

City of Asheville  
**BOARDS AND COMMISSIONS**  
Application Form

**APPLICANTS ARE STRONGLY URGED TO ATTEND SEVERAL MEETINGS OF A BOARD PRIOR TO APPLYING AND/OR APPOINTMENT TO A BOARD**

Name of board or commission(s): community rel's, sustainable adv. comm., energy + environ., greenway comm. + Homeless Initiative

Your name: charles rosenblum Home Phone #: 274.4431

Street Address: 35 beadle lane City: asheville Zip Code: 28803

Mailing Address (if different):

Employer: retired

Your position:  Office Phone #:

Resident of City asheville County buncombe Race \* w Sex \* m Age \* 61

Are you a United States Citizen (check one)? Yes  No

Residence location (check one): Central  North  South  East  West

Are you aware of any potential conflicts of interest that may arise during your service on this board (i.e., property interest, business interest, etc.)? If so, please explain:

n/a

Potential conflicts of interest do not preclude appointments.

Please indicate the area(s) of expertise that you can bring to the above board(s), and then, in detail, list education, experience, reasons for your interest, and other factors that support your interest in serving (use additional sheets if necessary).

Expertise:

Legal  Technical  Fundraising  Community Contacts  Public Speaking

Business Management (Financial)  Business Management (Operational)

Details:

M.A. Human Resource Development, former executive coach, member International Sustainability Institute.

Return to:

Maggie Burlison, City Clerk  
Post Office Box 7148  
Asheville, NC 28802-7148

Email: mburlison@ashevillenc.gov  
Telephone: 828-259-5601  
Fax #: 828-259-5499

Signature: charles rosenblum

Date: 12/15/2011

E-Mail: charlesrosenblum@msn.com

Fax #:

\* This information is requested for the sole purpose of assuring that a cross section of the community is appointed.

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Your name:  Home Phone #:

Street Address:  City:  Zip Code:

Mailing Address (if different):

Employer:

Your position:  Office Phone #:

Resident of City  County  Race \*  Sex \*  Age \*

Are you a United States Citizen (check one)? Yes  No

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Email: [mburleson@ashevillenc.gov](mailto:mburleson@ashevillenc.gov)  
Telephone: 828-259-5601  
Fax #: 828-259-5499

Signature:  Digitally signed by allison.bond@va.gov  
DN: cn=allisonbond@va.gov  
Date: 2013.11.18 13:43:30 -0500

Date:

E-Mail:

Fax #:

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**Applicants are strongly urged to attend several meetings of a board prior to applying**

Name of board or commission: Homeless Initiative Advisory Committee

Your name: Amy Upham Home Phone #: (828) 707-8032

Street address: 200 Ridgefield Ct. City: Asheville Zip Code: 28806

Mailing address (if different): \_\_\_\_\_

Employer: Smoky Mountain LME/MCO

Your position: Housing Specialist Office Phone #: (828) 225-2785 ext. 5268

Resident of City Asheville County Buncombe Race White \*  Male  Female\* Age 36 \*

Residence location (check one):  Central  North  South  East  West

Are you aware of any potential conflicts of interest that may arise during your service on this board (i.e., property interest, business interest, etc.)? If so, please explain: None

\_\_\_\_\_. Potential conflicts of interest do not preclude appointments.

Please indicate the area(s) of expertise that you can bring to the above board(s), and then in detail list education, experience, reasons for your interest, and other factors that support your interest in serving **Applicants are encouraged to provide a cover letter and/or a brief resume. Please use additional sheets if necessary.**

Amy considers herself a disAbility rights advocate and utilizes this perspective in her role as Housing Specialist for the Asheville region with Smoky Mountain LME/MCO. With experience in self-advocacy and self-determination facilitation, employment and benefits counseling, as well as macro work in mental health advocacy and Social Security's BOND research project, Amy brings a wealth of knowledge of what it takes for those with disabilities to attain their independence, including in housing.

