



City of Concord, New Hampshire

OFFICE OF THE MAYOR

Byron O. Champlin

TO: Members of City Council

FROM: Mayor Champlin

DATE: May 8, 2024

RE: Diversity, Equity, Inclusion, Justice and Belonging (DEIJB) Steering Committee

I propose the appointment of the following individuals to serve as members of the DEIJB Steering Committee for two-year terms to expire June 30, 2026. Letters of interest and resumes are attached.

- Vijay Bhujel, 51 Dominique Drive, Concord
- Moe Djabelarbi, 243 Pleasant Street, Unit 63, Concord
- Amy S. Girouard-Crush, 22 North Curtisville Road, Concord
- Karen Juall, 33 Christian Avenue, #226, Concord
- Clement Nsenga Kigugu, 71 Bow Street, Concord
- Ahni Malachi, 302 Village Street, Concord, Committee Chair
- Alison Murphy, 11 Canterbury Road, Concord
- Zoey Murphy, 41 Ridge Road, Concord
- Robin Nafshi, Temple Beth Jacob, PO Box 578, Concord
- Ghana Sharma, 32 East Side Drive, Concord
- Usha Thapa Shrestha, 35 Welcome Drive, Concord
- Noemi Hagen Wierwille, 34 Ridge Road, Concord
- Sheila O. Zakre, 4 Park Street, Suite 206, Concord

In accordance with Section 18 of the City Council Rules, these proposed appointments are being distributed to City Council as information in advance of formal action at the June 10, City Council meeting.

Vijay Bhujel

51 Dominique Drive Concord NH 03301

Email: bijayssp11@gmail.com Phone # 603-369-8543

April 3rd, 2024.

Dear Mayor Champlin

I'm writing to express my deep interest in serving on the DEI Justice Board in our community. As a dedicated advocate for diversity, equity, and Inclusion (DEI), I'm committed to fostering an environment where all members of our community feel valued, respected, and empowered.

Throughout my career and personal endeavor, I have actively worked to promote DEI initiatives. I have participated in various community events aimed at raising awareness about issues related to diversity and inclusion. Additionally, I have served on the committees and boards focused on promoting equity in education, employment, and access to resources.

I believed that my background in community services uniquely positions me to contribute to DEI Justice Board's mission. I'm deeply passionate about creating positive change and addressing systemic barriers that hinder the full participation of marginalized groups in our society.

If given me the opportunity to serve on DEI Justice Board, I'm eager to collaborate with fellow board members, community leaders, and stakeholders to develop and implement policies and initiatives that promote equity and justice for all residents. I'm committed to listening to diverse voices within our community and advocating for inclusive practices that reflect our shared values.

Thank you for considering my application. I'm enthusiastic about the opportunity to contribute to the important work of the DEI JB and make a meaningful difference in the lives of our community members. I look forward to hearing from you.

Thank you.

Sincerely

Vijay Bhujel

Vijay Bhujel
51 Dominique Drive Concord NH 03301
Email: bijaysspl1@gmail.com

WORK EXPERIENCE

Deputy Director, Building Community in New Hampshire, May 2023 to present.

- Program Development and Implementation, finances, public relations, and fund-raising.
- Manage Organization's case management, setting day to day priorities, finding solutions to community problems and monitoring results.
- Manage BCNH's client-management data system and generate reports for the staff, management, board of directors, and funders.
- Responsible for completing the organization's payroll every two weeks.

Resettlement and Integration Coordinator October 2021 to May 2023

1. Lead Case Management Team

- Provided effective leadership to case management team to ensure that the client gets quality services.
- Provided training to the team, volunteers, and interns.
- Conducted interviews for new hires, orientation, and supervision.
- Maintain good relationship between local partners, state, national agencies to deliver quality services to the clients served.
- Perform a variety of complicated tasks that require decision-making, judgment, and confidentiality.

2. Partner Relations and Coordination

- Assist with preparing local community partners, service providers, and key stakeholders, etc. for the resettlement of refugee populations.
- Serve as primary contact for human service agencies and social service organizations and refugees to facilitate access to services that promote the Social Determinants of Health.
- Serve as primary contact for local landlords: secure housing for incoming clients, arrange for utilities, and address landlord and/or client concerns as they arise.
- Serve as primary contact for furniture vendor: place orders for incoming clients, coordinate deliveries and ensure that bills are paid in a timely manner.
- Oversee maintenance of relationships with social service organizations' contacts through frequent communication and coordination.
- Network and develop relationships with potential providers.
- Provide and/or promote educational offerings to social service organizations regarding culturally and linguistically appropriate services.
- Promote the program through community networking and providing presentations; develop and maintain relationships with key stakeholders and partners.

3. Client Services

- Follow assurance procedures regarding cases allocated by the National Agency to the program.
- Ensure provision of all mandatory and core client services within the required time period: track completion of services, follow up with case management team as needed.
- Serve as primary contact for clients with concerns.
- Ensure that clients have a resettlement plan developed and that case management team monitors client progress toward goals.
- Provide information and referrals to external programs and services.
- Coach and empower refugees to work toward self-sufficiency and to integrate into the community, adhering to timeframe requirements of the refugee program's contracts.
- Support employment team as needed to help refugees obtain employment.
- Ensure payment of rents, utilities, etc. for clients.

- Provide back-up for case management team as needed including, but not limited to direct casework such as apartment set-ups, providing transportation, helping clients access benefits, and picking up clients at the airport, etc.
- Provide exceptional customer service both verbally and face-to-face.
- Ensure that refugee clients are treated with respect, dignity, and respect for privacy at all times.

4. Record Keeping and Reporting

- Serve as primary point of contact for relevant funding agencies.
- Report to funders on individual client progress as well as overall program outcomes.
- Ensures quality of casefiles associated with clients and services on an ongoing basis as well as monthly casefile reviews.
- Complete, submit and maintain documentation in accordance with contractual standards and in a timely manner.
- Maintain client casefiles on an ongoing basis and perform month casefile reviews.
- Maintain client database, client financial records and case files, including case notes, contacts and documents held for safekeeping on behalf of clients.
- Complete and file progress and other administrative reports according to program procedures and deadline.
- Assist program manager/director in annual or periodic budget and proposal preparation.
- Represent team during monitoring by funders.
- Perform other duties as assigned to help meet the goals of the program or the agency.

Ascentria Care Alliance

Health Case Manager

January 2016-November 2017, February 2018 to Current

Client Services

- Serve refugees during their initial period of resettlement by facilitating access to hospitals, clinics and office visits. This includes ensuring that refugees have appropriate assistance for appointments including transportation and interpretation and liaising with service providers to ensure culturally appropriate and high quality care.
- Schedule initial health screenings for refugees in accordance with contractual standards. Make any necessary pre-arrival arrangements for complex medical cases.
- Responsible for providing effective leadership to Health Case Management team and delivering quality services to the individuals served.

Partner Relations and Coordination

- Serve as primary contact for health, mental health and specialty health care providers; coordinates with agencies on services refugees' access and follows up on individual cases as needed.
- Serve as a liaison between human service agencies and social services organizations and refugees to facilitate access to services that promote the Social Determinants of Health.
- Oversee maintenance of relationships with health and social services organization contacts through frequent communication and coordination.
- Networks and develops relationships with potential providers.
- Provide and/or promote educational offerings to health and social service organizations regarding culturally and linguistically appropriate services

Ascentria Care Alliance

Community Health Worker

November 2017-February 2018

- Served as a liaison between Nashua area health and social services organizations and refugees and immigrants to facilitate access to services and improve the quality and cultural competence of service delivery.
- Oversaw maintenance of relationships with health and social services organization contacts through frequent communication and coordination.
- Networked and developed relationships with potential providers.

- Created and supported connections with government agencies, provider associations, and community members.
- Promoted educational offerings to health and social service organizations regarding culturally and linguistically appropriate services.

Lutheran Social Services (Ascentria Care Alliance)

Bicultural Coordinator

June 2013 to January 2016

- Increased coordination and collaboration among elderly service providers, ethnic community and refugee elders.
- Assisted older Bhutanese Refugee with accessing mainstream aging services.
- Developed additional culturally and linguistically relevant activities for older refugees.

Community Bridges of NH

Direct Support Provider

February 2014 to Current

- Provide direct support to individuals with disabilities such as transportation to daily activities in the community, which includes exercising, volunteering, social activities and work.
- Promote and engage individuals with disability in activities that meet the objectives contained in his Individual Service Plan, with an emphasis on living independently.
- Responsible for administering medication of the individuals with disabilities.
- Record keeping of individual's daily activities and also responsible for reporting the monthly progress notes to the Program Manager

Wal-Mart Supercenter Concord, NH

Inventory Associate

March 2013-June 2013

- Unloading and stocking of new merchandise. Customer support and service.

Concord School District

Substitute Teacher

February 2013-2015

- Adhere to the curriculum and lesson plans assigned by the regular teacher.
- Follow procedures and achieve lesson goals.
- Assign and explain homework.
- Oversee students outside of the classroom including in the hallways and cafeteria.
- Comply with all school regulations and policies at all times.
- Take attendance and document daily notes.
- Ensure classroom and work is kept clean and orderly.
- Oversee the normal classroom rhythms and activities.
- Compile a report for the teacher for when he/she returns.

Bhutanese Community of New Hampshire (Non-profit)

Board of Directors (Two Terms)

2012-2014 and 2014-2016

- Determine the Organization's Mission and Purpose
- Provide Proper Financial Oversight
- Ensure Adequate Resources
- Ensure Legal and Ethical Integrity and Maintain Accountability
- Ensure Effective Organizational Planning
- Recruit and Orient New Board Members and Assess Board Performance
- Enhance the Organization's Public Standing
- Determine, Monitor, and Strengthen the Organization's Programs and Services

Reliance English School - Morang, Nepal**Mathematics and Sciences Teacher****2007-2012**

- Taught mathematics and science to students in grades 8 through 10.
- Designed and presented comprehensive lesson plans ensuring that each student could retain and understand each lesson. Acted as the "Academic in Charge" for testing of students and teachers.
- Developed unit-based projects to tie curriculum to real life.

The Spangle High School - Kathmandu, Nepal**Mathematics and Sciences Teacher****2004-2007**

- Taught mathematics and science to students in grades 6 through 10.
- Planned and implemented science and math curriculum to improve retention and test scores.
- Acted as Resident Advisor to students living in a dormitory setting. Responsible for the school's discipline policies and procedures as well as student disciplinary decisions.

Panchaoti English School - Jhapa, Nepal**1999-2004****Community School Teacher**

- Assigned various disabled students and provided them with learning support, personal care and help with the school to home transitions.
- Taught mathematics and sciences to students in grades 6 through 10. Introduced stimulating and engaging lessons to capture the students' attention and interest. Provided clear and consistent directions to keep students focused on the task.
- Coordinated with colleagues to share best practices and address academic issues.

