




**MATT TUERK  
MAYOR**

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**TO:** Michael Hanlon  
City Clerk

**FROM:** Matt Tuerk   
Mayor

**DATE:** November 15, 2024

**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>
Riley Kreuzer	Commission on Homelessness	12/05/2028
Mary McGonigle	Commission on Homelessness	12/05/2028

Kreuzer and McGonigle will be filling vacant seats on the Commission. McGonigle works at the Lehigh County Office of Children and Youth Services and Kreuzer works at the Lehigh Conference of Churches. Their resumes are attached.

# Riley Kreuzer

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## Education & Honors

Bachelor of Arts in Spanish, Minor in Business Management; University of Wisconsin-Parkside	8/2011
SOAR Certification	7/2021
Autism Spectrum Disorder Certification	8/2018
TOEFL Certification	2/2012
Universidad Catolica de Peru	12/2010

## Work History

**Housing and Homelessness Assistant Manager:** The Lehigh Conference of Churches 08/2022-Current

- Evaluate monthly billing reports for housing programs, food services, daybreak activities and in-kind donations. Supervise Pathways housing programs and provide administrative support to existing management. Communicate with clients and staff to delegate conflict resolution in a bilingual environment.

**Forensics Case Manager:** The Lehigh Conference of Churches 10/2021-08/2022

- I served clients affected by mental health conditions as well as substance abuse. My duties were widespread and included tasks aimed at connecting my clients to supportive services, processing rental assistance applications in a bilingual environment, and executing contract budget spending goals each month. I also aided with donation pick ups, daybreak case management, organizing community events through the DEI committee and acted as a substitute where needed.

**Intensive Case Manager:** The Lehigh Conference of Churches 03/2021-10/2021

- Assisted clients in accessing medical, social, residential and financial aid services. Maintained a caseload of 30 adults in a community setting. Collaborated with mental health professionals to develop service plans and documented progress and treatment plans for all adult clients. Served and processed SOAR applicants.

**Manager and Programs Coordinator:** Greco Homes; Waukesha, WI 06/2014-07/2020

- Holding a leadership position at 3 long term care facilities for men with mental and physical disabilities in the greater milwaukee metro area. During my time as the manager, the organization doubled in size and partnered with multiple managed care organizations.
- Duties involve scheduling 15 staff members monthly. Organizing and planning involvement with the community, leading and developing quarterly staff training. Completing assessments and identifying member needs and desires for appropriate settings. Develop and routine monitoring individual service plans and communicating with residents' families, social workers, and healthcare professionals to ensure equity care is provided to all clients. Advocating for residents to be included in the community workforce. Reassessing quarterly if staff is achieving resident goals and objectives set by the care team. Applying for appropriate funding and writing grants to increase services for residents.

**Special Education Teacher:** Banting School; Waukesha, WI 08/2015-06/2016

- Provided creative and custom lesson plans to special needs students. Led all educational sessions in Spanish to students of multiple ages while resourcefully meeting curriculum standards. Modeled and practiced appropriate classroom management strategies and provided a safe learning environment for all participants.

## Related Experience

**English Teacher:** Open Doors Program; Santiago, Chile 03/2012-12-2012

- Served as an English teacher working with an organization funded by the United Nations to extend access to the English language in a high school setting. Duties included developing lesson plans, leading extracurricular events such as a basketball club, a talent show contest, and a spelling competition.

## Technical Skills

Skilled in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)

## Language Skills

Spanish (Fluent Verbally, Proficient Written)