

Questionnaire for Nomination to the Tremont West Development Corporation Board of Directors

Name: Seronica Powell Phone: 216-269-7706 Cell: 216-269-7706

Work Address: 12200 Fairhill Rd., Cleveland, Oh 44120

Home Address: 1623 Starkweather Ave, Cleveland, Oh 44113

Email: seronicap@gmail.com or spowell@centerforblackhealth.org

1. Please describe your involvement with the Tremont West Development Corporation or other Tremont clubs and activities during the last 5 years:

I have been an active member of the Duck Island block club for many years and now an active member of the Lincoln Heights

- 2: Please describe any involvement that you have had with charitable organizations during the last 5 years:

I am the Finance Manager at The Center for Black Health, a national public health organization. I have worked for the organization for the past 2+ years. Prior to my employment with The Center, I have worked for several at different local non-profit social service agency. I have served on the board of TWDC for the past 4 years as well as the Near West Land Trust and CHN Partnership Board over the past few years.

- 3: Please describe any other memberships on boards or committees that you have had during the last 5 years (such as non-profit organizations, professional associations or city or county government):

TWDC Board, Finance and Executive Committee. Near West Land Trust and CHN Partnership Board

- 4: Please describe the skills and areas of expertise that you would bring to the Board of Directors of the Tremont West Development Corporation.:

As far as skills and expertise that I would bring to the board, it is my 20+ years of experience within the social service arena with a focus in property management, operations, finance, human resource, and project management.

- 5: Please state why you are interested in serving on the Board of Directors for the Tremont West Development Corporation:

Since I have resided in the Duck Island community for over 10 years with my family, I have seen progressive change in a positive direction and have tried to support it as much as possible. Therefore, I wish to further contribute to the community by serving as a board member of Tremont West Development Corporation. Due to my knowledge and experience, I believe I can offer continued progression in the right direction.

Membership on the TWDC Board of Directors requires a substantial commitment of time and energy. Members of the Board typically serve on one or more committees, which meet monthly, as well as the Board of Directors meeting, which also meets monthly. Typically, Board Members spend between 5 -10 hours per month on TWDC matters. Please indicate the number of hours per month that you will be available as a member of the Board of Directors: 7 to 10

Please send this application, along with a current résumé and a short (not more than 75 words) statement that contains the information you most wish voters to consider to:

Via Mail: TWDC Nominating and Governance Committee
2406 Professor Ave.
Cleveland, Ohio 44113

OR

Via Email: twdcboardcandidates@gmail.com

Statement: I am a single mother of two, LaKendria and Joseph. I have resided in the Duck Island community for 14+ years and for the past 6 months I have lived in the Lincoln Heights community. My children grew up here and attended the local school systems. I am passionate about the community. I have always worked in the social service field and enjoy helping to make whatever community I am apart of better. I look forward to serving as the President of TWDC board.

SERONICA POWELL

1623 Starkweather Ave, Cleveland, Ohio 44113 | 216-269-7706 | seronicap@gmail.com

SUMMARY

Over 15+ years in the non-profit sector, running organization-wide operational functions and leading large scale projects, from inception to successful completion, while accomplishing sound strategic results.

AREAS OF IMPACT

Professional Development | Change Management | Strategic Planning and Leadership | Profit Growth | Program Development | Finance & Budgeting | Operations Management |

HIGHLIGHTS

2020 - Present	Near West Partnership and Land Trust Board of Directors
2019 - Present	Cleveland Housing Network Board of Directors
2019 - Present	Northeast Ohio Black Health Coalition Member
2018 - Present	Tremont West Board of Directors
2013	Neighborhood Leadership Development Program
2008 – 2009	Cambridge Who's Who
2006 – 2007	Strategic Planning Committee, St. Malachi Center
2006 – 2007	LeadDiversity
2006	Board Vice-President, Cleveland State Student Chapter
2004 – 2006	American Production Inventory Control Society (APICS)
2005	Board Treasure, Cleveland State Student Chapter

EXPERIENCE

10/21 – Present

Finance Manager

The Center for Black Health & Equity, Durham, NC /Cleveland, Ohio

- Implement and maintain accounting and administrative policies and procedures for a wide-range of activities including financial accounting and reporting.
- Coordinate, analyze and report the financial performance of the organization to the Deputy Director, Executive Director, Treasurer and Board of Directors monthly, quarterly and annually to include, financial performance, projections and other special requests as required.
- Prepare short and long-term financial forecasts of financial performance for use with internal management and external parties.
- Assist the Deputy Director in developing the Annual Organization Budget for approval by the Executive Director and the Board of Directors.
- Assist The Center with applying for all grants (governmental, non-governmental and non-traditional) by completing the fiscal and administrative sections of the grant applications and submitting them to the funder.
- Monitor grants performance and administer The Center's 100% Spending Plan to ensure all grant funds are expended by the end of the grant period.
- Complete and submit the financial reports for each funding source.
- Maintain familiarity with the history and statutory requirements for each funding source in accordance with General Accepted Accounting Principles (GAAP).
- Oversee audit and tax functions, coordinate activities with outside audit firms and review firm's performance.
- Supervise monthly fiscal monitoring of sub recipient contracts and accountability.
- Maintain and update fiscal and accounting procedures that meet state and federal requirements and conform to GAAP.
- Process staff payroll and benefits.

- Process/supervise the processing of payroll taxes, mileage, travel costs, and accounts payable according to specified time frames, Internal Revenue Service codes and GAAP using Intuit QuickBooks Online Payroll and Accounting System.

03/20 – 9/21

Regional Program Coordinator

The Center for Black Health & Equity, Durham, NC /Cleveland, Ohio

- Conduct trainings on best practices to reduce health disparities and provide technical assistance as requested by regional partners or requests from statewide advocacy partners or local public health departments.
- Manage regional customer inquiries and requests for technical assistance.
- Participate in conference calls, webinars or trainings as required by the funding agency.
- Develops and recommends new or revised program goals and objectives.
- Coordinates activities of programs with interrelated activities of other programs, departments, or staff to ensure optimum efficiency and compliance with appropriate policies, procedures, and specifications.
- Prepares periodic reports and records on regional program activities, progress, status or other special reports for management or outside agencies.
- Recruits and develops regional partnerships with community and faith-based organizations, institutes of higher learning, state and local health departments and local businesses.
- Develops and facilitates regional workshops, meetings or conferences, coordinates logistics, scheduling, and participant communications.
- Tracks and monitors subcontractor expenditures and implementation activities for reporting purposes.
- Organizes site visits and meetings as directed by the senior program manager.
- May represent NAATPN in meetings with external stakeholders on policy, environmental and systems change related to tobacco prevention and cessation.
- Assesses tobacco policy, system, and environmental changes for comprehensive model language.
- Assist in the development of messaging, visual depictions, and delivery of education campaigns.

