

Bill No. 3835-08

APPOINTMENT

Approving the appointment of Michele Balcer to serve as a member of the Allegheny County Area Agency on Aging Advisory Board for a term to expire on December 31, 2010.

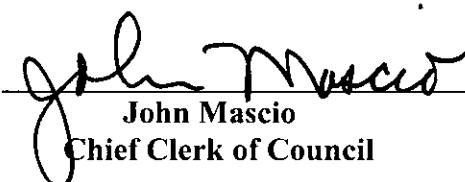
In Council April 15, 2008.

Read and approved by Motion of Council.



Rich Fitzgerald
President of Council

Attest:



John Mascio
John Mascio
Chief Clerk of Council



COUNTY OF ALLEGHENY

3835-08

OFFICE OF THE CHIEF EXECUTIVE

101 COURTHOUSE • 436 GRANT STREET
PITTSBURGH, PA 15219

PHONE (412) 350-6500 • FAX (412) 350-6512
WWW.ALLEGHENYCOUNTY.US

ALLEGHENY COUNTY COUNCIL

DAN ONORATO
CHIEF EXECUTIVE

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March 13, 2008

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

Dear Council Members:

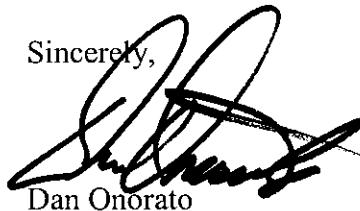
Please find the attached resume of Michele Balcer, whom I am recommending for appointment to the Allegheny County Area Agency on Aging Advisory Board.

The Area Agency on Aging Advisory Board was established by Allegheny County to monitor, evaluate and comment on all plans, programs, hearings and community actions which affect older citizens and represent their interests to public officials and public and private agencies. I am recommending that Ms. Balcer serve a three year term, which will expire on December 31, 2010.

Ms. Balcer is currently an Administrative Assistant to State Senator Jay Costa. She is also involved in her community, serving as a Board Member of the Arlington Civic Council, Chairperson for Arlington Meals on Wheels, and is also involved with the FBI Adopt A School Advisory Council.

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

Sincerely,



Dan Onorato

Michele Balcer 412/488-6111
1416 Marengo Street 412/431-3698
Pittsburgh, PA 15210

Employment

Administrative Assistant – State Senator Jay Costa 7/1996 - present
Responsible for maintaining records, resolving constituent complaints, troubleshooting legislative problems, composing written correspondence, presenting data and remarks at meetings and events. Created press releases and organized events to disseminate information and provide legislative updates. Notarized documents. Supervised interns. Served in advisory capacity within many organizations.

Account Specialist – Office of the Pittsburgh City Controller 11/1990 – 6/1996
Maintained ledgers, recorded investments and balanced daily cash. Responsible for all input relating to bank accounts balances. Audited cash accounts. Performed general clerical duties as needed.

Legislative Assistant – State Representative Frank Gigliotti 4/1988 – 10/1990
Supervised offices and distributed work on a daily basis. Maintained office account. Researched legislation. Created written material for newsletters, press releases, and speeches. Notarized documents. Traveled on an as needed basis.

Volunteer Activities

Board Member – Arlington Civic Council 1985 - present
Past President 1985- 2000
Worked as a fulltime volunteer supervising 15 sub committees and conducting hundreds of fundraisers and special events. Received numerous awards locally and nationally for providing community services.

Chairperson – Arlington Meals On Wheels 2006-present
Oversee kitchen and delivery employees and volunteers via a five-day a week food delivery program for seniors and disabled individuals. Raise funds, create promotional materials and represent the organization.

Member – FBI Adopt A School Advisory Council 2004 – present
Work with over 200 agencies to improve relationships between law enforcement, social service agencies and grassroots organizations.

Member – Mental Health Association LOVBH Advisory Council 2004 –present
Work alongside advocates to foster positive change to improve the quality of life for persons with disabilities.



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March 27, 2008

Michele Balcer
1416 Marengo Street
Pittsburgh, PA 15210

Dear Mr. Balcer:

This is to inform you that an Appointment Review Committee Meeting has been scheduled for **4:00 PM, Tuesday, April 8, 2008** in Conference Room One, 119 County Courthouse.

Your presence has been requested to discuss your nomination for appointment to the Allegheny County Area Agency on Aging Advisory Board.

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

Sincerely,

John Mascio
Chief Clerk
Allegheny County Council

JM/fb



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March 27, 2008

Michele Balcer
1416 Marengo Street
Pittsburgh, PA 15210

Dear Mr. Balcer:

Attached is a letter that was sent requesting your attendance to the Appointment Review Committee Meeting scheduled for Tuesday, April 8, 2008. This meeting will be held at 5:00 PM, not 4:00 PM.

Sincerely,

John Mascio
Chief Clerk
Allegheny County Council

JM/fb