

City of Flint, Michigan

*Third Floor, City Hall
1101 S. Saginaw Street
Flint, Michigan 48502
www.cityofflint.com*



Meeting Agenda - Final

Wednesday, March 9, 2022

5:00 PM

Council Chambers

GOVERNMENTAL OPERATIONS COMMITTEE

*Jerri Winfrey-Carter, Chairperson, Ward 5
Ladel Lewis, Vice Chairperson, Ward 2*

*Eric Mays, Ward 1
Judy Priestley, Ward 4
Allie Herkenroder, Ward 7*

*Quincy Murphy, Ward 3
Tonya Burns, Ward 6
Dennis Pfeiffer, Ward 8*

Eva Worthing, Ward 9

Inez M. Brown, City Clerk

Davina Donahue, Deputy City Clerk

ROLL CALL

READING OF DISORDERLY PERSONS CITY CODE SUBSECTION

Any person that persists in disrupting this meeting will be in violation of Flint City Code Section 31-10, Disorderly Conduct, Assault and Battery, and Disorderly Persons, and will be subject to arrest for a misdemeanor. Any person who prevents the peaceful and orderly conduct of any meeting will be given one warning. If they persist in disrupting the meeting, that individual will be subject to arrest. Violators shall be removed from meetings.

PUBLIC SPEAKING

Members of the public shall have no more than two (2) minutes to address the City Council on any subject.

COUNCIL RESPONSE

Councilpersons may respond to any public speaker, but only one response and only when all public speakers have been heard. Individual council response is limited to two (2) minutes.

SPECIAL ORDERS

220040 Special Order/Resolution 210590.1/Objection to the Transfer of Tax-Reverted Property

A Special Order as requested by Council President Mays to discuss amended Resolution No. 210590.1 -- a resolution objecting to the transfer of tax-reverted property from Genesee County to the City of Flint.

RESOLUTIONS

220059 Recreation Agreement/City of Flint/Mott Park Recreation Association (MPRA)

Resolution resolving that the Flint City Council hereby authorizes entering into this 50-year lease agreement with Mott Park Recreation. [NOTE: MPRA has maintained the property described in this agreement since 2011, and is dedicated to expanding access to quality recreational facilities and programs to all citizens of the City of Flint. The parcels are described as: 40-11-351-098, 40-14-128-001, 40-14-128-002, 40-14-101-001, 40-14-101-002, 40-14-101-003 and 40-14-251-001.]

APPOINTMENTS

220060 Appointment/Economic Development Corporation (EDC) Board of Directors/Moteez Wilson

Resolution resolving that the Flint City Council approves the appointment of Moteez Wilson (2310 Clement Street, Flint, MI 48504) to the Economic

Development Corporation (EDC) Board of Directors, for the remainder of a six-year term, commencing immediately upon adoption of this resolution, and expiring March 27, 2024, replacing Maurice Davis.

DISCUSSION ITEMS

- 210099** Discussion Item/Community Updates/City of Flint Web Site
- A discussion item as requested by Councilperson Mays to discuss what constitutes a community update on the City of Flint's Web site. [Referral Action Date: 2/22/2021 @ City Council Electronic Public Meeting.]
- 210100** Discussion Item/Multi-Member Bodies
- A discussion item as requested by Councilperson Mays to discuss multi-member bodies. [Referral Action Date: 2/22/2021 @ City Council Electronic Public Meeting.]
- 210114** Discussion Item/Eighteen (18) Properties in the City of Flint Pilot Program
- A Discussion Item as requested by Councilperson Mays to review the 18 properties City Council retained from the Genesee County Land Bank, including a history of the finances for Jefferson School. [Referral Action Date: 2/17/2020 @ Electronic Governmental Operations Committee Meeting.]
- 210118** Discussion Item/Snow Plowing Strategy
- A Discussion Item as requested by Councilperson Winfrey-Carter to talk about the city's snow plowing strategy with Transportation Director John Daly. [Referral Action Date: 2/22/2020 @ Electronic City Council Meeting.]
- 210205** Discussion Item/Names of Those Driving City-Owned Vehicles
- Referral by Councilperson Mays to ADMIN/FLEET, re: He would like the names of employees/appointees driving city-owned vehicles. [Referral Action Date: 4/14/2021 @ City Council Electronic Public Meeting.]
- 210551** Discussion Item/Dead Trees
- A Discussion Item as requested by Councilperson Winfrey-Carter to talk about dead trees and the impacts on sidewalks. [Referral Action Date: 10/11/2021 @ City Council Special Affairs Committee Electronic Public Meeting.]
- 210614** Discussion Item/Parking Meters
- Discussion item as requested by Councilperson Winfrey-Carter: re, she would like to discuss parking meters. [Referral Action Date: 12/13/2021 @ Special Affairs Committee Meeting.]

