

Appointments of Covenants Committee Members Resolution Worksheet

Date: May 19, 2021

Suggested Motion:

"I move to appoint _____ and _____ as members of the Covenants Committee".

2nd:

Summary:

There are two open positions on the Covenants Committee and three individuals who has expressed interest. Those individuals are Amanda Mullan, Dan Courtney, and Yvonne Zecca.

Candidate statements and resumes are attached.

*Note: Amanda Mullan has expressed interest in both the Covenants Committee and the A&PB but is interested in serving only one.

Vote:

	In Favor	Opposed	Abstained	Absent
Scott Buchanan				
James Konkel				
Dave Bush				
Jeff Lisanick				
Robin Woods				
Peggy Clancy				
Claire Eberwein				
Peter Ferrell				
Hector Mares				

Dana Cross

From: Amanda Mullan <kmullan@gmail.com>
Sent: Tuesday, May 4, 2021 7:40 AM
To: Dana Cross
Subject: Application for the Covenants Committee
Attachments: Resume 2021_Parkfairfax.docx

Hi Dana,

I hope you are doing well!

I have attached my resume to be considered for the vacancy on the Covenants Committee. Also, a brief statement of interest:

I am interested in serving on the Covenants Committee to help effectively manage changes to the Parkfairfax community. I have over 7 years of experience reviewing federal agencies compliance with statutes, policies, and procedures. I have lived in Parkfairfax for over 3 years and served as chair of the Elections Committee in 2021.

Alternatively, if the positions for the Architecture & Planning Board were still open, I would also be interested in that position as well (there wasn't a deadline on the April newsletter, but maybe that window has closed).

If you need any additional information, please let me know.

Thank you,

Amanda Kay Mullan, MPA
3578 Martha Custis Drive

Amanda Mullan

3578 Martha Custis Drive • Alexandria, VA 22302 • amknullan@gmail.com • 703-881-1200

Professional Experience

Government Accountability Office

Washington, D.C.

Senior Analyst/Analyst in Charge, Natural Resources and Environment

February, 2014-Present

- Responsible for auditing federal government agencies for compliance with statutes, policies, procedures, and guidance and making recommendations to improve the efficiency and effectiveness of their operations.
- Successfully completed more than six reviews resulting in written reports to Congress that included have included over 20 recommendations to enhance program or operation performance at federal agencies.
- Led three reviews of complex projects to assess the efficiency and effectiveness of National Nuclear Security Administration programs and operations while serving as the Analyst-in-Charge, by coordinating team member assignments, reviewing work performed by others and advising on issues encountered while executing the work plan.
- Performed research and analysis of agency's major programs and operations including planning and designing the scope of the research, providing oral and written communication to GAO management and Congressional clients, conducting interviews with external agency officials, and producing findings and recommendations to improve the efficiency and effectiveness of government programs and manage risk.

National Academy of Public Administration

Washington, D.C.

Research Associate

August, 2012-February, 2014

- Contributed to management of three projects; included organizing the team's document system, updating the calendar for interviews, managing edits for report drafts across 5-7 team members, and ensuring that all members successfully responded to comments from internal and external stakeholders.
- Planned, prioritized, and balanced work assignments on projects with organizing National Academy of Public Administration events, including the annual fall meeting and community of practice meetings.
- Independently coordinated a working group of Research Associates and Mission Support Staff to address broader process and coordinating challenges; resulted in improvements to the travel reimbursement process and improved working relationships between Project and Mission Support Staff.

Congressional Research Service

Washington, D.C.

Intern

May, 2011-July, 2011

- Conducted an analysis of the Federal Advisory Committee Act Database to determine membership, total costs and administrative status for over 1,000 federal advisory committees which were incorporated into the findings of multiple CRS reports to Congress
- Assisted in the drafting of a memo on federal advisory committees for 2010 including their costs, membership, administrative status, establishment authority and committee function that provided important information to Congress

New York State Assembly

Albany, NY

Intern

January, 2010-May, 2010

- Interviewed constituents from the Assembly member's District 1-3 times per week; responded to support/opposition messages from constituents, and activist groups 10-20 times per week
- Managed the Assembly member's Albany schedule including constituent meetings, committee meetings, social events and speaking opportunities

Education

Cornell University, Cornell Institute of Public Affairs

Ithaca, NY

Master of Public Administration

May, 2012

State University of New York at Cortland

Cortland, NY

Bachelor of Arts, Political Science

May, 2010

Dan Courtney, PMP
Email: dcourt2017@gmail.com

SAIC, Washington, DC. 03/2018-Present:

- **Deputy Program Manager (2020-Present)**, currently manage a \$250 Million IT Staff Augmentation contract for a government customer providing cleared information technology professionals to support multiple customer departments. Responsible for the day-to-day program operations to include engaging with the customer, SAIC corporate, contract personnel, and monitoring various contract budgets. Direct assigned by SAIC to assist in turning around a trouble program, increasing FTE count, and growing SAIC's presence in the customer space.
- **Section Manager /Program Support (2018-2020)**, provided support for a government customer to include department infrastructure management, interfacing with government/industry partners, and academia organizations. The department's mission is to identify emerging technologies which could satisfy the customer's operational requirements. My support efforts were cited by the customer via multiple Letters of Appreciation (LOA). During the COVID pandemic, identified as critical personnel and interfaced between the department and personnel working from remote locations. Worked with Chief/Business Operations coordinating on department budget and finance issues. This included submitting BCR's to fund various department support programs, ensuring all operations were funded properly. Coordinated new fiscal year financial projections. Tracked funding execution rates. Point of contact for the office's COVID modifications ensuring department personnel worked in a safe environment. Coordinated the modifications with government facilities personnel, procurement, finance, and vendor representatives ensuring the project was delivered on time and within budget.
- **Certified Project Management Professional (PMP)** in 2021.

Raytheon, Washington, DC. 10/2015-03/2018:

- **Program Management** for several contracts leading, tracking, and reporting the program's monthly performance metrics to the customer. Program management positions included:
 - **Deputy Programs Lead** for two R&D contracts with approximately 50 FTE (Raytheon/Contract Personnel) and a budget up to ~ \$17M.
 - **Deputy PM** for an O&M contract with over 100+ FTE employees (Raytheon/Contract Personnel) and budget up to ~ \$70M.

BAE Systems Washington, DC. 05/2014-09/2015:

- **Senior Operations Support Principal**, deployed overseas to provide operational, training and mentoring support in Kabul Afghanistan to mid to senior level government personnel on internal operations. Mentored a selected group of Afghan Government officials developing an analytical methodology addressing critical questions for senior Afghan policy makers. Conducted seminars for mid-level Afghan managers to enhance cross department cooperation and sharing best practices. Developed and established an academy certification course for the Afghan service focused on enhancing nation-wide operations. Mentored and advised a panel of Afghan government academy instructors on the re-design of the entry level professional course for Afghan Government personnel. Proven ability to achieve measurable results working in cross cultural environments. BAE Systems contract for Afghanistan was not renewed by the client.

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Dan Courtney, PMP

CACI/LEIDOS, Washington, DC 03/2011-05/2014

- **Special Skills Officer** providing comprehensive targeting packages in support of the customer's objectives. Engaged operational components within the customer organization to address targeting requirements and developed opportunities for operational exploitation. Conducted detailed searches on items of operational interest and relay pertinent data to relevant customer components.

Independent Contractor/Consultant Washington DC 08/2004-03/2011:

- **Senior Lead** for security projects consisting of teams of highly skilled professionals providing operational services for governmental and commercial enterprises. The project teams ranged from 6 to 12 personnel. Experienced working across multi-cultural environments. As a Project Lead, responsible for the operational planning and manning requirements to complete projects based on client's requirements. Conducted presentations for client management regarding project updates and the team's expected results. Experienced leading teams in hostile environments to include war zones (Iraq) and denied areas to include Pakistan and Yemen. Managed projects in Europe, Asia, Middle East, Africa, and Central/South America. Extensive international travel with demonstrated comprehensive knowledge of changing world events and working in overseas environments. Assessed clients' security requirements through on-site evaluations of the workplace, residence and other facilities relating to lifestyle and employees. Routinely performed research and analysis leading to formulation of an in-depth personal and physical security strategy. Prepared comprehensive security surveys detailing vulnerabilities and areas of concern. Prepared presentations detailing project findings and recommendations.

International Business Development Professional from 1989-2004

Community Experience:

- **Covenants Committee, member 2016-2017**
- **Parkfairfax Board of Directors:**
 - **Appointed, at-Large Rep 2017-2018**
 - **Elected, at-Large Rep 2018-2021**
 - **Treasurer, 2020-2021**
- **PFX Resident since 2013**

Military Experience:

Captain, U.S. Army, Field Artillery 06/1984-09/1989

Education:

BS, Frostburg State University 09/1980-05/1984

Dana Cross

From: yzdue [redacted]
Sent: Monday, April 12, 2021 10:56 AM
To: Dana Cross
Subject: Y Zecca Covenants reappointment
Attachments: Y Zecca Resume 2018.docx

Dana,

I think my appointment might be up in May. Dan mentioned that there were Covenants appointments on the May agenda. So I thought I would go ahead and submit my letter and resume. If you need anything additional, please do not hesitate to contact me.

