

County Council of Howard County, Maryland

2023 Legislative Session

Legislative day # 8

RESOLUTION NO. 107 - 2023

Introduced by: Chairperson at the request of the County Executive

A RESOLUTION confirming the appointment of Ebonee Fitzgerald to the Housing Commission.

Introduced and read first time on July 5, 2023.

By order

Michelle Harrod
Michelle Harrod, Administrator to the County Council

Read for a second time and a public hearing held on July 17, 2023.

By order

Michelle Harrod
Michelle Harrod, 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This Resolution was read the third time and was Adopted ☒, Adopted with amendments___, Failed___, Withdrawn ___ by the County Council on July 31, 2023.

Certified by

Michelle Harrod
Michelle Harrod, 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.

WHEREAS, Section 703 of the Howard County Charter provides for the County Executive to appoint and for the County Council to confirm nominees to the Housing Commission; and

WHEREAS, Title 13, Subtitle 13 of the Howard County Code provides for a Housing Commission in Howard County; and

WHEREAS, the County Executive has proposed the appointment of Ebonee Fitzgerald as a member of the Housing Commission; and

WHEREAS, the County Council ratifies the County Executive's special trust and confidence in the abilities of the nominee.

NOW, THEREFORE, BE IT RESOLVED by the County Council of Howard County, Maryland this 31 day of July, 2023 that the following person is appointed as a member of the Housing Commission to serve from the passage of this Resolution to July 31, 2028 or until a successor is appointed and confirmed:

Ebonee Fitzgerald
Columbia, Maryland

Ebonee Fitzgerald

A results-driven, consistent top performer possessing solid leadership abilities with a proven track record of success in delivering quality results on time. Strong verbal and nonverbal communication. Innate ability to organize, manage multiple tasks and deliver results within a fast-paced, pressured environment.

- Program Management
 - Cross Association Coordination
 - Association Membership Management
 - Member Benefits Management
 - Association Scholarship Management
 - Financial Management
-

National Institute of Standards and Technology (NIST) **100 Bureau Drive, Building 226/Room B368, Gaithersburg, MD 20899**

Position: *Administrative Support Assistant, April 2023 to present*

Provides clerical and administrative support to a group in a division of the Engineering Laboratory (EL)

- Process travel authorizations and vouchers
- Prepare documentation for guest researcher's appointment/renewals
- Assist in the in-processing of new employees and associates to include arranging for office space, phone, and computer accounts prior to arrival
- Prepare for and execute out-processing actions prior to the departure of exiting employees and associates.
- Manage time and attendance.
- Purchase equipment, supplies, and services.
- Serve as bankcard holder.
- Prepare training requests and document completed training in the Commerce Learning Center database.
- Schedule meetings.
- Register visitors.
- Manage files including archiving records according to published records schedules.
- Serve as the principal office contact for phone calls and visitors.
- Prepare documents, reports, and correspondence using a variety of office automation software, such as spreadsheets and Word processing software.

Machinery Dealers National Association (MDNA) **315 S. Patrick Street, Alexandria, VA 22314**

Position: *Director of Membership, September 2008 to January 2014*

Provided administrative and supervisory management to over 300 Association member companies.

- Produced Association letters for the membership and Board.
- Prepared and distributed Chapter and Board workbooks and minutes.
- Processed membership dues and registration fees.
- Provided administrative support relative to the preparation of registration forms, badges, packages and mailings for Conventions and Seminars.
- Tracked annual and quarterly dues billing for members and followed up with past due invoices.
- Planned and organized Chapter and Board meetings with Executive Vice President's approval.
- Executed oversight of membership records management to ensure the integrity of the database to minimize duplicate records.
- Sent out prospective and new member packets.

- Ordered new member decals and certificates.
- Produced letters for Board approved resignations, change of ownership and terminations.
- Prepared Ethics and Mediation packets for the Committee members and owner companies involved.
- Attended and presented reports at the Membership and Public Relations Committee meetings.
- Collated and reproduced approved Committee decisions for Board approval.

Position: *Staff Liaison, MDNA Austin D. Lucas Scholarship Fund, January 2006 to January 2014*

Provided administrative and technical supervision necessary for Trustees to run the Fund.

- Prepared and disseminated Association Scholarship Fund Committee workbooks and minutes.
- Processed cash, credit cards and checks from raffle tickets sales and Fund donations using an excel spreadsheet.
- Coordinated Committee meetings for Scholarship Trustees.
- Attended Scholarship Committee meetings as staff liaison three times a year.
- Interacted with Trustees, Scholarship recipients, colleges and universities.
- Responsible for the integrity of the Scholarship donation database.
- Performed all facets of Scholarship Fund management to include the development of Scholarship applications, making sure they are mailed in January and collected and collated by June.
- Collated and copied Scholarship applications for Trustees to evaluate.
- Arranged for Scholarship recipients checks to be mailed to their respective colleges and universities with corresponding letters.
- Developed and distributed raffle tickets to 14 Chapter representatives.
- Received, tracked and managed raffle ticket sales.
- Maintained and updated donations and established Trusts.
- Developed and implemented database guidelines to maintain accuracy of donations and Fund disbursement.

Position: *Administrative Assistant, April 2002 to September 2008*

Provided administrative office support to the entire Association

- Delivered outstanding customer service to online requests and member concerns.
- Used a multi-line switch board phone.
- Screened calls, monitored the front door and received visitors.
- Responsible for receiving and sorting mail.
- Proofread documents and Newsletter for the Association.
- Updated and maintained files in Association database.
- Digitized Association Library manuals for online membership use.
- Distributed Chapter and Board workbooks and minutes.
- Prepared and designed Chapter meeting notices and eBlasts.
- Entrusted to process confidential internal personnel information.
- Interacted with a wide variety of personalities from office staff to Chapter and Board members.
- Assisted Executive Vice President, Association President, and volunteer Chapter and Executive officials in coordinating meetings.
- Interacted with visitors and vendors.
- Managed mail room and printing for internal staff.
- Researched and compiled member requests using the Association's Library.
- Maintained office supply inventory
- Read and responded to Association office emails
- Coded, statistically typed and disseminated Auction reports and Wants/For Sales to the membership.

Computer/Technical Skills:

- Proficient in programs such as Microsoft Windows, Microsoft Word, Excel, PowerPoint, Adobe, Outlook and Association's customized database Filemaker Pro.
- USPS postage meter and accompanying Neopost software.
- Excellent oral and written communication skills.
- Outstanding typing skills