220096 Discussion Item/Marihuana Advisory Committee

A Discussion Item as requested by Councilperson Ladel Lewis to talk about forming a Marihuana Advisory Committee and to discuss putting caps on dispensaries. [Referral Action Date: 12/14/2022 @ City Council Meeting.]

220111 Discussion Item/Community Benefits Agreements

A Discussion Item as requested by Councilperson Quincy Murphy to discuss community benefits agreements for marijuana distribution applicants. [Referral Action Date: 2/28/2022 @ City Council Meeting.]

ADJOURNMENT

210590.1

FOR SPECIAL ORDER NO. 220040*

RESOLUTION NO: _____

PRESENTED: 12-21-2021

ADOPTED: 12-21-2021

AMENDED RESOLUTION OBJECTING TO THE TRANSFER OF TAX REVERTED PROPERTY FROM GENESEE COUNTY TO THE CITY OF FLINT

BY THE CITY COUNCIL:

Public Act 123 of 1999 and/or MCL 211.78m requires that any tax reverted parcels not sold at the mandatory yearly auctions automatically revert back to the local unit of government in which the property is located unless written objection is received by the Foreclosing Governmental Unit (Genesee County); and

Public Act 123 and/or MCL 211.78m requires the Treasurer of Genesee County give a list to the Clerk of the City of Flint which shall contain all the property in the City on which the Treasurer has foreclosed that has not been sold prior to December 1 of the year in which it is foreclosed upon; and

The City of Flint does not wish to obtain from the Treasurer of Genesee County any property, excluding the below enumerated exceptions, upon which the Treasurer may foreclose because the cost of maintaining such property will exceed the benefit that will be obtained.

IT IS RESOLVED, that the City of Flint wishes to exercise its option under Public Act 123 and/or MCL 211.78m to object to the transfer of any property foreclosed upon by the Treasurer of Genesee County but not sold, with the exceptions of the following properties, which would revert back to the City of Flint.

PARCEL NO.	STREET ADDRESS
40-01-103-025	3207 Iroquois
40-01-157-020	512 W. Baker
40-01-181-018	111 W. Baker
40-01-203-041	225 E. Genesee
40-01-230-004	426 E. Jamieson
40-01-230-005	430 Jamieson
40-01-231-021	630 Jamieson
40-01-355-003	613 Joesphine
40-01-379-008	213 W. Paterson
40-01-479-017	1913 Chippewa
40-02-105-033	2006 W. McClellan
40-02-107-045	2402 W. Dartmouth

40-02-126-054	1814 Parkfront
40-02-180-027	2527 Trumbull
40-02-231-005	901 W. Jamieson
40-02-306-056	2402 Copeman
40-02-377-015	1522 W. Paterson
40-11-479-018	1000 Dupont
40-12-158-008	1322 Jean
40-12-308-020	1418 N. Stevenson
40-13-403-027	708 Asylum
41-04-251-032	3425 Dakota
41-04-327-002	3207 Delaware
41-04-455-002	2062 N. Averill
41-05-129-027	1725 Wyoming
41-05-129-034	1817 Wyoming
41-05-183-002	1706 Maryland
41-05-404-009	2506 Arlington
41-08-214-021	2313 Pennsylvania
46-25-257-027	237 E. Russell
46-26-153-003	6513 Karen
46-26-176-022	6501 Belltree
46-26-301-004	6101 Oxley
46-26-377-038	1708 Oxley
46-26-380-010	5416 Leslie
46-26-405-006	1223 W. Home
46-26-426-022	5606 Winthrop
46-35-102-015	4814 Clio Road
46-35-307-012	4128 Clio Road
46-36-382-005	3506 Robin
47-28-351-018	2801 Tiptree Path
47-30-104-041	746 E. Alma
47-31-103-028	729 E. Philadelphia
47-31-127-001	5122 Industrial
47-31-134-011	914 E. Baltimore
47-31-377-025	901 Carton

