

Profile

Which Boards would you like to apply for?

Human Services Board: Submitted

Please select your first Board preference: \*

☒ Domestic Violence Fatality Review Team

Please select your second Board preference: \*

☒ Council on Fitness and Health

Please select your third Board preference: \*

☒ Adult Care Home Community Advisory Committee

Please select your fourth Board preference: \*

☒ Commission for Women

Please select your fifth Board preference: \*

☒ Durham and Wake Counties Research and Production Service District Advisory Committee

Please select your sixth Board preference: \*

☒ Criminal Justice Partnership Advisory Board

Shirley

T

Kearney

First Name

Middle Initial

Last Name

4328 St. James Church Road

APT. H

Street Address

Suite or Apt

Raleigh

NC

27604

City

State

Postal Code

What district do you live in?

None Selected

Home: (919) 349-3562

Home: (919) 896-8473

Primary Phone

Alternate Phone

shirley.kearney03@gmail.com

Email Address

Disab

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:**

☒ Raleigh

---

## Interests & Experiences

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

My reason for desiring to become a part of the Advisory Board is to learn and to hope help educate myself to where I can give insight .

## Work Experience

I have worked ten to fifteen years for state and county government. I worked ten - twelve years in the education department and about five years as a facilitator and counselor, I have worked there years in bank system once known as CCB and Wachovia Banks.

## Volunteer Experience

I have volunteer for several years at Litchford Nursing Homes in Raleigh thru my church. I have volunteer for three years with Domestic Violence Center and Women Shelter. I have volunteer for two years with DOSE as a facilitator.

## Education

I am back in school going to become a license therapist for MFT. I have a Master of Art in Health Administration; I have dual Bachelor of Arts Degree in Sociology and Psychology, I and License and Ordained Minister

## Comments

I am a firm believer that we all may look different, we all may see things from different points of view, but we all are human being, with human needs, desire and wants. We all desires a better life and mean of all accomplishing our goals.

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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:

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Please upload a file

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## Demographics

Shirley T Kearney



Date of Birth

Gender \*

☒ Female

Ethnicity \*

☒ Other

---

Other

How did you become aware of Wake County volunteer opportunities?

☒ County Website

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](#).

Shirley T Kearney

Profile

Which Boards would you like to apply for?

Human Services Board: Submitted

Please select your first Board preference: \*

☒ Human Services Board

Please select your second Board preference: \*

☒ Alcoholic Beverage Control Board

Please select your third Board preference: \*

☒ Adult Care Home Community Advisory Committee

Please select your fourth Board preference: \*

☒ City of Raleigh Housing Appeals Board

Please select your fifth Board preference: \*

☒ Housing Authority

Please select your sixth Board preference: \*

☒ Nursing Home Community Advisory Committee

Wanda

M

Hunter

First Name

Middle Initial

Last Name

112 Maple Street

Suite or Apt

Street Address

Raleigh

NC

27610

City

State

Postal Code

What district do you live in?

None Selected

Home: (919) 757-8760

Business: (984) 528-8109

Primary Phone

Alternate Phone

wmicheleh@gmail.com

Email Address

Blueprint North Carolina

Resiliency Coordinator

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:

☒ Raleigh

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## Interests & Experiences

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

I have the interest of serving on a board or commission because serving your fellow man is the highest level of purpose one can experience in a lifetime. My interests are influenced by life experience and fulfilling the responsibilities and duties of being a change agent by meeting and exceeding the goals that will positively impact and influence my fellow man.

## Work Experience

Resume attached

## Volunteer Experience

Wake County Housing Justice Coalition Crosby Advocacy Group Fed UP (Durham, NC - Raise Up)

## Education

North Carolina Agricultural and Technical State University - 1998 - 2002

## Comments

2022 Candidate for Raleigh City Council District C

[2021\\_resume\\_2.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

Wanda M Hunter

**Ethnicity \***

---

☒ African American

---

**Other**

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

---

☒ Other

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

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phone call

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Please upload a file

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**ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS**

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# Wanda Michele Hunter

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

(919)757-8760

**Summary:** Self-motivated community organizer, with formal accounting education and experience

## **Experience:**

### *Blueprint North Carolina*

Raleigh, NC

#### **Resiliency Coordinator**

April

2020 – present

- Serve as logistical lead in moments of rapid response
- Provide logistical support for large-scale distribution efforts, including distribution of personal protective equipment or coordinating cross-partner food drives
- Test and develop new models for civic engagement and community wellness

#### **Finance Manager**

January 2019 - April 2020

- Along with the Executive Director and program directors develop and prepare a preliminary annual operational budget
- Analyze monthly budgeting and generate accounting reports to present to the board of directors
- coordinates activities of the audit with the Auditor and the Audit Committee

#### **Bookkeeper**

April 2017 – January 2019

- Receive, record and deposit cash and checks
- Prepare and process payroll, which includes entering employee information into the payroll system
- Maintain grants receivable and payable records

#### **Quality Control Associate**

July 2016 – April 2017

- Make professional calls to voter registration applicants to verify the information collected by canvassers
- Visually inspect voter registration forms for mistakes or for signs of fraud and properly track
- Enter data in RegTrak software system while maintaining accuracy and attention to detail consistently

#### **Data Entry**

May 2016 – July 2016

- Enter voter contact information into the Voter Activation Network (VAN) under the appropriate committee
- Create excel documents to be uploaded to the VAN
- Other tasks as requested





Profile

Which Boards would you like to apply for?

Human Services Board: Submitted

Please select your first Board preference: \*

☒ Population Health Task Force

Please select your second Board preference: \*

☒ Nursing Home Community Advisory Committee

Please select your third Board preference: \*

☒ Planning Board

Please select your fourth Board preference: \*

☒ Commission for Women

Please select your fifth Board preference: \*

☒ Council on Fitness and Health

Please select your sixth Board preference: \*

☒ Water Partnership

Vivian

First Name

Osinowo

Last Name

6527 Horseback Lane

Street Address

Suite or Apt

Raleigh

City

NC

State

27610

Postal Code

What district do you live in?

None Selected

Home: (919) 356-0821

Primary Phone

Home: (919) 356-0821

Alternate Phone

vivianosinowo1@gmail.com

Email Address

Duke University

Employer

Nursing Student

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?

I am passionate about serving on the Human Services board because it would give me the opportunity to help others and change lives. In all my years of serving my community as a healthcare worker and a volunteer, I have seen a recent decline in the health of individuals. I would like to join hands with other like-minded members to improve the health and wellbeing of people. The overall health of our community will be impacted by our efforts. It will be rewarding experience for me, as I make a lasting impression to improve our society.

## Work Experience

Research Assistant Investigator Strategy and Site Coordination Administrator Clinical Services Technician  
Nursing Assistant

## Volunteer Experience

Emergency room and Cardiovascular Intermediate Care Unit volunteer, Administrative Assistant volunteer

## Education

Master's in Health Administration Pfeiffer University Candidate Bachelor of Science in Nursing Duke University

## Comments

[Vivian\\_s\\_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

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## Demographics



Date of Birth

**Gender \***

☒ Female

**Ethnicity \***

☒ African American

---

**Other**

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

☒ County Website

**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**

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**Vivian Osinowo**

**9193560821**

**vivianosinowo1@gmail.com**

**Education: Master's in Health Administration Pfeiffer University**

**Candidate Bachelor of Science in Nursing Duke University**

**Volunteer Experience: Wake Med Health and Hospitals**

## **WORK EXPERIENCE**

**09/2019 - 03/2021 Clinical Secretary Wake Med Health and Hospitals Raleigh NC.**

- Answered over forty incoming calls daily, speaking with internal and external customers, while maintaining the Wake-Way behavior.
- Communicated with Charge Nurse and other units with admitting and discharging patients.
- Assisted with organizing department meetings and sending out reminders.
- Performed various administrative functions and ordering and maintaining an inventory of supplies.

**12/2016 - 12/2017 Contract-Clinical Research Assistant, UNC Chapel Hill**

- Set-up IV for collection of blood specimen.
- Created recruitment ads that resulted in hitting enrollment target of 20 participants in a month.
- Assisted with Institutional Review Board submissions.
- Phone screened, enrolled and obtained informed consent form from participants.
- Recorded and reported adverse events and maintain study tracker.
- Reviewed medical records to ensure completeness and accuracy
- Aided with the preparation of project-related quarterly FDA reports.

**03/2016 - 12/2016 Contract- Investigator Strategy and Site Coordination Administrator, Novella Clinical.**

- Implemented changes to the feasibility process that resulted in a 49 percent increase in site activation.
- Suggested procedures that decreased average uploading processing time from 10 minutes to 5 minutes.
- Assisted with study start-up, maintenance, and close-out by collecting, tracking & reviewing required Regulatory Documents for accuracy.
- Managed and updated study trackers for feasibility studies.
- Responsible for maintaining the Investigator Database and assisting with ISSC Department efforts to ensure the quality and regulatory compliance of Principal Investigator (PI) credentials, Essential Documents (ED) and Investigator Site Files (ISF) throughout the clinical study.
- Worked with both internal and external teams to ensure good communication regarding documentation processing.
- Assisted with maintaining documents in compliance with International Congress on Harmonization-Good Clinical Practices (ICH-GCP), country regulatory requirements and procedures set forth by Novella and its clients.
- Documented study challenges and effectively communicate those to the ISSC Manager.

**09/2014 - 02/2016 Clinical Services Technician, Pathology Department, Wake Med Health and Hospitals Raleigh NC.**

- Supported team to streamline process, which resulted in 98% productivity.
- Performed laboratory procedures by utilizing standard techniques and equipment.
- 125+ blood draws on all age populations in a week, maintaining specimen quality and quantity.
- Organized laboratory workflow and prioritize processing and distribution of specimens.

**07/2012 - 02/2013 Clinical Secretary/Nursing Assistant, Observation Unit, Wake Med Health and Hospitals Raleigh NC.**

- Provided direct quality care to patients including daily monitoring, recording, and reporting changes of up to 20 patients per day.
- Performed blood draws, EKGs and vital signs on patients.
- Assisted patients in performing daily living activities.
- Performed various administrative functions, such as ordering and maintaining an inventory of supplies.

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

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Human Services Board: Submitted**Please select your first Board preference: \***

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☒ Industrial Facilities and Pollution Control Financing Authority**Please select your second Board preference: \***

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☒ Human Services Board**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: \***

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

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☒ None Selected

---

Scott

First Name

---

E

Middle Initial

---

Stamey

Last Name

---

409 Vintage Grove Ln

Street Address

---

Suite or Apt

---

Apex

City

---

NC

State

---

27502

Postal Code

**What district do you live in?**

---

None Selected

---

Mobile: (919) 606-5567

Primary Phone

---

Business: (919) 481-1084

Alternate Phone

---

sestamey@gmail.com

Email Address

---

Mid-South Engineering

Employer

---

Vice President

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:**

☒ Apex

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## Interests & Experiences

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

As a licensed Professional Engineer, I have spent most of my career working with private industrial clients to construct new facilities and expand existing ones. I believe in fostering a strong industrial presence in North Carolina to provide secure jobs for the community. I also believe strongly that industrial facilities can exist in a way that does not endanger the health of the community. I am interested in advising on both issues for Wake County.

## Work Experience

I have worked with Mid-South Engineering since 2006. My current role is Vice President and I have spent most of my career providing engineering and project management services for industrial facilities throughout the US. Prior to this I worked directly for a wood products manufacturer in South Carolina, and prior to that I was a consulting engineer for a firm similar to Mid-South Engineering. In total I have 23 years of experience.

## Volunteer Experience

I have volunteered for around 10 years with Professional Engineers of North Carolina at both the local and state level. Currently I serve as President of the organization (state level position). I am also a member of Rotary International and am active in a local chapter (Cary Macgregor).

## Education

Bachelor of Science in Mechanical Engineering, Masters in Forest Biomaterials, both from North Carolina State University.

## Comments

Thank you for your consideration. I'd be happy to discuss my application at any time.

[Resume\\_of\\_Scott\\_Stamey.docx.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

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## Demographics

Scott E Stamey





Date of Birth

**Gender \***

☒ Male

**Ethnicity \***

☒ Caucasian

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**Other**

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

☒ Other

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

Someone from Wake County Planning Development and Inspections contacted PENC about openings on Adjustments, and I found these as a better fit.

Please upload a file

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**ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS**

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Scott E Stamey

## **Scott Stamey, PE, PMP**

409 Vintage Grove Ln. / Apex, NC / 27502 / (919) 606-5567 / [sestamey@gmail.com](mailto:sestamey@gmail.com)

### **SUMMARY OF QUALIFICATIONS:**

Senior Project Manager and Leader with over 20 years of experience in engineering, capital project management, and manufacturing operation, with a particular focus on biomass, wood products, and other heavy industrial processes. Experienced in leadership roles, business development, and the management of large and complex projects.

### **EXPERIENCE:**

#### **Vice President/Project Director, Mid-South Engineering Co (Cary, NC), 2010-Feb to Present**

- Supervise a team of Project Managers, Mechanical Engineers, and Process Engineers including both direct and contract employees.
- Develop business and build client relationships within the engineered wood, biomass, and general manufacturing industries.
- Oversee the Project Management and Engineering efforts for all projects in our Cary, NC office.
- Manage large and complex projects, up to \$120MM capital cost with \$4MM engineering fee. Accountable for profit & loss and client satisfaction.
- Manage turn-key (EPC) projects for our parent company on large sawmill projects involving aggressive schedules, brownfield construction, and limited downtime in operating facilities.

#### **Mechanical Engineer, Grant Forest Products (Alcolu, SC), 2006-Aug to 2010-Feb**

- Assisted General Manager of Capital Investments on the greenfield installation of (2) OSB mills (\$250MM each).
- Managed operational and capital projects. Supervised new equipment installations and process upgrades, management of outside engineering and construction resources, through design, construction, and commissioning.
- Built cross-functional teams with internal and external resources. Coordinated business needs and project execution.
- Provided engineering support to the mill operations team for reliability and process improvements. Responsible for creating business plans, project charter, and providing designs and specifications.

#### **Design Services Manager , CPM Project Management (Cary, NC), 2002-Apr to 2006-Aug**

- Managed Design Services group. Set priorities, distributed assignments, maintained work/project schedules, and supervised work of engineers and design staff.
- Responsible for process design, equipment specification/procurement, vendor drawing review, and project scheduling.
- Prepared equipment layouts and mechanical drawings using AutoCAD.
- Prepared shutdown plans, scheduling, and provided engineering support.
- Construction Manager for (2) years on a large brownfield project, stepping in when CM left mid-project.

#### **Process Engineer, Henredon Furniture Industries (Spruce Pine, NC), 2000-Jan to 2002-Apr**

- Managed ongoing process and quality improvement projects, lean manufacturing implementation, and machinery upgrade/purchases.
- Facilitated continuous improvement teams using Kaizen concept, focusing on setup/changeover reduction, 5-S, work cell implementation, other lean manufacturing concepts, and quality improvements.
- Lead teams focused on identifying areas for ergonomic improvements and implementing low-cost solutions
- Determined best method of manufacturing and assembling products, with lowest cost, shortest lead-time, and highest quality.

### **EDUCATION:**

- Master of Forest Biomaterials, NC State University, 2016
- BS Mechanical Engineering, NC State University, 1999

### **CERTIFICATIONS/ PROFESSIONAL ORGANIZATIONS:**

- Licensed Professional Engineer (PE) - NC, SC, AL, VA, GA, LA, MI, MN, AZ, AL - 2004
- Project Management Professional (PMP) – 2020
- Professional Engineers of NC, Triangle Chapter - Past President 2018-2019, State President Elect 2021-2022
- Project Management Institute, North Carolina Chapter - Member

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

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Human Services Board: Submitted**Please select your first Board preference: \***

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☒ Human Services Board**Please select your second Board preference: \***

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☒ Human Services Board**Please select your third Board preference: \***

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☒ Human Services Board**Please select your fourth Board preference: \***

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☒ Human Services Board**Please select your fifth Board preference: \***

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☒ Human Services Board**Please select your sixth Board preference: \***

---

☒ Human Services Board

---

COBY

First Name

---

CRANDALL

Middle Initial

Last Name

---

4801 Glenwood Ave STE 200

Street Address

---

Suite or Apt

---

Raleigh

City

---

NC

State

---

27612

Postal Code

**What district do you live in?**

---

None Selected

---

Business: (984) 201-0514

Primary Phone

---

Business: (984) 201-0514

Alternate Phone

---

ccrandall@reentryrecovery.org

Email Address

---

The Pro Se Reentry Recovery  
SVCS INC.

Employer

---

Executive Director

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 am interested in serving the board from the office of "consumer". I believe that my past experience would bring value to the board, in return this could lead to the benefit of another person being help.

## Work Experience

Executive Director at a consumer focus nonprofit

## Volunteer Experience

South Wilmington Street Center, AME Empowerment Center

## Education

Peer Support Specialist

## Comments

Thanks

[Coby\\_Wake\\_County\\_Consumer\\_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

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## Demographics

  
Date of Birth

Gender \*

☒ Male

**Ethnicity \***

---

☒ Other

---

**Other**

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

---

☒ Other

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

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County employee

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Please upload a file

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## **ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS**

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# THE OFFICE OF CONSUMER

Greetings, Wake County Board members, with great joy I submit this resume. It is my belief that the office of "Consumer" is driven by providing the board with insight from a lived experience perspective. Focusing on sensitive areas such as, barriers to homelessness, justice involvement and substance use. To all of which I am honored to serve! So, unto you I submit my resume:

## **Lived Experience**

### 01/2016 to Present – Founder & Executive Director of The Pro Se Reentry Recovery SVCS Inc:

A Raleigh base 501(c) 3 organization with a goal to develop and implement a tailored made recovery program, designed specifically to assist homeless men secure housing, by stabilizing them using community resources. Previous agreements secured. Recovery Coach/Peer Support Specialist (2016-2017) with RCNC. Provided peer support services (2017-2018) to the South Wilmington Street Center men's shelter, and to the Local Reentry Council.

### 07/2014 to present – Overcoming the peer pressure:

Having endured the persecution of old friends, to having to push forward alone, in pursuit of meet new people who share the same positive views I have today.

### 04/2013 to present - Living a Life of Sobriety:

Have stayed committed for the last 9 years to live a life free from drugs & alcohol.

### 12/2013 to 06/2014 - Homeless at the South Wilmington Street Men's Center:

Took on the extreme day to day challenges require to overcome homelessness in Wake County.

