

# Appointments Meeting Agenda



Committee Chair: Tyrae Woodson-Samuels

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

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Tuesday, July 27, 2021

4:00 PM

Committee Room

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## CALL TO ORDER

Legislator Catherine Borgia will participate remotely from 480 Albany Post Road in Briarcliff, New York 10510

## MINUTES APPROVAL

1. Tuesday, July 20, 2021 4:00pm

## I. ITEMS FOR DISCUSSION

1. [2021-420](#) **APPT-Board of Plumbing Examiners**

A RESOLUTION appointing Joseph Pesco as a code enforcement official member of the Westchester County Board of Plumbing Examiners for the term May 3, 2021 to December 31, 2025.

**COMMITTEE REFERRAL: COMMITTEE ON APPOINTMENTS**

2. [2021-415](#) **APPT-African American Advisory Board-Barrett**

A RESOLUTION appointing Camele Barrett as a member of the Westchester County African American Advisory Board for the term June 4, 2021 to December 31, 2022.

**COMMITTEE REFERRAL: COMMITTEE ON APPOINTMENTS**

3. [2021-332](#) **APPT-Arab American Advisory Board-Sarar**

A RESOLUTION appointing Hanade Sarar, as a member of the Westchester County Arab American Advisory Board for the term April 21, 2021 to December 31, 2021.

**COMMITTEE REFERRAL: COMMITTEE ON APPOINTMENTS**

4. [2021-416](#) **APPT-African American Advisory Board-Schelling**

A RESOLUTION appointing Namasha Schelling as a member of the Westchester County African American Advisory Board for the term June 7, 2021 to December 31, 2022.

**COMMITTEE REFERRAL: COMMITTEE ON APPOINTMENTS**

5. [2021-449](#) **REAPPT-Probation Advisory Board-Jackson**

A resolution reappointing Emily Tow Jackson as a member of the Westchester County

Probation Advisory Board for a term to commence on January 1, 2020 and to expire on December 31, 2024.

6. [2021-450](#) **REAPPT-Probation Advisory Board-Clark**

A resolution reappointing Monique Clark as a member of the Westchester County Probation Advisory Board for a term to commence on January 1, 2020 and to expire on December 31, 2023.

## II. OTHER BUSINESS

### III. RECEIVE & FILE

1. [2021-432](#) **HON. BENJAMIN BOYKIN - Probation Advisory Board - Jackson**

Forwarding a memo from Chairman Boykin to Legislator Tyrae Woodson-Samuels recommending the reappointment of Emily Tow Jackson as a Member of the Westchester County Probation Advisory Board for a term to commence on January 1, 2020 and to expire on December 31, 2024.

**COMMITTEE REFERRAL: COMMITTEE ON APPOINTMENTS**

2. [2021-433](#) **HON. BENJAMIN BOYKIN - Probation Advisory Board Reappointment - Clark**

Forwarding a memo from Chairman Boykin to Legislator Tyrae Woodson-Samuels recommending the reappointment of Monique Clark as a Member of the Westchester County Probation Advisory Board for a term to commence on January 1, 2020 and to expire on December 31, 2023.

**COMMITTEE REFERRAL: COMMITTEE ON APPOINTMENTS**

## ADJOURNMENT

George Latimer  
County Executive

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

NOW, THEREFORE, I, George Latimer, County Executive of Westchester County, in accordance with the terms and provisions of the Westchester County Charter, appoint Joseph Pesco, 72 Ashland Avenue, New Rochelle, New York as a code enforcement official member of the Westchester County Board of Plumbing Examiners, for the term May 3, 2021 to December 31, 2025.

Given under my hand  
and seal this 3<sup>rd</sup> day  
of May, 2021.



George Latimer  
County Executive

Office of the County Executive

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

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

westchestergov.com



George Latimer  
County Executive

May 3, 2021

Mr. Joseph Pesco  
72 Ashland Avenue  
New Rochelle, NY 10801

Dear Mr. Pesco,

It is my pleasure to appoint you to serve as a code enforcement official member of the Westchester County Board of Plumbing Examiners, effective today, Monday, May 3, 2021, pursuant to the Laws of Westchester County §277.504. This appointment is for a term to expire on December 31, 2025.

