

**Bergen County Workforce Development Board
Board Officers Nomination Packet
Page 4 of 7**

APPLICATION TO STAND FOR ELECTIVE OFFICE

APPLYING FOR (check only one):

- Secretary
- Treasurer

Full Name: Michele Talamo

Address: 444 Commercial Avenue, Cliffside Park, NJ 07010

Home Phone: _____ Work Phone: _____ Cell Phone: 201 921 4679

Email: micheletalamo@aol.com

Company/Title: Michele Talamo, PHR

How long have you been a member of the WDB: Since 2013

Areas of Expertise/Special Skills (check all that apply):

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Board Leadership | <input type="checkbox"/> Information Technology | <input checked="" type="checkbox"/> Conflict Resolution |
| <input checked="" type="checkbox"/> Entrepreneurship | <input type="checkbox"/> Legal | <input type="checkbox"/> Grant Writing |
| <input checked="" type="checkbox"/> Administration/Business Management | <input type="checkbox"/> Marketing/Public Relations | <input type="checkbox"/> Public Policy/Advocacy |
| <input type="checkbox"/> Finance/Accounting | <input type="checkbox"/> Writing & Journalism | <input type="checkbox"/> Contacts/Networking |
| <input checked="" type="checkbox"/> Strategic Planning | <input checked="" type="checkbox"/> Personnel/Human Resources | |
| <input checked="" type="checkbox"/> Legislative/Regulatory Environments | <input type="checkbox"/> Fundraising/Development | |
| | <input type="checkbox"/> Academic | |

Professional Background (check all that apply):

- For-Profit Business
- Government
- Non-Profit Organization

Professional Affiliations:

PHR Certification, HRCI, SHRM National Membership, Board Member - Park Place East Condominium Association

Additional information that may be helpful in ascertaining qualifications to serve:

Briefly discuss your reasons for wanting to be an Officer of the Bergen WDB?

Personal Statement/Experience/Objectives most relevant to the Bergen WDB: (Please limit statements to 250 words or less. For ease of submission, a separate sheet may be attached; please include your full name on any additional sheets)

See Separate additional sheet.

My signature below: (1) authorizes Bergen WDB to publish my photograph and biographical information on the website and other publications as needed; (2) attests to my understanding of the all information provided herein; (3) indicates my acceptance of, and willingness to perform to the best of my ability, all duties and responsibilities of the position sought, if elected; (4) and certifies that all information provided by me is accurate and complete.

Nominee Signature: _____

Michele Daleno

Date: _____

3/13/2017

Briefly discuss your reasons for wanting to be an Officer of the Bergen WDB?

Volunteering my time and energy to the WDB has been extremely rewarding however the ability to contribute to Bergen County employers and job seekers provides a high satisfaction level especially as it relates to the community and county special services as a whole.

I have significantly gained a better understanding of the WDB over the past two years as Board Secretary and member of the Executive Committee.

Personal Statement/Experience/Objectives most relevant to the Bergen WDB:

As a Human Resource professional, certified as a PHR by the Human Resource Certificate Institute, I have utilized my professional abilities in the private sector to assist employers and employees to bring success and financial profitability.

As the Vice President of Human Resources and Administration at a major ocean transportation provider for over eighteen years, I was responsible for North and South America offices and subagents, traveling extensively to meet with employees at all corporate offices to hear their issues and provide mutually acceptable solutions to their challenges. I was also responsible for human resource management, training and development, facilities and administration. In addition responsible for and instrumental in the complete relocation of the company's headquarter facility from New York to New Jersey. During the demolition and reconstruction phase of less than 90 days, I made swift and focused decisions which culminated in the successful on time, on budget relocation of over two hundred (200) employees with an on-site computer facility and cafeteria services. I also had oversight of budgets for multiple corporate departments which exceeded \$10 Million, as well as the oversight of personnel in 27 branch offices in the United States and Canada and effectively negotiated contracts on behalf of the company which dramatically reduced corporate costs. She also served a member of the Benefit and Executive Committees involved in strategic initiatives and organizational management.