## **Related Education, Training, and Certifications**

--Certified Peer Support Specialist, (2016-2020), UNC-CH School of Social Work

--North Carolina Coalition to End Homelessness, (2017), SSI/SSDI Outreach, Access and Recover (SOAR), Raleigh, NC

--The Facts of Opioid Addiction in North Carolina, (2016), Town Hall Meeting, South Central Church of Christ, Raleigh, NC

--Mental Health First Aid USA, (2017), Alliance Health; Raleigh, NC

--Wellness Recovery Action Plan (WRAP), (2016), A New Start While Empowering Recovery (ANSWER), Raleigh, NC

--CCAR Recovery Coach Academy, (2016), Connecticut Community for Addiction Recovery, Raleigh, NC UNC-NCSU-NCDHHS "Fellows Leadership Academy," (2017), Raleigh, NC

**Coby Crandall**

[ccrandall@reentryrecovery.org](mailto:ccrandall@reentryrecovery.org)

(984) 201-0514

Profile

Which Boards would you like to apply for?

Human Services Board: Submitted

Please select your first Board preference: \*

☒ Human Services Board

Please select your second Board preference: \*

☒ Commission for Women

Please select your third Board preference: \*

☒ Domestic Violence Fatality Review Team

Please select your fourth Board preference: \*

☒ Library Commission

Please select your fifth Board preference: \*

☒ Centennial Authority

Please select your sixth Board preference: \*

☒ Wake County Steering Committee on Affordable Housing

Lisa  
First Name

Middle Initial

Mead  
Last Name

109 Ferncroft Court  
Street Address

Suite or Apt

Cary  
City

NC  
State

27519  
Postal Code

What district do you live in?

None Selected

Home: (919) 260-8136  
Primary Phone

Home: (919) 260-8136  
Alternate Phone

lisanoelle@gmail.com  
Email Address

Wake Education Partnership  
Employer

Chief Fundraiser  
Job Title

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

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☐ Yes ☒ No

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

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☒ Cary

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## **Interests & Experiences**

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

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I am a consumer of health and human services for my children from the county, and as the legal guardian for my elderly aunt. I am interested in participating in decision-making surrounding programs and policy at the county level, in order to serve the community I have called home for the last 16 years. I believe in public service for the community, and feel my voice is one that can contribute to the committee.

## **Work Experience**

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I currently substitute teach and work as a fundraising consultant for non-profits, including the Wake Education Partnership. My entire career has been in the non-profit arena. My area of expertise is grant writing and evaluation.

## **Volunteer Experience**

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Vice-Chair, Wake County Democrat Party, Cary/Morrisville Cary Town Council Information Services Board Member President North Carolina Grant Professionals Association Licensed Professional Fundraiser, State of NC Precinct 20-17 Election Judge WakePTA Council Board Member (Advocacy Chair, resigned upon filing for office) Girl Scout Leader Co-Chair, Moms Who Canvass WCPSS District 8 Board Advisory Council Member Association of Fundraising Professionals: Women's Impact Committee & U.S. Government Relations Committee Member Turner Creek Elementary PTA, Board Member & Advocacy Chair CFRE Professional Certification (Certified Fundraising Executive) Diversity, Equity and Inclusion in the Workplace Certificate, University of South Florida Certificate of Fundraising Essentials Graduate National PTA Conference Presenter Featured Speaker at Organizing 2.0 Conference Presenter, Philanthropy Institute Conference Published in The NonProfit Communications Report CRDM Symposium Speaker Church Moderator, Good Shepherd United Church of Christ, Cary Diaper Bank of NC Volunteer Volunteer Grant Writer, West Cary YMCA Co-Director, Cary Moms Group Teacher of the Month, Carrington Middle School, Durham NC Department Chair, Career Technical Education, Budget Representative to Durham County School Board from Carrington Middle School NCTEACH Lateral Entry Teacher Certification Program (Certified K-12 Family & Consumer Science, 6-12 Career Development Coordinator), East Carolina University Professional Educator, Grades 6-8 in Durham Public Schools Board Member, Chrysalis Foundation for Mental Health Services Board Member, Family Wellness & Recovery Services Board Member (Residential Substance Abuse) Board Member, Triangle Seminoles Club Board Member Funding & Development Intern, NC Coalition Against Domestic Violence Elected President, Alpha Phi Omega Community Service Fraternity Alpha Phi Omega Community Service Fraternity, Treasurer Member, Lambda Alpha Epsilon Criminal Justice Fraternity

## **Education**

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Master of Science, Pfeiffer University Bachelor of Science, Florida State University Diversity, Equity and Inclusion in the Workplace Certificate Diversity, Equity and Inclusion in the Workplace Certificate University of South Florida Certified Fundraising Executive Certificate (CFRE) Licensed Professional Fundraiser (State of NC)



## Comments

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Thank you for considering my application

[Copy\\_of\\_6.2.22\\_Lisa\\_Mead\\_Resume\\_\\_1\\_.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

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## 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?

Vicki Adamson

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Please upload a file

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## ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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Lisa Mead

# LISA MEAD

Mobile: 919-260-8136  
Email: lisanoelle@gmail.com  
LinkedIn: @lisamead

## PERSONAL PROFILE

Mission-driven and experienced leader with a substantial background in non-profit management, public policy, budget oversight, fundraising, public speaking, and grant writing. Track record of successfully developing and growing fundraising events, cultivating donors, and implementing planned giving strategies.

## ACHIEVEMENTS

- Featured speaker at the national "Organizing 2.0" Conference, 2021.
- One of eight speakers selected for the 2021 National PTA Advocacy Conference.
- Presented at 2019 NC State University Department of Humanities Symposium.
- Published in Non-Profit Communications Report 2019.
- 2019 Award recipient from the National Council on Skin Cancer Prevention.
- Earned media efforts include a feature piece on NBC's Today Show and other national publications.
- Coordinated Guinness World Records event, providing free skin cancer screenings for almost 1,000 people in one day.

## WORK HISTORY

### Chief Fundraising Officer

Wake Education Partnership, 2020-Present

- Participates with Board of Directors, CEO, and other management staff in charting the direction of the organization, assuring its accountability to all constituencies, and ensuring its effective operation.
- Collaborates with the CEO, Director of Finance and Development Committee to develop and implement a financial strategy
- Actively works with the CEO, Development Staff and senior staff to develop and implement a comprehensive development strategy to include corporate, foundation, state agency grants, etc.
- Have primary responsibility for the development and execution of all proposals, grants, and fundraising initiatives.
- Oversee and research funding sources and trends, with foresight, to help position the organization ahead of major funding changes or trends.
- Monitor and report regularly on the progress of the development program.
- Plan and execute an annual gala with 500+ attendees as the largest fundraising event for the organization.
- Develops annual revenue goals and plans to diversify and increase the organizational budget through a comprehensive development strategy to include foundation and individual donors (major donor, smaller-level donors, online, etc.), as well as other appropriate sources
- Leads and engages senior management team, including Communications, in developing effective messages for new and broader donor audiences.
- Oversee the organization's grant and report writing, and coordinate the process with the Executive Director and relevant staff.

### Development Director

La Leche League International, 2019-Present

- Directed global fundraising initiatives for an international public health organization serving over 80 countries. Increased individual giving by 45% in the first six months, and end-of-year campaign contributions by over 125%.
- Solicited corporate partners and grants from private foundations. This included securing two rounds of funding totaling nearly three million dollars from one donor.
- Launched planned giving campaign utilizing data-driven strategies, with end engagement result double the industry average.
- Oversaw creation of social media content and updates for the website, which was viewed over 7 million times in 2020. Responsible for Google analytics reporting and monitoring social media analytics. Used data collected to adjust strategies for targeted campaigns.
- Worked with the Executive Director and program managers to revamp development plan to meet program design and needs. Designed all outreach materials including brochures, flyers, newsletters, and annual reports.
- Implemented efficient grants management to ensure all aspects of individual gifts and corporate or foundation grants were met and the expenses accounted for. Used Raiser's Edge donor database system to document and track 116,000+ donors and prospects.
- Led team in securing corporate partners for 65th anniversary of the organization, including serving as lead on global conference planning committee.

# LISA MEAD

Mobile: 919-260-8136

Email: lisanoelle@gmail.com

LinkedIn: @lisamead

## SKILLS

Proficiency: Canva, Crello, Prezi, Raiser's Edge, Kindful, Hootsuite, Buffer, Adobe Design Suite, Salsa, WordPress, Donor Perfect, MailChimp, IContact, and Constant Contact.

## CERTIFICATIONS

- November 2021- Certified Fundraising Professional (CFRE) credential.
- Diversity, Equity, & Inclusion Certificate from The University of South Florida Muma College of Business.
- Certificate in Fundraising Essentials Program from the Cornerstone Foundation.
- Digital Marketing & Fundraising Certificate from NonProfit Tech for Good.
- Licensed Professional Fundraiser, State of NC

## WORK HISTORY

### Marketing Manager

Polka Dot Mama Melanoma Foundation, 2019 to 2020

- Planned and executed all of the organization's marketing strategies, communications, and public relations, both external and internal. Coordinated an appearance on The NBC Today Show, and successfully facilitated Guinness Book of World Records event.
- Won award from the National Council on Skin Cancer Prevention for our "Don't Fry Friday" email and online campaign.
- Responsible for social media strategy and content. Increased engagement by 1/3 within first ten months and reached over 100,000 unique users via social media and web.
- Assisted with Taste for a Cure Gala, which netted over \$150,000 annually and authored grants on behalf of foundation.
- Position was eliminated due to the Covid-19 virus, which caused the cancelation of all programs indefinitely.

### Health Programs Advocacy Coordinator (Grant Funded Consultant)

North Carolina PTA, 2018-2019

- Created marketing & public relations materials, including advocacy postcards, one-page information pieces, op-eds, and toolkits.
- Researched 115 local wellness policies for each school district in NC, and compiled data based on findings. Authored report that was then shared with the state school board and various committees. Data was used to advocate the NC legislature and house for statewide policy changes.
- Co-facilitated statewide training of parents, teachers, and education leaders concerning family involvement in school health advisory councils. Developed a coalition of stakeholders to advocate for policies at the state level and coordinated stakeholder meetings.
- Responsible for grant management and monthly written reports to grantor.

### Director of Organizational Development

Coalition for Peace with Justice, 2016-2021

- Cultivated relationships with individual donors and foundations to increase organizational revenue.
- Authored multiple grants and sought to diversify funding to comply with applicable regulations.
- Tripled the number of attendees at events. Facilitated multiple small educational programs, reaching over 1,300 people in one year. Directed all community outreach, including planning a fundraising gala that netted 10% of annual budget and was then matched by a private donor.
- Acted as executive director, responsible for all aspects of agency compliance, donor cultivation, grants management, and supervising staff. Reviewed organizational structure, and hired new staff to better meet the needs and budget of organization.
- Implemented social media plan, including posting multiple times per week and managing paid social media budget.

## ACADEMIC BACKGROUND

### Pfeiffer University

Master of Science,  
Organizational Development,  
Change and Leadership  
Completed coursework in  
Organizational Behavior, Effective  
Leadership, Ethical Behavior and  
Employment Law, Managing a  
Diverse Workforce, Negotiations  
and Conflict Resolution,  
Organizational Change  
Management, Strategies for  
Building High Performance  
Organizations and Teams,  
Organizational Communications,  
Strategic Management all with a  
focus on not for profit  
organizations.

### Florida State University

Bachelor of Science

## COMMUNITY INVOLVEMENT

- Candidate for Wake County Commissioner (2022)
- Cary Town Council Information Services Board Member
- Vice-Chair, Cary/Morrisville Democrat party
- Turner Creek PTA, Advocacy Chair, Vice-President of Communications (2020-2021).
- Wake County PTA Advocacy Chair & Board of Directors Member. (2018-Present).
- GSUCC, Moderator and Board Member (2014-2017)
- West Cary YMCA, Volunteer (2015). Authored over \$500,000 in grant applications.

### Community Outreach Director

Seeds of Mustard Inc. 2014-2016

- Crafted and implemented a social media strategy that significantly increased marketing exposure, quadrupling an already-significant Facebook fan base eight months after the program was rolled out.
- Acquired Google AdWords grant, which then increased traffic to the website by 200%.
- Implemented community programs utilizing unused space to draw in new customers, creating a 50% revenue increase per event.

### Career Technical Education Instructor / Department Chair

Durham County Public Schools 2007-2010

- Coached new teachers to ensure curriculum was followed and policies and procedures were in place to ensure a safe and effective learning environment.
- Created original curriculum for two single-semester courses. Designed, facilitated and evaluated teen leadership curricula and training programs. Led textbook selection process for multiple teachers.
- Expanded use of hands-on learning techniques in lesson plans, and adapted course materials to better leverage modern classroom tools and technologies (e.g. Smart (Active) Board, Blackboard, Moodle).

### Child Mental Health Professional

Orange-Person-Chatham (OPC) Mental Health 2006-2007

- Managed delivery of services for the physical, emotional, and psychological benefit of children between the ages of 5 and 21, oversaw a team of six direct-service workers, and administered a program providing academic and behavioral support.

### Lead Case Manager & Community Outreach Specialist

Family Wellness & Recovery Services 2003-2006

### Domestic Violence Weekend Shelter Manger

Orange-Person-Chatham (OPC) Mental Health 2002-2006

### Women's Homeless Shelter Overnight Shelter Manger

Orange-Person-Chatham (OPC) Mental Health 2002-2006

Profile

Which Boards would you like to apply for?

Human Services Board: Submitted

Please select your first Board preference: \*

☒ GoTriangle Citizen Advisory Committee

Please select your second Board preference: \*

☒ Human Services Board

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

First Name

Havlik

Last Name

11230 Avocet Ln. Apt. 100

Street Address

Suite or Apt

Raleigh

City

NC

State

27617

Postal Code

What district do you live in?

None Selected

Home: (919) 522-2631

Primary Phone

Home: (919) 522-2631

Alternate Phone

kristenabigailpm@gmail.com

Email Address

New North Carolina Project

Employer

Digital Director

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

---

League of Conservation Voters, 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

## Comments

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I have applied for multiple boards in the past. I am asking for a chance here as I know I will be an dedicated and thoughtful board member.

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

Upload a Resume

---

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

Kristen Havlik

If you selected "Other" above, how?

Member of Cary Town Council

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](#).



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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
-

---

## **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***

---

Profile

Which Boards would you like to apply for?

Human Services Board: Submitted

Please select your first Board preference: \*

☒ Commission for Women

Please select your second Board preference: \*

☒ Open Space and Parks Advisory Committee

Please select your third Board preference: \*

☒ Human Services Board

Please select your fourth Board preference: \*

☒ Council on Fitness and Health

Please select your fifth Board preference: \*

☒ United Arts Grants Panels

Please select your sixth Board preference: \*

☒ Keep America Beautiful Advisory Board

Chanel

N

Harris

First Name

Middle Initial

Last Name

4700c Caldera Ln

APT 203

Street Address

Suite or Apt

Raleigh

NC

27616

City

State

Postal Code

What district do you live in?

None Selected

Home: (919) 798-3416

Home: (984) 200-9921

Primary Phone

Alternate Phone

harris-05@hotmail.com

Email Address

Duke University Hospital

PSA (Patient Service Aide)

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:**

☒ Raleigh

---

## Interests & Experiences

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

I believe I am a great Asset for our local community and Government in Serving our board of Commissioner as a Public Officer in Healthcare and Cultural Arts. Working with Youth and Women in Business has given me a strong understand on how and what must be done for the prosperity of our state budget through the ESSA Act and the Safety and Development of our neighborhoods through SMART GROWTH. This are most top priorities and most important interested in serving the Advisory with the Board of Commissioners.

## Work Experience

Currently Employee of Duke University Health Systems (Durham) for 1-year full time; Employment with Staff-1 Group Service for 3 years as Unarmed Security for Sport and Special Events. 4 years part time with City of Raleigh (Duke Performing Arts Center) Event Staff

## Volunteer Experience

Director for the Ms. Outerlimits North Carolina Full-Figured Pageant, service include Youth and Women Leadership and Development at the Passage Homes Raleigh Community Safety Club. Ms. Outerlimits North Carolina Full-Figured Pageant Creed of service (Encouragement, Volunteerism, Service, Healthcare, Education and literacy). Staff-1 group service for Event and Collegian Sports Volunteers with HBCU.

## Education

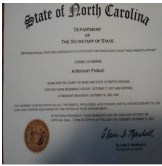
High School Graduate from Wake County in 1999 Southeast Raleigh High School 3 educate at South Johnston High school, Undergraduate Degree from Local HBCU Saint Augustine University/ College 2005, Wake Technical College for Professional Licensing and Continuing Education (CRC) NC State University (Some Class) Post Bachelor's Student.

## Comments

If you have any question, please contact me my phone or email you can also follow me on facebook or website at: Committee to Elect Chanel N. Harris@District1Wake or [www.poezzmagazineblog.weebly.com/www.bridgewaynp.weebly.com](http://www.poezzmagazineblog.weebly.com/www.bridgewaynp.weebly.com)

[Resume20220506update.pdf](#)

Upload a Resume



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

[Producer\\_licence.pdf](#)

Please upload a file

## Demographics



Date of Birth

### Gender \*

☒ Female

### Ethnicity \*

☒ African American

## 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](#).

# CHANEL HARRIS

4700 Caldera lane, Apt 203  
Raleigh, NC 27616-3279  
Phone: (919) 798-3416  
Email: HARRIS-05@HOTMAIL.COM

## Objective

Requesting employment as a Case manager while utilizing Insurance license for: Accidental, Health and Sickness in Human Resource Services under a Nonprofit Agency. I have earned Bachelor's of Science Degree in the field of Human Performance and Wellness for Health and Human Services. I would like to continue employment through self-study under the agency of Bridgeway Associates NP and Marie Foundation in case management with the local and federal Healthcare system.

## Summary Statement

As a healthcare correspondent, my abilities to carry out our task, jobs, and employment on an associate level for worker in Physical and Mental Health, and to support social services and community events. My focus in Talent Management and other consultant assessments for Individuals, families, financial, and business support for social and business innovations; are our leading targets. Under commissioning for the Arts and Human Fitness and Performance: the role of delegating, selecting, routine tasks in specific situations are daily. These duties include preparing the client and volunteering for programmings. BLS & ALS training, Crowned control, talent and performing arts are some basic skill used. Alongside; with communicating skills through Public Relation and Fundraising, with the Natural Culture Resource Centers.

