

Malcolm Cunningham



Skills

Community engagement, strategic planning, human-centered design, program design, development, and evaluation, facilitation, restorative practices, data analysis, and technical writing. Microsoft suite, ArcGIS, and Adobe suite.

Experience

ProMedica Health System / Manager Health Outcomes / Manager, Ebeid Neighborhood Promise

FEBRUARY 2020 - PRESENT, TOLEDO, OH

Developed neighborhood health strategy focused on maternal and child health, nutrition, chronic disease, and violence.

Wrote, awarded \$350k, and direct the Ohio Department of Health, CDC-funded Ohio Health Improvement Zone project. Project established neighborhood-based community health worker, programs addressing chronic disease, peer education, and neighborhood-leader training addressing chronic diseases, including heart health and mental health.

Established Shape-Up Toledo, a project in partnership with Boston University RISE Lab, Lucas County Land Bank, etc., that evaluates risk of gun violence based on the built environment.

Developed and lead the ENP Community Coalition, a multidisciplinary coalition that incorporates community voice and choice in ENP decision-making, collaborates on community projects, and manages a micro grant program for safety & beautification projects. See case study by Robert Wood Johnson Foundation County Health Rankings & Roadmaps.

Co-led community engagement process for RFP that invested \$2.8M in the Junction neighborhood in Toledo, Ohio focused on SDOH.

University of Michigan School of Public Health / Program Coordinator, Public Health Action Support Team / Project Coordinator, Innovation & Social Entrepreneurship

OCTOBER 2017 - JANUARY 2020, ANN ARBOR, MI

Developed partnerships with community-based organizations for MPH students to gain applied practice experience through project-based learning, community service, workshops, speakers, and training.

Led teams in mixed-methods qualitative research resulting in a profile of the retail food environment in Detroit and a program evaluation framework for a prison-based literacy program.

Fieldwork, facilitation, co-instruction, and coordination for Community Assessment for Public Health Emergency Response (CASPER) in the US Virgin Islands and Public Health in Action course.

Zepf Center / Youth Programming & Special Projects Coordinator / Qualified Health Home Specialist

JULY 2011 - SEPTEMBER 2017, TOLEDO, OH

Transitioned from case management services for youth with severe and persistent

mental illness to strategic program design and development for the aforementioned youth and their families.

Conducted needs assessment utilizing Mobilizing for Action through Planning & Partnerships (MAPP) process.

Developed Zepf Center's ZONE program, an experiential learning program that taught youth and families how to grow, prepare, and store healthy food. Managed staff, including youth jobs program.

Developed a wellness fair utilizing SAMSHA's 8 Dimensions of Wellness framework. Fair provided resources and same-day referrals based on findings of community needs assessment.

Assisted with developing policies, procedures, best practices, training needs, and staffing structure for Safety Net, a runaway and homeless youth shelter.

Peace Corps / Health & Community Development Volunteer

DECEMBER 2008 - MARCH 2011, RWAMAGANA, RWANDA, AFRICA

First group of volunteers since evacuation in 1993.

Trained community health workers on health topics including mental health, dehydration, nutrition, and various infectious diseases.

Co-developed Peer Support Network to address mental health needs of volunteers and trainees through advocacy and training on active listening, stress management, and Peace Corps resources.

Helped organize and facilitate leadership and empowerment camps for 300 young men and women across Rwanda; camps included workshops on health, goal setting, career planning, and creative arts.

Education

Johns Hopkins Bloomberg School of Public Health / MPH

JUNE 2022 - AUG 2024 (ANTICIPATED)

Bloomberg American Health Initiative Fellow - Violence Focus Area. 4.0 GPA to date. Coursework includes social epidemiology, understanding & preventing violence, health policy, trauma informed practices, negotiation & mediation, and network analysis.

Ohio State University / B.S. Psychology

SEPT 2004 - AUG 2007, COLUMBUS, OH

OMA Morril Scholars - Excellence Scholar. Graduated in 3 years. Research assistant in Arkin Research Lab. School construction project in Malawi.

Additional Relevant Experience

Leadership Ohio / Program Graduate (2022)

Junction McClinton-Nunn Choice Neighborhoods Initiative / Chair, Early Action Committee (2022 - 2023)

Lucas County Safety & Justice Challenge / Reviewer (2022)

Lucas County Leaders for a Trauma-Informed Community, Opiate, Suicide Prevention, & Healthy Lucas County Coalitions / Member (2021 - current)

Future Public Health Leaders Program, University of Michigan School of Public Health / Mentor (2021 - current)

Satcher Institute, Morehouse Community Health Leadership / Program Graduate (2021)

Rachel Hart

Education

AUGUST 2010 - DECEMBER 2013

B.S. in Technology, Visual Communication Technology
Bowling Green State University

Certifications

MARCH 2022

Accessible Social Media
Great Lakes ADA Center

AUGUST 2021

Web Accessibility under WCAG3
Great Lakes ADA Center

JANUARY 2018

Querying Data with Transact-SQL
Microsoft

Experience

JANUARY 2022 - PRESENT

Deputy Director, Marketing and Communications
City of Toledo

Building on the work I started as website manager, my role as deputy director has expanded the responsibilities I have overseeing the user experience to a variety of new and existing digital platforms, in-person touch points with city residents, and ensuring a seamless transition between the two. I assist with project management on multi-departmental projects, collaborating with stakeholders to ensure accurate information, a clear process, and transparent outcomes are the focus of resident-facing communication. I am responsible for oversight of the city's brand standards, website maintenance, and ensuring communication meets accessibility requirements. I assist with design, copywriting, traditional and social media, internal communication, and technical implementations.

AUGUST 2019 - JANUARY 2022

Website Manager
City of Toledo

In this role, I served as project manager for the redesign of the City of Toledo's website. I worked with departments to update site architecture, page content, and user experience while implementing new brand standards and ensuring compliance with accessibility standards and best practices. Following the launch of the site in November 2020, I continued to oversee the maintenance and improvements to the website, adding additional content and capability as needed. Additional responsibilities included process improvements for online users, like the creation of new online forms and the launch of Permit Planner, the development of new brand materials for print, social, and web, and oversight of the city branding and user experience across all platforms.

MAY 2013 - AUGUST 2019

Designer/Developer
Madhouse

From concept to completion, I've got a hand in every step of the design and development process for our interactive clients. Each solution is custom designed and custom-built to provide the client with a superior final project. We develop using a series of frameworks and languages, including Bootstrap, Javascript/JQuery, Craft CMS, and various plugins and APIs.

MAY 2012 - MAY 2013

Web Developer, Marketing and Communications

Bowling Green State University

At the Office of Marketing and Communications, I was able to take the knowledge I gained from working at the College of Technology and apply it campus-wide. Using the same content management system, I updated and created new pages for the University, designed print documents, and developed HTML emails all of which must comply with University graphic and accessibility standards.

MAY 2011 - AUGUST 2012

Web Manager, College of Technology

Bowling Green State University

Too much flash content, poor navigation, and outdated information were what met me when I started working for the College of Technology. In the first nine months, I was solely responsible for re-structuring and re-designing the site content. After nine months, many improvements were made, and two additional students were hired to help with continuing work. I managed these students in addition to continuing to create pages with functional and aesthetic value.

Volunteer

JANUARY 2019 - PRESENT

Board Member

Toledo Lucas County Convention & Visitors Bureau

JANUARY 2016 - JANUARY 2017

Board Member

AIGA Toledo

Skills


GENERAL SKILLS

Strategy & Planning
Project Management
Public Presentation
Messaging
Research & Data Analysis

TECHNICAL SKILLS

UI/UX Design
Front End Development
Web Accessibility Standards
SEO/Social Optimization
Version Control
CMS Builds

MEGAN F. ROBSON



PROFESSIONAL SUMMARY

Results oriented governmental professional with a career showcasing achievements of valuable problem solving, public relation and fiscal management skills. Knowledge of identifying the wants and needs of an organization and highlighting the administrative attributes to satisfy these desires. Strengths include leadership through strategic planning, financial analysis of capital and operational budgets, and implementation of organizational themes. Personable and outgoing, comfortable communicating and fostering relationships with people from diverse backgrounds. History of high level of professionalism, creativity, and interpersonal skills.

CAREER PROFILE

CITY OF TOLEDO, Toledo, Ohio

Award winning Governmental Agency overseeing 275,000 citizens

Deputy Director, Department of Public Service **September 2020 – Present**

Supports the Director by providing day-to-day management of departmental operations.

- Provides leadership, and guidance to the department on key functions including goal planning, strategic priorities, policies & procedures, fiscal planning, and coordination of city resources.
- Serves as a liaison to the administration, public, city council, and outside agencies regarding departmental objectives.
- Prepares comprehensive and technical reports, documents and correspondence regarding the operations of the department.
- Oversees departmental procurement, contracts, and fiscal management.
- Assists department with administrative performance reviews, employee relation issues, labor contract negotiations, and grievance appeals and preparation.

Manager, Implementation, Department of Public Service **September 2018 – September 2020**

Provides managerial, administrative, and supervisory direction and assistance in the operation of departmental projects.


- Plans, researches, develops, administers and evaluates major projects within the department.
- Provides managerial and administrative direction to professional, operational and support staff involved in projects and programs.
- Compiles reports to address timelines, budget, and recommend projects for funding.
- Manages, monitors and assesses all data, governing regulations, priorities and funding for project implementation.

Administrator, Capital Improvement and Debt Management **March 2015 – September 2018**

Administers the City of Toledo Capital Improvement Program (CIP) and the debt management budget.

