

RESOLUTION NO. 98 - 2017

Moved by: Wanda R. D. Williams

A Resolution confirming the appointment of Ms. Valerie Carelock to serve on the reinstated Harrisburg Human Relations Commission ("HHRC") for a two 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. Valerie Carelock 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. Carelock's qualifications to serve in such capacity are attached and incorporated as "Exhibit A;" and

WHEREAS, Ms. Carelock's appointment shall be for a two year term expiring

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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. Valerie Carelock to the reinstated Harrisburg Human Relations Commission ("HHRC") for a two year term.

Seconded by: [Signature]

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

Passed the City Council November 14, 1977
Wanda R. Williams
 President of City Council

Attest [Signature]
 City Clerk

Approved

Exhibit A

Valerie Carelock

[REDACTED]
Harrisburg, PA 17102
[REDACTED]
[REDACTED]

Experience

MidState Medical Mobile -08/2016 - 03/2017

Paratransit Driver

- Transport individuals to and from medical appointments.
- Maintained up-to-date records on clients, trips, and vehicle items.
- Check vehicle fluid levels, tire pressure, and schedule necessary repairs.
- Ensure the safety of all clients while riding to appointments.

Easton Coach Transportation Company - 04/2016 – 07/2016

Paratransit Driver

- Transport work release workers to and from work.
- Ensured the safety of all clients during trips.
- Maintained up-to-date records on clients, trips, and vehicle items.
- Checked vehicle's fluid levels, tire pressure and scheduled any necessary repairs.
- Evaluated client needs and determined appropriate action, or referring questions to management when necessary.

Goodwill Store- 02/2015 - 07/2015

Lead Sales Associate

- Experience in operating multi-line telephone system.
- Sales, window dressing, organizing and maintaining neat appearance of the store.
- Cash handling, nightly deposits.
- Open and closing the store, also monitoring the stores functions during the absence of store manager.

Hope Enterprises, Inc.-10/2014 – 02/2015

Van Driver

- Made reasonable procedure exceptions to accommodate unusual customer requests.
- Transported individuals to and from appointments and work.
- Ensured the safety of all clients during trips.
- Maintained up-to-date records on clients, trips and vehicle items.
- Checked vehicle's fluid levels, tire pressure, and scheduled any necessary repairs.
- Evaluated client needs and determined appropriate action, or referring questions to management when necessary.

Step Transportation -08/2010 – 08/2014
Information Technician/Customer Service

- Maintained complete confidentiality in accordance with organization and legal requirements.
- Demonstrated mastery of customer service call script within specified time frame.
- Signed clients up for Pennsylvania medical and transportation services.
- Completed data entry of drivers daily and monthly trips.
- Answered calls through computer generated system and directed appropriately.

YWCA -04/2008 – 08/2010
Court Appointed Special Advocate (CASA)

- Conducted five sessions per week for individual, family, and couple's therapy.
- Supported families and children going through a variety of crisis and wellbeing.

Center for Independent Living -05/2006 – 04/2008
Mental Health Aid

- Completed surveys from those using Mental Health services.
- Registered new clients who required assistance.
- Created surveys for improvement in the service of those in need.

Susquehanna Health Systems -06/1999 – 12/2002
Certified Nursing Assistant

- Completed daily care, activity of daily living of individuals in the hospital or in nursing home.
- Fed, bathed, completed rehabilitation activities with the elderly.

Education

University of Phoenix

Human Resource Management
Associate Degree

Certificate of Completion American Red Cross
CPR/AED for Pro Rescuers: Responding to Emergencies; First Aid certificate ID: GTLVJ6
AmeriCorps Member 4 years

Professional References

Mrs. Debra Mazurek
Assistant Transportation Specialist
2232 West 4th Street
Williamsport, PA 17701
570-326-0587

Mr. Chas Parham
Home Health Aide
1853 Hazel Drive
Williamsport, PA 17701
570-323-2418

Daryl Kern
Community Connect AmeriCorps Director
2138 Lincoln Street
Williamsport PA, 17701
570-326-0587

James Wilkerson
Director Mental Health Services
803 Sheridan Street
Williamsport, PA 17701
570-419-7308

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. ⁹⁸-2017

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