

**CITY OF MONROE
CITIZENS APPOINTMENT COMMITTEE REGULAR MEETING
CITY HALL COUNCIL CHAMBERS
300 W. CROWELL STREET
MONROE, NORTH CAROLINA 28112
MARCH 4, 2024 – 4:00 P.M.
AGENDA**

1. Consideration of Appointments/Reappointments
 - A. Animal Welfare Committee
 - B. Board of Adjustment
 - C. Charlotte-Monroe Executive Airport Commission
 - D. Homeless and Addiction Committee
 - E. Public Safety Committee
 - F. Special Needs and Disabilities Committee



STAFF REPORT

TO: Citizens Appointment Committee
VIA: Mark Watson, City Manager
DATE: March 4, 2024
FROM: Bridgette H. Robinson, City Clerk
PREPARED BY: Sherry K. Hicks, Deputy City Clerk
SUBJECT: Citizens Appointment Committee Appointments/Reappointments

SUMMARY STATEMENT

Consideration of appointments/reappointment to Commissions

REVIEW

The Citizens Appointment Committee will meet on March 4, 2024 to consider the following applications.

Committees	Vacancies	Applicant	Met Meeting Requirements and Provided Resume
Animal Welfare Committee	Four Regular		
		Maria Bando	Yes
		Gina Crawley	Yes
		Pam Duda	Yes
		Chrissy Elder	Yes
		Larry Kee	Yes
		Jennifer Loria	Yes
		Sharon McDonough	Yes
		Angela Quintero	Yes
		Barbara Rooney	Yes
		Katie Ryan	Yes
		Tracy Stone	Yes

Committees	Vacancies	Applicant	Met Meeting Requirements and Provided Resume
		Emma Sullivan	Yes
		Laura Sur	Yes
		Michelle Vereckey	Yes
		Kymberly Williams	Yes
		Robert Yanascek	Yes
		Melissa Yandow	Yes
		Sharon House Goldfarb	No*
		Dayna Robidoux	No*
Board of Adjustment	Three Regular One ETJ	William Draper (Reappointment)	Yes
Charlotte-Monroe Executive Airport Commission	One Regular		
		Lynn Keziah	Yes
		John Wiggins (Reappointment)	Yes
Downtown Advisory Board	One Regular	No applications received	N/A
Fireman Relief Board of Trustees	Two Regular	No applications received	N/A
Homeless and Addiction Committee	Four Regular		
		Gray Biber	Yes
		Sheila Crunkleton	Yes
		Peter Karlan	Yes
		Joseph Quinto	Yes
Monroe Housing Authority (MHA)	Two Regular One MHA Resident	No applications received	N/A
Monroe Tourism Development Authority	One Hotel One Restaurant One At-Large Rep	No applications received	N/A
Monroe-Union County Economic Development Board of Advisors	One Regular	No applications received	N/A

Committees	Vacancies	Applicant	Met Meeting Requirements and Provided Resume
Parks and Recreation Commission	Four Regular	No applications received	N/A
Planning Board	Youth Council Member	No applications received	N/A
Public Safety Committee	Two Regular		
		Robert Yanascek	Yes
Special Needs and Disabilities Committee	Four Regular		
		Selina Campbell	Yes
		Zachary Coger	Yes
		Vicki James	Yes
		Peter Karlan	Yes
		Cristal Robinson	Yes
		Kelly Stegall	Yes
		Myra Batten	No*
		Marcia Mayfield	No*

*Resume Not Received

RECOMMENDATION

Discussion and recommendation of appointments/reappointment to City Council.

Sherry Hicks

From: no-reply@monroenc.org
Sent: Sunday, February 11, 2024 11:59 AM
To: Sherry Hicks
Subject: [BULK] Committee Application

Committee Application Form

Committee/Board seeking appointment	Animal Welfare Committee
Applicant's Name	Maria Bando
Applicant's Address	1300 Lena St Monroe, NC 28112
Applicant's Email	m_alicea@msn.com
Applicant's Phone	(980) 6999711
Years in Monroe / Union County	16
Residency Information	City
Are you a U.S. citizen?	Yes
Education: List schools, dates attended, degrees obtained.	Western Carolina University - 8/2020 graduated, MS Human Resources
Occupation: List past 3 and current employers and positions held.	City of Charlotte - Human Resources Generalist, Sr Charlotte Metro CU - Human Resources Generalist UCPS - Payroll Specialist
Please list civic and fraternal organizations in which you participate in Monroe/Union County.	n/a
Business and civic experience/skills relevant to the Committee/Board seeking appointment:	Serve on Wellness Committee at work, benefits selection committee, volunteer at Humane Society of Charlotte and Union County
Areas of expertise/special skills relevant to the Committee/Board seeking appointment:	Extensive animal care and behavior skills
Please explain your interest in serving on the above named Committee/Board.	Love for animals and want to provide input on decisions regarding their welfare

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, I was just made aware of these committees/boards and have an interest to serve the community and the cause
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	Maria Bando
Date	2-11-2024

Maria Bando, MSHR

Monroe, NC (980) 699-9711

m_alicea@msn.com

<https://www.linkedin.com/in/maria-bando-mshr-743a5697/>

SUMMARY

Highly experienced Human Resources professional well versed in the functional areas of human resources. Capable of giving oversight for the implementation of HR best practices within an organization. Able to see the overall effect of presented conflict and effective at employing appropriate problem-solving methods to remedy the conflict.

- HR Management
- Employment Law
- Diversity and Inclusion
- Conflict Resolution
- Talent Management
- Payroll Management
- Retention Policies and Procedures
- Legal Compliance
- Benefits Administration
- HRIS
- Sensitivity and Cultural Awareness
- Safety

PROFESSIONAL EXPERIENCE

The City of Charlotte, Charlotte, NC

Solid Waste Services

Human Resources Generalist, Sr. February 2018 – Present

This position manages multiple projects create training and reference materials, and provide conflict resolution to settle employee disagreements, disputes, or debates.

- Promote City led wellness initiatives within the department. This advocacy contributed to the City's recognition and receipt of award among the Healthiest Employers of the Charlotte Region. In addition, serving as the department's Wellness Ambassador has influenced the adoption of a more health-conscious lifestyle among employees.
- Receive reports of on-the-job injuries and assist with maintaining records for Workers Compensation injuries. Remain in contact with employees to determine their eligibility for modified duty assignments and coordinate arrangements accordingly.
- Ensure the lawful administration of the Family Medical Leave Act (FMLA) and Americans with Disabilities Act (ADA) policies and procedures.
- Facilitate the exit process and exit interviews for employees leaving the department to accurately assess their overall experience and to identify opportunities to improve retention and employee engagement.
- Facilitated the effective execution of necessary changes to policies and procedures.
- Ensured timely and accurate entries to the HRIS database.
- Obtained and reviewed credit and background checks for qualifying candidates to determine eligibility for the next stage of the hiring process.
- Performed advanced employee relations functions including support and counseling regarding personnel and job-related conflicts, problem solving and dispute resolution.
- Distributed all benefits enrollment materials and assisted employees with open enrollment processes and benefit changes resulting from life-changes.
- Implemented successful onboarding and integration of new employees to the department by providing an explanation of policies and expectations and the basic organizational information employees needed to feel prepared for their role within the organization.

Aviation

Human Resources Generalist October 2015 – February 2018

This position was responsible for carrying out processes associated to employee relations and legal compliance when conducting investigations and terminations.

- Investigated and analyzed employee relations issues while enforcing policies in fairness and consistency. Provided recommendations once thorough investigation was completed.
- Implemented successful onboarding and integration of new employees to the department by providing an explanation of policies and expectations and the basic organizational information employees needed to feel prepared for their role within the organization.
- Distributed all benefits enrollment materials and assisted employees with open enrollment processes and benefit changes resulting from life-changes.
- Effectively interpreted FMLA and ADA implications in reference to leaves of absences/disabilities.
- Promote City led wellness initiatives within the department. This advocacy contributed to the City's recognition and receipt of award among the Healthiest Employers of the Charlotte Region. In addition, serving as the department's Wellness Ambassador has influenced the adoption of a more health-conscious lifestyle among employees.

Charlotte Metro Credit Union, Charlotte, NC

Sr. Human Resources Generalist October 2010 – October 2015

This position provided confidential and professional administrative support for senior management and supporting human resource functions such as sourcing, recruiting, interviewing, and hiring prospective candidates.

- Worked as assistant to VP of HR to satisfy all aspects of human resources and payroll.
- Performed advanced employee relations functions including support and counseling regarding personnel and job-related conflicts, problem solving and dispute resolution.
- Assessed submission of termination requests and conducted exit interviews with employees leaving the organization to review opportunities for better employee retention.
- Coordinated the administration of all FMLA submissions, leaves of absences, and processes including transitional work and accommodations.
- Facilitated the effective execution of necessary changes to policies and procedures.
- Ensured timely and accurate entries to the HRIS database.
- Obtained and reviewed credit and background checks for qualifying candidates to determine eligibility for the next stage of the hiring process.
- Monitored the effectiveness of the programs to prevent discrimination and ensured compliance with state and federal statutes, regulations, and reporting requirements.

EDUCATION / TRAINING

Master of Science - MSHR, Human Resources
Western Carolina University, Cullowhee, NC

Bachelor of Science – BS Business Management/ Human Resources Management
SUNY Empire State College, Saratoga Springs, NY

PROFESSIONAL DEVELOPMENT COURSES OR CERTIFICATIONS

FMLA/ADA – Certification
Lean Six Sigma – Certification

Sherry Hicks

From: no-reply@monroenc.org
Sent: Monday, February 5, 2024 10:58 AM
To: Sherry Hicks
Subject: [BULK] Committee Application

Committee Application Form

Committee/Board seeking appointment Animal Welfare Committee

Applicant's Name Gina Crawley

Applicant's Address 314 S Rocky River Road
314 S Rocky River Road, Nc 28110

Applicant's Email Ginahcrawley@gmail.com

Applicant's Phone (704) 9612188

Years in Monroe / Union County 12

Residency Information County

Are you a U.S. citizen? Yes

Education: List schools, dates attended, degrees obtained. FMU- Graduated 2001 Business

Occupation: List past 3 and current employers and positions held. True Homes - Land Development

Please list civic and fraternal organizations in which you participate in Monroe/Union County. 4H leader

Business and civic experience/skills relevant to the Committee/Board seeking appointment: President-Palmetto Poodle Club Board Member- Tarheel Chinese Crested Club Member- Piedmont Kennel Club Member- Charlotte Dog Training Club 4H Leader- Piedmont Canine Connections

Areas of expertise/special skills relevant to the Committee/Board seeking appointment: Animal husbandry, rescue, canine health & genetics research,

Please explain your interest in serving on the above named Committee/Board. Wanting to advocate for animal welfare as well as educating general public on adopting and shopping responsibly, and educating those on the difference between reputable rescues & breeders vs retail rescues, puppy mills and BYB.

Are you currently serving on any other appointed bodies?	No
If yes, please list.	No
Do you currently hold an elected office?	No
If yes, please list.	Na
Could any of your business or personal interests create a conflict (either real or perceived) if appointed?	No
If yes, please explain conflict.	Na
List meetings attended of the Committee/Board of interest.	Na
Has any formal charge of professional misconduct ever been sustained against you in any jurisdiction?	No
If yes, please explain complete disposition.	Na
Have you completed the City's Citizen's Academy?	No
If yes, when did you complete the academy?	Na
Have you ever been convicted of a felony?	No
If yes, explain.	Na
Signature	Gina Crawley
Date	2-05-2024

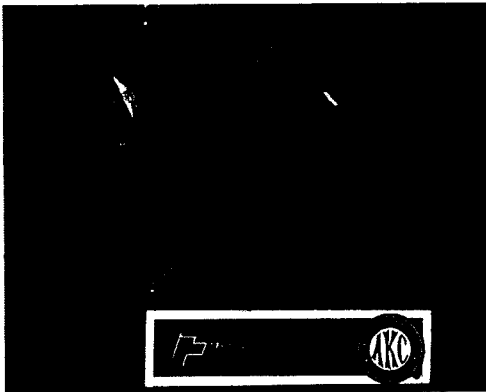
Virginia (Gina) Crawley

314 S Rocky River Rd
Monroe, NC 28110
704.961.2188

Bio:

I have over 20 years of experience working with animals in various roles. I serve on multiple boards and volunteer my time for several dog related causes. From rescue, to teaching animal husbandry to youth, Junior Handler Coach, Breed Ambassador, Purebred Dog Fancier & Exhibitor & AKC Judge.

I advocate for responsible dog ownership, responsible rescue, responsible breeders, and the purebred dog fancy.



Greyhound Rescue (Volunteer/Foster) -Longwood, FL 1993-2001

Greater Monroe Kennel Club- 2014-2017

Piedmont Kennel Club- membership- 2017-Present (former Vice President)

Tarheel Chinese Crested Club- Board of Directors (2018- Present)

Chinese Crested Club of America- Member (2022-Present)

Palmetto Poodle Club- President (2020-Present)

4H Leader- Union County- Piedmont Canine Connection -2019-2021

Sherry Hicks

From: no-reply@monroenc.org
Sent: Thursday, February 1, 2024 8:56 PM
To: Sherry Hicks
Subject: [BULK] Committee Application

Committee Application Form

Committee/Board seeking appointment	Animal Welfare Committee
Applicant's Name	Pamela Duda
Applicant's Address	821 Victorian Ln Monroe, NC 28112
Applicant's Email	pamjduda@gmail.com
Applicant's Phone	(908) 2467512
Years in Monroe / Union County	5
Residency Information	County
Are you a U.S. citizen?	Yes
Education: List schools, dates attended, degrees obtained.	Newton HS Newton NJ 1981 Rider University Lawrenceville NJ Bachelor of Science Finance 1986 Fairleigh Dickerson Teaneck NJ Masters Finance 1991
Occupation: List past 3 and current employers and positions held.	Verizon Program Director 2014-2018 Lifescapes Professional Coaching LLC self employed Founder/Executive Consultant 2009-2020 Inventiv Health Pharmaceutical services-Director 2001-2009
Please list civic and fraternal organizations in which you participate in Monroe/Union County.	Litterbusters Union County Past member Planning board Union County American Legion Post 27 Monroe Auxiliary chaplain
Business and civic experience/skills relevant to the Committee/Board seeking appointment:	Puppies behind Bars Pittstown NJ 2007-2011 Business Women networking involving community and education (BW NICE) NORWESCAP career and life transition for women
Areas of expertise/special skills relevant to the Committee/Board seeking appointment:	Project /Program management Financial/fiscal responsibility Strong communication and advocacy skills Talent management Training and educational programs

Please explain your interest in serving on the above named Committee/Board.	Love for animals Interest in building and educating for a better community Motivating others to get involved and take action
Are you currently serving on any other appointed bodies?	No
If yes, please list.	NA
Do you currently hold an elected office?	No
If yes, please list.	NA
Could any of your business or personal interests create a conflict (either real or perceived) if appointed?	No
If yes, please explain conflict.	NA
List meetings attended of the Committee/Board of interest.	I have attended multiple Monroe Planning board and Council meetings since 2019 and was a past member of Union County planning board
Has any formal charge of professional misconduct ever been sustained against you in any jurisdiction?	No
If yes, please explain complete disposition.	NA
Have you completed the City's Citizen's Academy?	No
If yes, when did you complete the academy?	NA
Have you ever been convicted of a felony?	No
If yes, explain.	NA
Signature	Pamela Duda
Date	2-1-2024

Senior Professional, Program Management

20+ years' experience championing three "Ps" of success--people, process, and performance

Versatile senior business leader with more than 20 years' experience in Program Management, Professional Development and Training, Finance, and Organizational Development. Expertise developing and directing leadership programs and change management strategies to meet business goals. Adept at leading strategic, transformational and operational execution to enable process, technology and human capital. Articulate communicator, with proven track record of establishing solid relationships with clients, colleagues, and administration to enhance organizational effectiveness.

Areas of Expertise

- Financial Planning & Analysis
- People Management
- Training & Development
- Business Transformation
- Client Services
- Risk Management
- Change Management
- Organizational Design & Development
- Stakeholder Relationships
- Non-Profit – U-GOT-A-COACH® Program

Professional Experience

Program Manager, Jan. 2019 – Present

Currently semi-retired but interested in seeking new job opportunities that are fun, fulfilling, and worthwhile in Charlotte, NC and surrounding areas

- American Legion Post 27 – Auxiliary Chaplain 5/2023 – 5/2024
- Union County Planning Board – 4/2020 to 4/2023
- Union County Cluster Standards in Rural Areas Committee – Jan. – July, 2022

Verizon, Basking Ridge, NJ

Program Manager - Risk Management, April 2018 – December 2018

Drove and managed Supplier Risk Program to protect Verizon's brand, reputation and revenue by working collaboratively with a cross-functional wide team to ensure suppliers met rigorous standards who did business with Verizon

- Collaborated with Global Sourcing to perform Supplier cleansing process for 6,000+ contracts
- Project managed third party vendor, NavEx, to deliver Reputational Risk Assessment Program and metrics
- Created, supported and conducted Supplier Risk Management (SRM) on-boarding and training for US and Off-shore SRO team
- Developed and managed detailed project plans to conduct deep dive on-site visits and Supplier assessments

Sr. Program Manager, Aug. 2015 – April, 2018

Spearheaded financial transformation and training program for organizational design, Center of Excellence Service Delivery Model, job profiles, capabilities, and content specific to financial planning and analysis (FP&A) functional areas. Led professional team engaged in executing transformation and milestone activities from current to end state.

- Developed, delivered, and managed FP&A training needs to improve speed to competency and employee engagement, enhance business collaboration, and reduce learning curve costs.
- Orchestrated financial operations transformation, completing more than 1000 recruiting changes, developing job requisition coding and tracking mechanism for 650 positions, and defining profiles for 42 functional areas.

Project Manager, Talent Acquisition, Nov. 2014 – Aug. 2015

- Designed, developed, and implemented recruiting and talent acquisition change management strategies for Finance Operations Transformation project.

- ◆ Managed recruitment process outsourcing (RPO) third-party relationship relating to resource planning, contract KPIs, and status reporting.

Lifescapes Professional Coaching, USA

Principal, Executive Consultant, 2009 – 2020

Champion human potential through empowerment, support, and training via coaching process. Develop and facilitate corporate workshops, leadership programs, and coaching services to maximize return on human resources. Support small business owners in planning and implementing growth initiatives.

- ◆ Creator and Program Director of U-GOT-A-COACH® Program – community outreach program (www.lifescapespc.com\u-got-a-coach).
- ◆ Play lead strategic role in business development, increasing client base by 300% over nine years.

inVentiv Health, Inc., Somerset, NJ

Manager, Talent Management, 2009

Designed and implemented talent assessment and development processes to monitor existing talent skills and eliminate training gaps, providing recommendations for talent development and recruitment.

- ◆ Collaborated with business leaders and HR business partners to effectively diagnose organization design, structure, process, and work design, leading and supporting change efforts.
- ◆ Performed curriculum design, development, and facilitation, and evaluation of training programs, performance management systems, and related activities and programs.
- ◆ Facilitated workshops for employees to develop gender, generational, and cultural awareness, sensitivity and respect to recognize values and input of others.

Director, Sales Force Operations and Analytics, 2001 – 2009

Managed team of consulting professionals to provide all phases of client services, sales deployment services, software solutions, and sales and analytics training for emerging to Fortune 500 healthcare companies.

- ◆ Led team of eight consulting professionals serving more than 30 pharmaceutical clients.
- ◆ Administered \$1.5m sales deployment and solutions services budget, doubling client base in business development of software services and producing \$800k in incremental revenue.
- ◆ Grew client base from four to 13 clients across 385 users in two years.

Selected Additional Experience

Pfizer, Finance Manager, Business Analysis -Global Medical Affairs (GMA), Peapack, NJ

Developed business and strategic plans for global brand teams and multiple therapeutic areas.

Sanofi, Project Manager, Bridgewater, NJ

Managed \$100m + partnership with CRO provider, overseeing project planning, tracking, and forecasting to ensure project met all timelines and budgetary requirements.

Colgate-Palmolive, Sr. Financial Analyst, Planning & Forecasting, Piscataway, NJ

Analyzed financial results, monitored variances, identified trends, and recommended actions to management for Global Technology Center Division of Consumer Products.

Roberts Pharmaceutical Corp, Sr. Financial Analyst, Eatontown, NJ

Analyzed financial results, conducted profit vs. volume analysis, identified spending trends and monitored variances.

Johnson & Johnson Corp, Financial Analyst, New Brunswick, NJ

Performed domestic and international consolidations, analyzed financial results, monitored variances and reported results to Corporate Division Heads.

Education

Master of Business Administration, Finance

Fairleigh Dickinson University, Teaneck, NJ

Bachelor of Science, Finance

Rider University, Lawrence Township, NJ

Credentials

- PMP, Project Management Institute, January 2014 – License #1689726
- Master Certificate in IS/IT Project Management, Applied Project Management, Villanova University, 2013
- Certified Professional Coach (CPC), iPEC Institute, 2009
- DISC Profile Assessment Practitioner, Wiley Publishing, 2005

Sherry Hicks

From: no-reply@monroenc.org
Sent: Friday, February 2, 2024 7:54 PM
To: Sherry Hicks
Subject: [BULK] Committee Application

Committee Application Form

Committee/Board seeking appointment	Animal Welfare Committee
Applicant's Name	Chrissy Elder
Applicant's Address	3903 Lake Park Road Indian Trail , NC 28079
Applicant's Email	chrissyelder090@gmail.com
Applicant's Phone	(704) 9988193
Years in Monroe / Union County	5
Residency Information	County
Are you a U.S. citizen?	Yes
Education: List schools, dates attended, degrees obtained.	Na
Occupation: List past 3 and current employers and positions held.	Director of operations Senior leadership team
Please list civic and fraternal organizations in which you participate in Monroe/Union County.	Founder of forgotten, now family rescue - we launched many community initiatives in union county
Business and civic experience/skills relevant to the Committee/Board seeking appointment:	I am the founder of forgotten, now family rescue and acting Vice President . We serve over 1000 Animals a year and assist over 20 counties and 5 States
Areas of expertise/special skills relevant to the Committee/Board seeking appointment:	10
Please explain your interest in serving on the above named Committee/Board.	I believe union county is filled with a lot of kind hearted humans who want to serve the animals. I believe union county has room to improve animal welfare and the heart to make it happen. I am connected enough in the rescue and other counties to have seen

what can make big moves in animal advocacy and welfare but in a productive way. I was to be a voice of kindness for the animals and help our county shine like I know it can in animal welfare. I believe deeply in our county and want to be part of the solution. Often times people raise their voices in passion but the screams drown the purpose. I want to be a sound voice but show action not only words.

