

# Appointments Meeting Agenda



800 Michaelian Office Bldg.  
148 Martine Avenue, 8th Floor  
White Plains, NY 10601  
[www.westchesterlegislators.com](http://www.westchesterlegislators.com)

Committee Chair: Catherine Parker

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**Monday, June 3, 2024**

**4:15 PM**

**Committee Room**

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## CALL TO ORDER

Please note: Meetings of the Board of Legislators and its committees are held at the Michaelian Office Building, 148 Martine Avenue, White Plains, New York, 10601, and remotely via the WebEx video conferencing system. Legislators may participate in person or via Webex. Members of the public may attend meetings in person at any of its locations, or view it online on the Westchester County Legislature's website: <https://westchestercountyny.legistar.com/> This website also provides links to materials for all matters to be discussed at a given meeting.

## MINUTES APPROVAL

Wednesday, May 29, 2024 - 4:30PM

## I. ITEMS FOR DISCUSSION

[2024-268](#) APPT-Citizen's Consumer Advisory Council-Shapiro

A RESOLUTION appointing Adam Shapiro as a member of the Westchester County Citizen's Consumer Advisory Council for the term April 2, 2024 to December 31, 2025.

**COMMITTEE REFERRAL: COMMITTEE ON APPOINTMENTS**

[2024-270](#) APPT-Council for Seniors-Farber

A RESOLUTION appointing Jean M. Farber as the District 2 representative member of the Westchester County Council for Seniors for the term March 18, 2024 to December 31, 2025.

**COMMITTEE REFERRAL: COMMITTEE ON APPOINTMENTS**

[2024-271](#) APPT-Domestic Violence Council-Schlaff

A RESOLUTION appointing Robin Schlaff as a member of the Westchester County Domestic Violence Council for the term March 18, 2024 to December 31, 2026.

**COMMITTEE REFERRAL: COMMITTEE ON APPOINTMENTS**

[2024-275](#) APPT-African American Advisory Board-Church

A RESOLUTION appointing Marvin V. Church as a member of the Westchester County African American Advisory Board for the term April 22, 2024 to December 31, 2025.

**COMMITTEE REFERRAL: COMMITTEE ON APPOINTMENTS**

[2024-276](#) APPT-Fire Advisory Board-Podolski

A RESOLUTION appointing Joan C. Podolski as an At-large member of the Westchester County Fire Advisory Board for the term April 2, 2024 to December 31, 2026.

**COMMITTEE REFERRAL: COMMITTEE ON APPOINTMENTS**

## II. OTHER BUSINESS

## III. RECEIVE & FILE

## ADJOURNMENT




George Latimer  
County Executive

WHEREAS, a vacancy exists in the membership of the Westchester County Citizen's Consumer Advisory Council:

NOW, THEREFORE, I, George Latimer, County Executive of Westchester County, in accordance with the terms and provisions of the Westchester County Charter, appoint Adam Shapiro, 37 Wells Avenue, Croton-on-Hudson, New York as a member of the Westchester County Citizen's Consumer Advisory Council, for the term April 2, 2024 to December 31, 2025.

Given under my hand  
and seal this 2<sup>nd</sup> day  
of April, 2024.



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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

April 2, 2024

Mr. Adam Shapiro  
37 Wells Avenue  
Croton-On-Hudson, NY 10520

Dear Mr. Shapiro,

It is my pleasure to appoint you to serve as a member of the Westchester County Citizen's Consumer Advisory Board, effective today, Tuesday, April 2, 2024, This appointment is for a term to expire on December 31, 2025.

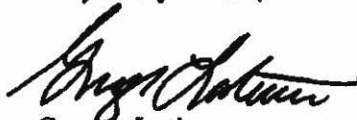
Your appointment is subject to confirmation by the Westchester County Board of Legislators, but your service begins immediately. You must complete the attached Oath of Office within 30 days, either by appearing at the County Clerk's office or mailing the signed and notarized form to our office.

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 Consumer Protection Office at (914) 995-2163, for the date, place, and time of the upcoming meeting 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  
Jim Maisano, Director, Consumer Protection  
Joan McDonald, Director of Operations

Office of the County Executive

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**ADAM SHAPIRO**  
adamshapiro18@gmail.com | (516) 382-0944

## Profile

An energetic, motivated and highly dynamic person with strong working skills and a broad range of hands-on and theoretical experience ranging in many areas. Experience with fundraising and having the necessary personality, commitment and drive to succeed. Expert in project management. Highly articulate, demonstrating excellent interpersonal and writing skills. Strong management skills and methodical aptitude with innate analytical capabilities.

