

Bill No. 1401-04

APPOINTMENT

Approving the reappointment of Dara Ware Allen to serve as a member of the Allegheny County Jail Oversight Board for a term to expire on December 31, 2006.

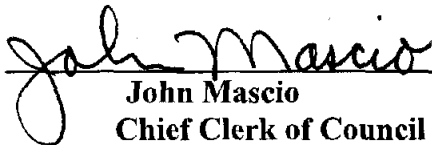
In Council February 17, 2004.

Read and approved by Motion of Council.



Rich Fitzgerald
President of Council

Attest:


John Mascio
Chief Clerk of Council



County of Allegheny

DAN ONORATO
CHIEF EXECUTIVE

101 COURTHOUSE ♦ 436 GRANT STREET
PITTSBURGH, PA 15219
PHONE (412) 350-6500 ♦ FAX (412) 350-6512

January 15, 2004

Honorable President and Members
Allegheny County Council
119 Courthouse
Pittsburgh, PA 15219

Dear Council Members:

Please find the attached resume of Dara Ware Allen, whom I am recommending for reappointment to the Allegheny County Jail Oversight Board.

The Allegheny County Jail Oversight Board replaced the Prison Board. The Oversight Board is responsible for setting policy at the Allegheny County Jail, and also reviews all executive actions originating from the Jail. I am recommending Ms. Allen to serve another 3-year term ending on December 31, 2006.

Currently, Ms. Allen serves as the Director of the Educational Opportunity Centers of Southwest Pennsylvania, which is operated by Penn State, McKeesport. In addition to being a current member of the Jail Oversight Board, Ms. Allen serves the community through her activities with the Urban League of Pittsburgh and the McKeesport Collaborative.

I appreciate your consideration, and ask you to act on this appointment as quickly as possible. Ms. Allen will make herself available for review before the appropriate committee if members of Council wish to speak with her.

Sincerely,

A handwritten signature in black ink, appearing to read "Dan Onorato", written over a horizontal line.

Dan Onorato

CC: Ms. Dara Ware Allen

Dara Ware Allen

816 Farragut Street
Pittsburgh, PA 15206
412-361-4488
darawallen@yahoo.com

EDUCATION

Ph.D. Candidate, Workforce Education and Development/Learning and Performance Systems,
The Pennsylvania State University
Emphasis: Training and Human Resources
Expected Completion, 2005
Cumulative G.P.A.: 4.00

M.S.Ed., Graduate School of Education, Duquesne University, 1998
Cumulative G.P.A.: 4.00
Pennsylvania Certified in Teaching, K-8, 1998

B.A., Psychology, Spelman College, 1994
Cum Laude

PROFESSIONAL EXPERIENCE

Director, Educational Opportunity Centers of Southwestern Pennsylvania (EOC), Penn State University-
McKeesport Campus
McKeesport, PA

2/00 to Present

- Direct, manage, and develop the EOC program toward achievement of its mission: help low-income, potential first-generation college adults, age 19 or older, begin or continue a program of postsecondary education
- Develop and administer an annual budget of approximately \$5 million dollars in accordance with federal grant guidelines governing its use
- Coordinate staff selection process for hiring/recruiting new staff
- Supervise 7 staff at three offices; assist personnel in reaching individual and organizational goals
- Provide staff orientation and training as well as create professional development opportunities
- Evaluate staff performance; conduct annual performance review of staff
- Meet and negotiate with CEOs at Penn State campuses where EOC offices are housed regarding EOC progress and interests
- Market the EOC program; make presentations about EOC services to community-based agencies, postsecondary institutions, and other partnering organizations within a 9-county service area
- Advise and assist program participants regarding careers, choosing an educational program and institution, applying for financial aid, and other services related to the pursuit of postsecondary education
- Provide academic advising to transfer students and new enrollees regarding credit scheduling
- Develop and maintain workshop curriculum regarding careers, college admissions, and financial aid
- Prepare interim and annual performance reports for the U.S. Department of Education and campus administrators
- Write and prepare proposal applications for grant funding

Noteworthy achievements:

- Implemented staff development initiatives, which helped contribute to employee satisfaction, performance, and retention
- Implemented strategies that improved student postsecondary school enrollment by 400% over a four-year period
- Successfully researched, wrote, and prepared multi-year grant proposal application to the U.S. Department of Education resulting in funding in excess of \$2 million dollars

**Program Manager, YouthWorks Inc.
Pittsburgh, PA**

2/97 to 2/00

- Assisted Executive Director in administering program goals; assumed responsibilities of Executive Director in his/her absence
- Supervised YouthWorks personnel
- Marketed the YouthWorks program to major local employers; collaborated with executive level management to develop progressive career exploration employment opportunities geared toward youths' identified career interests
- Oversaw job placement process of youth into private sector jobs
- Developed new job readiness training component: career development workshops for participating youth
- Collaborated with City of Pittsburgh and Allegheny County staff to develop joint RFP for youth employment programs; facilitated review panel of volunteers to evaluate submitted proposals
- Managed contracts to community-based organizations awarded through competitive RFP process
- Assisted in grantwriting and prepared summative reports on specific grants received totaling \$400,000

**Regional Job Placement Coordinator, YouthWorks Inc.
Pittsburgh, PA**

4/96 to 1/97

- Recruited and interviewed youth, ages 14-25, from low-income backgrounds
- Assisted youth in developing appropriate resumes for available YouthWorks jobs
- Established and maintained relationships with various work sites, community-based organizations, and schools
- Assisted in the development of job readiness curriculum- pilot program for younger youths entering the workforce