08/09 – 07/18

Director of Operations

University Settlement, Cleveland, Ohio

- Work with the leadership team and board to develop innovative initiatives aimed at building common relationships within the community and surrounding areas.
- Assisted with eliminating over \$300,000 in property debt over the course of 5 years
- Carry out the direction of University Settlement’s strategic plan and assist staff with the creation of effective actions and agendas to support strategic plan.
- Manage the implementation, assessment, adaptation and direction of University Settlement’s strategic plan to ensure the organization is aligned with staff ability, community needs, financial resources, and board support.
- Support organization in the development of annual budgets alongside leadership team and board.
- Monitor revenue margins and worker productivity as well as implement new directives for growth.
- Identify and target new areas through partnerships that can improve University Settlement’s overall operation include 100% of the cost to remodel front of the Main building
- Work closely with the finance department to prepare the budget, reduce operational cost, and align operating budget to meet the organization's strategic plan.
- Encourage a culture of accountability, achievable success and continuous improvement that values knowledge and obligation to quality and service.

- Keep up-to-date on laws, guidelines, information and technology in order to stay current and ensure compliance.
- Ensure accurate and continuous flow of communication with University Settlement's staff and keep the executive director up-to-date of any critical issues.
- Serve as the staff point for the Board Operations committee and produce support materials for the committee and board meetings.
- Increase revenue by at least 5% annually with vendor and project negotiations.
- Reconcile and process agency billings including AFLAC, Health Insurance, IRA and Life Insurance.
- Develop and implement agency policy and procedures.

08/09 – 07/18

HR Administrator

University Settlement, Cleveland, Ohio

- Perform all Human Resource functions for the agency including completing the onboarding boarding process, benefits (shopping and management), and payroll.
- Identify, communicate, develop, and implement policies and procedures relating to the effectiveness of the human resources operations, to include compensation and benefit administration, employment and training, performance evaluation and discipline/termination, and employee handbook for staff.
- Administer and uphold University Settlement's initiatives and promote a positive working environment that is conducive to staff, management, volunteers, corporate executives and community stakeholders.
- Ensure that all human resource functions are in accordance with appropriate federal and state legal and regulatory requirements and standards such as EEO, ADA, OSHA, and Fair Labor.
- Process payroll and all necessary reports along with administering staff benefit programs including retirement plans, health insurance, AFLAC and Employee Assistance Program.
- Establish and maintain a staff record system and reporting procedures for wage and benefit plans to ensure compliance with legal requirements.
- Assist Director of Programs along with managers to complete in a timely manner the performance evaluation for all staff.
- Lead the process in supporting current staff and recruit new staff as needed.
- Address staff and clients grievances and complaints.

08/09 – 07/18

Information Technology Manager

University Settlement, Cleveland, Ohio

- Oversee the IT company/consultant along with those that support the technology infrastructure coordinate activities to ensure data availability and network services with as little downtime as necessary.
- Implement technology policies that are chosen by the leadership team and communicate changes to staff.
- Work with the leadership team to determine software and/or hardware program requirements and how it relates to the overall IT infrastructure.
- Work with an IT company/consultant to detect security vulnerabilities and eradicate them with strategic solutions that increase data security.
- Direct and support the implementation of software and hardware and recommend new technology solutions that address the needs of the organization.

10/07 – 08/09

Community Resource Manager

University Settlement, Cleveland, Ohio

- Eliminated Hunger Center debt of \$30,000.
- Raised \$5,000 in funding for the Transitional Housing Housekeeping program.
- Raised \$11,500 to support University Settlement's annual Back-To-School Fair.

- Replaced the Hunger Center traditional pantry with pantry choice.
- Ensured appropriate and thorough volunteer selection through interview process, and reference/background check.
- Maintained up-to-date data records on volunteers and volunteer service and managed over 500 volunteers.
- Compiled organization's statistics for program, grant reports and marketing materials.
- Assisted with special events, Back To School Fair, Taste of Slavic Village, Thanksgiving Baskets, and Christmas Giveaway and established committees of staff, board, and volunteers to support events.
- Promoted Hunger Center throughout the community by collaborating with local schools, service providers, community organizations, churches, government entities and housing developments.

5/06 – 9/07

Program Coordinator

Greater Cleveland Neighborhood Centers Association, Cleveland, Ohio

- Planned for the long term growth and development of the 21st CCLC program and ensured that they were consistent with GCNCA's mission, goals, and philosophy.
- Ensured that the 21st CCLC program met licensing and all other legal compliance regulations including management of the grant requirements and policies.
- Provided technical assistance, capacity building, and budget management services to 15 Early Learning Initiative sites, 4 Fatherhood Initiative sites, and 6 21st Century Community Learning Centers.
- Developed procedures and systems for effective and efficient monitoring of progress in the Science, Technology, Engineering, and Mathematics (STEM) arena and for the activities of students.
- Effectively communicated with 21st CCLC schools, other educational organizations, service providers and others to ensure the effective development of quality programming.
- Compiled data to analyze and evaluate outcome measures and student performances by using such tools as Profile and Performance Information Collection System (PPICS) and Annual Performance Report (APR).
- Selected as GCNCA's Comprehensive Continuous Improvement Plan Authorized Representative.
- Served as GCNCA's Reading Is Fundamental (RIF) coordinator.

EDUCATION

2/2010	Master of Business Administration University Of Phoenix, Phoenix Arizona
5/2006	Bachelor of Operation Management and Business Statistics Cleveland State University, Cleveland, Ohio
5/1994	Associate of Arts Degree Concordia Lutheran College, Selma, Alabama

Questionnaire for Nomination to the Tremont West Development Corporation Board of Directors

Name: Allison McCurdy Cell: 440-935-7106

Work Address: 635 W Lakeside Avenue, Cleveland, OH 44113

Home Address: 869 Jefferson Avenue, Apt #DWN, Cleveland, OH 44113

Email: allison.leigh.mccurdy@gmail.com

1. Please describe your involvement with the Tremont West Development Corporation or other Tremont clubs and activities during the last 5 years:

Have taken part in community gatherings, such as market days, Walk About Tremont, etc. A regular patron at many local shops stores, and restaurants

2. Please describe any involvement that you have had with charitable organizations during the last 5 years:

Common Ground: Cindy Nord Center for Renewal: Worked as a counselor at Earth Camp, gained insight into nonprofit daily functions and funding. Also volunteered often to work the marketing booth

3. Please describe any other memberships on boards or committees that you have had during the last 5 years (such as non-profit organizations, professional associations or city or county government):

Served as secretary of Economic Student Society, a student club dedicated to discussing economic topics, research, etc.

