



# COUNTY OF ERIE

**MARK C. POLONCARZ**

COUNTY EXECUTIVE

January 31, 2023

Erie County Legislature  
92 Franklin Street, 4<sup>th</sup> Floor  
Buffalo, New York 14202

**Re: Appointments to the Commission on the Status of Women**

Dear Honorable Members:

Pursuant to the Erie County Charter Section 1705, I, Mark C. Poloncarz, Erie County Executive do hereby submit for your confirmation the following individuals to be appointed to the Erie County Commission on the Status of Women for a term ending December 31, 2025.

Appointees

Maritza Vega  
270 Pennsylvania Street  
Buffalo, NY 14201  
**Reappointment**

Tiffany Lewis  
P.O. Box 441  
Buffalo, NY 14225  
**Reappointment**

Sonya Tareke  
705 Abbott Rd  
Buffalo, NY 14220  
**New Appointment**

Jessica Ackley  
9143 Newcomb Road  
Angola, NY 14006  
**New Appointment**

Cecily Rodriguez  
81 N Cayuga Rd  
Williamsville, NY 14221  
**New Appointment**

Should you have any questions, please do not hesitate to contact my office at (716)858-8500.

Sincerely,

Mark C. Poloncarz, Esq.  
Erie County Executive

MCP/nn

cc: Karen King, Commissioner of Public Advocacy  
Appointees

# Jessica Lenore Ackley

• (716)-984-3758 • jackley1427@gmail.com

## **EDUCATION & TRAINING**

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ST. BONAVENTURE UNIVERSITY

**Master of Science in Education- Clinical Mental Health Counseling**

St Bonaventure, NY

**2022**

ST. BONAVENTURE UNIVERSITY

**B.A. Psychology/Sociology**

St Bonaventure, NY

**2019**

### **Training**

**EMDR Basic Training, ASIST, SafeTALK, Trauma 101, Youth Mental Health First Aid Training, NYS License Mental Health Counselor- Provisional License**

## **EMPLOYMENT HISTORY**

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Erie County Medical Center

Buffalo, NY

**Psychiatric Case Manager**

**Present**

Counsel clients and patients, individually and in group sessions, to assist in overcoming dependencies, adjusting to life, and making changes. Maintain confidentiality of records relating to client's treatment.

Guide clients in the development of skills and strategies to deal with their problems. Encourage clients to express their feelings and to discuss what is happening in their lives and helps them develop insight into themselves and their relationships.

Collect information about clients through interviews, observations, and tests. Prepare and maintain treatment records and reports.

Evaluate clients physical or mental condition based on review of client information. Develop and implement treatment plans based on clinical experience and knowledge. Act as a client advocate to coordinate required services or to resolve emergency problems in crisis situations.

Seneca Nation Health & Wellness Center

Irving, NY Cattaraugus Indian Reservation

**Mental Health Counselor**

**July 2021-December 2022**

Ensure incoming clients have a complete psychosocial history and comprehensive assessment upon admission.

Complete a Preliminary Treatment Plan within 7 days of admission and a Treatment Plan update every 90 days.

Prepare an aftercare plan for all patients completing the program or being discharged for other reasons.

Provide individual addiction counseling according to the Treatment Plan. Meet regularly with clients to follow up on progress towards goals.

Provide coordination of care between other programs and providers, both internal and external.

Work closely with the team to communicate about multi-modality care. Lead education and support groups for clients.

Seneca Nation Health & Wellness Center

Irving, NY Cattaraugus Indian Reservation

**Prevention Aftercare Specialist**

**July 2019- 2021**

Evidence-based prevention education groups/focus groups within Western New York school districts, early childhood learning centers and youth summer programs.

Brief interventions utilizing Teen Intervene curriculum. This consists of two to three 1:1 sessions for youth ages 12 to 19 suspected of experiencing mild to moderate problems associated with alcohol or other drug use.

Family Engagement Program that encourages parents and family involvement in youth's lives as a protective factor.

The program collaborates on family-oriented community events, providing opportunities for families to spend quality time together.

SafeTALK trainings for anyone 16 years and older. SafeTALK provides individuals the skills to identify a person who may have thoughts of suicide and help connect them with the resources or services that will keep them safe-for-now.