Your reappointment is subject to confirmation by the Westchester County Board of Legislators, but your service begins immediately. You must complete the attached Oath of Office and file it with the County Clerk, and provide this office with a copy within 30 days. Please contact the Westchester County Office of Consumer Protection at (914) 995-2167 for the date, place, and time of the next meeting of the Board of Plumbing Examiners for your participation.

When you have filed your Oath of Office, a Resolution to confirm your reappointment 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.

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 annual 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/tts

cc: Honorable Board of Legislators  
James Maisano – Director, Office of Consumer Protection  
Joan McDonald, Director of Operations

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)

**Joseph A. Pesco**  
72 Ashland Avenue  
New Rochelle, NY 10801  
(914)760-0449

**Education:** Union Plumbing School – Graduated 1989  
Pelham Memorial High School – Graduated 1983

**Certifications:** Master Plumber License – Number 1350  
Westchester County Board of Plumbing Journey Level Certificate  
PRV and Backflow Certified – 1994

**Professional Experience:**

2014-Present            **City of New Rochelle, New York**  
-Plumbing Inspector of New Rochelle, NY

1984-2014            **C and B Plumbing and Heating – Pelham, New York**  
-Plumbing Foreman and Journeyman

1983-1984            **LaSalla Construction – New Rochelle, New York**  
-Yard Foreman

**Computer Skills:** Microsoft Word and Excel

**References:** Available on request

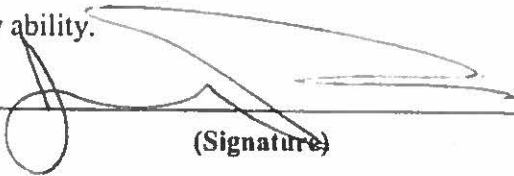
**COUNTY OF WESTCHESTER  
OATH OF OFFICE  
For Appointees to County Boards and Commissions**

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

I, Joseph Pesco 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 Plumbing Board Member in and for the  
County of Westchester, according to the best of my ability.

Date: 5-18-21

  
\_\_\_\_\_  
(Signature)

Sworn to and subscribed before me this 3 day of June,  
2021.

  
\_\_\_\_\_  
(Signature)

Kelly Pantelis  
\_\_\_\_\_  
(Print or Type Name)

Notary  
\_\_\_\_\_  
(Title of Official Administering Oath)

Kelly M. Pantelis  
Notary Public, State of New York  
No. 01PA6285142  
Qualified in Westchester County  
Commission Expires July 1, 2022

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 African American 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 Camele Barrett, 2 Windsor Terrace, Unit 5E, White Plains, New York as a member of the Westchester County African American Advisory Board, for the term June 4, 2021 to December 31, 2022.

Given under my hand  
and seal this 4<sup>th</sup> day  
of June, 2021.

  
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)



George Latimer  
County Executive

June 4, 2021

Ms. Camele Barrett  
2 Windsor Terrace, Unit 5E  
White Plains, NY 10601

Dear Ms. Barrett,

It is my pleasure to appoint you to serve as a member of the Westchester County African American Advisory Board, effective today, Friday, June 4, 2021, pursuant to the Laws of Westchester County §277.421. This appointment is for a term to expire on December 31, 2022.

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 and file it with the County Clerk prior to the next African American Advisory Board meeting, and provide this office with a copy within 30 days. Please contact Paula Friedman at (914) 995-2940 for the date, place, and time of the African American Advisory Board's upcoming meeting for your participation.

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.

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 annual filing of a financial disclosure statement with the County Board of Ethics. A financial disclosure form is attached.

Warmest wishes for a successful tenure.

Very Truly Yours,

George Latimer  
Westchester County Executive

GL/wm

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

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Telephone: (914)995-2900

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



# CAMELE BARRETT

White Plains, NY 10601

Cell: 914-433-8291

Email: camelebarrett@gmail.com

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## *Decisive Financial Strategist*

Systemic and detailed financial expert in reporting, analysis and project management practices. Results-oriented professional who consistently meets deadlines. Recognized by colleagues as a strong and effective communicator, and collaborator both globally and cross-functionally with peers, and executives.

