



FOLEG 02006 # 3 11 2100

COUNTY OF ERIE

MARK C. POLONCARZ

COUNTY EXECUTIVE

November 28, 2018

Erie County legislature
92 Franklin Street – 4th Floor
Buffalo, NY 14202

Re: Appointments and Reappointments to the Erie County Fair Housing Board

Dear Honorable Members,

Please be advised that, pursuant to the 2018 Local Law Number 4, Section 6, I hereby submit for your confirmation the following individuals to be appointed as members of the Erie County Fair Housing Board. Terms for these individuals will be determined by the 2018 Local Law Number 4 Section 6E.

Cheryl Andolino
33 Paxton Court
Hamburg, NY 14075

Sharon Ciminelli
492 Kaymar Drive
Amherst, NY 14228

Pamela S. Lanich
112 Hubbell Avenue
Buffalo, NY 14220

Karen M. Rybicki
72 Lackawanna Avenue
Sloan, NY 14212

If you have any questions about this or any other matter, please feel free to contact my office at 858-8500.

Sincerely yours,

Mark C. Poloncarz, Esq.
Erie County Executive

cc: Tom Hersey, Erie County Commissioner of Environment and Planning



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Cheryl Andolino

33 Paxton Court, Hamburg, NY 14075 (716) 432-3907
cherylandolino@gmail.com

Experienced housing professional responsible for the management of affordable housing counseling services along with the Section 8 Housing Choice Voucher Programs, which currently serves 6,000 families throughout the Western New York area. Responsible for policy and procedure development, reporting, compliance and quality control, as well as staff supervision and oversight.

PROFESSIONAL EXPERIENCE

Belmont Housing Resources for WNY, Buffalo, New York (1990 – present)

Vice President Housing Programs Manager (2018 to Present)

- Participates in formulating and administering company policies and developing long-range goals and objectives.
- Determines structure of department, directs and coordinates activities of the department, and provides leadership to promote attainment of goals and objectives.
- Reviews and evaluates the performance of staff, schedules timely reporting on the status of assigned responsibilities from staff and holds staff accountable for assigned tasks.
- Maintains staff morale and encourages staff development.
- Provides on-going program development including preparing funding applications, implementing regulations, and maintaining relationships with HUD and contract agencies.
- Monitors publications, notices, letters and related correspondence for regulatory and statutory compliance. Ensures compliance with laws and regulations governing the department's activities.
- Reviews analyses of activities, costs, operations, and forecast data to determine department or division progress toward stated goals and objectives.
- Assists President and other administrative personnel to review achievements and discuss required changes in goals or objectives resulting from current status and conditions.
- Maintains relationships with clients, regulatory agencies, partners, vendors, contractors, banks, professionals, and individuals within the housing profession that assist the company in meeting its goals and objectives.
- Serves as member of Management Team and Planning Committee. Oversees at least one company committee. Attends board meetings and acts as corporate secretary. Develops new business and/or funding.
- Directs periodic staff meetings; participates in the employee selection process; coordinates work assignments

Senior Housing Programs Manager (1996 to 2017)

- Manages the administration of high performing Section 8 Rental Assistance Programs; including satellite offices.
- Supervises and directs functions of housing staff including managers to maximize efficiency, while developing a motivated and highly competent staff.
- Develops written policies and procedures to ensure program compliance and efficiency.
- Monitors Section 8 Rental Assistance Program utilization for four (4) separate programs (Erie County, Niagara County, and City of North Tonawanda Section 8 Programs / Moderate Rehabilitation Program) and the budget authority, to ensure maximum use of program funds while servicing the greatest number of families.
- Creates complex reports using Excel / Access in order to accurately forecast utilization, establish quality control systems, and provide HUD with Moderate Rehabilitation program budgets.
- Oversees the Section 8 quality control system for Housing Assistance Payments to ensure accuracy of work / compliance and to identify areas of weaknesses for training purposes.
- Responsible for submission of HUD 50058 Forms to PIC and PIC error corrections; downloads, reviews and correction of monthly PIC and EIV reports.
- Oversight of SEMAP (Section 8 Management Assessment Program) including SEMAP Indicator reviews (all 14 indicators) and final submission of the annual SEMAP certification.
- Produces monthly reports and assures timely, accurate submission of VMS (Voucher Management System) data.
- Coordinator for HUD's WASS system (EIV/PIC/VMS); security administrator for The Work Number and housing software (HAPPY Pro).
- Responsible for implementation of new rental programs including producing program documents, establishing procedures, training staff and monitoring program success.
- Oversees housing conversions to the Enhanced Voucher program.

