

RESOLUTION NO. 7 - 2018

Moved by: Wanda R. D. Williams

A Resolution confirming the appointment of Marc Woolley to serve as Business Administrator for the City of Harrisburg.

WHEREAS, the Optional Third Class City Charter Law, 53 P.S. § 41416, authorized the establishment of a Department of Administration for the City of Harrisburg and a Business Administrator to direct the operations thereof; and

WHEREAS, the law further directs that a Business Administrator shall be chosen solely on the basis of executive and administrative qualifications with special reference to actual experience in or knowledge of accepted practice in respect to the duties of the office; and

WHEREAS, Marc Woolley was awarded a Bachelor of Arts degree with a concentration in Psychology from Georgetown University and a Juris Doctorate degree from Boston College Law School; and

WHEREAS, Marc Woolley has more than 20 years of professional and volunteer experience that includes the management and administration of governmental operations within the Commonwealth of Pennsylvania, with routine duties involving all levels of government; and

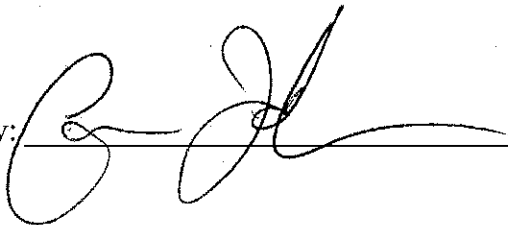
WHEREAS, Marc Woolley therefore having demonstrated that he is vested with the education, training, experience and expertise in a myriad of financial and operational functions in and outside of government enjoys the requisite qualifications to serve as the Business Administrator for the City of Harrisburg and a summary thereof is set forth in his resume, which is attached hereto as "Exhibit A"; and

WHEREAS, the Mayor having determined that Marc Woolley possesses the requisite skill, knowledge and dedication to faithfully serve the people of Harrisburg has appointed him to be the Business Administrator, subject now to the requisite confirmation of this Council; and

WHEREAS, the Council of the City of Harrisburg having carefully reviewed and considered the qualifications of Marc Woolley and the requirements to serve as Business Administrator, hereby determine the appointee to be well-qualified to serve in this highest appointed office within City government.

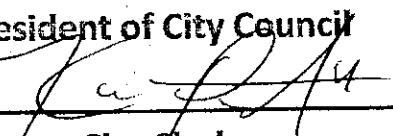
NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED BY THE COUNCIL OF THE CITY OF HARRISBURG, that the City Council hereby confirms the appointment of Marc Woolley to the position of Business Administrator for the City of Harrisburg, entrusting him with the duties and responsibilities incumbent to that high office.

BE IT FURTHER RESOLVED that all appropriate City officials are authorized to take all steps necessary to effectuate this Resolution.

Seconded by: 

Passed by City Council January 9, 2018

Wanda R. D. Williams
President of City Council

Attest 
City Clerk

- Approved
- Returned to City Council with objections

YEAS		NAYS
	MR. ALLATT	
	MS. DANIELS	
	MS. GREEN	
	MR. JOHNSON	
	MR. MADSEN	
	MR. MAJORS	
	MS. WILLIAMS	
Yeas	<u>7</u>	
Nays	<u>0</u>	

INTER

OFFICE

MEMO

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

Date:

LEGISLATIVE APPROVAL FORM/CERTIFICATE OF ACCEPTANCE

BILL NO. -2018 RESOLUTION NO. 7 -2018

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

Pamie E. Baldock
Assistant City Solicitor

1/4/2018
Date

Requested by Department/Bureau: Mayor / Dept. of Administration
Department/Bureau Contact Person: Mayor Popenjuse

For Action on or before:

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

1/09/2018

Received by: *Chanda Wilson*

Date: 1/05/2018

E x h i b i t “A”

