



**AGENDA**  
CHARTER TOWNSHIP OF MERIDIAN  
TOWNSHIP TRUSTEE SEARCH COMMITTEE  
SPECIAL MEETING  
December 27, 2018 10:00 am

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1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS
3. ROLL CALL
4. CITIZENS ADDRESS AGENDA ITEMS AND NON-AGENDA ITEMS
5. APPROVAL OF AGENDA
6. COMMITTEE ACTION ITEMS
  - A. Review Township Trustee Vacancy Applications
  - B. Closed Session-Review Applications that have Requested Confidentiality Under the Michigan Open Meetings Act
  - C. Select Final Candidates to be Interviewed by the Entire Township Board
7. COMMENTS FROM THE PUBLIC
8. OTHER MATTERS AND BOARD MEMBER COMMENTS
9. ADJOURNMENT

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All comments limited to 3 minutes, unless prior approval for additional time for good cause is obtained from the Supervisor.  
Appointment of Supervisor Pro Tem and/ or Temporary Clerk if necessary.

Individuals with disabilities requiring auxiliary aids or services should contact the Meridian Township Board by contacting:  
Township Manager Frank L. Walsh, 5151 Marsh Road, Okemos, MI 48864 or 517.853.4258 - Ten Day Notice is Required.  
Meeting Location: 5151 Marsh Road, Okemos, MI 48864 Township Hall

December 17, 2018

**Re: Meridian Township Trustee**

Dear Hiring Committee,

Please review the enclosed resume, which highlights the skills and accomplishments that will enable me to further contribute to Meridian Township. During my over thirty years in law enforcement, I have demonstrated leadership, independence, interpersonal skills, superior work habits, and proficiency, and would appreciate the opportunity to meet with you to discuss employment opportunities as your next Township Trustee

Throughout my tenure at East Lansing Police Department, Indiana University Northwest, and Purdue Northwest, I frequently had the opportunity to use my problem-solving, mentoring, and leadership skills. I enjoy the challenges and responsibility involved in my work and applying my abilities to real-world situations. I also have proven ability with increasing partnerships in the community (President of senior citizen/law enforcement group, President of Critical Incident Stress Team for County of Ingham, that assist first responders and community members in their emotional health, Teaching and mentoring at the Michigan State University Staff and Command - Center for Police Executive Development), which I am called upon to use on a regular basis.

I have experience in Emergency Management, experience with natural and manmade disasters, weather related systems, Emergency Notification systems (RAVE), managing emergency exercises and experience in NIMS and ICS. I am a graduate of the FBI Academy, Northwestern Staff and Command, and Michigan State University Staff and Command.

I value open relationships with our community and would strive to continue to strengthen our relationships with them. I possess the organizational, managerial, and leadership skills to continue the path that Meridian Township is on. I intend to include the latest innovative problem-solving techniques and abilities to move our township further to the forefront. I have years of experience in developing and administering budgets.

Thank you for taking the time to review my qualifications. I would be excited to work with the board, township officials, township employees, community, business partners, and community members, to ensure open communication and cooperation to work most effectively. I would appreciate the opportunity to interview and answer any questions that you may have.

Sincerely

Patricia E. Nowak

Please return this application along with your resume, cover letter and three (3) references to:

JOYCE MARX, HUMAN RESOURCES DIRECTOR MERIDIAN TOWNSHIP MUNICIPAL BUILDING 5151  
MARSH ROAD OKEMOS, MICHIGAN, 48864

Completed applications must be received by 4:00 PM, Wednesday, December 19, 2018. We prefer applications to be emailed to marx@meridian.mi.us. Incomplete applications will be disqualified. Candidates selected for an interview will be notified on Thursday, December 27, 2018.

1. Please confirm that you are available to be interviewed at the Meridian Township Board meeting to be held at 4:00 PM, on January 8, 2019.

**I am available to be interviewed at the Meridian Township Board meeting to be held at 4:00p.m., on January 8, 2019.**

2. Please share your understanding or knowledge of municipal finances, budgeting and auditing.

**I worked at the East Lansing Police Department for over thirty years and assisted with the budgeting process with the police department. As Chief of Police at Indiana University I was responsible for strategic planning involving the police budget, budget goals, budgeting and at year end an audit of the budget.**

3. Please share your community activities and volunteerism in the community over the past 5 - 10 years.

**Community Activities and Volunteerism has always been a part of my life. I served as President of the Critical Incident Team for First Responders, worked to develop "No Senior without Christmas" and "The Senior Citizen prom. I have led and/or volunteered for food drives, Police Athletic League, Lansing City Mission, Haven House, Special Olympics, Beautification efforts in our community, Old Newsboys and many other causes.**

4. A significant amount of your time will be allocated to Township Board responsibilities, such as planning, zoning, budgeting, re-zonings, land use, economic development, labor negotiations and audit review. Please share with us your experience with, and understanding of, the responsibilities.

**I don't have specific experience in planning, zoning, and land use. However, while I was Chief of Police at Indiana University I worked collaboratively with their council, Mayor and other groups in the economic re-development project in Gary, Indiana – specifically the Glen Park Area. It was and is a federally funded economic re-development housing and planning project to bring young families to the area and plans to fix the blighted impoverish area.**

**Regarding labor union negotiation experience. I was a part of labor negotiation as part of the negotiating board of COAM (Command Officers of Michigan) and from the Chief of Police standpoint in Indiana was on the other side of the board working with the Fraternal Order of Police.**

5. The position of township trustee is an elected position, and the holder of the office must reside within the township. How long have resided in Meridian Township?

**I am proud to say I have been a resident of Meridian Township for over thirty years.**

6. Have you ever served on a Board or Commission for Meridian Township? Please be specific.

**No, I have not served on a Board or a Commission.**

7. Have you ever served as an elected official? Please be specific.

**No, I have not served as an elected official.**

8. In 200 words or less, please provide the Township Board with the reason that you are seeking the Township Trustee's position.

**I have had experience with large, complex organizations and the necessity of understanding the financial condition of specific departments, and the organization at large. I have a deep respect of our township, its diversity and would be privileged to serve to continue Meridian's townships vision of "providing a safe welcoming sustainable, prime community". I believe I have intelligence, wisdom and a record of good decision making. I can communicate well and function well as a team member. I will take the time and energy required to be a conscientious and attentive board member and the willingness to forgo partisan political activity. I have the desire to sustain a total perspective in the board's work without allegiance or commitment to anything except the greater good of the township.**

## **Patricia E. Nowak**

5914 Green Road, Haslett Michigan 48840 517-402-4223 [nowakpat@yahoo.com](mailto:nowakpat@yahoo.com)

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**OBJECTIVE:**        **Assisting in making our Communities Better**

### **CORE COMPETENCIES:**

- Law Enforcement professional with expertise in organization, management and crime reduction.
- Interpersonal Relations
- Ability to conceive and implement new crime fighting and community initiatives.
- Demonstrated ability to improve morale and increase efficiency.
- Proactive Leader
- Budgeting/Strategic Planning

### **PROFESSIONAL EXPERIENCE:**

**Purdue University Northwest – Hammond, Indiana and Westville, Indiana (2016 to Feb 2018 – Lay off)**

#### Police Chief

My position requires supervision of all department operations and management of two separate campuses. One campus is located in Hammond, Indiana and the other is in Westville, Indiana (Thirty-seven miles apart). The Hammond campus has a residential living. I am in charge of many projects, including Title IX, VAWA, and Clery reporting. I also have been in charge of combining both campuses dispatch systems into a regional dispatch center and the change into the State 700/800 MHz system. I am responsible for strategic planning, development, and implementation. I also am responsible for new policy development.

#### Key Achievements:

- New 700/800 MHz system
- Strategic Planning (Two year)
- Regionalization of radio system
- Intelligent-led policing
- Community Policing
- Establishment of new equipment, including patrol rifles
- Introduction of new Training
- Leadership Development

## **Indiana University Northwest - Gary, Indiana (2012-2016)**

### Police Chief

My position requires supervision of all department operations and management of a 1.5M budget. I develop and implement policies for hiring, firing and performance evaluations for a staff of approximately thirty employees. I am responsible for implementing overall police initiatives and crime prevention strategies (emphasis on Community Policing). I develop and administer the campus safety and emergency response plan. My position requires timely and accurate reporting in compliance with local, state, and federal regulations and higher education guidelines including crime reports and the annual Department of Education/Clery Act report. I am responsible for the strategic plan development and implementation. It is my responsibility to ensure that complaint review investigations are conducted in a timely, thorough, objective and consistent manner and that prompt, progressive, corrective and/or procedural disciplinary actions are administered.

### Key Achievements:

- Established the first strategic plan for the police department in accordance to the University plan
- Project Management – six month research involving feasibility study of Body Worn Cameras
- Compstat program modeled after University of Chicago Police Department
- Increased police budget with the facilitation of grant funding
- Hired key training leader to improve performance of staff
- Rebuilt the department following issues of FSLA, Recording Keeping, and Evidence Control
- Policing plan and strategy reduced crime around the campus by 32% in last two years.
- Community Policing program enhanced
- Police Department is now involved in State, Federal and local crime initiatives

### **Michigan State University - East Lansing, MI (2005-2012)**

#### Facilitator/Instructor for MSU Executive Law Enforcement Staff and Command

I attended the first MSU Staff and Command in 2008, and was then invited to facilitate for the next five schools. I assisted in teaching, program development and facilitation. MSU Staff and Command concentrates on the Problem Based Learned Method to teach executives how to problem solve more effectively.

