

Profile

Which Boards would you like to apply for?

Fire Commission: Submitted

Please select your first Board preference: *

☒ Fire Commission

Please select your second Board preference: *

☒ Fire Commission

Please select your third Board preference: *

☒ Fire Commission

Please select your fourth Board preference: *

☒ Fire Commission

Please select your fifth Board preference: *

☒ Fire Commission

Please select your sixth Board preference: *

☒ Fire Commission

Barrett

First Name

O

Middle Initial

Penny

Last Name

914 7th Ave

Street Address

Suite or Apt

Garner

City

NC

State

27529

Postal Code

What district do you live in?

None Selected

Home: (919) 291-7468

Primary Phone

Business: (919) 772-1550

Alternate Phone

bpenny@garnernc.gov

Email Address

Town of Garner Fire-Rescue

Employer

Assistant Fire Chief

Job Title

If you live in an Extraterritorial Jurisdiction Area, select Yes:

☐ Yes ☒ No

In order to assure countywide representation, please indicate your place of residence:

None Selected

Interests & Experiences

Why are you interested in serving on a Board or Commission?

I've been asked to serve on the Fire Commission as an alternate for the Southern Region fire departments, and I'm honored to support the region in this capacity.

Work Experience

With 27 years of dedicated service to Garner Fire-Rescue, I currently serve as the Interim Fire Chief and Assistant Chief of Operations, overseeing departmental operations, budget implementation, and strategic initiatives.

Volunteer Experience

Education

Associate's Degree - Columbia Southern University

Comments

[Barrett_Penny_Resume.pdf](#)

Upload a Resume

If you have another document you would like to attach to your application, you may upload it below:

Please upload a file

Demographics

Date of Birth

Gender *

☒ Male

Barrett O Penny

Ethnicity *

☒ Caucasian

Other

How did you become aware of Wake County volunteer opportunities?

☒ Other

If you selected "Other" above, how?

Fire Commission Members

Please upload a file

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

By submitting this electronic application, if appointed, I pledge by my signature below that I have read and will comply with the ethics guidelines for advisory boards and commissions as adopted by the Wake County Board of Commissioners, found [here](#).

Barrett Penny

(919) 291-7468 | bpenny@garnernc.gov | Garner, NC

Professional Summary

Seasoned and highly motivated fire service leader with 27 years of comprehensive experience, currently serving as the Interim Fire Chief. Proven track record of leadership through every rank in the fire department, bringing a wealth of operational knowledge, technical skill, and strategic foresight to the organization. Known for a strong work ethic, integrity, and a commitment to excellence in service delivery.

Extensive experience in managing daily operations for Garner Fire-Rescue, including emergency response coordination, personnel oversight, training implementation, and resource allocation. Directly responsible for the development and execution of apparatus specifications, procurement processes, and vendor relations to ensure the department's fleet meets modern operational standards. I am skilled in budgeting, capital planning, and financial management, with a focus on cost-effective solutions that enhance operational readiness. I believe in allowing data to drive processes, ensuring decisions are informed, transparent, and aligned with organizational goals.

Oversee vehicle maintenance and repair operations, ensuring all apparatus and support vehicles remain in peak condition, compliant with safety standards, and ready for immediate deployment. Experienced in handling media relations and conducting interviews, serving as a professional representative of the department during high-profile incidents, public events, and community outreach efforts. Act as a liaison between fire staff and city leadership to align department goals with community needs and public safety priorities.

Respected mentor and leader, committed to the professional development of personnel and the cultivation of a strong organizational culture rooted in accountability, innovation, and service. Brings a firm grasp on all aspects of the fire service, from tactical operations and incident command to strategic planning and policy development.

Key Skills

- Emergency Incident Command & ICS
- Fire Suppression & Rescue Operations
- Budgeting & Resource Allocation
- Team Leadership & Training Programs
- Community Risk Reduction & Fire Safety Education
- Crisis & Disaster Response Planning
- Multi-Agency Coordination
- Personnel Management
- Policy Development

Professional Experience

Interim Fire Chief

[Town of Garner Fire-Rescue] [March 2025 – Present]

- Finalized merger for Town of Garner and Garner Volunteer Fire-Rescue
- Lead a force of 78 Line Staff and 7 Administrative Personnel
- Ensure transfer of assets, personnel, and finances
- Finalized FY26 Town of Garner and Wake County Budget of over \$12.1 Million
- Integrated Town Processes
- Participating in Town of Garner Leadership Planning
- Organized newly formed Garner Firefighter Association
- Manage Operational and Capital Budgets

Assistant Fire Chief

[Garner Fire-Rescue] | [2022 - Present]

- Directly supervise six battalion chiefs
- Lead a staff of 78 personnel in emergency and daily operations
- Manage departmental budgets, personnel scheduling, and resource distribution
- Manage expansions and process cost share with Wake County
- Develop and justify departmental needs regarding emergency response
- Coordinate multi-agency emergency responses, ensuring efficient collaboration
- Collaborate with training program
- Use data to improve response times and efficiency
- Oversee departmental human resource matters and policy development
- Serve as departmental PIO on emergency scenes
- Ensure departmental policy aligns with best practices
- Develop effective response force (ERF) allowing data to determine response plans
- Facilitate procurement of all departmental apparatus and vehicles

Previous Role - Battalion Chief

[Garner Fire-Rescue] | [2011 - 2022]

- Supervised entire shift for operations
- Trained and mentored staff in fire suppression, safety, emergency medical response, and hazardous materials.
- Assisted in developing emergency response plans
- Managed daily staffing
- Ensured training standards were met
- Served as Incident Commander as appropriate for incident scale
- Key link between upper command staff and line-level personnel

Previous Roles

Captain [Garner Fire-Rescue] | [2006 - 2011]
Lieutenant [Garner Fire-Rescue] | [2002 - 2005]
Firefighter [Garner Fire-Rescue] | [1998 - 2002]

Education & Certifications

- Associate's Degree – Columbia Southern University
 - Fire Officer I, II, III,
 - Incident Command System (ICS) Certifications
 - Emergency Medical Technician (EMT) Certification
 - Hazardous Materials Operations Certification
 - Emergency Rescue Technician
Ropes Specialist, Vehicle Specialist, Building Collapse Specialist
 - North Carolina Level II Firefighter
 - North Carolina Certified Driver Operator
 - North Carolina Aerial Certification
 - North Carolina Level II Fire Instructor
 - NC Fire Chief 101 Certification
-

Professional Affiliations

- Wake County Association of Fire Chiefs
 - International Association of Fire Chiefs (IAFC)
 - North Carolina State Firefighters Association (NCSFA)
 - South Region Voting Member for Wake County Capital Sub Committee
-

Awards & Recognitions

- Medal of Valor Recipient - Actions while serving Operations Chief for Clayton Fire Department during swift water rescue
- Recipient of the Garner Local Heroes Award, recognized for exceptional leadership and decision-making while commanding high-stress, complex emergency incidents.

Professional References

Barrett Oneal Penny

Candidate for Fire Chief

919-291-7468 • bpenny@garnernc.gov • Coats, NC

Professional References

1. Darrell Alford

Director, Wake County Fire Services & Emergency Management

Relationship: Mentor

Phone: (919) 856-6487

Email: Darrell.Alford@wake.gov

2. Tim Herman

Fire Chief, Town of Apex NC

Relationship: Former supervisor

Phone: (919) 291-6640

Email: Timothy.Herman@apexnc.org

3. Dr. Ryan Jackson

Lead Pastor, The Capital Church

Relationship: Pastor

Phone: 919-896-2860

Email: trjackson@cantab.net

4. Jim Jones

Fire Chief, Town of Fuquay-Varina, NC

Relationship: Colleague

Phone: (919) 552-0422

Email: jjones@fuquay-varina.org

5. Matthew Poole

Assistant Town Manager: Garner, NC

Relationship: Former supervisor/Mentor

Phone: 919 – 773-4403

Email: mppole@garnernc.gov

Profile

Which Boards would you like to apply for?

