



Board of Commissioners Meeting Packet

January 28, 2009

11:30 a.m. – 12:00 p.m. (Lunch)

12:00 p.m. – 1:30 p.m. (Business Session)

100 South Arch Street
Little Rock, AR 72201

AGENDA

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF THE AGENDA

IV. OLD BUSINESS:

- *Interview Candidates for Board of Commissioner Vacancy*
 - 12:10 p.m. – Dora Wilder
 - 12:20 p.m. – Felicia Lovelace-Alexander
 - 12:30 p.m. – Derek Harris
 - 12:40 p.m. – Richard Stephens
 - 12:50 p.m. – Frances Middleton
 - 1:00 p.m. – Tauheed Salaam
 - 1:10 p.m. – Ronald Wilkerson
- Discussion and action on 2009 Proposed Board Meeting Schedule
- James Taylor Report

V. NEW BUSINESS:

VI. PUBLIC PARTICIPATION:

- Remarks from Housing Participants
- Remarks from General Public

VII. ADJOURNMENT

Proposed 2009 Meeting Schedule

- January 14, 2009:** Regular Board Meeting
- January 28, 2009:** Interview Candidates for Board Commissioner Position
- February 25, 2009:** **Special Meeting**
- REAC Presentation, Discussion and Action (MASS / SEMAP Certification) (*Submission Due to HUD on February 28, 2009*)
- May 27, 2009** Regular Meeting
- Salary Comparability Study Presentation, Discussion and Action
 - CFP Closeout Grants
 - RHF Funds Proposal
- August 26, 2009:** Regular Meeting
- October 14, 2009:** **Special Board Meeting**
- Election of Officers
 - Reappointment of Commissioner Walker
 - 2010 Agency Plan
 - 2010 Agency Budget
 - 2008 FYE Audit Acceptance
 - 2010 Utility Allowances & FMR (PH and S8)
- November:** Grand Opening of Metropolitan Village & Cumberland Manor
- December 9, 2009:** Regular Board Meeting
- Budget Approval 2020
 - YE Charge Offs

Operational Measures to Ensure Transparency

- *Online Calendar of LRHA Activities / Involvements / Meetings*
- *Monthly Reports from Staff (uploaded to the LRHA website)*
- *Division Contacts: Finance, Conventional Programs, HCV Programs, Operations/HR,*
- *Briefings with Executive Director on Major Activities in Development*
- *Message Board on the LRHA Website*

All HUD ACC's for grant awards require Board action. We cannot predict when HUD will announce the various awards.

LRHA BOARD REPORT

DATE: FOR THE BOARD AGENDA OF 1/28/2009

RE: JAMES TAYLOR MATTER

Issue:

- 1.) What actions / inactions were taken by LRHA staff that may have contributed to Mr. Taylor's current circumstances?
- 2.) What recourse is available to possibly assist the Taylor Family?

Background:

Mr. James Taylor was admitted to the HCV (Section 8) program in 2002. In June 2008 he completed an application for the LRHA FSS Program. This application was given to him while he was in for his annual reexamination. He spoke with LRHA staff members about the homes in the New Horizon subdivision and about the FSS program. FSS staff scheduled a meeting with him to review his FSS Application. The meeting was postponed due to a meeting conflict. His rescheduling notice was sent in ample time (sent on August 21, 2008; meeting schedule for September 18, 2008).

Mr. Taylor was prequalified for a home and approached a realtor in July 2008. He closed on a home in Midtown Little Rock on August 29, 2008. The home was purchased at \$115,000 at 6.5% interest rate. Mr. Taylor received a grant for \$7,000 and personal savings of \$8,000 to reduce the outstanding mortgage.

Mr. Taylor's total household income used for the mortgage approval was \$17,052. This was a monthly mortgage payment to household income ratio of 61%. The HUD amount is 29%.

On September 2, 2008, after closing on the home, Mr. Taylor notified the LRHA and his landlord that he was vacating the subsidized rental property. This noticed was effective September 30, 2008. He also made an appointment to see a counselor. This appointment was scheduled and held on September 9, 2008. The counselor stated that Mr. Taylor indicated that he was in the process of moving and needed a voucher to relocate. She was not advised that he was a homeowner.

On Sept 19, 2008 Mr. Taylor was in the LRHA office to request a special move out inspection of the rental unit he was vacating. He returned to the office on September 19 to turn in documents for his rental assistance to begin at the home he now owns. It was at this moment the LRHA Executive Director spoke with him and investigated the matter.

The investigation included contacting HUD to ascertain if the federal regulations would allow LRHA to place the recently purchased unit on the homeownership program. After reviewing the

LRHA homeownership policies, federal regulations, and discussing the circumstances with various parties (HUD, Realtor, Mortgage Company, Mortgage Broker) it was determined that the loan had closed and LRHA could not reverse the actions taken by Mr. Taylor.

Conclusions:

- *Mr. Taylor voluntarily terminated from the HCV Program.*
- *As the policies stand today, Mr. Taylor is not eligible for the LRHA Homeownership Program.*
- *LRHA staff was not at fault related to the providing of information to Mr. Taylor. Two LRHA staff members made errors in communicating to Mr. Taylor our FSS and HCV Homeownership Program requirements. The errors were minor in scope and did not prevent Mr. Taylor from exercising his rights as a HCV participant.*
- *Mr. Taylor may well be a victim of predatory lending practices.*

Alternatives:

- 1. Consider the matter concluded and LRHA obligation met.**
- 2. LRHA submit a formal request to HUD seeking a waiver to allow the Taylor family to go through the process for determining eligibility for the homeownership program.**

November 30, 2008

Board Chair
Little Rock Housing Authority
100 South Arch Street
Little Rock, Arkansas 72201

Board Chair,

I've worked in the field of Customer Service for twenty-five years. During these years some of the jobs that I have held include: Customer Service Representative, Front Counter Customer Service Representative, Lead Customer Service Representative, Customer Service Administrative Supervisor, Interim Department Customer Service Manager. I obtained my bachelor degree from Philander Smith College. I also am a Licensed Real Estate Agent. I am a very personable individual who enjoy taking care of the needs and concerns of customers/clients.

I look forward to meeting with you to discuss more regarding the opening at the Housing Authority. When we have the opportunity to meet, I will elaborate on my work experience which hopefully will complement your needs for the position. I can be reached during the day at (501) 247-8860 or in the evening at (501) 249-9319.

I'm looking forward to discussing the position with you.

Sincerely,

Dora Wilder

DORA WILDER

10/1/2008

Below are positions that will allow you to take advantage of your experience in customer service. I have acquired experience in managing the day to day customer service representative, lead customer service representative and customer service Administrative support.

EXPERIENCE

1996-2008
Natick S&W Tire Administration
Natick, MA 01908
Natick, MA 01908
Natick, MA 01908

- Supervise a team of 15 employees
- Supervise a team of 15 employees
- Implement and monitor new department initiatives
- Coach and train customer service employees on a regular basis
- Create and deliver in-depth employee development
- Prepare and deliver monthly and quarterly sales reports and financial reviews
- Delegate other duties to employees to ensure work is completed in a timely manner
- Handle customer calls and direct to manager
- Assist in the hiring and training of new employees
- Other duties as a member of management

• Contact Natick S&W Tire Administration at 503-876-5700 ext. 1131

Contact Natick S&W Tire Administration at 503-876-5700 ext. 1131

1976-1978: Chief engineer at Republic Telephone Co. (now
Telephone Company of Kentucky) in Louisville, KY.

- Repair and maintenance
- Lead construction teams. Represented company in meetings with utility companies.
- Lead follow-up work on telephone line quality and customer complaints.
- Handle customer complaints to supervisors.
- Billing, metering and maintenance.
- Create master repair plans and manage service orders.
- Chronic lateness problem.
- Assist in maintenance program on phone bill and status of the system.
- Communicate with credit agency regarding customer status.
- Verify customer information for insurance and affidavits for credit agency.
- Customer complaints resolved by supervisor.

1982-1993: Chief of maintenance and telephone equipment at *Telecom
Company of Kentucky*.

- Schedule installs, repairs, and maintenance of telephones.
- Handle billing inquiries and customer complaints.
- Handle field customer service for telephones.
- Dispatchers.
- Switchboard chief.
- Verify customer information for affidavits for credit agency.
- Customer complaints resolved by supervisor.

- 1992-1994 – Shawnee College – Burlington, NC, VA
 - M.A. Business Administration
 - Graduated Magna Cum Laude
- 1994-1998 – Thunder Smith – Denver – Colorado
 - ❖ B.S. Degree in Media Management
 - ❖ Graduated with honors
 - ❖ Worked at 3 locations
- February, 2007 – moved to home of the parents – Boulder, CO, VA

ACHIEVEMENTS

- Certificate of completion, Electrical and Instrumentation, 1994
- Certificate of completion, A.C. Electrician, 1994
- Certificate of completion, 1997, Technology of Power Transmission, 1998
- Employee of the month, 1996 – 1998 and 1999
- Employee of the year, 1998 – 1999
- Certificate of completion, Engineers and Technicians, 1997, 1998 and 1999
- Television, 1997
- *Entrepreneur*, 1997

NOTES

- Program of self help, self assessment
- Other skills – but personal, knowledge and coaching skills, dependable, organized and punctual
- *Entrepreneur*, 1997

Felicia Lovelace-Alexander
1311 South Pierce Street
Little Rock, Arkansas 72204
(501) 371-1306
Felicia.alexander09@gmail.com or Felicia.alexander@arkansas.gov

November 25, 2008

Board Chair
c/o Shelly Ehenger, Executive Director
Little Rock Housing Authority
100 South Arch Street
Little Rock, Arkansas 72201

PO Box 95045
Little Rock AR
72190

RE: Letter of Interest

Dear Board of Directors:

I am writing to inform you of my interest in the vacant position on the Board of Commissioners – Little Rock Housing Authority.

