

Appointments Meeting Agenda



Committee Chair: Catherine Parker

800 Michaelian Office Bldg.
148 Martine Avenue, 8th Floor
White Plains, NY 10601
www.westchesterlegislators.com

Monday, April 29, 2024

4:15 PM

Committee Room

CALL TO ORDER

Please note: Meetings of the Board of Legislators and its committees are held at the Michaelian Office Building, 148 Martine Avenue, White Plains, New York, 10601, and remotely via the WebEx video conferencing system. Legislators may participate in person or via Webex. Members of the public may attend meetings in person at any of its locations, or view it online on the Westchester County Legislature's website: <https://westchestercountyny.legistar.com/> This website also provides links to materials for all matters to be discussed at a given meeting.

MINUTES APPROVAL

Monday, April 15, 2024 - 4:15PM

I. ITEMS FOR DISCUSSION

[2024-180](#) APPT-Hispanic Advisory Board-Taylor

A RESOLUTION appointing Lizette Taylor as a member of the Westchester County Hispanic Advisory Board for the term February 22, 2024 to December 31, 2025.

COMMITTEE REFERRAL: COMMITTEE ON APPOINTMENTS

[2024-181](#) APPT-Hispanic Advisory Board-Acaro

A RESOLUTION appointing Alex E. Acaro as a member of the Westchester County Hispanic Advisory Board for the term February 22, 2024 to December 31, 2025.

COMMITTEE REFERRAL: COMMITTEE ON APPOINTMENTS

[2024-182](#) APPT-Youth Board-Jackson

A RESOLUTION appointing Zubaidah Jackson as a member of the Westchester County Youth Board for the term February 28, 2024 to December 31, 2025.

COMMITTEE REFERRAL: COMMITTEE ON APPOINTMENTS

II. OTHER BUSINESS

III. RECEIVE & FILE

ADJOURNMENT

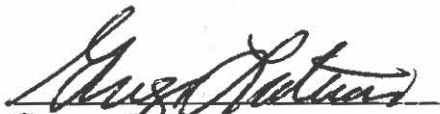


George Latimer
County Executive

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

NOW, THEREFORE, I, George Latimer, County Executive of Westchester County, in accordance with the terms and provisions of the Westchester County Charter, appoint Lizette Taylor, 10 Cedar Place, Rye, New York as a member of the Westchester County Hispanic Advisory Board, for the term February 22, 2024 to December 31, 2025.

Given under my hand
and seal this 22nd day
of February, 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
Telephone: (914)995-2900

westchestergov.com



George Latimer
County Executive

February 22, 2024

Ms. Lizette Taylor
10 Cedar Place
Rye, NY 10580

Dear Ms. Taylor,

It is my pleasure to appoint you to serve as a member of the Westchester County Hispanic Advisory Board effective today, Thursday, February 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 Martha Lopez at (914) 995-2947 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, which includes the filing of a financial disclosure statement with the County Board of Ethics.

Warmest wishes for a successful tenure.

Very Truly Yours,

George Latimer
Westchester County Executive

GL/ts

cc: Honorable Board of Legislators
Joan McDonald, Director of Operations

Office of the County Executive

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

Email: ce@westchestercountyny.gov
Telephone: (914)995-2900

westchestercountyny.gov

Lizette Taylor

Rye, NY 10580 | 203-464-1860 | lborqueztaylor@gmail.com | www.linkedin.com/in/Lizette-Taylor

PROFILE

- Excellent interpersonal and customer service skills
- Possess strong analytical, problem-solving and productivity skills in a fast paced environment
- Resourceful in the completion of projects and effective at multi-tasking
- Self-starter, able to work independently and in a team environment
- Insurance industry experience with leading global insurance companies

PROFESSIONAL SUMMARY

Wilson Elser, White Plains, NY

Business Intake Coordinator

March 2020 – Present

- Implement and manage 80% of clients (insurance companies & insureds) on applicable electronic billing systems
- Communicate with attorneys, clients, & middleware vendors to meet specific electronic billing system requirements
- Prepare all active file transitions to e-billing, prioritizing and ensuring their timely completion
- Identify and monitor compliance & guidelines requirements for each client's e-billing process
- Review new cases to ensure all relevant electronic billing information is properly entered into the billing system
- Evaluate implementation process for improvements and possible efficiencies
- Ability to build and maintain relationships with Revenue Team members to keep information and changes updated