Senior Housing Specialist (1994 to 1996)

- Responsible for oversight of the Section 8 waiting list consisting of 22,000+ applicants.
- Determine need for waiting list selections based on success rates, attrition; responsible for accurately performing regular waiting list selections.
- Reviewed staff's eligibility determinations with regard to applicant files in order to ensure proper calculations and final determinations of program eligibility.

Cheryl Andolino

33 Paxton Court, Hamburg, NY 14075 - (716) 432-3907
cherylandolino@gmail.com

Housing Specialist (1991 to 1994)

- Managed a Section 8 caseload consisting of 400 families; completing household income certifications; assisted clients in their housing search and performed certifications for Other Change of Units; leased up families with newly issued vouchers; performed rent reasonableness; conducted program orientations.
- Provided exceptional customer service to Section 8 tenants and landlords.
- Acted as a 'buddy' for newly hired Housing Specialists assisting in their training and success.
- Acted as a liaison between the housing specialists and the inspections department.

Eligibility Specialist (1990 to 1991)

- Performed income certifications to determine applicant eligibility for Section 8 programs.

EDUCATION, CERTIFICATIONS, AND AWARDS

- Erie Community College – Business Degree (1988)
- Nan McKay – Certified in the Section 8 Executive Management Training (2013)
- Nan McKay – Certified in the Housing Quality Standards Training (2016)
- Leadership Development Training – Nick Everest UB School of Management (2009)
- Little Loop Cheerleading Coach (2004 – 2009)
- Character Coach of the Year Award (2008)
- High Five Award (Belmont Housing) (2012)
- Team Awards (Belmont Housing) (2010 and 2015)

Cheryl Andolino

33 Paxton Court, Hamburg, NY 14075 - (716) 432-3907
cherylandolino@gmail.com

SHARON L CIMINELLI

492 Kaymar Drive, Amherst, NY 14228 ♦ (716) 510-7489 ♦ ciminelli17@gmail.com

SKILLS

- Team Leader
- Residential Property Sales
- Relocation Counselor
- Powerful Negotiator

WORK HISTORY

Associate Real Estate Broker, 10/1986 to Current

MJ Peterson Real Estate – Amherst, NY

- Negotiate, facilitate and manage real estate transactions.
- Continually stay up-to-date on mortgage rates and related real estate news.
- Obtain documents, certificates and approvals from local, state and federal agencies.
- Maintain connections with clients to encourage repeat business and referrals.
- Accredited Relocation Counselor

EDUCATION

Erie Community College - Buffalo, NY

Cusack School Of Real Estate - 5555 Main Street Williamsville, NY 14221

PROFESSIONAL SUMMARY

Licensed in New York State (30CI0635619) since 1986

Buffalo Niagara Association of Realtors - Director 2012-2018

Buffalo Niagara Association of Realtors - Secretary Treasure 2014

Buffalo Niagara Association of Realtors - President Elect 2015

Buffalo Niagara Association of Realtors - President 2016

New York Association of Realtors - Director & Delegate Body 2014-2020

National Association of Realtors - Director & Delegate Body 2016

RPAC Trustee 2013-2018

Member of the Government Affairs Committee 2012-Current

Member of Professional Standards Committee 2012-Current

STATE OF CALIFORNIA

Pamela S. Lanich

112 Hubbell Avenue, Buffalo, NY 14220

(517) 402-3522; pronback@buffalo.edu

Admitted to the New York State Bar, March 2011

Admitted to United States District Court, Western District of New York, January 2015