4. Please describe the skills and areas of expertise that you would bring to the Board of Directors of the Tremont West Development Corporation.:

Background in economics: studied efficient solution-finding methods in the public and private sectors, studied the decision-making processes of rational and irrational consumers. Currently work in financial services, experienced with excel, data analysis and regression, knowledge of banking systems, operational organization and processes

5. Please state why you are interested in serving on the Board of Directors for the Tremont West Development Corporation:

Keenly interested in pushing for equitable and sustainable economic development within Tremont, continuing to expand community-wide events, as well strengthening outreach programs to more marginalized communities within our neighborhood

Membership on the TWDC Board of Directors requires a substantial commitment of time and energy. Members of the Board typically serve on one or more committees, which meet monthly, as well as the Board of Directors meeting, which also meets monthly. Typically, Board Members spend between 5 -10 hours per month on TWDC matters. Please indicate the number

of hours per month that you will be available as a member of the Board of Directors: **12-18 hours monthly**

Please send this application, along with a current résumé and a short (not more than 75 words) statement that contains the information you most wish voters to consider to: twdcboard@gmail.com

Allison McCurdy

869 Jefferson Avenue Apt #DWN, Cleveland, OH 44113

Email: allison.leigh.mccurdy@gmail.com, Mobile: (440) 935-7106

LinkedIn: <https://www.linkedin.com/in/allison-mccurdy-20902114a/>

PROFILE

Bachelor of Arts in Economics graduate from Cleveland State University. Creative, organized, and forward-thinking, with a detailed and efficient approach to problem-solving which has been a proven asset in the workplace. Seeking a position that necessitates creativity and the application of organization and data-driven decision-making. My goal is to find a company that encourages the use of a multidisciplinary approach in the process of finding solutions.

SKILLS

- Microsoft Office suite
- Ability to analyze data with statistical software STATA, Excel
- Attentive to detail
- Excellent teamwork and communication skills
- Adaptability and proactivity
- Leadership and initiative
- Efficient decision-making

EDUCATION

Cleveland State University —2019-2021;
B.A. in Economics, minor in Cultural
Anthropology

Extracurriculars and Leadership: Secretary
of Economic Student Society 2020-21

Relevant Coursework: Accounting; Statistics
& Econometrics; Business Management &
Managerial Economics; Urban Economics;
Anthropological Theory

RELEVANT EXPERIENCE

Brand Associate at Old Navy; Sandusky, OH—2017-2019

Daily shift responsibilities varied but included: handling cash, providing customer service, communicating information to customers, signing customers up for the brand credit card, capturing emails for marketing purposes. Promoted to Lead of Fitting Room in Summer of 2018, making it

my responsibility to train new employees in various aspects of merchandising in the store. Trained as a Cash Handler, giving me the responsibility of counting, auditing, and closing registers and petty cash drawers, as well as gathering nightly cash deposits.

Communications Manager for On the Vine Web Design; Collins, OH— 2017-2018

Worked as a communication liaison between clients and our company. Facilitated communication about promotions, social media strategy, and future marketing plans. Visited the clients to meet to discuss strategy, and to gather content (take pictures, videos, etc.). Posted on a daily basis for multiple businesses on Facebook, Instagram, and Twitter. Gathered social media reports and distributed to clients on a monthly basis. Gained skills with SquareSpace, Trello, Facebook for businesses

Student Assistant in the Bursar's Office; Baldwin Wallace University — 2015-2016

Worked in debt and loan collections. Spent majority of time entering financial information into online database, filing folders, finding new addresses for former students, making copies, other office duties

**Questionnaire for Nomination to the
Tremont West Development Corporation Board of Directors**

Name: **Deborah Smith** Phone: **216-469-3203** Cell: **same**

Work Address: **NA**

Home Address: **2482 Professor Avenue**

Email: **ebusmith11@gmail.com**

1. Please describe your involvement with the Tremont West Development Corporation or other Tremont clubs and activities during the last 5 years:

I have been a South of Jefferson Block Club member since 2015, and co-chaired from 2016-2021.

I spearhead maintenance and beautification of Lucky Park as a member of SOJBC, securing grants for replacement of the lighting and for plant material.

I worked with Cory Riordan and Councilman McCormack to “save” Lucky Park.

- 2: Please describe any involvement that you have had with charitable organizations during the last 5 years:

I worked as a volunteer driving people to the polls during the 2020 elections.

Volunteer as a member of the Tremont Trash Patrol.

I have collected and recycled clean aluminum and steel from residents of Tremont and Ohio City as a member of Clean Garbage Recycling since July 2020.

I organized and manage the paper retrievers at the Annunciation Greek Church for neighborhood use, with TWDC as beneficiary.

As Circular Cleveland grant recipient, I collect scrap, deconstruct it, and recycle it.

Most recently, Clean Garbage Recycling hosted a Computer Round-Up for Tremont.

- 3: Please describe any other memberships on boards or committees that you have had during the last 5 years (such as non-profit organizations, professional associations or city or county government):

I am one of 9 Circular Cleveland Ambassadors. Circular Cleveland is a 30 month initiative working with the Ella MacArthur Foundation, Cleveland Neighborhood Progress, and Neighborhood Connections made possible by a grant from the Robert Woods Jones Foundation. The focus is creation of a circular economy in Cleveland.

- 4: Please describe the skills and areas of expertise that you would bring to the Board of Directors of the Tremont West Development Corporation:

I am dedicated to Tremont, a hard worker, and an optimist.

My background is in healthcare - I am a retired RN. I have worked in OB/GYN at the bedside and outpatient, in Management (inpatient and outpatient), Risk Management, HIV and Infectious Disease, and Clinical Trials, most recently working on cancer clinical trials. I have spent my career helping people, working in groups, problem solving complex issues, and adjusting policies and procedures in reaction to changing times.

- 5: Please state why you are interested in serving on the Board of Directors for the Tremont West Development Corporation:

I am passionate about Tremont and want to continue to be involved. I believe in problem solving as quality improvement, not complaining. I believe I can bring a mature resident's perspective to discussions. As I am now retired and no longer chairing the Block Club, I have the time to devote to a Board member position.

Membership on the TWDC Board of Directors requires a substantial commitment of time and energy. Members of the Board typically serve on one or more committees, which meet monthly, as well as the Board of Directors meeting, which also meets monthly. Typically, Board Members spend between 5 -10 hours per month on TWDC matters. Please indicate the number of hours per month that you will be available as a member of the Board of Directors: **5 - 10 hours per month.**

Please send this application, along with a current résumé and a short (not more than 75 words) statement that contains the information you most wish voters to consider to: twdcboard@gmail.com

Statement for Voters to Consider:

I've been a Tremont resident since 2015 and am a member and former co-chair of the SOJBC. My company, Clean Garbage Recycling, collects aluminum/steel/scrap and manages the paper retrievers in Tremont, providing a recycling option during the City's hiatus. Last Spring I spearheaded the effort to "Save Lucky Park" - it worked! I am a retired nurse committed to our fabulous neighborhood. I want to continue to serve in a positive way as a TWDC Board member.

Deborah Smith, RN, BSN, CCRP

2482 Professor Avenue Cleveland, OH 44113 216-469-3203

Clinical Research Nurse

QUALIFICATIONS PROFILE

Self-motivated, organized, and accomplished professional, with extensive experience and success in multiple fields of Nursing. Detail-oriented. Adept at multitasking and prioritization. Proven track record of working well with peers to deliver high quality care. Able to distill complex information into simple understandable concepts. Work well under pressure to overcome challenges and adhere to deadlines. Focused on always keeping the needs of the patient first. Exceptional interpersonal, written and verbal communication skills, complemented with excellent work ethic to render quality service and achieve patient and team satisfaction.

