TO: County Council  
FROM: Linda M. Lauer, Clerk  
SUBJECT: Appointment - Member of the County Council for District 5  

Attached is a draft resolution for an appointment to fill the vacancy created by the resignation of Valerie Ervin to serve the remainder of her term until December 1, 2014. The appointee must be a Democrat and reside in the 5th Council District.

For a vacancy that occurs during the year of a quadrennial state election, Section 106 of the County Charter states: “When a vacancy has occurred, a majority of the remaining members of the Council shall appoint a person to fill the vacancy within thirty days. An appointee to fill a vacancy, when succeeding a party member, shall be a member of the same political party as the person elected to such office at the time of election.... An appointee shall serve for the unexpired term of the previous member. Any member appointed to fill a vacancy shall meet the same qualifications and residence requirements as the previous member.”

Charter Section 106 also states that “If the Council does not act within thirty days (by February 2), the County Executive shall appoint a person to fill the vacancy within ten days thereafter. If a person having held the vacant position was a member of a political party at the time of election, the person appointed by the County Executive shall be the nominee of the County Central Committee of that party.”

The Council interviewed 13 applicants on January 17, January 22, and January 24. The Financial Disclosure Statements have been reviewed by the Council’s legal staff. It is the intent of the Council to appoint a person who does not plan to run for election to that term.

Attached is a draft resolution of appointment, and the list of interviewees with resumes.

Attachments: Draft Resolution ©1  
List of Interviewees ©2  
Interviewees’ resumes and letters © 3-64
Subject: Appointment to fill District 5 vacancy on Montgomery County Council

Background

1. A vacancy currently exists on the County Council because of the January 3, 2014 resignation of Councilmember Valerie Ervin.

2. For a vacancy that occurs during the year of a quadrennial state election, Section 106 of the County Charter states: "When a vacancy has occurred, a majority of the remaining members of the Council shall appoint a person to fill the vacancy within thirty days. An appointee to fill a vacancy, when succeeding a party member, shall be a member of the same political party as the person elected to such office at the time of election.... An appointee shall serve for the unexpired term of the previous member. Any member appointed to fill a vacancy shall meet the same qualifications and residence requirements as the previous member."

3. Councilmember Ervin was elected as a Democrat and resided in the 5th Council District.

Action

The County Council for Montgomery County, Maryland approves the following resolution:

( Name ) is appointed to the County Council for Montgomery County, Maryland to fill the District 5 vacancy created by the resignation of Valerie Ervin and to serve for the remainder of the term that ends December 1, 2014.

This is a correct copy of Council action.

Linda M. Lauer, Clerk of the Council
Council Vacancy - District 5
Interviewee List 2014

1. Alan Bowser - © 3
2. Cherri Branson - © 7
3. Michael Diegel - © 12
4. Jeanette Dixon - © 17
5. Ronald Galvin, Jr. - © 22
6. Jay Hutchins III - © 26
7. Arthur Jackson, Jr. - © 32
8. Kim Jones - © 35
9. Andrew Kleine - © 40
10. Timothy Male - © 49
11. Herman Taylor - © 54
12. Dale Tibbitts - © 58
13. Daniel L. Wilhelm - © 61
409 Deerfield Avenue  
Silver Spring, MD 20910  
January 6, 2014

The Honorable Craig Rice, President  
Montgomery County Council  
100 Maryland Avenue  
Rockville, MD 20852

Dear County Council President Rice, Council Vice President Leventhal and Members of the Montgomery County Council:

I would like your support for the appointment as the successor Montgomery County Councilmember for District 5.

As you know, I have already served Montgomery County and the County Council as Chief of Staff to former Montgomery County Councilmember at-large Duchy Trachtenberg. In this capacity I had the opportunity to work closely with members of the present Council, many members of the present 6th Floor staff, with many members of the current 5th Floor staff, and with many members of the Executive Branch. This was one of the most rewarding professional assignments of my career and I would very much welcome an opportunity to renew this work. I know that we worked very well together then and would do so again.

As the Trachtenberg Chief of Staff, I supervised a highly qualified professional staff that supported the Council’s work in the former Management & Fiscal Policy Committee and the Health & Human Services Committee. Our well-respected staff made, I think, very important contributions to the Council’s budget work during a difficult fiscal period, and significant contributions to the Council’s land-use decisions on the Great Seneca Science Corridor and the White Flint Sector Plan. I am very proud of the work that our office did in support of the County’s seniors, veterans, children & families, the disabled and people with mental illnesses. We also had a great outreach program to the Latin, Caribbean, African, African America and Asian communities in the County.

My volunteer work and civic engagement in the County provides a strong foundation for continuing Councilmember Valerie Ervin’s good works and community service in District 5. I have served as a member of the Silver Spring Citizens Advisory Board, where I chaired its Neighborhoods Committee for many years, the Silver Spring Arts & Entertainment Committee, the Department of Permitting Services Advisory Committee, and the County Executive’s African American Advisory Group. I am a member of the Boards of Conservation Montgomery, Safe Silver Spring, and the Sligo Creek Golf Association, and was proud to have been recently elected an officer & Board member of the Montgomery County Civic Federation. I am a duly registered member of the Montgomery County Democratic Party and honored to serve as the Democratic Chair of Precinct 13-50.
I was pleased to have recently served as President of the Silver Spring Town Center, Inc., a community-based non-profit organization, establishing its monthly Silver Spring Arts Salon, the annual Tribute to America's Veterans Concert, and the annual Silver Spring Blues Festival. During my tenure at SSTCI, I was able to help the community non-profit extend its outreach throughout Silver Spring & Montgomery County as we introduced programs to help artists of all ages and backgrounds, local small businesses, veterans and seniors. We were proud to have welcomed many members of the Montgomery County Council to our events in Downtown Silver Spring and at the Silver Spring Civic Building. In 2012, I was honored to receive the Montgomery County Executive's Award (Volunteer) for Excellence in the Arts and Humanities recognizing my support of the arts in Montgomery County.

Currently, I serve as President of the Park Hills Civic Association (located in neighborhoods near the intersection of Wayne Avenue and Dale Drive in Silver Spring). In that capacity, I am proud of the work our neighbors have done together to protect the environment, support transit, enhance pedestrian safety, promote public safety, and provide services for seniors. And, on behalf of our civic association, I have been able to work closely with a dedicated group of citizen volunteers who support the Presidents' Council of Silver Spring Civic Organizations. My long-time experience with the civic associations of Rosemary Hills, Lyttonsville, North Woodside, Woodside, Woodside Park, Woodside Forest, Seven Oaks Evanswood, Indian Spring, Sligo Branview, East Silver Spring, North Hills of Sligo, North Four Corners, South Four Corners, and South Silver Spring has provided me with a great opportunity to personally learn more about many key neighborhood issues throughout District 5.

Professionally, I work as an Attorney at Law in private practice and consultant in Montgomery County. My practice in the District & Circuit Courts has emphasized family law, small business organization & litigation, administrative law, and general estate planning.

Mr. Council President, with this experience, I am ready, willing and able to support the Montgomery County Council on Day 1 and to help it do its work in a manner that reflects well on the body.

As the Council has requested, I hereby affirm that, if I were selected to fill out the unexpired remainder of Councilmember Ervin's term, I would not file to be a candidate for a full term.

It would be a great honor to serve this Council and Montgomery County again as a Member of the Montgomery County Council, representing the good people of District 5.

I hope to have your support for this important appointment.

Sincerely,

Alan S. Bowser
ALAN S. BOWSER
409 Deerfield Avenue Silver Spring, Maryland 20910  301-608-3932  alan.bowser@gmail.com
Tel. 301-608-3932 h: 301-523-6659 c

Summary of Experience
Alan Bowser, a graduate of Princeton, Johns Hopkins, and the Georgetown University Law Center, has extensive professional experience as an attorney, economist, and senior executive in the public and private sectors. He served as Chief of Staff and Confidential Aide to former Montgomery County Councilmember-at-Large Duchy Trachtenberg. A former United States Deputy Assistant Secretary for Basic Industries in the Department of Commerce, serving under Secretaries William M. Daley and Norman Mineta, he also was a senior staff member of the World Bank Group, and a Director of the Petroleum Finance Company, Ltd. He specializes in transportation, manufacturing, energy and environmental issues. He is an attorney in private practice in Montgomery County.

Education
A.B., Princeton University Woodrow Wilson School of Public and International Affairs, 1974.

Professional Experience
Chief of Staff, Office of Montgomery County Councilmember-at-Large Duchy Trachtenberg, Chair, Management and Fiscal Policy Committee, Montgomery County Council, Rockville, MD. 2009-2010.

- Served as Confidential Aide/Chief of Staff to at-Large Montgomery County Councilmember Duchy Trachtenberg, managing personnel, budgeting, and administrative procedures for at-Large County Council Office.
- Supervised merit and contractor staff handling issues related to communications, constituent relations, health and human services programs and policies, and management and fiscal policies.
- Principal advisor to the Chair, Management and Fiscal Policy Committee on Committee issues including, but not limited to benefits and compensation, collective bargaining, intergovernmental relations, tax policy, risk management, and telecommunications and technology policy.
- Principal advisor on planning, housing and economic development matters; also transportation, infrastructure, energy and environment issues.
- Directed Office’s Communications and Constituent Relations, including community outreach, electronic communications, development of official websites, blogs and e-newsletters.
- Principal liaison to federal, state, and County departments, offices and agencies.


Montgomery Community Service
- President, Park Hills Civic Association, Silver Spring, MD
- Precinct Chair, Montgomery County Democratic Central Committee
- Vice President, Montgomery County Civic Federation
- Vice President, Sligo Creek Golf Association, Inc.
- Board Member, Safe Silver Spring, Inc.
- Board Member, Conservation Montgomery, Inc.
- Member, Silver Spring Arts & Entertainment Committee
- Member, County Executive’s African American Advisory Group
- Member, Presidents’ Council of Downtown Silver Spring Civic Associations
- Past President, Silver Spring Town Center, Inc.
- Past Chair, Neighborhoods Committee, Silver Spring Citizens Advisory Board.
Montgomery County Awards

- Received Montgomery County Executive’s Award for Excellence in the Arts and Humanities, 2012

Other Professional Experience

Consultant, World Bank Group, Office of Vice President and Corporate Secretary, 2005 to 2010. Provide consultant services to the World Bank Group.

Consultant, U.S. Department of Transportation. Served as consultant to the Federal Transit Administration, Federal Aviation Administration, and Federal Highway Administration.

Principal, Privatization Group International, LLC, Johannesburg, South Africa, Houston, Texas and Washington, D.C. Privatization consulting services to industry.


December 30, 2013

The Honorable Craig Rice
President, Montgomery County Council
100 Maryland Avenue
Rockville, Maryland 20851

Dear Council President Rice:

The purpose of this correspondence is to convey my interest being appointed to fill the District 5 County Council Member vacancy.

It is my understanding that to be considered eligible, an applicant must be a registered voter, residing in District 5, who is registered to vote as a Democrat. As a registered Democrat who has lived in Council District 5 for over 20 years, I meet the eligibility criteria.

In addition to meeting the eligibility requirements, I possess additional qualifications which would enable me to serve the residents of Council District 5 as a “placeholder” Council Member until an elected replacement is elected and sworn in.

Professionally, I currently serve as Chief Counsel for Oversight (Democratic Staff) of a Congressional Committee. I supervise subcommittee staff directors and professional staff members in examinations of fraud, waste, and abuse allegations involving the activities, programs and policies of the Department of Homeland Security. These examinations require the ability to research and evaluate a variety of complex issues in various disciplines in a time frame which is often compressed due to external factors. Prior to serving on a Committee staff, I served in several positions in the personal offices of Members of Congress, including Legislative Counsel and Legislative Director. In those positions, I routinely worked with constituents to resolve problems involving many subjects and areas of concern.

In the civic arena, the Montgomery County Council appointed me to serve as a member of the Charter Review Commission in October 2012. As you know, the Charter Review Commission researches and evaluates Charter issues raised by the Executive, Council Members, and other government officials. My experience on the Commission has provided me with a knowledge and understanding of the County Charter and the organization and functions of various county governmental agencies and departments. Prior to appointment on the Charter Review Commission, I was appointed to serve as a Democratic Representative on the Redistricting Commission in January 2011. To fulfill its mission of fairly reconfiguring the county's
councilmanic districts following the 2010 Census, the Redistricting Commission held regular meetings, conducted public hearings and produced a document which the County Council was able to adopt with little alteration. Prior to serving on the Redistricting Commission, I held leadership roles in several community organizations, including the St. Michael's Home and School Association and the Montgomery County African American Democratic Club.

I appreciate your consideration of my application to fill the County Council District 5 vacancy. If you have any questions or need additional information, please feel free to contact me.

Sincerely,

Cherri L. Branson

Enclosure
EDUCATION

Emory University School of Law, LL.M., May 1988.
Indiana University School of Law, J.D., May 1985.

LEGISLATIVE AND PUBLIC POLICY EXPERIENCE

Chief Counsel for Oversight, Committee on Homeland Security, Rep. Bennie Thompson, Ranking Member, Washington, D.C., January 2007 to the Present. In consultation with the Ranking Member, I develop and execute the oversight and investigative agenda of the Committee Minority. As part of a three person management team, I work closely with the Staff Director and Chief Legislative Counsel to formulate and execute the Committee’s long-term strategic objectives. Directly supervise minority staff members in examinations of fraud, waste, and abuse allegations involving the activities, programs and policies of the Department of Homeland Security. Manage development and execution of all oversight and investigative reports, letters, and other written products. Additionally, I serve as primary point of contact for external oversight entities, including the U.S. Government Accountability Office (GAO), the Inspectors General of all Federal agencies, and non-governmental “watchdog” groups and work with these external entities to develop specific and long-term investigative reports. Also, I serve as the Committee’s Ethics Officer, providing guidance to Democratic committee staff on ethics matters and assuring compliance with U.S. House of Representatives’ training requirements.