I have attached my resume and would invite you to consideration my vast experience in working with needy Arkansans who are low-income, aged and disabled for the past eleven (11) years.

I am very excited about working with you. Please let me know if I can help you make your selection by providing any further information or coming in for another interview. Feel free to call me at work or at home.

Sincerely,

Felicia Lovelace-Alexander

It's ok
Called &
Spoke of my
the need
the staff

RESUME

Felicia Lovelace-Alexander

1311 South Pierce Street, Little Rock, Arkansas 72204

Work – (501) 371-1306

Cell – (501) 612-7443

Career Coordinate through a day-to-day plan of action the internal operations of an Arkansas Department of Health & Human Services (DHHS) county office ensuring delivery of services to clients while acting as a community liaison and resource developer.

Objective

Experience February 1997 – Present
DHHS/DCO Pulaski East/Southwest Office Little Rock, Arkansas

Economic Services County Supervisor III

- Responsible for the overall day-to-day supervision of county office program staff.
- Administers, set deadlines, monitors and develop corrective action plans for the following
- DCO programs-Transitional Employment Assistance (TEA), Medicaid, and Food Stamps.
- Develops resource contacts such as food banks, temporary housing, rental assistance payments and clothing for clients through community and provider organizations.
- Conducts supervisory, worker and client (life-skills) training.
- Completes monthly program and administrative reports.
- Acts as administrative investigation fact-finder regarding employee discipline.
- Interviews and makes recommendation for hire Family Support Specialist and unit supervisory positions.

October 1989 – February 1997
DHHS/Office of Equal Opportunity, Employee Relations Little Rock, Arkansas

Grievance Officer

- Processed grievances and complaints in accordance with DHHS's uniform internal grievance procedure for eight (8) assigned divisions.
- Coordinated and responded to inquiries regarding federal civil rights complaints and Equal Employment Opportunity Commissions (EEOC) charges.
- Investigated internal discrimination complaints. Established case narratives and provided recommended outcomes on investigations.
- Assisted with the development of the Department's Affirmative Action Plan/Workforce Analysis (AAP/WFA)
- Assisted with planning and acted as a presenter of OEO training.

October 1986 – December 1989
Self Employed Little Rock, Arkansas

Grant Writer/Program Developer

- Trained through internship with the Minority Apprenticeship Program (MAP) and worked with church and civic organizations to develop start-up monies for community development programs.
- Researched and developed grant proposals, budgets, logos for not for profit agencies.

February 1982 – June 1986
Governor's Office

Little Rock, Arkansas

State Affirmative Action Officer

- Researched Processed grievances and complaints in accordance with the DHHS uniform internal grievance procedure for eight (8) assigned divisions.
- Coordinated and responded to inquiries regarding federal civil rights complaints and Equal Employment Opportunity Commissions (EEOC) charges.
- Investigated internal discrimination complaints. Established case narratives and provided recommended outcomes on investigations.
- Assisted with the development of the Department's Affirmative Action Plan/Workforce Analysis (AAP/WFA)
- Assisted with planning the uniform State of Arkansas grievance procedure.

October 1981 – February 1982
Arkansas Department of Commerce

Little Rock, Arkansas

Administrative Assistant/Personnel Officer

- Processed grievances and complaints in accordance with DHHS's uniform internal grievance procedure for eight (8) assigned divisions.
- Coordinated and responded to inquiries regarding federal civil rights complaints and Equal Employment Opportunity Commissions (EEOC) charges.
- Investigated internal discrimination complaints. Established case narratives and provided recommended outcomes on investigations.
- Assisted with the development of the Department's Affirmative Action Plan/Workforce Analysis (AAP/WFA)

October 1979 – June 1981
DHHS/Director's Office

Little Rock, Arkansas

Office Manager/Clerical Supervisor

- Processed grievances and complaints in accordance with DHHS's uniform internal grievance procedure for eight (8) assigned divisions.
- Coordinated and responded to inquiries regarding federal civil rights complaints and Equal Employment Opportunity Commissions (EEOC) charges.
- Investigated internal discrimination complaints. Established case narratives and provided recommended outcomes on investigations.
- Assisted with the development of the Department's Affirmative Action Plan/Workforce Analysis (AAP/WFA)

June 1975 – September 1978
Philander Smith College

Little Rock, Arkansas

Administrative Assistant

- Processed grievances and complaints in accordance with DHHS's uniform internal grievance procedure for eight (8) assigned divisions.
- Coordinated and responded to inquiries regarding federal civil rights complaints and Equal Employment Opportunity Commissions (EEOC) charges.
- Investigated internal discrimination complaints. Established case narratives and provided recommended outcomes on investigations.
- Assisted with the development of the Department's Affirmative Action Plan/Workforce Analysis (AAP/WFA)

Education

- | | | |
|-----------|---|-----------------------|
| 1970–1976 | Philander Smith College | Little Rock, Arkansas |
| • | B.A., Major-English – Minor-History | |
| 1977–1979 | UALR/U of A Graduate Program | Little Rock, Arkansas |
| • | Master of Public Administration (MPA) course and internship completed May 1979. | |

Interests

Music, singing, cooking and computer graphics.

**References Upon
Request**

Board Chair
Little Rock Housing Authority
100 S. Arch Street
Little Rock, AR 72201

Re: Commission Seat Vacancy

Distinguished Chair and Board Members,

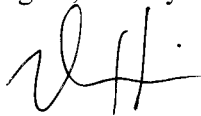
It is with great pleasure that I, Derek L. Harris submit my name for consideration for the vacant commissioner seat available on the Little Rock Housing Authority.

I am a life long resident of the Great City of Little Rock. With a background in Architecture, Construction and Home Improvement, my vocation and/or career is dedicated to housing and housing-related issues. Through years of operating businesses and working with and through other organizations throughout our community, I've also established a number of contacts and developed a number of relationships that may prove to be beneficial to this position.

I think that I will also be able offer some in-site from my experiences and to contribute greatly to the board's governance as well as the organization in general.

Attached, please find my resume. Feel free to contact me at your convenience.

Again, thank you for your consideration,



Derek L. Harris

*Called
11/5/09
left a message*

Derek Lamar Harris

Leadership and Top Performance spanning over 20 years

Dynamic, Versatile Leadership

Creative, self-motivated, multi-talented and with great vision. Experienced in leading and contributing to several organizations and teams. Conceptualized and developed several successful business ventures and coordinated other projects through an effective servant-leadership style.

Seasoned Management Professionalism

20 plus years of management experience. Able to conceive and articulate the vision of others well; Communicate new initiatives; and provide overall direction. Strong ability to analyze project outcome and implement strategy and tactics for maximum results. Consistently fair, organized and professional with high standards and an excellent work ethic.

Resourceful, Sales & Marketing Performance

An innovative, out-of-the box thinker with a keen sales & marketing acumen. Experienced in marketing research providing in-depth Product, Promotion, Placement and Pricing data. Able to find and influence decision makers through effectively communicated and marketed ideas. Proven sales record producing a presentation closing rate of 88.3% on high ticket items. Firmly established in the business community with a database of contacts and clients nationwide.

Professional Profile:

Sales, Marketing, Management
Consultant, Author, Speaker
Market: US-Domestic
Health: Excellent
Height: 6'-2"
Status: Divorced

Contact Derek Today to arrange an Interview

(501) 612.1181

derek@zaggmedia.com

P.O. Box 274
Little Rock, AR 72203-0274

Summary of Qualifications

Leadership and Top Performance spanning over 20 years. Training and experience in several industries including: Architectural Engineering; Construction & Remodeling; Transportation; and Technology.

Knowledgeable in several disciplines including: Management & Operations; Sales & Marketing; Accounting; Finance including Asset Protection, Stocks, Options & Financial Markets; Information Technology including Computer Systems, Networking, and Web Design; Audio/Visual Production Systems.

Professional Experience

2007–Current Hanke Brothers (Hot Springs, AR) Home Improvement Sales Consultant
Consult existing & new clients on home improvement issues recommending proper product and services to clients and prospects in 68 counties throughout the Arkansas and parts of Mississippi, Louisiana, and Oklahoma.

Lead development including cold-calling residential and commercial jobs; prepare orders, produce sketches and line drawings for installation department. Sales closing rate of 88.3% on home improvement and construction products.

1996–2007 MaxAmend Corporation (Little Rock, AR) President and General Manager
Founded and operated this small transportation and logistics company servicing companies in 42 states from clients based throughout the Mid South and Mid Western United States. Worked in every aspect of the business and in every capacity including: Freight Broker, Sales & Marketing, Dispatch & Operations, Accounting, Administration and Delivery Driver. Increased Annual Sales Revenues 1200% from first year of operation, effectively improving cash flow, while maintaining a debt to income ratio of less than 18% and a steady client retention rate of at least 82%. Increased Net Earnings by an average of 23% annually for 5 consecutive years.

1995–1996 Apex Marketing, Inc. (Little Rock, AR) Channel Sales Representative
Sold condominiums, entertainment and vacation packages. Corresponded with High Net Wealth individuals. Completed several training courses — sales and customer service functions.

1989–1995 ProPrompt Messenger Courier (Arkansas) Co-Owner and Operations Manager
Founded and Co-Owned local courier service servicing 6 cities within Central Arkansas. Doubled annual sales each year for 4 straight years. Expanded delivery operations statewide overseeing as many as 25 drivers.

