



## STAFF REPORT

**TO:** Citizens Appointment Committee  
**VIA:** Mark Watson, City Manager  
**DATE:** December 4, 2023  
**FROM:** Bridgette H. Robinson, City Clerk  
**PREPARED BY:** Sherry K. Hicks, Deputy City Clerk  
**SUBJECT:** Consideration of Appointments and Reappointments

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### SUMMARY STATEMENT

Please see the attached listing for consideration of appointments and reappointments to Boards.

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### REVIEW

To consider appointments and reappointments.

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### RECOMMENDATION

Discussion and recommendation of appointments and reappointments to City Council.

**CITY OF MONROE  
BOARDS AND COMMISSIONS  
APPOINTMENTS/REAPPOINTMENTS  
DECEMBER 4, 2023**

| <b>BOARD/<br/>COMMISSION</b>                        | <b>POSITION(S)<br/>AVAILABLE</b> | <b>CURRENT<br/>MEMBER</b>         | <b>DATE<br/>TERM<br/>EXPIRES</b> | <b>APPLICANT</b>                                    | <b>COMPLETED<br/>APPLICATION<br/>AND<br/>RESUME<br/>RECEIVED</b> | <b>ELIGIBLE FOR<br/>CONSIDERATION<br/>OF APPOINTMENT/<br/>REAPPOINTMENT</b> |
|---|----------------------------------|-----------------------------------|----------------------------------|---|--|---|
| Board of Adjustment                                 | 4                                |                                   |                                  |   |  |   |
|   |                                  | Ken Deal                          | 12-31-2023                       | Ken Deal  | Yes  | Yes   |
|   |                                  | William Draper                    | 12-31-2022                       | N/A   | No   | No  |
|   |                                  | George Smith                      | 12-31-2023                       | George Smith  | Yes  | Yes   |
|   |                                  |                                   |                                  | Helen Faherty                                       | No   | No  |
|   |                                  |                                   |                                  | Louis Philippi                                      | Yes  | Yes   |
| Charlotte-Monroe<br>Executive Airport<br>Commission | 3                                |                                   |                                  |   |  |   |
|   |                                  | David Dotson                      | 12-31-2024                       | N/A resigned due<br>to elected official<br>position |  |   |
|   |                                  | Gary Wilfong<br>(Non-City Member) | 12-31-2023                       | Gary Wilfong  | Yes  | Yes   |
|   |                                  | John Wiggins                      | 12-31-2023                       | N/A   | No   | No  |
|   |                                  |                                   |                                  | Brooks Durham                                       | Yes  | Yes   |
|   |                                  |                                   |                                  | Don Edwards<br>(Non-City)                           | Yes  | Yes   |
|   |                                  |                                   |                                  | Lynn Keziah   | Yes  | Yes   |
| Downtown Advisory<br>Board                          | 3                                |                                   |                                  |   |  |   |
|   |                                  | Caroline Brown                    | 12-31-2023                       | N/A   | No   | No  |
|   |                                  | Joyce Rentschler                  | 12-31-2023                       | Joyce Rentschler                                    | Yes  | Yes   |
|   |                                  |                                   |                                  | Sheila Crunkleton                                   | Yes  | Yes   |
|   |                                  |                                   |                                  | Thomas Loria  | No   | No  |

| <b>BOARD/<br/>COMMISSION</b>  | <b>POSITION(S)<br/>AVAILABLE</b>   | <b>CURRENT<br/>MEMBER</b> | <b>DATE<br/>TERM<br/>EXPIRES</b> | <b>APPLICANT</b>                      | <b>COMPLETED<br/>APPLICATION<br/>AND<br/>RESUME<br/>RECEIVED</b> | <b>ELIGIBLE FOR<br/>CONSIDERATION<br/>OF APPOINTMENT/<br/>REAPPOINTMENT</b> |
|---|------------------------------------|---------------------------|----------------------------------|---------------------------------------|--|---|
| Fireman Relief Board<br>of Trustees                                 | 2                                  |                           |                                  |                                       |  |   |
|   |                                    | Brent Collins             | 12-31-2023                       | Brent Collins                         | No   | No  |
|   |                                    | Todd Price                | 12-31-2023                       | N/A                                   | No   | No  |
| Historic District<br>Commission                                     | 4                                  |                           |                                  |                                       |  |   |
|   |                                    | Matthew Klaren            | 12-31-2023                       | Matthew Klaren                        | Yes  | Yes   |
|   |                                    | Jennifer Loria            | 12-31-2023                       | Jennifer Loria                        | Yes  | Yes   |
|   |                                    | Archie Morgan             | 12-31-2023                       | Archie Morgan                         | Yes  | Yes   |
|   |                                    | Jennifer Smith            | 12-31-2023                       | Jennifer Smith                        | Yes  | Yes   |
| Monroe Housing<br>Authority   | 1<br>Monroe<br>Housing<br>Resident |                           |                                  | No applications<br>received           |  |   |
| Monroe Tourism<br>Development Authority                             | 5                                  |                           |                                  |                                       |  |   |
|   | Hotel                              | Gina Day                  | 12-31-2023                       | Gina Day                              | Yes  | Yes   |
|   | At-Large                           | Lorayn DeLuca             | 12-31-2023                       | N/A – served two<br>consecutive terms | No   | No  |
|   | At-Large                           | MaryAnn Rasberry          | 12-31-2023                       | MaryAnn<br>Rasberry                   | Yes  | Yes   |
|   | At-Large                           | Sheila Crunkleton         |                                  | Sheila Crunkleton                     | Yes  | Yes   |
| Monroe-Union County<br>Economic<br>Development Board of<br>Advisors | 5                                  |                           |                                  |                                       |  |   |
|   |                                    | Steward Coward            | 12-31-2023                       | N/A                                   | No   | No  |
|   |                                    | Hunter Dalton             | 01-17-2023<br>resigned           | N/A                                   | No   | No  |
|   |                                    | Mary DeSteffan            | 12-31-2024<br>Resigned           | N/A                                   |  |   |
|   |                                    | Jeff Duke                 | 12-31-2023                       | Jeff Duke                             | Yes  | Yes   |

| <b>BOARD/<br/>COMMISSION</b>       | <b>POSITION(S)<br/>AVAILABLE</b> | <b>CURRENT<br/>MEMBER</b> | <b>DATE<br/>TERM<br/>EXPIRES</b> | <b>APPLICANT</b>                                    | <b>COMPLETED<br/>APPLICATION<br/>AND<br/>RESUME<br/>RECEIVED</b> | <b>ELIGIBLE FOR<br/>CONSIDERATION<br/>OF APPOINTMENT/<br/>REAPPOINTMENT</b> |
|------------------------------------|----------------------------------|---------------------------|----------------------------------|---|--|---|
|                                    |                                  | Todd Shapiro              | 12-31-2023                       | N/A   |  |   |
|                                    |                                  |                           |                                  | Edwin Elam  | No   | No  |
| Parks and Recreation<br>Commission | 6                                |                           |                                  |   |  |   |
|                                    |                                  | Debbie Dillion            | 12-31-2023                       | Debbie Dillion                                      | Yes  | Yes   |
|                                    |                                  | John Thomasson            | 12-31-2023                       | John Thomasson                                      | Yes  | Yes   |
|                                    |                                  |                           |                                  | Miriah Lasher                                       | No   | No  |
|                                    |                                  |                           |                                  | Ronald Linhares                                     | No   | No  |
| Planning Board                     | 4                                |                           |                                  |   |  |   |
|                                    |                                  | Ken Deal                  | 12-31-2023                       | Ken Deal  | Yes  | Yes   |
|                                    |                                  | David Dotson              | 12-31-2024                       | N/A resigned due<br>to elected official<br>position |  |   |
|                                    |                                  | Archie Morgan             | 12-31-2023                       | Archie Morgan                                       | Yes  | Yes   |
|                                    |                                  | Jennifer Smith            | 12-31-2023                       | Jennifer Smith                                      | Yes  | Yes   |
|                                    |                                  |                           |                                  | R. B. Bullard                                       | No   | No  |
|                                    |                                  |                           |                                  | Parker Mills  | No   | No  |
|                                    |                                  |                           |                                  | MaryAnn<br>Rasberry                                 | Yes  | Yes   |
|                                    |                                  |                           |                                  | Bob Yanacsek  | Yes  | Yes   |
|                                    |                                  |                           |                                  | Patricia Yow  | No   | No  |
| Public Safety                      | 3                                |                           |                                  |   |  |   |
|                                    |                                  | Hayden Desio-Munn         | 12-31-2023                       | Hayden Desio-<br>Munn                               | Yes  | Yes   |
|                                    |                                  | Charles Perry             | 12-31-2023                       | N/A   | No   | No  |
|                                    |                                  | Chip Wardwell             | 12-31-2023                       | Chip Wardwell                                       | No   | No  |
|                                    |                                  |                           |                                  | Robert Jones  | No   | No  |
|                                    |                                  |                           |                                  | Robert Yanacsek                                     | Yes  | Yes   |

Sherry Hicks

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**From:** no-reply@monroenc.org  
**Sent:** Monday, October 9, 2023 4:27 PM  
**To:** Sherry Hicks  
**Subject:** Committee Application

**Committee Application Form**

|  |  |
|--|--|
| Committee/Board seeking appointment  | Board of Adjustment  |
| Applicant's Name   | Kenneth Deal   |
| Applicant's Address  | 1212 Rosa Drive<br>Monroe, NC 2811w  |
| Applicant's Email  | Dealk@yahoo.com  |
| Applicant's Phone  | (704) 2217829  |
| Years in Monroe / Union County   | 16   |
| Residency Information  | City   |
| Are you a U.S. citizen?  | Yes  |
| Education: List schools, dates attended, degrees obtained.                                     |  |
| Occupation: List past 3 and current employers and positions held.                              | Retired from the U.S. Navy after 35+ years of continuous active duty service. Retired as a Navy Commander, Surface Warfare.  |
| Please list civic and fraternal organizations in which you participate in Monroe/Union County. | Fleet Reserve Association; Vetrans of Foreign Wars; have served several years on the Board of Adjustment, a little over a year and a half on the Planning Board and prior to that on the Water Resources Committee until it was disbanded by the City. |
| Business and civic experience/skills relevant to the Committee/Board seeking appointment:      | My demonstrated expertise as Chairman of the Board of Adjustment is well known. I am seeking reappointment to a full term as Chairman.   |
| Areas of expertise/special skills relevant to the Committee/Board seeking appointment:         | Beyond the expertise and experience as an active member of this Board, I have also attended several training sessions conducted by the NC School of Business which were sponsored by the City of Monroe.   |
| Please explain your interest in serving on the above named Committee/Board.                    | I am retired from public service but still desire to “give back” to my community and our City. I am seeking reappointment to a full term.  |

My interest has been demonstrated by my participation and my performance running the Board of Adjustment as Chairman.

Are you currently serving on any other appointed bodies?

Yes

If yes, please list.

Member, Monroe Planning Board

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.

All of them over the last 8 or so years, even when I was required to stand-down for a year due to Term limits being established, I still monitored the meetings.

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

Kenneth Deal

Date

10-9-2023



## The Sailor's Creed

I am a United States Sailor.

I will support and defend the Constitution of the United States of America and I will obey the orders of those appointed over me.

I represent the fighting spirit of the Navy and those who have gone before me to defend freedom and democracy around the world.

I proudly serve my country's Navy combat team with Honor, Courage, and Commitment.

I am committed to excellence and the fair treatment of all.



# Retirement Ceremony

# Kenneth H. Deal

## UNITED STATES NAVY

AUGUST 25, 1972 – OCTOBER 1, 2007



# July 16, 2007

FIRST NAVAL CONSTRUCTION DIVISION

AB LITTLE CREEK, NORFOLK, VA

# **Seremony**

*CEREMONIAL MUSIC*

*WELCOME*

*ARRIVAL OF OFFICIAL PARTY*

*PRESENTATION OF COLORS*

*NATIONAL ANTHEM*

*INVOCATION*

*GUEST SPEAKERS*

*PRESENTATION OF GIFTS*

*PASSING OF THE FLAG*

*REMARKS BY RETIREE*

*BENEDICTION*

*GOING ASHORE*

*CONCLUSION*

# **Retiring Party**

***Retiring Officer***

RADM Richard E. Cellon  
COMFIRSTNCD, NAB Little Creek, Norfolk

***Guest Speakers:***

CAPT Lewis "Chris" Nygard  
Mr. Mark A. Deal

***Invocation/Benediction***

CAPT Debra E. McGuire

## ***PARTICIPANTS***

***Master of Ceremony***

NCCS (AW/SW) Greta Gary

***National Anthem***

School of Music

***Honor Guard***

CBMU 202

***Flag Team***

LCDR Al Iannacone \* LT Ken Bellamy  
LTJG Robert Curran \* ENS Dassel  
SKCM (SW) Cedric Glover \* LNCS (AW/SW) Leonette Masters  
PSC(Ret.) Toni LaChance \* YN1 (AW) Tammy Jacobs  
YN2 Teresa McNabb \* PS3 Matthew Miller  
AN Young \* VAW 124

***Honor Boatswain \* Bell Ringer***

LT Butch Smith \* LCDR Kevin Bogucki

***Readings***

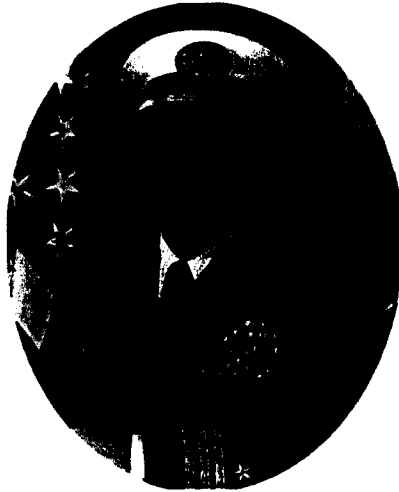
CMDCM (SW/AW) Jacob Grgurich "Old Glory"  
ABE1 (AW) Rusty L. Deal "The Watch"

***Honorary Side Boys***

LCDR Timothy Wadley \* LCDR Phillip Bachand  
LCDR Betty Pierce \* LCDR Andrew McMenamin  
LCDR Gary Lefebvre \* LCDR Grover Craft  
LCDR Al Iannacone \* LCDR Kevin Bogucki

***Ceremony Coordinators***

Toni M. LaChance \* Karen Klodowski



*Commander Kenneth H. Deal*  
*United States Navy*

Commander Kenneth H. Deal, a native of Huntington, West Virginia, enlisted in the United States Navy on August 25, 1972. Advancing through the enlisted ranks to Chief Petty Officer, Commander Deal was commissioned an Ensign, Limited Duty (Administration) on July 1, 1986. Prior to commissioning, Commander Deal served on the staff of Commander, Medium Attack Wing ONE as Communications Yeoman; aboard USS JOHN F. KENNEDY (CV 67) as Training Department Yeoman; on the Staff of Commander, Fleet Electronic Warfare Support Group as Administrative Assistant; on the Staff of the Supreme Allied Commander Atlantic as Senior Yeoman for the Assistant Chief of Staff; and on board USS CHARLESTON (LKA 113) as both Administrative and Personnel Officer.

Following commissioning, Commander Deal was assigned as the Administrative Department Head and Personnel Officer aboard USS INCHON (LPH 12). In June 1988, he transferred to the personal staff of the Commander, Naval Surface Force, U.S. Atlantic Fleet, where he served as Flag Secretary and Force Security Manager. He accepted a permanent commission to Lieutenant on September 1, 1990, but not before being advanced to Master Chief Yeoman (Dual Status). In August 1991 Commander Deal reported as Officer in Charge, Personnel Support Activity Detachment, Little Creek, Naval Amphibious Base Little Creek, Norfolk, Virginia.

In August 1994, Commander Deal assumed duties as Flag Secretary and Executive Officer on the Staff of Commander, Operational Test and Evaluation Force, Norfolk, Virginia. In September 1996, he assumed duties as Commanding Officer, while still fulfilling his Flag Secretary responsibilities. In July 1997, Commander Deal assumed the duties as the Administrative

Officer and Department Head aboard the Nuclear Powered Aircraft Carrier USS THEODORE ROOSEVELT (CVN 71).

In June 1999, Commander Deal left the TR-CVW-8 Team and reported to the Staff of the Supreme Allied Commander, Atlantic, in Norfolk, Virginia, where he assumed duties as the Branch Head for Administration and Headquarters Support/Executive Officer, U.S. Navy Element. In March 2002, Commander Deal assumed duties as Executive Officer, Personnel Support Activity, Atlantic. In March 2004, he reported to the Naval Brig Norfolk, and assumed duties as Commanding Officer, Naval Brig, Norfolk, Virginia. In December 2004, the Chief of Naval Operations hand-picked Commander Deal to assemble, train, equip and deploy the Navy's first Provisional Guard Force in order to assume Joint Detention Operations under the Joint Task Force, Guantanamo Bay, Cuba. During that deployment, he further accepted the positions of Deputy Commander, Joint Detention Group and Commander, Navy Provisional Guard Battalion. In November 2005, CDR Deal reported to the staff of the Commander, FIRST Naval Construction Division/Naval Construction Forces Command as the Assistant Chief of Staff for Manpower, Personnel and Administration. Enlisting in the Navy when he was 17 years of age, Commander Deal retires from active duty with over 35 years continuous service (13 years enlisted service and 22 years commissioned service).

Commander Deal is qualified as an Enlisted Surface Warfare Specialist (ESWS) as well as Surface Warfare Officer (SWO). He is qualified to wear the Command Ashore Pin and his personal decorations include: The Defense Meritorious Service Medal (two awards), Meritorious Service Medal (Four Awards), Joint Service Commendation Medal, the Navy and Marine Corps Commendation Medal (Three Awards), Joint Service Achievement Medal, the Navy Achievement Medal (Three Awards), Joint Meritorious Unit Award, Navy Unit Commendation, Meritorious Unit Commendation (Two Awards), Battle "E" Ribbon (with Silver "E" Wreath), Good Conduct Medal (Four Awards), Navy Expeditionary Medal, National Defense Service Medal (Three Awards), Armed Forces Expeditionary Medal, Kosovo Campaign Medal, Global War on Terrorism Expeditionary Medal, Global War on Terrorism Service Medal, Armed Forces Service Medal, Humanitarian Service Medal, Military Outstanding Volunteer Service Medal, Sea Service Deployment Ribbon (with Silver Star), NATO Medal, Kosovo NATO Medal, Expert Pistol Medal and Expert Rifle Medal.

Commander Deal is married to the former Sherrie Lynn Cooper of Huntington, West Virginia. They have two sons and Daughter-in-Laws, Mark and Layli Deal from Marietta, Georgia and Rusty and Sarah Deal from Virginia Beach, Virginia. The Deal's will retire to Monroe, North Carolina on the banks of Lake Lee.

# History of Assignments

Recruit Training Command (RTC)  
Orlando, FL  
Aug 1972 - Oct 1972

Communications Yeoman  
Medium Attack Wing ONE  
Naval Air Station, Oceana, Va Beach, VA  
Dec 1972 - Jul 1974

Career Counseling Yeoman  
USS JOHN F. KENNEDY (CV-67)  
Deployed: Mediterranean Cruise  
Jul 1974 - Aug 1975

Manpower Manager/Classified Material Yeoman  
Fleet Electronic Warfare Support Group (FEWSG)  
Naval Air Station, Norfolk, VA  
Sep 1975 - Aug 1979

Detachment Yeoman and Manpower Manager  
Fleet Electronic Warfare Support Group Det ONE  
Naval Air Station, Norfolk, VA  
Aug 1979 - Sep 1981

Administrative Assistant/Command Career Counselor  
Supreme Allied Command Atlantic (SACLANT)  
Norfolk, VA  
Sep 1981 - Sep 1984

Administrative Officer  
USS CHARLESTON (LKA-113)  
Deployed: Mediterranean Cruise  
Sep 1984 - Jul 1986

Student  
Limited Duty/Chief Warrant Officer Indoctrination  
(LDO/CWO), Naval Air Station, Pensacola, FL  
Jul 1986 - Sep 1986

Personnel Officer and Educational Services Officer  
USS INCHON (LHA-12)  
Deployed: Mediterranean Cruise /Lebanon (NATO)  
Oct 1986 - May 1988

Flag Secretary/Force Security Manager  
Naval Surface Forces Command (SURFLANT)  
Norfolk, VA  
Jun 1988 - Aug 1991

Officer in Charge  
Personnel Support Activity Detachment (PSD),  
Naval Amphibious Base, Little Creek, Norfolk, VA  
Aug 1991 - Aug 1994

Flag Secretary/Staff Commanding Officer  
Operational Test and Evaluation Force (OPTEVFOR)  
Norfolk, VA  
Aug 1994 - Jul 1997

Administrative Department Head  
USS THEODORE ROOSEVELT (CV-71)  
Deployed: Mediterranean Cruise  
Kosovo Campaign  
Jul 1997 - Jun 1999

Command Commandant/Administrative Department Head  
Supreme Allied Command, Atlantic (SACLANT)  
Norfolk, VA  
Jun 1999 - Feb 2002

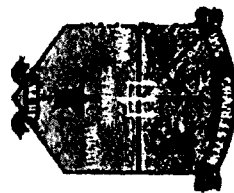
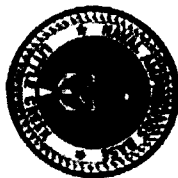
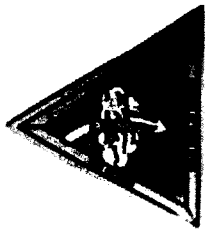
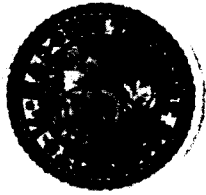
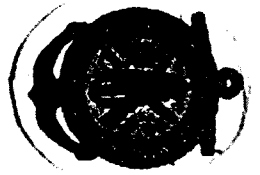
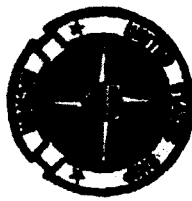
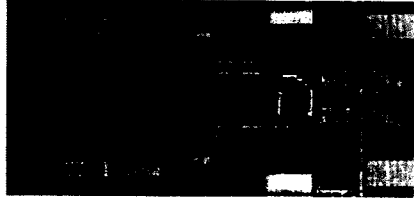
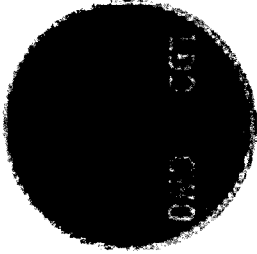
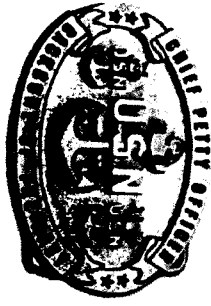
Executive Officer  
Personnel Support Activity Atlantic  
(PSA Atlantic) Norfolk, VA  
Feb 2002 - Feb 2004

Commanding Officer  
Naval Brig, Norfolk, VA  
Mar 2004 - Jul 2005

Commander, Navy Provisional Guard Battalion, Joint Task Force GTMO/  
Deputy Commander, Joint Detentions Group, Guantanamo Bay, Cuba  
(Individual Augmentee)  
Jan 2005 - Sept 2005

Assistant Chief of Staff for Manpower/Personnel/Administration  
FIRST Naval Construction Division  
Naval Amphibious Base, Little Creek, Norfolk VA  
Nov 2005 - Oct 2007





Sherry Hicks

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**From:** no-reply@monroenc.org  
**Sent:** Thursday, November 2, 2023 12:29 PM  
**To:** Sherry Hicks  
**Subject:** Committee Application

**Committee Application Form**

|  |  |
|--|--|
| Committee/Board seeking appointment  | Board of Adjustment  |
| Applicant's Name   | George Smith   |
| Applicant's Address  | 407 South Westover Drive<br>Monroe, NC 28112   |
| Applicant's Email  | meanassnake@yahoo.com  |
| Applicant's Phone  | (704) 2198895  |
| Years in Monroe / Union County   | 9/40   |
| Residency Information  | City   |
| Are you a U.S. citizen?  | Yes  |
| Education: List schools, dates attended, degrees obtained.                                     | Drexel University, Sept 1973 to June 1978, Bachelors of Science Materials Engineering,                       |
| Occupation: List past 3 and current employers and positions held.                              | Teledyne Senior Principal Engineer, Haynes International Process Engineering. Bethlehem Steel Loop Course.   |
| Please list civic and fraternal organizations in which you participate in Monroe/Union County. |  |
| Business and civic experience/skills relevant to the Committee/Board seeking appointment:      | Board of Adjustment  |
| Areas of expertise/special skills relevant to the Committee/Board seeking appointment:         | Resident of the city of Monroe, Degreed Engineer   |
| Please explain your interest in serving on the above named Committee/Board.                    | The Board has been understaffed and I feel that it is my civic duty to keep the board as a functional body.+ |

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. Board of Adjustment (2 year term)

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 George Smith

Date 11-2-2023

# George J Smith

Retired

407 S Westover Dr  
Monroe, NC 28112

704-219-8895

meanassnake@yahoo.com

## OBJECTIVE

To earn the trust of the City Council to serve on the Board of Adjustment.

## EDUCATION —

Drexel University  
Philadelphia, Pa  
Class of 1978 B.S.  
Degree in Material Engineering.

