

RESOLUTION No. 37 - 2018

Moved by: Wanda R. D. Williams

A Resolution reappointing Ms. Evelyn Hunt to serve on the License and Tax Appeal Board.

WHEREAS, pursuant to Ordinance No. 1-1971, a License and Tax Appeal Board was established to hear appeals relating to the issuance of licenses or the imposition of taxes (other than real estate taxes), including requests for refunds of any such taxes, license fees, interest, or penalties paid to the City; and

WHEREAS, pursuant to Section 5-101.1 of the Codified Ordinances of the City of Harrisburg, the License and Tax Appeal Board shall be comprised of three (3) members to be appointed by the Mayor with advice and consent of Council; and

WHEREAS, the terms of each Board appointee shall be three (3) years and shall be so fixed that the term or office of one member shall expire each year, with seated members remaining on the Board until a successor is appointed to serve a new term or, if applicable, the remaining portion of a current term; and

WHEREAS, appointees of the License and Tax Appeal Board must be residents of the City of Harrisburg and hold no other office in the City; and

WHEREAS, at least one member of the Board shall be a certified public accountant; and

WHEREAS, Ms. Hunt is duly qualified to serve on the Appeal Board, as she is a City resident and taxpayer who is not employed by the City; and

WHEREAS, Ms. Hunt holds a Bachelor of Arts (B.A.) in Humanities from Penn State University, Harrisburg, PA and a Master of Arts (M.A.) in Personnel/Industrial Relations from Saint Francis University; and

WHEREAS, Ms. Hunt has acquired extensive experience working in Human Resources and Personnel Management-related positions; and

WHEREAS, Ms. Hunt has served as a member of the License and Tax Board, with her original term expired September 23, 2017; and

WHEREAS, in the course of the City simultaneously appointing the full three-member Board in 2014, the terms set by Resolution did not comport to the requirement to annually stagger Board terms and, thereby, the City herein is adjusting the term of each member subject to reappointment in order to better comply with the requirements of the Ordinance; and

WHEREAS, Ms. Hunt's qualifications to serve on the Board have been carefully reviewed and considered by City Council. A redacted copy of Ms. Hunt's resume is attached and incorporated as "Exhibit A."

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED BY THE COUNCIL OF THE CITY OF HARRISBURG, that Ms. Evelyn Hunt is reappointed to the License and Tax Appeal Board for a term expiring January 1, 2019.

I second this resolution *Carol J. [Signature]*

Passed by City Council April 10, 2018

Wanda R. D. Williams

President of City Council

Attest *[Signature]*

City Clerk

- Approved
- Returned to City Council with objections

YEAS		NAYS
	MR. ALLATT	
	MS. DANIELS	
	MS. GREEN	
	MR. JOHNSON	
	MR. MADSEN	<i>excused</i>
	MR. MAJORS	
	MS. WILLIAMS	
Yeas	<u>6</u>	
Nays	<u>0</u>	

E x h i b i t “A”

Evelyn L. Hunt

PROFESSIONAL HUMAN RESOURCES EXPERIENCE

Lawn Munchers Property Services
March 26, 2013 to July 16, 2013
Human Resources Manager - Part time 10 - 25 weekly

The LMPS is a small company which was established in 2011. I was hired to develop a proper legally functioning Human Resources Office and to hire seasonal lawn care and snow removal staff.

- Provided technical assistance to senior management staff
- Developed HR policies, procedures, forms, job descriptions, performance evaluation system,
- Developed interview questions, assists in interviewing applicants
- Created letters for new hire employment, reprimands, and terminations
- Prepared documents and purchased supplies for employee orientation
- Handled new employee processing i.e. notifications, orientation, and the processing of new hire documents.
- Developed, general office procedures, Compensation plan, organization charts, confidentiality agreements, complement control report, applicant log.
- Developed and maintains a proper official personnel file system, I-9 files, and other files for confidential employee information
- Prepared bi-weekly timesheet for the processing of bi-weekly payroll

The only HR functions that I am not responsible for are benefits and safety.