APPROVED AS TO FORM:

APPROVED AS TO FINANCE:

Angela Wheeler, Chief Legal Officer

Robert J.F. Widigan, Finance Director

FOR THE CITY OF FLINT:

APPROVED BY CITY COUNCIL:

Clyde Edwards, City Administrator


Eric Mays, Council President

220059



RESOLUTION NO. _____

PRESENTED: FEB - 9 2022

ADOPTED: _____

RESOLUTION TO ENTER INTO AGREEMENT WITH MOTT PARK RECREATION

BY THE CITY ADMINISTRATOR:

WHEREAS, This agreement (hereinafter "Agreement") is for the purpose of renewing and expanding the partnership agreement entered into between the City of Flint, a municipal corporation (hereinafter "City") and Mott Park Recreation Association (hereinafter "Association"), collectively referred to herein as the "Parties."

WHEREAS, the City of Flint Master Plan sets goals to provide and maintain a balanced and equitable system of parks and recreation opportunities; and

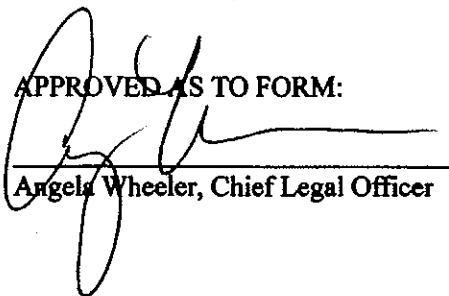
WHEREAS, the Association is a 501(c)(3) non-profit volunteer organization which has maintained the property described in this agreement since 2011 and is dedicated to expanding access to quality recreational facilities and programs to all citizens of the City of Flint; and

WHEREAS, the property which is the subject matter of this Agreement is described as parcels:

- 40-11-351-098
- 40-14-128-001
- 40-14-128-002
- 40-14-101-001
- 40-14-101-002
- 40-14-101-003
- 40-14-251-001

THEREFORE BE IT IS RESOLVED, that the Flint City Council hereby authorize the entering into this 50 year lease agreement with Mott Park Recreation.

APPROVED AS TO FORM:



Angela Wheeler, Chief Legal Officer

Clyde Edwards, City Administrator

Council President Eric B. Mays



CITY OF FLINT

RESOLUTION STAFF REVIEW FORM

TODAY'S DATE: 1.26.2022

BID/PROPOSAL# NA

AGENDA ITEM TITLE: Mott Park Recreation Agreement

PREPARED BY Victoria Cooper
(Please type name and Department)

VENDOR NAME: Mott Park Recreation

BACKGROUND/SUMMARY OF PROPOSED ACTION:

Resolution to enter into a 50 year agreement with Mott Park Recreation for park maintenance.

FINANCIAL IMPLICATIONS: no

BUDGETED EXPENDITURE? YES NO IF NO, PLEASE EXPLAIN:

Dept.	Name of Account	Account Number	Grant Code	Amount
	NA			
FY19/20 GRAND TOTAL				

PRE-ENCUMBERED? YES NO **REQUISITION NO:** [REDACTED]

ACCOUNTING APPROVAL: _____ **Date:** _____



CITY OF FLINT

WILL YOUR DEPARTMENT NEED A CONTRACT? YES **NO**

(If yes, please indicate how many years for the contract) 50 YEARS

WHEN APPLICABLE, IF MORE THAN ONE (1) YEAR, PLEASE ESTIMATE TOTAL AMOUNT FOR EACH BUDGET YEAR: (This will depend on the term of the bid proposal)

BUDGET YEAR 1 NA

BUDGET YEAR 2 NA

BUDGET YEAR 3 NA

OTHER IMPLICATIONS (i.e., collective bargaining): NA

STAFF RECOMMENDATION: (PLEASE SELECT): **APPROVED** **NOT APPROVED**

DEPARTMENT HEAD SIGNATURE:

A handwritten signature in black ink, appearing to be "R. G. ...", written over a horizontal line.

