



Ray O'Connell, Mayor
City of Allentown
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TO: Michael Hanlon
City Clerk

FROM: Ray O'Connell *ROC*
Mayor

DATE: March 10, 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>
Chris Cassidy	Commission on Homeless	03/10/2025
Abigail Goldfarb	Commission on Homeless	03/10/2025
Roslyn Kuba	Commission on Homeless	03/10/2024
Santo Napoli	Commission on Homeless	03/10/2024

The names submitted on this list will bring the commission up to its 15-member allocation. I have attached their resumes for your review.

ROC/kal

Attachments

RECEIVED

JAN 19 2021

REQUEST FOR APPOINTMENT **MAYOR'S OFFICE** **DATE** 1/16/21

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

NAME: Roslyn Kuba

HOME

ADDRESS: 3928 Lower Saucon Road, Hellertown, PA 18055

BUSINESS

ADDRESS: 1346 W. Hamilton St, Allentown, PA 18102

TELEPHONE NO. (RESIDENCE) 48-201-8500 **BUSINESS** 610-351-1368

EMAIL: director@fplehigh.org

PRESENTLY EMPLOYED

BY: Family Promise of Lehigh Valley

JOB

TITLE: Executive Director

EMPLOYMENT

(Prior): CACLV – Sixth Street Shelter – Ferry Street Apartments

EDUCATION:

HIGH SCHOOL GRADUATE: YES NO

COLLEGE OR UNIVERSITY GRADUATE YES NO

DEGREE/FIELD OF STUDY Administrative Assistant, Associates

CURRENT MEMBERSHIP IN ORGANIZATIONS AND OFFICES:

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

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

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

☐ **NO** _____

ARE YOU A REGISTERED VOTER: _____ ☒ **X** _____ **YES** _____ **NO**

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

☒ **I have been working with families experiencing homeless for over 10 years as a case
manager and now as an Executive Director. I believe I can bring a knowledge of what these
families truly face and need in order to become financially
independent.** _____

**DO YOU ANTICIPATE A CONFLICT OF INTEREST BY SERVING AS A MEMBER
OF AN AUTHORITY, BOARD OR COMMISSION:** _____ **YES** ☒ **X** _____ **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.**

_____*Roslyn C. Kuba*_____1/16/21_____
Signature Date

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

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

ROSLYN C. KUBA
3928 Lower Saucon Road
Hellertown, PA 18055
484.201.8500
rkuba@ptd.net

Career Summary

Experienced professional with long-term contacts and extensive ties to community services and faith-based organizations throughout the Lehigh Valley. Outreach, budget, fundraising, volunteer management and office management experience. Resourceful problem solver with accomplished team and relationship building skills. Comfortable interfacing with diverse populations; individually and in group settings.

Professional Experience

Family Promise of the Lehigh Valley, Allentown, PA **2020 - Present**

Executive Director - Coordinate and manage all operations of Family Promise of the Lehigh Valley. Oversee community outreach and fundraising relating to the organization. Create and implement strategic plan. Oversee all case management of families experiencing homelessness.

Ferry Street Apartments, Sixth Street Shelter, CACLV, Easton, PA **2009 – 2020**

Senior Counselor - Manage all operations of the Ferry Street Apartments and advocate on behalf of program participants. Collaborate with staff at Sixth Street Shelter. Responsible for oversight of Food Pantry

Christ Lutheran Church, Hellertown, PA **2008-2009**

Office Manager - Manage office which included supervising financial secretary and janitorial staff, recruiting and motivating volunteers, preparing and maintaining office budget, as well as maintaining all parish records.

Christ Lutheran Church of Lower Saucon, PA **2004-2008**

Office Manager - Manage office for church which included preparing all publications, as well as developing and maintaining database. Provide bookkeeping services to the preschool; submit monthly financial reports to board and councils; pay all invoices and reimburse all receipts, and prepare payroll checks.

The Lutheran Church of the Holy Spirit—Emmaus, PA **1989 -2004**

Office Manager/Computer Specialist - Manage workflow of office, oversee office staff and volunteers, create and maintain church budget, produced all printed material.

Equicor-Equitable/HCA Corporation—Bethlehem, PA **1986-1989**

Insurance Analyst/Secretary - Coordinate the receipt and control of insurance applications, process applications within appropriate deadlines, contact with clients as well as regional representatives within Equicor and handle secretarial duties for Business Manager.

Boards and Community Service

Lehigh Valley Regional Homeless Advisory Board
Northampton County Reentry Coalition
St. Vincent De Paul Society
West Ward Human Resource Safety Meeting
American Heart Association – Red Out Fundraiser
Saucon Valley Supporters of the Performing Arts - Secretary
Boy Scout Troop 349 – Awards Chairperson

Education

Northampton County Area Community College

Associate Degree in Applied Science; Concentration—Administrative Assistant

Saucon Valley High School

High School Diploma; Concentration—Business

Professional Development

Mental Health First Aid	Deception Detection Training
Fair Housing Seminar	Prepared Renter Program
The Art of Negotiation: Strategies and Tactics	Bridges Out of Poverty
SSI/SSDI Outreach, Access, and Recovery	Reporting Child Abuse
Conflict Resolution Strategies	Trauma focused Behavioral Therapy
Lehigh Country Children and Youth Workshop	Preparing for Court training
Substance Abuse and Domestic Violence Training	Naloxone training
Housing Choice Vouchers: Funding Outlook and Impact on Ending Homelessness	

References

Furnished upon request