Senior Investigative Counsel, Committee on Homeland Security, Rep. Bennie Thompson, Ranking Member, Washington, D.C., May 2005 to January 2007. Senior investigator on fraud, waste, and abuse within the Department of Homeland Security. Conducted several major investigations into contracting and procurement problems in the aftermath of Hurricane Katrina. Served as the primary point of contact on issues relating to legislative and policy measures designed to spur recovery in the region affected by Hurricanes Katrina and Rita. Additional responsibilities included spearheading legislative and policy development for key initiatives in small, minority business participation and employment diversity within the Federal government.

Counsel, Office of Rep. Ed Towns, U.S. House of Representatives, Washington, D.C. March 2003 to May 2005. Senior legislative and political advisor to the Member on several issues including government management and oversight; civil rights and civil liberties; women and children’s health; housing and community development; the federal budget, and the appropriations process.

Managed the legislative and support staff, set the legislative agenda, tracked legislation, monitored floor activity, and supervised the constituent mail program. Served as the Member’s counsel during the Congressional redistricting process. Additionally, because of the Member’s role as Congressional Black Caucus Chair, I provided legislative guidance to the Congressional Black Caucus’ policy development in the key areas of election reform and campaign finance reform.

Legislative Officer, Office of Congressional and Intergovernmental Affairs, U.S. Department of Labor, Washington, D.C. June 2000 to January 2001. Designed, implemented and managed strategies for Departmental response to complex and controversial congressional inquiries and oversight requests. Conducted negotiations with Congressional staff to resolve ambiguities and address concerns involving the nature and scope of each inquiry. Also, at the Secretary’s request, I interceded with Members of Congress in sensitive, complex or controversial issues. Served as the principal liaison between the Department and the Congressional Black Caucus.

Minority Counsel, Committee on Government Reform, Subcommittee on Criminal Justice, Drug Policy and Human Resources, United States House of Representatives, Washington, D.C. January 1997 to June 2000. Authored briefing and background materials analyzing policy and political issues concerning domestic and international ramifications of laws affecting illegal drugs; the criminal justice system, and public health delivery. Briefed Members and staff prior to hearings, mark up sessions, and in consideration of floor action. Conducted oversight investigations. Major Accomplishments:

- Conducted an investigation of clinical drug trials involving children which resulted in the Department of Health and Human Services’ formation of the National Advisory Council on Human Research Protections to review policies, practices, set standards and strengthened protections for children involved in human subject clinical research.

- Wrote the statutory language contained in the Omnibus Consolidation and Emergency Supplemental Appropriations Act of 1999, October 1998, which eliminated the government’s reliance on the Statute of Limitations defense in a discrimination lawsuit involving African American farmers (Pigford v. Glickman) and resulted in the largest settlement for plaintiffs in a discrimination class action suit involving the federal government.

- Initiated a review of Energy Department’s medical testing policy for employees which resulted in the elimination of unnecessary medical tests and changed contract review and personnel procedures.

- Authored Additional Views to an investigative report entitled “VA, DOD Continue to Resist Strong Evidence Linking Toxic Causes to Chronic Health Effects,” which permitted bipartisan agreement to the report findings linking Persian Gulf War service to subsequent illnesses among veterans.

Professional Staff Member, Committee on Government Reform and Oversight, Subcommittee on National Security, International Affairs and Criminal Justice, United States House of Representatives, February 1995 to December 1996. Authored briefing and background materials analyzing policy and political issues concerning drug policy, criminal justice and national security topics. Major Accomplishments:
Key Government Reform Committee staffer responsible for formulating Democratic positions, presenting witnesses, and managing the compilation of Member briefing books for a ten-day joint Government Reform/Judiciary Committee hearing on the “Matter of the Branch Davidians at Waco, Texas.” Following the conclusion of the hearing, authored *Dissenting Views* to an investigative report entitled “Investigation into Activities of Federal Law Enforcement Agencies Toward the Branch Davidians.”


Authored the *Dissenting Views* to an investigative report entitled “A Two Year Review of the White House Communications Agency Reveals Major Mismanagement, Lack of Accountability and Significant Mission Creep” challenging the report’s findings and offered recommendations for the agency’s improvement.

Associate Counsel, Subcommittee on Human Resources and Intergovernmental Relations, Committee on Government Operations, United States House of Representatives, May 1993 to January 1995. Advised on legal, ethical and personnel matters relating to the administration of the subcommittee and wrote standard operating procedures manual which governed personnel matters. Conducted oversight investigations of federal contracting practices, administrative regulations, management standards, and operating procedures within the Departments of Health and Human Services, Veterans Affairs, and Education. **Major Accomplishments:**

Conducted an investigation which revealed an ad hoc system for states to receive waivers of programmatic guidelines from the AFDC program. Immediately following a hearing which revealed the findings of the investigation, President Clinton issued an Executive Order which promulgated new guidelines and criteria to administer waiver programs in several federal departments, including the Department of Health and Human Services.

Drafted clarifying and expanding amendments to a bill which provided uniform Federal treatment of benefits received by Holocaust survivors. The bill and amendments were passed by both legislative bodies and signed into law by the President (PL-103-286).

**MEMBERSHIPS AND COMMUNITY ACTIVITIES**

Member, Montgomery County Charter Review Commission, (Appointed by County Council, October 2012)

Member, Montgomery County Commission on Redistricting, (Appointed by County Council, January 2011).

President, St. Michael’s School Home and School Association

Founding Member, St. Michael’s School Advisory Board

President, African American Democratic Club of Montgomery County

Member, Vassar Club of Washington, D.C.

**REFERENCES AVAILABLE UPON REQUEST**
January 7, 2014

Council President Craig Rice
Montgomery County Council
100 Maryland Avenue
Rockville, Maryland 20850

Via email

Dear Council President Rice and Council Members,

I am writing to apply for the interim appointment to the vacant seat in District 5. As a 20-year resident of the Four Corners area and a long-time community advocate, I would bring a wealth of knowledge about the district and its residents' concerns.

I first got involved in Silver Spring issues when I met the principals behind the American Dream proposal at a meeting of my civic association. I helped form and lead an informal grassroots group known as the 4R Group (for Recreation, Retail, Restaurants and Redevelopment). The group's purpose was not to advocate for any particular project but to help educate residents and encourage constructive engagement among the community, the government and property owners involved in redevelopment in Silver Spring. I quickly earned a reputation as a leader who was a rational, reasonable and pragmatic consensus builder, and I have strived to live up to that reputation ever since (and I will continue that approach should I be appointed to the Council). I later duplicated the 4R model with Silver Spring Forward.

Since then, I have remained deeply involved in economic development issues. I have served in a leadership role in the Silver Spring Arts & Entertainment District Advisory Committee because I believe arts and entertainment are important economic drivers that contribute to the quality of life in the county and help attract visitors. I have also been part of an informal Silver Spring group of marketing professionals. We worked with the Convention and Visitors Bureau's Kelly Groff on a pilot project to create a map of downtown Silver Spring geared toward tourists and other visitors. In the same vein, I took the lead on a SSA&EDAC project to produce a video highlighting the live music scene in Silver Spring, which we hope leads to greater awareness of what we have to offer and attracts more people to downtown and those venues.

Of course, I'm aware that economic development has many other dimensions, including transportation and land use. I have been active on those issues for years as well, supporting the Purple Line, bike paths and other approaches to ease the county's traffic woes. I look forward to working on the White Oak Master Plan and related issues, including the BRT plan, to find ways to bring economic development and long overdue amenities in a balanced and sustainable way.

While I have spent much of my time on projects in the down county, I worked extensively with the late Marilyn Praisner on issues that concerned neighborhoods further up Route 29. I also
worked with a number of East County civic associations during my tenure with the Allied Civic Group, as many of them were Allied members, so I will bring an understanding of the upper parts of the district that perhaps someone from closer in would not have gleaned.

Finally, because of my civic volunteer work, I'm used to working with a wide variety of people, including government officials, business leaders and members of the community. I have professional experience with a conservation/environmental group, an education association, a consumer group and several trade associations, which gives me a depth of experience and knowledge that would be readily applicable to government service. As a professional communicator, I can help to explain the County Council's work and actions to different audiences as appropriate.

I ask you to grant me an interview with the Council so I may have the opportunity to answer any questions you might have and make my best case for the honor of serving with you.

Thank you for your time and consideration.

Sincerely,

Mike Diegel
SUMMARY

Community leader and activist with extensive background in economic development and community engagement. Adept at strategic planning and communications. Experienced manager with track record of success in non-profits, tech start-ups and civic/volunteer organizations in Montgomery County.

CIVIC LEADERSHIP EXPERIENCE IN MONTGOMERY COUNTY

- Appointed by the County Executive to the Montgomery County Nighttime Economy Task Force, 2013
- Chair of Silver Spring Arts & Entertainment District Advisory Committee, appointed by the County Executive, 2008 to present (chair since 2011).
- Appointed by the County Executive to the Silver Spring Redevelopment Steering Committee, which from 1996-1998 worked with county and state officials and the developer on plans and activities related to the redevelopment of Downtown Silver Spring. Additional work included building local support for the plan and the multi-million dollar public funding approved for the redevelopment.
- Created and managed social media/grassroots campaigns in support of additional county economic development efforts.
- Cofounded Silver Spring Forward to successfully lobby for funding for a music hall in downtown Silver Spring.
- President, Allied Civic Group, 2002-2006.
- Party Affiliation: Democrat.

PROFESSIONAL EXPERIENCE

Communications/Public Affairs Consultant, 8/2010-Present

Advance client objectives through strategic communications. Provide writing/editorial services, traditional and social media outreach, legislative reporting, and advocacy including grassroots

- Spent one year as full-time temporary staff for Pew Charitable Trusts in corporate communications. Edited research reports, developed press materials for report releases, conducted press and social media outreach. Increased coverage for organization.
- Cover the Federal Communications Commission and Congressional actions related to telecom and Internet issues.


Headed media relations for NFIB, the leading small-business advocacy association representing the interests of 350,000 small-business owners in Washington, D.C., and all 50 state capitals.

- Trained, led nine-member team responsible for national, regional, state, local media. Nearly quadrupled NFIB’s media hits, generating more than 3.1 billion impressions in 2009.
- Developed, executed issue advocacy campaigns to increase awareness of legislative positions on health care reform, taxes, legal and regulatory reform, other issues. Included ghostwriting articles, op-eds, speeches and member communications for CEO and senior executives.
• Created and led blog outreach program, resulting in nearly 53,000 blog posts mentioning NFIB in 2009. Developed, executed social media strategy; managed website content, Facebook, Twitter accounts.

**Director, Communications, Grocery Manufacturers Association, Washington, D.C., 11/2002-12/2004**

*Managed marketing and media relations for GMA, the trade association for the world's largest and best-known makers and marketers of brand-name food, beverages and consumer packaged goods.*

• Developed, executed ongoing communications, media plans to support state, national, international advocacy initiatives, including federal government’s creation of new dietary guidelines and World Health Organization’s global strategy to combat obesity.

• Served as spokesperson, developed messages, coached potential interviewees. Supervised traditional and electronic publications, including website content.

• Implemented identity and branding campaign integrating GMA’s numerous conferences and seminars that led to increased attendance, meeting all goals.

**Vice President, Marketing/Business Development, Sustainable Softworks Inc., 3/2001-10/2002**

*Conducted all marketing for Sustainable Softworks, developer of networking and security software, utilities sold via website to small businesses, consumers, educational institutions.*

• Created, ran sales and marketing campaigns targeting print, electronic, online media.

• Crafted, managed online advertising strategy to drive new traffic to website.

• Developed new strategy for tracking online customer drop-offs; developed follow-up mechanism that increased sales nearly 30%.

**Member, Senior Management Team, Promisemark Inc., Fairfax, Va., 3/2000-3/2001**

*Business Development Lead for Promisemark, tech startup that developed and sold Internet protection plans through its website, in the retail channel and via affinity marketing programs.*

• Created and developed concept for new division of company. Identified potential customers, conducted market research, created prototype website, wrote business plan in preparation for seeking funding.

• Served as project manager to develop new hacker protection product for market, including negotiating licensing contracts, developing and writing website content in preparation for launch.


*Conducted all communications for CAIF, a national advocacy organization comprised of consumer groups, government agencies, law enforcement groups and insurers.*

• Generated numerous national media placements, including all major network television news programs.

• Directed creation of a national survey and a series of focus groups to research public attitudes toward fraud.

• Developed concepts, messages, budgets for statewide anti-fraud advertising programs.

**ADDITIONAL EXPERIENCE**

• Director of Communications and Editor/Publisher, *Outdoor America* magazine, *Izaak Walton League of America*, Washington, D.C.

• Director of Communications, *Council on Postsecondary Accreditation*, Washington, D.C.

• Director of Public Affairs, *Mount St. Mary's University*, Emmitsburg, Md.

• Editor/Publisher, *The Delphos Herald Newspaper Group*, Delphos, Ohio.

**EDUCATION**
• BA, Communications, *summa cum laude*, Western Maryland College (now McDaniel College)
• Additional academic study in political science, history, journalism and communications

**AFFILIATIONS**

• National Press Club, Washington, D.C.
• Appalachian Great Pyrenees Rescue
The Honorable Craig Rice  
President, Montgomery County Council  
100 Maryland Avenue  
Rockville, MD 20850  

Dear Council President Rice:

This letter of interest and my enclosed resume officially serve as my application to be appointed to fill the unexpired term of Councilwoman Valerie Ervin. I am a registered Democratic voter residing in Council District 5.