1985–1988 University of Arkansas (Fayetteville, AR) Mail Distribution Manager
Managed incoming and outgoing mail for UA Razorback Athletic Dorm Facility.

Selective Career Achievements

Author, "8 WEEK ULTIMATE MAKEOVER" © 2008 by Zagg Media Publishing

Speaker-Facilitator, popular Lecture/Workshop/Webinar Series Topics:

Triple 30 for Home Improvement: 30 ways to add 30% value in 30 days!

Green is the New Green: Ideas for Sustainable Mobility

Fire your Real Estate Agent: Sell your house in 7 days or less.

Board Appointee, City of Little Rock Community Housing Board of Advisors

Business Nomination: 2004 Service Provider of the Year by the Little Rock Regional Chamber of Commerce Minority and Women Business Council.

Featured and Interviewed in various media and industry publications.

Education

1985–1988 University of Arkansas Fayetteville, AR

Studied under Architecture and Design Program

1988-1990 University of Arkansas Little Rock, AR

Studied under General Business Administration with Marketing Minor

1992-1993 Philander Smith Management Institute Little Rock, AR

Studied under Organizational Management Program

Other Training & Transferable Skills

Technical & Creative Writing Skills—Business Plans, Grants, Ad copy, Marketing materials, Desktop publishing

Technology Skills—Proficient in Computer Networking, Micro Soft Office Suites; Adobe CS, Publisher and other graphic design applications; various Business Applications.

Foreign Languages – Basic level French, Spanish, and Portuguese

Other Training:

Dale Carnegie Training-*Leadership Training for Managers* Dale Carnegie Training-*Sales Training*

SBA's Small Business Development Center Business Training Series—*Business Start up, Business Finance, Contracts, Human Resource Management.*

Proficient in Day-Trading Stocks, Options, Bonds and Market Research.

Architectural Construction & Design—20 years experience in Carpentry, Masonry, and Remodeling.

Audio/Video Production—worked in local studios as musician, producer and project manager.

Associations & Personal Interests

2008 - Board Member, City of Little Rock Community Housing Board of Advisors

2008- Member, Toastmasters International

2003- Vice President, KIW Finance & Investment Club

2003- Member, Fellowship Bible Church, - (Technology Team -Video)

1996-2007 Member, Greater Little Rock Chamber of Commerce

2003-2007 Member, Little Rock Downtown Partnership - (Marketing Committees)

2002-2007 Member, Twin Lakes B Homeowners Association

1991-1992 Member, Messenger Courier Association of America

1989-1990 Member, National Association of General Contractors

1986-1988 President, Phi Beta Sigma Fraternity-Kappa Upsilon Chapter

1986-1987 President, University of Arkansas Student Government-Reid Hall

1983-1985 Graduate, Little Rock Central High School - (Athletics, Band, VICA, Drafting)

Professional Networking, International Travel, Architectural & Urban Design, Golfing, Tennis, Team Sports & Fitness Training, Christian Bible Study, Technical & Creative Writing.

References

Available per request.

REAL ESTATE SPECIALISTS | **Richard A. Stephens & Associates, Inc.**

APPRAISALS
ANALYSIS
COUNSELING
FEASIBILITY

November 19, 2008

Ms. Shelly Ehenger, Executive Director
Little Rock Housing Authority
100 South Arch Street
Little Rock, Arkansas 72201

Dear Ms. Ehenger:

I am writing to request your consideration of my application to serve on the Little Rock Housing Authority Board of Commissioners.

I have been an active member of the real estate community for over forty years, primarily as a real estate appraiser. I have served in several capacities with the Little Rock Board of Realtors as well as with local and national branches of the Appraisal Institute.

As I noted in my attached application, I have been involved for several years with Christopher Homes, an elderly housing outreach program. We have housing units across the state of Arkansas that have income and age requirements attached to occupancy. While not the same as my perception of the duties of the Housing Authority, I consider the experience that I have had with that board a great introduction to your group.

Thank you for your consideration of my application.

Sincerely,


Richard A. Stephens, FRICS, CRE, MAI, SRA, ARA

CITY OF LITTLE ROCK

BOARDS & COMMISSIONS QUESTIONNAIRE

Complete this questionnaire, along with a letter of intent addressed to the Mayor, and a copy of your resume (please limit your resume to 2 pages, please include home address). Return completed information to the City Clerks Office (244-5494) by the designated deadline date: 500 West Markham-Room 200; Little Rock, AR 72201.

Please answer the following questions as completely as possible. This information will be made available to the City Board of Directors and the Chair of the respective Board or Commissions that you are applying, for the purposes of making recommendations and appointments.

Name of Board or Commission which you are applying:

- 1) Outline the purpose or mission of the Board or Commission for which you are applying.

I am applying for the Housing Authority Board of Commissioners. The stated role of the Housing Authority is to provide the minimum housing needs (decent, safe and sanitary) of low-income families through public housing and the Section 8 Rental Assistance Program.

- 2) Why are you interested in serving on this Board or Commission?

I am interested in serving on the Housing Authority Board as a representative of the real estate business community. I am an active member of the appraisal community, and have had an opportunity to see the need for quality, affordable housing administered in a business-like manner.

- 3) What are your qualifications for serving on this Board or Commission?

I am working with a similar project called Christopher Homes which is a non-profit organization that provides housing to senior citizens who meet age and income requirements. We have several locations across the state of Arkansas, and I assume that some of the issues that I have encountered working with that project would be beneficial to the Housing Authority Board.

- 4) Do you have an idea of the time commitment it will take to serve on this Board or Commission? If, so, are you willing to make the full time commitment?

I am aware that there is a time commitment involved with service on the Housing Authority Board and I am willing to assume that responsibility.

Signed: Richard A. Stephen Date: November 19, 2008



November 20, 2008

Ms. Shelly Ehenger, Executive Director
Little Rock Housing Authority
100 South Arch Street
Little Rock, AR 72201

Mark Stodola
Mayor
City Hall, Room 203
Little Rock, AR 72201

Dear Mark and Shelly:

I understand that Richard Stephens has applied to serve on the Little Rock Housing Authority Board of Commissioners.

Because of his long experience in the Real Estate industry, I cannot stress to you enough what an excellent candidate he would be and what he could add to the Housing Board. I encourage you to appoint him. Feel free to call on me with any questions.

Thanks,
Drew Basham, CCIM

A handwritten signature in black ink, appearing to read 'Drew Basham', written in a cursive style.

Chairman
Little Rock Realtors Association
Legislative Affairs Committee

Little Rock
1701 Centerview Drive, Suite 201
Little Rock, Arkansas 72211-4312
T 501.225.5700
F 501.227.0280

irwinpartners.com

Fayetteville
3739 North Steele Boulevard, Suite 140
Fayetteville, Arkansas 72703-5399
T 479-444-9111
F 479-444-9112

Shelly Ehenger

From: frances middleton [francesjm27@gmail.com]
Sent: Monday, December 01, 2008 11:16 PM
To: Shelly Ehenger
Subject: Little Rock Housing Authority Job Vacancy
Attachments: fjm resume.odt

December 1, 2008

Board Chair
Little Rock Housing Authority
100 South Arch Street
Little Rock, AR 72201

RE: Job Vacancy

To whom it may concern,

Please accept my resume as application submission for the vacancy in your office.

I was informed by the Little Rock Realtors Association of the opening. I am a licensed realtor, plus I have other job experience that may be beneficial to your office.

Thanks for allowing me to submit my resume.

Frances J. Middleton
501/280/0097 Home

*Called
11/5/08
11:49 am
Spoke with
about AT&T*

ACCESS REALTY, INC.
10002 W. MARKHAM STE.B-7
LITTLE ROCK, AR 72205
PHONE: (501) 228-0018
FAX: (501) 224-5030

DATE: 12-6-08

TIME: _____

TO:

CO/AGENCY LRHA

CONTACT: Shelley

FAX #: 340-4845

PHONE: _____

No. PAGES INCLUDING COVER: 3

Shelley,
Sorry this never was received by
your office.

Thanks for your patience.

Frances J. Middleton
501-772-6962

FRANCES J. MIDDLETON
1421 South Fillmore
Little Rock, Arkansas 72204-2626
(501) 280-0097

OFFICE ADMINISTRATION . . . CUSTOMER SERVICE . . . SALES

Highly versatile, possess strong organizational skills, responsible, professional with over 20 years in numerous business environments. Adaptable and very adept at managing multiple high priority projects within deadlines. Very detail oriented and a fast learner who thrives on challenge. Works effectively as an independent or as a team member and always willing to go the extra mile to get the job done. Works well with all levels of management. Experienced in: Windows, Microsoft Word, Access, Word Perfect, Excel, Power Point and Microsoft Works. Takes the initiative where necessary.

EMPLOYMENT HISTORY

NUVELL FINANCIAL SERVICES, Little Rock, Arkansas 1999-2008
Account Representative I/GMAC Collections/Customer Service

Provided customer service interacting via telephone, using a computerized auto-dialer. Responsible for helping to reduce the delinquency rate of GMAC accounts by informing customers of their past due payments, documenting payments and arrangements when necessary or as requested, while also informing customers of the results of their delinquencies. Worked in various other departments assisting where needed for special projects - - Title Department, Document Control, and Insurance Department. Helped with different fund raisers by serving on committees and interacting with other employees to motivate them to participate. Chosen to be a pioneer for our first "Go Fast Project".

