



## TOWN OF HAMDEN OFFICE OF THE MAYOR

Hamden Government Center  
2750 Dixwell Avenue  
Hamden, Connecticut 06518  
Tel: (203) 287-7100  
Fax: (203) 287-7101

**Lauren Garrett**  
*Mayor*

December 2, 2021

Legislative Council  
Hamden Government Center  
Hamden, CT 06518

Re: Appointment to the Police Commission of Rhonda L. Caldwell (D)

Honorable Members:

Pursuant to Section 5-4 of the Town Charter, I hereby submit for your approval the following appointment for the Police Commission for a term to expire December 31, 2023.

Rhonda L. Caldwell  
317 Aspen Glen Drive  
Hamden, CT 06518

Ms. Caldwell's experience is will be an asset to this Commission. Your approval of this appointment is respectfully requested.

Sincerely,



Lauren Garrett, Mayor

LG/rr

Enclosure

cc: Town Clerk Karimah Mickens  
Chief of Staff Sean Grace  
Deputy Chief of Staff Alexa Panayotakis  
Mayor's Office File

**Rhonda L. Caldwell**  
317 Aspen Glen Drive  
Hamden, CT 06518  
Email: RCaldwell6140@gmail.com  
(203) 988-2571 Mobile

D-8

TOWN CLERK  
HAMDEN, CT  
2021 DEC -1 P 1:39  
REC'D AND FILED BY

Summary of Qualifications

Asset Manager with specific expertise in asset management. Working experience in property budgeting, procurement, audit financial statement review, underwriting, budget re-projections, GAAP financial reporting multifamily housing developments within the State of Connecticut. Current portfolio fifty-three (53) State Sponsored Housing Portfolio Housing Authority properties located throughout Connecticut

Employment History

Connecticut Housing Finance Authority	Asset Manager 3 Dec 2014 – Present, Rocky Hill, CT
Trinity Management Co	Senior Property Manager Sept. 2011 – Dec. 2014, New Haven, CT
Aiken Housing Authority	Director Asset Management Jan 2010 – Sept 2011, Aiken, SC
Winn Companies	Sr. Property Mgr. Jan 2006 -Dec 2010, West Haven, CT
HMNE, Inc.	Director of Operations June 1996 – Jan. 2006, Derby, CT
KLK Realty	Regional Management Coordinator Jan 1993–Dec 1995, Greenwich, CT

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HAMDEN, CT

Asset Management

- Underwriting the Connecticut Department of Housing Grants layered with LIHTC and CHFA debt transactions involving CT state and HUD federal subsidy, revenue and cash flow projections to ensure project sustainability
- Annual review of Audited Financial Statements for multifamily portfolio of 1960 units
- Review, evaluation, and recommendation to State of Connecticut Commissioner of The Department of housing
- Responsible for all property management for HUD and LIHTC residential housing in CT, MA, NY, NJ, PA, SC.
- Create and implement 5year capital improvement budget include advertising and securing bids
- Manage capital improvements and researched and secured outside funding sources.
- Successfully raised \$2 million in CT State funding for capital improvements, highest award for the year 2000'
- Directed all regulatory compliance related to annual capital improvements
- Negotiate/maintain vendor contracts, repair and maintenance contracts for properties.
- Assisted in the preparation of \$3 million development budgets and docs in LIHTC construction.

- Conduct quarterly site inspections to insure quality assurance and corporate compliance
- LIHTC site level certification preparation and review, site and unit inspections, and reporting to public housing partners
- Conducted multiple lease ups for LIHTC sites, including tax credit relocations, and multiple phases

**Budgeting, Financial Report and Cost Control**

- Review, evaluate and recommend to the Commissioner of the Department of Housing closings for over \$29 million in grant, debt and subsidy multifamily transactions within the SSHP portfolio
- Review, and accept annual budgets for State Sponsored Housing Portfolio in excess of \$8 million.
- Created and implemented annual property budgets of over \$7 million, reporting directly to the Chairman
- Responsible for monthly reconciliation to headquarters including GL posting, A/P, A/R, cash disbursements.
- Prepare supervise and implement site based and regional operating budgets and financial statements.
- Scrutinize internal costs. Regularly renegotiate and monitor operating contracts to control costs.
- Conduct special analyses and cost comparisons, and regular purchase research.
- Regularly develop innovative operating solutions that reduced property spending.
- Create, present and implement annual operating budgets for properties and management company
- Supervise accounting department including supervision of all disbursements tax return filing, annual report filing with State and annual audits with Certified Public Accountant
- Strong negotiation skills with vendors and contractors, with a goal of remaining within budget.

