

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 Monica R. Jackson, 1701 Park Street, Peekskill, New York as a member of the Westchester County Youth Board, for the term March 17, 2023 to December 31, 2024.

Given under my hand  
and seal this 17<sup>th</sup> day  
of March, 2023.

  
George Latimer  
County Executive



**George Latimer  
County Executive**

**March 17, 2023**

**Ms. Monica R. Jackson  
1701 Park Street  
Peekskill, NY 10566**

**Dear Ms. Jackson,**

**It is my pleasure to appoint you to serve as a member of the Westchester County Youth Board effective today, Friday, March 17, 2023. This appointment is for a term to expire on December 31, 2024.**

**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 board's 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  
DaMia Harris-Madden, Exec. Director, Youth Bureau  
Joan McDonald, Director of Operations**

**Office of the County Executive**

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148 Martine Avenue  
White Plains, New York 10601**

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Telephone: (914)995-2900**

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

## **MONICA R. JACKSON**

1701 Park Street, Peekskill, NY | (914) 420-9811 | [Jaxmol@aol.com](mailto:Jaxmol@aol.com)

### **CANDIDATE FOR WESTCHESTER COUNTY YOUTH BOARD**

#### **SUMMARY OF QUALIFICATIONS**

Background includes diversified practical experience and formal training in these key areas: counseling ... individual and group settings ... personal, academic and family issues ... special needs students ... classroom presentations ... conflict resolution ... peer mediation ... crisis intervention ... college application assistance ... workshops ... community relations ... intake ... psycho-social assessments ... treatment plans ... advocacy ... courtroom procedures ... discharge ... case notes

Self-motivated; effective at establishing a rapport with parents, teachers and students; excellent organizational skills.

#### **EDUCATION**

Mercy College – Dobbs Ferry, NY. **Master of Science in Counseling**, August 2006.

SUNY College at Old Westbury – Old Westbury, NY. **Bachelor of Arts in Sociology**, May 1995.

❖ Dean's List, Certificate of Academic Achievement, Sociology Society Club Member

#### **PROFESSIONAL EXPERIENCE**

**Rockland Community College, Suffern, NY**

6/12 to Present

##### **Program Director – Accessibility Services**

- Work collaboratively with the college community to facilitate equal access for students with disabilities to the educational programs, services and facilities of Rockland Community College.
- Serves as a resource to students, faculty, staff and community services by providing education, consultation and guidance regarding disability issues. \*In compliance with Section 504 of the 1973 Rehabilitation Act and ADA.
- Provide guidance regarding the development of college policies, procedures, programs and curriculum to ensure equal access and foster an inclusive educational environment.
- Organize and coordinate campus wide disability awareness programs.

**Mercy College, Dobbs Ferry, NY**

10/06 to 6/12

**Program Director - Office of Disability Services**

- Provides administrative leadership, support, and assistance in resolving day to day operational problems related to the provision and delivery of disability accommodations and coordinates office wide initiatives.
- Oversees and encourages team to develop new initiatives and programs to enhance and expand the services provided to Mercy College,
- Other duties include overseeing administrative and budget operations, ensuring the proper provision of all services, and determining and implementing appropriate accommodations.
- Serve as primary contact for college administrators, faculty, staff and students, and as Compliance Officer for the ADA and Section 504 in academic/physical areas; provide staff training in these areas.

**Peekskill High School, Peekskill, NY**

1/06 to 5/06

**Counseling Internship**

- Provided individual, family and group counseling to a population of regular and special education students, grades 9-12, on a broad spectrum of personal and academic topics, including introduction and acclimation to high school life, academic and social problems, family issues, career, and other concerns.
- Worked in direct coordination with the School Counselor.
- Coordinated, facilitated and trained students in conflict resolution/peer mediation.
- Assisted students in the college application process; this involved on-line career cruising, reviewing PSAT scores, helping students select an appropriate school, and providing career advisement.
- Other duties included reviewing student transcripts, consulting with teachers regarding academic progress, motivating students, scheduling classes, participating in CST & IST meetings, and crisis intervention.
- Assisted in planning and coordinating the Annual Career Fair; this involved soliciting local professionals to appear, preparing student questionnaires, setting up and supervising the fair.
- Developed and conducted classroom presentations on violence prevention and decision-making.
- Collaborated with parents, teachers, counselors and administrators daily.
- Created a positive and supportive counseling environment for students.

**Hudson Valley Hospital Center MMTP, Cortlandt, NY**

7/03 to 10/06

**Social Case Worker**

- Provided supportive counseling, advocacy, case management, service coordination, and assistance with basic needs for client caseload in an outpatient drug program
- Specific duties included intake, psycho-social assessments, developing treatment plans, crisis intervention, coordinating referrals to outside agencies for additional services, discharge planning, maintaining counselor notes, and extensive interaction with family members.
- Effectively manage a caseload of 50 clients.
- Conducted an 8-week vocational training program and assisted with employment placement.

**Jewish Childcare Association, Pleasantville, NY**

8/95 - 7/03

**Court Liaison (9/98-7/03), Edenwald Cottage School**

- Responsible for linking clients to resources for meeting family needs, as identified in assessments.
- This involved determining needs, in-home visits, supervising Agency visits with family members, and making appearances (Voluntary, Neglect, PINS) at Family and Criminal Court in all five boroughs.
- Promoted twice from initial position of Milieu Counselor.

