

Ward Five Board Vacancy Appointment Resolution Worksheet

Date: July 17, 2024

Suggested Motion:

“I move to appoint _____ as the Ward Five Board Representative for the Board term of May 2024 to April 2025.”

2nd:

Summary:

Attached for review are the resumes and statements for Caitlin Counihan, and Gary Hucka. Geoff Burke, will provide his statement during Resident Forum.

Vote:

	In Favor	Opposed	Abstained	Absent
Scott Buchanan				
Dave Bush				
Robin Davis				
Jeff Lisanick				
Amanda Mullan				
Scott Mulrooney				
Mike Rothenberg				
Jim Wicker				

Caitlin Counihan
3300 Coryell Ln
Alexandria, VA 22302
(703) 800-0506
Caitlin.Counihan@gmail.com

July 10, 2024

Dana Cross
Assistant General Manager
Parkfairfax Condominium Unit Owners Association
3360 Gunston Rd
Alexandria, VA 22302

Dear Ms. Cross,

I am writing to express my interest in the vacant Board of Directors position in Ward 5. With more than 12 years of experience working in public service, and 10 years of progressively responsible management experience, I believe I have the skills and qualifications necessary for the role. As an owner in Ward 5, I would love the opportunity to give back to our community and contribute to it in an impactful way.

I currently work as a program manager in local government, where I oversee locally administered programs, establish and implement policies and procedures, and ensure compliance with federal, state, and local requirements. With my master's degree in public administration and certifications in public management (CPM) and project management (PMP), I have successfully planned and/or led implementation for major countywide projects and participated in budget planning for my division. I believe my experience and skills in policy development, implementation, project management, and budget planning will be an asset to the Board of Directors and Parkfairfax community.

Thank you for your time and consideration. Enclosed is my resume for additional information on my education and qualifications.

Sincerely,

A handwritten signature in cursive script that reads "Caitlin".

Caitlin Counihan, MPA, CPM, PMP

Caitlin Counihan, MPA, CPM, PMP

3300 Coryell Lane Alexandria, VA 22302

Caitlin.Counihan@gmail.com

(703) ~~999-9999~~

SUMMARY OF QUALIFICATIONS

Dedicated public manager with 15 years of experience in human services, including 12 years in public service and more than a decade of progressively responsible management experience. Skilled in the development, implementation, and administration of human services programs with an emphasis on equity. Leverages master's degree in public administration, and certifications in both Public Management and Project Management to successfully manage countywide initiatives, analyze policy and legislation, collaborate with public and private partners, and ensure compliance with federal, state, and local mandates.

WORK EXPERIENCE

Fairfax County Government, Fairfax, VA

2012 – Present

Department of Family Services, Public Assistance and Employment Services (PAES) Division

Program Manager, 2021 – Present

- Oversees federal, state, and local financial and medical assistance programs within PAES, including Medicaid, SNAP, LIHEAP, Auxiliary Grant, and Medical Care for Children Partnership (MCCP)
- Serves as the Division's state and federal legislative expert, analyzes proposed legislation
- Successfully plans and leads implementation for major countywide initiatives, including the Afghan Refugee Crisis (2020-2021), Equity Analysis Framework for Proposed Legislation (2022), MCCP Program Realignment (2023), and Medicaid Unwinding (2023-2024)
- Manages public-private partnerships and strategically renegotiated \$1.5 million contract in 2024 with leading non-profit healthcare provider in Northern Virginia

Operations Manager, 2015 – 2021

- Managed a team of program supervisors and provided regional oversight of benefit programs including Medicaid, SNAP, TANF, Refugee Cash, and General Relief
- Successfully led major strategic efforts for the Division, such as the VaCMS Implementation Team (2017), COVID-19 Caseload Management Project (2020), and SNAP IR Pilot (2021)

Supervisor (Human Service Worker IV), 2014 – 2015

- Established and supervised the Financial Assistance Unit for all active TANF, General Relief, and Refugee Cash Assistance cases for Fairfax County