Fire Commission: Submitted

Please select your first Board preference: *

☒ Fire Commission

Please select your second Board preference: *

☒ Fire Commission

Please select your third Board preference: *

☒ Fire Commission

Please select your fourth Board preference: *

☒ Fire Commission

Please select your fifth Board preference: *

☒ Fire Commission

Please select your sixth Board preference: *

☒ Fire Commission

Jason

First Name

W

Middle Initial

Joyner

Last Name

3851 Wendell Blvd

Street Address

Suite or Apt

Wendell

City

NC

State

27591

Postal Code

What district do you live in?

None Selected

Mobile: (252) 904-4381

Primary Phone

Home: (252) 904-4381

Alternate Phone

jjoyner@townofwendell.com

Email Address

Joyner Government Affairs

Employer

Principal

Job Title

If you live in an Extraterritorial Jurisdiction Area, select Yes:

☐ Yes ☒ No

In order to assure countywide representation, please indicate your place of residence:

☒ Wendell

Interests & Experiences

Why are you interested in serving on a Board or Commission?

I am proud of the way that Wake County, the Fire Commission and Wendell have collaboratively provided fire protection services in eastern Wake County. After consulting with the Wendell FD Board of Directors, the Town of Wendell Board of Commissioners I believe that my experience will allow me to be helpful to the citizens of Wake County by serving on the Fire Commission

Work Experience

Founder Joyner Government Affairs | Wendell, North Carolina January 2021 Commissioner
Town of Wendell | Wendell, North Carolina December 2015 - Current Partner Vice President
of Government and Legislative Affairs New Frame Inc. | Raleigh , NC " December 2013 -
January 2021 Emergency Medical Technician | Wake County EMS | Wake County| November
2010=December 2015

Volunteer Experience

Wendell Board of Commissioners 2015-2025 Mayor Pro Tem, Town of Wendell 2021-2023
Wendell Rotary Club

Education

Bachelors of Science Appalachian State University , Boone, NC B.S. Political Science with a
concentration in Town Administration, City, County Management with minors in Sociology
and Planning

Comments

[Jason_William_Joyner_Resume_copy.pdf](#)

Upload a Resume

If you have another document you would like to
attach to your application, you may upload it
below:

Please upload a file

Demographics

Jason W Joyner

Date of Birth

Gender *

☒ Male

Ethnicity *

☒ Caucasian

Other

How did you become aware of Wake County volunteer opportunities?

☒ Current Wake County Volunteer

If you selected "Other" above, how?

Please upload a file

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

By submitting this electronic application, if appointed, I pledge by my signature below that I have read and will comply with the ethics guidelines for advisory boards and commissions as adopted by the Wake County Board of Commissioners, found [here](#).

Jason W Joyner



JASON WILLIAM JOYNER

P.O. Box 1371, Wendell, North
Carolina 27591
2529044381,
Jason@Jwjoyner.com

PROFESSIONAL SUMMARY

Proven government affairs leader with a record of providing successful strategies and guidance to individuals and organizations interested in improving public policy. Respected policy advisor to national organizations including corporations and non-profits as well as government agencies and their leadership on matters public policy and government affairs.

SKILLS

- Legislative Analysis & Policy Communications
- Targeted Appropriations & Budget Policy Advocacy
- Public Policy Advocacy & Strategy development
- Fundraising & Donor Relations
- Crisis Communications & Campaign Management

EXPERIENCE

Founder January 2021 -
Joyner Government Affairs | Wendell, North Carolina Current

- Directs internal client communications, including client newsletters and memoranda.
- Improved perception of client leadership by coaching on communications strategies.
- Managed client crisis communications with strategic and level-headed approaches.
- Directed client legislative agenda development and communication of programs to maintain favorable public and stakeholder perceptions of client accomplishments, agenda, and relationships.
- Coordinated social media communications across all platforms and website pages.
- Maintained favorable perceptions of client organizational accomplishments and agenda with influential leadership of communications program.

Commissioner December 2015 -
Town of Wendell | Wendell, North Carolina Current

- Determined potential impacts of proposed legislation to correctly identify areas in need of adjustment or damage control.
- Lead the effort to reform budget processes which resulted in increased services, decreased property taxes and an overall environment of growth.
- Handled political contributions in full compliance with applicable laws, directing staff to carefully track income and expenses.

- Formulated positions on current issues in close collaboration with community leaders and stakeholders to achieve positive outcomes for the town
- Contributed to the Town's growth and improved profile by providing a positive public image and building connections with partners in the public and private sector.

Partner Vice President of Government and Legislative Affairs
New Frame Inc. | Raleigh , NC

December 2013 - January
2021

- Capitalized on new business opportunities, identifying and pursuing development pathways based on client need and legislative climate, including advocating for ideas that had been historically unachievable with new legislative and communication strategies to reframe issues.
- Oversaw successful business development and the implementation of a multi year growth plan.
- Generated greater than 70% of new sales and was name Partner after building a start up public relations shop into one of NC's premier boutique government relations firms, resulting in \$500,000/year in new revenue.
- Strengthened company position in regulatory and local government and procurement markets, leveraging industry knowledge and business acumen to achieve consistent successes for clients across the U.S.
- Boosted both the company and client profiles by routinely appearing and speaking in media interviews as well as regional and national industry related conferences.
- Lead the government relations team to achieve major policy wins in a variety of policy areas.
- Routinely conferred with elected representatives as a subject matter expert for them in their final decisions.
- Served as liaisons between organizations, shareholders, and outside organizations for both the company and its clients.
- Increased year over year revenue by 30% with improved marketing, branding and customer engagement strategies.

Campaign Manager
Casteen for Congress | Wilmington , NC

January 2014 - January
2015

- Managed a targeted campaign for congress that focused on addressing 3 major issues (taxation, individual liberty, national debt) important to the candidate and successfully moved those issues to the center of the conversation.
- Coordinated every level of the campaign to achieve buy in from national leadership and political action committees as well as grassroots leaders

EDUCATION

Bachelor of Science
Appalachian State University , Boone
B.S. Political Science with a concentration in Town Administration, City, County Management
Minors: Sociology and Planning

May
2008

AFFILIATIONS

- Wendell Fire Department Board of Directors
- Capital Metropolitan Planning Organization - Delegate
- Appalachian State Local Government Managers Alumni Association
- N.C. League of Municipalities - Delegate

Profile

Which Boards would you like to apply for?

Fire Commission: Submitted

Please select your first Board preference: *

☒ Nursing Home Community Advisory Committee

Please select your second Board preference: *

☒ Fire Commission

Please select your third Board preference: *

☒ Nursing Home Community Advisory Committee

Please select your fourth Board preference: *

☒ Fire Commission

Please select your fifth Board preference: *

☒ Nursing Home Community Advisory Committee

Please select your sixth Board preference: *

☒ Nursing Home Community Advisory Committee

Nicole

First Name

C

Middle Initial

Boone

Last Name

4321 Pine Springs Ct

Street Address

Suite or Apt

Raleigh

City

NC

State

27613

Postal Code

What district do you live in?

