

# City of Reno Board or Commission Membership Application

PLEASE BE ADVISED THAT ALL INFORMATION COLLECTED IN THIS APPLICATION IS PART OF THE CITY OF RENO'S PUBLIC RECORD AND IS, UPON REQUEST, AVAILABLE FOR PUBLIC REVIEW.

These positions are limited, in most cases, to residents of the City of Reno. The City Council endeavors to appoint persons who represent all of the various communities within the City of Reno. Please be advised that certain boards and commissions may have professional qualification requirements or require filing of financial statements with the Secretary of State. Contact the City Clerk's office at 775-334-2030 with any questions.

Contact Information				
<b>First Name (Required)*</b> KELSEY	<b>Middle Name/Initial</b>	<b>Last Name (Required)*</b> MENO		
<b>Nick Name/Preferred Name</b>	<b>Email Address (Required)*</b> KELSEYMENO@GMAIL.COM	<b>Phone Number (Required)*</b> 435-232-7417		
<b>Home Address (No PO Box) (Required)*</b> 10003 Albite St.		<b>City (Required)*</b> Reno	<b>Zip Code (Required)*</b> 89506	<b>Ward</b> WARD 4
<b>Business Address</b>		<b>City</b>	<b>Zip Code</b>	<b>Ward</b>

I agree to inform the Reno City Clerk's Office of any contact or address changes.

**I Agree (Required)\***

**Is this a new application, an application for reappointment, or an amendment to an existing application? (Required)**

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New Application  
 Reappointment  
 Amendment

**Name of Board or Commission for which you would like to apply: (Required)**

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Ward 4 Neighborhood Advisory Board

## Explain briefly why you would like to be appointed to this board or commission.

I have lived in Ward 4 for six years and truly love my community. I would like to have additional insight as to what is impacting the community I have grown to love so much.

## Relevant Education or Training

B.S. in Cultural Anthropology. Currently attending SDSU (online) utilizing the RSA grant to receive my master's degree in Rehabilitation Counseling.

## Are you currently registered to vote in the City of Reno?

Yes

No

## Are you 18 or over?

Yes

No

I certify that, to the best of my knowledge, the information I provided in the application is true. If the information provided is false or incomplete, it shall be sufficient cause for disqualification or removal. If appointed, I agree to attend a board or commission orientation session, if applicable, within six months of my appointment. I understand that failure to comply with this requirement will result in automatic removal from the board or commission.

I Agree \*

**WAIVER OF NOTICE REQUIRED UNDER NRS 241.033(1) TO ALLOW CITY COUNCIL TO CONSIDER CHARACTER, MISCONDUCT, OR COMPETENCE OF PERSON TO BE APPOINTED TO A BOARD, COMMISSION, OR OTHER PUBLIC BODY FOR THE CITY OF RENO**

The City Council for the City of Reno will be considering on a future posted agenda your appointment to a board, commission or other public body for the City of Reno. Pursuant to NRS 241.033(1), in order to consider the professional competence of an applicant, notice need be provided to that person of the time and place of the meeting in compliance with such statutory provisions. By signing below, it is confirmed that I have been provided notice of the meeting at which my appointment will be considered by City Council. Further, I knowingly and voluntarily am waiving my rights to all written notice requirements under NRS 241.033(1) pertaining to my qualifications, competence, and character to hold this appointment and consent to the evaluation of my character and competence by the Reno City Council in a public meeting. Further, the undersigned acknowledges that he may at any time withdraw both this waiver and related application for appointment.

**Printed Name of Applicant: \***

Kelsey Meno

**Today's Date \***

10/18/2024

**Signature of Applicant: \***



**Attach Resume (1)**

**Document Name**

[MENO, KELSEY APPLICATION FOR WARD 4 NEIGHBORHOOD ADVISORY BOARD \(WARD 4\) - 10/18/2024](#)

**Attachment Type**

RESUME

## KELSEY MENO

**SUMMARY** As an experienced employment specialist with a strong commitment to supporting people with disabilities, I bring a wealth of knowledge and expertise in training, development, and engagement. My strengths in coaching, mentorship, and relationship-building have enabled me to develop successful partnerships with employers, government agencies, and other community organizations to further the goal of workplace inclusion for people with disabilities.

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**EDUCATION** **UTAH STATE UNIVERSITY – LOGAN, UT**

Graduated with a Bachelor of Science in Anthropology in 2012

**LOGAN HIGH SCHOOL – LOGAN, UT**

Graduated with a High School Diploma in 2007

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**CERTIFICATION AND TRAINING**

- ACRE
- Windmill
- WIPA Benefits Introductions
- GenerAte Assessments
- CPR/First Aid, Medication Administration

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**PROFESSIONAL EXPERIENCE**

**Chief Operating Officer, Disability Resources Inc, Sparks, NV**

October 2023 - Present

Transfer of the employment services program from Alpha Productions to Disability Resources. Oversee company operations and program development. Implement business strategies and plans that align with short- and long-term objectives. Initiate company program restructuring. Budget and identify multiple funding streams. Grant writing. Collaborate with other agencies within Nevada. Provide Alpha Productions with additional support when needed. This includes reporting, training and emergency management.