Monthly reports through Excel which entails entering data of collaborations, meetings, and number of students encountered each month.

St. Bonaventure University

St. Bonaventure, NY

**Technology Assistant**

**August 2018- August 2019**

Customer service, helping and training to other employers regarding technical support for using computer software programs.

Troubleshoot computer software problems and determining their cause.

Perform computer maintenance to keep programs and hardware functioning: including updates, new software, and hardware cleanup.

Early Childhood Learning Center

Irving, NY Cattaraugus Indian Reservation

**Teacher Assistant**

**July 2018**

Assisted with the behavior management of students, performed data entry into reporting system, and filed each student work separately for meetings and evaluations with lead teacher and guardians.

Supported the lead teacher in classroom in implementation of appropriate curriculum for students.

Enforced and prepared classroom assignments, under direction of lead teacher.

**INTERNSHIP EXPERIENCE**

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**Seneca Nation of Indians Behavioral Health Center**

Irving, NY Cattaraugus Indian Reservation

Intern Mental Health Counselor/Addictions Counselor

**July 2021- 2022**

Performed comprehensive psycho-social assessments of individual dynamics, history, and needs. Engaged in inter-agency case coordination and treatment team planning. Provided individual, group, and family therapy with adolescent and adult outpatient population. Co-facilitated substance abuse small groups.

**ADDITIONAL PROFESSIONAL EXPERIENCES**

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Studied Abroad at the Trinity College Oxford University -2018

Trailblazing Women of WNY Committee Member-2022

Counselor Education Program Presenter at The University of Buffalo-2022

# Cecily Rodriguez, MS, PHR

C: 716.812.4847 | LI: <http://www.linkedin.com/in/cecilyrodriguez/> | E: [cecilyr74@gmail.com](mailto:cecilyr74@gmail.com)

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**Multi-Talented Professional** with the ability to create customized messaging that resonates with clients, leaders, employees, foundations, and funders and who has a way of talking with people that inspires, entertains, and educates.

*Strengths:* Grant Writing, Corporate Communications, Policy Creation, Proofreading, Copyediting, Public Speaking, Listening, Program Development, Assessments, Teaching, Facilitating  
*Industries:* Aerospace, Engineering, Manufacturing, Financial Services, Higher Ed, Non-Profit, Consulting  
*Certifications:* PHR, Hogan, Workplace Big 5, Myers-Briggs (MBTI), 360-feedback, DiSC, StrengthsFinder  
*Global:* Program management and leadership development across US, Asia-Pacific, & Europe

## PROFESSIONAL EXPERIENCE

### Upper Edge Consulting, Buffalo, NY

2022 – Present

#### Grant Writer

- Tell the story of non-profit clients, their needs, and outstanding work for private, State, and/or Federal grants
- Liaison between client and funder managing correspondence, forms, processes, and completion of all steps by deadline
- On target by end of 2022 to exceed \$1M in awarded funds for client projects and operating costs
- Research and vet grant opportunities to meet client needs

### University at Buffalo, Buffalo, NY

2015 – Present

**Adjunct Professor** – Human Resource Management (MGI 301) & Talent Management (MGI 416); >300 students

- Develop materials for in-person and online classes including curriculum, rubrics, grading matrices, syllabi, recorded lecture, and online quizzes and assignments while **considering learning styles, language barriers, and cultural differences**
- Partner with local businesses to **provide students real-world experience** developing Talent Management solutions
- **Co-create pilot Human Resource Management course** and co-lead with Chair of Department
- Advise and guide students by providing **career coaching, mentoring, leadership development**, and conflict resolution
- Supervise and collaborate with 1-4 Teaching Assistants

**UB LeaderCORE Coach** – Semester-long coaching engagement with students developing and enhancing their leadership skills

### HRBuffalo, Buffalo, NY

2021 – 2022

#### Principal Consultant

- Manage client accounts across multiple industries from **needs assessment through strategy implementation**

