



George Latimer  
County Executive

WHEREAS, a vacancy exists in the membership of the Westchester County Solid Waste Commission:

NOW, THEREFORE, I, George Latimer, County Executive of Westchester County, in accordance with the terms and provisions of the Westchester County Charter, appoint Jennifer Fields-Tawil, 18 Woods Brook Circle, Unit 5, Ossining, New York as the “individual qualified by experience to serve as a representative of the officials of the local municipalities” member of the Westchester County Solid Waste Commission, for the term May 26, 2022 to serve “at my pleasure”.

Given under my hand  
and seal this 26<sup>th</sup> day  
of May, 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](mailto:CE@westchestergov.com)  
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George Latimer  
County Executive

May 26, 2022

Ms. Jennifer Fields-Tawil  
18 Woods Brooke Circle, Unit 5  
Ossining, NY 10562

Dear Ms. Fields-Tawil,

It is my pleasure to appoint you to serve as the "individual qualified by experience to serve as a representative of the officials of the local municipalities" member of the Westchester County Solid Waste Commission, pursuant to the Laws of Westchester County §826-a.201. Your term is effective today, Thursday, May 26, 2022, and is for service at "my pleasure" as County Executive.

Your appointment is subject to confirmation by the Westchester County Board of Legislators, but your service begins immediately. You must complete the Oath of Office and file it with the County Clerk prior to the next Solid Waste Commission meeting, and provide this office with a copy within 30 days. Please contact the Solid Waste Commission at (914) 995-6820 for the date, place, and time of the next Commission 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 or commission you are responsible for adhering to the requirements of our Code of Ethics, which includes the filing of an annual financial disclosure statement.

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  
Peri Kadanoff, Executive Director, Solid Waste Commission

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# JENNIFER FIELDS-TAWIL

(917) 579-8864 | jenftawil@yahoo.com | <https://www.linkedin.com/in/jenfieldstawil/> | Ossining, NY 10562

Detail-oriented District Office Manager and former Director of Communication over seven years of experience serving as the Office's primary representative to constituents and liaison to the Albany District Office. Proven track record of successfully supervising constituent services and conducting on-site and off-site meetings, coordinating effective and timely responses to constituent inquiries. Superior problem-solving, decision-making and communication skills, including use of judgment and discretion. Experience drafting press releases, planning media outreach, and corresponding with press, municipalities, local, county and state agencies and organizations. Adept at performing legal, legislative, bill and general research. Professional administrative experience in creating organizational systems and using standard office equipment and programs. Recognized by peers and constituents as very personable with the ability to manage multiple tasks and work well under pressure.

## CORE COMPETENCIES

**Office Management • Decision-Making • Coordination • Information Management • Press/Media Correspondence • Constituent Services • Communications • Collaboration • Relationship Building • Problem Solving • Research & Analysis • Time Management • Report Writing • Delegation • Recordkeeping**

## PROFESSIONAL EXPERIENCE

### NEW YORK STATE ASSEMBLYWOMAN SANDY GALEF

2014 – Present

#### DISTRICT OFFICE MANAGER (January 2016 – Present)

Provide and maintain overall supervision of constituent services and manage the Office intern program. Represent the Member at meetings and meet with legislative representatives and/or agency personnel on legislation. Serve as general liaison with press and media. Advise Member on pending community events.

- Prepare for and assist with conference, hearings, and committee meetings
- Maintain research files, organize constituent files, and maintain constituent tracking system
- Draft correspondence to constituents and provide follow up with agencies, etc. on behalf of constituents
- Perform personnel functions relating to staff scheduling and/or training
- Supervise office personnel and/or review staff timesheet records.
- Interview prospective employees and make recommendations on hiring same, as well as make recommendations on office staff assignments
- Perform routine tasks related to the ordering of supplies and equipment, as well as maintenance of petty cash and bookkeeping accounts.

#### DIRECTOR OF COMMUNICATIONS (Nov 2014 – Jan 2016)

Prepared and planned media outreach, including press releases and media informational packets. Corresponded with press, municipalities, local, county and state agencies and organizations.

- Designed and distributed newsletters and maintained Office social media page(s).
- Coordinated speakers and guests for the public television show.
- Maintained Member's meeting calendar and communication to the public

- Drafted, edited, and reviewed correspondence, newsletters, and other mailings.
- Informed Member of pertinent and appropriate newspaper and online articles.

**SYNERGY INVESTIGATIVE SOLUTIONS, LLC**

2009 - 2014

**MANAGING PARTNER/FOUNDER/OWNER**, Briarcliff Manor, New York

Founded and managed a consulting firm providing corporations and other clients with a broad range of investigative services that included client development, assessment of investigative scope and project costs, database and internet research, surveillance, report writing, billing and development of RFP bids and proposals.

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**OSSINING TOWN DEMOCRATIC COMMITTEE EXPERIENCE & COMMUNITY INVOLVEMENT**

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**Member, Ossining Town Council (2022)**

**District Leader for the 28<sup>th</sup> Election District (Unincorporated Area) 2011 to Present**

**Recipient of Pearl Smith Award in 2019 for civic participation and extraordinary impact on the Democratic Party**

**Secretary, Ossining Town Democratic Committee (2014- 2019)**

**Chair, OTDC Annual Fundraiser (2014- 2018)**

**Co-Chair, OTDC Annual Fundraiser Committee (2013)**

**Member, OTDC Annual Fundraiser Committee (2012)**

**Member, Ossining Union Free School District PTA (2007 – Present)**

**Member, Ossining Communities that Care Coalition (2020- Present)**

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**EARLY CAREER**

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**Westchester County Solid Waste Commission, Inspector, Mount Vernon, New York**

**New York City Department of Investigation, Confidential Investigator II, New York, New York**

**New York City Trade Waste Commission, Inspector, New York, New York**

**Kroll Associates, Research Analyst, New York, New York**

**Barneys New York, Security Management – Investigator, New York, New York**

**Kern Informative Resources, Field Investigator, New York, New York**

**Public Investigation Service, Inc., Field Investigator, New York, New York**

**J. Thomas and Associates, Research Assistant, Bayside, New York**

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**EDUCATION**

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**John Jay College of Criminal Justice, Public Administration, Inspector General Program, New York, New York**

**University of Wisconsin, Bachelor of Arts in Sociology, Minor in Criminal Justice**

**COUNTY OF WESTCHESTER  
OATH OF OFFICE**

**For Appointees to County Boards and Commissions**

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

I, Jennifer Fields-Taoui 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  
Solid Waste Commissioner in and for the  
County of Westchester, according to the best of my ability.

Date: 6/5/22 Jennifer Fields-Taoui  
(Signature)

Sworn to and subscribed before me this 5 day of June,  
2022.

Michael Taoui  
(Signature)

MICHAEL TAOU  
(Print or Type Name)

**MICHAEL L. TAWIL**  
Notary Public, State of New York  
No. 02TA802B481  
Qualified in Westchester County  
Commission Expires September 2, 2025

(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.