

Town Of Nederland
NEDERLAND DOWNTOWN DEVELOPMENT AUTHORITY
NEDERLAND COMMUNITY CENTER 750 Hwy 72 Nederland, CO 80466
Conference Room @ 3:00pm
April 19, 2019
AGENDA

A. CALL TO ORDER

B. ROLL CALL

C. PUBLIC COMMENT

D. ED INTERVIEWS

1. Nicole Cavalino
2. Hope Jordan

E. These interviews will be followed by an executive session for the purposes of a conference, under Colorado Revised Statutes Section 24-6-402 regarding issues related to a personnel matter.

The executive session of this special meeting will not be open to the public.

The public meeting will re-open after the executive session.

F. ROLL CALL

G. ACTION ITEM

1. Board votes on which candidate to recommend to the Board of Trustees to hire as NDDA Executive Director.

H. OTHER BUSINESS

I. ADJOURNMENT

NEXT REGULAR MEETING: May 15, 2019 6:00 pm at the Nederland Community Center Multi Purpose Room

The NDDA Board encourages citizen participation. Public hearings and the "unscheduled citizens" agenda item allow an opportunity to address the Board. Discussion is limited to 3 minutes and please address your comments to the Board. Thank you for your cooperation. The NDDA Board may take action on any item included on this agenda, regardless of the heading under which such item appears. Discussion items may become action items if the Board determines that deferring final action on an item to a subsequent meeting is unnecessary or unwarranted and that taking immediate action does not compromise any third-party's rights. The NDDA Board of Trustees meeting packets and agendas are prepared on Friday before the Wednesday meetings and are available on the NDDA website, www.nederlanddowntown.org. Copies of the agendas and meeting packet are available via email from cindydowning0@gmail.com. The information is reviewed and studied by the Board members, eliminating lengthy discussions to gain basic understanding. Short discussion on agenda items does not reflect lack of thought or analysis.

Nicole Cavalino, M.S.

An educator and advocate for healthy independent living with extensive experience in public engagement, program and event management; Offering a comprehensive understanding of the Americans Disabilities Act, Colorado State Code and Local Ordinances, excellent organizational skills, and a friendly, result focused professional style.

Professional Experience

Town Clerk of Nederland - *Town of Nederland, Boulder County CO 2017 – 2018*

Administered Clerk's Office as required by CO state statues and ordinances. Duties: Clerk to the Town of Nederland Board of Trustees, Official Town Elector, Clerk of Local Licensing Authority for business, liquor and marijuana licenses, Town Events Coordinator including management of Frozen Dead Guy Days, Peak to Peak Art Festival, Ned Fest and all local resident event permits and variances within Town.

ADA Special Projects Consultant - *Mobility Management Partners, CA 2014 -2017*

Mobility Management Partners is the non-profit affiliate of R&D Transportation** Developed and implemented mobility management projects with community partners in an effort to educate special populations while decreasing transit costs.

- Project: *Mobility Training for Transitional Aged Special Education Students*
Partners: Los Angeles Access Services & Los Angeles Unified School District
Outcome: Permanent addition to district annual budget for mobility training program.
- Project: *Older Adults of Ventura County Mileage Reimbursement Program*
Partners: Ventura Area Agency on Aging & Ventura Commission on Transit
Outcome: Reduction in ridership resulting in a decrease in operation cost.

Manager of Mobility Training Programs - *R&D Transportation**, CA 2009-2012*

Managed the METRO Los Angeles County Access Services travel training contract.

- Awarded Ventura County Transportation Commission's project to develop a County eligibility determination procedure and recording database.
- Developed mobility curriculum, new hire training and procedure manuals.
- Represented organization at local and national conference as a presenter.

Graduate Studies Proctor/Instructor - *California State University Northridge, 2004-2007*

Developed rehabilitation programs for older adults and people with disabilities as an assessment tool for undergraduate students attending lecture courses.

- *Instructor of Undergraduate Courses:* Foundations of the ADA; Advanced Physiology, Advanced Anatomy, Adapted Biomechanics, and Adapted Aquatic Therapy practicum. Graded practicum exams. Led aquatic and land-based rehabilitation instruction.

Clinical Health Educator - *Cedar-Sinai Medical Center, Los Angeles CA 2000-2004*

Lead classroom instruction for morbidly obese patients awaiting approval for surgical weight loss procedures. Taught patients through group lectures and workshops, cooking demonstrations, grocery shopping tours and personal coaching.