Cultural In Charge

- Worked as Cultural In Charge in Panchaoti English School, helping students adjust to new culture trends.
- Coordinated the Bhutanese Refugee Children in the field of cultural arts.
- Worked as a curriculum developer to prepare lesson plans and work with administrators to ensure that the curriculum meets professional standards.
- Engaged students through music, visual arts, dance, languages, and theater performance to enrich them with cultural values.
- Monitored the classroom and assigned special projects that utilize creative expression as a means of cultural edification.

Additional Skills**1. Language skills**

Speak 4 languages English, Nepali, Hindi and Dzongkha (Bhutanese Language)

2. Computer Skills

Good in Word, Excel and Power Point.

EDUCATION

Tri Ratna Secondary School High School Diploma	1994-1998
Kumudini Homes Associate's Degree	1998-2000
Government- College of Kalimpong University of North Bangal Bachelors in Science- Physics	2000-2003

Moe Djabelarbi

243 Pleasant St, Unit 63

Concord, NH, 03301

Adamsophia1516@gmail.com

603-731-2760

March 25, 2024

Dear Mayor,

I am writing to express my keen interest in serving on the City Safety and Inclusivity Board. As a dedicated member of our community with a strong commitment to fostering a safe and inclusive environment for all residents, I am eager to contribute my skills, experiences, and passion to this important endeavor.

Over the years, I have witnessed the diverse fabric of our city and the unique challenges faced by various individuals and groups. I firmly believe that creating a safe and inclusive community is not only essential for individual well-being but also paramount for the collective growth and prosperity of our city as a whole.

My background in case work, conflict resolution, diversity training, investigations, NH emergency services and Hazmat etc., has equipped me with the necessary tools to actively participate in addressing the multifaceted issues related to safety and inclusivity. Moreover, my ability to collaborate effectively with diverse stakeholders and my dedication to advocacy make me well-suited for the responsibilities associated with this role.

If given the opportunity to serve on the City Safety and Inclusivity Board, I am committed to:

1. Collaborating with fellow board members to develop and implement policies and initiatives aimed at promoting safety and inclusivity across all segments of our community.
2. Working closely with law enforcement agencies, local organizations, and residents to address concerns related to public safety and social cohesion.
3. Continuously seeking feedback from community members and evaluating the effectiveness of our efforts to make necessary adjustments and improvements

In conclusion, I am genuinely excited about the opportunity to contribute to the City Safety and Inclusivity Board and make a positive impact on the lives of our fellow residents. I am fully committed to upholding the values of equity, empathy, and justice in all aspects of my service. Thank you for considering my candidacy to be part of the safety and the diversity inclusivity board.

I look forward to the possibility of discussing my candidacy further and am available at your earliest convenience for an interview. Please feel free to contact me via email at Adamsophia1516@gmail.com or phone at 603-731-2760.

Thank you for your time and consideration.

Sincerely

Moe Djabelarbi

Bouzned Djabelarbi

243 Pleasant St Unit 63 • Concord, NH 03301 • Cell: (603) 731-2760 • E-Mail: adamsophia1516@gmail.com



Experience

Fraud Investigator, Office of Special Investigations Unit, Department of Health, and Human Services 2022-Present

- Investigates and prepares cases of suspected violations of law or rules relative to programs administered by the Department of Health and Human Services under the general direction of the head of the Special Investigations Section.
- Interrogates subjects and interviews witnesses; coordinates the use of other law enforcement and governmental agencies to develop cases for prosecution.
- Reviews and analyzes records, regulations, financial and computer data; gathers and secures witnesses and evidence in preparation for trial.
- Applies and interprets policy and regulations to calculate overpayments, reconstruct eligibility for benefits over extended periods of time, acts as expert witness on policy for counsel and at tribunals to prepare the State's case for trial.
- Prepares reports of investigation, criminal complaints, affidavits, subpoenas and warrants. Coordinates service of subpoenas and execution of arrest warrants and search warrants to develop cases on alleged felons and fugitives for prosecution.
- Represents the State as a Department witness at arrest, arraignment, bail hearings, motion hearings, grand jury and trial to ensure appropriate and timely action on criminal cases.
- Makes sentence recommendations to prosecutors so that there are appropriate outcomes in cases.

Family Service Specialist, State of New Hampshire, Division of Economic & Housing Stability, Bureau of Family Assistance 2020 - 2021

- Initiates collateral contacts to obtain information and verification required to complete determinations of initial and ongoing program eligibility, including processing complex multi-program cases, and complex case activities with minimal supervisory oversight.
- Identifies and gathers additional case data by contacting multiple sources to verify and evaluate information, accessing automated databases and cross-matches, via web-based software applications, and other resources, including: NECSES, EDGE, MMIS, SAVE, BRIDGES and NH EASY
- Reviews and verifies the 5-year asset history to identify improper asset transfers and determines penalty period when appropriate. Reviews monthly reports to identify client financial accounts and income not previously reported.
- Communicates professionally and effectively with a diverse client population, in person, on the phone, or online to assess whole-person needs, provide eligibility services, answer questions, provide program and service information, explain program criteria, and complete referrals. Includes testifying at Administrative Appeal Hearings and court proceedings
- Assesses whole-person service needs and refers clients to other social service, employment, education, health, or vocational rehabilitation agencies, inside and outside DHHS, to ensure needs are met.

- Documents case files and updates automated eligibility system to ensure timeliness and accuracy of eligibility and referral information. Determines if fraud or over issuance of benefits is present and makes referrals for investigation to the Office of Special Investigations.
- Maintains current working knowledge of: specialized interviewing and communication techniques; social, economic and health conditions contributing to client barriers and/or impacting their ability to move toward self-sufficiency; local economy, social service network, and community resources; New HEIGHTS and automated systems used in the eligibility process; and all programs of assistance and associated policy to provide effective client service and meet all agency standards.

Teacher Assistant, State of New Hampshire, Division of Juvenile Justice; Youth Detention Unit 1998-2019

- Assists in planning and outlining classroom activities within a structural program
- Adapts instructional activities to students in academic and vocational fields, providing tutorial and remedial assistance
- Completes accountability reports and maintains records for each student
- Conducts extracurricular activities as assigned
- Serves as team member evaluating students' individual behavioral and academic needs and objectives
- Performs other assigned tasks and duties to assist teacher in enhancing learning environment
- Created and run the recycling program at the Sununu Youth Services Center
- Manage and run the school store marketing/ internship class
- Created recycling program and curriculum to help student to receive achieve and receive a license in solid waste facility operator
- Run the vocational program in marketing

Hazardous Material Operator (HAZMAT) NH Department of Health and Human Services, Emergency Services Unit 2007-present

Provides operations and technician-level response to HAZMAT incidents involving the presence of industrial or illicit chemical, biological or radiological agents involving criminals or terrorists

Responds to high-rise structures, confined spaces, trench collapse, vehicle and rail car accidents

Provides "crisis response" to psychologically disturbed individuals

Proficient in use of HAZMAT personal protective gear, irritant chemical agents, HAZMAT detection instruments, decontamination and self-contained breathing apparatus (SCBA)

Mental Health Worker, New Hampshire State Hospital, Psychiatric Unit 1995-1997

Acts as group leader for patients/residents in moderately difficult problem-solving issues

Provides and assists patients/residents with basic information and social problem solutions

Facilitates patient/resident adjustment to new living circumstances within the hospital environment

Assists in planning and providing for daily needs of patients/residents

Takes and records vital signs and reports to appropriate personnel

Documents observations and interactions for formal records necessary for treatment and work-management purposes

Education

New Hampshire Technical Institute, Concord, NH	one-year 1998
Texas A&M University System, Texas Engineering Extension Service Hazardous Material Operations License	2007-2008
National Board of Fire Service – Professional Qualification	
WMD/Terrorism Awareness for Emergency Responders	
FEMA National Incident Management System (NIMS) Certification	
National Center for Biomedical Research and Training Academy of Counter Terrorist	2009
Public Safety WMD Response Techniques and Guidelines	
New Hampshire Institute for Local Public Health Practice	2009
Applied Communicable Disease Investigation, Control, and Microbiology	
DHS/FEMA Certified Cyber Security Training	2011
Eight courses including Network Assurance; Cyber Law and White-Collar Crime; Cyber Incident Analysis and Response; Information Security Basics; Intro to SNS and Mass Prophylaxis; Cyber Ethics; Information Security for Everyone; Digital Forensics Basics	

Skills

Proficient in Arabic, English, French, German

Proficient in Windows or Mac OS platform

Strong organizational skills

Use of CAMEO simulation program for emergency services

Use of emergency system programs/software

New Heights

Save

Work Number

NECSESS

MMIS

NH EASY

EDGE

Additional Training

NH National Guard Hazmat Helicopter Training for Emergency Responders 2008

US Department of Energy Road RAPTER Training 2009

WMD Defensive OPS 2010

Community Activities

Coach; Little League Baseball 2002 – 2010

Coach; Varsity Soccer, Bishop Brady High School, Concord NH 2008 – 2010

Baseball umpire; 2010 – present

Basketball Referee 2011- present

Soccer referee 2010- present

Lacrosse referee 2015—present

Field Hockey referee 2019-present

My favorite experience and achievement is my kids

22 N Curtisville Road
Concord, NH 03301

Mayor Byron Champlin
154 Rumford Street
Concord, NH 03301
603-228-0097
chamby@comcast.net


Dear Mayor Champlin,

I would like to express my interest in serving on the city's Diversity Equity Inclusion Justice and Belonging Steering Committee. As a clinical social worker, my passion has always been working with the underserved populations in aging and disabilities to ensure equity in healthcare service delivery systems.

My personal commitment to DEIJB has been strengthened by my experiences as a mother to child with a rare disability. This has required an additional lens of advocacy through navigating the systems of education and community based services in order to create inclusive practices on a micro and macro level. One of the most important lessons that I have learned is to engage partners in a collaborative manner to achieve shared outcomes.

I feel that my various personal and professional experiences fit with the responsibilities and goals of this committee. In closing, I would like the opportunity to collaborate with various stakeholders to continue to impact DEIJB initiatives throughout the city of Concord.

Sincerely,


Amy S Girouard-Crush, MSW, LICSW

Amy S. Girouard-Crush, MSW, LICSW # 1195

22 N. Curtisville Rd. Concord, NH 03301

(603) 738-0887

amygirouard4@gmail.com

Professional Summary

Licensed Independent Clinical Social Worker with extensive experience in assessing client's needs and providing individual therapy utilizing evidence based techniques and tools that measure outcomes. Collaboration and creativity are paramount in my work with a diverse group of clients within versatile environments and teams to promote positive client and system outcomes.

