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## Profile

Question applies to multiple boards

Whenever possible, submit your application prior to the scheduled meeting of the affected advisory board so that they can consider all applications prior to making a recommendation to Council.

## Public Records Statement

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**I acknowledge that all information submitted in this application becomes a public record and will be searchable online. The Town is not able to remove information from the public record once it has been posted.**

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I Agree

kjhuge@email.unc.edu

Email Address

Katharine

First Name

J

Middle Initial

Huge

Last Name

700 N Columbia St.

Street Address

700 N Columbia St.

Suite or Apt

Chapel Hill

City

NC

State

27516

Postal Code

Mobile: (919) 606-9353

Primary Phone

Home:

Alternate Phone

---

Question applies to multiple boards

Residency within the Town limits is required for membership on most Council advisory bodies. Memberships of some committees and task forces may be composed of up to forty percent of non-Town residents.

**What district do you live in? \***

Chapel Hill Town limits (Purple)

[Please consult the town maps HERE if you are unsure.](#)

**If you are a Chapel Hill Resident, How long have you lived here?**

Greater than 10 years

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Question applies to multiple boards

The Council encourages you to visit a meeting of the group that you are interested in serving on. Please choose no more than three groups from the list below to which you would like to apply.

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

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Planning Commission: Eligible

Transportation and Connectivity Advisory Board: Eligible

Question applies to Planning Commission

**Select a Seat Category for the Planning Commission \***

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Transportation and Connectivity Advisory Board Champion

Question applies to Transportation and Connectivity Advisory Board

**Select a Seat Category for the Transportation and Connectivity Advisory Board \***

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UNC Chapel Hill Student

Question applies to multiple boards

**Which Board is your First Choice? \***

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Transportation and Connectivity Advisory Board

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**How did you find out about this opportunity? (select all that apply)**

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Other (provide additional information below)

**If you chose "Other" from the advertising opportunity listed above, please specify specify:**

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Bergen Watterson, Transportation Planning Manager

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**Interests & Experiences**

Question applies to multiple boards

**How do you describe your previous advisory board experience?**

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Little or No Experience

Question applies to multiple boards

**What perspective(s) do you bring to the board(s), commission(s), committee(s) or task force(s) to which you are applying?**

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With respect to both the Planning Commission and the Transportation and Connectivity Board, I feel that I can bring various perspectives because I have lived and experienced Chapel Hill in so many different environments. I am a proud Chapel Hill native, but I am also a student at UNC and have lived in 3 different neighborhoods since moving here at the age of 3 years old. I am a UNC undergraduate student living in a historically Black neighborhood. I am a Chinese American cis-woman, and I can speak to the challenges of feeling unsafe while traveling around at night and preferring to get around by car, but knowing I am also privileged to have a car in the first place - my common modes of transportation are walking, bus, and car.

**Please provide a brief summary of any other relevant qualifications (skills, abilities, interests and/or experience) you bring.**

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I am a rising junior at UNC and I am majoring in Environmental Science and Chinese, with a minor in math. I am concentrating in Smart Cities and I also hope to gain a Masters in City and Regional Planning after completing my undergraduate degree. I have a strong interest in urban development with an emphasis on the environment, land use, and transportation, and I feel I am equally passionate about analytical/technical work and community engagement. I am also extremely passionate about climate change, access to health care, and also how transportation plays a role in both of these areas. I am very familiar with most parts of Chapel Hill, particularly downtown Chapel Hill/Carrboro, and also the residential area around CHHS since I grew up there. Having been awarded a global gap year fellowship through UNC, I have also been fortunate enough to travel to and live in many different types of town/city environments around the world, and so I have lived in towns smaller than Chapel Hill, but I have also experienced dense urban landscapes like Tokyo and Shanghai. I believe I have strong communication skills and due to customer service, HR, and PR experience, and I have technical experience with applications such as Microsoft Office, GIS, and Python.

Question applies to Planning Commission

**Do you have special interest, experience, or education/training in city planning, design field, environment, housing, transportation or related fields? If yes, please explain.**

---

Previous answer applies to both boards as they are closely connected and directly relate to my major and career aspirations. I have also taken multiple graduate-level planning courses as well and I continue to take more in the coming semester. An additional connection I might add is my experience working with the Community Empowerment Fund. I am not on any of the task forces, but I do have many resources and connections to people who are more knowledgeable about housing, inter-city bus passes, and health care specifics.

[KatieHugeResume.pdf](#)

You may upload a supporting document (e.g., CV or resume). Please be advised that any information submitted becomes a public record and may be searchable online.

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## Demographics

The Town Council seeks to attract persons from diverse backgrounds and believes that childcare and transportation is a potential barrier for qualified and interested applicants. See the [Childcare and Transportation Assistance pilot](#) for further details. In order to consider this application and provide some balance to the various boards, this personal information is required:

**Ethnicity \***

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Asian or Pacific Islander

**Gender \***

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Female

**If other, please describe:**

---

**Please select your age from the following list. \***

---

18-24

student

Occupation

**Are you a caregiver for or identify with a disability?**

---

Yes  No

**Have you participated in the Peoples Academy?**

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Yes  No

**Are you a Town of Chapel Hill employee?**

---

Yes  No

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**Ethics Statement**

## **ETHICS GUIDELINES FOR TOWN ADVISORY BOARDS AND COMMISSIONS**

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**Members of advisory boards and commissions shall not discuss, advocate, or vote on any matter in which they have a conflict of interest or an interest which reasonably might appear to be in conflict with the concept of fairness in dealing with public business. A conflict of interest or a potential conflict occurs if a member has a separate, private, or monetary interest, either direct or indirect, in any issue or transaction under consideration. In addition, members of the Historic District Commission and Board of Adjustment, when these boards are hearing cases, serve as quasi-judicial bodies. Pursuant to State Statute 106A-388(e)(2), members of these boards “shall not participate in or vote on any quasi-judicial matter in a manner that would violate affected persons’ constitutional rights to an impartial decision maker. Impermissible violations of due process include, but are not limited to, a member having a fixed opinion prior to hearing the matter that is not susceptible to change, undisclosed ex parte communications, a close familial, business, or other associational relationship with an affected person, or a financial interest in the outcome of the matter.” Any member who violates these Ethics Guidelines may be subject to removal from the board or commission. If the advisory board or commission member believes he/she has a conflict of interest then that member should ask the advisory board or commission to be recused from voting. The advisory board or commission should then vote on the question on whether or not to excuse the member making the request. In cases where the individual member or the advisory board or commission establishes a conflict of interest, then the advisory board or commission member shall remove themselves from the voting area. Any advisory board or commission member may seek the counsel of the Town Attorney on questions regarding the interpretation of these ethics guidelines or other conflict of interest matters. The interpretation may include a recommendation on whether or not the advisory board or commission member should excuse himself/herself from voting. The advisory board or commission member may request the Town Attorney respond in writing.**

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I Agree \*

*Applications will be kept on file from July 1st to June 30th of the same fiscal year. Please reapply each fiscal year if you are still interested in serving on an Advisory Board, Commission, Committee or Task Force and have not yet been appointed.*

## Katie Huge

100E Pine St., Carrboro NC 27510

Phone: 919.606.9353 Email: kjhuge@email.unc.edu

### Objective

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UNC-Chapel Hill student majoring in environmental science with minors in math and Chinese. Strong interest in internships centered around urban development and sustainability focused on both community engagement and technical work.

