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

Nursing Home Community Advisory Committee: Submitted**Please select your first Board preference: ***

☒ Nursing Home Community Advisory Committee**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: ***

☒ Fire Commission**Please select your fifth Board preference: ***

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

☒ WakeMed Hospital Board of Directors

Melissa

First Name

Colin

Last Name

2208 Sapello Court

Street Address

21

Suite or Apt

Raleigh

City

NC

State

27604

Postal Code

What district do you live in?

None Selected

Mobile: (919) 622-9185

Primary Phone

Mobile: (919) 622-9185

Alternate Phone

countessthree@gmail.com

Email Address

Wake County Schools

Employer

Teacher

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 on a Board or Commissions because I would like to enhance my community and make it a safe place for our community and children.

Work Experience

Wake County Schools- 2006-Present SMART Academy-Communities in Schools-2003-2017 Norwalk Public Schools-1996-2006

Volunteer Experience

Polished Girls Mentor, organized events to assist teenage girls with setting goals and empowering them to become strong empowered women Table Topics Speaking Contest Participant JDRF Diabetes Foundation

Education

Masters in Educational Administration, University of Scranton, Scranton, PA-2015 Masters in Elementary Education, University of New Haven, West Haven, CT-1994 Bachelors of Arts, Sociology, University of Connecticut, Storrs, CT-1993 North Carolina Principal License (K-12) • North Carolina Elementary Education Certification (K-6) • North Carolina Reading Certification (K-12)

Comments

[MCR18.doc](#)

Upload a Resume

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

Please upload a file

Demographics


Date of Birth

Gender *

☒ 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

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 which are found at the link below.

<http://www.wakegov.com/commissions/Documents/CodeofEthics.pdf>

Melissa Colin

Professional Profile

- Coaching, speaking and leadership training certification
- Proven leadership and organizational abilities
- Able to lead others in school achievement
- Knowledgeable of current education trends
- Compile and update current data for student achievement
- Excellent written and verbal communication skills
- Through prior experience and Master level study-developed extensive knowledge of teaching and administrative practice used to educate children from diverse backgrounds of culture, language, education attainment, and physical/emotional needs

Internships Career Related

Administrative Intern-Durant Road Middle School 2015

- Coordinated and implemented plan to help decrease discipline referrals among minority students
- Led a group of at-risk students to improve academic and behavior growth
- Effective decision making abilities in analyzing problems and identifying alternative solutions
- Contributed to the social and academic tone of the school through consistent demonstration of professionalism and enthusiasm of the school community; upheld a commitment to education excellence, establishing and promoting an atmosphere of mutual respect and trust
- Performed daily administrative duties through observation and action; morning and afternoon dismissal, classroom walk-throughs, school discipline and academic curriculum

Administrative Intern- Jeffreys Grove Magnet Elementary, Raleigh, NC 2014

- Demonstrated effective administrative, organizational and instructional leadership
- Interviewed potential teaching and support staff
- Developed professional development schedule for teacher work days
- Collaborated with administrative team to achieve goals as outlined in School Improvement Plan
- Analyzed student achievement data to execute academic plans and interventions
- Employed knowledge of Wake County Public Schools policies and procedures.

Teaching Experience

Classroom Teacher, Wake County Schools
2006-present

Wake County Public Schools, Raleigh, NC

Aug. 2006-

Present

Teacher

- Leadership Team Member
- Grade Level Chair Leader
- Elementary Math Teacher of the Year Nominee
- Managed School Wide Math Goals for school improvement plan
- Coordinate and consult school personnel, parents and students pertaining to education and behavioral management problems and alternative problem solutions.
- Effective instructional leadership
- Organized math night to support school improvement plan
- Developed and implemented comprehensive curricula
- Supervised student teacher and Mentored Beginning Teachers
- Successfully led a team of teachers as grade level chair
- Organized outside volunteers for at risk students
- Piloted EL Education Curriculum

Communities in Schools, Raleigh, NC

Nov. 2013-

August 2017

S.M.A.R.T. Academy

- Provided student centered environment
- Provided instruction for elementary Wake County students
- Implemented Project Based learning and small group instruction to assist Wake County students in academic achievement.

**Teaching Experience, Classroom Teacher, Norwalk Public Schools
1996-2006**

- Experienced in teaching first, second and fourth grades
- Summer School Lead Teacher
- Early Reading Success Summer School
- A.C.H.I.E.V.E- After School Power Hour Reading
- Planned and managed curriculum as a first, second and fourth grade teacher

EDUCATION

- Masters in Educational Administration, University of Scranton, Scranton, PA
2015
- Masters in Elementary Education, University of New Haven, West Haven, CT
1994
- Bachelors of Arts, Sociology, University of Connecticut, Storrs, CT
1993
- North Carolina Principal License (K-12)
- North Carolina Elementary Education Certification (K-6)
- North Carolina Reading Certification (K-12)

CERTIFICATION

- Certified John C. Maxwell coach, teacher, trainer, and speaker

Leadership Development

- Polished Girls Mentor, organized events to assist teenage girls with setting goals and empowering them to become strong empowered women
- Table Topics Contest Participant
- JDRF Diabetes Foundation

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

Adult Care Home Community Advisory Committee: Appointed
Domestic Violence Fatality Review Team: Submitted
Human Services Board: Submitted
Juvenile Crime Prevention Council: Submitted
Nursing Home Community Advisory Committee: Submitted
United Arts Grants Panels: 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: *

☒ Domestic Violence Fatality Review Team

Please select your fourth Board preference: *

☒ United Arts Grants Panels

Please select your fifth Board preference: *

☒ Criminal Justice Partnership Advisory Board

Please select your sixth Board preference: *

☒ Adult Care Home Community Advisory Committee

Phyllis

First Name

B

Middle Initial

Fulton

Last Name

1801 Lisburn Court

Street Address

Suite or Apt

Garner

City

NC

State

27529

Postal Code

What district do you live in?

