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**Profile****Which Boards would you like to apply for?**

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Housing Authority: Submitted**Please select your first Board preference: \***

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☒ Planning Board**Please select your second Board preference: \***

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☒ Board of Adjustment**Please select your third Board preference: \***

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☒ City of Raleigh Board of Adjustment**Please select your fourth Board preference: \***

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☒ City of Raleigh Planning Commission**Please select your fifth Board preference: \***

---

☒ Juvenile Crime Prevention Council**Please select your sixth Board preference: \***

---

☒ Housing Authority

---

Donald

First Name

---

W

Middle Initial

---

Mial

Last Name

---

1021 Penselwood Dr

Street Address

---

Suite or Apt

---

Raleigh

City

---

NC

State

---

27604

Postal Code

**What district do you live in?**

---

☒ District 1

---

Home: (919) 247-5152

Primary Phone

---

Mobile: (919) 247-5152

Alternate Phone

---

donmial@outlook.com

Email Address

---

Retired

Employer

---

Asst. Facility Director / Retired

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:

☒ Unincorporated Wake County

---

## Interests & Experiences

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

Giving back to the Community

## Work Experience

My work experience spans over 25 years of service as a State employee, to include working as a Corrections for N.C Dept. of Corrections, Instructor for Johnston Community College and Central Carolina Community. I have also worked as Probations Officer for N.C Dept. of Probation and Parole and as a Parole Case Analyst, Facility Director for County Juvenile Detention Center and lastly as Manager at the States largest Juvenile Youth Development Center.

## Volunteer Experience

Church Community School Military

## Education

Associate Degree in Paralegal Technology B.S History and Government M.S Criminal Justice (May 08)  
M.S Public Administration (May 08) MILITARY SCHOOLS ATTENDED: YEAR COMPLETED Aerospace  
Ground Equipment Repairman Course 1972 Equipment Records and Parts 1975 Primary Non-  
Commissioned Officer Course 1985 Warrant Officer Candidate School 1989 Army Legal Officer  
Administration Course 1990 6th Legal Administrators Course 1995 Prerequisite Studies for Warrant  
Officer Advanced Course 1995 7th Legal Administrators Course 1996 Reserve Components Warrant  
Officer Advanced Course 1997 Military Personnel Technician Phase I (mos. 420A) Administrative Warrant  
Officer Advanced Course 1998 Reserve Components Advance Course Phase II 1998 10th Legal  
Administrators Course 1999 12th Legal Administrators Course 2001 Warrant Officer Staff Course 2005  
2nd Warrant Officer Judge Advocate Triennial Training 2007

## Comments

[MIALDONALDMale07-04-1952\\_donald\\_s\\_resume\\_-4.doc](#)

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 \*

☒ African American

---

## 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

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## 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](#).

**DONALD W. MIAL**

1021 Penselwood Drive \* Raleigh, NC 27604 \* (919) 217-0758 \* [donald.mial@ncdps.gov](mailto:donald.mial@ncdps.gov)

**SUMMARY QUALIFICATIONS**

- A highly organized and detail-oriented manager with over 20 years of experience providing thorough and skillful support to Staff and Senior Managers.
- Dedicated and focused; able to prioritize and complete multiple tasks and follow through to achieve project goals.
- An independent and self-motivated professional with excellent research and writing skills; able to grow positive relationships with client and colleagues at all organizational levels.
- Computer skills include: MS word, Excel, PowerPoint, Internet.

**PROFESSIONAL EXPERIENCE**

Intensive Probation and Parole Officer  
N.C Division of Probation and Parole  
Raleigh, North Carolina

02/94 – 11/94

- Updated and maintained criminal reports for Adult Offenders, placed on Intensive Probation or Parole.
- Performed investigations and prepared reports on Offenders activities and presented them to the court system. in order to comply with department policies and procedures.

