

## METRO COUNCIL VACANCY APPLICATION FORM

KRS 67C.103(6) provides that a person must satisfy the following criteria) to serve as a member of Metro Council:

No person shall be eligible to serve as a member of a consolidated local government council unless he or she is at least eighteen (18) years old, a qualified voter, and a resident within the territory of the consolidated local government and the district that he or she seeks to represent for at least one (1) year immediately prior to the person's election. A council member shall continue to reside within the district from which he or she was elected throughout the term of office.

Please provide the following information:

**Full Legal Name \***

Henrietta, Irene Jenkins

**Date of Birth \***

[REDACTED]

**Current Residential Address \***



3508 Fern Lea Road Apt 21  
Shively, Kentucky 40216  
United States

**Length of residence at current address** 3 years

\*

**Attach your resume \***



[henrietta\\_jenkins\\_resume\\_2022.docx](#) 34.47 KB · DOCX

**Name \***

Henrietta Jenkins

**Email \***

[REDACTED]

By submitting this form, I hereby certify that the above information is true and correct, and I meet all the statutory and constitutional qualifications for the vacant office for which I am applying.

*Henrietta Jenkins*

## **Henrietta Jenkins**

3508 Fern Lea Road, #21 • Louisville, Kentucky 40216

### **HIGHLIGHTS OF OBJECTIVES**

- Over eight years of community service and capacity building experience.
- Six years of experience reviewing and administering grants with various community entities.
- Solid time management skills with proven ability to function well under pressure.

### **EDUCATION**

University of Southern Indiana

Bachelor of Liberal Arts & Minor of African Studies

Harvard Politics and Public Policy Research Fellowship Student

*\* Graduated December 2019 University of Southern Indiana*

*Bachelor of Professional Studies with a Concentration in Individual Studies \* Public Policy*

*Minor of Africana Studies*

### **EXPERIENCE**

Justice of the Peace (Elect) – Representing District 3

State of Kentucky

Tenure begins January 2, 2023

Grant Contract Coordinator – Louisville, KY

Office for Safe and Healthy Neighborhoods

November 2022 – Present

- Coordinates the preparation of contract grant proposals for vendors.
- Ensures proposals are in accordance with grant funding source policies and criteria.
- Coordinates the development and preparation of grant applications for funding including budgets, supporting documents and special reports.
- Serves as a liaison providing information and answer questions concerning grant programs, budget, activities and policies and procedures to granting agencies and the community.
- Monitors the grant accounting function including preparation of reports to funding agencies, and grant compliance.

Project Specialist – Louisville, KY

Office for Safe and Healthy Neighborhoods

August 2021 – November 2022

- Create budget to allocate recent grant funding to assigned neighborhoods.
- Coordinate expenditures identified with community stakeholders to develop community-based violence prevention frameworks.
- Consult with multiple metro departments and community stakeholders to identify grant accounting functions; which included preparation of funding and expenditure allocation.
- Organize and participate in the planning of projects and programs, maintains and disseminates information to community stakeholders.
- Research information and collect data to consult community stakeholders for funding and implementation of grant funding.
- Represent OSHN in assigned neighborhoods as a community liaison for violence prevention efforts.
- Represent OSHN as a community-liaison providing information to community stakeholders regarding grant programs funding, initiative budgets, funding policies and procedures.

Testing Coordinator – Louisville, KY

Louisville Metro Public Health and Wellness

March 2021 – August 2021

- Provides insight to gaps in community health programs (Covid-19, Substance abuse and addition, Obesity, Homelessness and Intimate Partner and Domestic violence) through evaluation, conversations within the community agencies and partnerships.
- Recommends modifications and procedures to work plans and oversee the implementation process with clearance through management.
- Coordinates administrative support services, customer service operations, project planning, training, grant proposals and budget, and personnel activities.
- Works with community members, community-based organizations, faith-based organizations, local businesses and other Metro departments to build out community health equity frameworks.
- Monitors cross functional team activities to ensure efficacy of community health development.

Gate Agent

Allegiant Airlines

April 2020 - Present

- Provide administrative and ground-based support to the FAA's field offices, pilots. responsible for processing paperwork, maintaining files, and preparing reports, and departures and fuel loads. As well as organizing ground crew to service planes.
- Complete necessary arrangements for accommodating passengers with reservations, stand-by's and cabin availability.
- Process customer tickets for assigned seating and baggage.
- Ensure all FAA regulations are followed.

Holiday Help PSE Mail Processing Clerk– Louisville, KY

United States Postal Service

November 2020 – January 2021

- Made one or more sortation of outgoing and/or incoming mail using the appropriate sort of program or manual distribution scheme.
- Loaded mail onto automated equipment, culling out non-processable items; enters sort plan and starts equipment; monitors flow of mail to ensure continuous feed;
- Provided service at public window for non-financial transactions; maintain records of mails; examine balances in advance deposit accounts; and record and bill mail requiring special service.
- Assisted with training of new hires.