## Employment History

- 12/2013 - Current **CBO/Director of Public Relation**  
BridgeWay Associates NP, Raleigh, NC  
NonProfit Orgainzation Manager in Volunteer and Training for Business Development in and Student involvement in community works for healthcare and Public Relations and Fundraising.
- 04/2018 - Current **Ushers, Lobby Attendants, and Ticket Takers**  
Duke Performing Arts Center Raleigh, Raleigh, NC  
Usher with Raleigh Duke Performing Art Center with duties explained. Work some temporary positions with Red Hat Amphitheater.
- 08/2019 - Current **Unarmed Security Officer**  
Staff-1 Company, Durham, NC  
Job duties include Unarmed security for Sport events and local entertainment. Hours Range for part-time to full-time that may include overnight security for colleges and Venues. Other duties and ability are Metal detector securitys check, Checking items and ticket scan. Security checks for private entry levels and parking.

## Education and Training

- 01/2016 **Public Administration**  
Certificate of Attendance/Completion (Disabled Individuals)  
NC State University, Raleigh, NC
- 01/2012 **Career Readiness Certificate**  
Vocational School Certificate/License  
Wake Technical Community College, Raleigh, NC
- 01/2005 **Human Performance and Wellness**  
Bachelor's Degree  
St. Augustine's Colleg University, Raleigh, NC

## Occupational Licenses and Certificates

02/2020	<b>Corporation</b> Department of Insurance
10/2019	<b>Unarmed Security</b> North Carolina Private Protective Services
03/2019	<b>Dss</b> MAGI
02/2019	<b>DSS</b> NC FAST
02/2019	<b>National Career Readiness</b> State of North Carolina
06/2018	<b>Insurance Producer</b> Department of Insurance
12/2017	<b>Sales and Usage</b> Bridgeway Associates Np
10/2017	<b>Notary of Public</b> North Carolina Secertary of State
04/2014	<b>SHRM CRC</b> SOCIETY FOR HUMAN RESOURCE MANAGEMENT

## Honors and Activities

- Publication in Sister to Sister and New and Observer 2001
- Membership of Raleigh local chapter 132 (SHRM) Society of Human Resource Management.
- Nonprofit Board Training with Unitedway of the Greater Triangle.
- Avadon Career Latties group training for Performance appraisals.
- Voluntary Leadership Certificate of completion from NC State University.
- National Safety Council Certificate for ALS & BLS training.

- 
- Ms. North Carolina "Outer Limits" Full-Figured Delegate 2016
  - Raleigh-Wake Chamber of Commerce 2019-2020

# State of North Carolina

## DEPARTMENT OF THE SECRETARY OF STATE

REPOSING SPECIAL TRUST AND CONFIDENCE IN YOUR INTEGRITY AND KNOWLEDGE, I DO BY THESE PRESENTS APPOINT

CHANEL N HARRIS

**A NOTARY PUBLIC**

IN AND FOR THE COUNTY OF WAKE AND STATE OF NORTH CAROLINA  
FOR FIVE YEARS BEGINNING TUESDAY, OCTOBER 17, 2017 AND EXPIRING  
AT MIDNIGHT ON SUNDAY, OCTOBER 16, 2022, AND

I DO HEREBY CONFER UPON YOU ALL THE RIGHTS, PRIVILEGES, AND POWERS USEFUL AND NECESSARY TO THE  
JUST AND PROPER DISCHARGE OF THE DUTIES OF YOUR APPOINTMENT.

IN WITNESS WHEREOF, I HAVE HEREUNTO SET MY HAND AND AFFIXED MY  
OFFICIAL SEAL. DONE IN OFFICE AT RALEIGH ON TUESDAY, OCTOBER 17, 2017



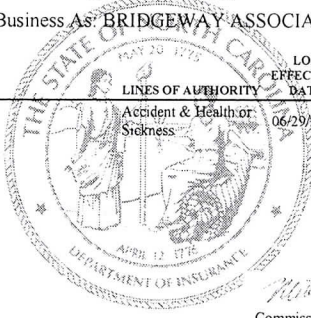
*Elaine F. Marshall*

ELAINE F. MARSHALL  
SECRETARY OF STATE



**CHANEL HARRIS**  
623 CAROLINA AVENUE  
RALEIGH NC 27606-1605

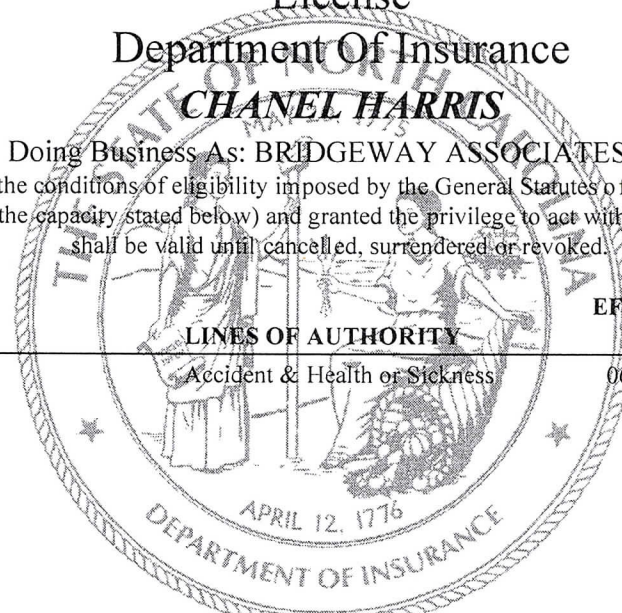
North Carolina		License		NPN: 18759868	
License No: 18759868		CHANEL HARRIS			
Doing Business As: BRIDGEWAY ASSOCIATES NP					
LICENSE TYPE	LINES OF AUTHORITY	LOA EFFECTIVE DATE	LICENSE FIRST ACTIVE DATE		
Insurance Producer	Accident & Health or Sickness	06/29/2018	06/29/2018		



*Mike Casper*  
Commissioner Of Insurance

This license shall remain in effect until the expiration date unless cancelled, surrendered or revoked. Individuals who are licensed as Insurance Producers and/or Bail Bond licensees must complete continuing education and pay all applicable renewal fees as required by North Carolina administrative code prior to the expiration date.

North Carolina		License		NPN: 18759868	
License No: 18759868		Department Of Insurance			
CHANEL HARRIS					
Doing Business As: BRIDGEWAY ASSOCIATES NP					
Who has fulfilled all of the conditions of eligibility imposed by the General Statutes of North Carolina and is hereby licensed by this State (in the capacity stated below) and granted the privilege to act with the authority of this license. It shall be valid until cancelled, surrendered or revoked.					
LICENSE TYPE	LINES OF AUTHORITY	LOA EFFECTIVE DATE	LICENSE FIRST ACTIVE DATE		
Insurance Producer	Accident & Health or Sickness	06/29/2018	06/29/2018		



For questions regarding a license please contact  
the North Carolina Department of Insurance at: 919-807-6800

*Mike Casper*  
Commissioner Of Insurance

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

---

Human Services Board: Submitted**Please select your first Board preference: \***

---

☒ Human Services Board**Please select your second Board preference: \***

---

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

---

☒ Alliance Behavioral Healthcare**Please select your fourth Board preference: \***

---

☒ Criminal Justice Partnership Advisory Board**Please select your fifth Board preference: \***

---

☒ Domestic Violence Fatality Review Team**Please select your sixth Board preference: \***

---

☒ Criminal Justice Partnership Advisory Board

---

Ashley

First Name

---

Dunn

Middle Initial Last Name

---

400 W Hargett Street

Street Address

---

418

Suite or Apt

---

Raleigh

City

---

NC

State

---

27603

Postal Code

**What district do you live in?**

---

None Selected

---

Mobile: (804) 590-6212

Primary Phone

---

Business: (919) 636-9814

Alternate Phone

---

pivotpowercounseling@gmail.com

Email Address

---

Self-Employed

Employer

---

Addictions Specialist/Certified  
Trauma  
Professional/Founder/Owner

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 want to serve my community and develop skills that will broaden my perspective and guide the work that I do.

## Work Experience

Private Practice Founder/Owner District 14 Guardian ad Litem Volunteer Program Trainer/Supervisor  
Employee Assistance Program Counselor Regional Director of Access Family Services Family Therapist  
Domestic/Sexual Violence Counselor Suicide Hotline Counselor

## Volunteer Experience

I have volunteer experience through the American Red Cross as well as Durham County Guardian ad Litem program.

## Education

BA in Psychology- Virginia State University MS in Community and School Psychology- Florida A&M  
University Liberty University (additional licensure requirements) Licensed Clinical Mental Health Counselor  
Licensed Clinical Addictions Counselor

## Comments

Thank you for your time and consideration.

[Resume\\_2021\\_\\_3\\_.doc](#)

Upload a Resume

[Dr.KirkLOR.pdf](#)

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

[Drs.LOR.pdf](#)

Please upload a file

---

## Demographics



Date of Birth

**Gender \***

☒ Female

**Ethnicity \***

☒ African American

---

**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**

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](#).

**Ashley E. Dunn, MS, LCMHCA, LCAS-A**  
**Raleigh, NC**  
**(804)590-6212**  
**Ashleydunn85@gmail.com**

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**WORK EXPERIENCE**

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**Private Practice** **Raleigh, NC** **04/2021 –present**  
**Sole Proprietor**

- Work with individuals to improve mental health
- Encourage clients to discuss emotions and experiences
- Examine issues including substance abuse, aging, bullying, anger management, careers, depression, relationships, LGBTQ issues, self-image, stress and suicide  
Help clients define goals, plan action and gain insight
- Develop therapeutic processes
- Refer clients to psychologists and other services

**Administrative Office of the Courts** **Durham, NC** **05/2018 –11/2021**  
**Guardian ad Litem Program Supervisor**

- Manage Guardian ad Litem volunteers
- Recruit, screen, train, and supervise volunteers assigned to advocate on behalf of abuse and neglected children.
- Ensure that child-clients' cases move through the court system in a timely and efficient manner.

**Workplace Options** **Raleigh, NC** **02/2017 –2/2018**  
**Employee Assistance Program (EAP) Counselor**

- Provide telephonic counseling, in-the-moment support and crisis telephonic management in a supportive, ethical and professional manner while maintaining client-confidentiality.
- Referred clients to external resources or within WPO as part of our holistic approach.
- Maintained clear clinical and task-oriented documentation in case management system.
- Possessed genuine listening skills and can provide short-term clinical interventions such as CBT, Motivational Interviewing and solution-focused techniques.
- Worked with clients presenting with substance abuse, situations of crisis, mental health symptoms and/or family/relationship-related concerns impacting personal or work performance.
- Developed clear and concise treatment plans for clients with various session models.
- Assessed clients thoroughly to ensure short-term counseling appropriate.

**Access Family Services** **Raleigh, NC** **03/2015 –12/16/2016**  
**Regional Director**

- Assured implementation of proper staffing within the regional office.
- Monitored collection of data for review and analysis to assure positive outcome measurement for assigned clinical programs.
- Managed census levels to ensure service levels are appropriate to continue long term funding strategies.
- Developed/assured channels of communication between the Agency, the Managed Care Organizations (MCOs), the public and the state.
- Monitored utilization of programs by various contract agencies.
- Monitored all service contracts.
- Monitored financial reports. Oversight of the development and monitoring of the regional office annual budget.

- Monitored and participated on local advocacy groups, community agencies, planning bodies, local government and provider groups to evaluate impact of access, authorization processes, and scope/ quality of services offered.
- Worked proactively with contract agencies and other state agencies to assure that policy and procedures met the needs of the MCO, as well as serving as liaison with the local and state agencies to maintain positive relationships.
- Assured appropriate communication with local advocacy groups, community agencies, referral bodies, planning bodies, provider groups, and local government to identify service needs, alleviate problem areas and to measure operational performance.
- Monitored community relations of the agency to include client rights, client grievances, advocacy, and consumer education.
- Lead statewide Retention Subcommittee
- Responsible for all hiring, development, and termination within the region.

#### **Youth Villages**

**Durham, NC**

**06/2012-03/2015**

#### **MST Clinical Supervisor**

- Provided direct supervision over clinical staff
- Facilitated weekly group and consultation processes to ensure fidelity to the multi-systemic therapy model.
- Developed and implemented both program wide and individual staff plans to address the quality of the services provided.
- Reviewed documentation to ensure compliance and proactively addressed any client issues with respect to therapeutic or behavioral health services.
- Monitored program financial reports
- Responsible for all hiring, development, and termination within my team.
- Monitored service contracts
- Created and implemented on boarding program for training new staff
- Developed instructional and training materials for staff
- Developed and implemented various marketing strategies to ensure program growth and census stability. Planned around predicted barriers and trends/Census management
- Participated in mock audits to ensure program compliance with all state and program regulations
- Measured/assessed documentation quality and timelines monthly for each staff.
- Developed and presented monthly data collected for documentation quality and timeliness.
- Presented monthly plans to external and internal leadership staff around clinician needs and develop plans to target them.
- Developed and track specialized Performance Improvement Plan's for employees' and disciplinary action when needed
- Planned and monitor policy development projects.
- Developed process for each program supervisor to review monthly data with their assigned clinician.
- Developed office wide standardized coverage plan for each program supervisor to utilize while out of the office.
- Conducted "Stay Interviews" with current staff in order to increase morale and impact retention
- Completed/reviewed performance appraisals
- Nominated (by supervisor) for Region Readiness leadership program (Completed program successfully)
- Worked closely with community stakeholders to ensure that my staff and organization are in compliance and collaborating effectively.
- Located and connected with a variety of other organizations in the community to further assess the needs of communities that we serve and identify opportunities to collaborate.
- Organized and presented program information/data to community stakeholders (ie, schools, judges, law enforcement, other agencies, attorneys, state officials, etc)
- Remained abreast of state laws and regulations affecting our state, organization, and population that we serve.
- Trained staff on educating families that we serve on laws and regulations and how they will affect them.

#### **Youth Villages**

**Greensboro, NC**

**07/2010-06/2012**

#### **MST Counselor (Family Therapist)**

- Maintained a caseload of 4-5 families.
- Met with each family at least three times per week.
- Develop individualized treatment plans for each case
- Conducted ongoing assessments and reviews of treatment progress
- Maintained on-call availability to clients during the week and rotating weekends
- Lead and Conducted formal treatment team staffing each month.
- Nominated (by supervisor) and completed Emerging Leader's Leadership program.

**Refuge House, Inc.**

**Tallahassee, FL**

**06/2009-07/2010**

**Sexual/Domestic Violence Advocate**

- Identified, assessed, and advocated for survivors of sexual and domestic violence
- Provided Crisis counseling
- Provided community referrals
- Lead groups and individual counseling
- Assist with job skills (resume writing)/ Academic Success
- Supervision of resident's living in facility/shelter

**Hospital Inpatient Services**

**Tallahassee, FL**

**06/2008-07/2010**

**Medicaid Eligibility Specialist**

- Interviewed patients referred to me by Tallahassee Memorial Healthcare who do not have insurance coverage and determine Medicaid/Disability eligibility.
- Acted as designated representative and apply for benefits on behalf of patient if eligibility requirements are met.
- Liaison for the patient, Florida Department of Children and Families, Tallahassee Memorial Healthcare, and Hospital Inpatient Services.
- Followed through with legal document collection until patient's case has been approved/denied. If case is denied, investigate to identify the cause of denial, attempt resolve it, and reapply/appeal.

**Big Bend 211, Inc.**

**Tallahassee, FL**

**01/2008-07/2010**

**Crisis Hotline Counselor/Training Assistant**

- Provided crisis counseling and intervention for various sensitive topics such as; domestic/sexual violence, abuse, academic/job stress, psychosis, drug abuse, abortion, STD, HIV/AIDS, homicide, and suicide.
- Presented training materials, assist in supervision and monitor/evaluate training performance for the hotline counselor training program.

**The Henry and Rilla White Foundation**

**Tallahassee, FL**

**01/2007-06/2008**

**Case Manager**

- Interviewed/Assessed at-risk clients individually, developed performance/treatment plan accordingly, and pursued the appropriate community agencies.
- Lead individual and group sessions regarding mental health, academic success, poverty, legal issues, unemployment, substance abuse, physical abuse, rehabilitation, social adjustment, career development, and medical care.
- Served as the liaison for the program, Department of Juvenile Justice, parents/guardian, and service providers in facilitating case coordination and information sharing
- Served as a Mentor and Advocate.
- Transported and assisted youth with medical and court appointments.
- Developed and reviewed service plans in consultation with clients, and perform follow-ups assessing the quantity and quality of services provided.
- Attended all court hearings and provided testimony when needed.
- Provided transitional planning such as child care, prenatal care, substance abuse treatment, job training, counseling, or parenting classes, to prevent recidivism.
- Lead and Conducted formal treatment team staffings each month. A member from each department (medical, education, lead administration, vocational, parent(s)/guardian(s), JPO, aftercare, and direct care staff) were to attend.

## **EDUCATION**

**Florida A&M University**

Tallahassee, FL

01/2007- 12/2009

### **Master's Degree (Community Psychology)**

*Directed Individual Study: The Relationship among Social Stress, Physiology, and Psychopathology in the Development of Anger in Adolescents*

## **AFFILIATIONS**

Durham Advisory Committee; Wake County Advisory Committee; Intensive In Home Collaborative; Durham County Collaborative; Wake County Collaborative; Johnston County Collaborative; Cumberland County Collaborative; Sawmill Academy for Girls Advisory Board Member; The National Honor's Society of Psychology (Member); Virginia Psychology Association (Member); American Counseling Association; International Association of Addictions and Offender Counselors; Counselors for Social Justice; Association for Child and Adolescent Counseling

***References Available Upon Request***



# LIBERTY UNIVERSITY | SCHOOL of BEHAVIORAL SCIENCES

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To Whom It May Concern:

It gives me great pleasure to recommend Ms. Ashley Dunn for a position at your institution.

Ashley is a professional, intelligent, and approachable student and leader. As her professor of her Group Counseling course, Ashley was engaging and articulate, impressing both myself and other students in her ability to facilitate groups in a competent way, while also offering developmental feedback for both herself and her peers.

These interactions show me that Ashley will be an asset to your agency since her inter-and-intra personal skills are apparent in the classroom. Overall, Ashley will bring a strong commitment to her work, and I believe her commitment to her growth, both personally and professionally, will set her apart in this field.

I highly recommend Ms. Ashley Dunn. If you need further information, please do not hesitate to contact me via email at [keadour@liberty.edu](mailto:keadour@liberty.edu)

Best regards,



Krista Kirk, PhD, LPC, NCC  
Assistant Professor  
Department of Counselor Education and Family Studies

July 29, 2021

To Whom it May Concern:

The purpose of this letter is to highly recommend Ms. Ashley Dunn as an outstanding candidate for a position at your company/agency.