Matter Management Analyst

August 2018 – March 2020

- Monitored all incoming assignments from attorney & support staff, prioritizing and ensuring their timely completion
- Executed closely with the firm's conflict team to ensure that all new clients set up accurately within our system
- Obtained and analyzed client guidelines review and implementation
- Participated in firm-wide and departmental compliance projects and initiatives
- Conducted audit to ensure month-end closing & year-end closing/reporting
- Assisted with the creation and distribution of daily, weekly, monthly reports
- Recorded and tracked of retainer funds as directed by attorney
- Reviewed and analyzed rejected invoices and assisting with their resolution

The Therapy Nest, Rye Brook, NY

June 2018- August 2018

Medical Billing Specialist

- Processed insurance claims for private and employer insurance reimbursement
- Timely followed up on insurance claims denial, exceptions or exclusions
- Read and interpreted insurance explanation of benefits
- Developed monthly aging accounts receivable reports to follow up on unpaid claims aged over 30 days
- Analyzed & collect patient information for research purposes

Private Residence, Rye, NY

May 2010 – June 2018

Residence Manager

- Managed budget of the estate
- Coordinated all operations and activities of the residence
- Oversaw the maintenance of the grounds and facilities staff
- Supervised estate staff of five to ensure execution and completion of tasks
- Arranged meetings with residential repair technicians

SKILLS

- Bilingual in English and Spanish
- Proficient in Microsoft Office Applications (Word, Excel, PowerPoint, & Access), LexisNexis, and Westlaw
- Knowledge of e-billing middleware sites (i.e. Legal Exchange, TyMetrix360, Legal-X, & Legal Tracker) & AS400 system

EDUCATION

Mercy College, Dobbs Ferry, NY

Master of Business Administration, Concentration in Finance, GPA 3.8

Bachelor of Science, Legal Studies, Summa Cum Laude

February 2019

May 2016

**COUNTY OF WESTCHESTER
OATH OF OFFICE**

For Appointees to County Boards and Commissions

STATE OF NEW YORK)
) ss.:
COUNTY OF WESTCHESTER)

I, Lizette Taylor do solemnly swear (or affirm) that I will support
(Print or Type Name)

the constitution of the United States, and the constitution of the State of New York, and that I will faithfully discharge the duties of the office of Hispanic Advisory Board in and for the
(Print or Type Board Name)

County of Westchester, according to the best of my ability.

Date: 3/13/2024

[Signature]
(Signature)

Sworn to and subscribed before me this 13th day of March,
2024.

[Signature]
(Signature)

Tianna Major
(Print or Type Name)

Notary Public
(Title of Official Administering Oath)

TIANNA MAJOR
Notary Public - State of New York
NO. 01MA0005867
Qualified in Westchester County
My Commission Expires Apr 19, 2027


Mail original Oath of Office to Office to Andrew Ferris, Office of the County Executive, 148 Martine Ave., Room 916D, White Plains, NY 10601 for filing within thirty (30) days of the commencement of the term of office or the notice of appointment.

George Latimer
County Executive

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

NOW, THEREFORE, I, George Latimer, County Executive of Westchester County, in accordance with the terms and provisions of the Westchester County Charter, appoint Alex E. Acaro, 70 Locust Avenue, Apt. 315B, New Rochelle, New York as a member of the Westchester County Hispanic Advisory Board, for the term February 22, 2024 to December 31, 2025.

Given under my hand
and seal this 22nd day
of February, 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
Telephone: (914)995-2900

westchestergov.com

Westchester County

George Latimer
County Executive

February 22, 2024

Mr. Alex E. Acaro
70 Locust Avenue, Apt. 315B
New Rochelle, NY 10801

Dear Mr. Acaro,

It is my pleasure to appoint you to serve as a member of the Westchester County Hispanic Advisory Board effective today, Thursday, February 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 Martha Lopez at (914) 995-2947 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, which includes the filing of a financial disclosure statement with the County Board of Ethics.

Warmest wishes for a successful tenure.

