

City of Cambridge

Consent Agenda #6 a
Rum Peltier

MASSACHUSETTS

In City Council 1/11 1993

YEA	NAY	ABSENT	PRESENT	
✓				Mr. Ed Cyr
✓				Mr. Francis H. Duehay
✓				Mr. Jonathan S. Myers
✓				Mrs. Sheila T. Russell
✓				Mr. Walter J. Sullivan
✓				Mr. Timothy J. Toomey, Jr.
✓				Mr. William H. Walsh
✓				Ms. Alice K. Wolf
✓				Mayor Kenneth E. Reeves

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C. Sullivan
MS
RE

City of Cambridge

MASSACHUSETTS

Consent Agenda # 6b
Warren McManes

In City Council 4/11 1993

YEA	NAY	ABSENT	PRESENT	
				Mr. Ed Cyr
✓				Mr. Francis H. Duehay
✓				Mr. Jonathan S. Myers
✓				Mrs. Sheila T. Russell
✓				Mr. Walter J. Sullivan
✓				Mr. Timothy J. Toomey, Jr.
✓				Mr. William H. Walsh
✓				Ms. Alice K. Wolf
✓				Mayor Kenneth E. Reeves

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C. Sullivan
MS
RF

City of Cambridge

MASSACHUSETTS

In City Council _____ 11/11 _____ 1993

Consent Agenda # 6C
Juonita E. Daniels

YEA	NAY	ABSENT	PRESENT	
				Mr. Ed Cyr
✓				Mr. Francis H. Duehay
✓				Mr. Jonathan S. Myers
✓				Mrs. Sheila T. Russell
✓				Mr. Walter J. Sullivan
✓				Mr. Timothy J. Toomey, Jr.
✓				Mr. William H. Walsh
✓				Ms. Alice K. Wolf
✓				Mayor Kenneth E. Reeves

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C Sullivan
MS
RF

Ruth Peltier
15 Lambert Street #1408
Cambridge, MA 02141

COMMUNITY AFFILIATIONS

1981 - 1983 Millers River Tenant Council
 -Treasurer

1983 - Present Millers River Tenant Council
 -President

1989 - Present Cambridge Housing Board of Commissioners
 -Board Member

1991 - Present Cambridge Affordable Housing Corporation
 -Board Member

1991 - Present City of Cambridge Senior Center
 -Member/Participant of Planning Committee

1992 - Present Cambridge Council on Aging
 -Board Member/Alternate

1992 - Present Group To Improve the Quality of Life (GIQL)
 -Chairperson

WORK EXPERIENCE

1975 - 1981 DATA PRINTERS, INCORPORATION
 Malden, MA

 -Quality Control Inspector

1970 - 1975 OTIS CLAPP PHARMACEUTICALS
 Cambridge, MA

 -Inspector

EDUCATION

Cambridge High & Latin

WARREN R. McMANUS
273 Portland Street
Cambridge, MA 02141
(617) 354-3042

PROFESSIONAL EXPERIENCE

1991 - *ADA Resources, Cambridge, MA*

Vice President, Operations & Finance: Senior member of the management team in a professional firm established to educate and assist public and private sector entities in achieving cost-effective compliance with the Americans with Disabilities Act (ADA) and the Massachusetts Workers Compensation Reform statute. Work with employers and insurers to plan, design, and implement cost-effective return-to-work programs, utilizing: vocational rehabilitation services; adaptive equipment; workplace modification techniques; reasonable accommodation concepts; and/or mediation/alternative dispute resolution.

1989 - 1991 *Community Workshops, Inc., (CWI), Boston, MA*

Vice President, Administration & Finance: Responsible for the financial management of a vocational and rehabilitation training agency with an annual budget of 2.5 million dollars derived from diverse revenue sources, including governmental and private sector contracts and foundation grants. Planned, designed, and implemented a multi-phase program of traditional and innovative measures, including an automated accounting system, to assure fiscal accountability, control and, where possible, reduce costs. Served as personnel officer and benefits administrator for an agency staff of 45 and 260 clients/trainees with a wide range of physical and mental disabilities. Actively participated in strategic plan development and implementation; functioned as Acting Executive Director for an extended period. Directly supervised 5 accounting personnel, as well as managing assessment and training of disabled clients placed with the department to learn transferable skills in accounting and other office procedures.