As a former student of mine, Ms. Dunn's coursework suggested a strong dedication to her own continued professional growth. Her communication skills, both written and verbal, are excellent. Her commitment to academic success is strong, intentional, and aimed at the pursuit of helping others.

Ms. Dunn has an excellent balance of a wonderful personality while also mastering competence. Outgoing and having a passion to help others, she has shown involvement in various areas in the community both at work and on a volunteer basis. For example, her advocacy of marginalized groups is evidence of her desire for social justice. Her appreciation and understanding of cultural diversity represent a very evolved and supportive inclusion of others.

Ms. Dunn is strong in her Christian faith which undoubtedly adds to her esteemed character, adherence to ethics, and strong professionalism. She is dedicated to the pursuit of student success, was a very hard-working student herself, and will undoubtedly add to the growth of those she instructs and guides. This was demonstrated, even in an online setting via discussion board and online community interactions where she was efficiently able to manage multiple projects while adhering to strict deadlines.

Simply put, she upholds the integrity of our profession, and it is truly my pleasure to provide a reference for her.

Please do not hesitate to contact me for further information,

Sincerely,

Rosy Saenz-Sierzega, Ph.D.  
*Faculty Advisor, Professor Liberty University*  
Department of Counseling and Family Studies  
[Rsaenz2@liberty.edu](mailto:Rsaenz2@liberty.edu)

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

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Human Services Board: Submitted**Please select your first Board preference: \***

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☒ Human Services Board**Please select your second Board preference: \***

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☒ Nursing Home Community Advisory Committee**Please select your third Board preference: \***

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

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☒ Economic Development Commission**Please select your fifth Board preference: \***

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☒ Cary Planning and Zoning Board**Please select your sixth Board preference: \***

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☒ Cary Zoning Board of Adjustment

---

John

First Name

---

M

Middle Initial

---

Hall

Last Name

---

104 Pointe Crest Court

Street Address

---

Suite or Apt

---

Cary

City

---

NC

State

---

27513

Postal Code

**What district do you live in?**

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None Selected

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Business: (919) 424-1927

Primary Phone

---

Home: (919) 649-4378

Alternate Phone

---

ncstateredwhite@gmail.com

Email Address

---

Transworld Business Advisors of  
Wake County

Employer

---

Business Broker and 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:**

☒ Cary

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## Interests & Experiences

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

I believe it is the duty and obligation of citizens to give back to the community.

## Work Experience

Business Broker and Advisor Transworld Business Advisors 2019 - Present (2 years 8 months +) I build relationships with business owners and help them prepare their businesses to be confidentially listed. Once the business is listed I serve as the transaction manager for the buyer screening, offer, due diligence, and closing processes. I also help individuals looking to buy a business or a franchise find the one that best suits their needs. In addition to all that, I help business owners that wish to grow to franchise their business. Broker Fathom Realty Jul 2018 - Present (3 years 2 months +) Providing guidance, advice, and other resources to help entrepreneurs make sound decisions about the future of their business. Builder Representative Terramor Homes, A D.R. Horton Company Jan 2018 - Aug 2018 (8 months) Broker and Business Development Officer Phoenix Realty & Property Management Nov 2016 - Dec 2017 (1 year 2 months) I ensure that our investor clients are well cared for and that their properties are well maintained and provide positive cash flow. I also assist the president of our company with our marketing efforts and in the purchase and sale of client real estate holdings. Real Estate Broker Fonville Morisey Realty Apr 2013 - Nov 2016 (3 years 8 months)

## Volunteer Experience

I have volunteered with a number of different religious and civic organizations throughout Wake county including Ykids Afterschool Tutoring for underprivileged kids, the Recreation Committee for Casa Del Sol (a low-income primarily Hispanic community), Downtown Raleigh Outreach (a ministry of Providence Baptist Church that feeds the homeless of Wake County).

## Education

Bachelor of Science in Education - Carolina University in Winston Salem, NC Master of Business Administration - Longwood University in Farmville, VA

## Comments

I look forward to learning more about the needs and challenges of my community so that I can serve and help.

[Resume-Mike-Hall.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:

Please upload a file

---

## Demographics



Date of Birth

### Gender \*

☒ Male

### Ethnicity \*

☒ Caucasian

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## 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

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](#).

# Mike Hall

Raleigh, North Carolina, United States



mhall@tworld.com



919-424-1927



[linkedin.com/in/johnmichaelhall](https://www.linkedin.com/in/johnmichaelhall)

## Summary

I love connecting with business owners and hearing their stories. Being a good listener and a determined problem solver is what makes me good at what I do. I am a business broker and I help people to buy and sell businesses.

I have had an entrepreneurial spark in me going back to the days of setting up lemonade stands in my parent's front yard. I know what it means to work hard, and take risks. I know what it means to fail and to fail miserably but in failing to learn valuable lessons that pave the way for future success. I have been a business owner and I know what the world looks like from your chair.

Since becoming a business broker, I have had the opportunity to be a part of listing and selling many businesses from mom and pops all the way to multi-million dollar ventures. Regardless of the size of the business, the commitment on my part remains high. I will not rest until I have done my best to broker deals that my clients can look back on with pleasure.

When I am not connecting with clients or negotiating deals, I spend time working on my MBA at Longwood University. I also like to read, exercise with my beautiful bride Patti, and travel around the United States and East Asia.

## Experience



### Business Broker and Advisor

Transworld Business Advisors

2019 - Present (3 years 2 months +)

I build relationships with business owners and help them prepare their businesses to be confidentially listed. Once the business is listed I serve as the transaction manager for the buyer screening, offer, due diligence, and closing processes. I also help individuals looking to buy a business or a franchise find the one that best suits their needs. In addition to all that, I help business owners that wish to franchise their businesses.



### Broker

Fathom Realty

Jul 2018 - Present (3 years 8 months +)

Providing guidance, advice, and other resources to help entrepreneurs make sound decisions about the future of their business.



### Builder Representative

Terramor Homes, A D.R. Horton Company

Jan 2018 - Aug 2018 (8 months)



### Broker and Business Development Officer

## Phoenix Realty & Property Management

Nov 2016 - Dec 2017 (1 year 2 months)

I ensure that our investor clients are well cared for and that their properties are well maintained and provide positive cash flow. I also assist the president of our company with our marketing efforts and in the purchase and sale of client real estate holdings.



## Real Estate Broker

Fonville Morisey Realty

Apr 2013 - Nov 2016 (3 years 8 months)



## Executive Editor

Treasures Curriculum

Jan 2012 - Nov 2016 (4 years 11 months)

I recruited and managed a team of editors and writers to produce an internationally published character based curriculum for children and students.



## Web Content Writer and Certified Inbound Marketer

iMi Associates

Nov 2010 - Dec 2011 (1 year 2 months)

I developed and executed marketing strategies for legacy clients using strategically placed, well-researched seo content.



## Executive Editor

InQuest Ministries, Inc.

Feb 2006 - Nov 2010 (4 years 10 months)

I am responsible for the long-range planning, writing, production, editing and marketing of Sunday School and Discipleship curriculum.



## Student Ministries Intern

Providence Baptist Church

Sep 2005 - Feb 2006 (6 months)

I directed the efforts of over 30 volunteers who were mentors and Bible study leaders for over 300 students.



## Instructor of History and Apologetics

Williamsburg Christian Academy

Aug 2004 - Sep 2005 (1 year 2 months)

I taught High School History and Apologetics.

## Education



## Longwood University

Master of Business Administration - MBA, Business Administration and Management, General

Oct 2021 - Present



### **The Julius Maximilians University of Würzburg**

German Language and Literature

1999 - 2001

German and Theology



### **Carolina University**

Bachelor of Science, Elementary Education

1990 - 1995

Education and Biblical Studies



### **Cresset Christian Academy**

HS Diploma, College Prep

1985 - 1988

## **Licenses & Certifications**



### **Inbound Marketing Certificate of Excellence** - Inbound Marketing University



### **North Carolina Real Estate License** - North Carolina Real Estate Commission

276085

## **Skills**

Editing • Research • Nonprofits • Leadership • Project Management • Writing • Training •  
Marketing • Communication • Church Events



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

---

Human Services Board: Submitted**Please select your first Board preference: \***

---

☒ Human Services Board**Please select your second Board preference: \***

---

☒ Domestic Violence Fatality Review Team**Please select your third Board preference: \***

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☒ Commission for Women**Please select your fourth Board preference: \***

---

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

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

---

☒ None Selected

---

Dakia

First Name

---

Davis

Last Name

---

615 Sardis Drive

Street Address

---

Suite or Apt

---

Raleigh

City

---

NC

State

---

27603

Postal Code

**What district do you live in?**

---

None Selected

---

Mobile: (919) 418-4822

Primary Phone

---

Home: (919) 821-4822

Alternate Phone

---

dakiadavis@gmail.com

Email Address

---

Self

Employer

---

Therapist, Social Worker

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?**

I was born and raised in Wake County, then lived in Greensboro and Washington, DC. Living and studying outside Wake County exposed me to a variety of public and community services. Since returning to my childhood home a few years ago, I've wanted to help create and sustain affordable, quality services for all residents. I'm particularly interested in achieving healthcare equity. I'm very proud to be from Wake County and I look forward to serving the County that has invested so much in me.

## Work Experience

Private Practice Owner and Therapist, Healing Journey Therapy & Consulting, PLLC April 2020 to Present  
Program Therapist for Outpatient Behavioral Health, MedStar Washington Hospital Center July 2019 to October 2019  
Clinical Social Worker, Community Violence Intervention Program (CVIP), MedStar Washington Hospital Center Trauma Department - October 2017 to October 2019  
Clinical Social Worker, MedStar Washington Hospital Center - September 2016 to September 2017  
Population Health Services Manager, Community of Hope - December 2015 to September 2016

## Volunteer Experience

Board of Trustees Program Committee Chair, Wade Edwards Foundation, present  
Health & Wellness Ministry Volunteer, Brightwood Park United Methodist Church, Washington DC 2014-2019  
People of Color Support Group Facilitator, DC Center for the LGBTQ Community, 2018 to 2019  
National Association of Social Workers DC Metro Chapter Committee on Nominations and Leadership, 2013 to 2015  
Nonprofit Network Co-chair, Women's Information Network, 2013 to 2014  
Mothers and Caregivers Economic Rights Committee, National Organization for Women, 2011 to 2012

## Education

Master of Social Work at Howard University  
Nonprofit Leadership and Management Graduate Certificate, University of North Carolina at Greensboro (UNCG)  
Bachelor of Social Work; Women's & Gender Studies, UNCG

## Comments

I'm looking forward to serving my community.

[DakiaDavis\\_Resume.docx.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

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

☒ County Website

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

[DakiaDavis\\_Resume.docx.pdf](#)

Please upload a file

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# DAKIA A. DAVIS, LCSW

919-418-4822 | dakiadavis@gmail.com

## SUMMARY

Social worker and administrative professional with 10+ years of progressive leadership and clinical experience serving historically excluded groups in nonprofit, community and health settings. Skilled leader with proven ability to develop and manage mission-focused programs and meet agency objectives.

## PROFESSIONAL EXPERIENCE

### Private Practice Owner and Therapist

*Healing Journey Therapy & Consulting, PLLC April 2020 to Present*

Provide therapeutic intervention services to adults in private, outpatient setting. • Maintain electronic records in compliance with state and federal standards and provide continuous treatment planning and reviewing of progress to ensure quality and effective treatment. • Engage in peer consultation with practice providers to address clinical and administrative processes.

### Program Therapist for Outpatient Behavioral Health

*MedStar Washington Hospital Center July 2019 to October 2019*

Provided direct psychological counseling/psychotherapy to patients and their families. • Completed psychosocial assessments, intake evaluations, patient treatment plans. Developed LGBTQIA+ Affirmative Therapy Group and facilitated CBT Coping Skills Group.

### Clinical Social Worker, Community Violence Intervention Program (CVIP)

*MedStar Washington Hospital Center Trauma Department - October 2017 to October 2019*

Collaborated with multidisciplinary team and community partners in providing support (crisis intervention, therapy) for survivors of violent injury. • Facilitated support group that counsels and provides education to patients and families adjusting to life post-trauma.

### Clinical Social Worker

*MedStar Washington Hospital Center - September 2016 to September 2017*

Conducted comprehensive biopsychosocial assessments of patient and family needs to develop appropriate discharge plans. • Located and promoted community services for patients and significant others experiencing challenges related to illness, catastrophic diagnoses, care transitions, and bereavement.

### Population Health Services Manager

*Community of Hope - December 2015 to September 2016*

Managed staff and activities for patients with chronic health conditions and special needs. • Created practice guidelines and clear, sustainable duties for refugee health, care coordination and school health staff. • Developed organizational language access procedures and compiled culturally appropriate health educational materials. • Fostered relationships with community organizations, managed overall budget, and tracked grant deliverable progress.

### Patient Services Manager-Marie Reed Health Center

*Community of Hope - August 2013 to December 2015*

Supervised care coordination and educational services staff. • Established data collection standards and reviewed data collection efforts by staff regularly to ensure accuracy. • Provided psychosocial assessments, brief intervention and counseling to support patients and families in adjustment to illness.

### Hope Project Administrative Coordinator

*City of Greensboro, N.C. Parks & Recreation Department - August 2008 to July 2010*

Lead coordinator of teen and family program activities for youth gang prevention initiative funded by local foundation grants. • Operated the youth self-referral line. • Developed intake and home visiting procedures. • Facilitated the execution of MOUs, public forums, and staff trainings to streamline service provision for youth at risk. • Accountable for program's finance tasks for budget of \$600,000 (procurement coordination, preparing and submitting budget reviews, monthly financial statements and annual grant reports).

### Foundation & Lab Assistant

*Wade Edwards Foundation and Learning Lab - January 2000 to January 2011*

Progressed through a series of promotions culminating in the responsibility for supporting senior staff and Board of Trustees in fundraising and development efforts, as well as administrative and operational activities at technology and learning center for high school students.

## LICENSES

### Licensed Clinical Social Worker (LCSW)

North Carolina

License Number: C102838

Issued: 2020

### Independent Clinical Social Worker (LCSW)

District of Columbia

License Number: LC50081191

Issued: 2017

## EDUCATION

### Master of Social Work (MSW)

Howard University, 2013

### Nonprofit Management Graduate Certificate

University of North Carolina at Greensboro, 2009

### Bachelor of Social Work; Women's & Gender Studies

University of North Carolina at Greensboro, 2008

## TRAININGS & CERTIFICATIONS

### Clinical Supervision Certificate

National Association of Social Workers, NC Chapter, 2021

### Health Minister Certificate

Wesley Theological Seminary, 2015

### DC Health Link Enrollment Assister

DC Health Benefit Exchange Authority (30-hour Course), 2013

## RELATED PART-TIME POSITIONS

Department of Defense Safe Helpline Staffer, Rape, Abuse & Incest National Network, September 2017 to October 2019

Clinical Case Manager-Marie Reed Health Center (Temporary), Community of Hope - June 2012 to August 2012

Communications & Administrative Development Associate, United for Reproductive & Gender Equity, January 2011 to May 2011

## LEADERSHIP & SERVICE

Member, Program Committee - Board of Directors, Wade Edwards Foundation, present

Facilitator, People of Color Support Group, DC Center for the LGBTQ Community, 2018 to 2019

Member, National Association of Social Workers DC Metro Chapter Committee on Nominations and Leadership, 2013 to 2015

Co-chair, Nonprofit Network, Women's Information Network, 2013 to 2014

Mothers and Caregivers Economic Rights Committee, National Organization for Women, 2011 to 2012



# DAKIA A. DAVIS, LCSW

919-418-4822 | dakiadavis@gmail.com

## SUMMARY

Social worker and administrative professional with 10+ years of progressive leadership and clinical experience serving historically excluded groups in nonprofit, community and health settings. Skilled leader with proven ability to develop and manage mission-focused programs and meet agency objectives.

## PROFESSIONAL EXPERIENCE

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*Healing Journey Therapy & Consulting, PLLC April 2020 to Present*

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*Community of Hope - December 2015 to September 2016*

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### Patient Services Manager-Marie Reed Health Center

*Community of Hope - August 2013 to December 2015*

Supervised care coordination and educational services staff. • Established data collection standards and reviewed data collection efforts by staff regularly to ensure accuracy. • Provided psychosocial assessments, brief intervention and counseling to support patients and families in adjustment to illness.

### Hope Project Administrative Coordinator

*City of Greensboro, N.C. Parks & Recreation Department - August 2008 to July 2010*

Lead coordinator of teen and family program activities for youth gang prevention initiative funded by local foundation grants. • Operated the youth self-referral line. • Developed intake and home visiting procedures. • Facilitated the execution of MOUs, public forums, and staff trainings to streamline service provision for youth at risk. • Accountable for program's finance tasks for budget of \$600,000 (procurement coordination, preparing and submitting budget reviews, monthly financial statements and annual grant reports).

### Foundation & Lab Assistant

*Wade Edwards Foundation and Learning Lab - January 2000 to January 2011*

Progressed through a series of promotions culminating in the responsibility for supporting senior staff and Board of Trustees in fundraising and development efforts, as well as administrative and operational activities at technology and learning center for high school students.

## LICENSES

### Licensed Clinical Social Worker (LCSW)

North Carolina

License Number: C102838

Issued: 2020

### Independent Clinical Social Worker (LCSW)

District of Columbia

License Number: LC50081191

Issued: 2017

## EDUCATION

### Master of Social Work (MSW)

Howard University, 2013

### Nonprofit Management Graduate Certificate

University of North Carolina at Greensboro, 2009

### Bachelor of Social Work; Women's & Gender Studies

University of North Carolina at Greensboro, 2008

## TRAININGS & CERTIFICATIONS

### Clinical Supervision Certificate

National Association of Social Workers, NC Chapter, 2021

### Health Minister Certificate

Wesley Theological Seminary, 2015

### DC Health Link Enrollment Assister

DC Health Benefit Exchange Authority (30-hour Course), 2013

## RELATED PART-TIME POSITIONS

Department of Defense Safe Helpline Staffer, Rape, Abuse & Incest National Network, September 2017 to October 2019

Clinical Case Manager-Marie Reed Health Center (Temporary), Community of Hope - June 2012 to August 2012

Communications & Administrative Development Associate, United for Reproductive & Gender Equity, January 2011 to May 2011

## LEADERSHIP & SERVICE

Member, Program Committee - Board of Directors, Wade Edwards Foundation, present

Facilitator, People of Color Support Group, DC Center for the LGBTQ Community, 2018 to 2019

Member, National Association of Social Workers DC Metro Chapter Committee on Nominations and Leadership, 2013 to 2015

Co-chair, Nonprofit Network, Women's Information Network, 2013 to 2014

Mothers and Caregivers Economic Rights Committee, National Organization for Women, 2011 to 2012



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

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Human Services Board: Submitted**Please select your first Board preference: \***

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☒ Human Services Board**Please select your second Board preference: \***

---

☒ Commission for Women**Please select your third Board preference: \***

---

☒ Human Services Board**Please select your fourth Board preference: \***

---

☒ Human Services Board**Please select your fifth Board preference: \***

---

☒ Human Services Board**Please select your sixth Board preference: \***

---

☒ Commission for Women

---

Rebecca

First Name

---

L

Middle Initial

---

Alley

Last Name

---

828 Essex Forest Dr

Street Address

---

Suite or Apt

---

Cary

City

---

NC

State

---

27518

Postal Code

**What district do you live in?**

---

None Selected

---

Mobile: (336) 414-9556

Primary Phone

---

Mobile: (336) 414-9556

Alternate Phone

---

ralley9556@gmail.com

Email Address

---

Credit Suisse

Employer

---

PMO

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?

