

RESOLUTION NO. 91 - 2017

Moved by: Wanda R. Williams

A Resolution confirming the appointment of Ms. Christian Yellowdy to serve on the reinstated Harrisburg Human Relations Commission ("HHRC") for a one year term.

WHEREAS, to better facilitate the protection of equal rights and opportunities for all persons, regardless of their race, color, religion, ancestry, national origin, place of birth, sex, age, handicap or disability or the use of guide or support animals, marital status, familial status, sexual preference/orientation, or GED status, the City of Harrisburg (the "City") has determined to reinstate the Harrisburg Human Relations Commission established by City of Harrisburg Ordinance; No. 17-1992; and

WHEREAS, it is the desire of the Mayor to appoint Ms. Christian Yellowdy to serve on the reinstated Harrisburg Human Relations Commission ("HHRC") pursuant to the provisions of law; and

WHEREAS, members of the HHRC shall be a broadly representative cross section of the racial, ethnic and economic groups of the City; and

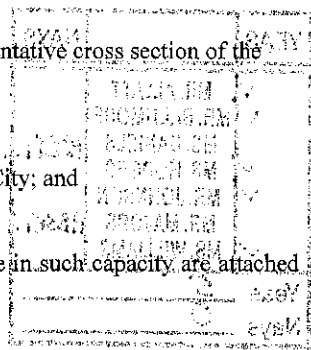
WHEREAS, members of the HHRC shall be residents of the City; and

WHEREAS, a copy of Ms. Yellowdy's qualifications to serve in such capacity are attached and incorporated as "Exhibit A;" and

WHEREAS, Ms. Yellowdy's appointment shall be for a one year term expiring 11-14-18.

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED BY THE COUNCIL OF THE CITY OF HARRISBURG that the City Council hereby confirms the appointment of Ms. Christian Yellowdy to the reinstated Harrisburg Human Relations Commission ("HHRC") for a one year term.

Seconded by: [Signature]



YEAS		NAYS
✓	MR. ALLATT	
✓	MR. MADSEN	
	MS. DANIELS	ABSENT
✓	MS. GREEN	
✓	MR. JOHNSON	
	MR. MAJORS	ABSENT
✓	MS. WILLIAMS	
Yeas	5	
Nays	0	

Passed the City Council November 14, 2017

Wanda R. D. Williams
President of City Council

Attest [Signature]
City Clerk

Approved

Exhibit A

CHRISTIAN YELLOWDY

Harrisburg, PA 17109 ■ [REDACTED] ■ [REDACTED]

Qualifications

- PA State Certified School Bus Trainer Coordinator
- Responsible for operations of a multi-million dollar transportation company
- Experienced in Windows operating systems, Microsoft Word, Microsoft Access, Microsoft Excel, Microsoft Office Suites, PowerPoint, Quattro Pro, Word Perfect and Advantage database system
- 15 years of progressive office experience including experience in Accounting, Human Resources and Upper Level Management

Key Skills

Office Management
Meeting & Event Planning
Interpersonal Communications
Spreadsheet & Database Creation

Report & Document Preparation
Budget Planning
Expense tracking & Reconciliation
Teaching

Contract negotiation
HR Compliance knowledge
Managing over 250 personnel
Types 50 WPM

