

**CHARTER TOWNSHIP OF SUPERIOR
SPECIAL BOARD MEETING
SUPERIOR CHARTER TOWNSHIP HALL
3040 N. PROSPECT, SUPERIOR TOWNSHIP, MI 48198**

June 13, 2022, at 5:30 p.m.

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. ADOPTION OF AGENDA
4. CITIZEN PARTICIPATION

5. NEW BUSINESS
 - A. Motion to receive Brenda McKinney's written resignation as Superior Township Treasurer effective June 13, 2022.
 - B. Motion to Accept Letters of Interest
 - C. Interview Candidates
 - D. Appoint Candidate to the Position of Charter Township of Superior Treasurer

6. ADJOURNMENT

May 19, 2022

To: Superior Township Board

Effectively May 31, 2022 I will be retiring as Superior Township Treasurer.

Brenda L. McKinney

A handwritten signature in blue ink that reads "Brenda McKinney". The signature is written in a cursive style with a large initial "B" and a long, sweeping underline.

June 8, 2022

Dear Charter Township of Superior Board of Trustees,

My name is Lisa A. Lewis, and I'm interested in the Charter Township of Superior Township Treasurer position. While my current role is Charter Township of Superior Deputy Treasurer, my treasury career began over 30 years ago.

As a student, I received a scholarship from First America Bank for my career aspirations in accounting and was hired in their bookkeeping department. From this experience, I was able to work in the bookkeeping department at Banc One. Shortly after, I was promoted as the head teller. However, a few months into the new position, the bank's branch manager took a district manager position at Speedway. Speedway offered me an afternoon assistant store manager position, which I accepted. Though, the store's hours began to conflict with my school schedule, and raising a toddler, I decided to take a break from higher education. I returned to the university after three years, and my aspirations of being an accountant had shifted to social work.

After completing my undergraduate degree in August of 1992 and my master's degree in December of 1993, I secured a position as a School Social Worker for Willow Run Community Schools in November of 1994. I remained there until August of 2012 when I took a newly created position as a Dean of Students at Plymouth-Canton Community Schools, where I remained until my retirement in 2021.

In 2021, I accepted the Charter Township of Superior Deputy Treasurer position. Since that time, I have established an excellent professional relationship with the various bank executives where the township has funds invested. I interact with the public via phone and in-person, monitor emails from Huntington and JPMorgan Chase Positive Pay exceptions, and respond to emails as necessary. I monitor stale dated checks and send such notifications - (*Escheats*) - to the State of Michigan; mail out appropriate inquiry letters, and manage petty cash funds through receipt, and balancing, and reconcile the townships escrow accounts. I transfer current year delinquent personal property parcels to the Delinquent Personal Property program and serve as the liaison to the online payment processing firms for the Treasury Office Process Point & Pay for payments made online.

After working in this position for the last 11 months, I clearly understand the procedures for receiving tax payments and disbursing money to other municipalities. I analyze the tax rolls between the township's software system, BS&A tax system, and the Township's general ledger. I enter millage rates for the tax roll ensuring that the rates are accurate. I am very familiar with the different units of governments and can explain all special assessments to taxpayers as to when and why such assessments are applied to their winter tax bills. I print tax bills and process tax payments; balance and distribute delinquent personal tax collections to other supplemental units; complete settlement prep for the annual checklist from the Deputy Treasurer of Washtenaw County; deposit account

receivables; responsible for collecting personal property tax for jeopardy assessments, create a wide range of letters and reports; to include ordinance violations, and false alarms as well as monitor said bills and collect for those violations. I send reports to the census bureau and other documentation using Microsoft Word, QuickBooks, and Excel spreadsheet software. I perform account maintenance/analysis on Treasury accounts including the Tax Rolls and all economic incentive programs; and research, calculate, and process all Michigan Tax Tribunal, State Tax Commission and Board of Review changes regarding property taxes.

Along with the treasurer, I serve as the liaison to the accounting division and the external auditors for the Treasury Office. I invest money in Treasury bills on behalf of the township as a fiscal officer, alongside the treasurer, per Public Act 20 compliance. I process adjustments to tax payments by refunding or issuing new tax bills to taxpayers due to, but not limited to, Board of Review, Michigan Tax Tribunal, or State Tax Commission decisions. I sign checks in the treasurer's absence, assist in writing newsletter articles, attend the Washtenaw County Treasurer's Association meeting, and assist with Certificate of Deposit renewals.

