

**For Internal Use Only**



**BALTIMORE CITY COUNCIL  
EXECUTIVE APPOINTMENTS  
COMMITTEE**

*Mission Statement*

*On behalf of the Citizens of Baltimore City, the mission of the Executive Appointments Committee is to review and evaluate each appointment by the Mayor, either confirm or reject without prejudice by a majority vote of its membership, provide annual performance review of appointees while in office; to ensure the integrity of the process to the citizens of Baltimore City is sustained.*

**The Honorable Robert Stokes  
Chairman**

**EXECUTIVE NOMINATION HEARING**

**WEDNESDAY, JUNE 17, 2020  
10:00 AM**

**VIRTUAL WEBEX MEETING**

**Mayor's Commission on Disabilities**

- EA20-0271 – David Greenberg – Member – 3<sup>rd</sup> District
- EA20-0272 – Michael King – Member -2<sup>nd</sup> District
- EA20-0274 – Yojinde E. Paxton – Member – 12<sup>th</sup> District

## CITY COUNCIL COMMITTEES

### BUDGET AND APPROPRIATIONS

Eric Costello – Chair  
Leon Pinkett – Vice Chair  
Bill Henry  
Sharon Green Middleton  
Isaac “Yitzy” Schleifer  
Shannon Sneed  
Danielle McCray  
*Staff: Marguerite Currin*

### CYBERSECURITY AND EMERGENCY PREPAREDNESS

Eric Costello – Co-chair  
Isaac “Yitzy” Schleifer – Co-chair  
Sharon Green Middleton  
*Staff: Samuel Johnson*

### EDUCATION AND YOUTH

Zeke Cohen – Chair  
Mary Pat Clarke – Vice Chair  
John Bullock  
Kristofer Burnett  
Leon Pinkett  
*Staff: Jennifer Coates*

### EQUITY AND STRUCTURE

Bill Henry – Chair  
Kristofer Burnett – Vice Chair  
Danielle McCray  
*Staff: Samuel Johnson*

### EXECUTIVE APPOINTMENTS

Robert Stokes – Chair  
Kristofer Burnett – Vice Chair  
Mary Pat Clarke  
Zeke Cohen  
Isaac “Yitzy” Schleifer  
*Staff: Marguerite Currin*

### HEALTH

Kristofer Burnett – Chair  
Bill Henry - Vice Chair  
Mary Pat Clarke  
Edward Reisinger  
Isaac “Yitzy” Schleifer  
*Staff: Marguerite Currin*

### HOUSING AND URBAN AFFAIRS

John Bullock – Chair  
Isaac “Yitzy” Schleifer – Vice Chair  
Kristofer Burnett  
Zeke Cohen  
Ryan Dorsey  
Bill Henry  
Shannon Sneed  
*Staff: Richard Krummerich*

### JUDICIARY

Eric Costello – Chair  
Mary Pat Clarke – Vice Chair  
John Bullock  
Leon Pinkett  
Edward Reisinger  
Shannon Sneed  
Robert Stokes  
*Staff: Matthew Peters*

### LABOR

Shannon Sneed – Chair  
Robert Stokes – Vice Chair  
Mary Pat Clarke  
Bill Henry  
Danielle McCray  
*Staff: Samuel Johnson*

### LEGISLATIVE INVESTIGATIONS

Kristofer Burnett – Chair  
Danielle McCray – Vice Chair  
Ryan Dorsey  
Isaac “Yitzy” Schleifer  
Shannon Sneed  
*Staff: Jennifer Coates*

### LAND USE

Edward Reisinger - Chair  
Shannon Sneed – Vice Chair  
Mary Pat Clarke  
Eric Costello  
Ryan Dorsey  
Sharon Green Middleton  
Leon Pinkett  
Robert Stokes  
*Staff: Matthew Peters*

### PUBLIC SAFETY

Isaac “Yitzy” Schleifer – Chair  
Kristofer Burnett – Vice Chair  
Zeke Cohen  
Danielle McCray  
Leon Pinkett  
Shannon Sneed  
*Staff: Richard Krummerich*

### TAXATION, FINANCE AND ECONOMIC DEVELOPMENT

Sharon Green Middleton – Chair  
Danielle McCray – Vice Chair  
Eric Costello  
Edward Reisinger  
Robert Stokes  
*Staff: Samuel Johnson*  
- Larry Greene (*pension only*)

### TRANSPORTATION

Ryan Dorsey – Chair  
Leon Pinkett – Vice Chair  
John Bullock  
*Staff: Jennifer Coates*

David Greenberg

**David Greenberg**

Nominee for Appointment to the Commission on Disabilities

Current Job: Executive/President & CEO, The League for People with Disabilities





BERNARD C. "JACK" YOUNG  
*Mayor*  
100 Holliday Street, Suite 250  
Baltimore, MD 21202

May 5, 2020

David Greenberg  
6002 Roland Avenue  
Baltimore, MD 21210

Dear Mr. Greenberg:

Please accept this letter as formal notice that I have nominated you to serve on the Commission on Disabilities.

