

Mr. Robert W. Healy, City Manager
City of Cambridge
795 Massachusetts Avenue
Cambridge, MA 02139

RECEIVED

2001 OCT 12 AM 9:53

October 10, 2001

Re: The Police Review and Advisory Board

OFFICE OF THE CITY MANAGER

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Dear Mr. Healy,

I am interested in participating on the Police Review and Advisory Board. I am a native Cantebridgian of over 30 years and have centered my work in human relations, planning and management, and community development. I am a June 2001 graduate from the University of Massachusetts Boston, College of Public and Community Service, Planning Department, Community Service Management and hold a Bachelor of Arts degree. I am seeking an opportunity to further my professional and personal commitment to serve my community and address human rights, affordable housing, economic development, education and children's issues.

Over the last couple of months I have participated in the Arts for Action pilot project. Arts for Action is a leadership, advocacy, theater pilot program designed to train individuals to be more effective advocates for their children in their local schools around issues of race, gender, class and language barriers, and advocate for systemic school change. Visions, Inc.: Vigorous Interventions In Ongoing Natural Settings, Inc. provided this training. An organization who's goal is through training "To help participants learn cognitively and effectively increase their ability to recognize, understand and appreciate diversity in the workplace or community". The training that I received through this project has enabled me to become an even more effective community leader and advocate for amicable resolutions that affect all areas of our community.

In addition, I am a volunteer for the Fair Housing Center of Greater Boston, which seeks to promote equal housing opportunities for all people throughout the greater Boston metropolitan area. I have also received specialized training in the areas of Conflict Management and Confrontational Skills; Diversity Training: Brown Eyes/Blue Eyes; and Communication Skills.

Having worked as a Project Manager and Multicultural Community Planner I possess great listening, written and verbal communication, and collaboration skills. My experiences, being a woman of color, a parent, along with my professional, volunteer and community leadership experiences would be an asset to the PRAB team of concerned citizens.

In closing I leave you with a famous quote from Angela Davis. "*It is important not only to have the awareness and feel impelled to become involved, it's important that there be a forum out there to which one can relate, an organization, a movement*". I applaud the City of Cambridge for providing the "forum" (the Cambridge Police Review and Advisory Board) and look forward to discussing how I may become a part of the "movement" that works toward resolution of difficult issues affecting police services.

Sincerely,


Leslie R. English

99 Allston Street, Cambridge, MA 02139 Phone#: (617) 492-4843 E-mail: RobinsEYE@Juno.com

Tira Khan
3 St. Paul St.
Cambridge, MA 02139

#9

November 6, 2001

Robert Healy
City Manager
795 Massachusetts Ave.
Cambridge, MA 02139

OFFICE OF THE CITY MANAGER
2001 NOV - 6 PM 5:03

RECEIVED

Dear Mr. Healy,

I am interested in volunteering for the Police Review and Advisory Board. I believe I could work well with police and citizens to promote better understanding between the two. I have an extensive background as a newspaper reporter, which has given me experience in looking behind the scenes, analyzing a situation, and deciding what is fair.

I also have strong ties to the community. I have been living in Central Square for eight years and am now raising my two young daughters here. Thus, I have an investment in Cambridge and feel strongly that our neighborhoods should be safe from criminals while respecting the rights of citizens and police officers.

I have enclosed my resume for your perusal, though it does not include my latest work experience. From the fall of 2000 to the spring of 2001, I was a teaching assistant for a class on Expository Writing at the Harvard Extension School, where I am currently studying for my Master's Degree in Literature and Creative Writing.

Again, I would like to stress my interest in the position. If you have any questions, please feel free to call me at (617) 491-4432. I look forward to hearing from you.

