



JERRY P. DYER
MAYOR

**NOTIFICATION OF APPOINTMENT BY MAYOR
TO BOARD OR COMMISSION**

TO: City Council
THROUGH: Todd Stermer, City Clerk
BY: Jerry P. Dyer, Mayor

☐ Reappointment
☒ New Appointment

Name of person replaced: Sabrina Kelley

Name: Emogene Nelson

Address:

[REDACTED]
[REDACTED]

Phone:

[REDACTED]

Appointed to: Housing Authority of the City of Fresno

Term: Through 4/30/2027

Application Form**Profile****Which Boards would you like to apply for?**

Housing Authority of the City of Fresno, CA: Submitted

Emogene

First Name

T

Middle Initial

Nelson

Last Name

Email Address

Home Address

Fresno

City

CA

State

Postal Code

What district do you live in? *☒ District 2

Mobile:

Primary Phone

Alternate Phone

Briefly explain why are you interested in serving on this board or commission?

I am interest in serving as a Fresno Housing Authority Board-City because it provides me with the opportunity to use my deep love for our community, leadership, organizational, strategic and financial skill sets to serve and be the voice that move the needle on homelessness and help foster the advancement of our community members. Fresno Housing Authority has always held a special place in my heart because of the opportunity that was provided to me while in college. I was able to attend college without the worry (toxic stressors) of being homeless, which contributed to my education and professional success.

Educational background, Schools Attended, Degrees and Certifications

Business Administration- Accountancy California State University, Fresno Master of Business Administration - University of Phoenix John C. Maxwell- Certified Leadership Coach and Trainer

Briefly explain your qualifications or areas of demonstrated expertise for this board or commission.

As the Executive Director of Fresno Metro Ministry, a multi-facet multi-cultural nonprofit serving the community, I have 29+ years of operational management, program leadership, and budget and resources development and management. I am a practiced change agent, leading innovative initiatives via strategic planning, and budget and data analysis. I seek to serve our community and move the need on food insecurity, health disparities, and homelessness by exploring root causes and hearing the voices of our community.

Emogene T Nelson

Do you or an immediate family member have any professional or financial relationship that may present a potential conflict of interest for this board, commission or similar body?

☐ Yes ☒ No

Work History

Fresno Metro Ministry
Employer

Executive Director
Job Title

Work Address

[Redacted]

City, State, Zip Code

[Redacted]

Provide 3 Personal and Professional References. Provide name, address, and phone number where they may be reached during the day.

Dr. Vicki Taylor-

[Redacted]

Minnie Hurd -

[Redacted]

[Redacted]

Susan Kincaid-

[Redacted]

[Redacted]

Question applies to multiple boards

I declare under penalty of perjury the above information is true and correct.

☒ Yes ☐ No

Emogene Nelson

Phone [REDACTED]
Email [REDACTED]

CAREER OBJECTIVE

Multi-faceted Director and Leader with 29+ years of program leadership, operational management, strategic planning, and budget and resources development and management. Practiced Change Agent, leading innovative initiatives via strategic planning, budget, and data analysis. System Thinking: When faced with a specific problem, seeks not only to solve it, but to explore root causes, prevent a recurrence, shared knowledge, and make structural improvements. Ability to lead with integrity and thrive in a dynamic and complex environment.

EXPERIENCE

EXECUTIVE DIRECTOR —Fresno Metro Ministry

January 2023 - Present

- Strategy and Planning: Develop, maintain, and help implement a long-range organizational strategic framework and results that meet the mission and vision while constantly adjusting to dynamic conditions, contexts, and contingencies impacting the organization and the communities it engages and serves
- Fund Development: research and develop sources of funding to support the agency's program efforts in accomplishing its strategic goals and mission
- Identify potential risks or opportunities that protect the interest of the organization.
- Program Management: Provide leadership, motivation, and direction to Program managers, partner organizations, and current and future stakeholders.
- Research, analyze, approve, and maintain overall systems related to operations efficiencies and cost.
- Develop sound management and human resource policies and procedures and implements them in a fair and consistent manner
- Establish operational benchmarks, set timelines, and obtain resources needed to achieve program excellence and accomplish strategic goals
- Maintain an effective recruitment strategy to attract and engage new staff and volunteer mentors that reflect the diversity of the communities we serve
- Financial Management: Coordinates and leads annual budget reviews, monthly and quarterly reviews, and periodic forecast updates with operational and senior management
- Public Representation: Development and cultivate effective partnerships and relations with key public and private sector organizations to raise their awareness of Fresno Metro Ministry's positive contribution and impact on the community
- Cultivate and maintain effective relationships with the media and social media networks
- Ensure that service and funding relationships are robust enough to meet or exceed strategic goals

