

M2022-146

HUMAN RIGHTS COMMISSION

August 24, 2010 – Motion passed to increase membership from seven to nine.

3 YEAR TERM

MEMBER	ADDRESS	PHONE #	APPT. DATE	TERM EXPIRATION	TERM #
Shane Cacho			6/14/2022	2/22/2025	1
VACCANT				2/22/XXXX	
Adam Hayes			11/10/2020	11/14/2023	1
Tania Appel			7/13/21	3-14-2023	Filling Unexpired term of David Bennett
Miriam L. Berrouët			1/10/2018	2/22/2024	3
Craig McGee Chairman			9-25-18	2/22/2023	2
VACCANT				2-22-XXXX	
Amanda Masterpaul			1/28/2020	2/14/2023	1
Veronica B. Walters			9/10/2013	9/28/2022	3

NOTE: City Residents are highlighted in blue.

The term of Veronica Walters will expire on September 28th, 2022. Ms. Walters does wish for reappointment. There is also a vacant seat that can be filled. On file are the resumes of Jaquelyn Graham (Non-Resident) and Leah Edwards (Non-Resident). Both terms will expire on February 22, 2025.

Jennifer Adkins

From: Jaquelyn Graham [REDACTED]
Sent: Tuesday, June 28, 2022 2:30 PM
To: Jennifer Adkins
Subject: [External]A position within the human rights commission

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Hello, My name is Jaquelyn Suarez Graham. I am a Latina Asian American that Is Myrtle Beach local and I'm looking to request a position on the human rights commission. I see that there is a seat that is expiring in September and I would like to take it. I am very active within my community. Whenever it comes to human rights I continuously stand up for what is right and I project the voices of the marginalized communities along with speaking with them as well. I have worked with both Myrtle Beach and North Myrtle Beach to have community meetings for human rights. I would like to have a solidified position so that way whenever there is any question about human rights we can take direct action and do what is best for our citizens. I love my country I love this town and I want to do the best things possible for our community.

Jennifer Adkins

From: Leah N. Edwards <pro.leahnedwards@gmail.com>
Sent: Wednesday, July 13, 2022 8:53 PM
To: Jennifer Adkins
Subject: [External]Human Rights Commission volunteer
Attachments: LeahNEdwards.pdf

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City Clerk Jennifer Adkins,

Good evening. My name is Leah Edwards and I relocated here a couple of years ago. I've been in Human Resource related positions for the last 10 years. Last year, I worked on a committee that attempted to launch a NAMI chapter again for Horry and Georgetown Counties...mental health is a huge need here. We disbanded due to low leadership participation but still offer mental health resources online under the Charleston branch for the Grand Strand area.

I am a huge advocate for human rights. After relocating here, I found that one of the most prevalent human rights issues in this area is low pay. I was disappointed to find that I could not thrive off salary locally in my field so I had to seek employment online instead of integrating locally within this beautiful community. Having a living wage IS a human rights issue. The employment vacancies in restaurants are no accident as online work is more readily available these days. A human should not require a roommate in order to break even financially. Although I haven't served in this capacity for the city, and am unaware of what this volunteer role would entail, these two issues are on my heart to change.

I also have other professional experience in alternative Healthcare, being a Reiki Master and Sound Therapist. I am also an Artist and a Musician and can emphasize with a variety of both professional, white collar roles and salt of the earth type of people. We all have different needs but also we all share some basic common ground ones as well like feeling safe, being well, and not struggling to exist.

Let's be brave and try something new.
Leah Edwards

Leah N. Edwards

pro.leahnedwards@gmail.com | [linkedin.com/in/leahnedwards](https://www.linkedin.com/in/leahnedwards) | Remote | +1 864 430 1482

Human Resource Professional | Change Manager | Marketing Associate

Human Resource Professional, Change Manager and Marketing Associate with extensive experience delivering client-focused results. Creative and strategic problem-solver with a talent for dissolving complex problems with a broad set of transferable cross-industry skills, including agile project management (Scrum), marketing campaigns, employee retention initiatives, and maximizing resources, such as, eco-friendly practices, financial and time. Enthusiastic about elevating staff's mind-sets to boost employee retention, create better job opportunities, improve health, stimulating community growth. Thrives on timeliness, quality of work, pivoting among multiple projects simultaneously, fast-paced environments, collaboration, and delivering exceptional results while challenging the boundaries of the possible.

CORE COMPETENCIES AND ACHIEVEMENTS

Relationship Building and Partnerships. Proven history in establishing personal rapport, empathy, and relationships. Inspires and leads multicultural children, parents, professionals, and teams. Taught workshops and Led discussion groups on books, program tutorials, marketing, personal growth. Created a 28-page monthly booklet newsletter including content and design, which enhanced member communication & networking by 25%.

Leadership and Management. Demonstrated achievements as a department of one. Manages cross-functional project teams of staff members and representatives of external cross-sector partners and builds and renews communication channels. Effective leader with firm ability to make rational, informed decisions, collaborating efficiently with all levels of the organization, from temporary employees to C-Suite level staff. Led, Recruited, Trained, Supervised, and Retained 5 employees and 100 volunteers/volunteer coordinators and delegated responsibilities as needed; Consistency created volunteer retention increase by 35%.

Communication, Presentation and Knowledge Translation. Effective communicator across all levels of the organization up to Board level; Able to prepare diverse, global communications with cultural sensitivity and emotional intelligence. Utilizes expertise to convince audiences, influence teams, and create trust. Demonstrated a marketing lecture and YouTube social media tutorial to 100 people.