Community Services Group
Human Resources Specialist (August 1, 2008 to June 11, 2009)
Ten (10) month Part-time (20-25 hours weekly) temporary assignment

- Reviewed and revised 120 employee job descriptions/specifications
- Trained managers to write clear and informative job descriptions/specifications
- Gathered job information from subject experts via email and/or conducting interviews
- Prepared job assessment tools and questions to better screen applicants for high turnover positions.
- Reviewed and made recommendation on improving the hiring practices and orientation processes.
- Prepared a draft to update the ADA policy and procedures
- Conducted internet research in the areas of Mental Health, Intellectual Developmental Disabilities (formerly referred to as Mental Retardation), Elder Care, and human resources.

**Abel Personnel Inc. assigned to the Pennsylvania Psychiatric Institute (PPI) which opened April 1, 2008 Human Resources Assistant (March 2008 – May 2008)
Twelve (12) week temporary assignment**

- Assisted the Director of Human Resources in employee orientation; prepared HR employment and orientation packages.
- Prepared and maintained 154 employee official personnel files, EBOC, and 1-9 notebooks.
- Collected, reviewed, and ensured completion of documents required by PPI, local, state, and federal agencies for placement in proper files and notebooks.
- Ordered supplies and food for employee orientation sessions.
- Scheduled medical examinations for new employees and follow-ups on additional test.
- Answered questions regarding the completion of documents W-4s, I-9s, direct deposit forms, benefits, and the hiring process.
- Assisted the employment recruiter via preparing excel spreadsheets listing applicants, their experience, and education.
- Counseled applicants seeking new employment opportunities.
- Showed new executive office Executive Secretary PPI's office procedures.
- General office duties also included typing, photocopying, faxing documents, e-mailing information, greeting visitors, and answering the telephone.

**Office Team Inc. assigned to Community Services Group
Human Resources Specialist (July 2007 – September 2007)
Ten (10) week temporary assignment to substitute for an employee on leave**

- Prepared job information to be placed onto Career Builder on-line job web site.
- Prepared, reviewed, revised, and placed ads in newspapers and professional journals
- Reviewed and revised personnel policies; conducted interview training for management staff.
- Screened applications, interviewed applicants, and checked references
- Drafted revision to job descriptions (specifications)
- Prepared information for the HR Newsletter for Supervisors and Managers
- Prepared interview letters and information package and arranged for accommodations for senior management applicants

**Pennsylvania Department of Health (DOH) – Bureau of Human Resources
Chief of Drug and Alcohol County Human Resources Programs (June 2001-June 2004)
Managed the DOH's Drug and Alcohol County Human Resources Programs.**

- Monitored personnel actions i.e., salary administration, recruitment, transactions, complement control, labor relations, employment test, personnel policies manual development, and furloughs.
- Traveled statewide to conduct human resources quality assurance audits on drug and alcohol single county authorities with approximately 700 employees to ensure their compliance with personnel and funding contracts. 20-30% travel.
- Interpreted federal, state, union, and board rules and regulations; provided technical assistance to county commissioners, corporate board of directors, county solicitors, and personnel officials.
- Developed employment policies and procedures.
- Monitored the maintenance of all employee records including computerized records.
- Counseled applicants seeking local government employment and prepared correspondence concerning recruitment and other phases of employment operations.

**Pennsylvania Department of Health (DOH) - Bureau of Personnel Management
Chief of Recruitment and Placement (March 1983 - June 2001)**

Directed and coordinated the DOH's Recruitment and Placement Unit's activities for a complement of approximately 1,500 health care and support staff salary and wage positions.

- Hired and supervised a staff of management, technical, and clerical employees. Established staff objectives in alignment with organizational goals, and performed periodic performance reviews.
- Counseled applicants/employees seeking new employment opportunities and prepared correspondence concerning recruitment and other phases of personnel operations.
- Participated in identifying hiring needs and employee selection. Developed recruitment strategies for hard to fill public health professional positions. Participated in job fairs and recruiting events. Prepared and/or reviewed help wanted advertisements and ensured payments to vendors.
- Worked with the Pennsylvania State Civil Service Commission to establish and update testing programs. Served as an oral board test examiner for the Pennsylvania State Police and the Department of Health.
- Determined compensation levels for new employees and calculated changes in compensation levels for promoted or demoted employees.
- Developed and conducted training courses for administrative and program officials. Presented employment information at new employee orientation sessions.
- Reviewed and interpreted collective bargaining unit agreements for management and union employees. Counseled furloughed employees regarding their recall and/or placement rights. Testify for management at legal proceeding.
- Assisted in the development and revision of the Department of Health's Personnel Practice and Procedures Manual and Employee Handbook.
- Directed and coordinated the Drug and Alcohol County Human Resources Unit's activities

