

City of Cambridge

Cambridge, Massachusetts

April 29, 1997


I, Warren R. McManus, do solemnly swear, that I will bear true faith and allegiance to the Commonwealth of Massachusetts, and will support the Constitution thereof.

So help me God.

I, Warren R. McManus, do solemnly swear and affirm that I will faithfully and impartially discharge and perform all the duties incumbent on me as Cambridge Housing

Board of Commissioners according to the best of my abilities and understanding, agreeably, to the rules and regulations of the Constitution, and the laws of this Commonwealth.

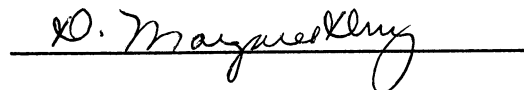
So help me God.


Warren R. McManus

Middlesex, SS.

April 29, 1997

Sworn to before me.


D. Margaret Drury
City Clerk

City of Cambridge

Cambridge, Massachusetts

April 29, 1997


I, Ruth F. Peltier, do solemnly swear, that I will bear true faith and allegiance to the Commonwealth of Massachusetts, and will support the Constitution thereof.

So help me God.

I, Ruth F. Peltier, do solemnly swear and affirm that I will faithfully and impartially discharge and perform all the duties incumbent on me as Cambridge Housing

Board of Commissioners according to the best of my abilities and understanding, agreeably, to the rules and regulations of the Constitution, and the laws of this Commonwealth.


So help me God.


Ruth F. Peltier

Middlesex, SS.

April 29, 1997

Sworn to before me.


D. Margaret Drury
City Clerk

Warren R. McManus
273 Portland Street
Cambridge, Ma 02141

April 23, 1997

For the past four years I have been the **Financial Director** of the *Somerville Homeless Coalition*, an organization that serves the Cambridge - Somerville area. As Finance Director, I am responsible for the all the financial activities of the organization and provide assistance in CDBG funded programs.

Also, I serve as the **Financial manager** of *Educators for Social Responsibility*, a Cambridge organization that provides training for teachers in dealing with Resolving Conflict Resolution in the schools and a wide array of teacher curricula. My duties consist of coordinating the rapid expansion of this organization nationally. I utilize my background and experience in government and non profits in working with local, state, and federal funding sources. I have served in this position the past four years.

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

PROFESSIONAL EXPERIENCE

1991 ~~93~~ *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

Ruth Peltier
15 Lambert Street #1408
Cambridge, MA 02141
(617) 661-3249

Work Experience

Data Printers, Inc., Malden, MA (1975-1981)

Quality Control Inspector: Group leader of inspection team. Responsible for product inspection (computer hardware) and assistance with production.

Otis/Clapp Pharmaceuticals, Cambridge, MA (1972-1975)

Quality Control Inspector: Inspection of products for quality and proper packing.

Volunteer Work

Cambridge Housing Authority Board of Commissioners(1989-Present)

Current Chairperson

Millers River Tenant Council, Cambridge Housing Authority
1981 - Present

Planning senior activities and working with Authority Management.

East Cambridge Seniors Leadership Group
Kennedy and Harrington School (1996-Present)

Assist in planning around security, social, and human service issues facing senior citizens in East Cambridge area.

Cambridge Senior Center Planning Board (1993-1995)

Provided input into various planning aspects of the Senior Center

Quality of Life Senior Citizens Program
Cambridge Housing Authority (1992)

Surveyed senior citizens regarding involvement in social and civic programs.

Education

Webb Grammar School
Cambridge High and Latin



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

April 28, 1997

To the Honorable, the City Council:

I am hereby transmitting notification of the following persons as members of the Cambridge Housing Authority Board of Commissioners, subject to City Council confirmation:

	<u>Term Expiration</u>
Ruth F. Peltier Millers River Apartments 15 Lambert Street	9/30/00
Warren R. McManus 273 Portland Street	9/30/01

Very truly yours,

Robert W. Healy
City Manager

Consent Agenda #9

A-29

Relative to the appointment of two
people to serve as members of the
Cambridge Housing Authority Board
of Commissioners.

In City Council April 28, 1997

*Appointments
Confirmed
9-0-0*