

President and Members of City Council  
Wade Kapszukiewicz, Mayor  
nents to the Civilian Police Review Board  
7/24/2018

Reappointments to the Civilian Police Review Board

New Appointee	Appointee Replaced	Proposed Term of Office	Section 61 waiver as a special engagement	Reserved / Type	Slot	Recommend by ( if applicable
Marty W. Coombs	Reappointment	1 year, expiring 6/30/2019 <sup>20</sup>	No	District 6		
Christine Luttmann	Reappointment	1 year, expiring 6/30/2020	No	District 5		
Pamela Wilson	Reappointment	1 year, expiring 6/30/2020	No	District 4		
Sharon Gerschutz	Reappointment	1 year, expiring 6/30/2020	No	District 3		
Carlis Stevens	Reappointment	1 year, expiring 6/30/2020	No	District 2		
<del>Kelly Westmoreland</del>	<del>Reappointment</del>	<del>1 year, expiring 6/30/2020</del>	<del>No</del>	<del>District 1</del>		



Wade Kapszukiewicz  
Mayor

**Marty W. Coombs**

2187 Chalmette Dr.

Toledo, OH 43611

(419) 344-7607

[Ssncoom2003@gmail.com](mailto:Ssncoom2003@gmail.com)

**SUMMARY** Six years of experience in mechanical systems maintenance, nuclear plant and mechanical systems operations and troubleshooting.

<b>AREAS OF EXPERTISE</b>	Engineering Heat Exchangers Thermodynamics Quality Assurance Propulsion Turbines Reduction Gears Steam Plant Chemistry Preventative Maintenance Corrective Maintenance Hazardous Material Controls	Nuclear Plant Operations Distilling Systems Fluid Flow Theory Refrigeration/Air Conditioning Turbine Generators Blueprints/System Schematics Reactor Plant Chemistry Radiation Monitoring Industrial Safety	Administration Hydraulics Piping Systems Air Compressors Bearings Primary Valve Operation Radiological Controls Precision Measuring Hydrostatic Testing
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**EDUCATION** Associate of Applied Science – Alternative Energy and Sustainable Systems Technology – Owens State Community College.

**& TRAINING** May 2014

Navy Schools

Recruit Training

Nuclear Power School

Machine Tool Operator

High Pressure Air Compressor Operator

Steam Evaporator Technician

EPA Refrigerant Technician Certification

R-114 Air Conditioning System (York 150 ton)

Submarine Force Quality Assurance Inspector

Machinist's Mate Nuclear Field "A" School

Nuclear Propulsion Plant Operator, Mechanical

Diesel Engine Operator

Navy Leadership

Submarine Repair Parts

Equal Opportunity

Drug and Alcohol Awareness

High Pressure Air Compressor Advanced Maintenance

**PROFESSIONAL EXPERIENCE**

U.S. Navy, 6 Years

Nuclear Plant Operator

Extensive experience in progressively responsible positions of all aspects of maintenance, operation, troubleshooting and repair of U.S. Navy submarine reactor plants and steam-electric plants. Experience and expertise has earned appointment to senior operating positions in all aspects of plant operation. As Engine Room Supervisor earned commendation from the Commanding Officer of the Pacific Fleet for "exceptional mechanical and professional abilities".

Mechanical Operator

Highly skilled maintenance mechanic and craftsman with 6 years of hands-on and supervisory experience in the maintenance and repair of propulsion plant mechanical systems. Recognized for outstanding mechanical aptitude and troubleshooting skills on the system and component level. Consistently called upon to make repairs others have failed at and above the normal scope of capabilities under extreme pressure and arduous deadlines with a near flawless success rating. Strong background in steam plant chemistry, personnel training, quality assurance, hydrostatic testing, radiological containment work, gage and switch calibration, lathe and milling operation, HVAC, and damage control. Self-starting team player motivated toward the highest performance standards.

Quality Assurance

As quality assurance inspector was personally responsible for the research and development of quality control work procedures. Ensured the proper use of parts and materials used on nuclear and steam plant equipment. Verified proper specifications were met during maintenance and that proper reactor plant and steam plant cleanliness controls were followed. Ensured that stringent controls were adhered to in order to maintain system certification. Performed and documented work retesting ensuring that a billion-dollar platform met its operational commitments.

## **Christine L. Luttmann**

2704 Boxwood Road, Toledo, Ohio 43613-3221

Residence: (419) 474-9299

Mobile: (419) 276-1366

E-mail address: christa829@sbcglobal.net

### **OBJECTIVE**

To obtain a challenging position which will utilize knowledge and skills gained over 35 years in a variety of governmental office and management positions, media relations, special events planning, extensive volunteer work and university level studies.