Are you currently serving on any other appointed bodies?

No

If yes, please list.

I founded multiple non profits but only serving on one board and not elected of official holding positions

Do you currently hold an elected office?

No

If yes, please list.

Na

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

No

If yes, please explain conflict.

I will continue to serve the county in the same ways I have no matter what.

List meetings attended of the Committee/Board of interest.

Na

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

No

If yes, please explain complete disposition.

Na

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

No

If yes, when did you complete the academy?

Na

Have you ever been convicted of a felony?

No

If yes, explain.

No

Signature

Chrissy Elder

Date

2-1-2024

Chrissy Elder

CONTACT

📞 704 998 8193

✉ Chrissyelder090@gmail.com

📍 3903 Lake Park Road

SKILLS

- Yardi
- Onsite
- Ops
- excel
- Payroll processing
- Accrual based accounting
- Marketing
- Sop development
- Human Resource management
- Commercial, Retail, Residential experience.
- Commercial Contract and lease management
- Multi site residential and retail
- Budget development

PROFILE

A passionate and efficient professional with 13 years of experience in property management. Highly adept in developing and managing multiple teams on various assets. I pride myself on leadership from the trenches. There is always a way to grow and improve. Seeing my team and assets thrive is what fuels my passion.

WORK EXPERIENCE

OPERATIONS MANAGER CATALYST

2020 - Present

- Management of 462 residential units, 3 retail spaces, and 1 commercial space.
- Support to all other assets in the portfolio.
- Development of all HR policies and procedures.
- Daily management of 20 team members.
- Process accounting, and payroll for commercial, and residential departments.
- Manage all vendors, and capital projects.
- Develop budgets. Form goals annually and monthly.
- Manage commercial parking deck including event sales, transient parkers, and commercial leases.
- Develop market rates and implement daily pricing.

Chrissy Elder

WORK EXPERIENCE CONTINUED

- **Consult and mentor the other asset's management leadership.**
- **Create renewal management plan and execute 65% renewal or higher.**

CONTACT

📞 704 998 8193

✉ Chrissyelder090@gmail.com

📍 3903 Lake Park Road

SKILLS

- Yardi
- Onsite
- Ops
- excel
- Payroll processing
- Accrual based accounting
- Marketing
- Sop development
- Human Resource management
- Commercial, Retail, Residential experience.
- Commercial Contract and lease management
- Multi site residential and retail
- Budget development

PROPERTY MANAGER

**CATALYST FOR NORTHWOOD RAVIN
2015- 2020**

- **Management of 462 residential units, 3 retail spaces, and 1 commercial space.**
- **Maintained and exceeded occupancy goals.**
- **Assisted with other managers in the region for mentorship, and training.**

PROPERTY MANAGER

**Greystar
2013- 2015**

ASSISTANT MANAGER

**Greystar
2012- 2013**

LEASING MANAGER

**Greystar
2012- 2012**

LEASING PROFESSIONAL

**Greystar
2011- 2012**

Chrissy Elder

PERSONAL EXPERIENCE

FOUNDER AND VICE PRESIDENT

Forgotten, Now Family Rescue
2021- Current

- Developed operation plan for founding the rescue.
- Engaged attorney, CPA, and formed the Board members.
- Gained our 501 status within 2 months of operation plan.
- Our first year we saved 908 animals.
- This year we are track to save 2000.
- I personally manage, and built all social media platforms. Our following is over 100k since 2021.
- Launched all fundraising efforts. Last year we raised over 600k in major medical funding.
- Our rescue is seen as the community partner that joins forces to do good things together. We place heavy emphasis on community events.
- Our volunteer base has expanded to over 300 volunteer team members from nc, sc, fl region.
- As we grow I have implemented new team leads that I coach to run daily operations.
- We are 100% volunteer based with no salaries collected.
- I oversee all operations.

CONTACT

- 📞 704 998 8193
- ✉ Chrissyelder090@gmail.com
- 📍 3903 Lake Park Road

SKILLS

- Yardi
- Onsite
- Ops
- excel
- Payroll processing
- Accrual based accounting
- Marketing
- Sop development
- Human Resource management
- Commercial, Retail, Residential experience.
- Commercial Contract and lease management
- Multi site residential and retail
- Budget development

Sherry Hicks

From: no-reply@monroenc.org
Sent: Friday, February 2, 2024 7:17 PM
To: Sherry Hicks
Subject: [BULK] Committee Application

Committee Application Form

Committee/Board seeking appointment	Animal Welfare Committee
Applicant's Name	Larry Kee
Applicant's Address	3526 sincerity rd Monroe, NC 28110
Applicant's Email	Keeman@hotmail.com
Applicant's Phone	(952) 2217363
Years in Monroe / Union County	5
Residency Information	County
Are you a U.S. citizen?	Yes
Education: List schools, dates attended, degrees obtained.	University of Western Ontario Bachelor of Arts (Economics) 1982-1985
Occupation: List past 3 and current employers and positions held.	Manager Warranty Administration Electrolux Sr Manager Customer Care PetSmart Associate Operations Manager Best Buy
Please list civic and fraternal organizations in which you participate in Monroe/Union County.	None
Business and civic experience/skills relevant to the Committee/Board seeking appointment:	Rescue dogs owner for over 20 years
Areas of expertise/special skills relevant to the Committee/Board seeking appointment:	Understanding of business and animals. Proponent of Monroe Neuter and Spay clinics
Please explain your interest in serving on the above named Committee/Board.	I am a huge proponent of animal welfare and have been concerned with the number of lost pets, animal abuse, overflowing rescues, shortage of pet food at pantries, lack of spaying and neutering, vet

care costs, pet owner ignorance, and those who think adopting an animal is NOT a lifetime commitment

Are you currently serving on any other appointed bodies?	No
If yes, please list.	NA
Do you currently hold an elected office?	No
If yes, please list.	NA
Could any of your business or personal interests create a conflict (either real or perceived) if appointed?	No
If yes, please explain conflict.	NA
List meetings attended of the Committee/Board of interest.	None
Has any formal charge of professional misconduct ever been sustained against you in any jurisdiction?	No
If yes, please explain complete disposition.	NA
Have you completed the City's Citizen's Academy?	No
If yes, when did you complete the academy?	NA
Have you ever been convicted of a felony?	No
If yes, explain.	NA
Signature	Larry Kee
Date	2-2-2024

Larry Kee

Monroe, NC

952-221-7363 | l_kee@hotmail.com

Summary

A sales, marketing, operations and customer/consumer experience leader consistently improving efficiency, increasing revenue, reducing cost and increasing satisfaction through innovation.

Core Competencies

- Multi-channel call center / warranty / delivery/install/service operations. Outsourcing and vendor management for third party labor on shore/near shore/offshore customer care, claim validation, and last mile operations. Develop and deliver Key Performance Indicators and Service Level Agreements.
- Product/service/account/BPO management, P&L ownership, budgets, ecommerce, analytics, auditing, self-service, contract/claims management, sales, training, RFP response, root cause analysis
- Continuous improvement, project management, analysis, ideation, process mapping, reporting.
- CRM, IVR, OMS, RPA, OCR, AI, UAT, NPS, UX, Payments, Credits, Claims, Gift Cards, SaaS

Professional Experience

Electrolux- Charlotte NC 2018 - 2023

Manager Warranty Administration

Manage back office warranty compliance, replacements, buybacks, and dealer credit process in house/BPO team from validation, reporting, to delivery/installation for Frigidaire and Electrolux appliances.

- Redesigned Room Air Care replacement process via optical character recognition, robotic process automation, direct to consumer delivery, and created online self service claim portal resulting in 70 NPS, over \$1M savings annually while reducing average turnaround from 3 days to 4 hours.
- Identified, designed and led project for 7 Robotic Process Automation bots automating notation, scrapping, registration, SAP processing, file and account creation reducing FTE requirement by 50-75% despite 30-50% volume increases. First business area to implement RPA in Electrolux North America

PetSmart - Phoenix, AZ 2017 - 2017

Senior Manager Customer Care

Lead service delivery transformation CRM across PetSmart.com, stores and services across phone, email, social channels to compete against Chewy.com. Manage third party vendor and in house staff to meet service levels.

Best Buy - Minneapolis, MN 2012 - 2016

Associate Operations Manager - Geek Squad,

2015 - 2016

Deliver cross-functional process improvement initiatives to improve 3PL, Dotcom and In-Store consumer experience, CRM call center and operations for in home service, and Last Mile delivery, and installation.

- Creator of Tiered Service Level concept for Appliance Home Delivery / Installation solving multiple legacy issues and unlocking an estimated \$3.2M annual revenue in Year 1.
- Identified gap in refrigeration installations and implemented new requirements to improve the customer experience, reduce insurance claims and create \$3.6M additional annual revenue.

Post Audit Recovery Analyst II, 2012 - 2015

Conduct audits on vendor promotional offers and contractual adherence in excess of \$800M annually. Dispute management across vendor and outsource partners. Documentation and management of claims.

- \$8M in claim recoveries and creation of processes for non-merchandise Intel / AMD audits.

Meijer - Grand Rapids MI 2010 - 2012

Ecommerce Contact Center Manager

Lead multi-channel contact strategy for Meijer.com – in house and outsourced work from home agents. Training, budgeting, workforce management, quality, knowledge, corrective action, escalation handling while delivering KPIs,

- 25% reduction in year-to-year costs by designing / implementing in house agent seasonal ramp up plan.
- 20% decrease in contacts to order and 46% decrease in escalations by improving processes

Prior Experience:

**Resolve Corporation / Watts Group / NCH Promotional Services – Toronto, ON & Minneapolis, MN
Director of Client Services/ Director of Business Development**

Direct all aspects of outsourced client account management / operations including call center, coupon clearing and redemption, fulfilment and promotion management, gift cards, RFP response, renewals, and contract negotiation. Ongoing analysis of metrics to identify upsell, efficiency, and performance improvement opportunities. Onboard, train and coach internal teams and external clients on new programs. Program ownership and oversight.

Major Programs managed:

Retail Coupon Clearing/Manufacturer Coupon Redemption – Responsible for all major retailers in Canada and select key manufacturers

- Redesigned coupon clearing volume discount levels leading to 25% increase in margins

Best Buy – Built from prospect to Call Center, Loyalty, Ecommerce, Consumer Promotions – Gift Cards / Rebates / Premiums / Surveys to become largest Resolve client in company history. Manage 5 North American Operational facilities representing 500+ call center seats including 10M+ annual consumer rebate claims representing \$600M in payments.

- **Call Efficiency** - Reduced call handle times by 10-35% across various programs through self-service, scripting, process improvement, single call resolution and call flow redesigns while increasing overall customer satisfaction.
- **Innovation / New Services**
 - Created self service online portal for customer rebate submissions, and status lookups reducing labor costs by 80%
 - Introduced Best Buy Rebate Gift Cards as alternative to rebate checks
 - Developed business to business SaaS Promotion Planner for Rebates enabling promotion cost estimation, category reporting and multiple input criteria forecasting.
 - Implemented new setup process reducing labor by 50%
 - Designed fraud prevention measures including a Point of Sale Validation, which eliminated \$5M annually in fraudulent claims and reduced noncompliance costs by over 50%. Client colleagues received a **Best Buy Pillar of Excellence Award** as a result.

Readers Digest North America - Manage 4 Divisions at 2 facilities with 300+ call center seats in the U.S. and Canada, with ecommerce / direct mail books, magazines, video, audio and series subscription sales / saves.

- Call Center Sales / Retention - Achieved 10% increase in sales and retention while meeting 50% cross-trained agent goal in 6 months.

**Procter & Gamble Canada Inc. / Facelle - Tissue Products Division – Toronto, ON
Category Promotions Manager / Product Manager - U.S. and Private Label**

Lead brand category management for U.S. branded and private label tissue products representing over \$30M in annual revenue.

- Transformed U.S. business into profitability by reengineering product line and re-launching brand. Margin increased from 0.5% to 8.0%, with annualized 10% growth.
- Managed U.S. Broker Network
- Successfully launched new Private Label products with new and existing retailers

Education

Bachelor of Arts / B.A., Economics - University of Western Ontario

Professional Development / Training

Lean Six Sigma Certificate - Villanova University
Zappos Insights

Sherry Hicks

From: no-reply@monroenc.org
Sent: Sunday, February 18, 2024 11:12 AM
To: Sherry Hicks
Subject: [BULK] Committee Application

Committee Application Form

Committee/Board seeking appointment	Animal Welfare Committee
Applicant's Name	Jennifer Loria
Applicant's Address	305 Maurice Street Monroe, North Carolina 28112
Applicant's Email	jennrloria@gmail.com
Applicant's Phone	(704) 7778994
Years in Monroe / Union County	3
Residency Information	City
Are you a U.S. citizen?	Yes
Education: List schools, dates attended, degrees obtained.	Providence Senior High School - Class of 1999 University of North Carolina at Charlotte - 1999-2001
Occupation: List past 3 and current employers and positions held.	Member, Historic District Commission - Monroe, NC April 2023 – Present Independent Distributor, Senegence International - 2017 - Present Independent Insurance Broker - 2001 - 2013
Please list civic and fraternal organizations in which you participate in Monroe/Union County.	Member, Historic District Commission - Monroe, NC (April 2023 – Present)
Business and civic experience/skills relevant to the Committee/Board seeking appointment:	My extensive business experience, including leading a successful sales team as an Independent Distributor for Senegence International and guiding seniors as an Independent Insurance Broker, has honed my skills in leadership, team management, strategic planning, and customer service. In addition, my civic involvement as a member of the Historic District Commission in Monroe, NC, demonstrates my commitment to community engagement and collaboration with local government and stakeholders. These experiences have equipped me with a unique blend of skills that are directly applicable to the responsibilities and objectives of the Animal Welfare Committee, particularly in areas

of community outreach, education, and advocacy for animal welfare initiatives.

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

I possess a strong foundation in leadership and team management, cultivated through my role as an Independent Distributor where I led a team to achieve over \$8M in sales, and as an insurance broker managing multiple teams. My strategic planning and execution capabilities have been proven in both business development and community initiatives. My experience with the Historic District Commission showcases my ability to collaborate effectively with government officials and the community, skills that are transferable to animal welfare advocacy. Additionally, my direct involvement in TNR efforts with Carolina Street Cats highlights my hands-on experience in community animal welfare, underpinned by my skills in community engagement, education, and public speaking. These combined skills make me well-suited to contribute meaningfully to the Committee's goals.

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

My interest in serving on the Animal Welfare Committee stems from a deep-rooted commitment to animal welfare and community service. Having directly participated in Trap-Neuter-Return (TNR) programs and contributed to efforts addressing stray cat populations, I've seen firsthand the positive impact of proactive animal welfare initiatives on both the animals and the community. My experiences in business leadership and as a member of the Historic District Commission have equipped me with the strategic planning, team management, and community engagement skills necessary to contribute effectively to the Committee's goals. I am eager to apply my expertise and passion towards promoting and enhancing animal welfare initiatives in Monroe, working collaboratively to develop and implement strategies that improve the lives of animals and support the community's values around animal care and respect.

Are you currently serving on any other appointed bodies?

Yes

If yes, please list.

Historic District Commission

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.

New committee

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?	Yes
If yes, when did you complete the academy?	November 2023
Have you ever been convicted of a felony?	No
If yes, explain.	N/A
Signature	Jennifer Loria
Date	2-18-2024

Jennifer Loria

305 Maurice Street Monroe NC 28112

Email: jennrloria@gmail.com

Phone: 704.777.8994

Objective

To leverage my deep-rooted passion for community service and animal welfare into a meaningful contribution on the Animal Welfare Committee. With direct involvement in TNR programs alongside Carolina Street Cats members and a commitment to improving the lives of animals in Monroe, I aim to apply my skills in strategic planning, community engagement, and advocacy to enhance animal welfare initiatives.

Education

Coursework Completed Towards a Bachelor's Degree in International Business
University of North Carolina at Charlotte, 1999 - 2001

Professional Experience

Independent Distributor, Senegence 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.

Professional & Community Involvement

Member, Historic District Commission

Monroe, NC | April 2023 – Present

- Actively participate in the review and approval of modifications, demolitions, and constructions within the historic district, ensuring projects align with local preservation standards and community aesthetics.
- Collaborate with commission members, local government officials, and community stakeholders to preserve the historical integrity and heritage of Monroe.
- Engage in community outreach to educate and raise awareness on the importance of historical preservation and its impact on community identity and value.

Community Animal Welfare Advocate

Monroe, NC | 2021 – Present

- Collaborated with Carolina Street Cats members to facilitate Trap-Neuter-Return (TNR) efforts in the Historic District, addressing stray cat populations and contributing to community animal welfare.
- Engaged with neighbors to promote TNR activities, including education on the benefits of spay/neuter programs to manage and care for community cats.

Skills

- Leadership and Team Management
- Strategic Planning and Execution
- Community Engagement and Education
- Advocacy and Public Speaking

Sherry Hicks

From: no-reply@monroenc.org
Sent: Saturday, February 3, 2024 8:09 AM
To: Sherry Hicks
Subject: [BULK] Committee Application

Committee Application Form

Committee/Board seeking appointment Animal Welfare Committee

Applicant's Name Shannon McDonough

Applicant's Address 3414 Pebble Drive
Monroe , NC 28110

Applicant's Email shannon.mcdonough4@gmail.com

Applicant's Phone (704) 2210078

Years in Monroe / Union County 25

Residency Information City

Are you a U.S. citizen? Yes

Education: List schools, dates attended, degrees obtained. UNC Charlotte BA Sociology 1989-1993 UNC Charlotte BSW social work 1989-1993 University of South Carolina MSW Social Work 1993-1996

Occupation: List past 3 and current employers and positions held. Union County Public Schools-Mental Health Therapist 2017-present Southeast Child and Family Guidance-Psychotherapist-2013-present Atrium Health Monroe-Clinical Care Management-2016-2017

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

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

Areas of expertise/special skills relevant to the Committee/Board seeking appointment: I have the ability to work with multiple agencies to make the lives of animals better in our city.

Please explain your interest in serving on the above named Committee/Board.	I want to make the lives of animals in this city better and hold people accountable for their actions.
Are you currently serving on any other appointed bodies?	No
If yes, please list.	Na
Do you currently hold an elected office?	No
If yes, please list.	Na
Could any of your business or personal interests create a conflict (either real or perceived) if appointed?	No
If yes, please explain conflict.	Na
List meetings attended of the Committee/Board of interest.	Na
Has any formal charge of professional misconduct ever been sustained against you in any jurisdiction?	No
If yes, please explain complete disposition.	Na
Have you completed the City's Citizen's Academy?	No
If yes, when did you complete the academy?	Na
Have you ever been convicted of a felony?	No
If yes, explain.	Na
Signature	Shannon McDonough
Date	2-03-2024

Shannon McDonough, MSW, LCSW

3414 Pebble Drive

Monroe, NC 28110

704-221-0078

Shannon.mcdonough4@gmail.com

Work Experience

Psychotherapist-Union County Public Schools

September 2017-Present

Provide assessments, crisis interventions, and psychotherapy to children in the school setting

Psychotherapist-Southeast Child and Family Guidance-Waxhaw, NC

January 2013-Present

Provide assessments and psychotherapy in the private practice setting

Clinical Care Management-Atrium Health-Monroe, NC

April 2017-September 2017

Provided Clinical Care Management in the hospital setting

Clinical Social Worker-Daymark Recovery Services-Monroe, NC

September 2009-March 2013

Provided assessments, individual, family, and group therapy

Clinical Social Worker-Paradigm Health Services

November 2004-June 2010

Provided individual/family therapy to residents in long term care facilities

Clinical Social Worker-United Family Services

March 2004-March 2005

Provided individual, family, and group psychotherapy

Psychotherapist-Goodwin Therapy Group

October 1998-May 2001

Provided Individual, family, and group psychotherapy

CBA In-Home Social Worker/Therapist-Piedmont BHC

July 1997-September 1998

Completed clinical assessments, family, and individual counseling, crisis intervention, and case management to delinquent youth and their families

Social Worker/Case Manager-Piedmont BHC

May 1996-July 1997

Provided case management, family counseling, treatment planning to emotionally/behaviorally disabled clients, and their families

Social Worker-Hospice of Union County

October 1994-August 1995

Completed psychosocial assessments, family and individual grief counseling, case management, facilitated bereavement groups

Social Worker-Lakeview Living Center

April 1994-October 1994

Provided individual support and counseling to residents and their families, case management, facilitated resident groups

Social Worker P/T-Mecklenburg Dialysis Center

February 1994-April 1994

Provided case management and counseling to hemodialysis patients and their families

Education

Master of Social Work-University of South Carolina

May 1996

Bachelor of Social Work-University of NC at Charlotte

December 1993

Bachelor of Arts in Sociology-University of NC at Charlotte

May 1993

License

LCSW-NC license C003146

May 1998-June 2022

Sherry Hicks

From: no-reply@monroenc.org
Sent: Thursday, February 1, 2024 9:43 AM
To: Sherry Hicks
Subject: [BULK] Committee Application

Animal
welfare

Committee Application Form

Committee/Board seeking appointment Citizens Appointment

Applicant's Name Angela Quintero

Applicant's Address 3010 Tiffany Dr
Monroe, NC 28110

Applicant's Email aquintero1@carolina.rr.com

Applicant's Phone (704) 4087527

Years in Monroe / Union County 25

Residency Information City

Are you a U.S. citizen? Yes

Education: List schools, dates attended, degrees obtained. Fayetteville Tech, associates in finance

Occupation: List past 3 and current employers and positions held. Allied Benefit - software engineer UHG - rule developer MCSI - Business Systems analyst

Please list civic and fraternal organizations in which you participate in Monroe/Union County. Precinct chair 30, poll observer, Republican election judge, involved in Union county GOP

Business and civic experience/skills relevant to the Committee/Board seeking appointment: Love of animals, foster parent

Areas of expertise/special skills relevant to the Committee/Board seeking appointment: Love of animals, foster parent

Please explain your interest in serving on the above named Committee/Board. We are in desperate need of committing to the humane treatment of our precious animals in Union county. Our community is ready to step up and bring solutions to the over population of cats and dogs and to commit to providing food, care, and shelter for all of them.

