

George Latimer
County Executive

WHEREAS, a vacancy exists in the membership of the Westchester County Women's 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 Subomi Macaulay, 38 Douglas Avenue, Yonkers, New York as an at-large member of the Westchester County Women's Advisory Board, for the term December 4, 2020 to December 31, 2022.

Given under my hand
and seal this 4th day
of December, 2020.



George Latimer
County Executive

Office of the County Executive

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148 Martine Avenue
White Plains, New York 10601

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George Latimer
County Executive

December 4, 2020

Ms. Subomi Macaulay
38 Douglas Avenue
Yonkers, NY 10703

Dear Ms. Macaulay,

It is my pleasure to appoint you to serve as an at-large member of the Westchester County Women's Advisory Board, effective today, Friday, December 4, 2020, pursuant to the Laws of Westchester County §177.41. 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 Women's Advisory Board meeting, and provide this office with a copy within 30 days. Please contact the Westchester County Office for Women at (914) 995-5972 for the date, place, and time of the Women's 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
Robin Schlaff, Director – Westchester County Office for Women
Joan McDonald, Director of Operations

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SUBOMI MACAULAY

Telephone (914) 843-5637

Email subomispeaks@yahoo.com

SUMMARY

Well experienced HR Professional with experience and expertise in recruitment, benefits, project organization and execution, strategic planning, performance management, retention and operation improvements, as well as training and development. Proactive and skilled in helping organizations secure and retain a quality workforce to fulfill their mission, control costs, and remain in compliance with current employment-based regulations.

AREAS OF EXPERTISE

Performance Management | Recruitment Selection | Coaching | Compliance | Benefits Administration | Payroll | Employee Relations | Labor Relations |

WORK EXPERIENCE

Director of Recruiting

01/10 –06/2020

New York State OPWDD

Lead every stage of the hiring process and working with hiring managers to define their hiring needs and position descriptions, searching for candidates via LinkedIn Recruiter, Indeed and other resources, managing all aspects of ATS including posting roles, managing candidate pipeline, coordinating and scheduling interviews, overseeing candidate experience through offer process. Foster cooperation and mutual goal sharing through clear channels of communication, optimizing employee relations and workflow. Evaluate existing systems to identify inefficiencies and redundancies, implementing strategic process improvements for continuous business growth. Design and execute a comprehensive communications strategy to advance company goals and objectives. Provide thought leadership and coaching to senior managers and department heads. Gather and analyze workforce data to develop responsive and innovative workforce strategies. Provide management with employment reports and develop sourcing strategies to fill vacant positions. Develop and manage pipeline for recruiting and retention. Analyze reports and interpreted data to identify business issues and work with management to develop HR programs that improve the overall working environment. Recommend and execute policies, procedures and programs based on best practices. Facilitate workshops and training that increase employee knowledge and skill development. Negotiate collective bargaining agreements with unions.

Recruiter**04/07 – 12/09****Remy Amerique**

Managed the full-cycle recruiting process, and built relationships with area colleges and universities with involvement and participation in job and career fairs. Strengthened community relations and attended local events. Handled a high volume of requisitions, and created a long-term recruitment strategy for future growth. Partnered with hiring managers to identify and analyze job postings, and developed candidate generation sources. Placed all recruitment advertising, and pre screened *and* schedule interviews for exempt and non-exempt positions.

HR Generalist**04/01 – 04/07****RBS**

Managed HR functions in accordance with overarching business strategies, and coordinate placements, from screening and interviewing to on-boarding and candidate performance evaluation. Conducted applicant screening procedures and maintain recruitment reporting and file management, as well as electronic time and attendance management. Maintained the applicant tracking system and conducted the weekly new hire orientation. Supported and managed employee relations and performance management. Managed and resolved complex employee relations issues. Conducted effective, thorough and objective investigations and developed, recommended, and initiated appropriate steps for resolution. Provided day-to-day performance management guidance, and worked closely with associates to improve work relationships, build morale, and increase productivity and retention. Provided guidance and input on functional restructures, workforce planning and succession planning.

HR Assistant**01/99 – 03/01****Merck**

Reviewed resumes, screened candidates, and conduct interviews for all positions. Planned and managed recruitment activities, on boarding, and termination activities for entry and mid-level research positions and temporary staff. Managed new hires through background checks, pre-employment clearances, and the scheduling of orientation and other required new-hire trainings. Reviewed and updated company harassment policies to meet state regulations. Worked closely with senior and line managers to advise on appropriate resolution of employee relations issues.

EDUCATION

Monroe College – Bachelors Degree in Business Administration
Norwich University – Masters in Public Administration May 2022

LICENSE

Notary Public

SOFTWARE

ICIMS, Greenhouse, Taleo, Salesforce, Applicant Stream,
MS Office Suite - Word, Excel, Outlook, PowerPoint
ADP Workforce Now, Paychex and Ceridian

