

**Personal Data Record Form**

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**Profile****FOR PUBLIC INFORMATION**

All appointments to City Boards and Commissions are made by the City Council through the Executive Secretary for Boards and Commissions. **APPLICANTS MAY ONLY APPLY FOR ONE VACANCY AT A TIME.** Please complete this application in its entirety. Your application will be forwarded to the City Council. Fill in all applicable blanks on the form. Incomplete applications will not be forwarded to City Council. All applicants are encouraged to contact the Council members and introduce themselves.

**New Applicant or Current Member**

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☒ Current Member

Scott

First Name

Campbell

Last Name

Email Address

**Date of Birth**

---

**Place of Birth**

---

**Home Address**

Street Address

Suite or Apt

City

State

22310

Postal Code

Primary Phone

Alternate Phone

Army

Employer

Retired

Job Title

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Applicants may only apply for **ONE** board/commission/committee at a time.

**Which Boards would you like to apply for?**

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Alexandria-Caen Sister City Committee: Submitted

## Type of Position/Role

Member

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## Demographics

Do you currently live in the City of Alexandria?

☐ Yes ☒ No

If yes, how long?

7 years

Have you ever attended a meeting of the Board or Commission for which you are applying?

☒ Yes ☐ No

Have you ever served the City of Alexandria in any capacity?

☒ Yes ☐ No

If yes, please explain

I have been an active committee member of the Alexandria-Caen Sister City Committee for the past six years. Specifically, I have been on the subcommittee that has organized and conducted the D-Day commemoration event each year, primarily with my coordination for participation of the U.S. Army Old Guard Color Guard and Fife & Drum Corps. I have also assisted in the coordination and conduct of the vast majority of the many events that this committee has performed during the past six years.

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## Interests & Experiences

Statement of Interest/Why You Should Be Appointed

I served in the Army for 31 years. The last 21 years were in military research and development (R&D) work. One of my assignments posted me to Paris for three and a half years (1999 to 2002) as the only U.S. Army officer assigned to the NATO Research and Technology Agency at that time. I organized military R&D workshops and conferences throughout Europe and the U.S. during my tenure in that position, gaining a working fluency in French. While there, I took a number of trips to the Normandy area and was very impressed with the friendly views towards Americans held by the majority of the inhabitants from that part of France. I would like to continue the opportunity to embrace and reciprocate those views as a recent former resident of the wonderful City of Alexandria. Additionally, we have visited the Normandy area twice in the past year and once stayed in Caen for a few days. We coordinated with the former chair of the Caen sister city committee to strengthen the bonds between our two sister city committees.

**Are you currently a member of a City Board, Commission, Committee or Authority?**

☒ Yes ☐ No

**If yes, please list the board:**

Alexandria-Caen Sister City Committee

**How many terms have you served on this board?**

3

**If you have served more than two consecutive terms on this board, please state the specific qualifications you possess which merit consideration for continued service:**

I have been an active committee member of the Alexandria-Caen Sister City Committee for the past six years. Specifically, I have been on the subcommittee that has organized and conducted the D-Day commemoration event each year, primarily with my coordination for participation of the U.S. Army Old Guard Color Guard and Fife & Drum Corps. I have also assisted in the coordination and conduct of the vast majority of the many events that this committee has performed during the past six years.

**Have you applied for a position on a City Board, Commission, Committee or Authority in the last six months?**

☐ Yes ☒ No

**If yes, please state the names of the boards for which you have applied**

[Upload a Resume](#)

**Are you now paid by the City of Alexandria?**

☐ Yes ☒ No

**If yes, please state your department, job title, and describe your duties:**

**Do any of your immediate relatives or business associates now serve the City of Alexandria in any capacity?**

☐ Yes ☒ No

**If yes, please explain:**

**Attendance Requirements: Sec. 2-4-7 of the City Code requires appointees to attend at least 75% of the yearly committee meetings. Absences may be excused because of personal illness or serious illness of members of the immediate family, death of a family member, unscheduled business trips and emergency work assignments only. All other absences are recorded as unexcused. In light of the aforementioned statement, will you be able to attend at least 75% of the regular meetings of the board which you may be appointed?**

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☒ Yes ☐ No

**If applicable, will you comply with the provisions of the City's conflict of interest requirements in City Ordinance 2867?**

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☒ Yes ☐ No

**EDUCATIONAL BACKGROUND (Please list certificates, diplomas, degrees, seminars, etc.):**

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Civilian - Bachelor of Science in Business Management (1980) and Masters of Business Administration (1982) from York College of Pennsylvania Military – Field Artillery Officers Advanced Course (1986), Materiel Acquisition Management Course (1992), and resident Command and General Staff College (1997)

