

Appointments Meeting Agenda



Committee Chair: James Nolan

800 Michaelian Office Bldg.
148 Martine Avenue, 8th Floor
White Plains, NY 10601
www.westchesterlegislators.com

Monday, June 27, 2022

10:00 AM

Committee Room

CALL TO ORDER

Joint with the Committee on Budget and Appropriations

MINUTES APPROVAL

I. ITEMS FOR DISCUSSION

1. [2022-336](#) **APPT-Commissioner of Finance-Hablow**

A RESOLUTION appointing Karen Hablow as Commissioner of the Westchester County Department of Finance effective May 31, 2022.

COMMITTEE REFERRAL: COMMITTEES ON APPOINTMENTS AND BUDGET & APPROPRIATIONS

Guest:

Commissioner Karin E. Hablow
Department of Finance


II. OTHER BUSINESS

III. RECEIVE & FILE

ADJOURNMENT

June 8, 2022

TO: Hon. Catherine Borgia, Chair
Hon. Nancy Barr, Vice Chair
Hon. Christopher Johnson, Majority Leader
Hon. Margaret Cunzio, Minority Leader

FROM: George Latimer 
Westchester County Executive

RE: Message Requesting Immediate Consideration: **RES – Commissioner of Finance Appointment.**

This will confirm my request that the Board of Legislators allow submission of the referenced communication to be submitted to the Board of Legislators June 13, 2022 Agenda.

Attached herewith is a Resolution appointing Karin Hablow as Commissioner of the Westchester County Department of Finance.

Therefore, since this communication is of the utmost importance, it is respectfully submitted that the County Board of Legislators accepts this submission for June 13, 2022 “blue sheet” calendar.

Thank you for your prompt attention to this matter.



George Latimer
County Executive

Office of the County Executive

June 8, 2022

Westchester County Board of Legislators
800 Michaelian Office Building
White Plains, New York 10601

Dear Members of the Board of Legislators:

In accordance with Section 110.21 of the Laws of Westchester County, transmitted herewith for your confirmation is a resolution to appoint, effective May 31, 2022, Karin Hablow as the Commissioner of the Westchester County Department of Finance.

I have made a thorough review of Ms. Hablow's credentials and experience, and have determined that her appointment as Commissioner of Finance is in the best interests of the Department of Finance and of the County, generally.

Therefore, I most respectfully recommend and urge your Honorable Board to confirm the attached resolution authorizing the appointment, effective May 31, 2022, of Karin Hablow as Commissioner of Finance.

Sincerely,

A handwritten signature in black ink, appearing to read "George Latimer".

George Latimer
County Executive

GL/JN/nn



George Latimer
County Executive

Office of the County Executive

June 8, 2022

Ms. Karin Hablow
6 Royal Vista Drive
Goshen, New York 10924

Dear Ms. Hablow:

It is my pleasure to appoint you as the Commissioner of the Westchester County Department of Finance, effective May 31, 2022. Please be advised that this position is subject to confirmation by the Westchester County Board of Legislators. Once confirmed by the Westchester County Board of Legislators, you will serve in that position unless otherwise terminated as provided by law.

As you know, the Department of Finance is responsible for the administration of the financial affairs of the County.

Pending your confirmation by the Board of Legislators and in accordance with New York State law, you must take and file an oath of office in the Office of the Westchester County Clerk. Please be advised that your failure to take and file such an oath within thirty days of the date of this letter, or within thirty days after the commencement of your term, will result in the office being deemed vacant. If you have any questions with regard to these legal requirements, please contact the County Attorney.

I look forward to working with you.

Sincerely,

A handwritten signature in black ink, appearing to read "George Latimer".

George Latimer
County Executive

GL/JN/nn

KARIN E. HABLOW

6 Royal Vista Drive, Goshen, NY 10924

Mobile: (914)-325-1493

E-Mail: kekhablow@gmail.com

SUMMARY OF QUALIFICATIONS

Highly accomplished, results-driven senior finance executive with more than 15 years of progressive experience in finance, operations, and project management. Demonstrated ability to streamline business operations that drive growth and achieve efficiencies. Possesses strong leadership, communication, and interpersonal skills to effectively interface with all levels of staff and management. Recently appointed Chairwoman of the Board of newly formed municipal investment pool, NY MuniTrust.