Within Washtenaw County, I've served as Financial Secretary and Treasurer in my sorority, and as a finance committee member at my church.

As Treasurer, I will continue to do and assist with the duties listed above along with fostering the relationships with other municipalities, financial managers and keep an accurate account of the townships revenues and expenditures, prepare some financial reports, issue township checks, receive and deposit all township revenues and payments in approved depositories, invest the townships funds in approved investment vehicles, maintain records of the treasurer's office, appoint a deputy, post a surety bond and represent this position with dignity and high moral standards. By doing so, I will be able to uphold the fiduciary responsibilities of the township and keep its A rating.

Lisa A. Lewis
8395 Lakeview Ct. • Ypsilanti, MI 48198
734.635.8626 • llewis448@gmail.com

PROFESSIONAL SUMMARY

Professional, compassionate, effective communicator, ethical, dependable, and well-rounded human services professional with experience in education and civil service.

Core competencies include:

Case Management	Mediation	MS Office
Delivery of Health Services	Advocacy	Excel
School Policy Administration	Civil Servant	QuickBooks

EDUCATION

**Master of Arts Degree – Educational Leadership K-12 Administration
Specializing in Educational Leadership**

Eastern Michigan University, Ypsilanti, MI

August 2011

**Master of Social Work Degree
Specializing in Macro Practices**

University of Michigan, Ann Arbor, MI

December 1993

Bachelor of Science Degree

Eastern Michigan University

August 1992

PROFESSIONAL EXPERIENCE

Deputy Treasurer

Superior Township –

6/2021 – Present

- Manage Petty Cash fund, receipting and balancing
- Transfer current year delinquent personal property parcels to Delinquent Personal Property program
- Serve as the liaison to the on-line payment processing firms for the Treasury Office Process Point & Pay for payments made online
- Analyze the tax rolls between BS&A tax system and the Township's general ledger
- Along with the treasurer, serves as the liaison to the accounting division and the external auditors for the Treasury Office
- Process adjustments to tax payments by refunding or issuing new tax bills to taxpayers due to but not limited to Board of Review, Michigan Tax Tribunal or State Tax Commission decisions
- Settlement Prep per annual check list from the Washtenaw County deputy treasurer
- Check signing in the absence of the treasurer
- Calculate and apply millage rates for tax bills
- Assist with Certificate of Deposit renewals
- Print tax bills
- Assist the treasurer in investing in approved funds per Public Act 20 compliance
- Report, balance and distribute delinquent personal tax collections to other supplemental units
- Deposit account receivables
- Create a wide range of letters, report and other documentation using word processing and spreadsheet software

- Research, calculate and process all Michigan Tax Tribunal, State Tax Commission and Board of Review changes regarding property taxes
- Monitor email for Huntington and JPMorgan Positive Pay exceptions
- Respond to emails as necessary
- Process Tax Payments in season
- Perform account maintenance/analysis on Treasury accounts including the Tax Rolls and all economic incentive programs
- Assist in the preparation for a Newsletter article
- Attend the Washtenaw County Treasurer's Association Meetings
- Interact with public via phone or in-person

Dean Of Students

Dean of Students

8/2012-6/2021

Plymouth-Canton Community Schools | Canton, MI

- Worked as a liaison for positive educational experiences
- Equitably addressed each student's individualized needs by providing behavioral and academic support while advocating for students when deemed necessary
- Assisted families when they became homeless, and worked with truant students
- Assist administrators, when needed, with discipline, phone calls and staff development activities to assist the staff in better handling diverse students needs
- Assist students and families in obtaining community recourses; provide group and individual sessions on conflict resolutions, goals setting and appropriate school and social behaviors. Assist students and families in obtaining community resources; provide group and individual sessions on conflict resolutions, goal setting and appropriate school and social behaviors.

