

☞ **07hr_SC-LEUA_Misc_pt09a**



☞ July 24, 2007 ... Public Hearing + Informational Hearing ... Status of
Government Accountability Board and ongoing operations of the Ethics and Elections Boards

(FORM UPDATED: 08/11/2010)

WISCONSIN STATE LEGISLATURE ... PUBLIC HEARING - COMMITTEE RECORDS

2007-08

(session year)

Senate

(Assembly, Senate or Joint)

Committee on ... Labor, Elections and Urban Affairs (SC-LEUA)

COMMITTEE NOTICES ...

- Committee Reports ... **CR**
- Executive Sessions ... **ES**
- Public Hearings ... **PH**

INFORMATION COLLECTED BY COMMITTEE FOR AND AGAINST PROPOSAL

- Appointments ... **Appt** (w/Record of Comm. Proceedings)
- Clearinghouse Rules ... **CRule** (w/Record of Comm. Proceedings)
- Hearing Records ... bills and resolutions (w/Record of Comm. Proceedings)
(**ab** = Assembly Bill) (**ar** = Assembly Resolution) (**ajr** = Assembly Joint Resolution)
(**sb** = Senate Bill) (**sr** = Senate Resolution) (**sjr** = Senate Joint Resolution)
- Miscellaneous ... **Misc**

Senate

PUBLIC HEARING

Committee on Labor, Elections and Urban Affairs

The committee will hold a public hearing on the following items at the time specified below:

Tuesday, July 24, 2007
11:00 AM - Or upon adjournment of the Informational Hearing
411 South
State Capitol

Clearinghouse Rule 06-137

Relating to voting by provisional ballot for election day registrants.

Clearinghouse Rule 07-043

Relating to charges for voter registration data.

The Committee may take executive action on either Clearinghouse Rule 06-137 or Clearinghouse Rule 07-043.



Senator Spencer Coggs
Chair

Senate

INFORMATIONAL HEARING

Committee on Labor, Elections and Urban Affairs

The committee will hold an informational hearing on the following items at the time specified below:

Tuesday, July 24, 2007
10:00 AM
411 South
State Capitol

Status of Government Accountability Board

Update on creation of the Government Accountability Board and ongoing operations of the Ethics and Elections Boards.

Presentation will be made by Legislative Council Director Terry Anderson, Elections Board Executive Director Kevin Kennedy, and Ethics Board Executive Director Roth Judd



Senator Spencer Coggs
Chair





INSTITUTE FOR WISCONSIN'S FUTURE
policy research in the public interest

JUL 18 2007

June 18, 2007

Board of Directors

Lauren Baker
Cyndi Barbian
Mary Bell
Jackie Boynton
Jim Cavanaugh
Carin Clauss
Sheila Cochran
Walter Kelly
Michael Murphy
David Newby
Jon Peacock
Barbara Zack Quindel
Joanne Ricca
Michael Rosen
Rev. Rolen Womack

Senator Spencer Coggs
WI State Senate
PO Box 7882
Madison, WI 53707-7882

"SC-LEUA"
did not hold
a hearing
on this bill
?

RE: Thank you for your vote to pass Senate Bill 122

Dear Senator Coggs,

Thank you for your vote yesterday to pass Senate Bill 122. Your vote helped close the loophole created by a court in the Newark Paper decision. This loophole allowed many corporations to unload their property taxes on the rest of us. This bill is very important for two reasons:

- 53. Homeowners and other businesses don't need higher property tax bills;
- 54. Citizens don't need further cuts to their local programs and services.

Passing SB 122 is an important part of a creating a better tax system that preserves high quality public structures *and* is fairer to homeowners, local business and the rest of the taxpayers.

Thanks again for your vote on SB 122. We continue to need your help in persuading other legislators to make its immediate passage in the Assembly a high-priority there too.

This bill should become law by the end of July to allow counties and other municipalities to avoid calculating new and higher taxes on other homeowners and small businesses for 2008.

Thanks again for your vote for tax fairness.