**Employment Specialist Manager, Alpha Productions, Sparks, NV**

July 2018 - October 2023

Developed and implemented a program to support individuals with disabilities to obtain and maintain employment with personalized employment plans. Built relations with city, state and federal agencies as well as local businesses. Main point of contact with the Bureau of Vocational Rehabilitation and Social Security Administration for job development and job coaching. Completed Master Service Agreements with the Social Security Administration. Wrote Memorandums of Understanding for local businesses. Identified and created accommodations to supported individuals to complete tasks accurately and independently.

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Qualified Intellectual Disability Professional (QIDP) for the Jobs and Day Training program, identify supports, and write habilitation plans. Provide support to various departments in the manufacturing facility. Provided direct support services to supported individuals and advocated for their needs. Provided behavioral intervention and created behavior support plans. Collaborated to write or update policies, procedures, and task training materials. Collaborated to create and implement Quality Management System requirements for ISO 9001:2015. Created and implement programs within the company when needed. This includes documented janitorial training, soft skills, mentor/leadership. Create and maintain social media.

#### **Direct Support Staff, Able Abilities, Reno, NV**

January 2023 - April 2024

Support adults with disabilities in a home setting. Provide ADL and IADL support. Identify and engage in activities that accommodate the abilities of each individual. Clean and maintain the home to ensure safety. Administer medication. Maintain all state and company required training to provide the best possible service.

#### **Home Health Aide, Senior Helpers, Reno, NV**

July 2019- April 2023

Followed care plans and identified updates for care plans. Provide ADL support and companionship for geriatric clients in home and senior living facilities. Identify and engage in activities that accommodate the abilities of each individual. Clean and maintain the home to ensure safety. Maintain all state and company required training to provide the best service available.

#### **Southern Program Director, United Cerebral Palsy of Nevada, Sparks, NV**

February 2016 - July 2018

Started work as the Vocational Evaluation Coordinator, identifying vocational support needs for BVR clients. Promoted to the Client Services Coordinator, wrote various reports for a caseload of 70 people in a Jobs and Day Training program. QIDP for required state reporting. Promoted to Site Supervisor of the JDT program, directly over 55 adults with disabilities and 20 direct support staff in a thrift store setting. Promoted to Southern Program Director, managed all operations for a JDT and Day Habilitation Program. Created programs and taught individuals soft and hard skills necessary for community integrated employment and independent living.

#### **Team Lead - Sample Prep, ALS Minerals, Reno, NV**

June 2015- January 2016

Started as a technician. Learned how to properly use machines to crush various sized samples of rock. Was promoted to the second shift Team Leader. Ensured all employees wore the assigned personal protective equipment. Identified and obtained samples. Ensured all employees knew how to properly complete their tasks and do so safely. Fixed sample errors and machines. Followed all OSHA guidelines to ensure the safety of all staff.

**Shift Lead, Lefty's Hideout, Cedar City, UT**

February 2014 - April 2015

Maintained food handler's permit. Served drinks and food to restaurant patrons per Utah law and regulation. Cooked menu items in support of lead cook. Maintained social media websites and updated menus. Trained new employees and identified procedural improvements.

**Teen Program Director, The Boys and Girls Club of Carbon County, Price, UT**

September 2013 - January 2014

Worked directly with youth ages 12-18. Made fun and engaging schedules and programs for teens to participate in. Followed or create programs and implement them into a schedule. Budget and shop for club needs. Improve community relations through service and speaking arrangements. Social media specialist. Increased club engagement with local teens and businesses.

**Homemaking Aide, Sunshine Home Health, Logan, UT**

May 2011 - August 2013

Followed care plans and home regulations. Ensured safety practices were consistently implemented. Performed housekeeping duties including cleaning and meal preparation. Perform ADLS as well as provide companionship.

**Direct Support Staff, Futures Through Choices, Logan, UT**

September 2007 - January 2010

Assisted at-risk youth as well as children and adults with intellectual disabilities with ADLs and IADLs. Stayed up to date with all state mandated certifications. Provided meaningful activities. Taught skills for independence.

**CNA, Logan Nursing and Rehab, Logan, UT**

December 2006 - June 2007

Provided support in the special needs unit of the skilled nursing facility. This consisted of providing support to memory care patients, patients with TBI and adults with disabilities. Provided patients with ADL and IADL support. Monitored vital signs. Provided emotional support to patients and families.