PROFESSIONAL EXPERIENCE

University Hospitals Cleveland Medical Center Seidman Cancer Center Clinical Trials Unit, Cleveland, Ohio

Clinical Research Specialist

May 2012 – August 2020

- Job duties: Responsible for all aspects of cancer clinical trials including patient recruitment, protocol implementation and adherence, subject assessment and response to treatment, and regulatory compliance. Also responsible for creation of all cancer clinical trial order sets (oral and infusion) based on clinical trial protocols across all disciplines in Seidman Cancer Center.

University Hospitals Cleveland Medical Center MacDonald Women's Hospital, Cleveland, Ohio

Nurse Manager – Inpatient Mother/Infant Unit

November 2008 – May 2012

- Job duties: Responsible for all aspects of day-to-day inpatient operations of a 50 bed inpatient unit and an 80+ member staff.

Quintiles, Incorporated, Global Contract Research Organization

Clinical Research Associate

September 2006 – November 2008

- Job duties: Provided direct assistance to research sites throughout the country, including site selection, protocol orientation and education, oversight of accuracy of data collection and protocol compliance, regulatory management, and adherence to good clinical practices.

Ohio Kaiser Permanente, Cleveland, Ohio

Regional Manager – Outpatient Mother/Infant Department

May 2002 – September 2006

- Job duties: Responsible for all aspects of day-to-day outpatient operations in 4 locations with a 40+ member staff.
-

Deborah Smith, RN, BSN, CCRP

2482 Professor Avenue Cleveland, OH 44113 216-469-3203

Ohio Kaiser Permanente, Cleveland, Ohio

Regional HIV Coordinator

March 1995 – May 2002

- Job duties: Responsible for case management of approximately 170 HIV+ patients. This was during the time when HIV/AIDS was still a very devastating diagnosis. New treatments were becoming available in rapid succession. I worked with patients to educate them about their disease and treatment options. I worked with a core group of HIV physicians to develop HIV clinics and an orderly delivery of care. I met with patients during their HIV clinic appointments as well as during home visits. I assessed each patient's physical, psychosocial, and financial health and, working with the patient, family, significant other, Hospice and/or Home Care, and physicians, devised a tailored plan of care that emphasized respect. In addition, I ran an HIV support group for members. I provided quarterly seminars on HIV/AIDS treatment and care (which included nursing contact hours) for Kaiser Permanente staff and Cleveland providers to make sure all were up to date.

University Hospitals of Cleveland MacDonald Women's Hospital, Cleveland, Ohio

Advanced Clinical Nurse

May 1981 – March 1995

- Job duties: Worked as an inpatient staff nurse on the postpartum unit for 6 years. Was promoted to house supervisor, overseeing the Labor and Delivery, Antepartum, Post-Partum and GYN inpatient units. Finished up in the outpatient Women's Health Center, providing outpatient OB/GYN care. Established an HIV test center in the Women's Health Center as well.

EDUCATION

Bachelor of Science in Nursing ▪ Case Western Reserve University ▪ Cleveland, Ohio ▪ 1981

Please send this application, along with a current résumé and a short (not more than 75 words) statement that contains the information you most wish voters to consider to: twdcboard@gmail.com

Daniel P. Cotter
2132 West 10th Street, Apt 6
Cleveland, OH 44113
Phone (330)612-8068
Mdcotter30@msn.com

Objective:

To obtain an opportunity utilizing my education, communication, and computer skills.

Skills and Qualifications:

- Programming Languages - Basic, Pascal, Assembler, Cobol, JCL, Basics of Java, some HTML
- Light Active Directory in Windows 2003 server
- Light NDS in novell
- Proficient in Microsoft Excel, Word, Lotus Notes, FACS computer system, and Outlook
- Good problem solving and troubleshooting background
- Working with customers to solve problem issues
- Able to work with others in a team environment
- Ability to work in a fast-paced environment
- Ability to type 65 WPM
- LEADS Certified (Law Enforcement Agencies Data System)

Employment History:

Field Services Technician at the Cleveland Clinic.

Kyndryl (March 2022 – Present)

Zones LLC (Aug 2019 – Feb 2022) – Cleveland, OH.

- Complete Service Requests using Heat ticketing system.
- Install monitors, printers, and other pc equipment per service request.
- Image, configure, and install laptops and desktop pcs.
- Move computer equipment depending on service request.
- Handle any IT related request for the customer.

Configuration Specialist

McPc Computer Products and Consulting (July 2006-Aug 2019) – Cleveland, OH.

Staffing Solutions Enterprises (March 2004 – June 2006)

- Contracted with Bendix Commercial Vehicle Systems to work in Call Center
- Created user accounts in Active directory in the Proper OU's as well as created the accounts in Novell using Novell ConsoleOne.
- Asked File Folder owners for permission for new users or existing users upon folder access request.
- Received incoming phone calls dealing with customer support issues
- Logged issues into work tickets using Track-It system
- Reset customer passwords
- Set up printers on customer computers for the network system
- Printing mainframe jobs and customer invoices, debits, credits, and duplicates
- Managed two other people in installing and setting up new pc's for the Elyria, and Huntington plants. Setup and install all laptops for company use
- Install software for users using the Netinstall system.
- Set up new user accounts in Active Directory and Novell.
- Used Active Directory to manage Netinstall groups.
- Worked extensively with project managers on many projects
- Worked as a team lead on projects installing systems for clients and customers.

Collections Agent

NCO Financial Systems, Inc. (January 2004 to March 2004) – Beachwood, OH.

- Contacting costumers on past due accounts
- Working with customers to set up payment plans
- Documenting procedure on customers who paid and ones that did not

Business Solutions Provider I

Medical Mutual of Ohio (1998 to 2003) -- Cleveland, OH.

- The Model Manager for the infrastructure of the system. These duties included resizing procs for space if needed, handling all QA moves for programmers, and running test jobs on zeke.
- In charge of installing Topps Client Server system (for Claims Processing), on employee computers
- Worked with users correcting problems with Topps Client Server
- Built Backup jobs using Job Control Language for Processing Jobs that ran in the batch schedule

Computer Programmer I

Renaissance Worldwide (1997 to 1998) – Akron, OH.

- Participated with EDS to bring code up to COBOL 11 standards
- Worked on system to bring all code into Y2K compliance
- Created conversion programs, creating source code skeletons for updates, JCL modification, identifying problems in code, and testing of source code changes

- Built date acceleration programs, which accelerated the date to test for Y2k compliance
- Edited report programs, expanding dates and adjusting the copybooks to make them Y2K compliant
- Set up data files for testing of programs

Education:

University of Akron, Akron, OH.

Associate Degree in Computer Programming Technology

Salary:

Negotiable

Volunteer:

Board member of Tremont West Development Corporation

Board member of Cleveland Housing Network.

