



Montgomery
County Council

Committee: Directly to Council
Staff: Selena Mendy Singleton, Esq., Clerk of the Council
Purpose: To interview
Keywords:

AGENDA ITEM #4
February 11, 2020
Interview

SUBJECT

Interview County Executive’s appointee for Chief Equity Officer, Office of the County Executive: Tiffany Ward

EXPECTED ATTENDEES

Tiffany Ward

COUNCIL DECISION POINTS & COMMITTEE RECOMMENDATION

None.

DESCRIPTION/ISSUE

Ms. Tiffany Ward is being interviewed as the County Executive’s appointee for Chief Equity Officer, Office of the County Executive. Confirmation is tentatively scheduled for February 25, 2020.

SUMMARY OF KEY DISCUSSION POINTS

Not applicable.

This report contains:

Memorandum and appointment documents from County Executive	© 1-3
Draft Resolution	© 4
Ms. Ward’s resume	© 5-6

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Tiffany Ward



OFFICE OF THE COUNTY EXECUTIVE
ROCKVILLE, MARYLAND 20850

Marc Elrich
County Executive

JAN 29 11 17

RECEIVED
MONTGOMERY COUNTY

MEMORANDUM

January 28, 2020

TO: Sidney Katz, President
Montgomery County Council

FROM: Marc Elrich, County Executive *Marc Elrich*

SUBJECT: Appointment of Chief Equity Officer, Office of the County Executive

I am transmitting the appointment of Ms. Tiffany Ward for the position of Chief Equity Officer, Office of the County Executive. Ms. Ward is being appointed at a salary of \$150,000. Her appointment will be effective upon confirmation by the County Council.

Attachments

APPOINTMENT

PURSUANT TO THE AUTHORITY VESTED TO ME UNDER SECTION 215 OF THE CHARTER OF MONTGOMERY COUNTY, MARYLAND, I HEREBY APPOINT

Tiffany Ward

TO SERVE AS Chief Equity Officer, Office of the County Executive.

THIS APPOINTMENT SHALL BE EFFECTIVE UPON CONFIRMATION BY THE COUNCIL FOR MONTGOMERY COUNTY, MARYLAND.



MARC ELRICH
COUNTY EXECUTIVE

1/25/20
DATE



OFFICE OF THE COUNTY EXECUTIVE

Marc Elrich
County Executive

Andrew W. Kleine
Chief Administrative Officer

MEMORANDUM

January 28, 2020

TO: Sidney Katz, President
Montgomery County Council

FROM: Andrew Kleine, Chief Administrative Officer *AWK*

SUBJECT: Due Diligence on Non-Merit Appointment – Tiffany Ward

The purpose of this memo is to confirm that in making appointments for non-merit positions, our selection process utilizes thorough reference checks, criminal history, background checks, checks for wants and warrants, credit history and other inquiries appropriate to the position being filled.

Please be assured that due diligence was exercised in determining the suitability of Tiffany Ward for appointment as the Chief Equity Officer, Office of the County Executive. In addition, Ms. Ward has filed her Financial Disclosure Statement.

AKW:amg

Resolution: _____
Introduced: _____
Adopted: _____

COUNTY COUNCIL
FOR MONTGOMERY COUNTY, MARYLAND

By: County Council

Subject: County Executive's Appointment of Chief Equity Officer, Office of the
County Executive.

The County Council for Montgomery County, Maryland approves the
following resolution:

The County Executive's appointment of Chief Equity Officer, Office of
the County Executive.

Tiffany Ward

The appointment of Ms. Ward is confirmed by the County Council.

This is a correct copy of Council action:

Selena Mendy Singleton, Esq.
Clerk of the Council

TIFFANY L. WARD

EXPERIENCED GOVERNMENT AND NON-PROFIT PROFESSIONAL

A dedicated, hard-working, and driven professional, Tiffany has spent the bulk of her 20-year career working on issues of racial and social justice, higher education access and civil rights. Over the course of her career she has gained expertise in legislative process, community collaborations, facilitation, maintaining systems, developing streamlined processes, and overseeing comprehensive programs.

