

RESOLUTION NO. 2675

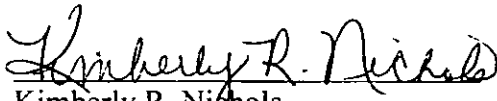
BE IT RESOLVED, by the City of Salisbury, Maryland that the following individual is appointed to the Friends of Poplar Hill Mansion Board of Directors, for the term ending as indicated.

Name
Dorothy Carol Smith

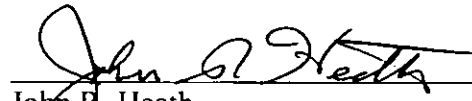
Term Ending
October 2019

THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the Council of the City of Salisbury, Maryland held on October 10, 2016.

ATTEST:




Kimberly R. Nichols
CITY CLERK



John R. Heath
PRESIDENT, City Council

APPROVED BY ME THIS

11th day of Oct, 2016



Jacob R. Day
MAYOR, City of Salisbury

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: Tom Stevenson, City Administrator
From: Julia Glanz, Assistant City Administrator
Subject: Appointment to the Friends of Poplar Hill Mansion Board of Directors
Date: September 23, 2016

Mayor Day would like to appoint the following person to the Friends of Poplar Hill Mansion Board of Directors for the term ending as indicated.

<u>Name</u>	<u>Term Ending</u>
Dorothy Carol Smith	October 2019

Attached you will find information from Dorothy Carol Smith and the Resolution necessary for her appointment. Please forward this information to the City Council so it may be placed on their agenda for the next Council meeting. Please let me know if you have any questions.

Attachment

cc: Mayor Day

Jacob Day, Mayor
City of Salisbury, MD
125 N. Divisions Street
Salisbury, MD 21801-4940

Re: Letter of Interest, Friends of Poplar Hill Mansion

Dear Mayor Day,

I would like to apply for a position of Board Member with the Friends of Poplar Hill Mansion. I serviced on this Board as member and as Chairman, prior to returning to work in Washington DC, as an independent contractor to the United States Marshals Service for nearly 5 years. I retired two years ago and have traveled extensively, just now resettling into Salisbury.

I have always been an active community member with a background in organization and development (fund raising) and would love the chance to give back to the City by lending my skills to this historic museum house. I currently serve on the Parsons Cemetery Advisory Committee, as an active and inactive member since 2008.

Professionally, I have held supervisory positions both as a government contracting professional and as a project manager with the Administrative Office of the U.S. Courts. This experience included developing and managing a nation-wide \$50-million-dollar annual budget and spending plan for a nationwide technology program for the US Courts and managing complex multi-million dollar nationwide contracts supporting major construction, and complex and classified and non-classified services. I've been praised for my ability as a manager capable of fairly managing a professional staff while ensuring all program objectives were met. I know from previous experience, that my program and acquisition background can be readily transferred in support of non-profit programs, particularly in planning, budgeting, and grant writing.

I would be thrilled to have the opportunity to serve on this board again and look forward to hearing from you. My resume is attached. Thank you so much for your time and consideration.

Sincerely,

/signed/

Carol Smith

Dorothy Carol Smith
323 New York Avenue
Salisbury, MD 21801
Cell 410.422.8687

DOROTHY CAROL SMITH

323 NEW YORK AVE
SALISBURY, MD 21801
Mobile: 410-422-8687

Email: dorothy_carol_smith@msn.com

Country of citizenship: United States of America
Veterans' Preference: No
Highest Grade: PB-1102-15/10, 091996-10/2001
Contact Current: Yes

Past Employment:

WORK EXPERIENCE **Project Support Services, Inc. Summerfield, FL** **2/2010 – 12/2014**
Hours per week: 40
Salary: \$120,000 Annually

Sr. Contract Specialist

Sr. Contract Specialist supporting the USMS/JSD Office of Security Contracts as member of the Administrative Team responsible for procuring Court Security Officer (CSO) Services averaging \$1.7B for base and four option periods, and the National Physical Security (NPS) Services averaging \$300M.