**Operations and Supervisory Experience**

- Regionally supervised staff of 22
- Reorganized and set quality standards to reduce operating budgets.
- Responsible for the selection of company health benefit and 401 (k) plan for our small business.
- Conducted quarterly and annual performance reviews and monthly training and implementation related to changes in the industry.
- Coordinated annual corporate social events including quarterly and annual meetings of the board of directors.
- Implemented training programs, improved morale and the respect of co-workers within working environment.

**Education**

<p><b>University of New Haven</b>          West Haven, CT          Degree: Master of Public Administration          Major: City Management          Graduated: May, 2004          GPA: 3.80</p>	<p><b>Official Transcripts Available</b>          Phi Alpha Alpha National Honor Society –          Graduate Academic Excellence</p>
<p><b>Sacred Heart University</b>          Fairfield, CT          Degree: Bachelors of Science          Major: Finance &amp; Business Admin. (Double Maj)          Graduated: May 2001          GPA: 3.0</p>	<p><b>Honor Society Membership</b>          Alpha Sigma Lambda National Honor Society –          Undergraduate Academic Excellence</p>

## **Certificates**

**C3P and C7P Tax Credit Compliance Certified – Spectrum**

**Specialist in Housing Credit Management “SHCM” – Nat’l Affordable Housing Mgt. Assoc.**

**Blended Occupancy Specialist (subsidy layering) – Nan McKay Associates - 2014**

## **Computer Software Proficiency**

**Peachtree Complete Accounting 2004 – (multi user) Software used for all accounting activities**

**Quickbooks – used for all accounting activities**

**Microsoft Excel – Used for monthly financial reporting and annual budgeting**

**Microsoft Word – Used for all written correspondence**

**Microsoft Powerpoint – Annual Presentation**

**Microsoft Outlook – Daily email exchange**





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**Lauren Garrett**  
*Mayor*

December 3, 2021

Legislative Council  
Hamden Government Center  
Hamden, CT 06518

Re: Appointment to the Police Commission of Daniel Dunn (WF)

Honorable Members:

Pursuant to Section 5-4 of the Town Charter, I hereby submit for your approval the following appointment for the Police Commission for a term to expire December 31, 2023.

Daniel Dunn  
121 Hawthorne Ave  
Hamden, CT 06517

Mr. Dunn's experience is will be an asset to this Commission. Your approval of this appointment is respectfully requested.

Sincerely,

Lauren Garrett, Mayor

LG/tr

Enclosure

cc: Town Clerk Karimah Mickens  
Chief of Staff Sean Grace  
Deputy Chief of Staff Alexa Panayotakis  
Mayor's Office File

# DanielDunn

Working Families District 4

2021 DEC -3 P 3:45

WF

## websites

danielwdunn.com  
opengovernment.io  
practicalpossum.com

## programming

SQL  
Python  
GEL  
CSS  
HTML  
Javascript  
L<sup>A</sup>T<sub>E</sub>X

## skills

Project management (agile & waterfall), systems design, requirements gathering, process improvement, continuous integration & release automation, web development, graphic design, additive and subtractive manufacturing.

## experience

- 2012–Now **A&I Solutions** Remote  
*Senior Systems Architect*  
Billable consultant for external clients, project management, internal systems administration & design, quality assurance, and requirements gathering.
- 2016–2018 **Town of Chapel Hill** Chapel Hill, NC  
*Business Analyst*  
Project management & requirements gathering for enterprise technology. Open Data program management.  
Detailed achievements:
  - Implemented & configured first public facing CRM for a town of 65k+ residents.
  - Developed Open Data internship/mentoring program.
  - Designed public library computer system replacement process at zero material cost and no additional labor cost.