Sincerely yours,

Joe Fahey
State Organizer
Alliance to Protect the Public Good





KEITH L. SELLEN
DIRECTOR

FORMAL INVESTIGATIONS

JOHN K. O'CONNELL
DEPUTY DIRECTOR

Supreme Court of Wisconsin

OFFICE OF LAWYER REGULATION

110 EAST MAIN STREET, SUITE 315

MADISON, WI 53703-3383

Telephone: (608) 267-7274

Toll Free: (877) 315-6941

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SARAH E. PETERSON
TRAVIS J. STIEREN
EMILY E. KOKIE
ELLEN HEALEY
KARL WYLER

JUL 10 2007
July 5, 2007

Mr. Francis Mandewah
1653 N. Prospect Ave. #304
Milwaukee, Wisconsin 53202

PERSONAL AND CONFIDENTIAL

Re: Grievance against Atty. Heidi Habel

Dear Mr. Mandewah:

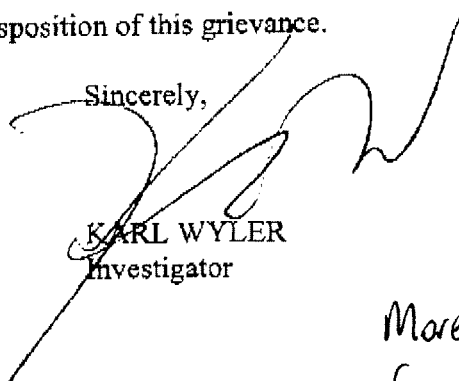
Attorney Habel, through attorney McFarlane, has responded to your grievance. A copy of that reply is enclosed.

This correspondence is being forwarded to you in order to keep you informed about the status of our investigation and to obtain your comments, if any, on this response to your grievance. If you wish to comment, please do so in writing no later than **July 16, 2007**.

If I do not hear from you within the next ten days, I will assume that you do not seek to add any information to that already in my possession. Should you need additional time in which to prepare your comments, please contact me.

You will receive written notification of the disposition of this grievance.

Sincerely,


KARL WYLER
Investigator

KW/htj/G6

Enclosure

cc: Atty. David E. McFarlane (w/o encl.)

More info
from Frances
Mandewah

BELL, GIERHART & MOORE, S.C.

JOHN M. MOORE
HUGH H. BELL
WARD I. RICHTER
WILLIAM A. ABBOTT
JOHN W. MARKBON
WILLIAM C. WILLIAMS
DAVID E. McFARLANE
MARK H.T. FUHRMAN
PATRICIA J. EPSTEIN

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TIMOTHY J. YANACHEK
SHEILA M. SULLIVAN
JESSICA J. ZERBST
AMY B. F. TUTWILER
JODST KAP

GLEN H. BELL
(1902-1988)
STEVEN J. CAULUM
(1942-2003)

OF COUNSEL:
ROGER L. GIERHART

DIRECT LINE: (608) 259-2321

June 28, 2007

RECEIVED

JUL - 3 2007

OFFICE OF LAWYER
REGULATION

Karl Wyler, Investigator
Supreme Court of Wisconsin
Office of Lawyer Regulation
110 East Main Street, Ste. 315
Madison, WI 53703-3383

RE: Grievance of Francis Mandewah
Our File No: 029392

Dear Mr. Wyler:

On behalf of Attorney Heidi Habel we submit this response to the grievance filed by Mr. Mandewah. Ms. Habel, who retired from the Sawyer County District Attorney's Office in November 2006, acknowledges that she inadvertently had a communication with the Court which technically was an ex parte communication; but we think the facts of the case will show how and why that happened and that there was no misrepresentation or misstatement of fact to the Court by Ms. Habel. She sincerely apologizes for the technical ex parte communication and acknowledges that she made an inadvertent mistake in this case.

The relevant facts of this case, with reference to supporting documents, are as follows:

1. On January 12, 2006, Ms. Habel met with Attorney Ward Winton who said he represented Mr. Mandewah. Mr. Winton presented mitigating information about the charges and they discussed resolving the matter with a deferred prosecution agreement. Following that meeting Ms. Habel understood that a deferred prosecution agreement was agreeable to Mr. Winton and his client, Mr. Mandewah. Based on that understanding she drafted a proposed deferred prosecution agreement. [See attached notes by Ms. Habel and a copy of her January 12, 2006 letter to Mr. Winton.]