Parole Case Analyst  
N.C Parole Commission  
Raleigh, North Carolina

11/94 - 2/95

- Performed all Analytical work involving inmate's parole, assigned to my case load.
- Served as liaison between Inmates and Parole Commission and was very instrumental in the administrative process of managing a case load of 1200 inmates.
- Calculated Parole Eligibility

Director  
Wake Juvenile Detention Center  
Raleigh, North Carolina

2/95 - 11/01

- Oversaw the daily operation of facility
- Maintained the facility Budget, Hiring as well as supervision of all staff and coordinated schedules
- Tracked all Juveniles assigned to facility, in order to ensure a safe and secure environment

Unit Manager

N.C Department of Juvenile Justice

Butner North Carolina

11/01-current

- Ensure students receive treatment services
- Control fiscal resources allocated to unit
- Coordinated the preparation and timely dissemination of reports and other data concerning juvenile assigned to unit
- Manage and Coordinate all activities assigned to unit and oversee the daily operation of unit, to include staff assignment.

Asst. Facility Director

N.C Dept. of Public Safety

Butner, North Carolina

- Perform Administrative and Managerial work directing and coordinating the delivery of residential, facilitative, rehabilitative and treatment programming.
- Hiring, training and supervising staff, managing delegated daily facility operations.
- Participates in determining institutional wide goals and objectives
- Serves as the Director in the absence of the Director monitoring all aspects of the facility safety and security.

EDUCATION

Bachelor of Arts, History and Government, Saint Augustine's College

Minor: Criminal Justice

Raleigh, North Carolina

Associate Applied Science, Paralegal Technology, Durham Technical  
Community College

Durham, N.C

Master of Science, Criminal Justice, North Carolina Central University

Durham, N.C

Master Public Administration, North Carolina Central University

Durham, N.C



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**Profile****Which Boards would you like to apply for?**

---

Housing Authority: Submitted**Please select your first Board preference: \***

---

☒ Library Commission**Please select your second Board preference: \***

---

☒ Housing Authority**Please select your third Board preference: \***

---

☒ City of Raleigh Planning Commission**Please select your fourth Board preference: \***

---

☒ Raleigh-Durham Airport Authority**Please select your fifth Board preference: \***

---

☒ Planning Board**Please select your sixth Board preference: \***

---

☒ City of Raleigh Housing Appeals Board

---

Jake

First Name

---

Caccavaro

Middle Initial

Last Name

---

2681 Noblewood Circle

Street Address

---

Apt. 2322

Suite or Apt

---

Raleigh

City

---

NC

State

---

27604

Postal Code

**What district do you live in?**

---

None Selected

---

Mobile: (252) 571-0400

Primary Phone

---

Mobile: (252) 571-0400

Alternate Phone

---

jake.caccavaro@gmail.com

Email Address

---

NC Nurses Association

Employer

---

Manager of Political  
Engagement

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?**

I've lived in Wake County (Raleigh, specifically) for nearly six years and I see it as my long-term home. I want to be a part of making the city and the surrounding county as great as I know it has the potential to be. As a young professional who has lived here as both a college student relatively recently and a fully-employed professional, I can offer a perspective that might be under-represented.

## Work Experience

Manager of Political Engagement, NC Nurses Association - Manage NC Nurses PAC, serving as chief fundraiser through organized fundraising campaigns, small-donor outreach and securing recurring donors — set NC Nurses PAC yearly fundraising record by 20% in 2021. - Utilize Phone2Action software to develop and implement grassroots advocacy campaigns by connecting NC nurses with their state legislators to send emails and texts and make phone calls. - Coordinate activities in cooperation with lobbyists to direct and train association members in effective advocacy techniques for addressing elected policymakers in North Carolina. - Educate NCNA membership about the importance of PAC participation and political involvement. Reporter, Bonners Ferry Herald - Worked with editorial team to develop daily stories in a 24/7 news environment - Pitched budgeted story ideas for trending issues, new developments and scheduled events - Maintained quality, up-to-date digital presence in addition to once-per-week print edition - Managed social media accounts (Twitter, Facebook) and newspaper website - Organized and compiled statewide press releases and news blasts Legislative Assistant, NC General Assembly - Fielded constituent concerns, phone calls, and emails - Presented/distributed bill and issue memos on current legislation - Attended, recorded, and relayed pertinent information from various briefings and committee hearings - Organized and maintained the Senator's personal and work schedule and calendar

## Volunteer Experience

Craven County Public Library

## Education

B.S. from North Carolina State University (2016-20)

## Comments

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Upload a Resume

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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

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## ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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Profile

Which Boards would you like to apply for?