DEPUTY DIRECTOR —Fresno Metro Ministry

January 2021 - December 2022

- Strategy and Planning: Develop, maintain, and help implement a long-range organizational strategic framework and results that meet the mission and vision while constantly adjusting to dynamic conditions, contexts, and contingencies impacting the organization and the communities it engages and serves
- Program Management: Provide leadership, motivation, and direction to assigned staff, volunteers, partner organizations, and engaged community members in the implementation of the Food to Share, Cooking Matters, and outreach programs and projects
- Recruited, hired, trained, and mentored staff; evaluated staff performance
- Develop sound management and human resource policies and procedures and implements them in a fair and consistent manner
- Establish operational benchmarks, set timelines, and obtain resources needed to achieve program excellence and accomplish strategic goals

- Maintain an effective recruitment strategy to attract and engage new staff and volunteer mentors that reflect the diversity of the communities we serve
- Financial Management: Work with the Executive Director and Operations and Finance Director to develop and present an annual operating budget to the Board for approval and ensure that all financial reporting is completed accurately and in a timely manner and that it follows all financial and accounting protocols adopted and implemented by the Board
- Public Representation: In a collaborative process with the Executive Director, represents the interests of Fresno Metro Ministry through the development of effective partnerships and relations with key public and private sector organizations to raise their awareness of Fresno Metro Ministry's positive contribution and impact on the community
- Raise the profile of the organization by serving as one of its key advocates and spokespersons
- Cultivate and maintain effective relationships with the media and social media networks
- Fund Development: In coordination with the Executive Director, research and develop sources of funding to support the agency's program efforts in accomplishing its strategic goals and mission
- Help write grants, make donor calls and presentations
- Advises the Executive Director and Board regarding the agency's long-term financial needs, assists them in the creation of a strategic fund development plan, and takes a co-leadership role with the Executive Director in its implementation
- Helps the Executive Director prepare proposals and negotiate contracts with private and public entities within Board approved guidelines
- Board Relations: Maintain open communication with the Board and keeps them apprised of on-going organizational activities and needs; consult with them on matters pertaining to organizational strategy, planning, funding and policy; and assist in the cultivation of a strong, inclusive Board.

**BUDGET AND RESOURCE MANAGER —College of Health and Human Services (CHHS), California State University
Fresno, January 2006 - Present**

- Provide leadership, direction, and prioritization of the workflow and projects within the Dean's Office and Centers
- Initiate and facilitate administrative support staff meetings, provide leadership support and guidance to all department and center administrative assistants on all aspects of the college business
- Provide administrative and analytical support to the Dean/Associate Dean/Project Directors
- Review, analyze, and develop state budget (Phase I and Phase II) for the College
- Prepare grants and contract budgets for various federal and state contracts in collaboration with Project Director, Center Director, Office of Research and Sponsored Programs, and Fresno State Foundation
- Analyze enrollment pattern history; review and analyze data to provide projections and recommendations to the Dean/Associate Dean regarding faculty and staff hires
- Analyze budget requests and perform continuous budgetary control of state-side programs, self-support (internal and external contracts) programs, and report to Dean/ Associate Dean/Center Directors regarding progress, projections, and recommendations
- Assist in human resource activities of the College including faculty and staff recruitments, appointments, additional employment, reimbursements, time reporting (OT, CTO, docks, etc.), review and process monthly attendance reporting in PeopleSoft;
- Initiate and coordinate searches for administrative support staff positions and coordinate onboarding and training of new staff;
- Provide program and fiscal management for the grants and contracts auxiliary units
- Act as a liaison between Fresno State, CSU Foundation, and external funding agency
- Collaborate and provide direction to Project Investigators and Directors to prepare and ensure that all grant and contract funding and expenditures comply with relevant laws, regulations, and policies
- Develop effective analytical and process management tools to maintain the stability and strength of the College's budget and financial infrastructure
- Manage, analyze, and evaluate budget, programs, and operations
- Respond to requests from the department, other Colleges, and administration for the development, scheduling, implementation, and monitoring of department, programs, and projects that impact the College, University, and region
- Prepare and analyze complex financial reports to be used for strategic business decisions, identify and correct anomalies, and improve financial procedures

