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

Adult Care Home Community Advisory Committee: Submitted

Nursing Home Community Advisory Committee: Appointed

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

Megan

First Name

Douglas

Middle Initial

Last Name

5440 Ironwood Lane

Street Address

Suite or Apt

Raleigh

City

NC

State

27613

Postal Code

What district do you live in?

☒ District 7

Mobile: (919) 696-1934

Primary Phone

Home: (919) 783-5749

Alternate Phone

mjdouglas53@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:

☒ Raleigh

Interests & Experiences

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

I have enjoyed my time on the Nursing Home Committee and feel that my input has been helpful to the administration of the homes I visit.

Work Experience

I have worked as an occupational therapist in various areas of practice including Wake County Public Schools, nursing homes, acute care hospitals.

Volunteer Experience

Hospice volunteer, church committees, Wake County Nursing Home CAC

Education

Bachelor of Science in Occupational Therapy, Virginia Commonwealth University, May 1975

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

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

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

Adult Care 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: ***

☒ Wake County Steering Committee on Affordable Housing**Please select your fourth Board preference: ***

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

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

☒ Juvenile Crime Prevention Council

Felicia

First Name

R

Middle Initial

Downing

Last Name

8004 Reedybrook Crossing

Street Address

Suite or Apt

Apex

City

NC

State

27523

Postal Code

What district do you live in?

☒ District 3

Home: (919) 815-3586

Primary Phone

Business: (919) 557-1075

Alternate Phone

felicia.downing@wakegov.com

Email Address

Wake County Government

Employer

Operations 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:

☒ Apex

Interests & Experiences

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

I have been employed with WCHS for 28 years in varying capacities. My passion is people, I have a significant passion for the care of our seniors. My day to day work does not impact the lives of seniors and I would like to serve in a capacity to directly assist those seniors and their families who are unable to advocate for themselves.

Work Experience

During my 28 year tenure with WCHS, I have worked in various capacities, data entry operator, executive assistant supporting Directors within the top level of the agency, managed a crisis program and \$3.1 million in funding, Most recently, I was promoted to Operations Manager at one of our Regional Centers. My primary responsibility is fiscal , maintenance as well as total operations of the facility and the programs administered.

Volunteer Experience

My volunteer experience is limited to mostly efforts our church has administered. I am very active in my church and the surrounding community.

Education

Bachelor of Arts (Sociology), Master of Administration

Comments

Thank you so much for your consideration.

[Felicia_Smith_Downing_Resume_2017.docx](#)

Upload a Resume

[Professional_Portfolio_2014.docx](#)

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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Professional Portfolio

Administrative Services Coordinator II /
Budget/Business Officer Candidate:
Felicia Smith Downing



A collage of documents representing relevant skills,
character, professional and career attainment.

December 2017

Professional Portfolio

- Introduction
- Resume
- Character Reference
- Memberships, Awards & Certifications



Introduction

Wake County Human Services, Administrative Services Coordinator

Division of Organizational Development

Division of Economic Services

“I believe in the core concepts of improving business practices, and leveraging external and internal resources to build people and communities through the continued transformation of the agency”.

As the Administrative Coordinator, I am the direct liaison to conveying and coordinating information to over 300+ staff members across 6 programs regarding fiscal affairs, supervision, policy, procedures, work schedules and departmental goals as indicated by the strategic plan. Daily work consists of working within multiple programs and with managers in making business decisions, staffing arrangements, resolving consumer complaints, managing fiscal affairs, developing materials and supporting the functions of the department. Additional responsibilities include managing State, Federal and local funding of over \$3.5 million, coordinating State and local hearings, creating reports, management and supervision. I have assumed managerial, supervisory and process improvement duties within multiple programs in the absence of managers and supervisors. Significant accomplishments include collaborating with partners and staff in facilitating a food drive to address food insecurities experienced by Wake County residents due to the implementation of NC Fast, staff appreciation events, procurement card investigation and managing the Family Centered Practice Institute.



My skills consist of building and maintaining relationships both internal and external supporting visionary commitments and consumer driven strategies.