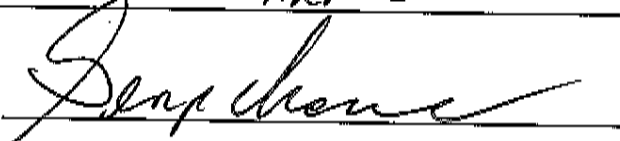
Currently, I am a Human Resource Consultant and has been active consulting for corporations in the chemical and manufacturing industries. I have also volunteered time "pro bono" by preparing resumes for those who are not presently employed and cannot afford professional services.

PETITION OF SUPPORT

We, the undersigned, certify that we are eligible voting members of the Bergen County Workforce Development Board and request that MICHELE TALAMO be listed on the ballot for the 2017 Annual Election.

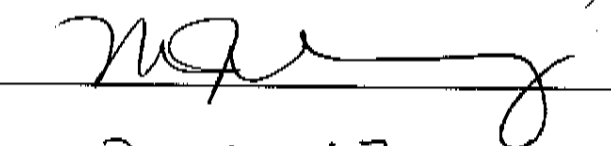
Two (2) board member signatures are needed.

Name: GEORGE CHARNE

Signature: 

Date: 2-17-17

Name: MARTIN DEWANNEY

Signature: 

Date: 2-17-17

APPENDIX I

Bergen County Workforce Development Board

Conflict of Interest Policy and Code of Conduct Attestation

I do hereby attest and affirm that I have received, read, and understand the Conflict of Interest and Code of Conduct Policies of the Bergen County Workforce Development Board (the "Board") and agree to be bound by them. I will promptly inform the Board Chairperson of any material change that develops in the information contained herein and in the Conflict of Interest Disclosure Form.

I am a (select all that apply):

- Board Member of the Bergen County Workforce Development Board
- WIOA/WDB Staff Member of the Bergen County Workforce Development Board
- Committee and/or Council Member of the Bergen County Workforce Development Board
- Agent of the Bergen County Workforce Development Board
- WIOA Subcontractor Employee
- Other citizen volunteer authorized to act on behalf of the Bergen County Workforce Development Board

Michele Talamo

Name (print)

Michele Talamo, PHR, SHRM CP

Organization and Title



Signature

3/13/2017

Date

APPENDIX II

Bergen County Workforce Development Board

Conflict of Interest Disclosure Form

It is of the utmost importance that this Disclosure of Conflict of Interest Form be completed properly and accurately. If you have any question as to whether a particular set of circumstances constitutes a conflict of interest, please err on the side of caution and disclose the issue.

I hereby disclose the following conflict(s) of interest with another position that I hold outside of the Bergen County Workforce Development Board (the "Board").

Check all that apply:

I have no conflicts to disclose.

I or a member of my Immediate Family have/has a business, professional, employment, or financial interest in, or a fiduciary relationship with:

- A private sector employer that has current business/contractual dealings with the Board, or one or more of the One Stop Operators, Partners, or other current or potential WIOA-funded service providers/subcontractors or organization that provides services directly to the Board.
- A One Stop Operator.
- A One Stop Partner.
- Other: (please describe nature of the conflict)

I hereby promise and attest that before a discussion or vote on any matter, with respect to which any actual or potential conflict of interest indicated or described by me above may be relevant, I will declare the nature and extent of the conflict. I will voluntarily withhold from participating in any discussions pertaining to such matter and abstain from any vote concerning, referring, or relating to the matter. I understand that this shall not prohibit me from responding to any direct questions on the matter from other Members.