## EXPERIENCE

### June 1978 to June 1980 (Basic Steel Industry)

Loop Course • Looper • Bethlehem Steel Bethlehem, Pa

June 1980 to December 1982 (High Performance Nickel Alloys  
Engineer • Process Engineer • Cabot Corporation, Kokomo, In

February 1983 to June 2021

Senior Principal Engineer • Process Engineer • ATI Specialty  
Materials

Was hired to start-up Teledyne Allvac's new GFM forging machine.  
Developed processes to keep the company a leader in the  
Specialty Superalloy marketplace. Was involved with the upgrade  
to the 3500-ton press to a 4200-ton press at the Monroe Plant. In  
2008 was involved with the start-up of the new forging facility on  
Rocky River Road. Was recognized as a Key Employee. I retire in  
2021 after training my replacement.

## KEY SKILLS —

Writing of Forging Instructions  
in such a way to minimize  
operator to operator variation.  
If the operator did not  
understand the instructions, it  
was the fault of the Engineer.

## COMMUNICATION

From the time I started at Allvac until the time I retired, I relentlessly  
removed process variation from the forging process. Basic Job  
Description: "I tortured metal until it submitted to the will of my  
customer." The driving force was to provide my customer with a  
consistent product to support the ever-tightening restrictions of the  
Aerospace Industry.

## LEADERSHIP

Vic-Chairmen of the Board of Adjustment.

## REFERENCES

## Sherry Hicks

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**From:** no-reply@monroenc.org  
**Sent:** Friday, March 24, 2023 2:22 PM  
**To:** Sherry Hicks  
**Subject:** Committee Application

### Committee Application Form

Committee/Board seeking appointment: Board of Adjustment

Applicant's Name: Helena Faherty

Applicant's Address: 1106 HELEN ST  
MONROE, NC 28112-6168

Applicant's Email: hchurm2001@yahoo.com

Applicant's Phone: (215) 6220490

Years in Monroe / Union County: 4

Residency Information: City

Are you a U.S. citizen?: Yes

Education: List schools, dates attended, degrees obtained. College degree received 2002

Occupation: List past 3 and current employers and positions held. Social Security IRS TSA

Please list civic and fraternal organizations in which you participate in Monroe/Union County. Daughters of American Revolution - old member new to Monroe Organization

Business and civic experience/skills relevant to the Committee/Board seeking appointment: Volunteer at Homeless Shelter

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

Please explain your interest in serving on the above named Committee/Board. I have retired in Monroe and find it a wonderful town to live and want to help make it a better place to live.

Are you currently serving on any other appointed bodies? No

|   |                |
|---|----------------|
| If yes, please list.  | N/A            |
| Do you currently hold an elected office?  | No             |
| If yes, please list.  | N/A            |
| Could any of your business or personal interests create a conflict (either real or perceived) if appointed? | No             |
| If yes, please explain conflict.  | N/A            |
| List meetings attended of the Committee/Board of interest.  | none yet       |
| Has any formal charge of professional misconduct ever been sustained against you in any jurisdiction?       | No             |
| If yes, please explain complete disposition.  | N/A            |
| Have you completed the City's Citizen's Academy?  | No             |
| If yes, when did you complete the academy?  | N/A            |
| Have you ever been convicted of a felony?   | No             |
| If yes, explain.  | N/A            |
| Signature   | Helena Faherty |
| Date  | 3-24-2023      |

**Helena C Faherty**  
1106 HELEN ST  
MONROE, North Carolina 28112-6168 United States  
Mobile: +11215622049  
Email: hchurm2001@yahoo.com

**Availability:**  
**Work Schedule:** Part-time

**Work Experience:**  
**Customer Service Representative**  
**Social Security Administration (This is a federal job)**  
2201 CORONATION BLVD.  
SUITE 100  
Monroe, NC

**6/2014 - 5/2022**  
**Salary:** \$0.00 USD Per Year  
**Hours per week:** 40  
**Series:** 0962 Contact Representative  
**Pay Plan:** GS - General Schedule (Ch. 51, 5 U.S.C.).  
**Grade:** 5-9

**Duties, Accomplishments and Related Skills:**  
Specialized Experience as Customer Service Representative interviewing beneficiaries and the general public to determine the nature of their call or visit regarding Social Security and Medicare issues/problems. Introducing the public to what Social Security can and cannot do, getting the right forms and filing in a timely manner.

**Supervisor:** not required (000-0000)  
**Okay to contact this Supervisor:** Yes

---

**Tax Examiner**  
**Internal Revenue Service (This is a federal job)**  
2970 Market Street  
Philadelphia, PA

**3/2008 - 6/2014**  
**Salary:** \$0.00 USD Per Year  
**Hours per week:** 40  
**Series:** 0592 Tax Examining  
**Pay Plan:** GS - General Schedule (Ch. 51, 5 U.S.C.).  
**Grade:** 07

**Duties, Accomplishments and Related Skills:**

I read, understand and implement regulations, policies, standards and procedures, including referral criteria of the Tax Regulations. I have extensive knowledge and comprehension of US tax laws and am able to apply information of such laws to taxpayer information.

**Supervisor:** Nora Riley (267-941-5526)

**Okay to contact this Supervisor:** Yes

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**Supervisor**

**TSA (This is a federal job)**

Philadelphia, PA

Philadelphia, PA

**3/2002 - 8/2008**

**Hours per week:** 50

**Duties, Accomplishments and Related Skills:**

Opened Philadelphia International Airport - help develop procedural plans and options for support. Supervised over 50 employees.

**Supervisor:** he has since passed but you can call OPM (2150000000)

**Okay to contact this Supervisor:** Yes

**Education:**

**Eastern University** St. David, PA United States

Bachelor's degree 5 / 2002

**GPA:** 3.30 of a maximum 4.0

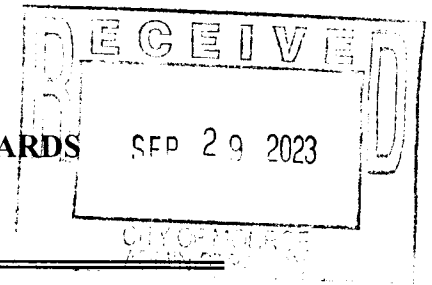
**Credits Earned:** Semester Hours

**Major:** Organizational Management

**References:**

| <b>Name</b>      | <b>Employer</b> | <b>Title</b> | <b>Phone</b> |
|------------------|-----------------|--------------|--------------|
| Lisa Wallace (*) |                 |              | 704-756-4869 |

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: 9/30/23  
COMMITTEE/BOARD seeking appointment: Adjustment  
NAME: Louis Philippi  
ADDRESS: 1102 Lakewood Dr  
MAILING ADDRESS: Same  
YEARS IN MONROE (UNION) COUNTY 24

RESIDENCY: CITY / COUNTY (circle one)  
Are you a United States Citizen?  YES / NO (circle one)

PRIMARY PHONE NUMBER (704) 996-2930 HOME / MOBILE / BUSINESS (circle one)  
E-mail Address: Lophilippi@aol.com

EDUCATION:

List Schools, dates attended, Degrees obtained:

| School           | Date Attended | Degree  |
|------------------|---------------|---------|
| 1. COR Jesu High | 1959-63       | Diploma |
| 2.               |               |         |
| 3.               |               |         |
| 4.               |               |         |

OCCUPATION:

Past 3 and current employers and positions held

| Employer               | Position Held |
|------------------------|---------------|
| 1. Retired             |               |
| 2. Bright Ideas, Inc   | President     |
| 3. Bestform Foundation | Sales Reps    |

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

Former board member - Monroe Board of Adjustments  
Union County Planning Board

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

Service on Above Boards

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

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

*Former Member - Enjoyed The Work*

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

- 1.
- 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. *11/30/2013*
2. *10/26/2013*
- 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.**

Date: 9/30/23

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

|                                  |                                  |
|----------------------------------|----------------------------------|
| RECEIVED                         | RECEIVED                         |
| DEC - 4 2023                     | DEC - 4 2023                     |
| CITY OF MONROE<br>ADMINISTRATION | CITY OF MONROE<br>ADMINISTRATION |

RECEIVED

SFP 29 2023

CITY OF MONROE  
ADMINISTRATION

# Louis Philippi

Retired

Moved to North Carolina in 1970. moved to Union County in 1999. Did work as a volunteer in Emergency medicine, officer in the Union County Republican party and director with the Museum of the Waxhaws. I have always done volunteer work to make my community a better place to live.



## Contact

### Address

Monroe, North Carolina  
28112

### Phone

(704) 996-2930

### E-mail

lophilippi@aol.com



## Skills

Operational Management



## Work History

**2018-02 -**

**2020-07**

### Partner

*L & L Trucking Of Stallings, LLC, Stallings, NC*

- Did administration and sales for a small trucking company

**1977-06 -**

**2010-10**

### President

*Bright Ideas, Inc, Charlotte, NC*

Owned and operated a Lighting Supply Company and sold wholesale to the trade throughout the USA



## Education

### High School Diploma

*Cor Jesu - New Orleans, LA*

Sherry Hicks

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**From:** no-reply@monroenc.org  
**Sent:** Monday, October 9, 2023 5:17 PM  
**To:** Sherry Hicks  
**Subject:** Committee Application

**Committee Application Form**

Committee/Board seeking appointment Charlotte-Monroe Executive Airport

Applicant's Name Gary Wilfong

Applicant's Address 1304 Lawyers Rd W  
Indian Trail, NC 28079

Applicant's Email gwilfong@carolina.rr.com

Applicant's Phone (704) 5898412

Years in Monroe / Union County 39

Residency Information County

Are you a U.S. citizen? Yes

Education: List schools, dates attended, degrees obtained. East Carolina University 1967-1971 Bachelor of Arts , Geography  
East Carolina University 1971-1973, and 1977 Masters of Arts, Geography

Occupation: List past 3 and current employers and positions held. US Air Force, Pilot Brigadier General Captain, US Airways  
Captain, Piedmont Airlines

Please list civic and fraternal organizations in which you participate in Monroe/Union County. Chairman, Charlotte/Monroe Executive Airport Commission  
Executive Committee, Union County Community Shelter Town  
Council and Mayor Pro Tem Town of Fairview Staff Judge  
Advocate, American Legion Post 535 Unionville, NC

Business and civic experience/skills relevant to the Committee/Board seeking appointment: Leadership roles and responsibility during 33 year US Air Force  
Career Captain and Instructor Pilot during 35 Commercial Airline  
Pilot Career

Areas of expertise/special skills relevant to the Committee/Board seeking appointment: 35 year experience in military and commercial aviation.  
Knowledgeable about aviation as a pilot and same experience in  
dealing with airport operations. Able to relate to concerns of airport  
operations , aircraft operational requirements and able to  
communicate with airport personnel and pilots based on my  
extended experience and management in aviation skills.

|   |   |
|---|---|
| Please explain your interest in serving on the above named Committee/Board.                                 | I have served on the Current Airport commission and would provide my over lapping experience in past, current and future operations of the airport. |
| Are you currently serving on any other appointed bodies?  | Yes   |
| If yes, please list.  | Chairman, Charlotte/Monroe Airport Commission   |
| Do you currently hold an elected office?  | Yes   |
| If yes, please list.  | Town Council and Mayor Pro Tem, Town of Fairview, NC  |
| 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.  | All Airport Commission meetings of 2023   |
| 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   | Gary Wilfong  |
| Date  | 10-9-2023   |

Sherry Hicks

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**From:** Gary Wilfong <gwilfong@carolina.rr.com>  
**Sent:** Monday, October 9, 2023 5:24 PM  
**To:** Sherry Hicks  
**Subject:** BIO-Gary Wilfong

**Brigadier General Gary H. Wilfong (Retired)**

Brigadier General Gary H. Wilfong was the Deputy Adjutant General for Air for the North Carolina National Guard. He was the primary advisor to the Adjutant General of North Carolina on Air National Guard affairs both Federal and State. He provided oversight of the NCANG budget process, on behalf of the TAG, to meet mission requirements. Served as the Chairman of the North Carolina National Guard (NCNG) Safety and Equal Opportunity (EO) Councils that affect the operation of the NCNG. His command included units located at 145<sup>th</sup> Airlift Wing, Charlotte/Douglas International Airport; 118<sup>th</sup> Air Support Operations Squadron and 235<sup>th</sup> Air Traffic Control Squadron, Albemarle-Stanly County Airport; and the 263<sup>rd</sup> Combat Communications Squadron, Badin, NC.

Brigadier General Wilfong was born in Meadville, Pennsylvania on May 28, 1949 and moved to Charlotte, North Carolina in 1951. He graduated from East Mecklenburg High School in Charlotte, NC in 1967. He then attended East Carolina University in Greenville, NC graduating in 1971 with a Bachelor of Arts degree in Geography and a minor in Aerospace Studies. While at East Carolina he was awarded an AFROTC Scholarship and was Distinguished Graduate of the AFROTC Program. He was commissioned as a Second Lieutenant in the United States Air Force upon graduation from East Carolina University. He was given an educational delay to begin his graduate studies at East Carolina in 1971. General Wilfong reported to Webb Air Force Base (AFB), Texas in 1973 and earned his pilot's wings in 1974. C-130 qualification training was completed at Little Rock Air Force Base, Arkansas in 1974. He was then assigned to the 774<sup>th</sup> Tactical Airlift Squadron (TAS) at Dyess Air Force Base, Texas. He obtained his Master of Arts Degree in Geography through the Operation Bootstrap program at East Carolina University in 1977. While assigned to the 774<sup>th</sup> TAS, he served as aircraft commander, instructor pilot, and flight examiner. General Wilfong separated from the United States Air Force in June 1979 and joined the North Carolina Air National Guard that same month. In August 1979, he began his civilian career flying for Piedmont Airlines in Charlotte, NC. He now flies for US Airways as a Captain on a Boeing 757/767. He was an instructor pilot, check airman in their training department. He has flown the E, H, B, and H-3 models of the C-130 during his US Air Force and Air National Guard career. Since joining the North Carolina Air National Guard, he has served as instructor pilot, flight commander, squadron operations officer, Commander of the 156<sup>th</sup> Airlift Squadron, and 145<sup>th</sup> Operations Group Commander. General Wilfong became the 145<sup>th</sup> Airlift Wing Commander in May of 1998. He became the Chief of Staff of the North Carolina Air National Guard in January of 2000. He was appointed the Assistant Adjutant General for Air/Commander of the North Carolina Air National Guard in June of 2001.

**EDUCATION:**

- 1971. Bachelor of Arts degree in Geography and minor in Aerospace Studies, East Carolina University in Greenville, North Carolina.
- 1976. Squadron Officer's School by correspondence
- 1977. Master of Arts degree in Geography through the Operation Bootstrap program at East Carolina University
- 1977. Squadron Officer's School in residence, Maxwell Air Force Base, Alabama

- 1985. Air Command and Staff College by correspondence
- 1994. Marine Corps Amphibious War College and Air War College, both by correspondence

**ASSIGNMENTS:**

1. February 1973 – June 1974, Student Undergraduate Pilot Training, Webb AFB, Texas
2. June 1974 – August 1974, C-130E Pilot Qualification Training, Little Rock AFB, Arkansas
3. August 1974 – June 1979, C-130H Aircraft Commander, Instructor Pilot and Flight Examiner assigned to the 774<sup>th</sup> Tactical Airlift Squadron at Dyess Air Force Base, Texas.
4. June 1979 – September 1983, joined the North Carolina Air National Guard assigned to the 156<sup>th</sup> Airlift Squadron as a C-130B Aircraft Commander
5. September 1983 – December 1992, C-130B Instructor Pilot, 156<sup>th</sup> Tactical Airlift Squadron, NCANG
6. December 1992 – November 1994, Squadron Operation Officer and Instructor Pilot, 156<sup>th</sup> Tactical Airlift Squadron, NCANG
7. November 1994 – June 1995, transferred to USAFR
8. June 1995 – December 1996, Commander, 156<sup>th</sup> Airlift Squadron, North Carolina Air National Guard, unit converted to the C-130H-3
9. December 1996 – May 1998, Commander, 145<sup>th</sup> Operations Group, NCANG
10. May 1998 – January 2000, Commander 145<sup>th</sup> Airlift Wing, NCANG
11. January 2000 – June 2001, Chief of Staff, NCANG
12. June 2001 – June 25, 2004, Assistant Adjutant General for Air/Commander, NCANG

**FLIGHT INFORMATION:**

Rating: Command pilot and Instructor/Evaluator pilot

Military flight hours: 4,204

Military aircraft flown: T-37, T-38, C-130B, E, H, and H-3

**MAJOR AWARDS & DECORATIONS:**

Legion of Merit

Meritorious Service Medal

Air Force Achievement Medal

Outstanding Unit Award with four oak leaf clusters

Combat Readiness Medal with seven devices

National Defense Service Medal

Armed Forces Expeditionary Medal

Armed Forces Service Medal

Air Force Longevity Service Award

Armed Forces Reserve Medal

Small Arms Expert Marksmanship Ribbon

Air Force Training Ribbon

North Carolina National Guard Distinguished Service Medal

North Carolina National Guard Meritorious Service Medal

North Carolina National Guard Meritorious Unit Citation

North Carolina National Guard State Service Ribbon

North Carolina National Guard State Active Duty Ribbon

Order of the Long Leaf Pine

**OTHER ACHIEVEMENTS:**

While at East Carolina University he was awarded an AFROTC Scholarship and was a distinguished graduate of the AFROTC Program.

Served as mission commander of deployed forces in support of Operation Volant Partner in Belgium, Coronet Oak and Phoenix Oak in Panama and Joint Endeavor in Germany.

Served as a judge for the Chief of Staff Team Excellence Awards Board (CSTEA).

**CIVILIAN OCCUPATION:**

Senior Captain(Retired) for US Airways with over 27 ,000 hours of commercial flying time. He was a former FAA Designated Flight Examiner and was the co-chair of US Airways Flight Standardization committee. Former Check Airman/Instructor Pilot for the Boeing 737/757/767 Flight Training Programs.

Commercial flight hours: 27,000

Commercial aircraft flown: YS-11, B737-200, 300 and 400, B757/767

**EFFECTIVE DATES OF PROMOTION:**

Second Lieutenant June 9, 1971

First Lieutenant June 9, 1974

Captain June 9, 1976

Major July 5, 1985

Lieutenant Colonel April 1, 1992

Colonel December 12, 1996

Brigadier General January 9, 2000

**RESIDENCY:**

General Wilfong moved to Union County in June of 1984. He and his family reside in the Fairview community. He is married to former Debbie Barbee of Matthews. He has three children, Misty (deceased), Michael (36) and Matthew (24). Misty, Michael and Matthew graduated from Piedmont High School. Michael graduated from Appalachine State University in Boone , NC. Matthew is a graduate of Florida International University in Miami, FL with a BS Degree in International Business and MS Degree in International Real Estate. Michael is married to Patricia Harray of Monroe and they have a daughter Stella Gray and two sons, Shepard Banks. And Selwyn Michael. His family attends Benton's Cross Roads Baptist Church. Charter member of Samuel F Keziah American Legion Post 535 in Unionville.

**ELECTED POSITIONS:**

Currently Fairview Town Council

**SPECIAL INTERESTS:**

Since retirement from the North Carolina Air National Guard and US Airways he has been involved in the North Carolina Baptist Men disaster relief programs and the Partnership Program with Cuba. He has made nine mission trips to Cuba. Presently, an advisor to the Samuel F. Keziah American Legion Post 535 and a member of their building committee.

Sherry Hicks

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**From:** no-reply@monroenc.org  
**Sent:** Friday, December 1, 2023 3:38 PM  
**To:** Sherry Hicks  
**Subject:** Committee Application

**Committee Application Form**

Committee/Board seeking appointment Charlotte-Monroe Executive Airport

Applicant's Name Brooks Durham

Applicant's Address 2731 Rolling Hills Drive  
Monroe, NC 28110

Applicant's Email brooksdurham2009@gmail.com

Applicant's Phone (704) 4412535

Years in Monroe / Union County 8

Residency Information City

Are you a U.S. citizen? Yes

Education: List schools, dates attended, degrees obtained. Doctor of Business Administration (DBA) – Organizational Behavior, University of North Carolina Charlotte, March 2021. Abusive Supervision and Subordinate Characteristics: A Relative Importance Analysis. Master of Business Administration (MBA), Widener University, 2003. Bachelor of Science (BSc), Operations Management, Pennsylvania State University, 1993. APICS, CSCP (Certified Supply Chain Professional). Green Belt, Six-Sigma, Villanova University.

Occupation: List past 3 and current employers and positions held. LD Davis Industries, VP/GM Monroe NC Rondo Pak Inc, Director of Operations, PA Fibre-Metal Products/North Safety, Director of Operations, PA

Please list civic and fraternal organizations in which you participate in Monroe/Union County. Rotary (Lunch Tuesdays) - Rolling Hills Country Club

Business and civic experience/skills relevant to the Committee/Board seeking appointment: BOARD AND EXECUTIVE MEMBERSHIPS • Member, Rotary of Monroe, NC. 2021-present. • Member, Vistage International Executive Peer Group. 2015-present • Member, Zoning Board, Thornbury Township Chester County, PA. 2014-2015 • Chair/Member, Planning Commission, Thornbury Township

Chester County, PA. 2004-2014 • Parks & Recreation Commission,  
Thornbury Township Chester County, PA. 2004-2015

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

Extensive civic board experience, both as a Chair and member. Research doctorate from UNCC - Organizational Behavior. Professionally, I have worked in and on business departments, including Operations, Warehousing, Customer Service, Procurement, Inventory Control, Quality, Design, and Human Resources. I am comfortable working in teams, writing and reviewing technical documents and, negotiating.

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

Monroe has a gem of an opportunity to grow with its airport. We have recently purchased a home in Rolling Hills and plan on staying for a long time. Monroe has really changed since we came here in 2015, and having the airport will certainly drive profitable business growth, as well as add additional employment opportunities.

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.

Airport meetings: 05/08/23; 09/11/23; 11/13/23

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

Brooks Durham

Date

12-1-2023

**Brooks T. Durham**  
2731 Rolling Hills Drive Monroe, NC 28110  
(704) 441 2535  
[brooksdurham2009@gmail.com](mailto:brooksdurham2009@gmail.com)

An experienced Executive with a record of driving profits and quality by improving operations, generating efficiencies, and reducing costs. Strengths include developing process infrastructures across multiple locations to exceed strategic goals; sourcing and negotiation favorable pricing terms while building supplier relationships; and building and developing high performance teams. Core competencies include:

- Global Sourcing
- Cost Accounting
- P&L Management
- International Operations
- Lean Manufacturing
- Team Building
- ERP Optimization
- Process Improvement
- Family Business Management
- Supply Chain Management

## EDUCATION

- **Doctor of Business Administration (DBA) – Organizational Behavior**, University of North Carolina Charlotte, March 2021. *Abusive Supervision and Subordinate Characteristics: A Relative Importance Analysis.*
- **Master of Business Administration (MBA)**, Widener University, 2003.
- **Bachelor of Science (BSc)**, Operations Management, Pennsylvania State University, 1993.

## INDUSTRY EXPERIENCE

### **Vice-President/General Manager, LD Davis Industries, March 2015-present**

- P&L responsibility for privately held adhesives manufacturer.
- Managing 25+ employees through 3 direct reports.
- Operations, Supply Chain, Technical/Quality, Customer Service and Administration.

### **Director of Operations, Rondo-Pak Incorporated, January 2013-June 2014**

- A Korber Medipak Company, specializing in the design and manufacture of cGMP compliant pharmaceutical folding cartons and partitions.
- Managed thirty-five employees (union and non-union) through four direct reports (Norristown, PA and San Juan, PR)
- United Steelworkers USW Local 286 (Norristown, PA facility)

**Brooks T. Durham**  
2731 Rolling Hills Drive Monroe NC 28110  
(704) 441 2535  
[Brooksdurham2009@gmail.com](mailto:Brooksdurham2009@gmail.com)

**Vice-President of Operations, Unipak Incorporated, May 2007-October 2012**

- Leading, privately held folding carton and rigid box manufacturer serving Retail, Confectionary, Medical/Dental/Pharmaceutical and Health/Beauty markets.
- Managed forty employees through five direct reports – including Supply Chain, Customer Service, Human Resources, and Quality

**Director of Operations, Norcross Safety Products, March 2005-March 2007**

- A \$600M safety equipment manufacturer/distributor – **acquired Fibre-Metal Products.**
- Managed \$35M P&L with eight distribution centers and team of 120 employees comprised of multi-level management and union employees – including Manufacturing and Supply Chain Operations
- United Steelworkers USW Local 286 (Concordville, PA facility)

**Various Positions with Increasing Leadership**

**Fibre-Metal Products**, \$35MM Manufacturer and Distributor of top-quality, high-performance head, face, eye, hearing, and welding protection. Lead 21-person team. Instituted operational efficiencies, enhanced Materials Management, Purchasing, Production and Scheduling for one domestic manufacturing plant and a worldwide distribution operation with eight centers throughout the U.S, Canada, and Europe

- **Materials Manager**, 2001-2005
- **Production Planning Manager**, 1999-2001
- **Purchasing Manager**, 1997-1999
- **Inventory Control Manager**, 1994-1997

**SELECT CAREER ACCOMPLISHMENTS**

- Extensive procurement experience across several industries. Injection Molding plastics, MRO, equipment, packaging, fiberglass composites, metals, printing, electronics, commodities, and adhesives.
- Initiated global sourcing, lowering Fibre-Metal Total Cost of Ownership. Expanded supplier base for raw materials, sub-assemblies, and OEM products to eight countries, including China, Sweden, Taiwan, Slovenia, Czech Republic, Germany, and Canada.
- Developed and built-out Folding Carton Manufacturing Plant. Located in San Juan, Puerto Rico implemented 45,000 sq. ft. finishing operation.
- Returned Unipak to profitability. Company was underperforming and not adequately utilizing its assets. Reduced direct labor and material costs, increased order throughput, reduced discretionary spending, improved collections, and reduced debt.
- Improved operating efficiency and reduced inventory by applying lean manufacturing processes for Norcross Safety. Replaced dual ERP systems methodology, simplifying inter-company shipping process with pull-system replenishment for sub-assembly process in Mexico facility. Increased transactional integration and reduced response time.