**SUMMARY OF WORK AND PRACTICAL EXPERIENCE (Please list titles and duties for the past five years):**

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Retired from the Army in 2013 after 31 years. • President of the Autism Society of Northern Virginia (ASNV) from 2012 to 2013 and from 2018 to present. Vice-President from 2009 to 2012. Secretary from 2008 to 2009. Board member since 2003. • Former President of Parents Of Autistic Children- Northern Virginia (POAC-NoVA) from 2004 to 2006. Vice President from 2015 to 2022. Board chair from 2022 to present. Executive Director from 2004 to 2008. Board member since 2003. • Board member of the Autism Community Alliance since 2021. • Parent representative for the Virginia Regional Educational Assessment Crisis Response and Habilitation (REACH) Program Advisory Council since March 2018. • Member of Virginia Autism Public Safety Advisory Council since 2010 until 2017, when it was disbanded. Selected as co-chair of the parent training module in April 2011. One of only two parents certified to teach the parent training module since December 2011. • Frequent speaker at over 600 autism workshops and support group meetings throughout Northern Virginia, Southern Maryland, and beyond on a host of topics, including advocacy, extended school year services, IDEA, safety and many other concerns, including over a dozen of them in national forums since 2004. • Autism safety and awareness trainer of families and first responder (law enforcement, firefighters, EMTs and others) personnel primarily in Virginia, Maryland, and DC since 2005. Have done over 400 of these training sessions, including a dozen of them in national forums.

**REFERENCES (Please list names and addresses of four references that you have contacted and support your application).**

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[Redacted references section]

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**Non-Discrimination Data Supplemental Questions**

**By submitting this application electronically, I hereby certify that all information contained herein is true and complete and that the transaction will be subject to the Virginia Uniform Electronic Transactions Act..**

Scott Campbell

**Personal Data Record Form****Profile****FOR PUBLIC INFORMATION**

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**New Applicant or Current Member**☒ New Applicant

Kathleen

First Name

Griffin

Last Name

Email Address

**Date of Birth****Place of Birth****Home Address**

Street Address

Suite or Apt

City

State

22314

Postal Code

Primary Phone

Alternate Phone

Retired from U.S. Securities and  
Exchange Commission 2017

Employer

Chief Compliance Officer

Job Title

Applicants may only apply for **ONE** board/commission/committee at a time. DUPLICATE APPLICATIONS WILL NOT BE CONSIDERED.

**Which Boards would you like to apply for?**

Alexandria-Caen Sister City Committee: Submitted

## Type of Position/Role

Volunteer

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## Demographics

Do you currently live in the City of Alexandria?

☒ Yes ☐ No

If yes, how long?

12.5 years

Have you ever attended a meeting of the Board or Commission for which you are applying?

☐ Yes ☒ No

Have you ever served the City of Alexandria in any capacity?

☒ Yes ☐ No

If yes, please explain

I have been a volunteer with the Alexandria Police Department for the past year. I have worked with the Public Information Officer (Marcel Bassett), assisted with the coordination of the community academy (Virginia Obranovich) and also volunteer in the Fingerprinting office.

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## Interests & Experiences

Statement of Interest/Why You Should Be Appointed

I am interested in exploring the relationship between Alexandria and Caen. Given my business background and strong project management skills I am confident that I can make a significant contribution to the Committee.

Are you currently a member of a City Board, Commission, Committee or Authority?

☐ Yes ☒ No

If yes, please list the board:

How many terms have you served on this board?

**If you have served more than two consecutive terms on this board, please state the specific qualifications you possess which merit consideration for continued service:**

**Have you applied for a position on a City Board, Commission, Committee or Authority in the last six months?**

☐ Yes ☒ No

**If yes, please state the names of the boards for which you have applied**

[Upload a Resume](#)

**Are you now paid by the City of Alexandria?**

☐ Yes ☒ No

**If yes, please state your department, job title, and describe your duties:**

**Do any of your immediate relatives or business associates now serve the City of Alexandria in any capacity?**

☐ Yes ☒ No

**If yes, please explain:**

**Attendance Requirements: Sec. 2-4-7 of the City Code requires appointees to attend at least 75% of the yearly committee meetings. Absences may be excused because of personal illness or serious illness of members of the immediate family, death of a family member, unscheduled business trips and emergency work assignments only. All other absences are recorded as unexcused. In light of the aforementioned statement, will you be able to attend at least 75% of the regular meetings of the board which you may be appointed?**

☒ Yes ☐ No

**If applicable, will you comply with the provisions of the City's conflict of interest requirements in City Ordinance 2867?**

☒ Yes ☐ No

**EDUCATIONAL BACKGROUND (Please list certificates, diplomas, degrees, seminars, etc.):**

B.A. Sociology University of Massachusetts

**SUMMARY OF WORK AND PRACTICAL EXPERIENCE (Please list titles and duties for the past five years):**

Please see attached CV.