School Social Worker

School Social Worker

11/1994-8/2012

Willow Run Community Schools | Ypsilanti, MI

- Created and revised Individual Educational Plans and Behavioral Intervention Plans
- Served as the liaison for homeless students
- Worked collaboratively with other general and special education staff
- Manage the positive the positive school climate plan with the expectation that students will conduct themselves in a civil, respectful, and supportive manner
- Assist students to successfully transition from high school to a higher educational/vocational program
- Support staff, students, and parents in crisis situations

Brenda L. McKinney
Charter Township of Superior, Treasurer
(734) 482-6099

Laura Bennett
Charter Township of Superior, Planning and Zoning Administrator
(734) 482-6099

Hal Heard, III
Director of Secondary Education
Plymouth-Canton Community Schools
(734) 320-6603

Bernice A. Lindke
3396 Alan Mark Drive
Ann Arbor, MI 48105
734-730-7769
lindkeber@gmail.com

Lynette Findley, Clerk
Board of Trustees
Superior Charter Township
3040 N Prospect
Ypsilanti, MI 48198

Dear Clerk Findley and Board Members,

I am writing to express my interest in serving as Township Treasurer through November 2024.

As you will see from my resume, my bachelor's degree in business administration/accounting major, and master's degree in public administration have prepared me well for two main careers; the first which spanned 17 years with Washtenaw County Government and the second that covered over 21 years at Eastern Michigan University (EMU).

While at the County I held several positions, including being a senior accountant for Community Mental Health and the associate coordinator for the Washtenaw Livingston Substance Abuse Coordinating Agency. During the next 21 years, I was employed at EMU in professional, management and executive leadership roles, among them as director of Financial Aid and vice president for Enrollment and Student Affairs. Since retiring from EMU, I have been a higher education consultant assisting several colleges and universities with enrollment management and advising executive leadership.

During my two careers I managed significant budgets (over \$46 Million in 2009 at EMU), analyzed data to inform strategic decisions, and led multiple departments and staff. I was directly involved in and lead audits and compliance reviews.

Throughout these careers, I was the treasurer for several organizations: the Michigan Student Financial Aid Association, EMU Women in Philanthropy, Ypsilanti Meals on Wheels, Options Center and a Washtenaw County Community Mental Health 501(C)(3) organization.

In 2020, I assisted the Township Clerk with activities surrounding the November election. It is during that year that I decided to become more involved with local politics and ran for Township Trustee.

Along with performing all of the statutory duties of the Treasurer, I am excited about using my financial skills and experience to:

- Minimize custodial risk (a recommendation in the township's last several audit reports) and safeguard township cash by utilizing a program that sweeps accounts to ensure that our township's funds are guaranteed per FDIC rules;

- Invest funds in approved and safe investment accounts;
- Prepare monthly investment reports that reflect earnings on accounts; and
- Promote transparency, accountability and fairness for the decisions that have an impact on the residents of Superior Township.

Thank you for taking the time to consider me for the Treasurer position. As a life-long public servant, I would be honored to work for the residents of Superior Township in this capacity.

Sincerely,

Bernice A. Lindke

Bernice A. Lindke

BERNICE A. LINDKE

3396 Alan Mark Drive • Ann Arbor, Michigan 48105 • 734.730.7769
lindkeber@gmail.com

PROFESSIONAL EXPERIENCE

Higher Education Consultant

May 2013 – December 2022

Provide advice, data analysis and reports to executive leadership at higher education institutions, make recommendations for hiring directors of financial aid and admissions; guide and assist in financial audits and compliance reviews; analyze financial aid and enrollment data, draft policies and present findings to university and college executive staff.

Eastern Michigan University

December 1991 - January 2013 (retired)

Vice President, Division of Student Affairs and Enrollment Management
May 2009 – January 2013

Interim Vice President, Division of Student Affairs and Enrollment Management
May 2008 – April 2009

Served as the chief student affairs and enrollment management officer responsible for leading and coordinating comprehensive enrollment efforts, providing support services and developing programs that affect all aspects of students' lives, and securing a strong commitment to holistic student development. Annual division budget of approximately \$46 million dollars with about 285 administrative, professional and support staff. Areas of responsibility included: Admissions, Financial Aid, Records and Registration, Student Veterans Services, Service EMU (one-stop service office), Residential Life/Residential Services, Dining, Office of International Student Services, Campus Life, Diversity and Community Involvement, Student Center, University Health Services, Recreation/Intramural Department, Student Media and, Student Conduct and Community Standards.

