



**CITY OF MELROSE**  
**HEALTH, EDUCATION & WELFARE COMMITTEE**  
**AGENDA • APRIL 10, 2023**

Council Chamber, First Floor, Melrose City Hall Committee Meeting  
562 Main Street, Melrose, MA 02176

7:00 PM

The public should take notice that the Melrose City Council may, on certain occasions, have a quorum in attendance due to standing committees of the City Council consisting of both voting and non-voting members. Members attending this duly posted meeting are participating and deliberating only in conjunction with the business of the standing committee.

## I. CALL TO ORDER

Manjula Karamcheti	Chair
John Obremski	Vice Chair
Maya Jamaledine	
Robb Stewart	
Ryan Williams	
Jen Grigoraitis	President, Ex Officio

## II. PUBLIC COMMENT

Remote Link for Public Comment:  
<https://cityofmelrose-org.zoom.us/j/99081483447>

Meeting ID:  
990 8148 3447

## III. APPOINTMENTS/REAPPOINTMENTS

1. **APPT-2023-10:** Appointment of Lauren Knott, 16 Mount Vernon Street, to the Commission on Women, for a one-year term set to expire on the last day of February 2024.

*From:* City Council

ASSIGN TO COMMITTEE

2. **APPT-2023-11:** Appointment of Margaret Ivins, 177 Ashland Street, to the Melrose Council on Aging (COA) for a 2-year term set to expire on the last day of February 2025.

*From:* City Council

ASSIGN TO COMMITTEE

3. **APPT-2023-6:** Reappointment of James Oosterman, 54 Ellis Farm Lane, to the Affordable Housing Trust, for a two-year term, said term to expire on the last day of January 2025.

*From:* City Council

ASSIGN TO COMMITTEE

4. **APPT-2023-7:** Reappointment of Seamus Kelley, 259 West Emerson Street, to the Melrose Affordable Housing Trust, for a two-year term, said term to expire on the last day of January 2024.

*From:* City Council

ASSIGN TO COMMITTEE

5. **APPT-2023-8:** Reappointment of Michael Barry, 910 Main St., to the Melrose Housing Authority for a five-year term; said term to expire on the first Monday of March 2028.

*From:* City Council

ASSIGN TO COMMITTEE

6. **APPT-2023-9:** Reappointment of Karen Blackburn, 15 Lodge Avenue, to the Commission on Women (MCW) for a three-year term set to expire on the last day of February 2026.

*From:* City Council

ASSIGN TO COMMITTEE

## **IV. ADJOURNMENT**

# Application Form

## Profile

Lauren \_\_\_\_\_ Knott \_\_\_\_\_  
First Name Middle Initial Last Name

\_\_\_\_\_  
Email Address

16 Mount Vernon Street \_\_\_\_\_ Apt 1 \_\_\_\_\_  
Home Address Suite or Apt

Melrose \_\_\_\_\_ MA \_\_\_\_\_ 02176 \_\_\_\_\_  
City State Postal Code

### What district do you live in?

District 6

Home: \_\_\_\_\_  
Primary Phone Alternate Phone

Point Source Youth \_\_\_\_\_ VP of Strategic Partnerships \_\_\_\_\_  
Employer Job Title

### Which Boards would you like to apply for?

Commission on Women: Submitted

## Interests & Experiences

Please tell us about yourself and why you want to serve.

### Why are you interested in serving on a board or commission?

I have lived in Melrose since 2014, and feel connected to the town and its future. I have a 2nd grader at Winthrop, and her sister will start kindergarten in September. I am also a queer woman. All of these identities inform my viewpoint of the city. Additionally, I work for an organization that specializes in housing and homelessness for youth experiencing homelessness. I spend my 9-5 connecting the puzzle pieces within our community partners, and would like to do some of that work locally, in the city I live in.

[Lauren Knott Resume.pdf](#)  
Upload a Resume

## Demographics

Some boards and commissions require membership to be racially, politically or geographically proportionate to the general public. The following information helps track our recruitment and diversity efforts.