None Selected

Home: (910) 265-6390

Primary Phone

Home: (919) 414-0481

Alternate Phone

nicolecboone@hotmail.com

Email Address

NC DHHS- DCDEE

Employer

B-3 Policy Advisor

Job Title

If you live in an Extraterritorial Jurisdiction Area, select Yes:

☒ Yes ☐ No

In order to assure countywide representation, please indicate your place of residence:

☒ Raleigh

Interests & Experiences

Why are you interested in serving on a Board or Commission?

My interest in serving on a Board or Commission stems from my commitment to improving outcomes for children and families. In my current role as a Birth-3 years Policy Advisor for NC DHHS - DCDEE, I've gained extensive knowledge of NC statutes, rules, and federal and state policy, along with technical expertise in researching and developing legislation and regulations. I've seen firsthand how effective policy can create high-quality services, and I'm eager to leverage my skills and experience in policy development, implementation, and review to directly contribute to the strategic direction and impactful decisions of this Board/Commission.

Work Experience

NC Department of Health and Human Services NC Division of Child Development and Early Education Raleigh, North Carolina Birth-3 years Policy Advisor January 2023-Present • Assist DCDEE with researching, analyzing and reviewing state and national policies • Research findings and other sources related to best practices to ensure high quality services for children birth-three in North Carolina • Provide technical assistance to requestors and identify resources that promote quality infant and toddler care • Participate in the planning and coordination of agency services related to birth - three quality initiatives and activities • Maintain positive, strength-based relationships with critical Regional and State staff and with multiple partners to facilitate ongoing communication • Collaborate planning, coordination of services, and shared problem solving related to birth-three quality initiatives • Collect and analyze relevant data and information to guide and inform recommendations and decision making for birth-three services • Maintain a subject matter expertise level knowledge of birth-three initiatives and activities within NC, and be familiar with national initiatives and trends. • Extensive knowledge of NC statutes, rules, policies, and federal disability policy • technical expertise in researching and developing statutes and regulations • Experience in the development of policy, rule and legislation; • Technical expertise in researching, developing and implementing in an administrative capacity. • Analyze and develop written comments on legislative proposals and regulations • Provide rulemaking support for the NC Childcare Commission • Participate in departmental process for ongoing statutes/rules review consistent with the General Assembly recommendations • Assess and modify the process for announcing new and amending existing rules • Provide interpretation of rule/regulatory policy • Coordinate Waiver of Administrative Rule process • Conduct consumer and provider appeals • Ensure contract deliverables are met and reflect goals and priorities. • Provides Division-level administration and governance of projects as it relates to state-level interests, priorities, policies and regulations. • Provided support to the in mitigating risks and escalating requests for support from NCDHHS or ACF to gain input, guidance, or approval. • Reviewed and approved initial drafts of all communications to ACF, including quarterly and annual reports. • Liaison between the DCDEE, NCDHHS, senior-level leaders and stakeholders. • Monitor project status updates on project milestones, progress, and troubleshoot risks/threats to program implementation. • Lead drafting of the contractor form (scope, performance measures, etc.) for new, renewal and amended financial assistance contracts. Coordinate edits to scope, measure, budget from contractor/vendor. • Lead drafting and submission for annual Programmatic Monitoring Reports for contracts. • Manage regular check-ins with partners, attending partner activities and events, receiving and reviewing monthly/quarterly reports. • Track progress and raise risks for program performance. • Clarify design elements, implementation plans, requirements, and progress

Nicole C Boone

benchmarking. • Formulate strategies, monitor and measure progress, and make adjustments to approach/implementation as needed. • Provide analytic capacity and project management services to support effective implementation of assigned sub-activity and alignment within and across initiatives and strategic priorities. • Motivate subcontractors and internal and external stakeholders to engage in creating shared vision and responsibilities for outcomes (i.e. PDG Contractor and Partner meetings) • Develop (or work with evaluation partner to develop) contractor reporting tool and disseminate to contractor at execution of contract. • Develop (or work with evaluation partner to develop) contract final close out reporting tool. • Develops and manages a detailed project schedule and work plan forecasting anticipated deadlines for key milestones including federal reporting and responding to continuation/renewal funding competitions. • Conduct monthly tracking of PDG process and outcome data collected from SMEs and Coordinators in relation to assigned activities. • Serve as SME for a select number of PDG B-5 contracts, managing regular check ins with partners, attending partner activities and events, receiving and reviewing monthly/quarterly reports. NC Department of Health and Human Services NC Division of Child Development and Early Education Raleigh, North Carolina Childcare Consultant December 2017 – December 2023 • Assist potential and current child care providers to achieve and maintain compliance with applicable child care with licensing requirements. • Monitor centers and homes for compliance with requirements, and investigate reports alleging violations of requirements, including allegations that facilities are operating without a license. • Sometimes work in highly stressful situations while maintaining a calm, professional demeanor. • Demonstrated knowledge of theories, practices and principles of child development as related to child care services that include the physical, social, emotional and cognitive development of children. • Experienced in giving technical assistance and consultation in the areas of child care program administration and child development, care giving activities, nutrition, behavior management, prevention of child abuse/neglect, age appropriate needs of children, parent involvement, and parent education to promote quality child care. • Employee must have good consultative skills and excellent effective communication skills, both oral and written. • Ability to establish effective working relationships with a variety of groups and individuals. • Demonstrated ability to be self-motivated and have a high degree of self discipline to assure that work is done accurately and in a timely fashion. NC Department of Health and Human Services NC Division of Child Development and Early Education Raleigh, North Carolina Connectivity Consultant March 2017 – December 2017 ● Maintain and update as needed the Regulatory System and training materials ● Update the Reg Admin System used to cite violations, maintain equipment logs and ensure all DCDEE issued equipment is accounted for ● Receive and return equipment to the Information Technology Services staff and Team Support staff, as needed ● Develop and deliver training to new and existing employees on the Regulatory System ● Provide training on the other agency systems such as Data Warehouse and SharePoint and provide ongoing technical assistance to staff related to the database systems ● Serve as a help desk for field-based staff to assist with entering data into the database systems, completing computerized forms and troubleshooting automation issues ● Create test packets for new staff to key into the training system prior to being released to key in the production system, and track and correct any errors identified ● Respond to data requests from internal and external customers, legislators, partner agencies and the media and generating reports based on those requests ● Complete site reviews for the NC Pre-K Plan System which consists of reviewing the site information for new NC Pre-K sites, and reviewing changes to sites currently participating in the NC Pre-K Program Sylvan Learning – Raleigh Tutor/Lead Teacher • Taught using Sylvan based programs • Supervised and interacted with and motivated students during instruction hours while they worked with equipment and materials • Rewarded students for completed assignments • Evaluated and documented student progress • Communicated student needs the center manager • Developed rapport with students and establishes a fun learning environment • Maintained a positive attitude and demonstrate enthusiasm for teaching and Sylvan • Prepared for each instructional session; Gathers and prepares materials as appropriate • Greeted students and initiates instruction to personally engage each student • Instructed students according to the design of the Sylvan programs • Managed students, tasks and time to create a balanced and robust instructional session • Evaluated and records the progress of each student on their program assignment • Used praise and encouragement to ensure students are engaged and inspired to learn • Motivated students with Sylvan tokens given for specific achievements according to the Sylvan instructional management standards • Recorded and tracks tokens earned by students • Managed the conclusion of each instructional session and manages the completion of learning log and transition activities; Supports procedures to ensure student safety and well-being • Communicated specific student needs to Center staff • Attended

