

CITY COUNCIL

The City of Orange Township, New Jersey

DATE SEPTEMBER 19, 2023

NUMBER 358-2023

TITLE: **A RESOLUTION APPOINTING LYNN A. OGBOURNE, A RESIDENT OF ORANGE, NEW JERSEY, AS A FOURTH ALTERNATE MEMBER TO THE ZONING BOARD OF ADJUSTMENT OF THE CITY OF ORANGE TOWNSHIP, NEW JERSEY**

WHEREAS, according to §210-10.1. Establishment; composition; terms; status of alternative members. [Amended 11-8-2006 by Ord. No. 30-2006]

A. A Zoning Board of Adjustment is hereby established which shall consist of seven (7) regular members and four (4) alternate members. All members shall be residents of the City of Orange Township. All regular members and alternate members shall be residents of the City of Orange Township and shall be appointed by the City Council. Alternate members shall be designated at the time of their appointments as "Alternate No. 1," "Alternate No. 2," "Alternate No. 3," and "Alternate No. 4."

WHEREAS, Lynn A. Ogbourne, is a resident of the City of Orange Township, and

WHEREAS, the term of Lynn A. Ogbourne, shall be from the date of appointment to September 18, 2025,

NOW, THEREFORE, BE IT RESOLVED THAT the City of Orange Township Municipal Council does hereby appointed Lynn A. Ogbourne, as a Fourth Alternate member of the Zoning Board of Adjustments of the City of Orange Township, New Jersey.

Term: **September 19, 2023 – September 18, 2025**

Appointed By: **Honorable Quantavia L. Hilbert**

Adopted: September 19, 2023

Joyce L. Lanier
City Clerk

Tency A. Eason
Council President

 **Lynn A. OGBOURNE**
CITY ATTORNEY

LYNN A. OGBOURNE PMP, PMI

(862)766-0628 lbollow30@hotmail.com

PMP certified Project Manager with over 15 years of leadership responsibilities. Proven organizational ability to exceed corporate goals and honor all commitments made to customers, stakeholders, and team members.

Highlights

- Project Management
- PMI Methodologies
- Scheduling
- Procurement & Purchasing
- Delivery
- Waterfall/ Agile
- Process Improvement
- Leadership
- Cost Control
- Risk Management
- Skilled Negotiator
- Requirement Analysis

WORK EXPERIENCE

RR DONELLEY, West Caldwell, NJ

01/20 to Present

- Collaborate with cross-functional project teams to define project scope, deliverables, responsibilities, and timelines.
- Serve as primary point of contact for project implementations, including on-going communication with clients, vendors, and the sales team.
- Schedule and facilitate internal meetings as needed to review project activity, track progress, and update project teams.
- Schedule and manage client status meetings. Participate on client calls, taking notes, identifying action items, etc.
- Plan, track, and assure quality through all project phases; manage, review, and analyze all client-facing deliverables.
- Administer & implement deliverables contained in the executed SLA's (Services letter Agreements)
- Manages & Generates Statements of Work (SOW) & change management following provisions contained in the executed Services Letter Agreement (SLA's)
- Conducts project reviews with customers that detail status, project deliverables, constraints (time, budget, resources) & overall health of the project
- Acts as the liaison for project transition from Sales to Implementation.
- Manages, tracks, and escalates key milestones and deliverables to ensure customer expectations are being met through the use of a project plan. Identifies risks timeline and takes appropriate action to escalate or resolve with minimal impact on customer go-live.
- Understands the different customer account structures and legal documentation required to establish regulation and compliance.
- Ensures all necessary account documentation is received and validated promptly.
- Present and explain documentation and requirements to customers.