**REFERENCES (Please list names and addresses of four references that you have contacted and support your application).**

[Redacted]

**Non-Discrimination Data Supplemental Questions**

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**SUBMISSION OF THIS PAGE IS VOLUNTARY**

**Confidential - NOT FOR PUBLIC INFORMATION**

**Non-Discrimination Data Supplemental Questions  
For Applications to City Boards, Commissions, and Committees**

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The HRC's main role is to ensure discrimination does not occur in our city based on race, color, sex, religion, ancestry, national origin, marital status, familial status, age, sexual orientation or disability with respect to housing, employment, public accommodations, health and social services, education, credit or city contracts.

**Date of Application**

[Redacted]



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**New Applicant or Current Member**☒ New Applicant

Krystal

First Name

Johnson

Last Name

Email Address

**Date of Birth****Place of Birth****Home Address**

Street Address

Suite or Apt

City

State

22311

Postal Code

Primary Phone

Alternate Phone

Ernst and Young

Employer

Senior Tech Consultant

Job Title

Applicants may only apply for **ONE** board/commission/committee at a time. DUPLICATE APPLICATIONS WILL NOT BE CONSIDERED.

**Which Boards would you like to apply for?**

Alexandria-Caen Sister City Committee: Submitted

Krystal Johnson

## Type of Position/Role

Citizen

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## Demographics

Do you currently live in the City of Alexandria?

☒ Yes ☐ No

If yes, how long?

3 months

Have you ever attended a meeting of the Board or Commission for which you are applying?

☐ Yes ☒ No

Have you ever served the City of Alexandria in any capacity?

☐ Yes ☒ No

If yes, please explain

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## Interests & Experiences

Statement of Interest/Why You Should Be Appointed

I am interested in being appointed to an advisory board to help make my community be the best that it can be. Previously, I worked for the City of Charlotte in their water department. While my role consisted of any activities, one that I consistently performed was to serve as the staff liaison for the Water Advisory Committee. During these monthly meetings, I was able to learn more about what the utility was doing in the community and hear about the obstacles that the department faced as they provided services and strove to achieve long term goals. These meetings afforded me the ability to have more intimate knowledge than many of my peers, and allowed me to go above and beyond in my work. As a new member to this community, I am eager to be on the opposite side of the spectrum; this time instead of listening and taking the meeting minutes, I can provide feedback on ways to enhance the community around me. I would relish to opportunity to learn more about my new home in various ways, while also doing my part to set Alexandria up for a path of long term success.

Are you currently a member of a City Board, Commission, Committee or Authority?

☐ Yes ☒ No

If yes, please list the board:

How many terms have you served on this board?

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If you have served more than two consecutive terms on this board, please state the specific qualifications you possess which merit consideration for continued service:

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Have you applied for a position on a City Board, Commission, Committee or Authority in the last six months?

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☐ Yes ☒ No

If yes, please state the names of the boards for which you have applied

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Upload a Resume

Are you now paid by the City of Alexandria?

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☐ Yes ☒ No

If yes, please state your department, job title, and describe your duties:

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Do any of your immediate relatives or business associates now serve the City of Alexandria in any capacity?

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☐ Yes ☒ No

If yes, please explain:

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**Attendance Requirements: Sec. 2-4-7 of the City Code requires appointees to attend at least 75% of the yearly committee meetings. Absences may be excused because of personal illness or serious illness of members of the immediate family, death of a family member, unscheduled business trips and emergency work assignments only. All other absences are recorded as unexcused. In light of the aforementioned statement, will you be able to attend at least 75% of the regular meetings of the board which you may be appointed?**

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☒ Yes ☐ No

If applicable, will you comply with the provisions of the City's conflict of interest requirements in City Ordinance 2867?