- Conducts financial analyses, generates database reports, recommends capital programs for funding and serves as the liaison between city departments and the administration regarding capital projects.
- Researches and produces complex financial documents for a capital improvement budget of over \$60 million and a debt management budget of over \$25 million.
- Prepares and presents annual CIP legislation, CIP book and debt roll forward schedule.

MEGAN F. ROBSON



Administrative Analyst II, Department of Finance

March 2012 – March 2015

Provided budgetary oversight, analysis, and reports for assigned city departments.

- Assists in the development of the Annual Operating Budget, Annual Information Statement, Debt Service Forecast schedule, Comprehensive Annual Financial Report and Bond Book.

Administrative Specialist II, Law Department

January 2010 – March 2012

Responsible for the City of Toledo Garnishment Program including: analyzing, processing and posting City tax returns, court filings and management of all necessary documents for the tax garnishment process.

- Controller of customer database for over 3,000 delinquent taxpayers, invoices, court case information, legal documentation and collections. Responsible for all maintenance and updates as this list continually grew by 60 cases per week.
- Collection efforts generated over \$2.25 million worth of revenue for the City of Toledo General Fund in 17 months.

Public Information Officer, Mayor's Office

May 2009 – January 2010

Served as the principal spokesperson for the City of Toledo Mayor's Office. Managed outgoing communications for all media related inquiries for the City of Toledo. Supervised all marketing campaigns, public relations, media relations, event planning and promotion.

- Authored and edited all speeches, letters and announcements for the Mayor's Office including: monthly newsletters, brochures, public service announcements and television programs, which report consistent, up-to-date information on City of Toledo activities.

EDUCATION & CERTIFICATIONS

BSBA • Major Business Management / Minor Marketing • Ohio Northern University • 2004
(Accredited by AACBS International)

Institute for Leadership and Advocacy • Toledo Regional Chamber of Commerce • 2022

Cultural Diversity Training • The Employers' Association • 2018

Public Finance Program • The PFM Group • 2016

Contact Information -- Person ID: 49488432

Name: David L Bush Address: [REDACTED]
Home Phone: [REDACTED] Alternate Phone: [REDACTED]
Email: [REDACTED] Former Last Name:
Month and Day of Birth [REDACTED]

Personal Information

Driver's License: Yes, [REDACTED]
Can you, after employment, submit proof of your legal right to work in the United States? Yes [REDACTED]
What is your highest level of education? Some College

Education

College/University

David Bush
<https://www.utoledo.edu/>
2019 - [Unspecified End]
Toledo, Ohio

Did you graduate: No
Major/Minor: Bachelor of Arts
Units Completed: 18 Semester
Degree Received: Bachelor's

College/University

University of Toledo
<https://www.utoledo.edu/>
8/2019 - [Unspecified End]
Toledo, Ohio

Did you graduate: No
Major/Minor: Exploratory studies
Units Completed: 18 Semester
Degree Received: Bachelor's

Work Experience

Executive Director

12/1999 - Present

Madd Poets Society
<https://www.maddpoetsociety.org/>
3806 Driftwood Rd
Toledo, Ohio 43614
14195096776

Hours worked per week: 20
of Employees Supervised: 5
Name of Supervisor: David Bush - Executive Director
May we contact this employer? Yes

Duties

Advising, management, curriculum development, grant writing, finance and administration, fundraising, community outreach.

Volunteer staff management, scheduling, youth program development, board management and development.

Lessen planning, facilitate class time, facilitate workshops.

Associate Librarian

2/1993 - Present

Toledo Lucas County Public Library
www.toledolibrary.org
325 N Michigan
Toledo, Ohio 43604
419-259-5207

Hours worked per week: 37.5
of Employees Supervised: 0
Name of Supervisor: Celeste Felix - Regional Manager
May we contact this employer? Yes

Duties

Engage youth and several community stakeholders through creative collaboration on the

importance of librarianship and lifelong learning. Develop and implement programs geared to the youth population with the goal of increasing awareness and providing resources. Represent the TLCPL on the Scott High School Hub Committee, Teen Initiative Committee, African American Appreciation Coalition, and City of Toledo HRC Sub Committee of Youth, Empowerment and Engagement Committee. Create and facilitate trainings and committee reports.

Certificates and Licenses

Skills

Office Skills

Typing:

Data Entry:

Additional Information

References

Resume

Text Resume

Attachments

Attachment	File Name	File Type	Created By
transcript.docx	transcript.docx	Transcripts	Job Seeker

Agency-Wide Questions

1. Q: Where did you first hear about this job opportunity?

A: City of Toledo's website

2. Q: Are you a current or former City of Toledo employee?

A: No, I have not been employed by the City of Toledo

3. Q: If you are a current City of Toledo employee, what is your current Department or Division as listed below?

A: None

4. Q: Are you a veteran of the Armed Forces? If yes, please attach a copy of your DD-214 or Veterans' Preference Letter to this application. The DD-214 must show the dates of active duty and the type of discharge received. A Preference Letter must be dated within the last six (6) months and must indicate the percentage of service-connected disability.

A: No

5. Q: Can you perform all of the required essential job functions, tasks, and/or duties listed on the job description, with or without a reasonable accommodation?

A:

Supplemental Questions

1. Q: Are you currently employed by the City of Toledo?

A: No

2. Q: If you are currently employed by the City of Toledo, please list your Division.

A:

3. Q: What is your highest level of education?

A: Some College

4. Q: If you have an Associate's Degree or higher, please list the major and any concentrations of your Degree?

A:

5. Q: How many years experience do you have in program management experience (e.g. supervising staff, monitoring budgets, documenting activities and outcomes, meeting program goals, etc.)?

A: Four (4) or more years of experience

6. Q: Do you have experience servicing, hiring and/or supervising formerly incarcerated individuals?

A: No

7. Q: Describe your experience servicing, hiring and/or supervising formerly incarcerated individuals.

A: n/a

8. Q: Do you possess a Project Management Professional (PMP) or Certified Associate in Project Management (CAPM) certification.

A: None of the Above

Joshua A. Davies, MSW

Education

Master of Social Work
The University of Toledo

May 2018

Bachelor of Arts – International Development
International Studies Program, The Ohio State University

December 2014

Employment

The University Church Toledo, Ohio

October 2021-Present:	Director, Rogers High School Community Hub
August 2017- October 2021:	Director/Site Coordinator, LEAD Program at Rogers High School
August 2015-July 2017:	Director, LEAD Mentoring Program at Reynolds Elementary
October 2013-July 2015:	Staff/Asst. Director, After School Program at Reynolds Elementary

Roles and Responsibilities:

- Develop and oversee high quality, evidence-based after school programming
- Recruit, train, oversee, and evaluate staff and volunteer base
- Identify, apply for, and secure grant funding to support programming; complete all grant reports
- Build community-based partnerships to enhance services and meet the school's needs
- Oversee school-wide community and family engagement efforts
- Implement Community Discovery among various stakeholder groups; develop Hub Action Plan
- Work with multiple stakeholder groups to generate collaborative solutions to complex issues

The University of Toledo Toledo, Ohio

Fall 2022 - Present: Adjunct Professor, SOCW 3300: Social Policy and Legislation

Community Engagement

Mayor's Office of Neighborhood Safety and Engagement Action Table	May 2023 - Present
Lucas County Community Health Improvement Plan Task Force	October 2022 - Present
Kafakumba Development Projects Fund, Inc. Board of Directors	2009 - 2014

Skills and Abilities

- Learning and expressing complex ideas, both verbally and in writing
- Coalition building and community engagement
- Program development and management
- Working independently or collaboratively while managing multiple tasks
- Identifying stakeholders and strengthening partnerships for community development
- Grant writing, management, and reporting

Trainings

- Youth Mental Health First Aid
- SBIRT (+ Training of Trainers)
- Too Good for Drugs (+ Training of Trainers)
- Healing Children of High Conflict Families

Mental Health Experience

- Community Care Clinics Intern 2016-2017
- Run group sessions at Open Door Ministries for men in early sobriety

Joshua A. Davies, MSW

Grants

Ways, T. & Davies, J. (2015). *Ohio Department of Education*. Community Connectors Grant for one-on-one youth mentoring. Funded \$55,000.

Davies, J., Baden, A., & Ways, T. (2015). *ServeOhio*. Global Youth Service Day to engage youth in volunteer opportunities. Funded \$1,000.

Davies, J., Baden, A., & Ways, T. (2015). *Toledo Community Foundation*. Walleye Wishing Well Grant to support winter physical fitness. Funded \$2,057.

Ways, T. & Davies, J. (2016). *Ohio Department of Education*. Community Connectors Grant for one-on-one youth mentoring. Funded \$100,000.

Ways, T., McWatters, K., Davies, J., & Baden, A. (2016). *Ohio Department of Education*. 21st Century Community Learning Center. Funded \$600,000 over 3 years.

Davies, J. & Ways, T. (2016). *ServeOhio*. Global Youth Service Day to engage youth in volunteer opportunities. Funded \$740.

Ways, T. & Davies, J. (2017). *Ohio Department of Education*. Community Connectors Grant for one-on-one youth mentoring. Funded \$100,000.

Davies, J. (2017). *ServeOhio* Martin Luther King Jr. Day of Service grant to provide a community service opportunity for members of Latino Community. Funded \$800.

Davies, J., Ways, T., McWatters, K. (2017). *Ohio Department of Education*. 21st Century Community Learning Center. Funded \$850,000 over 5 years.