## Career Specifics

**American Jewish Committee Office of Resource Development  
Manager, Prospect Research**

August 2019 - Present

- Preparing detailed and up-to-date briefing reports on new and recurring \$25K-\$10M prospects and/or groups of prospects, as well as their businesses and/or foundations, for lay leaders, AJC's CEO, Development staff, and other solicitors in advance of meetings, in order to obtain optimal outcomes.
- Proactively identifies new individuals, corporations, and foundations, both nationally and internationally in support of AJC's annual mid-eight figure campaign. Regularly meets with senior fundraising staff to review new prospects, and discuss next steps.
- Developing and implementing new and novel pro-active database screening techniques to build and grow the prospect pool.
- Developing and leading all Prospect Research and Management processes and systems, including the creation and implementation of policies for prospect assignments and moves management, implementing a systematic approach to research that continues to define and build the prospect pool.
- Providing leadership and direction to the Prospect Research and Management team and conduct quarterly and annual performance reviews.
- Advising Development Staff in the strategic management of prospect relationships; advice and train staff on recording and reporting on these interactions.

**Senior Associate, Prospect Research**

May 2019 - July 2019

- Completed prospect research profiles for AJC's Senior Director of Development.
- Managed work with help of standard research techniques and screened profiles for prospective donors.
- Evaluated information and edited data for various comprehensive profiles.
- Coordinated with development directors and developed fundraising strategies and identified required prospects.
- Performed research on prospects through various newspaper and journals.
- Maintained information on all prospective donors, prepared a database for major donors.
- Ensured compliance to all standards and guidelines.

**Senior Associate, Resource Development**

October 2017 - April 2019

- Implemented protocols to steward Community Campaign donors, a group of approximately 20,000 donors that contribute to AJC on a yearly basis.
- Coordinated and strategized with development team to identify and solicit prospective donors.
- Developed research reports and prepared donor biographies.
- Maintained and updated donor records in Raiser Edge and prepared reports.
- Administered work of wealth screening projects and prepared various screening tools.

**Weill Cornell Medicine Office of External Affairs  
Development Officer**

New York, NY  
August 2016 - September 2017

- Managed the Children's Health Council, a group of 32 volunteer leaders committed to supporting children's health research. Planned and executed three Executive Committee meetings, and three cultivation events a year to raise awareness.
- Developed prospect acquisition and retention plans for 130+ prospects, and raised over \$240K to support Weill Cornell, clinical, educational, and research initiatives.
- Conferred weekly with faculty in the Departments of Pediatrics, Medicine, and Surgery. Identified and reviewed contacts for potential gifts.
- Drafted acknowledgement letters on behalf of faculty to donors of \$10K and above.
- Stewarded special gift prospects and donors (\$25,000 - \$100,000).
- Monitored stewardship activities for special gift contributions, implementing reporting schedules and recognition events.

**Harvard T.H. Chan School of Public Health  
Office for External Relations  
Executive Assistant**

Boston, MA  
March 2015 - July 2016

**Nassau County Democratic Committee 21st AD  
Committeeman, 21st AD**

East Rockaway, NY  
July 2013 - February 2015

## Education & Professional Development

### Education:

- State University of New York at Oneonta May 2012  
**Bachelor of Science in Political Science**
- GPA 3.57
  - Graduated Cum Laude

### Professional Development:

- Association of Professional Researchers for Advancement (APRA) May 2023 - Present
- Member
  - APRA Prospect Development 2023 Attendee

## Core Competencies

- Extensive experience of organizing and conducting fundraising events.
- Identified, cultivated, and solicited gifts at the five-figure level.
- Developed, wrote, and presented proposals to donors based on their philanthropic interests.
- Expert ability in managing data and maintaining accounts.
- Eloquent communication, convincing and negotiation skills.
- Assisted in the development of new & existing fundraising participants and clients.
- Facilitated clients fundraising efforts by utilizing effective fundraising techniques, and online fundraising.
- Helped with the recruitment of donations and funds to be used for upcoming programs and campaigns.
- Able to perform relevant research to identify available prospect opportunities and evaluate the results.
- Able to oversee if the prospects are implemented according to the operational and financial needs of the organization.
- Analysing the budget trends and making recommendations for cost control and reduction for various grants.
- Provide detailed reports to the funders and the board of directors with respect to the organization's progress.
- Understand all legal, regulatory, information security and compliance requirements.
- Coordinated with administrative duties and tasks related to upcoming fundraising programs.
- Maintaining a calendar of events for effective long term planning & management.
- Supervising & coordinate the activities of personnel, subcontractors & vendors.
- Proven aptitude for dealing with customer complaints.
- Comprehensive understanding of project management methodologies.
- Ability to manage operations within budgetary constraints.
- Provided a stabilizing influence and promoted an excellent environment conducive to increasing efficiency, enhancing quality and strengthening financial results.