Amy is a former recipient of a housing subsidy in NY after several months in transitional housing due to a medical crisis, so she knows first hand what it is like to lose everything to a health crisis because of having had to live paycheck to paycheck. She understands well that it is possible to do everything right and still be homeless and even go hungry in this country, which is something that shocked her when it began to occur.

As an individual who is a protected class under the ADA herself, and as a member of the LGBTQ community, Amy represents several minority contingencies that often find themselves homeless (indeed her sexual orientation played into her needing transitional housing), but she also knows from sheltered life that each person who seeks services is very different and would not pretend to know what is best for a program or region without an evidence base.

Amy currently sits on the board of Helios Warriors, an agency bringing holistic therapies to veterans in Buncombe County, and has been nominated to sit on the North Carolina Coalition to End Homelessness. She is a former member of the Erie County Coalition Against Family Violence and completed their DV basics and advanced training. Her leadership in NY for individuals with disabilities is extensive. She has attached her resume.

On boards and committees she most finds herself bringing perspective, enthusiasm and a penchant for spreading the word. She also has a knack for research and gathering aggregate data quickly. Her degree is in English so she can proofread and edit documents well.

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Asheville, N.C. 28802-7148

E-Mail: [mburleson@ashevillenc.gov](mailto:mburleson@ashevillenc.gov)  
Telephone: 259-5601  
Fax #: 259-5499

Signature: Amy E. Upham

Date: 11/20/15

E-Mail: amy.upham@smokymountaincenter.com

Fax #: \_\_\_\_\_

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# AMY E. UPHAM

^^ ^^ ^^ ^^

## EXPERIENCE

June 2015-present Smoky Mountain LME/MCO

MH/SU Housing Specialist Asheville, NC

- Manage provider agency implementation of federal and state permanent supported housing grants (\$750,000, 5 staff, 65 clients)
- Oversee \$70,000 in state transitional housing dollars for individuals with substance use diagnoses, including maintaining a waitlist and outcomes tracking
- Act as regional housing resource for individuals with mental health and substance use diagnoses
- Act as liaison for contracted mental health supervised apartments and group homes, and DIHS's Targeted Unit locations
- Co-founded and continue to assist the Rutherford-Polk Homeless Coalition for North Carolina's Balance of State

Sept. 2013-June 2015 Life Plan Trust, Inc.

Asheville, NC

*Certified Work Incentives Counselor*

- Provided benefits counseling and service referrals to 50+ clients a month who receive SSI/SSDI and reside within the 18 counties of WNC.
- Worked with local Social Security Administration and Department of Social Service offices in assuring proper implementation of benefits.
- Presented to human service personnel and clients on Work Incentives available through the Social Security Administration and state agencies, such as Medicaid and HUD.

2012-2013 Erie 1 BOCES

West Seneca, NY

*Enhanced Work Incentives Counselor*

- Composed Benefits Analysis and Summary reports for individuals enrolled in the Benefit Offset National Demonstration Project
- Conducted career assessments using Careerscope and OASYS
- Filed SSA subsidy and IRWE claims, saving individuals up to \$12,000 annually
- Published a quarterly newsletter with benefits information and research project updates for enrollees

2011-2012 Abt Associates

Buffalo, NY

*Field Interviewer/Research Assistant*

- Facilitated enrollment of >1000 individuals into the Benefit Offset National Demonstration Project
- Administered cognitive screen, informed consent to 250+ individuals
- Completed SSA Work Activity Reports, Appeals and Waivers, as needed
- Succeeded in advocating for a change in enrollment protocol to include informed consent around medical reviews

2006-2008 Action for Mental Health

Buffalo, NY

*Advocacy Coordinator*

- Developed and presented trainings on advocacy and mental health disability to people with diagnoses, providers and the community, including at the 2007 NYAPRS annual conference.
- Facilitated and directed community organization of educational events, art shows and political forums including the Mental Health Empowerment rally and the national Road to Freedom Tour
- Supervised a group of 8 advocates to sit on committees and boards throughout Erie County under the County's "Advocacy" grant, as well as oversaw the work of two part-time employees under Erie County's "Anti-Stigma" grant.