Key Accomplishments

- Increased new undergraduate student enrollment by 10.6% from fall 2008 to fall 2011
- Increased the number of new students living on campus by 19% from fall 2011 to fall 2012
- Reorganized division to align with student-centered priorities to increase enrollment, improve retention and graduation rates, consolidate student affairs programs and realize cost savings
- Instituted culture of assessment to drive decisions
- Renovated and updated several residential halls and dining venues to attract more students to live on campus
- Implemented a divisional strategic planning process that includes division-wide goals and measures with built-in accountability checks at the department and staff level
- Created Veterans Services Office

Interim Vice President, Division of Student Affairs

October 2007 – May 2008

Served as the chief student affairs officer responsible for leading and administering departments that provide services and programs affecting all aspects of students' lives, and for securing a strong commitment to holistic student development. Offices within the Division of Student Affairs include: Housing/Dining, Students with Disabilities Office, Office of International Student Services, Campus Life, Diversity and Community Involvement, Student Center, University Health Services, Recreation/Intramural Department, Career Services, Student Media and, Student Judicial Services. Annual divisional budget is approximately \$36 million dollars with about 225 administrative, professional and support staff.

Key Accomplishments:

- Added mental health counselors to address the emotional issues and challenges faced by students
- Prepared a brief on housing needs and secured funding to upgrade on-campus apartments and residence halls
- Partnered with the Physical Plant to prepare a request for proposal to engage an energy audit firm to implement energy savings initiatives
- Created a finance unit for the division to help analyze financial activity and recommend cost saving and revenue enhancement initiatives
- Established the Student Intervention Team comprised of faculty and staff to identify students with behavioral, social and academic problems and refer them to appropriate campus resources
- Eliminated dining services and stores that were losing money or were unsuccessful in adding to student life and development

Interim Vice President, Division of Enrollment Management

August 2006 – May 2007 (returned to Associate Vice President position June 2007-September 2007)

Served as the chief enrollment officer with responsibility for leading and coordinating enrollment management efforts. Offices within the Division of Enrollment Management include Admissions, Financial Aid, Records and Registration, Academic Advising, Service EMU (one-stop-shop) and the Learning Center. Annual divisional budget is \$9.5 million dollars; 103 administrative, professional and support staff.

Key Accomplishments:

- Implemented financial aid leveraging to support increased enrollment targets for 2007-08 entering class
- Achieved a 6.1% increase in the fall 07 freshmen class
- Broadened scope of contracted services with nationally recognized strategic enrollment management firm to provide greater emphasis on developing a strategic retention plan, in addition to a strong recruitment plan
- Worked closely with new marketing staff to develop a media campaign to attract students to campus visits
- Implemented first phase of Destination Graduation, an intrusive academic support and financial literacy program, for students who are academically at risk

- Implemented Intelliresponse, a web-based self-initiated response service for students and other constituents
- Appointed a high-level administrator to lead university retention and student success efforts
- Piloted one of Eastern Michigan University's first AQIP (Academic Quality Improvement Program) projects to focus on developing quality standards and measurements of service satisfaction in the Office of Financial Aid.
- Reallocated departmental budgets to align resources with priorities and provide more opportunities for cross divisional training and professional development
- Initiated partnership with a Canadian 3-year public institution; will serve as model to promote alliances with other Canadian institutions
- Partnered with the State of Michigan and the U.S. Department of Education to participate in 2 default management research projects
- Reorganized and convened new committees to strategically focus on recruitment and retention
- Reallocated a professional staff assigned to Records and Registration to provide academic advising services

Associate Vice President, Division of Enrollment Services

September 2005 – August 2006, June 2007 to September 2007

Served as a senior divisional executive and assisted the vice president in planning, organizing and administering the functional responsibilities of the Office of Financial Aid, Records and Registration Office, Service EMU (multi-service one-stop shop) and the Office of Compliance for Athletic (includes Student Athlete Support Services) and Veteran Services.