CORE COMPETENCIES

- Financial & Strategic Planning
- Risk & Quantitative Analysis
- Process Redesign
- Due Diligence
- Financial Reporting
- Budget Development
- Project Leadership
- Developing Policies and Procedures
- Fiscal Operations

PROFESSIONAL EXPERIENCE

County of Orange, Goshen, New York

May 2016 - present

Commissioner of Finance (CFO)

- Managed the accounting and financial operations for organization with \$830 million budget; AR/AP, payroll, accounting, tax, real property and taxation, debt issuance, capital plan, debt management, internal audit, treasury, and investment functions for the county. Led a team of 27 direct reports.
- Provided oversight and reporting for \$58 million in grants, including working with outside auditors to complete and file the annual single audit.
- Executed multiple successful bond issuances including over \$140 million in new money, and \$24 million in advance refundings which saved the county over \$3.3 million in interest expense. Also maintained oversight of capital project budgeting, expenses, revenues, and reconciliation upon completion of projects.
- Served as Plan Sponsor and Chairperson of oversight committee for employee deferred compensation plan with \$124 million in plan assets.
- Drafted RFP's, sourced, negotiated, and managed contracts with vendors in accordance with procurement policy.
- Restructured bank accounts and expanded banking relationships to realize more than 150% year-over-year growth in investment earnings.
- Earned Excellence in Investing award from New York State Association of Counties for being one of the top five counties in NYS with the highest 12 month ROI.
- Established and administered internal fiscal policy and controls. Developed and led a series of interdepartmental financial training programs to educate employees on fiscal policies, procedures, and processes.
- Responsible for all financial reporting in accordance with GAAP and GASB, including annual financial reporting, the preparation of MSRB continuing disclosure, the Annual Update Document as required by the office of the NYS Comptroller, the preparation of the six-year capital plan, and the Comprehensive Annual Financial Report for which the county has received the GFOA Excellence in Financial Reporting award twenty-four years in a row.
- Interfaced with investors and rating agencies to communicate financial information pertinent to establishing bond ratings, and completing bond sales. Under my tenure, bond rating has increased from Aa3 with a negative outlook, to Aa2 with a stable outlook.
- Served as a key liaison to various state and federal agencies, government departments, and contracted vendors.
- Developed and presented annual operating budget for finance department, and related funds to Orange County Legislature/Board. Presented periodic financial reports/results, analysis and projections to County Executive and County Legislature, and recommended correct accounting treatment of proposed projects and processes.

County of Orange, Department of Health, Goshen, New York

2014 –2016

Deputy Commissioner of Health

- Developed and maintained \$57 million public health department budget.
- Responsibility for oversight of finance and administration including accounts payable, accounts receivable, payroll, and the collection of Medicaid and Medicare revenues.
- Led a team of 10 direct reports, and 125 indirect reports.
- Responsibility for oversight of finance and operations for Certified Home Health Agency, including coding for billing.
- Achieved a 15% reduction in county taxation for public health divisions in 2015 through implementation of a cost reduction plan, and through expansion of revenue streams.
- Achieved a 10% reduction in County taxation for medical examiner division by increasing operational efficiency and reducing contracted services.
- Acted as advocate for Orange County's intervention services on calls with NYS department of education and NYS department of health.
- Established standards for fiscal reporting and monitoring of \$9 million early intervention program cash flows.
- Increased annual realized revenue from preschool services reimbursable by Medicaid by 164% in one year.
- Responsible for evaluating and adopting improved time and effort tracking system for improved accountability for grant and state aid claiming.