Housing Authority: Submitted

Please select your first Board preference: \*

☒ GoTriangle Citizen Advisory Committee

Please select your second Board preference: \*

☒ Housing Authority

Please select your third Board preference: \*

☒ Planning Board

Please select your fourth Board preference: \*

☒ None Selected

Please select your fifth Board preference: \*

☒ None Selected

Please select your sixth Board preference: \*

☒ None Selected

Kristen		Havlik
First Name	Middle Initial	Last Name

11230 Avocet Ln. Apt. 100	
Street Address	Suite or Apt

Raleigh	NC	27617
City	State	Postal Code

What district do you live in?

None Selected

Home: (919) 522-2631	Home: (919) 522-2631
Primary Phone	Alternate Phone

kristenabigailpm@gmail.com
Email Address

New North Carolina Project	Digital Director
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:**

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☒ Raleigh

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## **Interests & Experiences**

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

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I am a citizen that is hyper-aware of what is going on in the city of Raleigh and Wake County and am concerned about decisions that are being made. I bring a working class perspective to the table as well as experience working in affordable housing and being a full-time bus rider for 4 years throughout the Triangle. I am an advocate for community engagement and want Wake County residents to feel connected to the government that represents them.

## **Work Experience**

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New North Carolina Project, Digital Director & Executive Assistant SEPTEMBER 2021 - PRESENT  
Coordinated partnership relationships with existing non-profit organizations Created social media content and graphics to promote events, hiring, actions and donations Provided community engagement opportunities statewide to expand the electorate Built a digital plan to work in conjunction with field and volunteer operations Analyzing data to improve the structure of the organization and to build a permanent infrastructure in North Carolina to provide a pathway for all eligible voters of color to vote in every election  
Kristen Havlik for Raleigh City Council, Candidate April 2021 - October 2021 Met with community members to identify issues in the community that mattered to them Created policies for housing, healthcare, public transportation, LGBTQ+ rights, reproductive justice, criminal justice, food insecurity, infrastructure, small businesses, jobs, environment, immigration, community engagement and disability justice Built field, fundraising and digital plans with a budget of \$200,000 needed to win Wiley Nickel for Congress, Digital & Field Organizer JUNE 2021 - AUGUST 2021 Established relationships with donors and local elected officials to coordinate events Talked to supporters and constituents about current legislation and volunteer opportunities Identified potential new voters by planning phone banks and canvassing Created social media content and graphics to promote local events and actions PL+US Action Fund, Digital Organizer SEPTEMBER 2020 - DECEMBER 2020, AUGUST 2021 - OCTOBER 2021 Having conversations with over 216,000 voters via text and making over 24 hours of phone calls in Arizona about Mark Kelly, Iowa about Theresa Greenfield, and North Carolina about Cal Cunningham to inform them about the candidate's platforms and how to vote in their states. Contacting voters nationwide about the Families First Coronavirus Response Act, informing them of their rights to paid leave if they, or someone they took time off work to care for, had COVID-19. Trademark Residential, Leasing Agent, August 2015 - May 2016 Leased housing for affordable and section 8 units with private landlords Community Management Corporation, Leasing Specialist, March 2011 - May 2013 Leased housing for section 8 & HUD units on 4 different properties Completed compliance trainings through the Raleigh Housing Authority and the NC Housing Finance Agency Drucker & Falk, Leasing Specialist, May 2009 - March 2011 Leased section 8 housing on 3 properties

## Volunteer Experience

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Elizabeth Warren for President, Volunteer State Digital & Community Team Leader AUGUST 2019 - MARCH 2020 Created the NC for Warren social media platforms, designed and strategized content for Facebook and Twitter, recruited volunteers to knock on doors and make phone calls online Started the Durham chapter, hosted events to build community and a team of 300+ volunteers as well as educating supporters on progressive policies. Organized canvasses and phone banks, knocked near 1,000 doors and made near 1,000 phone calls Democratic Socialists of America, Community Engagement, November 2021- Present Raleigh PACT, Marketing Manager, August 2021- Present Sunrise Movement, Climate Change Organizer, August 2021- Present Triangle Showing Up for Racial Justice, Communications Team Volunteer, June 2021- Present Eliza Orlins for Manhattan DA, Voter Contact, February 2021 - April 2021 Ed Markey for US Senate, Voter Contact, June 2020 - August 2020