**Brooks T. Durham**  
2731 Rolling Hills Drive Monroe NC 28110  
(704) 441 2535  
[Brooksdurham2009@gmail.com](mailto:Brooksdurham2009@gmail.com)

- Redesign and re-invigorate Rondo-Pak Operations. As part of a recruited executive team, turnaround every aspect of an unprofitable organization – ground floor to global corporate interface.
- Restructure Organization and IT of LD Davis Industries. As General Manager, reshaped organization through strategic people acquisitions, divested business of unprofitable division and re-tooled all aspects of SOP's with implementation of new ERP system (Process Pro).
- Five Enterprise Resource Planning (ERP) implementations / redeployments: EPICOR Manage 2000; Advantzware Manufacturing and Distribution; AMTECH – Imaginera; ProcessPro.

#### **CERTIFICATIONS**

- **APICS, CSCP** (Certified Supply Chain Professional).
- **Green Belt, Six-Sigma**, Villanova University.

#### **BOARD AND EXECUTIVE MEMBERSHIPS**

- Member, Rotary of Monroe, NC. 2021-present.
- Member, Vistage International Executive Peer Group. 2015-present
- Member, Zoning Board, Thornbury Township Chester County, PA. 2014-2015
- Chair/Member, Planning Commission, Thornbury Township Chester County, PA. 2004-2014
- Parks & Recreation Commission, Thornbury Township Chester County, PA. 2004-2015

#### **PUBLICATIONS**

- Durham, Brooks T. (2021). *Abusive Supervision and Subordinate Characteristics: A Relative Importance Analysis*. ProQuest Dissertations Publishing.
- Durham, Brooks and Larson, Brian. (2004). *Marketing Myopia Revisited: Review, Responses and Recommendations with the Music Recording Industry*. Journal of E-Business.
- Durham, Brooks and Larson, Brian. (2003). *Marketing Myopia in the Music Recording Industry*. Proceedings of the 2003 Atlantic Marketing Association Conference Volume XIX. Presented at the Atlantic Marketing Conference in Portland, ME. October 2003.

#### **CONFERENCES**

- European Association of Work and Organizational Psychology (EAWOP). Glasgow, Scotland. January 2021. Poster. *In the Eye of the Beholder: A Relative Importance Analysis of the Role of Subordinate Characteristics in Abusive Supervision*. Covid delayed until January 2022.
- Atlantic Marketing Association Conference. Portland, ME. October 2003.

**Brooks T. Durham**  
2731 Rolling Hills Drive Monroe NC 28110  
(704) 441 2535  
[Brooksdurham2009@gmail.com](mailto:Brooksdurham2009@gmail.com)

**GUEST LECTURE PRESENTATIONS**

- Durham, Brooks. (2021, April 8). Operations and Supply Chain – Abusive Supervision and Organizational Behavior. OPER 3206, University of North Carolina Charlotte, Dr. Reginald Silver.
- Durham, Brooks. (2019, June 3). Human Resource Primer for Manufacturing Management. Business Law I – BLAW 3150, University of North Carolina Charlotte, Dr. Emma Best, Esq.
- Durham, Brooks. (2019, April 11). Quality Assurance: Correlation Analysis Study of Protein Adhesive Manufacturing and Supply Chain Management: Total Cost of Ownership (TCO). Quality Assurance Management – OPS 3206, University of North Carolina Charlotte, Dr. Reginald Silver.

FEB 14 2023

**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: February 14, 2023

COMMITTEE/BOARD seeking appointment: Charlotte-Monroe Executive Airport Commission

NAME: Don R. Edwards

ADDRESS: 7809 Stinson Hartis Rd., Indian Trail, NC 28079

MAILING ADDRESS: Same as above

YEARS IN MONROE (UNION) COUNTY 23

RESIDENCY: CITY / COUNTY (circle one)  
Are you a United States Citizen? YES NO (circle one)

PRIMARY PHONE NUMBER (704) 882-2038 HOME / MOBILE / BUSINESS (circle one)  
E-mail Address: Flycap172@aol.com

EDUCATION: See attached sheets

List Schools, dates attended, Degrees obtained:

| School | Date Attended | Degree |
|--------|---------------|--------|
| 1.     |               |        |
| 2.     |               |        |
| 3.     |               |        |
| 4.     |               |        |

OCCUPATION: Retired

Past 3 and current employers and positions held See attached sheets

| Employer | Position Held |
|----------|---------------|
| 1.       |               |
| 2.       |               |
| 3.       |               |

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

Veterans of Foreign Wars

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

See attached sheets

Areas of expertise/special skills relevant to the Committee/Board seeking appointment: **See attached sheets**

Please explain your interest in serving on the above named Committee/Board: **See attached sheets**

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

- 1.
- 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. November 14, 2022
2. February 13, 2023
- 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.**

Date: February 14, 2023

Signature: \_\_\_\_\_

*Don R. Eslevards*

***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**

Don R. Edwards  
7809 Stinson Hartis road  
Indian Trail, Union County, NC, 28079  
704-882-2038                      January 18, 2023

BBA Degree in Aviation Management, University of Miami, Florida.  
Graduate, US Army War College, Carlisle Barracks, Pennsylvania.  
Colonel, US Army, Retired.  
Vietnam Veteran.

Retired and receiving social security as well as army retired pay.

Currently Living in Union County for last 23 years.  
Lived in Matthews, Mecklenburg County, for 33 years prior to moving to  
Union County.

Former President of Matthews Chamber of Commerce.  
Former President of Sedgefield Business Association, Charlotte, NC.  
Co-Chair, Matthews Roads Committee, NC.  
Former Vice-President, Anson County Flying Club, Wadesboro, NC.

Commercial pilot with Instrument Rating. I learned to fly at Charlotte-  
Monroe Executive Airport, in the late 1970's. Currently have 1,450 hours  
in single engine land, fixed and retract aircraft.

Former Wing (State) Commander, Civil Air Patrol, NC. Retired from  
CAP with 31 years service.

Owner/President, Sedgefield Hardware, Charlotte, NC, 1970 to 1977.  
Owner/President, Edwards Hardware, Matthews, NC, 1977 to 1987.  
Prior employment with Pan American Airways, Miami & Guatemala, C.A.  
Prior employment with Eastern Airlines, Miami, Florida.

I have the time, aviation experience and interest, and the business and  
Management expertise to be a good, active, contributing member of the  
Charlotte-Monroe Executive Airport Commission, as evidenced by my  
several years prior membership on this commission.

Sherry Hicks

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**From:** no-reply@monroenc.org  
**Sent:** Wednesday, November 29, 2023 10:09 AM  
**To:** Sherry Hicks  
**Subject:** Committee Application

**Committee Application Form**

Committee/Board seeking appointment Charlotte-Monroe Executive Airport

Applicant's Name Lynn Keziah

Applicant's Address 2807 Vidalila Court  
Monroe, North Carolina 28111

Applicant's Email lkeziah@monroenc.org

Applicant's Phone (704) 2212365

Years in Monroe / Union County 80

Residency Information City

Are you a U.S. citizen? Yes

Education: List schools, dates attended, degrees obtained. Wingate Junior College - Graduated in 1964 (Business Degree)  
Monroe High School - Graduated 1962 (General Degree)

Occupation: List past 3 and current employers and positions held. Self-employed

Please list civic and fraternal organizations in which you participate in Monroe/Union County. Charter Member of the Kiwanis Club

Business and civic experience/skills relevant to the Committee/Board seeking appointment: 42 years on Monroe City Council and Mayor

Areas of expertise/special skills relevant to the Committee/Board seeking appointment: Previously served over 20 years on the Airport Commission

Please explain your interest in serving on the above named Committee/Board. While serving on City Council, he served 20 years on the Airport Commission. The Airport is one of my passions and I would like to see it become the best that it can be.

|   |   |
|---|---|
| Are you currently serving on any other appointed bodies?  | Yes                                       |
| If yes, please list.  | General Services until December 2023      |
| Do you currently hold an elected office?  | Yes                                       |
| If yes, please list.  | City Council Member through December 2023 |
| 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.  | April 10, 2023 and May 8, 2023            |
| 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   | Lynn Keziah                               |
| Date  | 11-29-2023                                |

Lynn Keziah  
2807 Vidalia Court  
Monroe, NC 28111  
(704) 221-2365

**Personal:**

Served as Mayor and City Council Member for 42 years  
Self-employed

**Education:**

Wingate Junior College – Graduated in 1962 with Business Degree  
Monroe High School – Graduated in 1962

**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: 10/27/23

COMMITTEE/BOARD seeking appointment: Downtown Advisory Board

NAME: Joyce Rentschler

ADDRESS: 313 N. Main St Monroe, NC 28112

MAILING ADDRESS: 10908 Owl Nest Lane Charlotte NC 28277

YEARS IN MONROE (UNION) COUNTY 68

RESIDENCY: CITY COUNTY (circle one)

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

PRIMARY PHONE NUMBER 704 267 3102 HOME MOBILE / BUSINESS (circle one)

E-mail Address: jrentschler@juno.com

EDUCATION: BA

List Schools, dates attended, Degrees obtained:

| School  | Date Attended | Degree                   |
|---------|---------------|--------------------------|
| 1. CPCC | 1983          | Associate in Nursing     |
| 2. UNCC | 1995          | Bachelor in Anthropology |
| 3.      |               |                          |
| 4.      |               |                          |

OCCUPATION:

Past 3 and current employers and positions held

| Employer                 | Position Held |
|--------------------------|---------------|
| 1. Presbyterian Hospital | RN            |
| 2. Atrium in Monroe      | RN            |
| 3.                       |               |

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

Downtown Board, Tourism Board  
Director of Downtown Monroe Art Walk

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

see above

Also, I believe that living on Main St. makes gives me experiences that are valuable to the board.

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

I am intimately familiar with Monroe and its citizens.  
Please explain your interest in serving on the above named Committee/Board:

I enjoy knowing what is going on in Monroe. I feel I can make educated and unbiased decisions for Downtown based on my knowledge & experience.

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

1. Tourism Board
- 2.
3. Monroe Art Walk

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. I have served on the Board for the past
2. two years as Chairperson.
- 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.

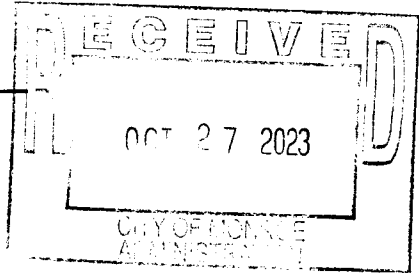
**Please attach a copy of your resume/curriculum vitae with this application.**

Date: 10/27/23 Signature: Joyce Rentschler

***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**





# Joyce Rentschler

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My father opened Ray's Newsstand in 1959 on Franklin Street in Downtown Monroe. It was a staple to all those that worked in downtown as well as to all those who loved comics. This business was part of our family until he retired in 1986. I grew up here and graduated from Monroe High in 1973. I bought my first historic home in Monroe and started a family in 1975. My current home is a dual use, historic building with a lovely apartment overlooking our beautiful historic courthouse. I feel blessed to call Monroe home and care for it the way it has cared for my family for generations. This is my passion.



313 N. Main Street  
Monroe, NC 28112



704-207-3102



jrentshler@juno.com



[Downtown Monroe](#)  
[ArtWalk](#)

## Experience - Work

Nurse

Presbyterian Hospital 1983-1984

Neonatal Nurse

Atrium Health - Union 1984-2020

## Experience - Volunteerism

**City of Monroe Downtown Advisory Board 2013-2018**

Chairperson 2021-present

**Center Theatre Development, Inc 2013-2020**

**Monroe Tourism Development Authority 2012-2015, 2022-present**

**Union County Community Arts Council 2011-2014**

**Union County Women's Leadership Coalition 2006-2015**

**Habitat for Humanity - construction 1996**

**Turning Point - telephone counselor 1998**

**Blooming Arts Festival 1981-1984**

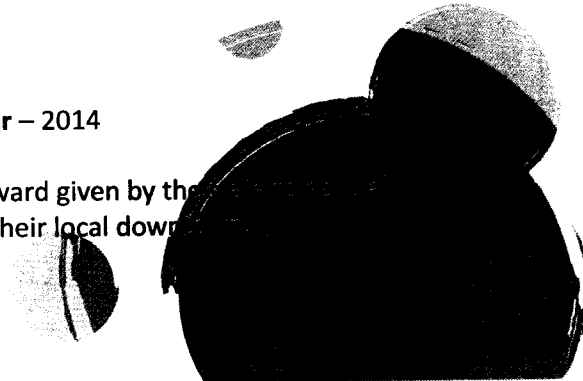
**Crossroads - telephone counselor and scheduler 1972**

## Awards

**Union County Woman of the Year – 2014**

**Main Street Champion – 2014**

Main Street Champion is an award given by the people each year for promoting their local downtown.





### Education

Central Piedmont Community College, Charlotte, NC  
Graduated 1983 – Nursing



UNC – Charlotte, Charlotte, NC  
Graduated 1997 – BA in Anthropology

### References

Julie Hooker  
Neonatal Charge Nurse - Atrium Health - Union  
[centrehanover14@yahoo.com](mailto:centrehanover14@yahoo.com)

Patti Duncan  
Artist and Co-Coordinator for Downtown Monroe Artwalk  
[patti.duncan@frontier.com](mailto:patti.duncan@frontier.com)

Nathan Hopper  
Board Chair for Center Theatre Development, Inc  
[thehoppercompany@carolina.rr.com](mailto:thehoppercompany@carolina.rr.com)



Sherry Hicks

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**From:** no-reply@monroenc.org  
**Sent:** Tuesday, August 22, 2023 9:05 PM  
**To:** Sherry Hicks  
**Subject:** Committee Application

**Committee Application Form**

Committee/Board seeking appointment                      Downtown Advisory Board

Applicant's Name    Sheila Crunkleton

Applicant's Address    107 Buck Hill Rd  
Monroe, NC 28112

Applicant's Email    shcrunkleton@gmail.com

Applicant's Phone    (704) 6194770

Years in Monroe / Union County                      38

Residency Information    City

Are you a U.S. citizen?    Yes

Education: List schools, dates attended, degrees obtained.                      University of Tennessee at Martin

Occupation: List past 3 and current employers and positions held.                      American Red Cross Executive Director 15 years, 4 months  
Charlotte Observer Sales Representative 17 years

Please list civic and fraternal organizations in which you participate in Monroe/Union County.                      Monroe Rotary Club Union Diversified Industries Humane Society of Union Co

Business and civic experience/skills relevant to the Committee/Board seeking appointment:                      Past President of Monroe Rotary, Current Service Chair Past Board President for UDI Past Chair of DMI Past vice chair for Tourism Board

Areas of expertise/special skills relevant to the Committee/Board seeking appointment:                      Relationship Building Events Fundraising

Please explain your interest in serving on the above named Committee/Board.                      I want to see the merchants and residents working in cohesion with the city, not against. Staff has worked very hard to support the merchants.

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. Feb 28 May 1

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? Yes

If yes, when did you complete the academy? I cannot remember date, but more than 6 years

Have you ever been convicted of a felony? No

If yes, explain.

Signature Sheila Crunkleton

Date 8-22-2023

# Sheila Hargrove Crunkleton

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107 Buck Hill Road, Monroe, North Carolina 28112  
(704) 619-4770 / shcrunkleton@gmail.com

## OBJECTIVE

To utilize my proven fundraising, sales and marketing knowledge, excellent customer service skills, and community involvement to develop donor relationships and generate revenue.

## CAREER EXPERIENCE

### American Red Cross

April 2011 – Present  
April 2008 – April 2011

**Executive Director**  
**Community Development Director**

- Support the daily operations for six counties and four offices in the Southern Piedmont
- Manage a team of paid and volunteer staff to support the mission of the American Red Cross
- Recruit, support and coach volunteers to support staff in delivering the mission
- Recruit and work with three Boards of Directors for Southern Piedmont Chapter
- Develop and maintain donor relationships while engaging them in the Red Cross mission
- Plan and implement special events minimizing expense and maximizing revenue
- Manage and support the relationships with the five United Ways on the Southern Piedmont Chapter
- Increase community awareness to the Red Cross through media releases, social media, speaking engagements and community involvement
- Present to local government municipalities yearly and solicit annual funding
- Encourage partnerships by engaging corporate and individual donors to expand their Red Cross experience
- Maintain 100% board giving for each Board of Directors
- Maintain donor database and donor acknowledgement process
- Support staff for Tiffany Circle, national giving society for women donors
- Maintain an annual portfolio of major donors within the Southern Piedmont
- Deploy as needed to national disasters
- Meet yearly targets for revenue, volunteers hours and volunteer satisfaction
- Support all five lines of service to both internal and external customers

### The Charlotte Observer

May 1991 – April 2008

**Account Representative**

- Meet and exceed monthly individual and team revenue goals through prospecting, cold calling, defining needs, and developing effective marketing plans for a variety of clients including retailers, restaurants, realtors, medical and direct mail clients
- Adhere to daily production deadlines
- Maintain weekly revenue reports
- Develop new business through non-traditional revenue programs and sponsorships
- Manage client accounts at all stages from initial sales call to promotional/media recommendations to contraction negotiation and customer satisfaction
- Incorporate strategic selling skills into all aspects of sales cycle to generate high closing ratios
- Create and present marketing opportunities to prospective clients
- Assist with training of new account representatives
- Facilitate training classes' companywide for Leadership Development program
- Champion special sections from sales through production cycle

**EDUCATION**

UNIVERSITY OF TENNESSEE AT MARTIN

**SKILLS**

COMPUTER PROFICIENT in Windows:

- PowerPoint
- Excel
- Microsoft Word
- Outlook

SALESFORCE Donor Database System

CERTIFIED ACHIEVE GLOBAL (ZENGER-MILLER) FACILITATOR

CERTIFIED AMERICAN RED CROSS DISASTER SERVICES INSTRUCTOR

CERTIFIED IN CPR/FIRST AID/AED

**RELATED  
ACTIVITIES**

## PROFESSIONAL DEVELOPMENT

- 2009 Red Cross Disaster Services Instructor Training
- 2008 - Present Red Cross disaster training (28 courses)
- 2006 - 2007 5 time Co-op sales award winner
- 2006 & 2007 Platinum Club - The Charlotte Observer
- 2005 - 2007 Union County Chamber Ambassador co-chair
- 2006 Leadership Union graduate- Union County Chamber
- 2005 Strategic Sales for Customer Results (SSCR) graduate
- 2000-2007 Observer trainer/facilitator for classes
- 2004 Advertising Sales Excellence award
- 2003 Observer Leadership Development I and II graduate
- 2003 Sales Consulting Inc. (SSI) graduate
- 2002 Achieve Global (Zenger-Miller) facilitator graduate
- 1999 Knight Ridder Team Excellence graduate

## COMMUNITY INVOLVEMENT

- 2012-present Monroe Rotary Club Member
- 2015-2016 President Monroe Rotary Club
- 2019-present Union Diversified Industries Board of Directors
- 2008-2021 City of Monroe Downtown Advisory Board chair
- 2009-2021 City of Monroe Tourism Board Vice-Chair
- 2007 Union County Chamber Volunteer of the Year
- 2008-2010 Union County Chamber Board of Directors/Advisory Board
- 2006-2008 Union Co. Red Cross Board of Directors
- 2005-2008 Downtown Monroe Inc. Board of Directors
- 2006-2009 Positive Impact Board of Director
- 2005-2008 Union Co. Parks and Recreation Advisory board
- 2001-2004 PTO President for Monroe Middle School
- 2000-2001 PTA President for Benton Heights Elementary
- 2001-2014 Monroe Youth Soccer various board and coaching roles

**REFERENCES**

AVAILABLE UPON REQUEST

## **Thomas Loria**

305 Maurice Street, Monroe, NC 28112

thomas.loria@outlook.com

704.564.3444

### **Objective**

As a resident of Monroe's Historic Downtown District for nearly three years, I am deeply invested in the ongoing development and revitalization of our community. With a strong background in sales, marketing, community engagement, and web design, I am eager to contribute my skills and passion to the Downtown Advisory Committee, helping to shape the vibrant future of Monroe's downtown area.

### **Professional Experience**

#### Lead Flooring Specialist

Discount Floor Covering Outlet, Indian Trail, NC – 2019 to Present

- Engage directly with a diverse clientele, providing expert advice and solutions in flooring to enhance customer satisfaction and repeat business.
- Oversee complex flooring projects, ensuring they meet client specifications and maintain high-quality standards.
- Collaborate with suppliers and contractors for efficient project completion, demonstrating strong project management skills.
- Lead team training and development, showcasing leadership qualities and commitment to team excellence.

#### Special Finance Sales Rep

Griffin Motor Company Buick GMC Mitsubishi, Monroe, NC – Mar 2018 to Aug 2019

- Built rapport with subprime customers, ensuring proper loan structuring for lender approval.
- Specialized in lead generation, vehicle demonstrations, and closing sales with a focus on vehicle and backend products.

#### Freelance Graphic Web Designer

Violet Cow Creative, Charlotte, NC – Jan 2017 to Present

- Design and develop websites for various businesses, ensuring client satisfaction and functionality.

- Create logos and graphic design work, providing comprehensive branding solutions.
- Optimize websites for SEO to enhance online visibility and client reach.

#### Special Finance Sales Rep

Planet Mitsubishi, Charlotte, NC – Jun 2015 to Jan 2017

- Developed strategies for engaging subprime customers, leading to successful loan structuring and approvals.
- Excelled in lead generation and vehicle sales, including detailed product demonstrations and proposal presentations.

#### Sales Manager

Atlas Financial Services, Charlotte, NC – Jan 2012 to Jun 2015

- Built and led a team of insurance professionals, covering sales territories across North and South Carolina.
- Developed marketing strategies and ensured policy requirements fulfillment, including medical examinations and form completions.

#### VP of Sales and Marketing

Ads-Plus National Yellow Pages, Charlotte, NC – Jul 2008 to Dec 2011

- Managed a team of marketing professionals, directing marketing activities and policies for product and service promotion.
- Handled major client accounts including Wachovia Bank, with responsibilities for accounts worth \$2.5 million annually.

#### National Account Executive

Ads-Plus National Yellow Pages, Charlotte, NC – Jul 2002 to Jul 2008

- Maintained long-term relationships with national and regional clients, providing tailored marketing solutions and campaign themes.
- Managed national yellow page program implementation and maintenance for over 7000 telephone directories.

## **Education**

Associates in Acoustical Engineering, Full Sail University, 2000 - 2002

General Studies, Central Piedmont Community College, 1999 - 2000

High School Diploma, East Mecklenburg High School, 1997 - 1999

## **Skills**

- Community Outreach and Engagement
- Strategic Planning and Visioning
- Sales and Marketing Expertise
- Project Management
- Public Relations and Communication
- Web Design and SEO Optimization

## **Personal Interests**

Passionate about urban development and the transformation of Monroe's downtown. An avid supporter of local events and initiatives that contribute to the economic and cultural vitality of the community.

**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: 11-10-2023  
COMMITTEE/BOARD seeking appointment: Monroe Firefighters Relief Board  
NAME: J. Brent Collins  
ADDRESS: 1123 Village Lake Dr  
MAILING ADDRESS: Monroe NC 28110  
YEARS IN MONROE (UNION) COUNTY 68  
RESIDENCY: (C) CITY / COUNTY (circle one)  
Are you a United States Citizen? (Y) YES / NO (circle one)  
PRIMARY PHONE NUMBER 704.922.9480 HOME / MOBILE / BUSINESS (circle one)  
E-mail Address: jbrentcollins54@gmail.com

EDUCATION:

List Schools, dates attended, Degrees obtained:

| School                    | Date Attended | Degree            |
|---------------------------|---------------|-------------------|
| 1. <u>UNC Chapel Hill</u> | <u>1977</u>   | <u>BS Biology</u> |
| 2.                        |               |                   |
| 3.                        |               |                   |
| 4.                        |               |                   |

OCCUPATION:

Past 3 and current employers and positions held

| Employer                  | Position Held |
|---------------------------|---------------|
| 1. <u>State Farm Ins.</u> | <u>Agent</u>  |
| 2.                        |               |
| 3.                        |               |

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

NC Mason AF & AM

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

None - except year already served

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

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

*community give back*

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

- 1.
- 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. *Oct. 31, 2023*
2. *July 12, 2023*
3. *April 13, 2023*

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?

