



Mayor of Providence

Jorge O. Elorza

November 9, 2022

Honorable Members
Providence City Council
City Hall

Dear Honorable Members:

Pursuant to Sections 302(b) and 701 (b) of the Providence Home Rule Charter of 1980, as amended and Public Law, Chapter 45-50, Sections 1 through 31 passed in 1987, I am this day appointing Melba Depena Affigne of 14 Elmcrest Ave., Providence, RI 02908 as a member of the School Board Nominating Committee for a term to end November 30, 2025. Melba will replace Joseph Buchanan whose term expired.

Sincerely,

A handwritten signature in blue ink, appearing to be "J. Elorza", with a horizontal line extending to the right.

Jorge O. Elorza
Mayor

IN CITY COUNCIL
NOV 17 2022

READ
WHEREUPON IT IS ORDERED THAT
THE SAME BE RECEIVED.

Tina L. Martineau CLERK
ACTING

Melba Depeña Affigne, M.S

14 Elmcrest Ave.
Providence, RI 02908
401-663-4770 (cell)
mdepenaaffigne@skillsforri.com

EDUCATION

Master of Science, Human Development & Family Studies
University of Rhode Island

Bachelor of Arts, Political Science
University of Rhode Island

OVERVIEW OF ADMINISTRATIVE QUALIFICATIONS

- Experienced Manager: Public Agency, University, and Non-Profit Administration
- Workforce and Business Development, and Employer Engagement
- Staff Development and Conflict Resolution
- Program Development, Evaluation, and Reporting
- Diversity, Inclusion & Belonging, Leadership Development
- Customer Relations Management (CRM) Systems

PROFESSIONAL EXPERIENCE

Vice President, Economic Development
Skills For Rhode Island's Future
2017-present

- Oversee the RI Small Business Resource Hub
- Manage comprehensive stakeholder engagement initiative linking industry associations, small businesses, and community-based organizations
- Establish and cultivate strategic partnerships within business community in Rhode Island
- Managed SkillsRI client services comprised of over 100 small and mid-size small businesses; talent acquisition; and workforce development and education departments

Director, Department of Human Services (DHS)
State of Rhode Island
2015-2017

- Responsible for management, planning, and budgeting
- Primary contact with federal agencies
- Managed senior staff projects for continuous improvement, program evaluation, and training
- Led team to institute continuous improvement utilizing LEAN methodology
- Managed executive team to develop strategic plan and performance metrics
- Built leadership team with culture of service excellence, using data analysis, service utilization and continuous improvement
- Directed operational efficiencies resulting in program improvements and compliance

Director, Crime Victim Compensation Program (CVCP), Office of the General Treasurer
State of Rhode Island
2011-2014

- Administered, managed, and supervised day to day operations
- Oversaw compliance with state and federal laws, rules, and regulations
- Administered federal cost-sharing grant – U.S. Department of Justice
- Successfully led initiative to eliminate 4-year program backlog (900+ cases)
- Led team to institute continuous improvement utilizing LEAN methodology
- Designed and implemented agency partners' and victims' outreach programs
- Developed and directed comprehensive reporting and planning systems

Executive Director, Providence Human Relations Commission
City of Providence
2006-2011

- Developed and oversaw Providence Human Relations Commission initiatives
- Supervised investigators, clerks, and attorneys
- Maintained operational infrastructure and budgeting systems
- Conceptualized and implemented comprehensive curriculum to address diversity, respect and tolerance in the workplace and housing
- Promoted and coordinated collaboration with other organizations with similar mission, government agencies, and other non-profit organizations.
- Oversaw the development and implementation of new programs and revised procedures
- Responsible for marketing, fundraising and training

Community Program Administrator
Office of the Vice Provost, University of Rhode Island
2002-2003

- Assisted the Vice Provost in the implementation of Urban Initiatives
- Coordinated town hall meetings to strengthen relationships with students, stakeholders & community
- Designed and implemented student summer programs in Cuba and the Dominican Republic
- Facilitated relationships among community organizations and student groups

Coordinator, Covering Kids Program
Rhode Island Kids Count
2000-2002

- Trained all school nurses in the Pawtucket School District about RItE Care coverage
- Chaired a committee to disseminate information about children's access to health insurance
- Developed and conducted presentations to community organizations about RItE Care
- Coordinated school activities and major events about the benefits of health insurance
- Prepared training materials for school administrators regarding children's health insurance
- Implemented systems to ensure proper dissemination of health insurance information to parents