Human Service Worker III, 2013 – 2014

- Senior eligibility worker for public benefit programs (TANF, SNAP, and Medicaid)
- Generated, analyzed, and managed all TANF reports and alerts for Fairfax County

Human Service Worker II, 2012 – 2013

- Eligibility worker for public benefit programs (SNAP and Medicaid)

NeuroScience, Inc., Herndon, VA

2011 – 2012

Research and Administrative Assistant

- Prepared and distributed materials for clinical trials and private practice, and assisted with research
- Served as editor of the company's newsletter

Applied Behavioral Solutions, Inc., Fairfax, VA
ABA Therapist

2010 – 2011

- Provided Applied Behavioral Analysis therapy to children with PDD/Autism Spectrum Disorders

EDUCATION

Master of Public Administration (MPA), Concentration in State and Local Government, May 2019
George Mason University, Schar School of Policy and Government, Fairfax, VA

Bachelor of Arts (BA), Psychology, May 2011
George Mason University, College of Arts & Sciences, Fairfax, VA

CERTIFICATIONS

Project Management Professional (PMP), August 2023
Project Management Institute (PMI)

Certified Public Manager (CPM), October 2022
The George Washington University, Center for Excellence in Municipal Management, Washington, D.C.

AWARDS AND DISTINCTIONS

Team Excellence Award, Fairfax County Government, 2022
Recognized for role in countywide response to the Afghan Refugee Crisis

Outstanding Performance Award, Fairfax County Government, 2017
Recognized for leading implementation efforts for new statewide benefits case management system

PRESENTATIONS

George Mason University, Fairfax, VA, May 2023
Guest Lecturer for graduate-level course, PUAD 663 (State and Local Budgeting)

Refugee Wellness Conference, Arlington, VA, June 2018
Presentation on Benefits and Entitlement Programs

VOLUNTEER EXPERIENCE

Well-Being Lab, George Mason University, Fairfax VA
Research Assistant (April 2009 – June 2011)

- Involved in several aspects of the scientific process, including administering psychological measures and surveys, editing manuscripts, data collection and entry, and data analysis

Northern Virginia Mental Health Institute, Falls Church, VA
Volunteer (January 2009 – August 2009)

- Developed and led Science & Culture interest group for patients, and co-led Arts & Crafts group

Dana Cross

From: Gary Hucka <ghucka@verizon.net>
Sent: Sunday, June 30, 2024 12:12 PM
To: Dana Cross
Subject: Application for Ward 5 Board Vacancy
Attachments: GRH Resume 06302024.pdf

Dana Cross, Assistant General Manager,

I am making application for vacant Ward 5 BOD position. Attached below is my resume.

I believe my work experience and being a resident and owner in Parkfairfax since 1988 provides me with insight into the issues that are facing the condominium association and what makes Parkfairfax a very special place to live. In addition I am a member of the A&PB Committee where I have come to understand some of the daily issues that the management office faces each day.

Please let me know if you require anything additional to submit my application for the vacant Ward 5 BOD position.

Thank you,
Gary

Gary Hucka
1929 North Quaker Lane
Alexandria, VA 22302
Email: ghucka@verizon.net
Mobile: [REDACTED]

Gary R. Hucka

(703) ██████████(Mobile) | ghucka@verizon.net (personal) | gary.r.hucka@verizon.com (work)
Alexandria, VA 22302

PROFESSIONAL SUMMARY

Respected Real Estate professional with over 15 years of experience in the acquisition and disposition of commercial and special purpose Real Estate assets. Successful transactions are achieved by managing others, working with clients and stakeholders and selecting brokers and consultants to establish objectives, budgets and timeline. Then the assembled teams closed the transactions by formulating creative implementation plans and transaction structures which achieved the established parameters. Projects have ranged from the acquisition of technical locations for the roll out of a new cellular network to the disposition of a \$500M corporate headquarters building.

