

Joyce L. Smith
150 Erie Street #309
Cambridge, MA 02139
(617) 876-3280

Objective: To continue to serve on the Cambridge Housing Authority Board of Commissioners to make sure that other families have the same chance that my family did to live in a clean, safe place in a City like Cambridge, and to represent the elderly residents' concerns.

Experience:

- Public housing resident for over 30 years.
- Volunteer and Community Service work in the Cambridge Community.
- Secretary of the Tenant Council of Woodrow Wilson Court.
- Delegate to the Tenant Senate.
- Attended Massachusetts Union of Public Housing Tenants Seminars.
- Knowledgeable of how public housing works within the Cambridge community.
- Played a key role in the opening of a free food program at Western Avenue Baptist Church.
- Volunteer for the Cambridge Food Pantry Network.
- Played a key role in setting up the USDA surplus food site in Cambridge.
- Worked in the Graham Park Community School.
- Worked for the Cambridge Election Commission for over 30 years.
- Active participant in activities at the Cambridge Senior Center.
- Spearheaded church involvement in the Cambridge River Festival.

Interests: My interest is in serving as the elderly representative on the Cambridge Housing Authority Board of Commissioners. I am an elderly resident of Housing. I have lived in Cambridge public housing for over 30 years. I am an active supporter of city elected officials and have worked for the Cambridge Election Commission. I am an involved citizen of Cambridge.

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

PROFESSIONAL EXPERIENCE

1993 - Present *Somerville Homeless Coalition, Inc. Cambridge, MA*

Chief Operating Officer: Responsible for a large homeless program which is involved on a daily basis in Counseling and Sheltering homeless individuals and families.

1991 - 1993 *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.

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

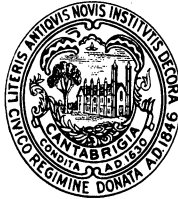
1982 - *Cambridge Housing Authority*
Commissioner 1982 - present
Treasurer 1992, 1986
Chairman 1990, 1985
Vice Chairman 1989, 1984

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



4.

CITY OF CAMBRIDGE • EXECUTIVE DEPARTMENT

Robert W. Healy, City Manager *Richard C. Rossi, Deputy City Manager*

March 25, 2002

To The Honorable, The City Council:

In accordance with Massachusetts General Laws Chapter 121B, Section 5, I herewith submit for City Council confirmation the reappointment of the following members of the Cambridge Housing Authority:

Joyce Smith
LBJ Apartments
150 Erie Street
Cambridge, MA 02139

Term Expires 9/30/2005

Warren McManus
273 Portland Street
Cambridge, MA 02141

Term Expires 9/30/2006

Very truly yours,

Robert W. Healy
City Manager

RWH/mec
attachments

A-51

Consent Agenda #4

Reappointment of Joyce Smith
(Term Expires: 9/30/05) and
Warren McManus (Term
Expires: 9/30/06) as members of
the Cambridge Housing
Authority.

In City Council March 25, 2002

**APPOINTMENT CONFIRMED
9-0-0.**