- Participated in an “Intergenerational Dialogue” of mental health advocates with SAMHSA in Washington, D.C. to advise on federal mental health policy and the future of mental health advocacy

2004-2006 Heritage Centers Buffalo, NY

*Self-Advocacy Facilitator*

- Facilitated 4 self-advocacy groups for individuals with developmental disabilities, incorporating instruction, mutual support, political debate and event planning.
- Created and published, with the support of the self-advocates, a monthly newsletter for Heritage Centers
- Provided one-on-one advocacy support to 40 individuals including out of town conference attendance.
- Facilitated self-advocates in taking on leadership positions within the group so that they could be self-supporting. The group is still running today, without any staff member direction.

2002 New York Public Interest Research Group Rochester, NY

*Canvasser/Trainer*

- Educated Monroe County, NY residents on toxic waste and the financial status of the Superfund in NY
- Recruited members: consistently exceeded minimum weekly goal
- Trained new canvassers within the first month of hire

2001-2002 SUNY Geneseo Geneseo, NY

*Teaching Assistant/ESL*

- Tutored English as a Second Language students in grammar
- Proofread and edited student papers

EDUCATION

2002 SUNY Geneseo Geneseo, NY  
B.A., English

Lucy A. Harmon Award in Fiction Writing, 2001, 2002

Teaching Assistant, Creative Writing 201, 2001

2002-2003 University at Buffalo School of Social Work (33 credits) Buffalo, NY  
Alumni Association Award, 2002

2012 Virginia Commonwealth University National Training Center Richmond, VA  
CWIC (Certified Work Incentive Counseling) Certification, 2012 (current as of 2015)

2015 Asheville-Buncombe Technical Community College Asheville, NC  
Math 121: College Algebra and Trigonometry

EXTRA CURRICULAR

2014-present

Board Member, Helios Warriors. Attend monthly board meetings, chair Provider Outreach committee

2014

Co-organized Sister Care WNC's fundraiser “Skirts and Suspenders” which netted over \$2,000.

2013

Wrote, produced and directed a full-length play “Shelter” for Buffalo Infringement Festival

2013

Co-organized Sanctuary at Crowfield Farm's 2<sup>nd</sup> Weekend Wellness Festival, including volunteer management for 75 attendees.

2006-2008

Member, Erie County Coalition Against Family Violence

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## **Sabrah Melissa n'haRaven**

61 Annandale Ave., Apt. 2, Asheville, NC 28801  
snharaven@gmail.com

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***Creative and analytical planner with diverse and flexible skills, dedicated to serving the community by enabling the most effective flow of information and resources***

### **Summary**

#### **Public Service Experience:**

- Almost 15 years of experience in the nonprofit and public sectors, specializing in the academic and health care arenas
- Served as assistant to the director for two nonprofit organizations with small paid staffs and very large dispersed memberships (thousands across the world, in the case of GALA Choruses)
- Assisted with annual fundraising campaigns, grant evaluation summaries, and RFP responses
- Past clients include *Science* and *Schizophrenia Bulletin*, the National Education Association, three major corporate government contractors, the U.S. Postal Service, the Substance Abuse and Mental Health Services Administration, and several other Health and Human Services agencies

#### **Administrative Experience:**

- Helped organize evening and day-long events, including speaker travel and lodging arrangements, reception planning, and design and distribution of publicity flyers
- Organized and implemented a new program to market recordings by association members
- Designed a new workflow for routing abstract galleys between authors and proofreaders
- Designed a system for tracking large government proposals through multiple authors, word processors, and electronic versions during the writing, editing, and production stages
- Coordinated editing, researched online, and prepared appendices for a book on gene therapy
- Rebuilt and managed the GPPC's database and reorganized paper files for GPPC and GALA
- Offered permanent positions by four of my temporary clients and repeat assignments by others

