

To: Matt Cherry, President and Members of City Council

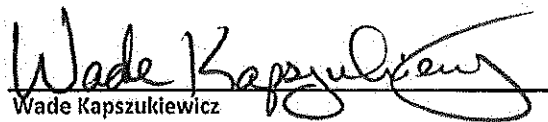
From: Wade Kapszukiewicz, Mayor

Subject: Appointment to the Plan Commission

4/3/2021

I Recommend the Following Appointment to the Plan Commission

New Appointee	Appointee Replaced	Proposed Term of Office	Section 61 waiver as a special engagement	Reserved / Type	Slot	Recommended by (if applicable)	Attendance Record	Resume attached
Tiffany McNair	Julia Bryant	continuation of term, expiring on 4/30/2021	No			NA	NA	Yes



Wade Kapszukiewicz
Mayor

TIFFANIE N. MCNAIR

522 Continental Boulevard, Toledo, OH 43607 | 419.654.0781 | tmcnair@outlook.com

PROFESSIONAL PROFILE

Results-oriented community development and property asset manager with 10 years' experience of low-income and tax-credit housing in the Toledo metropolitan area. Embodying a strong work ethic and drive to succeed, this professional is motivated to develop innovative real estate projects, maintain the financial strength of the properties assigned, and effectively perform duties both assigned and implied. Experienced in Community Development Block Grant (CDBG) compliance & reporting, Section 42 housing management, compliance, and development, real estate transactions, and educated in Fair Housing rules and regulations.

SKILLS & ABILITIES

Solid written and verbal communication skills	Critical thinking
Active listening	Database management and analysis
Team-oriented and self-starting	Leadership

EXPERIENCE

- 12/2019-Present* **Community Development Program Manager, Lucas Housing Services Corporation (LHSC)**
- Awarded \$75,000 for the 64th year of the Community Development Block Grant (CDBG).
 - Oversees multiple housing sites and exceeds in customer service to new and existing residents.
 - Administers and monitors community programs and projects, while ensuring the meeting of objectives for efficient reporting.
- 01/2016-Present* **Real Estate Salesperson, Key Realty**
- 08/2008-01/2012*
- Assisted minority, first time homebuyers with listing and/or purchasing real estate in the Toledo metropolitan area.
 - Provided technical support to clients during the real estate transaction process.
 - Maintained license according to requirements of Ohio Department of Commerce, Division of Real Estate & Professional Licensing.
- 07/2017-07/2019* **Asset Manager, NeighborWorks Toledo Region**
- Expedited 5-month interview process for property management companies as a temporary paid consultant post-employment.

- Sustained a 90% occupancy rate over 9 Low-Income Housing Tax Credit (LIHTC) projects.
- Supervised both internal and external property management and compliance operations, including housing acquisitions.

03/2016-06/2017 Director of Housing, *United North Corporation*

- 04/2010-06/2015
- Maintained 95% occupancy rate of over 220 units in North Toledo.
 - Oversaw the renovation of a historical structure totaling \$125,000 and closed out a \$9 million Low-Income Housing Tax Credit (LIHTC) senior project.
 - Supervised Housing Team and advocated for resident housing needs.

EDUCATION

Enrolled 08/2019 Masters of Studies in Law, Toledo, Ohio, *University of Toledo*

Completed 07/2014 M.B.A. (core coursework only), Tiffin, OH, *Tiffin University*

Graduated 05/2008 Pre-Licensing Real Estate Sales, Holland, OH, *Hondros College*

Graduated 08/2007 Certificate in Paralegal Studies, Toledo, OH, *University of Toledo*

Graduated 12/2004 B.S. in Criminal Justice, Toledo, OH, *University of Toledo*

CERTIFICATIONS

- Housing Development Finance Professional Certification™, National Development Council, LIC: #0813-024
- Fair Housing Compliance™, NAHMA™
- Specialist in Housing Credit Management®, NAHMA™.
- Asset Management Specialist Certification, NeighborWorks®
- Certified Housing Asset Manager®, NeighborWorks®
- Housing Credit Certified Professional, NAHB®

LEADERSHIP

- Lucas County Democratic Party, Precinct Captain (District 1, Precinct 6H), 2020
- Urban Wholistics, Board Member & Treasurer, 2020
- Skyway Career Prep High School (Formerly Life Skills Toledo High School), Executive Board Member & Secretary, 2017-Present
- Alternative Education Academy, Executive Board Member & Secretary, 2017-Present
- Executive Leadership Certification, Center for Non-profit Resources, 2014