Professional Portfolio

Memberships, Awards & Certifications

Shaw University Academic Honor: 2007, 2008, 2009, 2010 & 2011

Academic Honor Society Induction: Alpha Chi 2008, Alpha Kappa Delta 2010

Top 100 Employee of the Year: 2007-2008, 2008-2009 & 2009-2010

Classes and Certifications

- Leadership and Behavioral Management
- Crucial Conversations, Relationship Building
- Interaction Management
- Assertiveness Skills for Managers and Supervisors,
- Coaching Skills, Basic Advantage Navigation
- B.O.S.S. Training (Incomplete)
- Health & Human Services Management Training
- (Health Administration: Leadership and Organizational Management, Health Services Organization Management & Health Services
- NCFAST Technology
- Onbase

References

Elizabeth Scott, Economic Services Deputy Director, 919-212-7610

Kheesha Edwards, Economic Services Supervisor, 919-212-7102

Jakeema Dawkins, IT Program Manager, 919-856-2781

Felicia Smith Downing

Leadership Philosophy: To exemplify experience and skill while contributing to the values, vision, culture and standards of the department. Using each effort as an opportunity to motivate and inspire.

Accomplishments

- High level proficiency in Microsoft Office & Lotus Notes. Strong public speaking, marketing, recruiting, organizational skills and event planning
- Seven years of experience within Administration/Project Management/Organizational Development
- Over 23 years working in Human Services Programs/Divisions to include Customer Service, Management, Supervision, Training, Coaching, Assessment, Fiscal Management and Strategic Planning
- Appointed NCFAST Communication Project Leader
- Over 5 years in the development, research and implementation of various policies, processes and procedures.
- Assigned to coordinate and organize community partner meetings, facilitate outsourcing opportunities with community partners, engage partners in community forums, workshops, disposition of Federal funding and food drives
- Restoration CDC Board Member, participated in developing and facilitating Rolesville Community Forum as WCHS Ambassador, Strengthening The Black Family Board Member and Faith Partnership Meetings

Professional Experience

Human Services Supervisor 1 – Wake County Human Services (Raleigh NC) 2013- 2017

- Responsible for administering the Energy Assistance Program with a budget of \$7 million (State, Federal and local funds)
- Supervise 1 Team Leader, 5 Case Managers, 3 Customer Service Representatives, 1 HS Technician and approximately 10 seasonal temporary staff
- Assisted the State and NCFAST developers in the implementation of NCFAST for the Energy Program. Participated in UAT and worked with NCFAST developers and OSS during Go-live in March 2017.
- Serves as the liaison for the State in answering questions related to policy and application processing issues
- Responsible for developing internal and external partnerships. Most recently the City of Raleigh in the development of the UCAP program, which assists City of Raleigh water customers.
- Facilitate meetings to communicate information related to business processes, customer service, procedures and implementation of technology
- Manage and maintain billing expectations and processes. Initiate payment to vendors, partners and purchase supplies
- Resolve emergency and/or sensitive employee/consumer relations, performance and service situations.
- Maintain and monitor budget for Federal & State allocations supporting the provisions of the Energy Assistance program. Monitor spending criteria and policy alignment. Determine eligibility for households seeking energy assistance through a screening process using specific documentation for the pre-qualification process.
- Manage and maintain 2 procurement cards
- Meet regularly with team as a collective and individual basis to convey information and to discuss any performance related issues

Administrative Coordinator I –Wake County Human Services (Raleigh NC) 2009 - 2013

- Assist the Division Director in managing 300+ staff including 6 Program Managers
- Develop guidelines, processes, division/program structuring/restructuring, strategic planning, internal/external communications and community partnership development. Facilitate learning environments regarding policies, processes and procedures
- Manage fiscal documentation, i.e., travel, division/departamental budget, vendor contracts/payments, procurement cards, purchase orders. Prepare reports, presentations to high functioning groups.
- Liaison for staff/agency concerning facility safety, concerns and questions, organizational policies resources and problem solving.
- Work independently supporting the Director, Division Director, General Services, HR and Finance.
- Facilitate meetings, coordinate learning events, manage contracts and contractors to ensure goals and services are met. Collaborate with partners to leverage resources and avoid duplication of effort while achieving agency outcomes and customer satisfaction.
- Supervise 2 Program Assistants, manage and monitor 3 procurement cards.
- Local and State Hearing Coordinator for the WCHS Economic programs. Responsible for scanning hearing decisions into PRIME (document management system) and route to case managers
- Collaborate across divisions and teams in sharing and coordinating resources in building partnerships, improving customer service and agency initiatives.