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JUL - 3 2007

OFFICE OF LAWYER
REGULATION

June 28, 2007

Page 2

2. The initial appearance for Mr. Mandewah occurred on February 6, 2006. He appeared at that hearing with Attorney Andrew Lawton rather than Mr. Winton, which was a surprise to Ms. Habel. She continued to discuss a deferred prosecution agreement with Mr. Lawton and sent him a proposed agreement on April 6, 2006. [See the attached April 6, 2006 letter from Ms. Habel to Mr. Lawton.]
3. On April 28, 2006, Ms. Habel received a call from Mr. Lawton asking whether she would be willing to change one of the terms of the agreement. Under the proposed agreement, the case would have been dismissed six months after the date of the plea. Mr. Lawton asked Ms. Habel to change that term so that the six months would run from the date of the original complaint, meaning that by the time of the plea hearing the case would already effectively be dismissed. This is documented by a post-it note shown on the copy of the April 6, 2006 letter from Ms. Habel to Mr. Lawton. Mr. Lawton also asked that Ms. Habel expedite the process to close the case.
4. On April 28, 2006, following their phone conversation, Mr. Lawton sent a letter to Ms. Habel confirming their agreement to adjourn the status conference from May 1 to June 12, 2006 and that all charges would be dismissed on June 12. In that letter Mr. Lawton raised no objection to the deferred prosecution agreement which had previously been sent to him and which was the specific topic of his conversation with Ms. Habel that day.
5. Based on her series of conversations about a deferred prosecution agreement with Attorneys Winton and Lawton, Ms. Habel believed that they and Mr. Mandewah accepted that method for disposing of the charges, especially with her agreement that the six month time period would run from the date of the original complaint. With that understanding she filed the motion to dismiss with the Court. Consistent with her discussions with Mr. Lawton, the motion stated that under the agreement between the parties the charges were to be held open for six months from the date of the complaint which meant that by June 12 the case would be dismissed without prejudice.
6. Ms. Habel acknowledges that she made an error in not sending a copy of the motion to Mr. Lawton. But she believed she was complying with Mr. Lawton's request to expedite the proceeding and to minimize the need for future Court appearances for Mr. Mandewah.
7. Following the June 12, 2006 plea/sentence hearing, Mr. Lawton called Ms. Habel and raised objections to the reference to the deferred agreement, which she agreed to remove from the motion. Ms. Habel immediately drafted an amended motion,

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JUL - 3 2007

OFFICE OF LAWYER
REGULATIONJune 28, 2007
Page 3

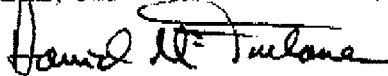
sent it to Mr. Lawton and it was filed with the Court leading to an order dismissing the charges without prejudice entered on July 11, 2006 by Judge Yackel.

We believe those facts show that Ms. Habel made an unfortunate and unintended mistake in not including Mr. Lawton on the correspondence to the Court with the motion to dismiss, but that she had good reasons for believing that Mr. Lawton and Mr. Mandewah agreed with the concept and terms of the deferred prosecution agreement which she had sent to and discussed with Mr. Lawton. In all of Ms. Habel's conversations with Mr. Lawton and Mr. Winton, no objection had ever been raised to the concept of a deferred prosecution agreement and the terms of the agreement were modified specifically to accommodate requests made by Mr. Lawton.

For all of those reasons we believe that no disciplinary action is called for in this case. Please let me know if you have any continuing questions about this case.

Very truly yours,

BELL, GIERHART & MOORE, S.C.



David E. McFarlane

029/tld
Attachments

|

Date: July 12, 2007
To: Karl Wyler, Esquire
Wisconsin Supreme Court, Office of Lawyer
Regulation, Madison, WI
From: Francis Mandewah

RE: Comments to Atty. Habel's Response

Mr. Wyler, here is a concise chronology of the facts and the events that would clearly show that the ex-parte communication Atty. Heidi Habel initiated and engaged in with the Sawyer County Circuit Court Judge, were not an inadvertent, technical and or a mistake.

