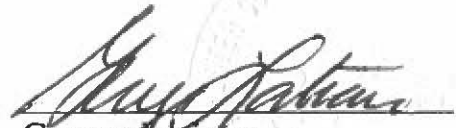


George Latimer  
County Executive

WHEREAS, a vacancy exists in the membership of the Westchester County Community Services Board:

NOW, THEREFORE, I, George Latimer, County Executive of Westchester County, in accordance with the terms and provisions of the Westchester County Charter, appoint Kathy Schiavi, 114 Pine Street, Cortlandt Manor, New York as a Voluntary Sector member of the Westchester County Community Services Board, for the term January 22, 2024 to December 31, 2025.

Given under my hand  
and seal this 22<sup>nd</sup> day  
of January, 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

George Latimer  
County Executive

January 22, 2024

Ms. Kathy Schiavi  
114 Pine Street  
Cortlandt Manor, NY 10567

Dear Ms. Schiavi,

It is my pleasure to appoint you to serve as a Voluntary Sector member of the Westchester County Community Service Board effective today, Monday, January 22, 2024. This appointment is for a term to expire on December 31, 2025.

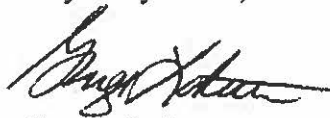
Your appointment is subject to confirmation by the Westchester County Board of Legislators, but your service begins immediately. You must complete the attached Oath of Office within 30 days, either by appearing at the County Clerk's office or mailing the signed and notarized form to our office.

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 the Department of Community Mental Health at (914) 995-5244 for the date, place, and time of the upcoming meetings 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  
Michael Orth, Commissioner, Dept. of Community Mental Health  
Joan McDonald, Director of Operations

Office of the County Executive

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**Kathy Schiavi**  
**114 Pine Street**  
**Cortlandt Manor, NY**  
**Kathrynschiavi@optimum.net**  
**914-382-9577**

**Professional Highlights:** 22 years experience at YAI providing leadership to over 7 program models, supported by over 150 staff, providing support to over 500 people on a daily basis.

- 2001 Opened Westchester's first Free Standing Day Hab.
- 2005~2012 several promotions from Supervisor up to Senior Coordinator
- 2012 Represented YAI in Jordan, conducted 1 week training and advised the country of Jordan's Higher Council for Persons with Disabilities on policy, procedure and practices for de-institutionalizing.
- 2012 Developed and implemented first Community Based Program in Westchester and Bronx .
- 2013 Assumed responsibility for Bronx Day Hab, subsequently doubling enrollment.
- 2013 Assumed leadership of Employment Department in Westchester and Bronx.
- 2015 Assisted in redesigning Employment Department to ensure fiscal viability.
- 2016 Assumed leadership of CFS contracts and Supplemental Day Hab in Bronx region subsequently increasing enrollment and budget surplus.
- Conducted several trainings/workshops/presentations on Team Building, Site Development, Generational Diversity, Professionalism both internally (Leadership Program, International Conference) and externally (NYSDSP conference, DD Development Day)
- Participation on several committee's: Bronx DD council, NYIN, NYSDSP, RSE-TAS (Putnam/Northern Westchester BOCES)

## **Employment History:**

YAI Network

### **Asst Director/Director (2015)**

2013-Present

- Oversight of two regions (Westchester and Bronx) Day/Employment/CFS contracts
- Responsible for developing, implementing and ensuring department budgets totaling 25MM.
- Ensure quality programming that meets OPWDD, DQI, NYC DOH and OMIG standards

### **Coordinator/Senior Coord (2013)**

2010- 2013

- Responsibilities include all of Supervisor and Assistant Coordinator with addition of:
- Oversight of 2 Day Habilitation programs
- Provide supervision to Management team (inclusive of clinicians, Trainer, Compliance)
- Ensure compliance in all areas of regulation and budgets
- Provide and/or obtain mandatory and needed trainings for staff, consumers and managers
- Ensure the health and safety of consumers and staff at all times.

:

**Asst Coordinator**

2005- 2010

- Responsibilities include all of Supervisor with addition of:
- Assist in oversight of Day Habilitation Program with 125 staff, 290 consumers
- Ensure programmatic compliance of all regulation
- Assist with creating and oversight of new, free standing Day Habilitation program
- Evaluate and monitor Community sites for meaningful productive activities, health and safety

**Supervisor**

1998- 2005

- Directly supervise 25 direct care staff within Day Program settings
- Ensure quality development and implementation of Day Habilitation plans 65 consumers.
- Ensure regulatory compliance
- Assist staff in developing and maintaining community sites for consumers
- Ensure quality staff training and development

**Individual Service Coordinator**

1994-1998

- Responsible for all documentation regarding consumer files
- Act as liaison between group homes/families and Day Program
- Coordinate Annual, semi-annual and special ITT meetings between program/families/advocates and individuals.

**Community Based Services Inc**

1991- 1994

Team Leader in Residential system

**Education:****Audrey Cohen College:**

MS Administration 1996

BA Human Services 1994

**Westchester Community College:**

AA Human Services 1992