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☒ Yes ☐ No

**EDUCATIONAL BACKGROUND (Please list certificates, diplomas, degrees, seminars, etc.):**

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Master of Public Affairs University of Missouri Certificate in Non-Profit Management Bachelor of Science in Marketing Clemson University Minor in Communications Certificate in Leadership Certificate in Data Analytics Data Science for All/Correlation One Coursework in Python, SQL, and Data Visualization Certificate in Hospitality and Tourism Management Florida Atlantic University Coursework in Law, Finance, and Marketing

**SUMMARY OF WORK AND PRACTICAL EXPERIENCE (Please list titles and duties for the past five years):**

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Senior Technology Consultant July 2021 - Present Ernst and Young, Remote (Charlotte, NC/McLean, VA Office) EY is one of the largest professional services networks in the world, primarily providing accounting and financial auditing, consulting, operational strategy, technology, and tax services to its clients. • Collaborate frequently with C-level executives to understand project needs and desired outcomes • Directed an international team regarding software requirements on a financial services project for a large American department store chain • Generated training documentation and user acceptance testing guidelines for a Fortune 500 company • Produced standard operating procedures for a state government entity as they moved COVID-19 vaccine data from a temporary system to a permanent software solution Management Analyst January 2019 – July 2021 Mecklenburg County - Office of the Tax Collector, Charlotte, NC Key business unit within Mecklenburg County government responsible for collecting \$9 billion dollars annually through property and business tax monies that are used to fund pertinent community services • Maximized long-term collections by identifying trends that led to \$34 million increase in tax delinquency • Analyzed daily payments against historical data to recommend staffing adjustments to management • Guided the management team to develop an efficient on-boarding process and produced 5 operating manuals detailing department policies, business procedures, and State regulations for new hires • Evaluated financial and performance data to prepare quantitative and visual reports for County leadership that detailed progress on 27 key performance measures and 5 strategic business goals • Identified goals, scope, constraints, and outcomes on strategic projects and served as project manager • Presented annual tax briefing and created supporting materials for County staff and municipal leaders Administrative Officer II (Special Projects Coordinator) June 2016 - January 2019 The City of Charlotte - Charlotte Water, Charlotte, NC Award-winning water and sewer utility within the City of Charlotte municipality that services over 1 million customers around the greater Mecklenburg County region • Managed a campaign to create 2100 billable customer accounts for previously unlawful water users • Steered a committee of 6 to improve bulk water delivery program by implementing a process to certify and train 1000+ businesses to obtain water legally and safely from fire hydrants • Negotiated with an agency to share a 10,000-gal tanker for fuel delivery, saving roughly \$100,000 • Led a team of 8 to develop a records policy for 15,000+ mail items received annually across 17 locations • Assessed the water irrigation program to recommend productivity enhancements during droughts Project Coordinator February 2015 – June 2016 Franklin Energy, Charlotte, NC Energy efficiency leader that implemented the Home Energy House Call assessment program through Duke Energy, one of the nation's largest energy providers, to promote sustainability and conservation to their customer base • Aligned daily schedules for 12 energy advisors across 5 states to complete 1400+ energy audits monthly • Sourced, stored, and distributed the inventory of 2000+ energy efficiency kits to advisors monthly • Liaised between company and vendor (Oracle) to implement technology that automatically generated work schedules

**REFERENCES (Please list names and addresses of four references that you have contacted and support your application).**

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**Non-Discrimination Data Supplemental Questions**

Personal Data Record Form

Profile

FOR PUBLIC INFORMATION

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New Applicant or Current Member

☒ New Applicant

Walter Nicklin  
First Name Last Name

[Redacted]  
Email Address

Date of Birth

[Redacted]

Place of Birth

[Redacted]

Home Address

[Redacted] [Redacted]  
Street Address Suite or Apt  
[Redacted] [Redacted] 22314  
City State Postal Code

[Redacted] [Redacted]  
Primary Phone Alternate Phone

self writer  
Employer Job Title

Applicants may only apply for **ONE** board/commission/committee at a time. DUPLICATE APPLICATIONS WILL NOT BE CONSIDERED.

Which Boards would you like to apply for?

Alexandria-Caen Sister City Committee: Submitted

## Type of Position/Role

citizen

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## Demographics

Do you currently live in the City of Alexandria?

☒ Yes ☐ No

If yes, how long?

22+ years

Have you ever attended a meeting of the Board or Commission for which you are applying?

☐ Yes ☒ No

Have you ever served the City of Alexandria in any capacity?

☐ Yes ☒ No

If yes, please explain

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## Interests & Experiences

Statement of Interest/Why You Should Be Appointed

I have a long-standing interest in international relations, especially Western Europe. Most recently, I have been a frequent contributor of for foreign-destination travel stories for The Washington Post. Early in my career, I worked in Brussels for the European Union and wrote for The Economist. As a Virginia-based publishing entrepreneur, I started a number of regional travel-oriented magazines, including Mid-Atlantic Country, New Dominion, and The Piedmont Virginian. My Alexandria roots are strong, going back three generations and having graduated from Episcopal High School. My oldest daughter grew up here and now lives in France, where she edits the digital newsletter Bonjour Paris.

