



CITY OF NEW BEDFORD
JONATHAN F. MITCHELL, MAYOR

March 2, 2020

City Council President Joseph P. Lopes and
Honorable Members of the City Council
City of New Bedford
133 William Street
New Bedford, MA 02740

CLERK of Council
#3
CITY CLERK
2020 MAR -5 P 2:17
CITY OF NEW BEDFORD, MA

Dear Council President Lopes and Honorable Members of the City Council:

I am submitting for your approval the **APPOINTMENT** of **JACQUELINE K. MEDEIROS** of 21 Tanglewood Drive, New Bedford, Massachusetts to **COUNCIL ON AGING**. Ms. Medeiros will be replacing Inez Mello, who has passed away. This term will expire in November 2022.

Sincerely,

Jonathan F. Mitchell
Mayor

JFM/sds

cc: Jacqueline K. Medeiros

IN CITY COUNCIL, March 12, 2020

Referred to the Committee on Appointments and Briefings.

Dennis W. Farias, City Clerk

a true copy, attest:

Dennis W. Farias
City Clerk



CITY OF NEW BEDFORD BOARD & COMMISSION APPLICATION

The Mayor is seeking citizens who wish to serve on City Boards and Commissions established to assist and advise the City on specific matters. Please complete this application in full (attach a resume and other information which may assist the Mayor and the City Council in making its selection) and file it with the Personnel Office. The Mayor reserves the right to reject any application. Some appointments are subject to confirmation by the City Council.

Board/Commission applying for: (see reverse side) Council on Aging

Name: Jacqueline K. Medeiros

Email: _____

Home Telephone: _____

Work Telephone: _____

Residence Address: 21 Tanglewood Drive, New Bedford, MA

Zip: 02740

Present Occupation & Place of Employment: Foster Grandparent Program Director - Coastline

Educational Background: Business Administration-General Management Degree

Memberships in Community Organizations or Professional Groups:

MA Senior Corps Association, National Association of Foster Grandparent Program Directors, National Senior Corps Association, PACE Head Start Advisory Council, Birth to 3rd Partnership, Alfred J. Gomes School Council, and John A. Barker School Committee.

City Boards and/or Commissions on which you have previously served:

N/A

The reasons why you wish to be considered for appointment by the Mayor:

To collaborate and brainstorm ideas to address the needs of the older adults in our community. To advocate for the older adults and promote the importance of seniors roles in the community.

Please detail specific areas of expertise:

I have worked with and assisted community seniors through Coastline for over 12 years.

Please detail specific areas of interest:

To provide ways to assist older adults to stay active and engaged in the community.

Available for meetings in the daytime ☒ evenings ☐ both ☐ (check one)

Resident of the City since what year: I was born here

Appointees and incumbents may be required to file a Statement of Economic Interest, as required by the City Council Rules or the Mayor. The statement may require a declaration that you have no interest in conflict with the City of New Bedford. Please return your completed application to the Personnel Department, 133 William St., Room 212, New Bedford, MA 02740.

Applications will be kept on file for two years.

**I DECLARE UNDER PENALTY OF PERJURY THAT THE FOREGOING
INFORMATION IS TRUE AND CORRECT.**

Signature of Applicant

Jacqueline K. Medeiros

Date:

1/31/2020



January 31, 2020

The Honorable Jon Mitchell
Mayor, City of New Bedford
New Bedford City Council
Attn: Personnel Department
133 William Street-Room 212
New Bedford, MA 02740

Re: Jacqueline K. Medeiros

Dear Mayor Mitchell and City Council,

It is my pleasure to write a letter of support to accompany Jacqueline Medeiros' application to become a member of the New Bedford Council on Aging.

I have worked with Jacqueline the past 8 ½ years here at Coastline and have watched her gain experience and expertise working with Seniors and the New Bedford Public Schools.

Jacqueline is a lifelong resident of New Bedford. She was born in the City, raised her family here and supports the City's effort to be a wonderful place to live, work and age.

Jacqueline is a self-motivated, dedicated and committed employee who understands the needs of our Seniors and is always willing to pitch in and help out.

I sincerely hope that you will take Jacqueline's application into consideration as you make your decision about members of the Council on Aging.

Very truly yours,

Paula Shiner, CEO
Coastline

Jacqueline K. Medeiros

21 Tanglewood Drive
New Bedford, MA 02740
Home Telephone: (508) 885-1111
Email: jmedeiros@coastlineelderly.org

Professional Qualifications

Over twelve years of experience in Elder Services working in the Administration & Planning office to provide direction and support to ensure daily operations and program management. In addition, promotes the enhancement of existing services, creation of new services, and the improvement of quality services. Also, responsible to assess, develop, and implement plans consistent with Coastline's goals.

