



Committee: Directly to Council
Committee Review: N/A
Staff: Selena Mendy Singleton, Esq., Clerk of Council
Purpose: To interview
Keywords: #CouncilAppointments

AGENDA ITEM #11
February 9, 2021
Interview

SUBJECT

Interviews to fill vacancy on Charter Review Commission (CRC).

EXPECTED ATTENDEES (*REMOTELY*)

Bernadette Garrett
Ruth Kirinda

COUNCIL DECISION POINTS & COMMITTEE RECOMMENDATION

Not applicable.

DESCRIPTION/ISSUE

The Montgomery County Council is seeking applicants for a partial term on the Charter Review Commission. The term to be filled was held by Courtney Walker (Unaffiliated). The upcoming vacancy was advertised on November 3 and the deadline was extended once until December 23, 2020. Four applications were received, unfortunately, two of the applications were from Democrats even though the news release explicitly stated that Democrats were not eligible. The Council has chosen to interview the two applicants that were qualified.

SUMMARY OF KEY DISCUSSION POINTS

Not applicable.

This report contains:

List of applicants	©A
CRC Background	©B
News Release	©C-D
Letters of application and resumes	©1-6

Alternative format requests for people with disabilities. If you need assistance accessing this report you may [submit alternative format requests](#) to the ADA Compliance Manager. The ADA Compliance Manager can also be reached at 240-777-6197 (TTY 240-777-6196) or at adacompliance@montgomerycountymd.gov

2021

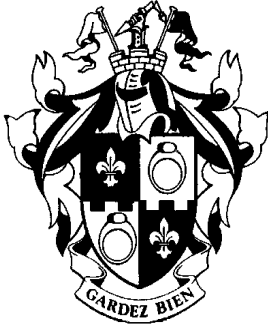
Charter Review Commission (to fill partial term)

The appointee cannot be a Democrat (news release explicated stated that).

Applicants	Party Affiliation	
Bernadette Garrett Clarksburg, MD 20871	Unaffiliated	
Ruth Kirinda 2013 Treetop Lane Apt. 41 Silver Spring, MD 20904	Republican	
Below Democrats are ineligible		
Jim Turner Bethesda, MD 20814	Democrat	
Rachel Watanabe-Tate Rockville, MD 20853	Democrat	

CHARTER REVIEW COMMISSION

- Created: Charter of Montgomery County, Maryland Section 509
- Purpose: To study the Charter and report at least once to the County Council on its activities within one year after appointment. Commission reports shall be submitted not later than May 1 of every even-numbered year. The reports shall contain recommendations concerning proposed Charter amendments, if any.
- Membership: Eleven members who shall be residents of the County, five of whom shall be appointed from a list of names submitted by the County Executive. Not more than six members shall be of the same political party.
- Terms: Four year terms to coincide with the Council term of office. No compensation. Terms expire December 4, 2022.
- Contact: Jean Arthur, Legislative Analyst for the Council, 240-777-7934
- Current Members: George Margolies (D), Chair
Laura Goddeeris (D), Vice Chair
David Hill (D)
Lawrence Lauer (R)
Perry Paylor (D)
Nichole Thomas (Unaffiliated)
Vacancy – remainder of term to be filled by new appointee
Christopher Danley (R)
Katherine Gugulis (R)
Susan Miles (D)
Ronald Stubblefield (D)
- Note: Italics indicate CE appointee*



Montgomery County Council

For Immediate Release

December 3, 2020

Contact: Anne Brown

Anne.Brown@MontgomeryCountyMD.gov

Montgomery County Council Seeks Applicants for County Charter Review Commission

Deadline extended to 5 pm on Wednesday, December 23

ROCKVILLE, MD., Dec. 3, 2020 —The Montgomery County Council is accepting applications to fill a vacancy on the Charter Review Commission. Since no more than six members can be from the same political party, this appointee may be a Republican, someone who declines to affiliate with a party, or a member of another party officially recognized by the Board of Elections. The appointee cannot be a Democrat. The term of the current Commission will expire on December 4, 2022.

The Commission researches and evaluates Charter issues raised by the County Executive, County Council, other government officials and the public. Commission reports are submitted no later than May 1 of every even-numbered year. These reports contain recommendations concerning any proposed Charter amendments.

Letters expressing interest, along with a resume (no longer than 4 pages in length), including professional and civic experience, political party affiliation, home and office telephone numbers and an e-mail address can be submitted via email to Council President Tom Hucker at County.Council@MontgomeryCountyMD.gov or mailed to the Office of the Montgomery County Council, 100 Maryland Avenue, 4th Floor, Rockville, MD 20850.

Letters of applications must be received no later than 5 p.m. on Wednesday, December 23. It is the Council's policy not to consider applications received after the deadline. After the closing date, Councilmembers will review the applications and select applicants to interview.