## Education

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Movement School, National Campus Summer Program, JULY 2021 - AUGUST 2021 Arena Academy, Digital Track, JUNE 2021; Data Fluency, December 2021 Emily's List, Ignite Change Fellow, APRIL 2021 - JUNE 2021 Meredith College, Pursued a Bachelor of Music, AUGUST 2007 - MAY 2009

## Comments

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[Kristen\\_Havlik\\_Resume.pdf](#)

Upload a Resume

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

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Please upload a file

---

## Demographics



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?

---

Member of Cary Town Council

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Please upload a file

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## ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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# Kristen Havlik • Digital Director

919-522-2631 • [kristenabigailpm@gmail.com](mailto:kristenabigailpm@gmail.com) • [linkedin.com/in/kristenhavlik](https://www.linkedin.com/in/kristenhavlik)

## SKILLS

Grassroots Community & Digital Organizing, Social Media Management, Data Entry, Event Coordination & Management; Experience using ActBlue, Mobilize America, NGP/EveryAction/VoteBuilder, Slack, Discord, ThruTalk and ThruText, Spoke, HubDialer, Action Network, Mailchimp, Google Workspace, Zoom, Asana & Airtable

## RECENT EXPERIENCE

### **New North Carolina Project, Digital Director & Executive Assistant**

September 2021 - Present

- Coordinated partnership relationships with existing non-profit organizations
- Created social media content and graphics to promote events, hiring, actions and fundraising
- Provided community engagement opportunities and planned service events statewide to expand the electorate
- Built a digital plan to work in conjunction with field and volunteer operations
- Analyzing data to improve the structure of the organization and to build a permanent infrastructure in North Carolina to provide a pathway for all eligible voters of color to vote in every election
- Writing weekly newsletters to update our supporters on our progress and NC News
- Managing reports and call time and coordinated staff schedules

### **Kristen Havlik for Raleigh City Council, Candidate**

April 2021 - October 2021

- Met with community members to identify issues in the community that mattered to them
- Created policies for housing, healthcare, public transportation, LGBTQ+ rights, reproductive justice, criminal justice, food insecurity, infrastructure, small businesses, jobs, environment, immigration, community engagement and disability justice
- Built field, fundraising and digital plans with a budget of \$200,000 needed to win

### **Wiley Nickel for Congress, Digital & Field Organizer**

June 2021 - August 2021

- Established relationships with donors and local elected officials to coordinate events
  - Talked to supporters and constituents about current legislation and volunteer opportunities
  - Identified potential new voters by planning phone banks and canvassing
  - Created social media content and graphics to promote local events and actions
-

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## **PL+US Action Fund, *Digital Organizer***

September 2020 - December 2020, August 2021 - October 2021

- Having conversations with over 216,000 voters via text and making over 24 hours of phone calls in Arizona about Mark Kelly, Iowa about Theresa Greenfield, and North Carolina about Cal Cunningham to inform them about the candidate's platforms and how to vote in their states.
- Contacting voters nationwide about the Families First Coronavirus Response Act, informing them of their rights to paid leave if they, or someone they took time off work to care for, had COVID-19.

## **VOLUNTEER ROLES**

**Lillian's List, *Steering Committee Member, February 2022 - April 2022***

**Democratic Socialists of America, *Community Engagement, November 2021 - Present***

**Sunrise Movement, *Climate Change Organizer, August 2021 - Present***

**Raleigh PACT, *Marketing Manager, August 2021 - December 2021***

**Triangle Showing Up for Racial Justice, *Communications Team Volunteer, June 2021 - December 2021***

**Eliza Orkins for Manhattan DA, *Voter Contact, February 2021 - April 2021***

**Ed Markey for US Senate, *Voter Contact, June 2020 - August 2020***

**Warren for President, *State Digital Lead & Durham Community Team Leader, August 2019 - March 2020***

## **EDUCATION**

**League of Conservation Voters, *Boards & Commissions Fellow, March 2022 - October 2022***

**Movement School, *National Campus Summer Program, July 2021 - August 2021***

**Arena Academy, *Digital Track, JUNE 2021; Data Fluency, December 2021***

**Emily's List, *Ignite Change Fellow, April 2021 - June 2021***

**Meredith College, *Pursued a Bachelor of Music, August 2007 - May 2009***

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**Profile****Which Boards would you like to apply for?**