### Summary

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I have diverse experiences across multiple countries and industries that have required me to quickly learn new working environments, develop relationships with people, and adapt to new cultures. I enjoy working with people and have customer service experience in restaurant, café, and retail environments; I developed leadership experience in community service and sports in multiple roles; and I have developed a strong sense of responsibility, budgeting, and self-reliance planning my gap year.

### Education

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#### University of North Carolina at Chapel Hill

*Sophomore*

**Chapel Hill, NC**

*2018 – Present*

*Relevant Coursework:* Urban Transportation Planning, Roadways for a Safer Future, Introduction to Geographic Information Systems, Programming in GIS, Intro to Programming, Multivariable Calculus, Discrete Mathematics, Differential Equations, Physics: Mechanics and Relativity, enrolled in Environmental Systems Modeling, Environmental Law and Policy

#### CET Kunming

*Student*

**Kunming, China**

*Jun. – Aug. 2019*

Studied Mandarin in an eight-week language-intensive program, lived with a local Chinese roommate, engaged in various educational and cultural trips and activities, and received two semesters worth of language course credit at UNC.

#### UNC Burch Field Research Seminar

*Student*

**South Korea and China**

*May. – Jun. 2019*

Visited various companies in South Korea and China to learn about clean technology in East Asia, toured and learned about smart cities Seoul and Songdo in South Korea, and examined the political and economic differences between innovation processes in U.S. and Asian companies.

#### Global Gap Year Fellowship

*Student/Recipient*

**Chapel Hill, NC**

*Apr. 2017 – Jun. 2018*

Campus Y fellowship to do a self-designed year of service abroad prior to attending the University of North Carolina at Chapel Hill.

### Experience

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#### UNC Institute for the Environment

*Intern*

**Chapel Hill, NC**

*June. 2020 – Present*

Working to create a clean technology network among various stakeholders by: managing social media posts, conducting interview, networking, fundraising, and coordinating events.

#### The Meantime Coffee Co.

*HR Assistant/Operations Assistant/barista*

**Chapel Hill, NC**

*Sept. 2019 – Present*

Organizing staff events and writing newsletters/company updates; Working in operations with catering and stocking; Working in the café as a barista on bar and interacting with customers.

**Cha House***Barista*

Prepared drinks, bused tables, accommodated customers, and worked register.

**Chapel Hill, NC***Aug. 2018 – May 2019***Harappa Café***Kitchen Staff*

Cooked, cleaned, and washed dishes every day, as well as helped out on local farms.

**Yufuin, Japan***Feb. 2018 – Apr. 2018***Dar Si Hmad***Intern*

Assisted in teaching and developed curriculum for the RISE professional development program, as well as photographed and wrote for organization's blog on various social media platforms.

**Agadir, Morocco***Nov. 2017 – Jan. 2018***Thrive DC***Intern*

Coordinated speakers for the weekly Women's Empowerment Series and assisted in basic skills and job training with women returning to society from incarceration.

**Washington, D.C.***Aug. – Oct. 2017***Venable Rotisserie Bistro***Front of house staff*

Bused tables, plated and served food, worked the host stand, and accommodated customers.

**Carrboro, NC***Feb. 2017 – Aug. 2017***American Eagles Outfitters***Sales Associate*

Interacted with customers, organized and restocked clothing on the sales floor.

**Durham, NC***Jul. 2016 – Jan. 2017***Triangle Volleyball Club***Paid Assistant Coach*

Coaching volleyball to young athletes, teaching form and discipline in various skills clinics.

**Morrisville, NC***Summer 2015 – Jan. 2016***Other Activities**

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**Community Empowerment Fund***Volunteer*

Assisting community members with individual goals regarding housing, employment, and financial stability and independence.

**Chapel Hill, NC***Sept. 2018 – Present***Asian American Student Association***Member*

Attending cultural events, learning about Chinese heritage, and engaging in educational and political discussions.

**Chapel Hill, NC***Aug. 2018 – Present***Club Volleyball***Player/captain*

Played indoor and beach volleyball at a competitive level in high school, served as a captain during senior year and led the team to the state championship, raised funds for the club team.

**Chapel Hill, NC***2014 – 2019***Skills**

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GIS; Python; Visual Basic; MATLAB; Excel; some AutoCAD & Sketchup

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## Profile

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## Public Records Statement

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I Agree

evankirk29@gmail.com

Email Address

Evan

First Name

M

Middle Initial

Kirk

Last Name

706A Greenwood Rd

Street Address

Suite or Apt

Chapel Hill

City

NC

State

27514

Postal Code

Mobile: (919) 810-9845

Primary Phone

Home:

Alternate Phone

---

Question applies to multiple boards

Residency within the Town limits is required for membership on most Council advisory bodies. Memberships of some committees and task forces may be composed of up to forty percent of non-Town residents.

**What district do you live in? \***

Chapel Hill Town limits (Purple)

[Please consult the town maps HERE if you are unsure.](#)

**If you are a Chapel Hill Resident, How long have you lived here?**

4-9 years

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Question applies to multiple boards

The Council encourages you to visit a meeting of the group that you are interested in serving on. Please choose no more than three groups from the list below to which you would like to apply.



## Which Boards would you like to apply for?

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Stormwater Management Utility Advisory Board: Eligible  
Transportation and Connectivity Advisory Board: Eligible

Question applies to Stormwater Management Utility Advisory Board

### Select a Seat Category for the Stormwater Management Utility Advisory Board \*

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University of North Carolina at Chapel Hill Employee

Question applies to Transportation and Connectivity Advisory Board

### Select a Seat Category for the Transportation and Connectivity Advisory Board \*

---

Bicycle Advocate and Chapel Hill Resident

Question applies to multiple boards

### Which Board is your First Choice? \*

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Transportation and Connectivity Advisory Board

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### How did you find out about this opportunity? (select all that apply)

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Social Media

If you chose "Other" from the advertising opportunity listed above, please specify specify:

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## Interests & Experiences

Question applies to multiple boards

### What perspective(s) do you bring to the board(s), commission(s), committee(s) or task force(s) to which you are applying?

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I commute to work at the University daily by bicycle. I also work for Carrboro Recreation and Parks and routinely travel to assignments by bicycle. I ride an e-bike, mainly on streets with no bicycle lane or painting. For stormwater, I have 3 years of experience studying stormwater finance at the Environmental Finance Center at UNC Chapel Hill School of Government. I have surveyed every utility in the state for stormwater rates in the last two years and I have drafted multiple reports on stormwater financing and funding. I also was a researcher for the Jordan Lake Nutrient Management study commissioned by the NC Legislator. My colleague and I explored governance and finance models for meeting the requirements under the Jordan Lake Rules. I spoke at the Nutrient Symposiums at the NC Botanical Garden and met with stormwater and elected officials throughout the Jordan Lake watershed, including our very own Mayor Hemminger.

Please provide a brief summary of any other relevant qualifications (skills, abilities, interests and/or experience) you bring.

Masters Degree in City and Regional Planning at UNC Masters Certificate in GIS Sciences 6 months of bicycle commuting as an employee and 7 years of bicycle and bus commuting as a student.