☒ District 2

Home: (919) 772-2617

Primary Phone

Home: (919) 630-0817

Alternate Phone

pmbpfef@aol.com

Email Address

Retired

Employer

Retired

Job Title

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

☒ Yes ☐ No

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

☒ Garner

Interests & Experiences

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

I retired from North Carolina DHHS with several years of services to families in need of protective services and services to assure the community's well-being. I am very interested in being appointed to the Wake County Community Child Protection Team (CCPT) G.S. 7B 1409, in addition to the above listed boards and commissions.

Work Experience

Licensed Master Social Worker with experience in all levels of social services on the county~ state and national level. Retired from the NC Division of Social Services in 2013. Prior to retirement~ I was coordinator of the state wide Community ...

Volunteer Experience

President of Garner High School PTSA and Platen elementary school in Frankfurt Germany. Secretary of local chapter of university alumni association. Member of Community Advocacy Committee Organized conferences~ reunions~ etc....

Education

High School graduate - PW Moore High School - 1965 NC A&T BS Degree in Social Services 1969 University of Northern Colorado - MA Psychology - 1980 Continuous training in social services areas...

Comments

Hobbies~ bowling~ developing MS Power Pint programs~ social planning. Married 47 years to military retiree. Two adult daughters.

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?

Please upload a file

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

Adult Care Home Community Advisory Committee: Submitted
Greater Raleigh Convention and Visitors Bureau: Submitted
Library Commission: Submitted
Nursing Home Community Advisory Committee: Submitted
Wake Technical Community College Board of Trustees: Submitted
Commission For Women: Submitted

Please select your first Board preference: *

☒ Commission for Women

Please select your second Board preference: *

☒ Nursing Home Community Advisory Committee

Please select your third Board preference: *

☒ Greater Raleigh Convention and Visitors Bureau

Please select your fourth Board preference: *

☒ Adult Care Home Community Advisory Committee

Please select your fifth Board preference: *

☒ Wake Technical Community College Board of Trustees

Please select your sixth Board preference: *

☒ Library Commission

Irina

First Name

Kozlova

Last Name

Middle Initial

8518 Eden Park Drive

Street Address

Suite or Apt

RALEIGH

City

NC

State

27613

Postal Code

What district do you live in?

☒ District 7

Mobile: (704) 907-5955

Primary Phone

Home: (704) 907-5955

Alternate Phone

ikozlova333@gmail.com

Email Address

Advance Auto Parts

Employer

Sr. Financial Analyst

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 looking for opportunities to serve local community with my relentless drive for continuous improvement. My work experience and knowledge in areas of operational efficiency, finance and business transformation can be very beneficial for the boards. Being recognized as a top performer at work, I want to add purpose and meaning to my life through volunteering and giving back. It will be an honor to join Wake county boards.

Work Experience

2017 - Present - Sr. Financial Analyst, Advance Auto Part Headquarters, Raleigh, NC. Along with FP&A responsibilities for 40+ warehouse facilities across US, I am a part of business transformation group that drives financial and operational efficiency in the company. 2017- 2014 - Analytics Manager, Kuehne-Nagel Raleigh NC. Responsible for developing and implementing analytics strategy for operational and financial performance of company's customers to improve productivity and operational KPIs. 2011 - 2014 - Financial Analyst, Kuehne-Nagel, Raleigh NC. Performed financial analysis to track , report and improve company operations.

Volunteer Experience

During my tenure at Kuehne- Nagel, I was a leader of annual charity fundraising. We raised money and donated goods for multiple charities benefiting local and international community, including Stop Hunger Now, Salvation Army Angel Tree, Nog Run Club, SPCA.

Education

University of North Carolina at Charlotte, Finance

Comments

It would be an honor to serve on the wake county boards. I am attaching my linkedin profile in case you want to review. <https://www.linkedin.com/in/irina-kozlova-97456a113/>

Upload a Resume

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

Please upload a file

Demographics



Date of Birth

Gender *

☒ Female

Ethnicity *

☒ Caucasian

Other

How did you become aware of Wake County volunteer opportunities?

☒ County Website

If you selected "Other" above, how?

Please upload a file

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

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

☒ Commission for Women**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: ***

☒ Wake County Steering Committee on Affordable Housing

Anita

First Name

Little

Middle Initial

Last Name

3008 Wild Iris Drive

Street Address

Suite or Apt

Zebulon

City

NC

State

27597

Postal Code

What district do you live in?

☒ District 1

Home: (919) 437-5106

Primary Phone

Home: (919) 437-5106

Alternate Phone

littleanita6676@gmail.com

Email Address

Wake County Human Services

Employer

Adult Guardian Representative

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:

☒ Zebulon

Interests & Experiences

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

Serving on a board will help me connect with my community. Serving on a board will also broaden my perspective on many issues that I have learned in past employment and I have yet to learn in terms of both content areas and how an organization functions. I will be afforded the opportunity to gain different skill sets that I can develop and apply in my professional career.