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Housing Authority: Submitted**Please select your first Board preference: \***

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☒ Housing Authority**Please select your second Board preference: \***

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☒ Wake Technical Community College Board of Trustees**Please select your third Board preference: \***

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☒ None Selected**Please select your fourth Board preference: \***

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☒ None Selected**Please select your fifth Board preference: \***

---

☒ None Selected**Please select your sixth Board preference: \***

---

☒ None Selected

---

Austin

First Name

---

S

Middle Initial

---

Wheeler

Last Name

---

305 Oberlin Rd Unit 338

Street Address

---

Suite or Apt

---

Raleigh

City

---

NC

State

---

27605

Postal Code

**What district do you live in?**

---

None Selected

---

Home: (828) 467-0428

Primary Phone

---

Home: (828) 467-0428

Alternate Phone

---

austinswheeler@gmail.com

Email Address

---

State Employees' Credit Union

Employer

---

Supervisor

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

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## Interests & Experiences

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

As someone who is a product of public housing, I realize how much of an asset it can be to those in need. I grew up living in public housing off and on in a small town in Western North Carolina. My family didn't have much but by living in those units, they were able to offer me a life that was better than many. There were many times when we didn't know where our next meal was coming from. Despite the struggles, we never had to worry about where we would be sleeping that night. I have seen firsthand the benefits of public housing, not just for the temporary security but for the long-term impacts as well. My mother was able to get a job at the local housing authority, moved up to property manager, and was able to move us out of public housing. If it hadn't been for the security offered by the local housing authority, first as a tenant and then as an employee, I can only imagine what kind of living conditions my family would have been in. Looking back, I am very thankful for the experience I have had. I can now say that I work in management at State Employees' Credit Union, hold a master's degree, own my own business, and have not had to worry about my next meal. It is my goal that I can help others do the same so that they can improve their lives for the better and break the cycle of poverty.

## Work Experience

Owner/Founder, Videri LLC Supervisor, SECU Support Center Officer, SECU Financial Services Representative, SECU Student Tutor, Mayland Community College

## Volunteer Experience

## Education

Master of Science, Management and Leadership, Western Governors University Bachelor of Arts, Leadership in the Public Sector, North Carolina State University Associate in Arts, General Education, Mayland Community College

## Comments

[Austin\\_Wheeler\\_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

Austin S Wheeler

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## 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

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## ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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Profile

Which Boards would you like to apply for?

Housing Authority: Submitted

Please select your first Board preference: \*

☒ Housing Authority

Please select your second Board preference: \*

☒ Housing Authority

Please select your third Board preference: \*

☒ Housing Authority

Please select your fourth Board preference: \*

☒ Housing Authority

Please select your fifth Board preference: \*

☒ Housing Authority

Please select your sixth Board preference: \*

☒ Housing Authority

George

First Name

Rapp

Middle Initial

Last Name

103 Marbury Court

Street Address

2C

Suite or Apt

Cary

City

NC

State

27513

Postal Code

What district do you live in?

None Selected

Mobile: (919) 696-1633

Primary Phone

Home: (919) 645-9835

Alternate Phone

rapp5555@gmail.com

Email Address

CAHEC

Employer

Manager, Asset management

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:

☒ Cary

Interests & Experiences

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

30 years experience in affordable housing. I believe I have some valuable insight . I have worked both in the public and private sectors focused on affordable housing.

Work Experience

Volunteer Experience

Habitat for Humanity BSA Local church

Education

BA Economics Fordham University

Comments

[GRAPPRESUMEFinal.doc](#)

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 \***

---

☒ Other

---

**Other**

**How did you become aware of Wake County volunteer opportunities?**

---

☒ TV

**If you selected "Other" above, how?**

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Please upload a file

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## **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](#).

