



George Latimer
County Executive

WHEREAS, a vacancy exists in the membership of the Westchester County Youth Board, due to the expiration of term of Susan Green:

NOW, THEREFORE, I, George Latimer, County Executive of Westchester County, in accordance with the terms and provisions of the Westchester County Charter, appoint Tiffany Lattimer, MPA, 3 Park Lane, #4D, Mount Vernon, New York as a member of the Westchester County Youth Board, for the term March 9, 2022 to December 31, 2024.

Given under my hand
and seal this 9th day
of March, 2022.



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

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George Latimer
County Executive

March 9, 2022

Ms. Tiffany Lattimer, MPA
3 Park Lane #4D
Mount Vernon, NY 10552

Dear Ms. Lattimer,

It is my pleasure to appoint you to serve as a member of the Westchester County Youth Board, effective today, Wednesday, March 9, 2022, pursuant to the Laws of Westchester County §176.41. 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 and file it with the County Clerk prior to the next Youth Board meeting, and provide this office with a copy within 30 days. Please contact the Westchester County Youth Bureau at (914) 995-2745 for the date, place, and time of the Youth 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.

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 – Westchester County Youth Bureau
Joan McDonald, Director of Operations

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PROJECT MANAGMENT – PUBLIC ADMINISTRATION - PROGRAM DEVELOPMENT

QUALIFICATIONS SUMMARY

- A dedicated administrative professional with a combination of 17 years experience in government administration, healthcare non-profit, legal affairs, case management and public housing industries.
- Demonstrated proficiency with listening to organizational needs, meeting organizational goals and creating solutions.
- Prepared to meet challenges with innovative solutions, systems and process improvements proven to increase efficiency and the bottom line.

WORK EXPERIENCE

**Great Potential Liberty
Partnership Program
Program Coordinator**

Purchase, NY

September 2021 to Present

- Coordinate and assist with the implementation of program events, college readiness proceedings, and other Liberty Partnership Program events.
- Process billing and payments for approval through the Research Foundation for The State University Of New York within the Oracle system.
- Manage the program budgets and assist with determining how to prioritize funds.
- Input, update and review data from New York State Education Department, Liberty Partnership Program, The Research Foundation of SUNY and Purchase College that directly impact the Great Potential Program.
- Perform outreach duties to engage with the local community.

**New York City Dept. of Housing
Preservation & Development
Case Manager**

New York, NY

October 2019 to August 2021

- Managed a case load of 45 monthly processing Initial voucher application screenings and new admissions.
- Performed and analyze income, asset and expenses for the purpose of determining rental calculations.
Reviewed case files, applications, and databases to update information and maintain data integrity.
- Maintained all documentation and mailings required for case files and electronic records.
- Conducted client briefings on and off site as needed.

**Nan Mckay and Associates
Housing Specialist**

Miami, FL

September 2015 to July 2019

- Managed and processed an annual re-examination case load of 85 monthly, backlog interim-re-examinations and backlog rent increases in a timely manner.
- Performed analysis on files, reports, and information systems and databases to update information and maintain data integrity. Provided excellent customer service to participants, clients, and vendors.
- Conducted all job functions in alignment with the PHA's (Public Housing Agencies) Administrative Plan, Department of Housing and Urban Development (HUD) regulations and other state and local requirements.

**Covenant House Florida
Case Manager**

Fort Lauderdale, FL April 2014 to September 2015

- Conducted social and academic mentoring of youths from ages 13 through 21.
- Responsible for clerical detail, documentation, charting notes and researching resources.
- Developed individual case plans for the youth on my case load that helped set attainable educational, personal, and professional goals.
- Prepared residents for discharge so they can maintain and build upon their achievements.
- Documented case management services as per grant contract.

**Westchester Medical Center
HIV Integrated Testing Coordinator/Health Educator**

Valhalla, NY

February 2012 to December 2013

- Coordinated the HIV integrated testing grant within The Outpatient Department.
- Served as a Case Manager/Team Lead for community outreach and testing events on a mobile medical van.

**Westchester Medical Center
Legal Assistant**

Valhalla, NY

April 2010 to December 2011

- Served as administrative assistant to six attorneys and the legal department manager. Provided contract, litigation and general legal support.

**Westchester County Youth Bureau
Community Outreach Worker**

White Plains, NY

September 2005 to April 2010

- Coordinated and maintained an income/merit based scholarship program for 7th to 11th grade students called The Westchester Scholars Program that awarded personal computers and educational enrichment to over 150 Westchester County students yearly.

EDUCATION

**Marist College – School of Management
Master of Public Administration**

Poughkeepsie, NY

**Clark Atlanta University – School of Arts and Sciences
Bachelor of Arts degree in Speech Communication**

Atlanta, GA

AFFILIATIONS & CERTIFICATES.

- Housing Choice Voucher Specialist Certification
- Advancing Youth Development - Professional Development for Youth Workers Certification

OFFICE & TECHNICAL SKILLS

Data Entry, Electronic and Paper Filing, Office Management, Project Management Tools, Social Media, Windows Operating Systems: Microsoft Office Suite: (Word, Excel, Outlook, and PowerPoint: Word Processing), Fax Machine, Multiple Phone Line Ability, and E-Mail Apple Systems (iPhone & iPad)

**COUNTY OF WESTCHESTER
OATH OF OFFICE**

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

I, Tiffany Lattimer 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
County of Westchester, according to the best of my ability.

Date: March 17, 2022

Tiffany Lattimer
(Signature)

Sworn to and subscribed before me this 17th day of March,
2022.

[Signature]
(Signature)

John J. Allen

(Print or Type Name)

Deputy County Clerk

(Title of Official Administering Oath)