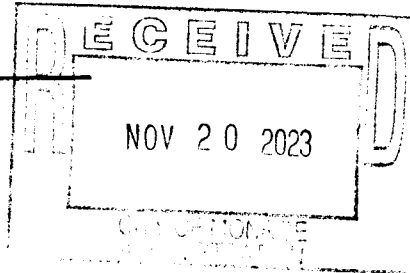
Have you ever been convicted of a felony? YES /  NO (circle one) If YES explain.

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

Date: 11-16-23 Signature: [Handwritten 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.

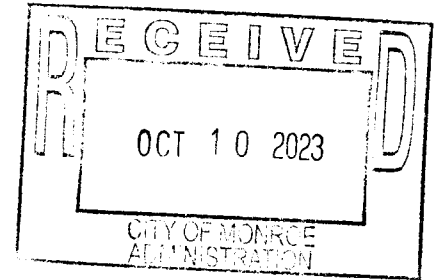
FOR OFFICE USE ONLY: Date Received: \_\_\_\_\_  
ATTENDANCE REQUIREMENT MET: YES/NO



**Sherry Hicks**

---

**From:** no-reply@monroenc.org  
**Sent:** Sunday, December 11, 2022 10:21 PM  
**To:** Sherry Hicks  
**Subject:** Committee Application



**Committee Application Form**

**Committee/Board seeking appointment** Monroe Historic District Committee

**Applicant's Name** MATTHEW KLAREN

**Applicant's Address** 500 south church street  
Monroe, NC 28112

**Applicant's Email** mklaren59@gmail.com

**Applicant's Phone** (704) 7710256

**Years in Monroe / Union County** Lived in Historic District 3 year's and own a business in downtown District for 5 years.

**Residency Information** City

**Are you a U.S. citizen?** Yes

**Education: List schools, dates attended, degrees obtained.** Graduated from University of Tennessee at Martin BS - Business and Criminal Justice

**Occupation: List past 3 and current employers and positions held.** Owner and President of 47K Marketplace Business - 3 years Vice President of Northern Tool and Equipment - 6 years Senior Director of Northern Tool and Equipment - 10 years

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

**Business and civic experience/skills relevant to the Committee/Board seeking appointment:** Board Committee Chair for Abandon Project Charlotte NC Board Member Matthews Recreation and Community Association Member of Hickory Historic District Chaired varies different Executive Committee's

**Areas of expertise/special skills relevant to the Committee/Board seeking appointment:** Restored two Historical Homes in Nashville TN and Monroe NC in conjunction with Historic Committees and outlined guidelines. Chair and member of many different committees to collaborate and work as a public and city representative with private and public interaction.

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

**Involved in complete renovation of 1890 and 1902 homes and appreciate working directly with the city and community. Desire to help revitalize the downtown Monroe and interact with the community. Invested interest in both homes and commercial**

**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.**

**November 14th December 12th**

**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**

**MATTHEW KLAREN**

**Date**

**12-10-2022**

# Matt Klaren

Monroe, NC 28112

(704) 771-0256

Mklaren59@gmail

## DISTRIBUTION PROFESSIONAL

Over twenty-five years of progressive management experience with leadership development, strategic and tactic planning, new facility start-up, engineered - performance standards implementations, project management, safety -regulatory compliance, financial budgeting, Human Resource collaboration, employee relations and fiscal accountability.

## PROFESSIONAL EXPERIENCE

### 47K Marketplace

October 2019 – Present

Monroe, North Carolina

President - Owner

- Family owned and operated multi - channel artisan business that features over 70 local artisans who specialize in custom handcrafted furniture, décor, art, pottery, and unique gifts.
- Direct responsibilities for all financial and managerial aspects of the business.

### Northern Tool + Equipment

October 2014 – October 2019

January 2005 – July 2014

December 1999 – January 2005

October 1998 – December 1999

Savage, Minnesota

Vice President Distribution Operations

Sr. Director Distribution Operations

Distribution Center Manager (Fort Mill, SC)

Sr. DC Operations Manager (Fort Mill, SC)

***Northern Tool is a privately-owned, multi-channel company with over \$1.5 billion in annual sales with multi -site Distribution Centers, Manufacturing Plants and Supply Chain Partners.***

- ◆ Responsible for direct management of the Distribution Network which included five multi-channel Distribution Centers located in four States with over two million square feet including 600 associates.
- ◆ Direct collaboration with Senior Executive Officers to develop long-term strategic plans and short-term tactical road maps for total operation.
- ◆ Effectively communicated with all levels from the CEO, Executives, Management Teams to hourly associates to articulate information as required.
- ◆ Manage and led multiple projects related to upgrades, new facilities, speed to market, warehouse management system collaboration, Labor Management, e-commerce, and multichannel distribution centers.

# Matt Klaren

Monroe, NC 28112

(704) 771-0256

Mklaren59@gmail

- ◆ Direct responsibility for monthly KPI and P&L analysis reports for multiple distribution facilities.
- ◆ Human Resource and employee relations collaboration.

## **Harris Teeter**

October 1996 – July 1998

Charlotte, North Carolina

Regional Distribution Center Manager

- ◆ Responsible for upfit and expansion of 1 million square foot distribution facility with approximately 350 hourly associates.
- ◆ Financial responsibilities for warehouse operation with approximately \$5 million in wages and \$600 million in annual sales.
- ◆ Increased shipping output by 33%, primarily through reduction in staffing of indirect job functions, introduction of engineered labor standards and incentive pay for picking and forklift drivers.

## **Kroger Company**

December 1985 - October 1996

Nashville, Tennessee

Distribution Manager

- ◆ Managed multiple different operations and assigned roles pertaining to project management, facility management and management of both day and night production operations.
- ◆ Accountable for fiscal results of all capital projects in the facility.
- ◆ Lowered the cost per piece through engineered process improvements and time studies.
- ◆ Assisted in the development and monitoring of departmental P&L budgets and projections.

## **EDUCATION**

University of Tennessee at Martin

BS in Criminal Justice

Martin, Tennessee

## **VOLUNTEER & HISTORIC EXPERIENCE**

Board Member – Old Hickory Historical Society (Restoration Committee)

Board of Directors - The Abandon Project / Neighborhood Hope Nonprofit Organization.

Board Member and Coach - Matthews Athletic and Recreational Association.

Grace Academy - mentor and advocate for both school and athletic organization.

Restored Home from 1890 in Downtown Monroe NC.

## **TECHNOLOGY SKILLS AND DIRECT EXPOSURE**

Microsoft Office, WMS/TMS, Labor Management and Slot Optimization, Vocollect Optimization, MHE Selection and Implementation.

Sherry Hicks

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**From:** no-reply@monroenc.org  
**Sent:** Monday, October 9, 2023 3:56 PM  
**To:** Sherry Hicks  
**Subject:** Committee Application

**Committee Application Form**

|  |   |
|--|---|
| Committee/Board seeking appointment  | Monroe Historic District Committee  |
| Applicant's Name   | Jennifer Loria  |
| Applicant's Address  | 305 Maurice Street, Monroe, NC, USA<br>Monroe, North Carolina 28112   |
| Applicant's Email  | jennrloria@gmail.com  |
| Applicant's Phone  | (704) 7778994   |
| Years in Monroe / Union County   | 2.5   |
| Residency Information  | City  |
| Are you a U.S. citizen?  | Yes   |
| Education: List schools, dates attended, degrees obtained.                                     | 1999 - 2001 University of North Carolina at Charlotte   |
| Occupation: List past 3 and current employers and positions held.                              | INDEPENDENT INSURANCE BROKER 2001 - 2013<br>INDEPENDENT DISTRIBUTOR/ SENEENCE<br>INTERNATIONAL 2017 / Present |
| Please list civic and fraternal organizations in which you participate in Monroe/Union County. | I am a current commissioner on the Historic Board, I am also currently taking the Citizen Academy course.     |
| Business and civic experience/skills relevant to the Committee/Board seeking appointment:      |   |
| Areas of expertise/special skills relevant to the Committee/Board seeking appointment:         |   |
| Please explain your interest in serving on the above named Committee/Board.                    | I am currently on the Historic Board and would like to continue to be a part of the Board.                    |

|   |   |
|---|---|
| Are you currently serving on any other appointed bodies?  | Yes   |
| If yes, please list.  | Historic Board                              |
| 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.  | I have been a commissioner since April 2023 |
| 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?  | Will graduate in Nov 2023                   |
| Have you ever been convicted of a felony?   | No  |
| If yes, explain.  |   |
| Signature   | Jennifer Loria                              |
| Date  | 10-9-2023                                   |

# JENNIFER LORIA

---

## CONTACT ME

### ADDRESS

305 Maurice Street Monroe, NC 28112

### EMAIL

jennloria@gmail.com

### PHONE

704.777.8994

## OBJECTIVE

To contribute my passion for preserving and promoting the historical significance of our community to the historic board commission as a citizen member. I am committed to the protection of our city's unique heritage and dedicated to working with the board to ensure that our community's historic landmarks and buildings are preserved for future generations to enjoy.

## EDUCATION

1999 - 2001

### COURSEWORK COMPLETED TOWARDS A BACHELORS DEGREE IN INTERNATIONAL BUSINESS

University of North Carolina at Charlotte

## EXPERIENCE

### INDEPENDENT DISTRIBUTOR/ SENEENCE INTERNATIONAL

2017 / Present

- Lead a successful beauty sales team, driving over \$8M in sales and managing 100+ team members
- Coach and mentor team members, empowering them to achieve their goals and maximize their potential
- Execute marketing and sales strategies, building brand awareness and driving revenue growth
- Foster a culture of teamwork and learning, inspiring team members to exceed expectations
- Manage administrative and financial aspects of the business, ensuring compliance and profitability

### INDEPENDENT INSURANCE BROKER

2001 - 2013

- Guided seniors in insurance and financial planning, generating millions in sales
  - Led multiple teams, providing extensive training and support
  - Fostered a culture of growth and success, inspiring team members to exceed sales goals
  - Cultivated relationships with clients, carriers, and professionals, providing the best financial solutions
  - Adapted to changing conditions, staying ahead of industry trends and compliance requirements
  - Delivered exceptional customer service, building a reputation as a trusted advisor
-

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

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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: 11-2-2023

COMMITTEE/BOARD seeking appointment: Monroe Historic District Commission

NAME: Archie Morgan

ADDRESS: 505 S. Church St.

MAILING ADDRESS: 505 S. Church St.

Monroe,NC 28112

YEARS IN MONROE (UNION) COUNTY 66 years

RESIDENCY: CITY / COUNTY (circle one)

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

PRIMARY PHONE NUMBER ( 704-242-0477 ) - \_\_\_\_\_ HOME / MOBILE /  
BUSINESS (circle one)

E-mail Address: archie931fm@gmail.com

EDUCATION:

List Schools, dates attended, Degrees obtained:

**School Date Attended Degree**

1. Camden Military Academy- Graduated with Honors
2. CPCC- College Prep courses
3. Wingate University, 2 years

OCCUPATION:

Past 3 and current employers and positions held

**Employer Position Held**

1. Sandwich Construction Co. restaurant- Owner 1977-1980
2. Frito-Lay 1980-1990
3. WIXE Radio- Owner 1990-Present. 33 years

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

Served as Chairman of the Union County 2050 Plan for 14 months as Chairman planning the future of the County for the next 30 years,

~~REV May 31, 2022~~

Served on the Downtown Merchants Assoc. for a year.

Have served on the Monroe Historic District Commission for the last 2 years and as Chairman for the last year.

Have served on the Monroe Planning Board for the last 2 years.

Member of the Chamber of Commerce for 33 years

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

Have lived in the Historic District for the last 5 years. My business involvement is primarily in the City of Monroe so I'm constantly talking to local business owners about their business needs and I daily converse with residents of Monroe to hear their needs/wants. Done that for 33 years.

I also serve on the City of Monroe Planning Board which keeps me front and center of Monroe's growth. Serving on the Planning Board has helped me as Chairman of the Historic District Commission.

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

As I stated, I live in the District. We remodeled our home and of course went through the Historic District Commission to do so. This was my first experience with the HDC.

So, I am most familiar with the COA's that come before the Commission.

Have also viewed numerous videos from the State regarding various aspects of the Historic District.

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

I feel like our Commission has done a good job in the last 2 years. We do our best to work with the homeowners to achieve what they are trying to accomplish while staying within the guidelines. Many times we have provided advice on another way to do what they want to accomplish.

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

1. City of Monroe Planning Board
2. Chairman of the Historic District Commission

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.

REV May 31, 2022

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


1. Currently serve as Chairman of this Commission
2. Currently serve on Planning Board

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.**

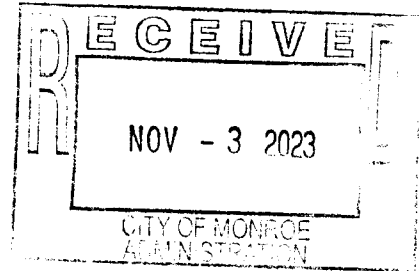
Date: Signature: 11/3/2023 

***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  
REV May 31, 2022



Archie Morgan

Monroe , NC 28112  
7042420477  
archie931fm@gmail.com

Websites, Portfolios, Profiles

LinkedIn

Wixe.com

### Professional Summary

Customer-oriented General Manager with 35 years of experience focused on increasing revenues and expanding margin. Adaptive and deadline-oriented consistently executes and completes multiple projects in high-stress environments. Meticulous leader and strategic planner with comprehensive managerial acumen, offering vision and motivational acumen.

### Accomplishments

Supervision - Supervised sales team to monitor sales activity and goal achievement.

Marketing - Implemented marketing strategies which resulted in 30% growth of customer base.

Achieved the goal of adding an FM to Monroe by completing this monumental goal with accuracy and efficiency.

Supervised team of 17 staff members.

### Skills

Cost Control

Regulatory Compliance

Talent Recruitment

Sales and Sales Training

Broadcast training

Accounting

### Work History

February 1990 - Current  
Monroe Broadcasting Company, Inc. - Monroe, NC

## President/General Manager

Developed and implemented strategies to increase sales and profitability.

Monitored financial performance, set budgets and controlled expenses to provide financial stability and long-term organizational growth.

Managed budget implementations, employee reviews, training, schedules, and contract negotiations.

Drove year-over-year business growth while leading operations, strategic vision, and long-range planning.

November 1979 - January 1989

Frito-Lay - Charlotte, NC Then Monroe, NC

Receiving Clerk, Then Route Sales

Maintained tidy, organized and safe work area

Unloaded pallets and deliveries and organized products in warehouse.

Then moved to Route Sales working in Monroe and Chesterfield. Grew my route by 40%

## Education

Wingate University Wingate, NC

None, Left For The Job Sector

CPCC Charlotte, NC

None. Took Basic Courses Psychology

May 1975

Camden Military Academy Camden, SC

Graduated With Honors High School And Military Training

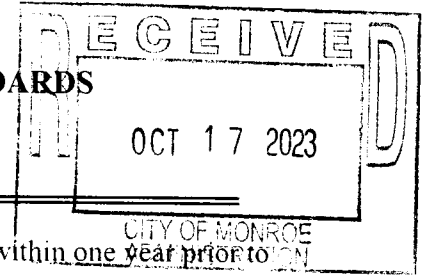
## Affiliations

Union County Chamber of Commerce

International Broadcasters Idea Bank

Freemason

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: 10/16/23

COMMITTEE/BOARD seeking appointment: Historic Commission / Vice Chair

NAME: Jennifer Smith

ADDRESS: 109 W. Houston St Monroe, NC 28112

MAILING ADDRESS: PO Box 158 Monroe, NC 28111

YEARS IN MONROE (UNION) COUNTY 36 yrs.

RESIDENCY: CITY / COUNTY (circle one)

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

PRIMARY PHONE NUMBER 904 582 - 2353 HOME /  MOBILE / BUSINESS (circle one)

E-mail Address: Chelsiecharley@gmail.com

EDUCATION:

List Schools, dates attended, Degrees obtained:

| School                          | Date Attended | Degree              |
|---------------------------------|---------------|---------------------|
| 1. <u>St Marys Academy</u>      | <u>1980</u>   | <u>H/S Diploma</u>  |
| 2. <u>Ohio State University</u> | <u>1982</u>   | <u>B/A Business</u> |
| 3.                              |               |                     |
| 4.                              |               |                     |

OCCUPATION:

Past 3 and current employers and positions held

| Employer                             | Position Held                |
|--------------------------------------|------------------------------|
| 1. <u>Currently Retired</u>          | <u></u>                      |
| 2. <u>Mortgage Network Solutions</u> | <u>Mortgage Lender</u>       |
| 3. <u>Wishart Norris Attip</u>       | <u>Real Estate Paralegal</u> |

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

Monroe Garden Club - previous member  
My home has ~~was~~ <sup>was</sup> on the Union Co. Secretary  
Garden Tour, 2020 -

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

My husband used to have an Antique Shop  
have always owned & loved historic homes  
& dedicated to their preservation.

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

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

*To follow the guidelines of the Historic District  
and protect the properties in the ~~area~~ district for past  
& present futures*

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

1. *Planning Board*
- 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. *Never missed any meetings concerning the*
2. *historic board,*
- 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.

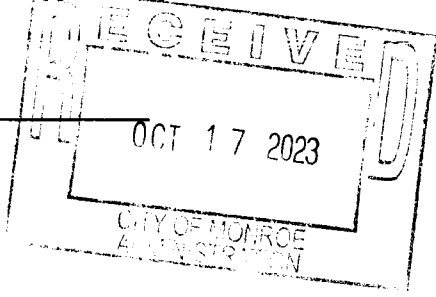
**Please attach a copy of your resume/curriculum vitae with this application.**

Date: 10-16-23 Signature: Jennifer Smith

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



**JENNIFER SMITH**

**P.O. BOX 158  
MONROE, NC 28111**

**CELL: (704)582 - 2353**

**MATURE TAKE CHARGE INDIVIDUAL WITH GREAT PEOPLE SKILLS. PERSONALITY PLUS, WITH QUICK PROBLEM SOLVING SKILLS AND STRONG SENSE OF RESPONSIBILITY. ABLE TO HANDLE SEVERAL PROBLEMS AT ONCE AND MAKE QUICK DECISIONS. EXTREMELY KNOWLEDGEABLE IN REAL ESTATE LAW, DEEDS, SURVEYS, TITLE SEARCHES, DIVORCE AND SEPARATION AGREEMENTS.**

**Employment Experience**

- 1996  
to  
present**      **MORTGAGE BROKER**  
Mortgage Network Solution,  
West-Star Mortgage,  
Professional Home Mortgage,  
1st Union Bank & Bank of America
- . Commercial Contacts/Builder Contacts
  - . Specializing in: A & B paper, FHA, VA, Stated Income and No Documentation.
  - . Solicit business - paper, radio & movie theatre etc.
  - . Process and submit all loans from start to finish.
  - . Attend all closings with client.
  - . Have large realtor base
- 1996  
to  
1993**      **REAL ESTATE PARALEGAL/OFFICE MANAGER**  
William Kellam, Atty At Law, Charlotte, NC
- . Responsible for the coordination of all closings.
  - . Delegation and distribution of work load for (2) other paralegals.
  - . Ran a branch law office, including solicitation of realtors, banks and coordinating follow-up visits with mortgage brokers.
  - . Received bonuses for (50) or more closings per month.
  - . Prepared settlement statements, cut checks and balanced trust account.
  - . Reviewed all title notes and supervised the shipment of packages back to lenders and all payoffs.
  - . Coordinated and closed loans.
  - . Responsible for training and hiring paralegals.
- 1993  
to  
1991**      **LEAD REAL ESTATE PARALEGAL**  
Gregory Kunkleman, Atty At Law/Wishart Norris/Charlotte, NC
- . Solicit realtors, banks & mortgage brokers.
  - . Coordinated and held seminars for real estate brokers educating them on FHA guidelines, deeds, inspections & legal documentation.
  - . Prepared all settlement statements, cut checks and balanced trust accounts. Typed packages, shipped packages & payoffs. Ordered title binders, title notes and surveys.
  - . Scheduled all closings and was responsible for the volume of (50 to 100) a month.

# BROCK, SCOTT & INGERSOLL, PLLC

ATTORNEYS AT LAW

THOMAS E. BROCK  
GREGORY A. SCOTT  
MARC W. INGERSOLL  
AARON B. ANDERSON  
SCOTT C. MOESTA  
JAMES P. BONNER

3420 TORINGDON WAY, SUITE 240  
CHARLOTTE, NC 28277  
704.759.0029  
FAX 704.759.8905

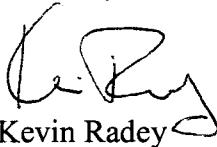
ERIC BRAUN  
BRIAN L. CAMPBELL  
MATTHEW S. CHENEY  
HAROLD CREWS  
LANCE R. FIFE  
JEFFREY J. GOEBEL  
MICHELLE HESS  
BRIAN D. KELLEY  
CHRISTINE A. MARSHALL  
MARK A. PEARSON  
F. GREY POWELL  
KEVIN J. RADEY  
RAKESH SEHGAL  
RYAN SHOAF

Ladies and Gentleman:

I am writing to recommend Jennifer Smith as a real estate paralegal. While we worked together, Jennifer consistently demonstrated diligence and initiative. In preparing settlement statements and arranging loan packages, she goes the extra mile to make sure the documents are organized, and arranged to my preferences. While working with real estate agents and mortgage brokers, Jennifer is always courteous and enthusiastic. Her abilities as a paralegal, and warm-hearted demeanor, consistently attract brokers and their business. Most importantly, she pays attention to detail, and works hard to make sure the job is done correctly.

Jennifer's termination was not work-product related. Because of financial difficulties, our Ballantyne office had to be closed. Unfortunately, her position was eliminated with this restructuring. I would give her my full recommendation as a real estate paralegal. She is a pleasure to work with.

Sincerely,



Kevin Radey

Sherry Hicks

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**From:** no-reply@monroenc.org  
**Sent:** Tuesday, October 10, 2023 7:15 AM  
**To:** Sherry Hicks  
**Subject:** Committee Application

**Committee Application Form**

Committee/Board seeking appointment Monroe Tourism Development Authority

Applicant's Name Gina Day

Applicant's Address 1825 Williams Road  
Monroe, NC 28110

Applicant's Email gina.day@aimbridge.com

Applicant's Phone (980) 2902190

Years in Monroe / Union County 3

Residency Information County

Are you a U.S. citizen? Yes

Education: List schools, dates attended, degrees obtained. UNCC - Bachelors of Finance

Occupation: List past 3 and current employers and positions held. Fairfield Charlotte Monroe - General Manager Courtyard Charlotte  
Ballantyne - Assistant General Manager Courtyard Atlanta Decatur  
- Assistant General Manager

Please list civic and fraternal organizations in which you participate in Monroe/Union County. Monroe Tourism Development Authority Union County Chamber of Commerce

Business and civic experience/skills relevant to the Committee/Board seeking appointment: General Manager of the Fairfield Charlotte Monroe for the past 3 years. Experience in the Charlotte Area Tourism market. Member of CRVA, HTA, GBTA

Areas of expertise/special skills relevant to the Committee/Board seeking appointment: General Manager of the Fairfield Charlotte Monroe charged with bringing in new corporate business and SMERFE business into the Monroe, Union County area.

Please explain your interest in serving on the above named Committee/Board. I wish to assist the City of Monroe with expanding their current offerings related to tourism in efforts to assist bringing more guests and tourists in the Monroe Union County are.

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. 9.14.23, 7.13.23

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 Gina Day

Date 12-10-2023

# Gina R. Day

309 E Park Rd, Indian Trail, NC 280079  
678-956-0260 ginarday@gmail.com

## Objective

To obtain a position that allows me to utilize my Management, Sales, Finance and Human Resources skill set. I am a self-motivated, hands-on, hardworking individual who enjoys working within a team environment. Results driven and focused on continuous personal and professional growth. Providing excellent customer service has been at the forefront of all my work experience.

## Experience

### **Aimbridge Hospitality – Fairfield Charlotte Monroe**

**General Manager**                      **5/2020 – Present**

- Responsible for managing day-to-day operation of 83 room select service hotel. Oversee Front Desk, Bistro, Housekeeping and Engineering Departments.
- Maintain Aimbridge Hospitality and Marriott branded compliance.
- Assist in hotel sales efforts to generate revenue from both corporate and SMERF markets. Meet with sales contacts and perform property tours and site visits as needed.
- Create hotel budget and perform monthly financial reviews.
- Forecast hotel's financial position by estimating revenues and line by line expenses.
- Perform all departmental interviews and follow hiring procedures.
- Perform all departmental performance appraisals.
- Motivate, coach, counsel and discipline all personnel.
- Conduct all necessary AR/AP functions.
- Perform all interviewing, hiring and onboarding for new team members.
- Participate in community related organizations and events. Maintain an active presence in the local Monroe and Union County area.

### **Courtyard Charlotte Ballantyne**

**Assistant General Manager**      **5/19 – 4/2020**

- Responsible for managing day-to-day operation of 90 room select service hotel. Oversee Front Desk, Bistro, Housekeeping and Engineering Departments.
- Assist with managing finance and accounting functions, including but not limited to accounts payable, accounts receivable, petty cash, payroll and ordering. Assist with creation of annual budget, business plan and hotel goals.
- Manage property inventory using PMS system and One Yield v2.0 to ensure system balancing and optimal revenue opportunities.