Admitted to United States Bankruptcy Court, Western District of New York, February 2015

EDUCATION

Master of Social Work, State University of New York at Buffalo, Buffalo, NY (2011)

***Juris Doctor*, Michigan State University College of Law, East Lansing, MI (2008)**

- ^ *Summa Cum Laude*, 3.75 GPA
- ^ Graduated in top 10 percent of class

Bachelor of Science in Political Science, Northern Michigan University, Marquette, MI (2005)

- ^ *Magna Cum Laude*, 3.79 GPA
- ^ Spanish and International Studies minors

LEGAL EXPERIENCE

Staff Attorney, **Western New York Law Center**, Buffalo, NY (November 2013-Present)

- ^ Represent defendants in mortgage and tax foreclosure actions during settlement conferences, litigation, and negotiations
- ^ Represent debtors in Chapter 7 bankruptcies
- ^ Developed programming for a Small Claims Court and Security Deposit workshop and clinic to provide educational materials and presentations, targeting the underserved refugee population. This includes collaborating with a variety of third party agencies, such as refugee resettlement agencies
- ^ Represent refugees in a variety of civil legal matters, such as negotiating with creditors, landlords, health insurance and health care providers, and providing representation in Small Claims Court to meet a gap in services for refugees
- ^ Volunteer at CLARO Buffalo's *pro se* clinic to draft pleadings and give legal advice to visitors regarding consumer debt cases

Volunteer Attorney, **Neighborhood Legal Services**, Buffalo, NY (February 2012-April 2012)

- ^ Handled intake, client interaction, research, and writing in cases in the Disability and Housing units

Law Clerk, Extern, **Legal Services of South Central Michigan**, Lansing, MI (May 2007-April 2008)

- ^ Interacted with clients extensively in order to assist in cases for a *pro se* divorce clinic
- ^ Responded efficiently and effectively to incoming telephone calls on a variety of legal issues for a legal advice hotline call center
- ^ Drafted pleadings and researched legal issues, dealing with family law, landlord/tenant law, consumer debt law, and state and federal benefits issues
- ^ Hired as a paid law clerk after completing the semester externship due to exceptional performance and legal skills

Prehearing Extern, **Michigan Court of Appeals**, Lansing, MI (May-August 2006)

- ^ Independently researched and prepared prehearing reports for criminal and civil appeals
- ^ Drafted proposed opinions for use by state appellate judges, of which several were used with minimal or no editing by the judges

SOCIAL WORK EXPERIENCE

Social Worker III, **Catholic Charities**, Buffalo, NY (February 2013-October 2013)

- ^ Provided case planning services to Refugee and Kinship Preventive Services families referred by Erie County Department of Social Services
- ^ Kept detailed case record and notes and completed paperwork in accordance with ECDSS timelines, including permanency reports for Family Court
- ^ Collaborated with multiple third-party service providers to coordinate services for families
- ^ Ensured the safety of children in the home and worked with families to ensure that they were able to provide for the children's physical and emotional well-being
- ^ Linked clients to necessary services

Social Worker III, **Catholic Charities**, Buffalo, NY (May 2012-February 2013)

- ^ Provided case management for families in the Kinship Caregiver Program
- ^ Developed and facilitated support groups for kinship caregivers
- ^ Performed extensive program outreach

Waiver Service Provider, **Baker Victory Services**, Lackawanna, NY (January 2011-November 2013)

- ^ Independently taught life skills and crisis avoidance and management skills to children in foster care who had diagnoses of mental illness or developmental delays
- ^ Educated community members and families about mental health diagnoses
- ^ Worked with family members to improve relationships and avoid crises to increase likelihood of permanency for children

MSW Intern, **Child Welfare Court Improvement Project**, Buffalo, NY (August 2009-May 2010)