Compliance and Risk Management. Extensive experience supporting internal audit, risk management, and compliance. Participates in meetings/conferences that involve a range of issues (i. e. personnel actions, regulatory requirements, actions involving outside agencies, inter-department needs, etc.) for the purpose of developing recommendations and/or supporting other staff. Maintains audits for compliance on I9, W2, 401 (k), Payroll, HR, Benefits, Credentialing, Externships, HIPAA, ACA data, among others.

Problem Solving, Analytical and Decision-Making Skills.

Supervised over-all operations of: Volunteers and Volunteer Coordinators (schedules and replacements); Maintenance of the facility, grounds and property; Scheduled up-keep appointments as needed. Provided advice and counsel to individuals and departments, generating solutions and implementing ideas, resulting in smoother daily operations by 45%.

Branding & Social Media Presence. Promotes products and services through targeted social media campaigns, using Hootsuite, Instagram, Facebook, Twitter, YouTube, etc. Introduced social media to a past employer through persuasive plans/presentations. Campaign increased social engagement by 95%; Trained volunteers and staff to continue the platform growth. Generated fresh content on Website and Social Media platforms, reinforcing name-branding by 75%. Scheduled live broadcasting of Sunday meetings, streamed them on YouTube and edited videos into short clips, increasing company online presence by 45%. Launched a 1-year print ad campaign by planning monthly slogans, targeting audiences, designing monthly ads, and writing feature articles for nationally known publications, which increased awareness of the company by 10%.

Adaptability and Flexibility. Adapts to cultural diversity with resistance to bias. Eager to learn and has demonstrated ability to remain resilient and tenacious under pressure. Versatile and operational-efficiency thinker who quickly identifies what and how things need to be completed, maintaining superlative quality of the work. Reported medical exposures and workman’s comp claims immediately, following through to completion.

Change Management. Actively strives for continuous improvement, monitoring industry trends to identify opportunities to grow the business through provision of added value to customers. Leverages teachings of Scrum, an agile framework for developing, delivering, and sustaining results in terms of projects or deadlines, enhancing ability to pivot among projects and duties.

Resource Maximization. Mobilizes financial resources for long-term community prosperity. Created, pitched and implemented a paper-use reduction plan, resulting in 45% less waste in paper and monetary resources. Streamlined the roles of HR Specialist, Benefits Administrator, Credentialing Coordinator and Student Externships Coordinator, resulting in reduced need to hire a fourth HR professional to 0%. Funded the cost of a 28-page monthly booklet newsletter in full by selling ads in the community, minimizing the community's production cost by 100%.

Systems Utilization. Proficient in HRIS, ATS, ADP, Paylocity, SharePoint, Clarizen, Realm, SaaS, Relius, FileZilla, Salesforce, Employee Navigator; Microsoft, Google, Adobe Suites; Skype, Zoom, Microsoft Teams; MAC & PC.

PROFESSIONAL EXPERIENCE

iSOLVED, (Remote)

July 2021 – Present

401(k) Plan Administrator

- Receive payroll files, review and format for upload; troubleshoot issues with clients.
- Answer phones as necessary; Run eligibility reports/audits for benefit enrollments; 401k Rollovers.

BUSINESSOLVER, INC, Charlotte, NC (Remote)

Dec 2019 – June 2020

Client Champion (in Benefits Administration)

- Responded to shared inbox inquiries within expected time-frames, providing regular updates to the clients through resolution; Worked all open cases for clients, ensuring proper benefits enrollments

- Worked error and discrepancy reports; Completed audits. Reported on discrepancy trends; Identified configuration updates that reduced errors; Recommended updates when opportunities were available to improve processes or eliminate existing manual items
- Completed daily file check-in/review process for all carrier export, import and payroll files, communicating issues to appropriate team members; Utilized process documentation to execute on weekly, monthly & quarterly processes necessary for client success

NEW HORIZON FAMILY HEALTH SERVICES, Greenville, SC May 2018 – November 2019
Human Resource Specialist, Credentialing Specialist, Benefits Administrator

- Effectively communicated with employees, departments, administrators, applicants and the public for the purpose of providing information and assistance concerning employment, procedures, personnel records, compliance and job-related requirements & issues; Employment Verifications
- Confirmed accuracy and integrity of all data entered, maintained data in HRIS systems (information on timekeeping, payroll, training, benefits, cloud-scanning and other related electronic systems) and databases on a timely basis
- Provided assistance and supported others on assignments, projects and challenges as assigned by department heads, such as, CEO, COO, and HR Director
- Coordinated schedules and deadlines, scheduled conference rooms and tracked progress of specialized work projects, spreadsheets and/or departmental functions
- Assisted with the development of an effective workforce through recruitment, selection, orientation, workforce development, retention of all personnel and employment terminations
- Scheduled Credentialing and Re-Credentialing appointments for Current & Onboarding Medical Staff; Collected Credentialing packet and Certificates to submit to Board for review/approval
- Scheduled and Drove Benefits Open Enrollment meetings; Updated marketing materials.
- Launched an employee wellness program whose intent was to: 1. Aid in Employee Retention, 2. Inspire a Healthier Lifestyle, thus transforming employees into better role models for our patients, and 3. Build our Trustful Community within our own workforce

UNITY OF GREENVILLE, Taylors, SC April 2012 – April 2018
Program Manager (Office Coordinator / Graphic Design / Marketing)

- Supported event staff with meetings for auctions, concerts, workshops, and any other event
- Scheduled and managed highly confidential counseling sessions, calendars, and member information
- Recruited, Trained, Supervised & Retained volunteers & employees

EDUCATION

Human Resources, Alison, 2021

Scrum Master, Scrum Master Alliance, 2020

Associate of Science, Graphic Design, International Academy of Design & Technology

INTERESTS

Meditation, walking, biking, yoga, reading, performing music, creating art, LNEdesigns.com