#### Key Achievements:

- Assisted in the development of executive police leaders throughout the State of Michigan.
- Mentoring and Coaching
- Organizational Leadership

### **East Lansing Police - East Lansing, MI (1980-2012)**

#### Command Experience

My responsibilities include supervision in multiple department operations in a managerial or in an administrative capacity. My duties included policy and procedure development, program development, Internal Investigations, Media Spokesperson, Freedom of Information Coordinator, Statistical Computation, Grant Writing, Investigations, and Road Patrol command. I was responsible for identifying and resolving problems critical to the operation of the department. My supervision consisted of Road Patrol, Jail facilities, Investigations, Code Enforcement, and Records Management.

#### Key Achievements:

- Facilitated team building models for increased morale.
- Grant writing, implementation, and reporting
- Part of the Command Officers Association negotiating board (COAM)
- Development and Implementation of Citizen's Academy

## EDUCATION:



2014 **FBI Academy, Quantico, VA, Class #256**



2008 **Michigan State University – East Lansing, MI**  
Staff and Command Graduate – Executive Law Enforcement



2007 **Central Michigan University - Mt. Pleasant, MI**  
Law Enforcement Executive Leadership Institute



2000 **Northwestern University - Chicago, IL**  
Staff and Command Graduate



2000 **Michigan State University - East Lansing, MI**  
Masters of Science Social Work GPA: 3.7



1993 **Michigan State University - East Lansing, MI**  
Masters of Science Criminal Justice GPA: 3.5



1980 **Michigan State University - East Lansing, MI**  
Bachelors of Science Criminal Justice and Psychology



1980 **Lansing Community College - Lansing, MI**  
Trade Emergency Medical Technician

## DISTINCTIONS & COMMUNITY INVOLVEMENT:

International Association of Chiefs of Police – Diversity Committee, 2014 to present

Indiana Association of Chief of Police – Editing Committee and Legislation Committee,  
2015 to present

NOBLE – NATIONAL ASSOCIATION OF BLACK LAW ENFORCEMENT  
OFFICERS, Secretary for North Indiana Chapter – 2015 to present

NILEA (Northwest Indiana Law Enforcement Academy), board member and Secretary.

Crisis Management team – 2012 to present

Behavior Consult team – 2012 to present

MSU's Criminal Justice Wall of Fame, October 2013

Indiana Association of Chiefs of Police 2012- present, on the Governmental Legislation committee

Initiated cooperative Citizen's Academy with city of Gary and Indiana University – 2013 to present

Director of Critical Incident Team - (assists first-line responders and police/fire agencies with debriefings and support) County of Ingham - 2009 to 2012

Professional Women of America - inducted October 2010

President of TRIAD (law enforcement working with senior citizens strengthening community relationships and quality of life issues) - County of Ingham - 2007-2009

Co-published article in Police Chief's magazine 2009 on Problem Based Learning.

Graduate of MSU Executive Leadership - Staff and Command, 2008

Police Officer of the Year – Towne Courier Award – 2007 and 2008

Volunteer for community organizations, including Police Athletic League, No Senior without Christmas, Lansing City Mission, Haven House, Special Olympics, 2005 to present

Received East Lansing Police Officer of the Year Award 2004

Lansing Area Old Newsboys Association, Member 2005 to present

Director and Program Developer of Chaplain's Program at East Lansing Police Department - 2002 to 2012

Graduate of Northwestern Institute – Staff and Command, Farmington Hills, MI

Law Enforcement Executive Leadership Institute – Central Michigan University, Mt. Pleasant, MI 2007

Program Developer and Facilitator of Citizen's Police Academy at the East Lansing Police Department

Sigma Phi Epsilon honored for Academic Achievement 1990-2000

Published in the Police Chiefs Journal, September 1996 - Stress in Officer Involved Shootings: The Agencies Response

Speaker at the 1994 International Chiefs of Police Conference, Chicago Illinois - Police Stress

Received Commendation Awards in 1983, 1984, 1986, 1987, 1988, 1989, 1990, 1996, and 1997 for outstanding performance of duty

Received Meritorious Service Citation awards in 1986 and 1987 for apprehension of dangerous escaped felon and for apprehension of suspect involved in a series of Criminal Sexual conduct cases

Received Clarissa Young Policewoman of the Year Award, 1987

Police Officer of the Year - 100 Club of Lansing, 1986

Greater Lansing Area One Hundred Club, Member, 1982 to present

Multiple letters of recognition and commendation from the public, other police departments, and state and federal agencies

December 19, 2018

To Whom It May Concern:

As a long-time Meridian Township resident and community activist and volunteer, I was thrilled to see your posting for Township Trustee. I am positive that I can be a great addition to the board and a valuable asset to our residents. I have vast experience in all aspects of local government functions and am known for my thirst to learn even more.

I have the perfect blend of historical Meridian Township Perspective, current Meridian Township vision, experience in local government mechanics to include the essentials of budget, audit and labor relations, desire to give back to my community and a proven track record of accomplishment.

This position is an ideal match for someone with my qualities, desires and experience. I have already shown that I am a committed Meridian Township resident who participates in all areas allowable. I would love the opportunity to be a part of taking Meridian Township to levels once believed unachievable. The excitement of watching what was in the 1950s, to what is and what can be is exhilarating.

I will welcome the chance to make the final cut for interviews and I know in my heart that you will not go wrong by considering my desire and qualifications.

Regards,

Renee Korrey

P.S. – I would love to sit down with you one on one or as a board to discuss the specifics of what makes me the ideal candidate!

**CHARTER TOWNSHIP OF MERIDIAN**  
**APPLICATION FOR MERIDIAN TOWNSHIP TRUSTEE**  
**CANDIDATE QUESTIONNAIRE**

**APPLICATION DUE: DECEMBER 19, 2018**

Please return this application along with your resume, cover letter and three (3) references to:

**JOYCE MARX, HUMAN RESOURCES DIRECTOR**  
**MERIDIAN TOWNSHIP MUNICIPAL BUILDING**  
**5151 MARSH ROAD**  
**OKEMOS, MICHIGAN, 48864**

Completed applications must be received by 4:00 PM, Wednesday, December 19, 2018.

We prefer applications to be emailed to marx@meridian.mi.us. Incomplete applications will be disqualified. Candidates selected for an interview will be notified on Thursday, December 27, 2018.

1. Please confirm that you are available to be interviewed at the Meridian Township Board meeting to be held at 4:00 PM, on January 8, 2019. **YES**

2. Please share your understanding or knowledge of municipal finances, budgeting and auditing.

**These categories generally fall under accounting and budgeting departments. They encompass all aspects of finance and include audits. Grants, purchase orders, payroll, payments of bills are all examples of the vast responsibility that makes up the accounting system. Among the various audits a jurisdiction may have, the yearly financial required audit also falls under the accounting department.**

**My MPA from WMU coupled with my years of work in local government has exposed me to many variations of financing, budgeting and auditing.**

3. Please share your community activities and volunteerism in the community over the past 5 - 10 years. **I began volunteering at the age of 17 years and since then, have never stopped. Over the past decade, I have occupied positions on many boards for charitable organization such as Fur Ball (CAHS) and Ingham County Triad. Sitting on boards/committees is not the sum of what I do. I have always taken an active role in charitable event planning.**

**I will add this – I was taught that our deeds were not to be broadcast and therefore I can say with 100% honesty that many things I have done have gone and will continue to go unpublished.**

- **No Senior Without Christmas (Triad) Planning, acquisitions, fundraising, delivery**
- **“Senior Prom” (Triad) the main fundraiser for No Senior Without Christmas**

- Fur Ball (CAHS)
- Lansing Cats for Dogs (my own charitable creation in which I selected a charity to receive all funds raised by this music event in Lansing.
- As a part of the DDA, I have had the privilege of co-creating with my fellow members, Celebrate Meridian in concert with Parks and Recreation. I was one of the original volunteers along side Doug Weaver of Douglas J
- The flowers along Okemos Rd were planted by a string of volunteers including myself

4. A significant amount of your time will be allocated to Township Board responsibilities, such as planning, zoning, budgeting, re-zonings, land use, economic development, labor negotiations and audit review. Please share with us your experience with, and understanding of, the aforementioned responsibilities.