## Communication

- Dealing professionally with a wide range of people including management, executives, etc.
- Fluency in written and spoken English.

## Technical Skills

- Proficient in MS office
- LexisNexis, Raiser's Edge, Blackbaud, iWave, Advance, SPSS

*Reference Available on Request*







George Latimer  
County Executive

WHEREAS, a vacancy exists in the membership of the Westchester County Council for Seniors:

NOW, THEREFORE, I, George Latimer, County Executive of Westchester County, in accordance with the terms and provisions of the Westchester County Charter, appoint Jean M. Farber, 17 Glassbury Ct., Mount Kisco, New York as the District 2 representative member of the Westchester County Council for Seniors, for the term March 18, 2024 to December 31, 2025.

Given under my hand  
and seal this 18<sup>th</sup> day  
of March, 2024.



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George Latimer  
County Executive

Office of the County Executive

Michaelian Office Building  
148 Martine Avenue  
White Plains, New York 10601

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# Westchester County

George Latimer  
County Executive

March 18, 2024

Ms. Jean Farber  
17 Glassbury Ct  
Mount Kisco, NY 10549

Dear Ms. ~~Farber~~ *Jean*,

It is my pleasure to appoint you to serve as the Legislative Representative for District #2 of the Westchester County Council for Seniors, effective today, Monday, March 18, 2024. This appointment is for a term to expire on December 31, 2025.

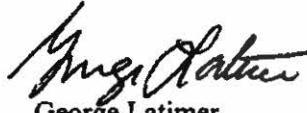
Your appointment is subject to confirmation by the Westchester County Board of Legislators, but your service begins immediately. You must complete the attached Oath of Office within 30 days, either by appearing at the County Clerk's office or mailing the signed and notarized form to our office.

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 Senior Services at (914) 813-6427 for the date, place, and time of the upcoming meeting 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  
Mae Carpenter, Commissioner, Dept. of Senior Services  
Joan McDonald, Director of Operations

Office of the County Executive  
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## **Jean M Farber**

### **Resume and Accomplishments**

**Served Mount Kisco as Village Trustee for 10 years and as Deputy Mayor for 3 years.**

**New York State Democratic Committee Woman for 93<sup>rd</sup> Assembly District for 14 years. I served with NY Assembly members Adam Bradley and David Buchwald.**

**Founding member of the Mount Kisco Arts Council and current treasurer.**

**Current member and Treasurer of the Mount Kisco Historical Society.**

**Current Vice President of Glassbury Court Homeowner's Association Board of Directors since 2007.**

**Member of the Mount Kisco Chamber of Commerce and the local League of Women Voters serving on the executive board.**

**Volunteer driver for FISH, Friends in Service helping residents in Mount Kisco and Bedford Hills getting to doctor appointments.**

**Local Businesswoman and Associate Real Estate Broker with Houlihan Lawrence.**

**Former Village Board liaison to the Italian American Club, Memorial Day Parade Committee, Historicals Society and the Arts Council.**

**Currently, member of the Mount Kisco Village Board of Assessment Review and the Mount Kisco citizen representative on the Westchester County CDAG, Community Development Advisory Group developing Block Grants.**

**Instrumental in relocating the Mount Kisco Historical Society from the basement of Village Hall to a temporary facility on Maple Avenue and to the current permanent home at 40 Green St.**

### **Education**

**B.A. degree in Broadcast Journalism from the University of Florida.**

**Post Baccalaureate Program at Sarah Lawrence College.**

## **Awards and Citations**

**Italian American Club of Northern Westchester Woman of the Year presented in 2019 at the annual dinner dance.**

**2022 Women of Distinction Award given by Assembly Member Chris Burdick in his first year of honoring local women in the community for their service.**

**Jean Farber Day in Westchester County declared by Legislator Kitley Covill for outstanding Public Service. (December 20, 2020)**

**Jean Farber Day in Mount Kisco proclaimed by Mayor Gina Picinich for the Italian American Club Woman of the Year honor. (October 16, 2019).**



George Latimer  
County Executive

WHEREAS, a vacancy exists in the membership of the Westchester County Domestic Violence Council:

NOW, THEREFORE, I, George Latimer, County Executive of Westchester County, in accordance with the terms and provisions of the Westchester County Charter, appoint Robin Schlaff, Esq., Director, Westchester County Office for Women, 112 East Post Road, White Plains, New York as a member of the Westchester County Domestic Violence Council, for the term March 18, 2024 to December 31, 2026.

Given under my hand  
and seal this 18<sup>th</sup> day  
of March, 2024.