Academic Aces, Goshen, New York

2010 – 2011

Co-Founder, CEO

- Co-founded a startup company to offer online learning through cartoons and educational games to complement the curriculum offered in schools for grades K-5.
- Developed detailed business plan, budget, financial forecasts, operational and marketing plans.
- Created start-up organization from initial concept through development of beta product.
- Competed in NYU Stern's New Venture Competition at the Berkeley Center, in which my company advanced to the semi-final round where we placed within the top 10 start-ups out of 180 that entered the competition.

GLH Group, Goshen, New York

2008 – 2010

Financial Analyst

- Performed analytical functions including: tax reporting, payroll and expenses, monthly financial reporting, invoice processing, budgeting and forecasting.

Bank of America (formerly Fleet Fund Investors), Providence, Rhode Island

2001 – 2002

Private Equity Associate

- Analyzed offering memorandums and met with prospective investment fund managers.
- Performed extensive due diligence on potential new fund investments, as well as reinvestment opportunities.
- Managed an investment portfolio in excess of 25 fund investments exceeding \$350 million; including venture, buyout, and distressed debt funds.
- Attended annual meetings for fund investments, and prepared comprehensive quarterly and annual fund reporting for senior management.

HarbourVest Partners, LLC, Boston, Massachusetts

2000 –2001

Private Equity Associate

- Reviewed, evaluated, and performed extensive due diligence on new fund investments and reinvestment opportunities; identifying key risk factors, and forecasting investment viability and projected returns.
- Analyzed HarbourVest Fund performance, cash flows, and IRR's.
- Prepared detailed marketing materials, RFP's, and reporting for Limited Partners.
- Prepared executive presentations for annual meeting of Limited Partners.
- Researched and recommended opportunities in various market segments and geographies for diversification of the HarbourVest Fund portfolio.

Morgan Stanley Dean Witter, Jersey City, New Jersey

Project Manager

1998 – 2000

- Participated in planning, analysis, and implementation of solutions in support of client objectives to improve and automate business processes.
- Interacted with clients to define, understand, and develop reporting and business requirements.
- Acted as a liaison between business units and technology groups to identify business processes and system requirements.
- Attained working knowledge of Information Technology Software Development Life Cycle (SDLC) methodology and project management principles.

MetLife/Bankers Trust Company, Jersey City, New Jersey

Project Manager

1996 – 1998

- Managed large-scale projects including fund mergers, system integrations, compliance reviews, disaster recovery planning, and process automation.
- Managed project teams of 8-15 people, including contractors and vendors; responsible for project management duties, including adherence to project schedule and budget.
- Managed all processes and activities at client end, including analyzing user requirements, developing test schedules, reviewing testing plans, and tracking and documenting the development and results of these plans.
- Created and maintained detailed project plans, issue logs, change requests, and led weekly team meetings.
- Prepared weekly project status reports and kept management informed of project status and related issues.
- Performed system integration testing (SIT) and user acceptance testing (UAT) both independently and in support of formal testing teams.
- Researched and solved problems, including troubleshooting of operational/data issues.

PRIOR POSITIONS OF PROGRESSIVE RESPONSIBILITY

ADP Benefit Services/WTR Consulting Group, New York, *Client Relations Manager*, 1995 – 1996

ACS (formerly Kwasha Lipton), Fort Lee, New Jersey, *Account Supervisor*, 1994 – 1995

EDUCATION

Masters of Business Administration, Finance, New York University (Stern School of Business)

2000

Bachelor of Science, Business Administration, Finance/Management, University at Albany, SUNY

1994

FEMA ICS-100 & ICS-200 Level Courses; Emergency Preparedness training completed

2015

RESOLUTION - 2022

TO THE COUNTY BOARD OF LEGISLATORS
OF THE COUNTY OF WESTCHESTER, NEW YORK

WHEREAS, the County Executive having on the 31st day of May, 2022, appointed Karin Hablow as the Commissioner of the Department of Finance in accordance with the terms and provisions of the Westchester County Charter, as amended, and subject to the confirmation of this Board; it is

RESOLVED, that said appointment be and is hereby approved.

Dated: 2022
White Plains, New York