(PLEASE TYPE NAME, TITLE)

MOTT PARK RECREATION AGREEMENT

This agreement (hereinafter "Agreement") is for the purpose of renewing and expanding the partnership agreement entered into between the City of Flint, a municipal corporation (hereinafter "City") and Mott Park Recreation Association (hereinafter "Association"), collectively referred to herein as the "Parties."

WHEREAS, the City of Flint Master Plan sets goals to provide and maintain a balanced and equitable system of parks and recreation opportunities; and

WHEREAS, the Association is a 501(c)(3) non-profit volunteer organization which has maintained the property described in this agreement since 2011 and is dedicated to expanding access to quality recreational facilities and programs to all citizens of the City of Flint; and

WHEREAS, the property which is the subject matter of this Agreement is described as parcels:

40-11-351-098
40-14-128-001
40-14-128-002
40-14-101-001
40-14-101-002
40-14-101-003
40-14-251-001

Hereinafter referred to as the "Park"

THEREFORE, in consideration of the mutual covenants contained herein, the consideration of which is hereby stipulated to, the Parties agree as follows:

1. Operation of the Park. The Association is hereby given the use, control and operation of the premises formerly described as the Mott Park Golf Course, including the club house, (hereinafter "Park").
2. Grant Administration. The Parties will work collectively to oversee the application and implementation of grants for capital improvements to the Park. From the date of the execution of this agreement, applications for grants (any implementation thereof), shall be the joint responsibility of the City and the Association to the greatest extent possible. Grants applied for by the Association shall be approved by the City of Flint department head prior to acceptance.
3. Park As Is. The City is providing the use of the Park AS IS, with all faults, and makes no representations regarding the condition of the Park usability for any purpose. The Association shall inspect the Park and make all determinations as to its usability for any purpose prior to the use of the Park.

4. Compliance with Laws, Regulations and Park Rules; Enforcement. The Parties agree to comply with all federal, state, and local laws, regulations and permitting requirements in the performance of this Agreement.
5. Park Reservations and Special Events. The Association will coordinate facility reservations at the Park pursuant to a fee schedule approved by the City. The Association may retain such fees collected solely for reinvestment in Park maintenance, operations and improvements.
6. Facility Rental. The Association may rent the clubhouse upon such terms as shall be approved by the City and any proceeds obtained thereby will be used for maintenance, operational expenses, or improvements to the Park. Rentals or subletting of the clubhouse or storage space for a term no longer than the terms of this Agreement, must be approved in writing by the City of Flint Department head prior to any legal agreement entered into by the Association. The Association will coordinate with the City on facility rental fees pursuant to a fee schedule approved by the City.
7. Park Maintenance. The Association agrees to maintain the Park area and the clubhouse, including mowing, trimming, snow removal, forestry work and tree trimming on a regular basis. The Association will be responsible for payment of the expenses of maintenance or operation of the clubhouse. The City will be responsible for the utility payments and security for the building, i.e. security system already located and installed on the property. Any capital improvements undertaken by the City will be done at the sole discretion of the City. The Association is hereby given the right and authority to perform such improvements to the Park as shall be first approved by the City.
8. Repairs. The Association shall be responsible for all building repairs including, but not limited to:
 - a. Building repairs that resulted from deferred or ignored maintenance,
 - b. Repair of internal and external doors, exterior fabric, furnace, water system repairs, structural components, electrical repairs, waste treatment, plumbing, toilets, gas, air conditioning.
9. Coordination. The Staff of the Association and the City will meet periodically to review the status of the Park operations and all of their issues arising under this Agreement. Additionally, the City may form and manage a Citizen Advisory Committee, which the Association agrees to meet with bi-annually to receive input therefrom.
10. Deliverables. The Association shall provide a quarterly report to the City and the status of programs, projects and partnerships related to the Park. These reports shall include a full accounting of the revenue generated pursuant to this Agreement. The Association shall provide a written 5-year capital improvement plan to the City of Flint Planning Division for review and approval.