**I have extensive experience in labor negotiations, budgets and audits from my years of experience at the City of Lansing, Communication Division. I held various positions including Acting Deputy Director. I also remained active in working toward economic development and land use while serving on committees for City of Lansing. As well, I have experience working with Meridian Township in those same areas and have been exposed to the inner workings of Meridian Township through my seat on our DDA.**

**Having been a small real estate investor, I have participated in processes to include planning, rezoning and environmental/FEMA. I have also participated to a smaller degree with a property in Meridian Township. I am very comfortable with my general experience in these areas, as well as my ability to continue to learn all the nuances of each. I am "jack of all trades and master of none" however I am also smart enough to surround myself with people who can teach and guide me.**

**My years on the DDA have positioned me well to understand our specific process in those areas and to help guide me as I continue to explore those areas and increase my knowledge.**

5. The position of township trustee is an elected position, and the holder of the office must reside within the township. How long have resided in Meridian Township? **Continually for well over 35 years and collectively for six decades.**

6. Have you ever served on a Board or Commission for Meridian Township? Please be specific. **I am currently on the DDA and have been from its creation. Through the DDA I have served on several sub-committees.**

7. Have you ever served as an elected official? Please be specific. **No**

8. In 200 words or less, please provide the Township Board with the reason that you are seeking the Township Trustee's position

**I have long admired the hard work and dedication it takes to be on our township board. I have long desired to serve in this capacity however have had no desire to fully enter local politics from an**

election standpoint. This appointment would provide a unique opportunity for me to achieve my wish. Giving back to the community which has given so much to me would be an exciting opportunity!!

## RENEE ANNE KORREY

4633 OKEMOS ROAD, OKEMOS MI 48864

517.420.4542

[rkorrey@yahoo.com](mailto:rkorrey@yahoo.com)

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**OBJECTIVE:** appointment to Meridian Township Board as Trustee

### **SUMMARY:**

- Strong experience with Labor Relations, Budgets, Accounting, RFP's
- Strong management and directing skills
- Strong public relation skills
- Six decades of Meridian Township perspective and history
- Proven successful record of working both autonomously and as part of a team
- A trusted and ethical member of our Meridian Township Community

### **EDUCATION:**

WESTERN MICHIGAN UNIVERSITY – graduation 1989

- Master's Public Administration
- Additional Certification in SPADA (specialty program for Alcohol and Drug Abuse)
- Graduate projects/thesis number one was writing an evaluation system for success rate of in-house drug addicts for Dimondale Rehab. This would include strong statistical basis.
- Graduate project/thesis number two was the creation and implementation of a training program for Lansing Police, Communication Division. This program stood the test from both collective bargaining and litigious perspectives.

### **WORK EXPERIENCE:**

EAST LANSING MARRIOTT (2003-Current) Executive Concierge

- Manage, coordinate, facilitate all resources and requests from our Platinum Elite guests
- Daily and weekly cost analysis and inventory

LANSING POLICE CONTRACT WORKER (2003-2013 – a post retirement assignment)

- Successfully process 9-1-1 calls from start to finish, following all directives, guidelines and utilizing all resources in a timely manner.

LANSING POLICE (1983 – 2003)

- 1983 – 1990 Emergency Communication Specialist
- 1990 – 2002 Communication Center Supervisor

- 2002 – retirement Acting Deputy Director (for which I was offered the job on a permanent basis and chose to retire)
- Plotted the 9-1-1, phase 2 cell tower project for Ingham County
- Prepared and monitored Division Budget
- Developed procedures and practices relative to general operations and specific client agency requirements
- Coordinate and administer Agency testing and training
- Perform special projects and assignments to include labor relations and negotiations, statistical analysis, report writing, special and internal investigations, media relations and spokesperson.
- Prepare and monitor outside vendor contracts
- Many other responsibilities too numerous to mention

#### **SELF EMPLOYMENT EXPERIENCE (current)**

R DRAKE COUNSELING – 7825 N. Dale Mabry, Tampa Florida

- Ensure compliancy with all State of Florida regulations specific to this business
- Writing evaluations, treatment plans and reviews
- Attending quarterly meetings with outside agencies to ensure compliance
- Scheduling
- Budgeting
- Participate in yearly audit

December 18<sup>th</sup>, 2018

Township Board  
c/o Joyce A. Marx  
5151 Marsh Rd.  
Okemos, MI 48864

To Whom It May Concern:

I'm writing today to submit my candidacy for the vacancy on the Township Board of Trustees created by the appointment of Phil Deschaine to the Township Treasurer position.

I was very excited to hear of this vacancy as it represents the intersection of many of my interests and skills that I've honed throughout my career and personal life. As you'll note on my accompanying resume and questionnaire, I began my professional journey in public arena, working for State Senator Glenn Anderson and spent five years in the State Legislature working as a Legislative Aide.

As the Senator was term-limited, I decided to strike out and try my hand in the for-profit business world. An acquaintance of mine had a small business in the IT professional services industry that needed capable management, and came to me for that. Over the next three years I worked my way up through the ranks of the company's Project Management Office, and eventually was promoted to be our Chief Operations Officer. My time in that position has been tremendously successful, as we've grown both in personnel and revenue by significant margins. It is my attention to detail and task-oriented approach to process improvement that have been key contributing factors in that success.

Through my time in both of these organizations, I have learned the qualities of a strong leader and what it means to govern in the public and private sector. I have tackled the big issues in both including the legislative appropriations process as well as corporate financial planning. I know that this position, should I be appointed, would afford me the chance to combine the skills I've gained throughout my career to use for the betterment of my community.

Lastly, my wife and I were blessed to have had our first born in February; our son Charlie. We are thrilled to raise him here, and I want to ensure that our community continues to be one that I am proud of. My efforts on this Board will be to ensure that Meridian Township thrives for years to come.

Thank you again for taking the time to consider my application for this vacancy. I welcome any additional questions that you may have and look forward to this opportunity.

Sincerely,



Scott Hendrickson  
4206 Graystone Dr.  
Okemos, MI 48864  
Phone: 248-703-2991  
[hendrickson87@gmail.com](mailto:hendrickson87@gmail.com)

1. Please confirm that you are available to be interviewed at the Meridian Township Board meeting to be held at 4:00 PM, on January 8, 2019.

Yes, I am available to be interviewed at that time.

2. Please share your understanding or knowledge of municipal finances, budgeting and auditing.

While I have not held any position where I would have decision making authority over municipal finances, budgeting or auditing, working with State Senator Glenn Anderson's office, I did encounter a number of issues that were related. During that time, I acted as a liaison and in a research capacity when citizens, city council representatives, and township trustees contacted the Senator with questions relating to the local government issues of the day. This included factfinding relating to revenue sharing and its impact on local communities and their budgets and much more.

In addition, his position as the Minority Vice Chair of the Senate Appropriations Committee gave me a unique window into the budgeting process that would provide context for my anticipated work in municipal budgeting. Finally, while I have no direct experience with auditing in local government, in my role as Chief Operating Officer at Total Solutions Incorporated, I took over the financial recordkeeping for our small business owner who needed help accurately tracking and maintaining the finances. I audited the records of the company over the last 22 years and was able to ensure that the company was up to GAAP standards, as confirmed by our recently-hired accountants at a respected Michigan firm.

3. Please share your community activities and volunteerism in the community over the past 5 - 10 years.

Over the last 10 years, I have learned much about Meridian Township and what it has to offer. I have enjoyed taking part in adult kickball leagues, the Taste of Okemos, community fireworks, concerts at Lake Lansing, Christmas at the historic village and more. When it comes to volunteerism, I have been focused on smaller activities, like getting involved in my local condominium Board of Trustees and been an active political volunteer both within the community, through my work as a Precinct Delegate, and without, volunteering and staffing for several political campaigns over the last decade.

4. A significant amount of your time will be allocated to Township Board responsibilities, such as planning, zoning, budgeting, re-zonings, land use, economic development, labor negotiations and audit review. Please share with us your experience with, and understanding of, the aforementioned responsibilities.

I relish the opportunity to spend my time on the aforementioned responsibilities. Despite not having direct experiences handling many of these responsibilities (this would be my first position within local government), I am a very quick study and have taken great interest in the success of this community, which is ultimately the goal of each of these tasks.

I do have significant experience as a leader of the small business where I am currently employed however, and, while these are not directly correlated, they do have a number of similarities. Throughout my time on the leadership team, I have worked with the CEO and others to craft business plans, create corporate budgets for the near term (1 year) as well as more lengthy projections (3 and 5-year forecasts), negotiate with employees on the full gamut of labor issues, and completed an audit of our finances, as previously mentioned.

With respect to land use, zoning and re-zoning, and economic development, I am familiar enough with the concepts through my work with the legislature that I would have a better jumping off point than most coming into this position.

5. The position of township trustee is an elected position, and the holder of the office must reside within the township. How long have you resided in Meridian Township?

I am a resident of Meridian Township, and have been so since August of 2009.

6. Have you ever served on a Board or Commission for Meridian Township? Please be specific.

I have not, though it has interested me greatly. Regardless of how the board decides on this appointment, I look forward to continuing my involvement with the community through the various boards and commissions.

7. Have you ever served as an elected official? Please be specific.

I have been an elected Precinct Delegate within Meridian Township since August of 2014.

8. In 200 words or less, please provide the Township Board with the reason that you are seeking the Township Trustee's position.

My interest in serving in government dates back to the early days of my childhood. In the Boy Scouts, while my peers were earning merit badges in canoeing and riflery, I was earning mine in 'Citizenship in the Community.'

Over time, my interest grew and was shaped by national events; I came of political age watching Bush v. Gore with rapt attention. When I got to college, I obtained an internship in Senator Carl Levin's office, and campaigned to save the Troy Public Library (in my hometown). I also was nominated and elected by my peers as President of the Michigan State University College Democrats.

