



CITY OF ALLENTOWN

No: 30013

RESOLUTION

R - 2020

Introduced by the Administration on July 15, 2020

Authorities, Boards, Commissions Appointments

Resolved by the Council of the City of Allentown, That

City Council does hereby give advice and consent to the following appointment to the Commission on Homeless submitted to this Council by Mayor Ray O'Connell.

COMMISSION ON HOMELESS (Appointment)

Benjamin T. Stephens

1704 Rosewood Court

Orefield, PA 18069

Term Expiration: 07/15/2024

	Yea	Nay
Candida Affa	X	
Julio A. Guridy, VP	X	
Ce-Ce Gerlach	X	
Cynthia Mota	X	
Joshua Siegel	X	
Ed Zucal	X	
Daryl Hendricks, Pres.	X	
TOTAL	7	0

THIS IS TO CERTIFY, That the above copy of Resolution No. 30013 was adopted by the City Council of Allentown on the 15th day of July, 2020, and is on file in the City Clerk's Office.



 City Clerk



City without limits.

Ray O'Connell, Mayor
City of Allentown
435 Hamilton St, 5th Floor
Allentown, PA 18101-1699
Office 610.437.7546
Fax 610.437.8730
Ray.OConnell@allentownpa.gov

TO: Michael Hanlon
City Clerk

FROM: Ray O'Connell *ROC*
Mayor

DATE: July 9, 2020

SUBJECT: Authorities, Boards, Commissions Appointments

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

<u>Name</u>	<u>Authority/Board/Commission</u>	<u>Term to Expire</u>
Anna Lightner	Commission on Homeless	
Carolyn J. Hoffman	Commission on Homeless	
Ellen Denizard	Commission on Homeless	
Jennifer Miklus	Commission on Homeless	
Robert Nicoletta	Commission on Homeless	
Larry D. Pickens	Commission on Homeless	
Edwin Ramos	Commission on Homeless	
Hope Sabbagh	Commission on Homeless	
Charlene Smalls	Commission on Homeless	
Benjamin T. Stephens	Commission on Homeless	
Michelle Wagner	Commission on Homeless	

I have attached their resumes to this email for your review.

ROC/kal

Attachments

RECEIVED

APR 22 2020

REQUEST FOR APPOINTMENT

DATE 4/15/2020 **MAYOR'S OFFICE**

AUTHORITY, BOARD OR COMMISSION YOU ARE REQUESTING APPOINTMENT TO: Homeless Initiative

NAME: Benjamin T Stephens

HOME ADDRESS: 1704 Rosewood Ct Orefield PA 18069

BUSINESS ADDRESS: _____

TELEPHONE NO. (RESIDENCE) _____ **BUSINESS** _____

EMAIL: bstephens@lehighchurches.org

PRESENTLY EMPLOYED BY: _____

JOB TITLE: Assistant Housing Director for Pathway Housing Services

EMPLOYMENT (Prior): _____

EDUCATION:

HIGH SCHOOL GRADUATE:	<u>X</u>	YES	<u> </u>	NO
COLLEGE OR UNIVERSITY GRADUATE	<u>X</u>	YES	<u> </u>	NO
DEGREE/FIELD OF STUDY		<u>BSW</u>		

CURRENT MEMBERSHIP IN ORGANIZATIONS AND OFFICES: I sit on many organization through my Agency that we are members.

Lehigh Valley Homeless Advisory Board

Lehigh Valley Veteran Task Force

Lehigh Valley Military Affairs Council

Coordination Committee

Homeless Information and Client Case Planning

**PAST ORGANIZATIONAL MEMBERSHIP AND OFFICES
HELD:** _____

DO YOU LIVE IN THE CITY OF ALLENTOWN: _____ **YES** ☒ **NO**

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

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:**

**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



Date

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

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

Benjamin T. Stephens
1720 Rosewood Ct
Orefield, PA 18069
Home: 610-841-4816 Cell: 484-695-1645
Email: bstephens1309@yahoo.com

Career focus: To obtain a full-time position in a Supervisory or Management Position where I can use my skills, education, and knowledge to benefit the organization for which I work. This position would enable me to make positive contributions by providing supervision to persons who serve a specific population and in turn the community as a whole.

