



Broward Workforce Development Board
Ad Hoc Organizational Resources Committee
Monday February 6, 2023
12:00 Noon – 1:30 p.m.

Zoom Meeting ID:	829 6264 7015
Zoom Password:	412378
Zoom Call-in:	+1 646 876 9923

CareerSource Broward Boardroom
2890 West Cypress Creek Road, Ft. Lauderdale, FL 33309

This meeting is being held in person. Due to Covid-19, in the interest of keeping our board, staff, and public safe, this meeting is also accessible via a Zoom video conference.

PROTOCOL FOR TELEPHONE/ZOOM MEETING

1. Please state your name when making or seconding a motion. Such as “I move the item, and your name – “Jane Doe.” Please also identify yourself when asking a question.
2. Put your phone/microphone on mute when not speaking. Don’t forget to take it off when you wish to speak. Telephone users must press *6 to mute or unmute yourself.
3. Votes in the affirmative should be “aye” and in opposition should be “no” (delays in responding sometimes make it difficult to determine the intent of the vote).
4. Please be in a quiet area free of background noise, so we may hear you clearly when you are speaking. When using Zoom, please make sure the background is appropriate or choose one of their virtual backgrounds.
5. If you are calling and must leave the call, please don’t put your phone on hold. In some cases, we will get music or recorded messages and we will not be able to conduct business.
6. If you are using your phone for audio, please identify yourself on the screen and state the last 4 digits of the number you are calling from.
7. Please note the chat function has been disabled.

A G E N D A

CareerSource Broward
2890 West Cypress Creek Road, Fort Lauderdale, Florida
33309

The Committee is reminded of the conflict-of-interest provisions. In declaring a conflict, please refrain from voting or discussion and declare the following information: 1) your name and position on the Board, 2) the nature of the conflict and 3) who will gain or lose as a result of the conflict. Please also fill out form 8B prior to the meeting.

IDENTIFICATION AND INTRODUCTION OF ANY UNIDENTIFIED CALLERS

SELF-INTRODUCTIONS

APPROVAL OF MINUTES

Approval of the Minutes of the 11/7/22 Ad Hoc Organizational Resources Committee meeting.

RECOMM Approval
ACTION Motion for Approval
EXHIBIT Minutes of the Meeting

Pages 4 – 9

MATTERS FROM THE PRESIDENT/CEO

NEW BUSINESS

1. Broward Workforce Development Board Appointments

Consideration to recommend the appointment of 1) Mark Schaunaman, Business Manager, International Union of Operating Engineers Local 487, and President, AFL-CIO South Florida Building Trades Council and 2) Tara Williams, Director, Broward County Human Services Department to the Organized Labor and Community Based Organization Category. The appointees will fill open slots in this mandatory category of membership due to the resignation of Mayor Frank Ortis and the retirement of Ismael Martinez.

RECOMM Approval
ACTION Motion for Approval
EXHIBITS Memo #07 – 22 (Exec)
 Qualifications

Pages 10 – 18

2. Holiday Schedule

DEO requires us to align our holidays with a federal, state, or county authority. CareerSource Broward customarily aligns our holidays to the County holiday schedule. The County recently added the Juneteenth holiday to its schedule. Consideration to approve adding the Juneteenth holiday to CSBD's holiday schedule to align with the County.

RECOMM	Approval
ACTION	Motion for Approval
EXHIBIT	None

MATTERS FROM THE ORGANIZATIONAL RESOURCES COMMITTEE CHAIR

MATTERS FROM THE ORGANIZATIONAL RESOURCES COMMITTEE

MATTERS FROM THE FLOOR

ADJOURNMENT

**THE NEXT AD HOC ORGANIZATIONAL RESOURCES COMMITTEE MEETING IS
TO BE DETERMINED.**



Broward Workforce Development Board
Ad Hoc Organizational Resources Committee
Monday November 7, 2022
12:00 Noon – 1:30 p.m.

Zoom Meeting ID: 880 2044 5118
Zoom Password: 802754
Zoom Call-in: +1 646 876 9923

MEETING MINUTES

The Committee is reminded of the conflict-of-interest provisions. In declaring a conflict, please refrain from voting or discussion and declare the following information: 1) your name and position on the Board, 2) the nature of the conflict and 3) who will gain or lose as a result of the conflict. Please also fill out form 8B prior to the meeting.