## clients

- 2019 - Now **Arizona Public Service - Palo Verde Nuclear Generating Station** Senior PPM Consultant  
Design, implementation and configuration of new project portfolio management system. Extract, transform and load legacy forecast and actual financial data (millions of records). Design/develop bi-directional integration for existing project management and financial systems. Design and develop automated business processes.
- 2018 **GE Aviation** PPM Consultant  
Requirements gathering, process design, security design, documentation, knowledge transfer, and configuration for project and portfolio management system.
- 2016 **EBSCO** Release Automation Consultant  
Design, configuration and implementation of release automation of web application to development, QA, and production environments.
- 2015 **Catamaran (Optum)** PPM Consultant  
System administration, training, ETL process design & development.
- 2014 **University of Kentucky** PPM Consultant  
PPM system upgrade/major version change, QA and test case creation lead, performed system upgrade, vendor management & technical support.
- 2014 **United Health Group** PPM Consultant  
System configuration, knowledge transfer, ETL of legacy data for resources & projects, designed and configured partition model.
- 2014 **Creehan & Company** PPM Consultant  
Legacy data loads, custom object configuration, and ETL.
- 2013 **March of Dimes** PPM Consultant  
Environment design and installation of enterprise PPM software. Post-deployment support and testing.
- 2012 **Publicis** PPM Consultant  
Server migration and upgrade from Windows Server 2003 to Windows Server 2008. Routine maintenance and MSSQL database administration.

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2021 DEC -3 P 4:54

## education

2008-2012 B.A. in Philosophy

University of South Florida

## certifications

2018	CA Clarity PPM Implementation	CA Technologies
2011	CA Unified Infrastructure Management	CA Technologies
2020	Designing for 3d Printing with Fusion360	Udemy
2020	Designing for Laser Cutting with Fusion360	Udemy

## interests

**professional:** continuous improvement, systems design, and project management. **personal:** cooking, mechanical design, and drumming.





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**Lauren Garrett**  
*Mayor*

December 6, 2021

Legislative Council  
Hamden Government Center  
Hamden, CT 06518

Re: Appointment to the Police Commission of Elaine M. Dove (D)

Honorable Members:

Pursuant to Section 5-4 of the Town Charter, I hereby submit for your approval the following appointment for the Police Commission for a term to expire December 31, 2023.

Elaine M. Dove  
137 Santa Fe Ave  
Hamden, CT 06517

Ms. Dove's experience is will be an asset to this Commission. Your approval of this appointment is respectfully requested.

Sincerely,

Lauren Garrett, Mayor

LG/rr

Enclosure

cc: Town Clerk Karimah Mickens  
Chief of Staff Sean Grace  
Deputy Chief of Staff Alexa Panayotakis  
Mayor's Office File

# Police Commission

DEMOCRATIC  
LOCAL DIST. #6

TOWN CLERK  
HAMDEN, CT

2021 DEC -6 A 10:13

REC'D AND FILED BY

**Elaine M. Dove**  
137 Santa Fe Ave Hamden, CT 06517  
203-288-5095 c: 203-640-8852  
elainedove@gmail.com

**Education:** B.A., University of California at Berkeley  
M.A., University of Texas at Austin  
M.S.W., University of Connecticut (Clinical training at West Haven VA Medical Center and Clifford Beers Clinic, New Haven, CT)

**Certification:** State of Connecticut Department of Public Health

- **Licensed Clinical Social Worker # 002273** (continuously licensed from 1990-present)
- **Connecticut Department of Education Certification valid until August 2020**
  - Endorsement 65 (Special Education Pre-K-12)
  - Endorsement 55 (Low Vision Pre-K-12)
  - Endorsement 59 (Blind Pre-K-12)
  - Endorsement 71 (Social Work) valid until 2020