Sincerely,

Tira Khan

Tira Khan

TIRA KHAN

3 SAINT PAUL STREET • CAMBRIDGE, MA 02139 • 617-491-4432

EXPERIENCE

EDITOR • *THE BOURNEWOOD REVIEW* • BROOKLINE, MA

April 1998 - present

Write, edit and publish newsletter for Bournewood Health Systems. Consult on public relations. BHS encompasses a private psychiatric hospital and related services.

EDITOR • CAMPAIGN LITERATURE • NEWTON, MA

January 1999 - present

Write, edit and publish newsletter and campaign literature for State Representative Kay Khan (D-Newton).

STAFF REPORTER • *THE SUN* • LOWELL, MA

December 1995 - June 1997

Reported on politics, education, court cases and general news in Nashua, Hudson and Pelham, New Hampshire. Coverage included 1996 presidential primary, breaking news and murder trials.

FREELANCE WRITER • VARIOUS PUBLICATIONS

- *The Boston Globe* • City Weekly • Boston, MA

Wrote news and feature articles, May 1995 - March 1996

- *The Sun* • Lowell, MA

Wrote news and feature articles, May 1995 - November 1995

- *The Middlesex News* • Framingham, MA

Wrote news and feature articles, May 1995 - July 1995

- Neighborhood Network News • Boston, MA

Reported for cable television station BNN-TV, May 1995 - November 1995

- *The Patriot Ledger* • Quincy, MA

Reviewed dance performances and wrote features, October 1992 - February 1993

- Harte-Hanks Newspapers • Waltham, MA

Wrote news and feature articles, October 1992 - February 1993

REPORTER • *SOUTH END NEWS* • BOSTON, MA

February 1993 - May 1995

Reported on public housing, hospitals, transportation, environment and education.

Won Massachusetts Press Association award in 1994 for investigative reporting.

EDITORIAL ASSISTANT • *PENINSULA TIMES TRIBUNE* • PALO ALTO, CA

March 1990 - June 1991

Wrote book and movie reviews, features, news stories and a column.

EDUCATION

HARVARD UNIVERSITY EXTENSION SCHOOL, CAMBRIDGE, MA

ALM candidate in Literature and Creative Writing.

Published in Scriptorium, a magazine of the Harvard Summer School writing program.

LAFAYETTE COLLEGE, EASTON, PA

BA Government and Law, 1989. Concentration in English.

Spent a semester studying U.S. foreign policy at American University in Washington, D.C. Studied in West Africa, Europe and at Harvard University.

Published poetry in *The Marquis*, the college arts magazine.

#J

From: "Carleen Tracy" <ctracy@iona.com>
To: <rhealy@CI.Cambridge.MA.US>
Copies to: <MMonteiro@CI.Cambridge.MA.US>
Subject: Cambridge Police Review and Advisory Board
Date sent: Fri, 28 Sep 2001 09:46:56 -0400

Hello Mr. Healy,

I am writing to express my interest in joining the Cambridge Police Review and Advisory Board.

Being a new resident of Cambridge (my husband and I just purchased our first home here), I am anxious to become an active member in my new community. I welcome the opportunity to serve the community in this capacity and feel that my personal and professional qualifications make me an excellent choice.

The main reason for my interest in this Board is the opportunity to assist both residents and public servants in working cohesively. In my career I am often called upon to act in just this manner, helping disparate groups, with wide ranging requirements, find an acceptable solution. It is the most challenging and rewarding aspect of my career and I am eager to apply my talents into this personal arena.

I have attached my resume so you have the opportunity to review my professional qualifications. I sincerely hope you find them acceptable and award me this position on the Board. Please feel free to contact me any time with questions.

Thank you for your time and consideration.
I look forward to hearing from you.

Carleen M. Tracy

Carleen Tracy
Senior Consultant, Interactive Services
IONA
Total Business Integration (tm)
781.902.8569
617.504.9214 (cell)

Robert Healy

-- 1 --

Fri, 28 Sep 2001 10:52:06

Carleen Tracy
38 Fulkerson St.
Cambridge, MA 02141
617-504-9214
carleen_tracy@yahoo.com

Objective

To use my enterprise-class, e-business product and services experience to secure a Business Analyst role in an industry-leading corporation.