Member of Volunteers of America

**Questionnaire for Nomination to the Tremont West Development
Corporation Board of Directors**

Name: Jaime Declet Phone: 216-623-7061 Cell: 216-618-1972
Work Address: 3096 Scranton Rd., Cleveland, OH 44113
Home Address: 1275 W 102 St., Cleveland, OH 44102
Email: jaime.deklet@cpl.org

1. Please describe your involvement with the Tremont West Development Corporation or other Tremont clubs and activities during the last 5 years.

Block Clubs:

- Central Block Club: Summer 2010
- Lincoln Hts. Block Club: Spring 2013
- Metro North Block Club: Spring 2013
- Scranton & Clark Block Club: Fall 2008
- TWCD Ex-Officio: Fall 2014
- TWCD voted in by Board 2015
- TWCD voted in by membership 2016
- TWCD Economic Development: 2016

Community Activities:

- Cleveland Clinic Heathy Community Initiative
- Clark Ave Halloween Event
- Esperanza Back to School Event 2012 – Present
- La Placita
- Night Out Against Crime 2008 – Present
- Taste of Tremont
- Tremont Arts & Cultural Festival
- TWCD Healthy Community Initiative
- TWCD Celebrate Tremont Fundraiser: 2016 - Present

2. Please describe any involvement that you have had with charitable organizations during the last 5 years.

- Fundraising and program planning for Saint Mary's Catholic Church
- Fundraising and program planning for Blue Star Mother's Lorain County

3. Please describe any other memberships on boards or committees that you have had during the last 5 years (such as non-profit organizations, professional associations or city or county government).

- Board Member: The Virginia Hamilton Conference Advisory Board
- Chair: Diversity Committee for Ohio Library Council
- Past Chair: Diversity Committee for Ohio Library Council

4. Please describe the skills and areas of expertise that you would bring to the Board of Directors of the Tremont West Development Corporation.

- Community Outreach
- Leadership
- Management

5. Please state why you are interested in serving on the Board of Directors for the Tremont West Development Corporation

I have always believed in getting involved in the communities where I work. I believe my community outreach over the past 11 years reflect my dedication to this neighborhood. My management skills and strong public service commitment make me an excellent candidate for this position.

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Please send this application, along with a current résumé and a short (not more than 75 words) statement that contains the information you most wish voters to consider to: twdcboard@gmail.com

JAIME DECLÉT
1202 W 102 Ste.
Cleveland, OH 44102
(216) 216-618-1972
jaimedecl2015@gmail.com

EXPERIENCED LIBRARIAN AND LEADER

Dynamic, energetic Branch Manager with strong leadership and management skills and a passionate commitment to public service. Demonstrated experience with meeting organizational goals, developing and attracting talented staff, working with union and nonunion members, and fulfilling needs of Library customers. Bilingual, technically savvy, creative and experienced fundraiser.

EDUCATION

M.L.S., Kent State University, Ohio, 2006
(Recipient of a Laura Bush 21st Century Librarian Program
Scholarship from the Institute of Museum and Library Services)
B.A., Cleveland State University, Ohio, 1995

PROFESSIONAL EXPERIENCE

Dyad Branch Manager 2010-Present Cleveland Public Library Cleveland, OH
South & Jefferson Branches

- Graduate of Leadership Cleveland.
- Managed, trained, scheduled and evaluated a combined staff of 23 in two buildings. Including an Assistant Manager, professional, paraprofessional, custodial and security employees. Staff ranging from exempt, union and nonunion members.
- Trained new branch managers.
- Worked with community partners and community advisory committee through the community outreach process to determine the future of the Historic Carnegie Building.
- Create strategic alliances and neighborhood partnerships by developing and maintaining effective relationships with community leaders.
- Work collaboratively on levy campaigns, through canvassing the community and public speaking on behalf of the Library.
- Form partnerships with the community development organization, was voted to board of directors of the Tremont West Development Corporation.
- Served as the liaison from the Library to three Councilmen and one Police District in behalf of the two branches.
- Worked with managers, Directors, and Librarians from other Library systems in the state to create programming to be presented at annual state and chapter conferences.
- Network with leaders of local schools, day care centers, community organizations and senior centers to assess their Library-related needs.

- Experience with building renovation projects, coordinated and implemented move of branch to a temporary facility pending the renovation of the Historic building. Worked with contractors and architects during the renovation of the temporary facility for the South Branch. Reviewed RFP, ranked architectural firms and interviewed architects for current ongoing projects.
- Developed and managed the budget for two branches.
- Managed staff training and career development beyond within the branch and through venues like OLC and NEO-RLS.
- Experienced collection development management, working with the collections and budgets of two branches in all formats while maintaining a collection and stabilizing and increasing circulation.
- Oversee the administration of an 8,500 square foot and a 6,500 square foot branches in a culturally diverse and transitioning community.

South Branch Manager 2008-2010 Cleveland Public Library Cleveland, OH

- Oversaw the administration of a 9,500 square foot branch in a culturally diverse community.
- Served on Reader's Advisory Committee charged with developing system-wide reader's advisory training for all Library staff.
- Served on the Innovation Committee.
- Served on the CPL Inclusion and Community Engagement Committee.
- Organized and administered the Hispanic Heritage Kickoff, being in charge of scouting talent, hiring performers and caterers for the events.
- Developed and nurtured a partnership with the National Night Out Against Crime, by maintaining a long lasting presence in the event. Showcasing the benefits of the Library to thousands of participants.

Youth Services Librarian 2006-2008 Lorain Public Library Lorain, Ohio
Youth Services Associate 2000-2006

- Provided information to adults, teens and children at public service desk and by telephone using all kinds of print and electronic resources.
- Managed the Youth Services DVD Collection and the Spanish Language Collection both print and AV for the Main Library.
- Managed and organized system-wide Young Adult Summer Reading Program, as well as cooperating with the grant writing development.

Customer Service & Branch Support 1997-2000 Charter One Bank Cleveland, OH

- Provided customer service assistance.
- Trained new customer service associates.

Student Library Assistant 1990-1997 Cleveland State U. Cleveland, OH

- Assisted both staff and students in Fine Arts Department Library with their research needs.

PROFESSIONAL ACTIVITIES AND MEMBERSHIPS

- Chair of the Ohio Library Council Diversity Committee, 2014-2016.
- Co-Presenter of workshops at the Association of Bookmobile and Outreach Services Conference, 2011.
- Lifetime appointment to The Virginia Hamilton Conference Advisory Board, 2006-present.
- Member of ALA and PLA.
- Member of Ohio Library Council.
- Member of The Norman A. Sugarman Children's Biography Award Jury, 2007-present.
- Past Chair of the Ohio Library Council Diversity Committee, 2017.
- Presented workshops on Multicultural Children's Literature as well as other subjects at the Virginia Hamilton Conferences, multiple occasions.
- Presented workshops on diversity, merchandising, Programming and other subjects for multiple professional organization at a local, regional and state levels.