I appreciate the opportunity to reapply to be on the Covenants Committee. Please accept this email as my request to be reappointed to the Covenants Committee. As requested I am attaching a copy of my current resume.

I'd like to stay on the committee. I feel that we work well together as a committee and I believe we are serving the Association well. We may have at least one new opening this year so I would like to provide continuity, particularly as we continue to contend with the impact of the virus. Having continuity as we meet virtually would help quite a bit and I would like to continue our work together.

Other reasons include:

1. I feel I continue to bring a reasoned approach to Covenants; one that adheres to Parkfairfax regulations, but also treats our residents fairly and with respect. I try to look for common ground than differences both with residents and committee members.
2. Historical perspective--having been on the committee for a few years has given me experience and background that I believe has served our association well.
3. I have made recommendations on process improvements and feel I work well with the Association staff, particularly Dana Cross, Mark Miller and Alonzo Alexander. I think it is important that we have good communication and have seen that in action particularly this past year. I strive to include Association staff with questions from owners or for clarification of specs, current work, etc. That has been working quite well.
4. I have been very responsive to owners and staff who have written to me directly, usually responding within 24 hours.
5. I appreciate the opportunity to give back to Parkfairfax and participate actively in our community and have always taken my role on the Covenants Committee seriously.

Please let me know if you need further information.

Thanks.

Yvonne

Yvonne Zecca

Yvonne Zecca
3120 Martha Custis Drive
Alexandria, Virginia 22302
(503) 356-6000 (Home)
yzecca2@att.net

SUMMARY

Leadership management roles in Nonprofits, Academia, Foundation, and Private Enterprise. Significant expertise in:

- Long term planning
- Project Design/Management/Implementation
- Program Planning/Evaluation
- Volunteer management
- Budgeting
- Communications planning
- Technology implementation
- Facilitation/Teaching/Training

Creative leader with excellent interpersonal skills, capable of managing organizational goals, as well as initiating, designing, planning, and successfully executing programs to achieve stated mission. Highly successful people manager

PROFESSIONAL EXPERIENCE

AARP, Washington, DC (2001-July 2016)

Director, Special Projects

Managed special projects to completion; integrates HR Business partners and other groups with external resources

- Designs project plans, selects participants, facilitates meetings, maintains schedule and ensures online delivery
- Conducted confidential after action reviews
- Managed electronic files project moving all HR files from paper to electronic

Director, HR Operations and Planning, Human Resources Group

Directed, lead and oversaw strategic planning for HR group in alignment with organizational strategy; manages HR Operations group

- Oversaw HR Center of Excellence (COE) transition; provided all project management support and ensured alignment with organization
- Developed operational plans and reviews and represented HR in organizational strategic planning process
- Managed Operational staff

Selected accomplishments:

- Designed HR client surveys and managed process
- Met all deliverables for COE
- Managed Operational staff to high performance and superior customer service
- Collaborated across HR and with other departments for results
- Designed processes to provide greater efficiency and results with COE, Operational planning and reporting, and clients service

Director, HR Systems, Human Resources Group

Directs, manages, develops, and oversees Human Resources technology used to maintain all AARP employee data. HR lead for ERP departmental management, development, and transition. Manages infrastructure, technology design and development

- Implement HR module of Dashboard strategic goal for technology; helping to close the operational gap
- Represent HRG on the ITS long range planning committee and ERP Steering Committee
- Successfully manage HRS team; set priorities, team and role definitions; deliver results
- Participate in communications, change management and training planning for ERP
- Manage departmental budget

Selected accomplishments:

- Lead for all HRG efforts related to ERP, including ensuring collaborative design sessions with internal and external clients, identifying system requirements, HRG resources
- Met all ERP established deadlines for HRG
- Identified project risks and managed to them

Director, eLearning Solutions, Organizational Learning & Performance

Directed and managed technology to support learning, performance and development; Managed elearning activities and learning environment for AARP employees and technology infrastructure, design and development, People Strategy online presence, and instruction for elearning and technical training.