A careful analysis of the facts and the chronological events in this matter would lead any reasonable person to reasonably conclude that Atty. Habel's actions with the Court in this matter was deliberate and intentional, and was an act of a conspiracy with DOC that was designed to retaliate against me on behalf of DOC who was looking for any justifiable reason to terminate me because I filed a complaint of racial discrimination with the EEOC and had won an employment arbitration against them.

Atty. Heidi Habel's ex-parte communication with the Court, which clearly shows her determined and her tireless and repeated efforts from day one, followed by her numerous attempts to convince and to persuade Atty. Lawton that I enter into a plea of no contest of theft to a check and then enter into a deferred prosecution agreement with the Sawyer Cty DA's office, when she knew from day one that I have committed no crime, was an outright act of pure hatred and racism.

Atty. Habel had all the evidence in her possession even before she charged me, that showed I committed

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no crime as no crime was committed, and that I am the victim of an internet scam. It was a conspiracy designed to publicly humiliate me, tarnish and discredit my reputation as a law enforcement probation and parole that will lead to my eventual termination from employment and go to prison for crime I did not commit. When Atty. Habel realized that I will not accept anything but absolute dismissal or she take me to trial, she reverted to all kinds of tactics. She tried in vain to persuade Atty. Lawton to let me agree into a deferred prosecution agreement.

Atty. Habel should know that merely discussing and sending Atty. Lawton a deferred prosecution agreement proposal does not mean that an agreement had been agreed to by the parties. There is more to an agreement than what Atty. Habel deems it to be in this matter.

On June 12th, 2006, I appeared in Court with Atty. Lawton. Atty. Heidi Habel dismissed all the charges outright without any pleas, and or agreements. She did not mention or state to the Court that she is proposing for my consideration a deferred prosecution agreement. She did not mention or state anything to Atty. Lawton on June 12th before or after entering the Court for our consideration of her proposal for a deferred prosecution. On June 12th, she said nothing about her deferred prosecution agreement, either to the Court or to Atty. Lawton. On June 12th, she dismissed all the 9 felony charges outright against me.

I immediately notified the DCC Regional chief about the absolute dismissal of the charges. I was directed to return to work on June 15th. On June 15th, Atty. Lawton wrote a letter to the Administrator of DCC and advised her that all the

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charges against me have been dismissed and that there was no plea bargain with the DA's office.

On June 19th, Atty. Heidi Habel surreptitiously submitted her deferred prosecution conviction and agreement, motion and order to the Court in which she stated a series of false and untrue statements of facts to the Court. She deliberately and knowingly misrepresented and misstated a series of facts to the Court saying I owe or have paid restitution, when in fact there was no restitution to either Market Place Foods or Chippewa Valley Bank as no crime was committed and therefore there was no restitution.

Atty. Habel's deliberate, false and untrue statement of facts to the Judge were entered into Court records, which made it appear as if I have committed some type of criminal act, when in fact I did not. Had Atty. Lawton not caught her blatant violations of the Rules of Professional Conduct in which she knowingly and deliberately engaged in a clear dishonesty, fraud, deceitful and a misrepresentation of facts to the Court, DOC would have used that false and untrue facts now contained in my Court records as a pretext to terminate me from employment as it would have shown that I committed some type of criminal act. Atty. Habel's ex-parte communication with the Court was not inadvertent, technicality or a mistake. It was intentional and with a clear purpose.

Atty. Habel had absolutely dismissed all 9 felony charges against me on June 12th, and on June 15th, I returned to work. Atty. Habel now contends she engaged in ex-parte communication with the Court because Atty. Lawton told her to expedite the process to close the case.

4

Atty. Habel had already closed the case on June 12th in effect by dismissing all the charges against me at that time without any pleas or agreements whatsoever to sign.

Mr. Wyler, I believe I have provided all the facts with supporting and compelling evidence that shows Atty. Habel knowingly and deliberately engaged in ex-parte communication with the Court, and that she was dishonest, deceitful, and misrepresented facts to the Court. There was no rational reason to engage in this kind of behavior after she closed the case on June 12th by absolutely dismissing all the charges against me.