George Latimer  
County Executive

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George Latimer  
County Executive

March 18, 2024

Ms. Robi Schlaff  
Director  
Westchester County Office for Women  
[RSchlaff@westchestercountyny.gov](mailto:RSchlaff@westchestercountyny.gov)

Dear Ms. Schlaff, *Robi*

It is my pleasure to appoint you to serve as a member of the Westchester County Domestic Violence Council, effective today, Monday, March 18, 2024. This appointment is for a term to expire on December 31, 2026.

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 Office for Women at (914) 995-5976, for the date, place, and time of the upcoming meeting 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  
Robi Schlaff, Director, Office for Women  
Joan McDonald, Director of Operations

Office of the County Executive

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**Robi Schlaff, Esq., is the director of the Westchester County Office for Women. Prior to this appointment she was the Executive Director of the Westchester Family Justice Center, which she continues to oversee. As director she is the chair of the Domestic Violence Council, and a member of the 9<sup>th</sup> JD Gender Fairness Committee, Access to Justice Committee and is the recipient of the EVAWI (End Violence against Women International) game changer award.**

**For the majority of her legal career, Robi practiced family law, representing children in custody and abuse cases, adult victims of domestic violence, acted as a family law mediator and also practiced real estate law. Robi spent many years in government, as legislative director for New York State Assembly Member Pete Grannis, as assistant to the County Executive, as special counsel to Commissioner Pete Grannis of the NYS Department of Environmental Protection and for the last ten years in her current position.**

**Robi considers herself a policy wonk – and loves working on the development and implementation of programs. The current Office for Women Domestic Violence High Risk Team is an example of partners working together, led by the Office for Women, to increase safety for families experiencing domestic violence. Robi won the End Violence Against Women International Game-Changer award for this initiative. Prior initiatives include the Pace Women’s Justice Center/Legal Services Family Court Legal Program, the multi-disciplinary child abuse investigation team, and the NYS Sea Level Rise Task Force.**

**Robi received her J.D. from Benjamin Cardozo School of Law, where she was a member of the law review and her B.A. from SUNY Albany. She lectures and trains on matters related to family violence.**



# COUNTY OF WESTCHESTER OATH OF OFFICE

## For Appointees to County Boards and Commissions

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

I, Robin Schloff 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 DV COUNCIL in and for the  
(Print or Type Board Name)

County of Westchester, according to the best of my ability.

Date: 3/28/2024 [Signature]  
(Signature)

Sworn to and subscribed before me this 28<sup>th</sup> day of MARCH,  
2024.

[Signature]  
(Signature)  
Jill Costa  
(Print or Type Name)

(Title of Official Administering Oath)

JILL COSTA  
Notary Public, State of New York  
No. 01C06268946  
Qualified in Westchester County  
My Commission Expires Sept. 17, 2024

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.

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 Marvin V. Church, 21 Lorraine Terrace, #141, Mount Vernon, New York as a member of the Westchester County African American Advisory Board, for the term April 22, 2024 to December 31, 2025.

Given under my hand  
and seal this 22<sup>nd</sup> day  
of April, 2024.



George Latimer  
County Executive

Office of the County Executive

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White Plains, New York 10601

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# Westchester County

George Latimer  
County Executive

April 22, 2024

Mr. Marvin V. Church  
21 Lorraine Terrace, #141  
Mount Vernon, NY 10552

Dear Mr. Church,

It is my pleasure to appoint you to serve as a member of the Westchester County African-American Advisory Board, effective today, Monday, April 22, 2024. This appointment is for a term to expire on December 31, 2025.

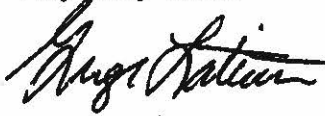
Your appointment is subject to confirmation by the Westchester County Board of Legislators, but your service begins immediately. You must complete the attached Oath of Office within 30 days, either by appearing at the County Clerk's office or mailing the signed and notarized form to our office.

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 Paula Friedman at (914) 995-2940 for the date, place, and time of the upcoming meeting 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  
Joan McDonald, Director of Operations

Office of the County Executive

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[westchestercountyny.gov](http://westchestercountyny.gov)