[Evan Kirk CV.pdf](#)

You may upload a supporting document (e.g., CV or resume). **Please be advised that any information submitted becomes a public record and may be searchable online.**

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### Ethnicity \*

Caucasian/Non-Hispanic

### Gender \*

Male

If other, please describe:

Please select your age from the following list. \*

25-34

Research Project Director

Occupation

Are you a caregiver for or identify with a disability?

Yes  No

Have you participated in the Peoples Academy?

Yes  No

Are you a Town of Chapel Hill employee?

Yes  No

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## Ethics Statement

## **ETHICS GUIDELINES FOR TOWN ADVISORY BOARDS AND COMMISSIONS**

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I Agree \*

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## EDUCATION

Master of City and  
Regional Planning  
UNC-Chapel Hill (2019)

Masters Certificate in  
GIS Sciences  
UNC-Chapel Hill (2017)

B.S. in Environmental  
Sciences  
UNC-Chapel Hill (2016)

## FIELDS OF WORK

Land Use Planning  
Environmental Planning  
Energy and Sustainability  
Environmental Finance

## RELEVANT SKILLS

ArcGIS  
Visual Basic  
Microsoft Excel  
Microsoft Access  
Qualtrics  
SQL

# Evan M. Kirk

**Project Director**, Environmental Finance Center at the University of North Carolina at Chapel Hill

UNC School of Government CB# 3330 • Chapel Hill, North Carolina • 27599-3330  
(919) 962-2789 • emkirk@sog.unc.edu

## Professional Experience

### **Project Director, Environmental Finance Center** *2019–Present*

University of North Carolina at Chapel Hill | Chapel Hill, NC

- Conducts applied research on water and wastewater finance.
- Provides analysis and technical assistance for environmental service providers.
- Leads educational workshops related to water and wastewater rate-setting.
- Uses data to create visual aids and draft decision guides for policy decisions.

### **Research Assistant, Environmental Finance Center** *2017-2019*

University of North Carolina at Chapel Hill | Chapel Hill, NC

- Conducted 2019 NC Stormwater Fees Survey including 88 fee structures; presented findings to 2019 Charlotte Elected Officials Stormwater Workshop
- Conducted applied research for Jordan Lake Nutrient Management Study and created 'revenuehed' funding Excel tool
- Co-presented two webinars for 2016 Hawaii water rates survey

### **Leaders in Environment and Finance Fellow** *Summer 2018*

Envirolink | Raleigh, NC

- Researched and drafted report on the nutrient trading framework in North Carolina
- Created management capacity survey for water and wastewater utilities using technical, managerial, and financial metrics
- Assisted in the creation of utility asset management program database framework

### **Student Rates Specialist, Environmental Finance Center** *2016–2017*

University of North Carolina at Chapel Hill | Chapel Hill, NC

- Collected data and performed QAQC for water and wastewater rates in 8 states
- Drafted water and wastewater rates survey summary reports

## Relevant Reports

Riggs E., Kirk E. (2019). **The Stormwater Finance Landscape: Where We've Come from and Where We've Yet to Go**. UNC Environmental Finance Center. [https://efc.sog.unc.edu/sites/default/files/2019/NC%20Stormwater%20Landscape\\_Final%20Draft\\_0.pdf](https://efc.sog.unc.edu/sites/default/files/2019/NC%20Stormwater%20Landscape_Final%20Draft_0.pdf).

Riggs E., Hughes J., Kirk E. (2018). **Paying for Nutrient Reduction and Management in Jordan Lake: Summary of Second Year of Research**. UNC Environmental Finance Center. <https://efc.sog.unc.edu/sites/default/files/2018/Paying%20for%20Nutrient%20Management%20Nutrient%20Study%20Final%20Report%20Year%202.pdf>.

Riggs E., Hughes J., Leopard K., Kirk E. (2017). **Paying for Nutrient Reduction and Management in Jordan Lake: Summary of First Year of Research**. UNC Environmental Finance Center. <https://efc.sog.unc.edu/sites/default/files/2017/Paying%20for%20Nutrient%20Management%20Nutrient%20Study%208.15.pdf>.

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## Profile

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I Agree

dmatthewsunc@gmail.com

Email Address

Denise

First Name

L

Middle Initial

Matthews

Last Name

601 W. Rosemary Street

Street Address

Unit 308

Suite or Apt

Chapel Hill

City

NC

State

27516

Postal Code

Mobile: (703) 400-0561

Primary Phone

Home:

Alternate Phone

---

Question applies to multiple boards

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**What district do you live in? \***

Chapel Hill Town limits (Purple)

[Please consult the town maps HERE if you are unsure.](#)

**If you are a Chapel Hill Resident, How long have you lived here?**

0-12 months

---

Question applies to multiple boards

The Council encourages you to visit a meeting of the group that you are interested in serving on. Please choose no more than three groups from the list below to which you would like to apply.

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

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Environmental Stewardship Advisory Board: Eligible  
Transportation and Connectivity Advisory Board: Eligible

Question applies to Environmental Stewardship Advisory Board

**Select a Seat Category for the Environmental Stewardship Advisory Board \***

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Chapel Hill Resident

Question applies to Transportation and Connectivity Advisory Board

**Select a Seat Category for the Transportation and Connectivity Advisory Board \***

---

Chapel Hill Resident

Question applies to multiple boards

**Which Board is your First Choice? \***

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Environmental Stewardship Advisory Board

---

**How did you find out about this opportunity? (select all that apply)**

---

Email

**If you chose "Other" from the advertising opportunity listed above, please specify specify:**

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**Interests & Experiences**

**What perspective(s) do you bring to the board(s), commission(s), committee(s) or task force(s) to which you are applying?**

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For my entire life, my passions have been serving the public and protecting public health and the environment. I served over 34 years in the U.S. Coast Guard and Federal Government working collaboratively with a wide range of local, state, and federal agencies; the White House; industry; non-profit organizations; academia; educators; and diverse communities and stakeholders in mitigation, preparedness, response, recovery and resilience to natural and manmade disasters, including climate change, and developing policy and plans for environmental management, protection, and stewardship. This has strengthened my partnership and team-building skills and helped me to understand and appreciate a wide range of issues, values, priorities, and perspectives in our communities. Living and working across the nation as an Officer in the U.S. Coast Guard for 24 years has also allowed me the opportunity to meet, work with, and assist diverse members of our communities, which has been enjoyable and rewarding. In August 1989 - May 1991, while serving as an Officer in the U.S. Coast Guard, I spent two years pursuing a MSPH degree at The University of North Carolina at Chapel Hill, School of Public Health, Environmental Sciences and Engineering Department, and I really enjoyed studying and living in Chapel Hill. I knew back then that I would try to return some day to make Chapel Hill my permanent home. In April 2014 I bought a condominium at Greenbridge Condominiums in downtown Chapel Hill, and, around my work in Washington DC, I was able to make monthly trips to Chapel Hill from 2014 - 2019, until I retired from the Federal Government and moved permanently from Northern Virginia to Chapel Hill in October 2019. During this time period, I was able to keep up with community, environmental, and transportation issues, as well as preparedness for, response to, and recovery from Hurricanes Matthew, Florence, Michael, and Dorian, at the local, regional, and state levels in North Carolina. I absolutely love living in Chapel Hill and have enjoyed meeting and working with neighbors, local agencies, non-profit organizations, businesses, and diverse community members. I joined and am an active volunteer member of the Orange County Community Emergency Response Team (OC CERT) and the Climate Reality Orange County Chapter (CROCC). I would love to continue my public service in Chapel Hill by serving on the Environmental Stewardship Advisory Board or the Transportation and Connectivity Advisory Board. Please see attached CV for details on my education, experience, professional training, publications, presentations, and honors/awards.