EXPERIENCE

CUSHMAN AND WAKEFIELD, Arlington, VA

June 2017 to Present

Transaction Manager: Special Projects

Developed tactical plans for specific Real Estate assets: These specific plans included building improvement/repositioning budgets, expense maintenance budgets, and capital replacement budgets. Development of these budgets required working closely with architects, engineers, contractors and building owners to create budgets that articulated the scope, schedule and costs and risks associated each plan and associated budget.

DISPOSITION OF REAL ESTATE ASSETS

- Formulated a condominium structure used to dispose of over 1.5M SF of office space at seven locations in New York City which generated \$900M in Real Estate asset sales over nine years
- Created market based disposition strategies for individual properties or portfolios of properties
- Delivered asset valuations, budgets, and disposition timelines to clients and stakeholders
- Teamed with In-house and Outside Legal Counsel to draft the required transaction documents
- Maximized property value by repositioning/rezoning properties and portfolios prior to sale
- Rigorously implemented the approved disposition process to ensure the transaction would receive approval from the reviewing governmental agency when required

ACQUISITION OF REAL ESTATE ASSETS

- Formulated and implemented a plan to acquire 2 leased garages on the West side of Manhattan below 42nd Street
- Acquired the switch and initial office locations for the rollout of a new cellular network in Milwaukee, WI and Honolulu, HI
- Created plans to acquire single properties and portfolios of properties based on criteria prepared by clients and stakeholders
- Provided acquisition budgets, timelines
- Secured and managed Real Estate Brokers and other consultants required to evaluate the available properties to ensure these properties were suitable
- Created competition in the market to ensure that a market or below market price was paid for the acquisitions

Gary R. Hucka

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DEVELOPMENT OF REAL ESTATE PORTFOLIO STRATEGIES

- Developed and implemented a Real Estate portfolio strategy to consolidate four Westside and one Eastside, New York City garages into a single existing owned location which generated over \$300M in revenue through Real Estate Asset sales over four years
- Formalized the acquisition of the due diligence materials for individual or portfolio transactions: Phase 1, asbestos surveys, geotech studies, historical data, BOMA Measurements, titles and property surveys
- Oversaw the building specific disposition plans for single asset sales to meet the requirements and objectives of clients and stakeholders

OTHER RELEVANT EXPERIENCE

VERIZON COMMUNICATIONS INC., Arlington, VA

Transaction Manager: Special Projects - Washington, DC to Boston, MA

Developed strategic and tactical Real Estate asset plans for entire regions and specific Real Estate assets. Implemented these tactical plans using creative methods and structures.

BELL ATLANTIC CORPORATION, Baltimore, MD

Transaction Manager: Area Manager- MD, DE, Western PA, VA and WV

Managed an eight person group responsible for budgeting preparation, accounts payable, transaction negotiation and execution, lease auditing document library, Estoppel Certificates and SNDAs.

BELL ATLANTIC CORPORATION, Silver Spring, MD

Co-manager of the Real Estate Financial Training School.

The school delivered Bell Communications Research, Inc. (BELLCORE) developed Real Estate courses to employees of the Regional Bell Operating Companies (RBOCs) and independent telephone companies. The Co-managers scheduled the classes and managed the student's experience from arrival to departure. The Co-Managers were the course instructors.

BELL ATLANTIC INC., Washington, DC

Senior Staff Consultant – Real Estate Planning

Provided strategic and tactical direction on Bell Atlantic Inc. Real Estate assets located in the counties surrounding Washington, DC, Baltimore, the Eastern Shore of Maryland and Delaware.

Owens-Corning Fiberglas, Los Angeles, CA

Estimator/Sales Representative - Contracting Services Division

Estimated mechanical insulation project costs for commercial and light industrial applications from the construction documents and field inspections, prepared the bid documents and negotiated the final price with the contracting company.

EDUCATION

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY

Blacksburg, VA

Masters of Business Administration with Concentration in Finance

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY

Blacksburg, VA

Bachelor of Science in Building Construction, Graduated Cum Laude