Education

Master Public Administration, – May 2015
Strayer University (GPA 3.7)

Bachelor of Arts – Sociology (Summa Cum Laude)
Shaw University, December 2011 (GPA 3.84)

Memberships and Awards

Shaw University Academic Honor: 2007, 2008, 2009, 2010 & 2011

Academic Honor Society Induction: Alpha Chi 2008, Alpha Kappa Delta 2010

Top 100 Employee of the Year: 2007-2008, 2008-2009 & 2009-2010

Trainings/Certifications

Leadership and Behavioral Management, Crucial Conversations, Relationship Building, Interaction Management, Assertiveness Skills for Managers and Supervisors, Coaching Skills, Basic Advantage Navigation, B.O.S.S. Training, Health & Human Services Management Training (Health Administration: Leadership and Organizational Management, Health Services Organization Management & Health Services Human Resources), NCFAST Training, OBASE for Energy, FNS

References Available Upon Request

Felicia Smith Downing

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Adult Care Home Community Advisory Committee: Submitted

Please select your first Board preference: *

☒ Adult Care 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

Pamela

First Name

G

Middle Initial

Grissom

Last Name

249 Marilyn Circle

Street Address

Suite or Apt

Cary

City

NC

State

27513

Postal Code

What district do you live in?

☒ District 3

Mobile: (919) 612-7942

Primary Phone

Home: (919) 612-7942

Alternate Phone

pamg1221@yahoo.com

Email Address

Retired from State of NC

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:

☒ Cary

Interests & Experiences

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

Interested in welfare of our elderly citizens

Work Experience

Probation officer and worked in court system

Volunteer Experience

Volunteered at Bond Park Senior Day Care Center, Woodland Terrace assisted living facility

Education

NCSU GRADUATE

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?

☒ Current Wake County Volunteer

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**

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

Adult Care Home Community Advisory Committee: Submitted
Alliance Health : Submitted
Council on Fitness and Health: Submitted
United Arts Grants Panels: Submitted
Wake County Water Partnership: Submitted
Commission For Women: Submitted

Please select your first Board preference: *

☒ Commission for Women

Please select your second Board preference: *

☒ Council on Fitness and Health

Please select your third Board preference: *

☒ Wake County Water Partnership

Please select your fourth Board preference: *

☒ Adult Care Home Community Advisory Committee

Please select your fifth Board preference: *

☒ Alliance Behavioral Healthcare

Please select your sixth Board preference: *

☒ United Arts Grants Panels

Emily

First Name

Hughes

Last Name

6311 Terra Verde Drive

Street Address

Apt. 221

Suite or Apt

RALEIGH

City

NC

State

27609

Postal Code

What district do you live in?

☒ District 7

Mobile: (704) 906-6260

Primary Phone

Business: (919) 707-3007

Alternate Phone

emilyhughes1093@gmail.com

Email Address

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 giving back to the community and helping with something I am passionate about. The boards I've showed interest in are all things that I have some background or knowledge in. I would love to give my spare time to the county that I call home. I have extensive knowledge in government, especially local government, and a love for volunteering.

Work Experience

I worked in local government in a small town near Charlotte as a Communications Specialist and Clerk while I worked on my Master of Public Administration. When I graduated, I knew I wanted to work for the state to learn more and serve my home state. I currently work as a Public Information Officer for the NC Department of Agriculture and Consumer Services. I write, edit and publish press releases and speeches for the department.

Volunteer Experience

Parkway cleanups, coaching soccer, tutoring in Spanish, volunteering at local events.

Education

Appalachian State University -Bachelor of Science in Communication, Journalism Appalachian State University -Bachelor of Arts in Spanish Arkansas State University -Master of Public Administration

Comments

[RESUME.docx](#)

Upload a Resume

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

Please upload a file

Demographics

Date of Birth

Gender *

☒ Female

Ethnicity *

☒ Caucasian

Other

How did you become aware of Wake County volunteer opportunities?

☒ County Website

If you selected "Other" above, how?

Please upload a file

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Emily Hughes

6311 Terra Verde Dr. Apt. 221 ☐ Raleigh, NC 27609
Phone: 704.906.6260 ☐ E-mail: emilyhughes1093@gmail.com

[EH
]

Objective

Public Relations | Bilingual (English & Spanish) | Creative Content Development Government | Communications

A government professional in the public relations and journalism field seeks to apply current educational credentials and job experiences to a professional role. Adept research skills contribute to the ability to remain cognizant of current trends within selected markets. Demonstrates positive and professional interpersonal skills when liaising with peers and clients. Capable of prioritizing workload to continuously meet all set deadlines. Continuously strives to create captivating, informative content for employers.