Primary responsibilities were analyzing the program requirements and procurement options necessary to overcome competitive barriers resulting from a 17-year incumbency. Liaison to the Program Office in developing a revised statement of work and evaluation criteria with a focus on changes occurring both within the government and within the industry.

with the Mayor, City Council, City Administrators, Urban Salisbury, and the Maryland Historical Trust (MHT) to bring about a memorandum of understanding that would allow the Friends to directly receive grants to physical repairs to a City owned historical property, thus allowing donations in kind be accepted in lieu of matching funds. Successfully received \$75,000 from the MHT for exterior repairs.

Committee Member, Parsons Cemetery Committee, Salisbury, MD. Parsons Cemetery is a non-profit, privately endowed, historic city cemetery, the Committee acts as a Board of Directors responsible for oversight of management, policies, planned giving, and perpetual care.

**Administrative Office of
the United States Courts
Washington, DC US**

10/2001 - 2/2006

**Grade Level: 15/10
Salary: \$139,774 USD
Per Year
Hours per week: 40**

Supervisory Management Analyst, 0343

Chief, Courthouse Technology Services Team. Directly responsible for successfully bringing fully functional courthouse technology projects in on time and within budget. The Courthouse Technology programs included telecommunications, courtroom audio and video systems, electronic court recording technologies, video conferencing technologies, satellite transmissions, and the building infrastructure necessary to support them. As Chief, I was responsible for analyzing and executing a \$50M annual budget and spending plan. I supervised a staff of seven: three professional technology managers, one architect, one budget analyst, two administrative staff, and communicated directly with cognizant Federal Judges as they desired. As a team, we were further supported by project managers, and ten competitively awarded contractors and GSA schedule vendors providing professional engineering, architectural services, equipment, supplies, and

installation services, all on a FFP basis. The program required coordination with GSA, the Courts, various other program offices within the AOUSC and others including at times, the USMS. I directly coordinated with the Article III judges, their court officials, and staff. I personally directed training and mentoring programs that were executed through closed-circuit television, used web based technologies, used video-conferencing, and face-to-face classroom instruction classes and training seminars nationwide as subject area expert, trainer, and/or facilitator. I was also personally detailed to the Courts in support of the McVeigh, Moussaoui, and Reid terrorism trials, providing coordination and design of an encoded closed circuit transmission necessary to accommodate the victims at remote locations. During my tenure we initiated budget formulation and subsequent delegation of maintenance to the courts to include: developing the program and contractual policy and procedures with supporting accountability through formal bi-annual audits and court reviews. (Contact Supervisor: Yes, Supervisor's Name: Ross Eisenman, Supervisor's Phone: 202-502-1200)

Administrative Office of 9/1996 - 10/2001
the United States Courts
Washington, DC US

Grade Level: 15/10
Hours per week: 40

Supervisory Contract Specialist , 1102

Chief, Contracts Branch. As Chief, I was responsible for the acquisitions of all Judicial needs except for information technology, to include audit and actuarial services, nationwide drug testing and electronic monitoring services, court reporting, professional architectural and engineering services, facility leasing, and establishing nationwide ordering agreements for other supplies and services. While the FAR is not applicable to the Judicial Branch of the Government, the Judicial Branch is subject to the most of the codified requirements of the FAR and is subject to protest. Most Contract Specialists working at the AOUSC, or at the local court level, have prior