Davies, J. & Baden, A. (2017). United Way of Greater Toledo Absenteeism Initiative Grant. Funded \$5,000.

Davies, J. & McWatters, K. (2022). *Ohio Department of Education*. Summer Learning and Afterschool Opportunities Grant. Funded \$600,000 over 3 years.

Davies, J. (2022). *Hospital Council of Northwest Ohio*. Fostering Healthy Communities. Funded \$10,000.

Davies, J. (2022). *Greater Toledo Community Foundation*. Equity and Access Initiative. Funded \$16,400.

Davies, J., Lake, G., Cleary, H., Goins, D. (2023). *John Henry Eldred, Jr. Foundation*. Educational Opportunities Grant. Funded \$25,000 with probable two-year extension.

Awards

Children's Hunger Alliance Afterschool Program of the Year (2014). Columbus, OH.

Science Alliance for Valuing the Environment-Eco-School Award (2015). Sylvania, OH.

United Way Community Impact Responsiveness Award (2016). Toledo, OH.

Social Work Education: The International Journal Best Conceptual Article (2018-19).

Presentations

David, K., Davies, J., Sloane, H., Stamper, D., Woodward, S. (2016, September). *Reconsidering the Importance of Historical Context to Social Justice and the Social Work Profession*. Presented at the International Human Trafficking and Social Justice Conference, Toledo, Ohio.

Davies, J. & Haas, K. (2017, February). *Beyond Social Work: Barriers and Possibilities for Addressing Health Disparities*. Presented at the

Joshua A. Davies, MSW

Society of Student-Run Free Clinics Annual Conference, Anaheim, California.

Davies, J., Litzenberg, K., Blochowski, S. (2017, March). *Drug Prevention and Community Engagement Through Innovative Partnership*. Presented at 13th All-Ohio Institute on Community Psychiatry, Columbus, OH.

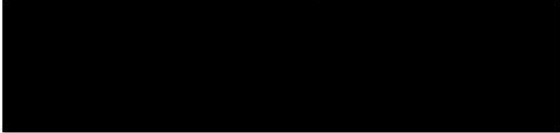
Davies, J. (2017, October). *Targeted Volunteer Recruitment: Finding Your Niche and Making Your Pitch*. Ohio Conference on Service and Volunteerism, Columbus, OH.

Lake, G., Davies, J., Frison, D., Barnett, W. (June, 2023). *Community Discovery: Experience the Process*. Community Schools and Family Engagement National Conference, Philadelphia, Pennsylvania.

Publications

Heather M. Sloane, Kassandra David, Josh Davies, Danielle Stamper & Sarah Woodward (2018) Cultural history analysis and professional humility: historical context and social work practice, *Social Work Education*, 37:8, 1015-1027, DOI: 10.1080/02615479.2018.1490710

Simon Nyi



SELECTED PROFESSIONAL EXPERIENCE

University of Toledo

Toledo, OH, Jul. 2021 — present

Interim Grant Writer, Office of Research and Sponsored Programs

- Review and edit faculty grant proposals to improve clarity and effectiveness of argumentation, ensure adherence to funding agency requirements, and correct errors in grammar, style, etc.
 - Funding agencies to which proposals have been submitted include the National Science Foundation, National Institutes of Health, Economic Development Authority, U.S. Department of Education, Ohio Department of Transportation, and others
- Research and write content for select award proposals, including the University of Toledo's nomination materials for the Association of Public & Land-Grant Universities' Public Impact Research Award (pending)
- Draft and edit reports on federally funded University research activities for legislators and the public, including summaries of 400+ federally funded projects in the annual Congressional Briefing Book
- Develop writing guides, templates, and other written resources to support faculty proposal development and increase number and quality of grant proposals submitted; assist with development of faculty grant writing workshops

Toledo Opera

Toledo, OH, Jul. 2020 — May 2022 (project-based)

Communications Specialist (Consultant)

- Write key development and institutional communications in the voice of the Executive Director, including op-eds, speeches, and donor solicitations
- Write press releases and monthly newsletters; generate earned-media coverage of performances, programs, and events; develop media talking points and train staff and Advisory Committee members for media appearances
- Advise on development and implementation of communications strategy, and alignment of messaging across communications channels
- Edit and revise staff grant proposals to public and private agencies

University of Michigan

Ann Arbor, MI, Sept. 2019 — June 2021

Events and Communications Coordinator, Departments of Philosophy and Women's and Gender Studies

- Generate and manage departmental communications, including email, social media, and website
- Ghostwrite key communications for department Chairs, including appeal letters and major donor thank-you letters

Sincerely,
Simon Nyi

- Develop branding and promotional materials for curricular and public-engagement initiatives
- Manage event-planning logistics and publicity for 80+ events per year

Illinois Humanities

Chicago, IL, Jul. 2014 — Nov. 2018

Project Director, Media & Journalism Programs, December 2017 – November 2018

Program Manager, Media & Journalism and Business, July 2014 – November 2017

- Developed long-term goals, strategies, and objectives for two of Illinois Humanities' four core programmatic focus areas, Media & Journalism and Business
- Wrote grant proposals that earned funding from the John D. and Catherine T. MacArthur Foundation, the Robert R. McCormick Foundation, the News Integrity Initiative, the Chicago Community Trust, and others; successfully secured over \$400,000 grant funding in total
- Wrote op-eds for industry publications and partner organization websites to increase stakeholder and public awareness of programs
- Designed, implemented, and oversaw evaluation of multiple strategic funding and training initiatives, ranging in size from \$5,000 to \$45,000, to build trust and collaboration between journalists and communities
- Organized 30+ dialogue-based public programs that engaged communities across Illinois around critical issues for a healthy democracy

Northwestern University

Evanston, IL, 2011-2018

Research Assistant, April-October 2018

- Prepared reference bibliographies for the *Norton Anthology of Rhetoric and Writing* (forthcoming)
- Advised volume editor on content of introductory materials and selection of primary texts

Instructor and Teaching Assistant, 2011-2014

- Taught fundamentals of clear and compelling academic writing in a seminar setting; facilitated peer editing workshops
- Designed and implemented curriculum based in collaborative, participatory approaches to learning writing

EDUCATION

Northwestern University

ABD (PhD), English

Northwestern University

M.A., English, 2012

Oberlin College

B.A. with High Honors, 2010

Major: English

RELEVANT SKILLS

Technology: Microsoft Office — proficient; WordPress, Adobe Creative Suite (Photoshop and InDesign), Raisers Edge — working knowledge

TODD SAUMS

SUMMARY

Employed by the Village of Carey from August 9, 2007 to March 30, 2011 working in the Public Works Department. This department was responsible for water/wastewater treatment, collection/distribution, maintenance of city owned parks, buildings, solid waste, cemetery, and streets. March 31, 2011, I began employment with the Northwestern Water and Sewer District, Bowling Green, OH. My career at NWWSD began with the maintenance department, which maintains the water distribution and wastewater collection system. I had transferred departments, working in several different roles to obtain a higher-level skill set that will better prepare me for future career advancement. These roles consisted of meter technician, wastewater treatment plant operator, engineering inspector, and project manager. The project manager duties involved inspection, design, budget, cost estimates, and oversight of capital improvement projects. This role also required internal staff work facilitation and scheduling. Other duties include pretreatment enforcement, implementing the District wide inflow and infiltration program, and safety program. This position required various testing with the water distribution and wastewater collection system and Civil 3D Auto CAD work. I have experience operating several different water/wastewater treatment plants, process control, sampling, lab work and operating/troubleshooting the collection/distribution systems. This was a leadership role within the engineering department that also assists the operations and customer service departments in multiple aspects of municipal utility management.

In November of 2021 I began employment as the Director of Water and Sewer at Van Buren Township, Michigan. As Director, which is a full-time administration position, I was responsible for the leadership and oversight of the Water and Sewer department. This includes customer service, billing, operations, and engineering. This role also includes maintaining compliance with all regulatory agencies related to water distribution, wastewater collection, the Township MS4 permit and stormwater regulations. I also serve as the liaison for the township on boards and commissions related to water and sewer services. These include, Downriver Utilities Wastewater Authority, South Huron Valley Utilities Authority, and the point of contact for the Great Lakes Water Authority. I was expected to carry out the day-to day operations as well as long term goals and objectives for the Township Water and Sewer infrastructure. Additional duties include, assisting the Planning Director with plan review, building permits, and economic development. I also assisted the Public Service Director regarding the environmental department, which includes the 1,300-acre lake, landfills and hazardous waste sites, township ordinance enforcement, and various township projects.

In May of 2022 I began employment with the City of Toledo as the Manager of Water Distribution. These duties include daily operations of the department as well as long term goals and objectives. I oversee a staff of 150, including field and office personnel. I work closely with the engineering department regarding projects, specifically the lead line replacement project and AMI/AMR replacement project. I am the operator of record for the City of Toledo water distribution system as well

as the Lucas County distribution system. The City of Toledo water distribution system contains 136,000 service connections supplying water to a total of 500,000 in the greater metropolitan area.