Work Experience

September 2016 - Present Wake County Human Services Senior Practitioner, Guardian Representative
June 2015 – September 2016 Wake County Human Services, Social Worker
September 2013 – June 2015 Beaufort County Department of Social Services, Social Worker III
November 2012 – September 2013 Greenville Community Shelter, Emergency Shelter Case Manager
October 2011 – November 2012 Wayne County DSS, Adult Services Social Worker II
April 2008 – October 2011 Maury Correctional Institution, Medical Records Assistant III
January 2011 – May 2011 Pitt Juvenile Detention Center, Youth Technician
February 2009 – January 2010 Bridges of Hope, Paraprofessional
January 2007 – July 2007 Cascade Behavioral Therapy, Associate Professional
November 2001 – May 2007 East Carolina University, Grand Rounds Coordinator
August 1999 – November 2001 Pitt Community College, Administrative Office Assistant

Volunteer Experience

Assisted Living Facility in Greenville NC in early 2000's

Education

2003 – 2011 East Carolina University, Greenville, North Carolina Baccalaureate of Social Work
1999 – 2001 Pitt Community College Greenville, North Carolina Associates Degree -Office Systems Technology.

Comments

I am very interested in becoming a member of the Nursing Home Community Advisory Committee or The Adult Care Home Advisory Committee.

[Resume.doc](#)

Upload a Resume

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Please upload a file

Demographics

Date of Birth

Gender *

☒ Female

Ethnicity *

☒ African American

Other

How did you become aware of Wake County volunteer opportunities?

☒ Other

A previous supervisor

If you selected "Other" above, how?

Please upload a file

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<http://www.wakegov.com/commissions/Documents/CodeofEthics.pdf>

3008 Wild Iris Drive
Zebulon, NC 27597
Cellular: (919)437-5106
Email: littleanita@yahoo.com

Anita Little

Education:

2003 – 2011 East Carolina University, Greenville, North Carolina
Baccalaureate of Social Work
1999 – 2001 Pitt Community College Greenville, North Carolina
Associates Degree -Office Systems Technology.

Career Readiness Certification (Silver) – June 2011 Pitt Community College

Professional Committees

Present Active Member National Association of Social Workers
2013 – 2015 Beaufort County Regional Housing Committee
2012 – 2013 Greenville Community Shelter Advisory Board Committee
2012 – 2013 Rapid Re-Housing Committee
2012 – 2013 Pitt County Regional Housing Committee
2012 – 2013 Project Homeless Connect Committee

Professional Trainings

03/2018	Supporting Participants with Complex Behavioral Health Needs
03/2018	Palliative and Hospice Care for Adults with Disabilities
03/2018	Severe and Persistent Mental Illness
02/2018	Serving Adults with Disabilities on the Autism Spectrum
02/2018	Improving Accessibility in Provider Settings
02/2018	Effective Social Work Practice
05/2017	Ending Homelessness
02/2017	Mental Health First Aide
01/2017	Guardianship: Decision Making
10/2016	Guardianship: A Systematic Approach
07/2016	Child Family Treatment Meeting 01 and 02
03/2016	Managing Client's Expectations
03/2016	Cross Cultural Issues in Integrated Health: A SW Perspective
02/2016	The Older Addicted Adult: A Social Perspective on Effective Treatment Tools, Approaches, Practices & Interventions
02/2016	LHPS In-Service
01/2016	Diabetes In-Service
01/2015	Supervision Workshop for Field Instructors and Task Supervisors

11/2014	Money Matters: Foster Care Basics
11/2014	Train-the-Trainer for Becoming a Therapeutic Foster Parent
10/2014	Intro. To the Monthly Foster Care Contract Record
09/2014	Adult Protective Services Module I & II
08/2014	Meth Training: What Social Workers Need to Know
07/2014	Medicaid Administrative Claiming
06/2014	Working with Difficult Clients
06/2014	Fire Safety
06/2014	FEMA Training
04/2014	State/County Special Assistance In-Home Program
09/2013	Compass Pilot Training
04/2013	SOAR Training
01/2013	CHIN Training
05/2012	Natural Disaster County Red Cross Training
03/2012	State/County Special Assistance Program
03/2012	Adult Protective Services Module I & II
02/2012	Effective Social Work Practice in Adult Services (CORE)
01/2012	At Risk Case Management
	Adult Care Home Case Management
	Working With DSS Clients Who Have Serious Mental Illness
02/2012	Effective Social Work Practice in Adult Services
12/2011	Person Centered Assessment and Service Plan Training
11/2010	CPR & First Aid
02/2009	North Carolina Interventions Part A, Crisis Response, Blood Borne Pathogens, CSS, Medication Administration, North Carolina Interventions Part B, 1 st Aid
03/2009	Seizure Protocol
11/2008	OPUS
02/2007	CPRSTAT: Crises Response: How to Respond during a Crises
02/2007	CPRSTAT: NCI Interventions – Prevention and Alternatives
02/2007	CPRSTAT: NCI Interventions – Core & Training
02/2007	CPRSTAT: Community Supports Service Definition Training
02/2007	CPRSTAT: Essential Lifestyle Planning: Person Centered Thinking
02/2007	CPRSTAT: Community Supports Documentation Training
05/2003	NC Human Resources Administrative Certification Program

Additional Trainings Provided by North Carolina Department of Prisons can be submitted per request

ECU Faculty Training Seminars

10/2006	PORT Shopping Cart
12/2005	PORT Purchasing Cart
11/2005	Banner 102
10/2005	Banner 101
07/2005	Purchase Order Training

06/2002
07/2002

Hazard Communication
Purchase Order Training

EXPERIENCE

September 2016 - Present Wake County Human Services Senior Practitioner, Guardian

Representative Surrogate decision maker for incompetent adults. Ensure ongoing and consistent public services are activated without lapse to include Food and Nutrition Benefits, Medicaid, Housing (homeless shelter), Disability Services, medical, and mental health services. Provide consent for services to act in best interest of ward. Submit Letters of Authorization to desired services. Establish rapport with positive natural supports. Facilitate transportation and alternate transportation for wards. Attend treatment meetings in the community. Prepare and file Involuntary Commitment order to the magistrate as needed. Meet and communicate with psychiatric team in state psychiatric hospitals and acute behavioral care units. Attend court for adjudication of incompetence hearing. Provide testimony in restoration of rights hearings. Advocate for restoration of rights if appropriate for ward. Submit request for payments to accounting department. Monitor trust accounts to ensure ward's account stay within social security income limits. Maintain weekly after hours on call telephone. Participate in mandatory, required duty phone days. Provide consents on behalf of other Wake County Guardian Representatives as appropriate. Discuss DNR with physicians before surgeries of wards. Punctually submit monthly reports. Complete quarterly reports, Status reports as required.