PROVIDENTIAL LIFE INSURANCE COMPANY, Little Rock, Arkansas 1997-1998
Policy owner Service Representative

- Efficiently provided quality customer service to approximately 30 policyholders and agents on a daily basis. Carefully provided answers to internal and external customers on full range of life and health insurance concerns. Proficient in calming irate customers by explaining and resolving conflicts professionally.
- Responded to agent policy requests within a 24 hour time span which established rapport and internal customer satisfaction.
- Provided status information to state and or local agencies as well as policyholders, ensuring compliance to government regulations and service standards by informing them of their rights.
- Using LifeCom software, made modifications to policies such as changes in coverage, bank authorizations, addresses, and terminations as well as loans, deaths, and refunds.
- Assumed responsibility of back up to the receptionist as required.

Page 2

INDEPENDENT INSURANCE AGENTS ASSOCIATION, Little Rock, Arkansas
Administrative Assistant/Secretary

1993-1997

- Directly acted as liaison between members and association by listening and answering questions, therefore helping to maintain excellent service standards to build trust and confidence. Managed membership records by collecting monthly dues, updating files, recruiting new members and maintaining old members. Worked closely with the AR Insurance Department to keep members abreast of state laws and current changes.
- Assisted the Education Director with maintaining class rosters and exam scores, created databases for classes and schedules using Access. Graded exams and provided results to students.
- Gathered data for monthly newsletter, did paste up and layout to prepare for printing, edited and proof-read for final printing.
- Coordinated special projects and fund raisers, including annual convention and special outings.
- Performed general secretarial duties, and assisted bookkeeper with invoicing, accounts receivable, and bank deposits.

LLOYD SCHUH ADVERTISING, Little Rock, Arkansas
Office Manager/Data Processing/Receptionist

1988-1993

- Managed office in a way to assure smooth operation. Gathered information for mailing lists for clients. Set up and maintained data bases, detailed for errors. Supervised special data entry projects and performed network system back-ups weekly.
- Responsible for ordering all supplies/printing. Did some collections on accounts.
- Assisted in all levels of management and production/mail department when needed.

PART-TIME EMPLOYMENT

ACCESS REALTY, Little Rock, Arkansas
Assistant Office Manager/Real Estate Sales

1996-1999

FLEET MANAGEMENT SYSTEMS/ACTION MOBILE BRAKE, NLR, Arkansas
Assistant Office Manager/Assistant Bookkeeper

1995-1996

EDUCATION

BROADWAY SCHOOL OF REAL ESTATE, North Little Rock, Arkansas
PULASKI VO-TECH, North Little Rock, Arkansas
CAPITAL CITY BUSINESS COLLEGE, Little Rock, Arkansas
HENDERSON STATE UNIVERSITY, Arkadelphia, Arkansas
ARKADELPHIA HIGH SCHOOL, Arkadelphia, Arkansas

1996
 1984-1985
 1977
 1972
 1971

***** REFERENCES AVAILABLE UPON REQUEST**

12/16/2008

Tauheed Salaam
1420 South Tyler Street
Little Rock, AR. 72204
501-661-9644

Shelly Ehenger
Little Rock Housing Authority
100 South Arch Street
Little Rock, AR. 72201

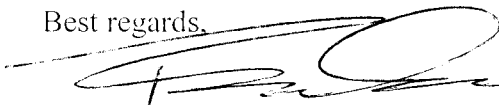
Dear Shelly:

For many years I have been concerned about the need to provide good affordable housing for families in our city. I have been very impressed with the new vision and leadership of the Little Rock Housing Authority, especially as it relates to its new housing development projects, such as Madison Heights and Granite Mountain. Although our nation is currently experiencing very serious problems in the housing market, I believe some of these housing issues provide opportunities for housing authorities to be very innovative in meeting the needs of their customers. To this end, I am willing to serve on the Little Rock Housing Authority's Board of Commissioners.

I have attached my resume for review. If you have any questions or need additional information, please email me at tauheedsalaam@yahoo.com or call 501-661-9644.

Thank you for your consideration.

Best regards,



Tauheed Salaam

12/16/08
Called
left a msg
on voice
mail

Tauheed Salaam

P.O. Box 3571 / 1420 S. Tyler Street
Little Rock, Arkansas 72204
501-661-9644
tauheedsalaam@yahoo.com

AREAS OF EXPERTISE

- Program Development, Training and Implementation
- Coordinating, Facilitating and Managing Programs / Projects
- Community and Neighborhood Housing Development and Consulting
- Youth Counseling, Interpersonal Communication and Group Facilitation
- Organizational Development, Training and Technical Assistance
- Substance Abuse, Prevention, Intervention and Treatment
- Grant Writing and Fund Raising
- Workforce Development, Training and Employment Placement

CAREER HIGHLIGHTS

- Coordinating the planning, implementation and development of a housing Sub-division
- Coordinated the development, implementations and management of an organizational capacity building initiative for faith-based and community organizations.
- Developed, implemented and managed a youth employment center for the Arkansas Workforce Center.
- Developed, implemented and managed a youth self help program for teaching work ethics and career opportunities.
- Development, implementation and management of Little Rock Alert Centers System; served as a citywide neighborhood-based initiative against crime, drug abuse and violence.
- Developed and implemented a case management system for non-profit involved in violence prevention, intervention and health education.
- Developed a case management system for clients at Hoover Treatment Center.
- Developed and implemented quality improvement programs for organization participating in the Governor's Quality Awards Program.

SPECIAL PROJECTS

- Federal Capacity Building Initiative – Washington, DC
- Human Development Conference – UALR
- Operation Safe Summer – Power 92 Radio
- Central High Block Party
- Drug March – Southwest LR
- East/Central LR Day
- Southwest Middle School - Drug Prevention Program
- P.E.P Rally -- Community Empowerment

Tauheed Salaam

- T.E.A. Rally – Teacher Recognition
- Youth Camp – New Futures for Youth
- Y.A.M.P. Camp – Ouachita State Park
- LR Religious Conference - UALR
- National Night Out – National Community Empowerment Program
- Crack House Elimination Program – City of LR
- Channel 14 Television Productions – Community Issues
- Miseducation to Education – Community Issues
- Red Ribbon Parade
- Hood Fest
- Fighting Back Program – Louisville, KY
- Southeast Regional M.A.S. Conference – Atlanta, GA
- Television Program Producer and Host – Comcast Channel 18, Religion in America and the World / Producer and Host, The Family Speaks (Voices From The Community) and New Futures for Youth Show

VOLUNTEER

- University District Partnership / Steering Committee
- 12 Street Redevelopment District
- New Africa Subdivision
- New Africa Communities – coordinator
- Dekalb Education Alliance – advisor
- Central High Community Development Corporation – advisor
- LR Fighting Back – drug prevention
- Little Rock Police / Citizen Advisory Board – crime prevention
- Midtown Collaborative – neighborhood redevelopment
- Enterprise Community Public Safety Council
- Capitol Hill Neighborhood Association
- Prison Ministries
- Tri-District Council / School Board - advisor
- Watershed program – tutorial program
- D.I.G.N.I.T.Y. – crime prevention and intervention
- Central High Neighborhood Association
- SAABIQ Institute – education consultant
- Hoover Treatment Center – counselor / educator
- City of Little Rock – grants review committee

EXPERIENCES

3/2005 – present

New Futures for Youth, Inc.
Program Specialist / program and organizational
Development

Tauheed Salaam

1/2001 -- present	Hoover Treatment Center Counselor, group session and outpatient treatment
9/1995 -- present	Center for Human Excellence Community Development Project Coordinator /consultant: Housing development project
7/2000 -- 4/2002	Little Rock Career Development Center Assistant Director / management of federal WIA program
6/1998 -- 5/2000	Youth Prevention Services Consultant / set up case management system
1/1992 -- 5/1997	City of Little Rock Community Program Program Assistant I / operations manager for 15 Neighborhood Alert Centers
10/1990 -- 5/1992	New Futures for Youth Case Manager / Youth Specialist
9/1987 -- 7/1991	Jamal Imports General Manager / retail clothing store
1/1979 -- 9/1987	Air General, Inc. Manager of LR operation / air transport business

EDUCATION

- University of Arkansas at Little Rock (BA, 1986)
- College of Social Work (DHHS) Training
- Business Management Credits
- Graduate Level Public Administration Credits
- University of Arkansas at Fayetteville / Business Administration Credits
- Federal Small Business Administration / Small Business Development Course
- Real Estate Development Training
- Special Training / Wide Range of Workshops and Seminars

ADDITIONAL SKILLS

- Proficient use of Microsoft Word, PowerPoint, Excel
- Motivational Speaker
- High-level Organizational Skills

REFERENCES

- Available upon request

December 30, 2008

Executive Director of Little Rock Housing Authority
100 South Arch Street
Little Rock, AR 72201

Please accept this letter of intent for consideration in response to the recently announced vacancy on the Little Rock Housing Authority Board Chair. I am positive I possess the necessary qualifications needed to perform the duties and responsibilities of a board chair.

I have been a proud citizen of Pulaski County all of my life with the exception of my service in the military. I am excited about the potential to become involved with an organization of this magnitude from the perspective of a pastor as well as a concerned citizen of the city of Little Rock.

I am a retired Letter Carrier for the United States Postal Service where I interacted with people from all races, nationalities and backgrounds. I was employed by the USPS for thirty years. In addition, I served in the military for six years. My education and professional background has provided me extensive organizational and people skills. I am reliable and dependable and take great pride in my performance as a professional. I am committed to working hard and seeing challenges I accept lead to successful outcomes.

Enclosed is a copy of my resume. I am eager to discuss the possibility of being a part of this board with you. I can be reached at (501) 804-8141. I look forward to hearing from you soon. Thank you in advance for your consideration.