# Gina R. Day

309 E Park Rd, Indian Trail, NC 280079  
678-956-0260 ginarday@gmail.com

- Handle all Human Resources functions – job postings, applicant selection, interviewing, hiring, training, performance reviews, disciplinary actions, coaching and counseling and terminations.
- Serve as the point of contact to resolve customer complaints via guest Voice, Customer Care and on property. Monitor associate performance across all department to ensure customer satisfaction and quality.
- Ensure brand standards are followed by ensuring they are communicated to the team and necessary training is conducted across all departments.
- Increase efficiency of operations by reviewing goals, procedures and practices and implementing alternative strategies as needed.

## **Courtyard Atlanta Downtown Decatur/Emory**

### **Front Office Manager 7/14-5/19**

- Responsible for managing day-to-day operation of 179 room limited service hotel. Direct reports include 2 Front Office Supervisors and Front Desk staff of 10-15 employees.
- Resolve customer complaints via guestvoice and respond to Marriott Customer Care inquiries; anticipate potential problems by reviewing and monitoring operations issues, business flow and associate performance to ensure high levels of customer satisfaction and quality. Maintain department WIG goals and tracking.
- Monitor hotel inventory ensuring system balancing and optimal revenue opportunities. Monitor hotel expenses. Review hotel labor daily. Perform office supply and hotel supply inventories and ordering. Assist with billing, collections, Marriott Rewards processing, tax reconciliation and forecasting.
- Handle all Human Resources functions – applicant selection, interviewing, hiring, onboarding, training, benefits enrollment, conduct performance and salary reviews, disciplinary actions, coaching and counseling, terminations.
- Provide support to Sales, Housekeeping, Engineering, and Food and Beverage teams as needed. Assist with coverage in The Bistro as needed.

## **Salon Disegno**

### **Salon Manager - Dacula, GA & Lawrenceville, GA 4/14-7/14**

- Responsible for managing day-to-day operation of 2 salons.
- Responsible for general administrative tasks, including answering and directing calls from clients, greeting clients and maintaining office supply and stylist supply inventories.

## **Drury Hotels**

### **General Manager – Atlanta Northeast 5/10-1/14**

- Responsible for managing day-to-day operation of 136 room limited service hotel, staff of 25-30 employees related to Quality, Service, Profitability and Turnover.
- Assisting in developing and achieving operating budgets.

# Gina R. Day

309 E Park Rd, Indian Trail, NC 280079  
678-956-0260 ginarday@gmail.com

- Responsible for building revenue and increasing occupancy through sales efforts. Including establishing new accounts, handling group bookings and booking meeting room space.
- Handle all Human Resources functions – applicant selection, interviewing, hiring, onboarding, training, payroll, benefits enrollment, disciplinary actions, employee reviews, coaching and counseling, termination.

## **Unassigned Assistant General Manager – Georgia, Mississippi, Alabama      7/09-5/10**

- Performed Assistant General Manager functions and General Manager functions at various hotels throughout the region in the absence of permanent Management coverage.

## **Education**

Bachelor of Science in Business Administration with a concentration in Finance and Human Resources    University of North Carolina at Charlotte December 2019

Serve Safe Certified through 1/2025

## **Skills/Software**

Experience with Microsoft Office products, Kronos payroll systems, ADP payroll systems, Dimensions payroll systems, iCIMS, Workday, MarketBasket -BirchStreet, Kronos/Deploy applicant selection software, Epitome/LTI operating system, FOSSE operating system, Micros, One Yield, Hotel Effectiveness and Ontrak.

City of Monroe Tourism Board Development board member.

Union County Chamber of Commerce member

NC GBTA member

Charlotte Mecklenburg CRVA member

References available upon request.

Sherry Hicks

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**From:** no-reply@monroenc.org  
**Sent:** Wednesday, October 25, 2023 5:12 PM  
**To:** Sherry Hicks  
**Subject:** Committee Application

**Committee Application Form**

Committee/Board seeking appointment: Monroe Tourism Development Authority

Applicant's Name: MaryAnn Rasberry

Applicant's Address: 2507 King Arthur Drive  
Monroe, NC 28110

Applicant's Email: maraz@carolina.rr.com

Applicant's Phone: (704) 6040742

Years in Monroe / Union County: 29 years

Residency Information: City

Are you a U.S. citizen?: Yes

Education: List schools, dates attended, degrees obtained. Gladewater High School 1963 graduate The University of Texas 1968

Occupation: List past 3 and current employers and positions held. Alliance for Children 1999 - 2015 Executive Director

Please list civic and fraternal organizations in which you participate in Monroe/Union County. Rotary, Symphony Board, Health Quest Board, Playmakers Board, DAR, Get Centered Committee

Business and civic experience/skills relevant to the Committee/Board seeking appointment: DMI City Planning Board 20 plus years

Areas of expertise/special skills relevant to the Committee/Board seeking appointment: Non Profit administration, Teamwork, Organizing Groups, Problem

Please explain your interest in serving on the above named Committee/Board. Since moving to Monroe in 1994, I have been involved in downtown Monroe and would like to continue my involvement in the further development and growth of Monroe

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. Current member of the Tourism Authority.

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 MaryAnn Rasberry

Date 10-25-2023

2507 King Arthur Drive  
Monroe, N. C. 28110  
704.292.1926 home  
704.604.0742 cell

## *Mary Ann Rasberry*

- Objective** Actively contribute to improving the quality of life in the City of Monroe and Union County by taking leadership roles on nonprofit 501(c)3 boards requiring excellent fiscal management, computer, organization and communication skills.
- Qualifications**
- Highly motivated completion oriented
  - Self-starter with flexible schedule
  - Work well with groups or individuals
- Experience**
- January 1999 – June 12, 2015 Executive Director, Alliance for Children, formally Union County Partnership for Children (UCPC)  
A nonprofit, 501(c)3, administrating over \$4,000,000.00 annually
- March 1998 – December 1998 Union County Partnership for Children
- Helped complete Programmatic Plan for submission to State Partnership
  - Established UCPC office
  - Organized 34 member board and relevant committees
  - Developed brochures and newsletters
  - Developed databases for board, committees and newsletters, Raleigh
  - Developed and maintained programmatic and administrative budgets
  - Worked closely with the North Carolina Partnership for Children
  - Established relationships with local and state political leaders
- 1994 – 1997 Downtown Monroe, Inc. (DMI) Assistant to Executive Director (10 hours/week) and Interim Director 8 months (30 hours/week)
- Compiled minutes, handled correspondence, set meeting, and acted as liaison for office
  - Developed, wrote, printed and mailed quarterly newsletter
  - Responsible for computer technology including purchase of equipment and software
  - Researched and compiled data for Municipal Service District special tax revenue as requested by DMI Board
  - Successfully nominated DMI project (Streetscape) for state award
  - Prepared and operated \$130,000.00 budget
  - Established and maintained excellent relationships with city and county governments
- Community**
- City of Monroe Planning Board 1996 – 2022 Served as Vice Chair and Chair
  - President, Friends of the Union County Public Library 1997
  - Friends of the Hospital Ball Committee 1996-98
  - Treasurer, Daughters of the American Revolution 1997-1999
  - Member of Symphony, Health Quest, Playmakers, Get Centered Committee most recently.
- Education** Bachelor of Science Degree The University of Texas Austin, Texas

Sherry Hicks

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**From:** no-reply@monroenc.org  
**Sent:** Tuesday, August 22, 2023 8:52 PM  
**To:** Sherry Hicks  
**Subject:** Committee Application

**Committee Application Form**

Committee/Board seeking appointment Monroe Tourism Development Authority

Applicant's Name Sheila Crunkleton

Applicant's Address 107 Buck Hill Rd  
Monroe, NC 28112

Applicant's Email shcrunkleton@gmail.com

Applicant's Phone (704) 6194770

Years in Monroe / Union County 38

Residency Information City

Are you a U.S. citizen? Yes

Education: List schools, dates attended, degrees obtained. University of Tennessee Martin

Occupation: List past 3 and current employers and positions held. American Red Cross Executive Director 15 yrs, 4 months Charlotte  
Observer Sales rep 17 years

Please list civic and fraternal organizations in which you participate in Monroe/Union County. Monroe Rotary Club Union Diversified Industries Humane Society of Union Co

Business and civic experience/skills relevant to the Committee/Board seeking appointment: Past Chair for DMI board Past Vice Chair for Tourism Board

Areas of expertise/special skills relevant to the Committee/Board seeking appointment: relationship building public speaking events

Please explain your interest in serving on the above named Committee/Board. I love our town and love to share the great work we are doing. I want to see our community work together for the betterment of Monroe.

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. March 9 April 13

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? Yes

If yes, when did you complete the academy? I cannot remember the specific year, but it has been more than 6 years.

Have you ever been convicted of a felony? No

If yes, explain.

Signature Sheila Crunkleton

Date 8-22-2023



# Sheila Hargrove Crunkleton

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107 Buck Hill Road, Monroe, North Carolina 28112  
(704) 619-4770 / shcrunkleton@gmail.com

## OBJECTIVE

To utilize my proven fundraising, sales and marketing knowledge, excellent customer service skills, and community involvement to develop donor relationships and generate revenue.

## CAREER EXPERIENCE

### American Red Cross

April 2011 – Present  
April 2008 – April 2011

**Executive Director**  
**Community Development Director**

- Support the daily operations for six counties and four offices in the Southern Piedmont
- Manage a team of paid and volunteer staff to support the mission of the American Red Cross
- Recruit, support and coach volunteers to support staff in delivering the mission
- Recruit and work with three Boards of Directors for Southern Piedmont Chapter
- Develop and maintain donor relationships while engaging them in the Red Cross mission
- Plan and implement special events minimizing expense and maximizing revenue
- Manage and support the relationships with the five United Ways on the Southern Piedmont Chapter
- Increase community awareness to the Red Cross through media releases, social media, speaking engagements and community involvement
- Present to local government municipalities yearly and solicit annual funding
- Encourage partnerships by engaging corporate and individual donors to expand their Red Cross experience
- Maintain 100% board giving for each Board of Directors
- Maintain donor database and donor acknowledgement process
- Support staff for Tiffany Circle, national giving society for women donors
- Maintain an annual portfolio of major donors within the Southern Piedmont
- Deploy as needed to national disasters
- Meet yearly targets for revenue, volunteers hours and volunteer satisfaction
- Support all five lines of service to both internal and external customers

### The Charlotte Observer

May 1991 – April 2008

**Account Representative**

- Meet and exceed monthly individual and team revenue goals through prospecting, cold calling, defining needs, and developing effective marketing plans for a variety of clients including retailers, restaurants, realtors, medical and direct mail clients
- Adhere to daily production deadlines
- Maintain weekly revenue reports
- Develop new business through non-traditional revenue programs and sponsorships
- Manage client accounts at all stages from initial sales call to promotional/media recommendations to contraction negotiation and customer satisfaction
- Incorporate strategic selling skills into all aspects of sales cycle to generate high closing ratios
- Create and present marketing opportunities to prospective clients
- Assist with training of new account representatives
- Facilitate training classes' companywide for Leadership Development program
- Champion special sections from sales through production cycle

**EDUCATION**

UNIVERSITY OF TENNESSEE AT MARTIN

**SKILLS**

COMPUTER PROFICIENT in Windows:

- PowerPoint
- Excel
- Microsoft Word
- Outlook

SALESFORCE Donor Database System  
CERTIFIED ACHIEVE GLOBAL (ZENGER-MILLER) FACILITATOR  
CERTIFIED AMERICAN RED CROSS DISASTER SERVICES INSTRUCTOR  
CERTIFIED IN CPR/FIRST AID/AED

**RELATED  
ACTIVITIES**

## PROFESSIONAL DEVELOPMENT

- 2009 Red Cross Disaster Services Instructor Training
- 2008 - Present Red Cross disaster training (28 courses)
- 2006 - 2007 5 time Co-op sales award winner
- 2006 & 2007 Platinum Club - The Charlotte Observer
- 2005 - 2007 Union County Chamber Ambassador co-chair
- 2006 Leadership Union graduate-- Union County Chamber
- 2005 Strategic Sales for Customer Results (SSCR) graduate
- 2000-2007 Observer trainer/facilitator for classes
- 2004 Advertising Sales Excellence award
- 2003 Observer Leadership Development I and II graduate
- 2003 Sales Consulting Inc. (SSI) graduate
- 2002 Achieve Global (Zenger-Miller) facilitator graduate
- 1999 Knight Ridder Team Excellence graduate

## COMMUNITY INVOLVEMENT

- 2012-present Monroe Rotary Club Member
- 2015-2016 President Monroe Rotary Club
- 2019-present Union Diversified Industries Board of Directors
- 2008-2021 City of Monroe Downtown Advisory Board chair
- 2009-2021 City of Monroe Tourism Board Vice-Chair
- 2007 Union County Chamber Volunteer of the Year
- 2008-2010 Union County Chamber Board of Directors/Advisory Board
- 2006-2008 Union Co. Red Cross Board of Directors
- 2005-2008 Downtown Monroe Inc. Board of Directors
- 2006-2009 Positive Impact Board of Director
- 2005-2008 Union Co. Parks and Recreation Advisory board
- 2001-2004 PTO President for Monroe Middle School
- 2000-2001 PTA President for Benton Heights Elementary
- 2001-2014 Monroe Youth Soccer various board and coaching roles

**REFERENCES**

AVAILABLE UPON REQUEST

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

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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: November 6, 2023

COMMITTEE/BOARD seeking appointment: MUCED Board of Advisors

NAME: Jeff Duke

ADDRESS: 3000 Highway 74 East, Monroe, NC 28112

MAILING ADDRESS: \_\_\_\_\_

YEARS IN MONROE (UNION) COUNTY 20

RESIDENCY: CITY / COUNTY (circle one)

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

PRIMARY PHONE NUMBER (704) 219 - 6559 HOME / MOBILE / BUSINESS  
(circle one)

E-mail Address: Jeff.Duke@ASSAABLOY.com

EDUCATION:

List Schools, dates attended, Degrees obtained:

| <b>School</b>  | <b>Date Attended</b> | <b>Degree</b> |
|--|----------------------|---------------|
| 1. Iowa State University, 1988 to 1989, MS, Industrial Technology / Industrial Engineering |                      |               |
| 2. North Carolina A&T State University, 1981 to 1985, BS, Industrial Technology            |                      |               |
| 3.   |                      |               |
| 4.   |                      |               |

OCCUPATION:

Past 3 and current employers and positions held

| <b>Employer</b>     | <b>Position Held</b>                    |
|---------------------|---|
| 1. ASSA ABLOY       | Process Innovation & Facilities Manager |
| 2. WEDECO           | Production Manager                      |
| 3. Square D Company | Operations Manager                      |

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

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

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

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

I have worked in the City of Monroe, Union County, for a couple different companies. I have been with my current company, ASSA ABLOY for over 17 years, and have served on the MUCED Advisory Board for 5 years. I continue to have interest in serving on the board where I can provide input to future industries and development. ASSA ABLOY has been in Union County providing jobs to the community for more than 60 years, and I look forward to another successful 60 years manufacturing door closers in the City of Monroe, Union County, NC.

Are you currently serving on any other appointed bodies? YES  (circle one) If Yes, please list.

- 1.
- 2.
- 3.

Do you currently hold an elected office? YES  (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  (circle one) If yes, please explain conflict.

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

- 1.
- 2.
- 3.

Has any formal charge of professional misconduct ever been sustained against you in any jurisdiction? YES  (circle one) If yes, please explain complete disposition.

Have you completed the City's Citizen's Academy? YES  (circle one) If you answered 'Yes,' When did you complete the academy?

Have you ever been convicted of a felony? YES  (circle one) If YES explain.

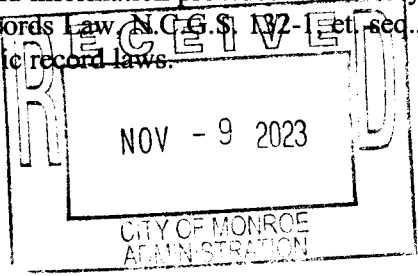
**Please attach a copy of your resume/curriculum vitae with this application.**

Date: 11/6/23 Signature: Jeffrey D. Duke

**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**



## **JEFFREY D. DUKE**

11221 Lela Gardens Way, Mint Hill, NC 28227

Home Phone: 980-938-0997 Cell Phone: 704-773-4482 Email: dukej007@aol.com

### **OBJECTIVE**

Position in operations management utilizing proven strengths in problem solving, cost containment, and organizational development to enhance overall business performance by improving processes, procedures, methods, and operational efficiencies.

### **SUMMARY OF QUALIFICATIONS**

Over 25 years of progressive operations and management experience in a manufacturing environment. Able to adapt to rapidly changing business conditions and move forward with change through innovation, creativity, and determination. Broad background of experience and expertise in the following areas:

- **Kaizen / Lean Manufacturing / JIT**
- **Total Quality Management**
- **Inventory Management: Kanban & MRP**
- **Rationalization / Outsourcing**
- **Facilities & Maintenance Management**
- **Six Sigma – Green Belt Certified**
- **P&L**
- **Business Planning & Forecasting**
- **Strategic Planning & Execution**
- **Team Leadership – Coaching & Mentoring**
- **Safety, Health & Environmental**
- **Six Sigma – Black Belt Project Champion**

### **PROFESSIONAL EXPERIENCE**

#### **NORTON-RIXSON DOOR CLOSER FACILITY – ASSA ABOLY**

**2006 - Present**

*Manager, Process Innovation and Facilities – Monroe Facility, 2017 to Present*

Responsibilities includes implementing new process improvements throughout the facility in support of providing world class quality and costs while maintaining a high performance safety culture. Facilities and equipment maintenance management for three locations, totaling over 200,000 sq-ft.

#### **Major Accomplishments:**

- Manage robotics and automation engineering team responsible for implementing over 20 collaborative robots, 16 Fanuc robots, and 20 automated assembly cells, and 2-mix model component CNC loading systems.
- Lead entire facility team in cost savings of over \$4.6M annually.
- Management of \$500k to \$1M capital budget annually.
- Implementation of over 30 Kaizen events annually.
- ISO14001 and Zero Landfill Waste Facility

#### ***Profit Center Manager – Monroe Facility, 2007 to 2017***

NORTON-RIXSON is a 250-employee facility that manufactures a full line of aluminum, cast iron, and electro-mechanical commercial door closers. Direct responsibility for all surface mount door closers manufactured at Norton, which includes 7 staff, 100 associates that support 7 product lines. These 7 product lines represent 75% of total plant volume and sales.

#### **Major Accomplishments:**

- Awarded the Most Improved Profit Center for the North America Architectural Hardware Group
- Annually exceeds productivity objectives by improving operational efficiencies through lean, automation, robotics, and associate development (cross-training).
- Inventory Reduction of over \$500K through the implementation of weekly faxbans, reduced component lead-times, insourcing, and development of better inventory management tools.
- Customer Service – OTD improved from 94% to 98%, through better management of supporting departments.

#### ***Kaizen Promotion Office Manager – Monroe Facility, 2006 to 2007***

Responsibilities included coordinating (scheduling, facilitating, summarizing results, and maintaining KeyPoints) Kaizen activities for the facility. Coordinated, facilitated, and led Kaizen events that generated inventory savings of \$133K, expense savings of \$102K, and labor savings equivalent of 4 headcounts.

#### **WEDECO – An ITT Company**

**2003 – 2004**

*Production Manager – Charlotte Facility*

WEDECO is a 160-employee facility that manufactures Ozone and UV water purification systems for municipal, industrial, and residential markets. Direct responsibility for all Ozone manufacturing operations.

#### **Major Accomplishments:**

- Successfully transfer of the Ozone production from West Caldwell, NJ to Charlotte, NC.
- Hired a new leadership and production team to manufacture Ozone systems in Charlotte, NC

### **JACOBSEN – A Textron Company**

**2002 - 2003**

#### ***Production Manager – Charlotte Facility***

Jacobsen is a 300-employee facility that manufactures fairway and green mowers for the professional golf course care industry. Direct responsibility for all manufacturing operations, which includes 8 staff, and 210 employees.

#### **Major Accomplishments:**

- Successfully managed the plant's manufacturing activities and delivering products that generated the highest revenue in the plant's history, \$110M.
- Improved labor productivity by 20% through increased efficiency and capacity utilization as generated through several Kaizen events and 6 Sigma (Black Belt & Green Belt) projects.
- Achieved a 20% improvement in quality as measured by DPM, through the implementation of in-process verification checks and 5S of the workstations.
- Transferred the Turf Cat fairway mower production line from a manufacturing facility in Wisconsin to the Charlotte facility in support of Jacobsen's manufacturing strategy.

### **SQUARE D COMPANY - Schneider Electric**

**1989 - 2001**

#### ***Manufacturing Manager / Program Manager – Raleigh Facility, 2000 - 2001***

Square D Raleigh is a 365-employee facility that manufactures electro-mechanical devices, drives, and control panels. Direct responsibility for the transfer, and management of the control panel business in Raleigh, which included 15 staff, and 56 non-union manufacturing associates.

#### **Major Accomplishments:**

- Successfully transferred the control panel business from 2 Canadian facilities (Bramalea & Waterman), and Columbia, SC facility into the Raleigh facility, allowing for a reduction in base cost, and in support of Schneider Electric North America manufacturing strategy.
- Established a creative and innovative engineering and manufacturing team that delivered on a 225% revenue growth, while supporting product transfer.
- Reduced variable cost by \$70K through cost management, and increased efficiencies as generated through a lean exercise and 5S.
- Consolidated engineering and manufacturing activities that resulted in base cost savings of over \$200K.
- Exceeded in recapturing and providing outstanding customer service to our #1 custom engineered panel customer by reducing lead-time (cycle-time) on our products by 50%, which resulted in increase revenue from \$3.5M to \$12M.
- Reduced material cost by \$130K on a major sheet metal enclosure by improving DFM, and transferring to another supplier.

#### ***Plant Operations Manager – Bramalea Facility, Toronto, Ontario Canada, 1999 – 2000***

Schneider Canada, Bramalea is a 347-employee facility that manufactures engineered electrical distribution equipment including switchgear, switchboards, panelboards, capacitors, and modified panels. Direct responsibility for 96 staff, 251 unionized manufacturing associates, and delivering products that generated \$65M in revenue.

#### **Major Accomplishments:**

- Created cell / action team organizational structure to drive ownership and accountability throughout the plant, which resulted in exceeding labor productivity objective by 20%.
- Established a Customer Service / Order Management organization that improved internal and external customer communications, and reduced order entry cycle-time by 2.5 days.
- Improved organizational leadership in the facility by strengthening several critical areas: Human Resources, Quality, Engineering, and Production Supervision, while achieving base cost objectives.
- Implemented several Schneider Canada manufacturing / rationalization strategy initiatives that resulted in over \$940K savings to Schneider Electric North America.

#### ***Plant Operations Manager – Waterman Facility, Toronto, Ontario Canada, 1998 – 1999***

Schneider Canada, Waterman is a 365-employee facility that manufactures electrical components and distribution equipment including circuit breakers, load centers, safety switches, panelboards, and manual motor starters. Direct responsibility for 40 staff, 325 unionized manufacturing associates, and delivering products that generated \$85M in revenue.

#### **Major Accomplishments:**

- Improved customer service from 90% to over 98%, as measured by on time deliveries, through the implementation of Kanban, cell teams, and alignment of objectives between engineering, purchasing, and manufacturing.

- Achieved number one ranking in customer service for all Schneider Electric North America facilities, by taking a team approach to improving processes, and managing the business.
- Inventory Reduction of \$1.9M through a reduction in manufacturing cycle-time, component lead-time, establishing Kanban, and improved system scheduling (FAS).
- Through cost containment, managed base cost \$300K under plan, while delivering on sales per plan.
- Reduced scrap by 13%, and rework by 30% as a result of aggressively resolving non-conformances by driving “root cause” corrective actions.
- Supported Sales organization and managed overall operations to deliver contribution margin \$3M above plan.

***Manufacturing Manager – Waterman Facility, Toronto, Ontario Canada, 1996 – 1998***

Responsibilities included managing all the plant’s manufacturing operations that consisted of: fabrication, molding, assembly and maintenance. Responsible for providing technical support and advice to manufacturing engineers and supervisors; selecting, training, and developing manufacturing staff and associates to achieve company goals.

***Manufacturing Manager – Asheville Facility, 1994 – 1996***

Square D Asheville is a 660-employee facility that manufactures electrical components. Direct responsibility for 9 production assembly lines, 6 staff, and 110 associates. Responsibilities include: managing a business consisting of a variety of products; leading and coordinating the implementation of major programs which support manufacturing strategies; providing technical support and advice to staff engineers and supervisors; selecting, training and developing manufacturing staff and associates to achieve company goals.

**EDUCATION**

**Master of Science** in Industrial Technology (Minor: Industrial Engineering), Iowa State University

**Bachelor of Science** in Industrial Technology, *summa cum laude*, North Carolina A&T State University

**Lean Manufacturing Implementation Trainer Certification** – University of Kentucky

**Six Sigma Green Belt Certification** – Central Piedmont Community College

**ASSOCIATIONS**

**Monroe Union County Economic Development Commission Advisory Board**

Sherry Hicks

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**From:** Sherry Hicks  
**Sent:** Monday, April 17, 2023 4:00 PM  
**To:** elamphd@gmail.com  
**Cc:** Teresa Malcolm  
**Subject:** Committee Application

Good afternoon – we are in receipt of your application; however, please send an email listing the dates of the two meetings that you attended for the Monroe-Union County Economic Development Board of Advisors – thanks.