Education

Masters of Science, Adapted Kinesiology - California State University Northridge

Bachelors of Science, Exercise Physiology – Barry University, Miami Florida

Nicole Cavalino, M.S.

March 25, 2019

Town of Nederland
45 West First Street
Nederland, CO 80466

Re: Interest in NDDA Executive Director position

Dear Town of Nederland,

With enthusiastic interest, I am applying for the Nederland Downtown Development Authority Executive Director's position. As a Nederland resident and homeowner, a previous Town Clerk of Nederland, and a grateful enthusiast of all that living in Nederland provides, I have an inherent concern in preserving our vastly historic and generously unique community. As the Executive Director of the Nederland Downtown Development Authority, I offer the community of Nederland:

- Thorough comprehension of our Town's code, processes and municipal boards.
- Municipal election experience as the Town's Official Elector in 2017 elections.
- Extensive public engagement experience as a social services provider.
- Success in finding, requesting and securing grant funding.
- A healthy and professional relationship with Town staff and Administration.
- Project development experience as a manager and professional contractor.
- Event management and coordination experience in partnership with Town Staff and Police, CDOT and Boulder County for FDGD, NedFest and Farmers Market.
- A resident's perspective and inherent interest in enhancing the quality of life of my fellow residents, families and businesses owners who create our community.

Thank you for your time and consideration.

Sincerely,

Nicole Cavalino, M.S.

C. Hope Jordan

4/5/2019

Nederland, CO 80466

Phone:

Nederland Town Hall

% Karen Gerrity

P.O. Box 396

Nederland, CO 80302

Phone: (303) 258-3266

Email: kareng@nederlandco.org

Dear Karen,

My interest in proactive communication, transparency, engagement, and community vitality are a few of the reasons why I am drawn to apply for the Executive Director position available with the Nederland Downtown Development Authority. My sense of purpose is invigorated by engaging in projects, boards, services, and grant writing that support Nederland's sustainable development and economic health. My skills, volunteerism, professional experiences, interests, and desire to make a positive impact on our Nederland community affirm my viability as a candidate for the opportunity.

My entrepreneurial and innovative nature enables me to function effectively in an independent environment. After interviewing for the Executive Director position in February, 2018, I took the initiative to strengthen my shortcomings by successfully completing a grant writing course through Boulder County. As the garden liaison for the Nederland Food Pantry I developed a garden initiative to expand garden production, increase food distribution, and provide free community resources and access to local gardening. Once I presented the project to the Food Pantry's Board of Trustees for approval, I researched funding for the initiative, wrote two grants, and acquired \$13,000.00 to bring the project to fruition. Knowing the Downtown Development Authorities interest in creating a Town Riverwalk, I allocated funding to beautifying Nederland's business district by replacing rock framed plots in the community garden with fully equipped redwood raised beds and irrigation systems. The Nederland Food Pantry Community garden will also provide garden beds and resources to our community members whose life is enriched by ADA compliance. Working collaboratively with area businesses I am helping to create a food resilient community that maximizes local resources.

I enjoy my role as Town Clerk for Nederland. Performing a variety of leadership and administrative duties provide me with an excellent foundation for success as the Executive Director. My ability to communicate on a variety of social platforms allowed me to connect with business owners and help overhaul the Town's Business Licensing database. Moreover, in an effort to continue the maintenance of the database, I trained our Town Administrative Assistant how to outreach and process business licensing permits. When I began processing Business Licenses, I studied Town licensing code, along with state regulations and requirements. When I sought clarity on phrasing and terminology, I reached out to my colleagues, as well as state and local authorities for guidance. I am personally excited about the current Business Permit spreadsheet. We are meeting our goals of increasing revenue, and building relationships with local businesses by assisting them in state and local compliance.

My skills in managing records and information stem from my experience working with a diverse community of families as their Educational Advisor for the Johns Hopkins Center for Talented Youth. I was the first point of contact for students and their families; many who only spoke Spanish. I effectively provided them with a broad range of services including academic planning, problem solving, cohort development, logistical coordination, and conflict resolution. I proactively designed, facilitated, and

organized all of the details for ten interactive academic workshops each year that engaged 60 scholars and their families in a variety of ways in which they could accomplish their educational goals. To assist in scholar retention, I utilized available report tracking and assessment tools and technologies. Through quarterly grades and testing, I monitored each scholar's academic progress to identify gaps in learning. Employing my strong research and communication skills I imparted internship, scholarship, and academic opportunities to students via technology, individual meetings, daily interactions, and phone conversations. I also coordinated their summer program registrations and applications, including arranging travel and managing necessary paperwork. I enjoy assisting people in their personal and professional advancement.