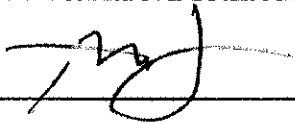
11. Temporary Suspension. The Association acknowledges that this Agreement and the rights granted hereunder are subordinate to the necessity of the City to serve its residents due to acts of God or other emergencies and in such event, the Association agrees to surrender immediately upon demand, the use of the Park (or any portion thereof) to the City for the purpose of managing the premises during the pendency of such events. Determination of such events shall be made by the Chief of Police of the Flint Police Department.
12. Indemnity and Hold Harmless. To the fullest extent provided by law, the Association agrees to defend, indemnify and hold harmless the City, its elected and appointed officials, employees and others working on behalf of the City, against any criminal violations, including all costs connected therewith, and any criminal violations, which may arise out of the use of the club house, and/or as a result of Association's negligent acts or omissions, that any of the Association's employees, agents or representatives arising out of their performance of this Agreement.
13. Right to Entry. The City of Flint may enter the Park at any time in order to examine the Park, inspect the building, inspect mechanical equipment, repairs and/or alterations. In the event of an actual or apparent emergency, the City of Flint may enter the Park at any time without notice. The Association shall not change any lock or install additional locks without prior written consent and without providing a copy of all keys. Keys must be provided on the date the lock(s) are added and/or changed.
14. No Assignment. Association shall not have the right to assign any interest in this Agreement or the premises without the prior written consent of the City.
15. Term and Termination. This Agreement shall be for a term of fifty (50) years from the execution of this agreement. Either Party may terminate this agreement with thirty (30) days advance written notice to the other Party.
 - a. A default under any of the provisions of this Agreement, by either party, may be cured by the defaulting party within 30 days of receipt of a notice of default. Failure to address shall constitute grounds for termination of this Lease Agreement.
 - b. In the event this Agreement is terminated, all obligation of the City of Flint under this Agreement shall cease.
 - c. Upon termination of this Agreement, the Association agrees to yield possession of the premises within 90 days of the date of notice of reserving the right to re-enter the premises solely to obtain personal property and/or organizational possession as the time of default.
16. General Terms and Conditions. This Agreement represents the entire agreement between the Parties with respect to the subject matter hereto and supersedes all prior agreements, conversations, and understandings with respect hereto. Any amendment to this Agreement shall be in writing and signed by the Parties. Failure of the City to require performance of any provision herein shall not affect the City's right to require performance of any provision thereafter, nor shall such a waiver constitute a waiver of any subsequent breach of this Agreement. If any provision of this Agreement is found to be invalid or

unenforceable, the remainder of the Agreement shall remain in full force and effect as though the invalid or unenforceable provision had never been included.

This Agreement is valid and enforceable with electronic or facsimile signatures and may be executed in multiple counterparts, all of which together shall form one agreement.

WHEREFORE, the Parties have executed this Agreement by affixing their signatures below.

MOTT PARK RECREATION ASSOCIATION:



Date 1-12-22
Its TOM SAXTON
MPPRA BOARD PRESIDENT

CITY OF FLINT, a Michigan Municipal Corp.: (ALSO INCLUDE MAYOR'S SIGNATURE BLOCK IF OVER \$50,000)

Sheldon A. Neeley, Mayor Date

APPROVED AS TO FORM:

Angela Wheeler, Chief Legal Officer Date



CITY OF FLINT, MICHIGAN
Department of Law

William Klm
Acting City Attorney

Sheldon Neely
Mayor

MEMORANDUM

TO: Eric B, Mays, City Council President
Inez Brown, City Clerk

FROM: Victoria Cooper, Litigation Assistant

C: Clyde Edwards, City Administrator
William Kim, Acting City Attorney

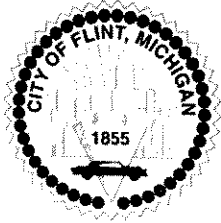
RE: Request for Executive Session Wednesday February 23, 2022,

DATE: February 17, 2022

**Confidential communications between Attorney
and client are privileged and as such MAY NOT
be divulged, distributed or disseminated without
approval of the Legal Department**

This is a request for the Department of Law to address at an Executive Session on Wednesday February 23, 2022 at the City Council Committee Meeting to discuss amending the settlement agreement in the matter of file no. 16-10277 Concerned Pastors et el v Nick Khouri et el.