**Marvin V. Church**  
21 Lorraine Terrace, #141  
Mount Vernon, New York 10553  
(914) 260-4649

**EMPLOYMENT:**

**COMRIE ENTERPRISES, LLC, Mount Vernon, New York, 2000 - present**

**Consultant**

Comrie Enterprises, LLC is a consulting firm specializing in energy, transportation, health care, and real estate. I work with utilities, community advocates, and elected officials to devise workable solutions in light of Con Edison's gas moratorium for Southern Westchester. I have worked with Con Edison's and National Grid's energy efficiency programs targeting multifamily residential units and commercial space. I have recruited electrical contractors, boiler companies, and property managers to work with these programs. Also, I have designed and implemented many outreaches and motivational marketing programs to engage building owners and Con Edison programs. I serve as the New York Metropolitan area Program Manager for Con Edison Multifamily Energy Program and New York State Energy Research Development Authority's (NYSERDA) - Multifamily Performance Program (MPP). The MPP program, formerly known as the Assisted Multifamily Program, provides a wide range of incentives to for-profit and not-for-profit organizations seeking energy-saving rehabilitation and construction for multifamily buildings. I have brought more than 5000 units into the program and troubleshoot for more than 70 owners---including housing authorities---throughout New York City, Westchester, and Rockland counties. My extensive knowledge of public and private funding sources has enabled me to identify supplemental financing to bridge funding gaps for building owners. Through my efforts with NYSEDA's New Construction Program, 30 multifamily projects have received funding. The New Construction Program is intended for developers who wish to provide green projects. In the newly introduced Multifamily Energy Efficiency program by Con Edison, I have enrolled more than 2500 units of housing into this program. The major benefit to property owners participating in these programs is a 10-30% reduction in operating costs. I have also worked with National Grid firm gas program to building owners in Kings County, N.Y. I have participated in Emerging Technologies/Demand Response/Peak Reduction as mandated by the Public Service Commission. Additionally, I provided energy and water-saving measures to over 1000 multifamily buildings in New York City. Through these experiences, I have gained extensive experience in the energy market, including, but not limited to, energy programs, providers, vendors, regulations, funding sources, and trade persons. I have worked with local Weatherization Assistance Program agencies to recruit minority and female lighting and mechanical contractors. I have recruited and assisted minority and women lighting contractors to become certified MWBE to qualify for contracts with NYS utilities. In conjunction with the New York Empire State Development Corporation Division of Minority & Women's Development and the U.S. Department of Commerce Minority Business Development Agency, Comrie Enterprises co-sponsored the first-ever Energy Efficiency and Green Technology – Stimulus and Beyond Forum. This conference targeted minority and women energy contractors for the many business opportunities at the State and Federal levels. As a real estate consultant, I secure funding and provide technical services to not-for-profit and for-profit developers for housing development, housing management, and other community services. Our mission is to render services to community-based organizations (CBO) and for-profit companies that improve

low-income communities. I am responsible for securing funding from the New York State Division of Housing and Community Renewal (DHCR), the New York City Department of Housing Preservation and Development (HPD), the New York City Housing Finance Agency, the New York City Housing Authority, Department of Housing and Urban Development (HUD) and private sources in the form of equity, loans, and grants. In New York City, I campaign for greater availability of mixed-use development with low-income and commercial components. My primary market is CBOs seeking funding through tax credit programs for affordable housing. As a consultant, I prepare their applications; identify grants; and select architects, structural engineers, and contractors. On many occasions, I have been asked to become a management restructuring team member for those organizations that have difficulty achieving their goals. In these cases, I assist CBOs with restructuring tax credits; restructuring construction loans; securing grants/loans from public and private entities; maximizing revenue through Section 8 programs; increasing portfolios with Third-Party Transfer properties; monitoring construction projects; identifying appropriate consultants; defining strategic goals; prioritizing projects based upon resources and current competencies; resolving issues created by the expiring 15-year tax credits program; reviewing the financial record for real estate projects; and identifying new development opportunities. I co-developed the first Green and Smart residential building in New York City. As a consultant with an affiliate of the New York State Energy Research Development Authority, I provide grants to not-for-profit and for-profit developers who create energy-efficient structures. I have worked directly with Con Edison by promoting their Multifamily Low Income Program for Westchester, NY, Housing Authorities. In 2015, Comrie began initiating multifamily real estate development projects with major development partner(s). I play a major role in identifying profitable projects and taking them through the pre-development process. Comrie is a subcontractor for NYSERDA's Clean Heating and Cooling Program, where we educate, urge, and guide New Rochelle and Mount Vernon residents through the heat pump installation process.

**COUNTY OF WESTCHESTER, White Plains, New York, 1998 - 2000**

**Commissioner of Transportation**

I managed the 35<sup>th</sup> largest transit operation in the United States and the largest corporate airport in the United States, with a combined annual budget of \$100 million. The Westchester County Transportation Center and the Westchester County Airport have a combined staff of 75 individuals. Except for rail services, I was ultimately responsible for all other transportation services within Westchester. I reported to the Westchester County Executive and the County Board of Legislatures and sought their approval for large financial expenditures. As Commissioner, I was the chief spokesperson for transportation services to the media and the general community's primary liaison. It was my responsibility to coordinate projects with the New York State Department of Transportation, Metropolitan Transit Authority (MTA), Federal Aviation Administration (FAA), and Federal Transit Administration (FTA) to obtain funding and operate a seamless system. I introduced a formal cultural diversity policy into the workplace. I was keen to ensure that the county maintained a diverse workplace and provided equal opportunity for promotion to minorities and women. I integrated the Department of Transportation Information/Technical services with other departments within the county. I have lobbied local and federal elected officials for money to be used for Y2K, ITS, and Welfare-to-Work programs.