1985 - 1989 *Mystic Valley Elder Services, Inc., Malden, MA*

Controller: Senior department head of this non-profit home care agency whose staff of 120 professional and support personnel served 9 cities and towns. Directly responsible for development and management of the corporation's 9 million dollar annual budget. Established overall budgetary controls to assure compliance with contractual and regulatory requirements; selected and implemented an automated accounting system; introduced a sliding fee scale and third party billing.

Actively involved in design and ongoing development of the agency's managed care processes. Directly supervised 3 professional and 6 technical staff.

1980 - 1985 *Eastern Massachusetts Professional Standards Review Organization, Inc. (d/b/a Physician Peer Review o/a 11/84), Boston, Cambridge, and Newton, MA*

Director of Fiscal Affairs & Personnel: Senior administrative department director of a peer review organization providing state-wide services to federal and state agencies and commercial insurers under cost reimbursement, cost-plus, and fixed fee contracts totaling 7.5 million dollars. Tasked with, and successfully accomplished site selection, design, and satisfactory build-out of central office, managed care facility, and 2 satellite locations; coordinated design and installation of communication systems, including complex multi-line capability for the managed care component's nation-wide network. Responsibilities encompassed: office management and purchasing; personnel management and benefits administration for 90 professional, technical, paraprofessional, and support staff. Served as Affirmative Action Officer. Duties included: budgetary and proposal development; contract negotiation; resource allocation; reporting in accordance with federal, state, and contractual requirements; and internal audit controls. Served as staff resource and routinely reported to the Board of Directors on finance and personnel matters.

1978 - 1980 *Cambridge And Somerville Program for Alcohol Rehabilitation, Inc. (CASPAR), Cambridge, MA*

Controller/Business Manager: As a member of the executive management team in this community-based umbrella organization, provided fiscal direction and coordination to the daily functioning and long-range planning efforts of 11 separately-funded programs operating at multiple sites to provide alcoholism rehabilitation services to 2 urban communities. Initiated third party billing; oversaw management of and accountability for federal and state grant and contract monies. Negotiated favorable lease arrangements with MIT for innovative but controversial siting of shelters and obtained federal funding and local zoning approval for same. Responsibilities included supervision of 6 grant managers.

1974 - 1978 *Commonwealth of Massachusetts, Office of the Attorney General, Massachusetts Committee on Criminal Justice, Boston, MA*

Grant Manager/Grant Specialist: Participated in evaluation of state, local, and non-profit agencies competing for grants under the Federal Law Enforcement Assistance Act (LEAA). Analyzed budgets; monitored and assured compliance with fiscal management and reporting requirements by 60 grant recipients. Position

required knowledge and understanding of non-profit and municipal accounting, federal grants, and legislative funding processes.

1970 - 1974 Cambridge Model Cities, Cambridge, MA

Controller: Financially managed the discretionary funding subcontracted by this community-based and operated entity to established and start-up agencies providing a broad range of services to disadvantaged neighborhoods. Provided technical assistance to and monitored subcontractors in the development of financial systems and ongoing fiscal management required to assure proper accountability of federal funding. Reported to a community Board of Directors.

EDUCATIONAL CREDENTIALS

Massachusetts Institute of Technology, Lowell Institute School
Certificate: Computer Studies

Saval Insurance Education Center

Lee Institute of Real Estate

Bentley College, Boston, MA
Bachelor of Science (BS): Accounting

LICENSES

Commonwealth of Massachusetts: ADA Access Monitor; Legislative Agent; Real Estate Broker; Insurance Broker; Notary Public

COMMUNITY SERVICE

1991 - Cambridge Affordable Housing Corporation
President 1992
Vice President 1991

1982 - Cambridge Housing Authority
Commissioner 1982 - present
Treasurer 1992, 1986
Chairman 1990, 1985
Vice Chairman 1989, 1984

1982 - 1983 Cambridge And Somerville Program for Alcohol Rehabilitation
Director 1982 - 1983