Are you currently serving on any other appointed bodies?	No
If yes, please list.	No
Do you currently hold an elected office?	Yes
If yes, please list.	Precinct chair 30
Could any of your business or personal interests create a conflict (either real or perceived) if appointed?	No
If yes, please explain conflict.	No
List meetings attended of the Committee/Board of interest.	Have not attended any meetings
Has any formal charge of professional misconduct ever been sustained against you in any jurisdiction?	No
If yes, please explain complete disposition.	No
Have you completed the City's Citizen's Academy?	No
If yes, when did you complete the academy?	No
Have you ever been convicted of a felony?	No
If yes, explain.	No
Signature	Angela Quintero
Date	2-1-2024

Angela Quintero

Charlotte, NC

(704) 408-7527 / aquintero1@carolina.rr.com

PROFESSIONAL PROFILE

An accomplished and results-driven Senior Business Analyst with extensive experience and substantial success in delivering technology solutions and business process improvements in the healthcare industry. Uses comprehensive knowledge of healthcare benefits administration and medical claims adjudication to streamline and automate processes and uses expertise in the SDLC to translate strategy into solutions. Maintains a positive attitude, communicates effectively with internal and external customers and consistently delivers projects on time and within budget. Applies an analytical approach to solve problems, cultivates trusted relationships with key stakeholders and is committed to operational excellence.

CORE COMPETENCIES

- Operational Leadership
- Requirements Gathering
- Business Systems Analysis
- Project/Change Management
- Stakeholder Engagement
- Healthcare Benefits Administration
- Process Improvement/Automation
- Procedure Development
- User Acceptance Testing
- Cross-Functional Collaboration
- Medical Claims Adjudication
- Rule Development
- User Stories
- EDI Transactions
- Quality Assurance

CAREER SUMMARY

United HealthGroup - Minneapolis, MN

May 2020 - Present

Rule Developer

- Collaborate with Rules Business Analyst in evaluating business requirement and prepare detailed functional and technical specifications
- Collaborate with Integrated testing team to ensure testing efforts align with system deliveries and business processes
- Prioritize and manage business requirements in an effort to minimize scope issues
- Define, document, and communicate system requirements, as related to CES and custom rule development.
- Documentation of customer business processes, workflows, and requirements as they relate to issues identified by a development initiative.
- Conduct Unit Test of rules with the goal of zero defects before hand-off to the Integration Tester
- Design and develop simple to complex rules in Claims Edit System (CES)

MCSI - SCOTTSDALE, AZ

May 2018 – May 2020

Business Systems Analyst

- Engaging with functional unit management to define and document client business requirements and serving as a liaison between Programming and the client in system analysis, design and testing.
- Developing and documenting the requirements for new workflows and system enhancements and developing detailed procedures for training purposes.
- Contributing to testing for new system functionality and providing technical assistance in the training and mentoring of technical and professional staff.
- Data mapping of file specs for xml requests and json responses to capture CMS repricing via nThrive.
- Developing business rules for established clients reporting claim repricing issues.

Key Achievements

- Identified opportunities for improvements to business processes and implemented enhancements as required.
- Played a key role in the formulation of full system regression testing, to include gathering test case scenarios, expected outcomes, and ensuring the project passes client expectations.
- Developed desktop procedures and quick start guides for test case creation by end users.

KEY BENEFIT ADMINISTRATORS - FORT MILL, SC**Jun 2008 - May 2018****Systems Analyst**

- Provided client and user support of the Claims Adjudication System to ensure appropriate claim flow from multiple clearinghouses and PPO vendors, using SQL Server 2012 and upgrading to 2016, JIRA, and Trackit.
- Delivered Tier 1 Help Desk support, conducted troubleshooting of daily issues and created custom reports.
- Performed requirements gathering, data mapping, testing and data loading and ensured the accuracy of data from the back end to the data source.
- Oversaw technical support requirements for all inbound and outbound 837 issues across multiple directories.
- Coordinated engagements with Development teams and external business groups/vendors for the implementation of new cases.

Key Achievements

- Served as the Lead Analyst on numerous key projects.
- Facilitated the move to a new scanning vendor in order to enhance the accuracy of data collection.
- Implemented a process to match provider and member data on claims outside of the claims system so that claims loaded did not need additional processing, which increased auto adjudication rates from 45% to 86%.
- Launched a new process to auto load providers into the claims system to replace manual loading through data entry, which streamlined provider entry from 23 providers an hour to almost 100 an hour.

CORESOURCE INC. - CHARLOTTE, NC**Feb 2001 - Jun 2008****Senior Data Analyst**

- Provided client and user support for the Claims Adjudication System, conducted requirements analysis and developed functional specifications.
- Oversaw process flows and data mapping and created customized reports for internal and external clients.
- Served as Subject Matter Expert for application migration, conducted data analysis and troubleshooting, and resolved data issues.
- Provided support for 837 inbound and outbound electronic transmissions and scanned claims transmissions.

Key Achievements

- Achieved the Number 1 Divisional IT Corporate Value ranking.
- Created queries for data extraction, which covered the data warehouse, web applications, bank issue files, pharmacy eligibility files, and flex payers.
- Played key role in data migration for the entire business, which involved the extraction of large sets of data on time and within budget, with minimal data issues.
- Streamlined daily outbound files, and extracted, scrubbed, and scripted data, which led to enhanced production times and improved the efficiency of workflows.

CAROLINAS HEALTHCARE/THE WELLNESS PLAN OF NC - CHARLOTTE, NC**1997 - 2000****Business Analyst**

- Used the AMISYS platform to manage all aspects of the Claims Payable System.

Key Achievements

- Implemented and maintained system configurations in Accounts Payable/Receivable and group benefits, and ensured the accuracy and validity of Physician and hospital contracts.
- Compiled encounter data in line with state reporting requirements, which led to maximum premium payments.
- Directed the delivery of the EDI implementation project.
- Improved the auto adjudication of claims through system configuration, testing and by training staff.
- Transferred electronic data to and from multiple trading partners effectively and integrated and improved COB data processing.
- Developed quality assurance procedures to test configuration changes and for reporting purposes.

EARLIER EXPERIENCE**CAROLINA HEALTHCARE GROUP - CHARLOTTE, NC****1996 - 1998****Director of Patient Financial Services****BICC - CORNELIUS, NC****1995 - 1996****Project Manager**

EDUCATION

FAYETTEVILLE STATE UNIVERSITY - FAYETTEVILLE, NC

1989

Associate of Applied Science in Finance

CERTIFICATION

Project Management Certification

TECHNICAL PROFICIENCY

Hardware: AS400, RS6000 and HP3000

Operating Systems: Windows, Novell Server/Client and IBM AIX 4.3

Healthcare Solutions: Impact, RiMS (Qiclink), Amisys, Medical Manager, CES

Microsoft Office Suite: Word, Excel, Access and PowerPoint

Other: Reporting Tools, ftp, vedit, DOS, ultraedit, WinSQL, QueryAnalyzer, WSFTP, Agent Ransack, Monarch, XML, SQL Server 2012 (upgrading to 2016), JIRA and Trackit, EDI transaction sets, Salesforce

Sherry Hicks

From: no-reply@monroenc.org
Sent: Thursday, February 1, 2024 12:36 PM
To: Sherry Hicks
Subject: [BULK] Committee Application

Committee Application Form

Committee/Board seeking appointment Animal Welfare Committee

Applicant's Name Barbara Rooney

Applicant's Address 2101 Arden Dr
Monroe, NC 28112

Applicant's Email brooney5@icloud.com

Applicant's Phone (973) 2967808

Years in Monroe / Union County 8

Residency Information City

Are you a U.S. citizen? Yes

Education: List schools, dates attended, degrees obtained. Elmwood Park High School, Elmwood Park, NJ 07407 Graduated 1978 HoHokus School of Medical Science, Ramsey, NJ Graduated 10/2002 Assoc. Degree

Occupation: List past 3 and current employers and positions held. Retired since 2020

Please list civic and fraternal organizations in which you participate in Monroe/Union County. none

Business and civic experience/skills relevant to the Committee/Board seeking appointment: I am a licensed small mammal wildlife Rehabilitator since 2012

Areas of expertise/special skills relevant to the Committee/Board seeking appointment: I have fostered for many groups over the years I am a licensed small mammal wildlife Rehabilitator since 2012

Please explain your interest in serving on the above named Committee/Board. I am very interested in helping all animals and looking for ways to improve care for them

Are you currently serving on any other appointed bodies?	Yes
If yes, please list.	President of Animal Rehabilitators of the Carolinas for the past 6 years
Do you currently hold an elected office?	No
If yes, please list.	none
Could any of your business or personal interests create a conflict (either real or perceived) if appointed?	No
If yes, please explain conflict.	none
List meetings attended of the Committee/Board of interest.	none yet. Just learned about this
Has any formal charge of professional misconduct ever been sustained against you in any jurisdiction?	No
If yes, please explain complete disposition.	none
Have you completed the City's Citizen's Academy?	No
If yes, when did you complete the academy?	none
Have you ever been convicted of a felony?	No
If yes, explain.	none
Signature	Barbara Rooney
Date	2-1-2024

Barbara Rooney

2101 Arden Dr

Monroe, NC 28112

973-296-7808

I have been volunteering my time for the last 13 years since moving to Union County.

I love living in Union County and being a part of its growth and development.

I became a small mammal rehabilitator licensed by the state in 2013. I have been RVS certified since 2010. This entails dealing with the public to educate and help people coexist with wildlife. Also, helping to raise orphans so they can be returned to the wild. I have been on the Board of Animal Rehabilitators of the Carolinas for 6 years in different positions. I have been President of the group for the last 4 years.

I have volunteered for South Charlotte Dog Rescue since 2016. I have fostered and completed home visits. That included meeting with people to help them find the correct dog or cat for their family.

I have fostered for LSPCA for the past 3-4 years helping with medical cases and newborn animals. I am trained in tubing feed animals and am able to help them with tough cases.

I also foster with FurEver Angels Dog Rescue for the last year. I bring the dogs into my home and work with them to get them ready for their new homes.

Prior to moving to NC, I worked as a phlebotomist for 10 years in NJ & Pa. I worked for an internal medical doctor and in the lab of a hospital in Pa.

I love working with people and animals and have kept my jobs in both of those fields in one way or another.

References:

Theresa Pizza
30 Smokey Ridge Rd
Ringwood, NJ 0456
973-445-9543
Friend for 60 yrs

Lisa Hathaway
9117 Lancaster Hwy
Waxhaw, NC 28173
704-292-8449
Supervisor @ South Charlotte Dog Rescue

**Susan Hicks
2725 Tilly Rd 8764
Concord, NC 28025
704-467-1368
Treasurer for Animal Rehabilitators of the Carolinas**

I feel I would be good in this position because I enjoy working with people and love helping and working with all animals, domestic and wild. I have a great background in both fields

Thank you for your consideration

**Barbara Rooney
Feb. 29, 2024**

Sherry Hicks

From: no-reply@monroenc.org
Sent: Saturday, February 3, 2024 9:30 AM
To: Sherry Hicks
Subject: [BULK] Committee Application

Committee Application Form

Committee/Board seeking appointment Animal Welfare Committee

Applicant's Name Katie Ryan

Applicant's Address 5001 Scaleybark Court
Indian Trail, North Carolina 28079

Applicant's Email info@spayneuternc.com

Applicant's Phone (703) 4021266

Years in Monroe / Union County 10

Residency Information County

Are you a U.S. citizen? Yes

Education: List schools, dates attended, degrees obtained. Bachelors Degree

Occupation: List past 3 and current employers and positions held. I work in digital marketing at a global consulting company.

Please list civic and fraternal organizations in which you participate in Monroe/Union County. I run Change for Union County

Business and civic experience/skills relevant to the Committee/Board seeking appointment: I have 20 years of experience in animal welfare including past employment at Best Friends Animal Sanctuary, Animal Welfare League of Alexandria and Fairfax County Animal Shelter Advisory Commission. I own Eight Paws Adventure Co which is a pro bono marketing and communications company supporting non profit animal rescues. Locally to Union County, I run Change for Union County, a friends of the Union County Shelter program. I am the President of Spay Neuter NC which is a medical non profit serving Union County pet owners.

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

See above

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

Bob Yanacsek and Laura Sur asked me to participate in this Committee. There is only a small list of people who would add value to a strategic working group on animal welfare. I would like to see what other businesses, non profits and individual citizens would be invited to participate before I can confirm my own involvement. My corporate resume can be found here: <https://www.linkedin.com/in/katharineryan/>

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.

N/A Committee is new

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

Katharine Ryan

Date

2-3-2024

ABOUT

President, Spay Neuter NC, Inc | Co-leader, Change for Union County | Founder, Eight Paws Adventure Co.

CONTACT

📧 info@spayneuternc.com

🌐 spayneuterncinc.splashthat.com

KATIE RYAN

ANIMAL WELFARE LEADER

Katie Ryan has 20 years of experience in animal rescue. She worked as an intern at Best Friends Animal Sanctuary (Kanab, UT) learning operations and shelter management. Later she moved into marketing communications at the Animal Welfare League of Alexandria (Alexandria, VA). She then worked for 8 years at non-profits in marketing, event management and operations (Fairfax, VA). During this time, she also served on the Fairfax County Animal Shelter Advisory Commission as both member and chair.

Katie moved to Union County (NC) in 2014 and works as a digital marketing manager at a global consulting firm. In 2020, Katie founded Eight Paws Adventure Company which offers pro-bono marketing and operational support to animal rescues.

Locally, Katie runs Change for Union County, the Voice of Animal Welfare in Union County. In 2023, she founded Spay Neuter NC which is a non-profit serving low income residents of Union County.

Sherry Hicks

From: no-reply@monroenc.org
Sent: Friday, February 9, 2024 5:45 PM
To: Sherry Hicks
Subject: [BULK] Committee Application

Committee Application Form

Committee/Board seeking appointment	Animal Welfare Committee
Applicant's Name	Tracy Stone
Applicant's Address	1480 Longleaf Court Matthews, NC 28104
Applicant's Email	tlsjnj@msn.com
Applicant's Phone	(704) 5773580
Years in Monroe / Union County	19
Residency Information	County
Are you a U.S. citizen?	Yes
Education: List schools, dates attended, degrees obtained.	Georgia Tech, 82-88, BS Management
Occupation: List past 3 and current employers and positions held.	WJ & Associates, President/Owner DBS - Contract Administrator
Please list civic and fraternal organizations in which you participate in Monroe/Union County.	N/a
Business and civic experience/skills relevant to the Committee/Board seeking appointment:	N/a
Areas of expertise/special skills relevant to the Committee/Board seeking appointment:	N/a
Please explain your interest in serving on the above named Committee/Board.	I'd like to see fewer dogs running loose and fewer dogs being euthanized in the County. I hope that this committee will be able to enact some rules and ordinances that will make a difference in our community.

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.	N/a
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	Tracy Stone
Date	2-09-2024

Tracy Stone

(704) 577-3580 | tlsjn@msn.com | Matthews, NC

Experience

WJ & Associates | Matthews, NC

President | 04/2014 - Present

Real estate investment: Buy, sell, rent, and maintain single-family houses in North Carolina and Georgia.

Amdocs | Charlotte, NC

Contract Administrator | 11/1999 - 12/2005

Tracked and maintained files for change orders between Amdocs and DIRECTV for the billing system software. Prepared and sent invoices monthly to DIRECTV.

Education

Georgia Institute of Technology | Atlanta, GA

BS Management | 09/1988

Community

Approved UCPS volunteer for 14 years

Sherry Hicks

From: no-reply@monroenc.org
Sent: Sunday, February 11, 2024 12:45 PM
To: Sherry Hicks
Subject: [BULK] Committee Application

Committee Application Form

Committee/Board seeking appointment Animal Welfare Committee

Applicant's Name Emma Sullivan

Applicant's Address 211 Maurice St
Monroe, NC 28112-5648

Applicant's Email emmasulli@gmail.com

Applicant's Phone (336) 4133110

Years in Monroe / Union County Almost 4 years (I moved here with my husband in May 2020).
However, I have been coming to Monroe my whole life, as my
grandmother lives here.

Residency Information City

Are you a U.S. citizen? Yes

Education: List schools, dates attended, degrees obtained. Obtained a Bachelor of Science Degree in Biology from Warren
Wilson College (2014-2018).

Occupation: List past 3 and current employers and positions held. Current Job: Kennel Attendant at Clear Creek Animal Hospital in
Charlotte, NC. Previous Jobs: Humane Society of Union County
Manager's Assistant on Mobile Spay/Neuter Clinic as well as
Animal Care Staff (Cats) at Brother Wolf Animal Rescue, Asheville
NC

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

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

Areas of expertise/special skills relevant to the Committee/Board seeking appointment: I have extensive experience in animal behavior, animal
rescue/welfare, and animal adoption from my current and previous
jobs, as well as from volunteering in the past. I have also taken

personal steps to improve the lives of Union County animals by doing TNR (Trap, Neuter, Return) of feral cats in my neighborhood. This helps to maintain a healthier population of community cats by decreasing unwanted litters of kittens and vaccinating against the spread of rabies and other diseases.

I have been interested in animal welfare my whole life. I love Monroe very much, but Union County needs to improve in terms of animal welfare. At my previous job with Brother Wolf Animal Rescue, our mobile spay/neuter clinic travelled to serve several different counties, so I had the opportunity to visit different County Shelters. I would like to take the knowledge and perspective I gained through my work to help Union County move towards its full potential in terms of caring for the animals in our community.

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

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.

N/A (This will be a newly created Committee, so they have not had any meetings 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

Emma Sullivan

Date

2-11-2024

Emma J. Sullivan

Monroe, NC | 336-413-3110 | emmasulli@gmail.com

EDUCATION

Warren Wilson College - Swannanoa, NC

Fall 2014-Spring 2018

- Bachelor of Science in Biology
- Warren Wilson College Work Award Fall 2015-Spring 2016; Dean's List Fall 2014

GPA: 3.50

Natural Science Undergraduate Research Sequence (NSURS):

- Researched the question "Can Nose-Work Reduce Stress in Shelter Dogs?" using an ELISA kit to calculate levels of salivary cortisol in an experimental and control group over a 2-week period.
- Planned and proposed research question, collaborated with Brother Wolf Animal Rescue, collected and analyzed data, and presented findings to peers and faculty.

University of Limerick, Limerick, Ireland

Fall 2018

Off-Campus Study through CISabroad

- Took unique classes (Equine Genetics, Foundations of Equine Locomotion, and Equine Feeding and Behaviour, Irish Folklore, and Celtic Civilizations), experienced a different culture, and gained skills in independence and planning.

RELEVANT EXPERIENCE

Kennel Attendant

Summer 2021-present

Clear Creek Animal Hospital, Charlotte, NC

- Ensure the proper care of animals boarding at our facility by walking, feeding, medicating, and interacting with all boarders, as well as maintaining a clean and sanitary environment.
- Communicate frequently and effectively with clients, other kennel staff, and members of the veterinary team to ensure nothing in the animals' care gets overlooked.
- Demonstrate an eye for detail and animal behavior, especially while working with fearful animals, aggressive animals, and animals with serious medical needs.

Animal Care Staff

Summer 2021-Spring 2022

Humane Society of Union County, Monroe, NC

- Cleaned, fed, and socialized cats and dogs.
- Monitored animals and reported any abnormal behavior, unusual stool or urine, or other signs of illness.
- Worked alone on shifts, so had to communicate with other staff clearly via text and written notes.

Manager's Assistant on Mobile Spay/Neuter Clinic

Winter 2019-April 2020

Brother Wolf Animal Rescue, Asheville, NC

- Went over postoperative instructions with clients, helped clients check-in and take payments using Square, and contacted clients if any questions arise during surgery.
- Moved dogs and cats between clinic and waiting/recovery area. Read behavioral cues to safely interact with fearful or aggressive animals.
- Trained with Clinic Vet Assistants (giving intravenous anesthesia, holding animals, giving vaccines, inserting endotracheal tubes, etc.).

Animal Care Staff – Cat Care

Fall 2018-Spring 2019

Brother Wolf Animal Rescue, Asheville, NC

- Cleaned, fed, and socialized cats, as well as answered questions from the public.
- Monitored animals and reported any abnormal behavior, unusual stool or urine, or other signs of illness to the medical team.

Conservation Genetics Research Intern

Summer 2018

Warren Wilson College, Swannanoa, NC

- Continued the Appalachian Cottontail Project with a focus on DNA extraction from scat, organizing databases, and writing procedures in preparation for the next students to work on the project.

Genetics Research Assistant**Fall 2016-Spring 2018***Warren Wilson College, Swannanoa, NC*

- Developed skills in performing laboratory procedures and using lab equipment; promoted collaboration with colleagues; and learned to look at the big picture while at the same time being detail-oriented.
- Required good research habits such as focused lab notebook upkeep and organization, independent thinking and initiative, troubleshooting when difficulties arose, and keeping a curious and open mind.
- Leader in the Appalachian Cottontail Project, particularly in troubleshooting the DNA extraction from scat process; trained other students in DNA extraction from scat, as well as other lab procedures.

Shadowing at Reynolda Veterinary Hospital**Summer 2015***Reynolda Veterinary Hospital, Winston-Salem, NC*

- Shadowed Dr. Eric Taylor and veterinary technicians; watched neuters and spays; was present during appointments and learned about interacting with patients; assisted in animal restraint; cleaned examination rooms.

Lees-McRae Advanced Wildlife Rehabilitation Camp**Summer 2013***Lees-McRae College, Banner-Elk, NC*

- At May Wildlife Rehabilitation Center, reinforced skills learned in the Basic Wildlife Rehabilitation Camp, learned additional skills such as basic splinting for bird wings; introduced to working with macroinvertebrates by biology Professor Dr. Skeate; worked with animal ambassador to develop presentation to the public about blue jays.

Lees-McRae Wildlife Rehabilitation Camp**Summer 2012***Lees-McRae College, Banner-Elk, NC*

- At May Wildlife Rehabilitation Center (formerly Blue Ridge Wildlife Institute), learned about rehabilitating birds, reptiles, and mammals (intake, feeding, care, and release); learned about public education efforts and ambassador animals; and researched a specific species (red fox), as well as an issue facing wildlife in general, and presented findings to peers, faculty, and parents. Did field work with Dr. Skeate locating salamanders.