Executive Agency procurement backgrounds as I do. As a consequence, all procurements were publicly advertised, competitively procured, and administered following the principles and practices of the FAR unless the underlying law did not apply to the Judiciary, the only exception that comes to mind is the set-aside programs. Contractors could protest, dispute, and otherwise file claims. I supervised a staff of eight contract specialists and two contract technicians. Periodically, contracted contract specialists provided further support. During my tenure, I personally worked to analyze and develop the policies, processes, and tools necessary to delegate greater procurement authority to the local courts, to include a nationwide training program that was later analyzed with its cost savings documented and reported in the Annual Optimal Utilization of Resources Report to Congress. I worked to transition the Judiciary's contracts to nationwide ordering contracts, and worked with various AOUSC offices to institute the necessary auditing and program oversight to ensure compliance. I was also detailed to work directly with the DC Court of Appeals on two special projects, briefed all new Judges on procurement matters, was invited to brief the Administrative Office of the Israeli Courts, provided a two hour informational presentation at a nationwide Federal Public Defenders Conference, participated in nationwide audits, participated in quarterly upper management program reviews, and served as subject matter expert, speaker, and trainer in various forums. (Contact Supervisor: Yes, Supervisor's Name: Ross Eisenman, Supervisor's Phone: 202-502-1200)

**Administrative Office of the United States Courts
Washington, DC US**

3/1991 - 9/1996
Grade Level: 14/6
Hours per week: 40

Sr. Contract Specialist , 1102

Sr. Contract Specialist, with unlimited signatory authority, primarily responsible for acquisition of requirements in support of the Space and Facility

Division. Definitized a professional architect engineering services letter contract award. Successfully executed competitive acquisitions for professional architectural and engineering services, and professional audio design services. Analyzed increasing need to combined analog audio with information technology for the purposes of audio/video presentations within the courthouse and the recording of court proceedings. Coordinated with the IT Branch to analyze and develop shared procurement methodology to eliminate conflicts and ensure a delivery of one functional system using multiple technologies. Served as Contracting Officer for the relocation of the AOUSC from seven different locations around Washington DC into one facility, the new Thurgood Marshal building, to occur over one four-day period, Friday to Monday. Successfully overcame a potential industry wide protest. Received an individual Special Act Award from the AOUSC Director and cash award for my role in the successful consolidation of the AOUSC. (Contact Supervisor: Yes, Supervisor's Name: Ross Eisenman, Supervisor's Phone: 202-501-1200)

**Metropolitan Washington 9/1989 - 3/1991
Airports Authority
Arlington, VA US**

Hours per week: 40

Sr. Contract Specialist

As Sr. Contracting Specialist, I was assigned to the National Airport Team with unlimited signatory authority. My primary responsibilities were for the design and subsequent construction in support of the major renovation and reconstruction of the airport. I was directly responsible for procuring a new airport wide perimeter security system using full and open competition without disclosing blueprints or other information that would have been a threat to airport security. I successfully awarded the designs for the repair and overlay of the main runway during nighttime hours, then awarded and administered the construction contract without ever shutting down the airport operations or delaying the airport opening.

The contract had liquidated damages set at \$15,000 per minute as delays in opening the runway would affect airlines scheduled morning arrivals. No liquidated damages were assessed. The repair contract was funded by the FAA and complied with all executive agency procurement regulations, including the FAR and FAA's regulations and was approved at the solicitation and award stages by the FAA and their General Council. I also successfully defended a pre-award protest of this project's construction award. In addition, I awarded the designs for a new electrical substation including tunneling under the new metro train station; a new waste water treatment plant; new heating and chiller plant; the environmental clean-up associated with demolition of several buildings including the existing fuel storage facility and replacing the old waste treatment plant. I established the first ever Time and Materials Contract awarded by the MWA in support of airport engineering team to accommodate the need for rapid responses in support of the major construction. In this cradle to grave contracting office, I also successfully negotiated multiple, multi-million-dollar contract amendments and claims associated with new roadways and parking garages.

CHESDIVNAFACENCOM 6/1989 - 9/1989
Washington, DC US

Hours per week: 40

Contract Specialist

Special Projects Office, White House
Contract Specialist performing Cradle to Grave acquisitions in support the President. Held limited signatory authority and a Top Secret Security Clearance. Directly responsible for drafting a Class Justification and Approval (J&A), signed by the Secretary of Defense, to cover the classified contract actions of this office. That J&A was later used to include the highly sensitive budget authority.