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MAYORS OFFICE  
HAMDEN, CT

## Experience *Employment History*

- 2012-present: Contract social worker for R3Continuum. Provide social work services to employers who have experienced sudden crises in the workplace.
- 2007-present: Consult for school districts and educational organizations through contracting with CREC (Capitol Regional Education Council) performing duties as a social worker and as an expert in the area of the visually impaired.
- School year 2013-14: Teacher of the Visually Impaired, Bristol Public Schools. Provided specialty services three days a week to a 21 year old blind student. Provided a range of skills: special daily living skills, taught skills to learn at a community college class, reinforced computer technical skills and taught mobility and orientation skills.

- 2008-2013: Contract Social work for Mental Health Network (MHN) working on military bases and JFSAP in CT providing counseling to military members and their families as a Military and Family Life Consultant (MFLC).
- 2006-2007: Plainville Public Schools Developed program for one student with multiple visual impairments, whose out of state tuition was \$260,000 per year and new program would be cost effective. Parents moved from district, job was eliminated.
- August 2002-August 2005: Greenwich Public Schools, Special Educator for the Visually Impaired. Reason for leaving: position eliminated during budget crisis.
- 1989-2002: Aetna, Inc. Served in various capacities including case management, clinical business systems analyst supporting IT development of software, fraud investigation, project management for HIPPA implementation and NY HCRA. Reason for leaving: layoff.
- 1987-1989: State of CT, Riverview Hospital. Served as a psychiatric social worker in various programs. Provided therapy to children, their families and others. Helped to make appropriate placements for continued treatment.

## **Community Leadership**

Served in various leadership positions in the community:

- **Currently Commissioner**, Hamden Zoning Board of Appeals Commission
- **Mental Health volunteer** to the UConn/Yale Center for Trauma Response, Recovery and Preparedness (CTRP) team for Statewide Emergencies
- **Community civic association** Have held multiple executive level positions in the past 15 years
- **PTA President** and held various other positions
- **Chairman** of the Hamden High School After-Prom Committee, 2 years
- **Chairman** of the Hamden Mental Health Commission, 4 years



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**Lauren Garrett**  
*Mayor*

December 20, 2021

Legislative Council  
Hamden Government Center  
Hamden, CT 06518

Re: Appointment to the Police Commission of Frank LaDore (R)

Honorable Members:

Pursuant to Section 5-4 of the Town Charter, I hereby submit for your approval the following appointment for the Police Commission for a term to expire December 31, 2023.

Frank LaDore  
1181 Sherman Avenue  
Hamden, CT 06514

Mr. LaDore's experience is will be an asset to this Commission. Your approval of this appointment is respectfully requested.

Sincerely,

Lauren Garrett, Mayor

LG/rr

Enclosure

cc: Town Clerk Karimah Mickens  
Chief of Staff Sean Grace  
Deputy Chief of Staff Alexa Panayotakis  
Mayor's Office File

FRANK LADORE

R-8 Police Commission

1181 Sherman Avenue, Hamden, CT 06514

[fladore@gmail.com](mailto:fladore@gmail.com)

(203) 623-7228

2021 DEC 21 A 10:18

#### PROFESSIONAL SUMMARY

- Over twenty-six years of leadership in Higher Education; Academic Affairs and Advisement Residence Life, Bursar's Office, Alumni and Development
- Expert understanding of Academic Advisement as it relates to enrollment management from recruitment through graduation
- Facilitated workshops and classes on interviewing, networking, resume/cover letter writing and other career related areas
- Exceptional writing, communication, presentation and interpersonal skills; establishes strong rapport with faculty, administrators, students and team members
- Skilled in Banner, Navigate, Target X, Brio, Word, Access, Excel, HTML, Webex, social media and other web-based applications for student services. Proficient in Raisers Edge.
- Highly proficient in budgeting, finance, forecasting and budget planning. Administer budgets ranging from \$80,000- \$250,000.
- Train all new and tenured faculty on advising under the new Liberal Education Program
- Taught the Freshmen Year Experience Course under the theme of Networking and Career Exploration
- Work closely with outside organizations and Alumni to assist in internship, job placement and co-ops for Southern students and alumni