periodic staff meetings and completes ongoing training as needed • Completed certification training on each Sylvan program such as SAT prep, ACT prep, academic reading, writing, math essentials and math edge Onslow County Partnership for Children Jacksonville, North Carolina Compliance Specialist October 2010- March 2017 ● Demonstrated ability to be extremely flexible and capable of modifying work schedule to accommodate the complex needs and request of early childcare programs ● Collaborated and supported the planning implementation of a state funded grant with program director to obtain outdoor learning equipment to enhance outdoor learning environment. ● Managed a variety of state funded grants with early childhood quality initiatives of licensed childcare programs ● Monitored childcare programs to ensure compliance with state regulations, guidelines, policies and procedures to maintain grant funding ● Tracked, documented, and analyzed childcare programs spending trends ● Monitored quarterly quality initiative budgets and collected data for reporting purposes. ● Collected and researched a wide variety of resources to enhance quality in early childhood programs and to assist with the development of strategic plans to implement systematically ● Collected a wide variety of data from child care programs to include observations, improvement plans, staff retention, staff education, unduplicated technical assistance services etc. ● Monitored, tracked and collected data on programs' compliance history to assess, analyze, interpret and evaluate results then create and implement technical assistance strategies and training opportunities related to the data specific to that program ● Actively engaged administrators and teachers to move toward specific monthly goals to effectively enhance a higher quality environment for children and families throughout early childhood programs ● Knowledge and experience implementing developmentally appropriate practices, best practices, evidence based tools and NC Child Care Division of Child Development and Early Education rules and regulations to support practices in early childhood classrooms ● Supporting the implementation of the federally funded Race to The Top (RTTT) Grant by collaborating with Cultural Competence Project ● Coordinate and facilitate monthly meeting that focus on trends, compliance, coach and consultation, training in early childhood field. ● Monitor and maintain close out budget, compliance, policies and procedures related to state rules and regulations of the North Carolina Preschool Kindergarten Program(NCPK) ● Establish effective working relationships with program administrators and teachers regarding programming and working with families; ● Writing and disseminating communication documents including lesson plan feedback, quality improvement plan, and quarterly reports, education professional development profiles and the current coaching and consultation model related to the child care programs in county ● Assisting in the coordination of quarterly training and community outreach efforts; ● Supporting delivery of the early intervention services to children birth through five years old; ● Collaborating with Early Childhood and federally funded Early Head Start programs to develop and implement systemic professional development related to school's readiness; ● Collaborating with Early Childhood Programs to develop and implement provider training sessions ● Create improvement plans that describing center accomplishments, obstacles, and possible strategies to strengthen child care programs ● Providing strong, effective, and responsive technical assistance and consultation that reflects relationship-based model that practices and promotes the philosophy and mission of touch points in the areas of child care program administration and child development, care giving activities, nutrition, behavior management, prevention of child abuse/neglect, age-appropriate needs of children, parent involvement, and parent education to promote quality child care ● Working knowledge of theories, practices and principles of child development as related to child care services that include the physical, social, emotional and cognitive development of children ● Self-motivated and have a high degree of self-discipline to assure that work is done accurately and in a timely fashion ● Excellent communication skills; both written and verbal Onslow County Partnership for Children Jacksonville, North Carolina Referral Specialist March - October 2010 • Interviewing clients to obtain required information and explaining programs the client may wish to utilize. • Utilizes information from the client to provide referrals to child care, other resources and consumer education. • Maintaining, analyzing and updating computer databases such as Child Care aware/NACCRR and Resource Mate • Writing and analyzing reports and providing services and referrals to child care providers • Knowledge of NC Division of Child Development and Early Education • Participated in outreach events in the community. Childcare Network Jacksonville, North Carolina Assistant Director of Operations July2007- December 2009 ● Ensured center compliance with all federal, state, and local regulations ● Implemented health and safety standards; ensures that appropriate supervision of children and safe transportation practices are utilized daily ● Completed all required paperwork and record keeping in a timely basis and maintains it in an organized, up-to-date manner. This includes student, employee, vehicle, driver, health, and safety files ● Developed and maintains a strong working

relationship with all state licensing authorities and community contacts. ● Developed and actively maintains positive communications with parents ● Recognized parent concerns, evaluates course of action and responds appropriately to needs of parents. ● Ensured that curriculum is appropriately implemented throughout the program and meets state requirements for each age group ● Worked to ensure that the staff is effectively trained on curriculum and established early childhood principles ● Worked to get program to the highest level with licensing and maintains this standard once it is met ● Maintained appropriate receipts on all credit card and bank transactions in an organized manner ● Ensured that accounts receivables are closely managed; takes appropriate action with non-paying accounts ● Recruited, selected and properly trained qualified staff. Developed staff through program growth and guidance plans. ● Anticipated staffing needs, prepares and posts weekly staffing schedule and modifies it according to daily student counts in each classroom. Ensures that state and local regulations are met at all times Johnston – Lee County Head Start Smithfield, NC Substitute Teacher August 2006-January 2007 •

Implemented healthy routines such as teeth brushing and washing hands. • Provided a safe and healthy environment that encouraged learning and growth. • Positive guidance methods such as redirection and reinforcement. • Instituted rhyming games, acting games and storytelling to further children's language and vocabulary development. • Provided a less structured approach, including small group lessons, one-on-one instruction and learning through creative activities such as art and music. • Implemented weekly lesson plan CCA Head Start New Bern, NC Teacher 1 Instruction and early childhood development August 2004-May 2006 ● Establish a positive climate in the classroom that includes positive affect and positive relationships with children. ● Implement curriculum that includes whole child development: cognitive, social, emotional, and physical development through developmentally appropriate learning experiences. Maximize learning time, using engaging instructional learning formats. ● Direct the activities of assistants, aides and volunteers including the supervision of assigned workers from other agencies. ● Maintain the "family style" meal model to eat with the children daily, serving as a role model in trying new foods, using good manners, and beginning conversational skills. Encourage children to serve themselves and pass platters in a family-style setting. Planning and Organization ● Annually plan and conduct a minimum of two home visits to the family of each classroom child and at least two parent-teacher conferences. Program Compliance and Reporting ● Implement the daily program, consistently incorporating developmentally appropriate best-practices, High/Scope Strategies, and Head Start Performance Standards. ● Appropriately record children's progress and growth and provides for on-going evaluations of each child's development using a specific assessment instrument. Collaboration and Parent Inclusion ● Maintain the confidentiality of all pertinent data. ● Attend meetings as required by the agency, including case conferencing with the Family Worker. Participate in information coordination and planning with all center staff as appropriate. ● Assist in the high-quality service and continuing improvement of the Head Start program through participation on Advisory and Center Committees. ● Foster positive parent communication through a weekly classroom newsletter, a personal welcome and orientation for parent volunteers in the classroom and other innovative activities as appropriate. ● Demonstrates cohesive and effective communication skills, striving to work with others in a team approach. ● Inform and collaborate with the Health Coordinator of any suspected health concerns with developmental disabilities regarding the enrolled children. ● Assist family services staff with recruiting eligible children. ● Collaborate with center Family Service Worker in monitoring children's attendance, checking on children with poor attendance. Southeastern Preschool Education Center Jacksonville, NC Lead Teacher • Developed aged appropriate activities for children. • Coordinated daily lesson plans. 8/2002 - 8/2004 • Attended monthly center staff meetings and contributed significantly to the discussion of improving services for the children. • Responsible for maintaining child appropriate materials and equipment. • Provided a safe and healthy environment that encouraged learning and growth. • Implemented positive guidance methods such as redirection and reinforcement. • Instituted rhyming games, acting games and storytelling to further children's language and vocabulary development. • Provided a less structured approach, including small group lessons, one-on-one instruction and learning through creative activities such as art and music.