I am Autistic, LGBTQIA+, and Jewish. My passions are increasing employment and living independence opportunities for the Autism community by tackling stigma and dismantling stereotypes. I believe having a Autistic (and other minority) member of this board is important to furthering improvement of the quality of life for individuals like myself.

## Work Experience

Domino's Credit Suisse UNC TEACCH Autism Society of NC

## Volunteer Experience

LiNC-IT

## Education

Bachelor's in Marine Science from USC Columbia

## Comments

[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 \*

☒ Female

Rebecca L Alley

**Ethnicity \***

☒ Caucasian

---

**Other**

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

☒ Other

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

Facebook

---

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](#).

# Rebecca L. Alley, CSM

**PHONE** (336) 414-9556 • **EMAIL** [rlalley9556@gmail.com](mailto:rlalley9556@gmail.com)

**LINKEDIN** <https://www.linkedin.com/in/rebecca-alley-csm/>

*I bring a unique perspective to analyzing problems, streamlining processes, and increasing team efficiency. I learn skills quickly and specialize in solving team/customer pain points. These skills are invaluable to my team.*

## EXPERIENCE

**Credit Suisse**, Research Triangle Park, NC

*Senior IT Project Management Officer: October 2019 – Present*

*Neurodiversity Program Intern (PMO): May 2019 – October 2019*

- Support projects with 25 + million CHF budget: Container as a Service, cyber risk management, Audit/Regulatory Remediation, Storage as a Service, Technical Debt & End of Life remediation
- Created (self-taught) VBA email automation - result in 40 + hour/week time saves for PMO
- Created VBA data analysis automation - result 5%-7% accuracy increase in project spend
- Support IT program/project initiation, ClarityPPM, managing deadlines, and closure activities
- Assure programs and projects stay compliant with audit and company standards
- Train new hires, maintain training documents and Key Processes training Confluence site (responsible for building and maintaining 17 Confluence training pages)
- Serve as expert point of contact and troubleshooter for ClarityPPM
- Working group lead to transform waterfall project based PMO processes to agile

**Credit Suisse**, Research Triangle Park, NC

*Neurodiversity Program Board Member – Autism Advisory: October 2019 – Present*

- Serve as Autistic consultant on inclusive processes and language
- Speak at events (locally and globally) about experiences and LiNC -IT program: Internal, Lenovo, Triangle Neurodiversity Advisory Council Mini Summit, NC State Autistic Career Fair
- Admin for Neurodiversity Confluence site
- Recruit senior stakeholders (DIR +) to support and champion the program
- Represented Neurodiversity Program to NC Governor Roy Cooper in Dec 2019

**UNC TEACCH**, Chapel Hill, NC

*Autistic Consultant: May 2021 – Present*

**Domino's**, Winston-Salem, NC

*Assistant Manager: March 2018 – May 2019*

*Product Master: December 2017 – March 2018*

*Delivery Expert: October 2016 – December 2017*

- Developed labeling systems to reduce waste and expired products
- Trained new employees and managerial candidates

---

## TECHNOLOGY

ClarityPPM; Microsoft Project, SharePoint, Word, OneNote, PowerPoint, Excel, Teams, Macros/VBA, Pivot Tables, Outlook; Confluence; Jira; Proficient Googler; Cisco WebEx; Skype; Zoom

## SKILLS

**Certified Scrum Master, ScrumAlliance (ID: 001128768)**; Agile; Waterfall; Cross-functional team management; Problem solving; Stakeholder management; New hire training; Process improvement and automation; Productive disruption; PMI Project Management Processes

## VOLUNTEERING

**Autism Society of NC**, Raleigh, NC

*ASNC Autism Self-Advocates Advisory Board Chair: June 2021 – Present*

**LiNC-IT**, Raleigh, NC

*Steering Committee Member: August 2021 – Present*

## EDUCATION

**University of South Carolina, Columbia** – B.S., Marine Science; Minor, Biology

Profile

Which Boards would you like to apply for?

Human Services Board: Submitted

Please select your first Board preference: \*

☒ Human Services Board

Please select your second Board preference: \*

☒ Human Services Board

Please select your third Board preference: \*

☒ Human Services Board

Please select your fourth Board preference: \*

☒ Human Services Board

Please select your fifth Board preference: \*

☒ Human Services Board

Please select your sixth Board preference: \*

☒ Human Services Board

Kira  
First Name

Middle Initial

Kroboth  
Last Name

102 W Whitaker Mill Road  
Street Address

Suite or Apt

Raleigh  
City

NC  
State

27608  
Postal Code

What district do you live in?

None Selected

Mobile: (919) 412-2562  
Primary Phone

Home: (919) 412-2562  
Alternate Phone

kira@krobeinteractive.com  
Email Address

Krobe Interactive  
Employer

Founder and CEO  
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've always had a passion for serving. As an empath, I suppose that comes naturally. While I love the work I do with my company, Krobe Interactive + Marketing, I found myself back in the thick of advocacy work when my second son was diagnosed with life-threatening food allergies. I dove into the world of food allergies, making connections and learning what it would take to keep him safe. When starting Kindergarten in WCPSS, I was disappointed and shocked at the lack of proper health policies and protocols in place for food allergic students. I later learned tables in the cafeteria were cleaned with only water, which is a health issue for all students. I began advocating and speaking up. Launching petitions and speaking to the media. This led to the creation of ACE Advocacy, where I could simply help other parents navigate through the district to keep their kids safe - a process that should not be as hard as it was. I ran into many road blocks where the school district relied upon guidance from Wake County. After exhausting my resources for trying to bring about change, I spearheaded bringing the NC Disability Rights law firm into the picture to help many families with their struggles. And now, during the pandemic, I once again became a voice for the parents that felt that had no voice. The petition I created to support mask mandates generated over 6,000 signatures in just over a week. This led to an organic group of over 1,600 parents and community members that are concerned for the safety and equity of our students in schools during a global crisis. My passion stems from protecting my children and learning from their health issues. I take what I learn, speak out and try to do the next best thing.

## **Work Experience**

---

Currently Founder & CEO of my own business, Krobe Interactive + Marketing. Blessed to have left 'big agency' life and made my own way with fantastic clients and teammates. We have been in business over 12 years now. Prior to starting Krobe, I worked for Capstrat here in Raleigh as first an Account Executive for marketing, PR and events then transitioning to the web side of the building as a Senior Web Producer. Other work experience includes lobbying for the NC Education Lottery right out of college with McGuire Woods and serving a communications role with Vance Granville Community College and the Raleigh Convention and Visitors Bureau.

## **Volunteer Experience**

---

Partnership Magnet Elementary School PTA - Vice President Communications and Advocacy (4 years)  
Founder of ACE Advocacy - Supporting parents navigating through the WCPSS with 504 plans, IEPs, COVID safety & support (founded 2018)  
Founder of Families for Food Change in WCPSS - Movement to improve cleaning conditions petition against cleaning of tables with water-only (founded 2018)  
Founder of WCPSS: COVID SAFETY & SUPPORT - Grassroots, non-political group of over 1,600 parents concerned about COVID safety and equity in WCPSS (founded 2021)

## **Education**

---

Bachelors Degree from NC State University in Communications/Public Relations and minor in Journalism (graduated 2002)

## Comments

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[KiraKrobothResume.pdf](#)

Upload a Resume

[Kira\\_Kroboth\\_Bio\\_FINAL.pdf](#)

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?**

Speaking with County Commissioner

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Please upload a file

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## ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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Kira Kroboth



# KIRA KROBOTH

*Business Owner, Web & Marketing Mind,  
Parent & Education Advocate*

## CONTACT

✉ kira@krobeinteractive.com

☎ (919) 412 2562

🌐 www.krobeinteractive.com

🏠 102 W Whitaker Mill Rd  
Raleigh, NC 27608

## EDUCATION

### BACHELOR OF ARTS: COMMUNICATION/PR

2002

NC State University  
Raleigh, NC

## VOLUNTEERING

PME PTA Vice President (4 yrs)

ACE Advocacy (founded 2018)

Families for Food Change in  
WCPSS (founded 2018)

WCPSS: COVID SAFETY &  
SUPPORT (founded 2021)

## SOCIAL

f /kirakroboth  
/groups/wcpssmasks  
/ACEAdvocacy

🌐 kirakroboth.com

## ABOUT

Kira's first job placed her at the forefront of the campaign for the NC Education Lottery, followed by working with Vance-Granville Community College and the Raleigh Convention & Visitors Bureau. With a passion for marketing and advocacy, she ventured over to Capstrat as an Account Executive. Time passed, and Kira blended her experience with the web world taking on the position of a Senior Web Producer at Capstrat.

As a mom of three boys, big agency life was no longer a good fit and Kira started her own home-based agency - Krobe Interactive + Marketing. Over 12 years later, Krobe is going strong, with clients ranging from the AICPA, Google, NCBCE, NCSU, CBC and other local and regional businesses. With Krobe, Kira chooses the best fitting team for the job with the goal to do good work for good people.

As a special needs mom, she's met challenges head on within WCPSS over the years, fighting for both her child and all children like him. As a high-risk family, Kira put on her advocacy hat once again to help lead a grassroots group of parents for safety and change in WCPSS during the COVID pandemic.

## RECENT WORK SUMMARY

### FOUNDER & CEO

*Krobe Interactive + Marketing | Aug 2010 - current*

Oversees Krobe client accounts, new business and team of developers, project managers, designers and copywriters. Helps clients accomplish their goals faster while staying budget-friendly. Forms and nurtures partnerships and trust with clients and Krobe team members. Focuses on agility, scale and expertise with a team that's worked together, knows their clients and succeeded remotely before it was the new norm. Even hired away her husband from WRAL.com to be Director of Technology. Takes work and makes it personal, intentional and fun along the way.

### SENIOR WEB PRODUCER

*Capstrat | 2005 - 2010*

Managed up to five clients (and internal teams) at a time and handled budgets of up to \$1 million.



Kira Kroboth has been a mom on a mission for years, raising three boys (ages six, nine and 11) in Raleigh.

Her mission began when her second son - who lives with life-threatening food allergies - entered Wake County Schools. She was shocked to discover the district did not follow basic allergy protocols that would protect him and other children with similar disabilities. She jumped into action by pushing for adherence to the ADA guidelines and updated safety measures, including the cleaning of lunchroom tables with more than water, handwashing and other risk mitigation strategies.

Kira created ACE Advocacy ([facebook.com/ACEAdvocacy](https://facebook.com/ACEAdvocacy)) to offer support and guidance for other families in WCPSS navigating these same issues. Through media, a petition ([www.cleanourtables.com](http://www.cleanourtables.com)) and outreach, Kira gained the support of Disability Rights NC which went on to represent multiple WCPSS allergy families and helped reveal systemic issues with allergy safety at the district level. In response to these efforts, the district made critical changes that increased protections and reduced the likelihood of health emergencies at school.

In 2021, Kira launched a petition for the WCPSS School Board to continue the mask mandate that had been providing children (and their families) a fundamental level of protection from the COVID-19 pandemic. With almost 6,000 signatures in two weeks, the petition was presented to the school board alongside the grassroots effort of parents asking for increased measures to keep their children in school and safe. The vote to continue mandating masks in schools was a unanimous 'yes.'

Kira continued the mission as the creator and administrator of the private Facebook group WCPSS: COVID SAFETY & SUPPORT. She and the group's 1.6K members continue to push for layered safety measures - beyond masking - in their schools. As the group grows, Kira continues to identify issues, assist media, and connect with leaders and advocates to guide the group's next steps within the public school system. ACE Advocacy serves as the public-facing platform to reach a wider audience when action is needed.

Kira is the President and Founder of Krobe Interactive + Marketing, a home-based web and marketing agency. She began her career in public affairs, PR and event planning at agencies in Raleigh. Kira combines her experience and passion for kids to push for necessary changes in WCPSS and across the state.



Profile

Which Boards would you like to apply for?

Human Services Board: Submitted

Please select your first Board preference: \*

☒ Human Services Board

Please select your second Board preference: \*

☒ Juvenile Crime Prevention Council

Please select your third Board preference: \*

☒ United Arts Grants Panels

Please select your fourth Board preference: \*

☒ Commission for Women

Please select your fifth Board preference: \*

☒ Population Health Task Force

Please select your sixth Board preference: \*

☒ Council on Fitness and Health

Stacey

First Name

Motley

Last Name

158 Jamison Drive

Street Address

Suite or Apt

Raleigh

City

NC

State

27610

Postal Code

What district do you live in?

None Selected

Home: (919) 578-2943

Primary Phone

Home: (301) 979-5265

Alternate Phone

staceym143@outlook.com

Email Address

Including Inclusion, L.L.C.

Employer

Owner & Chief Executive Officer

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?

I am interested in serving on a Board because I think it is important to be involved in the communities we live and work in. I have always been a strong believer and participant in community service. I also think it is important to share diverse perspectives that reflect what is a very diverse community.

## Work Experience

Diveristy & Inclusion Consultant, Human Resources Consultant, Life Coach, Leadership Coach Owner & Chief Executive Officer, Including Inclusion, L.L.C.

## Volunteer Experience

Current member of the Board of Directors for Share Pregnancy and Infant Loss Support Volunteer service with local non-profits: CORRAL and The Women's Center

## Education

B.A. - University of Massachusetts - Amherst: Legal Studies and Psychology Diversity, Equity and Inclusion in the Workplace Certificate - University of South Florida Muma School of Business HR Management Certificate - George Mason University Life, Leadership, and Academic Coach Certificate - ACA Coach Academies

## Comments

[SM\\_Resume\\_II.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

Stacey Motley

**Gender \***

☒ Female

**Ethnicity \***

☒ African American

---

**Other**

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

☒ County Website

**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**

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# STACEY MOTLEY, PHR

919-578-2943; [STACEY@INCLUDINGINCLUSION.COM](mailto:STACEY@INCLUDINGINCLUSION.COM)

## SUMMARY

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Stacey is an enthusiastic, results-oriented Diversity, Equity, Inclusion & Belonging (DEI&B) Consultant and Life Coach responsible for managing a diverse portfolio of clients ranging from small start-up businesses to large global organizations. Stacey prides herself on being perceptive and intuitive with a strong emphasis on connecting the dots by connecting with people. Stacey ensures successful outcomes for her clients by asking the right questions and listening critically to responses. Stacey's passion for DEI&B comes from her lived experiences being an "only" in many of her learning, working, and living spaces, resulting in her determination to create spaces where everyone feels comfortable being themselves.

## EXPERIENCE

---

### **Including Inclusion | Remote** **2021 - Present**

**March**

*Owner & Chief Executive Officer*

- Manage a diverse portfolio of DEI&B and Coaching clients.
- Facilitate discussions on difference in the workplace.
- Design and lead workshops and trainings.
- Draft internal and external facing communications on behalf of clients.
- Partner with organizations to find diverse candidates who are a match for open positions.
- Develop customized DEI&B surveys and facilitate related focus groups.
- Create DEI&B-centered strategic plans.
- Serve as a Coach and Mentor providing support, encouragement, and guidance to individuals looking to remove internal obstacles, set personal and professional goals, and take action to create the life they desire for themselves.

### **OneDigital | Remote** **2021**

**April 2020 - July**

*Human Resources Consultant*

- Managed a diverse portfolio of clients, providing DEI&B and HR support within organizations across a variety of industries.
- Wrote thought pieces for OneDigital's Fresh Thinking blog.
- Led presentations, drafted communications, provided guidance on best practices, facilitated discussions on difference in the workplace, designed customized DEI&B offerings, including DEI&B workshops and inclusive internship programs, and developed or revised handbooks, talent acquisition strategies, and performance management programs using a DEI&B lens.
- Partnered with colleagues in the DC and Raleigh metro areas for business development purposes, engaging with prospective clients to close new business for the HR Consulting practice.

### ***Accomplishments:***

- Developed concept for the OneDigital DEI&B Fresh Thinking series “Let’s Talk About It,” authoring several published thought pieces, hosting a podcast, and serving as a featured panelist in webinars, including [Diversity, Equity, Inclusion & Belonging: It Starts With A Conversation](#), [Continuing the Conversation: How to be an Ally](#), [Recognizing Power & Privilege in the Workplace: What You Can Do to Create a Culture of Allyship](#), and [Mental Health & Inclusive Leadership: Trauma-Informed Leaders](#).
- DC, MD, & VA Diversity, Equity, & Inclusion Committee Co-Chair.
- Multicultural Network Employee Resource Group Awareness & Connections Subcommittee Co-Chair.
- Multicultural Network Employee Resource Group Steering Committee member.
- Featured speaker for multiple external and internal discussions on Diversity, Equity, Inclusion & Belonging.

### **Covington & Burling | Washington, DC June 2019**

**September 2017 -**

*Human Resources Manager (Promoted from HR Generalist)*

- Managed the full-cycle employee experience including talent management, employee relations, benefits administration, and recruiting.
- Directly supervised two HR team members.
- Developed and maintained eLearning platform; designed and delivered trainings globally.
- Proposed innovative solutions for increasing employee engagement and improving employee morale.
- Devised creative strategies for communicating and championing new firm initiatives.
- Traveled to California and London offices to provide an HR leadership presence during transitions.