ATTENDEES IN-PERSON: Frank Horkey, Zac Cassidy, and Kevin Kornahrens who chaired the meeting.

ATTENDEES VIA ZOOM: Ismael Martinez, Dr. Lisa Knowles, and Pam Sands.

STAFF: Carol Hylton, Ron Moffett, Rochelle Daniels, and Amy Winer.

APPROVAL OF MINUTES

Approval of the Minutes of the 2/9 Ad Hoc Organizational Resources (ORC) Nomination Committee meeting.

On a motion by Frank Horkey and seconded by Zac Cassidy, the ORC Committee unanimously approved the minutes of the 2/9 committee meeting.

Approval of the Minutes of the 6/13 Ad Hoc Organizational Resources Committee (ORC) meeting.

On a motion by Frank Horkey and seconded by Ismael Martinez, the ORC unanimously approved the minutes of the 6/13 committee meeting.

NEW BUSINESS

1. Nominations for Broward Workforce Development Board, Inc. (BWDB) Officers

Considered the approval of a slate of Officers for 2023 for presentation to the BWDB and Council. Current officers are ineligible for re-election as they are completing their second term. On 9/30 Carol Hylton, President/CEO, asked BWDB members to submit nominations via e-mail for consideration by the Organizational Resources Committee. The CareerSource Broward Council of Elected Officials has final approval of the Slate.

Ms. Hylton stated that under WIOA the Chair must be from the private sector and presented the nominations received for the slate of officers as follows 1) Chair, Heiko Dobrikow 2) Vice Chair, Jim Ryan, Keith Costello, Francois Leconte, Rick Shawbell and Pam Sands and 3) Secretary/Treasurer, Zac Cassidy.

In making their decision, the Committee looked at the individuals nominated and considered whether they represented key industries, their length of time on the Board, attendance, and service as a committee chair.

Mr. Kornahrens inquired if Mr. Ryan was interested in serving as the vice chair. Ms. Hylton responded that she would speak with him before the next Executive Committee meeting if he is recommended by the ORC.

Ms. Daniels added that per the By-Laws, the ORC recommends the slate to the Executive Committee.

On a motion made by Frank Horkey and seconded by Zac Cassidy, the ORC unanimously approved the nomination of Heiko Dobrikow as Chair for the 2023 – 2025 term.

On a motion made by Frank Horkey and seconded by Ismael Martinez, the ORC unanimously approved Jim Ryan as Vice-Chair for the 2023 – 2025 term.

On a motion made by Frank Horkey and seconded by Dr. Lisa Knowles, the ORC unanimously approved a waiver of the two-year term limit for Zac Cassidy so he may serve as Secretary/Treasurer.

2. Membership Renewals

Considered the renewal of BWDB members whose terms will expire in January 2023 and who are eligible for renewal for an additional two years. The thirteen (13) members being recommended for renewal are 1) Bob Swindell 2) Francois Leconte 3) Frank Horkey 4) Heiko Dobrikow 5) Ismael Martinez 6) Keith Costello 7) Lori Wheeler 8) Pam Sands 9) Richard Shawbell 10) Sandy McDonald 11) Zac Cassidy 12) Dr. Mildred Coyne and 13) Dr. Vickie Cartwright who was appointed to the BWDB in October, to fill the remaining term of James Payne, and is also recommended for renewal for a 2-year term.

Ms. Hylton stated that even though we added Dr. Cartwright to the board last week, she took the place of James Payne, whose term expires in January, so her position requires renewal.

Mr. Horkey asked if Dr. Cartwright is a required member and is limited to 8 years. Ms. Hylton responded that the School Board is a required member and is not limited to eight years.

On a motion made by Frank Horkey and seconded by Dr. Lisa Knowles, the ORC unanimously approved 1) Bob Swindell 2) Francois Leconte 3) Frank Horkey 4) Heiko Dobrikow 5) Ismael Martinez 6) Keith Costello 7) Lori Wheeler 8) Pam Sands 9) Richard Shawbell 10) Sandy McDonald 11) Zac Cassidy 12) Dr. Mildred Coyne and 13) Dr. Vickie Cartwright for membership renewals for an additional two years.