- ^ Promoted permanency for children involved in the Child Welfare System by participating in collaborations with individuals from various service areas, including Social Services, judges, and Family Court staff
- ^ Researched and assisted with developing a presentation on the racial disparities in foster care and the negative impact on minorities

Karen M Rybicki

72 Lackawanna Avenue, Sloan, New York 14212 | (C) 716-445-7591 (W) 858-8845 | Karen.Rybicki@erie.gov

Professional Profile

- 19+ years of public welfare practice.
- 11+ years of administrative experience, six of which has been at the executive level.
- Experienced trainer, coach and mentor with exceptional interpersonal skills.
- Currently provide leadership and supervision to the Erie County Department of Social Services Family Independence Portfolio.
- Demonstrated ability to function well in high-pressured, constantly-changing environment, interacting successfully with all levels of staff, management, stakeholders, community partners and clients.
- Resourceful, innovative, sound professional judgement with a focus on quality improvement and collaboration.
- Solid analytical and problem solving skills; excellent decision maker who communicates well both verbally and in writing.
- Knowledge of evaluative planning and analytical processes and techniques for measuring the effectiveness and efficiency of administrative programs.
- Maintains up-to-date knowledge of applicable business and governmental laws, policies, and regulations

Education

HEALTH LEADERSHIP FELLOW | APRIL 2019 | HEALTH FOUNDATION FOR WESTERN AND CENTRAL NEW YORK

- Cohort 8 participant in 18 month program that seeks to develop and support a cadre of diverse , highly skilled collaborative leaders from the health care and safety net organizations of Western and Central New York.
- Related coursework: Personal and Professional Leadership Development, Executive Coaching , Networking, Evidence-Based Outcomes, and Systems Change

MASTER OF SCIENCE | DECEMBER 2005 | SUNY COLLEGE AT BUFFALO

- Major: Human Service Administration/ Multi-Disciplinary Studies
- Related coursework: Human Resource Management, Leadership, Research Methods,

BACHELOR OF SCIENCE | AUGUST 1996 | SUNY COLLEGE AT BUFFALO

- Major: Social Work
- Related coursework: Poverty and Public Policy, Research Methods, Social Psychology, Counseling, Human Behavior and Diversity

Experience

FIRST DEPUTY COMMISSIONER | ERIE COUNTY | 6/2018- PRESENT

- Oversee Assistant Commissioners in execution and impact evaluation of Department of Social Services (DSS) agendas and activities. Span of control includes supervision of over 700 administrative, professional and clerical personnel.
- Monitor impending Federal and New York State changes impacting DSS.
- Direct Temporary Assistance, Homeless, Emergency Services, Domestic Violence Medicaid, Daycare, Employment, Supplemental Nutrition Assistance Program and Home Energy Assistance Program (HEAP) operations.

- Research best change implementation practices of peer counties and adapt such practices for use by the Erie County DSS workforce.
- Analyze trends in the local community and resulting patterns of DSS program usage to align services with needs and promote clarity in roles and responsibilities, shared measures of impact, and collaborative planning for resource allocation and change management.
- Maintain and increase awareness of the Erie County DSS and its services through contacts with private welfare agencies, schools, unions, and other organizations.
- Provide leadership, direct management strategies, monitor service delivery of program areas and contracted providers for impact and integrity, develop and improve organizational capacity.

ASSISTANT DEPUTY COMMISSIONER | ERIE COUNTY | 11/2012- 6/2014 AND 10/2015- 6/2018

- Provide leadership, direct management strategies, monitor service delivery of program areas and contracted providers for impact and integrity, develop and improve organizational capacity.
- Assist the Commissioner and Executive Team in formulating major policies, plans and programs and advise administrative supervision in the interpretation and application of such policies.
- Maintain relationships with various agencies and stakeholders; address input provided by officials and citizens in support of provision of quality services.
- Assist in financial planning by gathering and calculating data necessary to prepare the budget, and monitor spending by implementing financial controls
- Direct Temporary Assistance, Erie County Works Center, Homeless, Emergency Services, Domestic Violence and Home Energy Assistance Program (HEAP) operations.
- Span of Control includes supervision of over 300 administrative, professional and clerical personnel.

