



**MATT TUERK**  
**MAYOR**

435 Hamilton Street  
Allentown PA 18101

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**TO:** Michael Hanlon  
City Clerk

**FROM:** Matt Tuerk  
Mayor

**DATE:** October 18, 2022

**SUBJECT:** Authorities, Boards, Commissions Appointments

Mayor Tuerk has approved the following appointments for City Council's consideration.

<u>Name</u>	<u>Authority/Board/Commission</u>	<u>Term to Expire</u>
Queenette Echefu	Human Relations Commission	1/1/2024
Felicia Strong	Human Relations Commission	1/1/2024
Craig Taylor	Human Relations Commission	1/1/2025
Jonathan Mieses	Human Relations Commission	1/1/2025
Fred Banuelos	Housing Authority	11/5/2026



**PAST ORGANIZATIONAL MEMBERSHIP AND OFFICES**

**HELD:** VERY PROUD RECIPIENT OF THE 2021 HUMAN RELATIONS  
AWARD

**DO YOU LIVE IN THE CITY OF ALLENTOWN:** \_\_\_\_\_ **YES**  **NO**

**HAVE YOU EVER BEEN ARRESTED?**

NO

**IF SO, WHY?**

**DO YOU HAVE A SIGNIFICANT "BUSINESS" OR "PROPERTY" INTEREST IN ALLENTOWN? PLEASE EXPLAIN:**

I HAVE A PASSION FOR MAKING EQUAL OPPORTUNITY ATTAINABLE.

THIS HAS DRAWN ME, BOTH PERSONALLY AND PROFESSIONALLY, TO ALLENTOWN

AS DIRECTOR OF YOUTHBUILD ALLENTOWN, I WORK EVERY DAY

TO ENABLE OUR INNER CITY YOUTH TO TAKE OWNERSHIP

OF THEIR PURSUIT OF BOTH HAPPINESS AND SUCCESS

**ARE YOU A REGISTERED VOTER:** \_\_\_\_\_  **YES** \_\_\_\_\_ **NO**

**WHY ARE YOU INTERESTED IN THIS APPOINTMENT? BE SURE TO INCLUDE WHAT VALUE YOU WILL BRING TO THE BOARD:**

I WANT TO AMPLIFY THE VOICES OF THOSE RESIDENTS WHO

NEED TO BE HEARD. I BRING EXPERIENCE AND AN AUTHENTIC

COMMITMENT TO WORKING DIRECTLY WITH ALLENTOWN FAMILIES

TO FULLY UNDERSTAND ANY ISSUES AND TO COLLABORATE ON A SOLUTION.

**DO YOU ANTICIPATE A CONFLICT OF INTEREST BY SERVING AS A MEMBER OF AN AUTHORITY, BOARD OR COMMISSION:** \_\_\_\_\_ **YES**  **NO**

**IF YES,  
EXPLAIN:** \_\_\_\_\_

**IF YOU ARE BEING CONSIDERED FOR REAPPOINTMENT, PLEASE INDICATE HOW MANY TERMS YOU HAVE SERVED \_\_\_\_\_ AND THE YEAR YOU WERE FIRST APPOINTED \_\_\_\_\_.**

**NOTE: This information will be used for making appointments to authorities, boards and commission and in the event you are appointed/reappointed, it may be used as a news release to identify you to the community.**

  
\_\_\_\_\_  
Signature

11/05/2021  
\_\_\_\_\_  
Date

**Please forward this request for appointment, along with a resume to:**

**Mayor'S Office  
City Hall  
435 Hamilton Street  
Allentown, PA 18101**

**CRAIG TAYLOR**  
**(610) 506-5788**  
[TaylorBuildings@yahoo.com](mailto:TaylorBuildings@yahoo.com)

## **Professional Summary**

Team-centered collaborative manager, with both constructional and educational background, who exudes leadership qualities, and organizationally-focused, to provide optimum professional partnerships to businesses, community leaders, and clients alike.

## **EMPLOYMENT**

### ***Housing Association and Development Corporation***

Director of YouthBuild

Nov. 2019- Present

- Plan, coordinate and oversee all components of the program. Monitor daily functioning of operations. Review attendance and stipend records.
- Manage enforcement of contract between YouthBuild and the program participants, making decisions on disciplinary actions, counseling, and other interventions.
- Build and maintain working relationships with community organizations and city and county agencies.
- Hire, train and supervise program staff to ensure effective and efficient services are being provided
- Recruit, interview and select program participants
- Develop and maintain budget exceeding \$300,000
- Develop and maintain working relationship with national YouthBuild office and ensure reports and requests for information are provided in accordance with contract.
- Report the activities and accomplishments achieved by the program participants
- Ensure that leadership and development program goals are being met.

Construction Manager

Feb. 2016- Present

- Developed construction plan and schedule.
- Coordinated and monitored the progress and quality of work.
- Trained program participants in the proper use of hand tools, power tools, equipment and building applications.
- Assessed participants for apprenticeship readiness.
- Responsible for overall safety enforcement.
- Provided personal and vocational counseling and development of trainee's leadership skills.
- Implemented and maintained system to track student's progress and assess their skills and abilities.
- Developed partnerships with potential employers of participants.
- Maintained inventory of all tools, supplies, and equipment.
- Ordered and obtained building materials for jobsite
- Inspired, motivated and mentored students

## **Lehigh Carbon Technical Institute**

Adult Education Instructor

Feb 2016- Present

- Developed and implemented training regimen and schedule.
- Created curriculum and provided guidance to enable certification attainment for students.
- Developed and implemented assessment of competency for contracted clients to evaluate the technical ability of potential new hires.
- Managed roster of students, logins, attendance, gradebook, and progress towards completion.

## **Taylor-Made-Designs**

Owner/Builder

Aug. 2005- Present

- Developed and grew business from a handyman operation to a full service general contractor and custom builder, grossing over 100,000 in sales annually
- Recruited, hired, and trained individuals as needed for specific work
- Experienced with sales and direct customer service from idea conception to project completion
- Developed pride of product and a reputation for high standards.

## **Ramsey Contracting (484) 883-0120**

Carpenter

Sept 2010- Oct 2012

## **Stepfoe-Siedzkowski Custom Builders (610) 558-2332**

Apprentice/Carpenter

Jun 2003- Aug 2005

## **Additional: Activities, Certifications, and Clearances**

**City of Allentown Human Relations Award Winner**

Oct 2021

## **YouthBuild Pennsylvania Coalition**

Treasurer

Aug 2020- Present

- Processed, created and distributed invoices.
- Utilized and maintained QuickBooks account to organize financial data.
- Prepared and presented financial documents at monthly board meetings.
- Acting member of executive committee, helping to make key strategic decisions and strategies.
- Reviewed and recommended resumes for new board members.

## **Downingtown Rugby Football Club**

Youth Assistant Coach

2005-2017

Men's Sevens Head Coach

2013-2017

## **Certifications**

NCCER Craft Instructor

NCCER Curriculum Proctor

NCCER Performance Evaluator

OSHA-10

CPR/FA

## **Clearances**

Act 34- PA Criminal Clearance

March 2021

Act 151- Child Abuse Clearance

March 2021

Act 114- FBI Criminal Background Check

March 2021

## **Education**

Delaware County Community College

Business Administration, A.S, Spring 2014