**From:** no-reply@monroenc.org <no-reply@monroenc.org>  
**Sent:** Monday, April 17, 2023 3:38 PM  
**To:** Sherry Hicks <shicks@monroenc.org>  
**Subject:** Committee Application

**Committee Application Form**

|   |   |
|---|---|
| Committee/Board seeking appointment                               | Monroe-Union County Economic Development Board of Advisors  |
| Applicant's Name  | Edwin Elam  |
| Applicant's Address   | 100 Waxhaw Parkway<br>Waxhaw, NC 28173  |
| Applicant's Email   | <a href="mailto:elamphd@gmail.com">elamphd@gmail.com</a>  |
| Applicant's Phone   | (704) 4756588   |
| Years in Monroe / Union County                                    | 10  |
| Residency Information   | County  |
| Are you a U.S. citizen?   | Yes   |
| Education: List schools, dates attended, degrees obtained.        | Frazier Elementary 1965-1973 Humes Junior High 1973-1975<br>Northside High School 1975-1977 Salvation Army Bible College 1975   |
| Occupation: List past 3 and current employers and positions held. | Staff Member- Historic Elizabeth Missionary Baptist Church<br>Monroe, NC Since 1982 Owner EdwinElam.com Full service<br>professional information/marketing & Sale Firm 1981-1982<br>Coordinator Information Clearinghouse for Small and Minority<br>Businesses- Memphis Area Chamber of Commerce- Economic<br>Development |

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

Board Member Union County Crime Stoppers Member Lion Club Waxhaw Chapter Director of Community Outreach - Elizabeth Missionary Baptist Church Head of the Financial Literacy Department of HEMBC Monroe, NC Board Chairman Union County Crime Prevention Committees Inc Member Historic Elizabeth Missionary Baptist Church Ordained Elder

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

As a former Memphis Area Chamber of Commerce Program Coordinator for Small and Minority Businesses an initiative by then Governor Lamar Alexander -TN-R I was able to contribute in a meaningful way to advance the causes of Economic Development and bring stable leadership to the Small Business Council and the Chambers overall work of Economic Development.

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

Please see above

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

Union County has an opportunity in my appointment to this Board to bring many more sectors into focus that also make up the Union County economy. As an effective tactician for helping people to find solutions to their challenges gives me personal satisfaction in helping grow our county and help to serve all people equally.

Are you currently serving on any other appointed bodies?

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.

Monroe-Union County Economic Development Commission Board of Advisors

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 Edwin Elam

Date 4-17-2023

Sherry Hicks

---

**From:** no-reply@monroenc.org  
**Sent:** Friday, October 27, 2023 9:43 AM  
**To:** Sherry Hicks  
**Subject:** Committee Application

**Committee Application Form**

Committee/Board seeking appointment                      Parks and Recreation

Applicant's Name    Debbie Dillion

Applicant's Address    300 S Washington St  
Monroe, NC 28112

Applicant's Email    dillion@vt.edu

Applicant's Phone    (540) 2709553

Years in Monroe / Union County                      8

Residency Information    City

Are you a U.S. citizen?    Yes

Education: List schools, dates attended, degrees obtained.                      BSA, Landscape Design & Urban Horticulture, University of Arkansas Fayetteville, 1991 MS, Horticulture Science, Virginia Tech 2008

Occupation: List past 3 and current employers and positions held.                      NC State Extension, Agriculture & Natural Resources Agent, Horticulture Virginia Cooperative Extension, Agriculture & Natural Resource Agent, Horticulture, Culpeper, Madison, Orange Counties Loudoun County, Virginia Horticulture Agent

Please list civic and fraternal organizations in which you participate in Monroe/Union County.                      City of Monroe Parks & Recreation Commission

Business and civic experience/skills relevant to the Committee/Board seeking appointment:                      I have worked with Extension Master Gardener Volunteers throughout my career in Virginia and NC. I have served on various state committees during my career in Extension. I serve on the Board of the regional green industry professional group, Carolina Green Industry Network.

Areas of expertise/special skills relevant to the Committee/Board seeking appointment:                      Volunteer management, organizational skills planning and executing training for volunteers and employees.

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

Serving on the City of Monroe Parks & Recreation Commission is a small way that I can give back to my community and help to serve our citizens.

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.

I have served on the City of Monroe Parks & Recreation Committee for the past two years and have attended the meeting regularly, only missing 1 or 2 due to my work schedule.

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

Debbie Dillion

Date

10-27-2023

# DEBORAH D. DILLION

300 S Washington St, Monroe, NC 28112  
Mobile: 540-270-9553  
Email: ddillion@vt.edu

## EDUCATION AND PROFESSIONAL TRAINING

### VIRGINIA TECH

MS, Horticulture Science

### UNIVERSITY OF ARKANSAS

BSA, Landscape Design and Urban Horticulture

### CERTIFICATIONS:

**Certified Arborist**, International Society of Arboriculture; Certificate MA-4776A

**Commercial Certified Pesticide Applicator**, North Carolina Department of Agriculture and Consumer Services; Certificate 031-9390

Virginia Certified Nutrient Management Planner, Turf and Landscape (2012); Certificate #708; Expired 2/28/16

Virginia Certified Horticulturist, Virginia Nursery and Landscape Association (2001); Certificate 1792; Expired 12/31/14

Commercial Certified Pesticide Applicator, Virginia Department of Agriculture and Consumer Services, Office of Pesticide Services (1996); Certificate #64429-G; Expired 6/30/16

## EXPERIENCE

### NORTH CAROLINA STATE EXTENSION

*September 2015 – Current*

#### **Agriculture & Natural Resources Extension Agent, Horticulture**

*In this position I am responsible for consumer horticulture. I recruit, train, and manage activities of the Extension Master Gardener Volunteer program. I identify and diagnose garden problems for homeowners and professional landscapers. I provide education programs for home gardeners as well as pesticide safety training for landscape professionals. I have served on state Extension committees that planned and executed State Extension Master Gardener conferences and as co-leader planning and executing training for Extension Agents who are part of the Landscape and Turf Working Group. I speak to garden clubs and other groups, assist in training Extension Master Gardeners in other NC counties, provide tours of our Teaching Garden, and write articles for our e-newsletter, We Garden Union County.*

#### **Carolina Green Industry Network**

*October 2015 – Present*

#### **Board Member**

*As a Board member, I serve as an advisor and provide educational programming, facilitate approval for professional continuing education credits, and serve as a liaison between North Carolina State Extension and the Carolina Green Industry Network.*

### VIRGINIA COOPERATIVE EXTENSION, CULPEPER UNIT

*October 2012 – September 2015*

#### **Extension Agent, Horticulture**

*In this position I served three counties with responsibility for both commercial and consumer horticulture. I worked with a variety of commercial producers to include vegetable, fruit, nursery, and greenhouse growers. I provided diagnostic services, educational programs, and pest control recommendations for commercial producers and consumers. I was responsible for recruiting, training and managing the Master Gardener Volunteer program. I worked in cooperation with Agriculture and Horticulture Extension professionals and related agencies to provide educational programs on various horticulture topics and pesticide safety at the local, regional, and state levels. I was an invited speaker for the 2013*

*International Master Gardener Conference. In 2012, I applied for and received the Drs. John and Shirley Gerken Professional Development Award through Virginia Cooperative Extension/Virginia Tech which helped to cover my expenses to attend and present at the 2013 International Master Gardener Conference. In September 2014 I was an invited speaker to the Korea Master Gardener International Conference in South Korea.*

#### **LOUDOUN COUNTY EXTENSION**

*February 2001 - May 2012*

##### **Urban Horticulturist/Master Gardener Volunteer Program Coordinator**

*As Urban Horticulturist I provided educational programs, newsletter articles, diagnostic services, fact/tip sheets for the public to include homeowners and green industry professionals. I served on the Boards of the Northern Virginia Nursery and Landscape Association, the Virginia Association of Agriculture Extension Agents, and the Piedmont Blue Ridge Horticulture Society. I also served on the Advisory Board for the Horticulture Program of Northern Virginia Community College, Loudoun Campus. In my position I worked in cooperation with other Extension professionals and related agencies to provide programs on various horticulture topics and pesticide safety at the local, regional, and state levels. I have received recognition from the Virginia Department of Agriculture and Consumer Services, Office of Pesticide Services, several times for Pesticide Safety Education programs. I am a recipient of the prestigious Byron Wate's Award from the Northern Virginia Nursery and Landscape Association given to those who have provided long-term leadership and dedication in support and promotion of the green industry. I have taken opportunities offered to me to improve my volunteer management skills through Volunteer Management Training offered by Volunteer Loudoun. I have taken advantage of in-service training offered through Virginia Cooperative Extension. I am experienced in creating fact sheets, tip sheets, flyers, registration forms, news articles, press releases/public service announcements and training presentations. Throughout my career with Virginia Cooperative Extension I have accepted positions with progressively more responsibilities and oversight of volunteers. In this position I supervised and coordinated a Master Gardener Volunteer program that I built to more than double its size from when I came to this position. The program currently has 170 active volunteers. I was responsible for recruiting, initial training, coordinating volunteer community outreach education efforts, and on-going skills training for seasoned volunteers. I oversaw a Demonstration Garden managed by our Master Gardener Volunteers that includes vegetables, fruits, and ornamentals, and has various theme gardens, such as butterfly and children's gardens.*

#### **VIRGINIA COOPERATIVE EXTENSION, FAIRFAX UNIT**

*November 1999 through January 2001*

##### **Extension Agent, Environmental Horticulture**

*Responsible for oversight of the training and educational outreach activities of over 225 active Master Gardener Volunteers. This group focused on plant diagnostic services for county residents including insect, disease, and weed identification and control recommendations. Provided educational programs, services, and pest control recommendations for county residents and industry professionals on horticulture/environmental topics. Worked with local industry professional groups to organize educational opportunities and training for their members. Wrote, updated, and maintained a series of pre-recorded messages on horticulture and environmental topics available for public access via phone 24 hours a day.*

**VIRGINIA COOPERATIVE EXTENSION, ALBEMARLE UNIT**

*December 1996 through June 1998*

**Extension Agent, Environmental Horticulture**

*Responsible for recruiting, training, and coordinating Master Gardener Volunteers in Planning District 10 (Albemarle, Fluvanna, Green, Louisa, and Nelson Counties). Provided plant, insect, disease, and weed identification for the Planning District residents and industry professionals on a walk-in basis, on the telephone, and e-mail.*

*Wrote weekly newspaper articles distributed to several newspapers within the Planning District.*

**FAUQUIER COUNTY VIRGINIA JOHNSONGRASS COMMITTEE**

*June 1996 through December 1996*

**Technical Assistance Coordinator**

*Inspected properties in the county, determined those with johnsongrass infestations, contacted property owners, and recommended control methods.*

*Presented monthly reports to the Committee and wrote educational articles for publication in the local newspapers.*

**FAIRFAX COUNTY VIRGINIA EXTENSION**

*March 1994 through June 1996*

**Horticulture Technician**

*Provided plant, insect, disease, and weed identification for county residents and industry professionals on a walk-in basis and over the telephone.*

*Presented interpretative programs to school children and educational programs to various adult groups.*

*Created educational exhibits for use at community events and for training greens industry professionals.*

*Fairfax County budget shortfall eliminated this position.*

**AFFILIATIONS**

**North Carolina Association of County Agriculture Agents**

**National Association of County Agriculture Agents**

**International Society of Arboriculture, Southern Chapter**

**AWARDS AND  
RECOGNITION**

**2021 State Winner, Communication Award, Personal Column**

Second place, Communication Award, Feature Story

North Carolina Association County Agriculture Agents

**2020 Outstanding Regional Collaborator Award** – Member of a multi-state team

that provided Chain Saw Safety Training (Southern Region)

Association of Natural Resource Extension Professionals

**2017 Outstanding Book Award**, NC Extension Gardener Handbook, State Team

Member

American Society of Horticultural Science

**2013 State Winner, Communication Award, News Feature Story**

Virginia Association of Agriculture Extension Agents

**2012 Drs. John and Shirley Gerken Professional Development Award**

Virginia Cooperative Extension/Virginia Tech

**2012 Certificate Of Recognition**

Virginia Pesticide Control Board, Virginia Department Of Agriculture and Consumer Services

**2010 Certificate Of Recognition**

Virginia Pesticide Control Board, Virginia Department Of Agriculture and Consumer Services

**2009 Byron W. Wate's award**

Northern Virginia Nursery and Landscape Association

**2008 "In The Vesa Spotlight" Award June**

Virginia Extension Service Association

**2008 State Winner, Communication Award, Learning Module**

**State Winner, Communication Award, Team Newsletter**

Virginia Association Agricultural Extension Agents

**2007 Certificate Of Recognition**

Virginia Pesticide Control Board, Virginia Department Of Agriculture and Consumer Services

**2006 Third Place Education Poster Competition**

Virginia Cooperative Extension In-Service

**2006 Certificate Of Recognition**

Virginia Pesticide Control Board, Virginia Department Of Agriculture and Consumer Services

**2005 Certificate Of Recognition**

Virginia Pesticide Control Board, Virginia Department Of Agriculture and Consumer Services

|                              |   |
|------------------------------|---|
| <b>COMMUNITY<br/>SERVICE</b> | <b>City of Monroe Parks &amp; Recreation Commission<br/>Union County Meals on Wheels<br/>American Red Cross</b> |
|------------------------------|---|

*References available upon request.*

Sherry Hicks

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**From:** no-reply@monroenc.org  
**Sent:** Tuesday, October 10, 2023 5:16 PM  
**To:** Sherry Hicks  
**Subject:** Committee Application

**Committee Application Form**

Committee/Board seeking appointment Parks and Recreation

Applicant's Name John Thomasson

Applicant's Address 3301 Lexie Ln  
Monroe, North Carolina 28110

Applicant's Email thomajon@prodigy.net

Applicant's Phone (193) 6585123

Years in Monroe / Union County 9

Residency Information City

Are you a U.S. citizen? Yes

Education: List schools, dates attended, degrees obtained. BA Accounting, MS Spanish, PhD Higher Ed/Public Finance, University of Arizona

Occupation: List past 3 and current employers and positions held. Retired HR Director, Pilgrim's HR Director, VP, Brock Enterprises

Please list civic and fraternal organizations in which you participate in Monroe/Union County. President, Monroe-Union Breakfast Rotary Parks and Rec Committee Work polls during elections

Business and civic experience/skills relevant to the Committee/Board seeking appointment: In communities where I lived, I was on the boards of United Way, Red Cross, YMCA, Chamber of Commerce, Economic Development Council, Salvation Army.

Areas of expertise/special skills relevant to the Committee/Board seeking appointment: Analysis, facilitation, languages

Please explain your interest in serving on the above named Committee/Board. I have been and continue to be heavily involved in tree planting in the city and at the schools and rec centers. To date, we have planted or handed out approximately 2200 trees for the student program. With my Rotary, we have also planted trees at Wingate, Pilgrim's,

Charlotte Pipe, and other places. With my Rotary, we have worked with Parks and Rec to install accessible playground equipment at a local park, and have planted trees at 2 rec centers. We have also completed various projects helping the youth in our community, including a scholarship program that has been running for 30 years. This year we are working with Parks and Rec to put on a Wizards game to help fund the scholarships. We also sell beverages to support Music on Main. This is my second year as president of our club.

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.

Sometimes I am out of town, but have made 75-80% of meetings.

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

John Thomasson

Date

10-10-2023

## PROFESSIONAL PROFILE

**John E. Thomasson, SPHR**

*3301 Lexie Ln, Monroe, NC*

*thomajo @prodigy.net*

*936-585-1235*

### **Executive Summary for John Thomasson**

A proven, Spanish-speaking human resource executive who served as Director of Quality and HR for NCR Corporation, a multi-national computer company, Vice President of HR for The Brock Group, an industrial maintenance concern operating in 45 states and Canada, and most recently as Region Director for Pilgrim's Corporation, covering 5,000 union and non-union employees in 4 states.

At NCR, managed HR for several large development and manufacturing organizations both in the U.S. and abroad, as well as a corporate quality and manufacturing role covering worldwide operations. At Brock, managed all HR functions: recruitment and staffing, compensation and benefits, employee relations, and training. Aligned six 401(k) programs from purchased companies on 11 different payrolls. At Pilgrim's, participated in the rebuilding of HR systems as the company went from bankruptcy to becoming one of the most successful meat producers in the world.

Success can be attributed to the diversity of skills and experiences. Among these are:

- SPHR certified, with experience in all areas of HR: Compensation, benefits, staffing, labor relations, employee relations, training, organization development, and HRIS.
- Significant international experience in Canada and throughout Latin America. Fluent in Spanish, and some knowledge of French.
- Quality and process improvement skills, including certification as a Six Sigma Black Belt.
- Experience in managing mergers and acquisitions, from the initial due diligence effort to the eventual alignment of organizations, processes, and systems.
- A background in finance and significant quantitative skills, with degree in accounting and PhD minor in public finance.
- People and communication skills, including organization development, training, and leadership in the community.

A proven leader with a deep background in HR management, both in a manufacturing environment and a service company.

**HR Leadership Experience:**

**Region Director, Human Resources, Pilgrim's Corporation-2009-2018**

Managed human resources function for four grow-out/processing complexes in multiple states and involving approximately 5,000 employees. Deployed HR systems developed to manage the company after the acquisition of Pilgrim's by JBS, the biggest protein producer in the world. When I joined Pilgrim's, the company was nearly last in the Bank of America rankings of American meat producers. During my tenure, the company rose to number 3 and number 1 in profitability.

**Vice President, Human Resources. The Brock Group-2003-2009.**

Managed human resources function for a privately held industrial maintenance firm that grew from 3,000 to over 13,000 employees across the United States. Developed the HR function from a small benefits group to a fully-functioning HR organization. Activities included all HR functions, including labor relations, compliance issues, compensation and benefits management, training, records and HRIS management. Achievements include aligning processes for six acquired companies, establishing regional managers, and implementing the initial phase-in of SAP for corporate employees.

**HR and Quality Director, NCR Corporation-1998-2003.** NCR was a \$7 billion Fortune 500 firm specializing in computer solutions for retail and financial markets worldwide. As Director for Americas Learning, managed professional development programs for associates in the US, Canada, and Latin America. Managed a team of trainers, professional development consultants, and technology consultants. During this time, NCR was recognized as having the second-best learning organization in the world. As Director of Six Sigma Learning, developed and deployed 16,000 person-days of training in support of the deployment of Six Sigma, a comprehensive process improvement program at NCR. Documented benefits of \$160 million for the program. At NCR, the Six Sigma campaign included LEAN.

**Director, Human Resources. Corporate Manufacturing and Quality-1992-1993. NCR Corporation Image and Payment Systems-1993-1997.**

Managed human resource development activities for 6,000 quality and manufacturing people worldwide. Responsible for training, performance management, and succession planning. For a year at this time I was responsible for Sales Compensation programs for the company. Managed the complete human resources function (compensation, benefits, recruitment, training, employee relations) for product development and manufacturing division comprising 650 people in a main Canadian site and three US satellite locations. Chaired deployment team for integrated human resource information system (PeopleSoft HRIS) for 11 affiliated companies in Canada, and introduced one of the first gainsharing plans in the company.

**Manager, Human Resources. NCR Corporation, Network Products Division-Lincroft-1991-1992.**

Established the human resources function for a group of 220 former AT&T Computer Systems people formed into three NCR business units and a division office. Successfully staffed department and established all human resource processes for the new entities. Established one of the first leveraged pay plans for non-managerial workers at NCR and an electronic method for collecting employee satisfaction survey responses.

**Manager, Human Resources. NCR Corporation, Engineering and Manufacturing-Cambridge-1989-1991.** Managed the human resources function for a unionized electronics plant employing over 1,000 people. Responsible for hiring, compensation and benefits administration, employee satisfaction and industrial relations, community relations, EEO, safety, workers' compensation, and training and development. Established the team-based selection process for unionized production associates. Created health and wellness programs that resulted in cost savings of \$750,000 per year. Successfully managed downsizing and closure negotiations following the decision to close the plant. Established outplacement center.

**University Relations (Recruitment) Manager. NCR Corporation, World Headquarters-1987-1989.**

Set strategic direction for worldwide recruitment and hiring programs. Developed a university management program aimed at enhancing NCR's college relations efforts. Was awarded NCR's first Innovation Award for developing a program using NCR's satellite capability to interface with key universities.

**Financial Analyst/Process Management Analyst. NCR Corporation, Latin America, Middle East, Africa Group-1985-1987.**

Functions in Asset Management included supervising department personnel and forecasting product needs for 80 countries in Latin America, the Middle East, and Africa. Expedited factory orders, planned production for strategic plant in Mexico, evaluated capital appropriations requests, prepared balance sheet plans and quarterly reports. Additional functions included cash and exposure management and analyzing reporting methods. Participated in global team which succeeded in improving the speed and handling of customer orders worldwide.

**Senior Curriculum Development Analyst. NCR Corporation, NCR Management College-1983-1985.** Developed courses and taught management and professional skills to managers, project leaders, and administrative support personnel. Developed some of NCR's first computer-based-training courses.

**Education**

**University of Arizona**

**Ph.D. in Higher Education**

Major: Higher Education Administration

Minor: Public Finance

**Master of Arts in Spanish**

**Bachelor of Science in Business Administration**

Graduated Magna Cum Laude

Major: Accounting

Specialization in Spanish

**Certifications**

- **Senior Professional in Human Resources (SPHR)**
- **Six Sigma Black Belt trainer**
- Achieving Service Excellence (Forum Corp)
- Supervision (Zenger-Miller)
- Process Quality Management and Improvement (PQMI)
- NCR Leadership Development Program
- NCR Career Development Program
- Targeted Selection (DDI)

**Charitable and Civic Positions**

- Monroe-Union Breakfast Rotary Club, President
- Monroe Parks and Recreation Board
- Board of Directors-Nacogdoches United Way, Chair
- Board of Directors, Nacogdoches Economic Development Council
- Board of Directors, Nacogdoches Chamber of Commerce
- Board, Beaumont Metropolitan YMCA, Chair
- Board of Directors, SE Texas Better Business Bureau
- American Society for Quality
- Executive Board, Salvation Army, Cambridge OH
- Board of Directors, United Way of Beaumont, TX

**Other**

- Published in training journals and a speaker at *American Society for Quality, International Quality and Productivity Council, and Society for Human Resource Management* conferences
- Speak Spanish fluently, conversational French
- Skilled in Excel, Word, PowerPoint Visio, Minitab

**THE BOTTOM LINE:**

- Extensive experience in leadership positions in community and civic groups.
- I speak Spanish well. Lived in Canada and worked in Latin America at NCR and was called upon daily to resolve claims or explain benefits for Spanish speakers at Brock.
- Oversaw benefits enrollments, including managing the communication when we combined 6 benefits plans for merged companies at Brock.
- Developed and oversaw systems to maintain HR records and ensure compliance with all regulatory requirements.
- Won NCR's first Innovation award for a new recruitment program.
- Developed excellent relationships with management, providing support, coaching and training on employment issues and leadership development.
- Six Sigma Black Belt. Has led several successful process improvement efforts. For example, led team to drive unemployment insurance rates from 3.8% to less than 1%. Drove implementation of paperless systems in Brock and Pilgrim's
- Oversaw Safety at large manufacturing organization.
- Personally investigated and resolved dozens of employee complaints or legal actions.
- Managed large training efforts for manufacturing, engineering, IT, finance, and operations, including leadership training, process, orientation, union avoidance, and other training.

Sherry Hicks

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**From:** no-reply@monroenc.org  
**Sent:** Wednesday, November 29, 2023 7:32 PM  
**To:** Sherry Hicks  
**Subject:** Committee Application

**Committee Application Form**

Committee/Board seeking appointment                      Parks and Recreation

Applicant's Name                                      Miriah Lasher

Applicant's Address                                      1402 Woodlark Pl  
Monroe, NC 28112

Applicant's Email                                      miriah.lasher@gmail.com

Applicant's Phone

Years in Monroe / Union County                      1

Residency Information                                      City

Are you a U.S. citizen?                                      Yes

Education: List schools, dates attended, degrees obtained.                      Brownstown Central High School Core 40 2012-2016, University of West Florida Bachelors of Science in Hospitality and Revenue Management 2017-2020

Occupation: List past 3 and current employers and positions held.                      Current - JPMorgan Chase, Relationship Banker Most Recent Prior - MHG Hotels - Area Sales Manager Second Most Recent Prior - McKibbon Hospitality - Sales Coordinator

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

Business and civic experience/skills relevant to the Committee/Board seeking appointment:                      Extremely active member of previous communities and providing support to previous parks and recs departments through volunteer work and providing event suggestions. My family and I have a desire to be part of building an active and healthy community

Areas of expertise/special skills relevant to the Committee/Board seeking appointment:                      Event Management, Social Media Management, Guest Experience Management

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

Bringing more opportunities for the citizens of Monroe to be active and create a strong sense of community

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.

