



Mayor of Providence

David N. Cicilline

October 27, 2008

Honorable Members  
Providence City Council  
City Hall  
Providence, Rhode Island 02903

Dear Honorable Members:

Pursuant to Sections 302(b) and 1103 of the Providence Home Rule Charter of 1980, as amended, I am this day appointing Ms. Donna Williams, of 94 Walton Street, Providence, Rhode Island 02908, to the Human Relations Commission to fill the current vacancy that exists on the Commission for a term to expire in January 2011, and respectfully submit the same for your approval.

Ms. Williams will complete the unexpired term of Mr. Pich Chhoeun who moved out of state.

Sincerely,

David N. Cicilline  
Mayor

DNC: ljp

IN CITY COUNCIL  
NOV 20 2008

READ AND DENIED WITHOUT PREJUDICE

CLERK



# Sojourner House

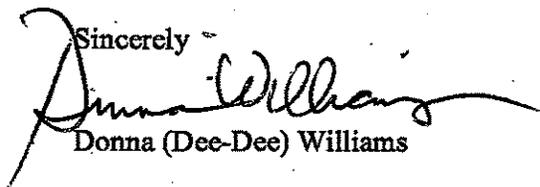
*committed to ending domestic violence*

November 13, 2008

To Whom It May Concern:

My name is Donna (Dee-Dee) Williams of 94 Walton St. Providence RI. I recently was made aware that I was nominated to sit as a Commissioner on the Human Rights Commission. This is a great honor for me and it is one I did not take lightly. I thought long and hard about my chances to be appointed and my ability to give of my time and commitment to this position. As I began to get excited and research the Commission I decided to accept if the appointment was offered. I spoke with Ms. Melba Depina and someone else representing the Mayors Office to let them know that I was very interested. At that time they let me know about upcoming meetings but they were unsure of dates. On Monday November 10, 2008 I received a letter informing me that I was invited to a meeting of the Finance Committee on Thursday November 13, 2008 at 7:00 pm and to call if I was unable to attend. Unfortunately that was the case due to a previous commitment to the RI Community Planning Group for HIV Prevention. I have been a Co-Chair on the RICPG for over 4 years and this is our Annual Meeting and my last meeting as Co-Chair so it is imperative that I be there. When sharing this with Leo Pratta of the Mayor's Office he informed me that the appointment would not happen and that the process would have to begin again. This disappoints me because when a meeting is scheduled with such short notice I had hoped there would be room for flexibility. I am still interested in the appointment even if I must start again I just hope that I will continue to be-nominated. Thank You for your time and consideration if you have any questions please feel free to contact me at [dwilliams@sojournerRI.org](mailto:dwilliams@sojournerRI.org) or 401-663-4357.

Sincerely



Donna (Dee-Dee) Williams

**Donna Williams**

94 Walton Street  
Providence, RI  
02908

(401) 467-3989

[dwilliams@sojournerri.org](mailto:dwilliams@sojournerri.org)

**Personal objective:**

To acquire a position which will offer the opportunity for growth and education in the field of HIV/AIDS and domestic violence education and prevention?

**Work Experience:**

2004-present      Director of Advocacy  
Sojourner House Inc.

386 Smith St.  
Providence RI 02908

As a member of the senior team my responsibilities include implementation and enhancement of direct services provided by Drop in Center advocates. Research and write grants to continue to enhance programming. The direct supervision of three managers which include: The Latino Program Manager, The Restraining Order Program Manager and The WomenCARES Program Manager. To network and connect with community based agencies to provide our clients with a continuum of care. As the Founder of the WomenCARES Program continue to raise awareness and educate the community on the connection between HIV and violence against women and the resources available to them. Conduct ongoing trainings to assist staff in professional growth and enhancement. Oversee the maintenance and daily management of the Advocacy Resource Center and to perform as an integral member of the management team.

1999-2004      Program Manager  
WomenCARES

386 Smith St.  
Providence, RI 02908

Responsibilities include the development and implementation of the only program in RI that makes the connection between HIV and domestic violence. To conduct focus groups and provide programming for abused women in RI to assess their risk for HIV/AIDS and other STD's. Facilitate staff trainings for Sojourner House staff as well as other community based agencies. Supervise the three WomenCARES staff and peer educators. Coordinate World AIDS Day events for agency and attend all board meetings that help us maintain a connection with the community.

1998-1999      HIV/AIDS Outreach Educator  
Project ACHIEVE  
Memorial Hospital of RI

165 Brewster St.  
Pawtucket, RI 02860

Responsibilities included the recruitment and education of high risk women for the purpose of acquiring information as it pertained to their willingness to use a potential vaginal microbicide. This also included interviewing women and assessing their level of risk for HIV. Pre-post test counseling and risk reduction counseling were important pieces to this job.

1991-1999

Child Life Specialist

Talbot Treatment Centers, Inc

Day Treatment for Women and their children

90 Plain St.

Providence, RI 02903

Responsibilities included development and implementation of individual and group programming for pre-school children. Conduct clinical observations to be used in treatment planning for child and family therapy. Facilitate group activities for mothers and their children. Provide feedback and input on the women and children as an intrigue member of the treatment team. Perform home-visits to assist women with daily living skills. Coordinate a weekend parenting group and conduct family sessions to assist clients in the development of healthy family structures.

## Education

1983-1985

Community College of Baltimore

Early Childhood Education

1995-1997

Community College of Rhode Island

Human Services

## Relevant Experience

Licensed Minister

RI School of Addiction Studies

Pre-Post Test Counseling

Women's Leadership

Community Planning Group for HIV Prevention Member

2000 AIDS Leadership Award Winner

2002 Community Member of the year -RICARES

Evaluation Training

Curriculum Training

Community Activist

Domestic Violence 101

HIV/AIDS 101

## References Available Upon Request

Rev. Katherine Soares

401-497-7422

45 Moore St.

Providence, RI 02907

Tressa Washington

401-286-1432

66 Croyland Rd.

Providence, RI 02907

Teresa Fortes

401-330-8036

64 Rhode Island Ave

Pawtucket, RI 02860