For your information, I have notified State Senator Spencer Coggs about this matter as he is on the panel to study racial disparity in the criminal prosecution process in Wisconsin.

Lastly, I let you know that I suffered extreme stress, major depression, and endured humiliation and damage to my dignity and reputation as a probation officer due the wrongful prosecution. Atty.

For all the above reasons, I hope the Office of Lawyer Regulation will find a clear, satisfactory and convincing evidence that Atty. Habel did violate SCR's 20:3.5, 20:8.4, 20:3.3.

Sincerely,

Francis Mandewah
Francis Mandewah



Scott Spector, AFR

July 12, 10a

- 6-10 employees @ Ethics
 - non-represented
- 30 employees @ SEB
 - 15-20 represented, rest not (approximate)
 - project-project, project-permanent
- legislation calls for all positions to move to GAB
- per AFR, All employees should be represented
 - except Dir. Advisors + ED
- Board hires ED, Board + ED hire DA's, DA's hire their staff
- current auditors concerned about who will head the Ethics division + if that person will have auditing experience
- office space? IT servers?
- ask same question both Kennedy + Judd
- will meetings be open or closed?
 - currently open mtg. for investigations
 - new board scheduled to be closed for investigations

staff get together for Ethics + Elections?

Mike Wittenwyler, Godfrey + Kahn

July 12
12p

- * how soon will GAB meet & interview candidates?
 - what's the process?
- * what's the timeline for starting?
- * conflicts of interest issues
 - judicial rulings
 - how will they handle & what is a conflict
- * what will be the vetting process for staff?

- Rhea Holmes attending on 7/24



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Tel (414) 277-4190
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Bev Greenberg
Vice President
Public Affairs

JUL 19 2007



July 16, 2007

Senator Spencer Coggs
State Senator
State of Wisconsin
Room 22 South, State Capitol P.O. Box 7882
Madison, WI 53707-7882

Dear Senator Coggs:

You have probably seen media reports detailing the plans of the Big Ten Conference and its member schools to develop a new television partnership called the Big Ten Network, which is scheduled to be launched next month.

Time Warner Cable is currently in discussions with the Big Ten Network about carrying its programming service and has offered to include the Big Ten Network on our sports tier throughout the country so that all of our customers who enjoy this type of programming have a chance to include it in their subscription.

The Big Ten Network includes material from the 11 schools that make up the Big Ten, including the University of Wisconsin Badgers.

As part of the network's content, the Big Ten is pointing out that 35 football games involving Big Ten teams will be shown on the channel -- although at least 15 of them will be zoned to markets -- and one of those games will be a game between Wisconsin and The Citadel on September 15, 2007 at 11 a.m.

Based on Milwaukee DMA ratings from the 2006 Wisconsin Badgers football games, we know there is interest in this type of programming because Badgers games last year on ESPN and ESPN2 had ratings ranging from 8.7 to 14.5 percent. In addition, ratings for other Big Ten games on those stations had ratings from 0.4 to 5.2 percent.

Obviously by placing the Big Ten Network on our sports tier, we could make it available for those customers who want and enjoy it. Placing the Big Ten Network in the Sports Tier will not have a financial impact on the 85.5 percent to 99.6 percent of customers who might not want to purchase it at the Big Ten's requested price of \$13.20 per year per customer.

We hope to reach an agreement with the Big Ten Network that would be most beneficial to our customers and the conference's fans and we will keep you informed as we work toward an agreement.

Please feel free to call me at (414) 277-4190 or e-mail me at bev.greenberg@twcable.com if you have any questions or concerns.

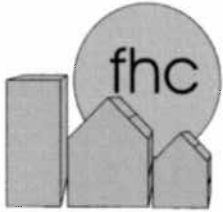
Sincerely,

A handwritten signature in black ink that reads 'Bev' in a cursive, stylized font.

Bev Greenberg

Thanks for your attention.