### **EMPLOYMENT**

#### **Northwest Ohio Regional Liaison**

January 14, 2019 - present

MIKE DeWINE, GOVERNOR

TOLEDO, OHIO

Serves as the Governor's representative to office holders, local government agencies, Chambers of Commerce, economic development agencies, businesses and law enforcement agencies in a 16 county region. Prepares briefings for the Governor and staffs him on his appointments in the region.

#### **Regional Director - Northwest Ohio**

June 13, 2001 - January 13, 2019

MIKE DeWINE, OHIO ATTORNEY GENERAL

TOLEDO, OHIO

Served as the Attorney General's field representative and liaison to local governmental agencies and office holders in 16 counties in northwest Ohio. Prepared briefings and travel instructions for the Attorney General and accompanied him on his appointments in the region. Regularly attended and made presentations at monthly police chiefs' meetings; met frequently with county and municipal officials to address questions and concerns about the Attorney General's Office. Conducted seminars and gave presentations about the duties and programs of the Attorney General's Office before local groups and organizations. Also served as the local distribution point for communications from the Attorney General's Office. Planned and coordinated activities each year at Buckeye Boys' State for the BBS Attorney General and his staff. Provided assistance as needed at the annual Law Enforcement and Crime Victims conferences. Assisted the Consumer Protection Section as needed by providing educational outreach presentations to various community, civic and governmental organizations. Recipient of a Group Pride Award in 2018 and was the Outstanding Public Servant Award recipient in 2016.

#### **Clerk**

April 2007 to June 10, 2011

JAMES A. TELB, PHD, LUCAS COUNTY SHERIFF

TOLEDO, OHIO

Worked in the Civil Branch in the mortgage and tax foreclosures department. Responsibilities included data entry of incoming orders of sales, preparing appraisal forms and orders for publication, entering sales results and prepared cost sheets - all quickly and accurately. Also assisted in other areas such as subpoena service and prisoner transportation as needed.

#### **Assistant to the Auditor**

January 2007 to March 2007

LARRY A. KACZALA, LUCAS COUNTY AUDITOR

TOLEDO, OHIO

Was responsible for scheduling, arranging appearances, composing correspondence for the auditor as well as senior staff members; took and distributed meeting minutes for staff meetings and various board and commission meetings; assisted taxpayers and general public in problem solving at the auditor's office; wrote and distributed news releases, and planned news conferences.

**Regional Public Affairs Director**

**January 2003 to January 2007**

**JIM PETRO, OHIO ATTORNEY GENERAL**

**TOLEDO, OHIO**

Served as the Attorney General's field representative and liaison to local governmental agencies and office holders in 16 counties in northwest Ohio. Prepared briefings and travel instructions for the Attorney General and accompanied him on his appointments in the region. Regularly attended and made presentations at monthly police chiefs' meetings; met frequently with county and municipal officials to address questions and concerns about the Attorney General's Office. Conducted seminars and gave speeches about the duties and programs of the Attorney General's Office before local groups and organizations. Also served as the local distribution point for communications from the Attorney General's Office. Worked extensively with the D.A.R.E. (Drug Abuse Resistance Education) program and the E-SORN (Electronic Sex Offender Registration and Notification) program. Planned and coordinated activities each year at Buckeye Boys' State for the BBS Attorney General and his staff. Provided assistance as needed at the annual Law Enforcement and Crime Victims conferences. Assisted the Consumer Protection Section as needed by providing educational outreach presentations to various community, civic and governmental organizations. Wrote and distributed news releases and media advisories in the region. Made check presentations throughout the region for grants, settlements, etc.

**Regional Public Affairs Director**

**October 1999 to January 2003**

**JIM PETRO, OHIO AUDITOR OF STATE**

**TOLEDO, OHIO**

Served as the State Auditor's liaison to all county auditors, school treasurers, municipal and township clerks and finance directors as well as other county and municipal office holders in a 14 county region. Assisted in organizing, identifying potential members, and overseeing the Auditor's Regional Advisory Board which provided advice to the State Auditor's Office. Members of the board came from both the public and private sector across the region. Prepared briefings and travel instructions for the Auditor and accompanied him on his appointments in the region. Wrote and distributed news releases and media advisories in the region and contributed articles to the office's statewide internal newsletter. Planned and coordinated activities each year at Buckeye Girls' State for the BGS State Auditor and her staff.