In my career in the private sector, I've helped to define the 'of service' quality that our company has enshrined as one of our core values, which is contributory to my expeditious rise through the ranks.

I see a chance to combine these two passions of mine here; being of service to my community and involvement in government. Given the opportunity to join the board, I would seek to make the citizens of Meridian Township proud, and hope that they would confirm this board's decision by retaining me in 2020.

# Scott C. Hendrickson

4206 Graystone Dr.  
Okemos, MI 48864  
(248) 703-2991  
[hendrickson87@gmail.com](mailto:hendrickson87@gmail.com)

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## Work Experience

### **Chief Operating Officer, Total Solutions Incorporated / July 2016 – Present**

- Overseeing all delivery operations, carrying corporate profit and loss responsibility
- Managing to triple-digit net profit growth YTD for 2017
- Implementing organization-wide process improvements to promote scalability
- Serving as Product Owner to key internal line of business applications

### **General Manager, Total Solutions Incorporated / May 2015 – July 2016**

- Administered corporate hiring and Human Resources
- Created and implemented the company's first performance reviews
- Managed day-to-day accounting and financial operations
- Supervised the management and development of key enterprise software as a Product Owner

### **Director, Project Management Office, Total Solutions Incorporated / November 2014 – May 2015**

- Led and supervised a team of three project managers
- Strategically prioritized the company's resources to maximize efficiency
- Managed major client portfolios to profitability

### **Project Manager, Total Solutions Incorporated / April 2014 – November 2014**

- Managed waterfall and agile IT professional services projects to contracted scopes and budgets
- Oversaw technical team activities and acted as client liaison
- Drafted and edited responses to Requests for Proposals and Requests for Quotation

### **Legislative Aide, Office of Senator Glenn S. Anderson / June 2009 – April 2014**

- Researched and recommended legislation to be proposed and tracked through committee process.
- Drafted and assisted in passing Pink Ribbon License Plate legislation
- Managed Senator Anderson's constituent relations, coordinated and hired office interns
- Compiled and drafted all office community contact and communications, specifically electronic newsletter, local chamber of commerce columns, press releases, etc.

### **Deputy Communications Director, Glenn Anderson for Congress / August 2011 – August 2012**

- Organized endorsement calls and outreach
- Generated website content and designs
- Directed press outreach, drafted press releases and statements
- Led signature verification effort and managed 'Get Out The Vote' Phone Bank

## Education

### **Michigan State University, 2005-2009**

- Three Bachelors of Arts in Economics, French, and International Relations with Political Economy Specialization
- 4-year Honors College Member: 3.7013 GPA
- George F. McGregor Scholarship in Economics Winner

## Personal and Activities

- Precinct Delegate for Meridian Township, August 2014 – Present
- Board Member, Hamilton House Condominium Association Board, March 2015 – March 2016
- Married, one child

# COURTNEY L. WISINSKI, BS, MPH

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4419 ELMWOOD DR, OKEMOS, MI 48864 | (517) 410-1527 | CLWISINSKI03@GMAIL.COM

December 17, 2018

Meridian Township  
Attn: Ms. Joyce Marx, Human Resources Director  
5151 Marsh Rd  
Okemos, MI 48864

Dear Ms. Marx:

Enclosed is my application for the Meridian Township Trustee vacancy, resume, three professional references, and two letters of recommendation. I am available to be interviewed at the Meridian Township Board meeting on Tuesday, January 8, 2019 at 4 p.m.

I currently serve on the Meridian Township Park Commission where I am responsible for overseeing the implementation of our Township's 5-Year Parks & Recreation Master Plan (2017-2021) and the Parks and Recreation Department budget.

After earning my undergraduate degree from Michigan State University in Natural Resource Development, I began my career as an environmental services project manager with a national engineering and consulting firm. For nearly eight years I coordinated and managed environmental projects, including the application of standard procedures for exposure prevention and remediation of hazardous materials.

I recently obtained my master's degree in Public Health Administration from Creighton University and currently serve as a departmental manager with the Michigan Department of Health and Human Services. In this role, I work to adopt and improve public policy through research and advocacy to ensure social and environmental justice and health equity for all Michigan residents.

Thank you for your time and consideration and please contact me should you need additional information about my qualifications.

Sincerely,



Courtney Wisinski  
Meridian Township Park Commissioner

## CHARTER TOWNSHIP OF MERIDIAN APPLICATION FOR MERIDIAN TOWNSHIP TRUSTEE CANDIDATE QUESTIONNAIRE

1. Please confirm that you are available to be interviewed at the Meridian Township Board meeting to be held at 4:00 PM, on January 8, 2019.

Yes, I am available to be interviewed at the Meridian Township Board meeting on Tuesday, January 8, 2019 at 4 p.m.

2. Please share your understanding or knowledge of municipal finances, budgeting and auditing.

As a Meridian Township Park Commissioner, I am tasked with the responsibility of approving and overseeing our Township's budget and finances for our Parks and Recreation Department.

Our parks and recreation facilities are funded using a combination of Township park millage revenue and state and federal grants. Our Township's .6524 Park Millage generates about \$1.1 million annually to help fund our amazing parks system comprising over 900 acres across our 29 parks, including over 20 miles of trails, an array of sports and recreational facilities, pavilions, playgrounds and other amenities. Through our Land Preservation Program, Meridian Township is also blessed to have 954 acres of land which has been placed in the public trust for permanent preservation.

The Park Commission also reviews and provides recommendations on projects, such as the Okemos Road Boardwalk and Central Meridian Regional Trail Connector, which bring safe, multimodal connectivity to our parks. Also, the Marketplace on the Green will provide a venue for our farmers' market, entertainment, diverse assortment of activities and a community gathering place.

As a Park Commissioner, I have also followed the Township Board's work closely and am very familiar with the Board's annual auditing and budgeting process.

In addition to my budgeting and financial experience as a Park Commissioner, I have more than 13 years of experience formulating, monitoring and amending federal programs and state General Fund budgets totaling over \$24 million. My budgetary duties include salaries, fringe benefits, contractual staff, staff licenses and certifications, direct services, community development funds, relocation assistance, supplies and materials, travel, community outreach/marketing, equipment, and fines and fees.

As a departmental manager within the Michigan Department of Health and Human Services (MDHHS), I am responsible for overseeing and awarding grants to local communities. In this role, I work closely with Budget, Purchasing and Contracts to review financial audits and risk

assessments for our local grant applicants, including: previous grant management experience, findings of single audits, corrective action plan implementation (if needed) and budget balance status.

Moreover, as a departmental manager, I have participated in multiple audits of MDHHS initiated by the Michigan Office of Inspector General, resulting in no adverse findings.

**3. Please share your community activities and volunteerism in the community over the past 5 - 10 years.**

In addition to my service to our community as a member of the Meridian Township Park Commission, I have been involved in many community and volunteer activities focused toward serving our children and veterans, and protecting our environment and health:

- American Legion Ladies Auxiliary Member, 2016-Present
- Veterans of Foreign Wars Ladies Auxiliary Member, 1999-Present
- Sierra Club Member, 2003-Present
- Forest Hills Neighborhood Association Member, 2003-Present
- Michigan Alliance for Lead Safe Housing, 2005-Present
- American Public Health Association Member, 2014-Present
- Okemos Baseball Club Parent Volunteer, 2014-Present
- Women's March Participant in Washington DC, 2016
- Girls on the Run Volunteer, 2018
- Okemos Public Schools, Cornell Elementary Parent Volunteer, Reading 2017
- Michigan Environmental Council Intern, 2017
- Meridian Township Parks and Recreation Softball Coach, 2017
- Susan G. Komen 5K Walk for a Cure in Lansing, 2017
- National Safe and Healthy Homes Coalition-Affordable Care Act Workgroup Chair, 2014
- Susan G. Komen 3-day Walk for a Cure in Washington DC, 2011
- Big Brothers, Big Sisters Volunteer Sibling, 2000
- Clean Water Action, Canvasser, 1995

**4. A significant amount of your time will be allocated to Township Board responsibilities, such as planning, zoning, budgeting, re-zonings, land use, economic development, labor negotiations and audit review. Please share with us your experience with, and understanding of, the aforementioned responsibilities.**

Perhaps the most unique experience I would bring to the Meridian Township Board is my education and professional experience in natural resource development, environmental protection, and safe and affordable housing. These strengths would be very valuable in evaluating re-zoning applications, making land-use decisions, economic development discussions, enforcing our Township's 2017 Master Plan, and contributing to any future amendments or rewrites of our Master Plan.

Specifically, I received my undergraduate degree from Michigan State University in Natural Resource Development and began my career in 1998 as an environmental services project

manager with a national engineering and consulting firm. For nearly eight years I coordinated and managed environmental projects, including the application of standard procedures for exposure prevention and remediation of hazardous materials. My main responsibilities included Phase I and II environmental site assessments, and remediation plan development in accordance with the National Environmental Policy Act (NEPA). I also conducted indoor air quality assessments and lead, mold and asbestos inspections in accordance with applicable federal and state regulations.