Key Accomplishments:

- Overhauled scholarship program and laid the foundation for financial aid leveraging to attract and retain students; obtained approval for approximately \$16 million in general fund scholarships, awards and grants
- Led the development of "Destination Graduation" program, which provides wrap around academic support and other services to students who are academically and/or financially at-risk
- Renegotiated Ohio tuition reciprocity agreement
- Negotiated comprehensive loan program to include innovative "starter" loans to students with no credit history to help retain them and created "restart" loans to re-attract students who left the university
- Administered over \$135 million in student aid programs to over 14,000 undergraduate and graduate students, with clean audits

Assistant Vice President, Division of Enrollment Services

September 2003 – September 2005

Served as senior divisional executive and assisted the vice president in planning, organizing and administering the functional responsibilities of the Offices of Financial Aid, Records and Registration, Service EMU and Compliance for Athletic and Veteran Services.

Key Accomplishments:

- Launched Service EMU, a comprehensive one-stop service center

- Assumed responsibility for the Office of Athletic Compliance and Student Athlete Support Services
- Assumed responsibility for student veteran services in 4/05 and realized a 42% increase in the number of veteran students enrolled in the first year.
- Assumed responsibility for the Records and Registration Office
 - Signed contract with National Student Clearinghouse to process academic transcript requests on-line to allow 24/7 service
- Continued to serve in leadership role with the Office of Financial Aid

***Director, Office of Financial Aid
February 1996 to September 2003***

Administered all federal, state and university aid programs, provided direction for and supervision of the office staff, and served as spokesperson for aid programs and advocate for students

Key Accomplishments:

- Negotiated contract with 3rd party vendor to provide off site customized answer service, which significantly reduced complaints about phone service
- Obtained approval for Eastern Michigan University to participate in the School as Lender Program; over \$300,000 was earned from the sale of loans, which was earmarked for grants to financially needy students
- Led Banner Process Team, an oversight committee charged with ensuring the successful implementation of all Banner modules

***Associate Director, Office of Financial Aid
December 1991 to February 1996***

- Monitored compliance with federal and state financial aid regulations
- Coordinated audits and assisted auditors in federal, state and university reviews
- Developed annual student aid award guidelines
- Managed, supervised and evaluated professional and clerical staff
- Presented financial aid workshops to constituents at regional conferences
- Chaired the Athletic Appeals Committee

**Washtenaw County Government 1981 to November 1991
*Associate Coordinator, Community Mental Health/Substance Abuse Coordinating
Agency for Washtenaw and Livingston Counties
April 1987 – November 1991***

- Provided oversight to the design and implementation of the annual strategic plan for substance abuse services in a bi-county region
- Developed, monitored and amended agency and program budgets with multiple funding sources that had varying restrictions within overlapping fiscal years
- Monitored fiscal reporting and record keeping for conformance to external and internal funding requirements
- Assisted in grant development and presentation

- Served as liaison with various task forces, advisory boards and others to coordinate program activities
- Represented the agency in contacts with state departments and community organizations to facilitated contracts and interdepartmental agreements
- Supervised and evaluated staff performance
- Interviewed applicants and advised on personnel issues
- Served on the Washtenaw County Retirement Board

***Senior Accountant, Community Mental Health
August 1981 – April 1987***

- Assisted the fiscal office in financial analysis and report generation
- Developed and designed user reports within the management information system
- Assisted in the annual audit process
- Reviewed and interpreted grant requirements related to fiscal operations
- Analyzed budget status for 45 cost centers and recommended revisions

OTHER EXPERIENCE

Superior Charter Township

January to November 2020

- Assisted the clerk with records research and duties associated with the November election.