**Assistant to the Auditor/Director of Weights and Measures**

**January 1993 to October 1999**

**LARRY A. KACZALA, LUCAS COUNTY AUDITOR**

**TOLEDO, OHIO**

**Assistant to the Auditor**

Was responsible for scheduling, arranging appearances, composing correspondence for the auditor as well as senior staff members; took and distributed meeting minutes for staff meetings and various board and commission meetings; assisted taxpayers and general public in problem solving at the auditor's office; wrote and distributed news releases, and planned news conferences.

**Director of Weights and Measures Division**

Was responsible for this county-wide consumer protection program. Supervised the staff of field inspectors, monitored compliance for over 5,300 commercial weighing and measuring devices (scales, gasoline dispensers, etc.), designed and implemented test report forms, established division policies, and trained new personnel. The department was also responsible for checking consumer packages for net content, monitoring all forms of advertisements and package labeling for compliance with applicable state laws, and for price verification (UPC scanner testing).

**Director of Consumer and Public Affairs**

**August 1988 to January 1993**

DAVID LEWANDOWSKI, LUCAS COUNTY AUDITOR

TOLEDO, OHIO

Administered the Weights and Measures program as above.

Arranged speaking engagements for the auditor, wrote and distributed news releases for the office, planned news conferences, set up appearances for other divisions within the office, kept files of news articles pertaining to the office.

Served as temporary secretary to the auditor from August 1988 to January 1989.

**Weights and Measures Inspector/Personal Property Clerk II**

**December 1985 to August 1988**

DAVID LEWANDOWSKI, LUCAS COUNTY AUDITOR

TOLEDO, OHIO

Responsible for the annual inspection of commercial weighing and measuring devices within the county.

Assessed, collected and accounted for revenues generated by Ohio Personal Property taxes. Aided and assisted taxpayers in the preparation of required tax returns, maintained and audited taxpayer returns.

**Deputy Auditor - Personal Property Division**

**June 1983 to December 1985**

DAVID LEWANDOWSKI, LUCAS COUNTY AUDITOR

TOLEDO, OHIO

Personal Property duties as detailed above.

## EDUCATION

**Bachelor of Education**

**September 1978 to June 1984**

UNIVERSITY OF TOLEDO

TOLEDO, OHIO

Certified in Secondary Social Studies Education

Dean's List, Recipient of the John J. Gillespie Book Award (for outstanding work in Political Science), Member of University Chorus and Concert Chorale

## SKILLS

- Fluent in German
- Notary Public
- Microsoft Office
- Groupwise and Outlook
- Windows
- PowerPoint
- Excel

## COMMUNITY ACTIVITIES

- Served as president of the Ohio Weights and Measures Association 1992 to 1993 (first female to be elected to this position).
- Life Member of the Ohio Weights and Measures Association. Member of the Executive Committee for 14 years. Also served on and/or chaired the By-Laws, Resolutions and Memorials, Laws and Regulations, Annual Conference, Specifications and Tolerances, and Legislative Committees. Was editor of the association's quarterly newsletter.
- Frequent speaker for the County Auditors' Association of Ohio and Northwest Ohio Auditors' Association regarding Weights and Measures issues.
- Currently serving as Festival Vice-Chairman, Secretary and a committee chairman (since 2014) of the German-American Festival in Oregon, Ohio, which attracts 36,000 guests annually. From 1993 to 2006, served as chairman of the entertainment and publicity committees and as secretary of the German-American Festival. Composed all correspondence and took and distributed all meeting minutes. Hired and coordinated all entertainment and invited dignitaries. Wrote and compiled the festival's media packets, wrote and distributed news releases, arranged television and radio coverage as well as arranged and gave media interviews, and designed and wrote all festival brochures.

- Serves as Assistant Secretary (1993 - 2006, 2017 - present) of the GAF Society, a non-profit corporation of German and Swiss organizations. Currently serving on the GAF Society Scholarship Committee. Previously served on the Cultural and Scholarship Golf Tournament committees for many years and served as chairman of several special cultural events.
- Served on the Board of Directors of the International Institute of Toledo, Inc. (January 1995 - December 2003). Was a member of the Fundraising and Events Planning Committees and served as Corresponding Secretary. Recipient of the Institute's 2002 Distinguished Service Award (for outstanding and distinguished service to its purpose and its causes). The Institute provides professional immigration counseling and interpreter services to over 2,000 families in northwest Ohio and southeast Michigan, from 139 countries, each year.
- Volunteer for the Kidney Foundation of Northwest Ohio. Helped coordinate and assign volunteers for the annual Lollipop Sale in the downtown Toledo area, distributed necessary materials to the volunteers, and collected and accounted for all monies.
- Past Board Member and Treasurer of the Press Club of Toledo. Chaired the annual Ribs 'n' Roast event as well as the Annual Neil Carmean Memorial Margarita Party (proceeds from both events went toward journalism scholarships). Served on the Member Recruitment and Golf Outing Committees.
- Member of Toledo Sister Cities International and Past Chairman of the Toledo-Delmenhorst, Germany Sister City Committee, during which time Toledo's Delmenhorst Sister City Relationship was established.
- Served as a dance instructor and wardrobe mistress for a Toledo-area ethnic dance troupe. Handled all correspondence and travel arrangements for the group in the United States, Canada, and Europe; instructed new dancers, and served as a delegate to the group's North American organization.
- Member and past officer of the Greater Beneficial Union of Pittsburgh (fraternal insurance organization).