#### DEVELOPMENT/FUNDRAISING EXPERIENCE

- Fifteen years experience fundraising for SCSU and other non-profit Organizations
- Assisted in securing a \$25,000 gift for the Helping Hands Fund
- Four years as SCSU Alumni Director securing over \$100,000 from Liberty Mutual Plan
- SCSU Athletic Development Assistant Director
- Assisted in raising over \$30,000 as a Board Member for The Cove for Grieving Children
- Established the Joseph V. Rossi Endowed Scholarship and raised over \$10,000 in the first year
- Raised over \$45,000 for the Ginga FC Soccer Scholarship program over last three years
- Led a team for the American Heart Association, raising close to \$5000
- Ran the NYC Marathon raising over \$3000 for the Michael J. Fox Foundation
- Raised \$2500 for Camp Rising Sun Head Shave

#### EDUCATION:

SOUTHERN CONNECTICUT STATE UNIVERSITY, *New Haven, CT*

*Master of Business Administration, August 1998*

*Master of Science in Counseling; concentration Student Personnel August 1994*

*Bachelor of Science in Business Administration; August 1992*

#### PROFESSIONAL EXPERIENCE:

Southern Connecticut State University, *New Haven, CT*

Major Gift Officer, Institutional Advancement, 2020-Present

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MAYORS OFFICE  
HAMDEN, CT

- Focus on building the University's major gifts program by identifying, cultivating and soliciting major gifts in support of the University's needs and programs.
- In the first year successfully raised over \$150,000 by soliciting current and new donors.
- Assisted in the implementation of **The Giving Block** crypto currency program
- Identify potential major gift donors and undertakes all necessary prospect research in order to increase the major gift prospects and donor pipeline which will result in major gifts and pledges.
- Manage all logistical details and makes all necessary arrangements for personal visits, programs and other methods of contact between themselves or other representatives of the Development or President's Office and any prospect or current source of major gift support for the University.

**Director of Transfer Student Services, 2018-2020**

**Director of Academic and Career Advisement, 2009-2018**

**Associate Director of Academic Advisement, 2005-2009**

- Oversee the daily functions and activities of Academic Advisement Center and First Stop Desk
- Recruit, enroll and graduate Transfer students from the 12 Community Colleges and beyond
- Direct, supervise and train both professional Academic Advisement staff and support staff
- Assist in the implementation, advisement and logistics of New Student and Transfer Orientation
- Administer Academic advisement to returning undeclared students, Liberal Studies students, new freshmen and transfers and any other students seeking advisement
- Work closely with Deans, Chairs and faculty to assist students in proper course selection
- Oversaw the Career Services area and establishing internships, co-ops and major and career planning
- Worked with students on Resume writing, Career planning, Interviewing skills and Networking
- Created and maintain Advisement Center's web-site and the "Ask an Advisor"
- Initiate and maintain faculty and department contact for academic advisement related matters and train all new and returning faculty on academic advisement
- Acted as transfer advisor for all community colleges in Connecticut. Meet at Gateway Community College monthly to train counseling staff and advise potential transfer students
- Work closely with admissions on recruitment of new and transfer students
- Assist in the development of the First Year Success program, designed to increase retention of all first year students

**Director of Alumni Affairs, 2001-2005**

- Worked closely with the Vice-President of Institutional Development to solicit major gifts to support the Foundation and Alumni Association
- Supervised four staff members and collaborated with an Alumni Board of twenty volunteers
- Provided oversight and direction and increased alumni membership by 12%
- Planned, implemented, and expanded alumni programs, including the Liberty Mutual Insurance Program and US Bank Credit Card Program which brought in over \$100,000 to the Alumni Association over 3 years
- Coordinated homecoming and reunion activities, constituent based chapters, awards activities, special recognition events.
- Oversaw and implemented the preparation and production of alumni publications including Southern's first alumni magazine.
- Provided leadership in coordinating board and committee meetings, acted as liaison to the Alumni Association Board and the university.