EDUCATION

Eastern Michigan University

Master of Public Administration, December 1987

Bachelor of Business Administration, Accounting Major, August 1981

LEADERSHIP TRAINING

Leadership at the Peak, Center for Creative Leadership, 5-day leadership course, August 2010

Crisis Leadership in Higher Education, Harvard University, June 2010

U.S. Army ROTC, Camp Challenge Leaders Training Course for Influencers Visit, July 2000

PROFESSIONAL INVOLVEMENT

Eastern Michigan University

Treasurer, Women in Philanthropy

Member, Cabinet

Member, Executive Council

Member, Strategic Enrollment Management Committee

Member, University Budget Council

Member, Institutional Strategic Planning Committee

Member, Enrollment Council

Member, Academic Standards Committee

Member, Residency Appeal Committee

Facilitator, AQIP Customized Service Project
Former Member, Military Science Advisory Committee
Former Member, College of Education Diversity Committee
Former Chair, Judicial Appeals Board
Former Co-Chair and Current Member, Lesbian, Gay, Bisexual, Transgender Advisory Council
Former Leader, Banner Process Team

External Member

Past Member, American Red Cross Blood Raising Committee
Past Member, Forum (Ypsilanti businesses/university employee committee)
Former Member, Michigan Guaranty Agency Advisory Committee
Former Member, Chase Advisory Council
Former Member, Education First Advisory Council

PROFESSIONAL MEMBERSHIPS

Past Member, National (NCHEP)
Past Member, Michigan Chief Student Affairs Officers Committee
Former Treasurer, Past Corporate Chair and Past Sector Representative: Michigan Student Financial Aid Association (MSFAA)
Former Member: National Association of Student Personnel Administrators (NASPA)
Former Member: National Association of Student Financial Aid Administrators (NASFAA)
Former Member: Coalition of State University Aid Administrators (COSUAA)

PRESENTATIONS

Admissions and Financial Aid Working Together, MSFAA Conference
FERPA, MSFAA and MASFAA Conferences
FFELP vs. Direct Lending, Board of Regents and Cabinet Members at Indiana University at Binghamton
Paying for College: What's the Bottom Line?
General Financial Aid presentations
State-wide Trainer: Professional Judgment, NASFAA

COMMUNITY INVOLVEMENT

Trustee, Superior Charter Township, 4-year term beginning 11/2021
Volunteer, Matthaei Botanical Gardens
Past Treasurer and Member: Life Enhancement, Inc. (a 501(c)(3) corporation that provides support to community mental health services)
Past Treasurer/Member: Ypsilanti Meals on Wheels
Past Treasurer/Member: Options Center, Ann Arbor, MI
Past Member: Washtenaw County United Way Allocations Committee

Tamar Jones

1620 Sheffield Dr.
Superior Twp. MI 48198

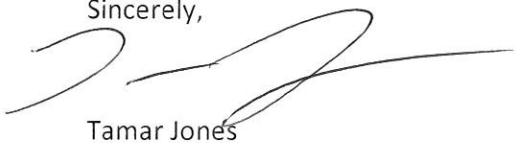
Dear Superior Township Board of Trustees,

I am interested in the Superior Township Treasurer position because I am enthusiastic about providing exceptional service to my community. As a financial professional for the past 18 years, I am especially passionate about assisting the public attain their financial goals. I am currently a Branch Manager at Bank of Ann Arbor where I manage the daily operations which have equipped me with the necessary skillset to be the Treasurer for Superior Township. I am regularly connecting with the community through building relationships, managing cash levels, ensuring compliance with federal regulations, and maintaining a high level to detail. I also establish and process new accounts, loan payments, providing financial education, and cash withdrawals and deposits.

I am honest, trustworthy, and ethical which has helped me in my career thus far. I have been able to give back to the community in countless ways through the channels of my church involvement and my banking career. Just to name a few; I have played an integral role in getting my employer to provide sponsorships for various nonprofit organizations in the community. I have connected with youth in their classrooms and adults in homeless shelters by providing financial literacy. I have solicited businesses to donate toiletries to shelters.

I feel my background in banking has prepared me well for this opportunity. In addition to my work experience, I hold a Bachelor of Administration in Marketing from Eastern Michigan University. I am confident that my knowledge and experience would allow me to make a significant contribution to the success of Superior Township. Thank you for your consideration; I look forward to speaking with you about this opportunity.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tamar Jones', with a long horizontal flourish extending to the right.

