

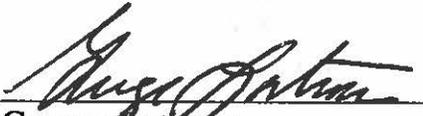


George Latimer  
County Executive

WHEREAS, a vacancy exists in the membership of the Westchester County Youth Board:

NOW, THEREFORE, I, George Latimer, County Executive of Westchester County, in accordance with the terms and provisions of the Westchester County Charter, appoint Akilah Radcliff, M.Ed, 455 North Broadway, #78, Yonkers, New York as a member of the Westchester County Youth Board, for the term April 22, 2024 to December 31, 2025.

Given under my hand  
and seal this 22<sup>nd</sup> day  
of April, 2024.



George Latimer  
County Executive

Office of the County Executive

Michaelian Office Building  
148 Martine Avenue  
White Plains, New York 10601

Email: [CE@westchestergov.com](mailto:CE@westchestergov.com)  
Telephone: (914)995-2900

[westchestergov.com](http://westchestergov.com)

# Westchester County

George Latimer  
County Executive

April 22, 2024

Ms. Akilah Radcliff, M. ED.  
455 North Broadway, #78  
Yonkers, NY 10701

Dear Ms. Radcliff,

It is my pleasure to appoint you to serve as a member of the Westchester County Youth Board effective today, Monday, April 22, 2024. This appointment is for a term to expire on December 31, 2025.

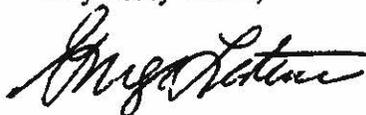
Your appointment is subject to confirmation by the Westchester County Board of Legislators, but your service begins immediately. You must complete the attached Oath of Office within 30 days, either by appearing at the County Clerk's office or mailing the signed and notarized form to our office.

When you have filed your Oath of Office, a Resolution to confirm your appointment will be submitted to the County Board of Legislators. As part of the confirmation process, you may be called before the Board to be interviewed. Please contact the Youth Bureau at (914) 995-2753 for the date, place, and time of the upcoming meeting for your participation.

Pursuant to Local Law, as a member of a Westchester County Board and/or Commission, you are responsible for adhering to the requirements of our Code of Ethics.

Warmest wishes for a successful tenure.

Very Truly Yours,



George Latimer  
Westchester County Executive

GL/ts

cc: Honorable Board of Legislators  
Dr. DaMia Harris-Madden, Executive Director, Youth Bureau  
Joan McDonald, Director of Operations

Office of the County Executive

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Telephone: (914)995-2900

[westchestercountyny.gov](http://westchestercountyny.gov)

# **AKILAH RADCLIFF, M.ED**

455 North Broadway, #78 • Yonkers, NY 10701  
646.302.1835 akilahradcliff@gmail.com

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## **SUMMARY OF QUALIFICATIONS**

- Passionate Special and General Adolescent Education Teacher with a demonstrated track record of leadership and accomplishments in a classroom environment
- Ability to develop innovative and creative lesson plans to engage students
- Proven ability to motivate all staff levels
- Goal-oriented with strong leadership capabilities
- Areas of expertise include - Operational Excellence, Business Transformation, Improvement and Program Management, Youth Program Development and Implementation.

## **EDUCATION**

- **Master of Science in Special Adolescent Education (7-12)**, June 2012  
Mercy College
- **Bachelor of Arts in Philosophy**, June 2001  
Herbert H. Lehman College (CUNY)

## **PROFESSIONAL EXPERIENCE**

**Program Coordinator**  
**Family Ties of Westchester**

**2024 – present**  
**White Plains, NY**

Program Coordinator responsible for providing services within a culturally competent and collaborative Family Opportunity Center model that emphasizes supportive, trauma-informed peer relationship between staff and caregivers. Strengthening parental resilience, autonomy and self-efficacy.

- Lead representative of the Family Opportunity Center of Central Westchester
- Identify, engage and coordinate key community partners to support the goals of the program.
- Provide direct supervision of Family Peer Advocates specific to the Family Opportunity Center.
- Monitor and report to the Executive Director on the functioning of Center programming, including areas such as staff development needs, community trends and program reporting requirements.
- Coordinate program specific staff meetings to support The Family Opportunity Center's operations.
- Liaison to the Office of Children and Family Services (OCFS).
- Monitor and complete program reports.
- Partner with local school districts and community partners to facilitate Wraparound/Family Team Decision Meetings to ensure service coordination and family voice primacy.