Are you currently a member of a City Board, Commission, Committee or Authority?

☐ Yes ☒ No

If yes, please list the board:

How many terms have you served on this board?

If you have served more than two consecutive terms on this board, please state the specific qualifications you possess which merit consideration for continued service:

Have you applied for a position on a City Board, Commission, Committee or Authority in the last six months?

☐ Yes ☒ No

If yes, please state the names of the boards for which you have applied

[Upload a Resume](#)

Are you now paid by the City of Alexandria?

☐ Yes ☒ No

If yes, please state your department, job title, and describe your duties:

Do any of your immediate relatives or business associates now serve the City of Alexandria in any capacity?

☐ Yes ☒ No

If yes, please explain:

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☒ Yes ☐ No

If applicable, will you comply with the provisions of the City's conflict of interest requirements in City Ordinance 2867?

☒ Yes ☐ No

**EDUCATIONAL BACKGROUND (Please list certificates, diplomas, degrees, seminars, etc.):**

B.A., English & German, Washington & Lee University M.A., Foreign Affairs, University of Virginia  
additional study at Universitat Wien in Austria

**SUMMARY OF WORK AND PRACTICAL EXPERIENCE (Please list titles and duties for the past five years):**

Publisher, Rappahannock News, Washington, VA Freelance writer

**REFERENCES (Please list names and addresses of four references that you have contacted and support your application).**

**Non-Discrimination Data Supplemental Questions**

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The HRC's main role is to ensure discrimination does not occur in our city based on race, color, sex, religion, ancestry, national origin, marital status, familial status, age, sexual orientation or disability with respect to housing, employment, public accommodations, health and social services, education, credit or city contracts.

**Date of Application**



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**New Applicant or Current Member**☒ New Applicant

Sara

First Name

Rhoades

Last Name

Email Address

**Date of Birth****Place of Birth****Home Address**

Street Address

Suite or Apt

City

State

22314

Postal Code

Primary Phone

Alternate Phone

HRSA

Employer

Grants Management Specialist

Job Title

Applicants may only apply for **ONE** board/commission/committee at a time. DUPLICATE APPLICATIONS WILL NOT BE CONSIDERED.

**Which Boards would you like to apply for?**

Alexandria-Caen Sister City Committee: Submitted

Sara Rhoades

## Type of Position/Role

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Citizen

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## Demographics

Do you currently live in the City of Alexandria?

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☒ Yes ☐ No

If yes, how long?

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9 years

Have you ever attended a meeting of the Board or Commission for which you are applying?

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☐ Yes ☒ No

Have you ever served the City of Alexandria in any capacity?

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☒ Yes ☐ No

If yes, please explain

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2015 - 2017 - City of Alexandria General Services Administration: Assisted the City of Alexandria in securing and managing a two-year USDA Farmers' Market Promotion Program grant for expanding the Alexandria Old Town Farmers' Market SNAP/EBT capacity and initiating new community food equity programs at the market. 2019 to 2021 - City of Alexandria Community Services Board Member

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## Interests & Experiences

Statement of Interest/Why You Should Be Appointed

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I have more than 20 years' experience as a project manager, analyst, and educator. I'm interested in serving my community and my city and believe that I can contribute in an effective and helpful way to this Board when there is a vacancy. I noticed that several commissions may be ending in early 2023 and I would like to be considered. I have excellent oral and written communication skills and interpersonal relationship management skills. I also have demonstrated education, customer-service and time-management skills required to work well in a fast-paced multicultural and multidisciplinary environment. I'm interested in participating in multicultural events and community building activities for the City of Alexandria, my adopted city and place where I was born.

Are you currently a member of a City Board, Commission, Committee or Authority?

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☐ Yes ☒ No

If yes, please list the board:

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How many terms have you served on this board?

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If you have served more than two consecutive terms on this board, please state the specific qualifications you possess which merit consideration for continued service:

---

Have you applied for a position on a City Board, Commission, Committee or Authority in the last six months?

---

☐ Yes ☒ No

If yes, please state the names of the boards for which you have applied

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Upload a Resume

Are you now paid by the City of Alexandria?

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☐ Yes ☒ No

If yes, please state your department, job title, and describe your duties:

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Do any of your immediate relatives or business associates now serve the City of Alexandria in any capacity?