EXECUTIVE DIRECTOR OF SOCIAL SERVICES FAMILY INDEPENDENCE | ERIE COUNTY | 6/2014- 10/2015

- Planned, organized, directed, and coordinated the work of various Social Service divisions for efficient and effective operation while assuring goal attainment and compliance with regulations, directives and professional standards.
- Directed Temporary Assistance, Homeless, Emergency Services, Domestic Violence and Home Energy Assistance Program (HEAP) operations.
- Span of Control included supervision of over 300 administrative, professional and clerical personnel.

SYSTEM SUPPORT SPECIALIST/ ASSISTANT DIRECTOR OF SNAP PROGRAM | ERIE COUNTY | 2010- 2012

- Direct supervision over the Supplemental Nutrition Assistance Program (SNAP clerical units and oversight of SNAP certification teams.
- Assisted the SNAP Director in operational tasks and oversight of 129 staff members who administered \$ 20 million dollars in Federal SNAP benefits each month to over 71,000 Erie County households.
- Provided logistical expertise for implementation of new programs and local systems. Liaison to OTDA for SNAP and myWorkspace issues.
- Respond to requests from Administration and Senior DSS Staff to review individual and group cases and problems in relation to procedures, systems and policies.
- Acted as a resource at the Administration's request in community, legislative, judicial and executive proceedings.

PROGRAM SUPPORT SPECIALIST | ERIE COUNTY | 2007-2010

- Responsible for DSS program performance and contract monitoring, Martin Lawsuit compliance monitoring and coordination of audits within the Department of Social Services and contract agencies.
- Worked with administration in development, distribution, review and analysis of Request for Proposals.
- Lead role in the interpretation, analysis, development and implementation of new social service programs and services as well as the development, design and distribution of departmental publications, memos, training manuals, newsletters and administrative reports.

SENIOR SOCIAL WELFARE EXAMINER/ SNAP TRAINER | ERIE COUNTY | 2002-2007

- Trained coached and mentored Food Stamp staff on job functions such as interviewing, eligibility determinations, record documentation, time limits, caseload organization and caseload management
- Monitored work distribution and employment activities of 12 trainees in the Food Stamp Division. Completed 100 % case review on all work processed by trainees
- Instructed staff regarding federal, state and local agency regulations, policy and procedures. Worked with a team to design and develop a Food Stamp Worker training curriculum.

SOCIAL WELFARE EXAMINER | ERIE COUNTY | 1999-2002

- Analyzed financial documents to verify eligibility and/or determine additional action necessary to verify eligibility for public benefit program
- Conducted face-to-face and telephone interviews to initiate the validation process and establish eligibility of applicants
- Reviewed and analyzed policies and procedures and interpreted federal, state, and local regulations concerning eligibility requirements

STORE MANAGER | MELDISCO CORPORATION | 1995-1999

- Managed stores in Cheektowaga, Lackawanna and Dunkirk New York. Responsible for the supervision of store associates as well as interviewing, hiring, training, managing, assigning job tasks, and evaluating work performance
- Strong focus on customer service, maximizing profit and achieving sales, payroll and shrinkage goals.
- Designed attractive merchandise presentation strategies resulting in increased store traffic and profits
- Implemented company policy to ensure the overall productivity of the store and team members

Affiliations and Work Groups

- Erie County Commission on the Status of Women- (Board Member since 2013)
- Erie County New Americans Committee
- Erie County Re-Entry Taskforce
- Erie County Coalition Against Family Violence
- Western New York Coalition for the Homeless
- Homeless Alliance of Western New York Coordinated Entry Workgroup
- Buffalo Refugee Resettlement Stakeholder Group
- New York State Integrated Eligibility System Workgroup

References

Personal and Professional references available upon request