**Student Teacher, Beltzhoover Elementary School- Pittsburgh Board of Education
Pittsburgh, PA**

9/98 to 12/98

- Developed lesson plans and curriculum for fourth and fifth grade classroom instruction
- Provided direct instruction to students
- Attended district-wide collaborative meetings and workshops
- Successfully completed 450 hour internship in accordance with requirements for Master's degree program

**Training Manager, Waterworks Cinemas
Pittsburgh, PA**

5/97 to 8/97

- Served in consultative capacity to develop and implement innovative training program for incoming employees
- Conducted training orientation for incoming employees
- Coordinated schedules for new employees to receive training in various theater departments
- Supervised and evaluated new employees within training period
- Developed staff evaluation system including the development of personnel forms

AWARDS AND PRESENTATIONS

- 2002 "40 under 40" Award. Presented by Pittsburgh Magazine and Pittsburgh Urban Magnet Project (PUMP) to young professionals working to make a positive difference in the Greater Pittsburgh region
- Excellence in Teaching Award, Duquesne University- School of Education, 1998
- 2003 Southern Rural Development Center Conference: Strengthening and Building Partnerships for Workforce Development, Orlando, Florida. Co-presenter with Diane Athanas, Ph.D. on the following topic: 'Educational Opportunity Centers: A federal program engaging and developing the low-income workforce through education and training'
- 2003 Council for Opportunity in Education Annual Conference, San Diego, California. Co-presenter with Diane Athanas, Ph.D. and Drey Kharem, Ph.D. on the following topic: 'Using job market data to help adults achieve their full potential'

COMMUNITY INVOLVEMENT AND AFFILIATIONS

Current

- Urban League of Pittsburgh, Urban League Young Professionals, **Founding Member**
- Allegheny County Jail Oversight Board
- McKeesport Collaborative, **Steering and Education Committees**
 - Past position: **Steering Committee Co-Chair**
- New Life A.M.E. Church, **Steward and Gospel Choir**
 - Past position: **Sunday School Teacher**
- Alpha Kappa Alpha Sorority, Inc., Alpha Alpha Omega Chapter, **Achievement Award Committee**
 - Past positions: **Secretary and Achievement Award Committee Chair**
- Pennsylvania Association of Educational Opportunity Program Personnel (PAEOPP)
 - Past position: **Research and Development Committee Chair and Board Member**
- National Educational Opportunity Centers Association (NEOCA)
- Council for Opportunity in Education (COE)

Past

- YWCA of McKeesport Board of Directors
- Leadership OnBoard Program: Board Member, Court Appointed Special Advocate Program (CASA)
- Roddey Transition Team: *Public Defender's/Solicitor's Office*
- Leadership Development Initiative (LDI V)

SPECIAL SKILLS

- Program development and administration
 - Team building and staff development
- Extensive knowledge of college admissions and student financial aid
- Establishing and cultivating community relationships for mutual benefit
 - *Grantwriting*



OFFICE OF THE COUNTY COUNCIL
County of Allegheny

ROOM 119 • 436 GRANT STREET • PITTSBURGH, PENNSYLVANIA 15219
412.350.6490 • 412.350.6499 (FAX)

January 29, 2004

RICH FITZGERALD
DISTRICT 11
PRESIDENT

WAYNE FONTANA
DISTRICT 12
VICE-PRESIDENT

JOHN DEFazio
AT-LARGE

DAVE FAWCETT
AT-LARGE

RON FRANCIS, JR.
DISTRICT 1

JAN REA
DISTRICT 2

TOM SHUMAKER
DISTRICT 3

DOUG PRICE
DISTRICT 4

VINCE GASTGEB
DISTRICT 5

JOAN CLEARY
DISTRICT 6

CHARLES MARTONI
DISTRICT 8

C.L. JABBOUR
DISTRICT 9

WILLIAM RUSSELL ROBINSON
DISTRICT 10

BRENDA FRAZIER
DISTRICT 13

JOE CATANESE
CHIEF OF STAFF

JOHN MASCIO
CHIEF CLERK

Dara Ware Allen
816 Farragut Street
Pittsburgh, PA 15206

Dear Ms. Allen:

This is to inform you that Council President Rich Fitzgerald, Chairperson of Council's Committee on Appointment review, has scheduled an Appointment Review Committee Meeting for 4:30 Wednesday, February 12, 2004 in Conference Room One, 119 County Courthouse.

The Councilman requested your presence at the meeting to discuss your nomination for reappointment to the Allegheny County Jail Oversight Board. He indicated that those of you that were nominated for reappointment should be prepared to answer questions including how long you have served on the board, your biggest accomplishments on that board, and what you envision your future goals to be if reappointed.

Those of you that are new nominees should be prepared to answer questions relative to your background and qualifications and what you hope to accomplish if appointed.

If you have any questions regarding this please contact me at 412-350-6495.

Sincerely,

John Mascio
Chief Clerk
Allegheny County Council



RICH FITZGERALD, PRESIDENT
County of Allegheny

ROOM 119 • 436 GRANT STREET • PITTSBURGH, PENNSYLVANIA 15219
412.350.6575 • 412.350.6499 (FAX)
RFITZGERALD@COUNTY.ALLEGHENY.PA.US

February 25, 2004

Dara Ware Allen
816 Farragut Street
Pittsburgh, PA 15206

Dear Ms. Allen:

This is to inform you that at the Regular Meeting of Council held on February 17, 2004, Council approved your appointment to serve as a member of the Allegheny County Jail Oversight Board for a term to expire December 31, 2006.

Congratulations on your appointment.

Sincerely,

Rich Fitzgerald, President
District 11 Representative

OFFICE OF THE COUNTY COUNCIL