

2022-095



RECEIVED
CITY CLERK

Amesbury

Mayor *Kassandra Gove*

Office of the Mayor
City Hall, 62 Friend Street
Amesbury, MA 01913-2884

2022 AUG -9 P 1:34

CITY OF AMESBURY, MA

(978) 388-8121
Fax: (978) 388-6727
govek@amesburyma.gov

Certificate of Appointment

August 9, 2022

I appoint *Katelynn Lemieux* to the position of member of the Amesbury Housing Trust for a term to expire April 30, 2024, and I certify that said person is qualified to perform the duties of the said office, and I make this appointment solely in the interest of the City of Amesbury.

This appointment shall not become effective until twenty-one days following filing with the city clerk, in accordance with the Amesbury Home Rule Charter.

Kassandra Gove
Mayor

Amanda Haggstrom

From: noreply@civicplus.com
Sent: Thursday, July 7, 2022 8:34 AM
To: Ann Marie Casey; Aubrie Campbell
Subject: Online Form Submittal: Volunteer Application for Appointed Positions

Volunteer Application for Appointed Positions

First Name	Katelynn
Last Name	Lemieux
Home Address	7 Birchwood Pointe, Unit: 204
City	Amesbury
State	MA
Zip Code	01913
Mailing Address (If Different)	<i>Field not completed.</i>
City	<i>Field not completed.</i>
State	<i>Field not completed.</i>
Zip Code	<i>Field not completed.</i>
Phone	978-837-0090
Email	lemieux.katelynnm@gmail.com
Which Board, Commission or Committee are you applying for?	Housing Trust
Please explain why you would like to serve on a particular Board, Commission or Committee:	I have a passion for Affordable Housing. I hope that by serving, my passion will inspire others, assist local housing entities and their programs, applicants, and tenants, and help preserve and potentially increase the number of safe and decent housing opportunities for low-moderate income individuals.
Please briefly describe your education and any relevant work or life experience or other activity which, in your opinion, would be	Executive Director- Wilmington Housing Authority: 1/3/2022-Present Administrative Clerk- Georgetown Housing Authority: 4/19/2022-Present

beneficial in carrying out the responsibilities of this office. If necessary, attach additional sheets or your resume.

Public Housing Coordinator- Melrose Housing Authority:
8/10/2020-3/30/2022
Housing Manager and Tenant Selector- Amesbury and Merrimac Housing Authorities: 7/31/2017-7/31/2020

Please list any City offices you have held in Amesbury or elsewhere. Please share the name of the Office held, the date you were appointed or elected, and the date when your term expired.

Vice President- North Shore Housing Executive Directors Association (NSHEDA)
6/22/2022-Present
Community Representative and Board Member- Community Action
3/25/2020-Present

Public service on a Board, Committee, or Commission can be demanding. Please indicate the realistic time commitment you are willing and able to make:

2 to 4 hours per week

Additionally, please describe any standing commitments you may have which might conflict with set meeting schedules:

None.

How did you hear about the vacancy on this City Board, Committee or Commission?

Word of Mouth

Applicant's Statement & Signature

I hereby submit this as my application for the position I have indicated on the front of this form. I understand that my completion of this form in no way assures appointment. All Board, Committee, and Commission vacancies will be filled by citizens deemed most qualified to serve in a particular capacity. I also understand that in the event that I am appointed to a position, my activities will be governed by the Massachusetts Conflict of Interest Law (M.G.L. c. 268A), the Massachusetts Open Meeting Law (M.G.L. c. 39), the Massachusetts Public Records Law (M.G.L. c. 66), the Massachusetts Campaign Finance Law (M.G.L. c. 55), the Amesbury City Charter and ordinances, and all other applicable federal, state, and local laws or regulations.

Electronic Signature

Katelynn M. Lemieux

Date

7/7/2022

Email not displaying correctly? [View it in your browser.](#)

Notice: Please be aware the Massachusetts Secretary of State has determined that most emails to and from the City of Amesbury are public records and therefore cannot be kept confidential.

MGL: Chpt.66, Sec.10 Public Records Law.

KATELYNN LEMIEUX

7 Birchwood Pointe, Unit: 204, Amesbury, MA 01913 · 978-837-0090
Lemieux.KatelynnM@gmail.com

EXPERIENCE

APRIL 19, 2022 – PRESENT

TENANT SELECTOR, GEORGETOWN HOUSING AUTHORITY

The position is responsible for application input, screening of applicants, and tenant selection.