#### **Communication Skills:**

- Qualified through stringent corporate testing as an editor, copyeditor, and proofreader
- Flexible writing style; fluent in both "academese" and plain language for the public
- Wrote a technical manual for Army medics in Bosnia using satellite videoconferencing
- Wrote feature articles, copyedited, and performed layout for several association newsletters
- Copyedited the influential *Identification of Learning Disabilities: Research to Practice*
- Wide experience dealing with the public with courtesy and efficiency, from retail customer service to international media inquiries to handling difficult employees and sensitive authors
- Knows when *not* to communicate; have frequently worked with confidential information

#### **Computer Skills:**

- Macintosh and Windows environments; Microsoft Office and many other applications
- Saved two major projects from missing deadlines, once by identifying a virus so new the IT department hadn't heard of it, and once by filling in for the IT department when they were unavailable over the weekend
- Created the listserv for the local chapter of the American Medical Writers Association in 2001 and administered it for a year
- Spent a year as a volunteer computer op in college and have frequently been the one responsible for training or assisting my supervisors with new or problematic software or computer systems

## Employment History

**Volunteer Homeless Advocate**, Asheville, NC (2012 to present)

**Live-In Housekeeper and Childcare**, Canton and Fletcher, NC (2011)

**Web Manager, Tint Works, Inc.**, Asheville, NC (2009 to 2010)

Redesigned the company website to be easier to update and more relevant to their potential customers, managed their Google AdWords campaign, advised on Internet marketing, general tech support.

**Cashier, Little Pigs BBQ**, Asheville, NC (2006 to 2009)

**Copy Editor, Science Magazine, American Association for the Advancement of Science**,

Washington, DC (2003 to 2005, plus the previous year as an EEI employee)

Edited journal articles, communicated with authors, processed galley corrections and supplemental media files, sized artwork, prepared desktop publishing mockups and scheduled articles for Brevia.

**Editor, EEI Communications**, Alexandria, VA (2000 to 2003)

Temporary editor, copy editor, and desktop publisher for government contractor and nonprofit clients, including the learning disabilities book (Erlbaum 2002) for the American Institutes for Research.

**Publications Specialist, Advantage Human Resourcing**, Bethesda, MD (intermittent, 1995 to 2000)

Temporary copy editor and desktop publisher for government contractor and nonprofit clients; production manager for *Human Gene Therapy* (D&MD 1998).

**Assistant to the Director, Laboratory of Medical Science, Biotech Research Laboratories**,

Rockville, MD (1996 to 1997, simultaneous with Forseti below)

Administrative assistant to a prominent Japanese researcher; managed the office for several weeks at a time while the director traveled; filtered resumes and helped interview lab technician candidates.

**Editor and Technical Writer, Forseti Inc.**, Rockville, MD (1995 to 1997, simultaneous with Biotech)

Designed and produced a manual for the Army's Telemedicine and Advanced Technology Research Center; editor of a startup magazine, responsible for all administrative, marketing, and editorial work.

**Assistant to the Executive Director, GALA Choruses, Inc.**, Washington, DC (1995)

Administrative assistant; helped open their Washington office and transition to a new bookkeeping system, supported the directors and the St. Louis host committee for the annual Leadership Conference.

**Acting Manager, Merry-Go-Round Fashion Outlet**, Langley Park, MD (1993 to 1994)

Assistant manager, in the absence of a store manager; responsible for all daily aspects of store operation, including hiring and training, work scheduling, floor control, receiving, security, and cash handling.

**Asst. to the Managing Dir., Greater Philadelphia Philosophy Consortium**, Bryn Mawr, PA (1991 to 1992)

Administrative assistant and program coordinator; helped organize the Conferences on the Philosophy of the Human Studies and the Public Issues Forums; supported the directors, governors, and volunteers.

