitions, additions and all capital projects

Planner/Scheduler

Greenwood Inc - Research Triangle Park, NC

2012 to 2015

- Lead Facility Planner for two research sites •
- Analyze 20-year-old research building maintenance plans, revise plans, create new plans and develop vendor relationships to meet required customer specifications.
- Create, develop and implement Maintenance plans for new 71-million-dollar Greenhouse Project
- Assess and qualify all vendors and service agreements • Maintain Facility Operations budget
- Super User for Syngenta work order and maintenance software

Instrumentation Planner/Scheduler

Greenwood Inc - Research Triangle Park, NC

2010 to 2012

- Perform daily coordination of laboratory instrument calibration and preventive maintenance
- Perform annual contract renewal for service vendors internal and external
- Create and implemented Vendor Qualification program
- Daily interaction with Maintenance staff, including daily schedules and tolls and parts purchasing

Lead Facility Planner

Greenwood Inc - Research Triangle Park, NC

2003 to 2010

- Administrator of SAP site software •
- Coordinate with R&D scientists and contract vendors to assure all laboratory instrumentation is calibrated and maintained per set schedules in a FDA regulated (GMP) environment with annual maintenance operating budget of over \$1M •
- Ensure instrument inventories resolve related budgetary issues • Lead for all equipment documentation audits •

- Team lead on shut down of RTP site
- Project lead in startup schedules for new GMP Research and Development Lab
- Administration and Maintenance of FDA training documentation for facilities organization
- Development of New Employee Orientation
- Creation of document orientation for new R&D organization

Project Lead/QA Organization

Greenwood, Inc., Bayer Corporation - Research Triangle Park, NC

2002 to 2003

- Planner/Scheduler of travel, expense reports, accounts payable/receivable
- Creation and maintenance of division website
- Coordinated organization and division retreats
- Assist in organization presentations, databases and documentation

Education

Central Piedmont Community College - Charlotte, NC

1992 to 1994

Greensboro College - Greensboro, NC

1991 to 1992

References upon request

Sherry Hicks

From: no-reply@monroenc.org
Sent: Monday, November 21, 2022 7:38 PM
To: Sherry Hicks
Subject: Committee Application

Committee Application Form

Committee/Board seeking appointment	Monroe Housing Authority
Applicant's Name	Benita Sanders
Applicant's Address	221 South Bragg Street Monroe, NC 28112
Applicant's Email	addihaze@bellsouth.net
Applicant's Phone	(404) 2427765
Years in Monroe / Union County	30+
Residency Information	City
Are you a U.S. citizen?	Yes
Education: List schools, dates attended, degrees obtained.	Fayetteville State University-1991, BS, Uni, of Phoenix, 2004, MA & Uni. of Phoenix-2009, Ph.D
Occupation: List past 3 and current employers and positions held.	EXCEL Enrichment Program-Owner/CEO
Please list civic and fraternal organizations in which you participate in Monroe/Union County.	City of Monroe, DEI Committee, UCDP, Thrive!Union, UCCHS.
Business and civic experience/skills relevant to the Committee/Board seeking appointment:	Leadership, Collaboration, Partnership Builder, Team-player, Strategic Development, Fundraising skills, Critical Thinking, HR experience.
Areas of expertise/special skills relevant to the Committee/Board seeking appointment:	Community Involvement, Increasing, motivating youth and adults, enhance living skills, advocate for higher education and provide resources for life-on-life situations
Please explain your interest in serving on the above named Committee/Board.	My interest in serving on this committee is to learn more about the services, resources, and opportunities that Monroe Housing Authority has to offer to residents, the community, and the City of Monroe and its many enterprises.

Are you currently serving on any other appointed bodies?

Yes

If yes, please list.

City of Monroe-DEI

Do you currently hold an elected office?

No

If yes, please list.

Could any of your business or personal interests create a conflict (either real or perceived) if appointed?

No

If yes, please explain conflict.

List meetings attended of the Committee/Board of interest.

October, 11, 2022 & November 21, 2022

Has any formal charge of professional misconduct ever been sustained against you in any jurisdiction?

No

If yes, please explain complete disposition.

Have you completed the City's Citizen's Academy?

No

If yes, when did you complete the academy?

Have you ever been convicted of a felony?

No

If yes, explain.