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☐ Yes ☒ No

If yes, please explain:

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**Attendance Requirements: Sec. 2-4-7 of the City Code requires appointees to attend at least 75% of the yearly committee meetings. Absences may be excused because of personal illness or serious illness of members of the immediate family, death of a family member, unscheduled business trips and emergency work assignments only. All other absences are recorded as unexcused. In light of the aforementioned statement, will you be able to attend at least 75% of the regular meetings of the board which you may be appointed?**

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☒ Yes ☐ No

If applicable, will you comply with the provisions of the City's conflict of interest requirements in City Ordinance 2867?

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☒ Yes ☐ No

**EDUCATIONAL BACKGROUND (Please list certificates, diplomas, degrees, seminars, etc.):**

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MS, Geology, Washington State University: GPA – 3.9 MS, Nutrition and Food Studies, George Mason University: GPA – 4.0 MS, Geology, Washington State University: GPA – 3.9

Sara Rhoades

**SUMMARY OF WORK AND PRACTICAL EXPERIENCE (Please list titles and duties for the past five years):**

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Job Title: GRANTS MANAGEMENT SPECIALIST Name of Employer: HHS Health Resources Services Administration (HRSA), Rockville, MD Dates of Employment: 09/28/2020 to present; 40 hours/week Detailed Description of Job Duties: Responsible for all business management matters associated with the Bureau of Primary Healthcare Health Center Branch and Covid-19 grants, including grant proposal review, negotiations, award, administration, and clarification on award and post award grant management matters. • Provides expertise on award regulations, policy, and financial aspects of the project. • Reviews and makes recommendations on continued Federal support for grantees and monitors compliance with post award requirements, budget questions, and cost policies. • Monitors receipt of all required reports and follows up, as necessary, to obtain delinquent reports.

Job Title: CLINICAL HEALTH/DIETETIC TECHNICIAN Name of Employer: National Institutes of Health, Clinical Center, Bethesda, MD Dates of Employment: 09/03/2019 to 09/26/2020; 40 hours/week Detailed Description of Job Duties: Provided technical assistance to research dietitians and medical staff in managing the care and research support services for critically ill patients in the NIH Clinical Center. Work involved communicating effectively with patients to obtain and share information, interview, and educate, direct employees, and solve problems.

Job Title: WOMEN, INFANTS, & CHILDREN NUTRITIONIST Name of Employer: Unity Healthcare, Washington, D.C. Dates of Employment: 08/14/2017 to 08/15/2019; 37.5 hours/week Detailed Description of Job Duties: Assessed the nutrition and health risks of pregnant woman, post partum women and infants through children five years old. Included an in-depth assessment of their eating patterns, economic and cultural backgrounds, food preference, medical history, laboratory values, and other data. Trained in motivational interviewing and active listening. • Certified participants for the WIC program and prescribed food packages that addressed the individual client's medical and nutritional needs, taking into consideration food preferences, cultural background, and housing. • Provided individual nutritional consultation as well as group education to women and children, emphasizing preventive health. Provided coaching/counseling sessions to create a supportive environment for patients and help them identify goals to improve health and well-being habits. • Offered education and guidance on health matters, healthy food preparation, establish goals and accountability, develop a plan and follow up coaching. Provided brief interventions aimed at helping participants understand what actionable behaviors may positively influence their health. • Educated participants on other health topics such as drug-nutrient interactions and food safety. • Coordinated nutritional care with other members of the health care team to assure comprehensive medical and social services for clients, including referrals for related services, such as substance abuse intervention, dentistry, healthcare, primary care physicians, psychologists, etc. • Documented nutrition education and counseling services and anthropometric and hematological data in the CARES medical record system.

Managerial Duties – Team manager of the Upper Cordozo WIC office. Supervise five employees onsite. Accomplishments – Provided education and counseling to more than 5,000 WIC participants in two years. Created quarterly lesson plans for group education for all Unity Healthcare WIC sites.

Job Title: GRANT COORDINATOR FOR USDA GRANTS Name of Employer: City of Alexandria, Virginia; General Services Department Dates of Employment: 01/15/2015 to 03/30/2017; 20-25 hours per week. Detailed Description of Job Duties: Assisted the City of Alexandria in securing and managing a two-year USDA Farmers' Market Promotion Program grant for expanding the Alexandria Old Town Farmers' Market SNAP/EBT capacity and initiating new community food equity programs at the market.