Meridian Township residents place great value in preserving and protecting our environment and natural resources. Our planning and land-use decisions are critical to building a more sustainable community and protecting our neighborhoods, which are our greatest assets. My knowledge and experience would be very valuable in continuing our longstanding efforts to preserve and protect our natural resources and green space for residents to enjoy.

My current community development work within the Environmental Health Division of MDHHS has allowed me to work nationally and statewide to improve communities through neighborhood stabilization, healthy housing and access to healthy food. I have spent much of my career working with underserved populations and feel honored to use my knowledge and expertise to ensure all people have the right to healthy and safe communities, not determined by the zip code they live in. Working with local government and community development agencies to improve and sustain healthy communities can be exceptionally challenging, but inclusion, perseverance and teamwork has proven effective in many of my projects. I am excited by the opportunity to apply my knowledge and skills to help create a more sustainable future for Meridian Township.

Water and sewer infrastructure was not listed specifically, but is obviously a very important element to community planning. My education in natural resources and experience developing the new MDHHS Community Development Unit to expand lead hazard control statewide would be valuable in this area. I am also responsible for the development of the MDHHS Residential Lead in Water Sampling Protocol and work closely with municipalities on lead service line replacement. This experience gives me a unique appreciation for the complex issues communities face in maintaining water and sewer infrastructure long term.

As it relates to the redevelopment of Downtown Okemos, my extensive experience in overseeing environmental remediation and redevelopment projects and healthy communities would be very valuable as we continue working to address the extensive environmental concerns we are facing on these three blocks of Downtown Okemos. I am very familiar with the implications of trichloroethylene and perchloroethylene and other persistent contaminants resulting from historical property use, such as dry-cleaning facilities, gas stations and fire stations. As an environmental consultant, I have worked with many communities and landowners to successfully remediate properties for safe redevelopment.

I have budgeting, planning, zoning and land use experience from my time serving as a Park Commissioner. I am responsible for overseeing the implementation of our Township's 5-Year Parks & Recreation Master Plan (2017-2021) and the Parks and Recreation Department Budget. This includes the planning and financing for our new Towner Road Park, Central Meridian Regional Trail Connector, in addition to the many other parks and recreation projects we have undertaken recently. As the Board is aware, the Park Commission also played a vital role in helping to navigate the land transfer with the Meridian Mall, financing, and planning for the Marketplace on the Greens.

I have also followed the Township Board's work closely and am familiar with the Board's annual auditing and budgeting process.

In addition to my budgeting and financial experience serving on our Park Commission, I have more than 13 years of experience formulating, monitoring and amending federal programs and state General Fund budgets totaling over \$24 million.

As a departmental manager at MDHHS, I am responsible for the oversight of grants awarded to local communities. In this role, I work closely with our accountant to review financial audits and risk assessments for our local grant applicants, including: previous grant management experience, findings of single audits, corrective action plan implementation (if needed) and budget balance status.

Furthermore, as a departmental manager, I have participated in multiple audits of DHHS initiated by the Michigan Office of Inspector General, resulting in no adverse findings.

Working in state government, I'm familiar with the processes to labor negotiations, but this is not my role within the Department. I am familiar with the Township's efforts to renegotiate our seven collective bargaining agreements. I am also familiar with the plan the Township put in place to fully fund our pension and OPEB systems within the next 10 years, which included passage of the new police and fire millage in August of 2017. Many of the communities that I work with as a departmental manager at MDHHS face unfunded liabilities as well, which are placing a great deal of burden on their ability to maintain services while meeting the increased payments.

**5. The position of township trustee is an elected position, and the holder of the office must reside within the township. How long have resided in Meridian Township?**

My husband and I purchased our home in Forest Hills subdivision in 2003. Our two children were born here, we love raising them in Meridian Township and for them to have the opportunity to attend Okemos Public Schools.

We cherish the diversity, world-class schools, parks and trails, proximity to Michigan State University and the many community assets we are blessed with here in Meridian Township.

Meridian Township is our home and we plan to stay active in the community and retire here.

**6. Have you ever served on a Board or Commission for Meridian Township? Please be specific.**

Yes, I was appointed to the Meridian Township Park Commission in August of 2017. I plan to run for re-election in 2020. However, I am very interested in taking my knowledge, experience and service to our community to the next level, which is why I have chosen to apply for the Trustee vacancy on the Meridian Township Board.

**7. Have you ever served as an elected official? Please be specific.**

Yes, I was appointed by the Meridian Township Board to serve on the Meridian Township Park Commission in August of 2017.

I have also served as a civil servant for the State of Michigan for more than 13 years, where I have been working to adopt and improve public policy through research and advocacy to ensure social and environmental justice and health equity for all Michigan residents.

**8. In 200 words or less, please provide the Township Board with the reason that you are seeking the Township Trustee's position.**

Meridian Township is a wonderful community that has given my family so much, which lead me to serve on our Township Park Commission. I was honored to have the Board place their trust in me.

I am applying for the Trustee vacancy on the Meridian Township Board because my knowledge and experience would be valuable to fellow residents. I have an unwavering passion for community issues, especially in social equity, health, and the preservation of our neighborhoods and environment.

Having followed the Township Board, I have a deep appreciation for the difficult decisions that you are tasked with deliberating and making – the rezoning requests that would change the look and feel of our neighborhoods but for your advocacy, the 18-year effort to place 954-acres of Township land into permanent preservation, and the very difficult task of writing and adopting the Township's 2017 Master Plan to name a few.

These decisions impact nearly every facet of our lives – our neighborhoods, environment, public health and safety, infrastructure and community assets. I believe my diverse education and professional experience would make me a valuable addition to the Township Board in our continued effort protect our neighborhoods and preserve our environment and natural resources.

# COURTNEY L. WISINSKI, BS, MPH

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4419 ELMWOOD DR, OKEMOS, MI 48864 | (517) 410-1527 | CLWISINSKI03@GMAIL.COM

## EDUCATION

**Master of Public Health**, Public Health Administration, Creighton University December 2016

**Bachelor of Science**, Natural Resource Development, Michigan State University May 1998

## CAREER OBJECTIVE

Work to adopt and improve public policy through research and advocacy to ensure social and environmental justice and health equity for all Michigan residents.

## QUALIFICATIONS

- Appointed Meridian Township Park Commissioner in August 2017.
- More than 18 years of experience managing large environmental and public health projects for private, philanthropic, state and federal government organizations.
- Practicum experience working with Healthy Michigan-Healthy Food Access Policy Action Team to reduce childhood obesity by increasing healthy food access, reducing sugar sweetened beverage consumption and improving safe areas for physical activity.
- Developed and implemented multiple public health programs within the Division of Environmental Health. Day-to-day activities include development of procedures and policies, quality assurance monitoring, contract management, supervision of program staff, facilitate planning and coordination of program activities.
- Managed and mentored more than 20 environmental and health professionals.
- Coordinated staff trainings including, Healthy Homes, Asthma Trigger, Motivational Speaking, Survey Implementation, IRB and Cultural Competency.
- Developed and manage the Elevated Blood Lead Environmental Investigation program for the City of Flint, in response to the water crisis. Established partnerships with social organizations to promote health equity among Flint residents.
- Composed four successful U.S. Department of Housing and Urban Development grant applications within budget, expected timeframe, and excellent performance rating.
- Completed three program and cost-benefit evaluations, one of which was published in a peer-reviewed journal, pursuing a publication for the second program.
- National Safe and Healthy Housing- Affordable Care Act and Medicaid workgroup chair.

## PROFESSIONAL EXPERIENCE

**Charter Township of Meridian**

August 2017-Present

**Park Commissioner**

5151 Marsh Rd, Okemos, MI 48864

- Solicit community input regarding neighborhood parks and trails
- Approve gifts of land to the Park Commission
- Approve annual budget for parks and trails
- Support plans for park establishment or improvements
- Attend community meetings

**Michigan Department of Health and Human Services**

**Community Development Manager**

*Contracted through Michigan Public Health Institute*

201 Townsend, 4<sup>th</sup> Floor, Lansing, MI 48933

Project Manager, Healthy Homes Section

December 2011-Present

*November 2005-2011*

- Developed the new MDHHS Community Development Unit to expand lead hazard control through local community development statewide
- Appointed the Flint Elevated Blood Lead Environmental Investigation Program Manger to identify and remediate all lead hazards in home with a child with an elevated blood lead level.
- Maintains the position of Healthy Homes Program Manager for the U.S. Department of Housing of Urban Development Lead Hazard Control grant that provides safe and healthy housing through hazard assessment, remediation, and education of low-income residents in Michigan homes.
- Green and Healthy Homes Initiative of Lansing Program Manager who promotes, enrolls and oversees the health, safety and energy remediation of low-income resident's homes in Lansing, Michigan.
- Healthy Homes University Evaluation Program Manager responsible for leading a case-controlled comparison and cost benefit analysis funded by the Kresge Foundation. Additional responsibilities include IRB application and renewals, report development, publication submittal and dissemination of results.
- Administered the U.S. Department of Housing of Urban Development funded Healthy Homes University I and II Programs and the Asthma Control through Education and Environment Program in Lansing and Flint communities. Served the program's missions and objectives providing environmental home hazard assessment and asthma trigger reduction to very low-income families through education and intervention.
- Trainer and coordinator for the National Center for Healthy Housing Training Center providing healthy housing related training to private, state and national partners. Assisted in the development and revision of multiple training modules.
- Facilitate and attend strategic planning sessions for Asthma Initiative of Michigan, Green and Healthy Homes Initiative and the Kresge Foundation Healthy Communities Initiatives.
- Maintains strategic partnerships with city and county governmental agencies, community and faith-based programs, non-profit organizations and advocacy groups for consultation and funding intent; including, facilitating quarterly partnership meetings.
- Submission of quarterly, annual and final reports for all grants under my management.
- Develop and monitors program budgets to ensure accurate and efficient spending of program dollars.
- Develop and modify data collection surveys and field forms.
- Responsible for the development and oversight of program policies, procedures and quality assurance of health outcomes of program participants.
- Successfully analyzed more than 820 cases to determine the effectiveness of hazard intervention methods by collecting and analyzed pre- and post-housing and health data.
- Interprets investigation results and associated hazards to occupants, property owners, program staff, department managers and federal government representatives.
- Advocated with the Michigan Alliance for Lead Safe Housing requesting general fund appropriated by the State Legislature for Lead Hazard Control, resulting in \$1.75 million for the past three years.