**Please provide a brief summary of any other relevant qualifications (skills, abilities, interests and/or experience) you bring.**

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Summary of my expertise, experience, and skills: Over 34 years of public service as an Officer in the U.S. Coast Guard and as a Federal Government worker/leader with expertise and experience in environmental sciences; public health; environmental management, protection, stewardship, and sustainability; education and training; emergency management; disaster preparedness, response, recovery, and resilience; and community resilience and sustainability. Strong leadership, management, communications, and partnership and team-building skills. Please see attached CV for details on my education, experience, professional training, publications, presentations, and honors/awards. Additional Interests: Having served a detail in the U.S. Senate Transportation Appropriations Subcommittee on Capitol Hill, where I learned a lot about public transportation and mass transit systems, I appreciate and advocate for safe, reliable, and, where possible, environmentally sustainable public transportation, including mass transit and pedestrian and bicycle-friendly communities. Living in downtown Chapel Hill, I am an avid bicyclist and pedestrian, and I really appreciate and value the ability to do these activities safely in Chapel Hill, as well as to be able to take safe, reliable local and regional bus transit. I would love to see local and regional mass transit expand to include light-rail and commuter rail mass transit options in the future.

You may upload a supporting document (e.g., CV or resume). **Please be advised that any information submitted becomes a public record and may be searchable online.**

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### Ethnicity \*

---

Caucasian/Non-Hispanic

### Gender \*

---

Female

If other, please describe:

---

Please select your age from the following list. \*

---

over 55

Retired U.S. Coast Guard  
Officer (Captain/O-6)

Occupation

Are you a caregiver for or identify with a disability?

---

Yes  No

Have you participated in the Peoples Academy?

---

Yes  No

Are you a Town of Chapel Hill employee?

---

Yes  No

---

## Ethics Statement



## **ETHICS GUIDELINES FOR TOWN ADVISORY BOARDS AND COMMISSIONS**

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# Denise Louise Matthews

e-mail: dlmatthewsunc@gmail.com

601 W. Rosemary Street, Unit 308, Chapel Hill, NC 27516

phone: (703) 400-0561

## EDUCATION

**MSPS**  
*pursuing*

**Master of Science in Professional Science  
Environmental Studies and Sustainability  
Unity College, Unity, ME**

**MSED**  
*May 2009*

**Master of Science in Education  
Secondary Education: Science & Chemistry  
Old Dominion University, Norfolk, VA**  
GPA: 4.0 out of a maximum 4.0  
Credits Earned: 37.0 semester hours

**MSPH**  
*May 1991*

**Master of Science in Public Health  
Environmental Sciences and Engineering  
The University of North Carolina at Chapel Hill, School of Public Health,  
Department of Environmental Sciences and Engineering, Chapel Hill, NC**  
GPA: attained grades of H (Clear Excellence) in all courses  
Credits Earned: 50.0 semester hours  
**Master's Technical Report:** "Studies in Chemical Toxicology: Synthesis of a Protected  
N<sup>2</sup>-Deoxyguanosine Adduct of a Cyclopenta-Polycyclic Aromatic Hydrocarbon."

**BS**  
*May 1985*

**Bachelor of Science in Chemistry with High Honors  
U.S. Coast Guard Academy, New London, CT**  
GPA: 3.85 out of a maximum 4.0  
Class Rank: 1<sup>st</sup> out of 193 graduates in the Class of 1985  
Credits Earned: 157.70 semester hours

## EXPERIENCE

**Director, Office of Emergency Management and Preparedness** **February 2013 – August 2019**  
*U.S. Department of Labor (DOL), Occupational Safety and Health Administration (OSHA), Directorate of  
Technical Support and Emergency Management, Office of Emergency Management and Preparedness (OEMP)*  
Washington, DC

Duties: Supervisory Safety and Occupational Health Specialist and Director of OSHA's Office of Emergency Management and Preparedness (OEMP). Supervises four OEMP staff (GS-9 to GS-14). Leads, manages, plans, and executes OSHA's emergency preparedness and response missions for protecting the safety and health of disaster response and recovery workers across the nation. Ensures OSHA staff is fully prepared to provide worker safety and health technical assistance and support to local, state, and federal agencies and stakeholders during disaster response and recovery operations. Participates in and leads numerous high-level OSHA, DOL, White House National Security Council, and interagency resilience, mitigation, preparedness, response, and recovery policy committees and exercises for all hazards and all threats, including natural and manmade disasters and climate change. Co-Chairs the National Response Team's Worker Safety and Health Subcommittee. Develops OSHA, DOL, and interagency policy, plans, and guidance documents to address worker safety and health issues for disaster response and recovery, pandemic events, and emerging infectious diseases and increases OSHA's and DOL's preparedness for and resilience against all hazards and all threats, including natural and manmade disasters and climate change.

### Noteworthy Accomplishments:

- Led OSHA's preparedness for, response to, and recovery from Hurricanes Harvey, Irma, and Maria and supported over 500 OSHA field staff involved in the massive response and recovery efforts. Conducted outreach and provided compliance assistance to over 20,000 hurricane response and recovery workers across Texas, Florida, Georgia, Puerto Rico, and the U.S. Virgin Islands.
- Led OSHA's preparedness for, response to, and recovery from Hurricane Sandy and supported over 360 OSHA field staff involved in the response and recovery efforts. Provided extensive outreach, technical assistance, and support to protect the safety and health of over 63,000 response and recovery workers involved in the Sandy response, cleanup, and recovery. Represented OSHA and DOL on the White House-convened interagency Sandy After Action Review Team to examine best

practices and lessons learned from the Hurricane Sandy response and recovery and produce an interagency after-action report; ensured key interagency worker safety and health issues were incorporated into the report.

- Per request of the European Maritime Safety Agency (EMSA), represented OSHA and the United States at a European Union/EMSA sponsored international oil spill response workshop focusing on protecting the safety and health of response workers. Delivered technical presentations on OSHA's role in protecting the safety and health of oil spill response and cleanup workers, including Deepwater Horizon oil spill response best practices and OSHA's training requirements for oil spill response and cleanup workers.
- Led OSHA's preparedness for and response to nationally publicized natural and manmade disasters including the tornadoes in Oklahoma City and Illinois, flooding in Colorado, West Texas chemical explosion, and West Virginia Elk River chemical release. Provided outreach and technical assistance and support to OSHA field staff, local/state/federal agencies, and stakeholders. Protected the safety and health of thousands of response and recovery workers.
- Increased OSHA's and interagency partners' preparedness for emerging infectious diseases and pandemic influenza threats, including the novel avian influenza (H7N9) and Middle East Respiratory Syndrome (MERS) Coronavirus (CoV) cases and threats. Coordinated and assisted in the development of OSHA and interagency policy, plans, and guidance documents for protecting the safety and health of workers during pandemic events. Supported DOL and OSHA senior leadership's participation in White House-level pandemic exercises.
- DOL and OSHA representative on White House National Security Council Policy Coordinating Committees on numerous issues, including national exercises and plans; chemical, biological, and radiological/nuclear response policy; disaster and climate resilience, mitigation, and adaptation; federal/state/local government and community resilience; and science and technology; ensured worker safety and health issues were incorporated and addressed in interagency policy documents.
- Participated in development of National Institute for Occupational Safety and Health (NIOSH) training video on National Response Team guidance document "Emergency Responder Health Monitoring and Surveillance System". Interviewed by NIOSH in video; promoted interagency efforts to protect and monitor the occupational health of response workers.