References available upon request.

## **PAMELA R. WILSON**

**643 Bronson Avenue \* Toledo, OH \* 43608 \* (H) 419.729.2852 \* (C) 419.206-8893**  
**prwilzn 425@sbcglobal.net**

### **QUALIFICATIONS SUMMARY**

- Able to interpret and comply with laws as mandated by Federal and State Agencies;
- Time management oriented to efficiently coordinate and oversee multiple tasks;
- Strong analytical, written & oral communication skill;
- Excellent organizational, interpersonal, and creative skills;

### **EXPERIENCE**

#### **Lucas County Board of Elections, Toledo, OH**

##### ***Election Recruiter Specialist (2005 to 2016)***

- Responsible for the recruitment of over 1,000 Poll Workers throughout Lucas County for Election Day duties;
  - Screen and interview potential candidates.
  - Organize training curriculum.
  - Conduct in-person training classes.
  - Relay policies and procedures to Poll Workers as mandated by the Secretary of the State of Ohio.
- Responsible for the management of the HHS Grant Applications for ADA Compliance;
- Prepare Poll Worker's payroll;
- Prepare training curriculum;
  - PowerPoint presentation.
  - Training Manual.
- Create Microsoft Office Excel Spreadsheet for various reports and data information;
- Address and resolve Poll Worker and voter challenges;
- Organize and plan pre-election strategies;
- Input data for petitions and voter registration;
- Post election duties for Official Canvass;

#### **Lucas County Board of Elections, Toledo, OH**

##### ***Field Operations Supervisor (2016 to present)***

- Reports to the Directors;
- Supervises in the administration of Election set-up and site preparations for the entire county;
- Responsible for the hiring and training of Election Day workers;
- Manages the overall Recruitment Department and Precinct Election Official (Poll Workers) daily operations;
- Oversees Precinct Election Official Training Program;
- Manages and is responsible for the recruitment of Seasonal Employees and maintain records of their job performance;
- Troubleshoots site locations to ensure compliance with Local, State and Federal Guidelines;
- Oversees the ordering, inventory, assembly, distribution and return of Election Day materials and supplies;
- Prepares and carries out project planning and implementations;
- Manages workflow and meets all deadlines and priorities set by Directors;

**Family Outreach Community United Services, Inc. (FOCUS), Toledo, OH**

***Administrative Assistant (2002-2005)***

- Instrumental in the development and management of all aspects of Human Resources operations;
- Developed and maintained the personnel database;
- Oversaw Employee recruitment process;
  - Wrote job descriptions.
  - Responsible for job postings.
  - Conducted candidate interviews.
  - Conducted background checks.
  - Employee orientation.
- Administered and negotiated employee benefits;
- Wrote employee handbook;
- Developed employee evaluation system;
- Processed and administered payroll;
- Processed claims for unemployment, disability and Workmen's Compensation;
- Responsible for updating, and revising Employee Handbook;
- Trained and supervised clerical staff;
- Assisted Financial Manager;
- Prepared departmental budget;
- Completed all reports, data collection, and surveys pertinent to grant requirements;
- Researched and wrote grant data for agency funding;
- Assisted in strategic planning for fund raising projects;

**Davis College, Toledo, OH**

***Director Financial Aid (1994-2002)***

- Supervised and implemented operations related to financial assistance for the college;
- Oversaw the Financial Aid Staff;
  - Orientation, coordination, and training.
  - Supervised and evaluated.
- Counseled students on the Financial Aid process for higher education;
- Processed Student Financial Aid Applications to financial and private institutions;
- Administered Federal, State, public and private financial assistance programs;
- Prepared departmental budget and financial data for students;
- Monitored and administered institutional policies and procedures consistent with Federal and State requirements and other public and private regulations;
- Conducted Financial Aid Workshops;
- Responsible for reduction of default rate from 18.5% to 7% within 6 years;
- Recognized for zero findings and penalties of audit reports for 4 consecutive years;

