

SINGLE PAGE COMMUNICATION TO THE COMMON COUNCIL

TO: THE COMMON COUNCIL
DATE: July 3, 2019
FROM: DEPARTMENT: 03-0 Mayor
SUBJECT: Appointment –Commission on Citizens Rights and Community Relations

PRIOR COUNCIL REFERENCE: (IF ANY)
Ex. (Item No. xxx, C.C.P. xx/xx/xx)

Pursuant to Section 18-21 of the Charter of the City of Buffalo, I hereby appoint **Mr. David F. Granville, residing at 11 Plymouth Avenue, Buffalo, New York, 14201**, to serve as a member of the Commission on Citizens Rights and Community Relations, and filling the three-year term which commences on July 30, 2019 and which expires on July 30, 2022.

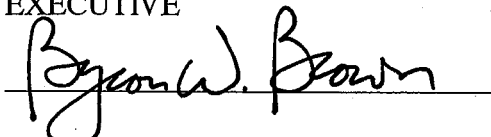
Mr. David Granville serves as the Employment and Training Coordinator for the Buffalo Municipal Housing Authority. Additionally, Mr. Granville serves on the Boards of the Buffalo Arts Commission, Western New York Pride Center and Westside Community Services. I believe Mr. Granville's background and community involvement would make him a beneficial member of the Commission on Citizens' Rights and Community Relations.

I hereby certify that I believe the above named individual is fully qualified to serve as a voting member of the Commission on Citizens Rights.

DEPARTMENT HEAD NAME:
TITLE:
DEPARTMENT:

BYRON W. BROWN
MAYOR, CITY OF BUFFALO
EXECUTIVE

SIGNATURE OF DEPARTMENT HEAD:

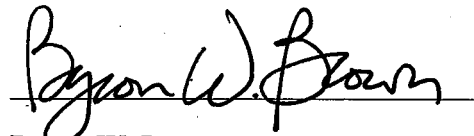


CERTIFICATE OF APPOINTMENT

I, Byron W. Brown, Mayor of the City of Buffalo, New York, Pursuant to Section 18-21 of the Charter of the City of Buffalo, hereby certify:

That on the 3rd Day of July, 2019, I appointed DAVID F. GRANVILLE, residing at 11 Plymouth Avenue, Buffalo, New York, 14201, to the COMMISSION ON CITIZENS RIGHTS AND COMMUNITY RELATIONS, for a term to commence July 30, 2019, and fulfilling the three-year term spanning from July 30, 2019 to its expiration on July 30, 2022.

Dated: Buffalo, New York
July 3, 2019

A handwritten signature in black ink that reads "Byron W. Brown". The signature is written in a cursive style and is positioned above a horizontal line.

Byron W. Brown
Mayor of the City of Buffalo, New York

DAVID F. GRANVILLE, MS

11 Plymouth Avenue
Buffalo, New York 14201

Objective – Continue career in management support function enabling utilization of experience to assist the Commission on Citizens' Rights and Community Relations as board member. Gain position with demonstrated organizational, customer service, communication, and project management skills proven by over 20 years of successful public service.

Experience – Buffalo Municipal Housing Authority 2010 - present
Buffalo, NY
Employment and Training Coordinator
White Collar Chapter Chair

City of Buffalo Department of Economic Development 2006 – 2010
Buffalo, NY
Assistant to the Commissioner
Manage staff of over 90 people

City of Buffalo Mayor's Office 2006 – 2010
Buffalo, NY 1994 – 2003
Mayor's Liaison to Sister Cities
Oversee protocol with representatives from over 13 countries

CSX Railroad 2004 – 2005
Buffalo, NY
Conductor

Shakespeare in Delaware Park 2003 – 2004
Buffalo, NY
Executive Director
2nd largest Shakespeare festival in the US

City of Buffalo Arts Commission 1994 – 2003
Buffalo, NY
Executive Director
Administer over \$15 million in public funds

City of Buffalo Mayor's Office 1994 – 2003
Buffalo, NY
Special Events Coordinator
Create special event process still in use today

Wilrock Commercial Real Estate 1989 – 1990
Commercial Real Estate agent

Community Involvement – O'Connell & Company 2019 - present
Board member

Buffalo Heritage Carousel, Inc. 2015 - present
Board member

Westside Community Services 2015 - present
Board member

Villa Maria College 2013 - 2019
Trustee

Buffalo Commission on Citizens' Rights & Community Relations - Board member (Chair / Vice-Chair)	2013 - present
West Side Neighborhood Housing Services Board member (City of Buffalo appointee)	2012 - present
Buffalo Arts Commission – Board member	2011 - present
WNY Pride Center – Board member	2005 - present
Leadership Buffalo – Class of 1999	1999 - present
Erie County Democratic Committee	1994 - present

Education – Buffalo State College (State University of New York) – Buffalo, NY
Master of Science, 2011
GPA: 4.0/4.0

Niagara University – Niagara University, NY
Bachelor of Fine Arts, 1992, summa cum laude
GPA: 4.0/4.0
Honors:
Sigma Alpha Sigma Inductee
Delta Epsilon Award for Senior Recipient
Excellence in the Humanities
Delta Sigma Epsilon Inductee
The National Dean's List Member