**Michigan Environmental Council**  
602 W. Ionia St., Lansing, MI 48933  
Intern – Healthy Kids Healthy Michigan Program

August 2016-October 2016

- Researched and assisted in the development of the Healthy Food Access Policy Action team's 2017 policy priorities.
- Developed Healthy Kids Healthy Michigan-Healthy Food Access fact sheet which included social determinants of health related to obesity.
- Researched and prepared a presentation to the Michigan Soft Drink Association on the *Health Effects due to Consumption of Sugar Sweetened Beverages*.

**Professional Service Industries, Inc.**  
3120 Sovereign Drive, Suite C., Lansing, Michigan 48911  
Project Manager, Environmental Services

June 1998-November 2005

- Project management, coordination and oversight of environmental projects including, applied standard procedures for exposure prevention and remediation of hazardous materials.
- Provided lead hazard control in low-income areas for vulnerable populations. Performed nearly 250 Lead-Based Paint Inspections and Risk Assessments.
- Conducted Phase I and II Environmental Site Assessments and remediation plan development, National Environmental Policy Act, mold and indoor air quality assessments and asbestos inspections in accordance with the National Emissions Standards for Asbestos Program.

#### **CERTIFICATIONS AND TRAINING**

- IRB Training, Annually
- Healthy Homes Specialist Credential, September 2009 - Current
- State of Michigan Lead Inspector/Risk Assessor License, 1999-Current
- State of Michigan Asbestos Building Inspector License, March 1999
- Indoor Air Quality and Mold Inspector Training, July 2003

#### **PROFESSIONAL MEMBERSHIPS**

- American Public Health Association Member
- Mid-Michigan Asthma Coalition, Member
- Michigan Alliance for Lead Safe Housing, Member
- National Safe and Healthy Homes Coalition-Affordable Care Act Workgroup, Chair
- Veterans of Foreign Wars, Ladies Auxiliary Member

#### **MATERIALS DEVELOPMENT**

- Borgialli, M., Largo, T., Wisinski, C., & Priem, W. (May/June 2011). Healthy Homes University: A home-based environmental intervention and education program. *Public Health Reports*.
- Wisinski, C., Largo, T., & Priem, W. (2016). Evaluation of an in-home environmental pediatric asthma management program in Ingham County, Michigan. *Journal of Environmental Health-pending publication approval*.
- A Monthly Guide to A Healthy Home, Calendar, 2010-2014
- Don't Get Homesick: A Guide to a Health Home, Collaborative, 2008
- Healthy Homes Family Guide Book, 2005, revised 2008 and 2010
- How to Find a Healthy Home: Guide to Perspective Home Buyers and Renters, 2010

December 16, 2018

To Whom It May Concern:

I am pleased to recommend Courtney Wisinski for the position of Meridian Township Trustee. Ms. Wisinski and I have been colleagues since 2005 and beginning in 2017, Ms. Wisinski began serving as Community Development Manager for the Healthy Homes Section at the Michigan Department of Health and Human Services (MDHHS).

Ms. Wisinski holds Bachelor of Science from Michigan State University in Natural Resource Development awarded in 1998. In addition, Ms. Wisinski holds a Master of Public Health Administration awarded in 2017. She has professional experience with several environmental consulting firms prior to her tenure with the MDHHS Ms. Wisinski has served in several roles within the MDHHS, Healthy Homes Section including Healthy Homes University Project Manager, Enforcement Specialist, Industrial Hygienist and more recently, Community Development Unit Manager

Ms. Wisinski has always shown true professionalism and dedication to her work as evident by her tenure at the MDHHS. Ms. Wisinski has the knowledge and experience to succeed as Meridian Township Trustee with her training and knowledge of environmental science, public health, project management, personnel management and policy and procedure development. Ms. Wisinski is compassionate, organized and always willing to assist other colleagues, as well as the general public. Ms. Wisinski's true passion lies with environmental science thus leading her to the more recent position of Park Commissioner.

In addition to her strong passion for work, Ms. Wisinski is a true pleasure to work with. She's kind, caring and possesses strong skills in working with diverse populations. Ms. Wisinski possesses the character and qualities necessary in this Trustee position. I strongly recommend Ms. Wisinski for the open Meridian Township Trustee position.

If I can be of further assistance, please feel free to contact me directly at (517) 749-4466.

Sincerely,



Carin L. Speidel, Manager  
Healthy Homes Section  
Michigan Department of Health and Human Services

December 16, 2018  
Tina Reynolds  
2898 Colony Drive  
East Lansing, MI  
Meridian Township  
48823

To whom it may concern,

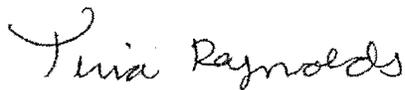
I am pleased to write this letter of recommendation on behalf of Courtney Wisinski. I highly recommend Courtney for a Meridian Township Trustee position.

I have known Courtney for over 6 years professionally and personally. We have interfaced around our shared work in children's health, lead poisoning prevention, lead abatements, social determinants of health, green and healthy homes for families, healthy food access and other related topics. She has always been a pleasure to work with because she is positive, friendly, and approachable. She truly listens when people talk to understand things from all perspectives. Courtney is also a hard-hitting problem solver and can assess the barriers, strategize to solve problems and get things done.

In 2017 Courtney interned with me at the Michigan Environmental Council (MEC) and worked on improving healthy food access for underserved populations. She focused on research, policy and presentation. Courtney traveled with me to meetings and participated in statewide coalition meetings that included federal, state and food advocates. She demonstrated a willingness to learn new things and always went well beyond the projects I have assigned to her. Courtney is engaged and does not hesitate to ask questions, get direction or offer her perspectives. I found her to be hard working, respectful and dependable. Courtney got a varied and rich taste of policy making, problem solving and grass roots coalition organizing around important public health issues in her internship at MEC. This experience built on top of her deep experience at the Department of Health and Human Services (DHHS).

In summation, I strongly feel that Courtney is well equipped to grow from any challenges that she is presented with and will make an excellent trustee. Her dedication, curiosity and foresight prepare her well for this rigorous post. I am happy to talk further and my contact information is below.

Sincerely,



Tina Reynolds  
Health Policy Director  
Michigan Environmental  
Home 517-898-4822, work 517-487-9539



**CHARTER TOWNSHIP OF MERIDIAN  
APPLICATION FOR MERIDIAN TOWNSHIP TRUSTEE  
CANDIDATE QUESTIONNAIRE  
APPLICATION DUE: DECEMBER 19, 2018**

Please return this application along with your resume, cover letter and three (3) references to:

JOYCE MARX, HUMAN RESOURCES DIRECTOR  
MERIDIAN TOWNSHIP MUNICIPAL BUILDING  
5151 MARSH ROAD  
OKEMOS, MICHIGAN, 48864

**Completed applications must be received by 4:00 PM, Wednesday, December 19, 2018.**  
We prefer applications to be emailed to [marx@meridian.mi.us](mailto:marx@meridian.mi.us). **Incomplete applications will be disqualified. Candidates selected for an interview will be notified on Thursday, December 27, 2018.**

1. Please confirm that you are available to be interviewed at the Meridian Township Board meeting to be held at 4:00 PM, on January 8, 2019.

*Yes confirmed*

2. Please share your understanding or knowledge of municipal finances, budgeting and auditing.

*Very minimal at municipal level - tax/spend is irresponsible*

3. Please share your community activities and volunteerism in the community over the past 5 - 10 years.

*School PTO, Volunteer coach  
Church CCW, PPC, Catechist*

4. A significant amount of your time will be allocated to Township Board responsibilities, such as planning, zoning, budgeting, re-zonings, land use, economic development, labor negotiations and audit review. Please share with us your experience with, and understanding of, the aforementioned responsibilities.

*zero - never served on a board at city level  
watching planning take a dozen years is my experience*

5. The position of township trustee is an elected position, and the holder of the office must reside within the township. How long have resided in Meridian Township?