MARC WOOLLEY

WORK EXPERIENCE

HERSHEY TRUST COMPANY

November 2011 to July 2016

Deputy General Counsel, Chief Compliance Officer & Corporate Secretary

- Chief Legal Counsel for all legal issues including trust, fiduciary, employment and corporate matters for a \$12 billion dollar trust company.
- Responsible for testing and monitoring compliance with applicable laws and regulations, including federal/state banking laws and IRS regulations.
- Supervised the legal affairs team, including all attorneys, paralegals, administrative assistants, and outside counsel.
- Reviewed and negotiated private equity fund subscription agreements
- Work with the board in the implementation and development of goals, objectives and standards for board practices, including drafting bylaws provisions, committee charters and governance policies.
- Managed all board secretarial functions for The Hershey Trust Company, Milton Hershey School and the M.S. Hershey Foundation.
- Managed intellectual property matters, such as, Trademarks/Service Marks, Copyrights, Domain Names and Licensing for The Hershey Trust Company, Milton Hershey School and M. S. Hershey Foundation.
- Managed the written/oral communications related to board issues, protocols and policies, including, as appropriate, on behalf of the Chairs, Vice Chairs and Committee Chairs
- Responsible for and managed all federal and state regulatory filings such as Internal Revenue Service Form 990 for Exempt Organizations and reports to the Pennsylvania Office of Attorney General.
- Legal advisor and counsel to senior executives to assist them in meeting the strategic and business objectives of the company.
- Managed the daily operations of legal affairs department for all banking and governance compliance requirements and initiatives.
- Authored a new compliance manual and governance guidelines.
- Authored and implemented Outside Counsel Guidelines that outline mandatory counsel reports, allocation of assignments and negotiated fee schedules.
- Streamlined the delivery of timely and concise information to assist Board Chairs, Vice Chairs, Committee Chairs, and members in their work through the implementation of a computer portal.
- Negotiate and finalized non-disclosure agreements with vendors.
- Developed compliance training program for the Hershey Trust and Milton Hershey School employees.
- Developed agendas for board and committee meetings, including the annual meetings and board retreat, and attend all meetings of the board of directors.

BALLARD, SPAHR, ANDREWS & INGERSOLL *Of Counsel*

August 2008 to November 2011

- Assisted clients at all levels of government and provide them with information, data and direct assistance on the actions of government and the legislative process.
- Represented institutes of higher education and healthcare regarding capital and development plans at the state and local level to garner financial and community support.
- Represented corporate clients in general corporate matters focusing on mergers and acquisitions.

- Represented local public housing and port authorities regarding federal, state and local regulations/programs and government relations matters.
- Represented clients regarding Pennsylvania gaming laws and regulations.
- Negotiated settlement agreements for various clients with federal agencies.

CHESTER-UPLAND SCHOOL DISTRICT
Chairman, Chester-Upland Empowerment Board

March 2007 to October 2010

- Appointed by the Pennsylvania Secretary of Education to implement financial controls and develop an educational strategic plan for the district.
- Responsible for the educational achievement of nearly 8,000 children.
- Developed, managed and implemented a \$94 million dollar budget.
- Negotiated a collective bargaining agreement with the teacher's union that had been working without an agreement for nearly four years.
- Developed and implemented a district-wide restructuring of staff to reduce costs by 15 percent and increase productivity and standardized test scores.
- Developed and implemented a school partnership program that combines state, corporate and local university funds to reduce the district's student to teacher ratios by six percent.
- Developed and implemented a sponsorship program to encourage corporate and private donations to the district that resulted in nearly \$2 million of additional funding.

DELAWARE RIVER PORT AUTHORITY
Assistant to the Chairman & Director of Claims Administration

February 2004 to August 2008

- Special Assistant to Governor Rendell and the Pennsylvania Caucus of the DRPA.
- Participated as a key member of leadership team in setting DRPA's corporate direction for organization with \$200 million dollars in annual revenue.
- Responsible for coordinating and implementing legislative and regulatory strategies for DRPA.
- Managed the DRPA risk management and insurance function.
- Assisted Chairman with confidential communication between Commissioners, Executive staff and outside agencies.
- Arranged and attend all appropriate outside committee and board meetings with staff and outside agencies, including governors, legislators, and state officials.
- Managed DRPA's OCIP program.
- Supervised and managed DRPA workmen's compensation and unemployment claims.

PHILADELPHIA HOUSING AUTHORITY
General Counsel

April 2002 to December 2003

- Counsel to the PHA's Board of Commissioners.
- Counseled executive staff regarding Housing Act and its accompanying regulations.
- Managed a caseload that included 200 active employment, construction, and development matters, 60 weekly landlord tenant evictions, 10 weekly expedited drug evictions, and 30 weekly tenant-grievance proceedings.
- Managed all outside counsel's projects and assignments to ensure compliance with contractual obligations.
- Supervised outside counsel regarding 15 active civil rights, police misconduct and class action litigation cases.
- Managed the self-insurance and insurance programs.
- Supervised and managed Hope VI and Mixed-Finance Projects.

- Responsible for all internal and external audits of PHA's operations.
- Managed \$10 million annual budget.
- Supervised staff of 11 attorneys and 11 support staff.

MBNA AMERICA
Attorney/Management Development

Wilmington, DE
 1997 to 1999

SAUL, EWING, REMICK & SAUL
Associate Litigation and Business Departments

Wilmington, DE
 1995 to 1996

PROFESSIONAL AFFILIATIONS

- Admitted to practice in Pennsylvania and Eastern District Court
- Member of the board of directors for the Independence Visitor Center Corporation
- Former Member, Governor's Homeland Security and Emergency Preparedness Advisory Council
- Member, Pennsylvania Bar Association
- Former, Pennsylvania Board of Bar Examiner
- Member Designee International Trademark Association

EDUCATION

BOSTON COLLEGE LAW SCHOOL
 Juris Doctorate,

Newton, MA

GEORGETOWN UNIVERSITY
 Bachelor of Arts in Psychology,

Washington, DC