You will be contacted by the Office of City Council President Brandon Scott with notification of the date and time at which you are to appear before the City Council for your confirmation hearing.

Please direct all inquiries concerning this process to Nina Themelis, my Legislative Liaison to the City Council. She can be reached via telephone (443-401-7044), or email [nina.themelis@baltimorecity.gov](mailto:nina.themelis@baltimorecity.gov).

Your membership on the Commission on Disabilities has my confidence and support. Thank you for your dedication to the City of Baltimore.

Sincerely,

Bernard C. "Jack" Young  
*Mayor*  
*Baltimore City*

cc: The Honorable Brandon Scott, Council President  
The Honorable Robert Stokes, Executive Nominations Chair  
Marguerite Curran, Fiscal Policy Analyst



Bernard C. "Jack" Young  
Mayor  
City Hall  
Room 250  
Baltimore, MD 21202

### MAYOR'S REQUEST TO CITY COUNCIL FOR CONFIRMATION OF MUNICIPAL OFFICER

Pursuant to Article IV, §§6(a) and (b) of the Baltimore City Charter 1996 Edition, Mayor Bernard C. "Jack" Young hereby requests the City Council of Baltimore City to confirm the appointment of David A. Greenberg to serve as a municipal officer on the Mayor's Commission on Disabilities. In support of this request, information concerning the mayoral appointee is provided below and in the attached resume.

*The information set forth in both the document and the attached resume have been distributed to authorized persons for use in the City Council confirmation process*

Name: David a. Greenberg

Appointed to: Mayor's Commission on Disabilities

Succeeds: ?

Term Expiration Date: December 8, 2020

Previous Terms Served (if none, write N/A): Contiguously serving since 2007

Party Affiliation: Registered Democrat

Specific Board Requirements: Industry

Council District: 3rd

Current Occupation: President & CEO

Current Employer: The League for People with Disabilities

Employer's Address: 1111 East Cold Spring Lane, Baltimore, MD 21239

Other Relevant Employment: \_\_\_\_\_

Undergraduate Institution: American University

Graduate Institution: Lovola University

Civic and Professional Affiliations: Registered Nurse in Maryland

Date Submitted: December 17, 2019

Signature: 

**Distribution:**

Honorable Robert Stokes, Chair  
Andre Davis, City Solicitor  
Natawna Austin, Executive Secretary to the City Council  
Marguerite Currin, Office of Council Services  
Nancy Ray, Journal Clerk to City Council  
Caylin Young, Office of the City Council President  
Lester Davis, Director of the Mayor's Office of Government Relations and Communications  
Nina Themelis, Legislative Liaison

DAVID ALAN GREENBERG, RN, MBA  
6002 Roland Ave, Baltimore, MD 21210

## EXPERIENCE

July 2007 –  
Present

**The League for People with Disabilities  
Baltimore, Maryland**

**President and Chief Executive Officer**

Responsible for operations, fund raising and financial management of the organization. Organization provides Medical Day Care, Employment Services, Wellness, Autism Services and Camping, Travel and Recreational services in and around the State of Maryland. Reports to Board of Directors.

October 1999 -  
July 2007

**Mt. Washington Pediatric Hospital  
Baltimore, Maryland**

**Vice President**

Responsible for the management, coordination, operations and expansion of ambulatory services. Administrator of Mt. Washington's satellite inpatient and outpatient operations at site in Cheverly, Maryland. Also responsible for the Laboratory, Radiology, Medical Records and Sleep Laboratory. Supervise clinical and support staff and continually improve operations to make the services efficient and effective with a strong quality component. Member of the executive leadership team reporting to the President and CEO.

June 1998 –  
September 1999

**HSC Foundation and The Hospital for Sick Children  
Washington, DC**

**Director of Network Development, HSC Foundation**

**Director of Nursing, Hospital for Sick Children**

Responsible for developing relationships between the Hospital for Sick Children Health System and other healthcare organizations, corporations, and foundations. Coordinated and executed provider and hospital service contracts for the system's Hospital as well as its HMO. Worked closely with clinical staff to identify programs and services that respond to community needs. Oversaw the Hospital for Sick Children's 100 FTE Nursing Department and assisted with the change in focus from inpatient to outpatient care.

November 1994 -  
May 1998

**The Hospital for Sick Children, Washington, DC**

**Director of Clinical & Support Services** (Acting Administrator 11/94—4/96)

Responsible for the overall operations of the newly expanded and renovated 130-bed pediatric rehabilitation and transitional care hospital. Responsible for Rehabilitation Therapies (OT, PT, ST, Recreation & Child Life), Social Services, Pharmacy, Nutrition, Medical Records, Respiratory, Radiology, Laboratory, Environmental Services, Engineering, Transportation and Safety & Security. Responsible for 140 FTEs and \$8.4 million annual budget. Coordinate external accreditation and licensure inspections. Part of senior management reporting to the CEO.