PROFESSIONAL EXPERIENCE

MONTGOMERY COUNTY GOVERNMENT

RACIAL EQUITY PROGRAM MANAGER

2018-PRESENT

- Develop subject matter expertise and knowledge of other jurisdiction's efforts to advance racial equity
- Act as Liaison for COG/GARE learning cohort and worked with surrounding jurisdictions to develop learning curriculum and timeline.
- Cultivate relationships with philanthropy and community-based organizations to support and expand racial equity efforts in Montgomery County.
- Establish relationships with residents, community-based organizations and foundations to promote and garner support for the county's racial equity efforts.
- Convenes senior county leadership and other key stakeholders to determine the best strategy for community outreach and government implementation of future policy.

SENIOR LEGISLATIVE AIDE TO COUNCILMEMBER MARC ELRICH

2007-2018

- Responsible for analyzing various programs, legislative policies and budget issues related to education, housing, health and human services, and youth development.
- Collaborated with local governments and community organizations to co-write the Montgomery County Racial Equity resolution.
- Researched various issues in order to make recommendations about legislation.
- Provided constituent service on various issues as needed. Often addressing critical and timely issues such as housing crisis, interruption of childcare subsidy benefits and short falls in grant funding.
- Represented the councilmember in the council grants process by interviewing potential grantees and reviewing programmatic and budget needs.

FRIENDSHIP HOUSE

WORKFORCE INVESTMENT ACT PROGRAM MANAGER

2006-2007

- Responsible for the coordination of all program logistics, which included facilitating life skills and college preparatory workshops.
- Recruited and trained mentors from local corporations, non-profits and unions.
- Responsible for creating systems that allow accurate and timely reporting of student/mentor results and program outcomes.
- Maintained relationships with DC Department of Employment Services Youth Department, school administrators, and potential community partners in order to advance the program and maintain funding.
- Reported all student progress and challenges through monthly and quarterly reports.
- Supervised staff members which included delegating tasks, providing coaching, and completing annual performance evaluations.

THE NATIONAL AFL-CIO

VOTING RIGHTS FELLOW

2004-2005

- Managed all operational logistics of the “My Vote, My Right” campaign which included creating the “Protect the Vote” database
- Researched, wrote, and distributed correspondence to constituency groups and potential activists on a variety of related topics
- Successfully recruited and mobilized poll monitors and other volunteers in order to assist with both the Get Out The Vote and Election Day campaigns
- Facilitated training to minority groups and union locals on HAVA legislation and state specific voting provision in support of the Voter Protection Program located in Philadelphia, PA

MENTORS, INC.

DIRECTOR OF PROGRAM SERVICES

2000-2002

- Oversaw all program related functions including volunteer recruitment, database management, training, and curriculum development
- Supervised staff members which included developing a system of work flow, providing coaching, and giving constructive feedback

KINGMAN BOYS AND GIRLS CLUB

FOUNDER KINGMAN TEEN PROGRAM

2007- PRESENT

- Create age appropriate curriculum for teens ages 13- 19. Design programming that included experiential learning, volunteerism and creative play.
- Recruit teens from local high schools and charter schools to participate. Create partnerships with other NGO such as Martha’s Table, Washington Improv Theater and Code 4 Life to bring diversified programming and experiences to teens.
- Facilitate workshops on various topics including civics, financial management, public speaking and workplace readiness.
- Identify funding sources and co-write grants for annual funding.

EDUCATION

Bachelor of Science, Psychology & Child Development, Tufts University, Medford, MA

Volunteer Experience

Kingman Boys and Girls Club, Member of Board of Directors, 2006-Present

Political Educator, National Poor People’s Campaign, 2018

New Economy Maryland Fellow 2016