

RESOLUTION NO. 2787


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

Name
Virginia Hussey

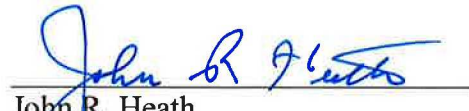
Term Ending
November 2020

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

ATTEST:



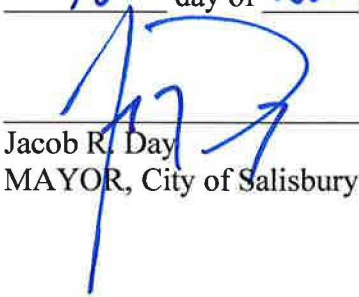
Kimberly R. Nichols
CITY CLERK



John R. Heath
PRESIDENT, City Council

APPROVED BY ME THIS

15 day of Nov, 2017.



Jacob R. Day
MAYOR, City of Salisbury



City of
Salisbury
Jacob R. Day, Mayor

MEMORANDUM

To: Julia Glanz, City Administrator
From: Sarah Robins, Administrative Office Assistant
Subject: Appointment to the Friends of Poplar Hill Mansion
Date: October 18, 2017

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

<u>Name</u>	<u>Term Ending</u>
Virginia Hussey	November 2020

Attached you will find information from Virginia Hussey 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

Ginny Hussey
918 Green-Mor Ave
Salisbury, MD 21804

July 11, 2017

Dear Nancy Robertson,

The purpose of this letter is to express an interest in becoming a member of the Board for Poplar Hill Mansion. My experiences volunteering at the mansion are both enjoyable and interesting. I feel that becoming more active as a board member will support my interest in historical architecture. Further, I have an interest in the preservation of the mansion and the associated activities.

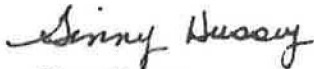
I have lived in Wicomico County since 1972. I was employed by Valley National Gases for 20 years, Barton Malow Construction Company for 2 years and the City of Salisbury for 6 ½ years all in the administrative field. During my career I was actively involved in the International Association of Administrative Professionals (IAAP) and served as the Delaware-Maryland-District of Columbia Division President 2014-2015. For the City of Salisbury I have written several Community Legacy Grants, Program Open Space Grants, administered the Community Development Block Grants and the Friends of Poplar Hill Mansion Storm Window Grant.

My current membership:

- Poplar Hill Mansion Volunteer

In closing, I have always enjoyed being an active member of various organizations. I have the time and desire to be a support a position on the board at Poplar Hill Mansion. Please contact me if I can provide any further information you need.

Sincerely,



Ginny Hussey

Professional Profile

I have successfully written, and have been awarded, three Community Legacy grants for Downtown improvements for local business owners, two Program Open Space grants, one for the Salisbury Marina Boathouse and one for Basketball Court Restoration at Waterside Park. I have written a third Community Legacy grant for Salisbury Neighborhood Intervention Program – 2016, which is now under review. I administered the MHAA grant for the Poplar Hill Mansion Storm Window Replacement Grant. I also review the ESG grants and CDBG grants.

- Proficient in the HUD IDIS Reporting System
- Proficient in the Microsoft Office Suite
- Prepare Quarterly Financial Status Reports to HUD
- Prepare Semi-Annual Financial Reports to HUD
- Prepare Annual Financial Reports to HUD
- Administer Department Programs
- Track and Maintain CDBG Draw-downs
- Process and Track Purchase Orders, Requisitions, Invoices and Purchase Authorizations
- Maintain and Track Computer Records
- Prepare Bi-Weekly Payroll Timesheets
- Liaison between the City and The Friends of Poplar Hill Mansion
- Liaison Between the Community Development Department and the Local COC (Continuum of Care)

Professional Accomplishments

International Association Of Administrative Professionals (IAAP®)

- Achieved Certified Administrative Professional – Organizational Management (CAP-OM) Certification May 2006, recertified May 2011.
- Leadership – DE-MD-DC Division President 2014 – 2015
DE-MD-DC Division Vice President 2013-2014
DE-MD-DC Division Secretary 2011-2013
- You're the Best Achievement Award 2014
- Member of Excellence – 2009, 2011, 2012, 2013, 2014
- I Have Presented at IAAP Conferences with over 100 Attendees Present
- I Have Facilitated an IAAP National Webinar Conference

Administrative

- 2012 Wicomico County Administrative Professional of the Year
- Experience in Grant Procurement and Administration
- Experience in Event Planning
- Ability to Prioritize, Multitask, Organize and Pay Attention to the Fine Details of Projects.

Public Service

- Notary Public
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Work History

Administrative Support Specialist	City of Salisbury, Salisbury, MD	December 10, 2010 to June 30, 2017 (Retired)
Project Secretary	Barton Malow, Salisbury, MD	June 2008 to November 2009
Office Manager	Valley National Gases, Salisbury, MD	May 1994 to June 2008
Administrative Assistant	Hess Apparel, Salisbury, MD	September 1992 to April 1994

Education

English/History Major	Salisbury University, Salisbury, MD.	Attended (3 years)
Business Banking Management Courses	Wor-Wic Community College	Continuing Professional Education (2 year Course)
Microsoft Office Suite	Wor-Wic Community College	Continuing Professional Education
Office Management	Wor-Wic Community College	Continuing Professional Education
Grant Writing A-Z	Wor-Wic Community College	Continuing Professional Education
Preparing for the Competitive Grants Game	The State of Maryland Governor's Grants Office	Continuing Professional Education
Professional Training	Education provided by the International Association of Administrative Professionals (IAAP) Several seminars provided by Fred Pryor & Skillpath	Continuing Professional Education

References

References are available upon request.