Skills

- Advocacy within the city of Concord to promote inclusion and equity in services at the Everett Area and SAU 8 such as inclusive skating and Unified Cheer.
- Leading teams using strengths spotting and collaboration as a means of facilitation
- Neurodiversity lens utilized within scope of practice along the continuum of care and services
- Facilitate and collaborate with interdisciplinary team with client centered focus
- Applies multiple modalities and assessment tools to promote optimal well-being for clients
- Advocate/empower client as needed to assist client in obtaining a sense of agency

Work Experience

Ostara Counseling and Consulting, LLC 2023-present

Formed an LLC to provide psychotherapy specializing in working with older adults and people with disabilities in both community based and nursing home settings. Modalities include Cognitive/behavioral and strengths based therapy. Manage all aspects of the LLC as a small business owner in the greater Concord NH area.

Deer Oaks Behavioral Health Services/Clinician 2020-2023

Cognitive behavioral/strengths based positive psychology therapy provided to nursing home residents in person and via a telehealth platform. Performed a diagnostic assessment, created mutual therapeutic goals with clients and utilized standardized tools such as GAD7, GDS, PHQ9, MIPS to measure success. Self directed scheduling with an ability to prioritize clients' needs within the day's schedule

LTC Resources, LLC / Principal 2012-2018 Organically grew business from a start up for interim administrator/social work consulting for nursing homes by leveraging relationships with long term care partners. Provided consulting, education social work supervision and mock surveys to long term care facilities in New Hampshire.

New Hampshire Catholic Charities / Social Work Consultant 2008-2012

Created a position that promoted culture change in long term care. Supervised a team of 8 social workers in the healthcare division. Worked with all healthcare facilities management teams to enhance business development, instill best practices for resident directed care by developing teaching modules.

Granite State College 2007-2008 Adjunct Faculty/Instructor of Independent

Studies: Physical Dimensions of Aging, Theories of Development

Instructed students on course material with self study and classroom teaching

Specialized Health Management, Inc. / Clinician 2004-2005

Provided psychotherapy services for residents in nursing homes utilizing multiple modalities and assessment tools.

Sowbery Consulting Group, Inc. / Social Work Consultant 2002-2006

Organically grew business from start up to 9 clients in two states. Recruited and managed new staff members to provide social work consulting and staffing of social work departments in long term care.

Committee Memberships

UltraGenyx Pharmaceuticals, Inc: 2023-present

Serving on the Caregiver Leadership Council to provide family and patient focused feedback on improving consumer experience in FDA approved clinical trials for Angelman Syndrome.

New Hampshire Department of Health and Human Services Medical Care

Advisory Committee: 2017 - 2023

Participant in advisory committee to Department of Health and Human Services on consumer issues related to Medicaid and disability.

Chair of Family Support Council for Community Bridges 2013-2022

Elected chair 2016-2020.

Lead council on multiple initiatives including efforts to bring awareness around disability rights, quality improvement, create policies for the council, collaborate with the team regarding funding requests, lead monthly meetings and interface with Senior Leadership to promote collaboration between agency and council goals.

SAU-8 Search Committee for Director of Special Education: 2021

Part of a team that interviewed multiple candidates for Sau-8 Director of Special Education

Foundation for Angelman Syndrome Therapeutics; 2012-2016

Lite the Night Event Co-founded, and planned fundraising events in Boston, Massachusetts for Angelman Syndrome research; Raised \$90,000 in 2016 for FAST

Family Advisory Board for Dartmouth Hospital CHaD 2016-2018

Advised clinical leadership of DHMC and CHaD on issues pertaining to family and child directed care

Nursing Home Social Work Association of New Hampshire 2004- 2006; 2016

Started a grassroots organization designed to address the unique needs of social service personnel in nursing homes. N.H.

Presentations/Publications

- **Speaker-** Angelman Syndrome Foundation Family Conference 2022 Transitions and Social/Emotional Health for IDD
- **Speaker** - International Conference Foundation for Angelman Syndrome Therapeutics 2017/ 2018 Gala Inclusive Education Collaboration with school professionals
- **Speaker:** New Hampshire Health Care Association and New Hampshire Catholic Charities Person Centered Planning, Spirituality in Healthcare, Culture Change, Resident Rights, Dementia, Customer Service, Social Work Role in Healthcare
- **Prologue Author** - "Angelman Syndrome: Communication, Educational, and Related Considerations" By Dr. Stephen Calculator
- **Author** - "WE FOUND HOPE- NOW WE NEED A PROMISE" RAP Sheet Winter 2015 A collaborative effort by Disability Rights Center-NH, Institute on Disability and NH Council on Developmental Disabilities

Education

NH-ME Leadership Education in Neurodevelopmental Disabilities

NH ME LEND is a competitive, graduate level, 300 hour fellowship focused on the development of interprofessional/interdisciplinary leadership skills in the area of developmental disabilities.

(Clinical Placements at Dartmouth Health BANDS Program and Center for START Services)

Policy Partners

Policy Partners is a leadership course with targeted training sessions led by highly experienced local and national presenters on topics related to relationship building, community organizing, communication, persuasion, issue framing, etc.

Institute on Disability Advanced New Hampshire Leadership Series

Advanced Leadership is a (2) eight week series on Inclusive Education and Health Equity

Institute on Disability New Hampshire Leadership Series

A course to develop leadership and advocacy skills for individuals with disabilities and their family members who wish to affect change at a personal, community, and statewide level.

The Ohio State University

Master of Social Work; Clinical and Macro focus Honors: Phi Kappa Phi

Marietta College -

B.A. Major: Human Resources Management Gerontology, McDonough Leadership Certificates

March 4, 2024

Janice Bonenfant
City Clerk
Town of Concord, NH

Dear Ms. Bonenfant,

I am interested in serving on the Mayor's Diversity, Equity, Inclusion, Justice and Belonging Committee. As a retired educator, I bring a myriad of skills relevant to a successful committee.

Throughout my career I have been in leadership roles where I've learned to not only be a good listener but to also manage conflicting ideas with competing priorities. I can break down complex issues and come up with realistically sustainable solutions.

If nominated, I would work to ensure that all under-represented voices in Concord are heard with specific emphasis on Seniors. Having retired in 2016 and lived in Concord for over twenty-two years, I am in a position to understand the needs of Concord's senior residents.

My resume is attached for the Mayor's consideration. I look forward to answering any questions and hearing from you soon.

Sincerely,

Karen Juall
603.731.2253

Karen Juall

33 Christian Ave. #226 Concord, NH 03301 603-731-2253 kajuell@comcast.net

Retired Educator 2016-present

Work Experience

Manchester School District (2011-2016) Kindergarten teacher

- Implemented full-day common core curriculum
- Taught class of 22-24 culturally and socioeconomically diverse five-year olds
- Conducted formative and summative assessments
- Worked collaboratively in a team of six teachers

Manchester School District (2005-2011) Director: Family Literacy Prgm - Director

- Coordinated four components of Federal literacy grant
- Supervised caseload of 20 African, non-English speaking refugee families and their young children
- Conducted and supervised home visits
- Oversaw ESOL adult education and early childhood components

UNH Child Study and Development Center (2003-2005) University of New Hampshire, Durham, NH - Center Manager

- Supervised daily operations of laboratory school serving children birth to first grade & their teachers
- Taught Advanced Child Development Practicum
- Directed Special Needs advocacy component
- Maintained NAEYC accreditation compliance

Education Development Center (1998-2001) Newton, MA National Project Co-Leader

- Federal ACF HHS initiative
- Coordinated transition from part-day to full-day Head Start
- Led DHHS Regional meetings in states east of Mississippi
- Data analysis and program assessment
- Collaborated with counter-part in western United States

Prior Experience

- | | |
|--------------------------|--|
| ➤ Director: Head Start | Hillsborough County Head Start Programs (1998-1999) Southern New Hampshire Services Manchester, NH |
| ➤ Child Care Coordinator | NH Dept. Health & Human Services (1994-1997) Concord, NH |
| ➤ Executive Director | Community Child Care Center, Inc. (1990 -1995) Portsmouth, NH |
| ➤ Home Visitor | Community Child Care Center (1989 - 1990) Portsmouth NH |

College Teaching Experience

Adjunct faculty:

Univ. of New Hampshire – Family Studies Dept.

- Advanced Child Development Practicum (undergraduate)

Granite State College

- Fundamentals of ECE
- Curriculum Design in ECE
- Environments & Child Development

Boston University School of Education (formerly Wheelock College)

- Developed and presented preschool (0-5) curriculum classes
- Provided on-site supervision for internships
- Delivered clinical supervision & conducted class seminars for students in field placements

Education

Wheelock College, Boston MA. BS Early Childhood Education

Bank Street College of Education New York, NY MS Ed Educational Leadership & Supervision

Past Certifications

Certified Instructor Early Childhood Education - NH Dept. of Education
NH Early Childhood Master Professional Credential

References furnished upon request

Clement Nsenga Kigugu

71 Bow Street Concord NH 03301

Director@overcomersnh.org

603 715 0844

05/01/2024

Dear Mayor of Concord NH

I am writing to express my sincere interest in serving on the City of Concord Diversity, Equity, Inclusion, Justice, and Belonging Steering Committee. I am enthusiastic about the opportunity to contribute to the development and implementation of initiatives that promote diversity, equity, and inclusion within our city.

I am committed to collaborating with fellow committee members, city officials, and community stakeholders to develop and implement meaningful initiatives that foster a more inclusive and equitable city of Concord. I am excited about the opportunity to contribute my time, energy, and expertise to this important cause.

Thank you for considering my application.

Sincerely,

Clement Kigugu



Clement N. Kigugu

Cell-Phone: (603)-715-0844. E-mail: sengakigugu@yahoo.fr or clement.kig@hopefountainscare.com.

SUMMARY

Experienced professional with a great sense of serving others. I have been in the public services my entire professional career both here in the States and back home in Africa. I am, currently, the Executive Director of Overcomers Refugees Services organization here in Concord, NH. This is a non-profit organization with a purpose to educate, empower, and engage the New Americans here in the State of New Hampshire. I am a man of many hats; I am an educator, social worker, counselor, leader, and advocator for integration of all people, without discriminating, into our diverse communities and different backgrounds. Lastly but not least, I am the Senior Pastor of The Overcomers Church of God here in Concord, NH.

EDUCATION

BA: In Business Management, University Libre de Kigali, Kigali, Rwanda

09/1995 – 05/1999

WORK EXPERIENCE

Founder and Executive Director, Overcomers Refugee Services, Concord, NH **10/2017 – Now**

- Organize, manage, and lead the organization
- Fundraising funds for the organization
- Hire, train, and supervise staff and make sure they comply of company, state, and local policies and regulations
- Continuing to grow the organization.

Education and Employment Specialist, Ascentria Care Alliance, Concord, NH **03/2014 – 10/2017**

- Caseworker servicing New American, refugees
- Helped with job development-networking with employers to identify job openings
- Assisted with job placement, job readiness training, job application support, and job updates
- Mediation between clients and employers (facilitated communication)
- Followed up with employers on behalf of the clients, refugees
- Provided employment counseling.

