



# CITY OF ALLENTOWN

**No: 30212**

## **RESOLUTION**

**R - 2021**

*Introduced by the Administration on June 2, 2021*

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Authorities, Boards, Commissions Appointments

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### ***Resolved by the Council of the City of Allentown, That***

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

#### **COUNCIL OF YOUTH**

Knoxley L. Samms

1233 E. Livingston Street

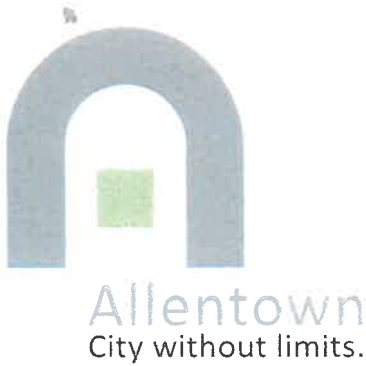
Allentown, PA 18109

**Term Expiration: 07/01/2024**

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

***THIS IS TO CERTIFY, That the above copy of Resolution No. 30212 was adopted by the City Council of Allentown on the 2<sup>nd</sup> day of June, 2021, and is on file in the City Clerk's Office.***

  
 \_\_\_\_\_  
 City Clerk



**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:** May 24, 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>
Phoebe Harris	Council of Youth	07/01/2025
Frederick Montgomery	Council of Youth	07/01/2025
Knoxley Samms	Council of Youth	07/01/2024
Edward White	Council of Youth	07/01/2024

This is a newly created council. Please see the attached resumes.

ROC/kal

Attachments

RECEIVED

OK

SEP 28 2020

**REQUEST FOR APPOINTMENT**

DATE

9/23/2020

MAYOR'S OFFICE

AUTHORITY, BOARD OR COMMISSION YOU ARE REQUESTING APPOINTMENT

TO: Council of Youth, Allentown

NAME: Knoxville L. Shams

HOME

ADDRESS: 1223 E. Livingston Street, Allentown, PA 18109

BUSINESS

ADDRESS: N/A

TELEPHONE NO. (RESIDENCE) 610-570-7944 BUSINESS N/A

EMAIL: kshams@gmail.com

PRESENTLY EMPLOYED

BY: Union Baptist Church of Allentown

JOB

TITLE: Children, Youth & Young Adult Pastor

EMPLOYMENT

(Prior):

EDUCATION:

HIGH SCHOOL GRADUATE:

COLLEGE OR UNIVERSITY GRADUATE

DEGREE/FIELD OF STUDY

✓

YES

NO

✓

YES

NO

Administration

CURRENT MEMBERSHIP IN ORGANIZATIONS AND OFFICES:

Moorlands Youth Summer Camp, Counselor

Movement Moves Media, Board Member

Student Action Leadership Team, Director

Paradigm One, Inc., Board Member

The Rising Sun Black History, Executive Director, Youth Summit

**PAST ORGANIZATIONAL MEMBERSHIP AND OFFICES HELD:**

PA School of Business, Club President  
RAC2, Board member  
Youth Opportunity Unlimited, Mentor

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

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

N/A

**ARE YOU A REGISTERED VOTER:** ☐ YES ☒ NO (Green Card holder)

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

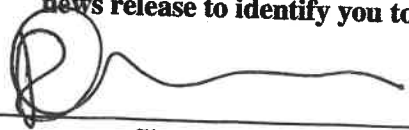
The Seed Your Plant Now will determine how they will treat you and the community in the future. I want youth, I know no hurt or baggage are exempt, it comes with the territory. Create opportunities & Platform for our youth to develop.

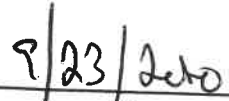
**DO YOU ANTICIPATE A CONFLICT OF INTEREST BY SERVING AS A MEMBER OF AN AUTHORITY, BOARD OR COMMISSION:** ☐ YES ☒ NO

**IF YES, EXPLAIN:** N/A

**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**

## KNOXLEY L. SAMMS

### Objective

Seeking an opportunity to utilize, my abilities and experience. To obtain an employment in administration where my experience will contribute success of the company.

### Professional

I am adaptable, works independently, proven team player, ability to solve problems, highly energetic and motivational.