January 1994 -  
November 1994

**Chief of Professional & Support Services**

Responsible for the management of clinical and support departments of the hospital. Areas of responsibility include Rehabilitation Therapies (OT, PT, ST, Recreation & Child Life), Volunteer Services, Pharmacy, Nutrition Services, Medical Records, Respiratory Care, Radiology, Laboratory, Information Systems, Materials Management, Building Services, Engineering, and Safety & Security. Responsible for 160 FTEs and a \$9 million annual budget. Member of the senior management staff reporting to the CEO.

April 1990 -  
December 1993

**Chief of Clinical Operations**

Responsible for management of clinical departments in an 80-bed pediatric care facility: Nursing, Rehabilitation, Pharmacy, Nutrition, Social Services, Medical Records, Respiratory, Information Systems, Radiology, & Lab. Responsible for 184 FTEs and \$7.5 million annual budget. Projects included renovation of an 80-bed facility and building a new structure for additional bed capacity.

September 1988 -  
March 1990

**Group Health Association, Washington, DC**

**Center Administrator**

Planned, budgeted and directed the operations of two HMO sites in Northern Virginia with a total

# David A. Greenberg

## Page 2

membership of 7200 enrollees (Tyson's Corner and Skyline Medical Centers). Administrative responsibility for 32 FTEs and a \$2.3 million annual budget. The following ambulatory services were provided: Family Practice, Dermatology, Ophthalmology, Optometry, LAB/RAD, OB/GYN, Wellness, Medical Records, Urology, and GI.

### **Greater Southeast Community Hospital, Washington, DC**

October 1985 -  
August 1988

#### **Director of Medical Affairs Administration**

Responsible for administrative coordination of the Division of Medical Affairs, which included the departments of Pathology, Anesthesiology, Rehabilitation Medicine, Neurology, Cardiology, and Pulmonary Medicine. Provided support to twenty cost centers with 225 FTEs, and a \$12 million annual budget. Analyzed quality assurance and utilization review. Analyzed and negotiated physician contracts.

April 1984 -  
October 1985

#### **Associate Director of Nursing**

Responsible for nursing staff over 250 medical and surgical beds. Budgeted, planned, organized, and implemented programs for nine nursing units. Supervised eight department heads.

1979 - 1984

#### **Department Head**

Head Nurse of a 28-bed acute care nursing unit. Budgeted, planned, organized, and executed a variety of programs.

### **Children's National Medical Center, Washington, DC**

1976 - 1978

#### **Staff Nurse/Child Care Technician**

Worked on all nursing units in the float pool.

## **EDUCATION**

1984  
1977

**Masters of Business Administration**  
**Bachelors of Science in Nursing**

Loyola College, Baltimore, Maryland  
American University, Washington, DC

## **LICENSURE**

1978-Present

**Registered Nurse** licensed in Maryland (# R075989)

## **PROFESSIONAL ACTIVITIES & AWARDS**

2014	<b>Awardee</b>	Maryland Most Admired CEO – Daily Record Award
2014	<b><u>Graduate</u></b>	Leadership Maryland
2013-Present	<b>Board Member</b>	Maryland Association of Community Services [advocates for improvements to services for Marylanders with disabilities]
2011-2015	<b>Board Member</b>	Maryland Works, Inc. [focus on employment of individuals with disabilities]
2011	<b><u>Fellow</u></b>	Harry and Jeanette Weinberg Fellows Program
2009	<b><u>Graduate</u></b>	Leadership Baltimore County
2009-Present	<b><u>Commissioner</u></b>	Mayor's Commission on Disabilities (Baltimore City) [chair the Transportation Committee to improve accessibility options]
2009-Present	<b><u>Commissioner</u></b>	Baltimore County Commission on Disabilities [passionate disability advocate for legislative improvements for residents]
1994-2000	<b><u>Member</u></b>	Board of Trustees, Consumer Health Foundation
1997-1999	<b><u>Board Treasurer:</u></b>	Board of Directors, Ass'n for the Care of Children's Health
1997	<b><u>Awardee:</u></b>	Award for Excellence in Graduate Education (GW University)



Michael King

**Michael King**

**Nominee for Appointment to the Commission on Disabilities**

**Current Job: Manager of People and Culture, Family League of Baltimore**





BERNARD C. "JACK" YOUNG  
*Mayor*  
100 Holliday Street, Suite 250  
Baltimore, MD 21202

May 5, 2020

Michael King  
15905 Marluth Avenue  
Baltimore, MD 21206

Dear Mr. King:

Please accept this letter as formal notice that I have nominated you to serve on the Commission on Disabilities.