HIGHLIGHTS

OSHA 30 Hour Certified	Knowledgeable in Water and Wastewater Systems
Ohio Water Supply II	Utility Management Certified
Ohio Wastewater Treatment II	Operators without Borders Volunteer
Ohio Water Distribution II	Ohio Wastewater Laboratory Analyst II
Ohio Wastewater Collection II	Ohio Backflow Certified
PACP/MACP/LACP Certification	Northwest Section OWEA Past President

EDUCATION

Ohio University – Athens, Ohio
Master of Public Administration

Bowling Green State University-Bowling Green, Ohio
Bachelor of Science; Management and Technology

Eastern Gateway Community College-Steubenville, Ohio
Associate of Applied Science, Environmental Science

Operator Training Committee of Ohio - Columbus, Ohio
Water Distribution
Basic Wastewater Treatment
Wastewater Collection Systems
Water/Wastewater Utility Management
Advanced Wastewater Treatment
Advanced Water Treatment

EXPERIENCE

5/22-Present

Manager-Water Distribution- City of Toledo, Toledo Ohio

As manager, I provide managerial, technical, administrative and supervisory leadership and assistance in the Division of Water Distribution operations and water infrastructure maintenance and repair; plans training schedule, and develops operation work plans, as well as manage and monitor special projects. Ensures that assigned responsibilities are in compliance with applicable EPA, federal, state and local rules and regulations. Maintains liaison and attends meetings with other governmental agencies, various trade, business, and community organizations, interest groups and the general public. Prepares or assists in the preparation of the annual budget (\$27 million) and assists budget administration to ensure compliance with fiscal requirements. Counsels employees and/or initiates disciplinary actions and conducts employee investigations and/or hearings.

11/2021-5/2022

Director of Water and Sewer-Van Buren Township, Michigan

As Director of Water & Sewer I am under the general direction of the Township Supervisor. This is a full-time administrative position, with the primary responsibility of planning, organizing and managing the Division. I also serve as liaison for the Township, representing Van Buren Township on boards and commissions related to water and sewer services. This includes DUWA (Downriver Utilities Wastewater Authority), RVSDS (Rouge Valley Sanitary Disposal System) and SHVUA (South Huron Valley Utilities Authority). I am directly involved with the Great Lakes Water Authority serving the 126-member communities of the GLWA water supply system. Presently, I continue to represent Van Buren Township (pop. 28,812) on various work groups and ad hoc committees. Planning, economic development, and storm water regulations are also duties in addition to water and sewer.

03/2011 to 11/2021

Project Manager - Northwestern Water and Sewer District - Bowling Green, Ohio

Thorough knowledge of all aspects related to water distribution, wastewater collection and storm water systems. Road maintenance as it relates to utility projects and excavation. Troubleshooting water and sewer meters, telemetry and SCADA systems. Customer service involvement with meter installs/change out program and projects in a system of 60,000 in population. Inspecting, design, budget, and oversight of contract installation of water and sewer infrastructure, as built and auto CAD work, along with commercial backflow inspections. Parallel work with consulting engineering firms. Planning and engineering review for economic development. Implement District wide inflow and infiltration program. Operating various wastewater treatment plants, process control, and laboratory procedures. Organization Safety Coordinator. Proficient with Arc GIS and Microsoft programs. This role assists in the management of a \$30 million/year capital improvement budget and \$20 million/year operational budget.

08/2007 to 03/2011

DPW Laborer/Parks Supervisor - Village of Carey - Carey, Ohio

Responsible for repair on water mains and services, service taps, fire hydrant repair and maintenance, valve exercise. Sanitary main and lateral repairs, camera inspection, manhole repair, jetting and cleaning of sanitary sewers. My duties also included various maintenance and operation duties at the wastewater treatment plant. This role was also responsible for the maintenance of all city owned parks, supervising a seasonal staff of 3, buildings, streets, snow removal, recycling and refuse and cemetery.

Contact Information -- Person ID: 26875880

Name: Abed A. Semaan Address: [REDACTED]
Home Phone: [REDACTED] Alternate Phone: [REDACTED]
Email: [REDACTED] Former Last Name: [REDACTED]
Month and Day of Birth: [REDACTED]

Personal Information

Driver's License: Yes, [REDACTED]
Can you, after employment, submit proof of your legal right to work in the United States? Yes
What is your highest level of education? Bachelor's Degree

Education

College/University Did you graduate: Yes
University of Toledo Major/Minor: Civil Engineering
6/1984 - 1986 Degree Received: Bachelor's
Toledo, Ohio

Work Experience

Commissioner - Public Services Hours worked per week: 40
12/2016 - Present # of Employees Supervised: 317
Name of Supervisor: Edward A. Moore - Director-
City of Toledo - Department of Public Utility Department of Public Utility
May we contact this employer? Yes
<https://toledo.oh.gov>
420 Madison Ave.
Toledo, Ohio 43604
419-245-1800

Duties

As Commissioner of Field Operations I provide managerial direction to three divisions in the Department of Public Utility. The divisions are Water Distribution (149 employees for year 2020), Sewer and Drainage Services (121 employees) and Environmental Services (47 employees).

Provide managerial direction to assigned divisions for all operational activities related to the provision of public services such as water distribution, wastewater collection and the enforcement of environmental regulations. Establish divisional goals, objectives, policies, procedures, rules and regulations; evaluate progress to determine whether goals and objectives are being met; direct divisional administrative, fiscal and personnel operations; oversee and review the divisional budget; keep abreast of current developments and community needs and makes recommendations to the Director, Mayor and City Council on present and future projects; represent and act as liaison for the City of Toledo with public and private agencies, civic groups, the news media and the general public on issues relating to divisional activities; prepare and issue reports, correspondence and other materials as required; hears employee complaints and grievances, makes adjustments, and/or recommend disposition of same; review disciplinary action; may suspend employees for major infractions pending a disciplinary hearing; participate in the interview process for potential employees and make recommendations regarding appointments; reviews and approves divisional personnel actions.

Participate with the director and other commissioners in developing and implementing the departments strategic plan.

Participate in Collective Bargaining Agreements negotiations.

Administrator - Administrative Services II
12/2012 - 12/2016

Hours worked per week: 40
Name of Supervisor: Christy - Administrator
May we contact this employer? Yes

City of Toledo
https://toledo.oh.gov
401 S.Erie
Toledo, Ohio 43604

Duties

Performs work of considerable difficulty in planning, coordinating and supervising technical, administrative and support personnel engaged in centralized staff functions for the City.

Provides administrative, technical, and supervisory direction to employees engaged in technical, administrative and ERP responsibilities and support activities, such as purchasing and supply functions, municipal operating budget; coordinates projects and activities with other divisions and departments; prepares and monitors budget for division; analyzes bids and recommends awards of contracts; performs and coordinates a variety of technical tasks; utilizes independent judgment in the interpretation of policies, procedures, rules and regulations governing specialized administrative areas; develops, evaluates and implements personnel policies and procedures, work rules and regulations; acts as liaison with other public and private agencies; prepares or supervises the preparation of reports, ordinances, correspondence, and technical and administrative materials related to divisional/section operations; conducts analytical and/or technical studies requiring the development of new or improved techniques, systems or procedures; provides technical and/or administrative advice to management and city personnel; provides technical supervision and instruction to subordinates; enforces divisional work rules and regulations; hears and investigates employee complaints/grievances and recommends disposition of same; ensures that appropriate disciplinary action is taken when necessary; conducts and/or participates in employee selection procedures and makes recommendations for appointments; reviews and evaluates employee work methods and cost effectiveness; establishes deadlines and sets section work goals; oversees and inspects work carried out by section/divisional personnel to ensure progress and adherence to standards.

Reason for Leaving

Seeking Promotion

Administrative Analyst 4
11/2006 - 11/2012

Hours worked per week: 40
May we contact this employer? Yes

City Of Toledo - Department of Human Resources
One Government Center
Toledo, Ohio 43604
419-245-1500

Duties

Senior Employee Relations Specialist

Proven Enforcement and interpretation of collective bargaining agreements.

Serve as Hearing Officer for both grievances and disciplines involving City of Toledo's bargaining units.

Have demonstrated my effectiveness in maintaining a good working relationship with co-workers and Union representative even under stressful and acrimonious environment.

Successfully Represented the City of Toledo in several labor arbitrations.

Reason for Leaving

Promotion

Plant Manager / Material Control Manager
3/1996 - 10/2006

Hours worked per week: 40
Name of Supervisor: Todd Austin - President
May we contact this employer? Yes

Newing-Hall Inc.
<https://www.newing-hall.com/>
2019 Monroe St.
Toledo, Ohio 43604
800.255.8804

Duties

Responsible for formulating, implementing, evaluating, maintaining and executing programs, projects and contracts relating to government procurement of specialized equipment and services.

Oversee the compliance and enforcement of EPA regulations relating to the storage and disposal of "used oil" that was used in the manufacturing and machining processes.

Accountable for reconciling physical inventory through cycle counting to the general ledger, working effectively with public accountants to report and resolve discrepancies

Responsible for analyzing and maintaining budget cost controls of all plant operations.

Solely responsible for analysis of material and labor costs, and setting standard costs based on the findings. Review and manage expense accounts.

Supervise and direct the functions of the Production, Purchasing and Customer Service / Support departments in all their functions.

Responsible for personnel selection procedures, hiring and negotiating the conditions of employment including employee compensation plan and benefits wages.

Administer evaluations of employees' performance and take disciplinary action when needed in order to ensure compliance with employee's manual and company's policies.

Negotiate and manage all contracts including facility improvements contracts such as parking lot improvements and building restoration and preservation.

Negotiate, interact, and develop working relationships with different industries domestically and internationally. Maintain constant contact with suppliers in order to achieve mutually beneficial partnerships.

Played a major role in implementing a new Management Information System. Responsibilities included receiving training, training staff, converting and up loading the data to the new software.