Signature

Benita Sanders

Date

11-21-2022

Iris Benita Sanders

221 South Bragg Street * Monroe, North Carolina 28112

404-242-7765 * addihaze@bellsouth.net

SUMMARY OF QUALIFICATIONS

- Results oriented, dedicated HR professional with experience in human resource management, strategic planning, total rewards program, conflict resolution, performance management, policy development.
 - Excellent knowledge in business principles, team-building skills, leadership technique, production methods, and coordination of people and resources.
 - Effective communicator with proven leadership skills in handling complex issues across a culturally diverse workforce.
 - Developed and coordinated the Excel Summer Camp and Tutorial Program for under privileged disadvantaged children.
-

EXPERIENCE:

6/2016-present **EXCEL Enrichment Program**

Monroe, NC

CEO/Owner

- Tutor children ages Pk -4th grade from city and surrounding schools.
- Listen with understanding and try to visualize the attitudes and ideas of each child expression and feelings.
- Reinforce skills in written communication, math resolution, and reading comprehension.
- Provide creative and innovative ways to reinforce skills.
- Assist children with good study skills and habits.

08/2019-2/3/2020 **Union Preparatory Academy**

Indian Trail, NC

Substitute Teacher

- Substitute in absent of teacher and maintained classroom management.
- Substitute from grades P-k, 1-5 and EC classes.
- Filled-in where needed.

8/2016-4/2019 **Union County Public Schools**

Monroe, NC

Substitute Teacher

- Substitute in absent of teacher and maintained classroom management.
- Substitute from grades P-k, 1-5 and EC classes.
- Filled-in where needed.

EDUCATION:

Ph. D, University of Phoenix, Atlanta GA

M.A., Organizational Management, University of Phoenix, Atlanta, GA

B.S., Business Administration, Fayetteville State University, Fayetteville, NC

COMMUNITY SERVICE: Board Member of Monroe Public Safety Committee, Partners Human Rights Committee, Member of UC 4-H Advisory Committee, 4-H County Day Judge Union County, Member of City of Monroe -DEI Committee, Volunteer at DSS-Christmas Bureau, and UC Shelter Volunteer at Ground 40 Marketplace.

Sherry Hicks

From: City of Monroe <no-reply@monroenc.org>
Sent: Monday, April 4, 2022 6:52 PM
To: Sherry Hicks
Subject: Committee Application

Committee Application Form

Committee	Public Safety
Committee Meeting Attended (Mandatory)	Public safety
Date Attended (Mandatory)	8-16-2021
Applicant's Name	Robert Yanacsek
Applicant's Address	513 Everette st MONROE, NC 28112
Applicant's Email	bob@go4frost.com
Applicant's Phone	(704) 2614222
Applicant's Employer	Retired, owner rescue services
Position	Owner
Residency Information	City
Are you a U.S. citizen?	Yes
Please list education, experience, and activities which relate to your interest in serving on the above committee. State briefly why you are interested in serving on this committee.	See attachment sent
Signature	Robert Yanacsek
Date	4-4-2022

Robert S Yanacsek
Curriculum Vitae - 2020

More than 30 years of experiences in public safety including

- Member of the Marshville Volunteer Fire/Rescue as a teenager,
- Wingate college graduate
- American Red Cross Swimming Instructor,
- Wingate University Life Guard
- Wingate University Life Guard Instructor
- Special Olympics Swimming Coach & Instructor,
- Certified scuba/rescue diver,

- Charlotte Mecklenburg Police Officer with 29 years of service including,
 - CMPD Field Training Officer
 - CMPD Certified Bike Patrol
 - Trained Community Policing Officer
 - CIT Crisis Intervention Team
 - CMPD Patrol Rifle Certified
 - CMPD Exceptional Fitness awards
 - Training in crime prevention through environmental design,
 - CMPD Dual Sport Motorcycle Patrol Officer
 - CMPD In-Service Driving Instructor,
 - CMPD Radar Certified Officer
 - CMPD Suspect Interview Training
 - Basic Accident Reconstruction,
 - Community Building Training,
 - Tactical/combat First-Aid Training
 - Combat Firearms Training
 - Hazardous Materials Training,
 - Conflict Resolution Training De-escalation Training,
 - CIT (Crisis Intervention Team),
 - Patrol Rifle certified,
 - CMPD exceptional fitness awards,
 - CMPD Officer of the Month,
 - Exceeds the required criteria for NC Advanced Law Enforcement Certificate
 - Hands on training in CMPD Communications center,
 - DCI Certified
 - Property Control Experience
 - Crime Scene Investigation Training & Experience
 - Assist with CMPD Street Crimes Unit
 - CMPD SWAT Training and Call participation
 - K9
 - Worked with CMPD Drug Interdiction Unit