- Assisted in the implementation of the Student Alumni Association and the creation of a student-alumni mentor program.
- Supervised the SCSU Alumni Scholarship program, distributing over \$100,000 in scholarships to approximately 100 students

**Development Assistant/ Athletics, 2000-2001**

*Assistant Director of Alumni Affairs, 2000-2001 (Additional Duties)*

- Worked closely with coaches and staff on various fundraising projects including golf outings, dinners, road races and other major events and created the SCSU Owl Club to raise funds for athletics
- Marketed services to major corporations and small companies in the area to increase corporate sponsorship for athletics
- Assisted in the marketing of all athletic events with the goal of increasing attendance at games
- Worked closely with the Director of Development to solicit major donors in an effort to increase the SCSU scholarship program

**Assistant Bursar, 1995- 2000**

*University Bursar's Office*

- Responsible for the management, billing and collections of all tuition and fees at the University
- Implemented and carried out procedures for the disbursement of over \$6 million dollars in student loans
- Developed and implemented new procedures in an effort to collect past due bills at the University
- Counseled students looking for payment plans, waiting for student aid or having financial difficulty

**Residence Hall Director, 1993-1995**

*Department of Residence Life*

**Counseling Practicum, 1994-1995**

*SCSU Women's Center*

**TEACHING EXPERIENCE**

Southern Connecticut State University

- |   |                            |
|---|----------------------------|
| • Public Health 450- Death Dying and Bereavement    | <i>Fall 2004- Present</i>  |
| • Sport MGT 401-Leadership Development Practicum    | <i>Fall 2016- Present</i>  |
| • Intellectual and Creative Inquiry                 | <i>Fall 2009-Fall 2012</i> |
| • Thanatology Institute: A Child's Concept of Death | <i>Summers 2006-2012</i>   |

**PROFESSIONAL AFFILIATIONS**

- Gateway Community College Liberal Studies Task Force, 2012-2013
- NETA- New England Transfer Association, 2013-Present
- NACADA- National Academic Advising Association, 2007-2018
- PDG- Professional Development Group- Bursars Association, 1997
- Co-founder of Connecticut Association of Bursars and Business Officers, 1996

- NACA- National Association of Campus Activities, 1993

#### PROFESSIONAL DEVELOPMENT

- Synergy Education: The Basic and Advanced, Leadership Development, 2013
- Team leader for Accounts Receivables Quality Management, 1997
- Professional Development Collections Workshop-4 day seminar, 1996
- Building a better Resume, NACA Conference, 1995
- National Delegate: National Association of Campus Activities, 1993

#### COMMUNITY INVOLVEMENT

- New Haven Chamber of Commerce Governmental Affairs Committee
- Hamden Civil Service Commission, Town of Hamden, *February 2018- Present*
- Hamden Planning and Zoning Commission, Town of Hamden, *October 2017- January 2019*
- New Haven Civil Service Commissioner, City of New Haven, 2005-2012
- Camp Rising Sun 2009 "Head Shave" for Cancer, 2011
- Board member on The Cove for Grieving Children, 2003-2008
- Saint Anthony's Church Parish Council President, 2005
- Member of the SCSU Alumni Board of Directors, 1994-1996

#### PRESENTATIONS

- "The 5 N's of Networking" presentation
- "Good Grief: Navigating the Depths of Loss" - SCSU Rossi Scholarship Fundraiser
- "What's Your Why?" presented to SCSU Enrollment Management and Student Affairs, 2015
- Faculty Advisement and the Liberal Education Program, 2011-2013
- Presentation to Parents on the Federal Educational Rights and Privacy Act, 2009-2012
- ABC's of College Admissions- Notre Dame High School, 2008-2012
- New Student Orientation Ambassador Advisement Training Session, 2009-2012
- Connecticut and the Law; Collections Workshop, 1996
- Fiscal Officers training workshop- Accounting and Auditing, 1998
- Presentation: "Financing your Higher Education" Hope Scholarship information, 1998
- Facilitated "Men Educating Men on Rape" support group, 1993

#### PERSONAL

- Marathon runner
- Licensed Insurance Broker
- Seinfeld enthusiast





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**Lauren Garrett**  
*Mayor*

December 20, 2021

Legislative Council  
Hamden Government Center  
Hamden, CT 06518

Re: Appointment to the Police Commission of Vaughn M. Willis (U)

Honorable Members:

Pursuant to Section 5-4 of the Town Charter, I hereby submit for your approval the following appointment for the Police Commission for a term to expire December 31, 2023.