Production Manager

12/1994 - 2/1996

Hours worked per week: 40

May we contact this employer? Yes

Newing-Hall Inc.
2019 Monroe St.
Toledo, Ohio 43604

Duties

Oversee the compliance and enforcement of EPA regulations relating to the storage and disposal of "used oil" that was used in the manufacturing and machining processes.

Responsible for directing, establishing the budgets and maintaining the cost controls of the Production, Storage, Shipping and Receiving Departments.

Served as an advisor to upper management on employee relations and resolutions of complaints and conflicts. Played a major roll in updating and establishing employment policies and standards.

Prepared and analyzed production time studies and set standard times for all manufacturing operations.

Negotiated contracts with freight companies (Burlington Air, UPS, SEKO Air, TNT Holland, etc.) to ensure the most efficient and economical method of domestic and international shipments.

Purchasing Manager
10/1992 - 11/1994

Hours worked per week: 40
May we contact this employer?

Newing-Hall Inc.
2019 Monroe St.
Toledo, Ohio

Duties

Responsible for the supervision of employees who performed duties related to the purchase of all fixed assets, materials and supplies according to approved requisitions. Verified invoices to original purchase orders. Supervised Purchasing and Storage Department.

Directed and negotiated the price and delivery terms of more than 3,000.00 items required maintaining a diverse product line in order to reduce cost while maintaining quality and increasing profit. Selected suppliers.

Managed the coordinated new product releases between the Engineering and Production departments.

Quality Control Engineer
10/1988 - 9/1992

Hours worked per week: 40
May we contact this employer? Yes

Newing-Hall Inc.
2019 Monroe St.
Toledo, Ohio 43604

Duties

Assured that manufacturing processes and components met the established quality control policies, specifications, and procedures. Generated inspection plans, reporting formats and performance indicators. Audited processes performed by production employees relating to methods, tools and ability to follow manufacturing standards.

Checked materials to ensure they are within established specifications. Compiled, tabulated, and analyzed quality control data in order to modify processes if needed. Reviewed suppliers' processes to ensure compliance with required criteria. Resolved the disposition of discrepant material.

Certificates and Licenses

Skills

Office Skills

Typing:

Data Entry:

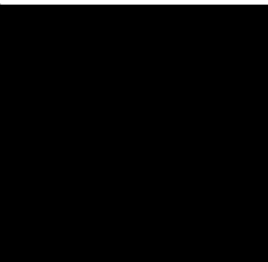
Languages

English - Speak, Read, Write

Arabic - Speak, Read, Write

Additional Information

References



Resume

Text Resume

Attachments

Attachment	File Name	File Type	Created By
Document for Transcripts.docx	Document for Transcripts.docx	Transcripts	Job Seeker

Agency-Wide Questions

1. Q: Where did you first hear about this job opportunity?

A: City of Toledo's website

2. Q: Are you a current or former City of Toledo employee?

A: Yes, Current Employee

3. Q: If you are a current City of Toledo employee, what is your current Department or Division as listed below?

A: Utilities Administration

4. Q: Are you a veteran of the Armed Forces? If yes, please attach a copy of your DD-214 or Veterans' Preference Letter to this application. The DD-214 must show the dates of active duty and the type of discharge received. A Preference Letter must be dated within the last six (6) months and must indicate the percentage of service-connected disability.

A: No

5. Q: Can you perform all of the required essential job functions, tasks, and/or duties listed on the job description, with or without a reasonable accommodation?

A: Yes

Supplemental Questions

1. Q: Are you currently employed by the City of Toledo?

A: Yes

2. Q: If you are currently employed by the City of Toledo, please list your Division.

A: Utilities Administration

3. Q: Do you possess a valid driver's license?

A: Yes

4. Q: What is your highest level of education?

A: Bachelor's Degree

5. Q: If you have an Bachelor's Degree or higher, please list the major and any concentrations of your Degree?

A: Civil Engineering

6. Q: How many years of administrative experience in environmental enforcement do you have ?

A: More than four (4) years of experience

7. Q: How many years in environmental enforcement have been at a supervisory level?

A: Three (3) or more years of experience

Contact Information -- Person ID: 47126459

Name: LaMishya S. Hudson Address: [REDACTED]
Home Phone: [REDACTED] Alternate Phone: [REDACTED]
Email: [REDACTED] Former Last Name: [REDACTED]
Month and Day of Birth: [REDACTED]

Personal Information

Driver's License: Yes, [REDACTED]
Can you, after employment, submit proof of your legal right to work in the United States? Yes
What is your highest level of education? Master's Degree

Education

Graduate School

University of Toledo
[Unspecified Start] - [Unspecified End]
Toledo, Ohio
Did you graduate: Yes
Major/Minor: Curriculum and Instruction
Degree Received: Master's

College/University

University of Toledo
[Unspecified Start] - [Unspecified End]
Toledo, Ohio
Did you graduate: Yes
Major/Minor: Interdisciplinary Studies
Degree Received: Bachelor's

High School

Roy C. Start High School
[Unspecified Start] - [Unspecified End]
Toledo, Ohio
Did you graduate: Yes
Highest Level Completed: Other
Did you receive a GED? No
Degree Received: High School Diploma

Work Experience

Prevention Health Navigator

6/2020 - Present
Hours worked per week: 40
of Employees Supervised: 0
Name of Supervisor: Troy Miller - Northwest
Prevention Program Manager
May we contact this employer? No
Equitas Health
equitashealth.com
3450 Central Ave Suite 104
Toledo, Ohio 43606
4192419444

Duties

Prevention Health Navigator, Equitas Health, 3450 Central Ave. #104, Toledo, Ohio
43606-Northwest Prevention Program Manager-Troy Miller-419-241-9444 x 2437-40 hours/week

- * Provide high quality case management to ensure clients have access to and are compliant with PrEP medication and PrEP care in efforts to improve sexual health outcomes.
- * Complete required assessments that focus on clients overcoming barriers as well as HIV prevention, education, care and treatment.
- * Function as a central and primary access point for financial assistance programs to access PrEP medication and care.
- * Assist clients with linkage to resources such as housing, nutritional assistance, transportation, mental health services, substance use services and social functions as a means of self-sufficiency and empowerment.
- * Maintain accurate and timely documentation through Equitas Health, ODH and other software systems.
- * Coordinate with clients and community partners to assure clients are receiving appropriate supports.

* Facilitate a monthly support group for women living with HIV.

Reason for Leaving

Presently employed

Owner/Operator

5/2012 - Present

The L Suite
[REDACTED]

Hours worked per week: 40

of Employees Supervised: 4

Name of Supervisor: LaMishya Hudson -
Head Culinarian

May we contact this employer? Yes

Duties

Head Culinarian and Founder of The L Suite, [REDACTED]

[REDACTED] - LaMishya Hudson [REDACTED] work hours vary

-
- * Hire, train and manage contracted staff.
 - * Create and submit vent bids and contracts.
 - * Creating, preparing, transporting and serving meals/menus to event venues.
 - * Sourcing ingredients for meals and cocktails for events.
 - * Inspecting final arrangements with customers to exceed expectations.
 - * Clean venue after event and remain in constant communication with the customer/event planner to ensure the customer's vision is brought to fruition.

Reason for Leaving

Presently employed

Non-Medical Case Manager

11/2018 - 6/2020

Equitas Health

equitashealth.com

3450 Central Ave Suite 104

Toledo, Ohio 43606

4192419444

Hours worked per week: 40

of Employees Supervised: 0

Name of Supervisor: Lea Rosenberg -
Clinical Supervisor

May we contact this employer? Yes

Duties

Non-Medical Case Manager, Equitas Health, 3450 Central Ave. #104,

Toledo, Ohio 43606 - Clinical Supervisor - Lea Rosenberg - 419-241-9444 x 2427 - 40 hours/week

-
- * Provide high quality case management for HIV/AIDS positive clients and their families via assistance in accessing resources to improve health outcomes, housing stability, employment and income attainment.
 - * Complete required assessments that focus on clients overcoming barriers as well as HIV care and treatment.
 - * Function as a central and primary access point for financial assistance programs.
 - * Assist clients with linkage to resources such as housing, respite, nutritional assistance, palliative care, chore assistance, transportation and social functions to increase clients' ability to remain independent in the community.
 - * Maintain accurate and timely documentation through Equitas Health, Ohio Department of Health and other software systems.
 - * Coordinate with clients to maintain active status through Ryan White and other programs.
 - * Facilitate a monthly support group for women living with HIV.

Reason for Leaving

Transferred to a different department within the organization for more training and development opportunities.

Supportive Housing Case Manager

2/2014 - 2/2018

Hours worked per week: 40

of Employees Supervised: 0

May we contact this employer? No

Volunteers of America
voa.org
1127 Champlain St.
Toledo, Ohio 43604
567-661-0372

Duties

Permanent Supportive Housing Case Manager, Volunteers of America of Greater Ohio, 1127 Champlain, Toledo, Ohio 43604- Permanent Supportive Housing Director-Michelle Poole-567-661-0372-40+ hours/week

- * Support services were provided to chronically homeless persons with a range of disabilities.
- * Collaborated with residents to develop/ accomplish ISP goals for housing, mental health, substance abuse, health, education, income, employment, and other areas through custom fit services.
- * Initiated effective connections to community services and resources.
- * Facilitated groups and workshops for job seeking, education and general adult living skills.
- * Assisted Permanent Supportive Housing Director in interviewing, hiring, orientation and supervising of new hires.