EDUCATION

2007 Bachelor Degree of Social Work, Mansfield University, Mansfield, PA

2007 Internship in Social Work-Lehigh Conference of Churches-Homeless Supportive Services

1998 High School Diploma from William Allen High School, Allentown, PA

EXPERIENCE

December 2017-Present-The Lehigh Conference of Churches, Assistant Housing Director – Pathways Housing Services

- To provide supervision and support to Case Managers by collaboration of planning, implementation and oversight on a case-by-case circumstance in accordance to the program at hand. To provide oversight in maintaining program guidelines and qualifications.
- Active participation with all Lehigh County providers to connect social services/ clients. To be a point of contact for a VA related individual client cases, acting liaison for all Veteran Task Forces.
- Responsible for oversight checks of monthly rent for Housing Programs. Providing weekly supervision and review of each client being served with HUD/Outreach Case Managers

June 2016-December 2017-The Lehigh Conference of Churches Homeless Supportive Services – Senior Clinical Case Manager

- Provided supervision and support to Case Managers which case management and care. Acting as a team lead
- Provided case management services to homeless and chronically homeless individuals by providing intakes, referrals and case management while advocacy and outreach.
- To maintain records, intakes, files that is reported for audits and billing. Responsible for oversight checks of monthly rent for Housing Programs. Providing biweekly supervision and review of each client being served.

2012-June 2016-The Lehigh Conference of Churches Homeless Supportive Services – Intensive Case Worker

- Provided intensive case management services to chronically homeless individuals by providing intakes, assessments, planning, facilitation of care, referrals, evaluations and advocacy.
- Provide outreach to persons who are homeless within the community in such places soup kitchens, food banks, shelters, in camps, and other programs throughout the Lehigh Valley. Networking with other providers for the best outcome of each client.
- Responsible for individual case notes, filing, reporting and outreach on a daily basis.

2007-2012-The Lehigh Conference of Churches - Linkage Case Worker

- Provided case management services to at risk homeless, homeless and chronically homeless individuals by providing intakes, referrals and case management.
- Provided advocacy and outreach on behalf of homeless/at-risk individuals connecting the individual to the appropriate level of care
- Responsible of coordination of services provided through Linkage Program and maintained records in billing, filing, fund raising, reporting, operations and computer data bases
- Possesses strong understanding of reporting and billing of services when funded by County and Federal grants

1998-2006-Monarch Precast Concrete Company

- Was responsible for fabrications of products providing quality control of pieces to provide the best quality to the customers
- Provided training to new personal in safety and production
- Was responsible for maintenance and transportation of equipment

1998-2003-.Mansfield University—Grounds Maintenance Department

- Was responsible for providing landscape and campus care across the main campus grounds
- Maintained and transported equipment on and off campus
- Coordinated events to provide the best level of safety and care to the staff and students of the campus

1999-2002-Mansfield University Foundation—Phonathon Center

- Supervised and maintained time sheets, scheduling, training, of 20-30 student callers
- Answered alumni questions and was responsible for caller complaints
- Solicited alumni for donations, maintained mailing list for donations and recording of donor's information

1999-2000-Good Shepherd, Rehabilitation Hospital—Maintenance Department

- Was responsible for the overall care of the facility
- Maintained, repaired, and transported equipment
- Maintained the campus landscape

1997-1998-Allentown School District—Maintenance Department

- Cleaned and maintained school building
- Repaired broken equipment
- Maintained campus facilities and grounds

Strengths

- Case Worker Certified User for Homeless Management Information System (HMIS)
- Knowledge of ETO computer data base, ability to run reports for advocacy and/or billing purposes
- Knowledge of the Internet and Microsoft Office applications including Word, Excel, Access, and PowerPoint
- Engaged member of many different groups in the Lehigh Valley that focused on a variety of different levels of homelessness. Ability to communicate and partner with others agencies.
- Knowledge of County and federal funded programs and requirements.