Grant Management Specialized Experience • Grants Initiation – Initiated the introductory actions that began the grant process – finding the grant and preparing the grant application. • Program monitoring and evaluation – Administered the USDA grants portfolio and assisted with the activities related to monitoring grants, including writing progress reports; preparing for on-site visits; and preparing all required progress reports throughout the grant lifecycle. • Monitored grant project operations and communicated with the grantor regarding on the grants process, regulatory requirements, and specific issues surrounding the application, such as purchasing requirements. • Reporting – Prepared written progress reports in accordance with federal regulations; summarized quarterly and semi-annual program accomplishments and effectiveness. • Created briefing materials and disseminated grant information to a variety of City departments regarding grant requirements. • USDA FINI grant program management (sub-grantee to Wholesome Wave) – In addition to the USDA FMPP grant, also managed the Food Insecurity Nutrition Incentive (FINI) sub-grant to Wholesome Wave; participated in the University of Delaware randomized control trial research program as part of this sub-grant. • Managerial Duties – Hired, managed, and supervised 10 volunteers for the USDA grant program. Communications/Community

Service • Community outreach – Created public relations collateral (English & Spanish) and managed the community outreach program with other city agencies (Alexandria DCHS and ARHA). • Child Education Programs – created children’s education programs and conducted four market tours/and food educational experiences for children 8 to 10 years old. • Social media and the press– Posted bi-weekly updates on the City Twitter and Facebook pages. • Market newsletter – Created a weekly newsletter and sent out to more than 2,000 City customers. • YouTube videos – Created a professional video promoting the market: <https://youtu.be/VP9HmeXgiUI> New Community Programs Created the grant food rescue program called Bike for Good. Volunteers collect donated fresh market produce and distribute to the low-income population in Alexandria via bicycles: • Represented the City of Alexandria in the media for several news stories. Promoted/marketed the food rescue program with media outlets (see AARP story and Alexandria Gazette - <http://www.alexandriagazette.com/news/2016/aug/31/alexandria-royal-mile/>) and social media. • Created a YouTube video of the food rescue program (<https://www.youtube.com/watch?v=DdijqOf5m4Q>). • Managerial Duties – Hired and managed 20 to 30 monthly volunteers.

**REFERENCES (Please list names and addresses of four references that you have contacted and support your application).**

**Non-Discrimination Data Supplemental Questions**

By submitting this application electronically, I hereby certify that all information contained herein is true and complete and that the transaction will be subject to the Virginia Uniform Electronic Transactions Act..

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**Non-Discrimination Data Supplemental Questions  
For Applications to City Boards, Commissions, and Committees**

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The HRC's main role is to ensure discrimination does not occur in our city based on race, color, sex, religion, ancestry, national origin, marital status, familial status, age, sexual orientation or disability with respect to housing, employment, public accommodations, health and social services, education, credit or city contracts.

**Date of Application**

**Personal Data Record Form****Profile****FOR PUBLIC INFORMATION**

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**New Applicant or Current Member**☒ New Applicant

Kathryn

First Name

Taplett

Last Name

Email Address

**Date of Birth****Place of Birth****Home Address**

Street Address

Suite or Apt

City

State

22314

Postal Code

Primary Phone

Alternate Phone

MediaComms, LLC

Employer

Managing Director

Job Title

Applicants may only apply for **ONE** board/commission/committee at a time. DUPLICATE APPLICATIONS WILL NOT BE CONSIDERED.

**Which Boards would you like to apply for?**

Alexandria-Caen Sister City Committee: Submitted

## Type of Position/Role

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Citizen

---

## Demographics

Do you currently live in the City of Alexandria?

---

☒ Yes ☐ No

If yes, how long?

---

10 years

Have you ever attended a meeting of the Board or Commission for which you are applying?

---

☐ Yes ☒ No

Have you ever served the City of Alexandria in any capacity?

---

☐ Yes ☒ No

If yes, please explain

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## Interests & Experiences

Statement of Interest/Why You Should Be Appointed

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Since my recent retirement from the corporate world, I have a desire (and the time) to become more involved with Alexandria's activities and the mission of the Alexandria-Caen Sister City committee piqued my interest. I enjoy collaborating and committee work allows one to focus on the goals of the relationship. I've had the opportunity to connect and collaborate with other nonprofit work (AIAA and NASA, DEI for Aviation Week, Women in Aerospace) across the aerospace industry which has allowed me to expand my personal knowledge and professional development. I'm interested in the sister city committee role because I view it as an opportunity to expand viewpoints and pave the way for fulfilling experiences, to celebrate the uniqueness of Alexandria and Caen to a broader audience.

Are you currently a member of a City Board, Commission, Committee or Authority?

---

☐ Yes ☒ No

If yes, please list the board:

---

How many terms have you served on this board?