- Non-emergency services unit
- Extensive Training and participation in Auto Theft, Homicide, Housebreaking, Crime Scene,
- Highway Interdictions & Traffic Safety Fraud, Sex Crimes and Human Trafficking Investigations,
- Training with CMPD Helicopter Aviation Unit,
- Numerous FEMA and Homeland Security Certifications for Mass-Casualty and Natural Disaster incidents,
- CMPD Active shooter training,
- DNC & RNC training and hands-on experience,
- Security Operations at a CAT X Airport (One of 5 in the US)
- Dignitary Security,
- Regular continuing in-service training in all aspects of Law Enforcement

Miscellaneous Relevant Experience

- Monroe NC Neighborhood Watch,
- Prior member of the Monroe Historic District Commission
- Commercial Rated Pilot
- Hands-on experience working at regional airports,
- Hands-on experience with local/regional animal welfare groups & UC Humane Society
Co-owner of an Emergency Services company working with large number of emergency service providers in municipalities from across the country,
- Regular participant in Monroe NC Neighborhood Walk-throughs.

Most likely the only member that has had 4 homicides, multiple shootouts between suspects, within a few blocks of their home including one actually within feet of me.

This is just a small sample of the experience and insight I can bring to the City of Monroe Public Safety Committee.

I meet or exceed all the criteria to be appointed to the public safety committee and ask the council to set aside any personal bias against those wanting to make Monroe a better place and fill the remaining slots creating a Committee of 9.

Sherry Hicks

From: no-reply@monroenc.org
Sent: Wednesday, November 16, 2022 6:50 AM
To: Sherry Hicks
Subject: Committee Application

Committee Application Form

Committee/Board seeking appointment	Union County Historic Preservation
Applicant's Name	KATHLEEN BORING
Applicant's Address	1305 ANN STREET MONROE, NC 28112
Applicant's Email	boringkathleen@gmail.com
Applicant's Phone	(704) 6419581
Years in Monroe / Union County	1995-2009 + 2019-2022 = 18 YEARS
Residency Information	City
Are you a U.S. citizen?	Yes
Education: List schools, dates attended, degrees obtained.	LEES-MCRAE 1979-1981 APPALACHIAN STATE 1981-1983; BS
Occupation: List past 3 and current employers and positions held.	BORING CREATIVE: 2018-PRESENT BRAND WRITER ASHLEY GLOBAL: SR. COPY MANAGER 2014-2018 FRONTGATE: SR. COPYWRITER 2009-2013
Please list civic and fraternal organizations in which you participate in Monroe/Union County.	COMMUNITY SHELTER AMERICAN RED CROSS (UNION CTY. CHAPTER) DOWNTOWN MONROE UNION ACADEMY BOARD
Business and civic experience/skills relevant to the Committee/Board seeking appointment:	NONPROFIT WRITER (https://www.star-c.org/) BUSINESS WRITER (https://tiamatl.com/) BRAND + PROMOTIONAL WRITER (https://www.homedepot.com/c/designcenter) EVENT ORGANIZER/VOLUNTEER (Go For Blood + Atlanta Hunger Walk) AFFORDABLE HOUSING (Star-C Board of Directors) HABITAT FOR HUMANITY (Build Volunteer)
Areas of expertise/special skills relevant to the Committee/Board seeking appointment:	EVENT ORGANIZATION MARKETING/PLANNING IDEATION MINOR IN HISTORY HOME RENOVATION (JOEL T. BREWER HOUSE 401 S. CHURCH ST.) (1305 ANN STREET) I SHOW UP

Please explain your interest in serving on the above named Committee/Board.

HISTORY BUFF WITH A PASSION FOR RENOVATION + PRESERVATION + AFFORDABILITY + UPCYCLING

Are you currently serving on any other appointed bodies?

No

If yes, please list.

Do you currently hold an elected office?

No

If yes, please list.

Could any of your business or personal interests create a conflict (either real or perceived) if appointed?

No

If yes, please explain conflict.

List meetings attended of the Committee/Board of interest.

8-11-22 11-3-22

Has any formal charge of professional misconduct ever been sustained against you in any jurisdiction?

No

If yes, please explain complete disposition.

Have you completed the City's Citizen's Academy?

No

If yes, when did you complete the academy?

Have you ever been convicted of a felony?