**Program Director**  
**City of Mount Vernon Youth Bureau**

**2018 - 2022**  
**Mount Vernon, NY**

Program Director responsible for the oversight of programs and operations for the 21<sup>st</sup> Century Community Learning Center grant under the guidelines of the 21<sup>st</sup> CCLC grant mandated by NYS. The primary focus is the coordination of programs development and implementation, staff development and budget management.

- Plan, develop, implement and evaluate overall programs, services and activities to ensure they meet state objectives and the needs and interests of students.
- Monitors program compliance with all contractual and regulatory agreements to include the 21<sup>st</sup> CCLC grant, Child Care Council of Westchester, Mount Vernon Board of Education and the City of Mount Vernon, NY.
- Manages program budget for five programs.
- Compile regular reports reflecting all activities.

- Report quarterly to NYS funding sources on Program Data, Retention, Attendance and Youth Performance
- Ensure the reporting of student data and information from each program site meets grant reporting requirements of the 21<sup>st</sup> CCLC grant to ensure the timelines are met.
- Provide direct supervision of Site Coordinators.
- Require, manage and provide staff development opportunities for all staff.
- Develop and maintain public relations to increase the visibility of the after-school programs, services and activities within the community.
- Created and successfully implemented the first virtual after school program for the Mount Vernon Youth Bureau, serving students during and after the global COVID-19 pandemic.

**PROGRAM DIRECTOR  
NEPPERHAN COMMUNITY CENTER**

**2015 – 2018  
YONKERS, NY**

Program Director responsible for developing and managing the day-to-day operations of after school programs: including planning, supervising staff and ensuring that families receive quality service of growth in academics and social emotional development for their children.

- Plans and oversees programs and activities for high school students in after school.
- Hire, train and supervise program staff.
- Evaluated training needs for part-time staff.
- Foster relationships with community-based organizations to enhance the growth of the program with state government grants and support.
- Developed and maintained open and positive relationships with parents, staff and administration.
- Attended mandatory, in and out of state, conferences and meetings associated with grants.

**DIRECTOR OF YOUTH SERVICES / PROGRAM  
YONKERS INDUSTRIAL DEVELOPMENT AGENCY**

**2009 – PRESENT  
YONKERS, NY**

Program Director responsible for leading and directing cross-functional teams of subcontractors and youth focused on operational performance improvement by ensuring key performance indicators are aligned with the Workforce Investment Act (WIA) regulations and guidelines.

- Lead and direct team to improve processes, improve quality of program, improve customer satisfaction, and increase financial efficiency to achieve business results.
- Maintain responsibility for overall implementation, management and operations of the Summer Youth Program, providing employment opportunities for 200 – 250 youth annually.
- Coach and mentor team members on exhibiting the company's core values.
- Maintain an efficient and effective internal monitor and audit system of performance to ensure adherence to regulations and guidelines.
- Teach optimal operational improvement strategies.
- Use systematic methodologies to solve problems and analyze and improve operational processes.
- Evaluate and provide feedback on performance to help improve efficiency.

**ADVOCATE COUNSELOR  
GOOD SHEPHERD SERVICES**

**2007 – 2009  
YONKERS, NY**

Advocate Counselor responsible for providing academic and emotional counseling to at-risk student population at Bronx Community College to assist with the delivery of education.

- Establish a rapport with program participants. Assist them in identifying their educational and career goals; help them to formulate future plans.
- Maintain a caseload of participants and provided individual and group counseling.
- Monitor the academic progress of participants on assigned caseload.
- Advocate for participants needing social services and care.
- Provide interpersonal and life management skills counseling.
- Participate on interdisciplinary participant progress teams within the school.
- Organized and facilitated a girls' group with the young women in the program.

**SUBSTITUTE TEACHER  
A.B. DAVIS MIDDLE SCHOOL**

**2001 - 2007  
MT. VERNON, NY**

Per Diem teacher responsible for assuming all duties of the absent teacher in accordance with school rules while maintaining a positive learning environment.

- Develop and implement lesson plans, practices, and strategies that improve quality and efficiency of education.
- Utilize effective classroom management techniques.
- Maintain normal classroom routines and discipline procedures.
- Participate in school professional development offerings to learn and develop additional effective teaching strategies.
- Seek and accept feedback and coaching from more experienced teachers on additional techniques for continuous improvement.

**VOLUNTEER EXPERIENCE**

- Board Member 2022 – Present Yonkers Community Action Program (YCAP)
- Board Member 2022 – Present Exclusive Forces Arts Academy - Program Development Committee
- Yonkers Public Schools PTA 2018 – Present Advocacy Committee
- City of Yonkers 2020 – present District Leader