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**If you have served more than two consecutive terms on this board, please state the specific qualifications you possess which merit consideration for continued service:**

**Have you applied for a position on a City Board, Commission, Committee or Authority in the last six months?**

☐ Yes ☒ No

**If yes, please state the names of the boards for which you have applied**

[Upload a Resume](#)

**Are you now paid by the City of Alexandria?**

☐ Yes ☒ No

**If yes, please state your department, job title, and describe your duties:**

**Do any of your immediate relatives or business associates now serve the City of Alexandria in any capacity?**

☐ Yes ☒ No

**If yes, please explain:**

**Attendance Requirements: Sec. 2-4-7 of the City Code requires appointees to attend at least 75% of the yearly committee meetings. Absences may be excused because of personal illness or serious illness of members of the immediate family, death of a family member, unscheduled business trips and emergency work assignments only. All other absences are recorded as unexcused. In light of the aforementioned statement, will you be able to attend at least 75% of the regular meetings of the board which you may be appointed?**

☒ Yes ☐ No

**If applicable, will you comply with the provisions of the City's conflict of interest requirements in City Ordinance 2867?**

☒ Yes ☐ No

**EDUCATIONAL BACKGROUND (Please list certificates, diplomas, degrees, seminars, etc.):**

University of Massachusetts, BA Marketing International Business, Georgetown University, certificate



**SUMMARY OF WORK AND PRACTICAL EXPERIENCE (Please list titles and duties for the past five years):**

Managing Director, MediaComms, LLC- owner of consulting company. Currently, working with two clients. VP, Revenue and Brand Management, AIAA-lead the sales and marketing teams for a non profit professional society of 30,000 aerospace engineers.

**REFERENCES (Please list names and addresses of four references that you have contacted and support your application).**

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**New Applicant or Current Member**☒ New Applicant

Tracy

First Name

Taylor

Last Name

Email Address

**Date of Birth****Place of Birth****Home Address**

Street Address

Suite or Apt

City

State

22301

Postal Code

Primary Phone

Alternate Phone

Alignment Government  
Strategies

Employer

Counsel

Job Title

Applicants may only apply for **ONE** board/commission/committee at a time. DUPLICATE APPLICATIONS WILL NOT BE CONSIDERED.

**Which Boards would you like to apply for?**

Alexandria-Caen Sister City Committee: Submitted

## Type of Position/Role

member

---

## Demographics

Do you currently live in the City of Alexandria?

☒ Yes ☐ No

If yes, how long?

25 years

Have you ever attended a meeting of the Board or Commission for which you are applying?

☐ Yes ☒ No

Have you ever served the City of Alexandria in any capacity?

☐ Yes ☒ No

If yes, please explain

---

## Interests & Experiences

Statement of Interest/Why You Should Be Appointed

I was an exchange student for a year in high school located in Nagoya, Japan. Nagoya was sister city to Los Angeles. This experience gave me first hand experience with the public diplomacy benefits of the sister city program. Professionally I do work for clients in the student exchange space. Alexandria is a wonderful community and I would like to help foster and develop its sister city relationships as a board member.

Are you currently a member of a City Board, Commission, Committee or Authority?

☐ Yes ☒ No

If yes, please list the board:

How many terms have you served on this board?

**If you have served more than two consecutive terms on this board, please state the specific qualifications you possess which merit consideration for continued service:**

**Have you applied for a position on a City Board, Commission, Committee or Authority in the last six months?**

☐ Yes ☒ No

**If yes, please state the names of the boards for which you have applied**

[Upload a Resume](#)

**Are you now paid by the City of Alexandria?**

☐ Yes ☒ No

**If yes, please state your department, job title, and describe your duties:**

**Do any of your immediate relatives or business associates now serve the City of Alexandria in any capacity?**

☐ Yes ☒ No

**If yes, please explain:**

**Attendance Requirements: Sec. 2-4-7 of the City Code requires appointees to attend at least 75% of the yearly committee meetings. Absences may be excused because of personal illness or serious illness of members of the immediate family, death of a family member, unscheduled business trips and emergency work assignments only. All other absences are recorded as unexcused. In light of the aforementioned statement, will you be able to attend at least 75% of the regular meetings of the board which you may be appointed?**

☒ Yes ☐ No

**If applicable, will you comply with the provisions of the City's conflict of interest requirements in City Ordinance 2867?**

☒ Yes ☐ No

**EDUCATIONAL BACKGROUND (Please list certificates, diplomas, degrees, seminars, etc.):**

BA, University of California, Berkeley JD, George Washington School of Law

**SUMMARY OF WORK AND PRACTICAL EXPERIENCE (Please list titles and duties for the past five years):**

Attorney and Government Relations Counsel, Alignment Government Strategies Partner, Williams & n Jensen PLC

**REFERENCES (Please list names and addresses of four references that you have contacted and support your application).**

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