:vc



220060
RESOLUTION NO.: _____

PRESENTED: FEB - 9 2022

ADOPTED:

Resolution to Appoint Ms. Moteez Wilson to the Economic Development Corporation Board

By the City Administrator:

WHEREAS, The Economic Development Corporation has a vacancy that needs to be filled, and

WHEREAS, Ms. Moteez Wilson has extensive experience in banking and business development, and

WHEREAS, Ms. Moteez has experience serving on the Flint Housing Commission and is familiar with the housing needs of the community and is a Flint resident,

IT IS RESOLVED, That Ms. Moteez Wilson be appointed to the Economic Development Corporation Board, with a term of six years, replacing Maurice Davis.

APPROVED AS TO FORM:

Angela Wheeler
Angela Wheeler (Jan 25, 2022 13:40 EST)
Angela Wheeler, Chief Legal Officer

APPROVED AS TO FINANCES:

Robert J. F. Widigan
Robert J.F. Widigan, Chief Financial Officer

FOR THE CITY OF FLINT:

CLYDE D EDWARDS
CLYDE D EDWARDS (Jan 27, 2022 11:59 EST)
Clyde Edwards, City Administrator

APPROVED BY CITY COUNCIL:

Eric Mays, City Council President



CITY OF FLINT

RESOLUTION STAFF REVIEW

January 25, 2022

AGENDA ITEM TITLE: Resolution to Appoint Ms. Moteez Wilson to the Economic Development Corporation Board

PREPARED BY: Department of Economic Development - Samantha Fountain

VENDOR NAME:

BACKGROUND/SUMMARY OF PROPOSED ACTION:

The attached resolution is to appoint Ms. Moteez Wilson as a member to the Economic Development Corporation Board of Directors. Ms. Wilson has extensive experience in banking and her knowledge of financial markets makes her an excellent candidate for the position. Ms. Wilson will serve a six-year term as part of this appointment. Ms. Wilson is a Flint resident, residing at 2310 Clement Street, Flint, Michigan 48504.

FINANCIAL IMPLICATIONS: None.

BUDGETED EXPENDITURE? YES [] NO [x] IF NO, PLEASE EXPLAIN:

PRE-ENCUMBERED? YES [] NO [x] REQUISITION NO:

ACCOUNTING APPROVAL: _____ Date: _____

FINANCE APPROVAL: _____ Date: _____

WILL YOUR DEPARTMENT NEED A CONTRACT? YES [] NO [x] (If yes, please indicate how many years for the contract) YEARS

WHEN APPLICABLE, IF MORE THAN ONE (1) YEAR, PLEASE ESTIMATE TOTAL AMOUNT FOR EACH BUDGET YEAR: (This will depend on the term of the bid proposal)

BUDGET YEAR 1 N/A

BUDGET YEAR 2 N/A

BUDGET YEAR 3 N/A

OTHER IMPLICATIONS (i.e., collective bargaining): None

STAFF RECOMMENDATION: (PLEASE SELECT): [x] APPROVED [] NOT APPROVED

DEPARTMENT HEAD SIGNATURE:



CITY OF FLINT

Samantha Fountain

Samantha Fountain, Acting Economic Development Director



MOTEEZ A. WILSON

Vice President / Executive Summary

PROFILE

Moteez Wilson has extensive experience history in finance, managing developing relationships. She has the ability to develop and articulate strategic vision that focus on service. Throughout her diverse career Ms. Wilson has implemented numerous training and mentoring programs promoting leadership skills. Moteez takes a vision and makes it a reality through sound strategy development. She intuitively sees the threads of opportunity that wind through an organization, brings them together into a coherent whole, helps others extend their thinking, and drives material business advantage.

CONTACT

PHONE:
810-423-0882

EMAIL:
mowilson23@ymail.com

HOBBIES

Golfing
Tennis
Movies

EDUCATION

University of Phoenix

Bachelor of Science in Business Admiration & Management
Graduate Magna Cum Laude
June -2007

Ohio State University

Major: Political Science
1986-1988

WORK EXPERIENCE

Housing Urban Development -Elderly / Disabled Service Coordinator August 2018 - September 2019

Responsible for working with the community service providers to meet the needs of the residents, act as a liaison with outside agencies and organizations to ensure resident have adequate support

PNC Bank NA- Vice President Business Banking January 2013-September 2017

Responsible for managing a portfolio of business banking clients who require financial services and products to meet their needs. Analyze the client's financial and operating strategies and recommend alternative or additional financial services.

