



FILE NO. 131-2023

City of Cleveland
Justin M. Bibb, Mayor

Office of the Mayor
Cleveland City Hall
601 Lakeside Avenue, Room 202
Cleveland, Ohio 44114
216/664-3990 • Fax 216/420-8766
www.cleveland-oh.gov

January 25, 2023

The Honorable Blaine Griffin
President, Cleveland City Council
601 Lakeside Avenue
Cleveland, OH 44114

The Honorable Joseph Jones
Chair, Mayor's Appointment Committee
601 Lakeside Avenue
Cleveland, OH 44114

Dear Council President Griffin & Chair Jones:

Per Cleveland Codified Ordinances Section 365.07, I am writing to nominate Carol Smith to the Cleveland Lead safe Advisory Board. Her qualifications as a contractor and lead-safe inspector for the Metro West Community Development Corporation make her an exceptionally qualified candidate. Below is her contact information.

Carol K Smith
Lead Safe Specialist
Licensed State of Ohio Risk Assessor
Metro West Community Development Organization
3167 Fulton Road, Suite 303, Cleveland, OH 44109
Phone: (216) 961-9073 x242 | Mobile: (216) 235-0301
csmith@metrowestcle.org

Additionally, resumes and/or biographies are attached for the candidates. Any questions can be directed to Ryan Puente, Chief Government Affairs Officer, at (216) 664-3544 or via email at rpunkte@clevelandohio.gov.

Sincerely,

Justin M. Bibb
Mayor | City of Cleveland

CLEVELAND CITY COUNCIL

WE JAN 25 2023 PM 5:07:57

CITY CLERK, CLERK OF COUNCIL

Carol K. Smith

PROFESSIONAL EXPERIENCE

Metro West Community Development Organization

November 2021-Present

Lead Safe Specialist

- Provide Lead Clearance Exams for Owners of Rental Properties to attain Lead Safe Certification for rental properties for the City of Cleveland Lead Ordinance.
Collaborate with Metro Health Prenatal Pilot Project to Provide Preventive Education and preventive recommendations for Lead Paint Risk in their homes to Mothers to be.
Table Health Clinics to provide resources and education to empower, educate and prevent potential lead paint risks in their homes.

American Campus Communities/Cleveland State University

March 2021-October 2021

Maintenance Tech

- Responsible for skilled maintenance tasks in plumbing, carpentry, HVAC, electrical, mechanicals and troubleshooting all building aspects in Student Housing Facilities at Cleveland State University. Complete work orders in timely manner to ensure students living in units have decent, safe and sanitary living conditions at all times. Perform preventive maintenance of mechanicals and facility, record keeping, key logging and lock recoring/repair or replacement. Maintained professional atmosphere and relationships with other campus offices and residential services.

Lowes, Inc.

March 2020 – March 2021

MERCHANDISER

- Provide in store merchandising services installing displays, signage, building sheds, tear apart bays, rebuild elevations, and cleaning in a warehouse setting. . Tasks require skills and use of tools in carpentry, electrical, plumbing, maintenance and heavy lifting up to 80lbs. Use of forklifts, order pickers and electric ladders required. Provide customer service and collaboration with store associates and managers to successfully enhance customer shopping experience.

Magna T.E.A.M. Systems

July 2019-February 2020

MOLDING TECHNICIAN

- Responsibilities include operation of multiple robotic presses. Inspection of parts thru gauging to meet with clients quality standards and specifications. Properly segregating and packaging of parts into containers then transporting them to designated rack using line support equipment for in-house assembly and storage. Certified and licensed in Magna Line Support equipment, including Forklift, Tuggers parts chases and order pickers.

Home Depot

March 2013 – June 2019

MERCHANDISING EXECUTION TEAM (M.E.T.) ASSOCIATE

Cleveland, Ohio

- As a member of the M.E.T., provide in-store merchandising service activities by installing displays/signage and thorough organization and cleaning of merchant goods to enhance the customer shopping experience. Heavy lifting up to 80 lbs., customer service. Use of forklifts, order pickers, and electric ladders.

LUMBER/BUILDING MATERIAL ASSOCIATE

Rocky River, Ohio

- Assisted customers in selection of lumber and building materials. Cut lumber as needed to meet customer and contractor needs. Put orders together for contractors and customers for pick up, and kept the area organized and safe. Monthly ran women's workshops through demonstration and hands-on activities for attendees. Received awards for excellent customer service.

Unemployed

June 2012 – February 2013

Due to Space Shuttle Program ending, tasks were no longer needed and was laid off.

Alphaport, Inc./Government ContractorNASA Safety Center

Brook Park, Ohio

TECHNICAL SPECIALIST

2008-2012

- Provide accounts administration support for the NASA Safety Center's (NSC) Incident Reporting Information System (IRIS) database, resetting passwords, setting up user accounts, troubleshooting user application and function issues. All tasks were performed with quick response and resolved resulting in consistent "Outstanding" performance status from the IRIS Implementation Manager at the NSC.
- Team member of the NSC's Mishap Investigation Support Office (MISO) Data Quality (DQ) effort in identifying crucial data entry errors in Safety Incidents reported in the IRIS database system. Task functions included defining data entry filters, creating the processes for analyzing the data to generate reports, providing examples for proper data entry, and generating daily, weekly, and monthly reports to the NSC. Reports are sent by the NSC to Centers who have specific data entry errors and are requested to correct the data. This has been beneficial to the NSC as the data were corrected and resulted in better trending studies.