Attachment: L\_Knott\_Application\_MCW\_Redacted 1 (APPT-2023-10 : Appointment of Lauren Knott to the Commission on Women)



Paul Brodeur  
Mayor

## CITY OF MELROSE

### OFFICE OF THE MAYOR

City Hall, 562 Main Street  
Melrose, Massachusetts 02176  
Telephone - (781) 979-4440  
Fax - (781) 662-2182

### MEMORANDUM

To: Melrose City Council  
From: Mayor Paul Brodeur  
Re: Commission on Women  
Date: March 28, 2023

I respectfully request the Honorable City Council confirm the appointment of Lauren Knott, 16 Mount Vernon Street, to the Commission on Women, for a one-year term set to expire on the last day of February 2024. Ms. Knott's appointment replaces the appointment of Lauren Grymek, who recently resigned from the commission.

As a queer woman and a professional working to support youth experiencing homelessness or who are at risk for homelessness, Ms. Knott and I are eager for her to represent the LGBTQ+ community and support women and girls locally here in Melrose.

Thank you for your consideration.

**LAUREN KNOTT**

16 Mount Vernon Street, Apt 1, Melrose, MA 02176 | [REDACTED]

**RELATED EXPERIENCE****Point Source Youth, Boston, MA***Vice President of Strategic Partnerships*

August 2022-Present

- Recruit community partners to hire the organization to provide technical assistance to end youth homelessness
- Build relationships with local nonprofits, policy makers, and philanthropy to fund direct cash transfers for youth experiencing homelessness
- Work across departments to conduct outreach for 4 annual conferences and recruit community sponsors to support the conference

**The Technical Assistance Collaborative, Boston, MA***Senior Associate*  
2022

July 2019- July

- Lead TAC's work addressing youth homelessness, leading a team of five consultants working on various youth focused initiatives in eight communities
- Seek out business development opportunities and assist in responding to various Requests for Proposals (RFP) throughout the year
- Facilitate trainings on various topics related to HUD programs, such as grant administration, racial equity, and youth engagement

*Associate*  
2019

December 2013-June

- Facilitate planning and implementation processes for communities to address homelessness among youth
- Assist communities in developing system gaps analyses with data from multiple sources in order to identify needs and funding priorities
- Staff and manage Continuum of Care (CoC) Help Desk, which answers technical questions for recipients and subrecipients of HUD grants
- Provide direct technical assistance (TA) to multiple CoCs on writing and implementing written standards of assistance for all housing interventions, finalizing governance documents, and conducting system mapping and gaps analyses
- Assist multiple CoCs in the design and implementation of their coordinated entry systems to match HUD requirements and meet community needs
- Provide training and TA to communities and programs on how to adopt a Housing First approach
- Develop training materials on various topics, such as grant administration, program management tools, performance measures, and data systems

**The North Carolina Housing Coalition, Raleigh, NC***Policy Associate*

August 2012-August

2013

- Coordinated and presented at technical assistance sessions, as requested by various communities around the state, on topics such as strategies to increase affordable housing
- Monitored legislative committee meetings, news and other information centers to track pertinent legislation
- Conducted extensive research to support the Coalition's policy positions using Census, Comprehensive Housing Affordability Strategy (CHAS), and Bureau of Labor Statistics data
- Prepared policy and advocacy materials, including issue briefs, county fact sheets and talking points, that clearly communicated housing policy issues for policymakers, coalition members, and other stakeholders
- Participated in direct lobbying to elected officials
- Ensured website/social media outlets offered the most current information on policy positions, legislation, and other policy related activities

**Salvation Army**, Raleigh, NC  
*MSW Intern, Project C.A.T.C.H.*  
 2012

August 2011-April

- Developed protocols for children upon admission to shelters, including screening for mental health and developmental issues with initiation of appropriate referrals, area services, and resources
- Reviewed and improved curriculum and trained shelter staff on trauma, stress, and parent/child relationships

**HomeStart, Inc.**, Boston, MA  
*Representative Payee*  
 2011

September 2010-March

- Supported 30 formerly homeless individuals in budget creation and financial education
- Paid monthly rent and bills for clients according to budget developed with participant
- Maintained accurate and detailed financial records on behalf of clients
- Continued to supervise eight volunteers and ten staff members during weekly walk-in hours, ensuring prompt service for clients and resolving any difficulties with tough cases