1100 CNS/CNV and 1100 12/1982 - 6/1989
CNS/CNX
Andrews Air Force Base,

MD US

Hours per week: 40

Contract Specialist

Contract Specialist working in cradle to grave acquisitions involving complex construction and architectural engineering services. Received special recognition from Base Commander involving a secured facility. I successfully negotiated multiple 8(a) set-aside contracts on a sole source basis, negotiated contract modifications and claims. I also successfully an innovative contract for the restoration of a fire damaged historic church located on the base property including the repair and replication of its stained glass windows.

I served as a member of the Special Program Office supporting the USAF Studies and Analysis Center located at the Pentagon with a Secret Level Clearance. Procurements were both competitive and sole source and awarded as cost reimbursable or on time and materials basis. Successfully negotiated 21 sole-source awards with major DOD contractors for a unique purpose, worked with the State Department on special security requirements, and worked with the USAF Data Rights Special Council to develop solutions and alternatives.

EDUCATION

Averett University
Danville, VA US
Bachelor's Degree - 4/1996
119 Quarter Hours
Major: BA Business Administration
GPA: 4 out of 4
Honors: summa cum laude
Relevant Coursework, Licensures and Certifications:
Northern Virginia Community College Acquisition and Procurement Certificate, 31 credits, May 1995 -
Summa Cum Laude

JOB RELATED TRAINING

Over 600 hours of acquisition training, continuous learning modules, and knowledge sharing seminars to

include:

USA Logistics Management College, Mgt of Defence
Acquisition Contracts 1988 - Commandant's List, 3
Academic Credits

Defense Small Purchase Course
Defense Contract Law
Defense Fundamentals of Incentive Contracting
ECI Gunter AFS, Contract Specialist
Contracting by Sealed Bidding
Developing Work Statements for Negotiated
Procurement
Cost Reimbursement Contracting
Best Value Procurement
Advanced Contract Administration
Managing Contract Changes
Pricing of Claims
Subcontracts: Government and Industry Issues
Federal Real Property Leasing

**PROFESSIONAL
PUBLICATIONS**

Acknowledged Contributor to "Effective Use of
Courtroom Technology: A Judge's Guide to Pretrial
and Trial" published in 1996 by the Federal Judiciary
Center in cooperation with the National Association of
Trial Lawyers.

REFERENCES

Sandra Reese
Phone Number: 703-969-4970
Email Address: Sandy.Reese@gmail.com
Reference Type: Personal

**ADDITIONAL
EMPLOYMENT
INFORMATION**

From 1961 through 1982:

I worked in the insurance industry, primarily as a personal lines insurance
specialist and as a commercial fire insurance underwriter.

Additionally, as a volunteer:

1974 – 1976, I worked as a volunteer Co-Chairman of the Baltimore County Oella Bi-Centennial Festival which included a museum, gift store, parade, arts and crafts festival, a walking tour, and guest historians, artisans, and political representatives as presenters.

1976-1978, I worked as a substitute teacher at the Iran American School in Shiraz Iran, and served a Co-Coordinator of a school wide performance of the Wizard of Oz to include members of the community, this in turn lead to the establishment of a little theatre group known as the Nightingales.

1979 – 1982, I serviced as a spokesperson for Mayor Marion Dewar, Ottawa Canada, as volunteer supporting Ottawa's Project 4000, a non-profit organization with a mission to assist Ottawa's residents who sponsored a refugee individual or family under the federal government's private Vietnam Refugee sponsorship program. Starting as a volunteer on day one, I was able to work to resolve multiple administrative problems facing this project, and became a spokesperson for the Mayor for the purposes of fund raising. This project and Mayor Dewar were recognized by the United Nations.