# **GEORGE RAPP, CPM®**

103 Marbury Court

Cary NC 27513

919-696-1633

[Rapp5555@gmail.com](mailto:Rapp5555@gmail.com)

## **SUMMARY OF QUALIFICATIONS**

I am an experienced real estate executive with 30 years of ever increasing multi-faceted experience. I have held positions representing General Partners, LP's, Syndicators, Lenders, Managing Agents and Housing Finance Agencies

## **PROFESSIONAL EXPERIENCE**

### **Community Affordable Housing Equity Corporation (CAHEC)**

Raleigh , NC

February 2019 to Present

#### **Manager, Asset Management**

- Responsible for a staff of five employees with an affordable portfolio of @ 300 properties/15,000 units
- Formulated Asset Management policies on CAHEC projects
- Hiring and training staff on new asset management functions
- Engaging with General Partners on exits for LIHTC deals
- Addressing deferred issues in the portfolio
- Resolving complex LIHTC compliance issues

### **Connecticut Housing Finance Authority**

Rocky Hill, Connecticut

February 2010 to February 2019

#### **Senior Asset Manager**

- Responsible for preservation of HUD Section 8 projects with a goal of 20 preservation deals in 2012
- Responsible for CHFA's Tax Credit Compliance for 250 properties
- Formulated Asset Management policies on TCAP and Exchange financed projects
- Designed, implemented and instituted an internal watch list and workout group addressing distressed assets
- Successfully reduced funding of REO properties by \$750K in first year of oversight
- Reengineered CHFAs internal Replacement Escrow processing
- Responsible for managing and presenting various restructures to internal loan committees, Board sub committees and the full CHFA Board of Directors
- Lead group of Senior Asset Managers and various other Administrators addressing modeling of distressed assets
- Served on internal committees addressing underwriting and asset management functions
- Organized bi-annual Tax Credit Compliance training for Developers and Managers for CHFA
- Held conference for owners and managers of Co-ops on new statutes for the state of Ct.
- Formulated post 15-year compliance policies for CHFA and their LIHTC portfolio
- Presented on CHFA's 2011 QAP to developers, agents, owners, investors and nonprofit service providers
- Wrote and implemented Qualified Contract policy for CHFA

### **WNC & Associates Inc.**

Morrisville, North Carolina

April 2008 to March 2009

#### **Regional Director of Asset Management: Affordable Housing**

- Reviewed troubled loan assets and developed servicing strategies.
- Updated committee write ups and recommendations for management review and approval.
- Reviewed and analyzed financial statements to determine restructure options.
- Assisted in retaining and supervising outside legal counsel, property managers, operations managers, and other third-party consultants in bankruptcy, repossession, litigation and foreclosure of collateral assets.
- Managed all assets for designated general partner relationships to maximize value and maintain collateral position in coordination with underwriting plan.
- Lower-tier replacement general partner and workout.
- Designed and implemented various comprehensive turnaround plans with the owners, lenders, local and government agencies, supervised management agents directly or indirectly as needed during workout and worked to achieve the goals and objectives of the owners and investors.
- Reviewed all documentation related to the investment, **including, but not limited to**, management agreements, loan documents, partnership agreements, debt restructuring documents, loan modification plans, equity infusions /

restructuring documents, regulatory agreements, audits and other sources to determine financing structures and constraints, including amortization of soft debt, refinancing parameters, recapitalization of reserves and cash proceeds for acquisition or distribution.

- Worked closely with general partner, lenders and property management staff to assess financial performance, monitor budgets to corporate benchmarks and monitor operational performance relative to long term strategic plan.
- Worked closely with the Vice President of Asset Management to monitor information including but not limited to occupancy, property status, budget monitoring and on-going operations status.
- Monitor reserve levels and oversee requests for release of replacement and operating reserves.
- Conduct site visit as reflected in the partnership agreement, or as needed based on level of concern.
- Conduct annual follow-up and collection of the general partners' Return-to-Owner (RTO) obligation.
- Prepare and submit financing packages to Federal, State, local and private funding sources.
- Represent the limited/general partner before public bodies, community and neighborhood groups and financing agencies.