### Shift Happens LLC, Buffalo, NY

2015 – 2021

#### Founder / Consultant

- **Assessed small business' HR, talent acquisition, leadership development**, performance management processes then redesign / streamline to optimize candidate or employee experience
- Provided **resumés, cover letters, mock interviews, and negotiation** coaching for clients across multiple industries
- Developed and lead leadership development, training & development, and team building based on identified gaps
- Lead full life-cycle recruitments from sourcing, phone/video screens, assessments, interviewing, to onboarding
- Helped **clients gain clarity about career goals** with initial interview, questionnaire, and various personality assessments
- Managed client engagement, business development, program design, delivery, and evaluation
- **Created and copyedited social media messaging, website content, business proposals, and presentations**

### Canisius College, Buffalo, NY

2012 – 2018

**Adjunct Professor** – Public Speaking (COM 201) & Organizational Change & Leadership (COM 647); >20 students

**First Niagara Financial Group, Buffalo, NY**

**2011 – 2014**

**Organizational Development Consultant**

- Led engagement survey (6,000 employees) – vendor selection, strategy, launch, analysis, communication, action planning
- Survey identified gap in rewards and recognition so led cross-functional team through system implementation for Recognition and Years of Service program and online platform including ongoing employee communications
- Partnered with internal stakeholders to create benchmarked, data-driven recognition program enabling leaders and employees to give and receive recognition and celebrate tenure while improving engagement
- Provided guidance and coaching to ~80 mentees participating in company-wide Mentoring Program

**Moog Inc., East Aurora, NY**

**2000 – 2011**

**Global Mobility (Relocation) Manager**

**2005 – 2011**

- Managed \$10M domestic and international program, including vendor management, policy development, and global immigration while considering business strategy, talent assessment, and leadership development
- Developed and implemented process improvements ensuring alignment with best practice, company and country cultures and cost-effectiveness resulting in 2011 EMMA Nominations for “Most Effective Relocation Management Strategy” and “Global Mobility Team – Under 250 Assignees”
- Led cross-functional team through implementation of global vendor while supporting transition of 200 employees and their families to domestic and international locations
- Negotiated customized relocation packages, coordinated applications for visas (L1/H1B), work permits, green cards

**Leadership Development Facilitator – Mutual Learning Approach**

**2003 – 2011**

- Accepted stretch assignment of rolling out the Mutual Learning Approach across US, Asia-Pacific, & Europe

**HR Business Partner / Assistant**

**2000 – 2005**

**CERTIFICATIONS / PROFESSIONAL HIGHLIGHTS**

- Coaching: UB Center for Leadership & Organizational Effectiveness, Leadership Coaching Certification, 2022
- Assessments: Hogan, Workplace Big 5, Myers-Briggs Type Instrument (MBTI), DiSC, 360 Feedback, StrengthsFinder
- Diversity, Equity, & Inclusion: Building Allyship Program, Women’s Business Center @ Canisius College, 2021
- Leadership Development: Mutual Learning Approach
- PHR certification since 2009
- Speaker, TEDxBuffaloWomen (<http://tedxtalks.ted.com/video/Flex-Cecily-Rodriguez-at-TEDxBu>), 2012

**AFFILIATIONS**

- Women’s Business Center @ Canisius
- UB Student SHRM Chapter, Faculty Adv
- Society of Human Resource Management (SHRM)
- The Park School of Buffalo Board
- National Association of Mental Illness
- Delta Sigma Pi, UB Faculty Mentor
- Buffalo Niagara Human Resources Association
- Women On The Rise, Charter Member

**TECHNOLOGY**

Microsoft Office (Word, Excel, PowerPoint), Microsoft 365 (Outlook, SharePoint, Teams, OneDrive), Google Workspace/G Suite (Meet, Drive, Forms, Docs), Instrumentl, Monday, Zoom, Hangouts, WebEx, Dropbox, Indeed, ZipRecruiter, LinkedIn Recruiter, Wix, SurveyMonkey, Doodle, Asana, Calendly, Kahoot, TopHat, ADP, HRConnect, Oracle PeopleSoft, Paylocity

**VOLUNTEER**

- UB MBA Mock Interview Day
- Army Corps of Engineers, Flash Mentoring
- Buffalo Niagara HR Association, Mock Interview Day
- Hiring Our Heroes – Veteran’s job fair
- Speaker – UB Women in Management & UB SHRM
- Speaker – Blackstone Launchpad, Female Founder Friday
- Speaker – National HR Assoc. & NYS Women Inc.
- Speaker – Executive Women International, Wichita