RELEVANT COMMUNITY ENGAGEMENT/VOLUNTEERING**Riverwood Therapeutic Riding Center, Tobaccoville NC****Fall 2013-Spring 2017**

- Sidewalker; assisted handicapped riders with lessons; occasionally led horses.

Forsyth County Humane Society, Winston-Salem NC**Fall 2011-Fall 2016**

- Played with and socialized dogs and cats; assisted people seeking to adopt animals; walked dogs; cleaned.

Brother Wolf Animal Rescue, Asheville, NC**Fall 2014**

- Walked and socialized dogs, cleaned dog kennels and main areas; helped build and paint dog houses.

Forsyth County Animal Control, Winston-Salem, NC**Winter 2011- Spring 2014**

- Photographed and handled animals for adoption pictures as a part of Project Pearl.

OTHER EXPERIENCE**Montreat Facilities Crew Summer Staff****Summer 2017***Montreat Conference Center, Montreat, NC*

- Responsible for cleaning bathrooms and general cleaning in buildings; moving tables, chairs, and other furniture; set-ups during Youth Conference and worship; collecting trash; and locking buildings up at night.
- Was present at the front desk to answer questions from the public.

Building Services Crew**Fall 2014-Spring 2016***Warren Wilson College, Swannanoa, NC*

- Responsibilities included cleaning buildings; moving tables and chairs; restocking supplies; being responsible for set-ups and cleaning when Supervisor not present; communicating with crew members and supervisor; training new crew members; and keeping a positive attitude.

Sherry Hicks

From: no-reply@monroenc.org
Sent: Monday, February 5, 2024 10:12 AM
To: Sherry Hicks
Subject: [BULK] Committee Application

Committee Application Form

Committee/Board seeking appointment	Animal Welfare Committee
Applicant's Name	Laura Sur
Applicant's Address	120 Aspire Circle Wingate, NC 28174
Applicant's Email	directorhsuc@gmail.com
Applicant's Phone	(704) 6616178
Years in Monroe / Union County	23
Residency Information	County
Are you a U.S. citizen?	Yes
Education: List schools, dates attended, degrees obtained.	UNCC, BA Business Administration, 1989
Occupation: List past 3 and current employers and positions held.	Executive Director, Humane Society of Union County- Current Operations Director, Humane Society of Union County- previous position Humane Society of Union County Board of Directors- President- last position held. BOD at large for 10 years
Please list civic and fraternal organizations in which you participate in Monroe/Union County.	I have presented at Kiwana's and Rotary meetings, but am not a member of any
Business and civic experience/skills relevant to the Committee/Board seeking appointment:	14 years in Animal Welfare as a volunteer, board member for 501c3 and now employed there
Areas of expertise/special skills relevant to the Committee/Board seeking appointment:	Animal Welfare has been a big part of my life

Please explain your interest in serving on the above named Committee/Board.	While great strides have been made in animal welfare, there is still a long way to go and I want to be part of the solution.
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.	n/a
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	Laura Sur
Date	2-5-2024

SKILLS & ABILITIES

I am a self-starter, self-motivated and organized. My excellent interpersonal and customer service skills give me the ability to manage multiple tasks and projects. I have participated in many aspects of marketing products, business services and organizing various events. Fast and accurate typing, 10 key and working knowledge of general office equipment as well as multiple software programs and applications such as Microsoft Word, Excel, Adobe and Quickbooks enables me to complete tasks in a timely and efficient manner.

Quickbooks Certification for Desktop Pro received April 2019

VOLUNTEER WORK

Humane Society of Union County, NC, Inc. Member of the Board of Directors 2011-2022. I have held the positions of Secretary/Treasurer, Board member at large and President of the BOD. I have participated in all aspects of running a fast-growing non-profit organization including budgeting, accounting, social media management, recruiting of volunteers and employees, event planning, fundraising, veterinary clinic management, processing adoption applicants and fostering since 2010. I resigned from the BOD in 2022 to accept the paid position of Operations Director with the organization.

Furever Angels Animal Rescue. Fostering, processing applications, helping organize adoption events and fundraisers. 2010-2014

Charitable events. I have participated in and helped organize multiple motorcycle events benefiting different charities/fundraisers.

PROFESSIONAL EXPERIENCE

June 2022- Present **Humane Society of Union County, NC, Inc.** Executive Director, February 2023 to Present. Oversee all aspects of running this fast-growing non-profit organization which is comprised of the Monroe Low Cost Spay Neuter Clinic and a full no-kill dog and cat rescue. Duties include overseeing every aspect of the programs of the organization such as the Spay Neuter Clinic, our foster/adoption program, pet food pantry program and our Spay it Forward program. I work closely with the Board of Directors, department heads and our CPA to manage the financial and operational aspects of the entire organization and work closely with the Board of Directors to develop programs, oversee current programs, organize and plan fundraising events, oversee our donor management system, and do the majority of grant writing for the organization. Operations Director, June 2022 to February 2023. Duties were very similar to current duties as the Executive Director because that position was open at the time.

January 2020- June 2022 **Connexien, LLC.** Administrative assistant to a consultant in the Financial Services Industry. Duties include helping Broker-Dealer and Investment Advisor clients maintain financial reporting, compliance and registration needs with governing organizations. Extensive work with software such as Adobe, Word and Excel to produce and maintain forms/documents used for clients and an online store to help them meet their reporting and management requirements. Attained my FINRA SIE (Securities Industries Essentials) certification in October 2021.

April 2004-2019 **JRM & Associates, Inc.** Accounting manager for busy manufacturer's representative company. I handled all finances with Quickbooks for accounts payable, accounts receivable, banking, and preparing the books for the CPA. Working knowledge of Microsoft Excel, Word, Powerpoint and Outlook. Also helped manage inventory and shipments to customers and some customer service issues. Experience using UPS Worldship and Fedex shipping programs.

1996-2001 **Marion Bass Securities:** Registered Sales Assistant, Robert Dulskis, Senior Institutional Broker, Sales assistant to a top producing broker at a large brokerage firm. Duties included cold calling and appointment setting with potential institutional clients, research to find potential customers, and preparation of detailed proposals. Obtained my Series 7 and Series 63 licenses with FINRA (NASD) in 1996.

EDUCATION

1989 **Bachelor of Arts, Business Administration, *University of North Carolina at Charlotte***

Sherry Hicks

From: no-reply@monroenc.org
Sent: Saturday, February 3, 2024 2:29 PM
To: Sherry Hicks
Subject: [BULK] Committee Application

Committee Application Form

Committee/Board seeking appointment	Animal Welfare Committee
Applicant's Name	Michelle Vereckey
Applicant's Address	1000 Shalford Lane Matthews, NC 28104
Applicant's Email	michelle@CharliesAngelsNC.org
Applicant's Phone	(704) 2821837
Years in Monroe / Union County	Main street 20 Union County 23
Residency Information	County
Are you a U.S. citizen?	Yes
Education: List schools, dates attended, degrees obtained.	J.D. Pennsylvania State University, BSCJ Appalachian State University
Occupation: List past 3 and current employers and positions held.	I own a law practice and operate as an attorney on Main Street in Monroe since 2004
Please list civic and fraternal organizations in which you participate in Monroe/Union County.	Chamber of Commerce, Union County Community Shelter, Union County Animal Shelter, ARC
Business and civic experience/skills relevant to the Committee/Board seeking appointment:	I operate a 501c3 nonprofit animal rescue in Monroe in addition to operating a law practice. We adopt our animals out in a cat café on Main Street. Additionally, the City told me I could not operate such a business which led me to read the City code and ultimately find a way to operate. Therefore, I am up on all the current laws.
Areas of expertise/special skills relevant to the Committee/Board seeking appointment:	I operate an animal rescue. I am well aware of the current problems. I try daily to solve them. I am also an attorney so I am well versed in the current rules and regulations - not just imposed by the City but also by the State Department of Agriculture and the USDA with regard to animal welfare.

Please explain your interest in serving on the above named Committee/Board.	I started a NONPROFIT cat café - which is the first in the State (the others are for profit and they borrow the cats to bring in business) just to help solve the animal welfare issue. So, it should be apparent that I care enough not just to talk about it but we started a nonprofit (which is not easy) to actually help solve the problem. I already try daily so I am very interested to see how the City can assist.
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.	It is a new Board. I have attended several City Council meetings.
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	michelle vereckey
Date	2-3-2024

Michelle L. Vereckey

212 N. Main Street, Monroe, NC 28078 • 704.283.5555 • email: mvereckey@vereckey.com

LEGAL

EXPERIENCE **Law Offices of Michelle Vereckey, PLLC** Monroe, NC, *February 2004 - Present*
The firm concentrates on real estate matters, trusts, wills, estates and business entity formations.

First National Financial Title Services, Inc. Charlotte, NC, *February 2002 – June 2004*
This branch provides traditional title insurance services and permanent staffing for a local real estate law firm.

- Promoted to manager in 4 months. Managed all aspects of the branch including: staff, policies, budget, claims, closings and income.
- Provided legal services to the firm including:
- Conducting interviews with clients
- Drafting wills, trust agreements and various other documents
- Assisting with business entity formations including preparation of required documents for the IRS and Secretary of State
- Reviewing title to land and assisting in the resolution of title issues.
- Negotiation and Preparation of agreements and contracts for builders.
- Management of Staff.

Commonwealth of Pennsylvania, Department of State, Bureau of Professional and Occupational Affairs / State Athletic Commission, Harrisburg, PA, *August 2000 – May 2001*

- Draft briefs, motions, orders, and memoranda.
- Review files and determine causes of action.
- Assist in all aspects of prosecution, including trial preparation, witness preparation, investigation, and follow-up compliance measures.
- Research numerous areas of administrative law and procedure.

The Superior Court of Pennsylvania, Chambers of The Honorable J. Michael Eakin, Mechanicsburg, PA, *May – August 2000*

- Analyzed appeals for procedural and/or substantive merit.
- Responsible for researching, proofreading, cite checking, and drafting opinions and memoranda.
- Updated and cite checked judge's speeches and presentations.
- Attended appellate arguments.
- Served as law librarian.

Bruce L. Kaplan, Attorney at Law, Boone, NC, *May 1996 – June 1997*

Sole practitioner specializing in education, employment, and criminal law.

- Aided in all aspects of defense preparation for a capital murder trial.
- Conducted legal research with a focus on DNA admissibility and testing procedures.
 - This was the first crime solved in North Carolina with the use of Mitochondrial DNA testing.
 - This case was subsequently featured on The Discovery Channel series *The New Detectives: Case Studies in Forensic Science*.
- Drafted pleadings, motions, complaints, and briefs used in criminal and civil courts.
- Performed client and expert witness interviews and observed conference sessions.
- Conducted focus groups with three attorneys to simulate the problems and questions arising during a capital trial and to assist the defendant's attorneys in trial preparation.

EDUCATION **Juris Doctor, May 2001**

The Dickinson School of Law of The Pennsylvania State University, Carlisle PA

Honors **Journal of Environmental Law and Policy**
Articles Editor

Activities: ATLA Competition, Public Interest Law Fund, Women's Law Caucus, Orientation Leader and Mentor Program.

Bachelor of Science in Criminal Justice, December 1996

Appalachian State University, Boone NC

Major GPA: 3.53; Cumulative GPA: 3.33

Awards **Dean's List, College of Arts and Sciences, Honorary Award**
May, December 1996

Mitigation Training sponsored by The Center for Death Penalty Litigation at The University of North Carolina at Chapel Hill, School of Social Work. *September 1996*

**PROFESSIONAL
LICENSES &
ASSOCIATIONS**

North Carolina State Bar, Admitted August 2001

North Carolina Bar Association, Member

Mecklenburg County Bar Association, Member

Union County Bar Association, Member

Sherry Hicks

From: no-reply@monroenc.org
Sent: Saturday, February 17, 2024 2:21 PM
To: Sherry Hicks
Subject: [BULK] Committee Application

Committee Application Form

Committee/Board seeking appointment Animal Welfare Committee

Applicant's Name Kymberly Williams

Applicant's Address 424 Lee Pierce Rd
Marshville, NC 28103

Applicant's Email itskym89@gmail.com

Applicant's Phone (704) 6685012

Years in Monroe / Union County 20

Residency Information County

Are you a U.S. citizen? Yes

Education: List schools, dates attended, degrees obtained. Sun Valley High School - Class of 2007 Western Carolina University - 2009-2011 Coursework completed to obtain Business/Law/Marketing degree

Occupation: List past 3 and current employers and positions held. Carolina Street Cats - 2002 to Present Union County Sherriffs Office/Animal Control/Shelter - 2015-2022

Please list civic and fraternal organizations in which you participate in Monroe/Union County. Administrator for Change for Union County Sister Organization with Spay Neuter NC, Inc.

Business and civic experience/skills relevant to the Committee/Board seeking appointment: My experience encompasses extensive work in animal welfare enforcement, care, and education through roles with the Union County Sheriff's Office, Animal Control, Shelter, and founding Carolina Street Cats. I specialize in community engagement, advocating for animal welfare, and implementing educational initiatives to promote responsible pet ownership and empathy towards animals. My expertise in interpreting and applying city and county ordinances, along with skills in conflict resolution and mental health awareness, directly supports the committee's goals of enhancing animal welfare in the community.

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

My expertise lies in animal welfare law enforcement, community outreach, and the execution of educational programs aimed at promoting responsible pet ownership and preventing animal cruelty. I have a proven track record in successfully managing animal welfare cases, including hands-on experience with Trap-Neuter-Return (TNR) programs for feral cats. I am proficient in navigating and applying city and county ordinances related to animal welfare. My strong skills in sensitive communication and conflict resolution, especially in emotionally charged situations, enable me to effectively engage with diverse community members.

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

My passion for animal welfare and community service drives my interest in serving on this Committee/Board. With extensive experience in animal welfare enforcement, community outreach, and educational initiatives, I am eager to leverage my skills and knowledge to further the committee's mission of improving animal welfare standards in our community. I am committed to making a difference in the lives of animals and believe that through collaborative efforts, we can achieve lasting positive changes. Serving on this committee offers a meaningful opportunity to contribute to shaping policies and programs that ensure the humane treatment of animals, aligning with my personal and professional values.

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.

New committee

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	KyMBERly Williams
Date	2-17-2023

Kymerly Williams

424 Lee Pierce Rd, Marshville, NC 28103

Email: itskym89@gmail.com | Phone: 704.668.5012

Objective

Dedicated and compassionate animal welfare advocate with a profound commitment to enhancing the lives of animals in the Monroe community. Bringing forth a comprehensive background in animal care, rescue, welfare enforcement, and nonprofit financial management, gained through hands-on experience with the Union County Sheriff's Office, Animal Control, Shelter, and significant community initiatives. Founder of Carolina Street Cats and past Treasurer for The Friends of the Union County Animal Shelter, eager to contribute extensive field knowledge, leadership, and a deep passion for animal advocacy to the Monroe City Animal Welfare Committee.

Work Experience

Union County Sheriff's Office / Animal Control / Shelter

Animal Welfare Specialist | 2015 - 2022

- Championed educational initiatives and community outreach programs focused on preventing animal cruelty through awareness and responsible pet ownership. Spearheaded efforts to illuminate the importance of empathy and legal responsibilities towards animals, significantly contributing to a cultural shift towards better animal welfare practices in the community.
- Developed community outreach programs on responsible pet ownership and welfare.
- Managed shelter operations, improved adoption and rescue rates.
- Organized health clinics and vaccination drives in collaboration with local entities.

Carolina Street Cats

Founder & Director | 2022- Present

- Established an initiative for humane feral cat population control through TNR.
 - Successfully TNR'ed over 750 feral cats in 2023 throughout Union County, mitigating the community's feral population growth.
-

Skills & Abilities

- **Expertise in City and County Ordinances:** Proficient in interpreting and applying city and county ordinances related to animal welfare, with a keen understanding of how these regulations work together to protect animals within the community.
- **Community Outreach and Education:** Demonstrated history of direct community engagement on a volunteer basis, including collaborations with Monroe PD for initiatives like the straw run, assisting low-income families with pet food, dog houses, fencing, and veterinary care to improve animal welfare and compliance with local laws.
- **Proactive Prevention of Animal Neglect:** Key figure in Carolina Street Cats, actively identifying and intervening in potential animal neglect cases. Works in real time to trap, vet, and care for at-risk animals, preventing suffering and unnecessary shelter admissions. Educates pet owners on city ordinances and responsible pet care, fostering a more informed and compassionate community.
- **Animal Welfare Advocacy and Public Education:** Engages in significant educational efforts to raise awareness about animal welfare issues, promoting a culture of empathy and responsible pet ownership.
- **Collaborative Efforts for Animal Welfare:** Collaborates with law enforcement, animal shelters, veterinary professionals, and local nonprofits to coordinate comprehensive support for animals and pet owners in need, ensuring a wide-reaching impact on improving animal welfare in the community.
- **Sensitive Communication and Conflict Resolution:** Equipped with specialized training in mental health awareness, adept at navigating complex interactions with compassion and understanding, particularly in high-emotion situations such as animal hoarding cases. Demonstrates exceptional ability to defuse tensions, address concerns with empathy, and provide support to individuals in distress, fostering positive outcomes even in challenging circumstances.

Sherry Hicks

From: no-reply@monroenc.org
Sent: Thursday, February 1, 2024 10:45 PM
To: Sherry Hicks
Subject: [BULK] Committee Application

Committee Application Form

Committee/Board seeking appointment	Animal Welfare Committee
Applicant's Name	Robert Yanacsek
Applicant's Address	513 Everette St Monroe , NC 28112
Applicant's Email	Bobformonroenc@gmail.com
Applicant's Phone	(704) 2614222
Years in Monroe / Union County	45 in Union co, 11 years in Monroe
Residency Information	City
Are you a U.S. citizen?	Yes
Education: List schools, dates attended, degrees obtained.	Forest Hills High School, Wingate College BS Degree, CMPD BLET
Occupation: List past 3 and current employers and positions held.	Charlotte Meck Police, City of Monroe Airport, Wingate College. Current owner of FRO
Please list civic and fraternal organizations in which you participate in Monroe/Union County.	Volunteer for numerous animal rescues across union county.
Business and civic experience/skills relevant to the Committee/Board seeking appointment:	I have worked hand in hand with organizations such as the humane society of Union County, Carolina waterfowl rescue, Carolina Street cats, Pawsitive impact.
Areas of expertise/special skills relevant to the Committee/Board seeking appointment:	I have always been involved with animal rescue in Union County. I belive my experience with multiple rescues would be a great asset to the committee.
Please explain your interest in serving on the above named Committee/Board.	I belive we can do better and want to use my drive and experience in animal rescue to help make positive changes to the quality of life of our citizens and animals.

Are you currently serving on any other appointed bodies?	No
If yes, please list.	Prior position on historic district
Do you currently hold an elected office?	No
If yes, please list.	Not currently in office.
Could any of your business or personal interests create a conflict (either real or perceived) if appointed?	No
If yes, please explain conflict.	I have no conflict of interests
List meetings attended of the Committee/Board of interest.	NA
Has any formal charge of professional misconduct ever been sustained against you in any jurisdiction?	No
If yes, please explain complete disposition.	NA
Have you completed the City's Citizen's Academy?	No
If yes, when did you complete the academy?	NA
Have you ever been convicted of a felony?	No
If yes, explain.	NA
Signature	Robert Yanacsek
Date	2-1-2024

Robert S Yanacsek
Curriculum Vitae - 2020

More than 30 years of experiences in public safety including

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

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

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

Miscellaneous Relevant Experience

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

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

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

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

Sherry Hicks

From: no-reply@monroenc.org
Sent: Friday, February 9, 2024 7:54 PM
To: Sherry Hicks
Subject: [BULK] Committee Application

Committee Application Form

Committee/Board seeking appointment	Animal Welfare Committee
Applicant's Name	Melissa Yandow
Applicant's Address	208 Hough St Monroe, NC 28112
Applicant's Email	Melissayandow@gmail.com
Applicant's Phone	(980) 4759257
Years in Monroe / Union County	1 year in Monroe, 17 years in Union County
Residency Information	City
Are you a U.S. citizen?	Yes
Education: List schools, dates attended, degrees obtained.	Grace Academy 2013 HS Diploma CPCC 2018 AAS in Advertising and Graphic Design
Occupation: List past 3 and current employers and positions held.	Harris Teeter Senior Brand Designer (current) RSM Art Director Honey Bee Marketing LLC CEO
Please list civic and fraternal organizations in which you participate in Monroe/Union County.	I was a volunteer graphic designer for the Union county based non-profit Project 2 Heal, whose mission is to nurture and donate Labrador Retriever puppies for service dog training nationwide, as well as a marketing consultant to their board of directors.
Business and civic experience/skills relevant to the Committee/Board seeking appointment:	I served as Service Project Coordinator for the Charlotte chapter of AIGA at the CPCC Harper Campus. My time with Project to Heal as a designer and consultant to their board is also extremely relevant to this position.
Areas of expertise/special skills relevant to the Committee/Board seeking appointment:	As someone with a lot of experience in the animal husbandry world of nonprofit due to my association with Project 2 Heal, I have a plethora of knowledge on animal care and wellbeing and think that my passion and expertise would really serve the committee well.

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

I grew up in a household where there was an extreme love for animals. My family had dogs, cats, horses, chickens, rabbits, cows, and despite there always being so many animals - not a single one was not cared for humanely. It breaks my heart as a new citizen in Monroe to see the cruelty, neglect, and regular displacement of animals around the historic district where I live. I would love to pledge my time, to not only help these animals, but to better the community of Monroe. I can't think of a better way to utilize my knowledge of, and care for, animals than in service to my new city and the county that I grew up in.

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.

N/A as this is a new committee

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

Melissa Yandow

Date

2-9-2024

Sherry Hicks

From: Melissa Yandow <melissayandow@gmail.com>
Sent: Friday, February 9, 2024 8:16 PM
To: Sherry Hicks
Subject: Committee Resume
Attachments: MelissaYandow_Resume_2024.pdf

Hello Sherry,

My husband and I moved to Monroe last year, and he has actually been a member of the Chamber of Commerce—so it's possible you've met him! His involvement in the community has really inspired me to get involved as well, as we have truly fallen in love with the City of Monroe and would love to see it reach its full potential.