I believe my 38 years of residence in Montgomery County and 30 years of service as a teacher and administrator with Montgomery County Public Schools, the last 12 of which were as principal of Paint Branch High School, uniquely qualify me for this special opportunity to serve the residents of District 5 and subsequently all of the residents of Montgomery County.

I look forward to the opportunity to interview for the position.

Sincerely,

[Signature]

Jeanette E. Dixon  
Enclosure (4 pages)
JEANETTE E. DIXON

2301 Falling Creek Road
Silver Spring, Maryland 20904
301-989-0095
jeanetteedixon@gmail.com

2001 - 2013 Principal, Paint Branch High School

PREVIOUS EXPERIENCE

1997-2001 Principal, White Oak Middle School
1996-1997 Assistant Principal, Benjamin Banneker Middle School
1996-1997 Night School Principal, Thomas J. Wootton High School
1993-1996 Assistant Principal, Walter Johnson High School
1994 Summer School Principal, Wheaton High School
1984-1993 Teacher, U.S. History; National State and Local Government–Honors, Regular and Skills (9th and 10th grade), Springbrook High School
1983-1984 Teacher, Social Studies (8th grade) and Science (7th grade), White Oak Middle School
1971-1972 Teacher, Social Studies (9th grade), Parkland Jr. High School

OTHER EXPERIENCE

Have lived overseas in Lebanon, Hungary, Bermuda and Jamaica

EDUCATION

1993 Master’s Degree, Educational Management and Supervision, Loyola College, Baltimore, MD
1988 Master’s Equivalency (MEQ), Montgomery County Public Schools Planned In-Service Program
1971 Bachelor of Arts Degree, History, The American University, Washington, DC

LEADERSHIP ACCOMPLISHMENTS

Curriculum and Instruction
• Implemented “Readers Make Leaders” Reading Program
• Founded Paint Branch Educational Foundation, 2007
• Presented MCPS M-STAT on AP Enrollment
• Coordination of the Paint Branch High School Modernization (building of a new $94 million facility)
• Implemented the Paint Branch Radio Station and a new Pharmacy Course (Paint Branch)
• Implemented Gilder-Lehrman, American History Schools, Academy of Finance and NJROTC Programs (Paint Branch High School)
• Implemented Senior Unity Day, Top Scholar Dinner, Panther of the Month Award, and 9th Grade Mentoring Program (Paint Branch High School)
• Implemented a one-lunch Lunch Activity Period (LAP) to accommodate club meetings; tutoring, etc. (Paint Branch High School)
• Member of the Advisory Committee for the MCPS Principals Handbook.
• Implemented APEX (Advisory Period Excellence) program (White Oak)
Presented Office of School Administration meeting on raising CRT/MSPAP scores
- Implemented 90 minute block schedule (White Oak Middle School) to improve instruction by making it more student-centered
- Developed Humanities curriculum on Civil Rights Movement 1954-1968 for 8th grade rotation
- Won $700,000 US Department of Education Smaller Learning Communities Grant
- Won $1,000 grant from Montgomery Humanities Commission (White Oak MS)
- Wrote Summer Reading program for Northeast Consortium Middle Schools
- Wrote curriculum for National, State and Local Government (NSL) course to develop materials to accommodate skills level classes
- Coordinated/presented workshop for NSL teachers to extend teaching strategies of NSL teachers. Resulted in higher Citizenship Test scores (Springbrook High School)
- Evaluated women's history curriculum for National Education Association, which was subsequently published
- Served as a consultant/advise to C-SPAN regarding topics for televised instruction
- Organized workshop for 9th grade males on goal setting/conflict resolution (Springbrook HS)
- Coordinator, Maryland Test of Citizenship Skills (Springbrook HS)
- SGA and class sponsor (Springbrook HS)
- Organized leadership workshops for students (Walter Johnson HS)
- Coordinated Transition Program for 9th graders (Walter Johnson HS)
- Established mentorship program (Walter Johnson HS, Banneker MS and Paint Branch HS)
- Organized and presented pre-college seminars for 8th grade students (Banneker and White Oak MS)
- Organized Advanced Placement Fair. Organized AP breakfasts for African American and Hispanic students

**Parent Training and Communication**
- Coordinated Parent Outreach Programs for African-American, Asian and Hispanic parents (Paint Branch High School)
- Established and coordinated support group for students and parents, including chairing monthly meetings of parents, students and staff (Springbrook HS)
- Coordinated African American Parent Outreach Program (Walter Johnson HS)
- Volunteer Coordinator (Walter Johnson HS and Banneker MS)
- Monthly PTSA Meetings (White Oak MS and Paint Branch High School)
- Parent Outreach Evenings on CRT/MSPAP scores for Hispanic and African-American Parents (White Oak MS)
- Coordinated parent evenings on use of internet and what to expect of middle school student (White Oak MS)
- Implemented parent information evening for special needs parents (White Oak MS)
- VIP – Very Involved Parent program (White Oak MS and Paint Branch High School)
- Parent Nights (Freshman, Senior, Junior, Asian Parents)
- 9th Grade Parent Report Card Night (Paint Branch High School)
JEANETTE E. DIXON
2301 Falling Creek Road
Silver Spring, Maryland 20904
301-989-0095
jeanetteedixon@gmail.com

SPECIAL SKILLS
- Scheduling (Both high school and middle school)
- Data Analysis
- Technology
- Comprehensive understanding of Special Education
- Student/Staff Recognition

MONTGOMERY COUNTY PUBLIC SCHOOLS (MCPS) COMMITTEES
- Student Service Learning Committee
- Global Access Advisory Committee
- Professional Development and Educational Improvement Committee
- Administrative and Supervisory (A&S) Advisory Committee
- Northeast Consortium Advisory Committee
- Tactical Development Team (Reorganization of MCPS) Fall 1999
- Office of School Performance (OSP) Advisory Committee 2007 - present
- Supporting Services PAR Panel 2004 – 2007
- Expulsion Review Board – several sessions
- Focus Group of High School Principals for MCPS Reorientation 2011

AWARDS and HONORS
- McDonald’s Ray A. Kroc Award for Excellence in Teaching, 1993
- Volunteer Coordinator Award, 1994
- While assistant principal at Walter Johnson HS, WJ won the Maryland Blue Ribbon School of Excellence Award, and National Blue Ribbon School of Excellence Award for 1994-1996
- The Washington Post Vincent E. Reed Principals Leadership Institute, June 28-29, 1999
- Interagency Coordinating Board (ICB) Outstanding School Administrator Award, April 25, 2001
- Gilder Lehrman Institute American History High School Grant for Paint Branch High-School 2002
- NAACP/MCPS Outstanding Principal Award – April 2009
- Two Red Hats awarded by Superintendent of Schools, Jerry Weast for:
  1) Money Matters – outstanding stewardship of fiduciary responsibilities
  2) African-American students leading the nation in earning 3 or higher on the College Board AP Modern World History exam 2008
- Maryland PTA Educator of the Year Award June 2011
- The Washington Post Distinguished Educational Leadership Award, May 8, 2012
JEANETTE E. DIXON

2301 Falling Creek Road
Silver Spring, MD 20904
301-989-0095
jeanetteedixon@gmail.com

CIVIC EXPERIENCE

- Registered Democratic voter who votes in every primary and general election
- Served on Library Committee to obtain a library for Burtonsville (1988)
- Attended County Council hearing to lobby for $94 million for funding for new Paint Branch High School
- Worked with county to get a left turn signal on traffic light at Briggs Chaney Road onto Old Columbia Pike. Improved the flow of traffic to Paint Branch High School and environs.
- Supporter of community use of schools. Worked with late Council member Marilyn Praisner to get Tot Lot playground at new Paint Branch High School.
- Awarded Proclamation by County Council for winning Washington Post Distinguished Education Leadership Award on December 4, 2012
2 January 2014

Craig Rice
President
Montgomery County Council
100 Maryland Avenue
6th Floor
Rockville, Maryland, 20850

Council President Rice,

With humility and a profound sense of obligation I am submitting my application for the open Council seat in District 5 (D-5).

In my personal and professional life "proximity" is something that I have been privileged to experience in places where I have lived, worked and socialized. In these spaces I have consistently played the role of convener, vision maker, truth(s) teller and community builder with and on behalf of those who are struggling the most. Furthermore, in every case, these roles and the momentum created, led to new policies and practices that supported more inclusive ways for people to live and thrive together in community.

My community engagement work in D-5 and in isolated neighborhoods across our jurisdiction has allowed me the privilege of being in close proximity with residents who have yet to reap the benefit of the prosperity for which our County is known. At IMPACT and throughout my career, I have held firmly to the belief that our willingness and ability to "relevantly relate" to each other has a direct correlation to issues of policy making, justice, equity and our collective quality of life. Here in Montgomery County, I have continued to model this approach and ethic in our work via the Neighborhood Opportunity Network. This innovative initiative has allowed us to address crushing need by finding and connecting families to social services provided by the Department of Health and Human Services and other helping agencies in the County. The program has been successful and only exists because of the thoughtful and timely leadership of County officials who had the foresight to establish easily accessible social service hubs within the context of "high need" neighborhoods. While meeting need, we have also been able to extend the work of the Network to support many of these same families who are activating their skills, gifts and aspirations to generate income and participate in the economy and public square.

As I have connected into the deepest and most marginalized parts of our community, I can affirm that there is no lack of effort amongst families who are struggling in our County. In fact their persistently vulnerable circumstances are largely the result of policies and structures that do not yet match the lived reality of a growing number of folks—many of color—in our community. To be sure, the Council in many ways has modeled the kind of courage and mindfulness that it will take to address this mismatch with recent legislation to increase the minimum wage and the Bus Rapid Transit plan for East County. However more is needed. With key issues related to the White Oak Master Plan, the rewrite of the County's land use policies, the operating budget and the capital budget, there is ample opportunity to engage in a type of policy making that is...
grounded in the principles of “targeted universalism.” This approach invites a posture that frames universal goals for the entire population while also engaging in targeted strategies to achieve those goals by focusing on the particular circumstances of various subgroups. With this lens we have the opportunity to catalyze and accelerate the progress that struggling families are making toward self-sufficiency and increased participation in the public square, while also improving quality of life for everyone across our jurisdiction.

On that note, I’m sure that you’ll agree that the White Oak Science Gateway Sector Plan represents a significant opportunity for us to make an impact in a specific community that is similarly beneficial for the entire County. As you know, the people of East County have been waiting for this scale of opportunity, particularly given the development moratorium that has been in place for decades. Through my engagement work, I know first-hand that many stakeholders believe that this area lacks retail amenities, services, jobs and other economic opportunity; often residents in the White Oak area end up traveling to other areas of the County for quality restaurants, retail shopping and even social services. The White Oak plan will no doubt help impact the jobs/housing imbalance in this area and will furthermore address the longstanding economic justice and equity issues that have limited the best possible community life for generations in East County. Working with the County’s Department of Economic Development and Montgomery County’s Business Development Corporation, the FDA will become a stimulus for new development and partnerships with life science, health care research and technology companies. I am energized about taking part in the land use decisions that go hand in hand with making this vision a reality for my community.

Again, I am honored to be considered for this very important position at this critical moment in the life and development of our community. I look forward to continued service with each of you and the people of Montgomery County.

Let’s build community as it should be—Together!

Best,

[Signature]

Ronnie Galvin

Copy
Councilmembers

George Leventhal, Vice President & At Large
Roger Berliner, District 1
Phil Andrews, District 3
Nancy Navarro, District 4
Valerie Ervin, District 5
Marc Elrich, At Large
Nancy Floreen, At Large
Hans Riemer, At Large
Ronald Walter Galvin, Jr.
1604 Regent Manor Court
Silver Spring, MD 20904
(678) 754-2778 (Cell)
(301) 298-5117 (Office)
rwgalvin@gmail.com

Personal Mission Statement: Working energetically at the intersection of people and institutions to create communities where everyone has enough.

CORE WORK EXPERIENCE

March 2010-Current IMPACT Silver Spring, Silver Spring, MD

• Responsible for executive level leadership, relationship building, and fundraising related to the organization's neighborhood based network building operations.
• Navigated IMPACT Silver Spring through executive, staff, board, and strategic transitions to match the demands of Montgomery County's diversifying context. Originally hired as the organization's Deputy Director in March 2010. Assumed leadership as Executive Director in December 2010.
• Launched new initiatives that extend the work of IMPACT's signature program, the Neighborhood Opportunity Network—to include new opportunities for personal capacity building and micro-economic development that strengthen local economies and invite peoples' increased participation in public life.
• Created a summary report in collaboration with Councilmembers Valerie Ervin and Nancy Navarro and resident stakeholders highlighting disparities and demands present in the Montgomery County's East County Neighborhoods.
• Successfully completed a non-profit merger with the Long Branch Athletic Association to preserve sports and recreation programming for youth from lesser-privileged backgrounds.

September 2004-January 2010 The Annie E. Casey Foundation Atlanta Civic Site, Atlanta, GA

• Senior Community Builder: Primary leadership over community building and community organizing opportunities that linked progressive policy mechanisms, the built environment, and human development programs supporting a 34-acre mixed use development project in Atlanta's inner city.
• Community Builder: Initiated and sustained effective community organizing and advocacy campaigns to support workforce development and community building programs aligned with the Foundation's Center for Working Families project.
• Community Engagement Consultant: Conducted community engagement activities to support the launch of the Fatherhood Initiative, a program designed to reunite previously incarcerated and estranged fathers with their children and families.

June 2002-June 2004 Executive Director, Pittsburgh Community Improvement Association, Atlanta, GA

• Responsible for strategic and daily operations of a community development corporation within one of Atlanta's oldest historic African-American communities.
• Initiated improvements in the areas of housing, economic development, public safety, community cohesiveness, and resident involvement.
• Developed strategic partnerships with local and state officials and major philanthropic organizations.