### **Senior Safety and Occupational Health Specialist**

**April 2010 – February 2013**

*U.S. Department of Labor (DOL), Occupational Safety and Health Administration (OSHA), Directorate of Technical Support and Emergency Management, Office of Emergency Management and Preparedness (OEMP) Washington, DC*

Duties: Senior technical expert in the OSHA Office of Emergency Management and Preparedness (OEMP) for technical occupational safety and health issues related to protecting the safety and health of response and recovery workers for responses to natural and manmade disasters under the National Response Framework, National Disaster Recovery Framework, National Contingency Plan, and White House direction. Senior program expert for emergency planning, preparedness, response, and management within OSHA and among local/state/federal agencies, non-governmental organizations, and stakeholders. Senior program expert in occupational safety and health and emergency preparedness and response laws, regulations, standards, and policy, including: Occupational Safety and Health Act of 1970; OSHA standards, regulations, and guidance; National Institute for Occupational Safety and Health (NIOSH) recommended standards, practices, and reports; American Industrial Hygiene Association and American Conference of Governmental Industrial Hygienists standards; National Contingency Plan regulations and policy; and Environmental Protection Agency (EPA) standards, regulations, and guidance related to radiological health, safety and health, and environmental protection and stewardship.

Noteworthy Accomplishments:

- As lead OSHA participant on the White House National Security Staff anthrax workgroup, worked closely with OSHA staff and interagency senior safety and occupational health staff in developing a national-level interagency guidance document for protecting responders' health during the first week following a wide-area aerosol anthrax attack. Provided input on technical issues involving risk assessment/management, personal protective equipment, hazard mitigation, protective measures, health effects/illnesses, and medical guidance.
- Led interagency team in planning and executing the Fall 2010 and Fall 2012 National Response Team Worker Safety and Health Technical Conferences, including facilitating and providing technical presentations on response and recovery worker safety and health.
- Deployed to the Coast Guard's National Incident Command Center and served as the DOL and OSHA senior representative

on the National Response Team's Interagency Solutions workgroup for the 5-month Deepwater Horizon (DWH) oil spill response.

- Spearheaded close interagency communications, coordination, collaboration, and resolution of interagency issues related to worker safety and health and regularly briefed DOL and OSHA senior leadership throughout the unprecedented Spill of National Significance that released millions of gallons of oil and impacted hundreds of miles of shoreline.
- Protected the safety and health of over 47,000 response and cleanup workers.
- Developed OSHA's 40-page Role in the Response Report praised by OSHA and DOL senior leadership, the Coast Guard, other departments/agencies, and the White House.
- Provided lessons learned and input to the National Response Team's After Action Report on the DWH oil spill response, including heat stress management best practices.
- Received the Commander's Award for Civilian Service from the Coast Guard and the Deepwater Horizon Response Team Award from the Secretary of Labor for superior efforts and accomplishments during the DWH oil spill response.
- Served as Chair of the Worker Safety and Health Session of the 2011 International Oil Spill Conference attended by over 1000 pollution response and safety/health managers and professionals. Facilitated technical presentations and incorporated worker safety and health lessons learned and best practices from the Deepwater Horizon oil spill response.
- Lead participant in OSHA's domestic response to the Fukushima Daiichi Nuclear Power Plant Incident. Evaluated and communicated potential radiation risks to domestic workers in ports of entry, including maritime ports, airports, and mail handling facilities. Participated in interagency workgroup that developed national policy on safe levels for radiological surface contamination to use for clearing incoming cargo, packages, and mail at ports of entry. Ensured the safe levels were well below OSHA's Ionizing Radiation standard in order to protect the health of workers.
  - Developed an After Action/Lessons Learned Report for the Deputy Secretary of Labor's approval and submission to the White House.
  - Received the Worker Protection Award from the Secretary of Labor for superior efforts and accomplishments in protecting domestic workers.
- Lead participant in OSHA's preparedness for and response to natural and manmade disasters under the National Contingency Plan and National Response Framework, including tornadoes, flooding, hurricanes, tropical storms, wildfires, oil spills, and hazardous materials incidents, such as the DWH oil spill, Kalamazoo River oil spill, Hurricane Isaac, Hurricane Irene, Joplin tornado, Minot flooding, and train derailments.
- Provided technical input to the development of OSHA topic and incident-specific web pages on emergency preparedness and response/recovery to natural and manmade disasters, including hurricanes, tornadoes, floods, wildfires, winter storms, and radiological emergencies; increased preparedness for protecting the safety and health of workers across the nation. Developed external web pages containing scientific information, policy, and guidance related to climate change resilience, adaptation, and mitigation.

**Executive Assistant to the Assistant Commandant for Marine Safety**

**July 2007 – May 2008**

*U.S. Coast Guard Headquarters  
Washington, DC*

Duties: Directly supported the Assistant Commandant for Marine Safety, Security and Stewardship (O-8 Flag Officer) with four Directorates and over 600 staff members. Provided advice and coordinated and integrated policy, doctrine, planning, resources, and funding for Coast Guard missions/programs in marine safety and security, emergency management and response (all hazards/threats), emergency preparedness/planning (all hazards/threats), continuity of operations planning/programs, and environmental management, protection, and stewardship.

Noteworthy Accomplishments:

- Directly supported and prepared the Commandant and Flag Officers for high-profile press conferences and Congressional briefings and hearings related to the Cosco Busan oil spill in San Francisco. Expertly guided program staffs on development of the Incident Specific Preparedness Review that provided an independent assessment of the oil spill response.
- Liaised closely and built effective coalitions with 19 Office Chiefs, Deputies, Executive Assistants, and internal/external

staff, including Coast Guard Areas/Districts; state and federal agencies; Congressional staff; and maritime, transportation, environmental, safety, health, and security stakeholders/organizations.

**Commanding Officer, U.S. Coast Guard Marine Safety Unit Paducah**

**June 2005 – June 2007**

*U.S. Coast Guard Marine Safety Unit Paducah*  
Paducah, KY

Duties: Led and supervised 80 Coast Guard personnel in the safe, efficient, and effective execution of marine safety and security and environmental management, protection, and stewardship missions in a vast area of responsibility spanning 5 States (KY, TN, IL, MO, & AL), 14 Congressional Districts, and over 1700 miles of inland rivers. Directly represented the Commander, Sector Ohio Valley in Captain of the Port, Officer in Charge Marine Inspection, Federal Maritime Security Coordinator, and Federal On-Scene Coordinator duties and responsibilities for oil spills and hazardous materials incidents. Managed \$172K annual budget, 4 response small boats, 9 flood punt boats, 6 pollution response trailers, and 1 command/control/communications trailer.

