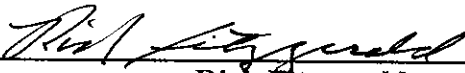


APPOINTMENT


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, 2009.

In Council January 23, 2007.

Read and approved by Motion of Council.



Rich Fitzgerald
President of Council

Attest: 

John Mascio
Chief Clerk of Council



DAN ONORATO
CHIEF EXECUTIVE

OFFICE OF THE CHIEF EXECUTIVE

County of Allegheny

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

2898-06

ALLEGHENY COUNTY COUNCIL

November 28, 2006

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

'06 NOV 30 AM 10:15

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, 2009.

Currently, Ms. Allen serves as the Executive Director of YouthWorks, Inc., where she was responsible for streamlining administrative costs while increasing the allocation of funding to programs, which resulted in a 91% increase in youth being served over a two-year period. 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 as a member of the Executive Committee of the High School Reform Task Force of the Pittsburgh Public Schools.

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,

Dan Onorato

CC: Ms. Dara Ware Allen

Dara Ware Allen

816 Farragut Street
Pittsburgh, PA 15206
412-361-4488
daraallen@verizon.net

EDUCATION

Ph.D. Candidate, Workforce Education and Development/Learning and Performance Systems,
The Pennsylvania State University
Emphasis: Training and Human Resources
Dissertation Topic: Career maturity and college persistence: A longitudinal study of first-year students
Expected Completion, Spring 2007
Cumulative G.P.A.: 3.93

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

Executive Director, YouthWorks, Inc.
Pittsburgh, PA

5/04 to Present

- Provide direction, leadership, and vision for all agency programs and support operations toward fulfillment of YouthWorks' mission: to build a community solution to help young people whose potential might be overlooked to pursue employment and career development opportunities
- Administer an annual budget of approximately \$1.2 million dollars in accordance with various donor guidelines
- Raise funds, write grants, and explore/identify new opportunities to raise revenues
- Continuously evaluate YouthWorks programs and make corresponding modifications to ensure high quality services to youth participants
- Develop strategic partnerships, which help to enhance services to youth participants and improve the local youth employment system
- Oversee management of facility
- Oversee staff selection and evaluation process for hiring, terminating, and promoting staff
- Oversee supervision staff and develop professional development and training opportunities
- Gather and compile data; prepare reports for Board of Directors and funding sources

Noteworthy achievement:

- Streamlined administrative costs while increasing the allocation of funding to programs, resulting in a 91% increase in youth being served over a two-year period

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

2/00 to 5/04

- Directed, managed, and developed 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
- Developed and administered an annual budget of approximately \$.5 million dollars in accordance with federal grant guidelines governing its use
- Coordinated staff selection process for hiring/recruiting new staff
- Supervised 7 staff at three offices including remote locations; assisted personnel in reaching individual and organizational goals

- Provided staff orientation and training as well as created professional development opportunities
- Evaluated staff performance; conducted annual performance review of staff
- Met and negotiated with CEOs at Penn State campuses where EOC offices were housed regarding EOC progress and interests
- Marketed the EOC program; made presentations about EOC services to community-based agencies, postsecondary institutions, and other partnering organizations within a 9-county service area
- Advised and assisted program participants regarding careers, choosing an educational program and institution, applying for financial aid, and other services related to the pursuit of postsecondary education
- Provided academic advising to transfer students and new enrollees regarding credit scheduling
- Developed and maintained workshop curriculum regarding careers, college admissions, and financial aid
- Prepared interim and annual performance reports for the U.S. Department of Education and campus administrators
- Wrote and prepared proposal applications for grant funding

Noteworthy achievements:

- Implemented staff development initiatives, which helped contribute to employee satisfaction and performance
- 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, which earned a perfect score and resulted in a five-year award 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 Pittsburgh Public School 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 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'*
- 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'*
- 2004 YWCA of Greater Pittsburgh's Professional Development Day. Contracted to present on the following topic: *'Applying the FISH! Philosophy: A Successful Approach to Creating a Positive Outlook and Environment'*
- 2005 YWCA of Greater Pittsburgh's Professional Development Day. Contracted to present on the following topic: *'Time Management and Organizational Tips'*
- 2005 Penn State Altoona Conference, Teaching and Learning Consortium: Wings to the Future-Using Assessment to Grow Life-Long Learning. Co-presenter with Joseph Marchesani, Ph.D. on the following topic: *'Career maturity as an index of college persistence in a first-year seminar program'*

COMMUNITY INVOLVEMENT AND AFFILIATIONS

Current

- High School Reform Task Force of the Pittsburgh Public Schools, Executive Committee
- Youth Policy Council (YPC), Three Rivers Workforce Investment Board (TRWIB)
- Allegheny County Jail Oversight Board
- Urban League of Pittsburgh, Urban League Young Professionals, **Founding and Advisory Committee Member**
- New Life A.M.E. Church, **Steward and Gospel Choir**
 - Past position: **Sunday School Teacher**

Past

- ASTD
- National Educational Opportunity Centers Association (NEOCA), **National Conference Planning Committee**
- Pennsylvania Association of Educational Opportunity Program Personnel (PAEOPP)
 - Past position: **Research and Development Committee Chair and Board Member**
- Council for Opportunity in Education (COE)
- McKeesport Collaborative, **Steering and Education Committees**
 - Past position: **Steering Committee Co-Chair**
- YWCA of McKeesport Board of Directors
- Leadership OnBoard Program: Board Member, Court Appointed Special Advocate Program (CASA)
- Leadership Development Initiative (LDI V)
- Alpha Kappa Alpha Sorority, Inc., Alpha Alpha Omega Chapter, **Achievement Award Committee**
 - Past positions: **Secretary and Achievement Award Committee Chair**

SPECIAL SKILLS

Program development and administration; Team building and staff development; Extensive knowledge of college admissions and student financial aid; Establishing and cultivating community partnerships 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)

December 19, 2006

Dara Ware Allen
816 Farragut Street
Pittsburgh, PA 15206

Dear Ms. Allen:

This is to inform you that an Appointment Review Committee Meeting has been scheduled for **4:00 PM, Thursday, January 4, 2006** in Conference Room One, 119 County Courthouse.

Your presence has been requested to discuss your nomination for reappointment to the Allegheny County Jail Oversight Board.

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

Sincerely,

A handwritten signature in cursive script that reads "John Mascio".

John Mascio
Chief Clerk
Allegheny County Council

JM/fb



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, 2007

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 January 23, 2007, Council approved your reappointment to serve as a member to the Allegheny County Jail Oversight Board for a term to expire on December 31, 2009.

Congratulations on your appointment and best of luck in this undertaking. We look forward to receiving your recommendations and stand willing to assist you in any way you believe appropriate.

Sincerely,

A handwritten signature in black ink that reads "John Mascio".

John Mascio
Chief Clerk
Allegheny County Council

JM/fb