Community Organizations

- Board of Directors Tremont West Development Corporation
- Cleveland Food Bank
- Esperanza Inc.
- Hispanic Chamber of Commerce
- Member of the Scranton & Clark, Lincoln Heights, Central, and Metro North Block Clubs.
- Seeds of Literacy

**Questionnaire for Nomination to the
Tremont West Development Corporation Board of Directors**

Name: James Lamb Cell: 216 832 9500

Work Address:

Home Address: 2543 West 5th St 44113

Email: James.lamb14@yahoo.com

1. Please describe your involvement with the Tremont West Development Corporation or other Tremont clubs and activities during the last 5 years:

Dear Board Members
my involvement with T.W.D.C. has evolve since 2011. when I and Corey collaborated for a RTA Bus shelter located on west 7th stark weather.

2: Please describe any involvement that you have had with charitable organizations during the last 5 years:

I also participated with Scranton Road Bible Church to help assist to establish housing for the elderly..

3: Please describe any other memberships on boards or committees that you have had during the last 5 years (such as non-profit organizations, professional associations or city or county government):

I am currently am on the board of aging and disability. Also serve on the Carl Stokes Bougale.

4: Please describe the skills and areas of expertise that you would bring to the Board of Directors of the Tremont West Development Corporation.:

The skills and expertise that I would like to bring to the board and advocating for the community and people with limitations.

5: Please state why you are interested in serving on the Board of Directors for the Tremont West Development Corporation:

My reasons for serving on the board vary's. I would like to advocated for the community, and make sure we have an inclusive, safe environment.

Membership on the TWDC Board of Directors requires a substantial commitment of time and energy. Members of the Board typically serve on one or more committees, which meet monthly, as well as the Board of Directors meeting, which also meets monthly. Typically, Board Members spend between 5 -10 hours per month on TWDC matters. Please indicate the number of hours per month that you will be available as a member of the Board of Directors: 10 hrs.

Please send this application, along with a current résumé and a short (not more than 75 words) statement that contains the information you most wish voters to consider to:

Via Mail: TWDC Nominating and Governance Committee
2406 Professor Ave.
Cleveland, Ohio 44113

OR

Via Email: info@tremontwest.org

Questionnaire for Nomination to the Tremont West Development Corporation Board of Directors

Name: Katie Rush Phone: Cell: (440)799-9348

Work Address: 1001 Lakeside Ave, Cleveland OH 44114

Home Address: 917 Literary Road, Cleveland, OH 44113

Email: Work - katie.rush@roberthalf.com Personal - rushk27@gmail.com

1. Please describe your involvement with the Tremont West Development Corporation or other Tremont clubs and activities during the last 5 years:
I moved to Tremont in March 2021, where my fiancé was already residing. Since moving to Tremont, I have participated in the Walkabout Tremont event, attended the Tremont Farmers Market (pretty much weekly) and of course, supported the local coffee shops on a daily basis.

- 2: Please describe any involvement that you have had with charitable organizations during the last 5 years:
Our company volunteers for The Cleveland Food Bank and I have participated in a few food distribution events.

- 3: Please describe any other memberships on boards or committees that you have had during the last 5 years (such as non-profit organizations, professional associations or city or county government):
I have been involved with Engage! Cleveland's young professional group for the last two years, attending many of the events and participating in their YP Mentorship program just last year.

- 4: Please describe the skills and areas of expertise that you would bring to the Board of Directors of the Tremont West Development Corporation.:
I've worked in event management and marketing in the past, and currently work as a talent manager for a staffing agency. I'm very organized and processed oriented, and certainly miss working in the event industry! I love planning and executing programs and events to bring a community together.

- 5: Please state why you are interested in serving on the Board of Directors for the Tremont West Development Corporation:
I truly love living in Tremont. There is an incredible history that I feel connected to because my grandfather grew up in this area. My family spent a lot of time in this neighborhood as I was growing up, and now that I live here, I understand the loyalty to this neighborhood. Not only do I love Tremont, but I love community development and seeing people in an area come together for greater purpose. I love to see small businesses thrive, and people celebrate a community's success.

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Please send this application, along with a current résumé and a short (not more than 75 words) statement that contains the information you most wish voters to consider to:
twdcboard@gmail.com

Katie Rush

Marketing and Events Professional

917 Literary Road Cleveland, Ohio | 440-799-9348 | rushk27@gmail.com

WORK EXPERIENCE

Senior Talent Manager

Robert Half Marketing and Creative | October 2020 - Current

- Recruit and interview highly skilled creative and marketing professionals
- Solidify business presence in the local marketplace through consistent participation in networking organizations and events
- Strategize with teammates to accomplish weekly business goals

Event Operations Manager

The Cleveland Flea | April 2019-March 2020

- Researched, booked and managed onsite arrival of event service providers for major Cleveland Flea event and East Side Flea event
- Managed all permitting needs for events, and vendors participating in events
- Worked with Marketing Team to establish a communications plan for all event activities and to identify customers and vendors for event
- Managed cafe and bar expenses within budget determined by the Director of Operations
- Managed vendor customer service email to ensure timely correspondence with all Cleveland Flea vendors

Program and Marketing Manager

Historic Gateway District and Historic Warehouse District | February 2018-April 2019

- Planned, coordinated and executed two fundraising events in 2018 resulting in more than \$40,000 raised for non-profit with Director of Community Development
- Provided insight and took ownership of the promotion portion of each organization's Three-Year Strategic Plan, including marketing and event planning initiatives
- Worked with board members, community stakeholders, volunteers, and organizations in Cleveland to build relationships to support our mission
- Conducted surveys of neighborhood stakeholders and residents to further understand the needs of the districts
- Created monthly newsletter, managed website content, coordinated printed and digital marketing collateral for programming and events
- Managed social media accounts, including a month-long Twitter campaign which generated triple the average engagement on our Gateway District account

Sales and Events Coordinator

Driftwood Catering | June 2016- February 2018

- Simultaneously coordinated details of multiple events including, weddings, corporate and charitable events, trade shows, and business meetings
- Calculated and adjusted event budgets with clients and operations team
- Coordinated schedule for more than 100 employees across multiple events per week
- Communicated important event information between top level management to part-time servers

EDUCATION

Kent State University

Bachelors of Science in Public Relations | Minor in Marketing

**Questionnaire for Nomination to the
Tremont West Development Corporation Board of Directors**

Name: Richard Sosenko Phone: _____ Cell: (216) 903-9434

Work Address: RETIRED

Home Address: 1201 CLARK AVE

Email: SOSENKO1201@GMAIL.COM

1. Please describe your involvement with the Tremont West Development Corporation or other Tremont clubs and activities during the last 5 years:
Currently a 5 yr TWDC Board Member also serving on the Economic Development and Safety Committees.
- 2: Please describe any involvement that you have had with charitable organizations during the last 5 years:
Member of the Knights of Columbus (St. John Cantius)
- 3: Please describe any other memberships on boards or committees that you have had during the last 5 years (such as non-profit organizations, professional associations or city or county government):
Member of the Democratic Club of Ward 12 and The Historic Project Group of Tremont..
- 4: Please describe the skills and areas of expertise that you would bring to the Board of Directors of the Tremont West Development Corporation.:
Five yrs experience on the Board; Forty yr Member of Local 5 Union; Knowledgeable of codes and regulations in the City Of Cleveland.
- 5: Please state why you are interested in serving on the Board of Directors for the Tremont West Development Corporation:
I love Tremont and I want to make sure it grows and progresses in a safe and positive way.