Bank of America – Vice President/ Client Manager September 2010-January 2013

Generated profitable and deep relationships by functioning as a trusted advisor to my clients and prospects. Managed portfolio of clients with revenue size 5-20 million in gross sales.

SKILLS

Team worker who is able to adapt in highly changing situations
Excellent problem solving and communication skills
Familiarity with Power Point, Excel ,Outlook and Word
Highly skilled leader with skills in delegating task and team building
Exceptional organizational skills
Excellent presentation skills with both large and small groups

Moteez Wilson

Cell: 810-730-1542 ▪ mowilson23@ymail.com
Michigan

BUSINESS BANKING/VICE PRESIDENT/ GOVERNMENT

EXECUTIVE SUMMARY

Expert in: Business Development ~ Lending ~ Banking ~ Management ~ Government

PROFESSIONAL EXPERIENCE

The State Bank, Fenton, Mi
CRA Officer, Vice President

September 2019 – Present

- Serves as the bank's CRA Officer.
- Responsible for research, analyze and interpret all applicable CRA regulations and statues and implement changes to and/or enhance existing policies and procedures.
- Coordinate, document and review lending, investment and service activity.
- Perform periodic review of bank's assessment areas to ensure reasonableness of the delineation.
- Perform a Fair Lending Assessment and a Fair Housing Assessment.
- Serve as the bank's principal liaison with external CRA compliance auditors, examiners and regulators.
- Maintain relevant CRA reports and files, including data and documentation.
- Prepare, analyze, and monitor banks statistics to determine adequate loan penetration of low- and moderate-income households and small businesses.
- Work with Regional Managers and local Market Managers to develop lending and investment programs that help meet the lending needs of low- and moderate-income households.
- Maintains an ongoing monitoring program which will provide management with timely information about the bank's CRA compliance position and gaps in CRA delivery of services, products, and investments to allow management to modify its goals and activities as required to maintain a Satisfactory CRA compliance rating
- Creates, updates, and maintains continuous records of CRA qualified products delivered, loans applied for and granted, and services provided within the CRA assessment area to facilitate periodic review of the bank's CRA compliance level and CRA performance. Updates the CRA Public File as needed. Maintains CRA-Whiz software (or equal) for report and analytics purposes.
- Working in concert with the bank's Training and Development Officer, delivers training to management vis-à-vis CRA compliance requirements and the bank's CRA plan, and delivers training to facilitate the delivery of CRA qualified investments, products and services by line and staff personnel who are in a functional position to contribute to CRA performance.
- Through contact with government officials and community leaders in the bank's CRA assessment area, identifies credit and services needs within the community and works with senior management to develop programs and sets goals to meet such needs as are identified, within the context of the bank's business model and peer performance.

**Port Huron Housing Commission, Port Huron, MI
Elderly/ Disabled Service Coordinator**

August 2018 – September 2019

- Responsible for working with the community service providers to tailor services to meet the needs of the eligible residents to stabilize housing, meet ongoing and future needs of the aging residents.
- Responsible for establishing a case management system to monitor and evaluate service delivery and outcomes.
- Coordinate and facilitate activities, programs, and events etc. for residents to foster a sense of community encouraging residents to support and assist each other moving toward self-sufficiency and creating a sense of home.
- Responsible for the assessment of (ALL) senior/disabled residents that includes the following areas: Employment, Education, Health, Family Support, Housing, Income Management, Transportation, Nutrition, and Daily Living Skills.
- Maintain good working relationships with community agencies for referral purposes and participate in appropriate community meetings.
- Attend and assist staff at meetings scheduled with residents with concerns or complaints.
- Provide timely and accurate reports of service activities, programing, events, and attendance.
- Provide information on activities, programing, and events for the PHHC newsletters, website, social media, and related resident notices.
- Develop, maintain, and facilitate Resident Councils at each senior village and encourage the formation of resident groups.

