



**LOUISVILLE, KENTUCKY  
OFFICE OF THE MAYOR**

**JERRY E. ABRAMSON  
MAYOR**

February 6, 2006

Mr. Kevin Kramer, President  
Metro Council  
601 West Jefferson Street  
Louisville, KY 40202

Dear President Kramer:

In accordance with the Workforce Investment Board, Inc. Ordinance, I am appointing Ms. Velma Hunter to the **Workforce Investment Board, Inc.** This appointment will expire on June 30, 2009.

Your prompt action on this appointment is most appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "Jerry E. Abramson", written over a horizontal line.

Jerry E. Abramson  
Mayor

JEA/set

cc: Councilman Ken Fleming enclosures  
e-copy to MCC  
Councilman Jim King enclosures



Louisville Metro Boards and Commissions Nomination Form

NAME (Mr., Ms., Mrs.) VELMA C Hunter  
First Middle Last

HOME PHONE (502) 451-9270 BUSINESS PHONE \_\_\_\_\_

CELL PHONE (502) 235-9654 E-MAIL Velma.hunter@Ky.gov

CURRENT HOME ADDRESS (Include ZIP) 2907 Klondike Lane

OCCUPATION Employment OFFICE Manager

Please answer the following questions. If you answer yes, please attach relevant details (i.e. position, company, address, dates, etc.) to your application.

- | YES                         | NO                                  |   |
|-----------------------------|-------------------------------------|---|
| 1. <input type="checkbox"/> | <input checked="" type="checkbox"/> | Have you previously served on a city or county board/commission?  |
| 2. <input type="checkbox"/> | <input checked="" type="checkbox"/> | Are you employed by Louisville Metro Government?  |
| 3. <input type="checkbox"/> | <input checked="" type="checkbox"/> | Do you or a member of your immediate family have ownership interest in any company that does business with Louisville Metro Government?   |
| 4. <input type="checkbox"/> | <input checked="" type="checkbox"/> | Do you or a member of your immediate family (parent, spouse, child or person claimed as a dependent for tax purposes) have ownership interest in any property that is the subject of a condemnation proceeding, planning and zoning proceeding or any other administrative or court proceeding in which Louisville Metro Government or its agencies are interested parties? |
| 5. <input type="checkbox"/> | <input checked="" type="checkbox"/> | Do you have any contract or matter pending before any Louisville Metro Government agency?   |
| 6. <input type="checkbox"/> | <input checked="" type="checkbox"/> | Have you ever been sued by the former City of Louisville, Jefferson County or Louisville Metro Government?  |
| 7. <input type="checkbox"/> | <input checked="" type="checkbox"/> | Have you ever been convicted of a felony offense?   |

Some boards and commissions require membership to be racially, politically or geographically proportionate to the general public. Please complete the information requested below.

RACE Black LOUISVILLE METRO DISTRICT 11

PARTY REGISTRATION Democrat

**Louisville Metro Boards and Commissions**

Please list VOLUNTEER/CIVIC ACTIVITIES

Wesley House Community Center,  
Head Start policy Council, Community Partnership  
For Protecting Children, West Louisville Coalition,

Please check area(s) of interest:

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Business Development | <input type="checkbox"/> Neighborhoods                          |
| <input type="checkbox"/> Codes/Regulations               | <input type="checkbox"/> Public Health                          |
| <input checked="" type="checkbox"/> Economic Development | <input type="checkbox"/> Public Safety                          |
| <input type="checkbox"/> Environmental                   | <input type="checkbox"/> Public Usage Building of<br>Facilities |
| <input type="checkbox"/> Historical Preservation         | <input type="checkbox"/> Public Utilities                       |
| <input type="checkbox"/> Housing                         | <input type="checkbox"/> Recreation                             |
| <input checked="" type="checkbox"/> Human Resources      | <input type="checkbox"/> Telecommunications                     |
| <input type="checkbox"/> Human Services                  | <input type="checkbox"/> Transportation                         |
| <input type="checkbox"/> Information Technology          | <input type="checkbox"/> Zoning                                 |
| <input type="checkbox"/> Land Development                |   |

A biographical sketch or resume may be attached.

Please return all information to:

Maura Temes  
Director, Boards and Commissions  
Louisville Metro Hall  
527 West Jefferson Street, 6th Floor  
Louisville, Kentucky 40202

**VELMA C. HUNTER**  
2907 Klondike Lane  
Louisville, KY 40218  
(502) 451-9270 ph • (502) 235-9654 cell

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**QUALIFICATIONS:** Education, training and experience in:

*Training Development*  
*Client Assessment*  
*Counseling*  
*Time Management*  
*Community Outreach*  
*Project Coordination*  
*Computer Literate*

*Workshop Recruitment*  
*Program Orientation*  
*Program Monitoring*  
*Client Follow-Up*  
*Client Testing*  
*Welfare-To-Work*  
*Job Development*

*Workshop Facilitator*  
*Program Implementation*  
*Report Writing*  
*Case Management*  
*Public Speaking*  
*Performance Evaluation*  
*Eligibility Certification*

**PROFESSIONAL EXPERIENCE**

**Cabinet for Families and Children-Louisville, KY**  
**March 2001-Present**

**Recruitment Coordinator:** Recruit families for state certified foster care and adoption programs. Coordinate the dissemination of written releases, radio advertisements, talk shows and television appearances for community awareness. Facilitate information meeting. Secure physical sites for training. Design brochures for marketing purposes. Maintain records to determine agency targeted recruitment efforts. Collaborate with other community service providers and provide advisory services to increase awareness of resource service linkages. Help to establish on-going training for foster families to meet state certification requirements. Coordinate recruitment activities such as development of annual meeting calendar, train and assign staff to facilitate meetings and secure information booth opportunities. Serve on the Language Advisory Board for the State of Ky., Presently serving as lead Equal Employment Opportunity counselor in Jefferson County.