- Staff Development: I cross-train staff on the duties of the Tenant Selector. I have created training materials, checklists, and have regular meetings to assist with training.

JANUARY 3, 2022 – PRESENT

EXECUTIVE DIRECTOR, WILMINGTON HOUSING AUTHORITY

As the Executive Director, I direct a part-time office with three employees. The WHA manages a total of 69 units of Elderly/Handicapped Housing, 13 units of Family Housing, and 11 Housing Choice Voucher Program units.

- Excellent Written and Verbal Skills: I effectively communicate with local officials, boards, applicants, residents, service providers and funding agencies.
 - I began hosting coffee hours between residents and local officials to discuss topics concerning health, wellbeing, and safety.
 - I implemented a Tenant Newsletter to keep tenants apprised of WHA's policies and scheduled events.
 - I had secured \$165,192.00 in Public Housing Emergency Funding from the Department of Housing and Community Development (DHCD).
- Fiscal Management: I oversee a fiscal budget of \$518,599.00.
 - Created an additional administrative position by utilizing a non-profit agency (Operation Able) without effecting the Budget.
 - Knowledge of Procurement Regulations and Best Practices
- Maintenance Management: I utilize a computer-based maintenance monitoring and information system (PHA Net).
 - Maintain Inventory
 - Generate Work Orders
 - Purchase Orders
 - Schedule Maintenance
 - Draft and Implement the Capital Improvement and Annual Plans
- Mandatory Reporting: Comply with all State and Federal reporting requirements.

AUGUST 10, 2020 – MARCH 30, 2022

PUBLIC HOUSING AND STATE VOUCHER COORDINATOR, MELROSE HOUSING AUTHORITY

As the Public Housing and State Voucher Coordinator, I oversaw 305 units of state-aided elderly/disabled housing, 17 units of state-aided family housing, 1 689 house, administered 3 DMH Rental Subsidy Vouchers, and administered 15 AHVP Vouchers. The position was responsible for staff development, tenant selection, rent adjustments, maintenance management, and lease enforcement.

- Staff Development: I developed training materials, procedures, checklists, and suggested trainings for staff to further their education on the job.
- Tenant Selection: I processed applications, screened applicants, and selected tenants.
- Rent Adjustments: Utilized Department of Housing and Community Development (DHCD) Regulations to calculate and adjust tenant rents accordingly.
 - Utilized Wage Match
 - Uncovered Fraud and Drafted In-House Repayment Agreements
- Maintenance Management: I utilized a computer - based maintenance monitoring and information system (PHA Web).
 - Generated Work Orders
 - Scheduled Maintenance
 - Recorded and Conducted Unit Inspections
 - Contributed to the Capital Improvement Plan
- Lease Enforcement
 - Communicated with Social Service Agencies to preserve tenants' tenancies
 - Drafted Notices to Quit
 - Represented the MHA in Housing Court

MAY 2019 – PRESENT

CONSULTANT, LHA'S OF MASSACHUSETTS

I have been contacted by LHA's throughout Massachusetts to train staff on the State-Aided Public Housing Applicant Waitlist, CHAMP.

- Staff Development: I assess the Housing Authority's performance, develop a training curriculum tailored to their needs, create training materials, procedures, checklists, and suggest additional trainings for their staff to further their education on the job.

JULY 31, 2017 – JULY 31, 2020

HOUSING MANAGER AND TENANT SELECTOR, AMESBURY & MERRIMAC HOUSING AUTHORITIES

As the Housing Manager and Tenant Selector, I oversaw 297 units of State elderly/disabled and Family housing programs in Amesbury and Merrimac.

- Staff Development: I developed training materials, procedures, checklists, and suggested trainings for staff to further their education on the job.
 - I was the direct supervisor of the Housing Clerk.
- Tenant Selection: I processed applications, screened applicants, and selected tenants.
- Rent Adjustments: Utilized Department of Housing and Community Development (DHCD) Regulations to calculate and adjust tenant rents accordingly.
 - Utilized Wage Match
 - Uncovered Fraud and Drafted In-House Repayment Agreements

- Maintenance Management: I utilized a computer - based maintenance monitoring and information system (PHA Web).
 - Generated Work Orders
- Lease Enforcement
 - Communicated with Social Service Agencies to preserve tenants' tenancies
 - Drafted Notices to Quit
 - Represented the AHA/MHA in Housing Court

FEBRUARY 22, 2016 - JULY 28, 2017

ADMINISTRATIVE ASSISTANT/RECEPTIONIST, OZZY PROPERTIES

As an administrative assistant and receptionist with a commercial and residential property management company, I acted as the liaison between existing/potential tenants and members of property management.