TEKSYSTEMS at STATE OF NEW JERSEY, Hamilton, NJ

05/19 to 01/20

MMIS Modulation Project, Certification Project Manager

- Responsible for coordinating and supporting the Centers for Medicare and Medicaid Services (CMS) certification related activities as part of the New Jersey Replacement Medicaid Management Information Services (MMIS) Medicaid modernization to secure million dollar funding model.
- Coordinate requirement gathering with Subject Matter Experts and Stakeholder for RFP's
- Apply and demonstrate the understanding of project management methodologies, tools and techniques
- Maintain SharePoint, Life Cycle Management, Office 365 and other databases with project status and key project information.
- Interface with all level of management, IV&V and SME's to ensure alignment thought out the organization.
- Communicate with cross functional and leadership and collaboration with varies departments with –in the Department of Health Services
- Program/project management methodology, tools and templates (Includes program/project planning, schedule development, scope management and cost management)

- *Project Execution/Implementation –conducting regular team meetings/communications – timely communication with the team on meeting agenda, meeting minutes/follow-up actions. Have regular status reporting to communicate project status to the Senior Project Manager. Actively engage with the project team on follow-up actions and issues/resolution in a timely manner*
- *Collaboratively work with all internal and external stakeholders to ensure the project reporting expectations are clearly defined and understood. Internal stakeholders include Department and property and personal.*
- *Creates and maintains internal project management tools, including work breakdown structures, work package planning spreadsheets, Gantt charts, dependencies diagrams, forecasts, actual and variance reports, costs, system changes, risk assessment ratios, templates and related applications.*

**HACKENSACK MERIDIAN at
SETON HALL UNIVERISTY SCHOOL of MEDICINE, Nutley, NJ**

03/16 to 05/19

Project Coordinator

- *Developed and maintained the project schedule to ensure project completion that effectively allocates resources.*
- *Analyzed the project schedule with senior management and all affected staff.*
- *Consulted regularly with the Department Chair of Medical Science, Provost, Faculty Members, administrative staff and with other counterparts at the School of Medicine.*
- *Developed and maintained an effective relationship with stakeholders, team members, senior leadership, departmental heads and other business development staff.*
- *Prepared reports, presentations, tracking documents, and other materials for Internal and external purposes.*
- *Monitored the procurement process and the disbursement of funds.*
- *Reviewed audited financial statements; and ensured that data regarding the project that was relevant to the academic and policymaking community was made available to both, as possible and appropriate.*
- *Managed new hires onboarding for faculty members and administrators.*

NEWARK COMMUNITY HEALTH CENTER, East Orange, NJ

7/14 to 01/16

Project Coordinator

- *Coordinated with internal and external stakeholder to define and complete project activities and tasks in accordance with the established project plan, objectives and timelines.*
- *Provided support and communicated across cross-functional team to ensure opportunities for improvement and interdependencies were understood and mitigated.*
- *Planned and scheduled meeting and appointments to carry out an efficient documentation and filing system.*
- *Managed calls, messages and routing of correspondence.*
- *Scheduled and coordinated traveling and guest arrangements.*
- *Functioned as the point of contact between the executives and the internal/external clients.*

COMMUNITY PSYCHIATRIC INSTITUTE, East Orange, NJ

7/12 to 6/14

Office Manager

- *Executed the management of operations within the outpatient, therapeutic facility servicing mentally and emotionally challenged clients, children through adult.*
- *Implemented all direct care services mandated by various court rulings, child protective services, etc.*
- *Developed a collaborative working environment, fundamental to the success of operations.*
- *Effectively manage the use of resources to achieve goals including networking and information technology.*
- *Acted as a client advocate/intermediary and interface with facility team members, administrators, social service personnel, child services, social services and Medicaid to ensure continuation of benefits.*
- *Provided a specialized environment with an intensive management system to integrate psychiatric and supportive services including housing, food pantries, secondhand clothing, etc.*
- *Coordinated medical appointments and transportation services and interface with outside hospital staff members to ensure execution of existing and modified therapeutic services.*
- *Accurately interpreted laws and assisted with the implementation of department policies, procedures and guidelines.*
- *Identified issues with the potential for problematic repercussions and move effectively to eliminate any adverse effects.*

- *Complied with all HIPAA guidelines and demonstrated a professional level of confidentiality.*
- *Displayed a proficient and versatile demeanor in a diverse body of circumstances. Effectively contributed to the expedient resolve of facility/client challenges.*