©

N
E
W
S

R
E
L
E
A
S
E

For more information about the Charter Review Commission or how to apply for consideration to fill the vacancy on the Commission, contact Anne.Brown@MontgomeryCountyMD.gov

#

Sent: Wednesday, December 23, 2020 1:29 PM
To: County.Council@montgomerycountymd.gov
Cc: Anne.Brown@montgomerycountymd.gov
Subject: Charter Review Commission Application Submittal
Attachments: Resume-Bernadette Garrett.pdf

Dear Montgomery County Council Members,

I am submitting my resume for consideration to be a part of the Montgomery County Charter Review Commission in service to my community and county. My political ideology (Unaffiliated) is that I do not base my decisions or opinions on a political party. I believe it is important to use critical thinking, data analysis, and residential input where appropriate to best serve Montgomery County.

I specific experience in the following areas:

Community Service - I've served as an election worker for over 6 years as well as served on local committees such as one on my residential HomeOwners Association and other county committees to support Montgomery County.

Military and Education - In serving in the Armed Forces, I've had the honor to engage in communities across the nation and world which has given me a broad range of experiences and cultivating solutions. I also hold a graduate degree in Government Contracting and Information Resources Mgmt (Systems Planning), which gives me the experience of identifying potential problems and providing effective solutions.

Please consider selecting me for participation and be a part of this important work; my resume is attached.

Kind Regards,

Bernadette Garrett

Bernadette Garrett

Project Management Professional (PMP)

PROFESSIONAL HIGHLIGHTS

More than 15 years of U.S. Air Force experience in organizational and operations management, developing and implementing system platforms and requirements that directly contributed to business strategic objectives. Results-oriented manager with unique ability to galvanize teams to achieve ambitious results; substantiated record of streamlining processes and improving team productivity by 50%. Proven leader experienced with facilitating procurement of multi-million dollar contracts for maintenance and sustainment of secure and unsecure network platforms.

CORE COMPETENCIES

- Contract Oversight (Experienced COR); Program and Project Management
- System Analysis & Streamlining processes; Policy and Requirements development
- Team & Coalition Building; Implementation of Communications infrastructures

WORK HISTORY

Program and Information Resources Consultant, Clarksburg MD 2016 to present
Provide consulting services focused on integrated solutions developed to enhance business performance. By incorporating proven best practices into business processes and management strategies, I maximize resources and better serve clients. Primary services include project management and planning; system implementation and change management execution and contract facilitation and oversight.

Voting Operations Judge (Volunteer) Montgomery County MD Board of Elections 2014 – 2018
Provided assistance with voter check-in; issue ballots to voters; helped familiarize voters to the voting area and supplied instructions on the voting process when needed. Promoted team work to close the polling precinct and prepare the materials and documentation to be returned to the Board of Elections when required.

Program Manager, Fort George G. Meade MD 2013 to 2014
Systems Planning: Managed architecture spanning multiple security domains and spearheads acquisition of system platforms, including negotiating and managing complex programs. Hard charging efforts led to implementation of network platform to increase data access by 75% in less than a year.

Chief, AOC Communications Section ACC, Langley AFB, VA 2012 to 2013
Served as advisor for ACC's Lead Command multi-million Air Operations Center's (AOC) weapon system program. Oversaw direction of fielding and sustainment support and steered requirements, system design, training, and accreditation efforts supporting enterprise modernization for multiple globally separated units. Focusing on business objectives, made significant strides with increasing section productivity 50% by aligning core functions with appropriate tasks and decreasing redundancy.

Director of Logistics and Communications, Langley AFB, VA 2010 to 2012
Led logistics division that provided communications, supply management, and contract oversight which supported a multi-billion system platform spanning five geographically separated operating locations. Conducted oversight of IT systems and training for intelligence and communications communities. Managed 11 multi-million dollar contracts; built comprehensive resources picture linking funding, personnel, and contractor requirements which enable senior executives to reduce budget by 30% and \$1.25M in savings.

Network Operations Team Leader, DISA-Europe 2008 to 2010
Served as operations officer supporting European region network platforms and system security and led a 30-person joint military/contracting team that managed 17 systems/networks spanning over 200 multi-Service communication sites. Spearheaded division Quality Management System review; pinpointed and relocated \$105K assets for fiscal year which solidified agency's command and control requisites

Chief of Information Systems, Middle East Region 2007 to 2008
Team leader 50 technicians supporting operation and implementation of information systems and network platforms and orchestrated interagency discussions on network automation policies. Led massive \$4M communication expansion; ensured network services were delivered on time to 13 new facilities to improve living conditions for over 600 personnel.