- Customer Service:
 - I was forwarded all tenant related inquires/issues of which I documented, delegated to members of Facilities Team, and oversaw until completion.
 - I was forwarded all inquiries regarding potential tenant lease options. I funneled through these inquires and determined if we had the space available for the prospective tenant's needs.
- Leasing:
 - I drafted lease option proposals and forward internally to our Commercial Real Estate Department to be reviewed.
 - I prepared, reviewed, and edited lease agreements. I utilized partially executed lease agreements to draft lease summaries to highlight the key components within an agreement to be used internally.
- Fiscal Management:
 - I provided clerical support to the Accounting Department by collecting payments through drafted tenant arrears/rental increase letters, mailing invoices and properly routing payments.
 - I utilized financial data to review various expiring Vendor Contracts to ensure that company overhead costs were kept to a minimum. I contacted local vendors, obtained proposals for work to be done, and compared this information to that of our current vendors.

NOVEMBER 24, 2014 - FEBRUARY 1, 2016

PROVIDER RELATIONS AND TRAINING MANAGER, COMSTAR AMBULANCE SERVICES

As the Provider Relations Manager, I worked directly with ambulance providers and various insurance carriers. I maintained the data for 230 providers and tracked the expiration of certifications and licenses.

- Mandatory Reporting: Complied with all State and Federal reporting requirements.
 - I ensured that the health-care providers updated their certification or licensing on time.
 - Prepared and maintained reports of credentialing activities such as accreditation, revalidation, or billing privileges.
- Fiscal Management: I utilized data such as clients' quarterly collection rates to identify billing and/or insurance trends, patterns, and opportunities for the business as well as the client to increase in revenue.

- Staff Development: With clients' quarterly reports, I revised, created, and implemented new business strategies in line with company strategic initiatives to train employees in various departments to utilize these strategies.
- Human Resources: I worked alongside the Owner and CEO to accomplish human resource objectives by recruiting, selecting, orienting, training, assigning, scheduling and coaching employees.
- Quality Assurance:
 - I monitored employee performance to ensure that policies and procedures were effectively executed.
 - I identified the areas of work that needed improvement and thus implemented change.

FEBRUARY 24, 2014 – NOVEMBER 14, 2014

HEALTH SERVICES COORDINATOR, CERULLI AND ASSOCIATES

As a Health Services Coordinator, I managed the day-to-day operations of a neuropsychiatrist practice.

- Medical Office Operations:
 - Billing
 - Coding and Collections
 - Appointment Scheduling
 - Maintenance of Medical Records
 - Maintenance of the Office Website
 - Drafted Patient Letters

APRIL 4, 2011 – JANUARY 12, 2014

CERTIFIED NURSING ASSISTANT, LAKEVIEW HOUSE NURSING HOME

As a Certified Nursing Assistant, I facilitated working relationships between nursing staff and patients' needs.

- CNA Responsibilities:
 - Assist patients with their ADLs
 - Recorded documentation necessary for nursing reports and care plan meetings
 - Received 32 continuing in-service training hours annually

EDUCATION

DECEMBER 2021

HEARING OFFICER SPECIALIST, NAN MCKAY

NOVEMBER 2020

MASSACHUSETTS PUBLIC HOUSING ADMINISTRATOR (MPHA) CERTIFICATION,
MASSACHUSETTS NATIONAL ASSOCIATION OF HOUSING AND REDEVELOPMENT
OFFICIALS

NOVEMBER 2019

MENTAL HEALTH FIRST AIDE CERTIFICATION, NATIONAL COUNCIL FOR
BEHAVIORAL HEALTH

NOVEMBER 2012

NORTHERN ESSEX COMMUNITY COLLEGE

Completed the following courses:

Introduction to Human Services

Introduction to Psychology

APRIL 2011

CERTIFIED NURSING ASSISTANT & HOME HEALTH AIDE, COMMUNITY ACTION
INC.

Received a High Academic Award.