3. Broward Workforce Development Board (BWDB) Appointments

Considered adding three (3) private sector members from the targeted industries of 1) Aviation/Aerospace 2) Information Technology/Environmental and 3) Healthcare/Life Sciences to the BWDB. On 9/30, as is our custom, President/CEO Carol Hylton, sent an email to the members seeking private sector nominations. We received five recommendations for the three targeted industry slots. It is recommended that the Ad Hoc Organizational Resources/Nomination Committee consider recommending one individual from each of the targeted industry sectors.

The five individuals we received nominations for were 1) Rufus James, Airport Director, Fort Lauderdale Executive Airport 2) Michael Goldstein, President, Lan Infotech 3) Shane Strum, President/CEO, Broward Health 4) Ms. Gabriella West, VP of International Services & Global Operations, Broward Health and 5) Janet Wincko, Director Human Resources, Memorial Healthcare.

Mr. Horkey asked if we were looking for one person from each industry. Ms. Hylton responded, "yes", stating that if Mr. Strum is unable to serve, we can ask him whether he would like to recommend Gabriella West or someone else from his organization, in which case we will return to the Committee for consideration.

Mr. Horkey also asked the committee to consider Felipe Pinzon, President/CEO, Hispanic Unity of Florida, to be nominated as a member in the Workforce/Labor category. He has been on our One Stop Services Committee for the past year, and he would be replacing Josie Bacallao.

Mr. Cassidy inquired about adding Janet Wincko back to the board. Ms. Hylton replied that she had approached Ms. Wincko in this regard some time ago and Ms. Wincko indicated she was not available due to time constraints. We can check with her again if the Committee so directs.

On a motion made by Frank Horkey and seconded by Zac Cassidy, the ORC unanimously approved Rufus James, Aviation/Aerospace, and Michael Goldstein, Information Technology/Environmental to be recommended for appointment to the BWDB.

On a motion made by Frank Horkey and seconded by Zac Cassidy, the ORC unanimously approved Shane Strum, Healthcare/Life Sciences to be recommended for appointment to the BWDB.

On a motion made by Frank Horkey and seconded by Ismael Martinez the ORC unanimously approved Felipe Pinzon to be recommended for appointment to the BWDB in the Workforce (Organized labor/CBO) category.

4. CareerSource Broward Youth Committee

Considered 1) creating a Youth Committee and 2) adopting an amendment to Article IV Section 4 paragraph 1 of the By-laws to add the Youth Committee to the list of standing committees. CSBD has received community feedback encouraging the reinstatement of the Youth Committee which was merged into the One Stop Services Committee several years ago. The thought at the time was to combine committee engagement focused on job seeker services. However, the youth programs would benefit from a committee devoted to their unique needs and programs. During discussion at the One Stop Committee, there was unanimous consent to form a standing Youth Committee. The amendment to the By-Laws will require a 2/3 vote of the Board members present at a meeting with an established quorum. Approved at the 11/1 One Stop Services Committee meeting.

Ms. Hylton stated that over the last year, we have had discussions and determined that we should separate the youth programs from the One Stop Services Committee based on feedback from the community.

Mr. Horkey inquired if the elected officials would need to vote on the By-laws change. Ms. Hylton stated yes, after a 2/3 vote by the BWDB members.

On a motion made by Frank Horkey and seconded by Dr. Lisa Knowles, the ORC unanimously approved 1) the creation of a standing Youth Committee and 2) adopting an amendment to Article IV Section 4 paragraph 1 of the By-laws to reflect the addition of the Youth Committee as a standing committee of the BWDB.

5. Staff Professional Development Day

Considered approving the closing of the CareerSource Broward one-stop centers and administrative office to the general public for one day each year beginning in 2023 for staff professional development training and team building. We have polled other regions and found that they do this as it is a best practice. This requires governing board approval and notice to DEO.

Mr. Horkey asked if this was enough time or whether we need to approval for an additional day. Ms. Hylton responded that we conduct training routinely, but this will allow all staff to be trained at the same time and to celebrate our successes as a group. If we need additional time in the future, we will come back to the committee with a recommendation.

On a motion made by Dr. Lisa Knowles and seconded by Frank Horkey, the ORC unanimously approved the Staff Professional Development Day.