June 1990-August 1997 Corporate Accounts Leader, Milliken & Company, Chicago, IL

• Responsible for creating and maintaining client/supplier relationships with mid- and high-level executives and decision-makers at headquarters and regional locations.
• Major accounts included Motorola, Inc., BellSouth, IBM, AT&T, Delta Airlines, Lucent Technologies, Citibank, and Montgomery Ward Insurance.
• Implemented local, national, and global marketing campaigns to secure textile contracts totaling $2,000,000 per year for major corporate facilities.
OTHER WORK EXPERIENCE

April 2001-August 2001  Director of Training and Research, The Institute of Church Administration and Management. Major responsibilities included organizing, recruiting, marketing and facilitating seminars targeted toward Black Church Leadership emphasizing issues related to administration, management, and operations of these organizations.

OTHER WORK EXPERIENCE (Continued)

July 2000-April 2001  Program Assistant & Field Researcher, Office of University-Community Partnerships, Emory University. Responsible for managing a team of ten field researchers who collaborated on a national research project evaluating the level of civic engagement in four African-American communities in the City of Atlanta.

EDUCATION

1997-2000  Master of Divinity, Candler School of Theology at Emory University, Atlanta, Georgia

1986-1990  Bachelor of Science, Business Administration, The Citadel Military College of South Carolina, Charleston, South Carolina

CIVIC INTERESTS

Leadership Montgomery, Core Program Participant
MCPS African-American Student Academic Achievement Group, Co-facilitator
Montgomery Moving Forward, Core Leadership Team
Silver Spring Green, Board Member
January 8, 2014

The Honorable Craig Rice, President
Montgomery County Council
100 Maryland Avenue
Rockville, MD 20852

Re: Council District 5 Vacancy

Dear Council President Rice:

I am writing to formally express my interest in filling the vacancy on the Council created by Councilmember Valerie Ervin's recent departure.

Neighbors, former supporters, fellow parents at my sons' school bus stop and others involved in our community have all asked me to consider this opportunity to serve. After some thought (and speaking to my wife and two boys), I have decided to submit my name for the Council's consideration. I hold no interest in the seat beyond the completion of the term. I care deeply about this community and believe that my professional skills, in-depth knowledge of the district and ability to work collaboratively will allow me to be a skilled caretaker of this seat.

As you may recall, my prior experience includes running in 2010 for Delegate in overlapping District 19. In that race, I garnered over 4,500 votes, many of whom are District 5 residents. In addition to winning the solid support of many voters, I also won the support of a number of important organizations that help to make our community strong. These endorsements included SEIU, Equality Maryland, MCEA's "Apple Ballot," MSEA, CASA in Action, Montgomery NOW, Sierra Club, AFL-CIO, NARAL Choice Maryland, Green Democrats, the Amalgamated Transit Union Local 689 and others.

My civic participation is significant. I have been a long-standing member of the Parent-Teacher Association at Forest Knolls Elementary School, as well as more recently at Silver Spring International Middle School. I have also been a long-standing member of the Friends of the Silver Spring Public Library. I served for many years as Democratic Precinct Chair for Precinct 13-20. I have worked as a member of County Executive Ike Leggett's African-American Working Group. I have served on the Board of Trustees for Baltimore City Community College since 2011. And, I am just completing a six-year term as a Commissioner on the Montgomery County Landlord-Tenant Commission. I am also an active voter, registered as a Democrat in Montgomery County, and a resident of Council District 5.

As my attached resume reflects, I also have substantial professional experience including governmental affairs work at notable organizations like Goodwill (headquartered in Olney) and the Peace Corps (as a Clinton Administration appointee). I am currently the Senior Advisor and Director of Government Affairs at the Maryland Department of Labor Licensing and Regulation. My professional and civic experiences will allow me to hit the ground running if I am selected to
fill the Council District 5 vacancy. Moreover, my deep familiarity with the community and the relevant issues will allow me to seamlessly integrate with existing councilmembers to thoughtfully address the challenges we now confront and opportunities we now face. I will speak with an informed and cooperative voice in the best interests of District 5 residents.

As you may know, I am passionate about public service. And, my life experiences—both professionally and personally—reflect that commitment. It is, indeed, who I am. I look forward to speaking with you and other Councilmembers further, and look forward to answering any questions you may have.

With regards,

/s/
Jay Hutchins
JAY CURTIS HUTCHINS III
10401 EDGEWOOD AVENUE, SILVER SPRING, MD 20901
301-592-0353(h) 410-230-6009(o) | jch3rd@hotmail.com

EDUCATION

HOWARD UNIVERSITY SCHOOL OF LAW, J.D., May 1996

WINSTON-SALEM STATE UNIVERSITY, B.A. (Political Science/Public Admin.), May 1992

EXPERIENCE

MARYLAND DEPARTMENT OF LABOR, LICENSING AND REGULATION, Baltimore, MD
Senior Advisor and Director of Government Affairs Sept. 2012 – present
Develop, review, introduce, analyze and secure passage of the agency’s legislative agenda in the General Assembly as a member of the senior executive staff reporting to the Secretary. Oversee agency’s internal audit division. Serve as the chief regulatory officer charged with promulgating agency regulations. Assist and advise the Secretary on the State budget.

Executive Director, Professional Licensing Boards Nov. 2009 – May 2011
Served as the chief executive overseeing the licensing and regulation of engineers, architects, land surveyors, landscape architects, interior designers and Chesapeake Bay Pilots to ensure public health, safety and welfare. Set policy, developed plans and oversaw the implementation of programs relevant to the five State-level boards that supervised the 25,000 licensed Maryland professionals referenced above. Worked with legal counsel and external agencies and groups to implement the examination, licensing and monitoring of professionals.

Director of Legislative and Regulatory Affairs Mar. 2007 – Nov. 2009
Developed, reviewed, introduced, analyzed and secured passage of the agency’s legislative agenda in the General Assembly as a member of the senior executive staff reporting to the Secretary. Served as the chief regulatory officer charged with promulgating agency regulations. Assisted and advised the Secretary on the State budget.

GREATER BALTIMORE COMMITTEE, Baltimore, MD
Vice President, Policy Development & Government Relations May 2011 – Sept. 2012
Developed and advocated policy positions before legislative and regulatory bodies including the Maryland General Assembly and city and county governments. Acted as lead staff director for Committee’s Education and Workforce Committee. Coordinated with communications staff to ensure accurate and timely external communication of policy positions and developments. Recruited new members, and proactively managed and nurtured existing member relations. Assisted President/CEO in advising Board of Directors.

GOODWILL INDUSTRIES INTERNATIONAL, INC., Rockville, MD
Federal Affairs Manager July 2004 – Mar. 2007
Monitored and analyzed proposed legislation. Lobbied members of Congress, the White House and federal agencies to influence the passage, defeat, amendment or reintroduction of legislation. Created coalitions and encouraged groups with similar interests to work collaboratively in pursuit of common legislative/regulatory goals. Prepared issue briefs, action alerts and hearing testimony to educate and influence stakeholders.

**NEW JERSEY BOARD OF PUBLIC UTILITIES, OFFICE OF LEGAL COUNSEL, Newark, NJ**

**Legal Specialist**

Feb. 2002 - July 2004

Provided regulatory and administrative expertise regarding matters brought before the Board. Served as Hearing Officer in administrative hearings. Facilitated settlement discussions conducted by the Board's technical divisions. Drafted proposed regulations, legislation and amendments in accordance with the policy objectives established by the Board. Assisted in drafting Board Orders and provided additional support as requested by the Office of the Attorney General and the Office of the Governor. Monitored federal energy legislation, and provided substantive guidance regarding relevant statutes.

**EAST ORANGE WATER COMMISSION, East Orange, NJ**

**Commissioner**

Nov. 2003 - July 2004

Served as one of five senior level executives governing operation of the municipality's water corporation. Approved senior management decisions, including major budgetary items. Created and articulated strategic plan and vision. Assessed long-term operational goals. Developed municipal water policy. Approved hiring decisions, termination actions and compensation packages.

**OFFICE OF THE GOVERNOR-ELECT, STATE OF NEW JERSEY, Trenton, NJ**

**Governor's Counsel**

Nov. 2001 – Feb. 2002

Provided review and advice on bills and amendments before the state legislature. Advised the Governor and other senior level officials on transition protocols.

**NEW JERSEY DEMOCRATIC STATE COMMITTEE VICTORY 2001, Monmouth County, NJ**

**Monmouth County Base Vote Field Coordinator**

Sep. 2001 – Nov. 2001

Organized and supervised county-wide base vote field program. Coordinated with elected officials, clergy, community leaders and voters.

**JERSEY CARES, INC., Morristown, NJ**

**Corporate Program Manager**


Served as the senior manager responsible for corporate relations for community non-profit. Restructured and expanded the organization's corporate program. Designed and drafted fiscal plan and grant proposals. Implemented corporate citizenship programs. Managed relationships with corporate donors.

**THE UNITED STATES PEACE CORPS**

**OFFICE OF CONGRESSIONAL RELATIONS & EXTERNAL AFFAIRS, Washington, DC**

**Deputy Director**


Served as a Schedule C Appointee during the Clinton Administration as the congressional liaison for the Peace Corps. Provided senior staff with counsel and recommendations on proposed and existing legislation, related budget/appropriations issues, and regulatory matters. Served as a policy advisor to the Office of General Counsel. Served as the agency...
liaison to members of Congress and their staffs. Presented the agency position on legislative issues during congressional hearings, mark-ups, floor debates, and House/Senate conferences. Assisted with the drafting of congressional testimony to be delivered by the Director and other senior officials.

**DEMONCRATIC SENATORIAL CAMPAIGN COMMITTEE, Washington, DC**
*Senior Research Associate/Director, Minority Outreach*  
Researched and analyzed the legislative histories and voting records of senators. Briefed candidates, incumbent senators, and state parties on issues. Participated in the development of legislative strategies. Aided campaigns with message development. Counseled candidates and their staffs on issues important to minority constituencies. Coordinated election efforts.

**PRUDENTIAL INSURANCE COMPANY, COMPLEX LITIGATION UNIT, Newark, NJ**
*Policyowner Relations Consultant*  
Mar. – Aug. 1997
Reviewed policy owner grievances to determine eligibility for relief. Drafted settlement contracts in class action lawsuit.

**PRESIDENTIAL INAUGURAL COMMITTEE, OFFICE OF THE CO-CHAIR, Washington, DC**
*Scheduled C/Presidential Appointments Aide*  
Reviewed and vetted potential candidates for presidential appointments within the Clinton Administration.

**DEMOCRATIC NATIONAL COMMITTEE VICTORY '96, Essex County, NJ**
*New Jersey Director of Volunteers/GOTV Supervisor*  
Aug. – Dec. 1996
Recruited and coordinated volunteers. Organized and supervised district walks, phone banks, canvassing, and direct mail. Worked as the advance lead for principals and surrogates. Served as election law consultant. Assisted with implementation of anti-voter suppression program.

**UNITED STATES CONGRESS, OFFICE OF REPRESENTATIVE EDOLPHUS TOWNS**
*Intern/Legislative Correspondent*  
Jan. – Aug. 1993
Researched issues for Legislative Assistants. Responded to inquiries from constituents. Served as the speechwriter for Congressman Town’s floor speeches opposing proposed elimination of House Select Committees.

**CIVIC AND PROFESSIONAL ENGAGEMENT**

**Baltimore City Community College Board of Trustees**
*Trustee*  
2011 – present
Appointed to nine-member Board by the Governor with the advice and consent of the State Senate. Charged with supervision of College President to ensure performance of duties as Chief Executive Officer of the College. Exercise general control over the governance and administration of the College. Establish broad policy and planning goals, and strategic objectives.

**Candidate for Maryland General Assembly, Silver Spring, MD**
House of Delegates Candidate 2010
Sought election to Maryland General Assembly’s House of Delegates in the 19th Legislative District.

MONTGOMERY COUNTY COMMISSION ON LANDLORD-TENANT AFFAIRS
Commissioner 2008 – present
Appointed to fifteen-member Commission by the County Executive with approval by the County Council. Hear apartment license revocation appeals and landlord-tenant disputes as a Public-At-Large member.

MONTGOMERY COUNTY DEMOCRATIC CENTRAL COMMITTEE
Precinct Chair 2008 – present
Actively support campaign for the Democratic ticket during primary and general elections. Provide continuous poll coverage and voter information while the polls are open on Election Day. Assist in the organization of fundraising drives. Maintain contact with precinct residents. Expand the Democratic voter base by recruiting precinct volunteers, conducting voter registration drives, and assisting with the publication of precinct newsletters.

CANDIDATE FOR NEW JERSEY LEGISLATURE, East Orange, NJ
General Assembly Candidate 2001
Sought election to the New Jersey Legislature’s General Assembly in the 34th Legislative District.
Arthur H Jackson Jr
7719 Eastern Ave Unit 4
Takoma Park MD 20912
Montgomery County Md County Council
Rockville, Maryland
Dec.16, 2013
Dear Council President & Members
I am writing to inform you of my interest in being considered for appointment to complete the term of Councilmember Valerie Ervin, whom represents District 5. My interest is to use my experiences as a Former Municipal Councilman, County Appointee to several Boards and Commissions and Expert on Government Operations and the Legislative Process to continue the progress of my Council Representative.

While there are several strong democratic candidates seeking the Democratic Nomination in District 5, next year, should I be appointed, I will “not” run in the June Democratic Primary, and instead will focus on ensuring the people of District 5, focus on the duties and responsibilities of the District Council Representative putting people over politics.