Energy Assistance Specialist (Grant Funded) – Evansville, Indiana

Community Action Program of Evansville

September 2018 – April 2019

- Assisted with the energy assistance application process.
- Educated clients on various plans, rules, and payment structures.
- Completed client energy assistance applications through client meetings, phone contact or mail requests.
- Determined client income eligibility and assist clients with obtaining income verification via social services, VA, child support and unemployment.
- Reviewed applications completed by other EAP staff for accuracy and certifies prior to eligibility determination.
- Prioritized application and provides immediate emergency assistance to clients in a crisis or life-threatening situations.

Customer Service Representative - Evansville, IN

Fifth Third Bank (Branch Closure)

December 2017 – August 2018

- Developed rapport with customer base and initiated conversations to uncover needs.
- Executed problem resolution in a timely manner with accountability and a caring attitude.
- Performed financial center opening and closing duties.
- Provided cash withdrawal, check signing approvals and manage night deposits.

Passenger Liaison and Bag Services– Louisville, KY

Piedmont Airlines

April 2016– June 2017

- Assisted passengers with baggage pickup and resolve issues with delayed, lost, or damaged items.
- Responded to passenger concerns both in person and over the phone, and complete forms according to the nature of the incident.
- Administered on-line assessments and facilitate new hire training.

Aviation Clerk & Ramp Agent

December 2013 - May 2016

- Provided administrative and ground-based support to the FAA's field offices, pilots. responsible for processing paperwork, maintaining files, and preparing reports, gate assignments for arrivals and departures and fuel loads. As well as organizing ground crew to service planes.
- Responsible for loading and unloading baggage and cargo from aircraft and marshalling wing walking aircraft in and out of gate.

Leadership Competencies:

- Possesses a strong knowledge of multicultural markets.
- Strong public speaking and negotiating skills.
- Ability to organize and motivate large groups of people
- Great leadership and team building skills.
- Well-developed analytical, oral and written communication skills.
- Organizational skills with an ability to multi task and enjoys fast paced work environment.
- Training and Facilitation.

**BOARDS & COMMISSIONS – Evansville, In**

Urban Enterprise Zone Association

February 2016 – December 2020

- Coordinated zone development activities through the administration of grants in the enterprise and promise zones; served as a liaison between residents, businesses, the municipality, and the board for any development activity that may affect the zone or zone residents.

Evansville – Vanderburgh County Human Relations Commissioner

February 2017 -2019

NAACP Voter Registration Chairperson – Evansville Branch

July 2017 – 2020

NAACP 1<sup>st</sup> Vice President Evansville Branch

November 2018 - 2020

## **Community Activism**

2015 Independent Candidate for 4<sup>th</sup> Ward City Council – Evansville,, IN (FOP Endorsed)

2016 Candidate for District 77 of the Indiana House of Representatives

### **Gang Truce/ Community Cease Fire - Evansville, IN**

May 2016

- Successfully persuaded opposing gangs to peacefully end the violence.
- Negotiated a gang truce and cease fire between two of Evansville's most notorious gangs.
- Presided over a news conference and community symposium which I presented the community with a three-part plan which ensured the truce would have a sustainable impact.

### **Warrant Accountability Event (Fresh Start Day)**

June 2015 - 2019

- Assembled Vanderburgh County Judges and Prosecutor together to Implement a day to have allow warrant set aside for citizens with outstanding warrants for misdemeanors, and low-level felonies.
- This initiative helped increase employment in the inner city.
- Due to the success rate the first year, the number of participants doubled each year for three years.

### **Cease Fire Louisville**

April 2021

- Organized and presided over a community symposium to discuss the gun and gang violence in Louisville.

### **ONE VISION INCORPORATED, LLC. - Louisville, Kentucky**

Est. Oct. 2020 - Nonprofit

- Mediate conflicts to end gun violence in Louisville's inner- city communities.
- Created a community mobilization plan by involving local civic organizations to encourage residents' involvement in activities designed to address the increasing epidemic of gun violence in Louisville.
- Liaison with community-based organizations and city government to build cohesiveness in expanding a community focused action plan.

### **Warrant Amnesty Event – Jefferson County, Louisville**

June 7-9, 2022

- Assembled Jefferson County Judges and Prosecutors together to present a three-day event which allowed residents of Jefferson County with outstanding misdemeanor and low-level felony warrants to be set aside and restitution amounts of \$100 per instance to be paid through grant funding.

**References Provided Upon Request**