You will be contacted by the Office of City Council President Brandon Scott with notification of the date and time at which you are to appear before the City Council for your confirmation hearing.

Please direct all inquiries concerning this process to Nina Themelis, my Legislative Liaison to the City Council. She can be reached via telephone (443-401-7044), or email [nina.themelis@baltimorecity.gov](mailto:nina.themelis@baltimorecity.gov).

Your membership on the Commission on Disabilities has my confidence and support. Thank you for your dedication to the City of Baltimore.

Sincerely,

Bernard C. "Jack" Young  
*Mayor*  
*Baltimore City*

cc: The Honorable Brandon Scott, Council President  
The Honorable Robert Stokes, Executive Nominations Chair  
Marguerite Curran, Fiscal Policy Analyst



Bernard C. "Jack" Young  
Mayor  
City Hall  
Room 250  
Baltimore, MD 21202

### MAYOR'S REQUEST TO CITY COUNCIL FOR CONFIRMATION OF MUNICIPAL OFFICER

Pursuant to Article IV, §§6(a) and (b) of the Baltimore City Charter 1996 Edition, Mayor Bernard C. "Jack" Young hereby requests the City Council of Baltimore City to confirm the appointment of Michael King to serve as a municipal officer on the Commission on Disabilities. In support of this request, information concerning the mayoral appointee is provided below and in the attached resume.

*The information set forth in both the document and the attached resume have been distributed to authorized persons for use in the City Council confirmation process*

Name: Michael King

Appointed to: Mayor's Commission on Disabilities

Succeeds: \_\_\_\_\_

Term Expiration Date: December 8, 2020

Previous Terms Served (if none, write N/A): N/A

Party Affiliation: Democratic

Specific Board Requirements: member of the industry

Council District: 2<sup>nd</sup> District

Current Occupation: Manager of People & Culture

Current Employer: Family League of Baltimore

Employer's Address: 2305 N. Charles St. Ste. 200 Baltimore MD 21218

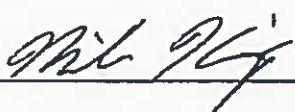
Other Relevant Employment: SBM Management Services

Undergraduate Institution: Frostburg State University

Graduate Institution: University of Baltimore

Civic and Professional Affiliations: \_\_\_\_\_

Date Submitted: February 18, 2020

Signature: 

**Distribution:**

- Honorable Robert Stokes, Chair
- Andre Davis, City Solicitor
- Natawna Austin, Executive Secretary to the City Council
- Marguerite Currin, Office of Council Services
- Nancy Ray, Journal Clerk to City Council
- Caylin Young, Office of the City Council President
- Lester Davis, Director of the Mayor's Office of Government Relations and Communications
- Nina Themelis, Legislative Liaison

## Mike King

(443) 257-6129 / mke.king@yahoo.com

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### Mayor's Commission on Disabilities

Proud Baltimore resident and parent. Dedicated people manager with expertise in performance management and workplace culture development. I have over 10 years of employee relations and employee life cycle experience, with paid and volunteer staff. Known by peers for optimizing resources, systems, and efficiencies. My unique career path has provided me with an understanding of program and operational needs and how best to build and support a team to consistently surpass those needs.

### CORE COMPETENCIES

HR Management · Race Equity Policy Development · Issue Resolution · ADA Compliance · Operations Leadership · Vision Implementation · Lean/Agile Process · Budget Adherence · Performance Management

### WORK HISTORY/EXPERIENCE

#### Manager of People & Culture, 2018 to Present | Family League of Baltimore, Baltimore, MD

Manage the organization's human resources and organizational development needs.

- Provide full life-cycle human resources support to Family League's operations and program functions
- Drive functional excellence and process improvements
- Working to create a culture of racial equity awareness and enforcement within the organization and its work
- Developed and lead the organization's internship program through partnership with local collegiate institutions
- Ensure ADA compliance of workplace
- Support program and support teams during staffing growth of 12% during fiscal year 2019
- Build trusting relationships with internal senior leadership, vendors and funded partners

#### Account Manager, 2017 to 2018 | SBM Management Services, Owings Mills, MD

Managed a portfolio of commercial office space and properties.

- Maintained and supported housekeeping staff of 52 employees across 11 facilities throughout Maryland
- Developed Staff Enrichment Program (SEP) to recognize employee successes
- Initiated partnership with Maryland Dept. of Rehabilitative Services (DORS) for recruiting and coaching, resulting in 25% of my current team being DORS clients and SBM receiving a seat on DORS steering board
- Prepared and monitored payroll and benefits expenses, operating purchases and travel costs
- Used Lean/Agile methodologies to improve operating effectiveness, improving client KPI while decreasing job associated pressures among my team
- Reduced contract turnover rate by 40%

#### Operations and Compliance Manager, 2015 to 2017 | Fleming Financial Services, P.C., Bel Air, MD

Managed daily operations of hedge fund and private equity accounting and advisory firm.

