

**COUNCIL OF THE
VILLAGE OF HIGHLAND HILLS**

RESOLUTION NO. 2024-38

For the June 12, 2024
Council Meeting

Introduced by: Mayor Michael L. Booker
Supported by:

**A RESOLUTION PROVIDING FOR THE APPOINTMENT OF WILLIAM D. SIMPSON AS
DIRECTOR OF THE DEPARTMENT OF HUMAN RESOURCE/CLERK OF MAYOR'S
COURT, AND DECLARING AN EMERGENCY.**

WHEREAS: The position of Director of the Department of Human Resource/Clerk of Mayor's Court is an appointive position; and

WHEREAS: The Mayor has appointed William D. Simpson as Director of the Department of Human Resource/Clerk of Mayor's Court; and

WHEREAS: Council confirms the various appointments made by the Mayor; and

WHEREAS: Council desires to confirm this appointment; and

WHEREAS: It is necessary to keep an accurate record of these various appointments as to individuals appointed and their term of office.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF
HIGHLAND HILLS, OHIO:**

Section 1: That Council hereby confirms the appointment of William D. Simpson as Director of the Department of Human Resource/Clerk of Mayor's Court for the Village of Highland Hills.

Section 2: That pursuant to Village Charter, the term of said appointment shall run concurrent with the remainder of the Mayor's term of Office, or until such time as a successor has been appointed and confirmed.

Section 3: That the annual salary of said appointed official shall be as set forth in the Village Salary and Complement as determined by the Mayor.

Section 4: That this Resolution shall supersede all previously adopted legislation in direct conflict herewith.

Section 5: Council finds and determines that all formal actions of this Council concerning and relating to the passage of this Resolution were adopted in an orderly meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were conducted in meetings open to the public and in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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Section 6: That this Resolution is hereby declared to be an emergency measure immediately necessary for the preservation of the public peace, health, safety and welfare of the Village, and for the further reason that it is immediately necessary to provide for the aforementioned appointment and ensure the effective operation of the Department of Human Resource/Clerk of Mayor's Court.

Passed in Council this 12th day of June, 2024.

First Reading: ✓ Second Reading: _____ Third Reading: _____

Vote: Pride ✓ yea ___ nay ___ Greene ✓ yea ___ nay ___ Mills ✓ yea ___ nay ___

McManus ✓ yea ___ nay ___ Wright ✓ yea ___ nay ___

Cassandra Pride
Cassandra Pride
President of Council

6/12/24
Date

Attest: Margaret Sikon
Margaret Sikon, Clerk of Council

6/12/24
Date

Filed with the Mayor: ✓

6/18/24
Date

Approved By: M. L. Booker
Michael L. Booker, Mayor

6/18/24
Date

2024-38

William D. Simpson, Master's in Labor Relation and Human Resources

Simpsonwilliam92@gmail.com

Cleveland, Ohio 44120

216-536-2758

Dedicated social service professional with over 16 years of experience and progressively increased responsibility that leverage strong leadership, teaching, and management skills.

EMPLOYMENT HISTORY:

Positive Education Program

Cleveland, Ohio

HR Generalist/ Recruiter

10/21 to present

- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, professional licensure, and aptitude exams and certifications.
- Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings.
- Conducts or acquires background checks and employee eligibility verifications.
- Implements new hire orientation and employee recognition programs.
- Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Attends and participates in employee disciplinary meetings, terminations, and investigations.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.

Kinnect

Cleveland, Ohio 44114

Family Development Specialist

2/20 to 09/21

- Conduct Family Finding on behalf of youth in foster care, and supports the youth restore, form and grow relationships with biological, kin and important individuals in order to develop connections that will result in rational and legal permanency.
- Provide support and education as needed when there are challenges for family members in regard to the youth's sexual orientation and/or gender identity.

William D. Simpson, Master's in Labor Relation and Human Resources

- Coordinate and facilitate youth-driven permanency planning meetings.
- Establish relationships with local partner agencies.
- Maintain database, progress notes, genogram, placement trail, and connections tracking tools for youth.
- Provide consultation to case worker and other providers regarding sexual orientation and gender identity.
- Participate in ongoing program development.

Aids Task Force of Greater

Cleveland, Ohio 44115

Case Manager/Program Manager

12/18-02/20

- Assisted clients with finding stable housing, attending medical appointments and understanding the importance of medication compliance.
- Advocated for client's rights through the Ryan White A Program.
- Tested individuals for HIV.
- Completed home visits and directed to clients to community services.
- Provided community outreach and engagement.
- Established a relationship with client to ensure their day-to-day and health specific needs are addressed.
- Provided ongoing treatment adherence coaching.
- Advocated on behalf of clients to link them to services in the Greater Cleveland community.
- Assisted clients in accessing government programs and benefits.
- Worked with clients to identify and establish a comprehensive support system.
- Maintained client/ service data information and complete reports and documentation.

South Euclid/ Lyndhurst School District

Lyndhurst, Ohio 44124

Job Coach

8/15 to 12/18

- Supervised students out in the community at different job sites.
- Trained students in work ethics.
- Trained students how to perform certain tasks at work sites.
- Collected data on students for review.
- Completed student paperwork to maintain compliance with educational programming.
- Work to resolve obstacles to students in terms of job tasks, work performance, social interaction conflicts, changes in job expectations.
- As student develops job skills, move to indirect monitoring while role modeling employee behaviors.
- Participate in all required meetings including the school's in-service training. May be asked to assist in the preparation and administration of in-service training.
- Ensure the safety and security of all students in program both on-campus and off-campus as assigned.

William D. Simpson, Master's in Labor Relation and Human Resources

Beech Brook

Cleveland, Ohio 44124

Facilitator

9/09 to 7/15

- Supervised 10 staff members who process and role-play with residential youth.
- Managed daily activities with clients, including nutritional and hygiene needs.
- Monitored Therapeutic Family Model goals and manage Therapeutic Family Model charts for individual clients.
- Completed transfer and discharge paperwork for residential clients.
- Conducted new staff interviews and participate in hiring decisions.
- Wrote daily progress notes and provide reports for other agency service providers.
- Completed performance evaluations.
- Kept staff updated through regular staff meetings.
- Provided staff training on the use of the Therapeutic Family Model within the cottage setting.
- Coordinated cases with other agency staff, external agency service providers, and client's families.
- Oversaw all systems related to the physical environment of the cottage to ensure compliance with funders and accreditation organizations.
- Served on Environmental Care Committee, ensuring that cottage changes remain child/adolescent focused.
- Completed agency paperwork to meet expectations of funders, accreditation and regulatory organization expectations.
- Implemented appropriate staff terminations.

EDUCATION:

Cleveland Alumni Chapter Kappa Alpha Psi Fraternity Inc.

Master's in Labor Relations and Human Resources – Cleveland State University 2022

Bachelor's of Arts in Psychology – Cleveland State University 2018

Awards:

Recipient of The Theodore A. Lauric Endowed Scholarship; 2021, 2022

Recipient of The Andrew C. Gross Endowment Scholarship; Spring 2022