Very Truly Yours,



George Latimer
Westchester County Executive

GL/ts

cc: Honorable Board of Legislators
Joan McDonald, Director of Operations

Office of the County Executive

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

Email: ce@westchestercountyny.gov
Telephone: (914)995-2900

westchestercountyny.gov

Alex Acaro

Valhalla, NY | www.AlexAcaro.com | (914) 426 - 5166 | Acaroalex91@gmail.com

RELEVANT EXPERIENCE

Volunteer New York! | Director of Marketing and Communications

March 2023 – Present

- Responsible for all collateral production, content marketing, email marketing, social media marketing and seo marketing
- Manage the organization's website and database
- Produce live in-person events and fundraising campaigns to further drive the organization's revenue engine
- Worked successfully with local government, private sector, and executives of every level

Hearts & Science | Strategist, MCM & Digital Activations for HBO Max

December 2021 – March 2022

- Launch paid media campaigns across social, direct, programmatic, OOH, and audio totaling 2.5M for HBO Max's podcast and its multicultural marketing initiatives: Pa'Lante, Human by Orientation, Scene in Black, and AAPI
- Build social media audiences and manage audience-first social media campaigns on FB/IG, Twitter, and TikTok
- Assist the brand team plan an annual \$61M media budget across all media channels which resulted in an 8% brand lift
- Streamline KPI measurements by creating benchmark docs to use for campaign optimizations and planning

Blue Media Project, LLC | Founder & Creative Director

November 2017 – June 2022

- Provide strategic and tactical direction for execution team including budgeting and planning
- Develop marketing creative assets for consumer, B2B, public service, religious institutions, and non-profits
- Manage paid ad campaigns amassing over \$0.2M in spend and optimize when necessary to meet client objectives
- Effectively handle planning, pitching, executing, reporting, and optimizing over 30 marketing campaigns

Cabanillas & Associates | Director of Marketing & Public Relations

March 2021 – December 2021

- Support the Marketing Director manage \$0.4M in annual ad campaign spend and a \$0.7M department budget
- Write and edit promotional copy, create promotional videos and graphics, and monitor social media channels
- Assist the marketing team boost annual revenue by nearly 30% and weekly revenue by \$0.6M
- Develop messaging strategy and produce radio appearances with 93.1 AMOR, La Mega 97.9, and 96.3 FM
- Handle press outreach, manage and monitor company website; write newsletters, press releases, and recap reports

NBCUniversal | Advertising Sales Associate Program

July 2017 – July 2018

- Monitored and optimized live digital ad campaigns, setting KPIs for each media plan launched
- Helped with building digital media plans across MSNBC, CNBC, Today, and NBC News Properties
- Assisted Media Planners with ad billing, pacing, and third-party reporting for a portfolio totaling \$1.5M
- Designed client pitch decks, creative briefs, sizzle reels, one-sheets, and managed sponsorship trackers

ADDITIONAL EXPERIENCE

Getty Images | Contributing Photographer

July 2020 – Present

Westchester County Government | Staff Assistant

October 2018 – September 2020

SKILLS | AWARDS | ORGANIZATIONS | TRAININGS

Skills: CMS Web Design, SEO, SEM, HTML, Illustrator, CRM, DFP, Sizmek, Adobe Premiere Pro, Adobe Photoshop, Word, Excel, PowerPoint, Facebook Ads Manager, Social Media Management, Media Planning, Public Relations

Awards: Westchester Magazine: Wunderkind Class of 2021; 2017 Lambda Pi Eta Honor Society

Organizations: T Howard Foundation, Arena Academy, Lambda Pi Eta, Organizing for Action, New Rochelle Democratic Committee, Indivisible Westchester, Hispanic Democrats of Westchester, Westchester Young Democrats

Trainings: Arena Academy's 2019 Class, DCCC's 2018 Field Fellow, OFA's 2017 Organizing Fellow

EDUCATION

Iona College | GPA: 3.8

Master of Business Administration in Marketing

New Rochelle, NY

May 2020

State University of New York at New Paltz | GPA: 3.5

Bachelor of Arts in Public Relations; Minor in Economics

New Paltz, NY

May 2017

Berkeley College | GPA: 3.7

Associates in Applied Science in Business Management

New York, NY

December 2014

**COUNTY OF WESTCHESTER
OATH OF OFFICE**

For Appointees to County Boards and Commissions

STATE OF NEW YORK)
) ss.:
COUNTY OF WESTCHESTER)

I, Alex Acaro do solemnly swear (or affirm) that I will support
(Print or Type Name)

the constitution of the United States, and the constitution of the State of New York, and that I will faithfully discharge the duties of the office of Westchester County Hispanic Advisory Board in and for the
(Print or Type Board Name)

County of Westchester, according to the best of my ability.