I am attaching my resume to show my professional experience, which I believe speaks volumes about my personality as someone who is dedicated to my craft.

I have always been very passionate about animal welfare, and you will see further in my committee application that I elaborate more on my experience in the nonprofit world of animal husbandry. I spent time as a marketing consultant to the Board of Directors for the Union County-founded nonprofit, Project 2 Heal, whose mission is to nurture and donate Labrador Retriever puppies for service dog training nationwide.

I would very much love for serving on this committee to be my next endeavor, and I promise you will not find anyone more dedicated than me.

I look forward to speaking with you soon!

Best,
Melissa Yandow



MELISSA YANDOW

SENIOR DESIGNER

melissayandow.com

ABOUT

Nice to meet you! I'm a Senior Designer based in Monroe, NC with an unquenchable desire to learn. I'm an avid reader, writer, illustrator, knitter, and explorer. One of my dreams is to travel with my husband to every state in the USA and I'm already half way there. I'm constantly looking for new adventures and would love for my next adventure to be working with you!

SKILLS

- Graphic Design
- Photography
- Illustration
- Adobe Creative Suite
- Microsoft Powerpoint
- Social Media Planning
- Microsoft Word
- Time Management
- Organization
- Collaboration

EDUCATION

Central Piedmont

AAS Advertising and Graphic Design | 2018

- National Technical Honor Society
- Service Project Coordinator - The Curious (AIGA club)

EXPERIENCE

Senior Brand Designer

Harris Teeter | 2023-Present

Creating print and digital materials for Harris Teeter to be displayed in store and web wide. Ensuring brand continuity across the board and thinking of new and innovative ways to engage with our customer base.

Junior Art Director

RSM | 2022-2023

Working closely with account executives to ideate and create projects from start to finish for a variety of brands such as Universal Studios, Disney, Kroger, Campbells, and more. Creating print materials, social media posts, ads, and animations. Collaborating with other designers as well as taking the lead on several projects for large-scale digital and in-person events taking place across the country.

Graphic Designer

RSM | 2021-2022

Worked with large CPG companies such as Pepsi, Kroger, General Mills, Kelloggs, and more. Designed print materials for events and large-scale corporate meetings, as well as 3D renderings in order to help clients visualize customer engagement popups across the country.

Company Owner

Honey Bee Marketing | 2020-2022

Started LLC and worked managing the social media accounts of several businesses. Managing these accounts included branding, web design, photography, and social media planning for all of their social platforms including Facebook, Instagram, and Tiktok.

EXPERIENCE (CONTINUED)

Graphic Design Associate

Alliance Sales & Marketing | 2019-2020

Collaborated on branding, conceptualization, photography, social media planning, and creating unique graphics for a variety of organic and start-up companies within the CPG industry.

Junior Graphic Designer

Anita Goodesign | 2018-2019

Specialized in web advertisements, photography, creating unique graphics for the company, as well as helping to design and assemble their monthly magazine. Always adhered to their brand guidelines and performed each task efficiently.

Graphic Design Intern

Anita Goodesign | 2017-2018

Was primarily responsible for marketing campaign graphics and designing flyers for global events.

Graphic Design Intern

Haven Creative | 2016-2017

Worked on flyers, signage, and mailers for events and businesses in the town of Waxhaw.

MELISSA YANDOW



Recommendations

Elaine Murrall

Creative Director at Anita Goodesign
765.661.9483

"Melissa is an exceptional, capable, and well-rounded designer. She started as an intern with Anita Goodesign and it has been an absolute pleasure to watch her grow as a creative. There was no doubt in my mind that she should be brought on as a full-time employee once her time as an intern was up. Her work is exemplary and she requires little to no additional direction when given a task. She can always be trusted to ask questions if she doesn't understand something; an invaluable trait when it comes to a fast-paced work environment. She turns around projects quickly, but most importantly, she creates quality work. She would be a fantastic asset to anyone looking for a multi-talented designer. Melissa is an exceptional, capable, and well-rounded designer. She started as an intern with Anita Goodesign and it has been an absolute pleasure to watch her grow as a creative. There was no doubt in my mind that she should be brought on as a full-time employee once her time as an intern was up. Her work is exemplary and she requires little to no additional direction when given a task. She can always be trusted to ask questions if she doesn't understand something; an invaluable trait when it comes to a fast-paced work environment. She turns around projects quickly, but most importantly, she creates quality work. She would be a fantastic asset to anyone looking for a multi-talented designer."

Sam Spaulding

Director of Digital Media at Anita Goodesign
704.530.4605

"Melissa is lightning fast, sharp as a tack, and her own unique brand of hilarious. She is a true asset to any team, and I thoroughly enjoyed my time working with her; she followed even my most particular tasks to the letter, and made sound decisions when left to her own intuition. Her work was always completed quickly and accurately, even under pressure. She truly excels in creative work, full of fresh ideas and clever solutions. Having watched her develop from a student intern to a full-time designer, it's obvious to me that she will continue to grow exponentially in her design skills, sensibilities, and knowledge as she advances in her career."

Sherry Hicks

From: no-reply@monroenc.org
Sent: Thursday, February 1, 2024 5:00 PM
To: Sherry Hicks
Subject: [BULK] Committee Application

Committee Application Form

Committee/Board seeking appointment	Animal Welfare Committee
Applicant's Name	Sharron House Goldfarb
Applicant's Address	502 West Franklin Street Monroe, NC 28112-5429
Applicant's Email	shg52344@live.com
Applicant's Phone	(980) 3138082
Years in Monroe / Union County	13 years
Residency Information	City
Are you a U.S. citizen?	Yes
Education: List schools, dates attended, degrees obtained.	Garinger High School 1959-1962; Charlotte College 1962-1964; UNCC 1975-1978; Queens College 1979
Occupation: List past 3 and current employers and positions held.	Bell Seltzer Park & Gibson, Attorneys (now known as Alston & Bird) 1985-1990 Legal Assistant-litigation; Johnston Allison & Hord, Legal Assistant-litigation 1990-1994 Moore & Van Allen, Attorneys 1994-2008 Paralegal, litigation - retired February 2008
Please list civic and fraternal organizations in which you participate in Monroe/Union County.	N/A
Business and civic experience/skills relevant to the Committee/Board seeking appointment:	See Occupations
Areas of expertise/special skills relevant to the Committee/Board seeking appointment:	See Occupations

Please explain your interest in serving on the above named Committee/Board.	I love all animals and have owned cats and dogs since I was 6 years old. My animals have always been a member of the family. They are NOT LEFT OUTSIDE. I would like to see that anyone that has or wants an animal must go through some sort of training before purchasing or given an animal. Also that all animals in the City of Monroe are all licensed and are lease trained before going outside.
Are you currently serving on any other appointed bodies?	No
If yes, please list.	NO
Do you currently hold an elected office?	No
If yes, please list.	NO
Could any of your business or personal interests create a conflict (either real or perceived) if appointed?	No
If yes, please explain conflict.	NON/A
List meetings attended of the Committee/Board of interest.	NONE
Has any formal charge of professional misconduct ever been sustained against you in any jurisdiction?	No
If yes, please explain complete disposition.	NO
Have you completed the City's Citizen's Academy?	No
If yes, when did you complete the academy?	Where do I attend this academy??
Have you ever been convicted of a felony?	No
If yes, explain.	NO
Signature	Sharron House GOLDFARB
Date	2-1-2024

Sherry Hicks

From: no-reply@monroenc.org
Sent: Monday, February 5, 2024 11:55 PM
To: Sherry Hicks
Subject: [BULK] Committee Application

Committee Application Form

Committee/Board seeking appointment Animal Welfare Committee

Applicant's Name Dayna Robidoux

Applicant's Address 711 Goose Creek Dr
 Indian Trail , Nc 28079

Applicant's Email Thedappledogstore@gmail.com

Applicant's Phone (704) 2549344

Years in Monroe / Union County 33

Residency Information County

Are you a U.S. citizen? Yes

Education: List schools, dates attended, degrees obtained. Sun Valley 1996, Kendall college of Art and Design 1997

Occupation: List past 3 and current employers and positions held. Carolina Cake Artistry, owner The Cleaner The Better Cleaning Co, owner The Dappled Dog Shop and Rescue, owner

Please list civic and fraternal organizations in which you participate in Monroe/Union County. None

Business and civic experience/skills relevant to the Committee/Board seeking appointment: I've worked in animal welfare and Rescue for the last 4 years

Areas of expertise/special skills relevant to the Committee/Board seeking appointment: Have worked in rescue

Please explain your interest in serving on the above named Committee/Board. I want to help with the animal welfare in the county. We need better laws.

Are you currently serving on any other appointed bodies?	No
If yes, please list.	Na
Do you currently hold an elected office?	No
If yes, please list.	Na
Could any of your business or personal interests create a conflict (either real or perceived) if appointed?	No
If yes, please explain conflict.	Na
List meetings attended of the Committee/Board of interest.	N/A
Has any formal charge of professional misconduct ever been sustained against you in any jurisdiction?	No
If yes, please explain complete disposition.	Na
Have you completed the City's Citizen's Academy?	No
If yes, when did you complete the academy?	Na
Have you ever been convicted of a felony?	No
If yes, explain.	Na
Signature	Dayna Robidoux
Date	2-5-2024

Sherry Hicks

From: no-reply@monroenc.org
Sent: Tuesday, January 16, 2024 5:24 PM
To: Sherry Hicks
Subject: Committee Application

Committee Application Form

Committee/Board seeking appointment Board of Adjustment

Applicant's Name William Draper

Applicant's Address 112 Forest Hills Drive
Monroe, NC 28112

Applicant's Email wdraper644@msn.com

Applicant's Phone (704) 6986427

Years in Monroe / Union County 18 yrs

Residency Information City

Are you a U.S. citizen? Yes

Education: List schools, dates attended, degrees obtained. Cathedral Academy Stetson University

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

Please list civic and fraternal organizations in which you participate in Monroe/Union County. BOA Monroe city Served two terms as councilman in Bridgeton,MO

Business and civic experience/skills relevant to the Committee/Board seeking appointment: USDA advisory Board Cancer Society Board

Areas of expertise/special skills relevant to the Committee/Board seeking appointment: my time on City Council, and various ex officio of City boards.

Please explain your interest in serving on the above named Committee/Board. I am asking for reappointment after serving my original term.

Are you currently serving on any other appointed bodies?	No
If yes, please list.	No
Do you currently hold an elected office?	No
If yes, please list.	no
Could any of your business or personal interests create a conflict (either real or perceived) if appointed?	No
If yes, please explain conflict.	no
List meetings attended of the Committee/Board of interest.	BOA and council meetings.
Has any formal charge of professional misconduct ever been sustained against you in any jurisdiction?	No
If yes, please explain complete disposition.	no
Have you completed the City's Citizen's Academy?	No
If yes, when did you complete the academy?	no
Have you ever been convicted of a felony?	No
If yes, explain.	no
Signature	William Draper
Date	1-16-2024

William Draper

112 Forest Hills Dr.

Monroe, NC 28112

704-698-6427

Wdraper644@msn.com

To: Sherry K. Hicks

City of Monroe

Deputy City Clerk shiks@monroenc.org

Resume

Cathedral Academy

Syracuse, NY

US Navy

Washington, DC

Stetson U.

Deland Florida

W.R. Melloy

Shelbyville, IN

KCL Corp.

Shelbyville, IN

W.R. Grace Corp.

New York, NY

Kroger Corp.

St. Louis, MO

Mobil Oil

Long Beach, CA

Shell Oil

Los Angeles, CA

Retired 2001

I hope this is enough material for you to work with.

William K. Draper

Sherry Hicks

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

Sherry Hicks

From: no-reply@monroenc.org
Sent: Friday, January 19, 2024 3:56 PM
To: Sherry Hicks
Subject: Committee Application

Committee Application Form

Committee/Board seeking appointment Charlotte-Monroe Executive Airport

Applicant's Name John Wiggins

Applicant's Address 108 S. Washington Street
Monroe, NC 28112

Applicant's Email wigginsconstruction@att.net

Applicant's Phone (704) 2424393

Years in Monroe / Union County 20

Residency Information City

Are you a U.S. citizen? Yes

Education: List schools, dates attended, degrees obtained. - Wake Forest University, 1994, BA in American History - Free University of Berlin, Germany, 2002, MA in Modern European History

Occupation: List past 3 and current employers and positions held. -Since 2004, Chief Operating Officer Wiggins Construction Co. of Monroe, Inc. -Since 2007, Real Estate Owner/Manager, Urban Investments of Monroe, LLC.

Please list civic and fraternal organizations in which you participate in Monroe/Union County. - I am on the Board of Directors of the Non-Profit Medicine provider, HealthQuest of Union County. I am on the Board of Directors and Building Chair of the Union Academy Foundation.

Business and civic experience/skills relevant to the Committee/Board seeking appointment: I have three years of experience on the Citizen Board of the Charlotte-Monroe Executive Airport. As a dedicated Board member, I have witnessed and nurtured the development of a strong Committee. My experience in site development, commercial construction and leasing, and industrial relations, are all relevant to the deliberations and decisions made by the Airport Commission, its endeavors and its recommendations to City Council.

Areas of expertise/special skills relevant to the Committee/Board seeking appointment:	Operating a local General Contracting Firm in the area, performing industrial work at companies in the vicinity of the airport, and strong relationships with local industrial leaders, affords me insight into our Airport as a facility and its potential customers.
Please explain your interest in serving on the above named Committee/Board.	Our Executive Airport is on the brink of new and increased growth. We need engaged leadership to make the best decisions for the Airport, which effect the City of Monroe and its Residents - I enjoy utilizing my experiences, know-how and relationships to the betterment of my community. I hope to help move our community forward in ways that make this a better place to live, a place where people want to live and have the amenities here to do so.
Are you currently serving on any other appointed bodies?	No
If yes, please list.	My recent 2-year term on the Airport Commission is expired, and I will be rolling off of the Airport Commission unless re-appointed.
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.	The meetings of the past three years
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	John Wiggins

Date

1-19-2024

John Phillips Wiggins

john@urbanmonroe.com / 704-242-4393 / 108 S. Washington Street, Monroe NC 28112

Born Monroe, NC, April 18, 1971; Married with two children, 13 and 11

Education

- 1990, Graduated from The Baylor School, Chattanooga, TN
- 1994, BA in American History, Wake Forest University, Winston-Salem, NC
- 2002, MA in European History and German Literature, Free University of Berlin, Germany

Work History

- 2004 to Present, Chief Operating Officer, Wiggins Construction Co. of Monroe, Inc., a Commercial and Industrial General Contractor
- 2007 to Present, Principal, Urban Investments of Monroe, LLC., a Real Estate Holdings company specializing in downtown Monroe property development and commercial leasing
- 2003, Project Manager, historical renovation of Cortijo Villegas, Malaga, Spain
- 1994 to 2002, Contract work as translator in academia and media, Berlin, Germany

Non-Profit /Civic Engagement

- 2014 to Present, Building Chair and Board Member, Union Academy Foundation
- 2019 to Present, Executive Board Member, HealthQuest of Union County
- 2021 to 2023, Board Member, Citizen's Commission for Charlotte-Monroe Executive Airport
- 2007 to 2008, Board Member, Downtown Monroe, Inc, Citizen's Initiative for the revitalization of Downtown
- 2005 to 2014, Board Member and former Chair, Union County Community Shelter

Certifications

- German Proficiency, Goethe Institute, Boppard am Rhein, 1993
- North Carolina Builder Qualification
- Licensed General Contractor in NC & SC

Languages

- English, Native speaker
- German, Fluent
- Spanish, Basic

Travels

- Europe, 1989
- South Africa, Botswana, Zimbabwe, 1991
- Egypt, Israel, 1993
- Germany, 1994 – 2002, Legal Resident
- Morocco, 2003
- Spain, 2003-2004, Legal Resident

Sherry Hicks

From: no-reply@monroenc.org
Sent: Wednesday, February 7, 2024 3:01 PM
To: Sherry Hicks
Subject: [BULK] Committee Application

Committee Application Form

Committee/Board seeking appointment	Homeless and Addiction Committee
Applicant's Name	Gray Biber
Applicant's Address	103 Wood Lake Drive Monroe, NC 28110
Applicant's Email	graygreen007@gmail.com
Applicant's Phone	(704) 2548221
Years in Monroe / Union County	Most of my life
Residency Information	County
Are you a U.S. citizen?	Yes
Education: List schools, dates attended, degrees obtained.	Piedmont High Sch.- graduate 19990 Went to some college and joined the Army and served 6 years
Occupation: List past 3 and current employers and positions held.	Stay at home mom to 3 children Owned a photography business for 3 years First Charlotte Physicians- 3 years US Army- 6 years
Please list civic and fraternal organizations in which you participate in Monroe/Union County.	Warriors and Warbirds SPCC Veterans Coffee
Business and civic experience/skills relevant to the Committee/Board seeking appointment:	Working with my son and rehabs for 8 years trying to help him get clean. He wanted to get clean and have a future.
Areas of expertise/special skills relevant to the Committee/Board seeking appointment:	I just lost a son from Fentanyl June 2023, who had lost his 8 year battle to addiction.
Please explain your interest in serving on the above named Committee/Board.	I know what it feels like to watch your child struggle with addiction, and I want to help educate about addiction and the effects of drugs!

Are you currently serving on any other appointed bodies?	No
If yes, please list.	NO
Do you currently hold an elected office?	No
If yes, please list.	NO
Could any of your business or personal interests create a conflict (either real or perceived) if appointed?	No
If yes, please explain conflict.	No
List meetings attended of the Committee/Board of interest.	I have only attended one.
Has any formal charge of professional misconduct ever been sustained against you in any jurisdiction?	No
If yes, please explain complete disposition.	No
Have you completed the City's Citizen's Academy?	No
If yes, when did you complete the academy?	No
Have you ever been convicted of a felony?	No
If yes, explain.	No
Signature	Gray Biber
Date	2-7-2024

Gray E. Green

103 Wood Lake Dr, Monroe NC 28110
704-254-8221 graygreen007@gmail.com

Monroe, Union County resident since 1972.

Objective To obtain a position in my local community as civil servant in helping the homeless, mental health and drug addiction rehabilitation.

Experience

FKU, Fentanyl Kills U, 501(c)3

Volunteer

Union County, NC
July 2023 - present

- Union Country Fentanyl Awareness Representative

Warriors and Warbirds, 501(c)3

Volunteer

Monroe, NC
June 2021 - present

- Monroe Air Show Support
- Merchandise Management and Sales
- Fundraising, Media Relations

Family Management

The Biber's, Monroe, NC and Green's, Charlotte, NC
January 1999 - present

- Provide full time care to three children
- Manage household finances
- Event planner and schedule manager

Mission Foods

Food Distribution Specialist

Monroe, NC
Sept 2019 - Oct 2020

- Area Route Grocery Distribution
- Manage Monroe, Indian Trail Inventory

Owner / Photographer

Red Wagon Photography
Opened in 2005

- Sales and marketing to build a client base.
- Indoor/outdoor photography
- Preschool, sports and event photography
- Reviewed pictures and worked closely with lab to provide clients with the best product possible

Medical Office Assistant

First Charlotte Physicians, Charlotte, NC
1996 -1999

- Assisting doctors with patient care
- Phone triage and patient data entry
- Insurance verification, referrals and medical records

Gray E. Green

Senior Airman
United States Air National Guard
Aug 1996 - August 2002

- Flight Medic

Medical Specialist
United States Army, Tripler Army Medical Center, Honolulu, HI
April 1992 - Aug 1996

- Completed 8 weeks of military boot camp and 16 weeks of Tech school
- Worked in Emergency Room assisting Doctors with all emergency care
- Provided pre and post operative care for Orthopedic unit
- Performed administrative details involved in hospital care

Education

School of Aerospace Physiology, Brooks Air force Base
Certificate, Flight Medical Technician 1997

US Army, Fort Sam Houston, Texas
Certificate, Medical Specialist Course 1992

Lees McRae College, Banner Elk NC 1990-1991
Piedmont High School, Monroe NC, Graduate 1990

Interests & Talents

Highly creative individual with talent in interior design and photography, hobbies snow skiing, camping, hiking, travel, woodworking and painting.

References

References are available upon request

February 21st, 2024

FROM THE FAMILY OF PAUL

Dear Organ Recipient,

I'm writing to you today because you have received an organ donation from my son Paul. On behalf of our family we hope that this message finds you healthy and thriving. We are grateful that you were able to receive one or more of his organs. In essence our family member lives on in you as part of you. We feel the need to share information with you about our beloved Paul whom we miss tremendously.

My name is Gray Biber and I am Paul's mother. He was born July 6th 1999 at 10:10 pm and weighed 9 pounds. He has a brother named Max and a younger sister named Sophia. He loved his siblings, especially his sister who is now ten years old. He was very protective over his brother and sister. He was also the first born grandchild in our family. Paul had a very outgoing, energetic and happy personality. He really enjoyed the outdoors, hiking, snowboarding and anything active. I recall that he always asked me "what are we going to do next mom?"

Paul attended a private Christian school K-12. He was involved in mission trips, played sports such as football, LaCross, basketball and enjoyed weight lifting. His nickname was "Little Hercules." Everyone who met him loved him very much. He had a strong desire to help others who had experienced the same challenges in life he had overcome. He collected sports memorabilia, spent time with friends, following collegiate sports and working out in the gym.