Multi-languages Interpreter, Lutheran Social Services, Concord, NH

2011 – 2014

- Provided language interpretation services in Kinyarwanda, Kirundi, Swahili, Lingala, and French
- Went to appointments and work placement interviews with clients.

Direct Support Professional, Easter Seals, Bow, NH

2010 – 2017

- Assisted individuals with disabilities in their daily routine (appointments, groceries, cooking, etc.)
- Helped to create behavior plans, taught self-care, and social skills to clients for self-reliance
- Provided medication and health care assistance to the individuals
- Helped case managers to improve the quality of care and services provided.

Coordinator/Manager, Gira Impuhwe Institute & ANSP, Kigali, Rwanda

1999 – 2006

- Organized, managed, and led the non-profit organization for the district of Nyanza
- Coordinated for field activities into rural areas
- Provided post-traumatic support to survivors of the Rwandan genocide of 1994
- Supported individuals living with AIDS/HIV and counselled them to live optimistically.

CERTIFICATION AND HONORS

- Senior Pastor of the Overcomers Church of God, Concord, NH (since 2014)
- Medical interpretation training, Manchester, NH (2009)
- Intensive training on demographic information system, Geneva, Switzerland (2002)
- Economic competence in the foundation of entrepreneurial ship, Kigali Rwanda (2002)
- Intensive training on living with AIDS/HIV and other disabilities, Kigali, Rwanda (2000)
- Intensive training on Post-Traumatic Stress Disorder, Kigali, Rwanda (2000)
- Finance of micro-project, Kigali, Rwanda (1999)

SKILLS

Language: Professional proficiency in English, French, Swahili, Kinyarwanda, Kirundi, and Lingala.

Others:

- | | |
|--|-------------------------------|
| ➤ Leadership/supervision and organization | ➤ Excellent customer services |
| ➤ Ability to interact and work with people | ➤ Multi-tasker |
| ➤ Great presentation skills | ➤ Flexible and quick to adapt |
| ➤ Mentoring/training and coordinating | ➤ Motivation speaker |
| ➤ Personal and professional integrity | ➤ Root cause failure analysis |

Technical and Computer Skills: Microsoft Word, Excel, PowerPoint, and Book-keeping.

❖ References will be provided upon request.

Melanie "Ahni" Malachi

302 Village St., Concord, NH 03303 * 603-244-8455 * ahni.malachi@gmail.com

February 5, 2024

Ms. Janice Bonenfant
City Clerk
41 Green Street
Concord, NH 03301

Dear Ms. Bonenfant:

Please accept the submission of my resume and letter of interest as an official request for consideration to become a member of the DEIJB Steering Committee for the City of Concord.

I would like to be of service to the Greater Concord Community as well as to Mayor Champlin and the City Council in their collective efforts to create a more interconnected community. A place where people come together as neighbors, despite, or maybe because of their differences. With my strategic leadership and community collaboration experience, I believe my skills are a good match in support of the efforts of city leadership.

In my current position as the Executive Director of the New Hampshire Commission for Human Rights, a state agency responsible for the enforcement of New Hampshire's laws against discrimination, I have a personal and professional obligation to the citizens of the state. The scope of the Commission's reach into the community is comprehensive. The impact of legal protection for citizens affects one's place of employment, where one lives, where one shops, and coverage for children who receive a public education. Although the Commission practices anti-discrimination law relative to the federal 1964 Civil Rights Act; outreach, education, and training are also critical elements of the Commission's work. As the executive director, I am also responsible for providing technical assistance to New Hampshire businesses, the state legislature, as well as to the Office of the Governor. As such, I am afforded a unique perspective regarding the nuances and balance required by would-be members of the steering committee.

Additionally, as the appointed chair of the Governor's Advisory Council on Diversity and Inclusion, I sit at the ready with a viewpoint that allows me to understand the changing dynamics of not only the City of Concord but the state as a whole. Working together with federal partners ranging from the Equal Employment Opportunity Commission (EEOC) to the United States Department of Labor, New Hampshire Office (US DOL), to the United States Attorney's Office District of New Hampshire, presents a wide range of partners who are willing and able to collaborate with me if needed, on projects of significance facing New Hampshire's Capitol City.

As the daughter of an outstanding civil servant, my father took his commitment seriously. He served the City of Atlanta in a position in the mayor's office and served the people of the city with honor. In the mid-70s my father was appointed as the first Ombudsman to the City of Atlanta – a non-partisan position created to ensure that all citizens had a path to receive due process after investigative or administrative hearings concluded. He also served as a senior advisor to Coretta Scott King and the Martin Luther King Jr. Center Board of Directors as the Administrative Officer for the King Center in Atlanta, GA. Although these accolades belong squarely on the shoulders of my father, his history of service, fairness, and responsibility created an atmosphere for my upbringing that has remained an integral part of who I am and continue to become. I believe my steadfast personality and a genuine desire for all to feel heard, allow me to see past surface issues and look to the heart of any matter thereby operating from a place of fairness and equality for all. It would be a privilege to carry on a tradition of service to something larger than oneself.

I look forward to hearing from you very soon to further discuss my civic and community engagement as related to the City of Concord's DEIJB Steering Committee. Thank you in advance for your time and consideration. I am available to answer any additional questions in a medium of your choosing. For now, I will excitedly await a reply as to the next steps from you.

Sincerely,

Ahni Malachi

Melanie "Ahni" Malachi

Ahni Malachi

Summary of qualifications

Over twenty years of combined experience in the areas of television/video/feature film production, people management, and leadership. Able to organize, prioritize and balance a variety of administrative and technical needs under demanding and constantly changing time constraints. Demonstrating strong interpersonal and team building skills while remaining focused on organizational goals. Skill development in the following areas:

- ❖ People Management
- ❖ Problem-Solving
- ❖ Collaborative Leadership
- ❖ Training
- ❖ Customer Service
- ❖ Communication

Education/Certifications

Doctor of Strategic Leadership (in Progress)
Liberty University Lynchburg, VA
Master of Arts in Human Services Counseling
Liberty University Lynchburg, VA
Bachelor of Arts in Journalism
Georgia State University Atlanta, GA
NH Trainer Certification Program
Bureau of Education and Training Concord, NH

Experience

Executive Director

*NH Commission for Human Rights (NH CHR) 4/2018 to Present
Concord, NH*

Provide visionary leadership, enhance community outreach, education, and training for a state enforcement agency focused on ending discrimination in New Hampshire.

- **Leadership:** Determine strategic direction, develop, and implement programs to improve operational efficiency and further agency mission and goals to eradicate discrimination in New Hampshire in the areas of employment, housing, public accommodations, and K-12 public education.
- **Media:** Represent the Commission as liaison with the media, the community, and the Legislative and Executive branches relative to agency initiatives.
- **Outreach:** Develop and host outreach and educational events to include workshops, and public speaking engagements in coordination with the Equal Employment Opportunity Commission ("EEOC") to further the goal of ending discrimination.
- **Partnership:** Responsible for contract compliance and payment reimbursement submissions with federal partner, the EEOC.

- **Government:** Provide technical assistance to state legislators regarding the Commission's process and analysis of NH Laws Against Discrimination (NH LAD), as well as support agency Commissioner's with analyzing legislation and other needs; responding to Right to Know requests for information; legislation tracking; and presenting testimony on proposed legislation relative to NH LAD.
- **People:** Staff hiring, coaching, mentoring, and providing relevant training opportunities for staff enhancement and professional growth in keeping with agency culture.
- **Legislation:** Draft statutory language changes and promulgate regulations to add to the current statute or clarify current language for a better understanding of NH LAD.
- **Finances:** Develop agency budget, prepare response to legislative fiscal impact statements, and provide agency testimony during the state biennial legislative budget process.
- **Training:** Conduct relevant trainings (virtual and in person) on the NH LAD as well as assist in the updating and development new training materials.

Key Achievements:

- Internal case process improvements with staff involvement in collaboration with the NH Department of Justice for legal oversight.
- Creation of new staff positions to improve case process efficiency.
- Shift in focus from purely enforcement to provide more outreach, education, and training opportunities in the broader community. This practice includes participating in business forums, creation of workshops and community engagement opportunities with the EEOC and providing training to businesses on legal obligations relative to the NH LAD.
- Drafted two pieces of legislation: one to improve language relative to pregnancy protections, the other to allow the Commission to move toward the renewal of a Housing and Urban Development ("HUD") workshare agreement.
- Legislative communications liaison for the Commission including providing testimony to include technical assistance and outreach to bill sponsors, Committee and Subcommittee leadership, the governor's office, and the media.

Public Service Manager

WMUR

4/2012 to 4/2018

Manchester, NH

Created and maintained community partnerships while highlighting the company's brand. Providing earned media support for a variety of community groups and non-profit organizations while helping to expand visibility for their good works for the citizens of New Hampshire.

- **Community:** Acted as the station's community liaison by collaborating with local and statewide nonprofit and community organizations, community leaders, representatives from local/state/federal government agencies

and the public. To include representing the station on camera, at community, and corporate events.

- **Outreach:** Responsible for creating, planning, managing, and executing an effective strategy to lead the station's public service efforts and public outreach/awareness campaigns on behalf of local and statewide non-profit organizations. To include writing and producing public service announcements with annual campaigns totaling more than \$2 million of "in-kind" airtime.
- **Relationships:** Maintained existing and developed new relationships with nonprofit organizations and other entities that extend across all brand platforms (on-air and digital).
- **Marketing:** Developed, planned, and managed, promotion of all station-sponsored community outreach events such as blood drives, food drives, toy drives, and nonprofit fundraisers.
- **Public:** Responded to general inquiries about the station's community affairs programs and activities and managed public requests for station talent appearances at various events.

Key Achievements:

- Worked with community stakeholders to create an outreach event from the ground up that is still ongoing. A back-to-school themed backpack drive in 2017, with the help of the NH Boys and Girls Clubs, the NH Food Bank, and Service Credit Union.
- Created and aired a PSA in support of the NH State Police. The first of its kind promotional product for the agency. The PSA aired over 1,200 times with an "in-kind" value of over \$250,000 to help display the diversity within the agency and assist with ongoing recruitment.
- Determine and document the effectiveness of various outreach efforts and report on metrics.

