

RESOLUTION NO. 2723

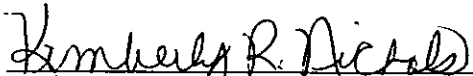
BE IT RESOLVED, by the City of Salisbury, Maryland that the following individual is appointed to the Human Rights Advisory Committee for the term ending as indicated.

Name
Nance Held


Term Ending
February 2021

THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the Council of the City of Salisbury, Maryland held on February 13, 2017.

ATTEST:



Kimberly R. Nichols
CITY CLERK



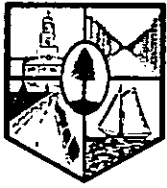
John R. Heath
PRESIDENT, City Council

APPROVED BY ME THIS

14th day of FEB, 2017



Jacob R. Day
MAYOR, City of Salisbury



MEMORANDUM

To: Julia Glanz, Acting City Administrator
From: Nancy Talbott, Administrative Office Assistant
Subject: Appointment to the Human Rights Advisory Committee
Date: February 13, 2017

Mayor Day would like to appoint the following person to the Human Rights Advisory Committee for the term ending as indicated.

<u>Name</u>	<u>Term Ending</u>
Nance Held	February 2021

Attached you will find information from Nance Held 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


December 2, 2016

To: Nancy Talbott
Re: Human Rights Advisory Committee
From: Nance Held

Good Afternoon Nancy,

My friend, Amy Zaprowski, asked me to forward my resume in the interest of joining the Human Rights Commission. I do not have access to my resume as I am dealing with an out of state relative's health issues, but I understand the first meeting is Tuesday, December 6th, so considering the time frame, I am emailing you a copy of my State of Maryland application (I currently work for the Wicomico County Health Department) which has all the current information on it, and will be glad to follow up with a resume if needed.

I would be very interested in joining the commission. I recently (March 2016) attended a seminar at Salisbury University on Human Trafficking in the 21st century and have long worked with women and children who have more than likely been touched to some degree by trafficking. I have seen the damage it causes and while I cannot say I know how to stop it, I would like to be part of the attempt. Thank you for your consideration. My contact information is as follows:

Nance Held 
301 W. Philadelphia Ave.
Salisbury, MD 21801
443-366-0570
twentydolphins@yahoo.com

Nance Held
301 W. Philadelphia Avenue
Salisbury, MD 21801
443-366-0570

OBJECTIVE: To obtain a position where an individual with ability and experience in sales, customer service, and management can develop professionally while contributing to organizational goals.

EXPERIENCE:

WICOMICO COUNTY HEALTH DEPT., Salisbury, MD

Office Service Clerk (2009-present)

First working in the MCHP department, assisted clients with, and screened and processed medical assistance applications. Answered phones and manned the MCHP window helping clients and colleagues with questions; if unable to help, routed them to the appropriate person, department or community service or resource. Compiled data into program specific databases for reporting purposes for both MCHP and ACCU. In the Personal Care program, assisted providers with the application process and oversaw the orientation of those providers before placing them with a client in need of their services. Processed and transmitted the provider billing invoices. Assisted the providers in resolving any problems they had with their paychecks or client issues. Assisted with the Personal Care program transition from the local Health Department to the State offices. Currently working in the ACCU/Maternal Child Health program, I process prenatal risk assessments, local health service requests, ombudsman reports and any referral made in support of at risk pregnant women, children and the general population if they are having problems with a health issue or coverage concern. In addition to program specific duties, I track and order all supplies for 7 departments in our Carroll St. location. I also do all the purchasing of non-supply items through our purchase order and corporate credit card system for the same departments as well as make travel arrangements for staff attending meetings, trainings or seminars. I create and oversee the yearly mail duty roster and make sure the mail is distributed to the correct departments. I oversee our print shop including the ordering of supplies, maintenance of the Xerox machines, postal machine, shredder and printers and resolve problems with the machines when needed as well as with other areas in our building such as the lunchroom and bathroom equipment or report to Maintenance if I am unable to resolve a problem. I make sure information on our bulletin boards are current and correct and work health fairs at various locations in our community as well as compile and update a list of resources for our clients various needs and I will be taking over the updating of our divisions website information.

DOCKETMASTERS Salisbury, MD

Research/Data Entry (2006-2008)

Working from home, researched, verified and edited client data. Data was then sent via email to client in an excel spreadsheet format. Work involved the use of an automated computer program as well as manually researching data and the use of Maryland's Case Search.

MOTHERS AGAINST DRUNK DRIVING Salisbury, MD

Office Manager (2000-2006)

Managed all aspects of the local MADD office including account payables and receivables, purchasing, planning community and fundraising events and assisting victims with court cases, emotional support and resource information. Educated the public about our mission and accomplishments through school presentations, community fairs and writing our quarterly newsletter. Recruited volunteers and placed them in the various programs we offered and needed help with throughout the year. Organized the monthly Victim Impact Panels, a court ordered program for offenders for all nine counties on the Eastern Shore, and reconciled the registration fee they paid as well as reported the attendance to the court responsible for their case. Organized our yearly Law Enforcement Appreciation event. Attended the monthly board meetings and reported our chapters progress and took and processed the minutes.

EDUCATION: Educational background is highlighted by college coursework in Liberal Arts, Computer Science and Accounting coupled with career related seminars, workshops and the Diversified Occupation Program, Lehigh County Vo-Tech; received the outstanding achievement award.

COMMUNITY: Halo Women's and Children's Shelter and the Halo Café, Salisbury, MD

REFERENCES: Furnished upon request