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Please send this application, along with a current résumé and a short (not more than 75 words) statement that contains the information you most wish voters to consider to: twdcboard@gmail.com

Questionnaire for Nomination to the Tremont West Development Corporation Board of Directors

Name: Jonathan Greever Cell: 314-704-1310

Work Address: 98 Johns St. Wellington, Ohio 44090

Home Address: 1951 Columbus Rd, Cleveland, Ohio 44113

Email: jonathangreever@yahoo.com

1. Please describe your involvement with the Tremont West Development Corporation or other Tremont clubs and activities during the last 5 years:

I have just recently moved to Tremont, after visiting here each month since Spring, 2015. Dr. Jen Hargrave and I did the long distance thing for 6.5 years, and just got married in December, and I moved here permanently. Although I formally just moved, I have felt like this neighborhood is my home away from home for the better part of a decade. It has become very special to during a very impressionable time of my life. I would like to be able to serve it in a tangible manner, giving back some of the valuable that it has given to me over these past few years.

- 2: Please describe any involvement that you have had with charitable organizations during the last 5 years:

I have served as a deacon in my church for the past 2 years, helping the homebound and hospitalized members of our congregation (in St. Louis).

- 3: Please describe any other memberships on boards or committees that you have had during the last 5 years (such as non-profit organizations, professional associations or city or county government):

I currently serve on the American Municipal Power, Inc Board of Directors. I have served as a Board member for a 911 dispatch consortium in St. Louis for 10 years (2 as chairman). I serve on Wellington's Housing Council and Community Improvement Corporation.

- 4: Please describe the skills and areas of expertise that you would bring to the Board of Directors of the Tremont West Development Corporation.:

As a mid-career, experienced city manager, that has had the joy and challenge of running cities for the past 12+ years, my career and life is based around effective organizational leadership at the local level. To serve in this manner for our neighborhood would be a privilege and an honor.

- 5: Please state why you are interested in serving on the Board of Directors for the Tremont West Development Corporation:

Tremont has over the years become a very special place to me. I want to be able to give back to this tightly knit community in any way that I can. I hope that this will provide an opportunity to serve our neighborhood in this manner.

Membership on the TWDC Board of Directors requires a substantial commitment of time and energy. Members of the Board typically serve on one or more committees, which meet monthly, as well as the Board of Directors meeting, which also meets monthly. Typically, Board Members spend between 5 -10 hours per month on TWDC matters. Please indicate the number of hours per month that you will be available as a member of the Board of Directors: 10

Please send this application, along with a current résumé and a short (not more than 75 words) statement that contains the information you most wish voters to consider to:

Via Mail: TWDC Nominating and Governance Committee
2406 Professor Ave.
Cleveland, Ohio 44113

OR

Via Email: TWDCBoard@gmail.com

JONATHAN D. GREEVER

1951 Columbus Rd.
Cleveland, OH 44113 | jonathangreever@yahoo.com

PROFILE

- Mid-career City Manager in Local Government. Humble leadership through example.
- Kindness and care for others, thoughtful service to the public through flexible, innovative policy.
- 13 Years of effective management of full-service municipalities in Missouri & Ohio. Administer Annual and CIP Budgets up to \$18M. Manage workforce of over 70 FTEs.
- Principled Leader. Character Driven. Focused Innovator.
- Experienced Economic Development Administrator. (Administered & negotiated over \$130 million work of private economic development & investment in our local communities)

EXPERIENCE

Village of Wellington, Ohio

Village Manager

December 2021 - Present

- Manages all operations & functions of the Village of Wellington at the will and pleasure of the Council and the Mayor.
- Manages the Departments of Village Electric, Water Treatment Plant, Wastewater Treatment Plant, Public Works, Police, Building/Housing & Zoning.
- Oversees the Housing Council, the Community Reinvestment Area Program, and Enterprise Zone Program.
- Serves as the chief policy developer for the Mayor and Council. Advises the same on all matters pertaining to the application of Village Code & Ohio Revised Code.

American Municipal Power, Inc. – Member of the Board of Directors

- Serves as a board member, overseeing the operation of AMP.
 - AMP is a public power 501(c)(3), comprised of 134 member cities, across 9 states.
 - AMP oversees assets totaling \$6.6 billion.
 - As a Board member, we are responsible for strategic leadership of the organization.
 - Wellington is one of the founding members of this joint action agency.

City of Shrewsbury, Missouri

City Administrator

January 2010 – October 2021

Served as the Chief Administrative Officer for the City, managing all functions of City Government for the Mayor and the Board of Aldermen.

- Effectively negotiated and led the City through 3 major economic redevelopment projects.

- Negotiated, and successfully administered a \$50M, 24-acre-complex redevelopment project, anchored by a Wal-Mart, Planet Fitness, a US Bank and other national retailers. The project included the utilization of several economic development mechanisms, for which I served as the responsible part from research through implementation. This included the effective and appropriate usage of a Community Improvement District and a Tax Increment Financing District.
- Negotiated and implemented a \$13M, mixed-use redevelopment project, revitalizing an underutilized area of the City to create a new, urban center of economic activity. This project was anchored by a new Aldi's, along with other significant business entities. This project effectively utilized a Community Improvement District.
- Negotiated, and effectively implemented a major shopping center redevelopment project anchored by another national grocer (Dierbergs), including the full-scale revitalization of over 22 acres of land. The project scaled at \$18M and retooled the central corridor for one of our major commercial centers. Included the creation of a CID District.
- Served on the East Central Dispatch Center's Board of Directors (regional dispatch consortium for 8 cities), overseeing the effective provision of Police, Fire and EMS Dispatch Services. (Chairman: 2017-2019)
- Guided the City through a Bond Rating (S&P) in 2015, achieving a 'AA' Issuer Credit Rating.
- Responsible for Citywide Human Resource Management (70 FTE's); and Overhauled the City's Personnel Manual & Policies.
- Created, Drafted & Administered a new City Comprehensive Plan. Formed and oversaw the Comp Plan Review Committee. Presented the Comp Plan at Commission hearings and Public Forums.
- Responsible for oversight and leadership of all Board of Aldermen Meetings, Planning & Zoning Commission Meetings, Board of Adjustment Meetings, and all other ad hoc committees, commissions and boards.
- Served as the City's Chief Economic Development Director
- Stormwater and Floodplain Administrator. Implements FEMA/SEMA technical regulations to each parcel within the city, applying the NFIP program.
- Successfully obtained a \$1M FHWA grant to reconstruct 3 City roadways.
- Serves as the City's Chief Policy Advisor. Responsible for the review, creation, presentation and implementation of all citywide policies.
- Lead Negotiator for the City in Collective Bargaining Negotiations with the Fire Union.
- Served on a Regional TIF Commissions and CID Boards.