Awards and Community Engagement:

- *2024 New Hampshire Business Review's "200 List"
- *2023 NH Songa: Moving Together Conference, Panelist
- *2023 Driver's Education Scholarship Fund Committee Member
- *2023 New Hampshire Juvenile Justice Reform Commission: Ethic and Racial Disparities Subcommittee Member
- *2023 NH Department of Motor Vehicles Community Outreach Committee Member
- *2023 Congregation Ahavas Achim Anti-Semitism Panel Discussion, Member
- *2023 US Attorney's Office for the District of New Hampshire Hate Crimes Forum, Panelist
- *2023 NH Department of Safety: Combating Hate Crimes in New Hampshire Forum, Panel Moderator
- *2023 Dr. Martin Luther King, Jr. Community Celebration, Panel Moderator
- *2022 Fire and Emergency Medical Services Ad Hoc Committee for Recruitment and Retention
- *2022 Collaboration with the New Hampshire Department of Business and Economic Affairs, Office of Workforce Opportunity, and the NH Department of Corrections to create and execute a "Return to Community Strategic Partner

- Engagement Survey” regarding Justice Involved Individuals (“JII”)
- *2022 Bradley F. Kidder Law Conference, Keynote Speaker
 - *2021 Governor’s Advisory Council on Diversity and Inclusion, Chair
 - *2022 The Blueprint Collective, Executive Advisory Board Member
 - *2020 The Governor’s Commission on Law Enforcement, Community, and Transparency
 - *2018 The National Academy of Television, Arts & Sciences, Regional Emmy Award for outstanding Community/Public Service (PSA) Campaign
 - *2017 Civilian Commendation presented by the New Hampshire State Police for public service efforts to promote recruitment.
 - *2014 Previous Member of the NH Food Bank Media Advisory Team
 - *Partnership for Drug-free Kids 2014 Media Excellence Award
 - *Partnership for Drug-free Kids 2012 Media Excellence Award
 - *NH Association of Broadcasters Media Excellence Awards for Public Service Announcement production in 2012, 2013, 2014, 2015, 2016 – in support of the New Hampshire nonprofit organizations.

References and additional information available upon request

From: [Alison Murphy](#)
To: [Bonenfant, Janice](#)
Subject: Letter of Interest for Ad-Hoc DEIJB Committee
Date: Sunday, August 13, 2023 2:24:10 PM
Attachments: [A. Murphy resume.docx](#)

[CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe]

Hello Ms. Bonenfant,

My name is Alison Murphy, and I am writing because I was informed that Mayor Bouley is nominating Concord residents to a DEIJB steering committee. I'd like to place my name in consideration for nomination.

I have lived in Concord for 16 years, and I am a small business owner. My wife and I own the plant shop, Penumbra, downtown. I'd love to look at how this city welcomes new residents, keeps people here who have moved for a job, and shows visitors that Concord is worth spending time in.

My wife and our two teenagers recently moved from our house near downtown to the Heights, and are really loving getting to know the different areas in the city. It's been interesting to see the differences between the walkable downtown and the neighborhood-focused Heights, and I am looking forward to investigating how all residents of Concord can feel at home here.

Attached is my most current resume, it details my recent work and volunteer experience. Thank you so much for your time, I look forward to hearing from you.

Sincerely,
Alison Murphy

--

Alison Murphy, owner
Concord Handmade
a pop-up holiday shop
concordhandmade.com

ALISON MURPHY

SHOP OWNER, CONCORD RESIDENT, WIFE, PARENT

CONTACT

603-513-3369
concordhandmade
@gmail.com

PROFILE

Concord resident of 16 years. Moved to the city after college and am raising a family here with a wife and two teenage children. Local business owner and invested in Concord's creative community. Interested in helping make this city even more welcoming to live and visit.

SKILLS

Community building
Organization
Communication
Creativity
Large-scale thinking

EXPERIENCE

Penumbra & Concord Handmade Shop Owner

2011-PRESENT

Manage a retail storefront during the Christmas season known as Concord Handmade. Run all aspects of marketing including social media, print ad development, and press releases. Track inventory throughout shop's season. Promote shop and handmade community throughout the year. In March 2020, opened a permanent retail storefront, Penumbra, in Concord, NH. Operate website, manage inventory, and handle day-to-day functions of the shop. Manage employees and business relationships with banks, other downtown shops, and professional organizations. Keep shop running through Covid shutdowns and reopening fluctuations.

Leadership New Hampshire Program Manager

2016- PRESENT

Coordinate monthly session day logistical details, including A/V, food, directions, and parking. Assist with Annual Appeal. Ensure application process runs smoothly. Manage database of graduates updated, and keep graduates involved in organization.

Pride Concord Founder

2017-2020

Connected the LGBTQ+ community in the greater Concord area by organizing annual Pride celebrations. Served as Board President 2017-2020. Planned and ran board meetings. Solicited sponsors for inaugural event and future events. Continued relationships with sponsors. Created budget. Manage day-of logistics to ensure a successful event.

EDUCATION

University of Vermont
Graduated May, 2007

BS in Community
Development and
Applied Economics

To Whom This May Concern,

Hello, my name is Zoey Murphy and I would love to be a part of the DEI Committee here in Concord. My family and I moved from Watertown, MA a little over 5 years ago. My husband's name is Douglas Murphy and he works for Fidelity Investments out of their Merrimack and Boston offices. We have two wonderful boys Paxon(10)and Cayden(7). We are truly beginning to feel like members of the community, and our neighborhood has welcomed us with open arms. We have had a great experience getting to know families in our neighborhood. We are an active family who are involved with many neighborhood and community activities and programs. I am a homemaker and social worker by trade, though I am not currently practicing. I was a member of the Emerson School for Preschooler's Board as a co-fundraising chair for approximately 3 years. I am on the Parks and Recreation Advisory Committee, representing Ward 5. I also currently help to coordinate volunteers and help fundraise for Project STORY. Project STORY is a program that supports New American youth in our community. I am also a member of Friends of Keach Park(FOKP). FOKP is a coalition of Concord community leaders, youth, families, elders, policymakers, business leaders, non-profits, City Council, School Board and staff from Concord Parks and Recreation. This coalition is working with the City Wide Community Center in Concord to provide services and opportunities for growth and contacting with the New American population. I am very passionate in helping to create an inclusive environment for all of the diverse populations in Concord, whether that be in regards to race, ethnicity, gender, religion, sexuality, age etc. I believe in collaboration and finding ways in which we can use our current and new resources within the community. As a person of color, I hope to provide my community outlook and a different lens in how we look at Diversity, Equity, and Inclusion here in Concord. Thank you so much for your time.

Sincerely,
Zoey Murphy, LICSW
Zoey.murphy79@gmail.com

Zoey Christina O'Sullivan Murphy

Concord, NH 03301

zoey.murphy79@gmail.com

Education

Wheelock College, Social Work
Master's Degree in Social Work, May 2007
GPA 3.8
Dean's List 2004-2007

Boston College, College of Arts & Sciences
Bachelor of Arts, May 2002
Degree in Psychology, concentration in Child Development
GPA 3.2/4.0
Dean's List 2001-2002

Experience

Emerson School for Preschoolers Board of Directors Concord, NH
Fundraising Chair March 2018-May 2022

- Coordinated creative and inclusive fundraising events for families and community members
- Maintained accurate and thorough documentation of yearly fundraisers and other year happenings, including the maintenance of donor databases
- Explored new and innovative ideas for fundraising activities, and partnered with corporate represents, community leaders, and small businesses
- Continued to expand and increase the communities knowledge and awareness of Emerson Schools for Preschoolers
- Attended community meetings, events, and conferences to promote the preschool's philosophy and to solicit donations and scholarships

Thom Boston Metro Early Intervention Jamaica Plains, MA
Team Leader April 2009-June 2017

- Supervised a team of 20 Early Intervention Workers
- Oriented staff members on case management, evaluation administration, and home visitations
- Provided routine supervision with staff members to continue their growth and development within the area of early intention concepts and applications

Home For Little Wanders, Boston Early Intervention Brookline, MA
Social Worker August 2007-April 2009

- Performed family screenings and assessments of families
- Provided Service Coordination for a diverse caseload of clients
- Assisted families in receiving both developmental and community resources

NICE Inc.

Roxbury, MA

Social Work/Play Therapy Intern

September 2006-May 2007

- Worked with 5 preschool age children to develop their social-emotional skills
- Collaborated with teachers and parents to identify needs and successful interventions

Catholic Charities Adoption Program

South Boston, MA

Social Work Intern

September 2005-May 2006

- Performed home-study assessments for families and connected them with the proper and effective adoption resources
- Assembled child adoption assessments via client interviews and collateral contacts

The Children's Workshop

Waltham, MA

Preschool Teacher

August 2000-May 2005

- Created literature based curriculum for 4-5year olds in a class of 10 children
- Recorded developmental milestones for children's portfolios

John F. Murphy Homes

Auburn, ME

Ed Tech III

June 2002-August 2002

- Provided intensive behavioral services to children with developmental disabilities on the autism spectrum
- Assisted in the development, implementation and monitoring of program plans

Volunteer/Extracurricular Activities

- Friends of Keach Park
- Project STORY
 - volunteer coordinator
- Board of Ralph Waldo Emerson's School for Preschoolers, Fundraising Chair
- Project STORY
 - volunteer coordinator
- Friends of Keach Park
- Hall Representative for multi-cultural floor
 - collaborated ideas for educational activities on the dorm floor
- Attitudes, celebration committee
 - created monthly programs that focused on issues surrounding diversity
- Boston College Women's Track Team, NCAA Division 1
 - Awards: Rookie of the year 1999, New England award winner 199-2002, Most Valuable Player 2001-2002, Outstanding Senior, Lou Tessier Memorial Captains award 2001-2002, and Team Captain 2001-2002
- Assistant track and field coach for elementary age children

Rabbi Robin Nafshi
Temple Beth Jacob
PO Box 568
Concord, NH 03302
(603) 225-8581
rabbi@tbjconcord.org

Dear Mayor Champlin:

I am writing to express my honor at being suggested for, and my desire to serve on, Concord's DEIJB Committee.

Since I was a young child, I have been committed to diversity and inclusion. I can remember my father walking me to the home of new neighbors, an African American family who had moved into our lily-white community. He looked at me and said, "We always welcome those who might not otherwise feel like they have a home here. That is fundamental to what it means to be a Jew."

My father's sister had polio, and when I was middle school, I began raising money (with backyard carnivals) and advocating for people with physical disabilities.

I came out as a lesbian at a very young age. I have a long history of working for the full inclusion of LGBTQ+ people. The community I lead has a sizeable LGBTQ community. We celebrate Pride Sabbath every year. I ran a support group for LGBTQ teens. I work hard to move our community beyond tolerance to celebration and inclusion.

I am also an adoptive mom of an ethnically Mexican child who feels a strong connection to her brown skin. I love helping her weave together her many identities.

In my current work as a rabbi in Concord, I serve on four different committees and councils that work for the dignity of people with mental health challenges.

The Hebrew Bible's most repeated command is to welcome the stranger, the one who has come to this place from elsewhere as well as those who feel like outsiders because of who they are. This commandment appears 36 times in Hebrew scripture. I believe following it to be the essence of what it means to be a Jew, as my dad taught me. And I believe following it to be what makes and will continue to make Concord the incredible community that it is.