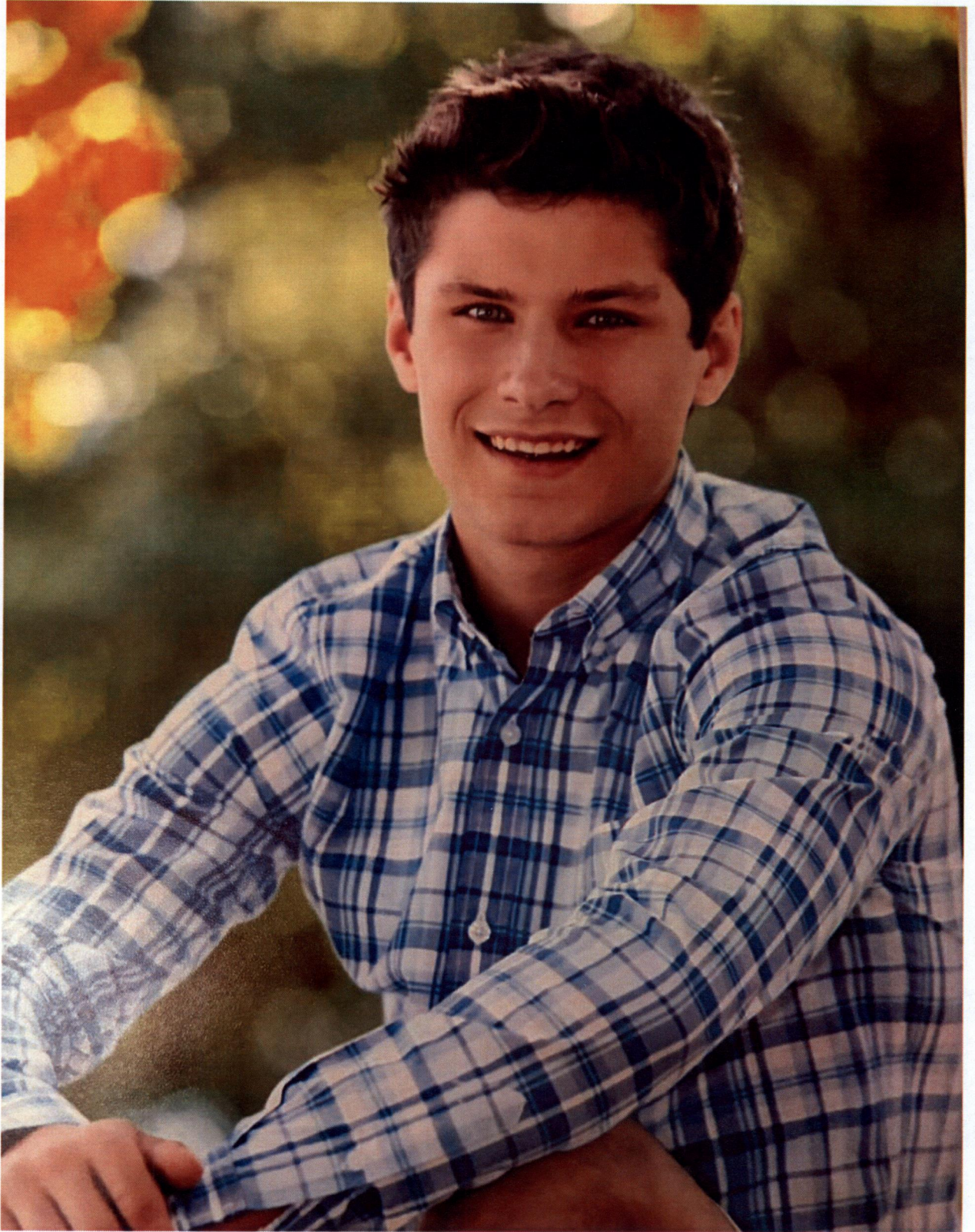
I have many favorite memories that I have of Paul. One in particular is all the traveling that we shared together. Some of the places we visited are London, Italy, Greece, Turkey, France, Dominican Republic, Alaska and Hawaii. Paul was always in search of the next great adventure. In particular were the snowboard trips to Colorado. He also loved going to the beach with his best friends.

The past eight years of his life, Paul struggled with addiction. At the age of 17 he entered his first in-patient treatment center. He always believed in God and that he would be delivered from his addiction. Over the years he was in and out of rehab. During the last year of his life he was Baptized during the most successful treatment he had

experienced. He returned home as required in his 12-step program to make amends to the people he had harmed. Unfortunately, his demons were waiting on him and he was found at a local hospital on June 19th 2023 after a fentanyl overdose. He was placed on life support. I spent four days and nights at my son's bedside. On June 22nd we signed the papers for organ donation. Family and friends gathered outside of his hospital room, we prayed and then we began his honor walk.

Our decision to donate Paul's organs is because his driver's license indicated that he was an organ donor. The doctors told us that his organs were in perfect condition and at that point we knew there was no other decision to be made. Paul's reason for life was going to be fulfilled by helping others with a selfless act of overwhelming kindness and generosity. His life made a huge difference in the lives of all who knew him and to people like you. We invite you to visit his memorial video on YouTube at "Paul Green's Memorial Service."

If you wish to connect with me to learn more about Paul please reach out to me by text at 7042548221 or email at graygreen007@gmail.com or on facebook at Gray Efir Green. We are so happy you received an organ donation from Paul and we would love to learn more about you and how your life has changed since receiving his donation. May God bless you all and thank you for taking the time to read this letter.



Sherry Hicks

From: no-reply@monroenc.org
Sent: Wednesday, February 7, 2024 4:08 PM
To: Sherry Hicks
Subject: [BULK] Committee Application

Committee Application Form

Committee/Board seeking appointment Homeless and Addiction Committee

Applicant's Name Sheila Crunkleton

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

Applicant's Email Sheila.crunkleton@redcross.org

Applicant's Phone (704) 6194770

Years in Monroe / Union County 24 years

Residency Information City

Are you a U.S. citizen? Yes

Education: List schools, dates attended, degrees obtained. UT Martin

Occupation: List past 3 and current employers and positions held. American Red Cross Executive Director Charlotte Observer Sales Representative

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

Business and civic experience/skills relevant to the Committee/Board seeking appointment: At the American Red Cross home fires often leave people close to homeless. Also tent city residents often face disaster. This issue is close to my heart as a humanitarian, but also important for our case work and support to clients.

Areas of expertise/special skills relevant to the Committee/Board seeking appointment: Facilitation, Public speaking, knowledge on issue, connections to other nonprofits.

Please explain your interest in serving on the above named Committee/Board. This is an issue facing every nonprofit in the community. Home fires often leave people homeless or temporarily homeless. Also during disasters such as Hurricane Florence, we are faced with

supporting the homeless community and providing support after the disasters.

Are you currently serving on any other appointed bodies?

Yes

If yes, please list.

Tourism and Downtoen Advisory

Do you currently hold an elected office?

No

If yes, please list.

Na

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

No

If yes, please explain conflict.

Na

List meetings attended of the Committee/Board of interest.

Have any been held?

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

No

If yes, please explain complete disposition.

Na

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

Yes

If yes, when did you complete the academy?

I am sorry, but not sure if year.

Have you ever been convicted of a felony?

No

If yes, explain.

Na

Signature

Sheila Crunkleton

Date

1-07-2024

Sheila Hargrove Crunkleton

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

Executive Director

April 2008 – April 2011

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

Sherry Hicks

From: no-reply@monroenc.org
Sent: Friday, February 9, 2024 3:46 PM
To: Sherry Hicks
Subject: [BULK] Committee Application

Committee Application Form

Committee/Board seeking appointment Homeless and Addiction Committee

Applicant's Name Peter Karlan

Applicant's Address 7011 Hyde Park Drive
Indian Trail, NC 28079

Applicant's Email pkarlan01@gmail.com

Applicant's Phone (772) 7080395

Years in Monroe / Union County 6

Residency Information County

Are you a U.S. citizen? Yes

Education: List schools, dates attended, degrees obtained. Palm Beach Atlantic University, 2007-2009 Master of Organizational Leadership Fairleigh Dickinson University 1989-1993 Bachelor of Arts, English & Communications

Occupation: List past 3 and current employers and positions held. President, 1987 – Present Karlan’s Arms, Antiques & Appraisals, Inc. Over 30 years dealing in the finest antique guns & firearms, edged weapons and military antiques. Accredited Personal Property Appraiser of Fine Arts working with museums, institutions, and collectors nationally and internationally. Principle, 2018 – Present Old Town Holdings, LLC Commercial Real Development of Historic Building in Downtown Monroe N.C. Area 15 Program Administrator, 2007 - 2011 State of Florida Agency for Persons with Disabilities Ft Pierce, Fla. Led Medicaid Home and Community Based Waiver program in four counties serving over 1600 individuals with disabilities, Provided leadership to three managers and twenty seven staff consisting of four work units including quality assurance, medical case management, general revenue, and Medicaid waiver, Led licensure of 65 residential facilities under F.S. 65G-2, Oversaw all contracts with over 300 Medicaid Waiver service providers, Provided leadership and accountability to 34 contracted Medicaid waiver support coordinators, Worked jointly with DCF Circuit 19 adult and child

protective service investigations, Worked jointly with the Office of the Attorney General Medicaid Fraud Control Unit, Agency For Health Care Administration, Medicaid Program Integrity Office, Served as human resource generalist and risk manager for Area 15 staff, Served as public records custodian for Area 15 under F.S.119, Served as legal liaison for Area 15 issues for the Office of the General Counsel, Prepared administrative complaints and serve as witness regarding various administrative actions, Acted as Area 15 Disaster Planning Coordinator. Conducted trainings and major events for all stakeholders Chairman, 2005 – 2008 Florida Local Advocacy Council Service Area 11 Executive Office of the Governor Ft Pierce Fla. Served three year gubernatorial appointment as multi program council member operating under F.S. 401.3(B), Monitored all state funded programs, and reporting findings to the Statewide Advocacy Council, Conducted special investigations often times at the request of the Executive Office of the Governor, Monitored and investigated allegations of client rights violations, abuse, neglect, and exploitation occurring in state funded programs, Monitored Department of Children and Families, Agency for Health Care Administration, Agency for Persons with Disabilities (Medicaid Waiver) funded facilities, crisis stabilization units (Baker Act facilities) adult protective services, child protective services, foster care contractors, and any other program or services funded by The State of Florida. Director of Employment Services / Special Projects, 2004 - 2008 The ARC of Martin County, Stuart Fla. Independently created leading employment agency in four county area from scratch working with The Department of Rehabilitation, Agency for Persons with Disabilities and area businesses, Led staff of four Employment Specialists to achieve placement goals and objectives, Specialized in RFP's (request for proposals) and ITB (invitations to bid) for numerous grant opportunities, Operated programs daily under the guidelines of Chapter 393 F.S., Served as quality assurance evaluator for agency, always maintaining the highest degree of quality services possible, Organized platform and participated in Treasure Coast Legislative Summit, Founded The Sunshine State Advocacy Council of The Treasure Coast, Served as public speaker and facilitated presentations at various functions at the county and state level, Served as committee member for major fundraising and capital campaigns

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

N/A

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

Member of Board of Directors & Volunteer, Dec. 2018 – Present LAHIA - Love and Hope in Action Homeless Ministry & Poverty Alleviation Faith based nonprofit agency providing essential programs and services to the homeless and indigent on the Treasure Coast of Florida.

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

Member of Board of Directors & Volunteer, Dec. 2018 – Present
LAHIA - Love and Hope in Action Homeless Ministry & Poverty Alleviation Faith based nonprofit agency providing essential programs and services to the homeless and indigent on the Treasure Coast of Florida. Chairman, 2005 – 2008 Florida Local Advocacy Council Service Area 11 Executive Office of the Governor Ft Pierce Fla. Served three year gubernatorial appointment as multi program council member operating under F.S. 401.3(B), Monitored all state funded programs, and reporting findings to the Statewide Advocacy Council, Conducted special investigations often times at the request of the Executive Office of the Governor, Monitored and investigated allegations of client rights violations, abuse, neglect, and exploitation occurring in state funded programs, Monitored Department of Children and Families, Agency for Health Care Administration, Agency for Persons with Disabilities (Medicaid Waiver) funded facilities, crisis stabilization units (Baker Act facilities) adult protective services, child protective services, foster care contractors, and any other program or services funded by The State of Florida.

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

I have been serving the homeless, dual diagnosed, addicted and indigent population for many years and have a heart for the population.

Are you currently serving on any other appointed bodies?

No

If yes, please list.

No

Do you currently hold an elected office?

No

If yes, please list.

No

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

No

If yes, please explain conflict.

No

List meetings attended of the Committee/Board of interest.

N/A

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

No

If yes, please explain complete disposition.

No

Have you completed the City's Citizen's Academy?	No
If yes, when did you complete the academy?	No
Have you ever been convicted of a felony?	No
If yes, explain.	No
Signature	Peter Karlan
Date	2-9-2024

PETER L. KARLAN, M.S.L. ISA, AM

7011 Hyde Park Drive
Indian Trail N.C., 28079
pkarlan01@gmail.com
772-708-0395

Education

Palm Beach Atlantic University, 2007-2009
Master of Organizational Leadership

Fairleigh Dickinson University 1989-1993
Bachelor of Arts, English & Communications

Work Experience

President, 1987 – Present
Karlan's Arms, Antiques & Appraisals, Inc.

Over 30 years dealing in the finest antique guns & firearms, edged weapons and military antiques. Accredited Personal Property Appraiser of Fine Arts working with museums, institutions, and collectors nationally and internationally.

Principle, 2018 – Present
Old Town Holdings, LLC

Commercial Real Development of Historic Buildings in Downtown Monroe N.C.

Area 15 Program Administrator, 2007 - 2011
State of Florida Agency for Persons with Disabilities
Ft Pierce, Fla.

Led Medicaid Home and Community Based Waiver program in four counties serving over 1600 individuals with disabilities, Provided leadership to three managers and twenty seven staff consisting of four work units including quality assurance, medical case management, general revenue, and Medicaid waiver, Led licensure of 65 residential facilities under F.S. 65G-2, Oversaw all contracts with over 300 Medicaid Waiver service providers, Provided leadership and accountability to 34 contracted Medicaid waiver support coordinators, Worked jointly with DCF Circuit 19 adult and child protective service investigations, Office of the Attorney General Medicaid Fraud Control Unit, Agency For Health Care Administration, Medicaid Program Integrity Office, served as human resource generalist and risk manager for Area 15, served as public records custodian for Area 15 under F.S.119, served as legal liaison for Area 15 issues for the Office of the General Counsel, Prepared administrative complaints and served as expert

witness regarding various administrative actions, Acted as Area 15 Disaster Planning Coordinator. Conducted trainings and major events for all stakeholders

Chairman, 2005 – 2008

Florida Local Advocacy Council Service Area 11

Executive Office of the Governor

Ft Pierce Fla.

Served three year gubernatorial appointment as multi program council member operating under F.S. 401.3(B), Monitored all state funded programs, and reporting findings to the Statewide Advocacy Council, Conducted special investigations often times at the request of the Executive Office of the Governor, Monitored and investigated allegations of client rights violations, abuse, neglect, and exploitation occurring in state funded programs, Monitored Department of Children and Families, Agency for Health Care Administration, Agency for Persons with Disabilities (Medicaid Waiver) funded facilities, crisis stabilization units (Baker Act facilities) adult protective services, child protective services, foster care contractors, and any other program or services funded by The State of Florida.

Director of Employment Services / Special Projects, 2004 - 2008

The ARC of Martin County, Stuart Fla.

Independently created leading employment agency in four county area from scratch working with The Department of Rehabilitation, Agency for Persons with Disabilities and area businesses, Led staff of four Employment Specialists to achieve placement goals and objectives, Specialized in RFP's (request for proposals) and ITB (invitations to bid) for numerous grant opportunities, Operated programs daily under the guidelines of Chapter 393 F.S., Served as quality assurance evaluator for agency, always maintaining the highest degree of quality services possible, Organized platform and participated in Treasure Coast Legislative Summit, Founded The Sunshine State Advocacy Council of The Treasure Coast, Served as public speaker and facilitated presentations at various functions at the county and state level, Served as committee member for major fundraising and capital campaigns

Special Services

Member of Board of Directors & Volunteer, Dec. 2018 – Present

LAHIA - Love and Hope in Action

Homeless Ministry & Poverty Alleviation

Faith based nonprofit agency providing essential programs and services to the homeless and indigent on the Treasure Coast of Florida.

Founding Committee Member, 2010 - Present

Jerms McGraw Scholarship- MacArthur School of Leadership

Palm Beach Atlantic University

Serve as a member of a committee for the Jerms McGraw Second Chance Scholarship which was founded in honor of USMC 2nd Lt. Jeremiah McGraw who died in a military training accident prior to graduating with honors from PBA. I am part of the steering and selection committee who grants scholarships to students in need of financial assistance to complete their degree program

Sherry Hicks

From: no-reply@monroenc.org
Sent: Friday, February 2, 2024 1:51 PM
To: Sherry Hicks
Subject: [BULK] Committee Application

Committee Application Form

Committee/Board seeking appointment	Homeless and Addiction Committee
Applicant's Name	Joseph Quinto
Applicant's Address	2801 Huntsman Ln Monroe, NC 28110
Applicant's Email	joe.quinto1110@gmail.com
Applicant's Phone	(951) 5150570
Years in Monroe / Union County	4
Residency Information	City
Are you a U.S. citizen?	Yes
Education: List schools, dates attended, degrees obtained.	California Polytechnic University Pomona, 1973 - 1976, Bachelors of Science in Business Administration, Major in Accounting
Occupation: List past 3 and current employers and positions held.	Currently Retired Southwest Material Handling, Inc., Director of Finance Toyotalift of Los Angeles, Inc. President and General Manager Inland Empire Equipment, Inc. Vice President of Finance
Please list civic and fraternal organizations in which you participate in Monroe/Union County.	Monroe Aquatics Center
Business and civic experience/skills relevant to the Committee/Board seeking appointment:	Financial and personnel mangement
Areas of expertise/special skills relevant to the Committee/Board seeking appointment:	Have dealt closely with those addicted and strategies used to overcome addiction and related financial hardships.
Please explain your interest in serving on the above named Committee/Board.	Wish to assist in making Monroe a successful and inclusive community.

Are you currently serving on any other appointed bodies?	No
If yes, please list.	No
Do you currently hold an elected office?	No
If yes, please list.	No
Could any of your business or personal interests create a conflict (either real or perceived) if appointed?	No
If yes, please explain conflict.	No
List meetings attended of the Committee/Board of interest.	None
Has any formal charge of professional misconduct ever been sustained against you in any jurisdiction?	No
If yes, please explain complete disposition.	No
Have you completed the City's Citizen's Academy?	No
If yes, when did you complete the academy?	No
Have you ever been convicted of a felony?	No
If yes, explain.	No
Signature	Joseph Quinto
Date	2-2-2024

Joseph A. Quinto
2801 Huntsman Ln.
Monroe, NC 28110
951-515-0570
Joe.quinto1110@gmail.com

Highlights of Qualifications Experienced in Financial and Operations management. Effective troubleshooter & analytical person. A proven record of success in market share growth and profitability in the material handling equipment industry. Ability to effectively interface and communicate with all levels of clients, personnel, and management. Meticulous; proficient in business software systems. Database management experience.

Experience

Nov 11, 2014 – Jan 2018 **Southwest Material Handling, Inc.**

Director of Finance

- Prepared monthly closing and consolidated financial statements.
- Produced Annual Operating Budgets and Marketing Forecasts.
- Directed all aspects of financial reporting, analysis, inventories, asset management and finance.
- Responsible for all Accounting and IT functions

Conducted physical inventories and annual audits.

**April, 2013 – July 15, 2013 Juneau Tours, LLC, Juneau, AK
Independent Contractor with Juneau Tours LLC**

- Set up financial accounting system on Quickbooks from “scratch.”
- Company had gone from \$650K sales in 2010 to \$2M in 2012 without any financial reporting or accounting system in place.
- Created all financial systems for billing, payables, inventory, and reporting.
- Trained personnel on all procedures.
- Set up system to track sales tax payable for unique requirements of City & Borough of Juneau’s tax laws for tour brokers and operators.
- Assisted Operations Manager for future budget preparation and cash forecasting for “off season” cash operating requirements.

January 2012 – April 2013 – Industrial Forklifts of SoCal, Buena Park, CA

General Manager

- Direct operations and staff of twenty-nine for industrial equipment dealer
- Managed construction project for new building purchase and renovation
- Coordinated and directed move from old facility in Bell Gardens to Buena Park
- Directly manage the New and Used equipment sales staff of seven.
- Responsible for the growth and development of the dealership in all departments
- Reorganized departments for greater efficiency
- Continuing to evaluate the operation for cost cutting and efficiency.
- Marketing business for increased sales and development
- Analyze financial and operating reports to make necessary business decisions.
- Develop budgets and direct special projects.

March 2011-Jul 3, 2011 – Robert Half Management Resources, Ontario, CA

Interim Controller – Temporary Assignment

- Prepare monthly postings of multi-company accounting data in Quick Books business system for corporate fast food restaurant company.
- Assemble monthly financial reports and statements for owners and management.
- Reported capital assets to various counties for yearly Unsecured Personal Property Tax returns.
- Prepared sales tax returns.
- Worked with ADP payroll service to resolve issues with IRS and EDD.
- Analysis of financial information for advice to management.
- Monitor accruals and adjustments for monthly financial reporting.

Jan 2000–Oct 2010 - Toyota-lift of Los Angeles, Santa Fe Springs, CA

President & General Manager

- As a division of Toyota Motor Sales, assembled Management Team to change business model for forklift dealership that had sustained significant losses prior to January 2000. All former managers had been terminated.
- Put together the new management team between 2000-2002.
- Dealership sustained annual loss of \$1M in 2000; by 2002 dealership had turned a profit of \$200K and continued to increase each succeeding year.
- Responsible to reporting to the BOD at Toyota Industrial Equipment and to Toyota Motor Sales in Japan.
- Interface with corporate managers for industrial equipment and Japan staff.
- Analysis of business development, both financially and operationally.
- Directed managers for Sales, Service, Parts, Used, Sales and Rental.
- Responsibility for reviewing growth opportunities and preparing analysis.
- Successfully scaled business to remain profitable during economic recession.
- Provided a work environment for all associates (120); promoting teamwork and positive morale for increased performance and efficiency.
- Implemented new NAV based business software system in 2008.
- Re-organized, reduced expenses, and improved operational controls.
- Managed five profit centers of the dealership; and all administration functions.
- Directed dealership as recipient of the prestigious Toyota “President’s Award” winning dealership in 2003, 2004, 2005, 2008 and a “Silver Circle Award” winner in 2006 and 2009.
- Originally hired as **Controller** in January 2000, promoted to General Manager in November 2000, and installed as President in April 2002.
- Directed dealership through 3 separate due diligence processes from 2000 – 2007. Dealership was sold from Toyota to private owner in May 2007.

**Prior
Experience**

1981 – 1999 - Inland Empire Equipment, Inc., Rialto, CA

Corporate headquarters with branches in Orange County, Las Vegas, and Palm Springs; managed all financial operations of the forklift dealership and branches.