**NEW YORK STATE DIVISION OF HOUSING AND COMMUNITY RENEWAL, New York, New York, 1995-1998**

**Regional Director, Office of Community Development**

DHCR provides tax credit funding to more than 200 CBOs and developers for affordable housing and other community services to low-income families. With a staff of 40 persons and many community service consultants, I managed an annual budget of \$66 million, the largest budget for housing in New York State under DHCR's auspices. During my tenure at DHCR, I was directly responsible for approximately 2000 new housing units. The housing stock at DHCR included homes for working families, the disabled, people with HIV/AIDS, seniors, and the homeless. I worked with HUD Regional offices to underwrite HUD and state projects. DHCR's client base in New York, Nassau, Suffolk, Westchester, and Rockland counties comprises more than 50% of the New York State housing portfolio. My primary responsibilities were establishing relationships with developers, tax syndicators, bankers, attorneys, accounting firms, CBO, and community advisory boards. I interfaced with syndicators on behalf of CBOs about tax credit pricing; pre-construction and post-construction programs; underwriting requirements; and resolving disputes between syndicators and developers. In addition, I worked on public housing projects using Tax-Exempt bonds and tax credits. I evaluated not-for-profit and for-profit developers' applications for tax credit eligibility and advised them about changing tax credit requirements. I worked closely with officials from HPD, NYC Housing Authority, NYS Affordable Housing Agency, New York City Finance Agency, and HUD. My duties included being the chief liaison and spokesperson for DHCR within New York local communities. I initiated an outreach program into minority communities to recruit women and minority companies in the construction trade for training and for the opportunity to participate in DHCR construction projects.

**HARLEM COMMUNITY DEVELOPMENT CORPORATION, New York, New York, 1995**

**President**

Harlem Community Development Corporation (HCDC) provides funding and technical support to existing and new businesses to foster economic development and community renewal in the Harlem community. The primary objective was to create public-private partnerships with local minority firms to further business development in Harlem. My staff numbered 50 employees. I reported to the board of directors appointed by the Governor of New York, the locally elected Congressperson, and the Manhattan Borough President. While HCDC aided CBOs for all residential development phases, its focus was commercial or new business development. To that end, I set out a long-term plan to make Harlem an attractive market for new businesses by using such vehicles as tax credits.

**MASSACHUSETTS HIGHWAY DEPARTMENT, Boston, Massachusetts, 1993-1995**

**Associate Commissioner**

As one of three Associate Commissioners, I was specifically hired to be the department's troubleshooter. Consequently, my job was to handle the problem projects and institute workable solutions. I managed 1,500 professionals with a state budget of \$400 million for roads and bridgework. My primary responsibility was to work a significant portion of the Central Artery Tunnel (CAT), valued at about \$7.7 billion, which had become a financial and engineering problem for the state. To that end, I prepared and reported the financial information to the

Commissioner of Transportation and the executive board to comply with oversight by the Federal Highway Administration. When I discovered that the project was not meeting its federal women and minority business quotas, I targeted an outreach and recruitment plan for minority communities. Besides, I required the principal contractor to qualify minority and women businesses by financing and providing training. I hired the Regional Alliance to coordinate these efforts. I also instituted substantial cost control measures for CAT and approved CAT's construction projects. As part of a community development program within the state, I was responsible for \$1 billion in commercial development. I evaluated and automated the entire state highway department and set up a Geographical Information System (GIS) to monitor the statewide winter plowing programs.

**BANK OF BOSTON, Boston, Massachusetts, 1990-1993**

**Vice President/Assistant Vice President**

I managed risk analysis teams of up to ten vice presidents and assistant vice presidents for the bank's \$21-billion-dollar real estate loan portfolio. I acted as a loan workout officer for the real estate division completing \$1.5 billion in commercial and residential workouts.

**THE BANK OF NEW YORK, White Plains, New York, 1986-1989**

**Vice President**

I managed a \$3.5 billion real estate loan portfolio that included tax credits, Industrial Revenue Bonds, and private investment. I also acted as a loan workout officer for the real estate division and completed more than \$700 million in residential workouts. I restructured individual real estate developers' action plans to achieve appropriate new loan terms and conditions. I restructured the real estate portfolio by obtaining new appraisals, determining discounted cash flow analysis, and maximizing investment return.