My excellent communication skills enable me to positively connect differing personalities. I greet everyone with an open attitude. In my position as Town Clerk I manage multiple community issues and individual needs with a keen ability to remain focused on positive solutions. When a disgruntled individual called Town Hall to vent about the need for a stop sign on a local street, I assured him of a swift resolution. I walked him through the steps of filing a complaint via the Town website, then connected the appropriate department heads with the issue and witnessed solutions unfolding. A few days later the individual called back and asked me to thank everyone for their quick response.

From implementing Town Hall processes and procedures, to serving community members and leading projects and volunteers, to promoting downtown beautification, and consistently applying my administrative, technical, and customer service skills to each of my town endeavors, I exude Nederland. If you want the results that you have outlined in the job post, I am the person who will deliver. Aside from my knowledge and skills, I truly enjoy working at Town Hall and working toward the enhancement of my community. Thank you for considering me for the position. I look forward to visiting with you to discuss how I will utilize my skills to best serve the Nederland Downtown Development Authority.

Graciously,
Hope Jordan

C. Hope Jordan

Nederland, CO 80466

ADMINISTRATIVE

The Town of Nederland
Nederland Town Hall, Nederland, CO

August, 2018 - present

Town Clerk

- Administer, coordinate, and direct the Clerk's Office, as required by State statutes and Town ordinances.
- Performs a variety of administrative, technical and paralegal duties in several roles including: Town Clerk, Clerk to the Board of Trustees, the Local Licensing Authority for liquor and marijuana.
- Provide excellent customer service to peers, supervisors, Town employees and community members.
- Engage in extensive public contact, necessitating excellent communication, interpersonal skills, customer service, independent judgment and professionalism.
- Serve as Clerk to Board of Trustees; prepare and post agendas and packets; transcribe minutes at meetings for public record; ensure all agreements, resolutions, ordinances, and land use documents are signed, published, and recorded with the County, as required by State and local laws. Serve as Clerk to the Planning Commission and the Board of Zoning Adjustment when the Planning & Building Technician is not available.
- Maintain meeting management data and audio streaming programming via iCompass through the CivicWeb portal on the Town Website.
- Research and draft documentation for new ordinances, resolutions, and policies. File all ordinances, resolutions, minutes, contracts and agreements, Board of Trustees meeting packets and other records. Prepare ordinances for codification in the regular supplementation of the Nederland Municipal Code.
- Attend to public requests in accordance with the provisions of the Open Records Act. Submit pro forma public notices to local newspaper as required by statutes and local ordinances.
- Initiate, organize, file, safeguard, retrieve and archive a variety of electronic and physical documents, files, and records in accordance with State and Federal laws applicable to open records, confidentiality, and other issues. Oversee creation of a filing system and a Records Retention Schedule. Purge records according to applicable law. Develop spreadsheets, templates, databases, and other computer-based tools to manage departmental information, statistics, and reporting.
- Process applicants for marijuana and liquor licenses; hold public hearings for all new stores according to State and local laws. Coordinate with the State Marijuana Enforcement Division and Liquor Enforcement. Issue licenses when appropriate; develop policies and forms necessary to implement State and local law; issue licenses when appropriate.
- Implement Municipal Code requirement; meets with staff and applicant as needed to discuss applications for mutual consent of expectations, document summaries, issues permits when appropriate.
- Serve as primary contact with citizens in response to inquiries related to Board of Trustee meetings, Town records, permitting, licensing and State statutes. Oversee design and implementation of a cohesive communication format and policy that leverages all available technologies. Update and post to the Town website and social networking portals as appropriate.
- Work collaboratively with other Town staff on various projects, and promote Board of Trustees policy goals through project management and implementation.