Vice President – Finance 1998 – 1999

- Provided all accounting, financial and IT functions for the dealership.
- Managed and directed the dissolution of the corporation after owner’s death.
- Directed all aspects of the due diligence process in the sale of the company.
- Maintained financial and operational stability during ownership transition.
- Headed a management team to buy the dealership.

Secretary/Treasurer – Controller – Accounting Manager

Increasing responsibilities from 1981 - 1999

- Prepared monthly closing and consolidated financial statements.
- Produced Annual Operating Budgets and Marketing Forecasts.
- Directed all aspects of financial reporting, analysis, inventories, asset management and finance.
- Responsible for all Accounting, IT and H/R functions, staff of 9.
- Coordinate and conduct yearly physical inventory.
- Prepare account analysis for yearly certified financial audits.
- Cooperated with CPA firm conducting annual audits.
- Collaborated with attorneys on HR and financial issues.

Experience prior to 1981

Cost Accounting in manufacturing industry 1976 – 1981 GAF Industries and American Can Company

Education & Training

- Bachelor of Science, Business Administration, Major: Accounting, California Polytechnic University – (Pomona, CA)
- Associates Degree, Mt. San Antonio Community College, Math major
- Computer Skills in MS Word, Excel, Access, PowerPoint, Outlook, UNIX Business System, Microsoft NAV
- Factory equipment applications training, Toyota Material Handling
- Human resources training Toyota Motor Sales Corp.

Sherry Hicks

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

Committee Application Form

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

Robert S Yanacsek
Curriculum Vitae - 2020

More than 30 years of experiences in public safety including

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

- Charlotte 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.

Sherry Hicks

From: no-reply@monroenc.org
Sent: Tuesday, February 6, 2024 6:39 AM
To: Sherry Hicks
Subject: [BULK] Committee Application

Committee Application Form

Committee/Board seeking appointment Special Needs and Disabilities Committee

Applicant's Name Selina Campbell

Applicant's Address 3416 Old Charlotte Hwy
Monroe, NC 28110

Applicant's Email unioncountykids@gmail.com

Applicant's Phone 7042180568

Years in Monroe / Union County 14

Residency Information City

Are you a U.S. citizen? Yes

Education: List schools, dates attended, degrees obtained. UMA Medical Billing and coding, SPCC Healthcare Administration certification

Occupation: List past 3 and current employers and positions held. UCPS-Tutor, SPCC- Instructor and Union County Kids-President

Please list civic and fraternal organizations in which you participate in Monroe/Union County. Monroe DEI Committee, Monroe Public Safety Committee, UCPS Citizens Advisory Committee

Business and civic experience/skills relevant to the Committee/Board seeking appointment: I currently have my own nonprofit organization where I provide mentorship to at risk youth. I also managed 4 groups homes for special needs adults.

Areas of expertise/special skills relevant to the Committee/Board seeking appointment: I was a certified CNA and provided home healthcare for the disabled.

Please explain your interest in serving on the above named Committee/Board. I have always had a servant heart which guided in my in all areas of my life. My voluntary work in the community, classrooms and with organizations leads me to serve individuals with special needs.

Are you currently serving on any other appointed bodies?	No
If yes, please list.	NA
Do you currently hold an elected office?	No
If yes, please list.	NA
Could any of your business or personal interests create a conflict (either real or perceived) if appointed?	No
If yes, please explain conflict.	NA
List meetings attended of the Committee/Board of interest.	NA
Has any formal charge of professional misconduct ever been sustained against you in any jurisdiction?	No
If yes, please explain complete disposition.	NA
Have you completed the City's Citizen's Academy?	No
If yes, when did you complete the academy?	NA
Have you ever been convicted of a felony?	No
If yes, explain.	NA
Signature	Selina Campbell
Date	2-6-2024

SELINA CAMPBELL

704-218-0568 msselinacampbell@yahoo.com

Motivated and versatile professional who possesses extensive computer expertise, the proven ability to learn at an accelerated pace and excellent communication skills as the initial liaison with the public.

- Seamlessly handle sensitive and confidential records, with a history of producing accurate and timely reports concerning all work assignments.
- Complete a plethora of daily administrative/front-office duties in support of personnel and company goals.
- Earned recognition from management for keen ability to consistently produce outstanding results independently and within the team dynamic.
- Proficient problem-solver, capable of analyzing information and evaluating results.
- Easily adapt to new situations and excel at incorporating new processes and procedures into existing job functions.

EDUCATION & MEDICAL PROFICIENCIES

Ultimate Medical Academy – Tampa, FL / June, 2013

Associate's Degree-Medical Billing and Coding (GPA: 3.5)

- *Comprehensive training included:*

- Analyzing and coding surgical procedures and diagnosis using ICD-9-CM & CPT codes.
- Collaborating across collection/billing departments to ensure billing-related issues are resolved.

Divine Health Academy – Charlotte, NC / 2011

Certified Nursing Assistant

MEDICAL EMPLOYMENT HISTORY

South Piedmont Community College 5/2023-Present

Human Resources Development Instructor

- Provide instructions for women inmates in a Minimum/Maximum prison
- Life Skills-Technology Awareness-Employability-Career Assessment-Working Smart

Union County Public Schools-Monroe, NC 2022-Present

Afterschool Group Leader

- Provide leadership for a group of school age children on a daily basis, offering supervised enrichment and recreational activities suitable for the appropriate age group to insure safety.

Union County Kids and The Communniversity-Monroe, NC 2015-Present

President/Founder

Union County Department of Social Services-2021-2022

Foster Care Parent

- Ensuring the organization's activities are compliant and in furtherance of its mission
- Leading, managing, and developing the organization's employees, volunteers, and organizational culture
- Developing, implementing, monitoring, and assessing the organization's programs (including their impact)
- Manage the day to day operation of the Communniversity's online school and physical location

WestMed Medical Group-Charlotte, NC 2016-2018

Referral/Precert Specialist/Surgical Coordinator

- Obtain referral and/or precerts for patients for internal appointments, external appointments and orders
- Conducts investigations to validate insurance coverage via CB, web, or phone for tests and procedures that may require referrals or authorizations as per current policy and procedures.

Presbyterian Hospital – Charlotte, NC 2012 – 2016

Administrative Assistant

- Maintain supplies inventory by checking stock to determine inventory level in the operating room, anticipate needed supplies, place and expedite orders for supplies and verify receipt of supplies.
- Ensure operation of equipment by completing preventive maintenance requirements, place calls concerning repairs, maintain equipment inventories and evaluate new equipment and techniques.



Sherry Hicks

From: no-reply@monroenc.org
Sent: Wednesday, February 28, 2024 2:56 PM
To: Sherry Hicks
Subject: [BULK] Committee Application

Committee Application Form

Committee/Board seeking appointment Special Needs and Disabilities Committee

Applicant's Name Zachary Coger

Applicant's Address 4108 Bent Green Lane
Monroe, NC 28112

Applicant's Email vkjames326@gmail.com

Applicant's Phone (704) 7716522

Years in Monroe / Union County 18

Residency Information County

Are you a U.S. citizen? Yes

Education: List schools, dates attended, degrees obtained. current Parkwood High School in TTA Program

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

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

Business and civic experience/skills relevant to the Committee/Board seeking appointment: I work with my parent with a cookie business. I work with the inclusive Gravitate Queen City, Leadership team for Special Olympics

Areas of expertise/special skills relevant to the Committee/Board seeking appointment: I am a differently abled Union County resident who uses a wheelchair for getting around. I bring a good perspective.

Please explain your interest in serving on the above named Committee/Board. I would like to make a difference in my community and serve. This would be my first committee beyond special olympics to be of help

Are you currently serving on any other appointed bodies?	No
If yes, please list.	none
Do you currently hold an elected office?	No
If yes, please list.	none
Could any of your business or personal interests create a conflict (either real or perceived) if appointed?	No
If yes, please explain conflict.	none
List meetings attended of the Committee/Board of interest.	I have been to county meetings and board of education.
Has any formal charge of professional misconduct ever been sustained against you in any jurisdiction?	No
If yes, please explain complete disposition.	none
Have you completed the City's Citizen's Academy?	No
If yes, when did you complete the academy?	no
Have you ever been convicted of a felony?	No
If yes, explain.	none
Signature	Zachary Coger
Date	2-28-2024

Zachary Coger

4108 Bent Green Lane Monroe, NC 28112

704-771-6522 vkjames326@gmail.com

(I am currently getting my own phone and email)

Objective:

- To utilize my skills and experience to obtain a position within the specialized disability aware committee of Monroe, NC..

Qualifications:

- Extensive experience within the disability community.
- I am a special needs young adult with our community.
- Student at Parkwood High School
- Athlete Ambassador with Special Olympics Union County
- Work within our community with many Special Olympics event and fundraising efforts
- Good communication skills. I enjoy speaking with the people in our community.

Community Experience

***Special Olympics
Union County NC***

August 2023-present

Competing student athlete in bocce, bowling, basketball (soon) Working with the co coordinators for Special Olympics Union County in a student leadership role including local contests, planning committees.

Work Experience:

I am currently a student at Parkwood High School where I am in the TTA program. I participate in school activities and am a member of the Robotics and Chess Club as well as the FFA. I also work with Gravitare Queen City making dog treats in a specialized program for those with different abilities. I have learned how to bake, package and sell our treats at local markets. I am making progress for my goals of attending the Community College when I graduate at age 21.

***At Home Baker helper
Community Cookie Baker
current***

Work with my mom to create cookies for local retail establishment and for fundraising by non profit groups. I package and sticker items, help deliver and speak with customers.

References:

Mrs. Amanda Cotter, Co Coordinator Lead for Special Olympics Union County
union@sonc.net

phone: 517-404-5957

she can tell you all about what I do with special olympics

Mrs. Shelley Gordon, Teacher Parkwood High School
shelley.gordon@ucps.k12.nc.us

phone: 980-226-6945

she can tell you all about what I do within my school

Sherry Hicks

From: no-reply@monroenc.org
Sent: Monday, February 5, 2024 6:52 PM
To: Sherry Hicks
Subject: [BULK] Committee Application

Committee Application Form

Committee/Board seeking appointment Special Needs and Disabilities Committee

Applicant's Name Vicki James

Applicant's Address 4108 Bent Green Lane
Monroe, NC 28112

Applicant's Email vkjames326@gmail.com

Applicant's Phone (704) 7716522

Years in Monroe / Union County 12

Residency Information County

Are you a U.S. citizen? Yes

Education: List schools, dates attended, degrees obtained. Montclair State University 2000 Montreat Collehe 2017 Non degree
1 semester left

Occupation: List past 3 and current employers and positions held. Stay at home mom Preschool director Providence Presbyterian
Preschool till 2010

Please list civic and fraternal organizations in which you participate in Monroe/Union County. Special Olympics-currently taking leadership courses with them

Business and civic experience/skills relevant to the Committee/Board seeking appointment: Admin experience, substitute teaching,

Areas of expertise/special skills relevant to the Committee/Board seeking appointment: Parent of special needs young adult

Please explain your interest in serving on the above named Committee/Board. I am very interested in becoming involved in my community in this important capacity.. I believe I can bring a good perspective as a parent and caregiver to a special needs young adult.

Are you currently serving on any other appointed bodies?	No
If yes, please list.	No
Do you currently hold an elected office?	No
If yes, please list.	No
Could any of your business or personal interests create a conflict (either real or perceived) if appointed?	No
If yes, please explain conflict.	No
List meetings attended of the Committee/Board of interest.	I have attended Board of Education Meetings I have attended County Board of commissioners meetings virtually
Has any formal charge of professional misconduct ever been sustained against you in any jurisdiction?	No
If yes, please explain complete disposition.	No
Have you completed the City's Citizen's Academy?	No
If yes, when did you complete the academy?	No
Have you ever been convicted of a felony?	No
If yes, explain.	No
Signature	Vicki James
Date	2-05-2024

Vicki James

4108 Bent Green Lane Monroe, NC 28112
704-771-6522 vkjames326@gmail.com

Objective:

- To utilize my skills and experience to obtain a position within the specialized disability aware committee of Monroe, NC..

Qualifications:

- Extensive experience within the disability community.
- Parent of a special needs young adult with our community
- Work within our community with local retail and non profits with fundraising efforts.
- Excellent organizational, communication written and verbal, interpersonal and conflict resolution skills.
- Extensive experience in the school setting within the teacher, office and administrator roles.

Community Experience

***Special Olympics
Union County NC***

August 2023-present

Working with the co coordinators for Special Olympics Union County including local contests, planning committees and leadership roles. Continuing education and certificates acquired with the organization for Protective Behaviors, Concussions in Youth Sports, Adult Mentorship Supporting Special Needs Youth Leaders. Currently attending coursework on Management role within Special Olympics to be completed and certified mid March.

Work Experience:

***At Home Baker
Community Cookie Baker
January 2008-current***

All day to day operations of a home cookie baker. Work with local shops and non profits for cookies and donated baskets for fund raisers. This is a fun activity done in conjunction with my now 18 year old special needs son.

**end date Spring 2022
Substitute Teacher
Union County Public Schools, Union County NC**

October 2008 thru February 2013

Director

Providence Presbyterian Preschool

- *All day to day aspects of management of a 15-staff member preschool including but not limited to:*
 - Opening/Closing of Facility-yearly start up and shut down
 - All records, phones/computer, payroll, budget and student records
 - School calendar, blog, registration
 - Accounts payable and receivable, tuition, fundraising, taxes
 - Communication with staff and families
 - All supply ordering
 - Summer camp and lunch programs
 - Health and safety
 - Staff Development, workshops-creation and implementation
 - Curriculum and philosophy, Safety Procedures, Handbook updates if needed, substitutes and personnel files
 - Hiring and personnel
 - Facility and school board
 - Parent and staff communications

December 2007 thru October 2008

Program Coordinator

Providence Presbyterian Preschool

- Remain current on issues and trends within Early Childhood Education and seek to motivate and support staff in the content of the curriculum.
- Present ideas on organization and implementation of philosophy at staff meetings, on workdays, in classroom settings and while involved in other staff experiences.
- Coordinate and facilitate curriculum development for the program and constantly encourage growth of staff members.
- Encourage team building and work as team consultant/resource to staff and Director.
- Assist in ordering teacher supplies. Organize supplies and resources for teachers.
- In the Director's absence, the Program Coordinator will assume the daily responsibilities of the Director.

February 2004 thru December 2007
Staff Teacher
Providence Presbyterian Preschool

- Teacher of Three Year Olds
- Teacher of Four Year Olds
- Teacher of Transitional Kindergarten

August 1996 - September 2002
Teacher/Office Manager
Bright Horizons Family Solutions at
The Kids Place of Citigroup
Rutherford, New Jersey

- Regular teaching responsibilities at this back up child development center family-style grouping with mixed ages; 6 weeks to 12 years.
- Worked with additional team of teachers to plan & implement curriculum in a setting which changed daily.
- Responsibilities included daily staff management as well as office management of tuition and children's files, center newsletter, and implementation summer "Kids-To-Go" program for school age children.
- A very challenging and rewarding position.

February 1993 - August 1996
Office Manager
Administrative Assistant to the President
Qual Industries, Inc
Fairfield, New Jersey

- All day to day operations of a rapidly growing Chemical Distribution Company.
- Support and manage all accounts including daily communications with clients, technical inquiries, order taking analysis of stock inventory and pricing.
- Responsible for placing and tracking all orders, interactions with perspective clients, correspondence using Windows and general office duties.
- In addition, the management of accounts payable and receivable and direct support to the salespersons and President.

Summers of 1989, 1990
Teacher's Assistant
Clifton Public Schools Summer School Program
Clifton, New Jersey

- Responsible for assisting all teachers in this elementary summer school program.
- Worked one on one with individual students in the Basic Skills area assisting in reading in math.
- Helped coordinate library sessions and end of summer program

Educational Experience:

Montreat College Black Mountain, NC
Working towards Psychology degree

January 2017-August 2017

Montclair State University Montclair, NJ
Worked towards Elementary Education/English Literature

September 2001-January 2003

References available upon request.

Sherry Hicks

From: no-reply@monroenc.org
Sent: Monday, February 5, 2024 10:32 PM
To: Sherry Hicks
Subject: [BULK] Committee Application

Committee Application Form

Committee/Board seeking appointment Special Needs and Disabilities Committee

Applicant's Name Peter Karlan

Applicant's Address 7011 Hyde Park Drive
Indian Trail , NC 28079

Applicant's Email pkarlan01@gmail.com

Applicant's Phone (772) 7080395

Years in Monroe / Union County 6

Residency Information County

Are you a U.S. citizen? Yes

Education: List schools, dates attended, degrees obtained.

Palm Beach Atlantic University Master's degree, Organizational Leadership 2007 - 2009 Completed a two year Master's Degree in Organizational Development and Leadership as a member of a cohort learning team. Expanded real life knowledge of managing organizational change and group dynamics, leadership methods, qualities and theories, strategic planning, restructuring, performance improvement, work motivation, critical thinking, servant leadership, needs assessment, multicultural and global leadership practices, and a vast array of other subject matter to numerous to list. Fairleigh Dickinson University Bachelor of Arts (B.A.), English / Communications 1989 - 1993 Completed Bachelors of Arts Degree in English with a Minor in Communications.

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

Self Employed since 2011 Area 15 Program Administrator Florida Agency for Persons with Disabilities Nov 2007 - Jul 2011 · 3 yrs 9 months Ft Pierce Florida Led Medicaid Home and Community Based Waiver program in four counties serving over 1600 individuals with disabilities, Provided leadership to three managers and twenty seven staff consisting of four work units including quality assurance, medical case management, general revenue, and Medicaid waiver, Led licensure of 65 residential facilities under F.S. 65G-2, Oversaw all contracts with over 300 Medicaid Waiver

service providers, Provided leadership and accountability to 34 contracted Medicaid waiver support coordinators, Worked jointly with DCF Circuit 19 adult and child protective service investigations, Worked jointly with the Office of the Attorney General Medicaid Fraud Control Unit ,Worked jointly with Agency For Health Care Administration Area 9 Field Office and Medicaid Program Integrity Office, Served as human resource generalist and risk manager for Area 15 staff, Served as public records custodian for Area 15 under F.S.119, Served as legal liaison for Area 15 issues for the Office of the General Counsel, Prepared administrative complaints and serve as witness regarding various administrative actions, Acted as Area 15 Disaster Planning Coordinator. Conducted trainings and major events for all stakeholders, Served at public speaking engagements as needed
Special Assignments: Medicaid Waiver Handbook Rewrite Workgroup, Group Home Supervision Workgroup Chair, I Budget Florida Steering Committee, APD Management System Rewrite Workgroup Chair, Area 15 Restructuring Initiative, Client Central Record Development Workgroup, Intensive Behavior Cost Containment Workgroup, I Budget Florida Implementation Planning Workgroup Director of Employment Services / Special Projects Administrator The ARC of Martin County Oct 2004 - Oct 2008 · 4 yrs 1 month Stuart Florida Independently created leading employment agency in four county area from scratch working with The Department of Rehabilitation, Agency for Persons with Disabilities and area businesses, Led staff of four Employment Specialists to achieve placement goals and objectives, Specialized in RFP's (request for proposals) and ITB (invitations to bid) for numerous grant opportunities, Operated programs daily under the guidelines of Chapter 393 F.S., Served as quality assurance evaluator for agency, always maintaining the highest degree of quality services possible, Organized platform and participated in Treasure Coast Legislative Summit, Founded The Sunshine State Advocacy Council of The Treasure Coast, Served as public speaker and facilitated presentations at various functions at the county and state level, Served as committee member for major fundraising and capital campaign events Director of Employment Services and Government Contracts The Arc of Ventura County 1999 - 2001 · 2 yrs Ventura California Led three multi year military contracts in Ventura and Los Angeles Counties employing individuals with disabilities on government contracts. Generating over one million dollars each annually through the Javits Wagner O'Day Act and the California Alliance for Rehabilitation Industries programs, Led all commissary operations at Port Hueneme Naval Construction Battalion, all commissary operations at Point Mugu Naval Weapons Center, and all custodial and grounds keeping services at the California Air National Guard Station, Ensured compliance with OSHA and Department of Labor Fair Labor Standards Act, Served as liaison between military personnel, quality assurance evaluator,

and agency, Led six managers and sixty five staff, serving approximately three hundred clients

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

Not at this time

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

Past Chairman Florida Local Advocacy Council Service Area 11 2005 - 2008 · 3 yrs Ft. Pierce Florida Served three year gubernatorial appointment as multi program council member operating under F.S. 401.3(B), Monitored all state funded programs, and reporting findings to the Statewide Advocacy Council, Conducted special investigations often times at the request of the Executive Office of the Governor, Monitored and investigated allegations of client rights violations, abuse, neglect, and exploitation occurring in state funded programs, Monitored Department of Children and Families, Agency for Health Care Administration, Agency for Persons with Disabilities (Medicaid Waiver) funded facilities, crisis stabilization units (Baker Act facilities) adult protective services, child protective services, foster care contractors, and any other program or services funded by The State of Florida.

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

Area Program Administrator Florida Agency for Persons with Disabilities Nov 2007 - Jul 2011 · 3 yrs 9 months Ft Pierce Florida Led Medicaid Home and Community Based Waiver program in four counties serving over 1600 individuals with disabilities, Provided leadership to three managers and twenty seven staff consisting of four work units including quality assurance, medical case management, general revenue, and Medicaid waiver, Led licensure of 65 residential facilities under F.S. 65G-2, Oversaw all contracts with over 300 Medicaid Waiver service providers, Provided leadership and accountability to 34 contracted Medicaid waiver support coordinators, Worked jointly with DCF Circuit 19 adult and child protective service investigations, Worked jointly with the Office of the Attorney General Medicaid Fraud Control Unit , Worked jointly with Agency For Health Care Administration Area 9 Field Office and Medicaid Program Integrity Office, Served as human resource generalist and risk manager for Area 15 staff, Served as public records custodian for Area 15 under F.S.119, Served as legal liaison for Area 15 issues for the Office of the General Counsel, Prepared administrative complaints and serve as witness regarding various administrative actions, Acted as Area 15 Disaster Planning Coordinator. Conducted trainings and major events for all stakeholders, Served at public speaking engagements as needed Special Assignments: Medicaid Waiver Handbook Rewrite Workgroup, Group Home Supervision Workgroup Chair, I Budget Florida Steering Committee, APD Management System Rewrite Workgroup Chair, Area 15 Restructuring Initiative, Client Central Record Development Workgroup, Intensive Behavior Cost

Containment Workgroup, I Budget Florida Implementation
 Planning Workgroup

Please explain your interest in serving on the above named Committee/Board.	I worked for 25 years (retired) working with individuals with varying disabilities in just about every role imaginable from direct care to the highest levels in executive management and leadership. I have a heart for the population and a daughter with special needs.
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.	N/A
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	Peter Karlan
Date	2-5-2024

PETER L. KARLAN, M.S.L. ISA, AM

7011 Hyde Park Drive
Indian Trail N.C., 28079
pkarlan01@gmail.com
772-708-0395

Education

Palm Beach Atlantic University, 2007-2009
Master of Organizational Leadership

Fairleigh Dickinson University 1989-1993
Bachelor of Arts, English & Communications

Work Experience

President, 1987 – Present
Karlan's Arms, Antiques & Appraisals, Inc.