County Executive Ike Leggett, has sent my name to the County Council, for confirmation to Boards and Commissions, and both times I was confirmed unanimously.

As a Caretaker of the Council District Seat, I will not endorse any candidate in the District 5 race, and will support whomever the voters choose as the Democratic Nominee, but my focus will be attention to pending legislation, committee duties and hearings, the budget and constituent services. Also I would retain all of Councilmember Ervin’s Staff, if they decide to remain through the end of the term.

Benefits of appointing me to complete Councilmember Ervin’s term, would be my more than thirty years experience in government and public service and second, the Council would not have to pick and choose in the District 5 Democratic Primary race. And third appointing and confirming an individual, whom has been nominees and confirmed for Boards and Commissions unanimously.

A brief outline of my experience and skills is attached, for your review. And I am available to meet with the Council as a whole or individually to answer any questions you may have.

Sincerely
Arthur H Jackson Jr

CC: Members of The Montgomery County Council
Arthur H Jackson  
7719 Eastern Ave Unit 4 Takoma Park MD 20912  
240-705-2023  
Email arthurjacksonmba@yahoo.com  

Public Service & Professional Resume  

Education  
Prince Georges County Public Schools  
Historic Fairmont Heights High School  
University of Southern California  B.A. and M.B.A.  
George Washington University Saturday College, Para Legal Certificate  
John Hopkins University, Community Empowerment Training Certificate  
Joint Center for Political Studies, Government Finance and Management Certificate  

Public Service & Professional Experience  
Appointed by Montgomery County Executive Ike Leggett to The Montgomery County Cable Compliance Commission. Confirmed by The County Council.  
Appointed by Montgomery County Executive Ike Leggett to The Montgomery County Taxi Cab Advisory Board. Confirmed by The County Council.  
Quince Orchard High School Voting Poll, Co Captain, Ike Leggett for County Executive  
Giant Foods Consumer Advisory Board, Past Member  
Councilman, Town of Fairmount Heights Md ,Past Member  
Board of Governors, American Civil Liberties Union, Past Member  
Maryland Municipal League Legislative Advisory Board  
Board of Directors, Mental Health Association of Prince Georges County Md, Past  
N.A.A.C.P. Region VII Adult, Youth & College Chapters Vice Chairman, Past  
State Democratic Committee, D.C. Democratic State Committee, Past  
Appointed by The Mayor of District of Columbia to The Transition Task Force on Finance & Budgets, Past  
Served on The Presidential Inaugural Security and Logistics Committee  
Appointed by The DC City Council to the Ward 8 Redistricting Committee
Chief of Security Operations, City Museum of Washington DC, Past
Contracting Administration, District of Columbia Government, Street Construction Division, Past
Legislative and Government Regulatory Advisor to DC City Councilmembers, Past
Model Cities Planning Board of Prince Georges County, MD, Past
Chief Executive Officer of Global AHJ Group, Consultants and Planners, Past
Featured in The Washington Business Journal Executive Profile Feature
Selected by Entreprenuer Magazine as it's Growing Pains Award Winner
Washington Afro American Newspapers Reporter covering Prince Georges County, MD, Past
Appointed by The Governor of Maryland to The State Task Force on Youth Programs and Services
Citizens Legislative Advisory Committee to Maryland State Senator Bainum D- Montgomery County
Board of Directors of The Africa-Caribbean African American International Cultural Foundation
Blog Radio Talk Progressive Show Host, The Arthur Jackson Show
Cable Television Amateur Invitational Boxing Tournament Anchorman, Metro Vision Cable Television
Actor/ Extra on Major Film Projects including" The People vs Larry Flynt" and " The Pelican Brief"
National and Local Expert in GOTV for Democratic Party Candidates and Nominees.

Key Benefits of Appointing Arthur H Jackson Jr to Complete The Council Term of Councilmember Valerie Ervin of District 5:

➢ More than thirty years experience in Government and Public Service.
  ➢ Knowledge of The Legislative Process
  ➢ Zoning and Land use Policies and Regulations
  ➢ Constituent Services
  ➢ Leadership Skills and Ethics in Service.
January 6, 2014

Mr. Craig Rice
County Council President
Montgomery County Council
100 Maryland Avenue
Rockville, MD 20850

Re: District 5 vacancy

Dear Mr. Rice:

I am writing for consideration for the vacancy in District 5 due to the resignation of Councilmember Valerie Ervin. This is an exciting opportunity and I feel I have the skill set you are seeking. As noted on my resume, my experience includes 20 years of nonprofit management, business development and strategic alliance both in the U.S., with underserved communities and abroad. In addition to working with diverse populations in the U.S., I have worked in Europe, the Caribbean, and the Pacific Islands coordinating domestic and international programs, exchanges, study tours and trade missions.

I live in the Fairland community; keep abreast of issues that affect citizens of Montgomery County as well as our broader community regionally. A few of the most pressing issues we will face as a community is continuing to budget in fiscally difficult times, looking at how we address school construction in an era of rapid growth, safety, job creation and even crisis management. I bring the experience of having worked in the private, public and nonprofit sector. I can serve in this position and together with the community, experienced County Council members, and expertise of County staff, continue to see progress in Montgomery County.

There are a myriad of issues in every community in the county. I would welcome the opportunity to learn more about these issues and bring my perspective to resolving problems and sustaining the many positive outcomes we already experience in Montgomery County. Our county is a model for many other jurisdictions nationwide and I am proud to have lived here for 30 years. During that time I have spent numerous hours volunteering and encourage my friends and neighbors to get and stay engaged. I recognize that the County Council is tasked with a tremendous job in balancing the needs in the community. Looking objectively at the resources and voices in the community, the Council has been able to advocate for its employees, school construction, increased safety, and other critical plans. I am up to the task of quickly absorbing the background necessary to assist in legislating these issues and the challenge of doing it with fiscal responsibility. This appointment would give me the chance to also delve deeper into District 5, looking at how enterprise zones impact our area, advocating for the expansion of public transportation, increasing the opportunities for jobs and internships for residents, innovation in the county, as well as tax and energy topics.
Currently, I serve as the Executive Director of the Nonprofit Village, a network of local nonprofits enhanced by shared space and essential support services. In the past 18 months I have developed programs that build capacity, increased the shared services for tenants and reduced the debt by 77%. I’ve brought my background in public, private and international organizations to this position and used it to conduct outreach, program planning, and capacity building.

I spent 12 years running the Superintendent’s Leadership Program at MCPS, directing an honors level career and leadership development program. The program allowed me to successfully create a curriculum that is attractive to higher education institutions, fundraise in a fiscally challenging environment, and initiate strategies to build stronger relationships with the business community. My work in local education demonstrates my ability to prepare strategic plans, align goals with organizational priorities, and establish global partnerships that enhance lifelong learning and global citizenship skills among students. While I will be leaving this position in the spring, I have taken the initiative to establish new components to the program that have strengthened the experiential learning process, led to the existence of more than 150 partnerships, expanded outreach to raise visibility of the program and create deeper connections to the alumni from the program. The metrics for this program demonstrate that alumni report that they receive offers of employment three months earlier than their college counterparts and salaries are 30% higher than the national average.

As the founder of the International Minority Affairs Cooperative (IMAC), an international nonprofit, Today, IMAC focuses on workforce development programs for local youth. This work is an extension of the volunteer work I first performed at Spelman College and after graduation with the Spelman College Alumnae Association. Serving as a chapter president, regional director and national officer, I coordinated college fairs for African American high school students and led recruitment efforts for the college in the Washington, DC area. Working with federal contractors, I directed several national health projects which partnered with black colleges and universities. At the time I co-founded the organization, I worked in government contracting running a national health information center. I had previously worked for a contractor for which I developed several new business lines, establishing a new source of revenue for the company.

When I served as Director of International Exchange Programs at the British Embassy, I had responsibility for the Marshall Scholarship Program, working with U.S. universities to recruit and prepare qualified applicants. Collaborating with the Rhodes Scholarship program, I implemented a pre-departure program, an annual visit to the White House to meet with President Bill Clinton, evaluation measures, and a college support program while students were in the UK. I designed the activities for the Atlantic Fellows, a year-long US/UK public policy research program of best practices and visits with the directorates of the European Union and British Prime Minister. A project that led me to collaborate with Montgomery County Public Schools (MCPS) was the Teachers International Professional Development program for best practice primary teacher exchanges. For two years, I was responsible for oversight of a British Council/World Bank scholarship program to place mid-career level Indonesia professionals in US universities. I worked closely with the Ministry of Education staff to ensure appropriate funding levels and monitoring of students while in the US.
I hold a B.A. degree in Political Science from Spelman College. I have been active in the county through my service as a member of the East County Community Advisory Board, County Council Grants Committee, and as an early participant in the Silver Spring Advisory Board. I served on the YWCA Montgomery County Board of Directors and then the National Capital Area board, was appointed to the County Committee on Committees although I could not remain on that task force. I’ve served as a PTA officer at Galway Elementary School, Eastern Middle School and the Paint Branch High School Educational Foundation, and raised more than $10,000 for Galway Elementary School through fundraising and grants. I am a graduate of Leadership Montgomery and an active member of Delta Sigma Theta Sorority.

This seat offers a compelling mission to serve and a challenge to make a valuable contribution. I would welcome the opportunity to learn more and discuss how my skills fit with the District 5 seat. Should you require additional information, please don’t hesitate to contact me.

Sincerely,

Kim Jones
KIM JONES
(301) 792-2894
Kdcjones1@gmail.com

PROFILE
Management professional with more than 20 years of experience in nonprofit management, resource development, and strategic alliances. Develop alliances and networks with public and private, domestic and international organizations to implement effective programs that have measurable outcomes.

CORE COMPETENCIES
Strategic Alliances; Resource Development; Effective Communication; Organizational Development

PROFESSIONAL ACCOMPLISHMENTS
• Created public-private partnerships to sustain educational programs
• Served as a grant reviewer for NIH, Esperanza, U.S. Congress, U.S. DHHS and community programs
• Co-chaired the Montgomery County Council grants committee
• Chaired the chapter education and scholarship committee of Delta Sigma Theta Sorority
• Created an MCPS partnership with the British Embassy and Northern Ireland Bureau

PROFESSIONAL EXPERIENCE
Executive Director
The Nonprofit Village, Rockville, MD 5/2012 – present
Provide overall direction of the organization, particularly oversight of day to day operations. Executed procedures to stabilize and sustain the organization.
Key Achievements:
• Executed internal controls to stabilize financial management procedures; reduced debt by 77% in less than two years by restructuring finances and increasing revenue
• Restored positive relationships with key stakeholders including county government, foundations, and corporations resulting in opportunities for increased funding, revenue and program development;
• Designed and implemented survey to collect data on outcomes for use in program planning and proposal development. Created responsive training programs for nonprofits.

Program Director
Honors Executive Leadership Program, Rockville, MD 2003 – present
Develop strategic alliances with the business and higher education community to extend experiential learning to high school students in career and leadership.
Key Achievements:
• Established partnerships with more than 150 public and private organizations to provide internships and professional networks for students;
• Increased applicant pool by 37% and partnerships by 250% over five years;
• Increased public awareness of program through social media, community-based marketing, and outreach;
• Secured more than $60K in grants and donations to expand training program that directly benefit the student activities in the program;
• Established college tracking and support program for the 99% who attended college;
• Design bilateral agreements for educational and business visits both domestic and abroad;
• Plan career development activities, didactic seminars, organize college and career exploration programs;
• Implemented application criteria and review panel process to ensure consistency in selection process;
• Created comprehensive website and online course management system;
• Increased professional network by building an active alumni program and database;
• Participant and parent feedback indicates program effectively prepares students for college and career.
Director
Created and directed department for fellowship and exchange programs by Foreign & Commonwealth Office, Fulbright, Indonesian government, and European Union. Administered international scholarship programs. Implemented marketing and cross-cultural training activities for higher education and professional exchanges.

Key Achievements:
- Instituted teacher exchange program on education policy and best practices with more than 20 school districts throughout the U.S.;
- Implemented an active alumni program for scholarship and fellowship programs;
- Originated collaborations with global agencies resulting in more than $50,000 in resources for international public policy conference.
- Designed pre-departure programs which produced 98% satisfaction in program expectations and ability to understand the culture while living abroad;
- Served as loaned executive for Montgomery County Public Schools youth leadership program.

President
Jones International, Silver Spring, MD 1993 - present
Establish partnerships that expand recruitment and awareness efforts for public and private organizations. Lead and manage change in emerging nonprofit organizations by developing governance, resources and strategies that improve the ability to sustain business efforts. Coordinate multicultural exchanges resulting in increased understanding of global culture/values.

Key Achievements:
- Serve as Executive Director of an international nonprofit on a consultative basis, providing multicultural youth development capacity building. Generated over $400,000 in revenue in four years.
- Coordinated proposal development efforts yielding more than $1 million over 15 years;
- Development networks that increase opportunities with government, private and family foundations;
- Enhance cross-cultural understanding through outreach programs and targeted marketing;
- Established benchmarks for program accomplishments and perceptions.

Director
Office of Minority Health Resource Center, Washington, DC 1990 - 1993
Managed national minority health resource and referral center with a $3.0 million budget. Created liaisons with health promotion and disease prevention organizations. Implemented technical assistance program on project design and proposal development.

Key Achievements:
- Doubled the number of publications developed in two years;
- Negotiated three modifications and two tasks increasing contract value by 25%;
- Increased number of inquiries by 300% over three years
- Designed grants database which accounted for 30% of information requests.