MAY 2007

HIGH SCHOOL DIPLOMA, PENTUCKET REGIONAL HIGH SCHOOL

DECEMBER 2006

HIGH SCHOOL DUAL ENROLLMENT PROGRAM, INDIAN RIVER STATE COLLEGE

Completed the following courses:

English Composition I

English Composition II

Elementary Spanish I

Intermediate Algebra

American Literature to 1865

General Biology I

General Biology I Lab

College Algebra

American Government

Introduction to Sociology

SEPTEMBER 2003-DECEMBER 2006

SEBASTIAN RIVER HIGH SCHOOL

SKILLS

- Extensive Knowledge of DHCD's State-Aided Public Housing Rules and Regulations
- Knowledge of Procurement Regulations and Best Practices
- Knowledge of the Principles and Practices of Housing Management, Finances and Maintenance Systems in Public, Commercial and Private Housing
- Knowledge of Project Management Principles and Practices
- Comply with all State and Federal reporting requirements
- Excellent Written and Verbal Skills
- Ability to Prioritize and Delegate
- Conflict Management

ACTIVITIES

MARCH 25, 2020 – PRESENT

COMMUNITY REPRESENTATIVE AND BOARD MEMBER, COMMUNITY ACTION, INC. BOARD OF DIRECTORS

In this role, I actively review policies, analyze the financial operating budget, and assess the effectiveness and availability of Community Action Inc. and their programs.

- Personnel Subcommittee: I review the current CEO's job performance, review the hiring of employees, and attend trainings to ensure the agency is using the best practices to train and retain their current employees.



1810 Gillespie Way, Suite 202
El Cajon, CA 92020
800.783.3100 ■ www.nanmckay.com

Hearing Officer Specialist

Be it known by this certificate that

Katelynn Lemieux

Has fulfilled the certification requirements of
Nan McKay & Associates, Inc. and NMA
University, by successful completion of the
Hearing Officer Specialist Examination

Nan McKay
Nan McKay, President

12/8/2021

Date

Continuing Education Units:

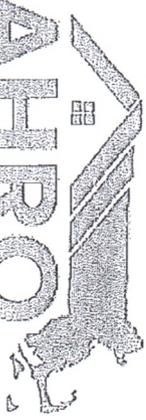
1.3



Nan McKay & Associates is accredited by the International Association for Continuing Education and Training (IACET) and is accredited to issue the IACET CEU.



Nan McKay & Associates is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be addressed to the National Registry of CPE Sponsors, 150 Fourth Avenue North, Suite 700, Nashville, TN, 37219-2417. Web site: www.nasba.org. In accordance with the standards of the National Registry of CPE Sponsors, CPE credits have been granted based on a 50-minute hour. CPE Sponsor ID# 101539

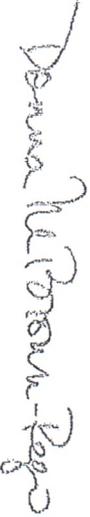

NAHRO
MASSACHUSETTS CHAPTER
National Association of Housing & Redevelopment Officials

Certificate of Completion

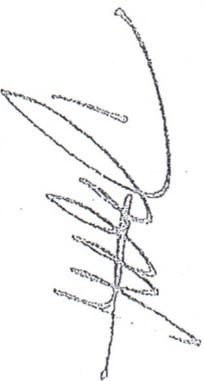
Katelynn Lemieux

**Massachusetts Public Housing Administrator
Certification Program**

2020



**Donna Brown-Rego
Executive Director, MassNAHRO**



**David Hedison
President, MassNAHRO**



MENTAL
HEALTH
FIRST AID™

Certificate

Katie Lemieux

has completed the 8 hour course and is now certified in

Mental Health First Aid USA

And has been trained to provide initial help to people experiencing mental health problems such as depression, anxiety disorders, psychosis, and substance use disorders.

This certification became effective on: 11/14/2019
Date

This certification expires on: 11/14/2022
Date

[Signature]
Instructor

[Signature]
Instructor



**NATIONAL COUNCIL
FOR BEHAVIORAL HEALTH**
MENTAL HEALTH FIRST AID
Healthy Minds. Strong Communities.

Mental Health First Aid USA is coordinated by the National Council for Behavioral Health, the Maryland Department of Health and Mental Hygiene, and the Missouri Department of Mental Health.