HUMAN RESOURCES ADMINISTRATOR

2007 - 2008

Cleveland, Ohio

City of Cleveland Empowerment ZoneDepartment of Economic Development

Cleveland, Ohio

ACTING DIRECTOR

2006 - 2007

- Oversight for entire Staff and Programs for HUD-funded Empowerment Zone in existence since 1995 and until the end of 2009. Worked directly with the business and residential communities within the Empowerment Zone to provide economic development grants and loans used to rehab, rebuild, renovate, preserve, and newly construct structures and neighborhoods in distressed areas within the Empowerment Zone. Simultaneously performed duties as the Assistant Director and Construction Compliance Officer.

ASSISTANT DIRECTOR

2003-2012

- Supervised and interacted with 12 professional staff that implement programs and projects for the Empowerment Zone communities using HUD funded grants and loans in Economic Development, Job Creation and Development, and Business Development. Provided oversight and enforcement of all office and employee policies and procedures, record keeping, maintenance of equipment, and employee development.

COMPLIANCE OFFICER

2002-2012

- Monitored and provided oversight of all construction projects implemented through the Empowerment Zone's HUD Grant and Loan program, Department of Economic Developments Clean Ohio Brownfield's projects, and all Economic Development Projects. Closely enforced all governmental environmental regulations to ensure project compliance. Reviewed Certified Payroll Reports to ensure that Federal, State, and Davis-Bacon requirements were met. Acted as a direct liaison, and provided technical assistance between borrowers, developers, owners, Federal and State Prevailing Wage Offices, City Departments and Contractors. Created filing system and database to maintain record keeping. Performed site visits to monitor construction, and performed interviews of construction workers to ensure payment of proper wages. Performed Environmental Reviews and Historic Reviews for projects receiving funding as required.

City of Cleveland, Ohio

Cleveland,

Department of Economic Development

DEPUTY PROJECT DIRECTOR

Home Sound Mitigation Program Manager

1999 - 2002

Department of Public Health, Division of Environment/ Lead Program

DEPUTY PROJECT DIRECTOR

Childhood Lead Poisoning and Prevention Program

1995 - 1999

Environmental Health Watch

Cleveland, Ohio

MANAGER/TRAINER

Training for 60 misplaced workers in carpentry skills and lead abatement disciplines for the upcoming lead industry for the City Of Cleveland HUD contract. Piloted lead abatement treatments to homes of lead poisoned children and created safe work methods and determined through air monitoring the results of unsafe work methods such as heat guns, dry scraping, window replacements, carpet pulling and many more. Oversaw the work and training of how to perform safe lead abatement treatments and materials used.

1992-1995

Lead Paint Training to Provide Industry

1992 - 1995

Self-Employed

Cleveland, Ohio

CARPENTER/SUB-CONTRACTOR

1988 - 1992

Tremont West Development Corporation
PROPERTY MANAGER
1987 - 1988

Cleveland, Ohio

University Settlement
RCS ENERGY AUDITOR/P.U.C.O. SPECIFICATIONS WRITER
1986 - 1990

Cleveland, Ohio

EDUCATION

Cleveland State University, Levin College of Urban Affairs
Bachelor of Arts, Urban Studies: Environmental Policy and Management

Owens Technical College - Toledo, Ohio
Associates Degree, Applied Sciences

CERTIFICATION/LICENSE

State of Ohio
Certified and Licensed Lead Risk Assessor and Inspector, November 1 2021-Current, License # OH LA000204

Renovation, Repair and Painting certificate, 2015- Renewed March, 2022

NASA STEP Program: Certification for Level 1 August 2011

NASA Root Cause Analysis: November 30-December 2, 2010; Certificate of Completion

NASA Introduction to Mishap Investigations: April, 2010. Pre-requisite course for Root Cause Analysis; Certificate of Completion

Great Lakes Environmental Finance Center, Maxine Goodman College of Urban Affairs; U.S. EPA
"Nuts & Bolts of Brownfield's Redevelopment for Local Government," June 5-9, 2006 Certificate of Completion

The National Development Council; "Economic Development Finance Professional." Four week course, (non-consecutive) June, 2005 to March, 2006, Certification Placard obtained #0306-014

HUD/EPA, Great Lakes Center for Occupational and Environmental Safety & Health; "Environmental Assessor," April 28-May 2, 2003

State of Ohio
Certified and Licensed Lead Abatement Contractor, August 7, 1995, Renewed 1997 License # OH LA000204, expired

State of Ohio
Certified and Licensed Lead Risk Assessor and Inspector, November 30, 1995, Renewed 1997 License # OH LA000204

University of Cincinnati, Cincinnati, Ohio Train the Trainer Course.
Certified Trainer to teach Lead Courses in the State of Ohio, March, 1995

State of Maryland

Certified Lead Abatement Worker Certification and License, July, 1992

State of Massachusetts

Certified Lead Abatement Supervisor Certification and License, August, 1992

Cleveland Metropolitan Housing Authority, Cleveland, Ohio

Certified in Housing Safety, February, 1987

Johnson Institute, Cleveland, Ohio

VOLUNTEERING

Human Rights Campaign: Steering Committee, August 2021-Current

Member: Monroe Street Cemetery Foundation, Fall 2008 - Current

Board Member: Environmental Health Watch, Spring 2009 - 2015

Volunteer Organizer: Ohio City Annual Christmas Walk, August 2010-2016

Zone Recreation Center, President of Dog Park, May 2011 - 2015

Evening meals and Holiday Meals at various churches and centers, 1984 -Current