### ***Accomplishments:***

- Proposed, designed, and implemented new employee exit interview process, leveraging the firm’s performance appraisal system to digitize, track, and analyze responses.
- Built and branded eLearning platform, strategically mapping all courses to the core competencies on which employees were evaluated.
- Collaborated with leaders to develop an online curriculum for new skills certification program.
- Member of cross-departmental implementation team responsible for the successful transition from Ultipro to Workday; collaborated with the Training team to formulate a comprehensive training plan, create training materials, and facilitate live virtual training sessions for a global audience.
- Collaborated with vendor to develop legally compliant global and local anti-harassment trainings.
- Quickly filled open positions in London, San Francisco, Palo Alto, and Los Angeles while acting as the temporary lead of the staff recruitment effort for those

offices.

- Successfully served as the acting Regional California HR Manager for three months before being promoted to global HR Manager; managed two CA HR team members remotely.

**Hogan Lovells | McLean, VA**  
**August 2017**

**June 2010 -**

*Office Coordinator (Promoted from Recruiter)*

- Managed operations for 80+ employee office.
- Supervised administrative staff as onsite manager under a dual reporting structure.

- Handled onboarding and offboarding, including conducting new hire orientations and exit interviews.
- Carried out recruiting activities for exempt and non-exempt positions with a focus on increasing the number of highly qualified, diverse candidates.
- Represented firm at job fairs and networking events targeting a wide variety of job seekers, including people of color, veterans, and individuals with disabilities.

### ***Accomplishments:***

- Spearheaded recruiting effort to staff new Global Business Services Center; met aggressive hiring goals.
- Recognized for leading the office with the highest level of employee participation during community service month.
- Proposed, developed and implemented 30, 60, and 90-day stay interviews following trend of increasing new hire attrition rates; used data to drive change and improve the employee experience.

**Willard InterContinental Hotel | Washington, DC**  
**- June 2010**

**May 2007**

- *Human Resources Coordinator (Promoted from HR Assistant)*

## **PROFESSIONAL AFFILIATIONS**

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- Share Pregnancy & Infant Loss Support, Inc. Board of Directors – Member
- International Coaching Federation - Member

## **EDUCATION**

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### **University of Massachusetts-Amherst**

B.A. in Legal Studies; Psychology Minor, *magna cum laude*

### **University of South Florida Muma College of Business**

Diversity, Equity, & Inclusion in the Workplace Certificate

### **ACA Coach Academies**

Life, Leadership, and Academic Coach Certificate

### **Online Yoga School**

200-hour Yoga Teacher Certificate (*in progress*)

Profile

Which Boards would you like to apply for?

Human Services Board: Submitted

Please select your first Board preference: \*

☒ Human Services Board

Please select your second Board preference: \*

☒ Human Services Board

Please select your third Board preference: \*

☒ Human Services Board

Please select your fourth Board preference: \*

☒ Human Services Board

Please select your fifth Board preference: \*

☒ Human Services Board

Please select your sixth Board preference: \*

☒ Human Services Board

Amanda  
First Name

Horlebein  
Last Name

2421 Gazebo Drive  
Street Address

Apt C  
Suite or Apt

Morrisville  
City

NC  
State

27560  
Postal Code

What district do you live in?

None Selected

Home: (269) 271-5961  
Primary Phone

Mobile: (269) 271-5961  
Alternate Phone

amd.rn317@gmail.com  
Email Address

MetLife  
Employer

Clinical Nurse Consultant  
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:**

---

☒ Morrisville

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## **Interests & Experiences**

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

---

I am looking for a way to impact and improve community health services in my residential county.

## **Work Experience**

---

MetLife: Cary, NC Registered Nurse, Clinical Support Consultant • Nursing clinical resource utilizing expertise to make expedient and appropriate claim assessments • Developed customized RTW plans while providing consistent customer support to ensure successful RTW results • Developed a format for requesting specific R/Ls from providers which allows for timely response • Developed Microsoft Teams group and subgroup which facilitated ease of information transfer • Partnered with CS to develop and implement a plan of care with the goal of claimant return to health • Perform as Clinical Unit Leader point person; facilitate huddles, load balance inventory among the team and hold team accountable for productivity • Change Enabler team lead, Catalyst team power learner, Yammer Inclusion Culture Club team representative • Team lead resource for RTW letter writing process Populous Group: IQVIA 2018 Contracted Registered Nurse, Medical Data Review Manager • In-stream data trend analysis including protocol compliance with targeted review of subject data • Functions as a Subject Matter Expert to include areas of Oncology and SLE • Application of Good Clinical Practice and International Conference on Harmonization guidelines • Subject profile and pre-randomization review with extensive use in Oracle InForm and Metadata Rave SURGICAL CARE AFFILIATES: Surgery Center 2016-2018 Registered Nurse, Quality Coordinator • Charge nurse and perioperative staff nurse in all facility specialties to include Retina, Ophthalmology, Ortho, ENT, GYN, Spine and Plastics • Quality Coordinator of pharmacy safety management and medication formulary plan • Quality analysis of policies pertaining to regulatory and accreditation agencies • Creating pharmacy related financial reports, identifying variances and providing action plans PLASTIC SURGERY, PLLC 2014-2016 Registered Nurse, Assistant Operating Room Manager • Perioperative Operating Room RN, AORM: organizing and overseeing aspects of the OR • Assessment and implementation of AAASF certification requirements BLUE RIDGE PEDIATRICS, LLC 2012-2013 Registered Nurse, Lead Nurse • Management of the vaccination program • Lab Coordinator: quality assessment and variance reporting for all lab testing • COLA license and regular lab proficiency testing • Resource and preceptor for clinical staff CENTERS for DISEASE CONTROL: UNC 2010-2012 Clinical Research Nurse • Requesting, reviewing, organizing, and abstracting medical records from study subjects • Quantifying quality control events related to detailed data review • Presenting findings at study-wide conferences • Patient care and clinical monitoring: administering testing, acquisition of specimens UNIVERSITY of MICHIGAN 2008-2010 Registered Nurse, Level I Trauma Center • Triage nurse, Pediatric ER Charge nurse, Cardiac RN and staff nurse • Assessment and resolution of life-threatening emergencies in pediatric and adult patients • Involved in various university studies for oncology and psychiatric patients • Cardiac, hemodynamic and conscious sedation monitoring • Triage, assessment, planning patient care, discharge planning and facilitation of communication between all levels of staff members toward patient goals BRONSON METHODIST HOSPITAL 2001- 2008 Nurse Extern - Medical Intensive Care Unit, Oncology: 09/2006-05/2008 Nurse extender to Medical ICU patients: Cardiac, Pulmonary and Oncology specialties EMT in the Emergency Room: 02/2004-09/2006

## Volunteer Experience

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Healing Transitions of Wake County 2016-2017 Wake County PTA member 2018-present; KES assistant social media editor 2020-21

## Education

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Bachelor of Science , Nursing: Fayetteville State University 2017 Associates in Applied Science, Nursing Lake Michigan College 2008

## Comments

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[RESUMEAMH2021\\_\\_1\\_.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

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## 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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## 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](#).

# Amanda Horlebein

2421 Gazebo Drive  
Morrisville, NC 27560

269.271.5961  
AMD.m317@gmail.com

## EDUCATION

Bachelor of Science, Nursing	Fayetteville State University	2017
Associates in Applied Science, Nursing	Lake Michigan College	2008

## WORK EXPERIENCE

**MetLife: Cary, NC** **2019-present**

**Registered Nurse, Clinical Support Consultant**

- Nursing clinical resource utilizing expertise to make expedient and appropriate claim assessments
- Developed customized RTW plans while providing consistent customer support to ensure successful RTW results
- Developed a format for requesting specific R/Ls from providers which allows for timely response
- Developed Microsoft Teams group and subgroup which facilitated ease of information transfer
- Partnered with CS to develop and implement a plan of care with the goal of claimant return to health
- Perform as Clinical Unit Leader point person; facilitate huddles, load balance inventory among the team and hold team accountable for productivity
- Change Enabler team lead, Catalyst team power learner, Yammer Inclusion Culture Club team representative
- Team lead resource for RTW letter writing process
- Built positive morale during huddle by providing fun facts, NCLEX questions and peak and pit topics

**Populous Group: IQVIA** **2018**

**Contracted Registered Nurse, Medical Data Review Manager**

- In-stream data trend analysis including protocol compliance with targeted review of subject data
- Functions as a Subject Matter Expert to include areas of Oncology and SLE
- Application of Good Clinical Practice and International Conference on Harmonization guidelines
- Subject profile and pre-randomization review with extensive use in Oracle InForm and Metadata Rave

**SURGICAL CARE AFFILIATES: Surgery Center** **2016-2018**

**Registered Nurse, Quality Coordinator**

- Charge nurse and perioperative staff nurse in all facility specialties to include Retina, Ophthalmology, Ortho, ENT, GYN, Spine and Plastics
- Quality Coordinator of pharmacy safety management and medication formulary plan
- Quality analysis of policies pertaining to regulatory and accreditation agencies
- Creating pharmacy related financial reports, identifying variances and providing action plans

**STEIN PLASTIC SURGERY, PLLC** **2014-2016**  
**Registered Nurse, Assistant Operating Room Manager**

- Perioperative Operating Room RN, AORM: organizing and overseeing all aspects of the OR
- Assessment and implementation of AAASF certification requirements

**BLUE RIDGE PEDIATRICS, LLC** **2012-2013**  
**Registered Nurse, Lead Nurse**

- Management of the vaccination program, supply inventory and staff scheduling
- Lab Coordinator: quality assessment and variance reporting for all lab testing
- COLA license and regular lab proficiency testing
- Resource and preceptor for clinical staff

**CENTERS for DISEASE CONTROL: UNC** **2010-2012**  
**Clinical Research Nurse**

- Requesting, reviewing, organizing, and abstracting medical records from study subjects
- Quantifying quality control events related to detailed data review
- Presenting findings at study-wide conferences
- Patient care and clinical monitoring: administering testing, acquisition of specimens

**UNIVERSITY of MICHIGAN** **2008-2010**  
**Registered Nurse, Level I Trauma Center**

- Triage nurse, Pediatric ER Charge nurse, Cardiac RN and staff nurse
- Assessment and resolution of life-threatening emergencies in pediatric and adult patients
- Involved in various university studies for oncology and psychiatric patients
- Cardiac, hemodynamic and conscious sedation monitoring
- Triage, assessment, planning patient care, discharge planning and facilitation of communication between all levels of staff members toward patient goals

**BRONSON METHODIST HOSPITAL** **2001- 2008**  
**Nurse Extern - Medical Intensive Care Unit, Oncology**  
Nurse extender to Medical ICU patients: Cardiac, Pulmonary and Oncology specialties  
**EMT - Emergency Room**  
Member of a level 1 Trauma care team: EKG and vital sign monitoring, pharmacokinetic sampling  
**PCA - Pediatrics, PICU, Geriatrics**

## VOLUNTEER EXPERIENCE

**HEALING TRANSITIONS Wake County** **2016-2017**

- RN in the detoxification clinic: Monitoring of patients using CIWA and COWS
- Provided support and medical attention during the patient's stay in the clinic

**Wake County PTA Member** **2018-present**  
- KES Social Media Editor 2020-21

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

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Human Services Board: Submitted

**Please select your first Board preference: \***

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☒ Human Services Board**Please select your second Board preference: \***

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☒ Population Health Task Force**Please select your third Board preference: \***

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☒ Commission for Women**Please select your fourth Board preference: \***

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☒ Council on Fitness and Health**Please select your fifth Board preference: \***

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☒ Adult Care Home Community Advisory Committee**Please select your sixth Board preference: \***

---

☒ Holly Springs Planning Board

Lynne

First Name

Testa

Last Name

200 Danagher Court

Street Address

Suite or Apt

Holly Springs

City

NC

State

27540

Postal Code

**What district do you live in?**

---

None Selected

Mobile: (919) 306-9352

Primary Phone

Home: (919) 342-7043

Alternate Phone

lynne.testa@dhhs.nc.gov

Email Address

NCDHHS Division of Health  
Benefits

Employer

Program Manager

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:**

---

☒ Holly Springs

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## **Interests & Experiences**

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

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There are several compelling reasons why I want to be selected for a Wake County Board or Commission. First, I want to lend my demonstrated capabilities in addressing needs of diverse community [e.g., Medicaid] members and partners, advocates, health plans, physician leaders, provider consultants and associations to the County. Secondly, I have deep understanding that ensuring individuals/beneficiaries access and availability to health and human services positively impacts individuals and communities and, truly, relies on building strong relationships so that everyone is properly served by government agencies. Lastly, I am a detail oriented and strategic leader, capable of managing multiple priorities and performing with a high degree of efficiency with all assigned areas of professional responsibility. I possess 30 years of health and human service experience at the federal, state and local government levels as well as with managed health care organizations. My desire to give back to the county in which I reside combined with a very strong professional skill set would make me an asset to a Wake County Board or Commission. Further, I believe that I am poised to provide strategic leadership as a Board or Commission member.

## **Work Experience**

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As mentioned above, I possess 30 years of health and human service experience at the federal, state, and local government levels as well as with managed health care organizations. Nearly half my career has been spent in a Medicaid leadership (i.e., Supervisor, Chief of Staff, Associate Executive Director, Associate Director, National Director, Project Manager and Assistant Division Director. The attached resume highlights work experience in each of these roles. In addition, I have provided an [email] note of professional recognition for an oral presentation delivered to the North Carolina General Assembly, House Select Committee on Health Care, Subcommittee on Medicaid.

## **Volunteer Experience**

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Triangle Aquatic Center - Hospitality volunteer and greeter for visiting team coaches as well as officials. Also, serves as a timer for 12 7 under swimming competitions. Sunrise United Methodist Church - volunteer for meal preparation and delivery for the elderly and sick confined to home. Stop Hunger Now - volunteer for poverty alleviation, preparation of meal kits. St. Andrews Catholic Church, Volunteer Assistant Teacher Elementary Faith Formation Resurrection Lutheran School (RLS) Chairperson - Coordinated hot lunches for student body. Community canvasser, phone bank volunteer and Logistics Captain for Senator Sam Searcy (former State Senator, District 17) Community canvasser, phone bank volunteer for Representative Sydney Batch (previously NC House District 37) Community canvasser, phone bank volunteer for Representative Julie von Haefen (NC House District 36) GASP of Raleigh NC, volunteer for "get out the vote" letter writing campaign

## **Education**

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Columbia University in the City of New York MS, Social Welfare Policy & Administration

## Comments

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[LMT Resume\\_2021\\_9\\_09292021.doc](#)

Upload a Resume

[Email\\_Complement\\_MBenton\\_10102006.pdf](#)

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

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## Demographics



Date of Birth

**Gender \***

☒ Female

**Ethnicity \***

☒ Caucasian

---

## Other

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☒ County Website

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

---

Please upload a file

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# LYNNE M. TESTA

[www.linkedin.com/in/lynnetesta915](http://www.linkedin.com/in/lynnetesta915) • Holly Springs, NC • (919) 306-9352 • [lynnelou9@msn.com](mailto:lynnelou9@msn.com)

## LEADERSHIP AND MANAGEMENT

*Project Management / Health Care Policy / Government Health Care Programs/ Managed Care*

## QUALIFICATIONS PROFILE

Results oriented **Leader** with solid experience in health care settings. Successfully developed and directs small and large business teams. Demonstrated ability to collaborate with stakeholders to develop and implement projects and programs in accordance with requirements. Prepares and presents strategic recommendations, health care improvement study findings and program implementation updates to executive management teams and other members of the public/healthcare community.

### *Demonstrated Core Competencies*

- Budget Oversight/Planning
- Strategic Planning & Analysis
- Credentialing
- Contract/Rate Negotiation
- Contract Oversight Management
- Tribal Affairs
- Fraud and Abuse
- Project Management
- Facilities Management
- Public Speaking
- External Quality Review
- Employee Champion
- Government Health Programs
- Compliance/Regulatory Affairs
- Survey and Certification
- Performance Improvement
- Provider Relations/Education/Training
- Provider Network Management

### *Selected Achievements*

- Professionally published in healthcare fraud, waste, and abuse.
- Recipient of time-off, performance and bonus awards for exceptional government service (i.e., CMS).
- Led all health plan efforts for New York State Department of Health annual operational surveys. These efforts resulted in “deficiency free” surveys for two consecutive years.
- Oral presentations delivered to the Centers for Medicare & Medicaid Services, North Carolina General Assembly House Select Committee on Health Care Subcommittee on Medicaid and at professional conferences for Medicaid providers.
- Successfully led public health budget preparation efforts (\$45M), including budget expansion requests (e.g., maternal child health, primary care, and revenue cycle management staffing) during FYs 2012-2016.
- Proactively pursued grant funding through NC Blue Cross Blue Shield Foundation for Community Health Home Network (CHHN) and Care and Prevention in the United States (CAPUS) to expand health service delivery.
- Originator of NC Medicaid Managed Care policy paper entitled “Supporting Provider Transition to Medicaid Managed Care,” released May 2018.
- Efficaciously facilitated contract negotiation, execution and implementation launch (July 1, 2021) between NC DHHS and the Cherokee Indian Hospital Authority on the Eastern Band of Cherokee Indian (EBCI) Tribal Option contract (\$30M) – [a first-in-nation Indian Managed Care entity \(IMCe\)](#).
- Manages small and large work teams to successfully meet all divisional strategic and budgetary goals and objectives. Largest span of control was 120+ personnel.

## PROFESSIONAL BACKGROUND

**NC Department of Health & Human Services**  
**Division of Health Benefits**  
**Leader Medicaid Managed Care**

**March 2018 – Present**

### **Program Manager, EBCI Tribal Option**

- Responsible for leading and facilitating contract negotiations between the Cherokee Indian Hospital Authority (CHIA) to manage the EBCI Tribal Option, which will operate as a primary care case management (PCCM) entity.
- Principle liaison with Cherokee Indian Hospital Authority (CIHA) and Cansler Collaborative Resources (CCR) on matters related to EBCI Tribal Option.

- Collaborates with external stakeholders (e.g., PHP Tribal Liaisons, Ombudsman, Enrollment Broker) on myriad of contract and or engagement issues.
- Oversee EBCI Tribal Option PCCM contract responsibilities.
- Works with DHB quality team to develop measures and oversee quality improvement activities for Tribal Option members.
- Review EBCI Tribal Option policies and procedures, working closely with subject matter experts across DHB.
- Responsible for managing the business and technology implementation and ongoing oversight of the Eastern Band of Cherokee Indians (EBCI) Tribal Option Program.
- Oversee readiness review process for EBCI Tribal Option implementation, including coordination of desktop & on-site review with appropriate DHB subject matter experts and submitting reporting to the Center for Medicare and Medicaid Services (CMS).