*Crossroads Housing Search Coordinator*  
 2010

September 2009-September

- Designed and implemented successful housing search program at a family shelter in East Boston, resulting in twenty-five families securing permanent, stable housing
- Handled caseload of 15 homeless families while providing technical housing search supervision to three case managers who were in charge of ten additional scattered-site families
- Collaborated with clients to identify an appropriate housing search strategy and apply at local housing authorities and private developments
- Presented housing search trainings to outside agencies and shelter staff as requested

- Supervised eight volunteers and ten staff members who assisted the organization during weekly walk-in hours, training them on housing search strategies and answered questions around tough cases
- Developed outreach plan for new volunteers, including faith and collegiate groups

*Housing Advocate/Case Manager*  
2009

July 2008-September

- Managed caseload of 45 homeless clients living in six different shelters in Cambridge
- Helped clients identify housing wants and apply at appropriate housing authorities and developments
- Worked with clients to apply for public benefits and locate education and job training opportunities
- Forged connections across community organizations to build relationships and identify resources

## **EDUCATION**

**The University of North Carolina at Chapel Hill**, Chapel Hill, NC

Masters of Social Work, Concentration in Community, Management and Policy Practice, May 2013

Nonprofit Leadership Certificate, May 2013

**Franklin & Marshall College**, Lancaster, PA

Bachelor of Arts: Sociology and Public Policy, May 2008

# Margaret Ivins

## CONTACT INFORMATION

Address: 177 Ashland Street, Melrose, MA 02176

## PROFESSIONAL EXPERIENCE

### HARVARD MEDICAL SCHOOL – BOSTON, MA

- **Office of Faculty Affairs, September 2022 – Present**
  - **Program Director for Academic Operations**
- Serve as the primary resource for quad-based departments (depts) and oversee academic collaborations with key stakeholders across HMS for issues related to the Basic and Social Science Departments.
- Streamline academic operations, facilitate bi-directional communication between OFA and other HMS offices, and manage OFA interface with quad-based depts on faculty recruitment, compensation, diversity & inclusion, research funding/regulations, retention, and advancement.
- Provide critical advice on early-stage review of promotion materials for quad faculty and oversee strategic priorities to meet institutional standards for faculty set by the LCME on faculty preparation, productivity, participation & policies.
- Collaborate with HMS IT and other partners on data collection & faculty reporting capacities and prepare OFA data, reports, and assessments for meetings.
- Interface with HMS offices on collection of data identified to meet the 15 standards in the area of faculty reporting and ensure adherence.
- Manage academic aspects of offer letters (appointment, teaching, mentoring) & promotion letters, respond to quad dept questions/concerns, and ensure adherence to components & rationale of HMS CV.
- Attend monthly Docket Committee meetings and serve as office lead for the Faculty Council annual election process.
- Innovate, refine mechanisms, and participate in strategic plan refresh, while overseeing Faculty of Medicine By-Laws annual review.
- Systematically explore and operationalize new appt types on the quad and support career development of non-ladder researchers.

### HARVARD UNIVERSITY – CAMBRIDGE, MA

- **Wyss Institute for Biologically Inspired Engineering, August 2013 - September 2022**
  - **Senior Manager, Academic Affairs, March 2021 – September 2022**
  - **Manager, Academic Affairs, April 2018 – February 2021**
  - **Coordinator, Academic Affairs, August 2013 to March 2018**
- Direct the Wyss Institute Department of Academic Affairs, including all staff, budgets, and other administrative processes
- Manage academic appointments (e.g., postdoctoral fellows, visiting scholars, graduate students), including recruitment, onboarding, reappointments, etc.
- Manage international visa (J, H, B, F) and immigration processes for Wyss academic personnel
- Develop and implement Wyss/Harvard programming (e.g., community building, new hire orientation, etc.) for academic appointments
- Supervise time and labor reporting for Wyss graduate students and temporary hires
- Advise Wyss faculty on academic appointment processes (e.g., immigration, reappointments, new hires)
- Liaise with HMS Human Resources and Harvard International Office on Wyss appointments