Deputy Chief, Network Operations and Security, Hickam AFB, HI 2006 to 2007
Served as Deputy Chief for 80-person team that provided network operations and security for Pacific multi-million network enterprise spanning multiple geographically separated locations. Co-authored instructions and policy for system support methods and identify cyber incident responses for concept of operations; policy cut cyber incident response time by 50%; Coalition builder – Orchestrated key planning and coordination for nine major operational training activities to garner cooperation across multi-level organizations, fulfilled 100% of requirements, and ensure team successes

EDUCATION

The George Washington University Master of Science, Government Contracting	2018
University of Maryland University College Master of Science, Information Resources Management	2009
University of Maryland University College Bachelor of Science, Information Systems Management	2002
Community College of the Air Force, Maxwell AFB AL Associates of Science Degree, Information Management	2002

PROFESSIONAL DEVELOPMENT & LEADERSHIP

- **Project Management Institute:** Project Management Professional (PMP) Certification Awarded, 2011
- **Information Technology Infrastructure Library (ITIL):** Certification Awarded, 2013
- **Toastmasters International:** Toastmasters Area Director 2015 and 2018; Toastmasters Club President 2014
- **Defense Acquisition University:** Earned certificates of training toward Acquisition Level 1 2005 – 2013

COVER LETTER

December 23, 2020

Mr. Tom Hucker

President - Montgomery County Council
The Office of the Montgomery County Council
100 Maryland Avenue, 4th Floor
Rockville, Maryland 20850

Dear Council President Tucker:

Re: Request for Appointment to Montgomery County Charter Review Commission

I appreciate this opportunity to submit an expression of interest in serving on the **Montgomery County Charter Review Commission**. The basis of my submission is threefold.

First, I have a **unique government relations and public affairs** background represented in over 15 years of social sector experience with governmental, multilateral, civil society organizations and private sector entities in the emerging markets. I have worked extensively with Heads of Mission, Development Partners, Host Government Line Ministries, Public and Private Corporations; to ensure effective execution of communication programs. I believe this background demonstrates transferable skills in the ability to work with various stakeholders; in order to conduct research, understand audiences, issues and needs, for effectively supporting the **Montgomery County Charter Review Commission**.

Second, I have a strong **communications** background which has been demonstrated in a number of areas. During my tenure as the Senior Development Outreach and Communications Officer (Member of the Senior Management Team at USAID/Uganda), I was responsible for the overall management of the Development Outreach and Communications Unit (DOC). My responsibilities included the long-range planning and management of outreach and communications activities and strategies for programs totaling \$500 million USD. I developed the USAID/Uganda Communications Framework in order to promote the Mission's programs to external and internal audiences; while facilitating information access and sharing within the Mission and strengthening the Mission's reporting functions. I single handedly produced key materials created by the DOC unit, which included the development of briefing books, press releases, branding and marketing plans, activity briefs and success stories (for 46 award contracts and 16 field support contracts). I believe this level of experience demonstrates excellent written and oral communications skills; which are essential for planning and coordinating the dissemination of information through multiple avenues; including print, digital and traditional news media.

Third, I have demonstrated **project management and excellent interpersonal skills**; including the ability to interact with both internal and external clients with discretion and diplomacy. I believe that my ability to work with people from diverse backgrounds and results-oriented approach; will enable me to effectively support the continued vision of the **Montgomery County Council – Charter Review Commission**.

Sincerely,



Ruth Kirinda

Attachments: Professional Resume

OBJECTIVE

Meticulous and seasoned strategic communications advisor experienced in working with senior management; providing counsel and communications strategies to manage issues and crises for the U.S. Federal Government (Civil Service and International Development), Civil Society Organizations, Development Financial Institutions, Host Government Public Institutions and Private Sector Entities. Seeking to become a meaningful contributor to the Montgomery County Charter Review Commission; using my over 15 years of cumulative professional experience in the emerging markets.

CITIZENSHIP AND BACKGROUND CHECKS

- United States of America (Previous Secret Clearance with USAID/Uganda)
- Fingerprint, FBI Investigation and Criminal Background Check (Department of Commerce/US Census Bureau)

CERTIFICATIONS

- PMP - Anticipated December 2020
- Security + - Anticipated January 2021

LANGUAGE PROFICIENCY

- Luganda: Fluent; Swahili: Developing; French: Developing

TECHNICAL SKILLS

- **Operating Systems:** Windows 10, Windows 7, Android
- **Software:** MS Office (Word, Excel, Outlook, PowerPoint, Access, Project) and SharePoint

EDUCATION

- Masters in International Management – Project Management/Strategic Planning – UMUC, College Park, MD.
- Bachelor of Arts – Communication Studies – University of California, Los Angeles – Los Angeles, CA.

