

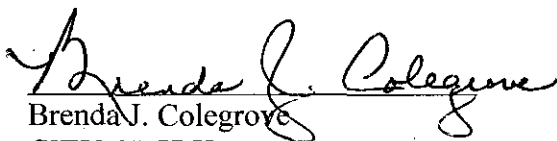
**RESOLUTION NO. 2058**

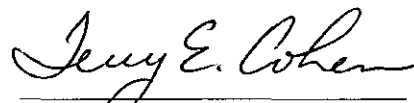
BE IT RESOLVED by the City Council of the City of Salisbury, Maryland that the following individual is appointed to the Ethics Commission for the term ending as indicated:

| <u>Name</u> | <u>Term Ending</u> |
|-------------|--------------------|
| Rachel Polk | 12/31/2013         |

The above resolution was introduced, read and passed at the regular meeting of the Council of the City of Salisbury held on the 13<sup>th</sup> day of June, 2011.

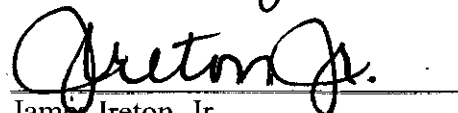
ATTEST:

  
Brenda J. Colegrove  
CITY CLERK

  
Terry E. Cohen  
COUNCIL PRESIDENT

APPROVED BY ME THIS

14<sup>th</sup> day of June, 2011

  
James Ireton, Jr.  
MAYOR

---

INTER

OFFICE

MEMO

---

*OFFICE OF THE MAYOR*

**To:** John Pick  
**From:** Sherrell McBride SM  
**Subject:** Appointment to the Ethics Commission  
**Date:** June 6, 2011

---

Mayor Ireton would like to appoint the following person to the Ethics Commission:

| <u>Name</u>    | <u>Term Ending</u> |
|----------------|--------------------|
| Rachel S. Polk | 12/31/2013         |

Ms. Polk will carry out the unexpired term of Mr. Neale Smith.

Attached you will find Ms. Polk's letter of interest, resume and the Resolution necessary for her appointment. Please forward this information to the City Council so it may be placed on the agenda for the next meeting. Please let me know if you have any questions.

Attachments

cc: Norm Lyster

508 Viewfield Drive  
Salisbury, MD 21804  
443 614-6261

May 15, 2011

Office of the Mayor  
125 N. Division Street  
Room 304  
Salisbury, Maryland 21801

Dear Mayor Ireton:

I read with interest the article in the May 12<sup>th</sup> edition of the *Daily Times* which sought to attract those members of the public who might be interested in serving on city boards. As a former member of the Salisbury City Council, I have been looking for ways to marry a busy work schedule along with my desire for continued public service. One of the committees mentioned in the article is the Ethics Committee; ethics is a subject of which I have some experience and affinity, having taught a course in it for Wilmington University.

As requested in the article, a resume is enclosed to assist you. I look forward to meeting with you and the council at the appointed time. In the interim, feel free to contact me should you have any questions.

Thank you for the opportunity to submit this request.

Sincerely,

Rachel S. Polk,  
Citizen

18-0000  
18-0000  
18-0000

# Rachel S. Polk

## Profile

Dynamic, results-oriented organizational leader with excellent interpersonal and analytical skills; possess outstanding communication skills, and am an effective team player who collaborates well.

## Professional Experience

2008 – Present – Follett Higher Education Group

### Store Manager – UMES Bookstore –

Oversees the procurement of course materials for the University of Maryland Eastern Shore; oversees the procurement of emblematic and non-emblematic clothing, giftware, and supplies for the university. Am required to interface with administrators and faculty on a consistent basis to ensure that we are providing a quality of service expected by the university, alumni, and the public.

2008 – 2010 – University of Maryland Eastern Shore – Princess Anne, MD

### Adjunct Instructor in English – *Basic Composition 101*

Taught the foundations of expository writing and reviews basic grammar skills.

2007 – 2010 - Wilmington University Dover Air Force Base

### Adjunct Instructor in Business - *Creativity in Management*

Taught the principles and practices of creative problem solving and decision making for both corporations and public enterprises.

2007 – 2010 - Wilmington University Dover Air Force Base

### Adjunct Instructor in Business – *Seminar in Human Resource Management*

Taught the elements of effective human resources management to enable organizations to maximize productivity, quality of work-life for its employees, and profits.

2007 – 2010 - Wilmington University Georgetown

### Adjunct Instructor in Business – *Legal & Ethical Aspects of Organizations*

Taught the complexities of ethical dilemmas in the workplace, the exploration of ethical principles as they pertain to the

workplace, and the practical application of those principles as they pertain to the workplace.

2005 – 2007                      New Beginnings                      Cambridge, MD  
**Resident Services Director -**

Developed and taught life-skills training courses for onsite adult residents; partnered with outside agencies to provide additional training. Also developed and implemented a comprehensive youth program that included an onsite after school homework club.

1991 – 2007                      Grassroots II Bookstore                      Salisbury, MD  
**Managing Partner -**

Operated a retail specialty bookstore featuring African-American history, classical writers, urban writers, poetry, and art.

2000 – 2003                      City of Salisbury                      Salisbury, MD  
**Councilwoman -**

Crafted and introduced legislation for the City of Salisbury based on community needs; held regular meetings with constituents to resolve neighborhood issues; Served as a panelist for the Maryland Municipal League and served as Communications Chair for the Maryland Municipal League.

1999 – 2000                      Maryland Capital Enterprises                      Salisbury, MD  
**Field Coordinator -**

Hosted trainings on small business development for this nonprofit organization; Served as a resource for start-up businesses to secure funding for their enterprises; provided additional technical assistance during field visits and coordinated media packages for the organization, including radio and TV spots.

1995 – 2006                      Project Sisterhood                      Salisbury, MD  
**Founder of Nonprofit Organization & Program Director**

Designed and taught curriculum for adolescent girls; hosted bimonthly workshops for the girls and their mothers and secured funding to sustain the programs.

1989 - 1991                      U S Air Express                      Salisbury, MD  
**Customer Service Manager**

Assisted with passenger services such as ticketing, boarding control, and security screening; oversaw flight arrivals and departures and provided training in customer service.

1985 – 1989      Rosenbluth Travel      Seaford, DE  
Travel Agent/Supervisor

Provided travel arrangements for the corporate clients of E. I. DuPont; oversaw the delivery of tickets to the corporate clients, and provided in-house training in customer service for our agents.

**Education**

Wilmington College      New Castle, DE  
Masters of Science in Organizational Leadership  
Graduated with a 4.0 GPA

Maryland Municipal League Leadership Academy  
Certificate

Morgan State University      Baltimore, MD  
Bachelor of Arts - Majored in French and minored in Spanish  
Graduated summa cum laude

**Awards**

2007 Sigma Beta Delta  
2006 Quota International  
2003 City of Salisbury  
2001 Tri County Coalition  
2001 Omega Psi Phi Fraternity  
1997 Maryland Commission for Women's "Maryland Women Leading the Way"

**References**

Provided upon request