TO - DISTRICT: 000031 INDIAN RIVER
 GRADE LEVEL: 12 PREPARED DATE: 12/19/2006
 PL STUDENT ID: 011726723X SSN: 011-72-6723

SCHOOL: 0231 COURSE INFORMATION
 CURRENT DISTRICT: 31 INDIAN RIVER
 CURRENT SCHOOL: 0291 SEBASTIAN RIVER HIGH SCHO

FILE: SRTS12AS
 PAGE 03

(772) 564-4170

DISTRICT: 31 SCHOOL: 0291 SEBASTIAN RIVER HIGH SCHO
 YEAR: 2005-2006 GRADE LEVEL: 11

COURSE#	COURSE TITLE	AREA FLAG	GRD	ATT./EARN	CREDIT
1	ENGL101 COMMUNICATIONS I	EN	B	1.00	1.00
2	ENGL102 ENGLISH COMP II	EN	B	1.00	1.00
3	1960310 DRIVER ED CLASS/LAB	EL	A	0.50	0.50
3	0708350 SPANISH II	PL R	B	0.50	0.50
3	0708350 SPANISH II	PL R	B	0.50	0.50
3	1202340 PRE-CALCULUS	MA H	B	0.50	0.50
3	1202340 PRE-CALCULUS	MA H	B	0.50	0.50
3	2003350 CHEMISTRY I HON	SC	B	0.50	0.50
3	2003350 CHEMISTRY I HON	SC	B	0.50	0.50
3	2100330 ADV PL AMER HISTORY	AH	A	0.50	0.50
3	2100330 ADV PL AMER HISTORY	AH	A	0.50	0.50
3	6215120 BUS AND ENTERP PRIN	VO	A	0.50	0.50
3	6215120 BUS AND ENTERP PRIN	VO	A	0.50	0.50
3	8827420 MKTG APPLICATIONS	VO	A	0.50	0.50
				9.50	9.50

DISTRICT-TERM: 3.5263 33.50 CUM: 0.0000 0.00
 STATE-TERM: 3.5263 33.50 CUM: 3.4166 82.00

2005-2006 ANNUAL DAYS-PRESENT: 176 ABSENT: 0
 SUMMER TERMS DAYS-PRESENT: 0 ABSENT: 0
 ACADEMICALLY PROMOTED

COURSE IN PROGRESS, DISTRICT: 99 SCHOOL: 0911 INDIAN RIVER COMMUNITY CO YEAR: 2006-2007 GRADE LVL: 12

NUMBER OF WEEKS IN EACH GRADING PERIOD: 09

COURSE#	COURSE TITLE	SUBJECT CRSE	AREA FLAG	ATT./EARN	HRS	ABSENCE	-1ST GRADING BLOCK-			-2ND GRADING BLOCK-		
							1ST	2ND	3RD	1ST	2ND	3RD
							09	09	09	09	09	09
							WKS	WKS	WKS	GRD	GRD	GRD
1	AM2010 AMERICAN LIT TO 1865	EN P		1.00	0.00	65						
1	BSCI010 GENERAL BIO I LAB	SC P		0.00	0.00	65						
1	BSCI010 GEN BIOLOGY I	SC P		1.00	0.00	65						
1	MATH105 COLLEGE ALGEBRA	MA P		1.00	0.00	65						
1	POS1041 AMER GOVERNMENT	AG P		0.50	0.00	65						
1	SYG3009 INTRO TO SOCIOLOGY	EL P		0.50	0.00	65						

PERMANENT TRANSCRIPT

STUDENT INFORMATION	
DUCHEMIN, KATELYNN MARIE	
MANOR DRIVE	
GROVELAND	NA01834
FINAL TRANSCRIPT	

SCHOOL INFORMATION	
PENTUCKET REGIONAL HIGH SCHOOL	
24 MAIN STREET	
WEST NEWBURY, MA 01985	
TEL:	978-363-5507
FAX:	978-363-2730
ARLENE TOWNES, PRINCIPAL	
JONATHAN SEYMOUR, ASST. PRINCIPAL	
DANIEL THORNTON, ASST. PRINCIPAL	

CLASS RECORD						
YR	SUBJECT	CP	FV			CREDIT
12	CREATIVE WRITE	CP	C-			2.500
12	ENGLISH 12	H2	B-			5.000
12	ENV. SCIENCE	CP	A			5.000
12	HEALTH ED. 11		A-			1.250
12	LVL III SPANISH	H2	C-			5.000
12	PHYS. ED. 11		A			1.250
12	PSYCH A	H2	B-			2.500
12	STATISTICS	H2	A-			2.500

ACADEMIC STANDING	

TEST RECORD	

ACTIVITIES, HONORS, AWARDS	

MISCELLANEOUS	
D.O.G.-JUNE 2, 2007	
CEEB: 222342	
HONORS GRADES: A & B	
COLLEGE RECOMMENDING GRADE: C	
PASSING GRADE: D-	
FAILING GRADE: F	

DATE:	SIGNATURE:	TITLE:
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