Volunteer Experience

Food Bank of Central & Eastern NC • Organize and sort donated food items • Pack and distribute food boxes to recipients • Assist with meal preparation and distribution • Assist in the intake of donations • Assisting with the preparations of meals for distribution • Organizing and distributing food items such as canned and non- perishable goods • Maintaining a clean and orderly workspace • Providing assistance to those in need in a courteous and professional manner Oak City Cares – Raleigh • Serve food to shelter residents. They distribute plates, utensils, and beverages. • Assist in cleaning up the dining area, collecting used plates and cutlery, and maintaining cleanliness. • Engage with homeless individuals, offering a friendly presence and showing empathy. • Hand out food trays, ensuring everyone receives a meal. Angel Tree Program – Raleigh, NC • Distribute the gifts to the families during the Christmas season. • Ensure that each child receives their designated gift. • Distribute daily pickups of community donations, organizing and maintaining volunteer lists, and helping at the Christmas Distribution Center. Saint Savior Center Diaper Train – Raleigh, NC • Re- packed wipes and diapers for families in need • Assist with diaper distribution and inventory management. • Assess participants' eligibility for diaper assistance Diaper Bank of NC – Raleigh • Packed wipes and diapers for families in need • Re- packed wipes and diapers for families in need • Assist with diaper distribution and inventory management. • Assess participants' eligibility for diaper assistance.

Education

Ashford University Master of Science in Early Childhood Education Mount Olive College Bachelor of Science in Early Childhood Education Coastal Carolina Community College Associates Degree in Early Childhood Education

Comments

[N.BooneResume2024.pdf](#)

Upload a Resume

If you have another document you would like to attach to your application, you may upload it below:

Please upload a file

Demographics

Date of Birth

Gender *

☒ Female

Ethnicity *

☒ African American

Other

Nicole C Boone

How did you become aware of Wake County volunteer opportunities?

☒ County Website

If you selected "Other" above, how?

Please upload a file

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

By submitting this electronic application, if appointed, I pledge by my signature below that I have read and will comply with the ethics guidelines for advisory boards and commissions as adopted by the Wake County Board of Commissioners, found [here](#).

Nicole C. Boone

4321 Pine Springs Ct

Raleigh, NC 27613

Phone Number: 910 265-6390

Email: nicolecboone@hotmail.com

SUMMARY

Knowledgeable of the childhood profession with diverse experience in coaching, consultation, planning, researching, analyzing and implementation of various techniques with early childhood professionals and leadership.

PROFESSIONAL EXPERIENCE

**NC Department of Health and Human Services
NC Division of Child Development and Early Education
Raleigh, North Carolina**

Birth-3 years Policy Advisor

January 2023-Present

- Assist DCDEE with researching, analyzing and reviewing state and national policies
- Research findings and other sources related to best practices to ensure high quality services for children birth-three in North Carolina
- Provide technical assistance to requestors and identify resources that promote quality infant and toddler care
- Participate in the planning and coordination of agency services related to birth - three quality initiatives and activities
- Maintain positive, strength-based relationships with critical Regional and State staff and with multiple partners to facilitate ongoing communication
- Collaborate planning, coordination of services, and shared problem solving related to birth-three quality initiatives
- Collect and analyze relevant data and information to guide and inform recommendations and decision making for birth-three services
- Maintain a subject matter expertise level knowledge of birth-three initiatives and activities within NC, and be familiar with national initiatives and trends.
- Extensive knowledge of NC statutes, rules, policies, and federal disability policy
- technical expertise in researching and developing statutes and regulations
- Experience in the development of policy, rule and legislation;
- Technical expertise in researching, developing and implementing in an administrative capacity.
- Analyze and develop written comments on legislative proposals and regulations
- Provide rulemaking support for the NC Childcare Commission
- Participate in departmental process for ongoing statutes/rules review consistent with the General Assembly recommendations

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- Assess and modify the process for announcing new and amending existing rules
- Provide interpretation of rule/regulatory policy
- Coordinate Waiver of Administrative Rule process
- Conduct consumer and provider appeals
- Ensure contract deliverables are met and reflect goals and priorities.
- Provides Division-level administration and governance of projects as it relates to state-level interests, priorities, policies and regulations.
- Provided support to the in mitigating risks and escalating requests for support from NCDHHS or ACF to gain input, guidance, or approval.
- Reviewed and approved initial drafts of all communications to ACF, including quarterly and annual reports.
- Liaison between the DCDEE, NCDHHS, senior-level leaders and stakeholders.
- •Monitor project status updates on project milestones, progress, and troubleshoot risks/threats to program implementation.
- Lead drafting of the contractor form (scope, performance measures, etc.) for new, renewal and amended financial assistance contracts. Coordinate edits to scope, measure, budget from contractor/vendor.
- Lead drafting and submission for annual Programmatic Monitoring Reports for contracts.
- Manage regular check-ins with partners, attending partner activities and events, receiving and reviewing monthly/quarterly reports.
- Track progress and raise risks for program performance.
- Clarify design elements, implementation plans, requirements, and progress benchmarking.
- Formulate strategies, monitor and measure progress, and make adjustments to approach/implementation as needed.
- Provide analytic capacity and project management services to support effective implementation of assigned sub-activity and alignment within and across initiatives and strategic priorities.
- Motivate subcontractors and internal and external stakeholders to engage in creating shared vision and responsibilities for outcomes (i.e. PDG Contractor and Partner meetings)
- Develop (or work with evaluation partner to develop) contractor reporting tool and disseminate to contractor at execution of contract.
- Develop (or work with evaluation partner to develop) contract final close out reporting tool.
- Develops and manages a detailed project schedule and work plan forecasting anticipated deadlines for key milestones including federal reporting and responding to continuation/renewal funding competitions.
- Conduct monthly tracking of PDG process and outcome data collected from SMEs and Coordinators in relation to assigned activities.

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- Serve as SME for a select number of PDG B-5 contracts, managing regular check-ins with partners, attending partner activities and events, receiving and reviewing monthly/quarterly reports.

**NC Department of Health and Human Services
NC Division of Child Development and Early Education
Raleigh, North Carolina**

Childcare Consultant

December 2017 – December 2023

- Assist potential and current child care providers to achieve and maintain compliance with applicable child care with licensing requirements.
- Monitor centers and homes for compliance with requirements, and investigate reports alleging violations of requirements, including allegations that facilities are operating without a license.
- Sometimes work in highly stressful situations while maintaining a calm, professional demeanor.
- Demonstrated knowledge of theories, practices and principles of child development as related to child care services that include the physical, social, emotional and cognitive development of children.
- Experienced in giving technical assistance and consultation in the areas of child care program administration and child development, care giving activities, nutrition, behavior management, prevention of child abuse/neglect, age-appropriate needs of children, parent involvement, and parent education to promote quality child care.
- Employee must have good consultative skills and excellent effective communication skills, both oral and written.
- Ability to establish effective working relationships with a variety of groups and individuals.
- Demonstrated ability to be self-motivated and have a high degree of self-discipline to assure that work is done accurately and in a timely fashion.