**PNC Bank, Tucker, GA
Vice President-Business Banker II**

January 2013 – September 2018

- Responsible for managing a portfolio of business banking clients who require financial services and products to meet their needs.
- Accountable for prospecting new business and retaining and deepening existing relationships
- Analyze the client's financial and operating strategies and recommend alternative or additional financial services to best meet the client's immediate and long-term personal and business needs.
- Well versed in all PNC products and services for proper identification of cross-selling opportunities.
- Cultivate internal partnerships with other lines of business to increase opportunities.
- Consistently networking in the community and with centers of influence.
- Proven track record of prospecting new business and enhancing existing relationships.
- Identify all major and most secondary credit issues
- Independently prepare timely, high-quality analytical work upon which significant reliance is placed in the credit approval process
- Establish risk ratings in conjunction with Market Loan Managers, prepare reports, participate in portfolio review meetings, and manage assets with assistance
- Prepare timely annual and periodic reviews, and the satisfactory resolution of credit deficiencies and renewals such as collateral exceptions
- Administer independently a portfolio of somewhat complex credit relationships while interacting with other underwriting staff and Credit Officers

Bank of America, Atlanta, GA
AVP-Business Banker/AVP- Client Manager

September 2010-January 2013

- Generated profitable and deep relationships by functioning as a trusted advisor to my clients and prospects.
- Proven track record of prospecting new business, enhancing existing relationships and meeting or exceeding sales goals
- Prospected, cold called, networked and developed new business opportunities within the small business banking community in a specific territory
- Well versed in all Bank of America products and services to ensure relationship building opportunities
- Built strong client relationships by proactively leveraging ideas, insights and relationships to generate new and incremental business for Bank of America.
- Managed portfolio of clients with revenue size 1- 10 million in gross sales
- Pre- underwrite loans before underwriter or Approval Officers reviewed the deals
- Identify all major and most secondary credit issues
- Independently prepare timely, high-quality analytical work upon which significant reliance is placed in the credit approval process
- Establish risk ratings in conjunction with Market Loan Managers, prepare reports, participate in portfolio review meetings, and manage assets with assistance
- Prepare timely annual and periodic reviews, and the satisfactory resolution of credit deficiencies and renewals such as collateral exceptions
- Administer independently a portfolio of somewhat complex credit relationships while interacting with other underwriting staff and Credit Officers

Flint Housing Commission, Flint, MI
Family Self-Sufficiency Program Director

December 2009-September 2010

- Managed and developed individuals in public housing to become self-sufficient while moving toward their potential in becoming active participants in the program.
- Located resources and built relationship with organizations to help this goal.
- Established positive working relationships with service providers to ensure the provision of a continuum of services.
- Prepared weekly, monthly, quarterly, annual and semi-annual reports.
- Grant writing preparation along with conducting research, and identifying resources.
- Traveled to various places implementing programs & assistance to low income elderly, youth and homeless.

PROFESSIONAL EXPERIENCE CONTINUED

Sallie Mae Retail Division, Detroit, Michigan 8/2000- 8/2003
Regional Manager/ Vice President of Sales

- Managed 30 retail stores, sold intimate apparel to high end customers throughout Michigan footprint
- Met 125% of quota my entire career with Sallie Mae Division- promoted to Vice President of Sales within 14 months

Best Buy Electronics, Detroit, Michigan 5/1994-8/2000
Human Resources Supervisor, Sales Manager, Regional Operations Manager

- Responsible for retention and growth, marketing P&L management
- Opening new stores, hiring and recruiting staff for all departments in the Metro Detroit area

Increased revenue and sales, by implementing new sales modules through coaching, training and team building

- Managed multiple departments, Supervisors, Managers and General Managers

Sunglass Hut, Detroit, Michigan 1990-1994

Store Manager, Area Manager, Regional Manager

EDUCATION

University Of Phoenix, Bachelor of Science in Business Administration

University Of Phoenix, Master Business Administration

Ohio State University, 1986-1988

EDUCATION AND PROFESSIONAL DEVELOPMENT

Certified Property Management

Nan McKay- Certified Family Self Sufficiency Program Coordinator

NAHRO-Professional Development System

NAHRO-Certified Executive Management, (CME).

NAHRO-Certified Public Housing, (CPH).

Bank of America- Credit Training, 101/201

PNC- Loan Training- Certified, 301

PNC- Certified Women's Business Advocate

Chamber of Commerce Ambassador

COMPUTER SKILLS

MS Word, Excel, Access, PowerPoint, Outlook, CBS System, Windows, NT, XP, Internet and Lotus Notes.

REFERENCES AVAILABLE UPON REQUEST