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### Experience

Union Baptist Church of Allentown – Youth Pastor - Allentown, PA March 2014 – Present

- Attend, participate in, and help organize all required meetings, programs, and events.
- Open all meetings with prayer and scripture and close all meetings with prayer
- Contribute to positive and open discussion at all meetings and programs
- Help implement all initiatives and programs
- Help create a culture of responsibility and faithful service.
- Abide by and reinforce the covenant of the Union Baptist Church and Led by Christ Youth Ministry.
- Spread the mission of the Led by Christ Youth Ministry by sharing all necessary information with the UBC church body.
- Promote Youth Ministry events and activities within the Church and Community (as deemed necessary).
- Nurturing youth during the week (Follow up with them through notes, phone calls, emails, and visitation)
- Working with other youth counselors and the Youth Servant Leader as a team to create a healthy and a relational youth ministry.
- Become an *adult friend* who laughs, cries, questions, dreams, and prays with youth
- Become an example who teaches by demonstration not by lecturing (unless necessary).
- Caring-builds trust by creating a safe place to talk
- Prayerful-realizes that it is God who does the work of changing lives
- Define the Youth Ministry budget at the beginning of each calendar year (within the guidelines established by the Trustee Board and approval by the Pastor).
- Attend special training seminars for youth workers (local, associational, state, and national events).
- Educate, empower, train, develop and shaping youth lives.
- Create yearly programs & event calendar.

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Keystone Cement Company

Bath, PA

2013-2018

**Purchasing Administrator ~ Purchasing Department**

- Prepared recommendation to management for cost saving strategies, including the negotiation of pricing and contracts.
- Develop, and maintain suppliers, products and services.
- Review inventory levels and order as required.

## KNOXLEY L. SAMMS

- Purchase Order expediting.
- Guaranteed on-time deliveries of service, rental and/or products.
- Communicate via e-mail, phone or person with vendors and operation Managers to collect new PO's and to manage new orders through the life of the order.
- Thorough knowledge of purchasing and inventory policies, procedures, and processes and extensive knowledge and ability to negotiate best vendor terms, pricing and delivery based on requirements is a must.

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Jamaica Broilers Group

St. Catherine, Jamaica

2007-2010

### **Inventory Coordinator ~ Customer Service Department**

- Monitor and control inventory integrity.
- Maintain product identification program.
- Research inventory discrepancies; make necessary corrections.
- Log and control aged product.
- Monitor stock counts and physical inventory; reconcile.
- Produce report for consolidation.
- Determine daily tasks, workload and coordinates staff accordingly in conjunction with inventory supervisor.
- Delegate tasks in assigned area in conjunction with inventory supervisor.
- Assist in maintaining a safe, clean and secure working environment.
- Maintain a high level of quality in work performed.
- Follow on inventory procedures.

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Jamaica Theological Seminary

Kingston, Jamaica

2001-2006

### **Assistant Registrar's ~ Registry Department**

- Ensure the accuracy and efficiency of official student academic records by assisting with all grades processing, incomplete grade conversions, grade changes and other needed updates.
- Assigns and adjust course classroom reservations and classroom event request via classroom scheduling software.
- Prepare course timetable and scheduling professors.
- Reports student enrollments and graduation.
- Processes various registration forms and stores the supporting document in the appropriate format.
- Prepare students filing management system.

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Life of Jamaica

Kingston, Jamaica

1997-2001

### **Customer Service Coordinator ~ Customer Service Department**

- Keep records of customer interactions and transactions, recording details of inquiries, complaints, and comments, as well as actions taken.
- Manage and protect the reputation of the company.



## KNOXLEY L. SAMMS

- Maintain strong clientele relationship with customers.
- Liaise with the companies insurance agents and process all orders made via telephone.
- Complete contract forms, prepare change of address records, and issue service discontinuance orders, using computers.
- Coordinated with other departments to assist, clarify and distribute reports.
- Take the extra mile to engage customers.
- Ability to multi-task, prioritizes, and manages time effectively.

### Education

Strayer University	Allentown, PA	2013-Present
Pennsylvania School of Business	Allentown, PA	2011-2013
University of the West Indies	Kingston, Jamaica	2005-2009
Mgmt Inst. For National Development	Kingston, Jamaica	2004-2005
St. Joseph's High School	Kingston, Jamaica	1994-1996

### SKILLS

- Software applications: Microsoft Office Suite (Word, Excel, etc.)
- Excellent facilitation, coaching and written skills. Strong teamwork, partnership, employee engagement skills.

### COMMUNITY

- |                            |   |   |
|----------------------------|---|---|
| • Kindergarten Reader      | - | Allentown School District                 |
| • Board Member             | - | R2C2 Inc.                                 |
| • Board Member             | - | Paradigm One Inc.                         |
| • Board Member             | - | Movements Moves Media                     |
| • Ambassador               | - | Allentown Vision 2030                     |
| • Camp Counsellor          | - | Moorlands Summer Camp, Jamaica            |
| • Youth Executive Director | - | Rising Sun Initiative                     |
| • Founder                  | - | Student Action Leadership Team (S.A.L.T.) |
| • Founder                  | - | Children Engaging Others (C.E.O.)         |