**EDUCATION**

Canisius College

**MS – Communication & Leadership**

Kansas State University

**BA – Journalism & Mass Communication**

# SONYA TAREKE, MBA

914-334-9595 | [sonyatar@buffalo.edu](mailto:sonyatar@buffalo.edu)



SCAN ME

## Education

School of Management, University at Buffalo, The State University of New York  
Master's in Business Administration, 2020, Wind Award for International Understanding  
Bachelor of Science in Business Administration, 2017, Magna Cum Laude

## Experience

**Program Manager, Entrepreneurship for All, Inc.** Buffalo, NY Sept. 2021 – present

- Bring forth new ideas and resources to meet the changing community needs and economic conditions
- Attend and speak at community meetings and events for outreach and awareness for EforAll.
- Develop and maintain relationships with partner organizations and the local entrepreneurship ecosystem to support the recruitment of local volunteers
- Engage donors and key industry stakeholders through a passion for inclusive entrepreneurship and developing the economic vitality of marginalized communities

**Co-Founder, Team Real Talk** Ed-tech Startup June 2020 – present

- Win coveted spot as one of 40 (of 120 applicants) in the Global Network Fall Fellowship: [Social Impact Edition](#)
- Recruit a computer science engineering student to develop beta web application via independent study
- Fundraise \$8,725 of pre-seed venture capital to develop machine learning capabilities
- Represent WNY as one of 5 companies in the 2021 [Blackbaud Social Good Startup Program](#)
- Secure university-funded downtown incubator home, covered by [Buffalo Spectrum News](#)

**Research Analyst, UB School of Management** Virtual Aug. 2020 – June 2021

- Report to Assistant Professors M.H. Tu and G.J. Lemoine within the Human Resources Dept.
- Serve as part of two teams of remote social & behavioral research investigators under PhD student guidance
- Collect relevant empirical, quantitative articles utilizing multi-level models to analyze cross-level interactions
- Data cleaning /coding, pilot testing research materials and basic SPSS statistical analysis

**Social Impact Fellow, Tool Library, Inc.** Buffalo, NY May – July 2018

- Win 2<sup>nd</sup> place prize of \$1,000 in seed funding during "[Pitch for a Cause](#)" Competition
- Placement at an all-volunteer staff tool-lending nonprofit, which empowers community members to transform vacant and/or neglected properties via affordable tool rentals at a simple annual subscription of just \$20
- Collaborate with MSW and Geography PhD teammates to research, develop and pitch winning proposal
- Conduct geospatial analysis to pinpoint ideal satellite location for membership base

**Project Manager, HOSIKIDS** Accra, Ghana Dec. 2017 – Jan. 2018

- Act as education team lead for elementary level workshops at the Bawaleshie Community Center and School
- Lead creative and engaging activities for over 1,000+ students at Mfantsiman Girls' Secondary School
- Spearhead "Koding 4 Kids" computer science project in conjunction with a team of 3 business undergraduates
- Fundraise via annual Taste of Ghana Fashion Show post-trip, covered by local [WGRZ Channel 2 News](#)

## Leadership

(March 2020 – present) **Say Yes Buffalo Mentor**; 18-month commitment to guide scholar through college process  
(June 2018 – present) **Global Ambassador**; Costa Rica / Ghana / India program promoter via [MBA Podcast](#) / [Blog](#)  
(Sept. 2019 – April 2021) **Board of Directors**; University Heights Tool Library, Finance Committee Member  
(Jan. – May 2020) **Teaching Assistant**; SOM Honors Program, Inaugural TA as an alumna of the program  
(June – Aug. 2019) **CASE Intern**; Philanthropy & Alumni Engagement, inaugural UB Advancement Intern  
(June – Aug. 2016) **Store Executive Intern**; Target, Inc., Human Resources Assistant Manager  
(June 2015 – Dec. 2016) **Account Executive**; Course Hero, Inc., Inaugural UB Campus Student Lead

## Skills

- Non-profit Project Management, Budgeting, Digital Marketing, Donor Relations, Business Writing
- Teaching, Social Entrepreneurship, Community Outreach, Microsoft Office (emphasis in Excel)
- **Languages:** English, Tigrinya