- Collaborate with Finance and Sponsored Research on costing changes for Wyss personnel
- Develop and maintain Wyss appointment database and analytics
- Co-chair of the Harvard Medical School Visa Committee. Committee is designed to share any new visa regulations and to discuss any visa issues.
- Founder and member of Harvard Talent Management League
- **Harvard College, August 2013 – Present**
  - **Freshmen Academic Advisor (unpaid appointment)**
    - Supervise Harvard College freshmen (3-4 per year) on university policies, programs of study, and degree options and requirements
    - Provide academic advising to supervisees
    - Discuss and sign off on course selection cards for supervisees
    - Provide college transition guidance, including work-study, clubs/activities, and time management
    - Provide career counseling
- **Harvard Law School Executive Education, January 2012 – August 2013**
  - **Program Administrator**
    - Manage all program logistics for multi-day executive education programs for legal professionals
    - Manage material preparation, space, accommodations, operations, media services, catering, and transportation
    - Recruit participants (e.g., law firm leaders, corporate counsel) for program participation
    - Market HLS Executive Education’s online presence via Facebook, Twitter, blogs, and other media
    - Develop, maintain, and update the Executive Education website
    - Communicate with program participants at all stages of their involvement with Executive Education (e.g., recruitment, pre-program, program, alumni networks)
    - Manage financial processing in coordination with HLS Financial Office

**HARVARD UNIVERSITY – CAMBRIDGE, MA****TUFTS UNIVERSITY – BOSTON, MA**

- School of Medicine, May 2007 – January 2012
  - Administrative Coordinator, Medical Curriculum
- Coordinate the preclinical curriculum in a student services environment
- Primary liaison for all administrative communications to faculty and students
- Directly supervise paid audiovisual student teams in coordination with lectures
- Administer Board Exams for medical students
- Manage first- and second-year class curriculum class scheduling
- Point-of-contact for all first- and second-year medical students and faculty on all curriculum needs
- Administrative support for the Associate Dean for Educational Affairs and the Curriculum Committee
- Responsible for the planning, coordination, promotion, execution, and evaluation of Medical School events, including conferences, workshops, retreats, and formal and informal social events

**ARIZONA DEPARTMENT OF ECONOMIC SECURITY – CASA GRANDE, AZ**

- Office of Child Protective Services, February 2007 – May 2007
  - Administrative Secretary
- Maintain office records and databases
- Handle confidential correspondence and reports
- Help with employee questions and requests
- Schedule and coordinate meetings and events
- Prepare minutes of meetings

**ARIZONA DEPARTMENT OF EDUCATION – PHOENIX, AZ**

- Department of Education, January 2006 – February 2007
  - Administrative Assistant
- Process technology grants for Arizona public schools
- Organized E-Learning Taskforce
- Assisted Deputy Associate Superintendent in drafting a senate bill on e-learning
- Manage department communications; handle confidential information
- Archive department records
- Coordinate agency conferences

## EDUCATION

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### UNIVERSITY OF PHOENIX – PHOENIX, AZ

Doctor of Education in Educational Leadership, November 2013

Dissertation Title: *The Stresses of the Second-Year Generation Y Medical Student: A Phenomenological Study*

### NORTHERN ARIZONA UNIVERSITY – FLAGSTAFF, AZ

Masters, Administration, May 2008

Bachelors, Journalism and Criminal Justice, December 2005

## AWARDS

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- Harvard Hero, 2019

## CERTIFICATIONS

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- SHRM Senior Certified Professional (SHRM-SCP)
- MBTI Certified Trainer
- Northern Arizona University Public Management Certificate
- Arizona Department of Education Substitute Teacher

## COMMUNITY ACTIVITIES

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- National Kidney Foundation (Board Member – New England Chapter; Boston Kidney Walk Chair; Top Walker Awardee, 2012-2018)
- Boston Sister Association of Greater Boston
- Boston Partners in Education
- Horizons for Homeless Children
- Project Bread – Walk for Hunger

## MEMBERSHIP

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- Association for the Study of Higher Education (ASHE)
- NAFSA: Association of International Educators
- National Education Association (NEA)
- Society for Human Resource Management (SHRM)
- Student Affairs Administrators in Higher Education (NASPA)



Paul Brodeur  
Mayor

## CITY OF MELROSE

### OFFICE OF THE MAYOR

City Hall, 562 Main Street  
Melrose, Massachusetts 02176  
Telephone - (781) 979-4440  
Fax - (781) 662-2182

### MEMORANDUM

To: Melrose City Council  
From: Mayor Paul Brodeur  
Re: Melrose Council on Aging  
Date: March 27, 2023

I respectfully request the Honorable City Council confirm the appointment of Margaret Ivin, 177 Ashland Street, to the Melrose Council on Aging (COA) for a 2-year term set to expire on the last day of February 2025. Ms. Ivin's appointment replaces the membership of Eileen Lyle, who resigned from the COA and whose term expired on the last day of February 2022.