**Davis College, Toledo, OH**

***Adjunct Instructor – Business Management Department (1994-2002)***

- Conducted course of study on Small Business Management and Entrepreneurship;



## **EDUCATION**

### **University of Toledo, Toledo, OH**

Masters Degree Education (2000)

### **Lourdes College, Sylvania, OH**

BA Degree Business Administration and Human Resource Specialist (1997)

- Honor's List, GPA 4.00

### **Davis College, Toledo, OH**

AB Degree Applied Business and Managerial Accounting (1993)

- President's List, GPA 4.00

## **PROFESSIONAL AND VOLUNTEER AFFILIATION**

- Board President, Wilson Park Advisory Board
- Society of Human Resource Manager
- National Society of Accountants (NSA)
- Past Board Member of Economic Opportunity Planning Association (EOPA)

## **CERTIFICATIONS**

- Notary Public, State of Ohio – Commission Expires: September 24, 2019
- Grant Writing Certification
- Professional Development Certifications

## **SHARON GERSCHUTZ**

321 Milford, Toledo, Ohio 43605 H-419-691-2686 C-419-360-3405 scarr1218@yahoo.com

**PROFESSIONAL OBJECTIVE** I am looking for the opportunity which would allow me to use my experience and knowledge to help others.

**2014-Present** Retired

**1996-2014** City of Toledo  
Toledo Police Department-Data Entry Clerk, Entering all Crime Reports, Supplementals, Accident Reports and Parking Tickets into Computer System using Windows Program.

other Utilities Department - Utilities Administration Clerk  
Prepared, processed and maintained various records, reports, and files pertaining to Water Department Accounts and Customers. Worked effectively dealing with employees and public

**1994-1996** St. Vincent Mercy Medical Center  
Patient Information Clerk/Emergency Registration Clerk

**1985-1986** Jobst Institute, Receptionist/Office Clerk

**1984-1985** Leasor License Agency, Assistant Office Manager

## **EDUCATION**

Graduated Waite High School 1975  
Central Catholic High School 1968-1971  
Classes at University of Toledo - Business  
U.S. Naval "A" School - Administration

## **MILITARY SERVICE**

April 1973 - September 1976

## **COMMUNITY SERVICE**

Engage Toledo Ambassador Academy Graduate (charter class)  
Birmingham Neighborhood Block Watch Leader  
VFW Auxiliary Past President and member

## Resume

### Carlis L. Stevens

#### Home Address

3624 Camille Dr.  
Toledo, Ohio 43614

DOB: 12/15/50

Status: Married

Ph.: 419-386-5170

Cell: 419-320-2878

#### Educational Back Ground

1969 – 1972: Alliance High School Alliance, Ohio

1972 - 1976: Bowling Green State University

12 hours short of receiving Master's degree in Public Administration from  
University of Toledo

#### Employment

##### Lucas County Sheriff's Department

- Correction Officer
- Deputy Sheriff
- Internal Affairs Investigator in I.A.B.

##### Special Qualifications:

Security Instructor at Stautzenberger College

Graduate of Criminal Justice Training Center Correction Officer Academy

Chartered member of Ohio National Association of Blacks in Criminal Justice

President of Toledo Affiliate of NABCI two terms

Certified by Ohio Attorney General Office to teach at the Ohio Police Academy

Awarded to teach 'Role of Law Enforcement', Testifying in Court and

Interviewing Techniques', awarded in 1987

Instructional Skills Certificate from Northwest Law Enforcement Board in 1991

Member of NOBLE (National Officers of Black Law Enforcement)

Board member of BUMA

Board member of Neighborhood Works

**Board member of Lucas County Correctional Planning Board 2005-present**

**Board member 2005 of Toledo Police Review Board**

**President of Toledo Police Review Board two terms**

**Secretary of Lucas County Democratic Executive Board 2006-09**

**Honorary member of the Lucas County Sheriff's Dept. fire team in 1983**

**Assisted in a three team for writing policies and procedures for LCSD 1986**

**Member of Pride of Composite No. 81 Order of the Eastern Stars**

**Worthy Matron Order of Eastern Stars in 2008-09**

**Loyal Lady Ruler of La Paz Assembly No. 35 in 2011**

**Member of Indiana Missionary Baptist Church - *Usher Bd. II***

**Precinct Captain**

*CASA PARENT with JUVENILE COURT*

**GED Instructor for Penta Career Center 2009 to present**

*BOARD member of PATHWAY . 2014- present*

*DEMOCRATIC Women in ACTION - member - TRUSTEE*

*COTERIE CLUB - member*