No

If yes, explain.

Signature

KATHLEEN BORING

Date

11-16-2022

KATHLEEN BORING

boringkathleen@gmail.com — 704-641-9581

High-level creative writer, manager and accomplished collaborator with a wealth of experience translating across all marketing channels. Mentor and inspire creative teams. Excel at process improvement and maximizing resources. Specialties include idea generation, aspirational branding, omnichannel messaging, marketing redesign, corporate communications and cross-functional teamwork. Deep expertise in digital, print and video media.

BORING CREATIVE

Freelance Brand Writer

- Creative contributor to a diverse list of Fortune 500/national retailers and nonprofits.
- Well-versed in multiple editorial voices: furniture, bed & bath, outdoor, home improvement, holiday, accessories, fashion, beauty and children.

Ongoing Projects:

- **The Home Depot Design Center**, San Diego, CA—created voice for launch of new 30,000+ sq. ft. design center targeting the general public and professional trade. Wrote and partnered with agencies on multiple assets related to all phases of opening and ongoing operations. Agencies included 22 Squared, Alexander Isley and OneKreate.
- **The Home Depot** Decor Catalog editorial and proprietary branding.
- **Sam's Club** content generator for Holiday campaign, including broadcast, print and POP.
- **Walmart** Holiday Toy Book and digital product content. • **Carve Design** print content.
- **Bassett Furniture** print content. • **Chico's** digital product content.

Previous Projects:

- **Macy's Herald Square** \$400m Renovation (32-pg. insert in New York Times)
- **Vassarette** "Sexy Fun 24/7" (SFI Creative); **Bloomingdale's** Wedding Registry;

ASHLEY GLOBAL RETAIL

Senior Copy Manager

2014 to 2018

- Directed voice for Ashley HomeStore, Ashley Furniture Industries + corporate owned brands.
- Contributed to successful rebranding and transactional launch of AshleyHomeStore.com.
- Owned daily content fulfillment in multiple channels.
- Managed workflow processes with goal of 100% accuracy.
- Brainstormed names, special events, promotions and inspirational content.
- Partnered with business stakeholders: merchants, legal, executives, interior designers, sales team, product designers.
- Go-to influencer for higher conversion rates, CTOs and other multi-bucket KPIs.
- Hired and trained 10-person copy team; resourced freelancers.
- Attended Las Vegas and High Point markets; presented to creative/eCom teams.
- Authored multiple Style Guides, used internally and shared with external partners.
- Proficient in FileMaker Pro, InDesign, SEO optimization, and Microsoft Word.

FRONTGATE

Senior Writer

2009 to 2013

- Team leader at a luxury retailer with a significant multi-channel presence.
- Writer for Outdoor and Holiday—the company's highest-volume categories
- 2011-2013 annual gross revenue: +60% Outdoor; +30% Holiday.
- Frontgate.com manager and writer. Facebook, Houzz contributor.
- Authored thousands of online products/bylines and contributed to 25+ catalogs annually.
- Generated content for direct mail, newspaper, magazine, retail, and PR projects.

FREELANCE CONTRACT

Copy Director/Writer

- Bloomingdale's Home Store Copy Director, NYC
- Macy's Herald Square Fashion Group Copy Director, NYC
- Belk, Charlotte, NC

AWARDS

- R.A.C. Awards: It's a Plaid, Plaid, Plaid World (Gold); CouCou Couture (Silver)
- Multichannel Merchant Best Catalog Copy 2011 (Frontgate)

EDUCATION +

NONPROFIT BOARDS

- Appalachian State University; B.A. Political Science/Pre-law
- Star-C, Atlanta, GA; American Red Cross Union County, NC Chapter;
- Union Academy Charter School, Monroe, NC; Downtown Monroe, NC; Atlanta Hunger Walk.



STAFF REPORT

TO: Citizens Appointment Committee

VIA: Brian J. Borne, City Manager

DATE: December 5, 2022

FROM: Bridgette H. Robinson, City Clerk

PREPARED BY: Sherry K. Hicks, Deputy City Clerk

SUBJECT: Planning Board Membership and Other City Board/Commission Membership

SUMMARY STATEMENT

In accordance with changes made earlier this year, the City's Planning Board, the Downtown Advisory Board, and Mayoral Committees, have a maximum size of seven (7) members. Pursuant to Ordinance O-2022-34, the following seat(s) will no longer exist as of December 31, 2022 to meet the new seven-member board amendment for the Planning Board (William David Dotson). And, pursuant to Ordinance O-2022-49, the following seats will not exist to meet the new seven-member board amendment for the Downtown Advisory Board (Carley Englander and Whitley Michele Juba King). Members of the Committee have raised a concern with the loss of members in accordance with the ordinances passed by Council, and the matter was added to the agenda for this meeting.