JP MORGAN CHASE, New York, NY
Loan Officer

8/06 to 6/11

- *Assisted a diverse population of clientele with the acquisition of first time and refinanced, home mortgages.*
- *Trained new prospective employees and provided oral evaluations based on job performance.*
- *Screened potential clients and compiled loan application data.*
- *Forwarded all pertinent documentation to processing department for underwriting and loan acceptance.*
- *Facilitated the resolve of derogatory credit profiles and assisted clients with credit planning to increase approval rating and DTRI.*
- *Generated weekly closing reports delineating information pertaining to attorneys, buyers/sellers and property managers*
- *Ascertained existing insurance certification records to ensure sufficient coverage and assisted clientele with acquisition of coverage as deemed necessary.*
- *Reconciled attorney ledgers on a weekly basis and complied with federal and state rules and regulations.*
- *Reported directly to three loans officers and assisted with time sensitive work assignments.*
- *Acted as liaison among attorneys, appraisers, brokers, realtors and clients and respond to various inquiries.*
- *Attended seminars and workshops on a continuous basis.*

CENDANT INCORPORATED, Newark, NJ
Avis Rent A Car Service
Operations Manager

8/05 to 8/06

- *Managed up to 50 staff members in all aspects of day to day business operations in the rental sale and service of more than 1500 vehicles.*
- *Interviewed and trained new prospective employees and made recommendations for permanent hire, weekly Scheduling, Payroll.*
- *Compiled evaluations delegated various work responsibilities and ensured timely execution of tasks.*
- *Developed and implemented intensive training procedures and established meaningful incentives for elevated performance levels.*
- *Implemented various marketing/promotional strategies, increased annual revenue by more than 15%.*
- *Successfully achieved "Top Seller" status on a consistent basis.*
- *Forecasted annual budget projections and conducted extensive purchase research ensuring cost effectiveness and proper allocation of funds.*
- *Reconciled accounts receivable in excess of \$750,000. Daily resolved financial discrepancies, made daily bank deposits and authorized all petty cash flow transactions.*
- *Oversaw the monthly service of rental vehicles including registration, insurance, maintenance schedules, violation removal, etc.*
- *Coordinated deployment of outgoing automobiles ensuring timely preparation of vehicles.*
- *Interfaced with vendors and suppliers and ordered office supplies and equipment ,*
- *Implemented contractual terms and innovative sales ideas for the upgrade of rental sales,*
- *Assisted customers with various inquiries, requests and complaints.*
- *Answered directly to district manager and assisted with time sensitive projects as deemed necessary.*
- *Conducted weekly staff meetings.*

STATE FARM INSURANCE COMPANY, Long Island City, NY
Claims Representative

9/02 to 8/05

- *Assisted group manager and the claims processing unit with the investigation and determination of automobile insurance claims*
- *Maintained ongoing communication with policy holders in regard to bodily injury, personal injury protection, collision and fire and theft claims*
- *Examined vehicles and interfaced with claimants, witnesses, police officers, hospital administrators, attorneys, brokers and agents*
- *Reviewed insurance policy contents and made determination of claims to facilitate out of court settlements*

EDUCATION

MERCY COLLEGE, Dobbs Ferry, NY

Master of Science

Major: Business Management

Bachelor of Science – McNair Scholar; Deans List 3.8 GPA

Major: Business Management

Minor: Psychology

TRAINING

PMI-ACP® Certification Preparation Course

Project Management Professional Program

Well-versed in PMBOKs concept and terminology

LICENSES

PMP Certified Project Manager PMI# 255135

University of the State of New York – Education Department

Claims Representative/Car Inspection

New York State Insurance Department/ Bonded Representative

SKILLS

Effective and strong communicator, Scheduling, exemplary leadership/managerial/interpersonal skill, Team management, Meeting Facilitation, negotiation, SharePoint, Outlook, Excel Microsoft Project, troubleshooting and problem resolution, Customer Relationship Management,

REFERENCES

Available upon request