### *Highlights*

- Strategic Financial Planning
- Business Performance Improvement
- Data trending and analyses
- Strong written and communication skills
- Team Building and Motivation
- Mentorship

### *Notable Achievements*

- Successfully managed the global projects to transform and integrate Income & Expense pillars globally
- Achieved over 5% spending reduction through systems improvements across IBM Brands, the CIO LI Executive Towers and Digital Business portfolios
- Led and collaborated with IBM Cognos TM1 architects in training and improving the TM1 Spend analytics tool within 1 year of implementation and on-boarding over 300 users in Services.

### *Career Experience*

*IBM, North Castle, New York*

*Cognitive Applications (Cloud & Cognitive SW)*

*2019 - Present*

#### *Worldwide Digital Business Group Forecast Coordinator & Red Hat Marketplace Revenue Lead*

Provide global support financial guidance, measurements and reporting of Expense and Revenue. Assist Operations teams in identifying variances, risks and opportunities for decisions in budgets and forecasts development, consistent with IBM's financial objectives. Leading the planning cycles by engaging the executives, providing clear communication, guidance and support. Manage cadences among executives, global, and operations teams

- Lead in spend efficiencies driving over 3% savings year over year in the Digital Business
- Drive the preparation, consolidation and submission of budget and performance against IBM objectives for over \$200M of expense budget.
- Liaison with Geography teams to ensure their outcomes are in line with the budget and forecast and assist with identifying risks and opportunities.
- Ensures accurate, timely recording and reporting of expense to executives to facilitate decision making by providing financial analysis, interpretation of variances from budgets and/or forecasts.
- Work cross-functionally to track revenue globally while driving synergy between Red Hat and IBM.
- Collaborate on financial process to drive systemic capabilities and efficiencies in identifying Red Hat Marketplace revenue globally.
- Work cross-Brand to brainstorm on profit maximizations, spend management and delivering cutting edge customer experience.

**Digital Business Group**

2018 - 2019

**Worldwide Plan Coordinator**

Provide global support in Hardware and Software Support Services financial guidance, measurements and reporting of \$18B Revenue and \$300M in Expense. Assist Geographies in identifying variances, risks and opportunities for decisions in budgets and forecasts development, consistent with IBM's financial objectives. Leading the planning cycles by engaging the Geographies, providing clear communication, guidance and support. Managing cadences among executives and the global teams.

- Provide business advice using analyses, fiscal allocation, for budgets and Executive execution strategies.
- Examine operating budget assumptions for comprehensiveness, accuracy, and conformance with IBM's business objectives identifying risks, opportunities, and trends impacting business performance

**IBM, Somers, New York**  
**Global Technology Services**
**Worldwide Technology Support Services Plan Coordinator**

2016 - 2018

Led global support in Hardware and Software Support Services financial guidance, measurements and reporting of \$7.5B Revenue and \$3.8B Pre-tax Income. Assist Geographies in identifying variances, risks and opportunities for decisions in budgets and forecasts development, consistent with IBM's financial objectives. Leading the planning cycles by engaging the Geographies, providing clear communication, guidance and support. Managing cadences among executives and the global teams.

- Provide business advice using analyses, fiscal allocation, for budgets and Executive execution strategies.
- Examine operating budget assumptions for comprehensiveness, accuracy, and conformance with IBM's business objectives identifying risks, opportunities, and trends impacting business performance
- Provide comprehensive expense and headcount analyses in identification of trends and root causes.
- Lead global project to create financial measurement and reporting structures for the Hardware and Software support revenue offerings portfolio.