REVIEW

Ordinance O-2022-34 governs the Planning Board and Ordinance O-2022-49 governs the Downtown Advisory Board and Mayoral Committees. Both ordinances limit the size of the affected boards and committees to seven (7) members. As a result, the seats of one member of the Planning Board (William David Dotson) and two members of the Downtown Advisory Board (Carley Englander and Whitley Michele Juba King) will no longer exist as of December 31, 2022. While the ordinances were passed earlier this year, staff and the City Attorney recommended that individuals whose seats would no longer exist, would be able to remain on their board or commission until the end of their term. In the case of the three individuals named above, the terms expire on December 31, 2022. At that point, the seats will no longer exist.

Since the passage of the ordinances, a question has come up with respect to Planning Board Member William David Dotson, and a suggestion that perhaps the portion of the Unified Development Ordinance ("UDO") related to Planning Board composition, could be amended to allow him to remain, even though he is currently the eighth member of the Planning Board.

If the portion of the UDO is not amended, Mr. Dotson is eligible to apply for other seats on the Planning Board as those seats become open. In accordance with City Policy, his application will be kept on file for one year.

The same issue exists for Downtown Advisory Board members Englander and King.

Name of Board	Applicant(s)	Appointment Date	Term Expiration
Downtown Advisory Board	Carley Englander	01-20-2020	12-31-2022
	King, Whitley Michele Juba	01-01-2021	12-31-2022
Planning Board	William David Dotson	01-01-2021	12-31-2022

If the Committee wishes to take steps to ensure that Mr. Dotson remains on Planning Board, a text amendment to Section 3.3.4 of the UDO along with Section 32.002 of the City Code. The amendment to the UDO would require a text amendment to be presented to the Planning Board for a recommendation. The text amendment along with the recommendation would then be provided to the City Council which would be required to conduct a public hearing (requiring advertising) and then vote on the text amendment.

However, given that the earliest the Planning Board could consider a text amendment would be its December meeting, and the earliest Council meeting that would allow the item to be advertised in accordance with North Carolina law, would be the January 10, 2023 Council Meeting. As such, Mr. Dotson would no longer be on the Planning Board after December 31, 2022. The Council, if it amended the UDO, could reappoint Mr. Dotson if it wished at its January 10 meeting or at a later time.

If the Committee wishes to modify the board and committee size for other boards and committees, it would have to recommend an amendment to the City Code as well governing those boards and committees.

RECOMMENDATION

As this item was requested by Committee members, Staff defers to the Committee on if it wishes to discuss the issue and make a recommendation.



STAFF REPORT

TO: Citizens Appointment Committee

VIA: Brian Borne, City Manager

DATE: December 5, 2022

FROM: Debra C. Reed, Human Resources Director

PREPARED BY: Debra C. Reed, Human Resources Director

SUBJECT: Removal of Committee Members from Diversity, Equity, and Inclusion Committee

SUMMARY STATEMENT

The Diversity, Equity, and Inclusion Committee recommends the removal of eleven members from the committee.

REVIEW

At their regularly scheduled meeting of November 10, 2022 the Diversity, Equity, and Inclusion Committee recommended the removal of Angelia James (former Councilmember), Cynthia Brown, Emily McGinnis, Ernest Collins, Jamie Nader, Lakeysa Medlin, Matthew Belk, Michele King, Penelope Locklear, Steven Ramsey, and Tripp Helms.

Email letters were sent to all committee members on July 6, 2022 and a mailed letter was sent to all committee members on August 3, 2022 asking each committee member to reply with their desire to remain on the committee or to be removed from the committee. Emily, McGinnis, Lakeysa Medlin, Penelope Locklear and Tripp Helms responded back that they would like to be removed from the committee. Angelia James (former Councilmember), Cynthia Brown, Ernest Collins, Jamie Nader, Matthew Belk, Michele King, and Steven Ramsey are being removed due to missing meetings and not meeting the attendance requirements.

RECOMMENDATION

The Diversity, Equity, and Inclusion Committee recommends that the Citizens Appointment Committee recommend to City Council the removal of the eleven committee members.