Reason for Leaving

VOA lost grant funding which funded my position.

Data Collection Specialist

12/2010 - 9/2013

Home Visitor
2238 Jefferson Ave.
Mercy, Ohio 43604
419-251-2304

Hours worked per week: 40
of Employees Supervised: 0
Name of Supervisor: Kathy Okuley -
Program Coordinator
May we contact this employer? No

Duties

Home Visitor/Data Collection Specialist Mercy Healthy Connections

Home Visitation Project, 2238 Jefferson, Toledo, Ohio 43604- Program Coordinator-Kathy Okuley-419-251-2304-36-40+ hours/week

- * Collected, coded and transmitted participant data in full accordance to the Healthy Families America grant into three separate databases.
- * Worked independently in the field conducting research videos with caregivers and their children.
- * Corresponded-on behalf of Program Coordinators-with grant funders, research evaluators, community referral sources and research participants via phone and email
- * Contributed to the writing and editing of grants.
- * Data entry, the uses multiple databases, filing, multitasking, time management and organizational skills were essential.

Home Visitor

- * Implemented strength-based curriculums to empower at-risk families through education to cultivate positive parent-child bonding/ attachments/interactions, reduce incidences of child abuse, decrease low birth weights, increase access to primary care medical services and immunization rates.
- * Coordinated services and community resource referrals relevant to the needs and assessments conducted for the primary care giver and the child participating in the research project.
- * Assisted families with the creation, implementation, and revision to of ISPs.
- * Implemented and created engagement strategies to retain and engage families.
- * Conducted meticulous case management documentation to provide apposite data for the overall research project.

Reason for Leaving

Research project and funding were coming to close, eliminating my position.

Residential Specialist

11/2011 - 2/2012

Lucas County Youth Treatment Center
225 11th St.
Toledo, Ohio 43604
419-213-6161

Hours worked per week: 40

of Employees Supervised: 0

Name of Supervisor: Kineka Wallace -
Residential Specialist

May we contact this employer? No

Duties

Residential Specialist St., Toledo, Ohio 43604-Supervisor-Kineka Wallace- 419-213-6166-20-50
hours/week

- * Implemented systems-based treatment planning focused on correcting criminal thinking, promoting pro-social attitudes, values, and beliefs.
- * Addressed family patterns and relationships and barriers within said dynamics.
- * Discussed and encouraged socially appropriate ways to manage emotions and conflicts.
- * Supported academic and vocational achievement, healthier lifestyles and sober living.
- * Participating in restorative justice activities through quality care, treatment, and support.
- * Ensured resident safety responding to emergencies, injuries, or complaints.
- * Participated as a team member to plan resident assessments and program goals, objectives, strategies, and activities; assessed and documented resident progress toward program objectives.

Reason for Leaving

I resigned due to the inability to have a healthy work/life balance with required work hours and I did not have confidence in the efficacy of the programming.

Certificates and Licenses

Skills

Office Skills

Typing:

Data Entry:

Other Skills

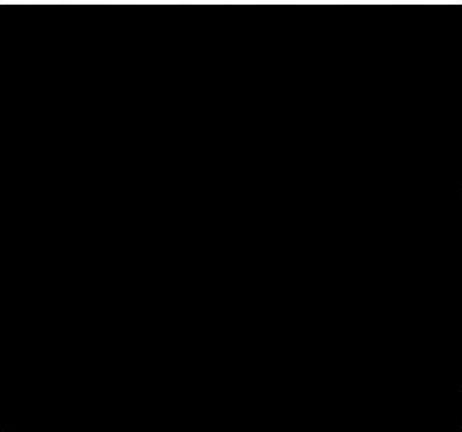
Microsoft Excel, Outlook, PowerPoint and Word
Expert - 20 years and 2 months

Motivational Interviewing Intermediate - 10 years
and 0 months

QPR Suicide Prevention Training Intermediate - 1
years and 3 months

Additional Information

References




Resume**Text Resume****Attachments**

Attachment	File Name	File Type	Created By
High School Diploma.pdf	High School Diploma.pdf	High School Diploma/G.E.D.	Job Seeker
BS Diploma.pdf	BS Diploma.pdf	Other	Job Seeker
M.Ed. Diploma.pdf	M.Ed. Diploma.pdf	Other	Job Seeker

Agency-Wide Questions

1. Q: Where did you first hear about this job opportunity?

A: Internet

2. Q: Are you a current or former City of Toledo employee?

A: Yes, Former Employee

3. Q: If you are a current City of Toledo employee, what is your current Department or Division as listed below?

A:

4. Q: Are you a veteran of the Armed Forces? If yes, please attach a copy of your DD-214 or Veterans' Preference Letter to this application. The DD-214 must show the dates of active duty and the type of discharge received. A Preference Letter must be dated within the last six (6) months and must indicate the percentage of service-connected disability.

A: No

5. Q: Can you perform all of the required essential job functions, tasks, and/or duties listed on the job description, with or without a reasonable accommodation?

A:

Supplemental Questions

1. Q: Are you currently employed by the City of Toledo?

A: No

2. Q: If you are currently employed by the City of Toledo, please list your Division.

A: N/A

3. Q: What is your highest level of education?

A: Bachelor's Degree

4. Q: If you have an Associate's Degree or higher, please list the major and any concentrations of your Degree?

A: Master of Education:
Curriculum and instruction for Secondary Education in Integrated Language Arts

5. Q: How many years experience do you have in case management, including, but not limited to developing, monitoring, and updating individual case plans for participants?

A: Four (4) or more years of experience

6. Q: The current targeted areas for Outreach Specialist are the LaGrange Corridor, the Junction/Englewood, and the Garfield Starr (East Toledo) areas. Please indicate which area you are familiar with and how you are familiar with the area.

A:

Contact Information -- Person ID: 18546517

Name: calvin l harris Address: [REDACTED]
Home Phone: [REDACTED] Alternate Phone: [REDACTED]
Email: [REDACTED] Former Last Name: [REDACTED]
Month and Day of Birth: [REDACTED]

Personal Information

Driver's License: Yes, [REDACTED]
Can you, after employment, submit proof of your legal right to work in the United States? Yes
What is your highest level of education? Some College

Education

College/University Did you graduate: No
Owens Community College Major/Minor: Construction Management
owens.edu Technology
9/2012 - [Unspecified End] Units Completed: 10 Quarter
Toledo, Ohio Degree Received: Associate's

Work Experience

Foreman Hours worked per week: 40
1/2016 - Present # of Employees Supervised: 14
Name of Supervisor: Dave Pratt - commissioner
City of Toledo May we contact this employer? Yes
Toledo, Ohio

Duties

Provides managerial and administrative direction to professional, technical, maintenance, operational and support staff involved in permit issuance and inspection programs, engineering services, administration, maintenance and operations, Toledo Waterways Initiative Program. Directs and coordinates special projects to ensure that implementation and prescribed activities are carried out in accordance with governing regulations, specified objectives, priorities, time limitations and funding conditions; analyzes and prepares new or revised policies, programs and procedures to insure efficient operation of the division/department and to better serve the public; ensures that assigned responsibilities are in compliance with applicable federal, state and local rules and regulations; provides technical and professional advice in area of expertise to other city administrators as requested; prepares or oversees the preparation of detailed technical reports, legislation, correspondence and responses to Council referrals; investigates and responds to complaints and inquiries; maintains liaison and attends meetings with other governmental agencies, various trade, business, and community organizations, interest groups and the general public; prepares or assists in the preparation of the annual budget and oversees budget administration to ensure compliance with fiscal requirements; represents division/department at meetings and in litigation; hears employee complaints and grievances and adjusts and/or recommends disposition of same; counsels employees and/or initiates disciplinary actions and conducts employee investigations and hearings. Participates in interview process for employees.

Reason for Leaving

Currently in position

Alt. General Foreman

10/2017 - Present Hours worked per week: 40
of Employees Supervised: 40
Name of Supervisor: Dave Pratt - ADMINISTRATOR
City of Toledo May we contact this employer? Yes
4035 Creekside
Toledo, Ohio 43612
419-936-2924

Duties

Prioritizes sewer problems, prepares daily work schedules, and determines crew assignments; analyzes citizen complaints and personally inspects sewer problems except those of a routine nature; inspects damaged lines, determines damage and the action necessary for proper correction; contacts public utilities and property owners regarding sewer work being done or planned and explains degree to which such parties will be involved; instructs foreman by suggesting proper approach and procedures to be followed in correcting sewer problems; evaluates the performance of subordinate personnel; inspects work in progress for conformance to plans and to insure that necessary safety precautions are followed; recommends restructuring of zones/districts; reassigns workers from one project to another as situations dictate; requisitions tools, materials and equipment for efficient operation; assists streets division personnel in determining sewer related street problem; maintains records and reports of activities; hears employee complaints and grievances and adjusts and/or recommends disposition of same; initiates disciplinary action as necessary and may suspend employees for major infractions pending disciplinary procedures; may review contractors' bids and recommend feasibility of same; oversees and assists other Divisions with snow removal and frozen pipe work; may oversee building maintenance activities; assists in developing specifications and proposals for division budget.