Experience

NC Department of Agriculture & Consumer Services, Raleigh, North Carolina
2018 - Present

August

Public Information Officer II

- Author and edit press releases on behalf of the department for the media and public.
- Create content and maintain the blog for the department to provide updates, links, ideas and sources for the public.
- Prepare and edit speeches for the NC Agriculture Commissioner for events.
- Serve as a public information officer for various divisions within the department such as Emergency Programs, Research Stations, NC State Fair, Soil and Water Conservation and Special Projects.
- Assist the Commissioner's office in preparing any content to come from the NC Agriculture Commissioner.
- Work with the local media to distribute information from the department.
- Coordinate releases, blogs, and social media surrounding major events within the department such as the NC State Fair and NC Agriculture Day.

TOWN OF STALLINGS, Stallings, North Carolina
August 2018

May 2016 -

Communications Specialist/Deputy Town Clerk

- Author all press releases for the Town of Stallings for distribution to local media.
- Develop original marketing and advertising material for the Town.
- Create content and maintain the website for the Town of Stallings to provide concise and updated information for the public.
- Assist in organizing and advertising public events for the Town of Stallings.
- Maintain Town Council minutes and attend Town Council meetings as the Deputy Town Clerk.
- Generate social media posts and media content in an attractive manner on behalf of the Town.
- Serve as a staff liaison to all media relations for the Town of Stallings.
- Assist the Historical Committee of the Town as a staff liaison to preserve and feature the history of Stallings.
- Work with the Technology Committee of the Town as a representative to amend and modernize the website for the Town.



- Prepare and plan the Town's internal events and communications to promote staff involvement.

PEACH ROOTS, Chicago, Illinois
2015

September - December

Public Relations Intern

- Authored various press releases and emailed copies to different restaurants and hotels.
- Conducted research for clients to aid with individualized marketing needs.
- Created engaging social media posts and organized media content for each client.

NATASHA MORGAN, New York, New York
March 2015

September 2014 -

Public Relations Intern

- Identified current music events, museums, and venues in Los Angeles, New York, and Europe for client sponsorship.
- Procured contact information for the press, agencies, and agents in Los Angeles, New York, and Europe.
- Scheduled and developed monthly event calendar for client.

Education

ARKANSAS STATE UNIVERSITY

August 2016 - May 2018

Master of Public Administration
Laude

Cum

APPALACHIAN STATE UNIVERSITY

August 2012 - May 2016

Bachelor of Science in Communication, Journalism
Bachelor of Arts in Spanish

Professional Licenses

NORTH CAROLINA NOTARY PUBLIC

Commission expires May 31, 2023

FEMA Certification

Completed on Nov. 15, 2018



Interests and Community Involvement

UNION COUNTY CHAMBER OF COMMERCE

Women in Business

NORTH CAROLINA LEAGUE OF MUNICIPALITIES

PI ALPHA ALPHA

International honors society for public affairs and
administration

ALPHA PHI SORORITY

Director of Continuous Open Bidding

Director of Social Events

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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Adult Care Home Community Advisory Committee: Submitted
Capital Area Workforce Development Board: Submitted
Council on Fitness and Health: Submitted
Greater Raleigh Convention and Visitors Bureau: Submitted
Commission For Women: Submitted

Please select your first Board preference: *

☒ Commission for Women

Please select your second Board preference: *

☒ Greater Raleigh Convention and Visitors Bureau

Please select your third Board preference: *

☒ Capital Area Workforce Development Board

Please select your fourth Board preference: *

☒ Council on Fitness and Health

Please select your fifth Board preference: *

☒ Housing Authority

Please select your sixth Board preference: *

☒ Human Services Board

Jillian

First Name

T

Middle Initial

Kral

Last Name

4605 Kaplan Drive

Street Address

Suite or Apt

Raleigh

City

NC

State

27606

Postal Code

What district do you live in?

☒ District 4

Mobile: (630) 217-5052

Primary Phone

Home: (630) 217-5052

Alternate Phone

kraljillian@gmail.com

Email Address

Charles Schwab & Co.
Employer

Talent Advisor
Job Title

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

☐ Yes ☒ No

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

☒ Raleigh

Interests & Experiences

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

My family has recently moved back to the state of North Carolina (where we consider home) and plan to begin putting our roots down in Wake County. I am motivated and enthusiastic about giving back to this community that I call home.