June 2015 – September 2016 Wake County Human Services, Social Worker

Conduct Adult Protective Services courtesy visit to establish the need for services or to determine disabilities. Established and maintained Special Assistance In Home services for clients. Assess and re-assess the service needs of disabled adults. Conduct medication compliancy checks as needed as an activity for MAC service. Contact primary care provider to discuss medical appointments as needed. Develop Adult and Family Service Plan to establish realistic goals for client. Act as liaison between Medicaid department and client. Assist clients in locating and contacting providers and programs. Ongoing case management provided to Adult Protective Service clients in need of case management. APS Intake. Targeted Housing Point of Contact for Wake County DHHS. Provide referrals to appropriate housing communities in Targeted Program. Assist client with application process for housing with Targeted Program. Transport client to communities. Assist client with packing and moving. Provide supportive services to client by completing Food and Nutrition applications on behalf of client, and Medicaid applications. Obtain necessary documentation from client to submit.

September 2013 – June 2015 Beaufort County Department of Social Services, Social Worker III

Provided case management to Adult clients in the Special Assistance In Home program. Adult Protective Services Social Worker. Maintained Adult Protective Services on-call services for weekly intervals every four months. Targeted Housing coordinator. Attended State Hearings and testify for SAIH program re-admittance for clients. Assess and reassess the service needs of adult clients. Referred clients with HIV/AIDS to community based programs

to assist with needs. Developed a service plan to meet the service needs of clients. Assisted clients in locating and contacting providers and programs for needed services. Coordinated delivery of services when multiple providers or programs are involved in care provision. Monitored services to ensure that they are received, adequate to meet the client's needs, and consistent with quality care. Reviewed the assessment findings and any supporting documentation supplied by the adult care home as referral documents. Observed clients while visiting homes. Acted as Representative Payee and or refer clients to Eastern Payee Services. Completed SOARS application for disability claims. Completed Bookkeeper requests in Compass Pilot for payments to Payee clients and Social Support Aides. Staffed weekly with supervisor on active cases. Communicated with other services in agency pertaining to client.

November 2012 – September 2013 Greenville Community Shelter, Emergency Shelter Case Manager

Provide wrap around case management services to clients. Complete psychosocial assessment on all new residents at a prescribed time. Assist with the development of an individualized service plan with residents. Update client database (CHIN) regularly with client information and progress. Maintain thoroughly documented, updated, and well organized files, completing all documentation in a timely manner. Coordinate and/or provide transportation for clients and resident services. Log daily documentation of resident's behavior, incidents, complaints, etc. in the Log Book to be communicated to shift supervisors. Follow up with and provide discipline to clients out of program compliance under the supervision of Executive Director. Participate in weekly case management meetings and attend staff trainings as required. Actively participate in meetings as delegated by the Executive Director. Maintain current knowledge of and working relationships with community resources and social service providers. Transport clients to appointments as necessary. Advocate for clients for housing programs, medical insurance, and other attributes to empower them to become self-sufficient. Retrieve medication from local clinics for residents. Communicate different needs and wants of clients through PRC as needed. Conduct random drug testing. Receive clothing donations as needed from the general public. Distribute clothing to residents as needed. Assemble care kits as needed for active residents. Retrieve medication from pharmacy as needed. Contact local schools to determine enrollment for children living in shelter. Enroll children in Boys and Girls club during summer months. Distribute bus tickets daily.

October 2011 – November 2012 Wayne County DSS, Adult Services Social Worker II

Guardianship social worker. Prepare Incompetence Petition, Guardianship Petition, file with Clerk of Court. Attend adjudication of incompetence proceeding. Explored alternatives to guardianship with guardianship supervisor. Discussed most appropriate residence for ward. Obtain copies of any other documents from other sources, such as nursing notes or hospital records. After initial appointment of guardianship, schedule a meeting with designated supportive systems to include medical providers, family members, and community supports to establish care plan for ward. Attend treatment team meetings. Prepared request for bond coverage or removal from bond and submitted original copy to Director of DSS, while maintaining a copy in ward's record. Complete the status reports and certificate of receipt of status report. Utilize critical thinking when exploring a Do Not Resuscitate Order. Observe clients while visiting facilities. Complete Unclaimed Bodies service. Prepare check

requisitions and purchase orders for Payees and Wards of state. Representative Payee. Completed payee reports yearly. Enhanced Care and Special Assistance Social Worker. Assess and reassess the service needs of adult clients. Develop a service plan to meet the service needs of clients. Assist clients in locating and contacting providers and programs for needed services. Coordinate delivery of services when multiple providers or programs are involved in care provision. Monitor services to ensure that they are received, adequate to meet the client's needs, and consistent with quality care. Visited Adult Care Homes to ensure ADLS and IADLs are appropriately attended. Review the assessment findings and any supporting documentation supplied by the adult care home as referral documents.