6. Roles of the Governance Bodies

Local workforce board staff are charged with providing training to their workforce board members and elected officials in accordance with a menu of topics DEO has prescribed. One of those topics is: understanding the roles of the governance bodies, our Council of Elected Officials, the BWDB, and Board staff. Our Chart of Responsibilities is attached so your input and review can be obtained.

Ms. Daniels stated that the chart is in the board orientation manual. She stated that the elected officials, board, and staff all have their responsibilities broken down in the chart. The assignment of responsibilities is prescribed in WIOA, the Inter-local Agreement between the governmental units, the Agreement between the Council of Elected Officials and the Board, and governing board actions over the years. Ms. Sands asked whether the chart could be cross-referenced to the law, and Ms. Daniels responded yes.

Mr. Horkey inquired who is responsible for setting the salary of the CEO. Ms. Daniels responded that the CEO's salary recommendation comes from the Executive Committee to the Council of Elected Officials, and she will update the chart to reflect this.

7. Executive Committee and BWDB 2023 Meeting Schedule

Considered adopting the 2023 Executive Committee and BWDB meeting schedule. This past year during the pilot phase of the new schedule members were asked to retain traditional calendar dates on their schedules in the event additional meetings were needed. We are recommending to not maintain the hold going forward.

Mr. Moffett stated that in creating the schedule we take our business cycle, holidays and known events such as the NAWB Forum, Workforce Summit, and Broward Days into consideration. This past year we moved to meetings every other month but asked members to place a hold on the dates for the off months on their calendars. In reviewing the schedule for next year we have added an additional meeting for a total of 7 meetings. Members will no longer be asked to maintain a placeholder on their calendars for the off months.

Mr. Horkey stated that additionally, in keeping with taking care of the staff, he would like to recommend that we give staff off on 12/23 & 12/30. He stated that no one is job searching, and since we do not give bonuses, he believes this would be nice for staff. Dr. Knowles expressed her agreement.

Ms. Sands asked if this puts the Council of Elected Officials in a difficult position. Ms. Daniels stated that we have reached out to the County and the Mayors offices to see if they will be opened or closed, and we are waiting for a response. Ms. Hylton added that staff will continue to research it before bringing this item forward.

On a motion made by Zac Cassidy and seconded by Frank Horkey, the ORC unanimously approved the 2023 Executive Committee and BWDB meeting schedule.

On a motion made by Frank Horkey and seconded by Dr. Lisa Knowles, the ORC unanimously approved the recommendation to give staff 12/23 and 12/30 off.

MATTERS FROM THE ORGANIZATIONAL RESOURCES COMMITTEE

Mr. Horkey said he would like a "Matters from the Committee Chair" item added to the agendas and requested that the minutes of the committee meetings reflect who chaired the meeting.

MATTERS FROM THE FLOOR

None

MATTERS FROM THE PRESIDENT/CEO

Ms. Hylton stated that we were watching the subtropical storm and reminded the committee that we follow the County for closure of our offices. She indicated that we may have to postpone our Paychecks for Patriots career fair due to the weather. She indicated that Ms. Dennard, CareerSource Florida, is not attending, however Adrienne Grant, Senior Vice President of External Affairs is planning to attend. Mr. Horkey inquired if we have a press release for the event. Ms. Hylton stated yes, we do, it generally goes out right before the event.

Ms. Hylton stated that the Management Study is progressing. She explained that the consulting firm has already provided some recommendations for adding positions to our organizational structure to increase capacity and better align with the demands of work. She stated based on their assessment a Senior Vice President of Communications position will be created. The consultants are also recommending that as many organizations do, we have 2 Executive Vice Presidents, one over Administration and one for Operations. We are also looking at software recommendations to better streamline the work of HR and communications.

Ms. Hylton indicated we are releasing an RFQ for outreach and marketing to continue our efforts to increase traffic and enrollments. We will let the elected officials know prior to its release as is our custom.

ADJOURNMENT: 1:14 p.m.

THE NEXT AD HOC ORGANIZATIONAL RESOURCES COMMITTEE MEETING IS TO BE DETERMINED.