METROPOLITAN MILWAUKEE
FAIR HOUSING COUNCIL

600 E. MASON STREET, SUITE 200
MILWAUKEE, WI 53202
PHONE: 414-278-1240
FAX: 414-278-8033
WWW.FAIRHOUSINGWISCONSIN.COM

WILLIAM R. TISDALE, PRESIDENT AND CEO

JUL 23 2007
July 19, 2007

Senator G. Spencer Coggs
Room 22 South
P.O. Box 7882
Madison, WI 53707-7882

Dear Senator Coggs,

I am writing to thank you for your completed term of service on the Metropolitan Milwaukee Fair Housing Council Advisory Committee. We appreciated your association and hope that you will remain a member of the Council.

All the best to you and your work in the Legislature.

Sincerely,

Felita Daniels Ashley
Program Services Administrator



LEVA Info Hrg. 7/24/07

Terry, Roth, Kevin

- Terry

- 'organizational mode
- have retired judges as bd. mbrs.
 - 32 judges submitted apps
 - 12 names to Doyle
 - named 6
 - 3 in A, 3 in S
- first meeting of late August, early Sep.
 - Judge Brennan will pick name out of hat for chair
 - re-picked every Jan.
- overview of stat.
 - requirements + other states comparisons
- recruit 3 key staff mbrs.
 - write job descriptions + recruit
 - work w/ DoA on salaries
- GAB doesn't officially start until all 3 are hired
 - starts 12 ma clock

- Roth

- transition not impeding current ops of Ethics B
- current on enforcement activities
 - 9 current contracted investigators
 - 4 written requests pending
- current on Ethics training of judges + cabinet officials
- # of inquiries asking to keep lobbying website

- Roth cont.
 - Ethics Bd. model for GAB
 - organizationally similar
- Kevin
 - SEB continuing ops
 - SVRS & Campaign Finance still ongoing
 - campaign finance website
 - Bd. scheduled to meet 2nd wk. of Sep.
 - wrap up ongoing opinion rulings
 - pending complaints
 - moving forward w/ new voting equipment
 - staying in touch w/ Terry Anderson
 - meeting w/ local elected officials
 - reaching out & making connections between Ethics & Elections Bd. staff
 - upgrade to campaign finance

SC ?'s

- start date for GAB
 - possible 6 mos. to recruit
 - bd. mbrs. don't have drop dead date
- physical location
 - left open until staff is hired and can pick
- IT services?
 - no suggestion made
 - Roth - will present options to board
 - Kevin - present options
 - cost effective

Q ?'s cont.

- labor representation
 - no initial recommendations
 - statutes don't include any provisions
 - representation a management decision
 - possible change could affect auditors + SEB staff
- voting equipment
 - all polls had new equip. in Sep. 2006
 - some polls have electronic touch screens w/ paper records
 - one group wanted to decertify all touch screen votes
 - paper record is the actual record in case of dispute
 - have security procedures in place
 - 80%+ votes on paper ballots in WI
 - about 1400 out of 1451 municipalities added electronic voting
 - only 3 municipalities running solely electronic
 - still have paper record
 - may have to upgrade some equipment
 - raised standards
 - \$18m on new equip. by 2010 possible
 - exemption for WI possible
 - practical issues w/ some standards
- conflict of interest w/ board or staff
 - staff can't lobby or political activity
 - judges had to answer 8 ?'s before consideration
 - can't make campaign donations
 - no party affiliation

Grothman
arrived at
10:40

CR 06-137

Kevin Kennedy

- possible confusion w/ voter ID issues
- HAVA created provisional ballots
 - WI has had these since 1976
- solution to avoid turning people away at the polls
- 271 provisional ballots in Nov. 2006 elec. (2.2m)
 - 103 did not come back, rest (168) came back
- 17% of votes cast in Nov. 06 were same day registrants

Grothman?

- process for throwing out provisional balloting?