- Supported 15 CPAs charged with managing assets under management of \$2 billion
- Developed and presented to management team organizational performance metrics reporting
- Performed procedural audits on over 54 internal processes
- Developed regulatory compliance and anti-money laundering suite of services for existing and new clients
- Coordinated team continued education courses and professional development sessions
- Utilize GAAP standards in creating client/investor financial statements (balance sheets, P&Ls)

#### Board Member, 2014 to 2017 | HARBEL Community Organization, Baltimore, MD

Provided leadership to the Board of Directors and organization's Finance Committee.

- Directed planning of organization's community events and fundraisers
- Instrumental in board decisions resulting in 35% increase in net revenue from prior year's fundraising
- Directed 5 – 20 volunteers during the staging and running of community improvement events
- Supported Executive Director through independent project work and operations consultation
- Advised organization on HR and ADA best practices pertaining to compensation, benefits, workplace compliance and employee relations

**Director, 2013 to 2014 | Morgan Stanley, Baltimore, MD**

Managed daily responsibilities of Banking Operations and Deposits teams.

- Managed employee life cycle of 25 staff; job description, posting, recruiting, interviewing, coaching, performance management, exit interviews.
- Led annual department SOX audit initiative, working closely with internal legal and risk management
- Led process improvement task force, auditing and updating over 120 different operations procedures
- Composed and delivered monthly operations and financial reporting to executive leadership

**Operations Manager, 2005 to 2013 | T. Rowe Price Group, Inc., Owings Mills, MD**

Supervised the daily activities of cross-site teams in Maryland and Colorado.

- Improved communication between sites through application and training of new technologies, advancing a team culture between the two geographically separated groups
- Managed retail tax form production for firm, issuing 5498s and 1099s for over 500,000 accounts
- Leveraged documented performance measurement metrics during annual employee review sessions
- Awarded firm's highest recognition for work supporting the rejection of a fraudulent transaction
- Developed and facilitated a financial fraud 'red flags' training for client facing associates
- Interviewed candidates for open positions not associated with my line of business

**EDUCATION**

Coursework toward a Master of Public Administration | University of Baltimore, Baltimore, MD

Bachelor of Science - Political Science and Criminal Justice | Frostburg State University, Frostburg, MD

Yojinde Paxton

**Yojinde Paxton**

**Nominee for Appointment to the Commission on Disabilities**

**Current Job: Education Specialist II – Parent Response Unit, Baltimore City Public Schools**







BERNARD C. "JACK" YOUNG  
*Mayor*  
100 Holliday Street, Suite 250  
Baltimore, MD 21202

May 5, 2020

Yojinde Paxton  
336 E 22<sup>nd</sup> Street  
Baltimore, MD 21218

Dear Ms. Paxton:

Please accept this letter as formal notice that I have nominated you to serve on the Commission on Disabilities.

You will be contacted by the Office of City Council President Brandon Scott with notification of the date and time at which you are to appear before the City Council for your confirmation hearing.

Please direct all inquiries concerning this process to Nina Themelis, my Legislative Liaison to the City Council. She can be reached via telephone (443-401-7044), or email [nina.themelis@baltimorecity.gov](mailto:nina.themelis@baltimorecity.gov).

Your membership on the Commission on Disabilities has my confidence and support. Thank you for your dedication to the City of Baltimore.

Sincerely,

Bernard C. "Jack" Young  
*Mayor*  
Baltimore City

cc: The Honorable Brandon Scott, Council President  
The Honorable Robert Stokes, Executive Nominations Chair  
Marguerite Curran, Fiscal Policy Analyst



Bernard C. "Jack" Young  
Mayor  
City Hall  
Room 250  
Baltimore, MD 21202

### MAYOR'S REQUEST TO CITY COUNCIL FOR CONFIRMATION OF MUNICIPAL OFFICER

Pursuant to Article IV, §§6(a) and (b) of the Baltimore City Charter 1996 Edition, Mayor Bernard C. "Jack" Young hereby requests the City Council of Baltimore City to confirm the appointment of Yojinde E. Paxton to serve as a municipal officer on the Mayor's Commission on Disabilities. In support of this request, information concerning the mayoral appointee is provided below and in the attached resume.