EDUCATION AND CERTIFICATIONS
B.A., Political Science, Spelman College
M.A. Coursework in Criminal Justice, University of Maryland
Certified Association Executive (CAE), American Society of Association Executives, 2000

PROFESSIONAL AFFILIATIONS
Delta Sigma Theta Sorority, Inc. (public service sorority)
Leadership Montgomery 2004
Member, Education Advisory Committee for Congresswoman Donna F. Edwards
Previously served on boards of YWCA, East County Regional Service Center, Nonprofit Village and PVAC Foundation
Held officer positions with Galway Elementary School PTA, MCCPTA and Paint Branch High School Foundation
January 3, 2014

Council President Craig Rice
Montgomery County Council
100 Maryland Avenue
Rockville, Maryland 20850

Dear President Rice,

As an 18-year resident of District 5, the father of two children in public schools, a longtime community leader, and a big city budget director, I am writing, with great enthusiasm, to apply for the appointment to complete Valerie Ervin’s unexpired term as councilmember for District 5.

District 5 needs capable representation during this interim period. I believe that my combination of professional expertise, civic leadership, and pragmatism would give District 5 a credible voice in the upcoming budget process and other important issues before the council.

I will not be a candidate for the seat. The “caretaker” role is an unexpected chance for me to serve the public in a new way, and it comes at a time when I am able to transition professionally and give the job my full time and attention.

The balance of this letter details my credentials, my understanding of the district, and the approach I would take to the job. I have enclosed my professional resume and a summary resume highlighting my qualifications for the council appointment.

Credentials

What distinguishes me most for the council appointment is my public finance and management expertise. Over the past six years, I have guided Baltimore through a nearly unprecedented fiscal challenge and put the city on a sustainable path going forward.

When I arrived in Baltimore in early 2008, the city was just beginning to experience the impact of the Great Recession. Today, after closing $500 million in cumulative budget shortfalls, the city has a larger fund balance, lower property tax rate, and shrinking unfunded liabilities. It also has a ten-year plan for achieving structural budget balance, further tax relief, increased infrastructure investment, and a stronger balance sheet. The plan has already resulted in $400 million of savings, a $1.1 billion school construction program, and a 5% property tax break for homeowners.
I have gained national recognition as an expert in outcome-based budgeting, long-term financial planning, and Lean Government, a method for streamlining business processes. My non-traditional approach to budgeting allowed the city to protect and enhance funding for effective services – including youth violence prevention, prenatal home visiting, and job training – even during the worst of the fiscal crisis. I have also redefined the budget director position, contributing to the city's strategic planning, performance management, program evaluation, labor negotiations, government relations, and citizen engagement. With this background, I would be an ideal replacement for Valerie Ervin on the Fiscal Policy and Operations Committee and an asset to the council as it grapples with another difficult budget.

Prior to my work in Baltimore, I was a federal budget analyst and executive for fourteen years. At the Corporation for National and Community Service, I played a central role in rescuing AmeriCorps from financial mismanagement that threatened its funding. Restoring Congress' confidence in the program led to a $150 million funding increase. I also served in the White House Office of Management and Budget and the U.S. Department of Transportation, where I brought attention to the link between transportation and welfare reform, ultimately resulting in the Job Access and Reverse Commute Program.

Understanding of District 5

My wife, Kelly, and I have been residents of District 5 for eighteen years, the last twelve of them in the Indian Spring neighborhood. We have also lived in downtown Silver Spring and Kemp Mill. Our children, Sara (13) and Schroeder (8), attend Eastern Middle School and Highland View Elementary School.

My record of civic involvement is long and varied, from leading vocal neighborhood associations to empowering voiceless immigrants and other vulnerable populations.

As president of the Indian Spring Citizens' Association, I revived the President's Council of Silver Spring Civic Associations (Prezco), which had gone dormant after years of fighting for sensible downtown development. I led Prezco for nearly six years, rallying a sometimes fractious group around issues of common interest and making real progress on crime prevention, street tree maintenance, and pedestrian safety.

My service on the Long Branch Advisory Committee from 2006 to 2008 resulted in a collaboration with Bruce Baker of Takoma Park to start what has become Community Health and Empowerment through Education and Research (CHEER), a 501(c)(3) organization that uses data to help low-income neighborhoods establish measurable goals and achieve quality of life improvements.
I have worked to expand affordable housing. I served on the board of a community development loan fund and formed a statewide coalition that won a national award for advocating to create Maryland's Neighborhood Intervention Program, which funds projects to address early signs of blight in otherwise stable neighborhoods.

I am especially proud of my eight years as Treasurer of Casa de Maryland. During my tenure, I helped Casa manage explosive growth, which included adding two worker centers that serve District 5 residents and completing a $13 million multicultural center renovation nearby in Langley Park. With my guidance, Casa improved its budgeting and performance measurement, strengthened internal controls, and built operating reserves. Since leaving the board in 2011, I have continued my service to Casa by raising money and working the polls for passage of the Maryland Dream Act.

In addition to my civic endeavors, I am involved in my children's activities. I coach youth soccer, volunteer at the Washington Animal Rescue League, and recently ran the most successful popcorn sale in the history of Cub Scout Pack 275.

District 5 is Montgomery County's most diverse and has the lowest household income and employment rate, highest crime rate, and oldest neighborhoods. Through my civic involvement, I am well aware of the need to create jobs, encourage youth development, ensure public safety, and invest to maintain and renew our infrastructure.

As a member of the Education Committee, I would be well positioned to work on closing the achievement gap, which is perhaps the most pressing issue of all for District 5. I am the product of urban public schools in Lansing, Michigan — where my mother was a school board member for twelve years — and have seen the achievement gap up close. With the perspective of my own experience, what I have observed as a MCPS parent, and my critical budget director's eye, I will look for ways county resources can better serve all students.

**Approach to the Job**

People who have worked with me on civic issues might describe me as a "progressive pragmatist." My approach to making the world a better place is to use data to figure out what works, implement cost-effective solutions, and measure performance. My style is less activist and more listener, moderator, and planner. That said, my record in Baltimore shows that I don't shy away from tough choices and tough fights.

My pedestrian safety efforts with Prezco illustrate my approach to problem solving. The Prezco civics were frustrated by the county's lack of responsiveness to requests for pedestrian safety improvements. The typical reaction would have been to turn up the volume on our requests and hope for county officials to give in. Instead, Prezco took a different course, presenting the
county with a comprehensive pedestrian safety plan for our neighborhoods. Prezco then brought together state and county transportation officials to regularly meet and monitor the progress of projects in the plan. Prezco’s plan inspired Valerie Ervin and Ike Leggett to implement the countywide Pedestrian Safety Initiative in 2007.

As a councilmember, I would be a voice for fiscal responsibility and for ensuring that county services are delivered efficiently and accountably. Within a sustainable budget, I would find innovative ways to improve the quality of life in District 5, using online tools and hands-on workshops to gather input from residents. I would support balanced growth to create jobs and provide the tax base needed to realize Montgomery County’s vision of being a place where everyone has the opportunity to succeed. I would work closely with colleagues and constituents to tackle whatever issues come our way and to think ahead about how to get even better.

I hope that you and your fellow councilmembers will see that I would effectively represent District 5 and be a trusted and valuable colleague.

Thank you for your consideration and I look forward to discussing the position with you personally.

Sincerely,

Andrew Kleine

Andrew Kleine
Proven Executive ~ Policy Analyst ~ Innovator ~ Civic Leader

Experienced budget and policy professional. Budget director of one of the nation’s largest cities whose career includes service across the federal government—the White House, Capitol Hill, a Cabinet Department and an Independent Agency.

Results-focused leader who is nationally recognized for improving organizational performance through measurement and accountability, innovation, and effective human capital management.

Keen analyst and able communicator skilled in solving complex problems, advising high-ranking officials, and negotiating win-win outcomes.

Public servant with integrity, devotion to family and community, even temperament, and sense of humor.

Summary Achievements

- Guided the City of Baltimore, Maryland through the Great Recession by reforming benefit programs, diversifying revenues, fostering innovation, and budgeting for outcomes.
- Fixed severe financial problems that threatened the AmeriCorps national service program.
- Brought attention to the link between welfare reform and transportation, leading to creation of the federal Job Access and Reverse Commute program.
- As a civic leader, led successful efforts to increase funding for affordable housing in Maryland and improve tree management in Montgomery County. Affordable housing work was honored with a national advocacy award.

Experience and Results

Budget Director
City of Baltimore, Maryland, April 2008-Present
Manage the $3.5 billion budget of one of the nation’s largest cities. Duties include formulating and presenting the city’s annual operating budget, monitoring and controlling spending, and conducting management research to improve the cost-effectiveness of city services.

Selected Results:
- Implemented Outcome Budgeting, transforming the way Baltimore allocates resources. This initiative was recognized as a 2012 Bright Idea by Harvard’s Innovations in American Government Program.
- Guided Baltimore through an unprecedented fiscal crisis while growing the city’s fund balance, lowering the property tax rate, and shrinking retiree pension and health benefit liabilities. Reduced health benefit costs by $60 million a year, prioritized spending, and diversified revenues.
- Expanded citizen involvement with an annual citizen survey, a citizens’ guide to the budget, hands-on budget workshops, and an online budget balancing exercise.
- Conceived and led the development of the city’s first ever long-range financial plan. The plan provides a roadmap for erasing a large structural budget deficit, further lowering property tax rates, increasing infrastructure investment, and reducing unfunded pension and health care liabilities.
• Revitalized management research by producing in-depth studies of city services and introducing Lean
practices to reengineer business processes and improve customer service.
• Started an Innovation Fund to invest in projects that return cost savings or new revenue.
• Recovered millions in erroneous and fraudulent tax credits.
• Turned a dormant budget bureau into the most dynamic and talented team in city government.

Chief Financial Officer (acting)
Deputy Chief Financial Officer for Planning and Program Management
Senior Advisor to the CEO
Corporation for National and Community Service, June 2003-April 2008
Hired to fix financial management problems and restore trust in the AmeriCorps program, resulting in a $150 million
funding increase in 2004. As Acting Chief Financial Officer for two years, from August 2004 to July 2006, oversaw a
department encompassing 125 employees across nine functions. Responsible for managing a nearly
$1 billion budget and leading the agency’s strategic planning and business analysis.

Selected Results:
• Introduced performance-based budgeting and drove development of Corporation goals and measures.
• Cut costs and improved customer service by automating paper-intensive functions and consolidating field
offices.
• Used operational metrics to drive dramatic performance gains against government-wide financial benchmarks.

Chief Financial Officer
Bureau of Transportation Statistics (BTS), February 2000-June 2003
Managed the formulation and execution of a $31 million budget and oversaw the agency’s strategic planning activities.
Built a financial management program from the ground up.

Selected Results:
• Designed a user-friendly database application to streamline the budget formulation process.
• Initiated cost accounting to track agency spending at the project level.
• Wrote a new BTS performance plan.

Program Examiner
Executive Office of the President
Office of Management and Budget, October 1996-February 2000
Reviewed budget and policy issues of the U.S. Coast Guard and Panama Canal Commission.

Selected results:
• Wrote reports on effectiveness of drug interdiction programs and management of border control resources.
• Developed Administration proposals for Coast Guard user fees.
• Initiated Interagency Task Force on the Roles and Missions of the Coast Guard, which resulted in greater
emphasis on homeland security.

Budget Analyst
U.S. Department of Transportation
Office of the Assistant Secretary for Budget and Programs, June 1994-October 1996
• Advised the Assistant Secretary on budget and policy issues of National Highway Traffic Safety
Administration and Federal Railroad Administration-Amtrak.
• Wrote impact evaluation of Federal Rail-Highway Crossing Safety Program and conceived Administration-
proposed rail-highway crossing safety community grant program.
• Trained senior managers to develop Government Performance and Results Act (GPRA) performance plans.
ANDREW W. KLEINE

Professional Staff Member (detail)
U.S. House of Representatives
Committee on Transportation and Infrastructure, March 1996-June 1996
- Organized hearings on railroad safety and helped to craft related legislation.
- Wrote reauthorization options papers on key programs in the Intermodal Surface Transportation Efficiency Act (ISTEA).

Special Assistant
Michigan Department of Social Services, 1992-93
- Assisted coordinator of "To Strengthen Michigan Families" welfare reform program.
- Co-wrote evaluation of major job training program.
- Hired as consultant to study implementation of welfare reforms.

Education
The University of Michigan, Ann Arbor, Michigan
Gerald R. Ford School of Public Policy
Master of Public Policy, April 1994
A two-year interdisciplinary program emphasizing quantitative, economic, and political analysis of public policy issues. Coursework included statistics, econometrics, cost-benefit analysis, calculus, microeconomics, organizational design, public management, economic development planning, staff development, grant writing, and program evaluation.

Washington University, St. Louis, Missouri
Bachelor of Arts with Honors, May 1992
Major in political science with significant coursework in education, philosophy, and sociology.

Executive Education:

Harvard University, Cambridge, Massachusetts
John F. Kennedy School of Government
Senior Executive Fellows Program, June/July 2002
An intensive four-week program focusing on leadership skills: how to build coalitions, drive performance and results, and guide organizational change.

Civic Leadership
Co-founder, Community Health and Empowerment through Education and Research (CHEER)
Youth Soccer Coach, 2011-Present
Treasurer, CASA de Maryland, 2003-2011
Moderator, President's Council of Silver Spring Civic Associations, 2004-2010
Member, Long Branch Advisory Committee, 2006-2008
Subgroup Chair, O'Malley-Brown Housing and Community Development Transition Work Group, 2006
President, Indian Spring Citizens Association, 2002-03
Founder, Maryland Community Development Financial Institutions (CDFI) Coalition, 2002
Board of Directors, Unitarian Universalist Affordable Housing Corporation, 1998-2004
President, Washington University Student Government, 1991-92
Professional Honors and Affiliations

Member, Government Finance Officers Association Standing Committee on Governmental Budgeting and Fiscal Policy (2011-Present); Merit awards, Corporation for National and Community Service (2003, 2004, 2005, 2006, 2007); U.S. Department of Transportation Meritorious Achievement Award (Secretary's Silver Medal) (2002); Bureau of Transportation Statistics Meritorious Achievement Award (2000, 2001); Office of Management and Budget Professional Achievement Award (1999); Assistant Secretary's Special Achievement Award (1995); Secretary's "Way To Go" Award (1995); Assistant Secretary's "Getting the Job Done" Award (1994); Presidential Management Intern (1994).

