



Sabina Matos
Council President

May 15, 2019

Mr. Shawn Selleck
City Clerk
25 Dorrance Street
Providence, RI 02903

Dear Mr. Clerk:

Please be advised that I am hereby appointing Kelly Monteiro Caesar, Esquire, PMP, CAAP of 22 Duncan Avenue, Providence, Rhode Island 02906, to the Providence Ethics Commission, for a term to expire on February 4, 2022.

Thank you for your attention to this matter.

Sincerely,

A handwritten signature in black ink that reads "Sabina Matos".

Sabina Matos
Council President

IN CITY COUNCIL

MAY 23 2019

READ
WHEREUPON IT IS ORDERED THAT
THE SAME BE RECEIVED.

A handwritten signature in black ink that reads "James Mastromarino".

ACTING

KELLY MONTEIRO CAESAR, ESQ, PMP, CAAP

22 Duncan Avenue
Providence, Rhode Island 02906
(401) 499-6530 (mobile)
kellycaesaresq@gmail.com

RHODE ISLAND DEPARTMENT OF TRANSPORTATION (RIDOT) - Providence, RI (2013 – Present)

Administrator, Civil Rights Programs - Manage the development and implementation of several regulatory civil rights programs within the Executive Staff Division: ADA/504, Contractor Compliance, DBE, DBE Supportive Services, Internal EEO, Title Vi and Environmental Justice, On-the-Job Training (OJT), and OJT Supportive Services. Develop policies and procedures, coordinate training. Manage a staff of 9 compliance officers. Hire staff. (Since April 2017)

Internal EEO Program/Affirmative Action Officer - Developed and coordinated implementation of RIDOT's Internal EEO Program and Affirmative Action Plan, in compliance with federal and state laws. Coordinated with federal and state agencies, personnel, executive leadership, and other internal and external stakeholders.

RHODE ISLAND OFFICE OF THE CHILD ADVOCATE - Providence, RI (2006-2011)

Assistant Child Advocate/Assistant Director, Managed employees, agency operations, and hiring of staff and interns. Attended court hearings as guardian *ad litem*. Performed duties of Staff Attorney and Director of Project Victim Services when positions were vacant. (2007-2011)

Staff Attorney - Guardian *ad litem* for children placed voluntarily in DCYF care through Family Court miscellaneous petitions. Managed an active caseload of approximately 50 cases. (2006-2007)

Director, Project Victim Services - Managed federal grant. Identified children in DCYF care victimized by sexual and/or severe physical abuse. Filed Crime Victim Compensation claims, established trust accounts and distributed direct payment of trust funds to clients. (2006-2007)

RHODE ISLAND OFFICE OF THE PUBLIC DEFENDER - Providence, RI (1998-2004)

Assistant Public Defender - Vigorously defended rights of indigent persons through all stages of criminal appeals, termination of parental rights appeals, and emergency petitions filed in the Rhode Island Supreme Court. Interviewed law students for summer clerkship positions and supervised clerks in researching and writing appellate briefs.

Chairperson, Community Partnership Committee - Managed activities of agency committee with operating budget of \$105,000.00 to provide a holistic approach to criminal defense. Identified and addressed factors that led to criminal involvement, obstacles to effective criminal defense, and successful reentry into society after incarceration (including education, housing, employment, substance abuse, and mental health issues). Developed community partnerships, coordinated efforts between committee and agency departments. Interviewed candidates for community liaison position and made hiring recommendations to Public Defender.

RHODE ISLAND LEGAL SERVICES, INC. - Providence, RI (1997-1998/2005-2006)

Staff Attorney - Zealously litigated Family Court cases for indigent clients in matters of child abuse, neglect, and dependency, termination of parental rights, divorce, miscellaneous custody and visitation, and domestic abuse. Managed an active caseload with several hundred clients.