April 2008 – October 2011 Maury Correctional Institution, Medical Records Assistant III

Supervised inmates while they are working completing janitorial duties, mechanic duties, and floor maintenance. Maintained medical files and confidential forms. Delivered specimen samples to local hospital. Assisted support for Medical Provider, PA, and nursing staff. Also, provide assistance to the medical records supervisor which includes but is not limited to generating the monthly Pulheat list, preparing packet for inmates' external appointments and transfers. Retrieved charts as requested by staff. Purged medical records and mail charts to central storage unit. Entered encounters in OPUS daily. Assisted with taking minutes in shift report. Distributed prescription eyeglasses to inmates. Ordered various medical forms to ensure adequate supply for immediate use in the workroom. Maintained medication inventory weekly. Printed updated chronic disease roster for distribution in a timely manner. Entered X-Ray and EKG requests in OPUS for generated authorization number. Escorted external visitors throughout institution. Utilized PA system and two-way radio.

January 2011 – May 2011 Pitt Juvenile Detention Center, Youth Technician

Co-facilitated group sessions with the mental health provider. Assisted the youth to develop strategies for change and development. Provided educational assistance to academically disadvantaged youth during instructional time. Monitored youth's routine activities from control room. Interacted with youth court counselors to retain case information. Entered detention stay information in NC-JOIN daily. Verified medical log book information. Merged yearly files in overflow workroom. Dressed youth out for appointments, entrance, and exit into the building.

February 2009 – January 2010 Bridges of Hope, Paraprofessional

Provided counseling to dual-diagnosed adult clients. Referred clients to goal specific community services. Advocated for clients for services needed to maintain a healthy lifestyle. Assisted clients with developing goals for treatment plan. Composed therapeutic notes in Medical Notes Online daily. Prepared and completed different applications and forms on behalf of client. Identified and strategically created activities to incorporate into weekly lesson plans. Monitored clients while in community participating in activities. Enabled client by role modeling. Encouraged client to become self-sufficient by providing reference information.

January 2008 – April 2008 NACCO, Warranty Insurance Claims Representative

Calculated drayage to equal amount requested for insurance claims. Entered warranty insurance claims information to provide for warranty claims manager. Batched work orders with corresponding audit claims. Accurately approved, denied, and filed claims accordingly. Separated vanilla FPIs and authorization stacks. Denied claims with insufficient information. Entered message in AS-400 system for dealer's to response.

January 2007 – July 2007 Cascade Behavioral Therapy, Associate Professional

Assisted dual diagnosed adolescent and adult clients with accomplishing goals as defined on Person Centered Plan. Maintained rapport with immediate family members. Facilitated monthly treatment groups with client and family. Provided direct supervision to clients while in community. Referred adult clients to AA meetings and other local services without fee association. Advocated for clients to retain public services and establish new public services. Implemented positive interaction with clients.

November 2001 – May 2007 East Carolina University, Grand Rounds Coordinator

Referred psychiatric patients to appropriate units. Prepared and processed vacation, limited check requests, purchase orders, and honorariums. Scheduled physicians to present to Grand Rounds. Completed Department of Social Services forms for patients. Complied with rules and regulations regarding the Privacy Act. Acted as Department Safety Representative. Liaison for Consult Data Analyst director, psychiatry residents and attending physicians.

August 1999 – November 2001 Pitt Community College, Administrative Office Assistant

Provided administrative, secretarial, and clerical support to the Lead Secretary of the NC Basic Skills Program. Proctored state assigned testing sites. Maintained daily rosters. Advised students on programs offered. Copied material for instructors. Operated fax machines, and multi-line phones. Verified instructor employment files to ensure compliance with SACS requirements. Mailed incoming and outgoing mail. Created faith based fliers promoting GED program.

May 2001 – August 2001 Pitt Community College, Facilities Schedule Officer

Planned semester class schedules in UNIX. Schedule classrooms and conference rooms for internal and external groups. Corresponded with Information Technology Director daily for system update. Entered exam schedules in UNIX. Updated classroom descriptions in Datatel System. (part-time in absence of staff on leave)

March 2000 – August 2000 Administrative Office Clerk, Bureau of the Census

Worked in payroll department performing various tasks such as: data entry, auditing, telephone messaging, and research. Created new hire packets for employees. Trained new employees as needed. Assembled notebooks for enumerators and trainers. Distributed employees' data to appropriate management personnel.

Computer Skills: Outlook 2016, Proficiency with Compass Pilot & Co-Pilot, Zixmail, Daysheet, UNIX, Whereabouts, WIRM Portal, State Network, AS400, NC-JOIN, OPUS, Excel, PamsAdam, PADE, SUN, Corel SUITE 9, Microsoft 7, 2003, 2000, Wordperfect, WordPad, Outlook, Internet Explorer, and Groupwise.

Professional References

Glenda Reed, Adult Guardianship Supervisor

Wake County Human Services

220 Swinburne Road

Raleigh, NC 27601

(919) 212-7509

Catherine Goldman, Adult and Community Services Supervisor

Wake County Human Services

220 Swinburne Road

Raleigh, NC 27601

(919) 250-3835

Human Resources

Beaufort County DSS

632 W. 5th Street

Washington, NC 27889

(252) 975-5500

Kimberly Dupree, HSC

Pitt Juvenile Detention Center

451 West Belvoir Road

Greenville, NC 27858

(252) 830-6590

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

Nursing Home Community Advisory Committee: 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

Joan

First Name

K

Middle Initial

Port

Last Name

7348 Dunsany Ct

Street Address

Suite or Apt

Wake Forest

City

NC

State

27587

Postal Code

What district do you live in?

