



Office of the Mayor
Laurel Lunt Prussing

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August 18, 2011

To: Urbana City Council Members Brandon Bowersox, Eric Jakobsson, Robert Lewis, Diane Marlin, Dennis Roberts, Charlie Smyth and Heather Stevenson

From: Laurel Lunt Prussing

Re: Staff Appointment
Reappointment and Appointments to Boards and Commissions

I am pleased to submit the following appointments and reappointments for your approval:

STAFF APPOINTMENT

Kelly Hartford

I am pleased to recommend for your approval the appointment of Kelly Hartford Mierkowski as Grants Management Division Manager.

I am attaching Kelly's resume for your review.

REAPPOINTMENTS

Human Relations Commission – term to expire June 30, 2014

Rizwan Uddin

APPOINTMENTS

Police Pension Fund Board

Earl Hamilton – term to expire May 31, 2013

Mr. Hamilton has lived in the City of Urbana for one year, having previously lived in the Village of Atwood for 56 years. He is a retired service officer of the Illinois Department of Veterans Affairs. Mr. Hamilton has served as a trustee on the U.S.I. Employees Credit Union as well as a trustee and supervisor of Garrett Township.

Sustainability Advisory Commission

Aaron Christian Petri – term to expire June 30, 2014

Mr. Petri has lived in the City of Urbana for 5 years and is currently a Building Energy Specialist with SEDAC, UIUC. He has a bachelor's degree in landscape architecture and dual master's degree in landscape architecture and urban and regional planning with an emphasis on environmental design, sustainability and energy efficiency.

Kelly Hartford Mierkowski

113 Crystal Lake Drive, Urbana IL 61801
Cellular: 217-778-2755, email: khartford@wildblue.net

OBJECTIVE

Seeking employment that will utilize my skills, work experiences, and education to become a valuable asset for my employer.

STRENGTHS

- Good organization skills
- Good oral and written communication skills
- Works well under pressure and stress
- Ability to work well with people
- Supervisory experience and training

PROFESSIONAL EXPERIENCE

City of Urbana*Urbana, IL*April 1, 2011 to Present

Interim Manager, Grants Management Division

Responsible for administration of affordable housing and community development programs funded primarily with federal and state grants, including, but not limited to Community Development Block Grant, HOME Investment Partnerships, and Supportive Housing Program. Functions include preparation and implementation of Annual Action Plans, preparation and administration of the division budget, oversight of programs administered by division staff, and compliance with federal, state, and local grantor requirements. Provides staff support to the Community Development Commission and City Council.

City of Urbana * Urbana, IL * March 1, 2005 to Present

Grants Coordinator, Grants Management Division

Performs general administrative functions related to the Community Development Block Grant (CDBG) and Supportive Housing Programs (SHP). Functions include program management and planning, authorization of grant payments, monitoring of grant recipients, maintenance of the environmental review record, completion of grant records and reporting to HUD, preparation of supportive services grant applications for SHP through the Continuum of Care, coordination of both the Consolidated Social Service Fund and CDBG Public Facilities application processes, coordination of the Transitional Housing Program for homeless families with children; and represents the City of Urbana at various community meetings/organizations as required.

Family Service of Champaign County • Champaign, IL • January 1997 to February 28, 2005

Manager, Family Preservation Program

Responsibilities included organizing, planning, managing, and overseeing the general operation of the Family Preservation Program; for hiring, managing, and supervising Family Preservation staff, including staff training and development. Assisted with establishing, maintaining, and monitoring working relationships with contractual and purchase of service providers for appropriate assistance to families. Responsible for program reports, case records, evaluations, and other such forms and procedures as necessary; attended Juvenile court proceedings as required by DCFS.

Family Service of Champaign County • Champaign, IL • July 1994 to January 1997

Case Manager, Family Preservation Program

Provided intensive in-home, family -based services to families aimed at preserving the family unit. Worked as a team member; helped determine needs, coordinated comprehensive services and community resources and worked with referral sources; attended Juvenile court proceedings as needed, and performed necessary record keeping and reporting functions.

EDUCATION & CERTIFICATIONS

Midwest Community Development Institute • Moline, IL • 2010-2012
Community & Economic Development Certification (Year One completed)

HOME Certified Specialist • St. Louis, MO • October 2009

Kaplan College • Davenport, IA • 2003-2004
Pathway to Paralegal Studies Certificate – Online Distance Learning

Western Illinois University • Macomb, IL • May 1990
Master of Arts, Political Science

Western Illinois University • Macomb, IL • May 1986
Bachelor of Arts, Political Science • Minor: English

Spoon River College • Canton, IL • May 1984
Associate of Arts, Pre-Law

TRAININGS

Illinois Leadership Conference • Bloomington, IL • June 2010
Illinois NAHRO Section 3 Training • Peoria, IL • April 2010
HUD Training on Fair Housing • Chicago, IL • April 2010
HOME Certified Specialist Training • St. Louis, MO • October 2009
The Basics of HOME Program Administration • Louisville, KY • August 2009
HOME Essentials • Springfield, IL • July 2009
Environmental Workshop • Decatur, IL • February 2009
HUD Labor Standards Compliance & Prevailing Wage Requirements Training • Chicago, IL • August 2008
Property Management • Bloomington, IL • October 2007
CPR for CAPER • Chicago IL • October 2007
HUD Region V – Illinois Chapter NAHRO Workshop • Springfield, IL • August 2007
Housing First for Families Symposium • Chicago, IL • June 2007
CPD Outcome Performance Measures Training • Chicago, IL • August 2006
CDBG Workshop for Local Governments • Lincoln, NE • July 2006
Orientation to Environmental Assessments • Chicago, IL • April 2006
IDIS Advanced Training • Chicago, IL • March 2006
HUD Peer-to-Peer Homeless Provider Conference • Peoria, IL • September 2005
HMIS National Conference 2005 • St. Louis, MO • September 2005