Respectfully submitted,



Ronald Clark Wilkerson

Enclosed: Resume

Ronald C. Wilkerson

4408 Old Oak Drive, Little Rock, AR 72223

(501) 868-8071 or (501) 804-8141

bishopron@att.net

Objective **A position as a Little Rock Housing Authority Board Chair**

- Profile**
- Nearly 30 years experience as U.S. Postal Letter Carrier.
 - Ability to direct complex projects from concept to fully operational status.
 - Goal-oriented individual with strong leadership capabilities.
 - Organized, highly motivated, and detail-directed problem solver.
 - Proven ability to work in unison with staff, volunteers.

Education

B.A., Business Administration, Arkansas Baptist College
Associate Degree, Behavioral Science, Shorter College
Associate Degree, Theology, Charles Harrison Mason Bible College

Relevant Experience & Accomplishments

Program Coordination

- Successfully established Faith Temple Deliverance Church of God in Christ (COGIC)
- First Presiding Bishop for Judaic & Pentecostal Churches of Christ (JPC)
- **Formulated, wrote, and implemented ordinances and guidelines** for JPC Handbook.
- Established Outreach Ministry for Faith Temple Church through the Salvation Army
- Created Malvern District COGIC Men's Fellowship
- Designed service development plans and conducted Malvern District COGIC Men's Fellowship Outreach Program.
- Advisor to the President of the International Music Department for COGIC, Inc.

Management/Supervision

- Directed Statewide Prayer Breakfast/Clinic
- Trained, supervised and evaluated clergy staff for JPC
- Resulted in multilateral staff achievement of work objectives.
- Successfully refined **and implemented new projects** for Faith Temple Deliverance and JPC
- Certified Registered Assistant for the Arkansas Department of Correction

- Employment**
- Monitor**, *Little Rock School District Transportation Department* 2006-present
 - Monitor and aide for special needs youth

 - Pastor & Founder**, *Faith Temple Deliverance COGIC*, Little Rock, AR 2004-present
 - Serves as Chief Administrator and provides spiritual, pastoral, and organizational leadership to the congregation so it might fulfill its mission and purpose as the Body of Christ

 - Founder**, *Ministry of Intercession* 1986-present
 - Serves as Chief Administrator for this Outreach Ministry to provide spiritual counseling and social needs to the community

 - Co-Founder & First Presiding Bishop**, *Judaic & Pentecostal Churches of Christ* 2002-2004
 - Oversaw operations of daily ministry
 - Counselor and Community Liaison

Letter Carrier, U.S. Postal Service

1977-2003

- Prepare and distribute mail to U.S. residents

**Community
Involvement**

Community Prayer Breakfast, Ministry of Intercession

Leadership Steering Committee, JPC

DORA WILDER

100 South Arch Street
Little Rock, Arkansas 72201
501-247-8860

November 31, 2008

Board Chair
Little Rock Housing Authority
100 South Arch Street
Little Rock, Arkansas 72201

Board Chair,

I've worked in the field of Customer Service for twenty-five years. During these years some of the jobs that I have held include: Customer Service Representative, Front Counter Customer Service Representative, Lead Customer Service Representative, Customer Service Administrative Supervisor, Interim Department Customer Service Manager. I obtained my bachelor degree from Philander Smith College. I also am a Licensed Realestate Agent. I am a very personable individual who enjoy taking care of the needs and concerns of customers/clients.

I look forward to meeting with you to discuss more regarding the opening at the Housing Authority. When we have the opportunity to meet, I will elaborate on my work experience, which hopefully will complement your needs for the position. I can be reached during the day at (501) 247-8860, or in the evening at (501) 219-9319.

I'm looking forward to discussing the position with you.

Sincerely,

Dora Wilder

*Called to
11/5/09*

DORA WILDER

OBJECTIVE

To obtain a position that will allow me to use my 25 years experience in Customer Service. I have acquired experience by performing the jobs of Customer Service Representative, Lead Customer Service Representative and Customer Service Administrative Supervisor.

EXPERIENCE

1996–April 14, 2008

Barbara Pierce / Supervisor

Comcast Cablevision

1020 W. 4th St. – 1st Floor

Little Rock, AR. 72206

Customer Service Administrative Supervisor

- Supervise a team of 15 plus CAE's.
- Interim Customer Service Department Manager.
- Coach and counsel Customer Service Employees on a regular basis.
- Prepare and deliver monthly Performance Assessments.
- Prepare and deliver 90-day, mid-year and end of year Performance Reviews.
- Delegate other duties to employees to ensure work is completed in a timely manner
- Handle customer calls escalated to managers.
- Assist in the hiring and training of new employees.
- Other duties as assigned by managers.

Contact Betty Farris (HR Manager) at 501-376-5700 ext. 1145

Contact Natalie Stell (HR Administrator) at 501-376-5700 ext. 1131

1993-1996 Comcast Cablevision Little Rock, AR.

Lead Customer Service Representative / Pam Glover - Supervisor

- Relieve supervisor as needed.
- Lead Customer Service Representatives and Customer Account Executives.
- Assist fellow employees with problems regarding customer accounts.
- Handle customer calls escalated to supervisors.
- Billing inquires and customer concerns.
- Schedule installs, repair calls, and change of service orders.
- Customer Correspondence.
- Assist Engineering Department in adding MDU's and SDU's to the system.
- Communicate with Credit Agency regarding written off accounts.
- Verify customer information documented on affidavits for Credit Agency.
- Other duties assigned by supervisors.

1982-1993 Comcast Cablevision / Louise Winters - Supervisor LR, AR.

Customer Service Representative

- Schedule installs, repair calls and change of service orders.
- Handle billing inquires and customer concerns.
- Face to face Customer Service at the Front Counter.
- Dispatcher
- Switchboard Relief
- Verify customer information documented on affidavits for Credit Agency.
- Other duties assigned by supervisors.

1992-1996 Shorter College North Little Rock, AR.
 ■ A.A., Business Administration
 ■ Graduated Highest GPA .
 1996-1998 Philander Smith College Little Rock, AR.
 ❖ B. A., Organizational Management.
 ❖ Graduated with honors.
 ❖ Real-estate License
 February, 2007 National School of Real-estate North Little Rock, AR

ACHIEVEMENTS

Certificate of Completion, Excellence in Customer Service, 1994.
 Certificate of Completion, CATV System Overview, 1995
 Certificate of Completion, CATV Technology for Non-Technical, 1996.
 Employee of the month, Comcast Cablevision, 1986 and 1995.
 Employee of the year, Comcast Cablevision, 1995.
 Certificate of Completion, Supervisory Development Lab 1, Comcast Cablevision, 1997.
 Principles of Leadership, 2007

SKILLS

PC Programs: Cable Data, MS Excel and Word.
 Other skills: Interpersonal Skills, coaching and counseling skills, dependable, organized and punctual.

1204 WAGON WHEEL DR. LITTLE ROCK, AR. 72211
 CELL PHONE (501) 247-8860

Felicia Lovelace-Alexander
1311 South Pierce Street
Little Rock, Arkansas 72204
(501) 371-1306
Felicia.alexander09@gmail.com or Felicia.alexander@arkansas.gov

November 25, 2008

Board Chair
c/o Shelly Ehenger, Executive Director
Little Rock Housing Authority
100 South Arch Street
Little Rock, Arkansas 72201

PO Box 950 FF
N Little Rock Ark
72190

RE: Letter of Interest

Dear Board of Directors:

I am writing to inform you of my interest in the vacant position on the Board of Commissioners – Little Rock Housing Authority.

I have attached my resume and would invite you to consideration my vast experience in working with needy Arkansans who are low-income, aged and disabled for the past eleven (11) years.

I am very excited about working with you. Please let me know if I can help you make your selection by providing any further information or coming in for another interview. Feel free to call me at work or at home.

Sincerely,

Felicia Lovelace-Alexander

11/5/08
Called &
Spoke w/
her re: my
the stuff

RESUME

Felicia Lovelace-Alexander

1311 South Pierce Street, Little Rock, Arkansas 72204

Work – (501) 371-1306

Cell – (501) 612-7443

Career Objective Coordinate through a day-to-day plan of action the internal operations of an Arkansas Department of Health & Human Services (DHHS) county office ensuring delivery of services to clients while acting as a community liaison and resource developer.

Experience

February 1997 – Present
DHHS/DCO Pulaski East/Southwest Office Little Rock, Arkansas

Economic Services County Supervisor III

- Responsible for the overall day-to-day supervision of county office program staff.
- Administers, set deadlines, monitors and develop corrective action plans for the following
- DCO programs-Transitional Employment Assistance (TEA), Medicaid, and Food Stamps.
- Develops resource contacts such as food banks, temporary housing, rental assistance payments and clothing for clients through community and provider organizations.
- Conducts supervisory, worker and client (life-skills) training.
- Completes monthly program and administrative reports.
- Acts as administrative investigation fact-finder regarding employee discipline.
- Interviews and makes recommendation for hire Family Support Specialist and unit supervisory positions.

October 1989 – February 1997
DHHS/Office of Equal Opportunity, Employee Relations Little Rock, Arkansas

Grievance Officer

- Processed grievances and complaints in accordance with DHHS's uniform internal grievance procedure for eight (8) assigned divisions.
- Coordinated and responded to inquiries regarding federal civil rights complaints and Equal Employment Opportunity Commissions (EEOC) charges.
- Investigated internal discrimination complaints. Established case narratives and provided recommended outcomes on investigations.
- Assisted with the development of the Department's Affirmative Action Plan/Workforce Analysis (AAP/WFA)
- Assisted with planning and acted as a presenter of OEO training.