### **Senior Program Analyst**

- Spearheaded special projects related to health plan administration and oversight, non-emergency medical transportation (NEMT), value-added services, constituent correspondence and collaborative workgroups that include internal and external stakeholders.
- Principle liaison with North Carolina Public Transit Association [NCPTA], North Carolina Department of Transportation (NCDOT) and North Carolina Association of County Commissioners (NCACC) on all matters related to Medicaid public transportation, managed care contracting, software integration and fee schedules/reimbursement. Participants in bi-monthly NC Medicaid Managed Care Roundtable discussions and delivers State presentations to NCPTA and NCACC members.
- Principle liaison with North Carolina Medicaid Managed Care health plans on all matters related to NEMT services, including review/approval of health plan NEMT Policies, development of State policy guidance and frequently asked questions (FAQs). Led bi-monthly calls with health plans on NEMT service delivery, fact sheets, county playbooks etc.
- Subject Matter Expert (SME) for provider network and outreach RFP content.
- Leads and organizes Medicaid provider education and engagement initiatives. Collaborates with key divisional staff and consultants to design, develop and implement provider engagement strategies and plans.
- Leads and organizes quarterly meetings of the Medical Care Advisory Committee (MCAC), Provider Education and Engagement Subcommittee. Develops meeting agenda, prepares meeting materials as well as ensures accurate meeting minutes. Ensures action items are resolved and implemented timely. Coordinates meeting planning with external co-chairs. Prepares timely Subcommittee report updates for NC Medicaid Chief of Staff.
- Planned, designed, and presented tactical strategic plan for reorganization of NC Medicaid Provider Services business unit (including design of the provider ombudsman program).
- Responsible for preparing timely, written responses to Medicaid Provider inquiries that articulate program guidance or statutory authority in an understandable manner for medical practice managers as well as medical staff.
- Researches, designs, implements, and provides oversight of the provider education and engagement system as well as develops policy, program evaluation and contracting recommendations.
- Wrote NC Medicaid Policy Paper entitled "Supporting Provider Transition to Managed Care," published May 2018. Conducted three follow up webcasts on policy paper content as well as prepared FAQ document.
- Wrote scope of work (vendor contract amendment) to perform provider education and engagement tasks and medical practice support/technical assistance.
- Delivers presentations (in person and WebEx) to external stakeholder groups on Managed care topics. Largest group presentation was to 1900 participants.

### **Carolina Complete Health Network Leader Group Practice Negotiations**

**August 2017 – March 2018**

### **Senior Contract Negotiator**

- Independent consultant contract negotiator for start-up Medicaid managed care plan, a joint venture with the North Carolina Medical Society, Community Health Center Association and Centene Corporation.
- Initiates regional recruitment and contract negotiations with large group practices for start-up Medicaid managed care plan.
- Responsible for timely submission of all project plans, reports, and schedule coordination for provider meetings.
- Delivers clear consistent communication (oral and written) with all joint venture partners.

***The Carolinas Center for Medical Excellence  
Leader Project Management***

***March 2016 – February 2017***

***EQRO Project Manager – External Quality Review***

- Primary liaison for NC Department of Health & Human Services, Division of Medicaid, on Medicaid managed care external quality review (EQR) contract.
- Created opportunities to positively demonstrate value-added services for state agency. Responsible for relationship management and leading all contract and deliverable discussions.
- Led supervision of full and part-time staff. Team consistently delivered work products that were timely accurate, compliant, and exceeded expectations.
- Ensured timely submission of all work/project plans (includes detailed work break down structure), reports and schedule coordination for EQR visits.
- Responsible for review, approval, and consultation on Performance Improvement Plans (PIPs).
- Maintained professional working relationships with local management entities/managed care organizations (LME/MCOs).
- Assured appropriate quality improvement methodologies are applied as required.
- Led preparation of all assigned business responses for Requests for Proposal (RFP) and Request for Information (RFI) to secure new business opportunities.

***Wake County Human Services  
Leader Health Care Operations***

***December 2012 – February 2016***

***Assistant Division Director Public Health***

- Provided assistive operational leadership for all public health programs (i.e., seven health clinics, communicable disease outreach efforts and children, youth, and families programs).
- Ensured compliance with accreditation standards for the Public Health Division. This included: accreditation preparation as well as response to public health and/or clinical surveys and, corrective action plan responses as needed.
- Directly responsible for monitoring activities of the North Carolina General Assembly Joint Legislative Program Evaluation Oversight Committee and Joint Legislative Oversight Committee on Health & Human Services. Provided information and guidance to Human Services leadership team on impact of potential legislative action. Lobbied key members of NCGA to ensure essential community providers inclusion in Medicaid managed care provider networks.
- Directed facility safety, security, and maintenance operations. Established monthly meetings with General Services Administration counterparts (i.e., housekeeping, safety, and security) to ensure continuity of facility operations. Organized team of internal facility stakeholders to invest in emergency preparedness processes, workplace violence initiatives, incident management and other operational issues. Delivered bi-monthly reports to agency leadership on all matters related to facility operations.
- Oversaw preparation of departmental budget, expansion, and capital improvement project requests. Reviewed and approved expenditures of significant budgeted funds for the division or conducted research and prepared recommendations for county-wide budget expenditures.
- Significant accomplishments include: development of Practice Management Cabinet Charter; Clinical Practice Project Management Work Plan; authored "white paper" on future opportunities for the county public care division; authored public care "consent agenda items" for presentation to County Commissioners; wrote numerous contracts (e.g., clinical affiliation, community health assessment); end of year budget presentation delivered to agency Budget Cabinet; and secured federal marketplace insurance contract for health clinics division.

***StrategicHealthSolutions, LLP  
Leader in Provider Education & Training***

***April 2012 – December 2012***

***Senior Medicaid SME***

- Maintained up-to-date expertise to support design, development, and production of educational products for the Centers for Medicare & Medicaid Services Medicare and Medicaid (CMS). Conducted in-depth research related to development of educational products utilizing appropriate Medicaid policy and regulations. Developed written documentation of subject matter content in the prescribed federal format. Evaluated and completed educational

product content for consistency with current objectives and compliance with CMS standards and guidelines for production of products.

**Value Options, Inc.**  
**National Network Services**  
**Leader in Provider Network Management**

**March 2010 – April 2012**

**National Director Provider Networks**

- Led operations management and budget (\$550K) of assigned national/regional provider relations departments. Activities included provider relations call centers, provider network management and development, provider recruitment, education and training, provider communications and maintenance of network composition to ensure member access and availability.
- Led national, quarterly provider stakeholder meetings.
- Supported new business development (multiple product lines) and implemented national provider relations initiatives. Activities included developing and contracting new provider networks and ensuring swift credentialing of contracted providers.
- Directly involved with practitioner initial rate negotiation and exception rates as well as reimbursement policy development. Committee Chairperson for quarterly Provider Stakeholder Committee meeting.

**NC Department of Health & Human Services**  
**Division of Health Benefits**

**May 2005 – February 2010**

**Section Chief, Hospital & Long-Term Care Reimbursement**

- Managed the Disproportionate Share Hospital (DSH) Program as well as hospital and long-term care reimbursement methodology. Worked closely with several provider association groups as well as the Departmental DSH Oversight Committee.

**Associate Director, Program Integrity**

- Ensured effective strategic planning for purposes of identifying fraud, abuse, and administrative overpayments in Medicaid billings by health care providers as well as collecting and cost avoiding Medicaid payments when a third party is responsible for paying for health care services.
- Coordinated recipient fraud and abuse identification with the county departments of social services.
- Routinely interviewed by various local media outlets on topics of fraud, waste, and abuse.
- Provided management and leadership for four contracts, including the Fraud & Abuse Detection System, as well as relationship management for Memorandum of Understanding with Department of Justice, Medicaid Fraud Control Unit, and Joint Operating Agreement with the federal payment safeguard contractor.
- Authored DHB (f/k/a Division of Medical Assistance or DMA) response to CMS Notice of Proposed Rule Making (NPRM) on the Payment Error Rate Measurement Program.

**Section Chief, Clinical Policy Development & Technical Support**

- Developed and/or amended the Division's clinical coverage policies and procedures. Policies are developed in consultation with and the approval of the Physician Advisory Group (PAG) of the North Carolina Medical Society.

**AHRC Nassau County**  
**Advantage Care Diagnostic & Treatment Center, Brookville, NY**  
**Leader in Organizing Health Clinic Start-Up Operations**

**December 2003 – September 2004**

**Administrator**

- Led planning and management of clinic start-up operations.
- Within 30 days: developed an initial "Start-up" Work Plan and presented it to the AHRC executive leadership for approval; developed job descriptions, recruitment, and staffing plans for future clinic personnel; initiated development of an Administrative Manual.
- Within 120 days: established Credentialing Committee and initiated credentialing process for all medical professionals; coordinated development of staff training curricula; achieved Board approval on Administrative Manual, mission and vision statement; finalized affiliation and transfer agreements; convened work group to discuss

implementation of a centralized appointment scheduling system; and initiated preparation of documentation for state agency on-site survey.

**New York City Health & Hospitals Corporation**  
**MetroPlus Health Plan, Inc., New York, NY**  
**Leader in Managed Care Compliance & Regulatory Affairs**

**July 2000 – November 2003**

**Associate Executive Director for Compliance**

- Liaised with all regulatory agencies (Centers for Medicare & Medicaid Services, New York State Department of Health, New York City Department of Health & Mental Hygiene, and New York State Insurance Department) and trade associations (PHSP Coalition and New York State Health Plan Association) on multiple product lines.
- Served as the health plan's Privacy and Compliance Officer as well as co-chair (with the Executive Director) of the MetroPlus Compliance Committee. Responsibilities included: developing and maintaining an annual compliance work plan; revising policies and procedures for the general operation of the Compliance Program; conducted internal audits of compliance with privacy program requirements; implementation of MetroPlus Fraud Prevention Plan; and, served as the Plan's liaison with external entities on matters involving regulatory agency complaints, Plans of Correction, and provider fraud and/or abuse.
- Developed training curricula and conducted corporate-wide training programs on Corporate Compliance, Code of Ethics, HIPAA, HIV Special Needs Programs; Marketing Guidelines specific to New York State government sponsored health insurance programs; Limited English Proficiency; and the Americans with Disabilities (ADA).

**U. S. Department of Health & Human Services**  
**Centers for Medicare & Medicaid Services, New York, NY**  
**Leader in Medicaid Operations**

**January 1997 – June 2000**

**Chief of Staff, Office of the Regional Administrator**  
**Health Insurance Specialist, Division of Medicaid & State Operations**

- Led major senior management projects and daily operations of Regional Administrator's Office (including collaboration with congressional offices, state, and local government agencies) and all public/media relations, prepared public testimony, speeches and other presentations for the Regional Administrator as well as briefing materials for the CMS Administrator.
- Coordinated all CMS Region II nursing home enforcement actions and sanctions, HIV/AIDS programmatic initiatives, Medicaid eligibility and policy workload (i.e., State Plan Amendments) and facilitated efforts with pre/post implementation of New York State's 1115 Medicaid Managed Care Waiver.

<b>EDUCATION</b>
------------------

MS, Columbia University, New York, NY  
Social Welfare Policy & Administration (1990)

BA, Long Island University, C.W. Post College, Brookville, NY  
Sociology (1988)

AAS, Suffolk County Community College, Selden, NY  
Accounting (1984)

<b>AFFILIATIONS</b>
---------------------

Board Member (2018) – Filling in Gaps (FIGS) of Wake County  
Raleigh, North Carolina

Vice Chair, Precinct 12-05, Wake County Democratic Party (2019)

<b>PUBLICATION</b>
--------------------

Berek, J., N. Gutierrez, J. Stone and L. Testa. "Fraud: What is the Evidence?" *The Journal of Long-Term Home Health Care*, Volume 19, Number 1, Winter 2000.







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

---

Human Services Board: Submitted**Please select your first Board preference: \***

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☒ Human Services Board**Please select your second Board preference: \***

---

☒ Historic Preservation Commission**Please select your third Board preference: \***

---

☒ Greater Raleigh Convention and Visitors Bureau**Please select your fourth Board preference: \***

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☒ GoTriangle Board of Trustees**Please select your fifth Board preference: \***

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☒ Keep America Beautiful Advisory Board**Please select your sixth Board preference: \***

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☒ Triangle Transit Authority Board

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Frederick

First Name

---

Hayton

Middle Initial

Last Name

---

910 Tryon Hill Drive, 300

Street Address

---

Suite or Apt

---

Raleigh

City

---

NC

State

---

27603

Postal Code

**What district do you live in?**

---

None Selected

---

Home: (804) 898-1757

Primary Phone

---

Mobile: (804) 898-1757

Alternate Phone

---

ffhayton@gmail.com

Email Address

---

Rob Lamme & Associates

Employer

---

Executive Assistant

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?**

Throughout my life, I have volunteered and worked at various levels of government. Whether it be with my local Representative in Virginia growing up or when I was interning with Congress, I've witnessed government first-hand at the state and federal level. Serving on a Board or Commission would allow me to contribute to the betterment of Wake County by being involved at the local level. Boards and Commissions are responsible for so much of the productive discourse around issues our county is facing and the solutions to address them. Serving on one of these entities would allow me to work with other engaged citizens to do our civic duty with the aim of helping the area.

---

## Work Experience

\*Rob Lamme & Associates Raleigh, NC Executive Assistant June 2021 - Present \*Atlas Crossing Washington, D.C. Government Relations Intern January 2021 - May 2021 \*Katherine Bobman Consulting Seattle, WA Fundraising Intern August 2020 - December 2020 \*U.S. House of Representatives Washington, D.C. Congressional Intern May 2020 - August 2020

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## Volunteer Experience

\*Fraternity of Phi Gamma Delta University Park, PA Philanthropy and Neighbor-to-Nighbor Chair August 2018 - September 2020 \*Lion Scouts / Life@State University Park, PA Ambassador/Tour Guide September 2017 - May 2021 \*Camp Kesem University Park, PA Counselor September 2017 - May 2021

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## Education

The Pennsylvania State University, University Park, PA May 2021 GPA: 3.6 Bachelor of Arts in International Politics: International Relations Concentration Minors in Dispute Management and Resolution, Labor and Employment Relations

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## Comments

[Resume\\_FrederickHayton\\_\\_1\\_.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 \*

☒ 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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# Frederick Hayton

ffhayton@gmail.com

(804) 898-1757

910 Tryon Hill Drive #300, Raleigh, NC 27603

## EDUCATION

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**The Pennsylvania State University, University Park, PA**

May 2021

**College of the Liberal Arts**

GPA: 3.6

Bachelor of Arts in International Politics: International Relations Concentration

Minors in Dispute Management and Resolution, Labor and Employment Relations

## WORK EXPERIENCES

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**Rob Lamme & Associates**

**Raleigh, NC**

*Executive Assistant*

*June 2021 - Present*

- Frequent the General Assembly to meet with legislators and their staffs to share our clients' priorities for the legislative session and monitor bill proceedings
- Support the logistics of the company by creating agendas for client conversations and interacting with key stakeholders in the organization of meetings
- Engage in research in areas clients are involved in to support legislative efforts

**Atlas Crossing, LLC**

**Washington, D.C.**

*Government Relations Intern (Remote)*

*January 2021 - June 2021*

- Assisted team members with tracking and monitoring bills from Senate and House committees that impact clients and maintain positive relations with congressional offices
- Conducted research on previous legislative frameworks that govern industries clients are engaged in
- Supported advocacy efforts through drafting and editing documents

**Katherine Bobman Consulting, LLC**

**Bellevue, WA**

*Fundraising Intern (Remote)*

*September 2020 – December 2020*

- Managed databases for clients and kept donor records up to date using state files to ensure proper documentation of contributions
- Outlined messages for our clients to send to supporters and donors through email and social media to keep them informed of campaigns and reach donation goals
- Coordinated and assisted in facilitating virtual events as elections approached to energize voters in our clients' districts

**United States House of Representatives**

**Washington, D.C.**

*Congressional Intern*

*May 2020 – August 2020*

- Drafted the language of 499s and oversaw the mailing process which culminated in sending 60,000 letters in two weeks to constituents about issues affecting them
- Attended briefings, virtual and in-person, from different committees/subcommittees and organizations while creating a summary for the legislative staff
- Answered constituents' concerns and questions over the phone and email, and compiled this information into our data collecting program IQ

## LEADERSHIP

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**Fraternity of Phi Gamma Delta**

**University Park, PA**

*Philanthropy and Neighbor-to-Neighbor Chair*

*August 2018 - September 2020*

**Lion Scouts / Life@State**

**University Park, PA**

*Ambassador/Tour Guide*

*September 2017 - May 2021*

## SKILLS

---

**Language:** Arabic (Intermediate)

**Computer:** Microsoft Office Suite, Google Suite, Intranet Quorum (IQ), Legistracker, Zoom

---

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

---

Human Services Board: Submitted**Please select your first Board preference: \***

---

☒ Criminal Justice Partnership Advisory Board**Please select your second Board preference: \***

---

☒ Economic Development Commission**Please select your third Board preference: \***

---

☒ Domestic Violence Fatality Review Team**Please select your fourth Board preference: \***

---

☒ Human Services Board**Please select your fifth Board preference: \***

---

☒ GoTriangle Board of Trustees**Please select your sixth Board preference: \***

---

☒ WakeMed Hospital Board of Directors

---

Kamar

First Name

---

D

Middle Initial

---

Perkins

Last Name

---

216 Kristin Ct

Street Address

---

Suite or Apt

---

Cary

City

---

NC

State

---

27513

Postal Code

**What district do you live in?**

---

None Selected

---

Mobile: (301) 814-5343

Primary Phone

---

Home: (301) 814-5343

Alternate Phone

---

kdperkins0413@email.campbell.edu

Email Address

---

Vero Diagnostics Lab/United  
States Army National Guard

Employer

---

Executive Assistant/ Executive  
Officer 2LT

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?

Since I was a child I have always dreamed of a life in public service. Serving and helping to grow and better the community that I live in as well as those around me.

## Work Experience

- United States Army Special Operations - Walmart Pharmaceuticals - Vero Diagnostics Lab - United States Army Cadet Command - United States Army National Guard

## Volunteer Experience

- Maryland Youth Advisory Council (Vice President) - National Association Of Blacks In Criminal Justice (President) - Phi Alpha Delta Legal Fraternity (Vice President) - United States Army ROCKS Association - American Red Cross Fayetteville Food Bank

## Education

Campbell University - Bachelors Of Science Criminal Justice Fayetteville State University - Masters Of Business Administration Liberty University - Juris Masters

## Comments

I very much look forward to this opportunity and an opportunity of public service. It has been and still is a very deep hearted dream of mine to fulfill.