None Selected

Home: (919) 435-0220

Primary Phone

Mobile: (919) 696-3112

Alternate Phone

joankport@gmail.com

Email Address

Retired

Employer

Job Title

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

☐ Yes ☒ No

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

☒ Unincorporated Wake County

Interests & Experiences

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

Over a period of almost five years, my mother was a resident in a nursing home and in an assisted living facility, both located in Ohio. My sister and I spent a good deal of time researching, visiting, and evaluating various facilities, and in doing so we saw a wide discrepancy in the level of care. We also realized that many residents had no one to advocate for them. Although I was unable to spend much time in Ohio with my mother and sister, I'd like to make a contribution to the elderly of Wake County by serving on this committee and advocating for them.

Work Experience

Elementary school teacher (Painesville Twp., Ohio) ESL teacher (Palm Beach County Adult Education and Wake Tech Community College) Executive Assistant (Pastor's Assistant @ St. Francis of Assisi Catholic Church)

Volunteer Experience

Stephen Minister Caregiving Ministry @ St. Francis of Assisi Catholic Church Choir @ St. Francis of Assisi Catholic Church ESL tutor

Education

B.S. in Education

Comments

Upload a Resume

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

Please upload a file

Demographics



Date of Birth

Gender *

☒ Female

Ethnicity *

☒ Caucasian

Other

How did you become aware of Wake County volunteer opportunities?

☒ Newspaper

If you selected "Other" above, how?

Please upload a file

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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 which are found at the link below.

<http://www.wakegov.com/commissions/Documents/CodeofEthics.pdf>

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

Nursing Home Community Advisory Committee: Submitted**Please select your first Board preference: ***

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

☒ Nursing Home Community Advisory Committee**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

Rachel

First Name

Strauss

Middle Initial

Last Name

8609 Cold Springs Road

Street Address

Suite or Apt

Raleigh

City

NC

State

27615

Postal Code

What district do you live in?

None Selected

Home: (919) 848-0303

Primary Phone

Mobile: (919) 332-7552

Alternate Phone

rbs@nc.rr.com

Email Address

retired from Nortel Networks

Employer

Manager of Customer Service,
Documentation & Development

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 experience at many of these facilities (with family & friendly visits) really opened my view of the variety of services and the difference in quality care, activities and healthy environments for seniors. I'd like to be a part in helping evaluation these residences.

Work Experience

Mpls School System: Teacher for 9 years, Henrico Public School-VA, Curriculum Specialist/Asst. Principal
Thalheimer's Corporate Office in VA: Trainer, Computer specialist, POS Teacher/Installer, Nortel
Networks: Instructor, Developer, Manager of Customer Service, Developers and Documnetation

Volunteer Experience

Meals on Wheels Team Captain, WUNC Radio Pledge drive phone volunteer, Raleigh Garden Club
(latest projects include: Dix Park, Girls Club, Winter Garden and Children's Program at JC Ralston
Arboretum, Support Group leader and speaker (Dementia Alliance, Alzheimer's and Care Giving), Master
Gardener (graduating in May 2019), NC Election Day Poll worker, NC Art Museum Park Guide, Friday
Jewish Services at Sr. Residents in the area.

Education

BA-Drake University (Des Moines, IA)-Education, Special Educaton MA-Univ. of Minnesota-Curriculum
Specialist

Comments

I'm currently retired and would like to help others in the community related to a safe, healthy and
enjoyable facility to call their current home.

Upload a Resume

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

Please upload a file

Demographics


Date of Birth

Gender *

☒ Female

Ethnicity *

☒ Caucasian

Other

How did you become aware of Wake County volunteer opportunities?

☒ Current Wake County Volunteer

If you selected "Other" above, how?

Please upload a file

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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

Nursing Home Community Advisory Committee: Submitted**Please select your first Board preference: ***

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

☒ Jury Commission**Please select your third Board preference: ***

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

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

☒ Garner Planning and Appearance Commission**Please select your sixth Board preference: ***

☒ None Selected

Rosemary

First Name

Warner

Middle Initial Last Name

119 Marykirk Place

Street Address

Suite or Apt

Garner

City

NC

State

27529

Postal Code

What district do you live in?

☒ District 2

Home: (919) 327-1219

Primary Phone

Mobile: (919) 909-0980

Alternate Phone

itsmewarner@gmail.com

Email Address

Retired

Employer

Job Title

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

☐ Yes ☒ No

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

☒ Garner

Interests & Experiences

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

I have a heart of compassion for people.

Work Experience

I have over 20 years of business, military, and administration experience.

Volunteer Experience

I have many years of experience working in church ministry serving as a welcoming announcer, usher, and security detail.

Education

Associate's Degree in Business Administration. Certifications: Business Administration Certification, U.S. Army National Guard Certified and Certified Clerk Typist. Occupational Prison Unified Systems Training and Disciplinary Hearing Officer/Court Reporting Trained.

Comments

[Rosemary_Warner_s_Application.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

05/13/1957

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

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 which are found at the link below.

<http://www.wakegov.com/commissions/Documents/CodeofEthics.pdf>

Mrs. RoseMary English-Warner
119 Marykirk Place, Garner, NC 27529.
Mobile: 919-909-0980
Evening Phone: 919-327-1219; Email: itsmewarner@gmail.com

Desired locations: Garner or Raleigh, NC- Wake County

Currently Retired

Work Experience:

U.S. Department of Labor, OFCCP 4407 Bland Road
Suite 270 Raleigh, NC 27609

09/2006 - 01/03/2019: Series: 0361 Pay Plan: GS Grade: 7/7 Equal Opportunity Assistant (This was a federal job) Duties, Accomplishments and Related Skills: In the Office of Federal Contract Compliance Programs (OFCCP), I manage an automated program report system for case management. This system consists of reports that are correspondence case related involving complaint intake, supply and services, and construction reviews. This assignment includes performing fact finding on companies by searching the internet, assembling statistical data and analyzing a clear and concise research; to include conducting telephone inquiries. This may involve searching through office files and records relevant to the case.