Memorandum #07 – 22 (Exec)

To: Ad Hoc Organizational Resources Committee

From: Carol Hylton, President/CEO

Subject: Appointments to the Broward Workforce Development Board (BWDB)

Date: January 31, 2023

SUMMARY

Consideration to recommend the appointment of 1) Mark Schaunaman, Business Manager, International Union of Operating Engineers Local 487, and President, AFL-CIO South Florida Building Trades Council and 2) Tara Williams, Director, Broward County Human Services Department to the Organized Labor and Community Based Organization (Workforce) Category. The appointees will fill open slots in this mandatory Category of membership due to the resignation of Mayor Frank Ortis and the retirement of Ismael Martinez.

BACKGROUND

Carol Hylton, President/CEO, was recently notified by Mayor Frank Ortis that he was stepping away from the Board to devote more time to his business and by Ismael Martinez that he had retired from his employment at Broward County government and relocated out of state. Both served in the Workforce Category of membership.

WIOA sets forth four (4) Categories of membership for local boards. Both Mayor Ortis and Mr. Martinez were appointed to the Workforce Category. The Workforce Category must comprise 20% of the total BWDB membership. The Workforce Category of membership requires that 1) a minimum of two members must represent labor organizations in Broward County 2) one member must represent the Joint Apprenticeship Training Committee and 3) the balance of the members can represent various client groups including youth, the disabled and veterans who receive services through the programs.

DISCUSSION

To fill the slot vacated by Mayor Ortis, President/CEO Carol Hylton reached out to Board member, Mr. Zac Cassidy of the IBEW for a nomination from organized labor. Mr. Cassidy nominated Mr. Mark Schaunaman, Business Manager, International Union of Operating Engineers Local 487, and President of the AFL-CIO South Florida Building Trades Council. To fill the balance of the Workforce Slots, Ms. Hylton reached out to

Mr. Martinez's former supervisor, Ms. Tara Williams, Director, Broward County Human Services Department who represents Community Service Block Grant (a one-stop partner), the Low-Income Home Energy Assistance Program (LIHEAP), Family Success, and other County social service programs serving the community. Ms. Williams submitted her nomination to Ms. Hylton. Mr. Schaunaman and Ms. Williams are looking forward to joining the BWDB to address workforce policy issues in our workforce area.

If approved by the Council of Elected Officials, these appointments will satisfy the Workforce Category 20% requirement.

As per the BWDB By-Laws and the WIOA requirement for fixed and staggered terms, if appointed, the nominees will serve out the remaining terms of Mayor Ortis and Mr. Martinez.

Qualifications for each of the nominees are attached.

RECOMMENDATION

Approve the nomination of 1) Mark Schaunaman, Business Manager, International Union of Operating Engineers Local 487, and President, AFL-CIO South Florida Building Trades Council and 2) Tara Williams, Director, Broward County Human Services Department to the Workforce Category.

Contact

www.linkedin.com/in/mark-schaunaman-2440a139 (LinkedIn)

Top Skills

Negotiation

Contract Negotiation

Contract Management

Certifications

National Commission for the
Certification of Crane Operators

Mark Schaunaman

Business Manager at International Union of Operating Engineers
Local 487

Miami, Florida, United States

Experience

International Union of Operating Engineers Local 487

Business Manager

June 2011 - Present (11 years 8 months)

Run the day to day operating of our local union hall. Negotiate Collective Bargaining Agreements, Represent union members, Involved in political activities that benefit working families, Handle fiduciary responsibilities of our Locals Health & Welfare, Pension and Apprenticeship & Training Fund, Assist Organizers in helping workers form there own union.

Education

University of Massachusetts Amherst

Master's degree, Union Leadership & Administration · (2008 - 2010)

Contact

www.linkedin.com/in/tara-nicole-gaudin-williams-m-s-cpc-phr-shrm-cp-7728207 (LinkedIn)

Top Skills

Ethics

Workshops

Strategic Planning

Certifications

Professional in Human Resources® (PHR®)

Professional in Human Resources (PHR®)

Intercultural Development Inventory Qualified Administrator

Honors-Awards

Featured Guest or Co-host

Publications

To Whom Much Is Given, Much Is Required

Called to Leadership

"Effectively Helping Clients With Trauma Histories"

"Now This Is Loving You!"