EDUCATION

University of Missouri - St. Louis

St. Louis, MO

Master of Public Policy Administration

Completed: 2009

Emphasis: Local Government Management

Specialty: Economic Development

- Intensive interdisciplinary program of study across five disciplines, including political science, business administration, economics, sociology and statistics.
- Conducted specialized dissertation on the Economic Development Mechanism: Tax Increment Financing, and its implementation in the St. Louis Region.

Southwest Baptist University

Bolivar, MO

Bachelor of Arts in Political Science and Psychology

Completed: 2004

- Completed a four-year liberal arts program which focused on a Dual Majors in Political Science and Psychology.
- Worked in Local Student Government, serving as the Student Government Association's Junior Class President.

OTHER INTERESTS

- Character is everything. I firmly believe in honesty and loyalty as guiding principles for staff and board relationships.
 - Corollary: humility is essential to successful servant leadership. If it's about you, it is nearly impossible to lead.
- Learning is an insatiable drive. I cannot get enough. From history of conflict, to understanding physical science, to learning how to better organize space, I am sucked in by the desire to learn.
- I go to Parkside Church with my wife, Jen. In St. Louis, I served the homebound and hospitalized members as a deacon. I also served the membership as Incident Commander of an armed security detail.
- There isn't much free time. But I am an avid cyclist (wife would say that is a gross understatement, much to her dismay!) I also rock climb (built my own climbing facility), am an alpinist, mountaineer, runner and history buff.
- I like to read, garden, and do simple things, that can calm my mind down after days full of politics.
- I try to live every day with purposeful focus, to ever learn and improve and therefore, more effectively serve my residents. They are my ultimate bosses.

Questionnaire for Nomination to the Tremont West Development Corporation Board of Directors

Name: Vince Williams **Cell:** 330-400-9995

Work Address: LakewoodAlive: 14650 Detroit Avenue, #LL40, Lakewood, OH 44107

Home Address: 2658 Scranton Road, Apt. 206, Cleveland, OH 44113

Email: vcwilliams21@gmail.com

- 1. Please describe your involvement with the Tremont West Development Corporation or other Tremont clubs and activities during the last 5 years:** I have been attending TWDC events for several years (Taste of Tremont, Walkabout Tremont, Farmers Market). I've had a desire to involve myself for quite some time, but have found it difficult with previous work schedules and the pandemic. I spent a brief period away from Tremont, but have been back for 1 year and I'm ready to immerse myself more fully into this wonderful neighborhood. I am kept up to date through updates from the Lincoln Heights Block Club. I have not had the opportunity to attend meetings regularly, but intend to make that a priority moving forward. I currently reside in the Wagner Awning building managed by Sustainable Community Associates. SCA has been a wonderful resource and has kept me connected to happenings around Tremont and beyond.

- 2: Please describe any involvement that you have had with charitable organizations during the last 5 years:** Most of my professional work has been in the nonprofit sector. In the past 5 years I have worked for the Cleveland Sight Center where I managed all recreation programs and their summer camp for individuals with blindness and other disabilities. I currently work as the Event and Program Support Coordinator for LakewoodAlive (Lakewood CDC), where I run point on community events, a Small Business Support Program and coordination of volunteers for our housing outreach program.

Additionally, since 2014 I have planned & managed the Cleveland Animals Bar Crawl which benefits the Cleveland Animal Protective League (located in Tremont). This event has raised over \$100,000 for the APL since 2014.

- 3: Please describe any other memberships on boards or committees that you have had during the last 5 years (such as non-profit organizations, professional associations or city or county government):** I currently sit on the Kent State University: Recreation, Park & Tourism Management Advisory Board. As a graduate of this program, I now have the opportunity to provide feedback and discuss the future of this program for current KSU students.
- 4: Please describe the skills and areas of expertise that you would bring to the Board of Directors of the Tremont West Development Corporation:** Community Development has always been a passion of mine. The combination of my professional and volunteer experiences allow me to have a unique perspective. I have great attention to detail, leadership experience and I absolutely love staying “in the know” of happenings in Cleveland. Additionally, working under a Board of Directors at LakewoodAlive, I understand the complexities of working for a CDC.
- 5: Please state why you are interested in serving on the Board of Directors for the Tremont West Development Corporation:** I am committed to my community. I love being a part of positive change and impacting every community that I am a part of. Tremont is particularly unique and exciting, and I know that this Cleveland neighborhood will only continue to grow and continue to be a destination. I want to be a part of that!
-

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Please send this application, along with a current résumé and a short (not more than 75 words) statement that contains the information you most wish voters to consider to: twdcboard@gmail.com

VINCE WILLIAMS (he/him/his)

EXPERIENCED IN NON-PROFIT, COMMUNITY DEVELOPMENT, PARKS & RECREATION

VCWILLIAMS21@GMAIL.COM | 2658 Scranton Road Apartment #206, Cleveland, OH 44113 | 330.400.9995

SUMMARY

Passionate and driven worker with over 8 years of experience in nonprofit settings, community outreach & development, and recreation. Committed to social justice causes with familiarity in working with individuals with disabilities, homelessness and low-income housing. Strong involvement with team leadership, volunteer coordination and event management.

WORK EXPERIENCE

Event and Program Support Coordinator · LakewoodAlive

February 2021 – Present · Lakewood, Ohio

- Manages Downtown Lakewood “quality of life events”
- Coordinates volunteers for LakewoodAlive programs and events
- Manages Small Business Support Program
- Supports Housing Outreach programs, events and projects

Recreation Specialist & Assistant Camp Manager · Cleveland Sight Center

February 2019 – July 2020 · Cleveland, Ohio

- Planned and organized recreational activities that helped clients living with vision loss and blindness
- Managed and supervised staff at residential summer camp inclusive of orientation and training
- Supervised summer camp programming and agency recreation activities for clients

Event and Volunteer Coordinator · LakewoodAlive

March 2018 – February 2019 · Lakewood, Ohio

- Managed Downtown Lakewood events in collaboration with Executive Director and event committees
- Coordinated volunteers for LakewoodAlive programs including the Housing Outreach Program
- Assisted with development plans and program budget with Executive Director
- Supported Housing Outreach programs, events and projects

Programs Operation Assistant · Boys Hope Girls Hope of Northeastern Ohio

August 2017 – April 2018 · Garfield Heights, Ohio

- Provided reliable and safe transportation for program participants and maintained vehicle fleet
- Assisted with evening meal program including preparation, facilitation and cleanup

Social Justice Coordinator · Walsh Jesuit High School

August 2015 – June 2017 · Cuyahoga Falls, Ohio

- Managed homeless outreach program, inclusive of: donation coordination, inventory management, meal preparation, volunteer coordination and training
 - Led social justice club, consisting of: creation of curriculum and meeting coordination and management
 - Created volunteer opportunities for students by recruiting and retaining partnerships with local schools and national organizations
-

EDUCATION

B.S., Recreation, Park & Tourism Management

2015 / Kent State University / Kent, Ohio

TRAININGS & CERTIFICATIONS: YOUTH MENTAL HEALTH FIRST AID (NATIONAL COUNCIL FOR BEHAVIORAL HEALTH)