**NC Department of Health and Human Services
NC Division of Child Development and Early Education
Raleigh, North Carolina**

Connectivity Consultant

March 2017 – December 2017

- Maintain and update as needed the Regulatory System and training materials
- Update the Reg Admin System used to cite violations, maintain equipment logs and ensure all DCDEE issued equipment is accounted for

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- Receive and return equipment to to the Information Technology Services staff and Team Support staff, as needed
- Develop and deliver training to new and existing employees on the Regulatory System
- Provide training on the other agency systems such as Data Warehouse and SharePoint and provide ongoing technical assistance to staff related to the database systems
- Serve as a help desk for field-based staff to assist with entering data into the database systems, completing computerized forms and troubleshooting automation issues
- Create test packets for new staff to key into the training system prior to being released to key in the production system, and track and correct any errors identified
- Respond to data requests from internal and external customers, legislators, partner agencies and the media and generating reports based on those requests
- Complete site reviews for the NC Pre-K Plan System which consists of reviewing the site information for new NC Pre-K sites, and reviewing changes to sites currently participating in the NC Pre-K Program

Sylvan Learning – Raleigh

Tutor/Lead Teacher

July 2017 – Current

- Taught using Sylvan based programs
- Supervised and interacted with and motivated students during instruction hours while they worked with equipment and materials
- Rewarded students for completed assignments
- Evaluated and documented student progress
- Communicated student needs the center manager
- Developed rapport with students and establishes a fun learning environment
- Maintained a positive attitude and demonstrate enthusiasm for teaching and Sylvan
- Prepared for each instructional session; Gathers and prepares materials as appropriate
- Greeted students and initiates instruction to personally engage each student
- Instructed students according to the design of the Sylvan programs
- Managed students, tasks and time to create a balanced and robust instructional session
- Evaluated and records the progress of each student on their program assignment
- Used praise and encouragement to ensure students are engaged and inspired to learn
- Motivated students with Sylvan tokens given for specific achievements according to the Sylvan instructional management standards
- Recorded and tracks tokens earned by students

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- Managed the conclusion of each instructional session and manages the completion of learning log and transition activities; Supports procedures to ensure student safety and well-being
- Communicated specific student needs to Center staff
- Attended periodic staff meetings and completes ongoing training as needed
- Completed certification training on each Sylvan program such as SAT prep, ACT prep, academic reading, writing, math essentials and math edge

Onslow County Partnership for Children Jacksonville, North Carolina

Compliance Specialist

October 2010- March 2017

- Demonstrated ability to be extremely flexible and capable of modifying work schedule to accommodate the complex needs and request of early childcare programs
- Collaborated and supported the planning implementation of a state funded grant with program director to obtain outdoor learning equipment to enhance outdoor learning environment.
- Managed a variety of state funded grants with early childhood quality initiatives of licensed childcare programs
- Monitored childcare programs to ensure compliance with state regulations, guidelines, policies and procedures to maintain grant funding
- Tracked, documented, and analyzed childcare programs spending trends
- Monitored quarterly quality initiative budgets and collected data for reporting purposes.
- Collected and researched a wide variety of resources to enhance quality in early childhood programs and to assist with the development of strategic plans to implement systematically
- Collected a wide variety of data from child care programs to include observations, improvement plans, staff retention, staff education, unduplicated technical assistance services etc.
- Monitored, tracked and collected data on programs' compliance history to assess, analyze, interpret and evaluate results then create and implement technical assistance strategies and training opportunities related to the data specific to that program
- Actively engaged administrators and teachers to move toward specific monthly goals to effectively enhance a higher quality environment for children and families throughout early childhood programs
- Knowledge and experience implementing developmentally appropriate practices, best practices, evidence based tools and NC Child Care Division of Child Development and Early Education rules and regulations to support practices in early childhood classrooms

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- Supporting the implementation of the federally funded Race to The Top (RTTT) Grant by collaborating with Cultural Competence Project
- Coordinate and facilitate monthly meeting that focus on trends, compliance, coach and consultation, training in early childhood field.
- Monitor and maintain close out budget, compliance, policies and procedures related to state rules and regulations of the North Carolina Preschool Kindergarten Program(NCPK)
- Establish effective working relationships with program administrators and teachers regarding programming and working with families;
- Writing and disseminating communication documents including lesson plan feedback, quality improvement plan, and quarterly reports, education professional development profiles and the current coaching and consultation model related to the child care programs in county
- Assisting in the coordination of quarterly training and community outreach efforts;
- Supporting delivery of the early intervention services to children birth through five years old;
- Collaborating with Early Childhood and federally funded Early Head Start programs to develop and implement systemic professional development related to school's readiness;
- Collaborating with Early Childhood Programs to develop and implement provider training sessions
- Create improvement plans that describing center accomplishments, obstacles, and possible strategies to strengthen child care programs
- Providing strong, effective, and responsive technical assistance and consultation that reflects relationship-based model that practices and promotes the philosophy and mission of touch points in the areas of child care program administration and child development, care giving activities, nutrition, behavior management, prevention of child abuse/neglect, age-appropriate needs of children, parent involvement, and parent education to promote quality child care
- Working knowledge of theories, practices and principles of child development as related to child care services that include the physical, social, emotional and cognitive development of children
- Self-motivated and have a high degree of self-discipline to assure that work is done accurately and in a timely fashion
- Excellent communication skills; both written and verbal

Onslow County Partnership for Children Jacksonville, North Carolina

Referral Specialist

March - October 2010

- Interviewing clients to obtain required information and explaining programs the client may wish to utilize.
- Utilizes information from the client to provide referrals to child care, other

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resources and consumer education.

- Maintaining, analyzing and updating computer databases such as Child Care aware/NACCRRA and Resource Mate
- Writing and analyzing reports and providing services and referrals to child care providers
- Knowledge of NC Division of Child Development and Early Education
- Participated in outreach events in the community.

Childcare Network Jacksonville, North Carolina

Assistant Director of Operations

July 2007- December 2009

- Ensured center compliance with all federal, state, and local regulations
- Implemented health and safety standards; ensures that appropriate supervision of children and safe transportation practices are utilized daily
- Completed all required paperwork and record keeping in a timely basis and maintains it in an organized, up-to-date manner. This includes student, employee, vehicle, driver, health, and safety files
- Developed and maintains a strong working relationship with all state licensing authorities and community contacts.
- Developed and actively maintains positive communications with parents
- Recognized parent concerns, evaluates course of action and responds appropriately to needs of parents.
- Ensured that curriculum is appropriately implemented throughout the program and meets state requirements for each age group
- Worked to ensure that the staff is effectively trained on curriculum and established early childhood principles
- Worked to get program to the highest level with licensing and maintains this standard once it is met
- Maintained appropriate receipts on all credit card and bank transactions in an organized manner
- Ensured that accounts receivables are closely managed; takes appropriate action with non - paying accounts
- Recruited, selected and properly trained qualified staff. Developed staff through program growth and guidance plans.
- Anticipated staffing needs, prepares and posts weekly staffing schedule and modifies it according to daily student counts in each classroom. Ensures that state and local regulations are met at all times

Johnston – Lee County Head Start Smithfield, NC Substitute Teacher

August 2006-January 2007

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- Implemented healthy routines such as teeth brushing and washing hands.
- Provided a safe and healthy environment that encouraged learning and growth.
- Positive guidance methods such as redirection and reinforcement.
- Instituted rhyming games, acting games and storytelling to further children's language and vocabulary development.
- Provided a less structured approach, including small group lessons, one-on-one instruction and learning through creative activities such as art and music.
- Implemented weekly lesson plan

CCA Head Start

New Bern, NC

Teacher 1

August 2004-May 2006

Instruction and early childhood development

- Establish a positive climate in the classroom that includes positive affect and positive relationships with children.
- Implement curriculum that includes whole child development: cognitive, social, emotional, and physical development through developmentally appropriate learning experiences. Maximize learning time, using engaging instructional learning formats.
- Direct the activities of assistants, aides and volunteers including the supervision of assigned workers from other agencies.
- Maintain the "family style" meal model to eat with the children daily, serving as a role model in trying new foods, using good manners, and beginning conversational skills. Encourage children to serve themselves and pass platters in a family-style setting.