Work Experience

I currently work for Charles Schwab as a Talent Advisor. Prior to joining Schwab, I have worked in recruiting and Human Resources. Ensuring there are strong career development opportunities in our county is very important to me.

Volunteer Experience

-Volunteer and speak frequently at university career fairs around career searches/development -Foster animals and volunteer at the animal shelter -Volunteer with the National Epilepsy Foundation

Education

Bachelor's in Hospitality and Tourism Management; University of South Carolina; August 2013

Comments

[Kral_Resume.docx.gdoc](#)

Upload a Resume

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Please upload a file

Demographics



Date of Birth

Gender *

☒ Female

Ethnicity *

☒ Caucasian

Other

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☒ County Website

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Adult Care Home Community Advisory Committee: Submitted
Council on Fitness and Health: Submitted

Please select your first Board preference: *

☒ Adult Care Home Community Advisory Committee

Please select your second Board preference: *

☒ Commission for Women

Please select your third Board preference: *

☒ Population Health Task Force

Please select your fourth Board preference: *

☒ Housing Authority

Please select your fifth Board preference: *

☒ Nursing Home Community Advisory Committee

Please select your sixth Board preference: *

☒ Alliance Behavioral Healthcare

Elizabeth

First Name

M

Middle Initial

Soto

Last Name

5429 Stewartby drive

Street Address

Suite or Apt

Raleigh

City

NC

State

27613

Postal Code

What district do you live in?

☒ District 6

Mobile: (919) 244-3131

Primary Phone

Business: (919) 350-8903

Alternate Phone

bethsoto4@gmail.com

Email Address

WakeMed Rehab Hospital

Employer

Rehab Case Manager/LCSW

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?

To help guide the direction of important services and supports for the population of Wake County

Work Experience

Please see attached resume. I have been at WakeMed Rehab Hospital as a rehab case manager and licensed clinical social worker since 2006. I am also a certified personal trainer and work independently with clients to help them meet their fitness goals.

Volunteer Experience

Previously, I served on the Asbury Preschool Board.

Education

University of North Carolina at Chapel Hill - MSW Licensed Clinical Social Worker Quinnipiac University - BA Gerontology w minor in psychology Certified Personal Fitness Trainer - IFTA

Comments

Thank you for your time and consideration.

[Elizabeth M. Soto LCSW -
Resume.docx](#)

Upload a Resume

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

Please upload a file

Demographics


Date of Birth

Gender *

☒ Female

Ethnicity *

☒ Caucasian

Other

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☒ County Website

If you selected "Other" above, how?

Please upload a file

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

Elizabeth M. Soto, MSW, LCSW

5429 Stewartby Drive

Raleigh, NC 27613

Day: (919) 244-3131

Email: bethsoto4@gmail.com

Certification:

Licensed Clinical Social Worker
North Carolina (C006308)

Experience:

WakeMed Rehab Hospital, Raleigh, NC

Clinical Case Manager, March 2007 – Present

- Serve as primary liaison with patients, families, insurance companies and interdisciplinary treatment team members
- Coordinate rehab process and lead interdisciplinary team effort
- Responsible for psychosocial assessment, insurance utilization review, insurance reauthorization request, providing education to patients, family members and clinical team members regarding insurance coverage and its impact on current and post hospital care, resource referral, counseling, family and patient education and discharge planning
- Development and facilitation of amputee support/education group and amputee peer mentor program.
- Co-chair Amputee Specialty Program Committee for the purpose of coordination of amputee patient care across continuum and CARF accreditation
- Member hospital wide Geriatric Care Committee and Geriatric Education Team subcommittee

EMS Counseling and Consulting, Raleigh, NC

Private Practice, May 2016-April 2017

- Provided psychotherapy to clients to individuals with anxiety, depression and relational issues.