**Education:** Bryn Mawr College, English major; Editing/Writing certificate from the American Medical Writers Association; continuing education workshops in editing, science, and technology; Asheville Police Department's Citizen Police Academy (spring 2013); currently studying web design at AB Tech



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# JAY LIVELY

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7 Redbo Lane, Asheville, NC 28806 ~ (828) 335-2144 ~ jaylivelygrants@hotmail.com

## OBJECTIVE

Educator, counselor and program coordinator seeks to fill Volunteer Training and Program Outreach Director position with Asheville City Schools Foundation to maximize professional experience while inspiring and making a difference in the lives of students, staff and community.

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## PROFILE

- More than seven years experience developing and implementing educational, social and athletic programs for youth in Early Head Start, K-12 public education, and college
  - Wrote and received \$100,000 "Education for Homeless Children and Youth" federal grant for Henderson County Public Schools (HCPS)
  - Developed and implemented Career Development Program for Henderson County Early College
  - Developed and implemented Homeless Education Link Project (HELP) for HCPS
  - Awarded North Carolina Department of Public Instruction Professional Educator's License
  - Co-created Henderson County Homeless Youth Task Force comprised of more than 20 participating agencies and 50 community members
  - Successfully guided at-risk high school students in applying for college, scholarships, and aid
  - Member of the N.C. Department of Public Instruction's 2011 Essential Standards Writing Team
  - Maintain database for N.C. Department of Public Instruction and N.C. Virtual Public Schools
  - Served for six years at Warren Wilson College as a coach, recruiter and admissions office liaison
  - Served as board member and volunteer for four Western North Carolina non-profits
  - Received state and national journalism awards
  - Strong Spanish-language skills
- 

## WORK

### EXPERIENCE

#### **Henderson County Early College, Henderson County, NC**

##### **Career Development Counselor/Social Studies Teacher, November 2009 – present**

Responsible for advising students with their academic and career goals. Plan career and work related experiences for Early College students. Created and implemented school's first internship program. Coordinate community service and serve as supervisor for Basketball Club and Spanish Club. Editor for newsletter. Maintain N.C. Virtual Public School and Continuing Education database. Responsible for coordinating on-line high school classes. Teach one section of world history per semester.

#### **Henderson County Public Schools, Henderson County, NC**

##### **Homeless Education Link Project Coordinator/Grant Writer, March 2007 – November 2009**

Created and implemented Homeless Education Link Project (HELP). Coordinated services and advocated for students and families who were homeless or at risk of being homeless. Trained personnel at all schools in best practices regarding the rights of education and immediate enrollment for all HELP students. Wrote and received \$100,000 homeless education federal grant. Maintained database for N.C. Department of Public Instruction to assure compliance with HELP grant.

#### **Warren Wilson College, Asheville, NC**

##### **Assistant Men's Varsity Basketball Coach/Recruiter, September 2004 – May 2010**

Budget director (three years) and assistant coach for men's basketball program. Advised student-athletes, recruited incoming players, and worked directly with the admissions office.

#### **Mountain Area Child and Family Center, Swannanoa, NC**

##### **Fatherhood Program Case Manager/Home Visitor, Early Head Start, June 2005 – March 2007**

Coordinated and managed Fatherhood Initiative Grant. External audit showed 100% compliance. Provided early childhood education and case management for low-income Hispanic families.

LEADERSHIP,  
HONORS,  
AND  
ACTIVITIES

- Volunteer with Asheville City Schools Foundation's In Real Life "Boredom Busters"
  - Board of Advisors for Latino Advocacy Coalition ("El Centro")
  - Board of Advisors for My Place, Inc., a teen center for unaccompanied youth (2008-2010)
  - Board of Advisors for Department of Social Services Foster Placement Program (2007-2009)
  - Board of Advisors for Project NAF (Nurturing Asheville Families) (2005-2007)
  - Featured Speaker and organizer at NC REACH Statewide Training Conference in Raleigh (2009)
  - Served on Henderson County United Way allocation panel in 2009
  - Attended three U.S. foreign policy delegations to Central America with Witness for Peace
  - 120 hours of volunteer service in Mexico, India and Sri Lanka from 1996 to 2000
  - Awarded fellowship to attend The Washington Center semester program in 2003
  - Awarded "Best Sports Coverage in Nation" by Columbia Scholastic Press Association 2004
  - Awarded "Best Spot News 2004" for a university newspaper by Kentucky Press Association
  - Hiked 300 miles of *Camino de Santiago* pilgrimage trail in northern Spain in summer 2007
- 