GENERAL WORK EXPERIENCE

Property Manager for S. M. Walwyn, Esq.

Part-time with varying hours 2009 - Present

- Manages two rental properties - one rental apartment, and one commercial office building. Serves as liaison between property owner, tenants, contractors, and landscaping and snow removal services.
- Serves as liaison between property owner, general contractors, cleaning staff, real estate agents, and home inspectors on three residential properties which were sold to ensure properties met all the requirements of inspectors and persons interested in purchasing the homes.
- Authorized work which enhanced the value of the properties by making the improvements necessary to increase their marketability. Hired and monitor the work of electrician, plumbers, heating, and general contractors. Selected and purchased building supplies and needs i.e. paint, ceiling tiles, molding, window treatments, etc.
- Established rental rates via comparing other local rental rates and advertised via newspapers and signs to attract tenants. Prepared checks to cover ads, repairs, and utilities bills.
- Showed units, interviewed persons of interest, checked references, prepared leases,

- collected security deposits, deposited rent payments monthly, and determined if security deposits are to be returned after renters vacated the units.
- Investigated and resolved reasonable tenant's requests for services, i.e. plumbing, security features, parking.
- Prepare financial report to the owners of monies collected and spend.

US Census Department
Enumerators (May 2010 to July 2010)
Spotter (November 2009)
 (Temporary part time assignments 15 to 25 weekly)

- Planned work by reviewing assignment area to determine organization of neighborhoods and locate households for conducting interviews.
- Conducted interviews with residents in assigned areas by following stringent guidelines and confidentiality laws. Explained the purpose of the census interview, answered residents' questions, elicited information following a script, and recorded census data on forms.
- Complied with accuracy standards while maintaining high production rates.
- Maintained records of hours worked, units produced, miles driven, quality control results, and expenses incurred in the performance of duties.
- Met daily with supervisor to review/submit work, and receive additional work and/or instructions.

EDUCATION

- Associate in Paralegal Studies - Harrisburg Area Community College
- Master of Arts in Personnel/Industrial Relations - Saint Francis University, Loretto, PA
- Bachelor of Arts in Humanities - Penn State University, Harrisburg, PA
- Associate in Business Administration - Harrisburg Area Community College

AWARDS

- Nominated for an exceptional salary bonus in 2003 for outstanding performance in training coworkers.
- Honored in 1990 for outstanding work in recruiting applicants and filling professional health care positions.

AFFILIATIONS

- Commissioner on the Harrisburg City Human Relations Commission 2008-2010
- Member of Society for Human Resource Management 2009
- Past Board Member of Harrisburg Area International Personnel Management Association
- Program Chairperson for the York - 2013/2014
- Program Chairperson for the Lemoyne Star Quilters 2008/2009/2010
- Treasurer for the Lemoyne Star Quilters 2009/2010
- Member of the Middletown Piecemakers, Carlisle Letort, York, Lemoyne, Lebanon, Chambersburg and the Capitol Area Modern Quilt Guilds
- Retreat Coordinator for the Piecemakers Quilt Guild 2012/2013
- Retreat Coordinator for the Lemoyne Star Quilters 2005 -- 2006

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. ³⁷-2018

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


Acting Deputy City Solicitor

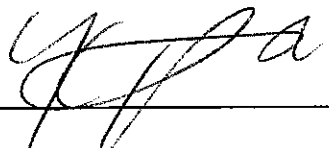
3/9/2018
Date

Requested by Department/Bureau: Mayor

Department/Bureau Contact Person: _____

For Action on or before:

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

Received by:  _____

Date: 3-9-18