Qualifications Highlight

- More than seven years working with Internet technologies (product and services).
- Three-plus years focused on enterprise-class e-business solutions providing strategic direction, business analysis, business requirements definition, user profiling, test and integration planning, and delivery.
- Seven-plus years supporting business development, sales and marketing organizations as a subject matter expert.
- Extensive experience with business process modeling and development methodologies.
- In-depth knowledge of best-in-breed technology solutions including complete understanding of enterprise application integration processes and middleware components and products.
- Particular expertise in defining and delivering enterprise-class portal solutions integrating multiple application and data sources as well as connecting vendors, employees and customers through a unified user interface.
- Intimate knowledge of interoperability requirements with enterprise level application integration efforts.

Professional Experience

IONA Technologies Waltham, MA
Senior Consultant (August 2000-)

Assist IONA Technologies in developing an internal interactive design practice.

- Develop e-business delivery and maintenance methodology incorporating the best practices of Rational Unified Process and Xtreme Programming.
- Define business case, value propositions, revenue projections, and services offerings for this practice.
- Act in management capacity to identify and mentor additional team members.
- Support business development teams as a subject matter expert to meet and exceed revenue target.

Current implementation: Boeing Commercial Airplanes (BCA) Group ePortal Project

- Senior consultant defining the vision, business case, user functional requirements and engagement process for the ePortal project.
- Responsible for ensuring acceptance testing is completed and all user requirements are met.
- Define and enable the implementation of a common user interface to be utilized across BCA.
- Assist business units in redefining existing business processes to take advantage of new technologies.
- Responsible for defining services and training offered by the BCA ePortal and communicating those to business units

iBelong, Inc. (currently Verilytics) Waltham, MA

Creative Lead/Interactive Services (September 1999-August 2000)

- Responsible for defining and building the interactive services practice within iBelong.
- Member of the Product Development team, defining and managing product requirements and ensuring that the products upheld the principles of User-Centered Design.
- Key sales contributor, which led to the acquisition of such clients as Avon (<http://myavon.com/>), the AFL-CIO, the Democratic National Convention and the Consumer Financial Network (YouDecide.com).
- Developed user requirements documentation, functional and system specifications. Assisted customers in identifying and re-defining business processes.
- Defined and delivered interactive services sales tools, marketing collateral and worked closely with clients to ensure the complete understanding of iBelong service offerings.
- Built and managed interactive services team consisting of information architects, usability experts, visual designers, quality assurance engineers and Web developers.
- Team deployed 70 corporate portals, defining the processes for designing, building and deploying.

Matzell Richard & Watts Boston, MA

Senior Creative Manager (July 1996-August 1999)

- Implemented web design and development department including defining the service offerings, pricing, marketing and sales messages and client education.
- Oversaw team of graphic designers at this full-service advertising agency, responsible for providing concept and design services in both on-line and off-line environments.
- Defined creative asset delivery process. Developed strategy for and implemented web-based creative asset repository tool. (Implementation of this solution led to a 45% decrease in courier and delivery services)

A to A Graphic Services New York, NY

Graphic Designer/Production Manager (June 1993-July 1996)

- Managed all aspects of this pre-press production company.
- Developed strategies for and implemented web-based content management, creative asset delivery solution resulting in significant reduction in turn-around-time and cost of production.
- Implemented 'direct-to-plate' solution. Early adopter of totally digital printing technology.
- Defined supporting service offerings, pricing models, customer support initiatives, education and training services.
- Acted as technical liaison to clients, assisting in project delivery requirements definition.
- Interfaced with printers and other vendors to ensure successful product delivery.
- Initiated sales efforts in order to establish new clientele and acted as technical resource during sales engagements and developed sales and process documentation.