Experience

Boyo Transportation Inc.
Harrisburg, PA

2010-present

Operations Manager

- Pennsylvania state certified School Bus Trainer Coordinator
- Develop and implement training programs for new CDL candidates
- Develop and implement handbooks, guidelines and non cdl trainings for new and current employees
- Direct activities related to dispatching, routing, and tracking transportation vehicles, such as school buses and vans
- Responsible for all human resource aspects of over 250 employees including workers compensations claims, unemployment compensation and HIPPA compliance
- Direct activities of staff performing repairs and maintenance to equipment, vehicles, and facilities
- Plan, organize and manage the work flow staff to ensure work is accomplished in a manner consistent with organizational policies and procedures
- Analyze expenditures and other financial information in order to develop plans, policies, and budgets for increasing profits and improving services
- Direct investigations to verify and resolve customer or vendor complaints
- Serve as contact persons for all workers within 4 assigned territories
- Implement schedule and policy changes for all branch locations
- Collaborate with other managers and staff members in order to formulate and implement policies, procedures, goals, and objectives
- Promote safe work activities by conducting safety audits, attending company safety meetings, and meeting with individual staff members
- Develop criteria, application instructions, procedural manuals, and contracts for state and county transportation programs
- Monitor spending to ensure that expenses are consistent with approved budgets
- Conduct employee training sessions on subjects such as hazardous material handling, employee orientation, and quality improvement

- Track and create reports for gas card usage
- Utilize and manage vehicle gps system via Zonar to track, create reports and trace hundreds of fleet vehicles
- Negotiate and authorize contracts with equipment and materials suppliers, and monitor contract fulfillment.

Pennsylvania District Attorneys Association.
Harrisburg, PA

2008-2009

Administrative Program Assistant

- Collaborated on the implementation of the PA SAVIN program- Statewide Automated Victim Information Network; a program designed to notify victims of abuse and their families of the offenders physical location while incarcerated
- Worked with SAVIN vendor and/or SAVIN users to resolve problems related to the system management, information or upcoming events
- Worked with Media Consultant on SAVIN related mailing or county contacts such as victim witness coordinators, county wardens or sheriffs as a back up to the program manager
- Tracked in-kind match for all counties expect bi-weekly or monthly reports- follow up with counties who did not respond in the expected time frame – weekly review
- Recorded, transcribed and distributed SGC meeting minutes to guest and members of committee
- Tracked and recorded expenses for SGC meeting; create/submit check request forms
- Contacted counties via phone and e-mail to update or request information
- Mailed merge letters for public announcements to invited guests and media
- Monitored VineWatch Stats;- Daily; Create spreadsheets and reports of VineWatch statistics
- Contacted counties via phone and e-mail to update information, follow up on status of MOUs, questionnaires

American Psychiatric Association
Arlington, PA

2002-2006

Administrative Assistant III/ Online Support Associate

- Implemented management and organizational skills; displayed enthusiasm, self motivation and patience
- Prepared billing statements, invoices, accounts payable, and receivable as well as reports and bookkeeping
- Processed phone, web, and faxed orders into Advantage data processing system
- Processed large item payments in data system for companies such as Barnes and Noble, Amazon and Esbco
- Maintained database for account collections and service
- Assisted in clerical support such as mail distribution, copying, faxing and filing
- Answered customer and staff inquiries, complaints, and concerns by telephone and via email
- Communicated with large subscription agencies such as Swets, Ebsco and Igaku Shoin
- Corrected online institutional subscriptions via online Subscription Maintenance
- Communicated with members of Highwire online database team to ensure subscription accuracy for institutions and individuals
- Supported web maintenance for APPI.org, Psychiatryonline.org and Psychiatryonline.com - the official websites of American Psychiatry Publishing
- Created and executed policy procedures for department staff

INTER

OFFICE

MEMO

To: HARRISBURG CITY COUNCIL
From: Kirk Petroski, City Clerk
LEGISLATIVE APPROVAL FORM

Date:

LEGISLATIVE APPROVAL FORM/CERTIFICATE OF ACCEPTANCE

BILL NO. -2017 RESOLUTION NO. -2017

THE ABOVE LISTED ITEM WAS WRITTEN AND PREPARED FOR FINAL INTRODUCTION AT THE HARRISBURG CITY SOLICITOR'S OFFICE ON:

Rebecca K. Kunkel
Assistant City Solicitor

10-6-17
Date

Requested by Department/Bureau: Mayor's Office

Department/Bureau Contact Person: Mayor

For Action on or before:

The attached was received in the Office of the City Clerk for introduction on

Received by: [Signature]

Date: 10-10-17