[Resume+2021\\_Military\\_.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

04/13/1994

Date of Birth

Kamar D Perkins

**Gender \***

☒ Male

**Ethnicity \***

☒ African American

☒ Hispanic

---

**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](#).

# KAMAR D. PERKINS

Cary, 27513 | (301)-814-5343 | Kdperkins0413@email.campbell.edu

## Professional Summary

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Mr. Perkins has over six years' experience of management and military/civilian instruction with the Department of Defense. He is a seasoned professional with experience in office and personnel management, project management, military team/ individual instruction and curriculum development. With a background in multiple different settings both military and civilian, he embodies the Military's professional culture, driven by dedication and time management. He is adaptable, focused and team oriented making him the right fit for any organization. He is bilingual (Spanish and English) giving him the flexibility to engage and inspire a wider audience. His transformational leadership style enables him to help all organizations within his reach broaden their horizons and reach their full capabilities.

## Skills

---

- Instructing/Teaching
- Software Development
- Curriculum Development
- Intelligence Gathering
- Teambuilding
- Class/Training Planning and Coordination
- Microsoft Suites
- Detail-oriented
- Responsible
- Customer Service
- Interpersonal Communication
- Spreadsheet Development
- Team Oriented
- Adaptability
- Scheduling and calendar management
- Database administration
- Bookkeeping
- Administrative/Clerical Support
- Customer relations and communications
- Office Management
- Records Management
- Executive Presentations
- Drafting Operational Data Plans
- Data Analysis
- Transformational Leadership
- Extensive Writing Experience
- Customize Learning Programs to Individuals
- Active Secret Security Clearance
- **Expert in MS Excel, PPT and Word**



## Work History

---

### **Battalion S4 (Supply)**

08/2020 to Current

#### **United States Army Cadet Command – Fayetteville, NC**

- Maintained excellent working relationships with customers by efficiently responding to inquiries and complaints concerning work orders, invoices and shipments.
- Ordered, unloaded, sorted and tracked supplies and equipment needed for unit activities.
- Managed all aspects of administrative and personnel needs of ground supply operations.
- Supervised manual and automated supply strategies, and connected with supply and data processing teams to facilitate communication and collaboration.
- Oversaw teams planning, implementing and realigning field and base operational strategies.
- Handled administrative requirements smoothly and efficiently, including maintaining records and submitting reports.
- Carried out day-day-day duties accurately and efficiently.
- Developed and implemented performance improvement strategies and plans to promote continuous improvement.
- Developed, maintained and instructed class and individual training on a multitude of subjects ranging from Military tactics to logistics and tactical communication support.
- Devoted special emphasis to punctuality and worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.
- Developed and maintained courteous and effective working relationships.
- Resolved problems, improved operations and provided exceptional service.
- Prepared a variety of different written communications, reports and documents to ensure smooth operations.

### **Executive Officer Second Lieutenant/ Quarter Master**

12/2020 to Present

#### **United States Army National Guard 113th HHC BDE – Greensboro, NC**

- Identified and resolved unauthorized, unsafe or ineffective practices by inspecting production areas regularly.
- Protected company assets from loss such as theft or damage by setting and enforcing effective security policies.
- Set, enforced and optimized internal policies to maintain efficiency and responsiveness to demands.
- Evaluated suppliers by assessing quality, timeliness and compliance of deliveries to maintain tight cost controls and maximize business operational efficiency.

- Developed and implemented daily operations plans such as delivery routes, employee assignments and promotional strategies.
- Provided direction and guidance to internal teams in order to achieve targets.
- Scheduled meetings for senior management team and booked conference rooms.
- Reconciled monthly operating budgets and shared information with senior management team.
- Worked with vendors to make purchases and reconcile invoices.
- Evaluated upcoming program plans to forecast expected resource needs.
- Mediated contracts with outside providers to bolster customer service and reduce costs.

### **Company Training OIC**

01/2019 to 08/2021

#### **United States Army Cadet Command – Fayetteville, NC**

- Managed office inventory by restocking supplies and placing purchase orders to maintain adequate stock levels.
- Planned, developed and executed tactical training plans and operations.
- Instructed classes/individual training on tactical operations, weapon systems and communication systems.
- Organized and prepared opposing forces to battle train cadet unit and future Army officers.
- Created and updated physical records and digital files to maintain current, accurate and compliant documentation.
- Prepared and distributed team-based communications to foster collaboration and enhance team morale.
- Delivered top-notch administrative support to office staff, promoting excellence in office operations.
- Communicated proactively with supervisors, immediately explained issues and teamed on appropriate solutions.
- Conducted route and training area reconnaissance to provide both a safe and effective training environment.
- Developed individual based training that allowed for growth and better development of soldiers.

### **Operations Team Member**

#### **The U.S. Army John F. Kennedy Special Warfare Center and School- Fort Bragg, NC**

- Assisted in logistical management for GSA Fleet located at SWCS on Fort Bragg, NC
- Maintained accountability of over 340 government contracted vehicles
- Performed Inventory Management

- Conducted several ongoing classes and training for two teams of 12 soldiers each for a total of 24 soldiers trained on a variety of Military operational and tactical courses to include but not limited to weapon systems, land navigation, tactical communications, small tactical team operations, water safety and survival, driver vehicle safety and logistical operations. Adjusted class curriculum to fit individual needs as required for special learning situations.
- Administrative duties to include course scheduling and planning, preparing and presenting executive presentations, revising content as required.

## Education

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<b>Bachelor of Applied Science:</b> Criminal Justice <b>Campbell University</b> - Buies Creek, NC	12/2020
<b>Juris Masters:</b> General <b>Liberty University</b> - VA	08/2021

---

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

---

Human Services Board: Submitted

**Please select your first Board preference: \***

---

☒ Human Services Board**Please select your second Board preference: \***

---

☒ Capital Area Workforce Development Board**Please select your third Board preference: \***

---

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

---

☒ Commission for Women**Please select your fifth Board preference: \***

---

☒ Economic Development Commission**Please select your sixth Board preference: \***

---

☒ Keep America Beautiful Advisory Board

Deborah

First Name

L

Middle Initial

Hadley

Last Name

2304 Weybridge Dr

Street Address

Fuquay Varina, NC 27526

Suite or Apt

Raleigh

City

NC

State

27615

Postal Code

**What district do you live in?**

---

None Selected

Mobile: (919) 270-1784

Primary Phone

Mobile: (919) 270-1784

Alternate Phone

deb.hadley@outlook.com

Email Address

Retiree - Wake Technical  
Community College

Employer

Professor / Dean of Career  
Resources / Director University  
Partnerships

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

---

## **Interests & Experiences**

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

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Wake County has been my home for over 25 years, and in retirement, I have the time and energy - most importantly the drive, to contribute my experience as an employer, as a human resources professional, as an educator, and as a facilitator of partnerships between the county's K-12, community college and university systems and employers, to continue to create a healthy and prosperous community ecosystem for all. My interests in education, my belief that education creates health and opportunity, my conviction that our education and employer communities can partner in a way that creates unstoppable opportunity, especially for our citizens in underserved communities is compelling me to offer my time and energies in whatever way best supports those goals.

## **Work Experience**

---

I spent the first half of my career as a professional in Human Resources - transferring to the Triangle in 1994 as the Corporate Director of HR for Weavexx, an international company with its headquarters in Wake Forest. In 1999, I started my own consulting firm working in HR and, picked up a part-time teaching contract with William Peace University. This led to a full-time faculty position at Wake Tech, where I directed the college's degree and certificate programs in HR. In 2010, I became the Director and later Dean of Career Resources where I led efforts to implement the Career and College Promise Program, grow for-credit internships in what is now called Work-Based Learning, built the college's employer advisory board program, and enhanced outreach to the employer community resulting in critical growth in employer partnerships and job opportunities for students and graduates. In my final role at the college, I worked full-time on enhancing existing and developing new transfer opportunities for Wake Tech's graduates. My primary focus was on creating seamless transfer pathways for graduates of our career and technical degree programs.

## **Volunteer Experience**

---

Before relocating to North Carolina, before kids, and graduate school, I served as the President of the Board of New Visions for Newport County - the County's CAP program for management of programs including Head Start (where I served on the Parent's Advisory Board as the New Visions liaison), emergency food and heating programs, job development, etc.) Here, in Raleigh, I served on the Board of Triangle Family Services and have volunteered for Dress for Success. I served on the Business Alliance Board for Leesville Road Middle and High Schools, and was on the Board of the Triangle Society for Human Resource Management (TSHRM.)

## **Education**

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I grew up in California and am a graduate of Merritt Community College (Associate in Science, Social Sciences), California State University East Bay (Bachelor of Science in Business Administration). I attended graduate school part-time while working full-time and earned my Master of Science in Labor and Industrial Relations from the University of Rhode Island.

## Comments

---

Put me to work, please! I am ready to serve.

[Hadley-DL-Resume\\_Wake\\_County.docx](#)

Upload a Resume

---

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?

☒ County Website

If you selected "Other" above, how?

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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](#).

Deborah L Hadley

# Deb Hadley

2304 Weybridge Drive Raleigh, NC 27615  
919-270-1784  
[deb.hadley@outlook.com](mailto:deb.hadley@outlook.com)

## OBJECTIVE:

Service to Wake County North Carolina.

## PROFESSIONAL SUMMARY:

Experienced HR professional and educator with a successful record of developing and teaching online, traditional, and hybrid courses in Business Administration with a focus on Human Resource Management. Adept at meeting the needs of students who have arrived in the college environment with vastly different skill levels, creating an engaging, active, and relevant learning climate, and connecting with students to help them succeed through developing confidence, skills, and knowledge.

## EDUCATION:

Master of Science, Labor and Industrial Relations: University of Rhode Island, Kingston, RI  
Bachelor of Science, Business Administration: California State University, East Bay, Hayward, CA

## EXPERIENCE:

### Wake Technical Community College, Raleigh, NC 2003-2021

North Carolina's largest community college with degree-seeking enrollment of over 25,000 students across 100 different academic programs of study. As a leader in adult online education, high school dual-enrollment programs, employer and community engagement, Wake Tech is recognized internationally as an innovator in quality education delivery and student success.

### Director, University Partnerships 2019-2021

Led the development and implementation of a strategy to create new, compelling transfer opportunities for graduates of Wake Tech's associate degree programs.

### Professor and Director, Adjunct Faculty Training and Development 2013-2019

Ranked faculty member teaching virtually in the Business Administration Department. Certified Master Online Instructor, Online Faculty Mentor, and Online Course Reviewer. Design and deliver new faculty orientation and instructional skill development programs for upwards of 400 part-time faculty each year. Develop all faculty instructional resources for compliance, policy, procedure, and administrative responsibilities. The Adjunct Faculty Training Program was recognized nationally by the League for Innovation in the Community College. Negotiate and administer articulated agreements.

**Dean, Career Resources**

2010-

2012

Identified strategic direction for organization; led goal-setting and managed ongoing projects. Created vastly more opportunities for students and expanded program visibility. Increased the number of students using career resources from 200 to 2,000. Cultivated relationships with business community and government organizations and experienced high growth in the job opportunities available to students and graduates. Directed articulation program, negotiating agreements with four-year institutions to enable credit transfers. Built effective collaborations with campus services and groups. Led extensive faculty marketing campaign, cultivated faculty relationships, hosted professional development sessions to increase faculty and staff understanding of the job market, employability skills and employer needs.

Merged cooperative education and job placement departments into comprehensive resource for students and employers. Managed experiential education and job search skill development activities. Leveraged technology and social media; revamped department website. Purchased online job search software; created free open access job search course in Blackboard system. Utilized Facebook, Twitter, and LinkedIn to communicate with employers, students, and alumni.

**Instructor and Program Director, Business Administration and Human Resources 2003-2010**

Taught Human Resources and Business Administration courses of roughly 30 students. Transitioned Certificate Program in HR Management to online format. Grew program enrollment to more than 500 students. Designed engaging curriculum and online content; assessed students' critical thinking and knowledge of material via tests, writing assignments, and quizzes. Assisted in selection and training of adjunct instructors; developed orientation program covering course administration, content, and technology. Produced strong job candidates as academic advisor, offering guidance on academic and career issues. Courses: Introduction to Business, Business Communication, Marketing Management, Principles of Management, Personal Finance, People Skills, Human Resource Management, Compensation and Benefits, Training and Development, Staffing.

**Weavexx, Corporation, Raleigh, NC**

1994-1999

**Corporate Director, Human Resources**

Led team of more than 20 HR professionals, managing ongoing HR operations for multinational company with more than 1,500 employees across corporate office and 12 U.S. and Canadian manufacturing facilities. Addressed employee relations, business culture, labor relations, and systemic issues to establish effective procedures after the company was created through a merger of five separate entities. Created management development, employee relations, staffing, and compensation and benefit programs. Developed and implemented new performance management system; completely revamped safety programs. Successfully built consensus around programs and systems to change team's perception of HR from administrative function to strategic partner.

**Raytheon Company, Portsmouth, RI and Sudbury, MA**

1983-1994

**Manager, Staffing, Training and Development and Employee Relations**



Held specialist and generalist positions in HR including staffing, training and development, employee relations and special corporate projects. In final position with the company, lead the training and development function for a 10,000-employee division of the company. Achievements included the planning, development and implementation of a broad spectrum of training programs across 3,500-member division. Played integral role in implementing Total Quality Management throughout division. Implemented 50% workforce reduction over three-year period with no adverse legal action, assisting employees in transition to new employment opportunities. Brought extensive management development and outplacement programs in-house and reduced the cost of training by thousands, annually.

**AWARDS:**

- Excellence in Service Award: Wake Technical Community College, 2014
- Applied Benchmarking of the Year Award: Wake Technical Community College, 2016
- Innovation of the Year: League for Innovations, 2016
- Awarded the rank of Professor, 2014

---

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

---

Human Services Board: Submitted**Please select your first Board preference: \***

---

☒ Nursing Home Community Advisory Committee**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

---

Margaret

First Name

---

G

Middle Initial

---

Bye

Last Name

---

8713 Fort Macon Court

Street Address

---

Suite or Apt

---

Raleigh

City

---

NC

State

---

27615

Postal Code

**What district do you live in?**

---

None Selected

---

Mobile: (919) 418-4227

Primary Phone

---

Mobile: (919) 418-4227

Alternate Phone

---

mbye@mindspring.com

Email Address

---

Retired nursing educator

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:

☒ Raleigh

---

## Interests & Experiences

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

Have a long- time interest in gerontology

## Work Experience

US Navy Nurse Staff nurse at Rex Hospital Faculty at Duke University Nursing School Wake AHEC  
Nursing Education Director Faculty at UNC Nursing School State-wide AHEC Nursing Liaison

## Volunteer Experience

Wake County Cancer Society Education Committee Guardian Ad Litem Crisis Center Urban Ministries

## Education

BSN from Villanova University MSN in Medical-Surgical Nursing from UNC-CH EdD in Adult Education  
from NC State

## Comments

I have lived in Raleigh for 52 years and am familiar with health care. I want to give back to my community  
now that I am retired

---

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

Margaret G Bye

**Ethnicity \***

---

☒ Caucasian

---

**Other**

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

---

☒ Other

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

---

Have done this before

---

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?**

---

Human Services Board: Submitted**Please select your first Board preference: \***

---

☒ Human Services Board**Please select your second Board preference: \***

---

☒ United Arts Grants Panels**Please select your third Board preference: \***

---

☒ Historic Preservation Commission**Please select your fourth Board preference: \***

---

☒ Adult Care Home Community Advisory Committee**Please select your fifth Board preference: \***

---

☒ Nursing Home Community Advisory Committee**Please select your sixth Board preference: \***

---

☒ WakeMed Hospital Board of Directors

---

Jack

First Name

---

Gardner

Last Name

---

2040 Hopeton Avenue

Street Address

---

Suite or Apt

---

Raleigh

City

---

NC

State

---

27614

Postal Code

**What district do you live in?**

---

None Selected

---

Home: (703) 282-3453

Primary Phone

---

Mobile: (703) 282-3453

Alternate Phone

---

jackgardner2@comcast.net

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:

☒ Raleigh

Interests & Experiences

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

I am retired from a career in social work and government, and recently returned to North Carolina. I am interested in becoming more involved in the community and making a positive difference in its welfare.

Work Experience

Volunteer Experience

Education

Comments

[Resume\\_4\\_.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

[Redacted]

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](#).

**Jack Gardner**

2040 Hopeton Avenue

Raleigh, NC 27614

703-282-3453

[jackgardner2@comcast.net](mailto:jackgardner2@comcast.net)

**PROFESSIONAL EXPERIENCE**

U.S. Senate Dec. 2011 – March 2016

Senator Tom Udall, Washington, D.C.

Chief speechwriter and editor, responsible for speeches, op eds, correspondence and talking points; extensive experience in all issue areas for Senate floor remarks and varied forums for Senator Udall both in Washington and in New Mexico.

U.S. Senate April 1999 –Jan. 2005

Senator Robert C. Byrd, Washington, D.C.

Director of Correspondence (October 2000--January 2005)

Responsible for editing correspondence and speeches; collaboration with chief speechwriter and senior staff.

--Caseworker (April 1999--September 2000). Responsible for constituent services assistance.

Self-employed

Writer

Uptown, A Novel (December, 2011, Main Street Rag Publishing Company)

Total Long-term Care June 1994 – June 1998

Denver, CO

Social Worker in a multi-disciplinary program providing social and medical services to elderly and frail clients.

Department of Social Services August 1990 – December 1994

Durham, NC

Social worker, providing adult placement services and monitoring the regulatory compliance of long-term care facilities.

Teaching Experience:

Substitute teacher, Arlington County, VA public schools (Fall, 2011)

Volunteer, ESL program, Arlington County, VA, 2008 (about 4 months)

Writing instructor, Arlington County, VA Public School, 2005 (about 3 months)

Field instructor for the UNC School of Social Work, 1993 - 1994 (academic year)



## **EDUCATION**

University of North Carolina at Chapel Hill, May 1981  
Masters in Social Work, Concentration in Organizational and Community Services,  
with focus on policy, planning and management.

University of North Carolina at Greensboro, May 1977  
B.A. History, Magna cum laude, Phi Beta Kappa

## **REFERENCES**

Dr. Lisa Grana, M.D., Cary, NC, 919-235-2107

Dr. David Corbin, former speechwriter for Senator Robert C. Byrd, 410-570-5712

Mr. David McMaster, Congressional Liaison office, Library of Congress, 202-390-2137