October 1986 – December 1989
Self Employed Little Rock, Arkansas

Grant Writer/Program Developer

- Trained through internship with the Minority Apprenticeship Program (MAP) and worked with church and civic organizations to develop start-up monies for community development programs.
- Researched and developed grant proposals, budgets, logos for not for profit agencies.

February 1982 – June 1986
Governor's Office

Little Rock, Arkansas

State Affirmative Action Officer

- Researched Processed grievances and complaints in accordance with the DHHS uniform internal grievance procedure for eight (8) assigned divisions.
- Coordinated and responded to inquiries regarding federal civil rights complaints and Equal Employment Opportunity Commissions (EEOC) charges.
- Investigated internal discrimination complaints. Established case narratives and provided recommended outcomes on investigations.
- Assisted with the development of the Department's Affirmative Action Plan/Workforce Analysis (AAP/WFA)
- Assisted with planning the uniform State of Arkansas grievance procedure.

October 1981 – February 1982
Arkansas Department of Commerce

Little Rock, Arkansas

Administrative Assistant/Personnel Officer

- Processed grievances and complaints in accordance with DHHS's uniform internal grievance procedure for eight (8) assigned divisions.
- Coordinated and responded to inquiries regarding federal civil rights complaints and Equal Employment Opportunity Commissions (EEOC) charges.
- Investigated internal discrimination complaints. Established case narratives and provided recommended outcomes on investigations.
- Assisted with the development of the Department's Affirmative Action Plan/Workforce Analysis (AAP/WFA)

October 1979 – June 1981
DHHS/Director's Office

Little Rock, Arkansas

Office Manager/Clerical Supervisor

- Processed grievances and complaints in accordance with DHHS's uniform internal grievance procedure for eight (8) assigned divisions.
- Coordinated and responded to inquiries regarding federal civil rights complaints and Equal Employment Opportunity Commissions (EEOC) charges.
- Investigated internal discrimination complaints. Established case narratives and provided recommended outcomes on investigations.
- Assisted with the development of the Department's Affirmative Action Plan/Workforce Analysis (AAP/WFA)

June 1975 – September 1978
Philander Smith College

Little Rock, Arkansas

Administrative Assistant

- Processed grievances and complaints in accordance with DHHS's uniform internal grievance procedure for eight (8) assigned divisions.
- Coordinated and responded to inquiries regarding federal civil rights complaints and Equal Employment Opportunity Commissions (EEOC) charges.
- Investigated internal discrimination complaints. Established case narratives and provided recommended outcomes on investigations.
- Assisted with the development of the Department's Affirmative Action Plan/Workforce Analysis (AAP/WFA)

Education

- | | | |
|-----------|---|-----------------------|
| 1970–1976 | Philander Smith College | Little Rock, Arkansas |
| • | B.A., Major-English – Minor-History | |
| 1977–1979 | UALR/U of A Graduate Program | Little Rock, Arkansas |
| • | Master of Public Administration (MPA) course and internship completed May 1979. | |

Interests

Music, singing, cooking and computer graphics.

**References Upon
Request**

Board Chair
Little Rock Housing Authority
100 S. Arch Street
Little Rock, AR 72201

Re: Commission Seat Vacancy

Distinguished Chair and Board Members,

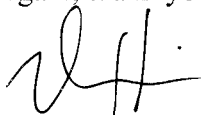
It is with great pleasure that I, Derek L. Harris submit my name for consideration for the vacant commissioner seat available on the Little Rock Housing Authority.

I am a life long resident of the Great City of Little Rock. With a background in Architecture, Construction and Home Improvement, my vocation and/or career is dedicated to housing and housing-related issues. Through years of operating businesses and working with and through other organizations throughout our community, I've also established a number of contacts and developed a number of relationships that may prove to be beneficial to this position.

I think that I will also be able offer some in-site from my experiences and to contribute greatly to the board's governance as well as the organization in general.

Attached, please find my resume. Feel free to contact me at your convenience.

Again, thank you for your consideration,



Derek L. Harris

*Called
11/5/09
left a message*

Derek Lamar Harris

Leadership and Top Performance spanning over 20 years

Dynamic, Versatile Leadership

Creative, self-motivated, multi-talented and with great vision. Experienced in leading and contributing to several organizations and teams. Conceptualized and developed several successful business ventures and coordinated other projects through an effective servant-leadership style.

Seasoned Management Professionalism

20 plus years of management experience. Able to conceive and articulate the vision of others well; Communicate new initiatives; and provide overall direction. Strong ability to analyze project outcome and implement strategy and tactics for maximum results. Consistently fair, organized and professional with high standards and an excellent work ethic.

Resourceful, Sales & Marketing Performance

An innovative, out-of-the box thinker with a keen sales & marketing acumen. Experienced in marketing research providing in-depth Product, Promotion, Placement and Pricing data. Able to find and influence decision makers through effectively communicated and marketed ideas. Proven sales record producing a presentation closing rate of 88.3% on high ticket items. Firmly established in the business community with a database of contacts and clients nationwide.

Professional Profile:

Sales, Marketing, Management
Consultant, Author, Speaker
Market: US-Domestic
Health: Excellent
Height: 6'-2"
Status: Divorced

Contact Derek Today to arrange an Interview

(501) 612.1181

derek@zagmedia.com

P.O. Box 274
Little Rock, AR 72203-0274

Summary of Qualifications

Leadership and Top Performance spanning over 20 years. Training and experience in several industries including: Architectural Engineering; Construction & Remodeling; Transportation; and Technology.

Knowledgeable in several disciplines including: Management & Operations; Sales & Marketing; Accounting; Finance including Asset Protection, Stocks, Options & Financial Markets; Information Technology including Computer Systems, Networking, and Web Design; Audio/Visual Production Systems.

Professional Experience

2007–Current Hanke Brothers (Hot Springs, AR) Home Improvement Sales Consultant
Consult existing & new clients on home improvement issues recommending proper product and services to clients and prospects in 68 counties throughout the Arkansas and parts of Mississippi, Louisiana, and Oklahoma.

Lead development including cold-calling residential and commercial jobs; prepare orders, produce sketches and line drawings for installation department. Sales closing rate of 88.3% on home improvement and construction products.

1996–2007 MaxAmend Corporation (Little Rock, AR) President and General Manager
Founded and operated this small transportation and logistics company servicing companies in 42 states from clients based throughout the Mid South and Mid Western United States. Worked in every aspect of the business and in every capacity including: Freight Broker, Sales & Marketing, Dispatch & Operations, Accounting, Administration and Delivery Driver. Increased Annual Sales Revenues 1200% from first year of operation, effectively improving cash flow, while maintaining a debt to income ratio of less than 18% and a steady client retention rate of at least 82%. Increased Net Earnings by an average of 23% annually for 5 consecutive years.

1995–1996 Apex Marketing, Inc. (Little Rock, AR) Channel Sales Representative
Sold condominiums, entertainment and vacation packages. Corresponded with High Net Wealth individuals Completed several training courses — sales and customer service functions.

1989–1995 ProPrompt Messenger Courier (Arkansas) Co-Owner and Operations Manager
Founded and Co-Owned local courier service servicing 6 cities within Central Arkansas. Doubled annual sales each year for 4 straight years. Expanded delivery operations statewide overseeing as many as 25 drivers.

1985–1988 University of Arkansas (Fayetteville, AR) Mail Distribution Manager
Managed incoming and outgoing mail for UA Razorback Athletic Dorm Facility.

Selective Career Achievements

Author, "8 WEEK ULTIMATE MAKEOVER" © 2008 by Zagg Media Publishing

Speaker-Facilitator, popular Lecture/Workshop/Webinar Series Topics:

Triple 30 for Home Improvement: 30 ways to add 30% value in 30 days!
Green is the New Green: Ideas for Sustainable Mobility
Fire your Real Estate Agent: Sell your house in 7 days or less.

Board Appointee, City of Little Rock Community Housing Board of Advisors

Business Nomination: 2004 Service Provider of the Year by the Little Rock Regional Chamber of Commerce Minority and Women Business Council.

Featured and Interviewed in various media and industry publications.

Education

1985-1988	University of Arkansas	Fayetteville, AR
Studied under Architecture and Design Program		
1988-1990	University of Arkansas	Little Rock, AR
Studied under General Business Administration with Marketing Minor		
1992-1993	Philander Smith Management Institute	Little Rock, AR
Studied under Organizational Management Program		

Other Training & Transferable Skills

Technical & Creative Writing Skills—Business Plans, Grants, Ad copy, Marketing materials, Desktop publishing
Technology Skills—Proficient in Computer Networking, Micro Soft Office Suites; Adobe CS, Publisher and other graphic design applications; various Business Applications.
Foreign Languages – Basic level French, Spanish, and Portuguese
Other Training:
Dale Carnegie Training-*Leadership Training for Managers* Dale Carnegie Training-*Sales Training*
SBA's Small Business Development Center Business Training Series—*Business Start up, Business Finance, Contracts, Human Resource Management.*
Proficient in Day-Trading Stocks, Options, Bonds and Market Research.
Architectural Construction & Design—20 years experience in Carpentry, Masonry, and Remodeling.
Audio/Video Production—worked in local studios as musician, producer and project manager.

Associations & Personal Interests

2008 - Board Member, City of Little Rock Community Housing Board of Advisors
2008- Member, Toastmasters International
2003- Vice President, KIW Finance & Investment Club
2003- Member, Fellowship Bible Church, - (Technology Team -Video)
1996-2007 Member, Greater Little Rock Chamber of Commerce
2003-2007 Member, Little Rock Downtown Partnership - (Marketing Committees)
2002-2007 Member, Twin Lakes B Homeowners Association
1991-1992 Member, Messenger Courier Association of America
1989-1990 Member, National Association of General Contractors
1986-1988 President, Phi Beta Sigma Fraternity-Kappa Upsilon Chapter
1986-1987 President, University of Arkansas Student Government-Reid Hall
1983-1985 Graduate, Little Rock Central High School - (Athletics, Band, VICA, Drafting)

Professional Networking, International Travel, Architectural & Urban Design, Golfing, Tennis, Team Sports & Fitness Training, Christian Bible Study, Technical & Creative Writing.