Core Skills

- **Written Communication** – Excellent written communication abilities applied to business correspondence, meeting minutes, composing year end reports, newsletters, brochures, press releases, policies and procedures, strategic plans, mission statements, documentation protocols, accountability and bench-marking studies, fundraising, legal and special committee information.
- **Supervisory/Client Management** – Supervisory experience of management, clerical/administrative, hourly and volunteer personnel. The management philosophy concentrates on thoroughly training individuals to tasks and then macro-managing performance. If necessary, a hands-on approach is enacted to improve individual productivity. Addressing clients' needs by thoroughly understanding the product/service, listening to the needs of the client/customer and then offering the solution.
- **Information Sessions** – Presentations to groups, as large as 200 participants, comprising senior management, boards of directors, legislative members and bodies, peers, employees, community organizations, and clients. Topics covered a wide spectrum of areas, including sensitivity training, utilizing audio-visuals, brochures, and handouts to aid retention of information and to solicit group participation.
- **Information Systems Tracking and Reporting** – Computer literate in MS Word, Excel, Power Point and a variety of custom software packages. Developed and maintained databases for a variety of purposes, including financial, customer/client tracking and reporting.
- **Client Assessment Measures** – Expertise in assessing job candidate qualifications.

- **Human Resource Management** – Comprehensive general human resource management experience in a variety of settings. This includes senior management employment and board membership in public, for profit, and non-profit industries. Also includes responsibility for all daily operational functions, strategic planning, scheduling, supervising, training, coordinating and facilitating meetings, building relationships, budgeting, and general accounting principles.
- **Advertising** – Design and produce advertising material such as brochures, flyers, posters and programs.
- **Training/Recruitment** – Conceptualize, design, facilitate and implement training programs. These have encompassed both one-on-one and group session methods. The emphasis is to make the programs preparatory for employment. Identify candidates for eventual employment.
- **Relationship Management** – Expert liaison/relationship builder with clients/customers, union/non-union personnel, and government, non-profit and educational agencies. Developing and maintaining these connections enabling the organization to achieve maximum support and meet its objectives.

Other Relevant Skills

- **Strategic Planning** – Initiate short and long term planning for the overall organization's strategy given the objectives of the entity. This includes assembling employees/members/community leaders, conducting needs assessments and demographic studies, researching similar initiatives and competitors endeavors, deploying of new products/initiatives, development of policies and procedures, and presenting the products/initiatives and mission to train staff/peers/senior management to meet or advance these goals.
- **Program/Project Management** – Copious amounts of program/project management experience. This entails conceptualizing, designing and implementing numerous specialized endeavors. Areas include, but are not limited to, community action, job duties/responsibilities, public relations, productivity, enhancements, and mandated educational/mission requirements in educational, government and business settings. Steps include situation analysis, establishing strategic plans, staffing, tactical planning, funding, training, execution, performance evaluation and plan adjustment.
- **Grant Writing/Funding Administration** – Grant writing expertise includes responsibility for researching sources, conducting data analysis and using creative writing techniques to secure funding. Hands-on administration/management of secured grants enabling expansion and/or changes to meet program or project objectives. Skills include incorporation and implementation of policies to track results which in turn led to increased funding.
- **Event Planning** – Event planning background which includes theme development, programming, advertising, funding, site selection, travel, food and beverage, and selection of speakers and presenters for groups as large as 1,000 participants.
- **Budgeting** – Responsible for the development of annual pro-forma budgets for individual divisions which then fed into the total organization's final projections. Proactively track actual results on an on-going basis to ensure outcomes were in line with anticipated estimates. If necessary, initiate corrective action to bring results in line.
- **Marketing** – Marketing experience which encompass all facets including utilization of demographic studies, researching needs/capacity, formalization of strategy, engaging participants/employees, implementation of initiative, analysis of effectiveness, implementation of corrective action if needed and continual monitoring of product/program results.

- **Policy and Procedure Development** – Conceptualize, design and implement a variety of policies and procedures. These include general operations, job-duties/responsibilities, program-directives, employee/client expectations and data gathering informational deadlines.

References

Hon. Byron W. Brown, Mayor
City of Buffalo
201 City Hall
Buffalo, NY 14202
[REDACTED]
[REDACTED]

Robert J. Kresse, Esq. (Trustee, Wendt Foundation with assets of over \$100 million)
Barclay Damon
The Avant Building
200 Delaware Ave.
Buffalo, NY 14202
[REDACTED]
[REDACTED]

Jayne K. Rand, Vice-President
M & T Bank
One M & T Plaza
Buffalo, NY 14203
[REDACTED]
[REDACTED]

Rocco Termini, Managing Partner
Signature Development
391 Washington St., Suite 800
Buffalo, NY 14203
[REDACTED]
[REDACTED]

Stanley Fernandez, Former BMHA Commissioner / Former Deputy Director of Family Support Services
106 Fargo Ave
Buffalo, NY 14201
[REDACTED]
[REDACTED]

Hon. Anthony M. Masiello (Mayor of Buffalo, political consultant)
Masiello, Martucci, Calabrese & Associates
Cathedral Place
298 Main St., Suite 300
Buffalo, NY 14202
[REDACTED]
[REDACTED]

James Comerford, Jr., Commissioner
Department of Permit and Inspection Services
324 City Hall
Buffalo, NY 14202
[REDACTED]
[REDACTED]

Additional references available