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

Miriah Lasher

Date

11-29-2023

# MIRIAH LASHER

Indianapolis, IN  
812-216-7977  
miriah.lasher@gmail.com

---

## SKILLS

### Portfolio Management

- Ability to provide financial suggestions based on client demographics, risk tolerance, liquidity, and other needs
- Knowledge of current products and market conditions
- Passion for adding value to clients banking experience by providing an education-based approach

### Client Relationship Management

- Ability to establish and maintain partnerships with each existing and potential affluent clients providing demonstrated results showing in portfolio growth and OSAT
- Actively manage clients' banking relationship through an advice-based approach, ensuring each client receives the best products and services for their needs
- Enhance clients' experience by sharing ways to maximize self-service banking options

### Collaboration

- Experience working closely alongside private client bankers, advisors, and other partners to deliver a complete banking experience
- Firm understanding of workplace dynamics and referral process
- Strong team orientation with a commitment of long-term career with the firm

## EDUCATION

*B.S. Global Hospitality and Tourism Management — University of West Florida*  
August 2017 - May 2020

## LICENSES & CERTIFICATIONS

*Series 63 — NASAA*

*Series 6 — FINRA*

*Securities Industry Essentials (SIE) — FINRA*

*Life Producer — Indiana Department of Insurance*

*Notary Public — State of Indiana*

*Hotel Industry Analytics — American Hotel and Lodging Association*

## AWARDS & ACHIEVEMENTS

Branch Culture Champion, JPMorgan Chase Bank, N.A.

Highest Market Producer, Consumer Credit Cards – J.P. Morgan Chase Bank, N.A., March 2023

Highest Revenue Producing Hotel Cluster – MHG Hotels, Q4 2020

American Hotel and Lodging Association - Hotel Industry Analytics Certification

## EXPERIENCE

### **J.P. Morgan Chase Bank, N.A., Franklin, IN — Relationship Banker/Small Business Specialist**

September 2021 - Present

- Manage a 17mm book of business throughout 300 client households, utilizing Client Central/Salesforce
- Hold meetings and with clients from book of business and walk in traffic, averaging 12 meetings per day
- Maintain contact with book of business with an average of 11 calls per day
- Discover needs of clients and refer clients to partners based on needs
- Responsible for training new bankers and ABME's

### **Midwest Hotel Group, Noblesville, IN — Area Sales Manager**

September 2020 - Present

- Negotiate corporate, group, and social travel rates based on market analysis for a cluster of 4 hotels
- Develop a sales culture by providing leadership, market intelligence, data, presentations, processes to front of house associates
- Analyze sales leads and provide appropriate proposals through channels such as OneSource, CVENT, Passkey
- Manage all event space bookings and day of event management

### **McKibbon Hotel Group, Pensacola, FL — Guest Service Representative/Sales Coordinator**

August 2019 - May 2020

- Assisted Director of Sales in execution of group bookings and targeting of top and potential accounts
- Inputted group blocks into PMS system FOSSE
- Responded to clients' complaints in a timely and professional manner
- Upsell additional facilities and services, when appropriate
- Maintained and updated records of all bookings and payments

## Sherry Hicks

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**From:** no-reply@monroenc.org  
**Sent:** Friday, February 10, 2023 10:48 AM  
**To:** Sherry Hicks  
**Subject:** Committee Application

### Committee Application Form

|  |   |
|--|---|
| Committee/Board seeking appointment  | Parks and Recreation  |
| Applicant's Name   | Ronald Linhares   |
| Applicant's Address  | 3017 Monterrey Ln<br>Monroe, North Carolina 28110                                       |
| Applicant's Email  | tonylinhares@kworth.com   |
| Applicant's Phone  | (704) 5075135   |
| Years in Monroe / Union County   | 22  |
| Residency Information  | City  |
| Are you a U.S. citizen?  | Yes   |
| Education: List schools, dates attended, degrees obtained.                                     | CPCC  |
| Occupation: List past 3 and current employers and positions held.                              | Killingsworth Environmental   |
| Please list civic and fraternal organizations in which you participate in Monroe/Union County. | Stallings Parks and Rec. 6 yrs. Stallings Town Council                                  |
| Business and civic experience/skills relevant to the Committee/Board seeking appointment:      |   |
| Areas of expertise/special skills relevant to the Committee/Board seeking appointment:         | Managed a 2.5 Million dollar lawn Branch as well as Technical Director at Killingsworth |
| Please explain your interest in serving on the above named Committee/Board.                    | I enjoy doing it  |
| 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.

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 Ronald Linhares

Date 2-10-2023

## Sherry Hicks

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**From:** no-reply@monroenc.org  
**Sent:** Friday, June 16, 2023 9:48 AM  
**To:** Sherry Hicks  
**Subject:** Committee Application

### Committee Application Form

Committee/Board seeking appointment                      Planning

Applicant's Name                      Kenneth Deal

Applicant's Address                      1212 Rosa Drive  
Monroe, NC 28112

Applicant's Email                      Dealk@yahoo.com

Applicant's Phone                      (704) 2217829

Years in Monroe / Union County                      16

Residency Information                      City

Are you a U.S. citizen?                      Yes

Education: List schools, dates attended, degrees obtained.

Armed Force Staff College, Norfolk, VA; Officers Indoctrination School, Pensacola, FL; Naval Brig Officer's Course, Alameda, CA; Naval Facilities Engineering and Management Course for Commanding Officers, Commanding Officers/Executive Officers course, Newport, RI, dozens of other military focused courses over a 35 year career - too many to list. Qualified Navy Surface Warfare Officer and Qualified/screened for Command of Naval Surface Ships, titled: Commander/Command, Surface Ships.

Occupation: List past 3 and current employers and positions held.

Retired from Naval Service after a long and distinguished 35 year Career, reaching the rank of Commander (05), a lifelong title confirmed by the U.S. Senate. Most significant positions were: Deputy Commander of Joint Detention Group, Guantanamo Bay, Cuba; Commanding Officer, Naval Provisional Guard Battalion, Guantanamo Bay, Cuba (first Navy Military Police Battalion in U.S. Navy history); Commanding Officer Naval Brig, Norfolk, Va (Warden of a Federal Military Prison); Deputy Chief of Staff for Manpower/Personnel for the U.S. Navy SeaBee's; Admin Department Head, USS THEODORE ROOSEVELT (CV71), a Nuclear Powered Aircraft Carrier.

Please list civic and fraternal organizations in which you

Chairman, Board of Adjustment (3rd term); Planning Board Member (completing a 2 year partial term). Served on the Monroe Water Resources Committee for 2 years until is was merged with

participate in Monroe/Union County.

another Committee. Member of various National Organizations that are mostly Military related associations.

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

Have overseen many multi-million dollar Military Construction projects. Most significant were a new 3-story, 300,000sq.ft. Headquarters Building and the 185,000sq.ft. expansion of the NATO Headquarters building in Norfolk, VA, including significant physical security upgrades post-911.

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

Completed courses in commercial construction/engineering management, IT infrastructure support, blueprinting and Marine Engineering for the U.S. Navy. I have construction experience (framing, electrical, plumbing, etc.), and was 1 of 10 Advisory/Supervisor for the construction of a new Nuclear Carrier Pier at Naval Base, Norfolk, VA.

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

My interests lies with the love I have for Monroe. I retired here a little over 16 years ago. I wanted to lend my experience and expertise to my community. I wanted to volunteer and did for awhile with the Monroe Police Department and the Union County Board of Elections. Unfortunately, Monroe has no formal volunteer programs beyond Boards and Committees. I have enjoyed serving on the Board and Committees and wish to continue

Are you currently serving on any other appointed bodies?

Yes

If yes, please list.

Chairman, Board of Adjustment

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.

My partial term expires on December 31st, of this year. I have attended all meeting since appointment in 2022. I am seeking reappointment to a full term of my own.

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 Kenneth Deal

Date 6-16-2023



## The Sailor's Creed

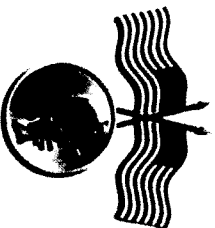
I am a United States Sailor.

I will support and defend the Constitution of the United States of America and I will obey the orders of those appointed over me.

I represent the fighting spirit of the Navy and those who have gone before me to defend freedom and democracy around the world.

I proudly serve my country's Navy combat team with Honor, Courage, and Commitment.

I am committed to excellence and the fair treatment of all.



# Retirement Ceremony

# Kenneth H. Deal

UNITED STATES NAVY

AUGUST 25, 1972 – OCTOBER 1, 2007



# July 16, 2007

FIRST NAVAL CONSTRUCTION DIVISION  
AB LITTLE CREEK, NORFOLK, VA



**CEREMONIAL MUSIC**

**WELCOME**

**ARRIVAL OF OFFICIAL PARTY**

**PRESENTATION OF COLORS**

**NATIONAL ANTHEM**

**INVOCATION**

**GUEST SPEAKERS**

**PRESENTATION OF GIFTS**

**PASSING OF THE FLAG**

**REMARKS BY RETIREE**

**BENEDICTION**

**GOING ASHORE**

**CONCLUSION**



**Retiring Officer**

RADM Richard E. Cellon  
COMFIRSTNCD, NAB Little Creek, Norfolk

**Guest Speakers:**

CAPT Lewis "Chris" Nygard  
Mr. Mark A. Deal

**Invocation/Benediction**

CAPT Debra E. McGuire

**PARTICIPANTS**

**Master of Ceremony**

NCCS (AW/SW) Greta Gary

**National Anthem**

School of Music

**Honor Guard**

CBMU 202

**Flag Team**

LCDR Al Iannacone \* LT Ken Bellamy

LTJG Robert Curran \* ENS Dassel

SKCM (SW) Cedric Glover \* LNCS (AW/SW) Leonette Masters

PSC(Ret.) Toni LaChance \* YN1 (AW) Tammy Jacobs

YN2 Teresa McNabb \* PS3 Matthew Miller

AN Young \* VAW 124

**Honor Boatswain \* Bell Ringer**

LT Butch Smith \* LCDR Kevin Bogucki

**Readings**

CMDCM (SW/AW) Jacob Grgurich "Old Glory"

ABE1 (AW) Rusty L. Deal "The Watch"

**Honorary Side Boys**

LCDR Timothy Wadley \* LCDR Phillip Bachand

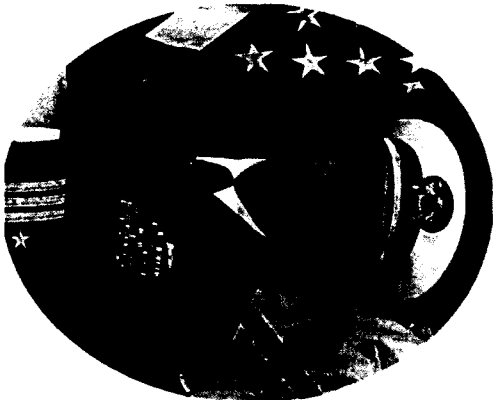
LCDR Betty Pierce \* LCDR Andrew McMenamin

LCDR Gary Lefebvre \* LCDR Grover Craft

LCDR Al Iannacone \* LCDR Kevin Bogucki

**Ceremony Coordinators**

Toni M. LaChance \* Karen Klodowski



*Commander Kenneth H. Deal  
United States Navy*

Commander Kenneth H. Deal, a native of Huntington, West Virginia, enlisted in the United States Navy on August 25, 1972. Advancing through the enlisted ranks to Chief Petty Officer, Commander Deal was commissioned an Ensign, Limited Duty (Administration) on July 1, 1986. Prior to commissioning, Commander Deal served on the staff of Commander, Medium Attack Wing ONE as Communications Yeoman; aboard USS JOHN F. KENNEDY (CV 67) as Training Department Yeoman; on the Staff of Commander, Fleet Electronic Warfare Support Group as Administrative Assistant; on the Staff of the Supreme Allied Commander Atlantic as Senior Yeoman for the Assistant Chief of Staff; and on board USS CHARLESTON (LKA 113) as both Administrative and Personnel Officer.

Following commissioning, Commander Deal was assigned as the Administrative Department Head and Personnel Officer aboard USS INCHON (LPH 12). In June 1988, he transferred to the personal staff of the Commander, Naval Surface Force, U.S. Atlantic Fleet, where he served as Flag Secretary and Force Security Manager. He accepted a permanent commission to Lieutenant on September 1, 1990, but not before being advanced to Master Chief Yeoman (Dual Status). In August 1991 Commander Deal reported as Officer in Charge, Personnel Support Activity Detachment, Little Creek, Naval Amphibious Base Little Creek, Norfolk, Virginia.

In August 1994, Commander Deal assumed duties as Flag Secretary and Executive Officer on the Staff of Commander, Operational Test and Evaluation Force, Norfolk, Virginia. In September 1996, he assumed duties as Commanding Officer, while still fulfilling his Flag Secretary responsibilities.

Officer and Department Head aboard the Nuclear Powered Aircraft Carrier USS THEODORE ROOSEVELT (CVN 71).

In June 1999, Commander Deal left the TR-CVW-8 Team and reported to the Staff of the Supreme Allied Commander, Atlantic, in Norfolk, Virginia, where he assumed duties as the Branch Head for Administration and Headquarters Support/Executive Officer, U.S. Navy Element. In March 2002, Commander Deal assumed duties as Executive Officer, Personnel Support Activity, Atlantic. In March 2004, he reported to the Naval Brig Norfolk, and assumed duties as Commanding Officer, Naval Brig, Norfolk, Virginia. In December 2004, the Chief of Naval Operations hand-picked Commander Deal to assemble, train, equip and deploy the Navy's first Provisional Guard Force in order to assume Joint Detention Operations under the Joint Task Force, Guantanamo Bay, Cuba. During that deployment, he further accepted the positions of Deputy Commander, Joint Detention Group and Commander, Navy Provisional Guard Battalion. In November 2005, CDR Deal reported to the staff of the Commander, FIRST Naval Construction Division/Naval Construction Forces Command as the Assistant Chief of Staff for Manpower, Personnel and Administration. Enlisting in the Navy when he was 17 years of age, Commander Deal retires from active duty with over 35 years continuous service (13 years enlisted service and 22 years commissioned service).

Commander Deal is qualified as an Enlisted Surface Warfare Specialist (ESWS) as well as Surface Warfare Officer (SWO). He is qualified to wear the Command Ashore Pin and his personal decorations include: The Defense Meritorious Service Medal (two awards), Meritorious Service Medal (Four Awards), Joint Service Commendation Medal, the Navy and Marine Corps Commendation Medal (Three Awards), Joint Service Achievement Medal, the Navy Achievement Medal (Three Awards), Joint Meritorious Unit Award, Navy Unit Commendation, Meritorious Unit Commendation (Two Awards), Battle "E" Ribbon (with Silver "E" Wreath), Good Conduct Medal (Four Awards), Navy Expeditionary Medal, National Defense Service Medal (Three Awards), Armed Forces Expeditionary Medal, Kosovo Campaign Medal, Global War on Terrorism Expeditionary Medal, Global War on Terrorism Service Medal, Armed Forces Service Medal, Humanitarian Service Medal, Military Outstanding Volunteer Service Medal, Sea Service Deployment Ribbon (with Silver Star), NATO Medal, Kosovo NATO Medal, Expert Pistol Medal and Expert Rifle Medal.

Commander Deal is married to the former Sherrie Lynn Cooper of Huntington, West Virginia. They have two sons and Daughter-in-Laws, Mark and Layli Deal from Marietta, Georgia and Rusty and Sarah Deal from Virginia Beach, Virginia. The Deal's will retire to Monroe, North Carolina on the banks of Lake Lee.

# History of Assignments

Recruit Training Command (RTC)

Orlando, FL  
Aug 1972 - Oct 1972

Communications Yeoman  
Medium Attack Wing ONE

Naval Air Station, Oceana, Va Beach, VA  
Dec 1972 - Jul 1974

Career Counseling Yeoman

USS JOHN F. KENNEDY (CV-67)  
Deployed: Mediterranean Cruise  
Jul 1974 - Aug 1975

Manpower Manager/Classified Material Yeoman  
Fleet Electronic Warfare Support Group (FEWSG)

Naval Air Station, Norfolk, VA  
Sep 1975 - Aug 1979

Detachment Yeoman and Manpower Manager  
Fleet Electronic Warfare Support Group Det ONE

Naval Air Station, Norfolk, VA  
Aug 1979 - Sep 1981

Administrative Assistant/Command Career Counselor  
Supreme Allied Command Atlantic (SACLANT)

Norfolk, VA  
Sep 1981 - Sep 1984

Administrative Officer  
USS CHARLESTON (LKA-113)

Deployed: Mediterranean Cruise  
Sep 1984 - Jul 1986

Student

Limited Duty/Chief Warrant Officer Indoctrination  
(LDO/CWO), Naval Air Station, Pensacola, FL  
Jul 1986 - Sep 1986

Personnel Officer and Educational Services Officer  
USS INCHON (LHA-12)

Deployed: Mediterranean Cruise /Lebanon (NATO)  
Oct 1986 - May 1988

Flag Secretary/Force Security Manager  
Naval Surface Forces Command (SURFLANT)

Norfolk, VA  
Jun 1988 - Aug 1991

Officer in Charge

Personnel Support Activity Detachment (PSD),  
Naval Amphibious Base, Little Creek, Norfolk, VA  
Aug 1991 - Aug 1994

Flag Secretary/Staff Commanding Officer  
Operational Test and Evaluation Force (OPTEVFOR)

Norfolk, VA  
Aug 1994 - Jul 1997

Administrative Department Head  
USS THEODORE ROOSEVELT (CV-71)

Deployed: Mediterranean Cruise  
Kosovo Campaign  
Jul 1997 - Jun 1999

Command Commandant/Administrative Department Head  
Supreme Allied Command, Atlantic (SACLANT)

Norfolk, VA  
Jun 1999 - Feb 2002

Executive Officer  
Personnel Support Activity Atlantic  
(PSA Atlantic) Norfolk, VA

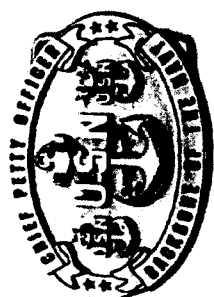
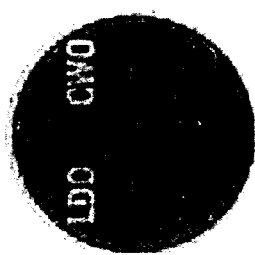
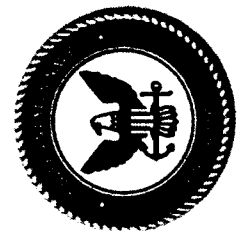
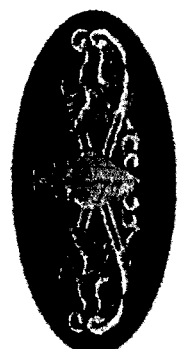
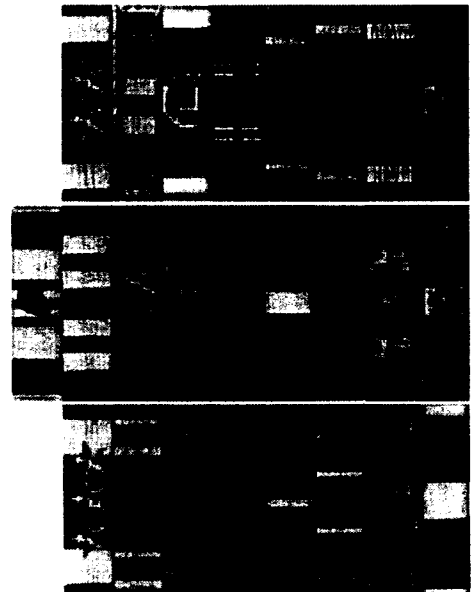
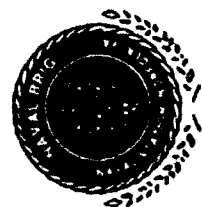
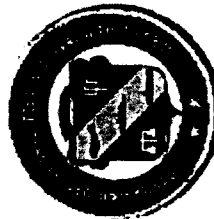
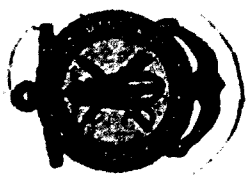
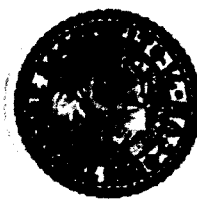
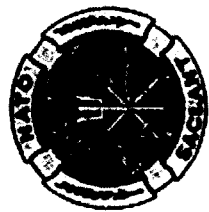
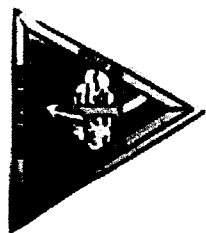
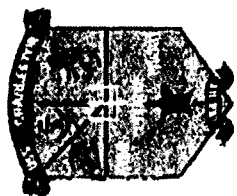
Feb 2002 - Feb 2004

Commanding Officer  
Naval Brig, Norfolk, VA  
Mar 2004 - Jul 2005

Commander, Navy Provisional Guard Battalion, Joint Task Force GTMO/  
Deputy Commander, Joint Detentions Group, Guantanamo Bay, Cuba  
(Individual Augmentee)  
Jan 2005 - Sept 2005

Assistant Chief of Staff for Manpower/Personnel/Administration  
FIRST Naval Construction Division  
Naval Amphibious Base, Little Creek, Norfolk VA  
Nov 2005 - Oct 2007





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

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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: 11-2-2023

COMMITTEE/BOARD seeking appointment: Planning Board

NAME: Archie Morgan

ADDRESS: 505 S. Church St.

MAILING ADDRESS: Monroe, NC

28112

YEARS IN MONROE (UNION) COUNTY 66

RESIDENCY: CITY COUNTY (circle one)

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

PRIMARY PHONE NUMBER (704-242-0477) - HOME / MOBILE /  
BUSINESS (circle one)

E-mail Address: archie931fm@gmail.com

**EDUCATION:**

List Schools, dates attended, Degrees obtained:

| <b>School</b>               | <b>Date Attended</b>  | <b>Degree</b> |
|-----------------------------|-----------------------|---------------|
| 1. Camden Military Academy- | Graduated with Honors |               |
| 2. CPCC-                    | College Prep courses  |               |
| 3. Wingate University,      | 2 years               |               |

**OCCUPATION:**

Past 3 and current employers and positions held

| <b>Employer</b>              | <b>Position Held</b>         |
|------------------------------|------------------------------|
| 1. Sandwich Construction Co. | restaurant- Owner 1977-1980  |
| 2. Frito-Lay                 | 1980-1990                    |
| 3. WIXE Radio-               | Owner 1990-Present, 33 years |

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

Served as Chairman of the Union County 2050 Plan for 14 months as Chairman, planning the future growth of the County for the next 30 years.

Served on the Downtown Merchants Advisory Board for a year before leaving to join another Board. (You can only serve on two at the same time)

Currently serving on the Monroe Historic District Commission for the last two years, the last year as Chairman.

Have served on the Monroe Planning Board for the last two years.

Member of the UC Chamber of Commerce for 33 years.

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

Have lived in the Historic District for the last 5 years. My business involvement is primarily in the City of Monroe so I am constantly talking to local business owners about their business needs and I converse daily with residents of Monroe to hear their needs and wants. Been doing that for 33 years.

I also serve as Chairman of the Monroe Historic District Commission which has helped me as a member of the Planning Board.

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

I've served for two years and learned a great deal about Planning. The city has a lot of growth and more coming. I understand how it all works and we demand better and better from these developers.

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

As I stated, I live in the City, in the Historic District. I am familiar with the various codes, the UDO and such. On the Planning Board we have demanded more and more from developers. Bigger lots, nicer elevations, more amenities etc. A lot has been done these past two years and I'd like to continue.

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

- 1.Planning Board
- 2.Historic District Commission

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:

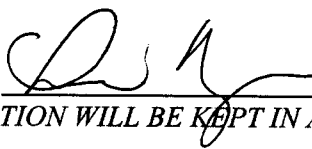
1. Currently serve

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.

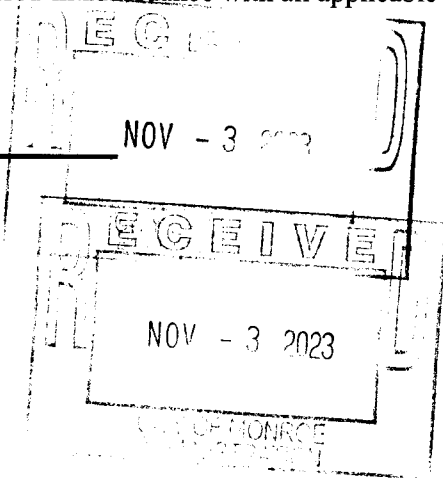
**Please attach a copy of your resume/curriculum vitae with this application.**

Date: 11/3/2023 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**



Archie Morgan

Monroe , NC 28112

7042420477

archie931fm@gmail.com

Websites, Portfolios, Profiles

LinkedIn

Wixe.com

Professional Summary

Customer-oriented General Manager with 35 years of experience focused on increasing revenues and expanding margin. Adaptive and deadline-oriented consistently executes and completes multiple projects in high-stress environments. Meticulous leader and strategic planner with comprehensive managerial acumen, offering vision and motivational acumen.

Accomplishments

Supervision - Supervised sales team to monitor sales activity and goal achievement.

Marketing - Implemented marketing strategies which resulted in 30% growth of customer base.

Achieved the goal of adding an FM to Monroe by completing this monumental goal with accuracy and efficiency.

Supervised team of 17 staff members.