- Review all invoicing, payment authorizations, human resources hiring documents
- Demonstrate excellent interpersonal and communication skills, ability to work with diverse data sets and audiences, organizational and strategic agility, and strong analytic and problem-solving skills
- Participate in studies of new and existing programs and special projects to determine feasibility and resolve problems including organizational, budget, and fiscal research and analysis
- Analyze and evaluate existing and proposed organizational structures, policies and procedures, and expenditure trends, as they may affect the college's budget and financial condition
- Review, analyze, and recommend to management organizational policy and procedures for department operations; participate in the development of new or revised programs, systems, techniques, and methods of operations
- Analyze historical data; perform projection analyses and expenditure and revenue forecasts; prepare baseline budget and revisions as needed; analyze reconciles appropriation by the source of funding; prepare and process the transfer of budget allotments
- Analyze and evaluate budget proposals from department personnel for changes in budget allocations throughout the fiscal year in such areas as staffing levels, facilities, systems, and equipment; coordinate and consults with other department personnel and other departments; make recommendations; and obtain final approval for changes
- Supervise two full-time foundation employees and a student assistant
- Set timelines and deadlines and serve as backup for all staff positions in the Office of the Dean
- Leadership Training and Goal Strategist

Emerge and Prosper Inc.

January 2016 - Present

- Create and facilitate leadership and personal development training, courses, and workshops (virtually and face-to-face)
- Grants and contract budget development, resources tracking, and analysis
- Create and present business strategies to the organization's leadership and stakeholders
- Analyze an organization's goals and objectives
- Identify any areas that need improvements within the organization
- Conduct market research and analyze the market and industry trends
- Conduct process redesign, facilitate leadership development and assist clients with implementing changes to existing practices and procedures
- Create and monitor team collaboration and goal achievement
- Maintain and be responsive to social media trends and networks
- Website development and maintenance
- Zoom: Training

BUDGET ANALYST II —College of Health, California State University

Fresno, January 2000 - January 2006

- Plan and carry out assigned budget and financial analysis functions and responsibilities
- Investigate both state and foundation financial discrepancies
- Provide oversight to both state general funds and grants and contract funds and activities
- Research financial data within accounting systems and resolve questionable financial entries
- Prepared operating and ancillary services budget material using PeopleSoft and Rumba
- Analyzed costs on a year-to-year basis relative to fiscal planning & budgeting activities by collecting and assembling financial data.

ADMINISTRATIVE BUDGET ANALYST I —California State University

Fresno, January 1994 - January 2000

- Management of daily operations, including multi-level supervision and evaluation, conducting and overseeing investigations, and approving budget expenditures
- Maintained, monitored, and analyzed the financial accounts of Academic Affairs, tracking over \$70 million of the University budget
- Collaborated with budget and accounting offices to investigate and rectify any formulation/data errors
- Researched, analyzed, and interpreted PeopleSoft reports for seven colleges
- Analyzed, maintained, and reconciled numerous state-side and foundation accounts
- Ensured funds were being used in compliance with regulations
- Interpreted, applied, and communicated Chancellor's office and University regulations and procedures to Administrators, Dean, and their assistants
- Monitored and reported on the expenditures of lottery funds consistent with state guidelines
- Provided financial system training for Academic Affairs, including preparation of all training manuals.

EDUCATION

COMPLETED COURSEWORK TOWARDS MBA, MASTERS OF BUSINESS ADMINISTRATION

—University of Phoenix Fresno Campus
CA

COMPLETED COURSEWORK TOWARDS BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION, ACCOUNTANCY

—California State University
Fresno

SKILLS

- | | |
|--|--|
| • Discretionary & Conflict Resolution | • Strategic Planning |
| • Financial Data Presentations | • Financial and Leadership Training (Face to Face & Virtual) |
| • Leadership Course Development and Implementation | • Coordination and Monitoring of Budget |
| • Grants and Contract: Budget Development and Compliance | • Assessment and Data Analysis |
| • Ensure Compliance with Policies and Procedures. | • Investigating Complex Concerns |
| • Managing and Leading Employees | • Policy & Procedure Development and Implementation |
| • Relationship Building | • Team Coordination |
| • Detailed Oriented and Organized | • HIGHLIGHTS |

HIGHLIGHTS

- Board Member/ Access Plus Capital/ Chair-Audit and Impact
- Co-Vice Chair/ FCHIP Executive Committee
- Successfully completed American Grant Writing Association: Grant Writer Certification Certified
- Trainer the Trainer National Coalition Building Institute (NCBI).
- Served as Financial Officer on several Boards: Bailey Ave., Westside Church of God and Joint Opportunities, and West Fresno Family Resource Center.
- Created and developed a budget and expense tracking system (BETR) Used to ensure accuracy and efficiency.

- Provide leadership training for higher education and other nonprofits as a Certified John Maxwell Trainer, Speaker, and Coach.
- Awarded BFSA Staff Recognition "Outstanding Staff."
- CSU "Star Day" Speaker- Prepared and Facilitated the 15 Invaluable Laws of Growth Workshop
- Author: The Process of Choosing Me~ Unapologetically- The Fight to Take Off the Mask.
- Fresno State: Search Committee and EEOD Officer