Recent Conference Presentations

“Baltimore’s Ten-Year Financial Plan” (plenary session), Public Financial Management Client Seminar, Baltimore, MD, November 2013

“Roundtable: How Results Teams Allocate Resources in Baltimore’s Outcome Budgeting System” (concurrent session), 25th Annual Conference of the Association for Budgeting and Financial Management, Washington, D.C., October 2013

“Financial and Service Strategies for the Future” (webinar), Government Finance Officers Association, September 2013

“Improving Results with Lean Government” (concurrent session), 66th New England States Government Finance Officers Association Fall Conference, Manchester, VT, September 2013


“Report from the Field: Using the Budget Process to Get Results” (keynote address), 5th Annual Public Performance Measurement and Reporting Conference, Trenton, NJ, September 2012.

“Encouraging Innovation through the Budget Process” (panel session), 106th Government Finance Officers Association National Conference, Chicago, IL, June 2012


“Lessons for Feds: Budget and Performance from the State and Local Perspectives” (plenary session), American Association for Budget and Program Analysis Fall Symposium, Washington, D.C., November 2011.
ANDREW KLEINE
9417 Worth Ave., Silver Spring, Maryland 20901
Home: 301-495-9332 Cell: 410-591-7459 Email: awkleine@aol.com

- Eighteen year resident of District 5
- Registered Democrat
- Nationally recognized expert in public finance and management
- Community leader
- Smart, pragmatic, collegial – ideal for the caretaker role

EXPERT IN PUBLIC FINANCE AND MANAGEMENT

- As Baltimore’s budget director, guided the city through the Great Recession and its aftermath, closing nearly $500 million in cumulative budget shortfalls while increasing the city’s fund balance, lowering the property tax rate, shrinking pension and health benefit liabilities, and enhancing funding for services with proven results – including youth violence prevention, prenatal home visiting, and job training.

- Gained a national reputation as an innovator in budgeting, long-range financial planning, citizen engagement, and Lean Government. Established an Innovation Fund to invest in projects that improve customer service and save money at the same time.

- As Deputy CFO and Acting CFO at the Corporation for National and Community Service, fixed severe financial problems that threatened the AmeriCorps program, restoring confidence in the program and laying the groundwork for a $150 million funding increase.

- Served in the White House Office of Management and Budget during the Clinton Administration.

COMMUNITY LEADER

- Revived a dormant President’s Council of Silver Spring Civic Associations (Prezco) and led it for six years, successfully advocating for improved pedestrian safety, crime prevention, and tree maintenance.

- Served on the Board of Directors of Casa de Maryland for eight years, a period of explosive growth for the organization, including the financing of the multicultural center in Langley Park.

- Formed a coalition of Community Development Financial Institutions (CDFIs) to secure increased funding for affordable housing in Maryland, winning a national advocacy award.

- Past president of the Indian Spring Citizens Association, member of the Long Branch Advisory Committee, co-founder of CHEER, precinct chair, youth soccer coach.
January 6, 2014

The Honorable Members of the Montgomery County Council
Council Office Building
100 Maryland Avenue, 5th Floor
Rockville, MD 20850

Dear Council President Rice, Vice President Leventhal and Members of the County Council,

I write to submit my nomination to the vacant District 5 on the Council. This is a critically important job in which I believe I could succeed in representing residents throughout the District until the inauguration of a new Council. I will not be running for election to serve during that next session.

I am interested in serving for many reasons. I believe one of the most important roles of an appointee is to focus on constituent services and outreach. I have made such work a hallmark of my service on Takoma Park City Council, developing large email lists, using social media and frequent constituent meetings to strengthen community engagement with local government. I would put my very best effort into such work while serving District 5. As a Democrat, I am committed to government that helps make our society fairer and creates more opportunities and social mobility. Outreach, communication and constituent meetings are extremely important to me because they ensure that government is also being responsive to both the macro- and micro-challenges that affect everyday lives.

I know through my Washington and City Council experience that few important things happen because of just one person — I would put a great deal of attention into efforts to create effective working relationships with each of you and into being an effective member of the Council.

I would enter this service with the experience of already being a public official. I have been part of the development of multiple city budgets, administration of numerous departments that match county ones (on a much smaller scale), and have gone through ethics and other disclosures that apply through state and city law. Those who know my work on the City’s budget know that it was something I dedicated myself to mastering, spending the time needed to make sure I represented the interests of my constituents in the process. In partnership with other city councilmembers and through my own leadership, we have reduced taxes, expanded lower income resident assistance, reduced long-term city debt, increased library services and expanded our sustainability efforts through a budget that has remained in the black during this time.

I have also been a leader in helping our city go in new directions with regard to policy. In particular, this included my role in pushing for the country’s first 16- and up municipal voting age, but I have also been involved in efforts to create food truck policy, expanding housing repair assistance, new health restrictions on chemicals, better election candidate access to the 50 percent of our residents who live in apartments, and improvements in sidewalks and road infrastructure to benefit public safety. I believe
one of our most unknown but successful new initiatives could also be important at the County level – we are working with consultants to find and fix leaks that result in raw sewage entering storm sewers and local watersheds. An initiative like this may make a significant reduction in pollution loads throughout the county, particularly areas with the oldest infrastructure.

I would also bring with me the skills of more than a decade of work on federal policy. This has included leadership as an environmental advocate, policy expert on federal food and farming policy, lobbyist and manager of staff and program budgets. I’ve been extremely effective in these roles, in part because I take the time to build relationships with people and identify common goals.

I hope to have the chance to serve alongside you during 2014. Please know that while I live in Takoma Park, I will do an excellent job of representing all of the residents of District 5 and of focusing on providing better services and information to them, regardless of where in the District they live.

Sincerely,

[Signature]

Timothy Male
TIMOTHY D. MALE, PhD.
Home (301) 891-0564 • Cell (240) 274-0341
timothymale@gmail.com

EDUCATION

1992 Yale University, New Haven, Connecticut
   B.S./Double Major - Biology & Studies in the Environment
1998 Fulbright Fellowship (Australia)
2001 University of Hawaii, Honolulu, Hawaii
   PhD in Conservation Biology, GPA 4.00
2010 German Marshall Memorial Fellowship

WORK EXPERIENCE

Summary

Over 13 years of experience focused on the development and implementation of public policy. Experience working in non-profit advocacy, state government, and as an elected leader in local government; served as a scientist, lobbyist and administrator. Respected as an innovative problem-solver with skills in facilitation, advocacy and partnership-building. Significant applied expertise in strategic planning, operational and budgetary management, campaign coordination and human resource management.

2011- Takoma Park City Council
   Councilmember, Ward 2
   • Elected official representing approximately 2,500 constituents in a small city near Washington, DC with a $25 million budget. My successful policy initiatives have led to a doubling of home repair assistance for lower income residents, expansion of sustainability commitments, innovative pollution reduction strategies to reduce sewage leaks, first-in-nation municipal restrictions on lawn pesticides, first property tax rate cut in a decade, first-in-nation expansion of voting rights to 16- and 17-year olds and significant improvements in access by lower income residents to election information.

2010-2013 Defenders of Wildlife
   Vice President for Conservation Policy
   • Supervised a staff of up to 15 lawyers, scientists and experts, directing their work on endangered species policy, economics, agriculture, federal highway policy, federal lands management, invasive species, strategic planning and ecosystem services. Significant fundraising experience focused on foundations and major gifts.
   • Extensive work with state and federal agencies and White House Office of Management and Budget to promote new policy initiatives.

2007-2010 National Fish & Wildlife Foundation
   Director of Wildlife & Habitat Conservation
   • Developed new conservation initiatives for 10-year Foundation investment, developing metrics to identify high cost/benefit outcomes.
   • Coordinated strategy and plan development by state and federal agencies, landowner groups, and conservation groups nationwide. Worked closely with Forest Service, BLM, US Fish & Wildlife Service, and USDA Natural Resource Conservation Service.
   • Led interactions with Board of Directors around multimillion-dollar grant program focused on climate change adaptation, wildlife corridor conservation, renewable energy, endangered mammals.

2007 Environmental Defense Fund
   Campaign Co-Director
   • Helped direct legislative and media campaign on USDA Farm Bill, including supervising staff and consultants across the country and setting goals for campaign, and coordinating with health, conservative, environmental and other advocacy groups.
• Worked extensively with Congressional staff on development of legislation on Commodity, Conservation and Crop Insurance titles of 2008 Farm Bill and insurance reforms that were part of final bill passage.

2002-2006 Environmental Defense Fund
Senior Ecologist
• Lead biologist at U.S. conservation organization with $100 million annual budget focused on creating and implementing market-based solutions to environmental problems.
• Worked to eliminate barriers for farmers, ranchers and companies who sought to voluntarily benefit endangered wildlife without facing additional regulation. Represented organization in a national coalition advocating better invasive species policy and legislation. Led 5-year effort to open new USDA NRCS Conservation Program (CREP) in Hawaii aimed at reducing runoff on coral reef and restoring native forest by reforesting 15,000 acres of crop and pastureland.

2001–2002 Hawaii Dept. of Land and Natural Resources
Private Lands Conservation Coordinator
• Worked with private ranchers and businesses to develop partnerships to restore ecosystems.
• Successful in bringing in millions in support for endangered species recovery efforts on private lands.
• Led successful effort to develop first Habitat Conservation Plan and Safe Harbor Agreements in Hawaii.

1997 – 2001 PhD Research Queensland, Australia
• Conducted 3 years of independent research on tropical rainforest in Australia.
• Extensive experience in working in a foreign country (and traveling throughout region) and interacting with state and federal agencies.

1980 – 2000 Biologist
Biological expertise working as a supervisor or researcher with scientific research on birds, mammals, and flora in Hawaii, Alabama, Texas, New York, New Zealand and Australia. Expertise in: design of scientific studies, monitoring protocols, statistical analysis and endangered species biology. I worked in temperate and tropical rainforest, monsoon grassland, temperate grassland, and subtropical forest.

COMMITTEES AND PUBLIC SERVICE

2013- Montgomery County Right to Vote Task Force (Chair)
2011 - Washington Regional Council of Governments’ Region Forward Coalition
2007-2012 National Invasive Species Advisory Committee
2009-2010 Steering Team, Freedom to Roam
2009 - 2010 Board of Directors, Community Health and Empowerment through Education and Research
2009-2010 Takoma Park Environmental Action Task Force
2005-2008 Environment Committee, City of Takoma Park
2004-2007 New Jersey Landowner Incentive Advisory Committee
2003-2004 Safe Roadways Committee, City of Takoma Park
2002-2006 Private Stewardship Grants Program Panel (Atlanta and Minneapolis)
2002-2012 National Environmental Coalition on Invasive Species
2002-2004 American Bird Conservancy Policy Council

OP-EDS

FELLOWSHIPS, AWARDS, AND GRANTS

2009  National Conservation Leadership Fellowship
2002  AAAS Fellowship at U.S. Department of State (declined)
2001  ARCS Honolulu Award
1991  Richter Fellowship, Yale University
January 8, 2014

The Honorable Craig L. Rice  
Council President  
Montgomery County Council  
100 Maryland Avenue  
Rockville, Maryland 20850

Dear Council President Rice:

Enclosed please find my resume, submitted for consideration for the appointment to fill the vacancy of former Councilmember Valerie Ervin’s unexpired term in District 5.

I grew up in District 5 and have provided more than two decades of business leadership and community service to that area. In addition, I had the distinct honor and privilege of representing part of District 5, while serving for eight years in the Maryland House of Delegates representing Legislative District 14.

I would be honored to have the opportunity to interview for this vacancy.

Sincerely yours,

Herman L. Taylor  
10400 Kinloch Road  
Silver Spring, Maryland 20903  
301-252-0836  
HTaylorone@aol.com
HERMAN L. TAYLOR  
10400 Kinloch Road, Silver Spring, Maryland 20903  
(301) 252-0836/htaylorone@aol.com

EXPERIENCE

Deskmate Office Products  
Founder, President & CEO  
Burtonsville, Maryland  
1989-Present

Founded office supply company previously listed as one of the largest minority owned office products distributors in the Washington Metropolitan Area; managed daily operations and budget; conducted employee training and workforce development; prepared responses to Requests For Proposals (RFPs) and Invitations For Bid (IFBs). Grew the company to $9 million dollars in annual revenue.

Major Contract Awards:
- National Academies of Sciences: $8 million
- Washington Navy Yard: $1.5 million
- U.S. Department of Labor: $1.2 Million
- Secured a $400,000 award with Pepco Holdings, Inc.