Skills

Cost Control

Regulatory Compliance

Talent Recruitment

Sales and Sales Training

Broadcast training

Accounting

Work History

February 1990 - Current

Monroe Broadcasting Company, Inc. - Monroe, NC

## President/General Manager

Developed and implemented strategies to increase sales and profitability.

Monitored financial performance, set budgets and controlled expenses to provide financial stability and long-term organizational growth.

Managed budget implementations, employee reviews, training, schedules, and contract negotiations.

Drove year-over-year business growth while leading operations, strategic vision, and long-range planning.

November 1979 - January 1989

Frito-Lay - Charlotte, NC Then Monroe, NC  
Receiving Clerk, Then Route Sales

Maintained tidy, organized and safe work area

Unloaded pallets and deliveries and organized products in warehouse.

Then moved to Route Sales working in Monroe and Chesterfield. Grew my route by 40%

## Education

Wingate University Wingate, NC  
None, Left For The Job Sector

CPCC Charlotte, NC  
None. Took Basic Courses Psychology

May 1975

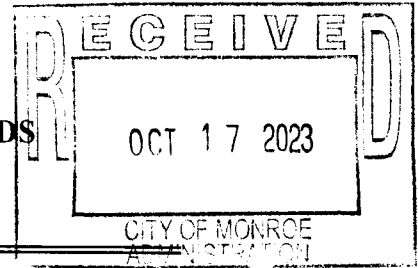
Camden Military Academy Camden, SC  
Graduated With Honors High School And Military Training

## Affiliations

Union County Chamber of Commerce  
International Broadcasters Idea Bank

Freemason

**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: 10-16-23  
 COMMITTEE/BOARD seeking appointment: Planning Board / Vice Chair  
 NAME: Jennifer Smith  
 ADDRESS: 109 W. Houston St, Monroe, NC 28112  
 MAILING ADDRESS: PO Box 158, Monroe, NC 28111  
 YEARS IN MONROE (UNION) COUNTY 36 yrs.  
 RESIDENCY: CITY / COUNTY (circle one)  
 Are you a United States Citizen?  YES / NO (circle one)

PRIMARY PHONE NUMBER 704 582-2353 HOME /  MOBILE / BUSINESS (circle one)  
 E-mail Address: Chelseaharley@gmail.com

**EDUCATION:**

List Schools, dates attended, Degrees obtained:

| School                   | Date Attended | Degree                     |
|--------------------------|---------------|----------------------------|
| 1. St Marip Academy      | 1980          | 12 yrs. H-School graduated |
| 2. Ohio State University | 1982          | 2 yrs B/A Business         |
| 3.                       |               |                            |
| 4.                       |               |                            |

**OCCUPATION:**

Past 3 and current employers and positions held

| Employer                      | Position Held         |
|-------------------------------|-----------------------|
| 1. Currently Retired          | Mortgage Lender       |
| 2. Mortgage Network Solutions |                       |
| 3. Washburn Norris, Atty      | Real Estate Paralegal |

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

Monroe Garden Club - previous member  
My home was in the Union Co Synagogue Garden Tour  
2020

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

Very well versed in Appraisal title Insurance, surveys, elections, HOA's and H/O Insurance

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

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

*To see Monroe, grow in the right direction  
& moving forward ~~the~~ industry & growth.  
Being look plus homes, to the area w larger lots,  
& a greater tax base for Monroe.*

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

1. *Historic Commission*
- 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. *Have not missed any meetings concerning the ~~Planning~~ <sup>Planning</sup> Board.*
- 2.
- 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?

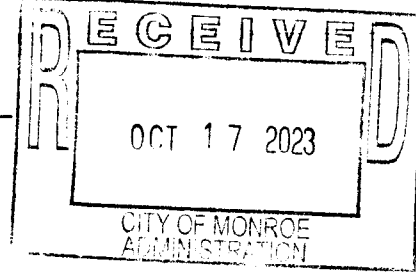
Have you ever been convicted of a felony? YES /  NO (circle one) If YES explain.

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

Date: 10/16/23 Signature: Jennifer Smith  
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



**JENNIFER SMITH**

**P.O. BOX 158  
MONROE, NC 28111**

**CELL: (704) 582 - 2353**

**MATURE TAKE CHARGE INDIVIDUAL WITH GREAT PEOPLE SKILLS. PERSONALITY PLUS, WITH QUICK PROBLEM SOLVING SKILLS AND STRONG SENSE OF RESPONSIBILITY. ABLE TO HANDLE SEVERAL PROBLEMS AT ONCE AND MAKE QUICK DECISIONS. EXTREMELY KNOWLEDGEABLE IN REAL ESTATE LAW, DEEDS, SURVEYS, TITLE SEARCHES, DIVORCE AND SEPARATION AGREEMENTS.**

**Employment Experience**

- MORTGAGE BROKER**
- 1996  
to  
present
- Mortgage Network Solution;  
West-Star Mortgage;  
Professional Home Mortgage;  
1st Union Bank & Bank of America
- . Commercial Contacts/Builder Contacts
  - . Specializing in: A & B paper, FHA, VA, Stated Income and No Documentation.
  - . Solicit business - paper, radio & movie theatre etc.
  - . Process and submit all loans from start to finish.
  - . Attend all closings with client.
  - . Have large realtor base
- 1996  
to  
1993
- REAL ESTATE PARALEGAL/OFFICE MANAGER**  
William Kellam, Atty At Law, Charlotte, NC
- . Responsible for the coordination of all closings.
  - . Delegation and distribution of work load for (2) other paralegals.
  - . Ran a branch law office, including solicitation of realtors, banks and coordinating follow-up visits with mortgage brokers.
  - . Received bonuses for (50) or more closings per month.
  - . Prepared settlement statements, cut checks and balanced trust account.
  - . Reviewed all title notes, and supervised the shipment of packages back to lenders and all payoffs.
  - . Coordinated and closed loans.
  - . Responsible for training and hiring paralegals.
- 1993  
to  
1991
- LEAD REAL ESTATE PARALEGAL**  
Gregory Kunkleman, Atty At Law/Wishart Norris/Charlotte, NC
- . Solicit realtors, banks & mortgage brokers.
  - . Coordinated and held seminars for real estate brokers educating them on FHA guidelines, deeds, inspections & legal documentation.
  - . Prepared all settlement statements, cut checks and balanced trust accounts. Typed packages, shipped packages & payoffs. Ordered title binders, title notes and surveys.
  - . Scheduled all closings and was responsible for the volume of (50 to 100) a month.

# BROCK, SCOTT & INGERSOLL, PLLC

ATTORNEYS AT LAW

THOMAS E. BROCK  
GREGORY A. SCOTT  
MARC W. INGERSOLL  
AARON B. ANDERSON  
SCOTT C. MOESTA  
JAMES P. BONNER

3420 TORINGDON WAY, SUITE 240  
CHARLOTTE, NC 28277  
704.759.0029  
FAX 704.759.8905

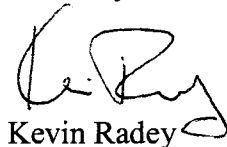
ERIC BRAUN  
BRIAN L. CAMPBELL  
MATTHEW S. CHENEY  
HAROLD CREWS  
LANCE R. FIFE  
JEFFREY J. GOEBEL  
MICHELLE HESS  
BRIAN D. KELLEY  
CHRISTINE A. MARSHALL  
MARK A. PEARSON  
F. GREY POWELL  
KEVIN J. RADEY  
RAKESH SEHGAL  
RYAN SHOAF

Ladies and Gentleman:

I am writing to recommend Jennifer Smith as a real estate paralegal. While we worked together, Jennifer consistently demonstrated diligence and initiative. In preparing settlement statements and arranging loan packages, she goes the extra mile to make sure the documents are organized, and arranged to my preferences. While working with real estate agents and mortgage brokers, Jennifer is always courteous and enthusiastic. Her abilities as a paralegal, and warm-hearted demeanor, consistently attract brokers and their business. Most importantly, she pays attention to detail, and works hard to make sure the job is done correctly.

Jennifer's termination was not work-product related. Because of financial difficulties, our Ballantyne office had to be closed. Unfortunately, her position was eliminated with this restructuring. I would give her my full recommendation as a real estate paralegal. She is a pleasure to work with.

Sincerely,



Kevin Radey

**CITY OF MONROE  
COMMITTEE APPLICATION**

This application is a public record in accordance with Chapter 132 of the North Carolina General Statutes. The application and all of the information contained within it may be disclosed in connection with a public records request. The application will be kept on file for two years.

Applicant **must attend** at least one Committee Meeting of interest within one year prior to submitting application before application will be considered.

Committee: Planning Board

Committee Meeting Date Attended: about a year ago

Name: R.B. Bullard "Bob"

Address: 600 South Church St.

Mailing Address: Monroe, NC 28112  
(If different from above)

Contact Info: Bob@ITCOINTERNATIONAL.COM 704/292-8193  
Email Address Phone #

Employment Info: ITCO INTERNATIONAL PRESIDENT  
Employer Position

Residency Info: City  County

Are you a United States Citizen? Yes  No

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 (use additional sheets if necessary).

Graduate of Presbyterian College - Clinton, S.C  
served as president of ITCO International  
Serve on the Historic District Commission for 20 yrs  
Served on Union County Preservation

Return to: Bridgette Robinson, City Clerk  
City of Monroe  
P.O. Box 69  
Monroe, NC 28111-0069  
E: [brobinson@monroenc.org](mailto:brobinson@monroenc.org)  
P: 704/282-4502/F: 704/290-1818

Signature: R.B. Bullard  
Date: 3-14-22

Sherry Hicks

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**From:** no-reply@monroenc.org  
**Sent:** Wednesday, November 22, 2023 1:59 PM  
**To:** Sherry Hicks  
**Subject:** Committee Application

**Committee Application Form**

Committee/Board seeking appointment                      Planning

Applicant's Name                                      Parker Mills

Applicant's Address                                      1111 Mallard Landing Dr  
Monroe, North Carolina 28110

Applicant's Email                                      aparkermillsjr@gmail.com

Applicant's Phone                                      (704) 3090285

Years in Monroe / Union County                      45years

Residency Information                                      City

Are you a U.S. citizen?                                      Yes

Education: List schools, dates attended, degrees obtained.                      Monroe HS graduated 1979, Appalchian State University graduated with degree in Business

Occupation: List past 3 and current employers and positions held.                      Owner operator of Mills Cleaners for over 40years

Please list civic and fraternal organizations in which you participate in Monroe/Union County.                      Past member Monroe Rotary club , Board member Museum of the Waxhaws , also past member of UDI, Monroe JC's, also Union Academy Foundation Board, United Way Board , also past member Centralina Council of Boy Scouts,. All past member of these boards

Business and civic experience/skills relevant to the Committee/Board seeking appointment:                      Served two terms as a Union County Commissioner. Also operated and managed a business in Monroe for over 40 years

Areas of expertise/special skills relevant to the Committee/Board seeking appointment:                      My years as a member of BOCC in Union County has prepared me to deal with all kids of issues that are relevant to Monroe.

Please explain your interest in serving on the above named Committee/Board.                      I was raised to give back and that the service to humanity is the best work of life. I simply want to work to make sure Monroe continues to be a wonderful place to live

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. Planning to attend the December and January meetings of the Planning Board

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 Parker Mills

Date 11-22-2023



## Sherry Hicks

---

**From:** no-reply@monroenc.org  
**Sent:** Thursday, May 4, 2023 3:54 PM  
**To:** Sherry Hicks  
**Subject:** Committee Application

### Committee Application Form

|  |   |
|--|---|
| Committee/Board seeking appointment  | Planning  |
| Applicant's Name   | MaryAnn Rasberry  |
| Applicant's Address  | 2507 King Arthur Drive<br>28110   |
| Applicant's Email  | maraz@carolina.rr.com   |
| Applicant's Phone  | (704) 6040742   |
| Years in Monroe / Union County   | 29  |
| Residency Information  | City  |
| Are you a U.S. citizen?  | Yes   |
| Education: List schools, dates attended, degrees obtained.                                     | Gladewater High School - Graduated 1963, Kilgore Jr. College 1963-1965 University of Texas, Austine, Texas - Batchlor of Science  |
| Occupation: List past 3 and current employers and positions held.                              | Downtown Monroe, Inc., Interim Director 1995; Alliance for Children (Smart Start and NC Pre-K) 1998 -2015, Executive Director   |
| Please list civic and fraternal organizations in which you participate in Monroe/Union County. | Monroe Rotary, Union Symphony, Health Quest, Foundation for the Carolinas, Playmakers, Center Theatre Board, Get Centered Campaign Currently - Tourism Board, Symphony League |
| Business and civic experience/skills relevant to the Committee/Board seeking appointment:      | Downtown Monroe, Inc developed Streetscape, Municipal Service District, Nominated and received Main Street Award,   |
| Areas of expertise/special skills relevant to the Committee/Board seeking appointment:         | 20 plus years serving on Planning Board and serving as Vice Chair and Chair   |
| Please explain your interest in serving on the above named Committee/Board.                    | Having been involved in the revitalization of downtown Monroe, I would like to continue to work with the City to shape and develop the future of Monre.                       |

Are you currently serving on any other appointed bodies?

If yes, please list. Tourism Board

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. April 5, 2023 May 3, 2023

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 MaryAnn Rasberry

Date 5-4-2023

2507 King Arthur Drive  
Monroe, N. C. 28110  
704.292.1926 home  
704.604.0742 cell

## *Mary Ann Rasberry*

- Objective** Actively contribute to improving the quality of life in the City of Monroe and Union County by taking leadership roles on nonprofit 501(c)3 boards requiring excellent fiscal management, computer, organization and communication skills.
- Qualifications**
- Highly motivated completion oriented
  - Self-starter with flexible schedule
  - Work well with groups or individuals
- Experience**
- January 1999 – June 12, 2015 Executive Director, Alliance for Children, formally Union County Partnership for Children (UCPC)  
A nonprofit, 501(c)3, administrating over \$4,000,000.00 annually
- March 1998 – December 1998 Union County Partnership for Children
- Helped complete Programmatic Plan for submission to State Partnership
  - Established UCPC office
  - Organized 34 member board and relevant committees
  - Developed brochures and newsletters
  - Developed databases for board, committees and newsletters, Raleigh
  - Developed and maintained programmatic and administrative budgets
  - Worked closely with the North Carolina Partnership for Children
  - Established relationships with local and state political leaders
- 1994 – 1997 Downtown Monroe, Inc. (DMI) Assistant to Executive Director (10 hours/week) and Interim Director 8 months (30 hours/week)
- Compiled minutes, handled correspondence, set meeting, and acted as liaison for office
  - Developed, wrote, printed and mailed quarterly newsletter
  - Responsible for computer technology including purchase of equipment and software
  - Researched and compiled data for Municipal Service District special tax revenue as requested by DMI Board
  - Successfully nominated DMI project (Streetscape) for state award
  - Prepared and operated \$130,000.00 budget
  - Established and maintained excellent relationships with city and county governments
- Community**
- City of Monroe Planning Board 1996 – 2022 Served as Vice Chair and Chair
  - President, Friends of the Union County Public Library 1997
  - Friends of the Hospital Ball Committee 1996-98
  - Treasurer, Daughters of the American Revolution 1997-1999
  - Provide computer work, i.e., newsletters, labels, form letters, invitations and computer graphic layouts for several different organizations
- Education** Bachelor of Science Degree University of Texas Austin, Texas

Sherry Hicks

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**From:** no-reply@monroenc.org  
**Sent:** Monday, November 20, 2023 3:53 PM  
**To:** Sherry Hicks  
**Subject:** Committee Application

**Committee Application Form**

|  |  |
|--|--|
| Committee/Board seeking appointment  | Planning   |
| Applicant's Name   | Robert Yanacsek  |
| Applicant's Address  | 513 everette st<br>MONROE, NC 28112  |
| Applicant's Email  | bob@go4frost.com   |
| Applicant's Phone  | (704) 2614222  |
| Years in Monroe / Union County   | 12 years In Monroe / 45 years county   |
| Residency Information  | City   |
| Are you a U.S. citizen?  | Yes  |
| Education: List schools, dates attended, degrees obtained.                                     | Forest Hills High Schools 1988, Wingate College 1992 BS, CMPD NC BLET 1992                             |
| Occupation: List past 3 and current employers and positions held.                              | Charlotte Meck Police- officer, City Of Monroe NC Airport- line service. Owner - Frost Safety Services |
| Please list civic and fraternal organizations in which you participate in Monroe/Union County. | co-founder of the Monroe Airshow.  |
| Business and civic experience/skills relevant to the Committee/Board seeking appointment:      | Business owner, exposure to all areas of the Country experiencing growth.                              |
| Areas of expertise/special skills relevant to the Committee/Board seeking appointment:         | 30 years experience working in municipal government.   |
| Please explain your interest in serving on the above named Committee/Board.                    | I want to see Monroe continue responsibly.   |

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. 7/5/23. 10/4/23

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 Robert Yanacsek

Date 11-20-2023

# Bob Yanacsek

## Planning Committee

### Contact

513 Everette St  
Monroe, NC 28112  
704.261.4222  
bob@go4frost.com

### Education

Wingate University  
Wingate, NC  
Bachelor of Science, Parks &  
Recreation; Minor, Sports  
Medicine

### Key Skills

Analytical Thinking  
Community Engagement  
Strategic Vision  
Problem-Solving  
Interpersonal Communication  
Legal & Regulatory Understanding  
Financial Acumen  
Environmental Awareness

### Summary

My 30-year tenure in law enforcement has honed my ability to analyze complex situations and make informed decisions. Founding a successful non-profit organization underscores my commitment to community betterment and collaborative problem-solving. Additionally, my experience founding and managing an emergency rescue service company for air shows showcases my adeptness in strategic planning and crisis management, qualities crucial for effective decision-making within the Planning Committee.

### Experience

*11 Years*

Active Community Member & Neighborhood Watch

- Participate in city council meetings, advocating for community interests and voicing concerns on crucial matters.
- Engage extensively with Monroe citizens to understand needs, priorities, and concerns, ensuring representation.
- Provide consistent support to local businesses, fostering community growth and economic development through advocacy and collaboration.

*2 Years*

Historic District Committee

- Leveraged expertise and insights to preserve and promote Monroe's rich cultural heritage.
- Collaborated with committee members to propose and implement initiatives aimed at conserving historical landmarks and maintaining district's unique character.

*30 Years*

Law Enforcement

- Assessed risks, managed crises, and contributed critical views on emergency preparedness and response strategies.
- Managed complex situations by analyzing diverse perspectives and made informed decisions supporting public safety.

Sherry Hicks

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**From:** no-reply@monroenc.org  
**Sent:** Thursday, November 30, 2023 3:44 PM  
**To:** Sherry Hicks  
**Subject:** Committee Application

**Committee Application Form**

|  |   |
|--|---|
| Committee/Board seeking appointment  | Planning  |
| Applicant's Name   | Patricia Yow  |
| Applicant's Address  | 3000 Duck Point Dr<br>Monroe, NC 28110  |
| Applicant's Email  | Yowpat@gmail.com  |
| Applicant's Phone  | (704) 7768872   |
| Years in Monroe / Union County   | 22  |
| Residency Information  | City  |
| Are you a U.S. citizen?  | Yes   |
| Education: List schools, dates attended, degrees obtained.                                     | MBA Robert Morris University PA   |
| Occupation: List past 3 and current employers and positions held.                              | ATI 21 years  |
| Please list civic and fraternal organizations in which you participate in Monroe/Union County. | Chamber of Commerce   |
| Business and civic experience/skills relevant to the Committee/Board seeking appointment:      | ATI Planning Management President of The Association of Women in the Metal Industries Pittsburgh PA 3 years |
| Areas of expertise/special skills relevant to the Committee/Board seeking appointment:         | History of Contracting the build of homes.  |
| Please explain your interest in serving on the above named Committee/Board.                    | I would like to bring my expertise to the Planning committee as a resident and an expert in Planning.       |

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 meetings concerning the Mallard Landing development. That is where I reside.

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 Patricia Yow

Date 10-30-2023

Sherry Hicks

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**From:** no-reply@monroenc.org  
**Sent:** Monday, December 4, 2023 11:52 AM  
**To:** Sherry Hicks  
**Subject:** Committee Application

**Committee Application Form**

Committee/Board seeking appointment                      Public Safety

Applicant's Name    Hayden Desio-Munn

Applicant's Address    203 S. Washington Street  
Monroe, nc 28112

Applicant's Email    hayden\_munn@yahoo.com

Applicant's Phone    (919) 5234334

Years in Monroe / Union County                      40

Residency Information    City

Are you a U.S. citizen?    Yes

Education: List schools, dates attended, degrees obtained.                      1991 Graduate of Monroe High Attended Greensboro College

Occupation: List past 3 and current employers and positions held.                      Clearesult, Inc., Program Coordinator Clearesult, Inc., Recruiter  
Syngenta, Inc., Facility Manager

Please list civic and fraternal organizations in which you participate in Monroe/Union County.                      Union Symphony, Meals on Wheels, Community Shelter, Airport Commission

Business and civic experience/skills relevant to the Committee/Board seeking appointment:                      Historic District Resident, active in neighborhood watch, Police ride along, Operation Reachout

Areas of expertise/special skills relevant to the Committee/Board seeking appointment:                      Vocal in all aspects of the City of Monroe. Attend most Historic District, Planning Board and City Council Meetings

Please explain your interest in serving on the above named Committee/Board.                      I have served for the past 2 years on this board and have been active in discussions and an advocate for the City of Monroe Safety

|   |  |
|---|--|
| Are you currently serving on any other appointed bodies?  | Yes  |
| If yes, please list.  | Airport Commission   |
| 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.  | I attend most all Public Safety meetings in 22-23 with the exception of June-Sept as I am in the process of battling Breast Cancer and have had operations that have hindered my ability to attend |
| 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   | Hayden Desio-Munn  |
| Date  | 12-4-2023  |

# Hayden Munn

Program Coordinator – CLEAResult, Inc.  
Monroe, NC

Haydend\_munn@yahoo.com  
919-523-4334

## Work Experience

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### 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 Energy 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**

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Central Piedmont Community College - Charlotte, NC  
1992 to 1994

Greensboro College - Greensboro, NC  
1991 to 1992

References upon request

Sherry Hicks

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**From:** no-reply@monroenc.org  
**Sent:** Friday, November 17, 2023 6:14 PM  
**To:** Sherry Hicks  
**Subject:** Committee Application

**Committee Application Form**

|  |  |
|--|--|
| Committee/Board seeking appointment  | Public Safety  |
| Applicant's Name   | Chip Wardwell  |
| Applicant's Address  | 2655 Rolling Hills Drive<br>Monroe, NC 28110   |
| Applicant's Email  | Chip.wardwell@fedex.com  |
| Applicant's Phone  | (704) 7244242  |
| Years in Monroe / Union County   | 27   |
| Residency Information  | City   |
| Are you a U.S. citizen?  | Yes  |
| Education: List schools, dates attended, degrees obtained.                                     | BS Appalachian State 89  |
| Occupation: List past 3 and current employers and positions held.                              | FedEx - Sales Rep - current Rhode and Lisenfeld - Sales Circle International- Sales                    |
| Please list civic and fraternal organizations in which you participate in Monroe/Union County. | Public Safety Committee  |
| Business and civic experience/skills relevant to the Committee/Board seeking appointment:      | Pro ALL First Responders and their needs   |
| Areas of expertise/special skills relevant to the Committee/Board seeking appointment:         | Critical thinking and Problem Solving Skills   |
| Please explain your interest in serving on the above named Committee/Board.                    | Provide our First Responders everything necessary to operate at their optimum levels for all citizens. |

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.

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 Chip Wardwell

Date 1-17-2023

## Sherry Hicks

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**From:** no-reply@monroenc.org  
**Sent:** Wednesday, May 3, 2023 7:21 PM  
**To:** Sherry Hicks  
**Subject:** Committee Application

### Committee Application Form

Committee/Board seeking appointment                      Public Safety

Applicant's Name    Robert Jones

Applicant's Address    1302 Georgia Ave  
Monroe , NC 28112

Applicant's Email    Royalsec007@gmail.com

Applicant's Phone    (704) 6225295

Years in Monroe / Union County                      43

Residency Information    City

Are you a U.S. citizen?    Yes

Education: List schools, dates attended, degrees obtained.                      AAS Criminal Justice, numerous classes at NC Justice Academy

Occupation: List past 3 and current employers and positions held.                      Currently retired. Most recently NC Bail Bondsman, Retired from Monroe Police

Please list civic and fraternal organizations in which you participate in Monroe/Union County.                      Fraternal Order of Police

Business and civic experience/skills relevant to the Committee/Board seeking appointment:                      Bail bondsman working with law enforcement Former Cubmaster, Scout Commissioner, member of Eagle Board

Areas of expertise/special skills relevant to the Committee/Board seeking appointment:                      Prior Vice Chairman of this Committee. Prior served as Narcotics Supervisor, Detective Sergeant, Patrol Lt., Grant writer. I was the first Public Safety Officer hired outside of the Department as the PSO concept was implemented. Started in Fire Department later transferred into the Police Department.

Please explain your interest in serving on the above named Committee/Board.                      I was on the Committee when the New Police Department was still on paper. I'd like to serve one more term in order to see the project through. The Fire service is expanding and I've assisted with input and have an interest in the projects come to fruition.

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. While serving under previous appointment I missed one meeting.

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 Robert Jones

Date 5-3-2023

## 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<br>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 Mecklenberg 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.