A highlight of Ms. Ivin's candidacy includes her many years working within the Academic Affairs Department of Harvard University as both an employee and a volunteer Academic Advisor for freshmen. Through these roles, she has demonstrated a commitment to the Harvard community and the success of the university's faculty, staff, and student body.

I am confident that Ms. Ivin's appointment to the Melrose Council on Aging will provide her with the opportunity to demonstrate an equivalent commitment to our community's population of residents aged 60 and older.

Thank you for considering Ms. Ivin's appointment to the Melrose Council on Aging.

Attachment: Margaret\_Ivins\_Memo\_2023\_2 (APPT-2023-11 : Appointment of Margaret Ivin to the Melrose Council on Aging)

# Application Form

## Profile

Margaret \_\_\_\_\_ Ivins \_\_\_\_\_  
 First Name Middle Initial Last Name

\_\_\_\_\_  
 Email Address

177 Ashland Street \_\_\_\_\_  
 Home Address Suite or Apt

Melrose \_\_\_\_\_ MA \_\_\_\_\_ 02176 \_\_\_\_\_  
 City State Postal Code

### What district do you live in?

None Selected

Home: \_\_\_\_\_  
 Primary Phone Alternate Phone

Harvard University \_\_\_\_\_ Program Director \_\_\_\_\_  
 Employer Job Title

### Which Boards would you like to apply for?

Council on Aging: Submitted

## Interests & Experiences

Please tell us about yourself and why you want to serve.

### Why are you interested in serving on a board or commission?

I am interested in working on the Council of Aging because I have a passion for working with the elderly and I want to give back to my community. The elderly population is often overlooked and underserved, and I want to make a difference in their lives. The Council of Aging provides essential services and programs that help older adults maintain their independence, health, and quality of life. By working with the Council of Aging, I can utilize my skills and expertise to improve the lives of seniors in my community. I am excited about the opportunity to work with a team of dedicated professionals who share my passion for making a difference in the lives of older adults.

[Margaret\\_Ivins\\_Resume.CV.Feb2023.docx](#)

Upload a Resume

## Demographics



PAUL BRODEUR  
Mayor

## CITY OF MELROSE

## OFFICE OF THE MAYOR

City Hall, 562 Main Street  
Melrose, Massachusetts 02176  
Telephone - (781) 979-4440  
Fax - (781) 662-2182

### MEMORANDUM

To: Melrose City Council  
From: Mayor Paul Brodeur  
Re: Affordable Housing Trust Reappointments  
Date: March 29, 2023

I respectfully request the Honorable City Council confirm the following Affordable Housing Trust reappointments:

- **Seamus Kelley, 259 West Emerson St., to the Affordable Housing Trust, for a two-year term, said term to expire on the last day of January 2025.**
  - Mr. Kelley has over 15 years of experience as an operations and public policy leader and decision-making experience with a focus on project management, government affairs, public policy, strategic implementation, and external relations.
- **James Oosterman, 54 Ellis Farm Lane, to the Affordable Housing Trust, for a two-year term, said term to expire on the last day of January 2025.**
  - Mr. Oosterman was a founding member of the Melrose Affordable Housing Task Force, established in 1998 to encourage, support, and advocate for public and private affordable housing initiatives. His dedication to this work is also visible in his service to the Melrose Housing Authority, through which he worked closely with the North Suburban Consortium, the City's Office of Planning and Community Development, and other organizations with similar missions to the Affordable Housing Trust.

Mr. Kelley and Mr. Oosterman are committed to serving the City of Melrose in their capacity as members of the Affordable Housing Trust. I'm confident that they will each continue to drive forward the City of Melrose's mission to promote greater diversity and racial equity in the community and for the benefit of low-to-moderate-income households in accordance with the provisions of MGL c. 44, § 55C.

Thank you for your consideration.

