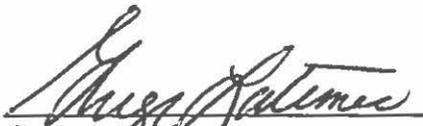


George Latimer
County Executive

WHEREAS, a vacancy exists in the membership of the Westchester County African American 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 Juliene Bell-Smith, 25 Hendrick Hills, Peekskill, New York as a member of the Westchester County African American Advisory Board, for the term June 29, 2022 to December 31, 2024.

Given under my hand
and seal this 29th day
of June, 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

westchestergov.com

George Latimer
County Executive

June 29, 2022

Ms. Juliene Bell-Smith
25 Hendrick Hills
Peekskill, NY 10566

Dear Ms. Bell-Smith,

It is my pleasure to appoint you to serve as a member of the Westchester County African American Advisory Board, effective today, Wednesday, June 29, 2022, pursuant to the Laws of Westchester County §277.421. This appointment is for a term to expire on December 31, 2024.

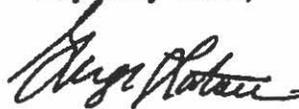
Your appointment is subject to confirmation by the Westchester County Board of Legislators, but your service begins immediately. You must complete the attached Oath of Office and file it with the County Clerk prior to the next African American Advisory Board meeting, and provide this office with a copy within 30 days. Please contact Paula Friedman at (914) 995-2940 for the date, place, and time of the African American 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.

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

Michaelian Office Building
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White Plains, New York 10601

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JULIENE BELL-SMITH

25 Hendrick Hills
Peekskill, NY 10566

(914)320-5645
juliene.bellsmith@gmail.com

Professional Summary

Fifteen years of career advisement, recruitment and data driven marketing experience working with adults. Resourceful in workforce development, establishing and maintaining employer contacts and teaching human relations to young and mature adult students. Prescreen and interview over 50 candidates weekly for vacant positions. Co-facilitator for the WEOC Alumni Network. Editor for the WEOC's 'The Portfolio', school newsletter covering career development workforce development resources.

Memberships held with: NCWE (*National Council for Workforce Education*) and COABE (*Coalition on Adult Basic Education*).

Education

Master of Arts, Work & Labor Policy
Culminating Project: The Role of REDCs and Workforce Development

SUNY Empire State, Saratoga Springs, NY

Bachelor of Arts, Political Science
Minor: Anthropology

CUNY Hunter College, NY, NY

Relevant Experience

Job Development Specialist (*2011- Present*)
SUNY Westchester Community College/WEOC

2007 - Present
Yonkers, NY

Provide job placement assistance to all vocational students. Instruct and assist students with proper computer use for Microsoft Office Suite and the Internet. Utilize Smartboard and Microsoft Publisher to conduct classroom lessons. Communicate regularly with employers and partner referral program Directors. Develop and maintain internal database for organizing student resumes. Served on several internal search committees.

- Meet regularly with Faculty and Staff to discuss program curriculum
- Utilize Banner system to complete data and tracking activities
- Complete career readiness assessments with students to help determine program suitability
- Conduct employment seminar workshops
- Create, plan, and execute 15-20 recruitment events annually
- Establish and maintain partnerships with local social service agencies
- Communicate via email and telephone with companies regarding employment of students
- Connect students to various community-based organizations for other resources such as professional clothing

Job Development Assistant
SUNY Westchester Community College/WEOC

2007-2011
Yonkers, NY

Managed and coordinated activities in Career Resource Room. Helped students with resume preparation, internet job searches and career advice.

- Maintained an information file of available positions
- Followed up with employers to determine availability of positions and matched students accordingly
- Maintained database of statistical information regarding students' job search efforts for records
- Assisted with school and college recruitment outreach efforts

Substitute Teacher
Teach School Now

2002- 2004
NY, NY

- Responsible for safety and behavior of elementary and middle school aged children
- Maintained disciplinary rules expected in classroom environment
- Ensured timely arrival to school within two hours of notification

Volunteer Experience

Board Member

2020-Present

Peekskill Industrial Development Agency

Peekskill, NY

- Fulfill the responsibilities described in the Branch bylaws as well as other duties assigned by the President and/or the Branch board
- Attend and participate in Branch sponsored events and conferences
- Participate actively as a board member and maintain transparent accountability with the public
- Read IDA communications promptly, as well as IDA publications and materials
- Transmit all records, reports, and other materials promptly to succeeding officers

Student Mentor

1/2021-6/2021

Westchester Jewish Community Services (WJCS)

White Plains, NY

- Served as a positive source of educational support to help elementary school students adjust to remote learning
- Developed and maintained a peer relationship focused on helping new students make a smooth transition, acclimate to remote instruction, and establish a sense of technological confidence
- Participate in training, programs, activities and attend group meetings

Shop Steward

2018-Present

CSEA 9202/ AFSCME

Hartsdale, NY

- Recruit new members both internal and external of the workplace
- Make sure that all the members are paying subscription to the Union.
- Hold regular meetings with the members at the workplace
- Develop a spirit of unity amongst workers within department

Election Committee Chairperson

11/2020-7/2021

CSEA 9202/ AFSCME

- Organized and collaborated with other election committee members to create election timeline, tasks, and responsibilities
- Communicated regularly with union headquarters to ensure that all fiduciary expectations were being met
- Contacted 300+ union member base to disseminate election notices, timeframes, and results
- Corresponded with executive leadership team regularly