EDUCATION

**Western Carolina University, Cullowhee, NC, January 2007 – December 2011**

Completed Masters of Arts in Teaching.

Awarded North Carolina Department of Public Instruction Professional Educator's License.

**Warren Wilson College, Asheville, NC, August 1996 – May 2000**

Awarded a Bachelor of Arts degree in human studies – global issues concentration.

Worked on Environmental Studies Crew and College Farm Crew. Served in student government.

Participated in two study abroad programs – Guatemala/Mexico and Southeast Asia.

**Western Kentucky University, Bowling Green, KY, January 2002 – May 2004**

Awarded a Bachelor of Arts degree in news/editorial journalism.

Completed Grant Writing Certificate Program. Received state and national journalism awards.

**Proyecto Linguistico Quetzalteco, Quetzaltenango, Guatemala, Fall 2000**

Completed 12-week Spanish-language and cultural immersion program in Guatemala.

**Mountain Bizworks, Asheville, NC, January – May 2010**

Completed 12-week "Growth Through Objectives" and "Foundations Business Planning" programs.

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OTHER  
EXPERIENCE

**Global Works Travel, Boulder, CO**

**New Zealand and Fiji Trip Leader, Summer 2011**

Coordinated and served as a trip leader for a five-week adventure travel and service learning program for high school students and rising college freshmen.

**The Hendersonville Times-News, Hendersonville, NC**

**Sports Writer/Page Designer, August 2004 – August 2005**

Produced the Times-News' Sunday 'Sports In Your Town' page.

**The Council on Hemispheric Affairs (foreign policy think tank), Washington, DC**

**Managing Editor/Reporter/Research Associate, Internship, January – May 2003**

Wrote, edited and designed for COHA's biweekly newsletter that monitors political, economic, and diplomatic issues in North and South America. Hosted and collaborated with foreign journalists.

**Guatemala Accompaniment Project, Xaman, Guatemala**

**International Human Rights Observer/Case Worker, November 2000 – July 2001**

Worked in a return-refugee community in rural Guatemala. Covered implementation of the 1996 Peace Accords. Served as international representative in massacre trial of the town of *Xaman vs. the Guatemalan Military*. Wrote monthly reports about health, education, and economic development.

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Name of board or commission(s): <sup>①</sup> Housing Authority <sup>②</sup> Homeless Initiative Adv Com

Your name: Willard L. Carlisle Home Phone #: 707-5866

Street Address: 15 Woodfin St City: Asheville Zip Code: 28801

Mailing Address (if different):

Employer: Retired (Wilson Art 19 yrs Ingles Mkt 14yr)

Your position:  Office Phone #:

Resident of City  Yes County  Yes Race \*  W Sex \*  M Age \*  67

Are you a United States Citizen (check one)? Yes  No

Residence location (check one): Central  North  South  East  West

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Expertise: Homeless for 5yrs because of disability, been in Woodfin STAPT (AHA) for 5yrs pay one of highest rents

Legal  Technical  Fundraising  Community Contacts  Public Speaking

Business Management (Financial)  Business Management (Operational)

Details:

Studied Wall st 30yrs, good at dealing with public, good at Quality Circles in manufacturing

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Email: [mburluson@ashevillenc.gov](mailto:mburluson@ashevillenc.gov)  
Telephone: 828-259-5601  
Fax #: 828-259-5499

Signature: Willard L. Carlisle

Date: 6-1-12

E-Mail:

Fax #:

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