Over 30 years dealing in the finest antique guns & firearms, edged weapons and military antiques. Accredited Personal Property Appraiser of Fine Arts working with museums, institutions, and collectors nationally and internationally.

Principle, 2018 – Present
Old Town Holdings, LLC

Commercial Real Development of Historic Buildings in Downtown Monroe N.C.

Area 15 Program Administrator, 2007 - 2011
State of Florida Agency for Persons with Disabilities
Ft Pierce, Fla.

Led Medicaid Home and Community Based Waiver program in four counties serving over 1600 individuals with disabilities, Provided leadership to three managers and twenty seven staff consisting of four work units including quality assurance, medical case management, general revenue, and Medicaid waiver, Led licensure of 65 residential facilities under F.S. 65G-2, Oversaw all contracts with over 300 Medicaid Waiver service providers, Provided leadership and accountability to 34 contracted Medicaid waiver support coordinators, Worked jointly with DCF Circuit 19 adult and child protective service investigations, Office of the Attorney General Medicaid Fraud Control Unit, Agency For Health Care Administration, Medicaid Program Integrity Office, served as human resource generalist and risk manager for Area 15, served as public records custodian for Area 15 under F.S.119, served as legal liaison for Area 15 issues for the Office of the General Counsel, Prepared administrative complaints and served as expert

witness regarding various administrative actions, Acted as Area 15 Disaster Planning Coordinator. Conducted trainings and major events for all stakeholders

Chairman, 2005 – 2008
Florida Local Advocacy Council Service Area 11
Executive Office of the Governor
Ft Pierce Fla.

Served three year gubernatorial appointment as multi program council member operating under F.S. 401.3(B), Monitored all state funded programs, and reporting findings to the Statewide Advocacy Council, Conducted special investigations often times at the request of the Executive Office of the Governor, Monitored and investigated allegations of client rights violations, abuse, neglect, and exploitation occurring in state funded programs, Monitored Department of Children and Families, Agency for Health Care Administration, Agency for Persons with Disabilities (Medicaid Waiver) funded facilities, crisis stabilization units (Baker Act facilities) adult protective services, child protective services, foster care contractors, and any other program or services funded by The State of Florida.

Director of Employment Services / Special Projects, 2004 - 2008
The ARC of Martin County, Stuart Fla.

Independently created leading employment agency in four county area from scratch working with The Department of Rehabilitation, Agency for Persons with Disabilities and area businesses, Led staff of four Employment Specialists to achieve placement goals and objectives, Specialized in RFP's (request for proposals) and ITB (invitations to bid) for numerous grant opportunities, Operated programs daily under the guidelines of Chapter 393 F.S., Served as quality assurance evaluator for agency, always maintaining the highest degree of quality services possible, Organized platform and participated in Treasure Coast Legislative Summit, Founded The Sunshine State Advocacy Council of The Treasure Coast, Served as public speaker and facilitated presentations at various functions at the county and state level, Served as committee member for major fundraising and capital campaigns

Special Services

Member of Board of Directors & Volunteer, Dec. 2018 – Present
LAHIA - Love and Hope in Action
Homeless Ministry & Poverty Alleviation

Faith based nonprofit agency providing essential programs and services to the homeless and indigent on the Treasure Coast of Florida.

Founding Committee Member, 2010 - Present
Jerms McGraw Scholarship- MacArthur School of Leadership
Palm Beach Atlantic University

Serve as a member of a committee for the Jerms McGraw Second Chance Scholarship which was founded in honor of USMC 2nd Lt. Jeremiah McGraw who died in a military training accident prior to graduating with honors from PBA. I am part of the steering and selection committee who grants scholarships to students in need of financial assistance to complete their degree program

of the disabled community. "Nothing for us, without us!" I am a disabled attorney who represents disabled people. The history of disabled people have been fraught with death and seclusion. Anyone on this committee must understand the implications of any past, current, and future programs and laws.

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.	This one just started.
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	Cristal Robinson
Date	2-02-2024

Cristal Robinson

Location: Weddington, North Carolina

Phone: 704-497-1203

Email: cristal@cristalrobinson.com

LinkedIn: CristalRobinson

EXPERIENCE

Attorney (Robinson Law and various others)

November 2007 – Current

- Represented or helped over 970 clients while managing a caseload up to 100-125 cases at a time in a paperless office focusing on – currently focused on education employment, and entrepreneurship
 - 320 cases jury and bench trial cases before 46 state and federal judges in cases relating to bankruptcy, civil litigation, family law, criminal defense, and probate litigation.
 - Over 250 cases in local, state, and federal administrative agencies concerning federal immigration, federal taxation, municipal government, special education, labor, and discrimination.
 - Over 350 transactional or consulting clients with business consulting, estate planning, business formation, taxation, and contract formation.
 - Over 50 family, labor, and civil mediations
- CASE VOLUME: Business & Financial Law: 30%, Family Law: 20%, Criminal Law: 20%, Estate & Probate Law: 15%, Civil Litigation: 15%.

ASSOCIATIONS AND ORGANIZATIONS

Fellow – American Bar Foundation; Chicago, IL

Treasurer & Former President – Pauli Murray LGBTQ+ Bar Association; Charlotte, NC

VOLUNTEER

PRO-BONO ATTORNEY	SPEAKER
North Carolina Department of Labor; Remote North Carolina Bar Foundation; Remote Legal Aid of North Carolina; Charlotte, NC	North Carolina LEAP; Remote Mecklenburg County Bar; Charlotte, NC State Bar of Texas; Austin, TX and Remote

EDUCATION

Juris Doctor (J.D.) – Western Michigan University Law School; Lansing, Michigan

Master of Business Administration (M.B.A) – West Texas A&M University; Canyon, Texas

Bachelor of Business Administration in Finance – West Texas A&M University; Canyon, Texas

LICENSES & CERTIFICATIONS, & COURT ADMISSION

MULTI-STATE LICENSED ATTORNEY	MULTI-DISTRICT COURTS
State Bar of Texas – 24060505 North Carolina State Bar – 55692 District of Columbia – 90002408	Northern Texas Western North Carolina

Sherry Hicks

From: no-reply@monroenc.org
Sent: Monday, February 12, 2024 9:30 AM
To: Sherry Hicks
Subject: [BULK] Committee Application

Committee Application Form

Committee/Board seeking appointment Special Needs and Disabilities Committee

Applicant's Name Kelly Stegall

Applicant's Address 701 W Franklin St
Monroe, NC 28112

Applicant's Email kstegall@spcc.edu

Applicant's Phone (980) 3284956

Years in Monroe / Union County 46

Residency Information City

Are you a U.S. citizen? Yes

Education: List schools, dates attended, degrees obtained. MAEd, Adult Education - East Carolina University (2016-2018)
BS, Criminal Justice - Pfeiffer University (2004-2006) AAS,
Criminal Justice - South Piedmont Community College (2000-2003)

Occupation: List past 3 and current employers and positions held. South Piedmont Community College - Dean, School of College and
Career Readiness; Director, Adult Basic Skills; College and Career
Transitions Coordinator/Instructor; Accelerating Opportunity
Coordinator/Instructor; Adult Basic Skills Instructor (2006-present)
Sardis Elementary School - Teacher Assistant; Afterschool Group
Leader (2000-2005) Casey's - Manager (1999-2002)

Please list civic and fraternal organizations in which you participate in Monroe/Union County. Thrive!Union Anson/Union Reentry Collaborative Our Future in
UNiSON

Business and civic experience/skills relevant to the Committee/Board seeking appointment: In my current role at South Piedmont Community College, our
department has a specific program for adults with intellectual and
developmental disabilities (IDD). The goal of our program is to
assist students with IDD in transitioning to post-secondary
educational programs and/or the workforce. Our area of the College
recently developed an IDD Collaborative made up of organizations
across Anson and Union Counties to identify and address any gaps

in services or supports for the individual and/or their family members. While the collaborative is just forming, we hope the efforts of the team will result in significant impacts in better aligning services across the community. Additionally, South Piedmont recently received a \$194,000 IDD grant, which I will be co-leading, to improve services and increase educational and employment opportunities for individuals with IDD in our service area.

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

My strongest skillset is in the area of advocacy. The populations I serve at South Piedmont Community College are often the most at-risk in securing the credentials and skills necessary to secure family-sustaining wage employment. In addition to serving individuals with IDD, we also serve adults who are actively seeking employment, working towards the completion of a high school credential, learning English as a second language, and/or incarcerated. My primary role is to advocate for the funding, supports, and services necessary for our students to be successful in their next steps. Our students depend on the programs we provide to move forward, so I am dedicated to ensuring they have the resources they need to find that success.

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

As a native Monrovia, I am heavily invested in the wellness of our community. This is my home and always will be. Additionally, I have had the good fortune to be involved with individuals with IDD for most of my life. My mother was the director of the ARC of Union County for approximately 30 years. Her primary role was to advocate for children and adults with IDD. Her passion and advocacy for this population was inspiring and instilled in me the desire to dedicate my professional life to working for the benefit of others. While there have been significant strides in equity for this population over the past four decades, there are still improvements to be made. Our community has so much potential, but only if we work for the benefit of all community members. I am proud that the city is publicly moving forward with these efforts and hope to be able to serve and support this work.

Are you currently serving on any other appointed bodies?

Yes

If yes, please list.

Centralina Workforce Development Board NextGen Council

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.	This committee is just forming, so I don't believe there have been any meetings to date.
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	Kelly Stegall
Date	2-12-2024

Kelly Stegall

(704) 290-5263 • kstegall@spcc.edu

Leadership Experience

Dean, School of College and Career Readiness
South Piedmont Community College

2018 - present

- Promote quality in learning and instruction by using student-centered principles in leadership, management, hiring, scheduling, evaluation, and professional development.
- Supervise, mentor, and evaluate Program Directors.
- Support, mentor, and assist assigned Program Directors in: the selection, evaluation, and professional development of faculty and/or instructional staff; the development of a student-centered course schedule, ensuring appropriate availability and sequencing of existing courses; the implementation of pedagogical innovation; the oversight of program review and student learning outcomes assessment process; the coordination of the development, implementation, and evaluation of new courses, ensuring appropriate availability and sequencing of new courses; the oversight of college-wide assessment services; and the coordination of community literacy supports and services.
- Participate in developing recommendations for the Department budget, including forecasting anticipated budgetary needs for staffing, equipment and supplies; monitor Departmental expenditures.
- Actively participate in College committees and activities.
- Actively participate in student recruitment and retention activities, admissions, advising, and registration activities.
- Actively participate in grant prospecting, authoring, editing, evaluation, and reporting.
- Cultivate and maintain strong partnerships with appropriate community stakeholders in support of programmatic and institutional advancement.
- Demonstrate a high level of professionalism, innovation, collaboration, and institutional commitment in all actions.

Director, Adult Basic Skills

South Piedmont Community College

2017-2018

- Plan, direct, and coordinate program goals
- Supervise the development of ABS program areas to ensure compliance with the standards and policies of the North Carolina Community College System and federal guidelines.
- Supervise Literacy Education Information System (LEIS) and National Reporting System (NRS).
- Maintain accurate and appropriate records, complete annual program plan and application, annual data report, as required by the college and the NC Community College System (NCCCS).
- Establish appropriate service and staffing; allocate resources accordingly. Manage and monitor budget and program resources to ensure proper allocation of resources within budgetary constraints.
- Recruit and supervise qualified instructors/coordinators for classes. Develop, collaborate, and evaluate instructor in-service training.
- Train, coach, guide, and supervise Adult Basic Skills program coordinators and staff.
- Coordinate with external partners and off-campus locations to meet agreed upon goals and objectives. Works closely with off-campus locations to ensure effective program and service goals are met.
- Develop strategies and action steps for meeting basic skills performance indicators.
- Encourage and promote strong pathways among the college curriculum and continuing education programs to facilitate transitions for ABS students
- Provide direction for the HSE Testing Centers and supervise the Chief and Alternate GED (Adult Secondary) Examiners and/or their coordinators.
- Direct, coordinate and participate in short-range and long-range planning; conduct research and surveys to determine current effectiveness and future needs; prepare updates, reports and plans.
- Collaborate in the following areas: student recruitment, admission, advising and registration activities; marketing and recruitment; instructor/coordinator mentoring.
- Collaborate with internal and external partners.
- Ensure all services meet or exceed national and state standards.

Teaching Experience

<p>College and Career Transitions Coordinator/Instructor <i>South Piedmont Community College</i></p> <ul style="list-style-type: none"> • Coordinate Basic Skills Plus (BSP) implementation and programming. • Develop and implement career pathways for adult learners transitioning to post-secondary education programs. • Coordinate bridge course for incoming Adult Basic Education/High School Equivalency/Adult High School students. • Advise adult learners enrolled in BSP pathway programs. • Team-teach with curriculum instructors in BSP pathway programs. • Develop curriculum and coursework for varying educational functioning levels. • Deliver math instruction to adult learners in preparation for High School Equivalency testing and/or College Placement Testing. • Coordinate part-time College and Career Transitions instructors. • Develop and deliver professional development sessions at the local, state, and national level. • Develop and maintain internal and external partnerships necessary for student transitions. • Assist with recruitment and retention efforts. 	<p>2014 - 2017</p>
<p>Accelerating Opportunity (AO) Coordinator/Instructor <i>South Piedmont Community College</i></p> <ul style="list-style-type: none"> • Oversee Accelerating Opportunity initiative efforts, including the implementation of team-teaching, co-enrollment opportunities, student supports within Basic Skills, career pathways within Basic Skills and contextualized curriculum. • Advise adult learners enrolled in AO pathways. • Team-teach with curriculum instructors in AO pathways. • Develop curriculum and coursework for varying educational functioning levels. • Deliver instruction to adult learners in preparation for High School Equivalency testing and/or College Placement Testing. • Coordinate part-time College and Career Transitions instructors. • Assist with recruitment and retention efforts. 	<p>2012 - 2014</p>
<p>Adult Basic Education Instructor <i>South Piedmont Community College</i></p> <ul style="list-style-type: none"> • Deliver High School Equivalency instruction to adult learners. • Assist students in setting educational goals. • Develop curriculum and coursework for varying educational functioning levels. • Assist with recruitment and retention efforts. • Assess and maintain records of student progress. 	<p>2007 - 2012</p>

Education

<p>MAEd, Adult Education East Carolina University, Greenville, NC</p>	<p>2016 - 2018</p>
<p>BS, Criminal Justice, <i>summa cum laude</i> Pfeiffer University, Misenheimer, NC</p>	<p>2004 - 2006</p>
<p>AAS, Criminal Justice, <i>summa cum laude</i> South Piedmont Community College, Polkton, NC</p>	<p>2000 - 2003</p>

Institutional Service

<p>Anson/Union IDD Collaborative</p>	<p>2024</p>
<p>Staff of the Year Award Committee, Committee member</p>	<p>2024</p>
<p>Excellence in Teaching Award Committee, Committee member</p>	<p>2023</p>
<p>QEP Planning Team, Team member</p>	<p>2022 - present</p>
<p>REACH Team, College Co-chair</p>	<p>2022 - present</p>
<p>Food Pantry Implementation Team, Team member</p>	<p>2019-2020</p>
<p>Guided Pathways Implementation Team, Team member</p>	<p>2019</p>
<p>Institutional Strategic Planning & Review Team, Team member</p>	<p>2018 - 2019</p>

Performance Appraisal Evaluation Team, Team member	2016
Recruitment and Enrollment Team, Team member	2016
College and Career Transitions Advisory Committee, Chair	2016
Technology and Educational Resources Team, Team member	2014 - 2016
New Employee Mentoring Program, Staff mentor	2013 - 2014
Scholarship Team, Team member	2008 - 2010

Professional Service

NC Community College Adult Educator's Association, Board Secretary NCCCAEA	2023 - present
Strategic Enrollment Taskforce, Team member NCCCS	2022 - present
Our Future in UNiSON, Adult Literacy Team member Our Future in UNiSON	2022 - present
Anson/Union Reentry Collaborative, Team member Anson/Union Reentry Collaborative	2022 - present
NextGen Council, Council Chair Centralina Workforce Development Board	2022 - present
CONNECT Beyond, Advisory Team Member Centralina Regional Council	2021
NextGen Council, Council member Centralina Workforce Development Board	2021 - 2022
College and Career Readiness Mentoring Program, New Director Mentor NCCCS, College and Career Readiness Division	2020 - 2022
Anson/Union Reentry Collaborative, Chair Anson/Union Reentry Collaborative	2019 - 2022
Centralina Workforce Development Board, Board member/Title II representative Centralina Workforce Development Board	2019 - present
Anson County Homes of Hope Board, Board member Anson County Homes of Hope	2019 - 2023
AEFLA 225 Funding Committee, Committee member NCCCS, College and Career Readiness Division	2019
College and Career Readiness Performance Summit Planning Committee, Committee member NCCCS, College and Career Readiness Division	2019
NC Adult Education Advisory Council, Team member NCCCS, College and Career Readiness Division	2019
Basic Skills Plus Advisory Team, Team member NCCCS, College and Career Readiness Division	2018 - 2020
Transitions and Career Pathways Advisory Group, Team member NCCCS, College and Career Readiness Division	2015
Accelerating Transitions Team, Team member NCCCS, College and Career Readiness Division	2013 - 2014
NCCCS Basic Skills Student Ambassador Program, Student mentor NCCCS, College and Career Readiness Division	2010 - 2011

Sherry Hicks

From: no-reply@monroenc.org
Sent: Wednesday, February 7, 2024 10:02 AM
To: Sherry Hicks
Subject: [BULK] Committee Application

Committee Application Form

Committee/Board seeking appointment Special Needs and Disabilities Committee

Applicant's Name Myra Batten

Applicant's Address 903 Edgehill Drive
Monroe , NC 28110

Applicant's Email myra.kirkley73@gmail.com

Applicant's Phone (704) 7634584

Years in Monroe / Union County 49

Residency Information County

Are you a U.S. citizen? Yes

Education: List schools, dates attended, degrees obtained. High school diploma

Occupation: List past 3 and current employers and positions held. Covenant case management caregiver Secu teller manager

Please list civic and fraternal organizations in which you participate in Monroe/Union County. None

Business and civic experience/skills relevant to the Committee/Board seeking appointment: None

Areas of expertise/special skills relevant to the Committee/Board seeking appointment: I have a 21 year old son with a disability/ special needs and I am his full time caregiver.

Please explain your interest in serving on the above named Committee/Board. Ensure all citizens of Union County with disabilities have what they need to thrive.

Are you currently serving on any other appointed bodies?	No
If yes, please list.	None
Do you currently hold an elected office?	No
If yes, please list.	None
Could any of your business or personal interests create a conflict (either real or perceived) if appointed?	No
If yes, please explain conflict.	None
List meetings attended of the Committee/Board of interest.	None
Has any formal charge of professional misconduct ever been sustained against you in any jurisdiction?	No
If yes, please explain complete disposition.	None
Have you completed the City's Citizen's Academy?	No
If yes, when did you complete the academy?	None
Have you ever been convicted of a felony?	No
If yes, explain.	None
Signature	Myra Batten
Date	2-7-2024

Sherry Hicks

From: no-reply@monroenc.org
Sent: Friday, February 2, 2024 3:27 PM
To: Sherry Hicks
Subject: [BULK] Committee Application

Committee Application Form

Committee/Board seeking appointment Special Needs and Disabilities Committee

Applicant's Name Marcia Mayfield

Applicant's Address 1000 E Franklin St
Monroe, NC 28112

Applicant's Email marciamyfld@yahoo.com

Applicant's Phone (321) 3324963

Years in Monroe / Union County 4

Residency Information City

Are you a U.S. citizen? Yes

Education: List schools, dates attended, degrees obtained. Eastern High School, Washington DC, HS diploma 1969 University of Connecticut, 1969-1974, BS

Occupation: List past 3 and current employers and positions held. US Pharmacopeia - Monograph Procurement Manager, 2001-2009
Yale Law School - Admin Asst, 1992-2000 Youth Professional Development, Lanham MD - 2001-2019 (low paid - jack of all trades - position for brief time after years as a volunteer)

Please list civic and fraternal organizations in which you participate in Monroe/Union County. Volunteer to deliver meals - with Senior Nutrition Program here in Monroe

Business and civic experience/skills relevant to the Committee/Board seeking appointment: excellent administrative skills, experience as a volunteer in other areas

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

Please explain your interest in serving on the above named Committee/Board.	as a person living with a sister with dementia, and as a result of delivering meals to a number of homes in monroe and surrounding towns, i have experienced and learned a lot about special needs and disabilities. a lot runs through my mind about the kinds of help that some of these people may need. i think i might be able to contribute something to a committee like this.
Are you currently serving on any other appointed bodies?	No
If yes, please list.	none
Do you currently hold an elected office?	No
If yes, please list.	none
Could any of your business or personal interests create a conflict (either real or perceived) if appointed?	Yes
If yes, please explain conflict.	maybe, because i live with a sister with dementia. i do certainly have a personal interest.
List meetings attended of the Committee/Board of interest.	new committee, no meetings yet
Has any formal charge of professional misconduct ever been sustained against you in any jurisdiction?	No
If yes, please explain complete disposition.	none
Have you completed the City's Citizen's Academy?	No
If yes, when did you complete the academy?	would be happy to take the class
Have you ever been convicted of a felony?	No
If yes, explain.	no convictions
Signature	Marcia D Mayfield
Date	2-2-2024