References

Available per request.

REAL ESTATE SPECIALISTS | **Richard A. Stephens & Associates, Inc.**

APPRAISALS
ANALYSIS
COUNSELING
FEASIBILITY

November 19, 2008

Ms. Shelly Ehenger, Executive Director
Little Rock Housing Authority
100 South Arch Street
Little Rock, Arkansas 72201

Dear Ms. Ehenger:

I am writing to request your consideration of my application to serve on the Little Rock Housing Authority Board of Commissioners.

I have been an active member of the real estate community for over forty years, primarily as a real estate appraiser. I have served in several capacities with the Little Rock Board of Realtors as well as with local and national branches of the Appraisal Institute.

As I noted in my attached application, I have been involved for several years with Christopher Homes, an elderly housing outreach program. We have housing units across the state of Arkansas that have income and age requirements attached to occupancy. While not the same as my perception of the duties of the Housing Authority, I consider the experience that I have had with that board a great introduction to your group.

Thank you for your consideration of my application.

Sincerely,


Richard A. Stephens, FRICS, CRE, MAI, SRA, ARA

CITY OF LITTLE ROCK

BOARDS & COMMISSIONS QUESTIONNAIRE

Complete this questionnaire, along with a letter of intent addressed to the Mayor, and a copy of your resume (please limit your resume to 2 pages, please include home address). Return completed information to the City Clerks Office (244-5494) by the designated deadline date: 500 West Markham-Room 200; Little Rock, AR 72201.

Please answer the following questions as completely as possible. This information will be made available to the City Board of Directors and the Chair of the respective Board or Commissions that you are applying, for the purposes of making recommendations and appointments.

Name of Board or Commission which you are applying:

- 1) Outline the purpose or mission of the Board or Commission for which you are applying.

I am applying for the Housing Authority Board of Commissioners. The stated role of the Housing Authority is to provide the minimum housing needs (decent, safe and sanitary) of low-income families through public housing and the Section 8 Rental Assistance Program.

- 2) Why are you interested in serving on this Board or Commission?

I am interested in serving on the Housing Authority Board as a representative of the real estate business community. I am an active member of the appraisal community, and have had an opportunity to see the need for quality, affordable housing administered in a business-like manner.

- 3) What are your qualifications for serving on this Board or Commission?

I am working with a similar project called Christopher Homes which is a non-profit organization that provides housing to senior citizens who meet age and income requirements. We have several locations across the state of Arkansas, and I assume that some of the issues that I have encountered working with that project would be beneficial to the Housing Authority Board.

- 4) Do you have an idea of the time commitment it will take to serve on this Board or Commission? If, so, are you willing to make the full time commitment?

I am aware that there is a time commitment involved with service on the Housing Authority Board and I am willing to assume that responsibility.

Signed: Richard A. Stephens

Date: November 19, 2008



November 20, 2008

Ms. Shelly Ehenger, Executive Director
Little Rock Housing Authority
100 South Arch Street
Little Rock, AR 72201

Mark Stodola
Mayor
City Hall, Room 203
Little Rock, AR 72201

Dear Mark and Shelly:

I understand that Richard Stephens has applied to serve on the Little Rock Housing Authority Board of Commissioners.

Because of his long experience in the Real Estate industry, I cannot stress to you enough what an excellent candidate he would be and what he could add to the Housing Board. I encourage you to appoint him. Feel free to call on me with any questions.

Thanks,
Drew Basham, CCIM

A handwritten signature in black ink, appearing to read 'Drew Basham', with a horizontal line extending to the right.

Chairman
Little Rock Realtors Association
Legislative Affairs Committee

Little Rock

1701 Centerview Drive, Suite 201
Little Rock, Arkansas 72211-4312
T 501.225.5700
F 501.227.0280

irwinpartners.com

Fayetteville

3739 North Steele Boulevard, Suite 140
Fayetteville, Arkansas 72703-5399
T 479-444-9111
F 479-444-9112

Shelly Ehenger

From: frances middleton [francesjm27@gmail.com]
Sent: Monday, December 01, 2008 11:16 PM
To: Shelly Ehenger
Subject: Little Rock Housing Authority Job Vacancy
Attachments: fjm resume.odt

December 1, 2008

Board Chair
Little Rock Housing Authority
100 South Arch Street
Little Rock, AR 72201

RE: Job Vacancy

To whom it may concern,

Please accept my resume as application submission for the vacancy in your office.

I was informed by the Little Rock Realtors Association of the opening. I am a licensed realtor, plus I have other job experience that may be beneficial to your office.

Thanks for allowing me to submit my resume.

Frances J. Middleton
501/280/0097 Home

*Called
11/5/08
11:49 am
Spoke with
about AT&T*

ACCESS REALTY, INC.
10002 W. MARKHAM STE.B-7
LITTLE ROCK, AR 72205
PHONE: (501) 228-0018
FAX: (501) 224-5030

DATE: 12-6-08

TIME: _____

TO:
CO/AGENCY LRHA

CONTACT: Shelley

FAX #: 340-4845

PHONE: _____

No. PAGES INCLUDING COVER: 3

Shelley,
Sorry this never was received by
your office.

Thanks for your patience.

Frances J. Middleton

501-772-6962

FRANCES J. MIDDLETON
1421 South Fillmore
Little Rock, Arkansas 72204-2626
(501) 280-0097

OFFICE ADMINISTRATION . . . CUSTOMER SERVICE . . . SALES

Highly versatile, possess strong organizational skills, responsible, professional with over 20 years in numerous business environments. Adaptable and very adept at managing multiple high priority projects within deadlines. Very detail oriented and a fast learner who thrives on challenge. Works effectively as an independent or as a team member and always willing to go the extra mile to get the job done. Works well with all levels of management. Experienced in: Windows, Microsoft Word, Access, Word Perfect, Excel, Power Point and Microsoft Works. Takes the initiative where necessary.

EMPLOYMENT HISTORY

NUVELL FINANCIAL SERVICES, Little Rock, Arkansas 1999-2008
Account Representative I/GMAC Collections/Customer Service

Provided customer service interacting via telephone, using a computerized auto-dialer. Responsible for helping to reduce the delinquency rate of GMAC accounts by informing customers of their past due payments, documenting payments and arrangements when necessary or as requested, while also informing customers of the results of their delinquencies. Worked in various other departments assisting where needed for special projects - - Title Department, Document Control, and Insurance Department. Helped with different fund raisers by serving on committees and interacting with other employees to motivate them to participate. Chosen to be a pioneer for our first "Go Fast Project".

PROVIDENTIAL LIFE INSURANCE COMPANY, Little Rock, Arkansas 1997-1998
Policy owner Service Representative

- Efficiently provided quality customer service to approximately 30 policyholders and agents on a daily basis. Carefully provided answers to internal and external customers on full range of life and health insurance concerns. Proficient in calming irate customers by explaining and resolving conflicts professionally.
- Responded to agent policy requests within a 24 hour time span which established rapport and internal customer satisfaction.
- Provided status information to state and or local agencies as well as policyholders, ensuring compliance to government regulations and service standards by informing them of their rights.
- Using LifeCom software, made modifications to policies such as changes in coverage, bank authorizations, addresses, and terminations as well as loans, deaths, and refunds.
- Assumed responsibility of back up to the receptionist as required.

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INDEPENDENT INSURANCE AGENTS ASSOCIATION, Little Rock, Arkansas
Administrative Assistant/Secretary

1993-1997

- Directly acted as liaison between members and association by listening and answering questions, therefore helping to maintain excellent service standards to build trust and confidence. Managed membership records by collecting monthly dues, updating files, recruiting new members and maintaining old members. Worked closely with the AR Insurance Department to keep members abreast of state laws and current changes.
- Assisted the Education Director with maintaining class rosters and exam scores, created databases for classes and schedules using Access. Graded exams and provided results to students.
- Gathered data for monthly newsletter, did paste up and layout to prepare for printing, edited and proof-read for final printing.
- Coordinated special projects and fund raisers, including annual convention and special outings.
- Performed general secretarial duties, and assisted bookkeeper with invoicing, accounts receivable, and bank deposits.

LLAYD SCHEIH ADVERTISING, Little Rock, Arkansas
Office Manager/Data Processing/Receptionist

1988-1993

- Managed office in a way to assure smooth operation. Gathered information for mailing lists for clients. Set up and maintained data bases, detailed for errors. Supervised special data entry projects and performed network system back-ups weekly.
- Responsible for ordering all supplies/printing. Did some collections on accounts.
- Assisted in all levels of management and production/mail department when needed.