Foreman

1/2016 - Present

City of Toledo
4032 Creekside
Toledo, Ohio 43606
419-936-2924

Hours worked per week: 40

of Employees Supervised: 14

Name of Supervisor: Dave Pratt - Administrator

May we contact this employer? Yes

Duties

Receives work orders, prioritizes, assigns, schedules and supervises work of crews, schedule work through City Works, cleaning, maintenance and repair of sewers, ditches, catch basins and other sewer facilities; inspects work in progress and upon completion to ensure conformance with City, State and Federal standards; oversees crews engaged in the operation of telespection equipment and makes minor repairs to equipment as necessary; interprets photographs of sewers to determine needed repairs; investigates and answers a variety of inquiries and complaints or refers to appropriate person; explains to citizens whether problem is the City's or owner's responsibility; locates manholes either visually, with mechanical "finder," or through engineering atlas sheets and determines responsibility for correcting the problem; determines location, approach and procedures to be followed in making sewer/ditch repairs; inspects maintenance and repair work to assure conformance with instructions, proper methods and procedures; supervises emergency operations; prepares work reports of all man-hours spent, equipment and materials used on each project; prepares monthly and year-end reports of work activities; assures that all debris is removed from street openings and overnight excavations are covered or barricaded; enforces safe work practices, including traffic control devices and use of appropriate safety gear and equipment, and division work rules; requisitions, issues and maintains records of materials, tools and supplies used in sewer maintenance and repair operations; makes recommendations for new equipment, assists in writing equipment specifications and checks out equipment received for conformance to specifications; assists in formulating safety policies and procedures; assists in developing and administering safety training programs; supervises the maintenance of tools and equipment; resolves personnel problems, participates in grievance procedures, and recommends disciplinary action when needed; monitors manholes for gases; works with other City divisions and/or contractors when necessary

Engineering Technician

4/2016 - 10/2016

City of Toledo
Toledo, Ohio
419-936-2927

Hours worked per week: 40

of Employees Supervised: 20

Name of Supervisor: Ron Hanf - Utilities
supervisor

May we contact this employer? Yes

Duties

Provide work direction to subordinate personal; preparing and finalizing construction jobs for

contractors to complete; performing in-depth records searches to determine causes of sewer failures; prepares, reads, and corrects plans and blueprints; supervises, assist, coordinates, and review the work of construction inspections in the field; maintains computerized work management system; works with City Works System.

MANAGER

2/2015 - 1/2016

CITY OF TOLEDO
4032 CREEKSIDE
TOLEDO, Ohio 43614
419-936-2924

Hours worked per week: 40
of Employees Supervised: 103
Name of Supervisor: Dave Pratt - Commissioner
May we contact this employer? Yes

Duties

directs and coordinates special projects to ensure that implementation and prescribed activities are carried out in accordance with governing regulations, specified objectives, priorities, time limitations and funding conditions; analyzes and prepares new or revised policies, programs and procedures to insure efficient operation of the division and to better serve the public; ensures that assigned responsibilities are in compliance with applicable federal, state and local rules and regulations; provides technical and professional advice in area of expertise to other city administrators as requested; prepares or oversees the preparation of detailed technical reports, legislation, correspondence and responses to Council referrals; investigates and responds to complaints and inquiries; maintains liaison and attends meetings with other governmental agencies, various trade, business, and community organizations, interest groups and the general public; prepares or assists in the preparation of the annual budget and oversees budget administration to ensure compliance with fiscal requirements; represents division at meetings and in litigation; hears employee complaints and grievances and adjusts and/or recommends disposition of same; counsels employees and/or initiates disciplinary actions and conducts employee investigations and/or hearings; participates in the interview process for prospective employees and makes recommendations regarding appointments

Sewer Construction Foreman

10/2014 - 3/2015

City of toledo
Toledo, Ohio

Hours worked per week: 40
of Employees Supervised: 20
Name of Supervisor: Desi Cartlidge - General Foreman
May we contact this employer? Yes

Duties

Receives work orders ,prioritizes, assigns, schedules and supervises work for construction and cleaning crews for maintenance and repair of sewers, catch basins. Inspects work in progress and upto completion,investigates and answers a variety of inquiries and complaints or refers to appropriate person. Supervise emergency operations, prepares work reports of all man-hours spent.Resolves personnel problems.

Reason for Leaving

Currently acting manger

Construction Inspector

9/2010 - 5/2012

City of Toledo
4032 creekside
Toledo, Ohio
419-9362924

Hours worked per week: 40
May we contact this employer? Yes

Duties

Supervise contractors repairing city sewer lines for the City Of Toledo and private residence; Read plans and draws permits for completion of jobs; inspects sidewalks and asphalt street restorations; inspect sewer and water kills on home demolitions; maintains computerized work management system (GIS/city works); prepares and submits reports concerning sewer applications and inspections.

Sewer Construction and Repair Worker
3/2007 - 9/2010

Hours worked per week: 40
May we contact this employer? Yes

City of Toledo
Toledo, Ohio

Duties

Digging sewer caves up to sixteen feet deep; shoring up excavations; entering the excavations and repairing sanitary sewer pipes that range in size from 6inches pvc to 24 inches pvc; storm and sanitary pipes; repair and replace man holes, basins, and storm inlets; using materials such as 90lb bags of concert, number blocks, precast for manholes, variety of bricks, pvc pipe; tools used include jac.k hammers , gas saws, brick hammer, 2lb hammer, and concrete saw

Sewer Maintenance Worker
9/2002 - 5/2007

Hours worked per week: 40
May we contact this employer? Yes

City of Toledo
Toledo, Ohio

Duties

Digging at depths of 16ft deep to install, maintain, and repair sewer lines anywhere from 6"-24" pvc pipes; repair and install storm drains and related structures; operates light and heavy equipment; drives trucks of various sizes and weights to haul and unload various equipment; operates construction and power equipment, and various air tools.

Certificates and Licenses

Skills

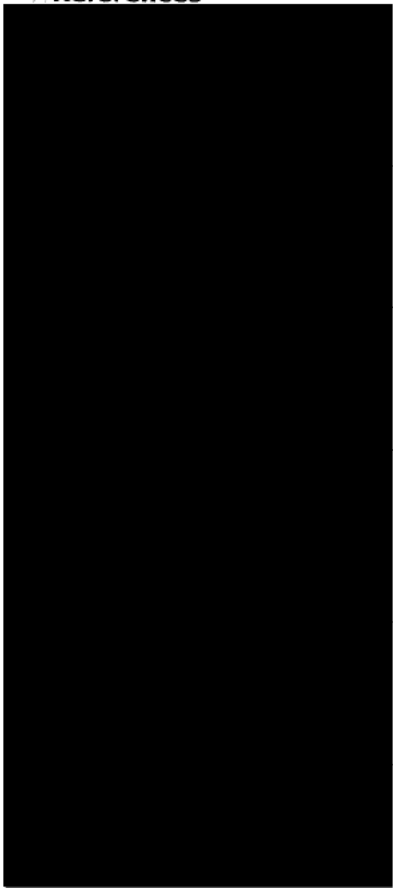
Office Skills

Typing:

Data Entry:

Additional Information

References




Resume**Text Resume****Attachments**

Attachment	File Name	File Type	Created By
CALVIN PAPER WORK.pdf	CALVIN PAPER WORK.pdf	High School Diploma/G.E.D.	Job Seeker
CERTIFICATES.pdf	CERTIFICATES.pdf	Other	Job Seeker
20160121094423262.pdf	20160121094423262.pdf	Other	Job Seeker

Agency-Wide Questions

1. Q: Where did you first hear about this job opportunity?

A: City of Toledo's website

2. Q: Are you a current or former City of Toledo employee?

A: Yes, Current Employee

3. Q: If you are a current City of Toledo employee, what is your current Department or Division as listed below?

A: Sewer and Drainage Services

4. Q: Are you a veteran of the Armed Forces? If yes, please attach a copy of your DD-214 or Veterans' Preference Letter to this application. The DD-214 must show the dates of active duty and the type of discharge received. A Preference Letter must be dated within the last six (6) months and must indicate the percentage of service-connected disability.

A: No

5. Q: Can you perform all of the required essential job functions, tasks, and/or duties listed on the job description, with or without a reasonable accommodation?

A:

Supplemental Questions

1. Q: Are you currently employed by the City of Toledo?

A: Yes

2. Q: If you are currently employed by the City of Toledo, please list your Division.

A: Sewers

3. Q: Do you possess a valid driver's license?

A: Yes

4. Q: What is your highest level of education?

A: Some College

5. Q: If you have a Bachelor's Degree, please list the major and any concentrations of your

Bachelor's Degree?

A:

6. Q: How many years of responsible administrative experience do you have in formulating, implementing, maintaining and evaluating public works programs and projects?

A: Five (5) years but less than Six (6) years of experience

7. Q: Describe the administrative experience you have in formulating, implementing, maintaining and evaluating public works programs and projects

A: EXPERIENCE: WORKING AS A ENGINEERING TECHNICIAN FOR THE PAST 3 YEARS I HAVE PUT TOGETHER PROJECTS WORKING WITH PRIVATE CONTRACTORS TO REPLACE AND REPAIR SANITARY SEWER MAINS UP TO 30' DEEP, REPAIRING AND RESTORATION OF SIDEWALKS AND ASPHALT STREETS. WORKING WITH CITY WORKS TO IMPLEMENT PROJECTS.