This assignment includes communication with the public, contractors, human resource officials, employers and North Carolina Employment Services. I am responsible for posting any action to the case management system within five days. These postings include case status actions of the scheduling letter (this letter notifies the company about what OFCCP is requesting), the affirmative action plan and all actions during the first five days of the case. Case management duties are performed accurately and timely. All compliance, construction and compliant case files are submitted to the compliance officer or Assistant District Director by an assigned time.

I assist with on-site visits and telephone interviews. I performed office enforcement duties by taking interview notes during compliance evaluations; client interviews and onsite reviews. I perform data base entry duties for compliance, compliant and construction evaluations. I provide assistance with outreach duties for class members during compliance reviews. I have edited correspondence for other co-workers.

I have experience in solving routine, repetitive problems that have only one correct answer and that is solved by applying clear-cut rules such as performing repetitive comparisons between two or more sets of facts. An example of this is the OFCCP Scheduling letter, which spells out the specific requirements of the audit to be provided by the contractor.

I am the primary contact for utilizing the National Archives and Records Administrative system for the disposition of office files. I perform both the paper-

based and the electronic duties. All files are updated, purged and archived in accordance to agency regulations. I perform this task for additional Area offices. I have trained other personnel regarding the National Archives and Federal Records procedures.

I process program reports, analyze and review information and provide findings and recommendations to the appropriate source. I compile and submit data for various reports such as; the Flexi-Place, Stamps.com and United Postal Service reports.

I am the primary contact for procurement reports regarding office supplies and services. I am responsible for logging controlled mail into a correspondence log. I distribute appropriate mail to agency personnel according to policy guidelines, procedures and instructions. I provide new employees with equipment, supplies, forms and departmental procedures. I ensure that new employees are provided orientation and guidelines for computer set-up, access cards, keys and other credentials.

I respond to telephone inquiries, office visitors, co-workers and other contacts in a courteous and professional manner.

I review staff member's time and attendance records using an automatic software system called WebTA.

I prepare and arrange meetings; in addition to setting up audio visual equipment for meetings. I communicate with participants, explain the purpose of the meeting, and provide space and supplies as needed. I have prepared and assembled materials and typed agendas or meeting notes. I have prepared travel vouchers, per Diem and (meal, incidental and lodging expenses).

I support management with confidential and sensitive matters in accordance to his or her instruction. I perform duties on behalf of the Director to regional level contacts, contractors, federal and state agencies and vocational organization.
Supervisor: Mr. George Rouse, III (919-790-8248)

U.S. Department of Agriculture, APHIS, VS
920 Main Campus Drive 200 Raleigh, NC 27606
08/2002 - 08/2005 0318 Pay Plan: GS Grade: 7/7 Administrative Assistant (This was a federal job) Duties, Accomplishments and Related Skills: I managed my supervisor's electronic calendar system, I scheduled appointments and meetings using my own initiative based upon personal knowledge of his workload and current issues. I prepared and responded (via e-mail or hard copy) to information requests on topics related to the mission, products, and services of the aphis veterinarian department. I responded to routine and non-technical items such as, suspense data, station reviews, and monthly statistical reports. Typed minutes for meetings and distributed to appropriate individuals. I managed performance appraisal records and files for the Area Veterinarians in Charge (AVIC) in the Northern United States. I prepared and initiated airplane and travel arrangements. I prepared for meetings, conferences and office gatherings. I performed word processing, spreadsheet, and PowerPoint applications in addition to Lotus Notes email. I communicated daily verbally and in writing to regional staff, government and veterinary officials. Trained

to perform time and attendance data entry using Web-Star as the back up for T&A assistant.

Acting and Collateral Duties: As the Acting Administrative Support Assistant in the PA Office, February 2005, I performed standard support duties including assisting the AVIC with sensitive cooperative agreement issues and budget matters. I also provided assistance with personnel matters, claims for reimbursements, travel, and time and attendance concerns. I supported staff members with human resource issues such as employee benefits, travel, and time and attendance.

I performed Staff Assistant (SA) duties in the absence of the Staff Assistant. SA duties included meeting with the Eastern Regional Management Team (ERMT) and taking minutes for the meeting(s). I completed the minutes in a draft form and provided copies to the team to edit for approval. I provided a final copy of the minutes to the team members in an email format/or as instructed. I monitored the Director's calendar by scheduling meetings, appointments and travel requests. I prepared routine requests to include, FOIAs, suspense and report correspondence.

I performed collateral duties on the Eastern Regional Civil Rights Committee, as the Secretary and as an At Large Member. Duties as an At Large Member included developing, submitting and monitoring the Affirmative Employment Program (AEP), strategic plans and Special Emphasis Reports. I prepared Area Office minutes to ensure that the information was accurately distributed to all parties involved. Prior to leaving the team, I created a liaison position between the Area Chairs, SEPMs and AVICs. I participated and provided technical assistance for recruitment and outreach programs, meetings and conferences. Supervisor: Dr. Lane ((919) 855-7250) Okay to contact this Supervisor: Yes