*The information set forth in both the document and the attached resume have been distributed to authorized persons for use in the City Council confirmation process*

Name: Yojinde E. Paxton

Appointed to: Commission on Disabilities

Succeeds: \_\_\_\_\_

Term Expiration Date: December 8, 2020

Previous Terms Served (if none, write N/A): N/A

Party Affiliation: Democrat

Specific Board Requirements: Industry

Council District: District 12

Current Occupation: Compliance and Investigations for the Office of Special Education

Current Employer: Baltimore City Public Schools

Employer's Address: 200 East North Ave 21202

Other Relevant Employment: Special Education Advocate

Undergraduate Institution: Morgan State University

Graduate Institution: The George Washington University

Civic and Professional Affiliations: Greater Greenmount Association and Barclay Association

Date Submitted: December 17, 2019

Signature: 

**Distribution:**

Honorable Robert Stokes, Chair  
Andre Davis, City Solicitor  
Natawna Austin, Executive Secretary to the City Council  
Marguerite Currin, Office of Council Services  
Nancy Ray, Journal Clerk to City Council  
Caylin Young, Office of the City Council President  
Lester Davis, Director of the Mayor's Office of Government Relations and Communications  
Nina Themelis, Legislative Liaison

***Yojinde Paxton, M Ed.***

336 East 22<sup>nd</sup> Street  
Baltimore, MD 21218  
410-808-2328 (cell)  
[yojindepaxton@vmail.com](mailto:yojindepaxton@vmail.com)

**Advanced Professional Certificate I: Maryland Special Education**

**EDUCATION**

**Post Graduate Certificate: Applied Behavior Analysis/ BCBA Respecialization- The Chicago School of Professional Psychology (October 2013)**

**Masters of Arts: Major: Special Education for Children with Emotional and Behavior Disabilities- The George Washington University, Washington, DC (August 2010)**

**Bachelors of Science: Major: Public Relations- Morgan State University, Baltimore, MD (May 2004)**

**RELEVANT EXPERIENCE**

**November 2015- Present** **Baltimore City Public Schools** **Baltimore, MD**  
**Educational Specialist II- Parent Response Unit**

- Implements the special education complaint process by addressing and responding to written correspondence, face to face, and telephone inquiries, requests for assistance and concerns reported by parents, legal guardians and legally appointed representatives within time frames.
- Interprets and implements federal and state rules and regulations that govern special education programs specifically IDEA, FERPA, and COMAR; maintain working knowledge of district policies and procedures.
- Conducts investigations of parent issues/concerns including site visits with district office staff to schools to gather relevant information from school-based staff.
- Gathers relevant information, create and maintain student specific case files/records and ensure timely investigation of parent complaints; disseminate written responses within required time frames.
- Works collaboratively with district office staff, school-based staff, and families to resolve parent concerns that relate to special education in an effort to avoid the need for the more formal processes of state complaints, mediations, and due process hearings.
- Develops and disseminates written responses to parent concerns alleging violations of the IDEA that include findings of fact and conclusions based on the law.
- Ensures and manages entry of complaint and resolution related to parent concerns and their outcomes in systemic database; assist with collection and analysis of data related to parent concerns and prepare district and state accountability reports within required time frames.
- Provides technical support to school-based IEP Teams in the decision-making process as it relates to the provision of services and supports to students with disabilities.
- Provides technical assistance to school-based staff including recommendations for strategies to meet student specific academic and behavioral needs and improve academic achievement of students with disabilities.
- Implements an array of best practices dispute resolution methods to ensure effective resolution of parent concerns (including problem solving, and negotiation).
- Provides reporting on issues, patterns and trends related to special education and identify opportunities for quality improvement in complaint management.

**May 2013- November 2015** **Baltimore City Public Schools** **Baltimore, MD**  
**Special Education Teacher/Case Manager**

**September 2011-Present** **Paxton Consulting** **Baltimore, MD**  
**Educational Consultant/Special Education Advocate**

**June 2011- August 2011** **Kingsbury Day School** **Washington, DC**

#### IEP Coordinator

- Monitored implementation of required IEP services and procedures for special education students.
- Conducted reviews of IEP files and consult/train staff on necessary changes.
- Provided resource information to IEP team, families and outside agencies doing Individual Transition Plan meetings for secondary students in order to assist with transition plans.

August 2010- June 2011

James E. Brown and Associates, PLLC.

Washington, DC

#### Special Education Advocate

- Analyzed assessment data and reports and cross-referenced this information with federal policies and school practices to ensure Free and Appropriate Public Education practices were implemented.
- Testified as practitioner-expert of student's needs in due process hearings regarding the quality and effectiveness of student's IEP's, transition plans, academic data, and other performance measures conducted by schools and independent evaluators.
- Reviewed due process complaints for accurateness in order to advise attorney the direction of the case.
- Fostered extensive knowledge of federal and state regulations regarding special education and its implementation through rigorous review; worked as an integral part of a litigation team to ensure student rights under IDEA legislation.
- Demonstrated awareness with knowledge of advocacy skills to ensure compliance with federal and state legislation.
- Maintained frequent and congenial communication with all external agencies as it pertained to the student.
- Connected students to the Rehabilitation Services Administration in order to improve vocational skills and independent living skills.