**BARCLAYS BANK, PLC, New York, New York/London, England, 1983-1986**

**Barclays International Corporate Banking Officer**

I generated new corporate customers based in the United Kingdom and British corporations based in the United States; acted as a loan workout officer for the real estate division completing more than \$250 million in real estate workouts; and analyzed each corporation's cash flow and implemented cash management systems for their monthly profitability analysis.

**URBAN RESOURCES INTERNATIONAL, San Francisco, California, 1980-1983**

**Vice President—Strategic Planning Officer**

I developed financial plans and prepared feasibility analyses for corporations; investigated new international opportunities for corporate clients; analyzed corporate financials to access suitable offshore banking, loan syndication, and joint venture projects; and identified harmonious merger and acquisition candidates.

**FEDERAL RESERVE BANK OF SAN FRANCISCO, San Francisco, California, 1978-1980**

**Bank Examiner**

I prepared loan reviews and CRA for Federal Reserve member banks in the western United States.



**EDUCATION:**

- ◆ **The Clark Atlanta University Graduate School of Business**  
MBA- Finance and Accounting
- ◆ **The State University of New York at Albany**  
BS-Finance, Management, and Accounting
- ◆ **Chase Manhattan Bank**  
Credit Training Program

**AFFILIATIONS:**

- ◆ Environmental Leaders of Color (Founding Member)
- ◆ Westchester County Sustainability Committee (Current Member)
- ◆ Business Council of Westchester (Current Comrie Membership)
- ◆ Westchester Heat Smart Team (Current Member)
- ◆ NY-Geo (Current Comrie Membership)
- ◆ Green Business Partnership (Comrie Certification Pending)
- ◆ Energize NY (Comrie Current Certified Partner)
- ◆ NYSERDA Multifamily Performance Program – Existing Building (Comrie Current Certified Partner)
- ◆ NAACP – The City of Mount Vernon Chapter (Current Member)
- ◆ NAACP – The City of Peekskill Chapter (Former President)
- ◆ New York State Association for Affordable Housing (Former Member)
- ◆ African American Chamber of Commerce – Westchester County (Former Member)
- ◆ Conference of Minority Transportation Officials (Former Member)
- ◆ Claremont Neighborhood Center, Inc. (Former Board Member)

**REFERENCES:**

Upon Request

# COUNTY OF WESTCHESTER OATH OF OFFICE

## For Appointees to County Boards and Commissions

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

I, MARVIN V. Church 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 WC-African-American Advisory Board in and for the  
(Print or Type Board Name)

County of Westchester, according to the best of my ability.

Date: APRIL 26, 2024

Marvin V. Church  
(Signature)

Sworn to and subscribed before me this 26 day of APRIL,  
2024.

Velma Saunders  
(Signature)

VELMA SAUNDERS  
(Print or Type Name)

N.Y.S. NOTARY PUBLIC  
(Title of Official Administering Oath)

VELMA SAUNDERS  
Notary Public, State of New York  
REGISTRATION NO. 01SA011512  
QUALIFIED IN WESTCHESTER COUNTY  
COMMISSION EXPIRES JULY 20, 2027

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.



George Latimer  
County Executive

WHEREAS, a vacancy exists in the membership of the Westchester County Fire 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 Joan C. Podolski, 15 Holly Place, Hastings-on-Hudson, New York as an At-large member of the Westchester County Fire Advisory Board, for the term April 2, 2024 to December 31, 2026.

Given under my hand  
and seal this 2<sup>nd</sup> day  
of April, 2024.

  
George Latimer  
County Executive

**George Latimer**  
County Executive

April 2, 2024

**Ms. Joan C. Podolski**  
15 Holly Place  
Hastings on Hudson, NY. 10706

Dear Ms. Podolski,

It is my pleasure to appoint you to serve as an At-Large member of the Westchester County Fire Advisory Board, effective today, Tuesday, April 2, 2024, This appointment is for a term to expire on December 31, 2026.

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 Emergency Services at (914) 231-1700, for the date, place, and time of the upcoming meeting 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**  
**Richard Wishnie, Commissioner, Dept. of Emergency Services**  
**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](mailto:ce@westchestergov.com)  
Telephone: (914)995-2900

[westchestergov.com](http://westchestergov.com)

**Joan C. Podolski**  
**15 Holly Pl. Hastings on Hudson. NY. 10706**  
**914-879-2057**

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**SKILLS**

- Excellent Organizational & Time Management Skills
- Superior Interpersonal & Communication Skills
- Effective Reporting & Recordkeeping Skills
- Excellent Knowledge of Emergency Response & Task Procedures
- Experienced Leadership
- Proficient in Microsoft Word, Excel, PowerPoint & Constant Contact