Tamar Jones

Tamar Jones

1620 Sheffield Dr.
Township of Superior, MI 48198
Jonestamar79@gmail.com
(734)604-0428

Well-qualified and results-oriented financial professional with 18 years of successful experience in positions of increasing responsibility and duties. Top performer with track record of consistently meeting or exceeding goals and customer expectations. Skilled at educating customers on banking products and recommending best options that meet their short-term and long-term needs. Team player with excellent communication skills: verbal, written, interpersonal, presentations, and rapport building. In addition to:

- . Customer Service Relations
- . Branch Management
- . Regulatory Compliance
- . Banking Products & Services
- . Bank Operations
- . Relationship Building
- . Staff Training & Development
- . Account Management

Work Experience

Branch Manager

Bank of Ann Arbor - Ypsilanti, MI
May 2014 to Present

Joined Bank of Ann Arbor in 2014, promoted to Assistant Manager in 2015, and promoted to Branch Manager in 2021.

Managing branch staff, oversee daily operations, loan applications, handling delinquent accounts, managing branch cash levels, and following policies and procedures to be compliant with federal regulation.

Building trust by connecting with the community and build customer relationships.

Responsible for hiring, staffing, training, and scheduling to ensure the branch is properly operating.

Selected Accomplishment:

Sponsored by Bank of Ann Arbor to attend A2Y Leadership program - Certificate of Completion

Assistant Branch Manager

Best Bank - Westland, MI
December 2008 to May 2014

Managed sales of bank products, new business, operations, customer services & teller activities at the #1 branch in the district and work with regulatory compliance, internal policies and procedures

Supervise hiring, training, staffing, and coaching 8 customer service representatives and 7 personal bankers; lead team of 5 bankers and oversee monthly sales figures to determine if goals were met.

Selected Accomplishments:

Bravo Sales Award

Universal Banker

National City Bank - Ypsilanti, MI

March 2004 to April 2008

Generated new business through presentation of bank products to customer and follow-up
Provided loan counseling, reviewed overdrafts for branch, and created investment portfolio
Prepared month-end reports for managers and helped identify and resolve any problems that occurred

Selected Accomplishments:

Best of the Best Sales Award

President's Club (3 Years)

Education

Bachelor of Science in Business Administration, Marketing

Eastern Michigan University - Ypsilanti, MI

May 2003

COMPUTER SKILLS

Microsoft: Word, Excel, Outlook, Power Point, Teams, Edge, Microsoft Windows 10

Computer programs: Client Central, Simplexes, Fiserv, TMC Portal, TRISM, Paylocity, DocuSign

BS&A online

Groups

New Hope Baptist Church – Greeter Ministry and Women's Ministry

Michigan Bankers Association

Wealthy U Society

SCORE Investment Group



THE SENATE
STATE OF MICHIGAN

SYLVIA SANTANA

3RD DISTRICT

P.O. BOX 30036

LANSING, MI 48909-7536

PHONE: (517) 373-0990

FAX: (517) 373-5338

senssantana@senate.michigan.gov

June 9, 2022

Board of Trustees
3040 North Prospect
Superior Township, MI 48198

Dear Superior Charter Township Board of Trustees,

I am writing to you to indicate my support of Tamar Jones for appointment to Superior Charter Township Treasurer.

I have known Tamar for over 20 years. She is currently a Branch Manager at Bank of Ann Arbor where she manages the daily operations which has prepared her to be the Treasurer for Superior Township. She has built long-lasting relationships the community through building relationships while running a complex organization.

Tamar is one of the most honest, trustworthy, and ethical people I have ever met. She routinely gives back to the community through her church involvement and her banking career. She has inspired her current employer to provide sponsorships for various nonprofit organizations in the community. She has provided financial literacy to the youth in their classrooms and to adults in homeless shelters.

In addition to her work experience, she received a Bachelor of Science in Business Administration with a focus in Marketing from Eastern Michigan University. I am confident that Tamar will make a significant contribution to the success of Superior Township.

Tamar is an experienced and talented professional, who is fair, thoughtful and diligent in her execution of her duties. Therefore, I recommend Tamar Jones for the appointment to the Treasurer of Superior Charter Township. Please feel free to contact my office if you have any questions at 517-373-0990 or at senssantana@senate.michigan.gov.

Sincerely,

A handwritten signature in blue ink, appearing to read "Sylvia A. Santana".

Sylvia A. Santana
State Senator
District 3