Noteworthy Accomplishments:

- Led and managed the development, implementation, and enforcement of unit's comprehensive safety and occupational health and training programs, policies, and procedures.
- Led and managed the development, testing, training, and exercising of all-hazards emergency response and contingency plans, including oil spills, hazardous materials incidents, natural disasters, WMD/terrorism, CBRN incidents, and continuity of operations plans.
- Led safe and successful emergency response and recovery operations for numerous crises, including deployments to Hurricanes Katrina and Rita and other natural disasters, oil and hazardous materials incidents, and waterways closures. Briefed and trained responders on safety and occupational health hazards and controls and ensured personnel safety and health during challenging response and recovery operations.
- Deployed to Texas as part of the Principal Federal Official's Senior Staff in the Joint Field Office (JFO) conducting Hurricane Rita response and recovery operations. Served as Deputy Planning Section Chief in the JFO. Provided lessons-learned and recommendations that were incorporated into Department of Homeland Security after-action reports used to revise the National Response Plan and create the National Response Framework.
- Worked closely and built effective partnerships with local, state, and federal emergency management, homeland security, environmental protection and stewardship, and safety and occupational health personnel; maritime, transportation, environmental, safety, health, and security stakeholders/organizations; and the maritime and oil/chemical industry.

**Chief, Marine Safety Training Branch**

**August 2001 – May 2005**

*U.S. Coast Guard Training Center Yorktown*  
Yorktown, VA

Duties: During a period when student throughput increased by 550 percent, led and supervised 5 Marine Safety Schools (Port Operations, Marine Inspection/Investigation, Contingency Preparedness & Response Management, Marine Science Technician & Port Security Specialist) and 57 staff in the development and delivery of marine safety/security, safety and occupational health, emergency management and response, emergency preparedness/planning, and environmental management/protection training programs, policy, and doctrine to over 2000 annual students in 23 unique courses. Optimized workforce performance and unit readiness through training, partnership, innovation, and doctrine. Managed \$500K annual budget plus contract instructors.

Noteworthy Accomplishments:

- Led development and delivery of training programs/courses in emergency preparedness, management, and response including all-hazards emergency plans; exercise design, development, and evaluation; the National Incident Management System; Incident Command System; Unified Command; and the National Response Plan/Framework.
- Led development and delivery of the Federal On-Scene Coordinator Crisis Management Course attended by local/state/federal agency senior staff and maritime/environmental/safety and health stakeholders.
- Served as Deputy Incident Commander on the USCG Atlantic Area Incident Management Assist Team and participated in high profile oil, hazardous materials, CBRN, and WMD/terrorism response exercises (including national level TOPOFF Exercises) and National Special Security Events (including G8 Economic Summit and Super Bowl XXXIX).
- In the aftermath of the September 11th, 2001 terrorist incidents, led the development and delivery of an exportable Domestic

Maritime Security training course. Trained over 1200 Coast Guard members from over 250 field units at 26 locations worldwide. Enabled field commanders to achieve success in increased homeland security missions.

**U.S. Coast Guard Congressional Fellow**

**July 1999 – July 2001**

*U.S. Senate Committee on Appropriations, Transportation Subcommittee*  
Washington, DC

Duties: Served as Senior Staff to Transportation Subcommittee Chairman, Appropriations Committee Chairman, and Transportation Subcommittee Majority Staff Director. Liaised with Senior Staff of 100 Senators.

Noteworthy Accomplishments:

- Developed four major annual and supplemental Transportation Appropriations bills that provided over \$170 billion in total funding for 13 Department of Transportation (DOT) agencies, including over \$14 billion for the Coast Guard.
- Conducted over 14 Transportation Appropriations Subcommittee hearings on DOT management, budget, and transportation safety and security matters, including marine safety, maritime security, environmental protection, emergency response, and transportation policy, programs, and operations.
- Monitored and influenced Congressional legislation and national policy on transportation (including public transport and mass transit), marine safety and security, and environmental protection, response, and stewardship.

**Executive Officer, U.S. Coast Guard Atlantic Strike Team**

**July 1996 – July 1999**

*U.S. Coast Guard Atlantic Strike Team*  
Fort Dix, NJ

Duties: Led and supervised 37 active duty and 30 reserve staff. Managed unit operations, personnel, safety and occupational health, training, administrative, budget, and supply functions/programs, including \$450K annual budget and over \$4 million of response equipment property. Assisted and supported USCG and US EPA Federal On-Scene Coordinators with incident/emergency preparedness, management, and response. Interacted extensively and partnered with preparedness and response leaders and stakeholders from local, state, and federal agencies, environmental and non-profit organizations, safety and health organizations, maritime and oil/chemical industry, and international governments.

Noteworthy Accomplishments:

- As the unit's Safety Officer, led the development, implementation, and enforcement of unit's comprehensive safety and occupational health program, policies, and procedures.
- As Chair of the National Strike Force (NSF) Safety and Health Guidance Team and as a member of the NSF Chemical Response Guidance Team, developed NSF Standard Operating Procedures on hazardous materials response; radiation response; confined space entry; WMD/terrorism response; Chemical, Biological, Radiological and Nuclear hazards and response; heat stress; crew fatigue; and medical monitoring procedures. Ensured safe and successful operations and protected the safety and health of over 100 NSF responders.
- Deployed to numerous major response incidents/emergencies and national/international response exercises involving oil, hazardous materials, natural disasters, and WMD/terrorism response.
- Briefed and trained responders on safety and occupational health hazards and controls and ensured personnel safety and health during response and recovery operations and exercises.

**Assistant Professor of Chemistry**

**July 1994 – June 1996**

*U.S. Coast Guard Academy*  
New London, CT

Duties and Noteworthy Accomplishments: As Course Director for Honors Chemistry, instructor for General Chemistry, and instructor for Organic Chemistry, implemented several curriculum and teaching improvements including student-centered and project-based learning initiatives, case studies, and practical exercises involving oil and hazardous materials response scenarios. Participated in and served as Research Advisor for chemistry-related research projects, including the leaching of metals from lead-acid batteries into seawater.

**Instructor and Industrial Hygienist, Environmental Response School**

**June 1991 – June 1994**

*U.S. Coast Guard Training Center*  
Yorktown, VA

Duties: Developed courses/curricula and taught safety and occupational health, industrial hygiene, hazardous materials, industrial and chemical toxicology, chemistry, oil spill response, CBRN hazards and response, emergency response (all hazards), and environmental management and protection lessons and courses to Coast Guard and local/state/federal agency personnel.

Noteworthy Accomplishments:

- Developed and taught 40-hour Safety and Occupational Health Coordinators and Managers course for Coast Guard and other local/state/federal agency personnel.
- Served as exercise design team member, evaluator, and controller on several national response exercises involving oil spills and hazardous materials incidents.
- Earned Advanced Instructor qualification and certification.