Hello, Lily,

Pardon my delay in responding to your email regarding continuing to serve on the Melrose Affordable Housing Trust. I would very much appreciate being reappointed to serve on this committee for another term. My interest in Affordable Housing in the City of Melrose has not diminished since my initial appointment, and I look forward to finding ways to support this growing need from the resources in our Affordable Housing Trust.

Please contact me if you or the Mayor require additional information.  
Sincerely,

James Oosterman  
54 Ellis Farm Lane, Melrose



PAUL BRODEUR  
Mayor

## CITY OF MELROSE

## OFFICE OF THE MAYOR

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Melrose, Massachusetts 02176  
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### MEMORANDUM

To: Melrose City Council  
From: Mayor Paul Brodeur  
Re: Affordable Housing Trust Reappointments  
Date: March 29, 2023

I respectfully request the Honorable City Council confirm the following Affordable Housing Trust reappointments:

- **Seamus Kelley, 259 West Emerson St., to the Affordable Housing Trust, for a one-year term, said term to expire on the last day of January 2024.**
  - Mr. Kelley has over 15 years of experience as an operations and public policy leader and decision-making experience with a focus on project management, government affairs, public policy, strategic implementation, and external relations.
- **James Oosterman, 54 Ellis Farm Lane, to the Affordable Housing Trust, for a two-year term, said term to expire on the last day of January 2025.**
  - Mr. Oosterman was a founding member of the Melrose Affordable Housing Task Force, established in 1998 to encourage, support, and advocate for public and private affordable housing initiatives. His dedication to this work is also visible in his service to the Melrose Housing Authority, through which he worked closely with the North Suburban Consortium, the City's Office of Planning and Community Development, and other organizations with similar missions to the Affordable Housing Trust.

Mr. Kelley and Mr. Oosterman are committed to serving the City of Melrose in their capacity as members of the Affordable Housing Trust. I'm confident that they will each continue to drive forward the City of Melrose's mission to promote greater diversity and racial equity in the community and for the benefit of low-to-moderate-income households in accordance with the provisions of MGL c. 44, § 55C.

Thank you for your consideration.

Hi Lily,

Thank you for reaching out about reappointment to the city's Affordable Housing Trust Fund. I would very much appreciate being reappointed. I am hopeful that the AHTF will compliment the work underway to update the city's zoning and we will see some meaningful progress around affordable housing in the city.

Thank you,

Seamus Kelley  
259 W Emerson St, Melrose, MA 02176

Michael P. Barry  
910 Main St. Apt. 316  
Melrose MA 02176

Lily Martin  
Office of the Mayor  
Melrose City Hall  
562 Main St  
Melrose MA 02176

Dear Lily,

It would be my pleasure to serve another term on the MFA. Thanks to Mayor Brodeur for his vote of confidence.

Sincerely,

Michael P. Barry



Paul Brodeur  
Mayor

## CITY OF MELROSE

OFFICE OF THE MAYOR

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Melrose, Massachusetts 02176  
Telephone - (781) 979-4440  
Fax - (781) 662-2182

### MEMORANDUM

To: Melrose City Council  
From: Mayor Paul Brodeur  
Re: Melrose Housing Authority Reappointment  
Date: March 27, 2023

I respectfully request the Honorable City Council confirm the reappointment of Michael Barry, 910 Main St., to the Melrose Housing Authority for a five-year term; said term to expire on the first Monday of March 2028.

Thank you for considering Mr. Barry's reappointment to the Melrose Housing Authority.

Attachment: Michael\_Barry\_Memo\_2023 (APPT-2023-8 : Reappointment of Michael Barry to the Melrose Housing Authority)