Ten years in Banking as a Teller, Senior Teller, Assistant Branch Manager, and an EFT-Wire Transfer Associate. Providing General Office Assistance - Exemplary Customer Service - Cash Management - Fervent Trouble-shooting & Resolution - Customer Account Monitoring - Some Accounts Payable - Accounts Receivable.

Professional Skills

- | | |
|----------------------------------|-------------------------------------|
| • Delegate tasks | • Respect Confidentiality |
| • Keep accurate records | • Microsoft Office, Outlook |
| • Detail & deadline oriented | • HIPPA knowledge |
| • Strong ethic & tolerance | • Data Entry |
| • Motivating | • Strong in Multi-tasking |
| • Professional telephone manner | • Quick Learner |
| • Maintain filing system | • Strong communication skills |
| • Team Player | • Program & Community collaboration |
| • Coordination of special events | • Administrative Skills |

Employment

Coastline Elderly Services, Inc.
Program Director

June 2016 - Present

- Responsible for the development and operation of the Foster Grandparent Program (FGP)
- Liaison for all aspects of the Foster Grandparent Program
- Works with Human Resources staff and independently for FGP volunteers employees
- Evaluate and monitor FGP staff performance and exercise discretion in matters of corrective action.
- Establishes and administers personnel policies and procedures for FGP staff and volunteers consistent with the sponsor and recommendations of the program.
- Provides FGP staff assistance to the FGP Advisory Council
- Assists in the development and implementation of the Memorandums of Understanding and other documents with volunteer stations.
- Formulates and implements recruitment, selection, and placement of FGP volunteers
- Arranges and provides FGP orientation and in-service instruction.
- Develops and maintains financial, personnel, program and volunteer records
- Adheres to approved budget; applies sound fiscal procedures; and co-authorizes expenditures for FGP
- Prepares and issues reports to accommodate the administrative and FGP needs specified by Coastline, Advisory Council, State, Regional, and Federal personnel, and the needs of the general public.
- Attends Corporation for National Community Service training programs and other appropriate meetings and conferences on aging and volunteerism

Executive Assistant

November 2007- June 2016

- Schedules meetings, completes, distributes, and maintains minutes for Board of Directors , Advisory Council, and designated committee meetings
- Completes all Executive Assistant Duties
- Assists CEO, AAA Planner, Human Resource Director, Program Directors, etc...

- Assist with the coordination of special events, such as health fairs, legislative breakfasts, etc...
- Coordinate, Conduct, and Collaborate with Community Organizations to provide Evidence Based Programs
- Experienced in Human Resources Departmental Duties
- Completion of monthly, quarterly and special reports submitted to Federal, State and Local agencies.
- Assists with the completion of MOUs, Business Agreements, and contracts
- Massachusetts Notary
- Conducts and maintains CORI screenings
- Works and assists departments when as needed

Whaling City Employment Inc.
Secretary-Clerk

August 2007 – November 2007

- General Office Work
- Answering Telephones
- Typing & Filing
- Computer Data Entry
- Assure accuracy of accounting data in General Ledger.

Ahead
Customer Service Specialist

March 2007 – June 2007

- Answering Telephones
- Resolving customer complaints
- Placing customer orders
- Computer Data entry
- Helping Outside Sales Reps
- Working with all Departments

Compass Bank for Savings
Teller - Senior Teller – Customer Service Representative
Assistant Branch Manager – EFT Wire Transfer Associate

April 1994 – October 2004

- Resolved balancing issue
- Provide ongoing professional & total customer service & satisfaction
- Assign duties, advise, and mentor staff
- Assure accuracy of accounting data in General Ledger
- Cash management

Education

Business Administration-General Management – Associates Degree
 Bristol Community College of Fall River, Massachusetts

Secretarial Office Procedures
 Kinyon Campbell Business School of New Bedford, Massachusetts

High School Diploma - Earned
 New Bedford High School of New Bedford, Massachusetts

References

Available upon request.

BOARDS AND COMMISSIONS

Airport Commission
Animal Inspector
Assessors, Board of
Bequests, Gifts & Trust Funds
Building Board of Appeals
Cemetery Board
Commission for Citizens with Disabilities
Condominium Board
Conservation Commission
Council of Aging
Dog Attack Prevention Commission in the City
Election Commission
Energy Resource Commission
Exhibition Hall Commission
Fence Viewers
Fish Weighers
Harbor Development Commission
Health, Board of
Historical Commission
Human Relations Commission
Industrial Development Finance Authority
Library Trustees
Licensing Board
Park Commissioners
Planning Board
Recreation Commission
Redevelopment Authority
G.N.B Regional Refuse Management District
G.N.B. Regional Vocational Technical High School District Committee
School Traffic Committee
Sign Design Review Board
Traffic Commission
Water Board
Zoning Board of Appeals