**Worldwide Expense & Resources, Software Support Services Lead**

2011 - 2016

Led cross-team reviews and consolidation reporting on income & expense

Performed trending analyses, and performance view forecasts. Tracked over 150K resources

- Exceeded business expectations by growing revenue 1% and gross margin 1pt
- Analyzed and monitored expense trends and variances globally for \$1.5B in spend.
- Developed Spending guidelines to address discretionary, incentive and general Expenses.
- Analyze key performance indicators and trends to support business decision making
- Budgeted, forecasted and reported on 150K resources in Global Technology Services

**IBM, Somers, New York****Office of the CIO**

2008 - 2011

**Financial Analyst - CIO BI/IT Finance**

- Measured and performed analysis for \$3.5B of IBM's internal IT spending as the global Internal IT Spending Measurements Coordinator
- Created, consolidated and reviewed Dashboard financial reports for the Chief Information Officer, and for the Enterprise Transformation Organization.
- Integral in the improvement and implementation of financial modeling tools for simplified IT measurements and reporting processes

*Education and Certifications*

Master of Business Administration in Finance with Distinction, Mercy College, New York  
Bachelor of Science in Finance, Mercy College, New York  
Magna Cum Laude  
Delta Mu Delta International Honors Society Member  
Toastmasters International member

*Volunteer Activities*

IBM Recruiter and Mentor  
Cooperative Board President  
Community Youth and Women Leader, Advocate and Coach

**COUNTY OF WESTCHESTER  
OATH OF OFFICE**

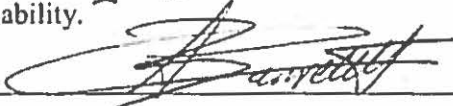
**For Appointees to County Boards and Commissions**

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

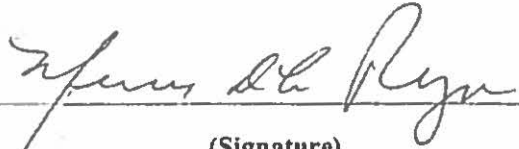
I, Camele A. Barrett do solemnly swear (or affirm) that I will support  
(Print or Type Name)

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  
African American in and for the  
Industry Board  
County of Westchester, according to the best of my ability.

Date: June 09, 2021

  
(Signature)

Sworn to and subscribed before me this 9th day of June,  
2021.

  
(Signature)

MERCEDDES DE LA REGUERA  
(Print or Type Name)

Mercedes De La Reguera  
Public Notary NY 4969017  
Qualified in Westchester Co  
Commission Expires July 9, 2021

(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 Arab American Advisory Board, due to the newly created Board:

NOW, THEREFORE, I, George Latimer, County Executive of Westchester County, in accordance with the terms and provisions of the Westchester County Charter, appoint Hanade Sarar, 221 Lawrence Street, Mount Vernon, New York as a member of the Westchester County Arab American Advisory Board, for the term April 21, 2021 to December 31, 2021.

Given under my hand  
and seal this 21<sup>st</sup> day  
of April, 2021.



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)

George Latimer  
County Executive

April 21, 2021

Ms. Hanade Sarar  
221 Lawrence Street  
Mount Vernon, NY 10552

Dear Ms. Sarar,

It is my pleasure to appoint you to serve as a member of the Westchester County Arab American Advisory Board, effective today, Wednesday, April 21, 2021, pursuant to Executive Order Number 8 of 2019. This appointment is for a term to expire on December 31, 2021.

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 and file it with the County Clerk prior to the next Arab American Advisory Board meeting, and provide this office with a copy within 30 days. Please contact Martha Lopez at (914) 995-2947 for the date, place, and time of the Arab American Advisory Board's upcoming meeting for your participation.

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.

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 annual filing of a financial disclosure statement with the County Board of Ethics. A financial disclosure form is attached.

Warmest wishes for a successful tenure.