*18 plus years*

6. Have you ever served on a Board or Commission for Meridian Township? Please be specific.

*No*

7. Have you ever served as an elected official? Please be specific.

*No*

8. In 200 words or less, please provide the Township Board with the reason that you are seeking the Township Trustee's position.

*See attached*

*Patricia M. McPhee*

Patricia McPhee – Meridian Township Trustee application – question #8 – 200 words

Meridian Township is bigger than Okemos – Haslett needs a stronger voice on this Board. I am qualified to fill this void. As a long standing resident, February, 2000, I would hope this board would look for balanced representation both in residency and political affiliation.

I am very much a fiscal conservative, tree hugging, humanitarian. My wide stance on issues sure isn't popular with a 60/40 split in this township – it needs to be. We saw how fiscal errors gravely affected our financial health. That burden fell hardest on business owners. You can model smarter fiscal policy plans that reduced pension liability and tax burdens.

Saving green space – I understand zoning and don't support expansion when our township is blighted with empty store fronts. Further on this – there needs to be some controls on price gouging that is forcing businesses to shutter. Horrock's attempt was a great example how the board gave a great effort to negotiate and greed won.

Last point to note – I could and would NEVER be elected in this township as a conservative – the only hope to be on this all Democrat board is to be nominated - time for a balanced board.

Patricia McPhee

5275 Thames Drive, Haslett, MI 48840~ 517-285-9345 ~ mpatty@aol.com

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Objective	Township Trustee – Charter Township of Meridian
Experience	<p>Costco – Maintenance Assistant</p> <p>September 27, 2017 to Present</p> <p>Small Business Owner</p> <p>Tower Cleaning Systems, 5275 Thames Dr., Haslett, Michigan</p> <p><i>May, 1995 to Present</i></p> <p>Commercial cleaning franchise I began when my son was an infant. I wanted to run a business and be a stay-at-home single parent. I did IT!! The flexibility of home office and job site requirements were the perfect fit. Commercial offices, construction contracts and student turnovers are my focus. I run the work crews, hiring and CEO &amp; CFO responsibilities. My people skills are a great asset – some clients are easy &amp; some are difficult. Nothing can be corrected if we don't know it's broken, I often say. Communication is key to each situation with positive resolution as the goal. This Township needs a Trustee that listens and acts to the voice of the residents.</p> <p>Substitute Teacher</p> <p>EduStaff and WillSub, PCMI, 140 Kent St., Portland, MI</p> <p>November, 2014 - Present</p> <p><i>Substitute Teacher - as it indicates, my job is to follow/implement sub plans and maintain daily schedules for the children in my classroom. Job requirements are to always be punctual and prepared for each challenge. Special Ed classrooms are challenging and rewarding fit for me as well.</i></p>
Education	<p>Michigan State University</p> <p>East Lansing, MI 48824</p> <p>Materials &amp; Logistics Management – Bachelor of Science</p> <p>Production control &amp; management of systems – I have to finish a few classes for a degree. Personal issues from a home fire, divorce and then came children – it's always been on the back burner running my business and raising my 3 children. I sure have mastered this degree in running my own business successfully for 2 decades!</p>
Leadership	<p>LDCCW (Lansing Diocese Council of Catholic Women) President, Past PTO President at Murphy Elementary (2 – 3 year terms), Catechist in grades pre-school to 8<sup>th</sup> grade for 10 years. Volunteer or coordinate in many of my children's sports programs, Past President CCW, Pastoral Council &amp; Education Council member – St. Martha's. My best leadership skill – being a mom.</p>
References	Available upon request

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**LINDA P BURGHARDT**

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1907 Atherton Way • Okemos, MI 48864 • (517) 347-1077 (h) (517) 420-3706 (c) • lburghardt@comcast.net

December 19, 2018

Meridian Township c/o Joyce Marx  
Human Resources Director  
Meridian Township Municipal Building  
5151 Marsh Road  
Okemos, MI 48864

Dear Ms. Marx,

I am writing to apply for the Meridian Township Trustee position. My employment career has included an emphasis on financial management, fiscal analyses, and budget planning as well as service on a variety of boards, commissions, and task forces dedicated to improving the lives of Michigan's citizens.

As the executive director of several nonprofit organizations, I have had a lot of experience working with boards of directors, developing agendas and briefing materials, conducting effective meetings, and facilitating strategic planning sessions. In addition to board relations, my administrative duties included personnel management, budget development, oversight of an investment portfolio, and grant funding application and management.

In addition to my administrative responsibilities, I oversaw all of the organizations' advocacy initiatives and served (and still serve) as an executive appointee on several state councils, committees, and task forces primarily concerning health care systems, mental health services, criminal justice initiatives, aging issues, Medicaid expansion, and other human services. I was the spokesperson for the organizations with the legislature, the executive branch, the media, the nonprofit advocacy communities, state affiliates and national offices, and the general public. I also was the staff liaison to various committees and interest groups internal to the organizations.

During my tenure with the Michigan State Senate, I wrote over 3,000 analyses of bills, many of which had a direct effect on local units of government, covering such topics as tax increment financing, brownfield redevelopment, and downtown development authorities. Since the Senate Fiscal Agency did not have a formal training process for new fiscal analysts, I wrote a 46-page training manual for the Agency.

A strong believer in life-long education, I took courses in accounting for non-accountants and financial management for nonprofits, completed the MI Society of Association Executives' Academy of Association Management and the Certified Association Executive (CAE) exam preparation course, and passed the CAE exam to enhance my skills and knowledge as a nonprofit executive director.

I have had the privilege and pleasure of living in Meridian Township for decades and have long wanted to give back to the community that has provided me and my son with so many advantages. I have a wide variety of skills and experiences in the human services, environment, and economic development arenas that I could bring to the position of Township Trustee and that I believe would help me succeed in addressing the needs and interests of the Township residents. I look forward to talking to you further about my qualifications for the position. Thank you.

Sincerely,  
Linda Burghardt, MPA, CAE

**LINDA BURGHARDT**

**APPLICATION FOR MERIDIAN TOWNSHIP TRUSTEE**

**ANSWERS TO CANDIDATE QUESTIONNAIRE**

- 1. Please confirm that you are available to be interviewed at the Meridian Township Board meeting to be held on January 8, 2019, at 4:00 pm.**
  - I will be available for the interview on January 8, 2019 at 4 pm.
- 2. Please share your experience and/or training in municipal finances, budgeting, and auditing.**
  - Experience/Training -- My training and experience with finances have been in the area of State of Michigan appropriations and nonprofit association financial management.
    - i. I shepherded a \$250 million dollar budget bill through the legislature and wrote the 46-page training manual on the state's appropriations process for the Michigan Senate Fiscal Agency.
    - ii. I have taken courses in accounting for non-accountants and financial management for nonprofits through MSU's evening college.
    - iii. I took courses in budgeting and finance through the Michigan Society of Association Executives Academy of Association Management and the Certified Association Executive Exam Preparation Course.
    - iv. I have been responsible for the budgets of three nonprofit organizations that included a variety of revenue streams such as membership dues, grants from private foundations and the federal government through a block grant to the State, donations, vendor dues, and a bequest of \$2 million. My organizations successfully passed their annual audits during my tenure. I also have been responsible for quarterly and annual reports to the private foundations and the federal government for use of the funds received.
    - v. I was responsible for a PAC account for eight years that successfully passed reviews by the auditors every year and for compliance reports to the State and the organization's national headquarters.
- 3. Please share your community activities and volunteerism in the community over the past 5 – 10 years.**
  - I currently serve on the Board of Directors and Steering Committee for Art in the Wild (AITW), a 501 c3 nonprofit organization whose purpose is to raise public awareness of the extent to which human lifestyles and activities contribute to the pollution of our water resources. The intent of AITW is to provide educational opportunities to the public in environmentally restored areas through stationery and performing art exhibits. AITW is beginning its efforts with the Montgomery Drain District project in the Frandor area and expects to broaden its efforts to include the surrounding cities and townships throughout the county.
  - Most of my service and volunteer activities have been work-related. I have served on a variety of councils and committees such as the Behavioral Health Advisory Council, the Recovery Council, Partners for Parity, Partners in Crisis, Open Access to Medications group, the Advisory Committee on Mental Illness, Nursing Facility Transition Initiative Team, Community Certified Behavioral Health Centers (steering committee), Enroll Michigan (Board of Directors), Medicaid Medicare Assistance Program (Board of Directors), Lt. Governor's Section 298 Large Work Group and FACTS Subcommittee, Michigan Voice/America Votes, Citizens Alliance on Prisons and Public Spending, Campaign for Justice, Coalition for Adoption Rights Equality, Mental Health Coalition,

Prisoner Re-entry Initiative, Juvenile Justice Initiative, the Service Array and Provider Network Focus Group of Michigan's Dual Eligibles Project, and MSAE's CEO Circle.

- I also have volunteered for several Democratic candidate campaigns, the Michigan Democratic Party and its coordinated campaigns, and the Ingham County Democratic Party. I received the ICDP's A. Geraldine Rappaport Volunteer of the Year Award in 2009.

