




Kenneth W. Jenkins
County Executive

WHEREAS, a vacancy exists in the membership of the Westchester County Council for Seniors:

NOW, THEREFORE, I, Kenneth W. Jenkins, County Executive of Westchester County, in accordance with the terms and provisions of the Westchester County Charter, appoint Sandra Miller, 12 Ethelton Road, White Plains, New York as a member of the Westchester County Council for Seniors, for the term January 14, 2025 to December 31, 2025.

Given under my hand
and seal this 14th day
of January, 2025.



Kenneth W. Jenkins
County Executive

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



Kenneth W. Jenkins
Westchester County Executive

January 14, 2025

Ms. Sandra Miller
12 Ethelton Road,
White Plains, NY 10603

Dear Ms. Miller,

It is my pleasure to appoint you to serve as a member of the Westchester County Council for Seniors, effective today, Tuesday, January 14, 2025. 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 Department of Senior Programs and Services at (914) 813-6427, for the date, time and place of the upcoming meeting.

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,

A handwritten signature in black ink, appearing to read "Kenneth W. Jenkins". The signature is stylized and fluid, with a long horizontal stroke extending to the right.

Kenneth W. Jenkins
Westchester County Executive

KWJ/ts

cc: Honorable Board of Legislators
Joan McDonald, Director of Operations
Mae Carpenter, Commissioner, Dept. of Senior Programs & Services

Office of the County Executive

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

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Telephone: (914)995-2900

SANDRA MILLER
12 Ethelton Road, White Plains, New York 10603
Cell: (914) 420-8376 Email: smiller4298@gmail.com

PROFESSIONAL PROFILE:

Experienced and versatile financial, accounting, and benefits professional. Excellent analytical, interpersonal and supervisory skills. Team player, self-motivated and detail-oriented problem solver. MBA in Financial Management

- **Finance and Accounting** – Solid knowledge of accounting principles, budgeting, and financial management. Proven track record of leading the preparation and analysis of financial reports to summarize and forecast financial position. Strong analytical skills
- **Management and Administration** – Hands on manager with highly developed negotiation skills and experience in fostering strong relationships with business partners. Skilled in hiring, training and supervising employees. Able to work with cross-functional teams and to effectively communicate with individuals at all levels. Strong multi-tasking skills

KEY COMPETENCIES:

| | | |
|----------------------|---------------------------|-------------------------|
| Cash management | Escrow account management | Benefits Administration |
| Budgeting | Auditing | Payroll & Related |
| Financial statements | Month-end closings | |

PROFESSIONAL EXPERIENCE:

SUPREME COURT OF THE STATE OF NEW YORK

Ninth Judicial District - Guardianship Part

Court Examiner

2008 to present

Responsible for the review of annual accountings submitted by Court appointed Guardians under Mental Hygiene Law Article 81; report findings and make recommendations to the Court; liaise with Guardians and provide guidance; report non-complaint Guardians to the Court if necessary; attend court conferences and hearings as needed

BETTER BUSINESS SOLUTIONS – White Plains, New York

President/Independent Consultant

2007 to present

Provide accounting and bookkeeping services, including setup of office procedures and controls, to small businesses and individuals

CONCEPT:CARE, INC. – White Plains, New York

2012 -2023

Financial Administrator

Supervised the day-to-day financial operation of this home health care agency. Prepared statistical and cost reports; responsible for monthly closing and the preparation of journal entries; reviewed insurance policies; liaised with Social Workers to ensure receipt of prior approvals; ensured compliance with Department of Health, Department of Labor, and Department of Social Services regulations; supervised payroll, accounts payable, accounts receivable and billing functions. Supervised business closure process.

SANDRA MILLER

VENABLE LLP – New York, New York (merger with Heard & O’Toole LLP) 2005-2006

Accounting Manager

Oversaw the day-to-day operation of the accounting department of the New York office of this prestigious law firm of over 400 attorneys, headquartered in Baltimore, Maryland. Prepared budget and journal entries. Performed monthly variance analysis.

- Consistently met monthly billing and closing deadlines
- Provided additional training on billing process to attorneys and support staff
- Documented, implemented, and monitored appropriate internal control systems and policies

HEARD & O’TOOLE LLP – New York, New York 2001-2005

Financial Manager

Performed diverse finance, accounting, payroll, and tax preparation duties, including benefits administration, for this six-partner, boutique law firm. Prepared monthly financial reports. Managed banking relationship, and quarterly audit review by external auditor.

- Improved the accuracy and timeliness of monthly financial reporting
- Reduced external audit cost by 30%
- Resolved \$500,000 discrepancy in client's accounting
- Managed dissolution and payout of retirement plan

EDUCATION:

Pace University, White Plains, New York

M.B.A, Financial Management B.B.A, Business Administration

OTHER EXPERIENCE:

Adjunct Faculty

Monroe College, New Rochelle, New York

Department of Business, 2001

COMPUTER SKILLS:

Excel, Word, WordPerfect, Outlook, QuickBooks Pro, Carpe Diem

COUNTY OF WESTCHESTER OATH OF OFFICE

For Appointees to County Boards and Commissions

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

I, SANDRA MILLER 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 COUNCIL FOR SENIORS in and for the
(Print or Type Board Name)

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

Date: 1/26/25 [Signature]
(Signature)

| |
|--|
| Sworn to and subscribed before me this <u>26th</u> day of <u>January</u> , <u>2025</u> . |
| <u>[Signature]</u> (Signature) |
| <u>MAXINE M. CHUCK</u> (Print or Type Name) |
| <u>NOTARY PUBLIC</u> (Title of Official Administering Oath) |

MAXINE M. CHUCK
Notary Public, State of New York
No. 01CH6066870
Qualified in Westchester County
Commission Expires November 26, 2025

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.