BLUE CROSS/BLUE SHIELD OF MARYLAND, INC. - Baltimore, MD (1995-1996)

Legal Administrative Assistant - Drafted employee physician agreements, subcontractor agreements, and promissory notes. Worked regularly with corporate executives and supervising attorneys to obtain both executive and legal approvals of contracts. Drafted affidavits, interrogatories, and client letters. Supported the president of the agency's HMO division in preparing for board meetings.

GREGORY J. REED & ASSOCIATES, P.C. - Detroit, MI (1994-1995)

Consultant/Researcher/Editor - Primary researcher, analyzer, and organizer of bestselling book "Quiet Strength" about Mrs. Rosa L. Parks, mother of the Civil Rights Movement. Edited the book "This Business of Celebrity Estates" sold by major institutions such as the Smithsonian Museum.

Provided editing, research and consultant services on a contractual basis. Performed all work while based in Baltimore, Maryland.

D.C. SUPERIOR COURT - Washington, D.C. (1992/1994)

Judicial Law Clerk to the Honorable Arthur L. Burnett, Sr. - Drafted various legal documents including show cause orders, probation violation notices, and bench warrants. Effectively and efficiently researched and obtained definitive law on various legal issues for inclusion in written judicial opinions. Observed various legal proceedings including trials, *ex parte* hearings, pretrial settlement conferences, and jury selection. Discussed legal issues with judge and recommended outcome of cases. Communicated with attorneys, probation officers, and congressional staff when pertinent to solving legal issues. Managed courtroom calendar and judge's chambers during personnel absence. (Summer, 1992/Spring 1994)

Judicial Law Clerk to the Honorable Susan Winfield - Reviewed court cases for discussion with judge regarding issues of neglect and adoption. Drafted orders and conclusions of law, and summary recommendations for child custody determinations, accurately predicting judge's decisions. (Fall 1992)

J. LINCOLN WOODARD & ASSOCIATES - Washington, D.C. (1993)

Summer Associate - Successfully managed 60 personal injury cases, from opening to settlement. Interviewed clients and set up files. Actively pursued client medical reports, bills, and expenses obtaining critical information promptly. Prepared demand packages in preparation for settlement with insurance companies resulting in favorable outcomes and awards to clients.

TEMPLE, PEARSON, ELMORE & GRADY - Washington, D.C. (1992)

Summer Associate - Drafted and revised various entertainment agreements including management, recording and publishing contracts. Assisted in legal research and writing, made presentations to clients, drafted client letters, scheduled and attended client meetings.

LICENSES

Rhode Island Bar Association (Active, Good Standing)
Pennsylvania Bar Association (Inactive)

EDUCATION

Howard University School of Law, Juris Doctor (1994)

- Scholarship Recipient, Black Entertainment and Sports Lawyers Association (BESLA) (1994)
- Member, BESLA (1992-1994)
- Award Recipient, Fats Waller Writing Competition (1994) (Intellectual Property Law)
- President/Vice President, Entertainment Law Students Association (ELSA) (1992-1994)
- Pre-Finalist, Charles Hamilton Houston Moot Court Competition (1992)

University of North Carolina at Charlotte - B.A. in Psychology, Minor in English (1990)

- National Young Leaders Conference Invitee, Outstanding College Students of America (1989)
- President/Treasurer/Secretary/Fundraising Chairperson/Publicity Chairperson,
- Delta Sigma Theta Sorority, Inc., Iota Rho Chapter (1986-1989)

CERTIFICATIONS AND SELECT ACTIVITIES

Certified Project Management Professional (PMP), Project Management Institute (PMI) (Since 2018)
Certified Affirmative Action Professional (CAAP), American Association for Access, Equity, and Diversity (AAAED) (Since 2016)
Certified Mediator, Center for Mediation and Collaboration Rhode Island (CMCRI) (Since 2018)
Board Member, Rhode Island Legal Services, Inc. (2002-2005)
Student, Berlitz Spanish Course (completed 12 weeks and approximately 50 hours of study) (2003)