1980 - East Cambridge Little League
President 1983

1975 - East Cambridge Boys & Girls Club
Director 1975 - present

Personal & Professional References furnished on request

Juanita Daniels
8 Lincoln Way
Cambridge, MA 02140

Education

BOSTON STATE COLLEGE

Bachelor of Science, Psychology
Bachelor of Arts, Afro American Studies

EXPERIENCE

1989 - Present

WESTBOROUGH COUNTRY VILLAGE

Braintree, MA

Property Administrator

- overall running of complex
- supervision of staff members
- liaison between management and residents
- responsible for newsletters
- preparing and implementing budgets
- interviewing selecting and orientating residents
- responsible for maintaing wait list
- coordinating complex activites for resident staff and outside agencies

1987 - 1989

CORCORAN, MULLENS, JENNISON COMPANY

Quincy, MA

Rent Coordinator

- collected rents
- set up and administered delinquency agreements
- processed evictions
- maintained accurate resident files
- reported to Management Committee on a monthly basis regarding status of rents
- assisted Property Administrators in the overall management functions
- worked closely with the staff at the main office in administering the transfer of residents from Columbia Point to Harbor Point
- processed residents recertifications
- assisted in preparing budgets
- worked closely with Housing Opportunities Unlimited in rent arrearages
- supervised administrative assistants in the rent collections at Harbor Point

1986 - 1987

REAL ESTATE ENTERPRISE INCORPORATION

Boston, MA

MHFA Minority Management Trainee

- training program consisted of three four month rotations with different managment companies, duties consisted of but were not

- limited to the following:
- rent collections and rent delinquencies
 - eviction process
 - recertification using 50059's
 - affirmative action plan for rent-ups
 - budget preparation
 - maintaining accurate records and files
 - billing process
 - monthly newsletters and community meetings
 - weekly class participation

1984 - 1986

CAMBRIDGE NEIGHBORHOOD APARTMENT HOUSING SERVICES
Cambridge, MA

Tenant Counselor

- established and maintained referral network
- conducted interviews and provided information to potential clients
- assisted in preparing project proposals
- presented proposals
- conducted group and individual meetings
- prepared program reports
- maintained program files and records

1978 - 1984

CAMBRIDGE HOUSING AUTHORITY
Cambridge, MA

Tenant Service Specialist, 1983 -1984,

Tenant Service Worker II and I, 1980-1983

Coordinator of C.E.R.C., 1978-1980

- on site service provider for family developments providing: individual, family and group counseling
- liaison between manager and tenants
- assisted manager with rent delinquencies
- liaison to tenant councils and other on site agencies
- conducted mediation sessions
- responsible for keeping accurate records and case notes
- responsible for the staffing and running of a small Community Educational Resource Center for two large family developments
- responsible for program and staff reports

ADDITIONAL EXPERIENCE

1973 - 1980

Boston State College Day Care Center Board

- assisted in writing proposal for funding and hiring of a Director/Head Teacher
- member of committee responsible for the policies of the center

1979 - 1982 Cambridgeport Problem Center Board
-board member and member of Fund Raising
Committee

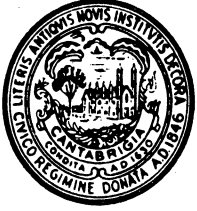
1987 - Present Cambridge Housing Authority Board of Commissioner
-board member

1990 - Present Cambridge Affordable Housing Corporation
-board member

1992 - Present Governing Board of Washington Elms/
Newtowne Court Resident Recreation Program
-member

CERTIFICATES

504 Committee Regulation
Occupancy Specialist
Residence Maintenance Manager
Accredited Manager of Maintenance



CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139

TEL. 349-4300

FAX. 349-4307

EXECUTIVE DEPARTMENT
ROBERT W. HEALY
City Manager

RICHARD C. ROSSI
Deputy City Manager

January 11, 1993

To The Honorable, The City Council:

In accordance with Massachusetts General Laws, Chapter 121B Section 5, I herewith submit for City Council confirmation the following re-appointments to the Cambridge Housing Authority with terms to expire as listed:

Ruth Peltier 15 Lambert Street Cambridge, MA 02141	October 1, 1995
Warren McManus 273 Portland Street Cambridge, MA 02141	October 1, 1996
Juanita E. Daniels 8 Lincoln Way Cambridge, MA 02140	August 3, 1997

Very truly yours,

Robert W. Healy
City Manager

RWH/mev

CONSENT AGENDA ITEM #6

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A-6

Appointments to the Cambridge Housing
Authority.

In City Council,

January 11, 1993

*3 appointments
confirmed*

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