Duke Raleigh Hospital, Raleigh, NC

Case Manager, Float Pool, April 2012 – September 2013

- Provide weekend/evening case management coverage for psychosocial assessment and discharge planning needs which include home health, DME, SNF and hospice referral and coordination
- Crisis intervention and community resource referral as indicated

Transitions Life Care (formerly Hospice of Wake County), Raleigh, NC

Medical Social Worker, Weekend On Call, November 2009 – August 2010

Medical Social Worker, Admissions, Full Time May 2006-March 2007

- Provided crisis intervention, crisis counseling, resource referral and end of life education as indicated to patients and family members
- Responsible for initial psychosocial assessments of new patient/families
- Facilitation of patient transfers from hospital to home and home to hospice house

Sunrise Assisted Living, Raleigh, NC

Director of Marketing and Community Relations, 2002-2004

- Responsible for marketing and admissions for 86 resident assisted living facility
- Organized community educational in-services and special events

Research Triangle Institute, Research Triangle Park, NC

Policy Analyst, Health and Aging Program, 2001-2002

- Wrote technical reports on progress of research projects for Federal Government
- Designed interview protocols for in-depth case studies
- Coded data gleaned from focus groups for qualitative studies

Education:

University of North Carolina at Chapel Hill, Chapel Hill, NC

Masters in Social Work, 2006

University of North Carolina at Chapel Hill, Program on Aging, Chapel Hill, NC

Interdisciplinary Certificate in Aging, 2006

Quinnipiac University, Hamden, CT, summa cum laude

BA in Gerontology, Minors in Health Management & Psychology, 2001

Honors:

2015 WakeMed Circle of Excellence –recognition for excellence in clinical practice

National AARP Andrus Foundation Scholarship for Study of Aging and Finance Recipient

Publications:

Rabiner, D J, Scheffler, S, Koetse E, Palermo J, Ponzi (Soto) E, Burt S, Hampton L. (2003). The

impact of the Senior Companion Program on quality of life outcomes for frail older adults and their families. *Home Health Care Services Quarterly*, 22(4). 1-26.

Other:

Certified Personal Trainer, International Fitness Trainers of America

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

Adult Care 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

Laura Jane

First Name

J

Middle Initial

Ward

Last Name

1423 Pitching Wedge Drive #103

Street Address

Suite or Apt

Raleigh

City

NC

State

27603

Postal Code

What district do you live in?

☒ District 5

Mobile: (540) 729-1876

Primary Phone

Business: (919) 821-0485

Alternate Phone

laurajane28@gmail.com

Email Address

Foundation for Health
Leadership & Innovation

Employer

Program Manager, North
Carolina Rural Health
Leadership Alliance

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 have a passion for the aging population and want to be a voice for underserved populations.

Work Experience

My entire career has been spent in aging--I have worked in a nursing home as a social worker and discharge planner early on. More recently, I have served as a Regional Ombudsman in Boone, NC and as an Elder Rights Specialist in the Office of the State Long-term Care Ombudsman. The last year, to gain a better understanding of health from a broader perspective, I have worked for a non-profit organization, the Foundation for Health Leadership & Innovation as Program Manager of the rural Health Leadership Alliance.

Volunteer Experience

I participate in the North Carolina Coalition on Aging as a volunteer and have previously volunteered as a caregiver for elderly neighbors from high school-present.

Education

I graduated from Appalachian State University in 2008 with a degree in Psychology, with a concentration in Business. During my time at Appalachian State I served as a research assistant in the psychology department to Dr. Mary Ballard. I am also a graduate of Wilkes Central High School, Class of 2005.

Comments

[Laura Jane Ward_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

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

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>

Laura Jane Ward

1423 Pitching Wedge Drive #103 Raleigh, NC 27603 | 540-729-1876 | laurajane28@gmail.com

Education

BACHELOR OF SCIENCE | MAY 2008 | APPALACHIAN STATE UNIVERSITY

- Major: Psychology
- Minor: Business
- Research Assistant to Dr. Mary Ballard (Psychology Department)

HIGH SCHOOL DIPLOMA | MAY 2005 | WILKES CENTRAL HIGH SCHOOL

- College Preparatory
- Dual Enrollment for College Credits, Junior and Senior Years

Recent Work Experience

PROGRAM MANGER | FOUNDATION FOR HEALTH LEADERSHIP & INNOVATION | JANUARY 2018- PRESENT

Coordinated visits to Capitol Hill during national advocacy day on rural issues; served as key media contact

Facilitated quarterly meetings and subcommittee meetings on pertinent rural health issues

Coordinate all communications for the NC Rural Health Leadership Alliance, including one-pagers, e-newsletters, and large-scale communications

Implemented new membership management and website hosting platform via Wild Apricot

Secured grant funding for two highly-competitive opportunities from the National Rural Health Association

Lead organization's first rural policy roundtable prior to the 2018 Short Session of the NC General Assembly

Established two new working groups to further efforts in rural communities on telehealth and aging