RELEVANT COMPETENCIES

- Project Management
- Grants & Contracts Administration
- Networking
- Legal Documentation
- Business Consultant/Development
- Quality Assurance
- Due Diligence and Budgets
- Public Affairs/Government Relations
- Stakeholder Engagement

PROFESSIONAL EXPERIENCE

OPERATIONS|DEP'T OF COMMERCE-US CENSUS BUREAU| MARCH 2020 TO NOVEMBER 2020
Field Enumerator for Field Team in Montgomery County, Maryland U.S. Census 2020.

BUSINESS AND COMMUNICATIONS ADVISOR|FREDERICK FRANCIS & ASSOCIATES| MAY 2015 TO SEPTEMBER 2018; LOCATION: KAMPALA, UGANDA

Provided communications and business advisory support to the Consulting Practice. Conducted due diligence, research and created network platforms for real estate investors partnering with local entities in the private and public sector.

STRATEGIC COMMUNICATIONS CONSULTANT|MSI| MAY 2015 TO SEPTEMBER 2015

Supported the USAID Mission to Kenya (during the US Presidential Visit to Kenya); by developing key communications materials, such as Policy Briefs, Press Releases, Speeches, Talking Points and Success Stories. LOCATION: NAIROBI, KENYA AND KAMPALA, UGANDA

DEVELOPMENT OUTREACH & COMMUNICATIONS OFFICER|USAID/LIBERIA|JULY 2013 TO MAY 2015; LOCATION: MONROVIA, LIBERIA

Appointed as the Communications Advisor (GS-13/Step7) to supervise the Development Outreach and Communications Division and support the Mission Director and Team Leaders in the development of strategic communication programs to anticipate and manage issues and crisis.

CHIEF COMMUNICATIONS AND MARKETING OFFICER|MICROFINANCE SUPPORT CENTRE|APRIL 2010-MAY 2013; LOCATION: KAMPALA, UGANDA

As a Member of the Senior Management Team and Head of the Business, Communications and Marketing Function, I supervised both headquarter and field staff in the 12 countrywide regional offices. Managed the dissemination of information and responded to media and public concerns. Represented the organization on national, regional and international forums.

- Developed the Communication Policy and provided business advisory support to the Board, Senior Management and Key Stakeholders (i.e. Commercial and Lending Institutions) and Funding Development Partners (i.e. African Development Bank and Islamic Development Bank).
- Developed business and marketing strategies for promoting the organization's programs to underrepresented clientele (i.e. women, youth and the elderly) in the Small Medium Enterprise (SME) sector.

SENIOR DEVELOPMENT OUTREACH & COMMUNICATIONS OFFICER |USAID |JUNE 2008-AUGUST 2010; LOCATION: KAMPALA, UGANDA

As a Member of the USAID/Uganda Senior Management Team (GS-13/Step1), Head of the Development Outreach and Communications Unit (DOC) and Activity Manager (within the Program/Policy Division) supervised the long-range planning and management of public affairs, outreach and communication activities for programs totaling \$500 million USD.

- Produced key strategic communication materials; which included the development of Briefing Books, Talking Points, Press Releases, Branding and Marketing Plans and Activity Briefs.
- Coordinated the field travel and public affairs activities of the Ambassador and Mission Director for US Embassy events.
- Supported key US Government and Congressional visitations through the preparation of briefing materials, scene setters, coordinating meetings and briefings with partners.

PUBLIC RELATIONS MANAGER |UGANDA TELECOM |SEPTEMBER 2005-JUNE 2008

As a Member of the Senior Management Team, I was responsible for the overall internal and external communications of the company. Cultivated and maintained effective networks and working relationships with various stakeholders (i.e. Government, Competitors, Development Community, Media and other Strategic Partners). LOCATION: KAMPALA, UGANDA

- Improved the profile of Uganda Telecom with strategic alliances in the East African Region.
- Managed and coordinated high profile Executive Leadership and Development Roundtables.

STRATEGIC COMMUNICATIONS CONSULTANT FOR INTERNATIONAL DEVELOPMENT PARTNERS|USAID, ILO, DANIDA, GTZ/KfW-German Development Bank, World Bank, SIDA -The Swedish International Development Agency, and The European Union/Microprojects Programme, The African Development Bank and The Islamic Development Bank|JANUARY 2000-SEPTEMBER 2005; LOCATIONS: UGANDA, KENYA, TANZANIA AND SOUTH AFRICA

Contracted as a consultant to provide crisis communications consultancy services to Bilateral/Multilateral Organizations, Civil Society Organizations and Private Entities in East and Southern Africa in the following areas:

- **Business Development:** Microfinance/Financial Inclusion
- **Program Management:** Project and Strategic Planning
- **Government Relations:** Protocol, Diplomacy and Public/Private Partnerships
- **Grants Management:** Proposal Writing