# Maritza Vega

270 Pennsylvania St, Buffalo, NY 14201

Cell: 716.935.9773

mvega225@gmail.com

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## Profile:

- 25 year experience in Patient Access specialized in Medical Insurance and Medical Terminology
- Bilingual Fluent in Spanish and intermediate Braille transcription
- Excellent computer skills particular emphasis on KH intranet KRONOS, HQPROD, SIS, LAWSON, POWER CHART, ORACLE DISCOVER, SCRIBES, MERCURY, HBOC, SIS, PATHWAYS, DOWNTIME, ECLIPSYS, etc. and all Microsoft Office products
- Strong work ethic and the ability to work well under pressure
- Self starter with remarkable organization skills
- Highly motivated and enthusiastic, capable of working on my own initiative.
- Notary public

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## Professional Experience:

WCHOB Financial Counseling of Kaleida Health System

### Facilitated Enroller & Financial Counseling

03/07-present

- Screening under insured individuals to provide assistance in getting medical insurance
- Interview and complete medical insurance applications
- Community outreach-networking-health fairs
- Use of intranet programs thru Kaleida Health and Internet
- Provide correspondence and documentation for insurance and individual eligibility of insurance
- Maintain Charts

Renovatio Physical Therapy

### Marketing & Billing Supervisor Representative

01/07-03/09

- Community outreach-networking-health fairs-Promotional activities & meetings
- Billing using MeDent system
- Create documentation forms
- Chart review for quality assurance

MFGates Emergency Department of Kaleida Health System

### Patient Financial & Discharge Services

06/04-03/07

- Insurance verification for HMO, PPO, Medicare, Medicaid, No Fault, Work Comp, etc
- Registration and authorization of service using KH intranet and internet server
- Collection of co-payment
- Patient discharge follow up and patient relations
- Interpretation/translation Spanish of documents and forms

WCHOB Occupation/Physical Therapy of Kaleida Health System

### Administrative Secretary

10/03- 06/04

- Administrative support for Dr. Thomas Polisoto
- Patient scheduling, scribes dictation, oracle report and statistics
- Inventory and ordering using Lawson, Forms on demand and out source
- Form creation and updates, monthly meeting agenda and minute writing
- Registration and authorization of service using KH intranet, data entry
- Interpretation/translation Spanish of documents and forms

Robert Warner Rehab Center of Kaleida Health System

### Administrative Assistant

10/02-10/03

- Time keeper using Kronos,
- Supervise subordinate staff for three clinics
- Monthly meeting, agenda and minute writing
- Insurance verification and authorization of services using intranet and other sources
- Interpretation/translation Spanish of documents and forms
- Order supplies inventory and statistics

# Maritza Vega

270 Pennsylvania St, Buffalo, NY 14201  
Cell: 716-935-9773  
Mvega225@gmail.com

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## MFGates Diabetes Endocrinology Center of Kaleida Health System

### Medical Office Assistant

09/01- 10/02

- Patient registration, obtain lab and radiological reports
- Secretary and receptionist duties, answer phones, correspondence file charts, patient relations
- Insurance verification and authorization/referrals for services using intranet and other sources
- Process patient billing, scheduling
- Interpretation/translation Spanish of documents and forms
- Performed HgbA1c & blood sugar test, EKG, blood pressure, urine samples, transport specimen to lab

## MFGates Admission of Kaleida Health System

### Patient Access Registrar:

10/98- 09/01

- Patient registration In/Out patient, coordination of bed assignments
- Logging of preadmission testing and surgical/ambulatory procedures, death certificate annotation
- Interpretation/translation Spanish of documents and forms
- Use of intranet and internet associated with the department
- Direct consult with MD regarding patient admission

## Emerson C Reid MD

### Receptionist/Secretary

09/92-10/98

- Patient registration
- Data entry for office procedures and diagnostic codes
- Billing charge posting & abstracting using 1500, MMIS,
- Scheduling and order supplies
- Interpretation/translation Spanish of documents and forms
- File, copy, faxing, assist with patient
- Sterilize instruments and disinfect exam rooms

### **Education:**

- Notary Public 2005 present
  - Erie County, NY
- Certificate 2005
  - Braille transcription Spanish-English
  - Amherst, NY
- Certificate of Completion 1997
  - Understanding coding and Medical Insurance Forms
  - Kenmore, NY
- A.A.S Degree—Early Childhood Education 1992
  - Buffalo, NY
- PCA Certificate of NYS Dept of Health 1988
  - Cheektowaga, NY

### **Community/Volunteer/Activism:**

- Puerto Rican Day Parade of WNY, Inc. 2004 – 2012
  - Treasure
- WNY Hispanic & Friends Civic Association, Inc. 2009 –2011
  - Secretary
- Hispanic Heritage Councils of Western New York, Inc. 2012-Present
  - Vice President
- Grassroots Inc. 2009-Present
  - Executive Board

Reference: Available upon request.