**PROFESSIONAL TRAINING**

*(completed numerous courses in following subject areas; list of specific courses available upon request)*

Industrial Hygiene	Leadership & Management
Safety and Occupational Health	Training
Chemical Toxicology	Human Relations
Hazardous Materials	Homeland Security
Environmental Sciences	Marine Safety
Chemical, Biological, Radiological, and Nuclear hazards	Maritime Security
Incident Command System & Unified Command (all levels)	Emergency/Disaster Preparedness (all hazards)
Emergency Management	Emergency/Disaster Response (all hazards)
Risk Assessment, Management, and Communications	Disaster Mitigation and Recovery (all hazards)
Congressional & Legislative Affairs	Government and Community Resilience
Public Policy	Environmental Protection
Continuity of Operations Planning/Programs	Environmental Management
Pandemics, Bioterrorism, and Global Health Security	Environmental Stewardship
Community, and Government Resilience	Environmental Sustainability
Climate Change Resilience, Adaptation & Mitigation	Media Relations & Public Affairs

**SELECTED HONORS & AWARDS**

<b>U.S. DOL, Secretary’s Exceptional Achievement Award – Occupational Chemical Database Working Group</b>	<b>2019</b>
U.S. Department of Labor, Washington, DC	
<b>U.S. DOL, Secretary’s Worker Protection Award, OSHA Hurricanes Harvey, Irma, and Maria Response Team</b>	<b>2018</b>
U.S. Department of Labor, Washington, DC	
<b>U.S. DOC, NOAA Recognition Award, OSHA Exemplary Weather-Ready Nation Ambassador</b>	<b>2016</b>
U.S. Department of Commerce, National Oceanic and Atmospheric Administration, Washington, DC	
<b>U.S. DOL, Secretary’s Exceptional Achievement Award, OSHA Emergency Preparedness Training Workgroup</b>	<b>2015</b>
U.S. Department of Labor, Washington, DC	
<b>NIOSH Alice Hamilton Award for Excellence in Occupational Safety and Health Education and Guidance</b>	<b>2015</b>
National Institute for Occupational Safety and Health, Washington, DC	
<b>OSHA Commendation Coin for Exemplary Leadership and Partnership Building</b>	<b>2014</b>
Assistant Secretary of Labor for Occupational Safety and Health, Washington, DC	
<b>U.S. DOL, Secretary’s Exceptional Achievement Award, OSHA Hurricane Sandy Response Team</b>	<b>2014</b>
U.S. Department of Labor, Washington, DC	
<b>U.S. DOL, Secretary’s Worker Protection Award, Fukushima Daiichi Nuclear Power Plant Incident Team</b>	<b>2012</b>
U.S. Department of Labor, Washington, DC	
<b>U.S. DOL, Secretary’s Honor Award, Deepwater Horizon Response Team</b>	<b>2011</b>
U.S. Department of Labor, Washington, DC	
<b>U.S. Coast Guard Commander’s Award for Civilian Service – Deepwater Horizon Oil Spill Response Award</b>	<b>2010</b>
U.S. Coast Guard, Washington, DC	
<b>Commonwealth of Kentucky Commission as an Admiral for Exemplary Environmental Stewardship &amp; Protection</b>	<b>2007</b>
Secretary, Environmental and Public Protection Cabinet, Commonwealth of Kentucky	
<b>Commonwealth of Kentucky Commission as a Kentucky Colonel for Exemplary Service to the State &amp; Nation</b>	<b>2007</b>
Governor, Commonwealth of Kentucky	

- Personal, Team, and Unit Awards during 23 years of Active Duty Service as a U.S. Coast Guard Officer** 1985 – 2008  
**Noteworthy Personal Awards:** Legion of Merit, 3 Meritorious Service Medals, 2 Coast Guard Commendation Medals, and 3 Coast Guard Achievement Medals  
 U.S. Coast Guard, various duty stations
- USCGA Alumni Association Award to the Cadet with the Highest Academic Average in the Class of 1985** 1985  
 U.S. Coast Guard Academy, New London, CT
- Pfizer Chemistry Proficiency Award to the Cadet with the Highest Proficiency in Chemistry in the Class of 1985** 1985  
 U.S. Coast Guard Academy, New London, CT

### SELECTED PUBLICATIONS & CONFERENCE PRESENTATIONS

- Brown, C.K., **Matthews, D.L.**, Thomas, R.J., Edens, A.L. (2019). Developing a Personal Protective Equipment Selection Matrix for Preventing Occupational Exposure to Ebola Virus. *Health Security*, 17(3), 213-228.
- Matthews, Denise.** (2016). Conference Co-Chair, *National Response Team Worker Safety and Health Technical Conference*. Washington, DC.
- Matthews, Denise.** (2014). Conference Co-Chair, *National Response Team Worker Safety and Health Technical Conference*. Washington, DC.
- Matthews, Denise.** (2014). Presentation at the 2014 American Society of Safety Engineers' Professional Development Conference: *The Occupational Safety and Health Administration's Roles and Activities in Protecting the Safety and Health of Workers during Disaster Response*. Orlando, FL.
- Matthews, Denise L.** (2014). Paper Reviewer, Public Health Session, *2014 International Oil Spill Conference*, Savannah, GA.
- Matthews, Denise.** (2013). Presentation at the 2013 Annual ASSE/AIHA OSHA Update: *The Occupational Safety and Health Administration's Roles and Activities in Protecting the Safety and Health of Hurricane Sandy Response and Recovery Workers*. Washington, DC
- Matthews, Denise.** (2013). Presentations at the European Maritime Safety Agency International Oil Spill Response Workshop: *The U.S. Department of Labor Occupational Safety and Health Administration's Roles in Protecting the Safety and Health of Response Workers; and The U.S. Department of Labor Occupational Safety and Health Administration's Training Requirements for Response and Cleanup Workers*. Lisbon, Portugal.
- Matthews, Denise.** (2012). Conference Co-Chair, *National Response Team Worker Safety and Health Technical Conference*. Washington, DC.
- Matthews, Denise.** (2012). Presentations at the National Response Team Worker Safety and Health Technical Conference: *Response/Recovery to Japan's Tsunami and Fukushima Daiichi Nuclear Power Plant Disaster; and Unified Safety Management for Multiagency Responses*. Washington, DC.
- Matthews, Denise L.** (2011). Session Chair, Worker Safety and Health Session, *2011 International Oil Spill Conference*. Portland, OR.
- Matthews, Denise.** (2010). Presentation at the National Response Team Worker Safety and Health Technical Conference: *Responder Safety and Health: Radiological Incidents*. Washington, DC.
- Matthews, Denise L.,** Roemhildt, Steven J., Kaminski, Thomas J. (2008). Measuring the Economic Impact of Marine Casualties. *Proceedings of the Marine Safety & Security Council*, 65(2), 6-9.
- Matthews, Denise L.** (1998). Presentation at the Fourteenth International Hazardous Material Spills Conference: *Incident Command System/Unified Command Overview with Hazmat Response Applications*. Chicago, IL.
- Matthews, Denise L.** (1997). Creating Effective Safety Plans. *Coast Guard National Strike Force Prime Mover, Jan 1997*, 4.
- Matthews, Denise L.** (1997). Presentation at the Georgia Third Statewide Hazardous Materials Conference: *U.S. Coast Guard Heat Stress Protocol for Hazardous Materials Response*. Savannah, GA.
- Zelmanowitz, S., **Matthews, D.L.,** West, D.L. (1996). Proceedings of the International Conference on Solid Waste Technology and Management: *Leaching of Metals from Lead-Acid Batteries in Simulated Seawater*.
- Matthews, Denise L.** (1992). Beware of Rotten Egg Odors. *Coast Guard Vital Signs*, 4-92, 16-17.
- Matthews, Denise L.** (1992). Proceedings of the American Industrial Hygiene Conference & Exposition: *Benzene Exposure Levels during a Simulated Crude Oil Spill*. Boston, MA.
- Sangaiah, R., Gold, A., Ball, L.M., **Matthews, D.L.,** Toney, G.E. (1992). Synthesis and Resolution of Putative Diastereomeric N<sup>2</sup>-Deoxyguanosine and N<sup>6</sup>-Deoxyadenosine Adducts of Biologically Active CyclopentaPAH. *Tetrahedron Letters*, 33(38), 5487-5490.
- Matthews, Denise L.** (1991). Presentation at the Virginia Statewide Hazardous Materials Conference: *Toxicology for the non-Toxicologist*. Virginia Beach, VA.
- Matthews, Denise L.** (1991). Master's Technical Report: *Studies in Chemical Toxicology: Synthesis of a Protected N<sup>2</sup>-Deoxyguanosine Adduct of a Cyclopenta-Polycyclic Aromatic Hydrocarbon*. University of North Carolina School of Public Health, Department of Environmental Sciences and Engineering, University of North Carolina at Chapel Hill, Chapel Hill, NC.
- Matthews, Denise L.,** Haas, Thomas J., Mueller-Westerhoff, Ulrich. (1985). Proceedings of the Sixth Annual Undergraduate Research Symposium, Connecticut Valley Section of the American Chemical Society: *A Novel Synthesis of Exo-Exo-1,12-Dimethyl-[1.1]-Ferrocenophane*. Springfield, MA.