**WNC & Associates Inc.**

**Morrisville, North Carolina**

**November 2004 to April 2008**

**Regional Asset Manager: Affordable Housing**

- LIHTC portfolio of 5000 +/- units, 125 +/- Partnerships, located in fifteen (15) states with a value in excess of \$400 million
- Responsible for preserving the value of Investor Equity and the stream of benefits associated with that investment
- Develop and maintain strong relations with lender representatives, management agents, local officials and General Partners in my assigned portfolio
- Manage reposition situations which include refinancing, general partner substitution, legal action, partnership restructuring, as well as Section 42 non-compliance issues
- Conduct 70-80 site visit evaluations annually. Completed 110 inspections in 2005 to resolve all outstanding property inspection deadlines which were inherited from previous asset managers
- Analyze annual audited financial statements; review and monitor quarterly operational reports, 8609's and tax returns
- Evaluate Partnership performance through pre-established benchmarks and recommend appropriate watch list actions
- Decreased watch list assets by 15% by accurately reflecting financial performance
- Work in conjunction with institutional investors, CPA's and General Partners to resolve upper tier partnership issues
- Integral team member responsible for increasing RTO collections by 20% each year since 2005
- Work in conjunction with approx. 16 various management firms and multiple regional managers to communicate and address various asset challenges.

**SunTrust Bank**

**Raleigh, North Carolina**

**August 2003 to November 2004**

**Regional Asset Manager: Affordable Housing**

- LIHTC portfolio of 2000 + units with a value in excess of \$200 million
- Conducted monthly property audits to critique property operations
- Increased occupancy by 12% in eight months for the entire portfolio
- Liaison between SunTrust CDC and management firms
- Oversaw 6-million-dollar capital campaign for entire region
- Responsible for workout strategies for under performing assets
- Coordinated tax appeals utilizing third party vendor for 20 + assets
- Managed multiple partnerships to ensure maximum asset performance
- Monitored all assets to ensure that all followed LIHTC program.
- Monitored all financial statements for portfolio
- Responsible for monitoring all lease ups. Successful in qualifying all units to gain tax credits for 700 + units.

**PALMS ASSOCIATES**

**Cary, North Carolina**

**March 2000 to March 2003**

**Regional Manager**

- Residential portfolio of 1500 + units with a value in excess of \$75 Million.
- Implemented standards and specifications for long term capital improvement projects with a value of over 1 Million dollars.
- Re-negotiated all service contracts realizing a savings of a least \$40,000 p/yr.
- Developed deferred maintenance plan to realize net gain of \$100,000 p/yr.

- Addressed all facility-related deficiencies throughout the region for new lease ups.
- Responsible for the administration of corporate standards and benchmarks.
- Created annual budgets, reviewed and approved all purchase orders, monitored all unit turnovers for timely completion and cost considerations.
- Recruited and trained a staff of 25 + employees.
- Initiated OSHA training for all property managers and maintenance personnel culminating in zero claims over my tenure.

## **S. B. ASHLEY MANAGEMENT CORPORATION**

**Albany, New York**

**July 1994 to June 1999**

### **Commercial and Residential Multi – Site Property Manager**

- Managed a multi-site REO portfolio of 500,000+ square feet of commercial office space and approximately 450+ residential units with value in excess of \$25 Million, approximately 30 properties
- Recruited and trained a staff of 13 employees.
- Forecasted annual income and expenditures and reported monthly variances.
- Negotiated leases for commercial properties of new and existing tenants, total value of deals negotiated exceeded \$2 million.
- Administered various lease structures, re-capturing un-billed CAM charges with an increase in NOI of 15% to 20%.
- Established annual reviews for all preventive maintenance contracts.
- Supervised contractors on capital improvements projects.
- Reduced energy costs by 20% by initiating purchase of natural gas.
- Developed marketing strategies for both commercial and residential properties.
- Maximized income by developing a system which addressed market rental fluctuations.
- Active in residential and commercial business development via new marketing strategies and enrichment of current client relationships.

### **EDUCATION**

- Bachelor of Arts: Economics, Fordham University
- Certified Property Manager, IREM, February 2003
- HCCP designation, NAHMA, February 2005
- COS designation August 2010
- C4P designation October 2012

### **PROFESSIONAL ORGANIZATIONS**

- Member national and local IREM Chapters
- Executive Committee IREM
- NAHB