Vaughn M. Willis  
53 Robin Hill  
Hamden, CT 06518

Mr. Willis's experience is will be an asset to this Commission. Your approval of this appointment is respectfully requested.

Sincerely,

Lauren Garrett, Mayor

LG/rr

Enclosure

cc: Town Clerk Karimah Mickens  
Chief of Staff Sean Grace  
Deputy Chief of Staff Alexa Panayotakis  
Mayor's Office File

Police Commission U-1

53 Robin Hill  
Hamden, CT 06518  
Veelove88@aol.com

(203) 337-7307

TOWN CLERK  
HAMDEN, CT

2021 DEC 29 P 12:29  
-Karamah Muckens  
REC'D AND FILED BY

# Vaughn M. Willis

## Objective

To obtain acceptance and enroll in New York University MBA program and to apply the knowledge and experience I have accumulated in the twenty eight years of extensive study, practice and observation in corrections, community service and coaching.

## Education

1985-1992 Western Connecticut State University Danbury, CT

Bachelor of Arts in Sociology and Anthropology

2017-present New York University New York, NY

### Sergeant in Protective Service Unit

- Implement protective countermeasures.
- Participate in formal crime prevention and security awareness programs.
- Provide a visible presence during transports.
- Provide adequate safety and security for assigned NYU staff.
- Provide uniformed response and investigate follow-up to reported

2013-2017 New Haven Public Schools New Haven, CT

### In-School Suspension Officer

- Monitor students who have been assigned to in-school suspension.
- Check attendance daily and reports to attendance clerk.
- Explain expected conduct and achievement.
- Check student work during suspension periods; review student progress. Discuss with student's appropriate behavior.
- Discuss behavior of students with administrators, teachers and parents. Monitor and report inappropriate behavior by students to administration. Monitor hallways before and after school.
- Escort students during break periods and lunch periods.
- Maintain records on students receiving out-of-school suspensions.
- Notify parents of students receiving out-of-school suspensions
- Perform related work as required

2006-2013 State of Connecticut Department of Corrections Bridgeport, CT

### Lieutenant

- Supervised corrections officers assigned to shift.
- Developed daily rosters and post assignments.
- Prepared reports and documentation relative to assigned activities and incidents.
- Maintained log of activities in the facility.
- Planned, organized and directed correctional operations on the shift, which included correctional and institutional service, inmate supervision, security, discipline and recreation
- Reviewed facility programs and operations to assure compliance with federal and state regulations and guidelines.

MAYORS OFFICE  
HAMDEN, CT  
2021 DEC -6 P 1:42

1993-2006 State of Connecticut Department of Corrections Newton, CT  
Correction Officer

- Conducted periodic search of all areas available to inmates.
- Monitored all movements through assigned areas.
- Maintained log of inmate's movement in and out of unit.
- Facilitated special group meetings.
- Handled incidents and crisis situations involving inmates through use of effective oral communication skills.
  - Participated in daily conferences designed to ferret out information essential to the physical and psychological well-being of inmates.
  - Consulted with psychologists, psychiatrist, nurse and other staff to develop safety plans for inmates.
  - Intervened to calm psychiatrically impaired, panic stricken, aggressive inmates.

**Interests**

- 1994-1998 Connecticut Emergency Response Team (CERT) Member
- Founder of Choices Program at Garner Correctional Institution
- Former 1<sup>st</sup> District Representative of Omega Psi Phi Fraternity, Inc.
- Head Coach for the New Haven Steeler's Pop Warner Football League
- Hamden Father's Basketball Team