**Matthews, Denise L.** (1984). Chemical of the Month: Ethyl Alcohol. *Proceedings of the Marine Safety Council*, 41(6), 178-179.

*References available upon request.*

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## Profile

Question applies to multiple boards

Whenever possible, submit your application prior to the scheduled meeting of the affected advisory board so that they can consider all applications prior to making a recommendation to Council.

## Public Records Statement

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**I acknowledge that all information submitted in this application becomes a public record and will be searchable online. The Town is not able to remove information from the public record once it has been posted.**

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I Agree

neal@ti-law.com

Email Address

Neal

First Name

Middle Initial

Wolgin

Last Name

212 Sierra Drive

Street Address

Suite or Apt

Chapel Hill

City

NC

State

27514

Postal Code

Home: (919) 321-6245

Primary Phone

Home:

Alternate Phone

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Question applies to multiple boards

Residency within the Town limits is required for membership on most Council advisory bodies. Memberships of some committees and task forces may be composed of up to forty percent of non-Town residents.

**What district do you live in? \***

Chapel Hill Town limits (Purple)

[Please consult the town maps HERE if you are unsure.](#)

**If you are a Chapel Hill Resident, How long have you lived here?**

Greater than 10 years

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Question applies to multiple boards

The Council encourages you to visit a meeting of the group that you are interested in serving on. Please choose no more than three groups from the list below to which you would like to apply.

## Which Boards would you like to apply for?

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Historic District Commission: Eligible

Transportation and Connectivity Advisory Board: Eligible

Question applies to Transportation and Connectivity Advisory Board

## Select a Seat Category for the Transportation and Connectivity Advisory Board \*

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Chapel Hill Resident

Question applies to multiple boards

## Which Board is your First Choice? \*

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Historic District Commission

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## How did you find out about this opportunity? (select all that apply)

---

Internet

If you chose "Other" from the advertising opportunity listed above, please specify specify:

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## Interests & Experiences

Question applies to multiple boards

## How do you describe your previous advisory board experience?

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None Selected

Question applies to multiple boards

## What perspective(s) do you bring to the board(s), commission(s), committee(s) or task force(s) to which you are applying?

---

I am a long-time resident, and student/keen observer of transportation policy at the local and state level. I believe there are opportunities for improvement in our current local transportation infrastructure.

## Please provide a brief summary of any other relevant qualifications (skills, abilities, interests and/or experience) you bring.

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I have an engineering background, good visualization skills, excellent budgetary skills, and knowledge of transportation construction issues.

Question applies to Historic District Commission

**Do you have special interest, experience, or education/training in history, architecture, archaeology, or related fields? If yes, please explain.**

I have an interest in local history, historic preservation, and architecture, as well as practical experience in construction trades.

You may upload a supporting document (e.g., CV or resume). **Please be advised that any information submitted becomes a public record and may be searchable online.**

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## Demographics

The Town Council seeks to attract persons from diverse backgrounds and believes that childcare and transportation is a potential barrier for qualified and interested applicants. See the [Childcare and Transportation Assistance pilot](#) for further details. In order to consider this application and provide some balance to the various boards, this personal information is required:

**Ethnicity \***

Caucasian/Non-Hispanic

**Gender \***

Male

**If other, please describe:**

**Please select your age from the following list. \***

over 55

**Attorney** \_\_\_\_\_

Occupation

**Are you a caregiver for or identify with a disability?**

Yes  No

**Have you participated in the Peoples Academy?**

Yes  No

**Are you a Town of Chapel Hill employee?**

Yes  No

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## Ethics Statement

## **ETHICS GUIDELINES FOR TOWN ADVISORY BOARDS AND COMMISSIONS**

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**Members of advisory boards and commissions shall not discuss, advocate, or vote on any matter in which they have a conflict of interest or an interest which reasonably might appear to be in conflict with the concept of fairness in dealing with public business. A conflict of interest or a potential conflict occurs if a member has a separate, private, or monetary interest, either direct or indirect, in any issue or transaction under consideration. In addition, members of the Historic District Commission and Board of Adjustment, when these boards are hearing cases, serve as quasi-judicial bodies. Pursuant to State Statute 106A-388(e)(2), members of these boards “shall not participate in or vote on any quasi-judicial matter in a manner that would violate affected persons’ constitutional rights to an impartial decision maker. Impermissible violations of due process include, but are not limited to, a member having a fixed opinion prior to hearing the matter that is not susceptible to change, undisclosed ex parte communications, a close familial, business, or other associational relationship with an affected person, or a financial interest in the outcome of the matter.” Any member who violates these Ethics Guidelines may be subject to removal from the board or commission. If the advisory board or commission member believes he/she has a conflict of interest then that member should ask the advisory board or commission to be recused from voting. The advisory board or commission should then vote on the question on whether or not to excuse the member making the request. In cases where the individual member or the advisory board or commission establishes a conflict of interest, then the advisory board or commission member shall remove themselves from the voting area. Any advisory board or commission member may seek the counsel of the Town Attorney on questions regarding the interpretation of these ethics guidelines or other conflict of interest matters. The interpretation may include a recommendation on whether or not the advisory board or commission member should excuse himself/herself from voting. The advisory board or commission member may request the Town Attorney respond in writing.**

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I Agree \*

*Applications will be kept on file from July 1st to June 30th of the same fiscal year. Please reapply each fiscal year if you are still interested in serving on an Advisory Board, Commission, Committee or Task Force and have not yet been appointed.*