



George Latimer
County Executive

WHEREAS, a vacancy exists in the membership of the Westchester County Hispanic 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 Luis C. Beltran, 20 Forest Avenue, Ossining, New York as a member of the Westchester County Hispanic Advisory Board, for the term May 28, 2024 to December 31, 2025.

Given under my hand
and seal this 28th day
of May, 2024.



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

westchestergov.com

Westchester County

George Latimer
County Executive

May 28, 2024

Mr. Luis Beltran
20 Forest Ave
Ossining, NY 10562

Dear Mr. Beltran,

It is my pleasure to appoint you to serve as a member of the Westchester County Hispanic Advisory Board, effective today, Tuesday, May 28, 2024. This appointment is for a term to expire on December 31, 2025.

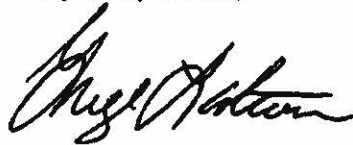
Your appointment is subject to confirmation by the Westchester County Board of Legislators, but your service begins immediately. You must complete the attached Oath of Office within 30 days, either by appearing at the County Clerk's office or mailing the signed and notarized form to our office.

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 Martha Lopez at (914) 995-2947, for the date, place, and time of the 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
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

westchestercountyny.gov

Luis Carlos Beltran

Ossining, New York 10562 | Email: BeltranLuisC@gmail.com | Phone #: (914) 236 – 2454

EXPERIENCE

Deputy Town Clerk - Town Clerk's Office in Greenburgh, NY

January 2024 - present

- Setups yearly elections for voting sites according to the Board of Elections standards.
- Deputy Registrar reviews and certifies all Vital Records.
- Records minutes at Public Town Board Meetings.
- Upload Town Board meetings/minutes to AgendaQuick to permit the public to view.
- Supervise staff to ensure a high quality service to the public.
- Processes invoices and handles payments to vendors.
- Creates monthly and yearly reports by extracting information from local/state programs.

Spanish Speaking Permit Clerk - Town Clerk's Office in Greenburgh, NY

May 2019 - December 2023

- Assisted the general public with all town related matters.
- Created forms and instructions to handle each permitting process.
- Reviewed permits and submitted them to the Town Clerk for final approval.
- Processed mail and prioritized accordingly for time sensitive materials.
- Handled payments and processed daily bank deposits.
- F.O.I.L. requests sent to departments, track submission & response times, scheduled appeal dates and store documents related to each request in a time sensitive manner.
- Archived records using LaserFiche.

EDUCATION

Pace University - Pleasantville, NY *Graduated June 2017*

Bachelors of Arts in Liberal Studies, minor in Environmental Science

Ossining High School - Ossining, NY *Graduated June 2005*

Advanced Regents Degree

COMMUNITY SERVICE / VOLUNTEER

Bicycle Drive - Greenburgh, NY *August 2023 - September 2023*

Provided bicycles to the migrants of the Ardsley motel.

Scheduled pickup times of bicycles and delivered bicycles to the migrants who are living at the Ardsley motel.

Mentor - JCCA Pleasantville, NY *September 2016 - December 2016*

Provided guidance to a teenager and other children who were in the process of finding a foster family or being adopted. Kept the mentee in a positive mindset and entertained the kids.

**COUNTY OF WESTCHESTER
OATH OF OFFICE**

For Appointees to County Boards and Commissions

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

I, Luis C. Beltran 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 Dispute Advisory Board in and for the
(Print or Type Board Name) Board

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

Date: 6/5/2024

Luis C. Beltran
(Signature)

Sworn to and subscribed before me this 5th day of June,
2024.

Martha Salciccia
(Signature)

Martha Salciccia
(Print or Type Name)

Notary Public
(Title of Official Administering Oath)

MARTHA SALCICCIA
NOTARY PUBLIC STATE OF NEW YORK
WESTCHESTER COUNTY
LIC. #01SA6216365
COMM. EXP. 1-1-2026

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.