

**County Council of Howard County, Maryland**

2020 Legislative Session

Legislative day # 12

**RESOLUTION NO. 121 - 2020**

Introduced by: Chairperson at the request of the County Executive

A RESOLUTION confirming the appointment of Kelly L. Smith to the Board of Library Trustees.

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Introduced and read first time on September 8, 2020.

By order Diane Schwartz Jones  
Diane Schwartz Jones, Administrator to the County Council

Read for a second time and a public hearing held on September 21, 2020.

By order Diane Schwartz Jones  
Diane Schwartz Jones, Administrator to the County Council

This Resolution was read the third time and was Adopted , Adopted with amendments , Failed , Withdrawn  by the County Council on October 5, 2020.

Certified by Diane Schwartz Jones  
Diane Schwartz Jones, Administrator to the County Council

NOTE: [[text in brackets]] indicates deletions from existing language; TEXT IN SMALL CAPITALS indicates additions to existing language. ~~Strike out~~ indicates material deleted by amendment; Underlining indicates material added by amendment.



Kelly L. Smith

Work History  
03/00 - present

National Conference Service, Inc. (NCSI)  
Director of HR (2003 - present)

- Help direct the company as member of executive team
- HR Strategic planning with executive and management teams
- Facilitate CEO and Senior CEO Roundtables
- Active SHRM National member and local HoCoHRS member
- Process bi-weekly payroll
- Benefits and 401k plan design and administration
- Maintain and develop company policy
- Assure all required legal compliance including AAP when applicable
- Consult with managers on any personnel issues and develop staff for advancement
- Corporate training
- Design and oversee corporate diversity and inclusion initiative

Director of Administration and HR (2000 – 2003)

- HR responsibilities listed above and recruiting
- Manage accounting and office staff
- Office management and oversight of computer infrastructure

Officer Manager/HR Director (2000)

Event Manager (2000)

- Plan, promote and produce government meetings and conferences

Annual Corporate Awards

Excellence Award - 2018

Outstanding Achievement Award – 2000

Employee of the Year Award – 2001

04/00 – 12/10

National Small Business Council (NSBC)  
Director of HR

	All aspects of payroll, HR and benefits for non-profit
11/93 – 3/00	<p>Clemons &amp; Associates, Inc. Baltimore, MD  Meetings and Member Services Manager  Association Coordinator</p> <ul style="list-style-type: none"> <li>• Plan and execute annual conferences as well as small regional meetings and seminars for non-profit trade associations.</li> <li>• Supervise administrative assistants</li> <li>• Oversee daily activities of national trade associations</li> <li>• Work with Executive Director and Board of Directors regarding various facets of association management</li> </ul> <p>Manager of Membership Services</p> <ul style="list-style-type: none"> <li>• Coordinate membership for twelve national trade associations</li> </ul> <p>Membership Coordinator</p> <ul style="list-style-type: none"> <li>• Process new membership applications</li> <li>• Maintain membership databases</li> </ul>
9/93 – 12/93	<p>Meetings USA Baltimore, MD  Intern</p> <ul style="list-style-type: none"> <li>• Assist president with coordination of large annual medical conference</li> <li>• Process meeting registrations</li> </ul>
6/91 – 12/93	<p>Tasco Telemessaging Services, Towson, MD  Shift Supervisor/Telephone Operator &amp; Dispatcher</p> <ul style="list-style-type: none"> <li>• Supervise 10-12 operators</li> <li>• Train new operators</li> <li>• Dispatch emergency calls</li> </ul>
<b>Education</b>	<p>Towson State University Towson, MD  Master of Science, Human Resource Development  GPA 4.00, May 1997</p> <p>B.S., Communication Studies, GPA 3.80 (Summa Cum Laude)</p>
<b>Professional Affiliations</b>	<p>Member of Society of Human Resource Management (SHRM)  Member of Howard County Human Resources Society (HOCOHRs)  Program Committee Member – 2008-2012  Plan agenda topics and speaker selection for 10 member meetings each year.</p>