



**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:** March 8, 2021

**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>
Latoya Mitchell	Allentown Arts Commission	01/06/2024
Max Weintraub	Allentown Arts Commission	01/03/2026

Latoya Mitchell is replacing Mary Viola on the Arts Commission. She will be the Mayor's representative on this commission and fulfilling the unexpired term. Max Weintraub is replacing David Mickenberg. Mr. Weintraub is the President and CEO of the Allentown Art Museum. Their resumes are attached for your review.

ROC/kal

Attachments

RECEIVED

FEB 12 2021

**REQUEST FOR APPOINTMENT**

**DATE**

2/12/21

**MAYOR'S OFFICE**

**AUTHORITY, BOARD OR COMMISSION YOU ARE REQUESTING APPOINTMENT TO:** Arts Commission

**NAME:**

Latoya Mitchell

**HOME**

**ADDRESS:**

47 E Cumberland St, Allentown PA 18103

**BUSINESS**

**ADDRESS:**

**TELEPHONE NO. (RESIDENCE)**

484-548-4376

**BUSINESS**

**EMAIL:**

Latoya.Mitchell@allentownpa.gov

**PRESENTLY EMPLOYED**

**BY:**

The City of Allentown

**JOB**

**TITLE:**

Administrative Assistant

**EMPLOYMENT**

**(Prior):**

Lehigh Valley Health Network

**EDUCATION:**

**HIGH SCHOOL GRADUATE:**

✓

**YES**

**NO**

**COLLEGE OR UNIVERSITY GRADUATE**

✓

**YES**

**NO**

**DEGREE/FIELD OF STUDY**

Human Resource Management and Health Science

**CURRENT MEMBERSHIP IN ORGANIZATIONS AND**

**OFFICES:**

N/A

**PAST ORGANIZATIONAL MEMBERSHIP AND OFFICES**

**HELD:** \_\_\_\_\_

N/A

**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:**

I am interested in this appointment because I currently work in the Mayor's office and I feel that it would be beneficial for me to provide information to the Mayor on items that will effect the city.

**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.**

A handwritten signature in dark ink, appearing to be "J. N. O.", written over a horizontal line.

**Signature**

A handwritten date "2/12/21" in dark ink, written over a horizontal line.

**Date**

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

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

# Latoya S. Mitchell

47 E Cumberland St  
Allentown, PA 18103

[LatoyaM6@gmail.com](mailto:LatoyaM6@gmail.com)

Mobile: 484-548-4326

- **Dedicated administrative secretary with over 10 years of experience in diverse settings. Consistent, excellent reviews and scores in support of senior management in integrated healthcare delivery systems.**
- **Customer driven and focused administrative secretary who excels at prioritizing, multitasker, and following through to achieve project goals. Flexible and hardworking with strong drive to succeed.**

## Areas of Expertise

*Problem Solving  
MS Office*

*Meeting Organization/Support  
Coordinating Travel Plans*

*Dedicated Team Player  
Multitasking  
Verbal and Written Communication  
Detailed Oriented*

*Proof Reading  
Minute Taking  
Meet and Greet Clients  
Team Leader*

## Professional Experience

City of Allentown

### **Administrative Assistant**

9/08/20-Present

- Dispatcher/Manager/Coordinator for Allentown's 311 Quick Report application.
- Assist the Mayor at all biweekly Operations meetings.
- Assist the Executive Assistant to the Mayor as needed.
- Manages all information regarding immigration assistance.
- Responsible for documenting, tracking, inputting, and processing of payroll in the Mayor's office.
- Responsible for maintaining an adequate amount of supplies within the office and for ordering supplies as needed.

Lehigh Valley Health Network- Allentown PA

### **Administrative Secretary**

08/14/20-9/04/20

- Support the CMIO for Lehigh Valley Health Network
- Support Administrators/directors/and managers in the Information Services Department
- Manages executive and high-level staff calendars and independently schedules appointments, coordinates meetings and activities. Completes all work with a high degree of accuracy, confidentiality, and attention to detail. Handles all logistics for meetings including sending invitations, tracking attendance replies, reserving meeting space, handling meeting set up, and any issues that arise. Arranges complex and detailed travel plans and itineraries, compiles documents for travel-related meetings as well as personal travel. Directs preparation of records such as agenda, notices, and minutes for corporate meetings. Screens incoming calls and correspondence and responds independently when possible. Taking inventory of and ordering new office supplies on a regular and ad hoc basis. Coordinating interviews for new candidates and following up with candidates on the response. Provide excellent customer service, interpersonal and organizational skills.

Lehigh Valley Health Network- Allentown, PA

### **ED Registrar**

02/13/20-8/14/20

- Greeted patients upon arrival. Responsible for answering phones, copying, faxing, printing documents and collecting copayments. Works shifts as directed, demonstrating flexibility with vacation/holiday coverage and to support the operations of a 24/7 department. Provides information to patients regarding Patients' Bill of Rights, Notice of Privacy Practice per the state of PA and federal regulations. Collects and documents patient information demographics, insurance, contact info in the EHR and or other electronic system in accordance with established registration standards policies. Daily use of Microsoft Office Suite (Word/Excel/Outlook) and medical software, (T-System/Centricity Enterprise)

Bellman & Radcliff- Allentown, PA

### **Secretary**

10/11/20-02/13/20

- Displayed excellent customer service to visitors and clients upon arrival. Scheduled tours and showed prospective clients rental properties. Created documents, leases, addendums, and spreadsheets. Completed expense reports and other accounting forms for rental properties. Collected all utility and property payments. Worked independently under strict deadlines and responded to emergencies. Managed contact database along with providing clerical support for agents.

## **Education**

Lehigh Carbon Community College- Schnecksville, PA

**Associate Degree in Applied Science, Human Resource Management, December 2011**

Lehigh Carbon Community College- Schnecksville, PA

**Associate Degree in Science, Health Science, May 2019**

## **Professional References**

Latoya S. Mitchell

47 East Cumberland Street

484-548-4326

[LatoyaM6@gmail.com](mailto:LatoyaM6@gmail.com)

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**Donald Levick, M.D., Chief Medical Information Officer**

Lehigh Valley Health Network

515 Hamilton Street, Suite 400

Allentown, PA 18101

484-862-4115

[Donald.Levick@lvhn.org](mailto:Donald.Levick@lvhn.org)

**Richard Kerr, Administrator, Clinical Software Applications Management**

Lehigh Valley Health Network

515 Hamilton Street, Suite 400

Allentown, PA 18101

484-862-4276

[Richard.Kerr@lvhn.org](mailto:Richard.Kerr@lvhn.org)

**Laura Hernandez, Manager**

Lehigh Valley Health Network

515 Hamilton Street, Suite 400

Allentown, PA 18101

484-862-4078

[Laura.Hernandez@lvhn.org](mailto:Laura.Hernandez@lvhn.org)