Very Truly Yours,



George Latimer  
Westchester County Executive

GL/wm

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@westchestergov.com](mailto:ce@westchestergov.com)  
Telephone: (914)995-2900

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

# Hanade Sarar

104 Glen Road Yonkers, NY 10704/ sararhanade@gmail.com / 914-512-1910

## Certified Childhood Education 1-6 Grades

Passionate for education and a commitment to optimizing student and school success

### EDUCATION:

**LEHMAN COLLEGE Bronx NY**

Bachelors Degree of Science, Computing and Management 2000

M.S. degree in Childhood Education (Grades 1-6) 2007

### Awards achievements

- Graduated Dean's List – GPA 3.88
- Member of the National Honor Society
- Recognized as Most Valuable Employee (multiple years)
- Recognition Awards- Received Most Consumer Compliments 2001- 2003
- Exemplifying Leadership Awards
- Yonkers Arts Board Member 2016- Current
- Yonkers Mayor Spano's Muslim American Advisory Council Board Member 2016-Current
- 

### Core Competencies

**\*\*Creative Lesson Planning \*\*Curriculum Development \*\* Instructional Best-Practices  
\*\*Data Analysis \*\* Learner Assessment \*\* Experiential Learning  
\*\*Professional Development \*\*Planning and implementation**

## Experience

**PS/MS 20 District 10 Bronx NY**

**Math and Science General Education Teacher 4<sup>th</sup> and 5<sup>th</sup> grade, September 2017- current**

### **Key Contributions:**

- Implement differentiated math and science instructions along with guided reading and differentiated activities to ensure students meeting or exceeding reading and math growth goals.
- Engaged students in Hands-on Learning through real world Math applications and Science labs.
- Administered testing, progress monitored, and analyzed class performance.
- Used behavior modification techniques as a motivator for improving conduct and encouraging participation.

**Andalusia School prek-12<sup>th</sup> grades in the City of Yonkers**

**Math Teacher/Instructional Leader / Testing Coordinator, September, 2010 – June 2017**

Math Teacher 6<sup>th</sup> through 8<sup>th</sup> Grades teacher while simultaneously serving as an Instructional Leader and Testing Coordinator mentoring and administering professional development to teachers in the

implementation of the Common Core Learning Standards, and collection and analysis of student performance data for curriculum modification and development

**Key Contributions:**

- Deliver differentiated and data-driven instruction for 6th, 7th and 8th grade mathematics, 8th grade Advanced Mathematics, Geometry, Integrated Algebra, and Mathematics in Art in general education settings. Recognized for having raised achievement levels on N.Y.S. Mathematics Assessment for the school.
- Continuously update intermediate level Science and Math curriculums and mapping by using Scope and Sequence, aligning them with the Common Core Learning Standards in Literacy through Science and Mathematics, for respective grade levels.
- Conduct weekly class visitations to observe the implementation and teaching practices, as described in the school rubrics, aligned to Charlotte Danielson's framework for teaching.
  - Facilitating professional development to Science, English, and Math teachers in curriculum development aligned to Common Core State Standards as well as New York State Common Core Curriculum.
- Developed and continually revise the school's first comprehensive science and mathematics course curriculum map
- Designed and provided training for school in the integration of science and math through scientific inquiry, as well as training for parents and parent coordinators around STEM education.
- Assist the principal in developing, identifying and sharing resources and data regarding effective practices in the design of professional learning models that support all subject teachers. Ensure that these resources align with state and city standards at all levels.
- part of the team who develops and implements the science fair

**Andalusia School prek-12<sup>th</sup> grades in the City of Yonkers**

**Elementary Grades Lead Teacher, September, 2004 – June 2010**

Lead Teacher taught all core subjects. Differentiated instructions and integrated subjects to make sure students learned in many different ways and at their own base while facilitating and optimizing all resources and opportunities.

**Key Contributions:**

- Implemented differentiated Science, Math, and ELA centers along with Guided Reading and differentiated activities, resulting in 90% of students meeting or exceeding reading and math growth goals.
- Engaged students in Hands-on Learning through real world Math applications and Science labs.
- Administered testing, progress monitored, and analyzed class performance.
- Used behavior modification techniques as a motivator for improving conduct and encouraging participation.
- Was part of a team who applied and worked on making the school accredited by New York State

**SNAPPLE BEVERAGE GROUP White Plains NY**

**Consumer Affairs Representative/ Acting Manager, July, 2000 – November, 2003**

Provided product and service information and resolved any emerging problems that customers might face with accuracy and efficiency. Prepared reports to identify trends.