August 2008-August 2010

Rock Creek Academy

Washington, DC

High School Special Education Geometry Lead Teacher/Cosmetology Academy Leader

August 2007- August 2008

Friendship Junior Academy Blow Pierce Campus

Washington, DC

Resource Math Teacher Special Education

September 2005- July 2007

Prince Georges County Public Schools

Prince Georges County, MD

Secondary Language Arts Teacher/Co-teacher

September 2004- June 2005

Baltimore City Public Schools

Baltimore City, MD

Secondary Mathematics Teacher/Co-teacher

- Clearly outlined expectations and class protocols to create positive, productive learning environments.
- Supervised and instructed students in mastering goals and objectives for their IEP.
- Supported staff development to meet physical, social/emotional and intellectual needs for each student.
- Managed and educated a diverse classroom while working directly with special education population.
- Utilized new strategies to increase performance within the classroom.
- Devised and implemented cross-curricular lessons to increase performance in math and science concepts.
- Prepared, administered, corrected and recorded results of various state mandated tests.
- Maintained student special education files on a timely basis.
- Developed appropriate transition plans for students by documenting and maintaining records for vocational training programs.

#### CERTIFICATIONS AND PROFESSIONAL DEVELOPMENTS

Crisis Prevention Institute (CPI): Nonviolent Crisis Intervention trained (December 02 2019)

Visiting Professor: Special Education Advocacy (The George Washington University, Loyola, Notre Dame)

LRP National Institute on Legal Issues of Educating Individuals with Disabilities- Conference (May 2019)

Wrightslaw: Special Education Law and Advocacy Training in Bowie, Maryland (May 04, 2018)

Legally, Morally and Professionally Responsibilities for Educators: Professional Development Series (ongoing)

#### PROFESSIONAL AFFILIATION / ACCOLADES

- Council for Exceptional Children (CEC)
- Special Education Citizens Advisory Committee (SECAC) Voting Member for Baltimore City Public Schools

**REFERENCES FURNISHED UPON REQUEST**

**Commission**

**on**

**Disabilities**

**SUBTITLE 23  
MAYOR'S COMMISSION ON DISABILITIES**

**§ 23-1. Definitions.**

(a) *In general.*

As used in this subtitle, the following terms have the meanings indicated unless their context clearly indicates otherwise.

(b) *Person.*

"Person" means an individual, receiver, trustee, guardian, personal representative, fiduciary, or representative of any kind and any partnership, firm, association, corporation, or other entity.

(c) *City.*

"City" means the Mayor and City Council of Baltimore, the body corporate as established by the Charter of Baltimore City.

(d) *Commission.*

"Commission" means the Mayor's Commission on Disabilities.

(e) *Other terms.*

Any other term used in this subtitle shall be defined as such terms are defined in the Americans with Disabilities Act of 1990, as amended, and the federal regulations promulgated pursuant thereto, as amended.

*(City Code, 1976/83, art. 1, §2-42.) (Ord. 93-237.)*

**§ 23-2. Purpose.**

It is the purpose of this Commission to:

- (1) advise the City on the accessibility of City facilities, programs, and services for citizens with disabilities;
- (2) assist the City to comply with the Americans with Disabilities Act of 1990; and
- (3) assist the City in providing information and education programs to City government, businesses, and industries with regard to reasonable accommodations for employment and other issues concerning persons with disabilities.

*(City Code, 1976/83, art. 1, §2-41.) (Ord. 93-237.)*

**§ 23-3. Commission established.**

There is a Mayor's Commission on Disabilities.  
(City Code, 1976/83, art. 1, §243.) (Ord. 93-237.)

**§ 23-4. Members; associates.****(a) Members.****(1) The Commission consists of 23 members:**

(i) a Mayor's representative;

(ii) a representative of the City Council; and

(iii) 21 members appointed by the Mayor under Article IV, § 6 of the City Charter as follows:

A. 9 persons with disabilities, not employed in the field of disabilities;

B. 3 family members of persons with disabilities; and

C. 9 representatives of business, industry, community organizations, non-profit organizations, and organizations representing persons with disabilities, at least 3 of whom are persons with disabilities.

(2) Of the members appointed under paragraph (1)(iii) of this subsection, at least 1 must be appointed from each of the 14 Council Districts.

(3) Each member appointed under paragraph (1)(iii)C of this subsection must work or reside in the City.

**(b) Associates.**

One representative from each of the following agencies serves as a non-voting associate:

(1) Commission on Aging and Retirement Education.

(2) Health Department.

(3) Department of Recreation and Parks.

(4) Department of Planning.

(5) Department of Housing and Community Development.

(6) Department of Human Resources.

(7) Department of Transportation.

- (8) Law Department.
- (9) Community Relations Commission.
- (10) Baltimore City Public School System.
- (11) Office of Employment Development.
- (12) Police Department.
- (13) Department of Social Services.
- (14) Fire Department.
- (15) Department of Transportation.
- (16) Enoch Pratt Free Library.

(17) Office of Emergency Management.

(City Code, 1976/83, art. 1, §244(a) - (d).) (Ord. 93-237; Ord. 97-141; Ord 04-822; Ord. 08-033; Ord. 15-435.)