"Strengthening Families Program - Philadelphia

Tara Nicole (Gaudin) Williams

M.S.,CPC,PHR,SHRM-CP

Director of Broward County's Department of Human Services at Broward County Government

Fort Lauderdale, Florida, United States

Summary

Tara Nicole Gaudin is founder of Trinity Transformations®, a leadership coaching, training and consulting business that provides individual and team coaching, workshops, retreats, and educational materials for organizational, professional, and personal skills development to individuals and organizations ready to be transformed into their best selves!

She has been conducting personal and professional development trainings, workshops, seminars, and retreats for over 20 years to social service workers, health care professionals, counselors, therapists, educators, administrators, parents, at-risk youth, mental and behavioral health consumers, as well as "everyday people" wanting to better their lives.

Tara's wide range of expertise has opened the doors for her to be a featured guest on the nationally-syndicated television talk show "It's Your Call With Lynn Doyle," and on numerous local radio programs.

Tara is strongly committed to sharing the wealth of knowledge and experience she has acquired throughout the years and has a passion for helping others to be all that they can and want to be!

Experience

Broward County Government

Director of Broward County's Department of Human Services

November 2021 - Present (1 year 3 months)

Fort Lauderdale, Florida, United States

The mission of Broward County's Department of Human Services is to enhance the quality of life for Broward County residents through innovative and integrated health and human services programs that promote self-

sufficiency and well-being. We also coordinate and maintain quality accessible health and human services in collaboration with public and private partners.
<https://www.broward.org/HumanServices/Pages/Default.aspx>

Trinity Transformations

Founder, Executive Coach, Trainer & Consultant

January 2001 - Present (22 years 1 month)

Trinity Transformations® is a training and consulting business that provides workshops and educational materials for organizational development, professional skills development, and personal development to non-profit agencies, churches, and community-based organizations.

Trinity transformations...

*helps clients discover who they are and who they can be by teaching them personal, professional, and organizational skills that promote excellence.

*helps clients remember who they are and how to use their strengths and struggles to become all they were meant to be.

*helps clients gain the necessary organizational and personal tools to succeed in accomplishing their goals

*helps clients are reconnected to their meaning and purpose.

Montgomery County, PA

Director, Montgomery County Department of Health and Human Services

October 2018 - October 2021 (3 years 1 month)

The Montgomery County Department of Health and Human Services collaboratively provides an accessible network of resources that fosters, supports, and enhances the health and well-being of Montgomery County residents.

Program offices include:

Aging & Adult Services

Early Learning Resource Center Region 17

Children & Youth

Community Connections

Drug & Alcohol

Health

Housing & Community Development
Mental Health/Developmental Disabilities/Early Intervention
Veteran's Affairs

Montgomery County residents are the focus of everything we do. Embracing a comprehensive approach, we treat each person with care and dignity.

City of Philadelphia

3 years 1 month

Chief Of Staff

January 2017 - October 2018 (1 year 10 months)

Greater Philadelphia Area

The City of Philadelphia Office of Homeless Services (formerly the Office of Supportive Housing) is the public entity charged with planning, coordinating, and implementing strategies to reduce and end homelessness, while providing support and services to persons experiencing homelessness. OHS conducts centralized intake into the City's emergency housing system; oversees emergency, transitional and permanent supportive housing inventory; and serves as the Collaborative Applicant for the HUD Continuum of Care Program. OHS works in partnership with other City departments, the Commonwealth of Pennsylvania, the Federal government, nonprofit organizations, advocacy groups, and people who are currently or have in the past experienced homelessness. OHS is located within the Office of Deputy Mayor for Health & Opportunity, which and includes the Departments of Behavioral Health and Intellectual disAbility Services (DBHIDS), Human Services (DHS), and Public Health (DPH).

As Chief of Staff, I manage the Office of the Director; provide high-level support and guidance on all internal operational issues for OHS's three divisions (Housing Services; Planning, Policy and Performance; and Administrative Services); and lead all organizational transformation initiatives. I also serve as the agency's appointed Integrity Officer and Diversity and Inclusion Officer.