**AWARDS  
CERTIFICATIONS**

- 2021 Westchester County Firefighter of the Year
- 2021 WCVFA Unit Citation Award
- Received Proclamations for flood rescues during Hurricane Ida.
- FEMA 100, 200, 300, 700 and more available by request
- Firefighter 1 & 2, Fire Officer, EVOC, Truck Company Ops, etc More available by request
- CPR/AED/STOP THE BLEED/NARCAN Certified

**Employment:**

**Westchester County Police Department** **April 2017- Current**  
**Emergency Communication Specialist 1**

- Operate several different information systems including two-way radio & computer applications to effectively respond to reported 911 emergency and non-emergency situations.
- Assess nature of call, identify appropriate course of action and coordinate with appropriate emergency responder(s).
- Maintain calm demeanor and sound judgment while communicating in distressed situations. Provide sound instructions to caller and dispatch emergency services when needed.
- Record and maintain communications log, unusual occurrence reports, and information data relating to callers and inter-agency messages.

**Westchester County Police Department** **October 2019- January 2023**  
**Junior Administrative Assistant**

**OFFICE OF STOP DWI & DRUG PREVENTION/ OFFICE OF HUMAN RESOURCES**

- Collaborate closely with the Program Director to sustain, promote and grow departmental programs and services.
- Liaison among various County agencies to Organize and Administer "Control Numbers" to implement DWI Checkpoints.
- Create GAX's to pay surrounding municipalities for their details.
- Pay bills for the department, as well as process contracts from vendors.
- Coordinate with NYS STOP DWI Foundation on the checkpoints, as well as the funds for these details.
- Provide DWI Youth Prevention Methods to surrounding coalitions and Police Departments. Such examples are pamphlets, presentations, driving simulator.
- Coordinate scheduling and distribution of Alcohol and Drug equipment to surrounding Police Departments.
- Organize trainings for surrounding municipalities.
- Maintain records, create charts, process payments.
- Participate in the development and review of department wide practices and procedures.
- Evaluate departmental operations, participate in planning; financial recordkeeping, accounting and management.

**Equalize Fitness, Yonkers, NY** **June 2011- June 2013**  
**Marketing Director/ Internal Designs**

- Utilized Word, Excel, and PowerPoint to develop marketing campaigns for sales and membership events. Ordered supplies.
- Create, design and disseminate flyers, pamphlets and emails using social media platforms and Constant Contact. Coordinated scheduling and planned upcoming events.
- Updated and Maintained Business Website.

**Joan C. Podolski**  
**15 Holly Pl. Hastings on Hudson. NY. 10706**  
**914-879-2057**

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**Volunteer Experience**

**Ardsley Fire Department – Volunteer Firefighter – Badge 53**  
**Assistant Fire Chief**

**May 2007 – Present**  
**April, 2020 - Present**

- Active Member for 15 years becoming 1<sup>st</sup> Female Chief in Village Town History.
- Manage 50 firefighters ensuring their appropriate training & effective performance in emergency response calls.
- Review & maintain efficiency of the department's operations including proper repair, maintenance & inventory of all equipment.
- Participate in the development and management of operating budget.
- Effectively communicate with, staff, village officials, community organizations, other agencies and the general public to enforce safety and Fire Codes
- Maintain detailed and accurate records of actions taken and responses to calls.
- Experienced in running Emergency Command Post operations, directing coordinated emergency response operations and communications across several village & town emergency companies.
- Organize and Direct weekly Department Drills.
- Recruit, Mentor & Advise Junior members of Department.

**Education:**

**Pace University**

- Enrolled in Graduate Program seeking Master's in Public Administration **Exp. Graduation Date – Fall 2024**
  - BA Degree with concentration in Psychology & Criminal Justice **2016**
- Ardsley High School, Ardsley, NY** **2010**

# COUNTY OF WESTCHESTER OATH OF OFFICE

## For Appointees to County Boards and Commissions

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

I, Joan Podolski 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 AT LARGE MEMBER OF WESTCHESTER COUNTY FIRE ADVISORY BOARD in and for the  
(Print or Type Board Name)

County of Westchester, according to the best of my ability.

Date: 4/10/24

Joan Podolski  
(Signature)

Sworn to and subscribed before me this 10<sup>th</sup> day of April,  
2024.

Shannon M Pompilio  
(Signature)

Shannon M Pompilio  
(Print or Type Name)

Notary Public  
(Title of Official Administering Oath)

SHANNON MARIE POMPILIO  
NOTARY PUBLIC STATE OF NEW YORK  
WESTCHESTER COUNTY  
LIC. # 01PO6209575  
COMM. EXP. 7/27/2025

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.