Thank you for your consideration,

Robin Nafshi

Robin Nafshi

RABBI ROBIN NAFSHI
PO BOX 578, CONCORD, NH 03302
(603) 545-2394 (CELL) • (603) 228-8581 (WORK)
RAVNAFSHI@GMAIL.COM

PROFESSIONAL EXPERIENCE – PULPIT

Temple Beth Jacob, Concord, NH

JULY 2010–PRESENT

Temple Beth Jacob is a 190-family congregation, known for its warmth and caring, its openness and welcoming nature. Temple Beth Jacob's religious school, with over 40 students, is exceptional. As the sole rabbi of the congregation, I lead worship services every Friday evening and Saturday morning, teach adult education classes, tutor young people as they prepare to become *b mitzvah*, teach in our religious school (K-12th grades), provide pastoral counseling, and officiate at lifecycle ceremonies.

Temple Beth El, Hillsborough, NJ

JULY 2008–JUNE 2010

When I worked there, Temple Beth El was a 500-family congregation with nearly 400 children in the religious school. Temple Beth El was known for its outstanding worship services, excellent religious school, and serious adult education program. As the Associate Rabbi, I taught adults and children, led youth retreats, led worship, delivered sermons, offered pastoral counseling and care, and participated in all lifecycle ceremonies.

Temple Emeth, Teaneck, NJ

JUNE 2005–MAY 2008

When I worked there, Temple Emeth was a 400-family congregation with nearly 100 children in the religious school. Temple Emeth was known for its outstanding adult education programs and its *haimish* feel. From 2005-2006, I served as the first (and only) Assistant Rabbi, as the congregation had an exceptionally large *bar/bat mitzvah* class and the professional staff needed assistance. The relationship turned out to be so fulfilling for both the congregation and me, that after the year ended, I was retained as a Guest Rabbi.

Temple B'nai Or, Morristown, NJ

SEPTEMBER 2003–JUNE 2005

In serving this (then) 600-family congregation for two years as the Rabbinic Intern, I taught in the religious school, worked with *b'nei mitzvah* students, led services, delivered sermons, and conducted *Shivah minyanim*, unveiling services, and baby naming ceremonies.

PROFESSIONAL EXPERIENCE – TEACHING

Youth Education

SEPTEMBER 2006–JUNE 2010

As a teacher in the religious schools at several synagogues in New Jersey, I achieved the following:

- Co-coordinated high school ethics program, including curriculum development and program implementation
- Developed creative ways to study theology, including exploring the names for God by having students look at their English, Hebrew, and nicknames; examining rock song lyrics that mention God; studying the soul through a look at writings on whether animals have a soul; and acting out scenes from Elie Wiesel's *The Trial of God*
- Guided 7th graders in their Hebrew studies

Adult Education

SEPTEMBER 2001–JUNE 2010

During and after rabbinical school, I have taught adults at many synagogues and through various organizations. As a teacher of adults, I:

- Led weekly text study classes on different Biblical books
- Taught classes on *midrashic* genres, liturgy, and prayer
- Led Torah study, providing *midrashic* interpretations and modern commentaries
- Developed a class entitled "People of the Book" – an exploration of several topics through Jewish literature: Torah, Mishnah, Talmud, medieval literature, Jewish Codes, and modern Jewish writers
- Created *Rosh Chodesh* programs giving participants a chance to write their own prayers, debate Esther vs. Vashti, give a voice to our matriarch Sarah where she does not speak, and more
- Developed program curriculum and handouts for several "Introduction to Judaism" classes

PROFESSIONAL EXPERIENCE – PASTORAL CARE

Ohr Tikvah Jewish Healing Center, Bridgewater, NJ

FALL 2005–JUNE 2010

Initially, Ohr Tikvah hired me on an "as needed" basis to lead support groups, give lectures and teach, and provide other healing services to members of the community. Starting in 2008, I served as the Community Rabbi/Community Chaplain to provide pastoral care to unaffiliated Jews in Somerset, Hunterdon, and Warren Counties, and to assist congregations in those counties in providing healing services and programs to their members.

Other Pastoral Counseling Opportunities**SUMMER 2003–JUNE 2010**

Both during and after rabbinical school, I worked in several pastoral counseling settings, including the Sarah Neuman Center for Healthcare and Rehabilitation (Mamaroneck, NY), the Visiting Nurse Association of Northern NJ (Morristown, NJ), and Temple Shalom (Fanwood, NJ). In these positions, I:

- Made pastoral visits to residents of nursing home, patients in rehabilitation center, and family members
- Led services in dementia unit and for all residents and patients
- Developed new *Shabbat* evening *siddur* for the general nursing home community
- Facilitated support groups for those who suffered a recent death and for those with chronic illness
- Presented programs, including new uses of the *mikveh*, which included a visit to an area Reform *mikveh*
- Established and led monthly healing services

PROFESSIONAL EXPERIENCE – ORGANIZATIONAL**Rimon, JCC MetroWest, West Orange, NJ****AUGUST 2006–OCTOBER 2008**

As the founding Director of a community-based collaborative Jewish Adult Learning program, I worked with rabbis and lay leaders of over 50 synagogues and agencies across denominational lines to:

- Teach at, speak at, sermonize at, and visit with partners to encourage members to participate in Jewish learning
- Develop new Rimon-generated programs
- Attend community events to educate community about Rimon
- Recruit teachers and develop topics for annual day of learning
- Write monthly article for partner synagogue/agency bulletins
- Maintain website by adding fresh content each week

Other Organizational Work**SUMMER 2001–SUMMER 2004**

During rabbinical school, I interned for both the Union for Reform Judaism and Hebrew Union College-Jewish Institute of Religion. In these programs, I:

- Assisted staff and participants in their studies at the Santa Cruz *Kallah*
- Mentored participants in service leading, sermonizing, eulogizing, teaching Torah study, and running holiday programs; counseled participants; taught classes; and assisted staff at a *Had'rachah* Seminar
- Developed written materials for the Commission on the Shortage of Jewish Professionals
- Developed *Shabbat* morning Torah study handout for 2001 National Biennial
- Assisted in planning worship services for 2001 National Biennial

EDUCATION**Hebrew Union College–Jewish Institute of Religion, New York, NY**

Master of Arts in Hebrew Letters

MAY 2004

Rabbinic Ordination

MAY 2005

Rabbinical Thesis: “Ritual Hand Washing: Can an Ancient Ritual Be Given New Meaning?”

Cornell Law School, Ithaca, NY

Juris Doctorate

JUNE 1985**New York University, New York, NY**Bachelor of Arts (*cum laude*) in sociology**JUNE 1982****COMMUNITY INVOLVEMENT****Greater Concord Interfaith Council****JUNE 2010–PRESENT**

I represent Temple Beth Jacob on our interfaith council. As the only Jewish clergyperson on the Council, I frequently participate in interfaith panels, events, services, and programs. I served as president from 2019-2020.

Riverbend Community Mental Health Center**JUNE 2017–PRESENT**

Member of the Board of this organization that cares for the mental health needs of those in Merrimack County, NH.

NAMI GLS Grant Committee**SEPTEMBER 2020–PRESENT**

Member of this committee of the NH Chapter of the National Alliance on Mental Illness that administers a grant relating to suicide prevention.

NH Suicide Prevention Council**JUNE 2022–PRESENT**

Member of this state council (with appointment by Governor Sununu) that “is dedicated to promoting awareness that suicide is a preventable public health problem.”

Women's Rabbinic Network**MAY 2009–MAY 2014**

Treasurer of the Board of this organization that offers programs and support to Reform women rabbis across the world.

Seer Farms Animal Sanctuary, Jackson, NJ**SEPTEMBER 2008–JUNE 2010**

President of the Board of this animal sanctuary that helps families through crises by temporarily fostering their animals until the crises pass and they are able to resume care of their animals (www.seerfarms.org).

MyVesta Debt Services**2001–2005**

Board member and spiritual advisor for debt counselors and others who worked with individuals in financial crisis.

Union of American Hebrew Congregations (now URJ), Pacific Central West Region**1991–2000**

During the ten years that I volunteered with the URJ regional board in San Francisco, I served as Chair of Local Volunteers for the 1993 National Biennial, Synagogue Affiliation facilitator, National Biennial workshop presenter on Leadership Development, Board Member, Treasurer, and Leadership Development Committee chair.

Congregation Sha'ar Zahav, San Francisco, CA**1985–2000**

During the sixteen years that I volunteered with this synagogue, I served as President, Vice President, At-large Board member, Membership chair, Volunteer Coordinator, Newsletter chair, Rabbinic Search Co-Chair, Ritual Committee member, Service Leader, and *Darshanit* (sermonizer).

AWARDS AND RECOGNITIONS

Wexner Graduate Fellow

2000–2004

CLAL Rabbinic Student Intern

2002–2003

HUC-JIR Rabbi Harold Gordon Memorial Prize for work with rabbis and students of all denominations

2002–2003

Wexner Heritage Foundation Selectee

1996–1999

Association for Financial Counseling and Planning Education Journalism Award

1994**PUBLICATIONS**

"Walk to Freedom," *Davar Aher: A Different View, HUC-JIR Student Review*, Volume 5, Number 1 (Fall 2005/Elul 5765)

"A Havdalah Tale," *Davar Aher: A Different View, HUC-JIR Student Review*, Volume 4, Number 1 (Fall 2004/Elul 5764)

"Rosh Hashanah 2003," *Davar Aher: A Different View, HUC-JIR Student Review*, Volume 4, Number 1 (Fall 2004/Elul 5764)

"Anonymous Eating," *Goldfinch: Literary Magazine of Women Who Write*, Volume 7 (2004)

LEGAL EXPERIENCE**Nolo Press, Berkeley, CA**

Managing Editor

1992–2000

Senior Legal Editor

1987–2000**Law Offices of Ksenia Tsenin, San Francisco, CA**

Associate in two-attorney law firm

1985–1987**LEGAL PUBLICATIONS**

While at Nolo, under my former name (Robin Leonard) I authored, was a contributing author to, and edited several books in the fields of personal finance, general consumer law, and family law. Both before and during my years at Nolo, I published several journal and magazine articles.

LEGAL TEACHING EXPERIENCE

While at Nolo, I regularly gave presentations, taught classes, conducted training sessions, and led workshops in the areas of personal finance and consumer law. I also served as advisor to several consumer organizations.

MEDIA INTERVIEWS

While at Nolo, I appeared on dozens of local and national television programs, including *Good Morning America*, *CNN News*, and the *Phil Donahue Show*. I also gave over 300 radio, magazine, and newspaper interviews.

----- Original Message -----

From: ghana dahal <gshyamdahal@gmail.com>

To: BYRON CHAMPLIN <chamby@comcast.net>

Date: 04/23/2024 10:11 PM EDT

Subject: Fwd: Bio plus resume

----- Forwarded message -----

From: **ghana dahal** <gshyamdahal@gmail.com>

Date: Tue, Apr 23, 2024 at 10:11 PM

Subject: Bio plus resume

To: ghana dahal <gshyamdahal@gmail.com>

Ghana Sharma

Resident of Concord New Hampshire

Originally from Bhutan(the land of Thunder Dragon)

Born in Bhutan and grew in joint & extended family who owned farm

Because of political deterioration Government of Bhutan classified the population into categories & made in exile, we came to Nepal as a refugee in 1992 and stayed in refugee camp for 18 years., got

secondary and post-secondary education in refugee camp, went to college in India & graduated in 2003

Came to the United States in 2009 as a Refugee, settled in Concord, first job was at Friendly restaurant. Started another job at Concord High school as ELL faculty staff since 2010 and still working.