PART-TIME EMPLOYMENT

ACCESS REALTY, Little Rock, Arkansas
Assistant Office Manager/Real Estate Sales

1996-1999

FLEET MANAGEMENT SYSTEMS/ACTION MOBILE BRAKE, NLR, Arkansas
Assistant Office Manager/Assistant Bookkeeper

1995-1996

EDUCATION

BROADWAY SCHOOL OF REAL ESTATE, North Little Rock, Arkansas
PULASKI VO-TECH, North Little Rock, Arkansas
CAPITAL CITY BUSINESS COLLEGE, Little Rock, Arkansas
HENDERSON STATE UNIVERSITY, Arkadelphia, Arkansas
ARKADELPHIA HIGH SCHOOL, Arkadelphia, Arkansas

1996
 1984-1985
 1977
 1972
 1971

*** **REFERENCES AVAILABLE UPON REQUEST**

12/16/2008

Tauheed Salaam
1420 South Tyler Street
Little Rock, AR. 72204
501-661-9644

Shelly Ehenger
Little Rock Housing Authority
100 South Arch Street
Little Rock, AR. 72201

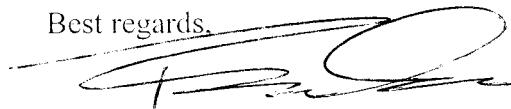
Dear Shelly:

For many years I have been concerned about the need to provide good affordable housing for families in our city. I have been very impressed with the new vision and leadership of the Little Rock Housing Authority, especially as it relates to its new housing development projects, such as Madison Heights and Granite Mountain. Although our nation is currently experiencing very serious problems in the housing market, I believe some of these housing issues provide opportunities for housing authorities to be very innovative in meeting the needs of their customers. To this end, I am willing to serve on the Little Rock Housing Authority's Board of Commissioners.

I have attached my resume for review. If you have any questions or need additional information, please email me at tauheedsalaam@yahoo.com or call 501-661-9644.

Thank you for your consideration.

Best regards,



Tauheed Salaam

*1/5/09
Called
left a msg
on voice
mail*

Tauheed Salaam

P.O. Box 3571 / 1420 S. Tyler Street
Little Rock, Arkansas 72204
501-661-9644
tauheedsalaam@yahoo.com

AREAS OF EXPERTISE

- Program Development, Training and Implementation
- Coordinating, Facilitating and Managing Programs / Projects
- Community and Neighborhood Housing Development and Consulting
- Youth Counseling, Interpersonal Communication and Group Facilitation
- Organizational Development, Training and Technical Assistance
- Substance Abuse, Prevention, Intervention and Treatment
- Grant Writing and Fund Raising
- Workforce Development, Training and Employment Placement

CAREER HIGHLIGHTS

- Coordinating the planning, implementation and development of a housing Sub-division
- Coordinated the development, implementations and management of an organizational capacity building initiative for faith-based and community organizations.
- Developed, implemented and managed a youth employment center for the Arkansas Workforce Center.
- Developed, implemented and managed a youth self help program for teaching work ethics and career opportunities.
- Development, implementation and management of Little Rock Alert Centers System; served as a citywide neighborhood-based initiative against crime, drug abuse and violence.
- Developed and implemented a case management system for non-profit involved in violence prevention, intervention and health education.
- Developed a case management system for clients at Hoover Treatment Center.
- Developed and implemented quality improvement programs for organization participating in the Governor's Quality Awards Program.

SPECIAL PROJECTS

- Federal Capacity Building Initiative – Washington, DC
- Human Development Conference – UALR
- Operation Safe Summer – Power 92 Radio
- Central High Block Party
- Drug March – Southwest LR
- East/Central LR Day
- Southwest Middle School - Drug Prevention Program
- P.E.P Rally – Community Empowerment

Tauheed Salaam

- T.E.A. Rally – Teacher Recognition
- Youth Camp – New Futures for Youth
- Y.A.M.P. Camp – Ouachita State Park
- LR Religious Conference – UALR
- National Night Out – National Community Empowerment Program
- Crack House Elimination Program – City of LR
- Channel 14 Television Productions – Community Issues
- Miseducation to Education – Community Issues
- Red Ribbon Parade
- Hood Fest
- Fighting Back Program – Louisville, KY
- Southeast Regional M.A.S. Conference – Atlanta, GA
- Television Program Producer and Host – Comcast Channel 18, Religion in America and the World / Producer and Host, The Family Speaks (Voices From The Community) and New Futures for Youth Show

VOLUNTEER

- University District Partnership / Steering Committee
- 12 Street Redevelopment District
- New Africa Subdivision
- New Africa Communities – coordinator
- Dekalb Education Alliance – advisor
- Central High Community Development Corporation – advisor
- LR Fighting Back – drug prevention
- Little Rock Police / Citizen Advisory Board – crime prevention
- Midtown Collaborative – neighborhood redevelopment
- Enterprise Community Public Safety Council
- Capitol Hill Neighborhood Association
- Prison Ministries
- Tri-District Council / School Board - advisor
- Watershed program – tutorial program
- D.I.G.N.I.T.Y. – crime prevention and intervention
- Central High Neighborhood Association
- SAABIQ Institute – education consultant
- Hoover Treatment Center – counselor / educator
- City of Little Rock – grants review committee

EXPERIENCES

3/2005 – present

New Futures for Youth, Inc.
Program Specialist / program and organizational
Development

Tauheed Salaam

1/2001 – present	Hoover Treatment Center Counselor, group session and outpatient treatment
9/1995 – present	Center for Human Excellence Community Development Project Coordinator /consultant: Housing development project
7/2000 – 4/2002	Little Rock Career Development Center Assistant Director / management of federal WIA program
6/1998 – 5/2000	Youth Prevention Services Consultant / set up case management system
1/1992 – 5/1997	City of Little Rock Community Program Program Assistant I / operations manager for 15 Neighborhood Alert Centers
10/1990 – 5/1992	New Futures for Youth Case Manager / Youth Specialist
9/1987 – 7/1991	Jamal Imports General Manager / retail clothing store
1/1979 – 9/1987	Air General, Inc. Manager of LR operation / air transport business

EDUCATION

- University of Arkansas at Little Rock (BA, 1986)
- College of Social Work (DHHS) Training
- Business Management Credits
- Graduate Level Public Administration Credits
- University of Arkansas at Fayetteville / Business Administration Credits
- Federal Small Business Administration / Small Business Development Course
- Real Estate Development Training
- Special Training / Wide Range of Workshops and Seminars

ADDITIONAL SKILLS

- Proficient use of Microsoft Word, PowerPoint, Excel
- Motivational Speaker
- High-level Organizational Skills

REFERENCES

- Available upon request

December 30, 2008

Executive Director of Little Rock Housing Authority
100 South Arch Street
Little Rock, AR 72201

Please accept this letter of intent for consideration in response to the recently announced vacancy on the Little Rock Housing Authority Board Chair. I am positive I possess the necessary qualifications needed to perform the duties and responsibilities of a board chair.

I have been a proud citizen of Pulaski County all of my life with the exception of my service in the military. I am excited about the potential to become involved with an organization of this magnitude from the perspective of a pastor as well as a concerned citizen of the city of Little Rock.

I am a retired Letter Carrier for the United States Postal Service where I interacted with people from all races, nationalities and backgrounds. I was employed by the USPS for thirty years. In addition, I served in the military for six years. My education and professional background has provided me extensive organizational and people skills. I am reliable and dependable and take great pride in my performance as a professional. I am committed to working hard and seeing challenges I accept lead to successful outcomes.

Enclosed is a copy of my resume. I am eager to discuss the possibility of being a part of this board with you. I can be reached at (501) 804-8141. I look forward to hearing from you soon. Thank you in advance for your consideration.

Respectfully submitted,


Ronald Clark Wilkerson

Enclosed: Resume

Ronald C. Wilkerson
4408 Old Oak Drive, Little Rock, AR 72223
(501) 868-8071 or (501) 804-8141
bishopron@att.net

Objective **A position as a Little Rock Housing Authority Board Chair**

Profile

- Nearly 30 years experience as U.S. Postal Letter Carrier.
- Ability to direct complex projects from concept to fully operational status.
- Goal-oriented individual with strong leadership capabilities.
- Organized, highly motivated, and detail-directed problem solver.
- Proven ability to work in unison with staff, volunteers.

Education

B.A., Business Administration, Arkansas Baptist College
Associate Degree, Behavioral Science, Shorter College
Associate Degree, Theology, Charles Harrison Mason Bible College

Relevant Experience & Accomplishments

Program Coordination

- Successfully established Faith Temple Deliverance Church of God in Christ (COGIC)
- First Presiding Bishop for Judaic & Pentecostal Churches of Christ (JPC)
- **Formulated, wrote, and implemented ordinances and guidelines** for JPC Handbook.
- Established Outreach Ministry for Faith Temple Church through the Salvation Army
- Created Malvern District COGIC Men's Fellowship
- Designed service development plans and conducted Malvern District COGIC Men's Fellowship Outreach Program.
- Advisor to the President of the International Music Department for COGIC, Inc.

Management/Supervision

- Directed Statewide Prayer Breakfast/Clinic
- Trained, supervised and evaluated clergy staff for JPC
- Resulted in multilateral staff achievement of work objectives.
- Successfully refined **and implemented new projects** for Faith Temple Deliverance and JPC
- Certified Registered Assistant for the Arkansas Department of Correction

Employment

Monitor, *Little Rock School District Transportation Department* *2006-present*

- Monitor and aide for special needs youth

Pastor & Founder, *Faith Temple Deliverance COGIC*, Little Rock, AR *2004-present*

- Serves as Chief Administrator and provides spiritual, pastoral, and organizational leadership to the congregation so it might fulfill its mission and purpose as the Body of Christ

Founder, *Ministry of Intercession* *1986-present*

- Serves as Chief Administrator for this Outreach Ministry to provide spiritual counseling and social needs to the community

Co-Founder & First Presiding Bishop, *Judaic & Pentecostal Churches of Christ* *2002-2004*

- Oversaw operations of daily ministry
- Counselor and Community Liaison

Letter Carrier, U.S. Postal Service

1977-2003

- Prepare and distribute mail to U.S. residents

**Community
Involvement**

Community Prayer Breakfast, Ministry of Intercession

Leadership Steering Committee, JPC