4. **A significant amount of your time will be allocated to Township Board responsibilities, such as planning, zoning, budgeting, re-zonings, land use, economic development, labor negotiations, and audit review. Please share your experience with, and understanding of, the aforementioned responsibilities.**

- Experience

- i. During my tenure with the Michigan State Senate I wrote the analyses for a number of legislative initiatives that pertain to economic development and municipal finance initiatives including tax increment financing, downtown development authorities, economic growth zones, brownfield redevelopment, revenue sharing, urban land assembly fund, surplus funds investment pools for municipalities, land use inventory reports, principal shopping areas redevelopment, plant rehabilitation tax credit, enterprise zones, and zoning of day care homes.
- ii. I have been through audits for the three different nonprofits I led as the executive director (all successful) and a review of the finances of the political action committee for a fourth nonprofit (also successful) for which I was responsible.
- iii. I have been responsible for developing, implementing, and monitoring the budgets for three nonprofit organizations with various funding sources including membership dues, sponsor and vendor fees, event revenues, donations, private foundation grants, and federal grant funds through the MI Dept. of Health and Human Services (MDHHS). I also was responsible for monitoring the investment of a \$2 million bequest and for regular reports to the private foundations and MDHHS on the use of the funds received from those entities.
- iv. The type of planning that I have been involved in has been strategic planning for nonprofit organizations and service delivery systems for state government. I understand the goal and process of planning and the procedures involved.

- Understanding

- i. "Meridian Township's vision is to achieve and maintain a sustainable and welcoming community with the highest quality of life for our residents. This encompasses protecting our natural environment and our health and safety, and enhancing our prosperity, cultural heritage, diversity and recreational opportunities". (Meridian Township website)
- ii. To realize such a vision necessitates careful planning. The current and future needs and interests of all residents and entities in the community must be considered in the planning process. Ideally, and not without considerable effort, those needs and interests can be balanced to achieve shared goals and create a harmonious community.
- iii. Almost any action designed to address the needs and interests of the residents and entities of the community, e.g., any economic development initiative, land use proposal, or zoning request, is going to affect the Township financially.
- iv. To ensure that efforts to address the needs and interests of the community are financially realistic, it behooves the Treasurer ("the keeper of the funds") to advise, and be advised by, the Township committees that deal with economic development, zoning, land use, and other such issues.

5. **The position of Township Treasurer is an elected position, and the holder of the office must reside within the township. Do you reside in Meridian Township? How long have you resided in Meridian Township?**
  - I have resided in Meridian Township for almost 38 years.
6. **Have you ever served on a Board or Commission for Meridian Township? Please be specific.**
  - No, I have never served on a Board or Commission for Meridian Township.
7. **Have you ever served as an elected official? Please be specific.**
  - I was elected as a precinct delegate in 2008 (?) Further, I ran in the Democratic primary for Ingham County Commissioner for the 12<sup>th</sup> District this year.
8. **In 200 words or less, please provide the Township Board with the reason that you are seeking the Township Trustee's position.**
  - For a long time now I have had the pleasure and privilege of living in the safe, culturally diverse, vibrant community that is Meridian Township. Although my husband passed away soon after he and I and our infant son moved into the Township, I considered myself very lucky to be in a stable community with excellent educational opportunities, recreational options, and cultural adventures. Since neither my husband nor I had any family in Michigan, I felt that the Township was the perfect place to rear my son on my own. I have always wanted to give back to the community but full-time employment and family responsibilities took priority.

Running for county commissioner this summer heightened my awareness of all the opportunities that the Township offers and re-awakened my desire to serve the Meridian community. It also made me realize that I can indeed run for public office, and that I do have a lot of experiences that are applicable to serving as a Township Trustee and transferable skills that would enable me to be successful in the position.

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## LINDA P BURGHARDT

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1907 Atherton Way • Okemos, MI 48864 • 517.347.1077 (h) • 517.420.3706 (c) • L.Burghardt@comcast.net

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### PROFILE

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- **Public Speaking** – Over 300 presentations across the state to legislators, faculty, students, professionals, and the general public. Presentations involved training, advocacy, public education on issues, classroom lectures, and testifying before legislative committees.
- **Writing** - Over 3,000 legislative analyses on a wide range of topics; briefing and public policy materials; testimony on legislation; budget bills and decision documents; training and advocacy materials; responses to questions from Governor's Task Force on Licensure; Appropriations Manual for Senate Fiscal Agency; articles for newsletters and agency publications; communications with regulatory agencies; marketing materials. Editor of business plan for non-profit.
- **Liaison/Collaborations/Networking** - Liaison to legislators, staff, government agencies, business and community groups, association members and national offices, nonprofit and other organizations. Collaborations with, or member of, over 20 coalitions /committees, including Behavioral Health Advisory Council, the Board of Directors for Enroll Michigan and MMAP, the Lt. Governor's Section 298 Large Work Group and 298 Next Steps Workgroup, Partners for Parity, MI Coalition for Children and Families, Michigan Voice/America Votes.
- **Events** - Trained NASW-MI members on licensure issues for Lobby Day. For eight years planned and conducted annual Legislative Education and Advocacy Day for over 400 college students, faculty, and social workers. Speakers included issue experts, state legislators, and representatives from the Governor's office and various state agencies. Planned all content and speakers for NAMIMichigan and AAAAM annual conferences.
- **Social Media/Communications** - Worked with NASW-MI Communications Director on web advocacy tools, including a Legislative Action Web Page for communication with legislators. Worked with Deputy Director at NAMI MI to provide information to members through social media. Authored AAAAM newsletter. Have done radio, phone, and print interviews. Led and participated in press conferences. Use of website, Facebook, LinkedIn, and Twitter in disseminating information.
- **Analysis** - Policy, fiscal, and/or program analysis of budget and non-budget legislation, administrative rules, departmental program operations and staffing priorities; insurance accounts and regulations. Identified, analyzed, and communicated legislative/policy initiatives for MHAM, NAMI MI, NASW MI, and AAAAM.
- **Capacity Building** - Educated members, staff, and boards on legislative issues, advocacy techniques, appropriations processes, functions of political action committees. Worked with MHAM, NAMI MI, NASW MI, and AAAAM public policy committees on legislative and policy issues and testimony on bills. Obtained training for NAMI Board Members and sent employees to various trainings and workshops.
- **Fiscal Responsibility** – Responsible for total NAMI MI, MHAM, and AAAAM budgets, including membership dues, donations, bequest, investment portfolio, sponsorship funds, foundation grants, and federal grant through Michigan Department of Health and Human Services. Led \$250 million budget bill through the State budget process. Responsible for disbursement of political action committee (PAC) funds, compliance with state campaign finance/lobbying laws and government and private foundation grant reporting requirements. Resolved 2,000 problem accounts for Zurich East Lansing and analyzed large accounts for self-insurance.
- **Management** – Supervised staff at NAMI MI, MHAM, and AAAAM. Oversaw all daily operations of associations. Trained and directly supervised 15 employees at Zurich US East Lansing office. Drafted update of NAMI Michigan's Strategic Plan and worked with MHAM Board and outside consultant on revised MHAM strategic plan. Developed all documents/policies necessary for the chartering of state office by NAMI National.

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## LINDA P BURGHARDT

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- **Teaching** – Instructor of Legislative Relations class for Masters in Public Administration (MPA) degree program for Western Michigan University. Guest lecturer at a number of colleges and universities.
- **Additional course work** – Have taken courses toward Microsoft Certified Systems Engineer and A+ certification; courses in financial management and accounting for nonprofits; and seminars in grant seeking and government contracting.
- **Credential** -- Completed Michigan Society of Association Executives' (MSAE) Academy of Association Management classes for nonprofit executives and the Certified Association Executive (CAE) exam preparation course. Earned CAE credential in 2014. Invited member of MSAE CEO Circle.
- **International Experience** – Lived in and attended school in five countries and traveled extensively overseas (33 countries).

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## EMPLOYMENT HISTORY

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**EXECUTIVE DIRECTOR** Area Agencies on Aging Association of Michigan • Lansing, MI • 2017 to 2018

**PRESIDENT AND CEO** Mental Health Association in Michigan • Okemos, MI • 2014 to 2016

**EXECUTIVE DIRECTOR** National Alliance on Mental Illness – Michigan Chapter • Lansing, MI • 2010 to 2014

**GOVERNMENT RELATIONS DIRECTOR** National Association of Social Workers - Michigan Chapter • Lansing, MI • 2002 to 2010

**IT STUDENT** Career Quest Learning Center • Lansing, MI • 2000 to 2002

**MANAGER/SENIOR UNDERWRITER** Zurich U.S. • East Lansing, MI • 1997 to 2000

**LEGISLATIVE/FISCAL ANALYST** Michigan Senate Fiscal Agency • Lansing, MI • 1986 to 1997

**LEGISLATIVE ANALYST** Michigan Senate Analysis Section • Lansing, MI • 1980 to 1986

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## EDUCATION

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**MASTER OF PUBLIC ADMINISTRATION** Emphasis on Public Policy and Program Evaluation • Michigan State University • East Lansing, MI

**BACHELOR OF ARTS** Major in Government • Cornell University • Ithaca, NY