US Department of Defense, OSJA

4409 Llewellyn Avenue Fort Meade George Maryland Fort Meade, MD 20755

08/2000 - 07/2002 Series: 0986 Legal Secretary (This was a federal job) Duties, Accomplishments and Related Skills: Managed and scheduled electronic calendar for the Staff Judge Advocate. Made arrangements for appointments and meetings. Prepared TDY orders, travel or taxi vouchers for travelers. Responded to information requests on topics related to the mission of the organization. Performed research on legal pleadings and correspondence using the law library. Managed routine and non-technical requests for information pertaining to items such as monthly status reports, suspense data, and established controls and followed up with supervisor. Provided support for various military training activities, such as ID check point assistance at the security gate. Performed data entry duties for the monthly strength reports. Communicated verbally to public, military, and government officials. Served as focal point for planning special observances and social activities for the Division. Supervisor: LTC Garcia ((202) 677-9576)

Department of Corrections

711 Lumberton NC Lumberton, NC 28359

11/1998 - 03/2000. Office Assistant Duties, Accomplishments and Related Skills: Performed data entry duties using the Offender Population Unified System (OPUS) a system designed to track the movement of the inmate population. OPUS duties consisted of standard monitoring procedures pertaining to vocational/academic

training, referrals and merit-time actions involving the inmate population. Performed administrative duties for the Director to include: typing memos, reports, flyers, charts, and spreadsheets. Assisted with special programs such as the annual volunteer banquet for the banquet I ordered required supplies, scheduled party room and sent out mailings to informed attendees. Responded to written and telephone inquiries from the public, department officials and staff. On occasion performed DHO/Disciplinary Hearing data entry recording duties for the DHO officer. Managed time and attendance records and files for staff. Supervisor: Mr. Paul Taylor ((910) 618-5574)

U.S. Department of Justice

810 Seventh Street NW, Washington DC, DC 20531

04/1987 - 07/1995 Series: 0318 Pay Plan: GS Grade: 7 Lead Secretary/EEO

Counselor (This was a federal job) Duties, Accomplishments and Related Skills: As the Lead Secretary for The office of Congressional and Public Affairs I served as organizational contact for the disposition of all congressional controlled correspondence. Used Agency automated system to track, organize and disseminate correspondence. Explained resources, services and administrative processes orally and in writing to Congressional, Management and Agency Staff. I managed an automated system to process grant award notifications to local state officials. Advised and assisted grantee of awards via memorandum or verbal communications. Performed collateral duties as an Equal Employment Opportunity Counselor. These duties included performing resolution of disputes between grieved parties. I interviewed grieved persons to obtain strictly factual information. Established meetings were conducted to discuss the grievance and data was transferred to the Specialist. In summary, case requirements were prepared for final response after conciliation between parties in accordance to EEOC procedures. Supervisor: Mrs. Kramer (202-302-7030).

U.S. Department of Justice, U.S. Attorney's Office

555 4th Street NorthWest Washington DC, DC 20530

03/1985 - 04/1987 Series: 0986 Pay Plan: GS Grade: 7 Legal Technician (This was a federal job) Duties, Accomplishments and Related Skills: As Legal Assistant in the Misdemeanor Trial Division, I performed daily duties using the Opus and Lexis systems to retrieve case file information. I utilized the system to assist trial attorneys with case assignments. I prepared misdemeanor case file jackets for court appearances. This included typing motions, legal affidavits, and writs. Responsibilities included delivering motions to the clerk of court for upcoming hearings. In addition to daily case management responsibilities I performed duties assisting witnesses with questions regarding voucher payments. In addition, I assisted the paralegal with other duties such as filling out forms or copying and collating legal briefs. Supervisor: Mrs. Kramer ((202) 307-3007).

Education: Wake Technical Community College Raleigh, NC:

Associate's Degree - Business Administration

Licenses and Certifications: Business Administration Certification

Clerk Typist, certified Prince George's Community College

Pitt Comm. College Greenville, NC United States Some College Coursework

Completed 04/1977

Credits Earned: 9 Semester hours Major: General Studies Minor: Introduction to Law & Psychology
Crossland High School Camp Springs, MD High School Graduate.

Training:

US Army National Guard trained 1980 to 1990. Received an Honorable Discharge.

Courses and workshops:

Grammar Refresher 07/2010. College English 2008/2009. Powerpoint 2007 Intermediate. Microsoft Excel 2003-January 2007. Communicating with Power and Confidence-June/2005. Mastering Basics of Microsoft Excel-June/2004. Web-star/March/2004. E-mail Writing Etiquette-January/2004. Recruiter Resources Workshop/2003 Eastern Regional Civil Rights Conference and Workshop-March September/2003. Administrative Regional Training Conference-Feb/2003. AG Awareness Course-June/2002. Information Technology Training-July/2001. Occupational Prison Unified Systems Training-February/1999 DHO/Disciplinary Hearing Officer/Court Reporting-March/1999. Marketing Strategies-June/1998. College Orientation English II-September/1996. Administrative Management/Disposition of Records-April/1995. Equal Employment Counseling Workshop-October/1994. Supervisor Techniques for Secretaries and Administrative Personnel-April/1991, Career Development Workshop-September/1990.

References:

Name: Armenthia Brown (*) Staff Judge Advocates Office Paralegal (301) 677-9536
brownna@emh1.ftmeade.army.mil

Ms. Sharon Crowley (*) USDA, APHIS, VS Veterinarian Program Specialist 919-855-7227 sharon.m.crowley@aphis.usda.gov

(*) Indicates professional reference

Additional Information:

Time off Awards 2017-19; Job Performance Awards 2008 to 2015; Time off Award for extra duties performed 2014; Certificate of Appreciation for Acting Staff Assistant 2003 and 2005; Command Award for Civil Service 2002; Performance cash awards 2001-2005; Staff Judge Advocate Coin 2001; Outstanding Performance Awards 1993-1995; Superior Performance Award 199; Employee of the Month 1991. Typing Speed: 48WPM