Major Accomplishments:
- Mentor Protégé deal with Marriott Corporation
- Joint Venture with Xerox to handle their Law Firm customers
- Secured Angel Funding worth $1 million dollars
- Secured contracts with Pepsi, Motorola, Ryder Truck Rental, Mattress Discounters
- Grew customer base to 15,000 commercial customers.
- Listed/ranked as one of the leading office suppliers to the federal Government

Maryland House of Delegates  
State Delegate, Legislative District 14  
Annapolis, Maryland  
2003-2011

Elected in 2002 and reelected in 2006 to the Maryland General Assembly to represent the 14th Legislative District in Montgomery County, Maryland. Served on the House Economic Matters Committee and was Chairman of the Subcommittee on Unemployment Insurance. Additional committee assignments include: the Business Regulation Subcommittee; Banking, Economic Development, Science and Technology Subcommittee; Public Utilities Subcommittee; and the Montgomery County Delegation Bi-County Committee, which oversees Montgomery County and Prince Georges County agencies.
Major Leadership Positions
- Chairman of the Subcommittee on Unemployment Insurance
- Co-Chair of the Joint Oversight Committee on Unemployment
- Vice Chairman of the Legislative Black Caucus of Maryland
- Co-Chair of the Legislative Black Caucus of Maryland Economic Development Committee
- Chair of the Legislative Black Caucus of Maryland Legislative Review Committee

Major Legislative Achievements
- Authored legislation to expand Maryland's Small Business Preference program
- Mandated a funding in for Maryland's Small Business Development Center
- Co-Authored legislation to assist small businesses in gaining eligibility to the MDOT program
- Co-Authored Commercial Non-Discrimination Act
- Authored legislation to eliminate fraud and abuse in state contracts
- Authored a workplace learning bill that enables businesses to offer internships to high school students throughout all of Maryland's public schools
- Created budget language to support a new Nurse Anesthesia Master's Program at The University of Maryland School of Nursing
- Authored and created a Prenatal Dietary Supplement Distribution Program for vulnerable women
- Authored legislation to reform prescription drug co-payments that exceed the retail price of the drug
- Authored a bill that created unprecedented support and funding for Washington, DC Martin Luther King, Jr. National Memorial Project Foundation, Inc.

EDUCATION

Morgan State University, Baltimore, Maryland
Major: Business Management
1985-1986

Harvard University, John F. Kennedy School of Government, Boston, Massachusetts
Executive Leadership Program, 2005
AWARDS/RECOGNITION

- Clean Energy Partnership Award (2006)
- Washington Metropolitan Top Forty Under 40 Award (2000)
- Maryland State Department of Education Award of Excellence (2003)
- Legislator of the Month, Center for Policy Alternatives (2004)
- Community Builder Award, The Arc of Montgomery County (2008)
- Bethune-DuBois Institute Award (2008)
- Defender of Democracy Award, MLK Nat'l Memorial Foundation (2010)
- NAACP (Maryland) The Business Award (2012)

BOARDS/COMMUNITY ASSOCIATIONS

- Democratic Business and Democratic Finance Councils of the Democratic National Committee, 1998 Member
- Washington Adventist Hospital Foundation, Board of Trustees (1997-2003), President (1999-2001)
- Capital Bank, N.A. Advisory Board (1995-98)
- National Coalition of Minority Businesses, Board of Directors (1995-99)
- Special Olympics of Maryland, Honorary Board Member (2006-2009)
- The ARC, Treasurer (1995-97)
- Youth Leaders International, Advisory Board Member (2008-09)
January 7, 2014

Council President Craig Rice
Montgomery County Council
100 Maryland Ave
Rockville, MD 20850

Dear Council President Rice:

I am applying for the interim District 5 seat on County Council because I am certain that the experience I would bring to this position will serve District 5 residents well at a time when many important issues are coming before Council. Between now and the election in November, Council will be reviewing the White Oak Master Plan, finishing its work on the Zoning Code Rewrite, and working through the budget process for FY 2015. On all of these issues and many more, I can “hit the ground running.”

Silver Spring is my home. I care about my community. My involvement in a wide range of District 5 issues predates my service as confidential aide and chief of staff for Councilmember Marc Elrich. I have been a resident of District 5 for twenty years, during which time I have served as president of my civic association I am currently the treasurer. I was an active member of the Presidents Council of Silver Spring Civic Associations from 1998 to 2010. I also served for six years on the Silver Spring Transportation Management District Advisory Board from 1997-2003, three years as chairman. For many years I was also an active participant on the Silver Spring Citizens Advisory Board Transportation Committee, serving three years as a co-chair. After the termination of the “American Dream” mega-mall project, I was active in the Silver Spring Revitalization Committee which was tasked with developing a vision for Silver Spring which helped guide the development that we see today.

As Councilmember Elrich's chief of staff, I have been engaged on all the issues that the Council has considered for the last seven years, including the issues currently before the Council which are particularly important to District 5 — in addition to the previously mentioned White Oak Master Plan and Zoning Code Rewrite, the BRT on Rt. 29, University Boulevard, Randolph Road and lower Georgia Avenue is of major importance to residents of District 5.

In addition to my familiarity with the district and with the many issues facing the Council, I do not have any conflicts of interest and could begin work immediately and effectively. If appointed, I would leave my current position with the County. I am well aware of the amount of time it takes to fulfill the duties of a councilmember, and I will dedicate myself to representing the residents of District 5 as well as Montgomery County as a whole. I would serve only during the interim period and would not file for election to the seat. I am a registered Democrat.
I would be honored to represent the residents and communities of District 5 – Burtonsville, Burnt Mills, Calverton, Cloverly, Colesville, Fairland, Four Corners, Hillandale, Lyttonsville, Silver Spring, City of Takoma Park and White Oak.

Thank you for your consideration.

Sincerely,

Dale Tibbitts
9511 St. Andrews Way
Silver Spring, MD 20901
DALE A. TIBBITTS
(301) 587-9358
(301) 312-2573 cell
9511 Saint Andrews Way
Silver Spring, MD 20901

EMPLOYMENT

Dec 2006 to Present
Chief of Staff/Confidential Aide to Montgomery County Councilmember
Marc Elrich (D At-Large)

As chief of staff, my responsibilities include the management of the office staff so that we provide the public and CM Elrich with the best possible information and service. In addition to monitoring the work of the staff, I interact with other councilmembers, confidential aides, Council staff, Executive staff and the public on a regular basis. As CM Elrich's confidential aide, I am authorized to interact on his behalf on all matters when he is unavailable. This responsibility requires me to be well briefed on the full range of issues before the Council as well as CM Elrich's position on those issues.

Nov 1983 to Dec 2006
General Manager/Director of Computer Services, Election Data Services, Inc., Washington, DC

Election Data Services Inc. is a political consulting firm specializing in redistricting, election administration, and the analysis and presentation of census and political data. We matched census data with elections returns to create a demographic profile of voting behavior. I was the senior project manager. I met with clients to assess their needs and then transform client's concepts into finished products. I determined the scope of proposed projects, including staffing, time estimates, and technical feasibility and then monitored and guided projects to completion. I supervised and reviewed staff performance as well as provided administrative and technical support. I was the computer system administrator, SQL database and ArcView GIS programmer.

EDUCATION

Two years post-graduate work towards a Masters Degree in Political Campaign Management
ABT, Kent State University, 1981-1982

B.A., Public Relations, Kent State University, December 1980 with a minor in Political Science

COMMUNITY AND CIVIC EXPERIENCE

Board of Directors, treasurer, for the non-profit Akhmedova Ballet Foundation, Inc.
North Hills of Sligo Civic Association (NHSCA) president, vice-president and treasurer
NHSCA representative to Presidents Council of Silver Spring Civic Associations (PREZCO)
NHSCA representative to the Montgomery County Civic Federation
Silver Spring Transportation Management District Advisory Board
Silver Spring Citizens Advisory Board Transportation Committee
Silver Spring Revitalization Committee

ADDITIONAL INFORMATION

Functionally proficiency in PSE American Sign Language
Montgomery County Council  
Attn: Craig Rice President  
100 Maryland Ave.  
Rockville, MD 20850  

December 26, 2013  

Re: Letter of Interest For Council District 5 Seat  

Dear Councilmember Rice:  

Please accept this letter and attached resumé for consideration in filling the vacant Council District 5 seat for the remainder of the term until December 2014. I am a registered Democrat who has lived at the above address in District 5 since 1978. I have no plans to run for office during the 2014 election cycle.  

I am currently employed full time and if selected would resign that position. If accepted to serve on the Council, I would serve until December 2014 and then transition into retirement status. I expect to stay busy with some form of public or community service in retirement, but will make that decision after my service on the Council is complete.  

I am also active in a number community activities, mostly within District 5 but I am also involved in four efforts that are county-wide. I became involved in the community in 1979 and have been active since that time. If appointed to the Council, I will resign leadership roles in these groups to avoid any conflict of interest.  

As a result of the above resignations, I will have sufficient available time to undertake the work of the Council.  

My resumé, both professional and civic, is attached.  

Sincerely  

Daniel L. Wilhelm
Combined Resumé

Personal Information
Daniel L. Wilhelm
Registered: Democrat
Home: 904 Cannon Road, Colesville, MD 20904
Home Contact: 301-384-2698; djwilhelm@verizon.net
Work (MITRE) Contact: 301-617-3007; dwilhelm@mitre.org
Married for almost 45 years. Two daughters and five grandchildren

Professional Resumé

Primary Education
- MITRE Lead First project leadership classes (2006, 2007)
- MS, Engineering Management, University of Missouri (1973)
- BS, Electrical Engineering, University of Maryland (1969)

Employment

2001 – Present: The MITRE Corporation¹, Annapolis Junction (Fort Meade site), MD

Supported Defense Information Systems Agency (DISA) Network Services (2001 to 2012). I had the reputation of being given the most demanding tasks.

- As Project Leader: Grew the project from six staff-years in 2004 to thirteen staff-years in 2009. Took a proactive role in identifying problems and developing solution alternatives and communicated them to the DISA sponsors enabling them to make timely decisions.

- Acquisition: One major year-long effort involved the development of a Statement of Work (SOW), working with Defense Information Technology Contracting Office (DITCO) to award the sole source contract to AT&T, and then overseeing the operations' organizational effort to transition 2800 circuits. In another multi-year effort, developed the technical parts of a fair opportunity acquisition to obtain Private Lines, SONET, Wavelength and Ethernet communications services from the General Services Administration (GSA) Networx contract. Acted as a technical advisor in the proposal evaluation process, and planned the deployment of trunks and transition planning after award.

- Economic: Developed two business cases that evaluated the use of SONET, Defense Information Systems Network (DISN) Conversed Access (DCA) and leased service to satisfy two sets of circuits: those on DISN Asynchronous Transfer Mode Services (DATMS) and all leased circuits. The most cost effective technology (on a site basis) demonstrated a cost avoidance of $74M annually. The analysis provided unique solutions for 1200 worldwide sites.

- DISN Management: Evaluated the leased circuits provisioning process to improve the cost effectiveness. Worked with the modeling group to refine the business case solution to identify sites where DCA should be deployed and included the high level design details. Also supported a study with the three theater operations groups to develop formulas for projecting manpower requirements based upon managed objects.

Medical-Community of Interest (Med-COI) (2013): Supported the DISA Component Acquisition Executive (CAE) in 2013 effort in establishing a solution to support integrated Electronic Health Records (IEHR) between Department of Defense (DoD) and Department of Veterans Affairs (VA). This included collaborating with the Network Systems, Computing Services, Information Assurance, and other DISN

¹MITRE operates several Federally Funded Research and Development Centers (FFRDCs). FFRDCs operate in the public interest with objectivity and independence and must avoid actual or perceived conflicts of interest.
organizations to develop an agreed upon design and documenting it in the System Design Document (SDD). This required coordination with Defense Health Agency (DHA), Army, Navy, Air Force, VA and Interagency Program Office (IPO).

1997-2001: Pilot Research: The principle effort was to support the MCI WorldCom Year 2000 Program Management Office in working with assigned organizations to ensure Y2K testing was undertaken and documented, and ensuring all upgrades were made in a timely manner.

1989 – 1997: INTACT: Worked with Sprint and a number of systems integrators to develop and prepare technical proposals to large federal RFPs dealing with various communications technologies. One two and half year task for Sprint involved leading a team of twelve INTACT, Sprint and GTE engineering personnel as Technical Volume Leader/Lead Engineer.

1984 – 1989: Contel: Developed network designs and acquisition documentation using both satellite and fiber technologies.


1969 – 1978: US Air Force: Provided program management, acquisition and technical support for various voice and radio communications programs, including two Foreign Military Sales (FMS) projects.

Civic Resume

Summary: Active in the civic community since 1979, initially within District 5 and then county-wide. Primarily interfaced with the Planning Board, Council, Board of Appeals, MCDOT and East County Regional Services Center, but also interacted with many other county departments, Maryland DOT, and State Legislators. Routinely spend 15-20 hours a week on civic activities.

Primary subject areas: Focus includes
- District 5: master plans, subdivision and site plans, environmental protection, stormwater management,
- County Wide: road congestion, transit, adequate public facilities (APF), capital budget (transportation, schools, recreation, libraries, and infrastructure upkeep), state legislation and state funding for county needs.

Current Active Groups and Major Offices Held:
4. Executive’s Rapid Transit System (RTS) Steering Committee: which is chaired by DOT Director Arthur Holmes. Voting member, Chair of Service Planning and Integration Work Group.
5. Communities for Transit: One of founding members (2012-present).

Significant Activities:
2. County Executive’s Transit Task Force (2011-2012)
5. Planning Staff Task Force developing ZTAs on religious institutions (1996-1997)

Other District 5 Activities:
1. East County Citizens Advisory Board: Attend meetings of interest, participated in Leadership Summit
2. LABQUEST: Active when started, and participated on occasion recently
3. Government Buildings: supported and commented on plans for new Silver Spring police station and each of three recreation centers and East County Regional Government center
4. 1997 Master Plans (White Oak, Fairland, Four Corners, and Cloverly): group of CAC leaders who coordinated issues that crossed plan boundaries
5. Allied Civic Group: active member while it existed
6. White Oak Civic Coalition: active member while it existed
7. Transportation designs (hearings or CACs): East Randolph Road, US29 interchanges, US29 busway, ICC, Beltway, Purple Line, Randolph/Georgia Interchange, White Oak Transit Center
8. Environmental: supported Paint Branch protection