Planning and Organization

- Annually plan and conduct a minimum of two home visits to the family of each classroom child and at least two parent-teacher conferences.

Program Compliance and Reporting

- Implement the daily program, consistently incorporating developmentally appropriate best-practices, High/Scope Strategies, and Head Start Performance Standards.
- Appropriately record children's progress and growth and provides for on-going evaluations of each child's development using a specific assessment instrument.

Collaboration and Parent Inclusion

- Maintain the confidentiality of all pertinent data.

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- Attend meetings as required by the agency, including case conferencing with the Family Worker. Participate in information coordination and planning with all center staff as appropriate.
- Assist in the high-quality service and continuing improvement of the Head Start program through participation on Advisory and Center Committees.
- Foster positive parent communication through a weekly classroom newsletter, a personal welcome and orientation for parent volunteers in the classroom and other innovative activities as appropriate.
- Demonstrates cohesive and effective communication skills, striving to work with others in a team approach.
- Inform and collaborate with the Health Coordinator of any suspected health concerns with developmental disabilities regarding the enrolled children.
- Assist family services staff with recruiting eligible children.
- Collaborate with center Family Service Worker in monitoring children's attendance, checking on children with poor attendance.

Southeastern Preschool Education Center

Jacksonville, NC

Lead Teacher

8/2002 - 8/2004

- Developed aged appropriate activities for children.
- Coordinated daily lesson plans.
- Attended monthly center staff meetings and contributed significantly to the discussion of improving services for the children.
- Responsible for maintaining child appropriate materials and equipment.
- Provided a safe and healthy environment that encouraged learning and growth.
- Implemented positive guidance methods such as redirection and reinforcement.
- Instituted rhyming games, acting games and storytelling to further children's language and vocabulary development.
- Provided a less structured approach, including small group lessons, one-on-one instruction and learning through creative activities such as art and music.

EDUCATION

Ashford University

Clinton, IA

Master of Science in Early Childhood Education

Nicole C. Boone

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Raleigh, NC 27613

Phone Number: 910 265-6390

Email: nicolecboone@hotmail.com

2012

Mount Olive College

Mount Olive, NC

Bachelor of Science in Early Childhood Education

2010

Coastal Carolina Community College

Jacksonville, NC

Associates Degree in Early Childhood Education

2004

Profile

Which Boards would you like to apply for?

Fire Commission: Submitted

Please select your first Board preference: *

☒ Fire Commission

Please select your second Board preference: *

☒ Fire Commission

Please select your third Board preference: *

☒ Fire Commission

Please select your fourth Board preference: *

☒ Commission for Women

Please select your fifth Board preference: *

☒ Fire Commission

Please select your sixth Board preference: *

☒ Fire Commission

Nancy

First Name

S

Middle Initial

Anderson

Last Name

263 Shady Hollow Lane

Street Address

Suite or Apt

Garner

City

NC

State

27529

Postal Code

What district do you live in?

None Selected

Mobile: (518) 727-8234

Primary Phone

Mobile: (518) 727-3677

Alternate Phone

nsa8234@gmail.com

Email Address

retired

Employer

City Clerk, Albany NY

Job Title

If you live in an Extraterritorial Jurisdiction Area, select Yes:

☐ Yes ☒ No

In order to assure countywide representation, please indicate your place of residence:

☒ Garner

Interests & Experiences

Why are you interested in serving on a Board or Commission?

I believe I have experience and skills that could be beneficial to the Fire Commission. I have managed a significant municipal department and in that capacity, was on a committee of four that developed the Y2K emergency plan and worked with Fire and Police on a variety of projects, including the purchase of all equipment. Also, when I served on the staff of NY Governor Mario Cuomo, I had program and liaison responsibilities for the NYS Division of Military and Naval Affairs and worked on numerous aspects of operations, thus understand and can interact efficiently with para-military organizations..

Work Experience

City Clerk and Clerk to the Common Council, Albany NY Former Assistant Secretary for Human Services, NYS Governor Mario Cuomo, Albany NY School-to-Work Coordinator/Grants Writer, City School District, Albany NY Reporter, Democrat&Chronicle, Rochester NY

Volunteer Experience

Rochester (NY) Food Bank; Baden Street Settlement House (Rochester); Police Athletic League (Albany NY); Sponsor -A-Scholar founding member (Albany NY);Albany Education Fund founding member (Albany NY); Police Athletic/Activities League former Pres and VP (Garner NC); Garner Volunteer Fire Rescue (Garner NC); Budget Sub-Committee (Wake County Fire Commission)

Education

Stephens College, Columbia MO Grier School, Tyrone PA

Comments

I am reapplying for a position on the Fire Commission as a full voting member

Upload a Resume

If you have another document you would like to attach to your application, you may upload it below:

Please upload a file

Demographics

Nancy S Anderson

Date of Birth

Gender *

☒ Female

Ethnicity *

☒ Caucasian

Other

How did you become aware of Wake County volunteer opportunities?

☒ Other

If you selected "Other" above, how?

Former Commissioner Calabria

Please upload a file

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

By submitting this electronic application, if appointed, I pledge by my signature below that I have read and will comply with the ethics guidelines for advisory boards and commissions as adopted by the Wake County Board of Commissioners, found [here](#).

Profile

Which Boards would you like to apply for?

Fire Commission: Submitted

Please select your first Board preference: *

☒ Criminal Justice Partnership Advisory Board

Please select your second Board preference: *

☒ Fire Commission

Please select your third Board preference: *

☒ Wake Forest Planning and Zoning Board

Please select your fourth Board preference: *

☒ Commission for Women

Please select your fifth Board preference: *

☒ Human Services Board

Please select your sixth Board preference: *

☒ Library Commission

Laura

First Name

Middle Initial

Spiegel

Last Name

305 Averybeck Ln

Street Address

Suite or Apt

Wake Forest

City

NC

State

27587

Postal Code

What district do you live in?

None Selected

Mobile: (919) 600-1567

Primary Phone

Mobile: (919) 600-1567

Alternate Phone

laura.weiss.r@gmail.com

Email Address

Employer

Job Title

If you live in an Extraterritorial Jurisdiction Area, select Yes:

☐ Yes ☒ No

In order to assure countywide representation, please indicate your place of residence:

☒ Wake Forest

Interests & Experiences

Why are you interested in serving on a Board or Commission?

Wish to be part of the decision-making and planning for my local community. I have expertise and experience in a wide variety of disciplines that I feel will translate well to this role.

Work Experience

Security Supervisor Museum of Nature and Science Denver CO Transportation Security Officer/Trainer Denver Airport CO Security Plain Clothes Officer Walt Disney World FL Security Officer Walt Disney World FL Hostess Cap'n Jacks Restaurant Walt Disney World FL Work at Home Parent Mineralogy Sales Associate Raleigh NC

Volunteer Experience

Operations Manager/Volunteer Denver Comic Con Weapons Check Manager/Volunteer Denver Comic Con Security Volunteer Anime Festivals Orlando&Denver

Education

Bachelors Degree Criminal Justice Appalachian State University

Comments

[_2024_Spiegel_Resume.docx](#)

Upload a Resume

If you have another document you would like to attach to your application, you may upload it below:

Please upload a file

Demographics

Date of Birth

Gender *

☒ Female

Ethnicity *

☒ Caucasian

Other

How did you become aware of Wake County volunteer opportunities?