**Program Coordinator: August 2005-Present.**

Directly responsible for implementing a new agency parent advocate program. Coordinated all initial planning activities with agency staff and community partners; set up conference calls, developed meeting agenda, scheduled meeting space and calendar dates. Recruited and assisted with training participants, consulted with foundation technical assistants. Assisted with the development of program protocol and projected benchmarks, scheduled and facilitated monthly meetings with program participants, assisted with creating the program brochure, solicited partner agencies and national foundations for financial support and other program contributions. Advertised program via radio talk show broadcasts. Supervised staff of 10 trained parent advocates.

**The Rawlings Company – Louisville, KY.**  
**June 2000- January 2001**

**Subrogation Analyst:** Protect the subrogation/reimbursement rights of major nationwide healthcare payers by evaluating and successfully negotiating settlement of liability, med pay, no fault, workman's compensation and medical malpractice claims between attorney representing claimants in tort actions, adjusters and insured members according to state and federal law relating to contractual or equitable rights.

Qualifications require maintaining active inventory of 800-900 files in an entrepreneurial environment. Position requires constant implementation of new clients and changing policies, excellent customer service strengths, negotiating skills, detailed knowledge of medical terminology, ICD9 and CPT codes.

**Communicare Clinic – Elizabethtown, KY.  
February - April 2000**

**Rape Victim Advocate/Educator/Trainer:** Provide age appropriate educational programs to groups of all ages on body safety, sexual abuse and rape awareness/sensitivity training throughout the Lincoln Trail service delivery area (eight southwestern counties).

**Reference:** Ms. Lisa Sampson; 890 Rineyville Rd.; Elizabethtown, KY 42701; (270)234-9236

**Workforce Oklahoma Career Connection Center – Oklahoma City, OK.  
1997 - 1999**

**Career/Training Specialist:** Assess clients immediate needs and make appropriate referrals; Test and interview clients; Set-up work plan; Provide supportive services and counseling to ensure successful program completion; Plan, coordinate and implement workshops in relation to life skills; Job development for TANF and Welfare-to-Work clients; Good working rapport with community agencies, vo-tech schools and community colleges; Assist in summer youth program in the areas of eligibility certification, program orientation, assessment and supervision of assigned participants.

**Reference:** Mr. Dorcas Robert/Ms. Norma Noble; 7401 N.E. 23<sup>rd</sup> St.; Oklahoma City, OK; (405) 713-1890

**Guthrie Job Corps- Guthrie, OK.  
1996**

**Off Center Training Coordinator:** Provided on-site program orientation and counseling; Followed-up to ensure students were meeting all program criteria; Administered bi-monthly stipend for participation; Evaluated the performance of program participants; Facilitated life skills workshops; Coordinated job interviews with local employers and college departments to establish employment for students with financial needs; Developed and prepared public service announcements for marketing program.

**Reference:** Guthrie Job Corp; Guthrie, OK; (405) 282-9930

**Richland School District II – Columbia, SC.  
1992 - 1996**

**Administrative Assistant:** Assisted in administrative supervision of school activities; Maintained discipline records, administered disciplinary assignments; Advised and counseled students on personal/professional concerns.

**Reference:** Mr. William Green; Spring Valley High School; Columbia, SC; (803) 699-2999; (803) 788-8239

**EDUCATION:** University of Louisville, Louisville, KY  
Kent School of Social Work  
Masters of Science in Social Work, MSSW

Coker College, Hartsville, SC.  
Bachelor of Arts, Sociology

University of Oklahoma, Norman, OK  
Certificate – Basic Management & Supervision for Employment & Training  
Certificate – Fundamental Application of Counseling Theories  
Certificate – SASSI, Alcohol & Drug Abuse Assessment

**PERSONAL STRENGTHS:** Highly motivated by the challenge to develop, organize and implement special projects. Have the ability to communicate effectively, both oral and written. Expert in customer service.

**PERSONAL REFERENCE:** Mr. Benjamin K. Richmond, President/CEO  
Louisville Urban League  
1535 W. Broadway  
Louisville, KY 40203  
(502) 561-6830

C. L. Anderson  
Anderson Architecture, LLC  
Starks Bldg. 455 S. 4<sup>th</sup> Ave., Ste. 949  
Louisville, KY 40202  
(502) 585-9750

Dr. R. Campbell-Mapp, President/CEO  
Wesley House Community Services  
803 E. Washington Street  
Louisville, KY 40206  
(502) 583-8317