

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

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

I am the current Board President for TWDC and have been a Board member for the past 6 years. I have also been an active member of the Duck Island block club for many years and now an active member of the Lincoln Heights block club.

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

I am the Director Finance at The Center for Black Health, a national public health organization. I have worked for the organization for the past 3+ years. Prior to my employment with The Center, I have worked for several different local non-profit social service agencies. I have served on the board of TWDC for the past 6 years as well as the Near West Land Trust, TechBOOM, 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 and President 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:**  
[twdcboard@gmail.com](mailto:twdcboard@gmail.com)

Statement: I am a mother of two, LaKendria and Joseph. I have been a long-term resident in the Tremont Neighborhood, Duck Island community for 14+ years and most recently the Lincoln Heights community. My children grew up here and attended the local school systems. I am passionate about the community. I have worked in both social service and public health and enjoy helping to make whatever community I am apart of better. I look forward to serving as the President of TWDC board.

## **SUMMARY**

Over 20 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

## **EXPERIENCE**

**10/21 – Present**

### **Director of Finance**

**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.
- Develop annual agency and program budgets for review and approval by the Executive Director, Deputy Director and the Board of Director
- 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 the 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/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.

**08/09 – 07/18**

**Director of Operations**

University Settlement, Cleveland, Ohio

- Organized and oversaw the daily operations of the company
- Lead the process in eliminating over \$300,000 in property debt over the course of 5 years
- Increase revenue by at least 5% annually with vendor and project negotiations.
- 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
- 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.
- Monitor revenue margins and worker productivity as well as implement new directives for growth.
- Work closely with the finance department to prepare the budget, reduce operational cost, and align operating budget to meet the organization's strategic plan.
- Keep up-to-date on laws, guidelines, information and technology in order to stay current and ensure compliance.
- Serve as the staff point for the Board Operations committee and produce support materials for the committee and board meetings.
- Develop and implement agency policy and procedures.

**08/09 – 07/18**

**HR Administrator**

University Settlement, Cleveland, Ohio

- Maintained and developed effective internal procedures, handled employee-related issues, supported recruiting and retention efforts, and kept performance at peak levels.

**08/09 – 07/18**

**Information Technology Manager**

University Settlement, Cleveland, Ohio

- Managed the IT department including working with various companies/consultants to ensure a strong technology infrastructure and secure network.

**10/07 – 08/09**

**Community Resource Manager**

University Settlement, Cleveland, Ohio

- Managed daily operations of the Hunger Center, including fundraising, event and strategic planning, pantries collaboration, budget management, data and volunteer management.

**5/06 – 9/07**

**Program Coordinator**

Greater Cleveland Neighborhood Centers Association, Cleveland, Ohio

- 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.

**5/1999 – 4/06 Senior Youth Program Associate /Teen Program Associate**

**Goodrich Gannett Neighborhood Centers, Cleveland, Ohio**

- Plans, coordinates, and conducts activities for program participants based on observed needs of individual children/youth.

**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

**HIGHLIGHTS/COMMUNITY INVOLVEMENT**

2018 - Present	Tremont West Board of Directors (2022 Board President)
2020 - Present	Near West Partnership and Land Trust Board of Directors
2020 - Present	TechBoom Member
2019 - Present	Cleveland Housing Network Board of Directors
2020 - 2022	MetroHealth Community Health Resilience Volunteer
2020 - Present	Ohio Equity Team
2021	Urban Land Institute Cohort I
2019 - 2021	Northeast Ohio Black Health Coalition Member
2013	Neighborhood Leadership Development Program Cohort VII
2006 – 2007	Strategic Planning Committee, St. Malachi Center
2006 – 2007	LeadDiversity