**Senior Milieu Counselor, Pleasantville Cottage School**

8/95-9/98

- Provided individual and family counseling for youths, aged 9-18, with dysfunctional and emotional problems, within a private residential facility which serves as "safe environment."
- Conducted treatment-counseling sessions with a focus on achieving the goal of reentering society.
- Taught independent daily living skills, including health, hygiene and household management skills.
- Participated in the multidisciplinary Treatment Team, with Social Worker, Supervisor, R.N., Psychiatrist, Psychologist Head Cottage Worker, meeting weekly to assess and evaluate all children individually.

**St. Vincent Hospital, Harrison, NY**

5/93 - 9/98

**Psychiatric Technician (Nursing Department)**

- Assisted nurses with care of approximately 30 patients in the Adolescent, Woman's Issues Geriatrics, Drug and Rehabilitation or General Psychiatric units
- Acted as patient advocate on a one on one basis, and attended to each patient's concerns and issues.
- Worked within a multidisciplinary team framework and attend regular meetings

- Observed and tracked patients and escort patients to therapy group as needed

### **Significant Accomplishments**

- Co-Chair for the President's Cabinet, 2020 – 2021
- Jawonio Board of Directors, 2021
- NY ACE Women's Network Annual Conference Presenter, 2021
- Inaugural Student Affairs Symposium, Co-Chair to the Planning Committee, 2019
- The Association on Higher Education and Disability (AHEAD) 2020: Conference Proposal Reviewers, 2019
- Parliamentary Procedure Training for RCC Student Government Association Senate, 2017 -2018
- Established, Accessibility Services Faculty Advisory Committee
- Established, Disability Awareness Month
- Established, Transitioning to College Success Seminar
- Established, American Sign Language (ASL) Interpreter Services Program and Negotiated Contract
- Established, AS Technology Loaner Program
- Training Opportunities across campus: Professional Development, Start Up, Department Meetings and more
- Community Initiatives: College Fairs, High School Presentations, and Board of Trustee (Jawonio)
- Institutional wide advisement (Disability laws)

### **Conferences:**

PTI/TAI Virtual Conference 2021: "Disability Services in the Age of COVID-19, 2021

NY ACE Women's Network Annual Conference (Presenter), 2021

Enrollment Management and Student Affairs division, inaugural Student Affairs Symposium (SAS) Chair, 2019 - The theme of the day is Partnership and Pathways to Success: Together We are Stronger.

ACE Women's Network: Women of Color Conference, Mercy College, Bronx Campus, 2016

2015 AHEAD Management Institutes, Tampa, Florida, 2015

UCONN 26th Annual Postsecondary Disability Training Institute, Philadelphia, Pennsylvania, 2014

AHEAD 7th Annual Management Institutes, Long Beach, California, 2013

### **Committees:**

- Black & Hispanic Achievement Awards, 2022
- SUNY EIT Officer

- Rockland Transition Consortium
- Guided Pathways, Team 3
- Advisor for Guided Pathways, Team 1
- Middle States - Standard 9: Student Support Services Committee
- Testing Center Committee
- President's Cabinet
- President's Diversity Council
- Disability Awareness Club
- Assessment Taskforce
- Library Advisory Committee
- LOHUD Consortium
- Tuition Refund Appeal
- Advising Task Force
- New Student Orientation
- Behavioral Intervention (BIT) Committee

**Volunteer Work:**

- Zeta Eta Chapter of the 145th Link of The National Sorority of Phi Delta Kappa, Incorporated.  
An organization of Professional Educators
  - ❖ Parliamentarian
- Mid-Hudson Valley Associate Group of Jack and Jill of America, Inc.
  - ❖ Charter Member
- Zeta Phi Beta Sorority, Incorporated, Nu Psi Zeta Chapter
  - ❖ 1<sup>ST</sup> Vice President
  - ❖ 3rd Vice President
  - ❖ Undergraduate Advisor to Alpha Nu Chapter on the campus of SUNY New Paltz
  - ❖ NYS Cancer Awareness Coordinator
  - ❖ NYS Geographic Coordinator

**Awards:**

- SUNY Chancellor's Award for Excellence in Professional Services, 2022  
Zeta Phi Beta Sorority, Incorporated Atlantic Region Finer Womanhood Award, 2021
- Westchester County Divine Nine Greek of the Year Award. 2021

- Enrollment Management & Student Affairs Outstanding Professional, 2019

**Training Certifications:**

- National Association of Parliamentarians
  - ❖ NY-Member at Large
- Zeta Organizational Leadership (ZOL)
- Customer Service Excellence
- National Behavioral Intervention Team Association: BIT Best Practices
- Diversity for All Employees
- Preventing Sexual Harassment: A Guide for Employees
- Sexual Harassment: What Employees Need to Know Title IX and Sexual Misconduct (Full Course)
- Sexual Harassment: Staff to Staff (Full course (New York)
- Discrimination Awareness in the Workplace (Full Course)
- Resiliency Screening

**- Excellent References Available Upon Request -**



# COUNTY OF WESTCHESTER OATH OF OFFICE

## For Appointees to County Boards and Commissions

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

I, Monica 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 in and for the  
(Print or Type Board Name)

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

Date: 4/4/2023 Monica Jackson  
(Signature)

Sworn to and subscribed before me this 4 day of April,  
2023.

[Signature]  
(Signature)  
Michael McCormack  
(Print or Type Name)  
board member  
(Title of Official Administering Oath)

MICHAEL MCCORMACK  
NOTARY PUBLIC-STATE OF NEW YORK  
No. 01MC6206710  
Qualified in Orange County  
My Commission Expires 06-26-2026

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.