→ voting challenged @ wrong polling location

CR 07-043

Kevin Kennedy

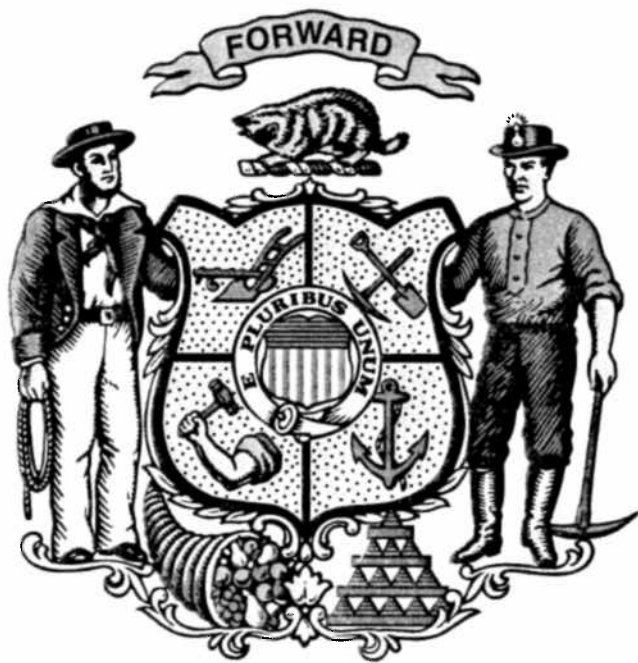
- Costs almost \$1m/yr. to accommodate
- will revisit this rule in one year

→ SC disturbed about availability of list to commercial vendors

→ Kennedy sending Board memos for background

→ Joel Gratz (will be sending follow up)

- more reasonable pricing structure
- give info for free to qualified candidates
- MA gives for free
- MN - \$46, IL - \$2K IA - \$1k
- \$12,500 one of the highest in nation



if Groth. doesn't
like this role as
written, he might
ask for modifications.

that requires exec.
session + you can
say whether or not
you want to allow
that

- FYI, we did notice that an
exec was possible so we're
clear

GAB 7-24-07
Anderson

all bd membs confirmed

- Late Aug 1st only

Elect Chair - Jottery?

overview of statutes

Expectations on mission

Recruitment of staff

Legal Council

Dir of Elections

" " Ethics

Judel

Best Ethics codes - USA

training for judges

100% of court use in -

6-7K hits on website monthly

6 memb 6 on bd (non-partisan
structured)

Kennedy Jobs, practical
article - press on spending
(leg + sup lt races)

⑥ voting equip ready?

⑦ ^{What is} concern of local elect comms

voting components

touch screen

(de-cert?)

feel secure - no tampering

paper record backup

Sam Albin, no full time
elect comms -

what would occur
discovered

Call Montez





- Welcome to WHEDA
- Home Ownership
- Rental Housing
- Single Family Partners
- Multifamily Professionals
- Small Business/Agriculture

WHEDA in Your Area



Con

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Jeff McAlister

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Dane, Milwaukee, & Walworth counties

414-227-3218
1-800-628-4833

Jeff's e-mail address:
jeffrey.mcalister@wheda.com

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This site best viewed with IE6+ and NS6+ at an 800 x 600 resolution.

SC:

INTERVIEWED WITH YOU. ANTONIO HIRED HIM.

Jeffrey McAlister, Jr.

1807 North Dr. Martin Luther King Jr. Drive
Milwaukee, WI 53212
Phone 414-562-5068
E-mail jmcjr84@hotmail.com

Summary of qualifications

- Excellent written and oral communicator
- Strong analytical skills
- Program planning, budgeting and organizational skills
- Excellent leadership and management abilities
- Solid people skills (interpersonal relations) skills
- Customer service/problem solving oriented

Related Experience

Policy Development and Implementation

- Defined public and private sector issues, priorities and policies for employer.
- Lobbied local, state and federal legislators on policy initiatives.
- Collaborate with community organization and leaders on new policy initiatives.
- Identified new program initiatives for employer.
- Disseminated information on various programs to city residents, school and organizations.
- Followed, analyzed and prepared written reports on the status of legislative issues.

Customer Relations

- Author Professional correspondence to customers and contractors.
- Conduct small-group informational session for clients.
- Communicate new concepts to clients and community using layman's terms to facilitate understanding.
- Collaborate with community organizations and leaders on policy initiatives.

Leadership

- Work with staff to develop strengths and full utilization of skills.
- Facilitated cross training of staff to complete multiple projects.
- Select vendors and contractors for various projects.