Education

New York University, Bachelor of Arts, Department of Graphic Communications Management & Technology (1993)

White Papers

What is an Enterprise e-business Solution Without an Audience? *Achieving Extreme Usage Through Interactive Services* (May, 2001)

Technical Summary

Comprehensive understanding of Internet technologies and implementations including middleware components, application integration and associated products.

Delivery Methodologies: IONA SureTrack, Rational Unified Process, Xtreme Programming, DMR
Macroscopic

Internet & Middleware Development Concepts: (comprehensive understanding) J2EE, Web Services, SOAP, UDDI, JAVA, EJB, CORBA, Enterprise Application Integration (EAI), A2A Integration

Enterprise Solutions Products: BEA Web Logic, IBM WebSphere, iPlanet, Sybase Enterprise, IONA products, ATG Dynamo, Plumtree, Datachannel, SQL

Web Development Tools: Macromedia UltraDev, Cold Fusion, JRun Studio, HomeSite, Net Objects Fusion, Debabilizer, FrontPage 2000

Design Tools: PhotoShop, Illustrator, Freehand, QuarkXpress, Flash, Pagemaker, GifBuilder, Extensis PhotoAnimator

Business Tools: Microsoft Office Suite, Acrobat, Visio

Web Development Languages: HTML, DHTML, CSS, XSLT, XML, JavaScript, JSP, ASP

Platforms: Windows 2000/NT Server/Workstation 4.0, Windows 95/98, Macintosh Systems

RECEIVED
2001 OCT 10 AM 10:03
OFFICE OF THE CITY MANAGER

Jonathan Chapman
22 Everett Street
Ames 108
Cambridge, MA 02138
October 7, 2001

4

Mr. Robert Healy
City Manager
City of Cambridge
795 Massachusetts Avenue
Cambridge, MA 02139

Dear Mr. Healy:

I am writing to respectfully offer my service as a member of the Cambridge Police Review and Advisory Board. I am currently a third year law school student at Harvard. I will begin a PhD program in September that will last at least five years. I will remain in Cambridge at the conclusion of my studies. I am a registered voter in Cambridge and I have voted in the last two elections.

I am interested in serving the City of Cambridge in this capacity because I believe that I can bring to the Board the unique perspective of an African American male. Though I bring this perspective, my race is not determinative of my outlook on policing or public safety. I, like many members of the community (both minority and non-minority), understand and respect the difficulty that policemen face in their daily work environment.

If selected, I will serve with an open mind and with an unwavering commitment to treating both the citizenry **and** the police officers fairly. I will always be cognizant of the need to balance the personal liberties to which each citizen is entitled versus the sacrifices required to ensure public safety. I would also work to further the stated mission of enhancing cooperation and understanding between the Cambridge citizenry and the officers of our police department.

I have personally spoken with Ms. Malvina Monteiro, thus I understand level of commitment necessary to effectively serve as a member of the Board. In addition, I have carefully reviewed the ordinance which established the Board and the web-based information that outlines its mission. It would be both an honor and a privilege to serve the citizens of our fair city.

I have enclosed for your review a copy of my resume. In addition, I have references available upon request. I am available at your convenience for a formal interview or to simply further discuss my qualifications. I thank you in advance for your time and consideration.

Best Wishes,

Jonathan Chapman
Jonathan Chapman

CC: Malvina Monteiro

Jonathan S. Chapman
HLS 1108 Holmes Mail Center
Cambridge, MA 02138
(617) 493-9213
jchapman@law.harvard.edu

EDUCATION: Harvard Law School, Cambridge, MA
Candidate for J.D., 2002

Brandeis University, Waltham, MA
Graduate School of International Economics and Finance
Candidate for M.S. in Finance, 2002

North Carolina Central University, Durham, NC
B.S. Biology, 1998

WORK

EXPERIENCE: GOVERNOR'S INTERN, September 2001-Present
Massachusetts Governor's Office, Boston, MA
Assist staff in the Executive Office with research, office correspondence, administrative duties, and special projects as assigned.