A dedicated vibrant leader and youth advocate with 15+ years of experience in the public and private sector. *Additional areas of expertise include:*

**CORE COMPETENCIES:**

<ul style="list-style-type: none"> <li>• Non-Profit Governance &amp; Grant Management</li> <li>• Strong Analytical Aptitude</li> <li>• Senior-Level Relationship Management</li> <li>• Proficient in Microsoft Office Programs</li> </ul>	<ul style="list-style-type: none"> <li>• Project Scheduling &amp; Oversight</li> <li>• Team Building &amp; Performance Improvement</li> <li>• Social Media Platforms</li> <li>• Virtual Conferencing</li> </ul>
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**KEY ACHIEVEMENTS:**

- Directed the Erie County Housing Court Community Service Program for Judge Carney.
- Developed and implemented Senior programs for Erie County.

**PROFESSIONAL EXPERIENCE**

**Confident Girl Mentoring, Buffalo, NY**  
*Chief Executive Officer/ Founder*

*06/15 - Present*

- Oversee the administration, programs, and strategic plan of the organization. Create and implement evidence-based mentoring programs for over 2K youth in underserved communities that improve self-esteem and confidence by 32.65%, execute board control policies and maintain official records and documents in compliance with federal, state, and local regulations. Provide training with incoming mentors and write grants to secure funding. Communicate with the media and draft press releases. Other key duties include advocacy, fundraising, marketing, and community outreach.

**Image Ignite 360 (MWBE Certified), Buffalo, NY**  
*Owner/Operator*

*12/13 – Present*

- Provide holistic skincare services and treatments that improve the clients’ overall health and wellbeing. Provide consultations and trainings on esthetic modalities and create wellness programs for corporations. Provide oncology esthetics for people affected by Cancer.

**Watts Architecture & Engineering, Buffalo, NY**  
*Sr. Marketing Assistant*

*03/17 to 11/17*

- Supported managing principal & management team by providing quality assurance review and assembling of sub-packages for A/E clients. Developed marketing campaigns and reviewed RFP’s to generate a 30% increase in company revenue and performance.

**CAO of Erie County, Buffalo, NY**  
*Deputy Director of Center Services*

*05/15 to 05/16*

- Maintained and operated three community centers for all programs and provided management oversight of daily staff. Assisted low-income households to find sufficient housing, job placement, and educational assistance.

**Additional work history includes:**

- **City of Buffalo, Masten District Common Council**, Chief of Staff to Councilmember Demone Smith
- **Erie County Department of Social Services, Energy Crisis Specialist**

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**EDUCATION & PROFESSIONAL ACCOMPLISHMENTS**

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- University of Michigan School of Social Work  
*MSW Social Work, Practice Policy and Research 2019*
- Harvard University – Family Engagement in Education  
*Certificate completion 2018*
- Ashworth College; Atlanta, GA 2008  
*AAS in Legal Studies*  
*GPA 3.875*
- Racial Equity Impact Analysis Training- Community Foundation of Greater Buffalo
- Diversity & Inclusion Training- EK Ward & Associates

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**AWARDS & LICENSES**

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**Honorary Awards:**

Congressional Record by Hon. Brian Higgins  
Award for Public Policy by Lieutenant Governor Kathy Hochul  
Big Brothers Big Sisters Mentors Who Move the City Award  
Buffalo Business First C-Level Executive Award  
Founder of National Youth Confidence Day (*proclaimed October 20, 2017*)  
NAACP, Daniel Acker Community Service Award  
Buffalo Business First Women of Influence Award

**License:**

Notary Public – Commission expire 03/2024  
NYS Licensed Esthetician