Primary responsibilities:

- Developed long range plans for delivery of elearning and technical training and technology for OLP
- Managed department of eight; set priorities, team and role definitions; deliver results
- Planned, designed and delivered internal Learning Portal (LMS)
- Managed PSG InfoNet site for HR, OLP, and PSO; ensure consistent, clear web design and accurate and timely information managed and posted

Selected accomplishments:

- Delivered self-service Learning Portal for course records, access and registration
- Cited by VP as exemplary manager
- Saved Association \$5 million in contract dispute

Communications Training Representative

Designed, developed, coordinated, and implemented communications training program for state staff and volunteers.

Selected accomplishments:

- Developed plan for implementation of communications training; identify learning needs and objectives
- Provided context for knowledge sharing with and among states; devise systems for knowledge sharing in text and online
- Initiated and delivered training plan for state, field and other non-HQ offices
- Wrote communications course materials for state staff and volunteers
- Worked with diverse constituents to meet needs of the states and other groups

INNOVATION NETWORK, INC., Washington, DC (2000-2001)

Senior Director

Served as internal consultant on all phases of organization's development and strategic planning for nonprofit organization, which offers capacity building assistance and evaluation services to other nonprofits. Directly responsible for development, design, implementation, and launch of educational Internet website characterized by complex, highly interactive, dynamic learning products and planning, evaluation, budget courses for nonprofit organizations.

U.S. OFFICE PRODUCTS, Washington, DC (1998-2000)

Director of Education

Established new Director of Education position for \$3.5 billion Fortune 500 Company, headquartered in Washington, DC, with over 200 locations and 8,000 employees throughout the U.S.

THE ANNENBERG WASHINGTON PROGRAM IN COMMUNICATIONS POLICY STUDIES, Washington, DC (1983-1998)

Associate Director

Established in 1983, the Annenberg Foundation's Washington Program of Northwestern University provided a neutral forum on communications technology and public policy, sponsored research, publications, and conferences. Participants included high-level officials in government, key industry representatives, major journalists, and academics from around the world.

THE ANNENBERG WASHINGTON PROGRAM

Selected Accomplishments

- Managed all day-to-day operations and short- and long-term plans for Program
- Developed yearly strategic plan and initiated new projects for the Program
- Established and executed a public relations/communications strategy for all Program activities
- Produced, oversaw, and managed an annual budget of \$2.5 million (ending each year under budget)
- Designed and convened substantive policy conferences, activities, and workshops (50/year)
- Provided direct oversight of 31 Annenberg fellows, 145 publications, and 325 events and all volunteer speakers, presenters and experts
- Cultivated cooperative, team atmosphere among all involved with the Program
- Generated new and innovative instructional, outreach methods—CD-ROM, video, cable, and Internet
- Formulated all Program policies and procedures, and negotiated all contracts
- Supervised 12 full-time employees and 31 academic fellows
- Established communications program and dramatically increased visibility, attendance, and media coverage
- Served as primary liaison with all officers of Northwestern University

CLOSE UP FOUNDATION, Alexandria, VA (1975-1983)

Curriculum Specialist

The Close Up Foundation, a non-profit, non-partisan foundation, operates the largest citizenship education program for high school students in the country. Students from the United States and overseas participate in a weeklong, hands-on learning experience on the process of policymaking. Seminars take place in the halls of government, including Congress and the White House.

Selected Accomplishments:

- Designed, developed, and managed curriculum and instructional materials for the Foundation's high school government studies program students, teachers, and other constituencies
- Planned, designed, and oversaw activities (approximately 85 per week) for all seminar programs and participants (approximately 23,000 students and teachers/year); enlisted and managed all volunteer speakers
- Initiated, marketed, produced, and conducted weeklong seminars for international participants, teachers, social studies coordinators, and other special constituencies
- Developed C-SPAN programming and accompanied curriculum guidelines for speakers, instructors, students, and teachers
- Supervised a staff of six; coordinated with more than 45 instructors

U.S. HOUSE OF REPRESENTATIVES, COMMITTEE ON THE JUDICIARY, Washington DC (1973-1974)

Administrative Assistant

Selected Accomplishments:

- Provided administrative assistance for Committee Members, attorneys, investigators of the House Judiciary Committee's Impeachment Inquiry Staff

EDUCATION

MAT, English Education, Trinity College, Washington, DC

BA, English, Ohio Wesleyan University, Delaware, Ohio

Junior Year abroad, Loyola University, Rome Italy

LIFE REIMAGINED—WHAT’S NEXT

GETTING BACK TO MY ROOTS, WORKING WITH PEOPLE NOT JUST TECHNOLOGY, SEEING PEOPLE RELATED RESULTS, DELIVERING REAL VALUE