Deputy Director

October 2015 - January 2017 (1 year 4 months)

Philadelphia, PA

The City of Philadelphia Office of Supportive Housing (OSH) is the public entity charged with planning, coordinating, and implementing strategies to reduce and end homelessness, while providing support and services to persons

experiencing homelessness. OSH conducts centralized intake into the City's emergency housing system; oversees emergency, transitional and permanent supportive housing inventory; and serves as the Collaborative Applicant for the HUD Continuum of Care Program. OSH works in partnership with other City departments, the Commonwealth of Pennsylvania, the Federal government, nonprofit organizations, advocacy groups, and people who are currently or have in the past experienced homelessness. OSH is located within the Office of Deputy Mayor for Health & Opportunity, which and includes the Departments of Behavioral Health and Intellectual disAbility Services (DBHIDS), Human Services (DHS), and Public Health (DPH).

As the Deputy Director, Emergency Housing, I was responsible for all aspects of the Emergency Housing unit.

American Friends Service Committee
Director of Diversity, Inclusion and Equality
July 2014 - October 2015 (1 year 4 months)

I developed proactive, integrative strategies that lead to successful implementing of AFSC's five year Inclusion and Diversity Strategic goals. I worked across the organization to build a culture and base of knowledge in which genuine inclusiveness is reflected in the workplace, the programs we carried out, and the relationships and partnership we engaged. Reporting to the Chief Diversity Officer, I consulted and collaborated regularly in order to facilitate growth and change.

In consultation with the Director of Human Resources, I also ensured that AFSC's employment policies and practices comply with all relevant Federal, State and local AA/EEO requirements as an employer.

United Way of Greater Philadelphia and Southern New Jersey
7 years 10 months

Director, Inclusion and Engagement
July 2013 - July 2014 (1 year 1 month)
Philadelphia, PA

I provided leadership and programmatic support to organization-wide activities that support the culture, staff engagement and diversity-inclusion objectives of United Way of Greater Philadelphia and Southern New Jersey.

Director, Community Impact and Training Advisor

October 2006 - July 2013 (6 years 10 months)

Philadelphia, PA

As Director, Community Impact, I:

- Oversaw investment relationships with over 100 health and human service agencies, which include fiduciary, programmatic, organizational, and resource development responsibilities.
- Created, implemented, and oversaw comprehensive investment process (totaling over \$20 million), which includes the creation of assessment tools; reviewer and staff training; grantee orientations; and contract management in the areas of Income, Health and Basic Needs.
- Led a variety of special, seasonal and annual fundraising projects and initiatives.
- Supervised, trained, and coached management-level and coordinator-level staff and volunteers in 3 separate units.
- Oversaw 2-1-1 SEPA Call Center Services and Online Portal.
- Served on organization and department-wide committees and workgroups, including Diversity and Inclusion; Relationship Management; Organizational Focus and Operational Effectiveness; and Professional Development and Performance Management.

As Training Advisor, I:

- Designed and implemented instructor-led and e-learning trainings and workshops to increase multi-level staff's technical skills and professional development.
- Led organization and department-wide team-building/development and cultural integration activities, including department leadership and staff retreats, on-going working groups, and new staff and volunteer orientations.
- Assisted in planning and implementing organizational learning activities and initiatives.
- Provide leadership development and performance improvement coaching to early careerists and seasoned staff and leaders throughout organization.

- Designed and implemented donor education activities.
- Facilitated small and large group meetings for both internal and external audiences.

Women Against Abuse, Inc
Director, Residential Programs and Services
2002 - 2006 (4 years)
Greater Philadelphia Area

- I led division through numerous highly successful programmatic audits and evaluations, earning consistently high ratings for the organization's clinical, educational, advocacy, and housing services provided through the emergency shelter, transitional housing program, and the 24-hour city-wide hotline.
- Working closely with the Executive Director, I increased the agency's operating budget by 250% and, in partnership with the City of Philadelphia, doubled the number of domestic violence shelter beds in Philadelphia.
- I greatly increased division and agency staff's professional competencies through a variety of created trainings, workshops, and retreats.

Education

Institute for Professional Excellence in Coaching
CPC and ELI-Master Practitioner, Executive and Leadership
Coaching · (2012 - 2013)

Villanova University
Certificate, Human Resources Management · (2013 - 2013)

La Crosse University
M.S., Psychology · (2000 - 2002)

Oral Roberts University
M.Div., Divinity · (1995 - 1997)

Indiana University of Pennsylvania
B.A., Clinical Sociology · (1990 - 1994)