The Town of Nederland
Nederland Town Hall, Nederland, CO

May, 2018 - August, 2018

Town Administrative Assistant

- Update the town website and Facebook via posting, editing, maintenance and development.
- Coordinate Nederland's Eco Pass program, with responsibilities to include ordering and documenting new passes, working in RTD's web portal, communicating with RTD, deactivating lost passes and recording passes that have been picked up. .
- Respond to public inquiries and disseminates information, both written and verbal, to the public and other departments; answer public complaints professionally and carefully and informs others, or forwards to appropriate party; follow-up.
- Manage a limited amount of time and prioritizes a large volume of work so as to ensure all essential duties are completed correctly and on time.
- Manages spreadsheets and databases and word processing to track internal information.

Johns Hopkins Center for Talented Youth (CTY), Baltimore, MD

Nov., 2008 – Oct., 2014

Educational Advisor/Program Manager

- Assess academic needs and career goals of scholarship recipients.
- Provide proactive/case management advising to 60 scholars to promote student retention.
- Act as a Guided Academic Pathway liaison with CTY departments.
- Engage in basic career planning conversations with students, including matching student career interests to courses/programs of study, scholarships and internships, and summer programs.
- Utilize available report, tracking, assessment, and communication technologies.
- Facilitate and coordinate student travel logistics for summer programs and college visit events.
- Design, facilitate and coordinate academic workshops to enhance student success.

The Bryn Mawr School for Girls, Baltimore, MD
2008

May, 2003 – Nov.,

College Counseling Assistant

- Develop a college admissions access handbook to be used by all students and guardians.
- Create college access workshops for area non-profits supporting underserved youth.
- Manage Naviance database and college information resource library.
- Serve as AP coordinator, trainer, and administrator.

MANAGEMENT

The Business Connection, Nederland, CO

Feb., 2017 – Nov., 2017

Inventory Manager/Customer Service

- Manage inventory tracking systems and database.
- Develop and implement inventory control procedures and best practices.
- Provide Notary services and maintain customer confidentiality.

Pitchfork Field, Hunt Valley, MD

May 2016 – Oct., 2016

Farmer: Organic Produce/ Flowers

- Develop techniques for water and soil conservation practices.
- Assess soil for transplants, direct seeding, and plant productivity.
- Employ organic based pest, disease management, weed management.
- Operate small farm equipment, i.e., tractor, till, irrigation system.
- Educate community on nutrition, food preservation through community based events.

TEACHING/ADVISING

Boulder Valley School District

Feb., 2017 – present

Substitute Teacher: Middle School/High School – Math, Art, Science, English

- Foster a safe and positive academic environment in accordance with school and county policies.
- Engage students in academic conversation while implementing lesson plans.
- Inspire students through visual modeling and clear discussion.

The Mindful Scholar, Baltimore, MD

Oct., 2014 – present

Educational Advisor/Independent College Access Counselor

- Drive strategic projects and build partnerships to grow program participation and visibility.
- Create effective college and career workshops and resources to support student advancement.
- Guide students through the college essay writing and editing processes.
- Create meaningful content and maintain social media platforms.

INTERNSHIPS

Oak Spring Farm, Freeland, MD

Jan., 2016 – Oct., 2016

Organic Farmer Intern

- Identify plants, pests, and weeds to determine organic remedies.
- Manage weekly market and CSA preparation and breakdown.
- Provide customer service at weekly farmers market.

COMMUNITY SERVICE

- Nederland Food Pantry, *Board Member, Garden Liaison*, 2017 – present
- Nederland Community Garden, *Manager*, 2018 – present
- Backdoor Theatre, *Board Member*, 2017 – present
- Charm City Folk and Bluegrass Festival, *Ticket Manager*, 2013 – 2016
- 2014 Moveable Feast: Ride for the Feast, *Cyclist*, 2014

GRANT WRITING

Boulder Food Shed: 11.1.2018 - \$2,500.00

Colorado Garden Foundation: 1.1.2019 - \$10,000.00

EDUCATION/CERTIFICATION

Colorado Notary, 2017 – 2021

State of Colorado

Beekeeper Certification, 2016

Irvine Nature Center, MD

Beginner Farmer Certification, 2016

University of Maryland Ext., MD

Bachelor of Arts, English, 1995

McDaniel College, Westminster, MD

Secondary Education Certification, 1998

University of Colorado, Boulder, CO

COMPUTER SKILLS

- InDesign, PhotoShop, Adobe
- Microsoft Office (inclusive of Excel, Powerpoint, Word)
- Google, Google +
- Wordpress, Twitter, Facebook, Skype, PayPal, Snapchat
- Outlook
- Naviance