SUMMER ASSOCIATE, May 2001-August 2001
Shearman & Sterling, New York, NY
Completed rotations in the Real Estate practice group and the Bank Finance and Bankruptcy group. Drafted legal memos pertaining to issues falling under the New York City and New York State housing law. Drafted a commercial lease. Completed due diligence associated with sale of commercial property. Drafted a legal memo detailing the substantive changes in Article 9 of the UCC as newly adopted.

SUMMER ASSOCIATE, July 2000-August 2000
Smith Helms Mullis & Moore, L.L.P., Charlotte, NC
Completed a rotation in the Corporate/Finance practice group. Drafted legal memos. Drafted a stock option agreement. Completed a compliance certificate for a finance agreement. Drafted a comprehensive closing list for a finance agreement.

SUMMER ASSOCIATE, May 2000-July 2000
Shearman & Sterling, New York, NY
Completed rotations in both the Mergers and Acquisitions practice group and the Executive Compensation and Employee Benefits group. Drafted legal memos pertaining to issues falling under ERISA and ADA. Drafted a non-compete covenant. Completed due diligence associated with telecommunications merger.

BANKRUPTCY RESEARCH ASSISTANT, February 2000-May 2000
Harvard Law School, Cambridge, MA
Assisted with the systematic interpretation, coding, and data entry of Chapter 11 Bankruptcy cases. Coding used as part of comprehensive commercial bankruptcy study.

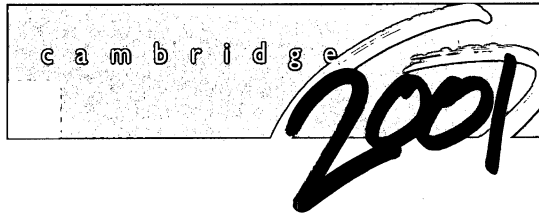
SCIENCE INSTRUCTOR, December 1998-June 1999
Charlotte-Mecklenburg School System, Charlotte, NC
Devised and implemented components of science based curriculum. Prepared periodic analytical based testing to monitor the progress of the students.

HONORS: Valedictorian NCCU, University Dean's List, National Dean's List, Glaxo Scholar, MARC Scholar, AMP Scholar, Alpha Kappa Mu Honor Society, Beta Kappa Chi Scientific Honor Society.

ACTIVITIES: Subciter, *Harvard Journal of Law and Technology*
Treasurer, Harvard Black Law Students Association
First Vice-District Representative, First District Omega Psi Phi Fraternity, Inc.

INTERESTS: Enjoy photography, reading, piano, Taekwon-Do, and private pilot aviation.

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CITY OF CAMBRIDGE • EXECUTIVE DEPARTMENT

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

December 17, 2001

To The Honorable, The City Council:

Please be advised that I have made the following appointments to the Police Review and Advisory Board:

<u>NAME</u>	<u>TERM TO EXPIRE</u>
Leslie English, 99 Allston Street, Cambridge	12/17/2003
Tira Khan, 3 St. Paul Street, Cambridge	12/17/2004
Carleen Tracy, 38 Fulkerson Street, Cambridge	12/17/2005
Jonathan Chapman, 22 Everett Street, Cambridge	12/17/2006

Additionally, the current board has submitted an ordinance amendment that is currently under review by this office, the Police Commissioner and the City Solicitor's Office. The proposed ordinance, if adopted, would result in additional appointments.

Very truly yours,

A handwritten signature in black ink, appearing to read "Robert W. Healy". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Robert W. Healy
City Manager

RWH/mec
Attachments



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Consent Agenda #5

Appointment of Leslie English,
Tira Khan, Carleen Tracy and
Jonathan Chapman as members
of the Police Review &
Advisory Board.

In City Council December 17, 2001

PLACED ON FILE