OMBUDSMAN/ELDER RIGHTS SPECIALIST | DHHS, DIVISION OF AGING & ADULT SERVICES | APRIL 2016-JANUARY 2018

Lead coordinator for all new certification and quarterly program trainings

Deliver quarterly presentations and updates on Ombudsman Documentation & Information System (ODIS)

Technical assistance and support to regional ombudsmen regarding ODIS and Policy and Procedure

Assist with updates and compliance for federal guidelines "Final Rule for Ombudsmen"; develop and implement new

consent forms for program; assist with abuse reporting protocols

Member of Strategic Alliances For Elderly (SAFE) and Elder Abuse Awareness Team

Facilitator of Personalized Music Workgroup, a collaboration with NC Alzheimer's State Plan

REGIONAL OMBUDSMAN | HIGH COUNTRY AREA AGENCY ON AGING | APRIL 2014-APRIL 2016

Coordinated and completed training for nine Community Advisory Committees

Oversaw regional ombudsman activities in seven counties in adult care homes and nursing homes

Provided facility staff and community at large with education and presentations on a variety of issues and topics related to long term care and aging

Participated in a variety of elder abuse awareness and prevention activities, including presentations

Lead facility and community awareness campaign for “Music and Memory” and other Culture Change initiatives

SOCIAL WORKER/ADMISSIONS COORDINATOR | AVANTE AT WILKESBORO | AUGUST 2011-APRIL 2014

Oversaw the coordination of psychosocial needs of 120 long term care and short-term rehabilitation residents

Coordinated in-house QIS survey process

Initiated “Family Education Night” speaker series

Provided education to residents and families about community resources, long term care payment sources, and resident rights

DIRECTOR OF DISCHARGE PLANNING | CULPEPER HEALTH & REHABILITATION | DECEMBER 2010-AUGUST 2011

Oversaw the coordination of psychosocial needs of 180 long term care and short-term rehabilitation residents

Supervised one assistant

Coordinated discharge planning and bed management for short term and long-term care residents

Collaborated with local ombudsman, adult protective services, and other agencies for resident well-being initiatives

Provided education to residents and families about community resources, long term care payment sources, and resident rights

Skills & Training

TRAINING AND SKILLS

“Age of Disruption” Tour participant

“Meeting of the Minds: Dementia Conference” Mountain AHEC

“Comfort with Conflict”, Mediation Training

“Mental Health First Aid”, Northwest AHEC

Microsoft Office, including Publisher and PowerPoint

Ombudsman Documentation Information System, Program Administrator

LEADERSHIP

Member, North Carolina Coalition on Aging (2018-present)

Chair, Foundation for Health Leadership & Innovation Equity Leadership Team (2018-present)

Chair, Wilkes Multidisciplinary Team (2014-2016)

Chair, Watauga Elderly and Disabled Adult Abuse Prevention Team (2014-2016)

Committee Chair, NC Ombudsman Association-Culture Change Committee (2015-2016)

AWARDS AND HONORS

National Association of Area Agencies on Aging: Leadership Institute, Class of 2016

National Association of Local Long-Term Care Ombudsmen, Howard Hinds Memorial Scholarship recipient 2015

Spring 2015 Appalachian State University Music Therapy Student Association Spring Benefit Concert, Keynote Speaker

HOBBIES AND INTERESTS

Cooking, Travel, Gemology, Hiking

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

Adult Care Home Community Advisory Committee: Submitted

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

☒ WakeMed Hospital Board of Directors**Please select your third Board preference: ***

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

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

☒ Wake County Steering Committee on Affordable Housing**Please select your sixth Board preference: ***

☒ City of Raleigh Planning Commission

Dr. Matthew

First Name

Webb

Middle Initial

Last Name

4200 Stonewall Dr

Street Address

Suite or Apt

Raleigh

City

NC

State

27604

Postal Code

What district do you live in?

☒ District 5

Mobile: (757) 951-5328

Primary Phone

Mobile: (757) 951-5328

Alternate Phone

mlw1091@yahoo.com

Email Address

Employer

Job Title

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

☐ Yes ☐ No

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

☒ Raleigh

Interests & Experiences

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

I am interested in serving on a Board or Commission because of my military experience in making decisions for thousands of soldiers from different backgrounds and nationalities.

Work Experience

U.S Navy 10 years U.S Army 17 years

Volunteer Experience

Many Civil and Political Organizations

Education

B.S, M.D, Ph.D

Comments

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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Demographics

Date of Birth

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?

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