8. Q: How many years of experience do you have supervising other employees?

A: Four (4) or more years of experience

9. Q: Describe your experience with supervising other employees.

A: MY EXPERINCE WITH SUPERVISING EMPLOYEES, FOR THE PAST 6YEARS I HAVE SUPERVISED CONTRACTORS OVER SEWER PROJECTS AND EMPLOYEES IN THE INSPECTION DEPT, OVER THE LAST 6 TO 8 MONTHS I HAVE SUPERVISED OVER 150 EMPLOYEES IN THE SEWER DEPT. AND HAVE BEEN A CONSTRUCTION FOREMAN FOR THE PASS 4 YEARS

10. Q: Do you possess a Class II Waste Water Collection Operator License from the Ohio Environmental Protection Agency?

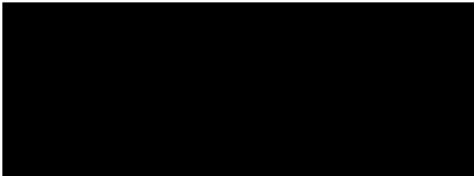
A: No

11. Q: Are you a registered Professional Engineer in the State of Ohio?

A: No

MICHAEL C. TROENDLE

January 27, 2023



Mr. Burg,

The retirement of Chief George Kral has created a leadership void that I am confident I am the right candidate to fill. My extensive experience, including 29 years of service at the Toledo Police Department, has proven that I am a progressive leader who is capable of implementing organizational change, implementing evidence-based strategies to reduce crime, and implementing necessary reforms to build community trust in today's policing atmosphere. I am an experienced leader who has demonstrated the ability to set clear expectations and empower my officers, allowing them to grow as leaders within the department and community.

As the current Interim Chief of the Toledo Police Department, I lead a team of 623 sworn officers who serve a diverse community of 272,779 residents, with an operating budget of \$98 million. Like many organizations across the country, our department faces challenges in recruitment and retention, low morale, and increased crime.

In recent years, the profession of law enforcement has faced significant challenges, as officers have struggled to come to terms with a shift in public sentiment. This has led to high rates of early retirements and departures from the profession. As Interim Chief, I have already implemented plans to expand our recruiting efforts and incentivize working at our department. If given the opportunity to serve as the permanent Chief, I will continue to bolster these efforts by creating a dedicated team of recruiters and fostering an environment that promotes job satisfaction and retention.

Additionally, low morale among officers has become a national concern, and our department is no exception. As Interim Chief, I have begun to address this issue by rebuilding trust with our officers and promoting a culture of support and empowerment. I have decades of experience within our organizational culture, which uniquely positions me to identify and promote the right leaders to rebuild a sense of honor and purpose in serving our community.

Toledo, like many urban communities, has seen a significant increase in violent crime. Addressing this problem requires collaboration and trust between the community and the criminal justice system. I have a proven track record of success in developing and implementing Smart Policing Initiatives and leading our department's Public Safety Partnership program, which brings together local, state, and federal partners. I have also spearheaded our department's shift to Intelligence-Led Policing, which has transformed the way we operate and address crime. As a change agent within our department, I am well-equipped to implement the necessary organizational changes to address this issue.

I am grateful to have had the opportunity to work closely under two outstanding Chiefs - under Chief Derrick Diggs, I learned how to effectively reduce crime, and under Chief Kral, I learned the importance of engaging and building trust with our community. These experiences, along with my leadership style, make me the ideal candidate to lead the Toledo Police Department at this critical time.

Sincerely,

Michael Troendle

MICHAEL C. TROENDLE

PROFESSIONAL PROFILE

As a forward-thinking law enforcement and technology professional with executive and hands-on experience implementing multi-million-dollar projects, I hold a strong record of success in designing and implementing organizational change. My strong analytical and problem-solving skills, with the ability to make sound decisions compliments my reputation for being highly trustworthy, discreet, and ethical.

EXPERIENCE

Toledo Police Department

1993 – Present

INTERIM CHIEF

Jan 2023 - Present

- Provide leadership and vision for 623 sworn officers who serve a diverse community of 272,779 residents. Manage a \$98 million operating budget.

ASSISTANT CHIEF

Operations / Support & Administrative Division Commander

July 2018 – Dec 2022

- Serve as Chief's proxy on numerous boards and community groups and assume the role of Chief of Police in his absence. Responsible for policies and procedures, personnel, accreditation, budgeting and purchasing, hiring and promotional processes, training, and officer wellness. Participate in contract negotiations as well as arbitration hearings. Serve as hearing officer in disciplinary hearings.

DEPUTY CHIEF

Operations Division Commander

Mar 2017 – July 2018

- Administered, managed and directed the largest organizational component of the police department; including the uniform patrol division, community services section, school resource officers, K9 section, and the traffic section.

CAPTAIN

Special Operations Bureau Commander, Investigative Services

June 2014 – Feb 2017

- Supervised officers assigned to SWAT, Metro Drug Task Force, Forfeiture Unit, Bulk Cash Task Force, FBI and DEA Task Forces, Vice/Narcotics, Gang Task Force, and Criminal Intelligence.

Criminal Intelligence Commander, Office of the Chief

Nov 2012 – May 2014

- Supervised the Criminal Intelligence Section and Special Intelligence Group. Coordinated the CompStat process.

LIEUTENANT

Criminal Intelligence Commander, Office of the Chief

Apr 2012 – Oct 2012

- Implemented Intelligence-Led Policing. Designed and managed the construction of a Real-Time Crime Center and served as the project manager for a multi-million-dollar camera and software project.

MICHAEL C. TROENDLE

- Technical Crimes Commander, Investigations Bureau* Jan 2011 – Mar 2012
- Supervised officers from the Computer Crimes, Crime Analysis, and Video Units. Responsible for the investigation of computer crimes; the collection and analysis of data using statistical and mapping software; and the collection and dissemination of all video and photographic evidence.
- Watch Commander, Operations Division* Oct 2009 – Dec 2010
- Supervised a staff of 7 sergeants and 53 patrol officers at the Scott Park District Station. Made day-to-day operational decisions, developed strategic plans for the shift, performed scheduling and timekeeping duties, and mediated complaints and grievances.
- Operations Redistricting Project, Communications Bureau* Sept 2008 – Sept 2009
- Researched, designed, and implemented a redistricting plan that realigned all of the beats and sectors based on an equally distributed workload. Completed a statistical analysis of CAD data, developed alternate plans for redistricting, created numerous reports and presentations, and reprogrammed the CAD.
- Commander, Mountain Bike Unit* Apr 2007 – Aug 2008
- Provided small unit leadership while performing targeted crime suppression on high intensity drug, gang, and violent crime areas. Coordinated purchase of new bikes and equipment after conducting a needs assessment.
- Watch Commander, Operations Division* Oct 2006 – Feb 2007
- Supervised a staff of 7 sergeants and 53 patrol officers at the Scott Park District Station. Made day-to-day operational decisions, developed strategic plans for the shift, performed scheduling and timekeeping duties, and mediated complaints and grievances.
- SERGEANT**
- Patrol Sergeant* Jan 2004 – Sept 2006
- Supervised officers assigned to Field Operations at the Scott Park District Station.
- PATROL OFFICER**
- Directed Patrol/SWAT Team* Mar 1999 – Dec 2003
- Conducted tactical operations including barricades and high-risk search warrants. Served as acting team leader during numerous operations. Participated in dignitary protection details. Worked undercover while performing static/moving surveillances.
- Background Investigations Unit* Sept 1998 – Feb 1999
- Conducted pre-employment investigations on perspective police officers, fire fighters, and 911 operators. Managed case files and provided hiring recommendations.
- Field Operations* Dec 1993 – Aug 1998
- Responded to 911 calls for service, performed self-initiated crime suppression activities and completed reports documenting criminal incidents.

MICHAEL C. TROENDLE

Department Honors

- Professional Service Award
- Toledo Police Department Letter of Recognition
- August 2004 Command Officer of the Month
- 15 Letters of exceptional performance

United States Marine Corps Reserves

1993 – 1999

EDUCATION

Tiffin University, Tiffin, Ohio

Master of Science in Criminal Justice – Crime Analysis 2012

Master of Science in Criminal Justice – Justice Administration 2008

Graduate of FBI National Academy, Quantico, Virginia 2008

Ohio Peace Officer Training Commission 2006

- Unit Instructor in the Ohio Peace Officer Basic Training Program
- Instructor in the Ohio Law Enforcement Firearms Requalification Program

Lourdes College, Sylvania, Ohio

Bachelor of Arts in Criminal Justice 2006

- Summa Cum Laude
- 2006 Criminal Justice Student Excellence Award

Associate in Arts in Criminal Justice 2005

SPECIALIZED TRAINING

Blanchard SLII Leadership, ICS (200, 300-400, 700-800), Special Weapons and Tactics Course (120 hour), Regional Gang Investigation, Undercover Survival & Narc Raids, Intelligence LED Policing for Supervisors, Crime Mapping Research Conference, Problem Analysis, Intelligence Commanders Course, International Association of Crime Analysts Training, Risk Terrain Modeling for Spatial Risk Assessment, Criminal Intelligence Sharing, Tactical Crime and Intelligence Analysis, Crystal Reports, Analytical Techniques Using Microsoft Excel

SPEAKING ENGAGEMENTS

- Edmonton's 7th International Conference on Urban Traffic Safety, *Interactive Crime Mapping*, April 30, 2015
- Webinar with IBM and Police Chief Magazine, *How Big Data Helped Cut Toledo Crime by Nearly a Third*, December 11, 2014
- IBM Insight Conference Las Vegas, Nevada, *Advances in Big Data and Analytics in Law Enforcement*, October 28, 2014

PUBLICATIONS

Troendle, M. (2009). The Benefits of Education in Law Enforcement. *Ohio Police Chief*, Fall/Winter 2009, 87-88.