**KAREN GRANT**

15 Lodge Avenue  
Melrose, MA 02176

**CAREER HIGHLIGHTS:**

- 2019-Present Vice President of External Affairs, Cradles to Crayons, Boston MA
- Responsible for the creating and operationalizing a new department focused on implementing the organization's national Thought Leadership and marketing strategies, growth and strategic planning and Impact.
  - Lead NYC expansion efforts including raising \$2.4M in start-up funding and managing a 17-20-person Founders' Council.
  - Serve as a member of the Executive Leadership Team charged with ensuring the overall financial health, strategic planning and setting overall direction of the organization
  - Manage a department of five full-time staff members and consultants.
- 2017-2019 Vice President of Development, Cradles to Crayons, Boston, MA
- Responsible for creation and implementation of a comprehensive fundraising strategy, including individuals, corporations and foundations, that raises \$5M annually.
  - Managed consultants to help design a \$7.5M capital campaign, which has just entered the quiet phase.
  - Successfully close 5- and 6-figure gifts and partner with President & Founder to close 7-figure gifts; manage a portfolio of donors in the 5- to 7-figure gift range.
  - Collaborated with National and Boston Board of Directors on fundraising and successfully implemented a give/get policy across all four Boards (National, Boston, Chicago and Philadelphia).
  - Oversaw two annual fundraisers, Backpack-a-Thon and Un-Gala, that each raise \$1M.
  - Managed Development Committee and Family Advisory Council to assist in developing fundraising and donor engagement strategies.
  - Implemented a moves management system across all three markets (Boston, Chicago and Philadelphia).
  - Served as a member of the National Leadership Team charged with ensuring the overall financial health, strategic planning and setting overall direction of the organization
  - Managed two departments comprised of 13 full and part-time staff members and consultants.
- 2005-2014 Vice President of Development & Communications, Peace First, Inc. (formerly Peace Games) Boston, MA
- Responsible for creation and implementation of a national external relations strategy that has exceeded revenue projections annually, deepened donor engagement and raised awareness of the organization's mission.
  - Served as a member of the national Senior Leadership team charged with ensuring the overall financial health, strategic planning and setting overall direction of the organization.
  - Transitioned donor base from majority institutional/event-driven revenue to individual giving--increase from 23% to 55% of total revenue.
  - Successfully closed 6-figure gifts and partnered with President to close 7-figure gifts; managed a portfolio of donors in the 5- to 7-figure gift range.
  - Designed pipeline development strategy and systems that yielded 34% qualified prospects.
  - Partnered with Board of Directors on fundraising, staffed Board-level communications committee and managed a national Advisory Board structure (4 active) to better engage and leverage supporters.
  - Secured national media placements in The NY Times, NBC Nightly News, and NPR; as well as several regional and local media placements reaching over 20 million.
  - Successfully led organizational rebranding effort including name change, website redesign, collateral materials, videos and rollout activities.
  - Created national branding and cause-marketing opportunities for organization and corporate partners including USA Network, Coach and Eberjey.
  - Oversaw creation of collateral and marketing materials including annual report, newsletters and website.

- Managed a department of five full-time staff members, part-time interns and several pro bono and paid consultants.

2003-2004

Deputy Executive Director & Communications Director, Boston 2004, Inc., Boston, MA

- Boston 2004, Inc. was the host committee for the 2004 Democratic National Convention.
- Developed and implemented a comprehensive communications strategy, including crisis communications, that targeted international, national and local media outlets.
- Managed all marketing efforts including delegate and media gift bags, interactive kiosks and street banner programs.
- Assisted in creation and implementation of successful public awareness campaign addressing transportation restrictions.
- Oversaw development and maintenance of the Boston 2004, Inc. web site.
- Assisted in fundraising efforts, including the identification of new donors and solicitation of corporate sponsorships and in-kind donations.
- Created official publications, including media guide, visitor's guide and volunteer manuals.
- Aided in the development of the Celebrate Boston 2004 advertising campaign.
- Assisted local and national media outlets in securing outdoor broadcasting space.
- Wrote newsletter articles, press releases, web content, extra-departmental materials, weekly updates and talking points.
- Managed four full-time staff members and three part-time interns.
- Responsible for management of department budget, including related in-kind contributions.

2003

Deputy Press Secretary, Office of Governor Romney, Boston, MA

- Responsible for all media issues related to Economic Development.
- Served as primary Press Secretary for the Secretary of Economic Affairs.
- Organized issue-based press conferences, town meetings and created proactive media opportunities.
- Traveled statewide with Governor and Lieutenant Governor for media appearances.
- Wrote press releases and talking points.

2002

Deputy Press Secretary, Shannon O'Brien for Governor (Democratic Nominee), Boston, MA

- Generated general election media coverage for surrogates, including members of the Congressional Delegation, State Senators and Representatives, Mayors, and Primary opponents.
- Managed press coverage for President Clinton's New Bedford visit.
- Developed and implemented a plan to schedule surrogates on cable television and regional talk radio.
- Wrote talking points for candidates and surrogates.
- Wrote press releases and media advisories.