Michele Talamo

Name (print)

Michele Talamo, PHR, SHRM CP

Organization and Title



Signature

3/13/2017

Date

MICHELE TALAMO, PHR
444 Commercial Avenue
Cliffside Park, N.J. 07010
(201) 921-4679

→ micheletalamo@aol.com

Profile

HUMAN RESOURCE PROFESSIONAL

WITH SIGNIFICANT AND DIVERSE EXPERIENCE IN POLICIES AND PROCEDURES, BENEFITS, PAYROLL AND RECRUITMENT

Seasoned, accomplished professional with demonstrated competence in all facets of human resources and insurance benefits. Creative and resourceful leader with a proven track record for partnering with business units, strategic initiatives, improving workplace communications, employee productivity, quality and culture. Adept at managing change, diversity, management development, team building, and morale enhancement. Noted for talent in launching multifaceted programs and projects, formulating criteria, and consistently achieving goals and objectives. High energy, analytical, imaginative and computer proficient.

Professional Experience

Consultant 2005-Present
Various Manufacturing, Chemical and Private Small Businesses

Director - Human Resources 2001-2005
Troy Corporation - Specialty Chemical Manufacturing Company
Oversight for all human resource functions including human resource policies and procedures, recruitment, payroll processing, adherence to statutory requirements, human resource planning, budgeting, compensation, employee development, and benefits. Spearhead various high-profile projects and initiatives.

Accomplishments:

- *Formalized organizational structure and compensation programs.*
- *Spearheaded and directed budget management and cost reporting providing transparency and cost controls.*
- *Reorganized payroll department handling five company payrolls. Lead implementation of time and attendance system for plant personnel resulting in control of personnel overtime costs.*
- *Initiated and finalized direct download for payroll processing and general ledger reporting ensuing accuracy and timeliness of financial reporting to senior management.*
- *Developed MBA Management Development Program for active recruitment of executive talent from Ivy League universities.*
- *Reduced recruitment costs by \$1 million per annum through direct recruitment and networking.*
- *Developed and successfully completed action plan for Asian subsidiaries to include Work Rules in line with local labor regulations and policies and procedures for Asian personnel.*
- *Enhanced internal public relations resulting in improved employee morale.*
- *Recommended and achieved cost savings of benefit programs.*
- *Accelerated Human Resource Department response time to management and employees resulting in increased employee satisfaction.*

**Vice President/Director - Human Resources
Hapag-Lloyd (America) Inc.**

1981 - 2000

Major container transportation service company with \$20 million payroll, broad and diverse responsibilities encompassing all aspects of human resource management including benefits, payroll, salary planning, compensation and benchmarking programs, recruitment strategy, employee development, career counseling, government/regulatory and legal compliance, worker compensation/insurance. Direct and control capital and General and Administrative expenses, formulate policies and procedures, manage HRIS/payroll system; lead diverse projects.

Accomplishments:

- *Researched, analyzed and installed comprehensive PPO/indemnity medical benefits programs while insulating Company from run-out claims of \$300 thousand.*
- *Developed \$2.3 million annual purchasing budget; introduced bid process resulting in consistent annual savings.*
- *Effectively used negotiation and persuasion to reduce budget by 10%.*
- *Decentralized and redistributed human resource responsibilities; created regional customer service units reducing response time to employees and creating customer loyalty.*
- *Ensured effective staff orientation and training, performance appraisal, recognition and corrective measures.*
- *Spearheaded cost effective seamless delivery of statutory short and long-term disability programs ensuring effective disability management with reduced return to work timeline.*
- *Conceived, developed and instituted innovative employee motivational and training programs, orientation programs, computer based training programs, formal mentoring program and handbooks resulting in significant efficiency, performance improvement, enhanced morale and increased profitability.*
- *Serve as CORPORATE SECRETARY and member of Benefit and Executive Committees involved in strategic initiatives and organizational management.*
- *Initiated and developed Accident Review Board resulting in successful reduction of the car program accident experience. Instrumental in directing and controlling worker compensation issues.*
- *Oversight of E, L and H Visa applications for transferring personnel from Europe.*

Education

Degreed - Brookdale College-Business Administration
PHR - Professional Human Resource Certification
Rutgers -- Human Resource Employment Law Certification

Personal

Proficient with Word, Excel, PowerPoint, and Internet Recruitment
References Available upon Request