**Key Contributions:**

- Brand liaison for all the Snapple Beverage brands, identifying marketing and sales opportunities to increase customer satisfaction and build brand equity
- Successfully resolved a wide variety of consumer issues, interfacing across functional groups including R&D, Brand Management and Operations
- Utilize negotiating skills to effectively address unusual or difficult complaints that otherwise would result in negative publicity and/ or financial consequences
- Check productivity and address issues with staff
- Prepare analyses and reports that enable senior management to quickly synthesize opportunities and issues; recommended process improvement for integrated marketing programs
- Develop training materials and tutorials for new staff members/ Trained new staff
- Maintain system (Power Center) with current information
- Active member of the SBG Celebrity-TEAS Committee that organizes corporate meetings and events; leadership role in developing programs that build employee teamwork and morals.

**Skills:** Computer versatility with both Windows as well as Macintosh. Knowledge of Microsoft Office, Microsoft Works and Desktop Publisher. Bilingual with excellent communication skills in English and in Arabic.

COUNTY OF WESTCHESTER  
OATH OF OFFICE

For Appointees to County Boards and Commissions

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

I, Hanade Sarah 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 Arab American Advisory Board in and for the  
County of Westchester, according to the best of my ability.

Date: 4-30-2021

[Signature]  
(Signature)

Sworn to and subscribed before me this 30 day of April,  
2021.

[Signature] Mary J. Rattendi  
(Signature)

MARY J. RATTENDI  
(Print or Type Name)

MARY J. RATTENDI  
NOTARY PUBLIC, STATE OF NEW YORK  
QUALIFIED IN WESTCHESTER COUNTY  
REG. # 01RA6240996  
MY COMM. EXPIRES MAY 9, 2023

(Title of Official Administering Oath)

RECEIVED  
COUNTY EXECUTIVE'S OFFICE  
2021 MAY - 3 P 12: 59

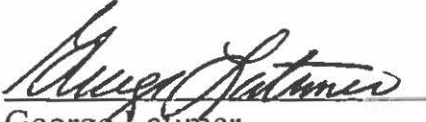
Mail original Oath of Office to Office to Andrew Ferris, Office of the County Executive, 148 Martine Ave., Room 916D, White Plains, NY 10601 for filing within thirty (30) days of the commencement of the term of office or the notice of appointment.

George Latimer  
County Executive

WHEREAS, a vacancy exists in the membership of the Westchester County African American 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 Namasha Schelling, 70 Conant Valley Road, Pound Ridge, New York as a member of the Westchester County African American Advisory Board, for the term June 7, 2021 to December 31, 2022.

Given under my hand  
and seal this 7<sup>th</sup> day  
of June, 2021.

  
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)



George Latimer  
County Executive

June 7, 2021

Ms. Namasha Schelling  
70 Conant Valley Road  
Pound Ridge, NY 10576

Dear Ms. Schelling,

It is my pleasure to appoint you to serve as a member of the Westchester County African American Advisory Board, effective today, Monday June 7, 2021, pursuant to the Laws of Westchester County §277.421. This appointment is for a term to expire on December 31, 2022.

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 and file it with the County Clerk prior to the next African American Advisory Board meeting, and provide this office with a copy within 30 days. Please contact Paula Friedman at (914) 995-2940 for the date, place, and time of the African American Advisory Board's upcoming meeting for your participation.

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.

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 annual filing of a financial disclosure statement with the County Board of Ethics. A financial disclosure form is attached.

Warmest wishes for a successful tenure.

