

George Latimer
County Executive

WHEREAS, a vacancy exists in the membership of the Westchester County LGBTQ 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 Christopher Mitchell, 84 Lawrence Drive, North White Plains, New York as a member of the Westchester County LGBTQ Advisory Board, for the term November 9, 2020 to December 31, 2022.

Given under my hand
and seal this 9th day
of November, 2020.


George Latimer
County Executive

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County Executive

November 9, 2020

Christopher Mitchell
84 Lawrence Drive
North White Plains, NY 10603

Dear Christopher,

It is my pleasure to appoint you to serve as a member of the Westchester County LGBTQ Advisory Board, effective today, Monday, November 9, 2020, pursuant to the Laws of Westchester County §277.1001. 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 LGBTQ Advisory Board meeting, and provide this office with a copy within 30 days. Please contact Steve Bass of my office at (914) 995-2914 for the date, place, and time of the LGBTQ 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
Steve Bass, Director of Intergovernmental Relations
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
Telephone: (914)995-2900

westchestergov.com

Summary of Qualifications

- Detail-oriented, global workforce strategist who works well, both as an individual contributor and in a team atmosphere
- Independent, self-starter with 10+ years of progressive experience in the corporate arena
- Excellent communicator with the ability to multi-task and work in a fast-paced environment
- Produces sustainable solutions to problems and makes informed decisions

Education

New York University – Stern School of Business, New York, NY* 2013
Master of Business Administration – Management, Luxury and Digital Marketing

Brown University, Providence, RI 2009
Bachelor of Arts - Commerce, Organizations and Entrepreneurship & Art History
2007 Fall Semester Abroad Program - Prague, Czech Republic

Work Experience

Verizon Media, New York, New York
Talent Development Senior Manager, Performance and Recognition 9/2019- Present
Talent Development Manager, Performance (HR Project Management Office) 7/2018 – 9/2019
Program Manager, Performance (contractor) 12/2017 – 7/2018

- Design and manage the recognition, performance review and promotions strategy and process for ~11,000 employees through partnership with multiple business partners and stakeholders while considering the organization's KPI's and core values
- Drive program objectives – provide program management and defined project plans, manage implementation activities, and develop all processes and documentation for program rollout and ongoing support
- Implement best practices related to attracting, engaging and retaining global top talent by partnering with talent acquisition to develop initiatives and experiences to drive intern conversion
- Build cross-functional partnerships – work with others on the HR and business teams to support performance initiatives and metrics, leverage corporate programs and drive annual processes

Mastercard Worldwide, Purchase, NY 10/2014 – 12/2017
Senior Analyst, Diversity

- Developed, implemented and managed MasterCard's affirmative action program for all US offices
- Developed, implemented and managed strategic recruitment and retention programs and processes for minorities, women, veterans and people with disabilities for specific business units
- Collaborated with the HR Business Partners and the employment law department in support of the affirmative action program and related EEO and OFCCP policies and procedures
- Collaborated with business partners to integrate demographic data for new acquisitions
- Analyzed trends in data to create and implement new processes for talent management
- Researched, executed and implemented industry trends and best practices

Mastercard Worldwide, Purchase, NY 6/2014-10/2014
Leader, Global Talent Acquisition (contractor)

- Edited and wrote professional/career documents for recruitment purposes
- Interfaced with business partners throughout the organization to obtain clear objectives
- Aligned with global HR Community to discuss needed changes/edits as appropriate

- Researched, analyzed and developed a strategy for social media recruitment

L. W. Mitchell, CPA, New Rochelle, NY*

10/2013 – 6/2014

Marketing Specialist

Coordinated the posting of multimedia content to social media and web sites. (LinkedIn, Facebook, Twitter etc.)

- Monitored social media sites to ensure that adverse or positive posts are appropriately managed or responded to
- Prepared regular reports on web, media, and social media utilization
- Performed web editing and project management support as needed

New York Power Authority, White Plains, NY*

5/2010 – 9/2013

Senior HR Employee Services Representative

Managed enrollment, budgeting and maintenance of transit, service awards, retirement and educational assistance programs and ensured viability for the corporate office and multiple sites

- Conducted all on-boarding, orientations and off-boarding for employees at 3 locations including immigration documentation
- Assisted the Chief Diversity Officer in creating a diversity plan for the authority in the interest of attracting and retaining diverse talent that was eventually approved by the Governor of NY
- Worked with the legal department to ensure compliance with EEO laws and maintained required notices, postings and communications
- Developed and optimized new marketing materials for recruitment and internal engagement purposes
- Performed compensation data analysis and surveys (Mercer, Towers, Hay etc.) used for benchmarking and industry comparison; Assisted in developing and delivering of salary structures and grading systems
- Developed job descriptions based on market data and input taken from managers used to recruit talent
- Provided HR policy guidance and resolved employee relations issues to improve work relationships
- Handled special projects as requested by the Director of Benefits and Compensation as well as the VP of HR

Epic Systems, Madison, WI

1/2010-4/2010

Project Manager/ Implementation Services

Managed healthcare software implementation relations through on-site customer visits

- Configured software to business specifications by applying input taken from validation sessions with doctors and nurses
- Facilitated meetings by preparing agendas, moderating, and assigning follow-up tasks

Additional Information, Volunteerism and Skills

The Hackley School, Tarrytown, NY*

6/2005

High School Diploma

Six Sigma Yellow Belt

Society for Human Resource Management - Senior Certified Professional

Proficient in Microsoft Office, Mac OS X, Firefox, Safari, Windows, SAP, SharePoint, Workday

Conversant in French. Also proficient in Spanish.

2015 Westchester Magazine's 914 INC. Wunderkind

Certified Spin Instructor

Extensive travel around the world including Europe, Africa, Asia and South America

Board Member of the Loft LGBT Community Center

(2017 – present)

Member of the Westchester Community College Foundation Scholarship Committee

(2015 – present)

Volunteer with The LOFT (Career Services)

(2015 – present)

Volunteer with Girls4Tech, an initiative focusing on introducing girls to STEM careers

(2015 – 2017)

COUNTY OF WESTCHESTER OATH OF OFFICE

For Appointees to County Boards and Commissions

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

I, Christopher W. Mitchell 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 the LGBTQIA Advisory Board in and for the
County of Westchester, according to the best of my ability.

Date: 12/8/20

[Signature]
(Signature)

Sworn to and subscribed before me this 8th day of December,
2020.

[Signature]

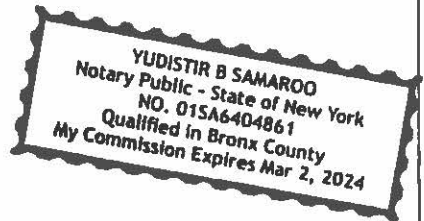
(Signature)

Yudistir Samarod

(Print or Type Name)

Notary Public

(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.