☒ County Website

If you selected "Other" above, how?

Please upload a file

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By submitting this electronic application, if appointed, I pledge by my signature below that I have read and will comply with the ethics guidelines for advisory boards and commissions as adopted by the Wake County Board of Commissioners, found [here](#).

LAURA WEISS SPIEGEL

(919) 600-1567

Wake Forest, NC 27587

Laura.Weiss.R@gmail.com

EMPLOYMENT HISTORY

UPS Raleigh, NC

Seasonal Support Driver

- *Used company package handling technology and tracking devices.
- *Loaded, organized and delivered packages of varying size and weight up to 70lbs.
- *60-100 deliveries per day on an urban route including apartments and businesses.
- *Followed all driving and safety guidelines while maintaining a high level of delivery efficiency.

Denver Museum of Nature & Science Denver, CO

Security Supervisor

- *Supervised 15+ security officers providing support, training and career development guidance.
- *Created training materials to improve efficiency and ensure uniform response to incidents and service requests.
- *Maintained and organized records, incident reports, tracking documents and activity logs.
- *Coordinated officer training and presented emergency procedures training to all museum departments.

Security Officer

- *Emergency equipment audits, foot patrols and incident response.
- *Completed detailed reports for all safety hazards and security incidents.
- *Monitored CCTV cameras, multiple alarm systems and served as Fire Command dispatch officer.
- *Responded to medical emergencies providing Red Cross compliant CPR/First Aid.

Department of Homeland Security Denver, CO

Transportation Security Officer

- *Conducted physical searches of persons and property for dangerous or prohibited items.
- *Completed written reports on items found and incidents during screening.

OJT Trainer/Facilitator

*Created search drills, assisted with online learnings and documented all training progress for each trainee.

Walt Disney World Resort in Orlando, FL

Security Plain Clothes Specialist

*Trained in behavioral analysis techniques to detect suspicious or unwanted activity across all parks and resorts.

*Practiced surveillance detection to reduce and prevent risk towards critical infrastructure.

*Worked with local police departments to find, investigate and shut down fraudulent ticket sellers.

EDUCATION AND CERTIFICATION

Bachelor of Science in Criminal Justice.

Appalachian State University December 2008

Certified Protection Officer

International Foundation for Protection Officers January 2017

ADDITIONAL SKILLS

Microsoft Word, Excel, PowerPoint, Teams.

De-escalation and conflict management.

Quick and accurate data entry, typing.

CPR/First Aid.

HR Administration, Management, Training and Mentoring.

Profile

Which Boards would you like to apply for?

Fire Commission: Submitted

Please select your first Board preference: *

☒ Alcoholic Beverage Control Board

Please select your second Board preference: *

☒ None Selected

Please select your third Board preference: *

☒ None Selected

Please select your fourth Board preference: *

☒ None Selected

Please select your fifth Board preference: *

☒ None Selected

Please select your sixth Board preference: *

☒ None Selected

Joel
First Name

L.
Middle Initial

Keith
Last Name

1616 Forestville Road
Street Address

Suite or Apt

Wake Forest
City

NC
State

27587
Postal Code

What district do you live in?

☒ District 1

Home: (919) 556-3149
Primary Phone

Home: (919) 741-3625
Alternate Phone

joelkeith1616@gmail.com
Email Address

Retired
Employer

Job Title

If you live in an Extraterritorial Jurisdiction Area, select Yes:

☒ Yes ☐ No

In order to assure countywide representation, please indicate your place of residence:

☒ Wake Forest

Interests & Experiences

Why are you interested in serving on a Board or Commission?

I've spent most of my adult life serving in various capacities in the ABC system. I understand how important the ABC System is to Wake County and the many organizations that depend on the ABC Board for funding. Wake County ABC is recognized by its peers across the State for its service and profits achieved through proper management and oversight. I would like to continue contributing to their success by utilizing my experience serving on the Board.

Work Experience

I grew up working on the family farm, where I still reside. My career started in 1974 as a cadet with the Raleigh Police Department. I graduated from the Raleigh Police Academy in 1976 and have served as a sworn officer in various capacities until retiring at the end of April 2019. I've served as Chief of Police for the Wake County ABC, Wake Forest Police Department and the N.C. Dept of Agriculture. I've served on the Wake County ABC Board, State ABC Commission and as President of the N.C. ABC Board Association. I also own and manage several residential rental homes in my spare time.

Volunteer Experience

I've served on the Wake Forest and Rolesville Fire Boards, Wake County Housing Authority, Wake County ABC Board, Past President of the NC Association of ABC Boards, Wake Forest Optimist Club, various church committees and homeowners associations.

Education

AA Criminal Justice BS Criminal Justice

Comments

I enjoy making a contribution to my community and work well with others to find consensus when serving on a committee. I was recently appointed to serve on the NC Spiritous Liquor Advisory Committee. This committee was created by the legislature to provide advice concerning the modernization and efficiency of the the N.C. ABC System.

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Upload a Resume

If you have another document you would like to attach to your application, you may upload it below:

Please upload a file

Demographics

Date of Birth

Gender *

☒ Male

Ethnicity *

☒ Caucasian

Other

How did you become aware of Wake County volunteer opportunities?

☒ County Website

If you selected "Other" above, how?

Please upload a file

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

By submitting this electronic application, if appointed, I pledge by my signature below that I have read and will comply with the ethics guidelines for advisory boards and commissions as adopted by the Wake County Board of Commissioners, found [here](#).

RESUME

Joel L. Keith

1616 Forestville Road

919-556-3149 (Home)

Wake Forest, N.C. 27587

919-741-3625 (Cell)

Education

Graduate of the 34th Raleigh Police Academy, 1976

Associate of Applied Science in Criminal Justice from Nash Technical College

Graduated on Deans list, 1982

Bachelor of Science Degree in Criminal Justice from Saint Augustines College

Graduated " Summa Cum Laude" 1988

Graduate Institute of Government, Police Executive Development Program, 1991

Experience

November 2015-May 2019

General Manager, Wake County ABC

September 2006-October 2015

Chief of Police, N.C. Department of Agriculture

April 2004- Present

Wake County A.B.C Aux Agent

June 2005- 2007

DRC Certified Superior Court Mediator

January 1976- Present

Own and manage residential rental property

March 1993-March 2004

Employed as Investigator, promoted to Assistant Chief ,1996. Promoted to Chief January 1, 1999. Retired April 1,2004

Wake County Board of Alcoholic Control
1212 Wicker Drive, Raleigh N.C. 27604

September 1988-March 1993

Employed as Major and promoted to Chief 1990.

Wake Forest Police Department
401 East Elm Street
Wake Forest, N.C. 27587

April 1978- September 1988

Employed as Investigator
Wake County Board of Alcoholic Control
1212 Wicker Drive, Raleigh N.C. 27604

August 1974- April 1978

Employed as Cadet and promoted to Patrol Officer January, 1977.

Raleigh Police Department
110 S McDowell Street
Raleigh, N.C.

Resume

Professional Associations

Former Member North Carolina A.B.C. Officers Association

Former Board Member North Carolina Association of A.B.C. Boards

Past President of the North Carolina ABC Board Association

Former Co- Chair of the Legislative Committee for the Association of ABC Boards

Former Commissioner State ABC Commission

Church and Civic Affiliations

Former Deacon, Rolesville Baptist Church

Former Director, Rolesville Fire Department

Former Board Member Wake County Housing Authority

Former Board Member, Wake County Board of Alcoholic Control

Member N.C. Spiritous Liquor Advisory Committee

Hobbies

Farming, Horseback riding