Very Truly Yours,

George Latimer  
Westchester County Executive

GL/tts

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

Office of the County Executive

Michaelian Office Building  
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Telephone: (914)995-2900

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

# NAMASHA SCHELLING

70 Conant Valley Road Pound Ridge, NY 10576  
(917) 946-5925 | namasha.schelling@gmail.com

## HIGHLIGHTS OF QUALIFICATIONS

- Highly skilled mission driven professional with comprehensive experience in the overall leadership, operations, as well as implementation of creative strategies to enhance the successful provision of nonprofit/community services
- A proven track record of success in organizational growth and expansion, while working to build brand identity through the unique offering of a diverse portfolio of original programming
- Strong strategic acumen coupled with an expert ability to engage diverse audiences utilizing a variety of communication techniques, to promote programming and foster long term partnerships
- Collaborative and empowering management philosophy, that encourages a culture of trust amongst all parties involved to increase employee performance and promote a positive work environment
- Expert operational knowledge partnered with the ability to analyze and understand projects on both macro and micro levels to anticipate situations, create communication channels, as well as establish routine updates
- Knowledgeable in navigating a variety of computer platforms and software systems including: MAC and PC, Microsoft Office Suite, WordPress, Square Space, Hootsuite, as well as Mailchimp
- Excellent communication and interpersonal skills, a fast learner, with the ability to thrive in fast paced environments, while remaining flexible to changing demands and business needs
- Languages: Conversational Swiss-German, French, and Swahili

## SKILLS AND EXPERIENCE

### Leadership

- Experienced leader with an expert ability to oversee cross functional teams comprised of varying experience levels
- Collaborative management philosophy coupled with the ability to recognize strengths of direct reports, delegating workloads appropriate to skill set, while also identifying educational and skill building opportunities for employees
- Solid ability to implement strategic plans alongside detailed project scopes, goals, deliverables, and resource requirements, while also prioritizing critical organizational needs
- Demonstrated success in leading change and working to build an inclusive corporate culture, while routinely creating opportunities for professional development, succession planning, and ongoing internal learning across disciplines
- Able to develop, maintain, and support a variety of relationships with diverse stakeholders, including Board of Directors, interns, volunteers, funders, and partnering organizations
- Knowledgeable in successfully seeking individual donor, foundation, and corporate funding to expand programs and sponsorship events
- Skilled in the optimization of budgets and expense control by identifying creative strategies for cost savings and streamlining of business supplies, overseeing complex budgets up to \$5M
- Able to quickly adapt to the changing demands of business needs, utilizing reporting metrics, to understand finances, program outcomes, as well as organizational targets
- Served as Secretary of the Board and Youth Advocate for Sustainability (YAS) Advisor for the Institute for Conscious Global Change (ICGC) (2015- 2018)

### Administrative & Operations

- Process oriented professional with the ability to understand and prioritize large tasks quickly, coupled with the aptitude to identify and understand the scope of projects, taking into consideration stakeholders and budget, business trends, contractual outcomes, while adhering to all pertinent fiscal deadlines
- Significant experience serving as a gatekeeper for complex projects and overall workflow, able to prioritize daily communications, respond to messages as needed, and create and implement systems to manage interactions
- Knowledgeable in scheduling meetings, phone calls, and travel for members of large teams, managing reimbursements and corporate credit credits
- Solid understanding in reconciliations and expensing, primarily monitoring and earmarking budget expenditures as necessary, noting areas of concern and overages
- Experienced in organizing and collating individual components for a grant submission, such as the budget justification and letters of support
- Skilled in overseeing the management of new journal articles; creating, updating, and editing documents, such as recommendation letters, biosketches, and newsletters

- Able to plan and execute national and international meetings with researchers from around the world, handling complex logistics, catering, lodging, and presentation needs
- Strong ability to manage multi step logistics projects, establishing critical systems along the way to organize information and processes as well as streamline organizational practices
- Solid understanding in reconciliations and expensing, primarily monitoring and earmarking budget expenditures as necessary, noting areas of concern and overages