**§ 23-5. Terms, organization, etc.**

(a) *Terms.*

Members serve for a term of 4 years concurrent with the Mayor's term of office.

(b) *Compensation.*

Members and associates serve without compensation.

(c) *Vacancies.*

- (1) At the end of a term, an appointed member serves until a successor is appointed and qualifies.
- (2) A member who is appointed after a term has begun serves out the rest of the term and until a successor is appointed and qualifies.

(d) *Meetings; quorum.*

- (1) The Commission shall meet on the call of the Mayor or its Chair as frequently as required to perform its duties, but not less than 6 times a year.
- (2) A majority of the members of the Commission constitutes a quorum for the transaction of business, and an affirmative vote by the majority of a quorum is sufficient for any official action.



**(e) Rules.**

The Commission may adopt rules to govern its meetings and operations.

**(f) Failure to attend meetings.**

Any member who is absent from more than 25% of the scheduled regular meetings, not counting absences excused by the Chair, during any 6-month period, shall be considered by the Mayor to have resigned and shall be so notified by the Commission.

**(g) Officers.**

(1) The Mayor shall designate an appointed member, representing the membership category identified in § 23-4(a)(3)(i), as Chair of the Commission.

(2) The Chair may select other officers.

**(h) Committees.**

The Chair of the Commission may appoint committees to carry out the functions and duties of the Commission.

**(i) Invited participants.**

Representatives of state agencies and other organizations that serve the interests of the disabled in Baltimore City may be invited by the Commission to participate in Commission meetings. (City Code, 1976/83, art. 1, §2-44(e) - (m).) (Ord. 93-237; Ord. 97-141; Ord. 99-526.)

**§ 23-6. Duties.**

The Commission shall:

- (1) assist in the development of a transition plan for the City of Baltimore to address community access to facilities, open spaces, and communications, and advise the Mayor on the implementation of the plan by January 26, 1995;
- (2) assist in the identification and evaluation of all City programs and services that impact the major life activities of persons with disabilities;
- (3) recommend modification of services or new services for persons with disabilities;
- (4) research, assemble, analyze and disseminate pertinent data and educational materials relating to activities and programs which will assist in meeting the needs of persons with disabilities;
- (5) work to eliminate discrimination of persons with disabilities;
- (6) in consultation with the Division of Occupational Medicine and the Community Relations Commission, institute and conduct educational programs, meetings, and conferences designed to promote equal rights and opportunities for persons with disabilities;

- (7) cooperate with interested citizens, general community, business, professional, technical, educational, and civic organizations in furthering the interests of persons with disabilities;
- (8) work jointly with other jurisdictions on conducting similar activities;
- (9) work to remove inequalities due to unmet needs or discrimination on the basis of disability in the areas of housing, recreation, employment, education, community services, and related matters;
- (10) cooperate and collaborate with all municipal agencies, including the Division of Occupational Medicine and the Community Relations Commission, to avoid duplication of efforts;
- (11) provide information to the residents of the City, the Mayor's Office, the City Council, and various offices of the city, state, and federal government on matters involving the needs of persons with disabilities;
- (12) recommend programs or legislation as necessary to promote and insure equal rights and opportunities for all persons with disabilities;
- (13) work to assure that information and referral needs are met and that information about City programs is disseminated;
- (14) hold a public forum at least yearly to give persons with disabilities an opportunity to voice their concerns;
- (15) work to assure the development of an effective delivery system of public, private, and consumer resources to all persons with disabilities;
- (16) assist the Director of the Commission with regard to inquiries, complaints, and other problems with City services for persons with disabilities;
- (17) assist in the coordination of state and federal programs and services available to the City, business, and industry; and
- (18) provide other advice as requested by the Mayor, City Council, and municipal agencies.  
(City Code, 1976/83, art. 1, §245.) (Ord. 93-237.)

**§ 23-7. Director; staff; budget.**

**(a) Appointment of Director.**

In consultation with the Commission, the Mayor shall appoint a Director of the Commission in accordance with Article IV, § 6 of the City Charter.

**(b) Duties.**

The Director shall perform duties as required by the Mayor to carry out the provisions of this subtitle.

(c) *Staff.*

Staff may be employed in accordance with the Ordinance of Estimates.

(d) *Budget.*

The Director may expend funds authorized in the Ordinance of Estimates or any supplemental appropriations.

*(City Code, 1976/83, art. 1, §246.) (Ord. 93-237.)*

**§ 23-8. Reports.**

(a) *Annual report.*

The Commission shall submit an annual report to the Mayor and City Council within 2 months of the end of the fiscal year.

(b) *Other reports.*

The Commission shall submit reports on specific subjects at the request of the Mayor, City Council, or municipal agencies.

*(City Code, 1976/83, art. 1, §247.) (Ord. 93-237.)*