Besides these: I worked as citizenship instructor for new American adults in Concord through Building Community of New Hampshire for 7 years, Sycamore community garden manager for 3 years, Board of directors at:

Overcomers Refugee Services 2019-present

International Nepali literary community (2019-present)

Library Foundation city of Concord (2020-present)

Greater Concord Interfaith Council (2020-present)

Concord Multicultural Festival co- director 2018-present

*Certificate | rewards

*Licensed Foster parents 2022

*Medical and legal interpreter 2022

* Certified food protection manager ServeSafe 2022

Rewards

*Most Fascinating individual of the year 2014

*Hometown hero 2022

April 7, 2024

Usha Thapa Shrestha

35 Welcome Dr

Concord, NH 03301

603 591 1673

To,

Bryon O. Champlin

Mayor

Concord, New Hampshire

Subject: Intend of interest

Dear Sir,

I am writing to express my interest to apply for the position within the Diversity, Equity, Inclusion, Justice and Belonging Committee. I am eager to contribute my skills, experience to the committee's goals. Looking forward to work with you if given an opportunity.

Thank you

Usha Shrestha

Usha Thapa Shrestha

35 Welcome Drive

Concord NH-03301

603 - 591 - 1673 (Cell)

ushathapa@live.com

Education:

Franklin Pierce Law Center
Concord, NH
MIP (Master in Intellectual Property)
May 2002

University of New Hampshire
Durham, NH
PhD Course of Study in Chemistry 2000-2001

Southern New Hampshire University
Manchester, New Hampshire
Master of International Community Economic Development
September 1999

Tribhuvan University
Kathmandu, Nepal
Master of Science in Chemistry
April 1991

Work

Experience:

United States Patent and Trademark Office (USPTO)
Alexandria, VA US
9/2021- Present

A. Expert Searcher

-Utilizes comprehensive knowledge of data sources, database content and structure, search commands, search syntax, index structure, controlled vocabularies, natural language search techniques, Boolean operators, proximity operators, truncation, and relevance ranking to construct highly complex search strategies that conform to the specifications of claim sets and instructions given by examiners to deliver tailored work products for use by

examiners in their office actions in the areas of detailed engineering, scientific, and real world processes

- Constructs highly complex chemical structure search queries in the graph-node-bond environment of the STN International search system; refines "parent" searches into subsets that yield results that are appropriate for the claims in each case

- utilizes DERWENT manual codes and polymer indexing to provide precision to search results

- Uses IPC (International Patent Classification) and CPC (Cooperative Patent Classification) codes to attain precision in search results where indicated

- Routinely analyzes search requests in the fields of chemistry, biotechnology, materials science, engineering, scientific, and real-world industrial processes to formulate and execute searches for examiners

- Communicates with examiners verbally/in written form as needed to ensure that search products are delivered to meet the expectations and the needs of the customer (examiner)

- Dynamically adjusts and modifies search strategies to reflect the actual corpus of knowledge that is being searched and give more precise search results

- Analyzes, coordinates, and prioritizes assigned work to meet product delivery deadlines on time

- Communicates findings of searches verbally and in writing that are conducted and explains how the work product has been produced and organized to examiners and colleagues

- Provides follow-up search support on cases to examiners on request to ensure that the customer (examiner) has everything that is needed to produce an office action

- Utilizes CAS/STN, Dialog, Medline/PubMed in the performance of searching prior art

CPA Global/Clarivate

Alexandria, VA US

12/2020- 9/2021

A. Expert Searcher

- Utilizes comprehensive knowledge of data sources, database content and structure, search commands, search syntax, index structure, controlled vocabularies, natural

language search techniques, Boolean operators, proximity operators, truncation, and relevance ranking to construct highly complex search strategies that conform to the specifications of claim sets and instructions given by examiners to deliver tailored work products for use by examiners in their office actions in the areas of detailed engineering, scientific, and real world processes

- Constructs highly complex chemical structure search queries in the graph-node-bond environment of the STN International search system; refines "parent" searches into subsets that yield results that are appropriate for the claims in each case

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- Communicates with examiners verbally/in written form as needed to ensure that search products are delivered to meet the expectations and the needs of the customer (examiner)

- Dynamically adjusts and modifies search strategies to reflect the actual corpus of knowledge that is being searched and give more precise search results

- Analyzes, coordinates, and prioritizes assigned work to meet product delivery deadlines on time

- Communicates findings of searches verbally and in writing that are conducted and explains how the work product has been produced and organized to examiners and colleagues

- Provides follow-up search support on cases to examiners on request to ensure that the customer (examiner) has everything that is needed to produce an office action

- Utilizes CAS/STN, Dialog, Medline/PubMed in the performance of searching prior art

B. Instructor-Trainer

- serves as a mentor-consultant-trainer to co-workers and instructs them on an "as-needed" basis on how to perform various searches in commercial databases

- serves as a quality assurance resource for the contract and provides instruction/training/feedback to other contract personnel on how to produce and maintain a high-quality work product for USPTO examiners

Accion Power

Concord, NH US

2/2017-6/2021

A. Program Analyst

- Creates custom websites to meet the requirements of clients
- Creates various online features as required such as Q&A/FAQ pages, and various messaging systems
- Codes tiers of pages and controls levels of access
- Creates customized registration systems
- Edits and reviews web site content for accuracy and completeness
- Administers auto-reply email systems and other functionalities of web sites
- Creates requirements for procurement (RFP) bid forms for work that is to be performed

B. Customer Service Representative

- Constantly communicates with clients to ascertain product requirements and executes work to ensure customer satisfaction
- Assists clients with various aspects of data extraction
- Educates clients as to the functionality and availability of differing product features

ASRC Federal Space & Defense (AS&D)

Alexandria, VA US

11/2004-11/2016

A. Expert Searcher

- Utilizes comprehensive knowledge of data sources, database content and structure, search commands, search syntax, index structure, controlled vocabularies, natural language search techniques, Boolean operators, proximity operators, truncation, and relevance ranking to construct highly complex search strategies that conform to the specifications of claim sets and instructions given by examiners to deliver tailored work products to examiners for use in their office actions in the areas of detailed engineering, scientific, and real world processes
- Constructs highly complex chemical structure queries in the graph-node-bond environment and text queries within the STN International search system; refines "parent" searches into subsets that yield results that are appropriate for the claims in each case
- utilizes DERWENT manual codes and polymer indexing to provide precision to search results
- Uses IPC (International Patent Classification) and CPC (Cooperative Patent Classification) codes to attain precision in search results where indicated
- Routinely analyzes search requests in the fields of chemistry, biotechnology, materials science, engineering, scientific, and real-world industrial processes to formulate and execute searches for examiners
- Communicates with examiners as needed to ensure that the search product that is delivered meets the expectations and needs of the customer (examiner)
- Dynamically adjusts and modifies search strategies to reflect the actual corpus of knowledge that is being searched and give more precise search results
- Analyzes, coordinates, and prioritizes assigned work to meet product delivery deadlines on time
- Communicates findings of searches verbally and in writing that are conducted and explains how the work product has been produced and organized to examiners and colleagues
- Provides follow-up search support on cases to examiners on request to ensure that the customer (examiner) has everything that is needed to produce an office action
- Serves as the Ask STIC chat lead to provide reference service to examiners as assigned
- Utilizes CAS/STN, SciFinder, Dialog, Proquest/EBSCO, Lexis, IEEE Xplore, Questel Orbit, Medline/PubMed, Science Direct, IP.com, ESPACENET, and JAPIO in the performance of searching prior art

B. Instructor-Trainer

- Prepares and delivers demo material to examiners, and colleagues
- Teaches examiners on various aspects of searching Non-Patent Literature (NPL) in the Patent Training Academy (PTA)
- Serves as a mentor-trainer to new contract hires for EIC 1700 in the use of advanced online systems such as STN, Dialog, and NPL tools

C. Supervisor

- Supervises EIC 1700 contract hires for personnel and work-performance issues
- Assists contract management in the hiring of new personnel for EIC 1700
- Serves as an intermediary between contract management and the EIC 1700 supervisor, comprising both written and verbal communication

Kramer and Amado PC

Alexandria, VA US

7/2002-11/2004

A. Technology Specialist/Expert Searcher

- Analyzes inventor submissions to ascertain the scope, nature, and novelty of inventions
- Executes prior art research in STN, Dialog, and EAST for standard patentability, freedom to operate, validity, infringement, and state-of-the-art search products in the areas of detailed engineering, scientific, and real world processes
- Constructs highly complex chemical structure queries in the graph-node-bond environment and text queries within the STN International search system; refines "parent" searches into subsets that yield results that are appropriate for the claims in each case
- Generates comprehensive written reports summarizing the findings of search products for clients

- Conducts examiner interviews for fields of search
- Uses IPC (International Patent Classification) and US Patent Classification (USPC) codes to attain precision in search results where indicated
- Utilizes CAS/STN, SciFinder, Dialog, DERWENT, JAPIO, Medline/PubMed, ESPACENET, and EAST in the performance of searching prior art

University of New Hampshire

Durham, NH US

8/2000-5/2001

A. Teaching Assistant

- Performs technical and practical instruction to undergraduate students in Inorganic/Organic Chemistry laboratories
- Proctors examinations of students in Inorganic/Organic Chemistry courses
- Grades examinations of students in Inorganic/Organic Chemistry courses

Nepal Academy of Science and Technology (NAST)

Kathmandu NEPAL

9/1994-9/1997

A. Scientific Officer

- Develops and strengthens existing relationships with other scientific and technology organizations
- Produces and hosts the only national radio program on science and technology
- Manages, organizes, and plans meetings, seminars, and interviews for scientists
- Writes technical progress reports on meetings/seminars/and interviews for scientists and other technical personnel

Local Development Ministry

Chitwan NEPAL

6/1992-7/1994

A. Women's Development Officer

- Performs general research on women's demographics
- Plans educational events targeted to the needs of women
- Performs all budgeting and administrative duties for the local district
- Coordinates programs of the Ministry with other government and non-governmental organizations
- Implements an income development program to train and strengthen support for women in rural areas with funding from UNICEF
- Provides staff motivational activities and training
- Performs annual training planning for the Ministry
- Performs and analyzes reviews of all surveys conducted on training events
- Coordinates all Ministry activities and ensures that they occur as planned
- Generates and submits progress reports on all managerial duties within the Ministry

Tribhuvan University

Kathmandu NEPAL

8/1991-6/1992

A. Assistant Lecturer

- Teaches chemistry for intermediate/bachelor level students

Language Skills:

Language	Nepalese	Hindi	Urdu
Spoken	Fluent	Fluent	Intermediate
Written	Fluent	Fluent	None
Read	Fluent	Fuent	None

REFERENCES:

Name	Bruce Barham
Employer	USPTO

Title	EIC 1700 Searcher
Phone	571-272-4688
Email	william.barham@uspto.gov
Name	Paul Obiniyi
Employer	USPTO
Title	Director of the Office of Data Management
Phone	571-270-5732
Email	paul.obiniyi@uspto.gov
Name	Kendra Mellerson
Employer	USPTO
Title	Technical Information Specialist (Reference) EIC 1700
Phone	571-272-2516
Email	kendra.mellerson@uspto.gov

NOEMI HAGEN WIERWILLE

(510)725-7982 • noemi.hagen@gmail.com

Empowering people and organizations to achieve greater Impact

SKILLS

- Organizational Design and Development
- Program Design and Evaluation
- Talent Strategy
- Adult Learning
- Executive Coaching
- Diversity, Equity, and Inclusion
- Facilitation
- Fostering Learning Culture
- Innovation
- Leveraging Technology for Learning

PROFESSIONAL EXPERIENCE

TEACH FOR AMERICA, National Non-Profit Developing Leaders for Educational Equity

Chief Learning Officer | 2021-Present

- Develop organizational strategy and processes to elevate learning and drive continuous improvement.
- Ensure programs are grounded in research, adult learning theory, and future of learning.
- Cultivate partnerships to elevate and address critical issues that impact young people and educators.
- Lead a diverse team of 60 fully remote researchers, consultants, designers, and data analysts.
- Lead a portfolio of five lab regions to incubate new products, programs, and community initiatives to drive progress towards community-wide impact goals.
- Support the executive team and board of trustees to monitor organizational health and performance.
- Serve as an executive coach for regional executive directors.

Senior Vice President, Org-Wide Learning and Strategy | 2018-2021

- Led cross functional team to re-design leadership development program for multi-year strategic plan.
- Designed, tested, and piloted implementation of Teach For America's first 10-year impact goal and key performance indicators.
- Led team to overhaul of knowledge management technology and implement first LMS solution.
- Drove culture turnaround for 35-member team, improving performance to top quartile in six months.

Vice President, Learning and Innovation | 2017-2018

- Designed and facilitated learning and development for regional teams to build local programs.
- Implemented demand and project management systems and increased client satisfaction to 90%.
- Led and developed 12-person team in innovation methods resulting in certification.

Vice President, Regional Operations | 2014-2017

- Coached and developed regional executive directors and their leadership teams to create inclusive learning culture within their local teams.
- Designed and led diversity, equity, and inclusiveness programming and interventions with 10 regions.

Vice President, National Teacher Support and Development | 2012-2014

- Supported 7 regions to set ambitious programmatic vision, goals, and strategic plans.
- Advised national student outcomes strategy to enable monitoring of student learning across 40 regions.
- Directed investments and launched program innovation to strengthen and diversify pipeline of 50 Teach for America alumni to be instructional leaders.

Senior Managing Director, Teacher Support and Development | 2010-2012

- Managed four regions to train and support over 400 teachers.
- Hired, onboarded, and provided ongoing professional development to new managers.
- Designed, facilitated, learning and development for groups of 50 program administrators and over 300 teacher coaches.

Managing Director, Program | 2008 – 2010

- Hired, trained, and managed four teacher coaches serving 150 teachers in West Contra Costa, Oakland, San Francisco.
- Developed and maintained relationships with a portfolio of 60 school and district leaders.

Program Director | 2007 – 2008

- Led leadership development and provided coaching for 35 math, science, and special education teachers to drive towards ambitious student learning and leadership goals.
- Cultivated relationships with school leaders and facilitated hiring processes for teacher placement.

PIONEER PREPARATORY SCHOOL, Commonwealth of Dominica, West Indies

Head Of School | 2005-2007

- Lead the board of trustees to develop and implement first strategic improvement plan resulting in national recognition as highest achieving primary school in Dominica.
- Implemented annual budget process and internationally approved accounting standards, improving financial health from deficit to surplus and increasing charitable giving by 100% in first fiscal year.

Classroom Teacher | 2003-2005

- Developed a joyful, thriving, and inclusive multi-lingual classroom environment.
- Delivered engaging and rigorous instruction resulting in 100% of students on track to proficiency on end of primary school exams.

SPEEDWAY AVENUE SCHOOL, Newark, New Jersey

Classroom Teacher | 2001 - 2003

- Developed personalized learning plans for 23 students and provided additional one on one tutoring so student to reach individual goals.
- Increased student performance from below grade level to 85% reading and writing on grade level.

ADDITIONAL EXPERIENCE

Executive Coach & Faculty, Inquiry Institute, Teach For America | 2021-present

Member, Groundwater Network, Racial Equity Institute | 2018-present

Cohort Facilitator, Diversity, Equity, and Inclusion Dialogue, Teach For America | 2014-2019

Head Coach, Concord Bill Koch Nordic Ski Program | 2018-present

PROFESSIONAL DEVELOPMENT

Front End Innovation Engineering & Blue Belt Innovation Methods, Eureka Ranch | 2018 & 2022

Performance Measurement for Effective Management of Nonprofit Organizations, Harvard Business School

Executive Education | 2019

Groundwater Training Phase 1 & 2, Racial Equity Institute | 2018-2019

EDUCATION

Master of Education, Administration & Supervision | St. Peter's College | Jersey City, NJ

Bachelor of Arts, Political Science & French | Dickinson College | Carlisle, PA

ZAKRE LAW OFFICE
Attorney and Counselor at Law

4 Park Street, Suite 206
Concord, N.H. 03301
www.zlawnh.com

Phone: (603) 224-4400
Fax: (206) 202-1810
Email: sheila@zlawnh.com

April 12, 2024

Mayor Byron Champlin
By email only

RE: Diversity Equity and Inclusion Committee

Dear Mayor Champlin:

I write to express my interest in joining the above-entitled committee. Although my professional focus over the past three decades, and my lived experience is on disability-related issues, I have participated in events and groups that foster the inclusion of all members of our city, and am avidly interested in listening to and responding to the concerns and experiences of city residents and committee members whose life experiences have been formed by their race, religion, or national origin. Enclosed please find my resume, which details some of my past work and experiences (last updated 2020.)

Thank you for your consideration as a member of this vital committee.

Very truly yours,

/s/Sheila O'L. Zakre

Enclosures

SHEILA O'LEARY ZAKRE

ZAKRE LAW OFFICE

4 Park Street, Suite 206, Concord, NH 03301 (w) 603-224-4400 (c) 603-229-7711

sheila@zlawnh.com

EXPERIENCE

OWNER, ZAKRE LAW OFFICE, Concord, NH (2005-present)

*Concentration in elder and disability law and litigation, concentrating in the Social Security Act, Americans with Disabilities Act. Representation before administrative bodies, all New Hampshire state courts, New Hampshire Federal District Court; 1st Circuit Court of Appeals.

*Court-appointed attorney for involuntary commitment defense under RSA 135-C: 34-54 and guardianship defense under RSA 464-A (Merrimack County Probate Court, Concord, NH 2005-2014).

STAFF ATTORNEY, Laboe Associates, P.L.L.C., Concord, NH (2003-2005)

Concentration:

- * Estates and Trusts;
- * Elder law litigation;
- * Medicaid coverage for nursing home residents;
- * Powers of Attorney.

STAFF ATTORNEY, Disabilities Rights Center, Concord, NH (1992-2003)

* Represented clients in individual and class action disability-related legal matters in federal and state courts and administrative forums.

* Prepared large and small group presentations, on request.

* Expertise in Americans with Disabilities Act, Section 504 of the Rehabilitation Act, Social Security Disability, Medicaid and special education.

**CLINICAL CO-DIRECTOR, Syracuse University College of Law, Syracuse, NY
(November, 1989-May, 1991)**

- * Developed and coordinated Homeless Persons Representation Clinic.
- * Drafted extensive manual on public benefits for distribution in the community.
- * Taught and supervised law students who elected to work in the clinic.

STAFF ATTORNEY, Community Legal Services, Philadelphia, PA. (September, 1987-April, 1989)

* Represented clients in welfare, Medicaid, food stamps, Social Security Disability and Supplemental Security Income matters in state and federal courts and administrative forums.

* Served on statewide Public Benefits Advisory Committee, composed of state and community representatives.

EDUCATION

C.U.N.Y. Law School at Queens College, Queens, New York, N.Y., J.D.

* University of Pennsylvania Law School, Philadelphia, PA, (non-matriculated student.)

Mount Holyoke College, South Hadley, MA, B.A. Politics

ACTIVITIES

Professional

* **New Hampshire Bar Association** (1992-present)

Continuing Legal Education Committee (2015-present)

Full Day Programs organized and chaired: Elder Law and Medicaid in

New Hampshire (9/2016); Social Security Disability Essentials (5/2015);

Presentation-Ethics For Social Security Disability Attorneys (5/2015)

Trusts and Estate Law Section (2003-present).

***National Business Institute Faculty, Manchester, NH**

Social Security Disability Bootcamp (9/2015) and 12/2012);

Medicaid for Long Term Care Services (1/2008).

***National Academy of Elder Law Attorneys** (2003-2014, 2017).

Legislative Committee, NH Chapter (2014)

Community

***Future In Sight New Hampshire Association for the Blind, Board of Directors,**
(2014-2020). Committees: Advocacy Committee (Chair); Development Committee;
Walk for Sight Logistics Subcommittee (Chair).

***Transportation Policy Advisory Committee, City of Concord, NH** (Mayoral
Appointment) (2014-2020); Subcommittees: Public Transportation (Chair);
Bike/Pedestrian Subcommittee.

***New Hampshire Department of Education, Services to Blind and Visually
Impaired Advisory Committee** (2006-2016).

***ZONTA International, Concord, NH Chapter** (2014-present); Governing Board
(2015-2018).

Board of Contributors, Concord Monitor, (Concord, NH's daily newspaper;
competitively selected) (2009; 2014).

PUBLICATIONS

Zakre, Sheila, "An Advocate's Timeline: My child is ____ years old; what do I do now?"
Steppingstones NH: A Guidebook for People with Disabilities, Their Families and the

Professionals Who Support Them, September 2015. <http://www.parentingnh.com/September-2015/An-advocates-timeline/>

Zakre, Sheila O'Leary, "My child with a disability is an adult-now what?" *Stepping Stones NH: A Guidebook for People with Disabilities, Their Families and the Professionals Who Support Them*, September 2014. <http://www.parentingnh.com/September-2014/My-child-with-a-disability-is-an-adult-now-what/>

Zakre, Sheila "A Practical Legal Guide For Parents And Their Children With Disabilities," *Stepping Stones NH: A Guidebook for People with Disabilities, Their Families and the Professionals Who Support Them*, September 2012.