**Special Projects & Achievements**

- Special ability to build up and execute large projects from ideation stage, coupled with the aptitude to complete and implement projects rapidly, delivering results to meet overall organizational and business needs
- *At African Rainforest Conservancy-* Spearheaded the planning and overall coordination of annual galas, developing and executing all necessary components, with each event hosting up to 200 attendees annually and raising approximately \$300k
- Expert site management skills, with the ability to navigate interactions with large volumes of attendees at event site, sourcing, curating and pricing featured artwork, coordinating VIPS, donors, talent, vendors, as well as employees
- Able to prioritize special requests of each event, providing on call site support when necessary
- Strong ability to anticipate the needs of attendees to ensure a seamless event experience, paying close attention to details, as well as resolving potential obstacles well in advance
- *Day one-* Managed the overall strategy and implementation of communication plan for 30+ person nonprofit organization focused on intimate partner violence among youth
- Routinely partnered with the development and administrative staff to ensure communications are effectively raising the profile and enhancing the reputation of organization in the community and general public
- Developed digital social media campaigns and content for Facebook, Twitter, Instagram, & LinkedIn, designed original content for website, directly emailed communications and fundraising campaigns, routinely created and reviewed editorial content for print and online communications materials including quarterly e-newsletter, prepared media press releases, as well as maintained media lists and media coverage files
- Established definitive branding identity, creating comprehensive style guide to maintain consistency across all print and electronic materials

**EMPLOYMENT HISTORY**

03/2017- Present	<b>Communications Manager, Day One</b>	New York, NY
09/2014- 12/2016	<b>Project Director, African Rainforest Conservancy (ARC)</b>	New York, NY
03/2011- 08/2014	<b>Project Coordinator, Harvard T.H Chan School of Public Health (HSPH)</b>	Boston, MA
05/2008- 07/2010	<b>Environmental Health Organizer, Clean Water Action (CWA)</b>	Boston, MA

**EDUCATION**

Virginia Commonwealth University- *BS-* Biology & Women’s Studies  
 Harvard University Extension School- *MLA-* Environmental Management  
 Harvard University Extension School- *Continuing Education*  
*Classes include:* Grant Proposal Writing, Strategic Management of Nonprofits and Geographic Communications Today

COUNTY OF WESTCHESTER
OATH OF OFFICE

For Appointees to County Boards and Commissions

STATE OF NEW YORK )

) ss.:
)

COUNTY OF WESTCHESTER

I, Namasha Schelling 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 African American Advisory Board in and for the
County of Westchester, according to the best of my ability.

Date: 06/14/2021

Namasha Schelling
(Signature)

Sworn to and subscribed before me this 14 day of June, 2021.

[Signature]

(Signature)

Luisa Fernanda Moreno

(Print or Type Name)

Notary Public

(Title of Official Administering Oath)

LUISA FERNANDA MORENO
Notary Public
Connecticut
My Commission Expires Oct 31, 2021

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.

**Benjamin Boykin II**

Chairman of the Board

Legislator, 5th District



To: Tyrae Woodson-Samuels, Chair Committee on Appointments

FROM: Ben Boykin, Chairman of the Board of Legislators

Date: July 6, 2021

RE: Reappointment of Emily Tow Jackson to the Probation Advisory Board

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In accordance with Executive Order number 6 of 2018, and at your recommendation, I hereby reappoint Emily Tow Jackson as a Member of the Westchester County Correction Advisory Board for a term to commence on January 1, 2020 and to expire on December 31, 2024.

Ms. Tow Jackson has expressed her interested in continuing to serve on the Probation Advisory Board.

Ms. Tow Jackson's reappointment is subject to the approval by the Board of Legislators; therefore I am placing this memo on the July 12, 2021 meeting agenda for referral to the Committee on Appointments.



**Benjamin Boykin II**

Chairman of the Board

Legislator, 5th District



To: Tyrae Woodson-Samuels, Chair Committee on Appointments

FROM: Ben Boykin, Chairman of the Board of Legislators

Date: July 6, 2021

RE: Reappointment of Monique Clark to the Probation Advisory Board

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In accordance with Executive Order number 6 of 2018, and at your recommendation, I hereby reappoint Monique Clark as a Member of the Westchester County Correction Advisory Board for a term to commence on January 1, 2020 and to expire on December 31, 2023.

Ms. Clark has expressed her interested in continuing to serve on the Probation Advisory Board.

Ms. Clark's reappointment is subject to the approval by the Board of Legislators; therefore I am placing this memo on the July 12, 2021 meeting agenda for referral to the Committee on Appointments.