2001-2002

Press Secretary, Warren Tolman for Governor, Watertown, MA

- Developed and implemented a statewide communications strategy for a democratic primary gubernatorial campaign.
- Created proactive media opportunities, managed crisis communications, briefed candidate for public appearances and editorial board meetings.
- Established relationships with political editors, reporters, and producers from the major, mid-level and local media outlets across the state.
- Provided daily press briefings for the candidate and senior campaign staff.
- Created comprehensive media database that included network television stations, newspapers, radio and cable shows throughout the state.
- Managed two campaign staff members.

2001

Advocacy Event Consultant, Office of Child Advocacy, Children's Hospital, Boston, MA

- Organized hospital's first ever advocacy events including; successful legislative briefing at the State House and a grassroots lobbying workshop for employees, patient families and members of the advocacy network.
- Planned a legislative briefing for the Massachusetts delegation in Washington, D.C.

1997-2000

Administrative Associate, Development and Public Affairs, Children's Hospital, Boston, MA

**EDUCATION:**

Boston University, Boston, MA. **Graduate Certificate, Nonprofit Management and Leadership**, May 2010  
Boston University, Boston, MA. **Bachelor of Arts, Political Science**, May 2001 (attended 1990-94).  
President, **Alpha Delta Pi Sorority**  
S.C. Beta Chair, **Inter Fraternity/Sorority Council**

**AWARDS:**


2005 Wonder Woman, **Massachusetts Women's Political Caucus**

**COMMUNITY INVOLVEMENT:**

Co-Chair, **Melrose Education Foundation Advisory Board**, 2019-Present  
Board Member, **Melrose Education Foundation**, 2013-2019  
Board Member, **Massachusetts Women's Political Caucus**, 2007-2013  
Co-Vice President, **Franklin Early Childhood Center PTO**, 2011-2012

**Karen Grant Blackburn**

15 Lodge Avenue  
Melrose, MA 02176



February 28, 2023

Paul Brodeur  
Mayor  
City of Melrose  
562 Main Street  
Melrose, MA 02176

Dear Mayor Brodeur:

Please accept this letter as an expression of my interest to continue to serve as a member of the Melrose Commission on Women. I joined the Commission in Fall 2019 full of ideas of things we could do to help raise awareness and get more members of our community involved in our work. A few months later, the pandemic halted our plans and slowly tried to find virtual ways to support, celebrate and give women a way to escape during those challenging days.

We hosted a book club, a legislative briefing on Roe v. Wade with local elected officials and other experts, held a celebration of the election of the first female Vice President, hosted a session to help women develop their personal elevator speech and funded a scholarship for a MHS graduate committed to advancing women's issues.

I am proud of everything we were able to accomplish but am excited to work with a full body of Commissioners to do so much more to help women, girls and those who support them and continue to make Melrose a community for all.

Thank you for the consideration.

Sincerely,



Karen Grant Blackburn



Paul Brodeur  
Mayor

## CITY OF MELROSE

OFFICE OF THE MAYOR

City Hall, 562 Main Street  
Melrose, Massachusetts 02176  
Telephone - (781) 979-4440  
Fax - (781) 662-2182

### MEMORANDUM

To: Melrose City Council  
From: Mayor Paul Brodeur  
Re: Melrose Commission on Women Reappointment  
Date: March 27, 2023

I respectfully request the Honorable City Council confirm the reappointment of Karen Blackburn, 15 Lodge Avenue, to the Commission on Women (MCW) for a three-year term set to expire on the last day of February 2026. Ms. Blackburn originally joined the MCW in 2019 and currently serves as commission chair.

Under Ms. Blackburn's leadership, the MCW has hosted many successful community events such as a legislative briefing on Roe v. Wade intended to support and advocate for women and girls in Melrose. In addition, Ms. Blackburn works tirelessly to establish an open and inclusive environment for her fellow commissioners by ensuring every member has an opportunity to talk and share ideas.

Thank you for considering Ms. Blackburn's reappointment to the Melrose Commission on Women.

Attachment: Karen\_Blackburn\_Memo\_2023 (APPT-2023-9 : Reappointment of Karen Blackburn to the Commission on Women)