Date: 3/8/24 [Signature]
(Signature)

Sworn to and subscribed before me this 8th day of March,
2024.

[Signature]
(Signature)

Timothy E. Dull
(Print or Type Name)

Counsey Creek
(Title of Official Administering Oath)

Mail original Oath of Office to Office to Andrew Ferris, Office of the County Executive, 148 Martine Ave., Room 916D, White Plains, NY 10601 for filing within thirty (30) days of the commencement of the term of office or the notice of appointment.

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 Zubaidah Jackson, 3750 Fen Place, Shrub Oak, New York as a member of the Westchester County Youth Board, for the term February 28, 2024 to December 31, 2025.

Given under my hand
and seal this 28th day
of February, 2024.


George Latimer
County Executive

Westchester County

George Latimer
County Executive

February 28, 2024

Ms. Zubaidah Jackson
3750 Fen Place
Shrub Oak, NY 10588

Dear Ms. Jackson,

It is my pleasure to appoint you to serve as a member of the Westchester County Youth Board, effective today, Wednesday, February 28, 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 Susan Weisman of the Westchester County 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, which includes the filing of a financial disclosure statement with the County Board of Ethics.

Warmest wishes for a successful tenure.

Very Truly Yours,



George Latimer
Westchester County Executive

GL/ts

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

Office of the County Executive

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

Email: ce@westchestercountyny.gov
Telephone: (914)995-2800

westchestercountry.gov

Zubaidah Jackson

Objective To volunteer for the Youth Board Commission

Experience 10/2009- Present **Probation Officer (JD Diversion) New Rochelle**

- Interview respondents who were charged with what would be a criminal offense if they were 16 or older
- Contact victims, schools and local Police Officers to determine if a respondent is eligible for JD Diversion
- Supervise respondents who are eligible for JD diversion
- Coordinate and Supervise Community Service
- Interview respondents and prepare petitions for the court (TOP, drug screens)
- Co- facilitate Diversion Girls Group

9/2007-10/2009 **Probation officer (PINS Diversion) Yonkers**

- Interviewed parents/ guardians for PINS cases
- Interview and prepare petitions for immediate access to court via PINS petitions and Orders of Protection
- Supervised PINS Diversion
- Co facilitated PINS Girls Group
- Coordinated and supervised community service

4/2007-9/2007 **Probation officer (PINS to 18 unit) White Plains**

- Interviewed respondents and completed PDI (Pre Disposition Investigation)
- Supervised respondents that were formally placed on Probation
- Prepared and presented reports for the court
- Interviewed parents/ guardians for PINS cases

Education 1989-1995 Lehman College Bronx, NY
BS Accounting

**COUNTY OF WESTCHESTER
OATH OF OFFICE**

For Appointees to County Boards and Commissions

STATE OF NEW YORK)
) ss.:
COUNTY OF WESTCHESTER)

I, Zubaidah Jackson do solemnly swear (or affirm) that I will support
(Print or Type Name)

the constitution of the United States, and the constitution of the State of New York, and that I will faithfully discharge the duties of the office of Westchester County Youth Board in and for the
(Print or Type Board Name)

County of Westchester, according to the best of my ability.

Date: 3/8/2024

[Signature]
(Signature)

Sworn to and subscribed before me this 8th day of March,
2024.

[Signature]
(Signature)
Timothy C. Idoni
(Print or Type Name)
County Clerk
(Title of Official Administering Oath)

Mail **original** Oath of Office to Office to Andrew Ferris, Office of the County Executive, 148 Martine Ave., Room 916D, White Plains, NY 10601 for filing **within thirty (30) days** of the commencement of the term of office or the notice of appointment.