

CHECK LIST FOR ALDERMANIC SUBMISSIONS

☒	Cover Letter
☒	Order to Appoint/Reappoint
☒	Prior Notification Form/Notice of Matter to be Submitted
☒	Prior Notification Letter to Appointee/Reappointee
☒	Application for City Boards/Commissions
☒	Resumé/CV <u>or</u> personal statement of interest/bio

Other:

☐	Attendance for past 12 months (*reappointments only)
☐	Recommendations/support letters (optional)
☐	

Date Submitted: May 24, 2022

Meeting Submitted For: June 6th, 2022

Regular or Suspension Agenda: Regular

Submitted By: Barbara Montalvo

Title of Legislation:

ORDER OF THE NEW HAVEN BOARD OF ALDERS APPROVING THE
APPOINTMENT OF MELISSA L. SINGLETON TO THE COMMISSION ON EQUAL
OPPORTUNITIES.

Comments: Legistar File ID: LM-2022-0276

Coordinator's Signature: _____

Controller's Signature (if grant): _____

Mayor's Office Signature: _____



Call (203) 946-7670 with any questions.
bmontalvo@newhavenct.gov

22



CITY OF NEW HAVEN

JUSTIN ELICKER, MAYOR

165 Church Street
New Haven, Connecticut 06510
T: 203.946.8200 F: 203.946.7683
www.CityofNewHaven.com



May 24, 2022

Honorable Board of Alders
City of New Haven
165 Church Street
New Haven, CT 06510

Dear President Walker-Myers:

Pursuant to the authority vested in me per Section #63, Article XI of the Revised City Charter, I hereby submit for your Honorable Board's approval the name of Ms. Melissa L. Singleton of 416 Edgewood Ave, 2nd Fl., New Haven, Connecticut, 06511 for appointment to the Commission on Equal Opportunities.

This appointment would become effective upon your Honorable Board's approval and expire on January 8, 2025.

I thank you for your kind consideration of this matter and ask for your prompt approval of the same.

Very truly yours,

Justin Elicker
Mayor

CC: Sean Matteson, Chief of Staff
Nichole Jefferson, Executive Director, CEO
Office File

..title

ORDER OF THE NEW HAVEN BOARD OF ALDERS APPROVING THE APPOINTMENT
OF MELISSA L. SINGLETON TO THE COMMISSION ON EQUAL OPPORTUNITIES.

..body

BE IT ORDERED by the New Haven Board of Alders that the Mayor's appointment of Ms. Melissa L. Singleton to the of Commission on Equal Opportunities for a term ending January 8, 2025 be and hereby is approved.

PRIOR NOTIFICATION FORM

NOTICE OF MATTER TO BE SUBMITTED TO THE BOARD OF ALDERS

TO (list applicable alders of):

Alder Evette Hamilton

WARD # 24

DATE: May 24, 2022

FROM: Department/Office Mayor's Office
Person Barbara Montalvo Telephone 203/946-7670

This is to inform you that the following matter affecting your ward(s) will be submitted to the Board of Alders in the near future:

ORDER OF THE NEW HAVEN BOARD OF ALDERS APPROVING THE
APPOINTMENT OF MELISSA L. SINGLETON TO THE COMMISSION ON
EQUAL OPPORTUNITIES FOR A TERM ENDING JANUARY 8, 2025.

Check one if this an appointment to a commission

☐ Democrat

☐ Republican

☒ Unaffiliated/Independent/Other _____

INSTRUCTIONS TO DEPARTMENTS

1. Departments are responsible for sending this form to the alder(s) affected by the item.
2. This form must be sent (or delivered) directly to the alder(s) **before** it is submitted to the Legislative Services Office for the Board of Alders agenda.
3. The date entry must be completed with the date this form was sent the alder(s).
4. Copies to: alderperson(s); sponsoring department; attached to submission to Board of Alders.



CITY OF NEW HAVEN

JUSTIN ELICKER, MAYOR

165 Church Street
New Haven, Connecticut 06510
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www.CityofNewHaven.com



NOTICE OF MATTER TO BE SUBMITTED TO THE BOARD OF ALDERS

TO: Alder Evette Hamilton
Ward # 24

May 24, 2022

From: Department/Office
Person(s)

Mayor's Office
Barbara J. Montalvo

This is to inform you that the following matter affecting your Ward(s) will be submitted to the Board of Alders in the near future:

Order of the appointment of Ms. Melissa L. Singleton of 416 Edgewood Ave, 2nd Fl., New Haven, Connecticut 06511, to the Commission on Equal Opportunities. This appointment would become effective upon the final approval of the Honorable Board of Alders and will expire on January 8, 2025.

☐ Democrat

☐ Republican

☒ Unaffiliated/Green _____

1. Departments are responsible for sending this form to the Alderperson(s) affected by the item.
2. This form must be sent (or delivered) directly to the alderperson(s) **before** it is submitted to the Legislative Services Office for the Board of Alders agenda.
3. The date entry must be completed with the date this form was sent the alderperson(s).
4. Copies to: Alder(s); sponsoring department; attached to submission to Board of Alders.



CITY OF NEW HAVEN

JUSTIN ELICKER, MAYOR

165 Church Street
New Haven, Connecticut 06510
T: 203.946.8200 F: 203.946.7683
www.CityofNewHaven.com



May 24, 2022

Melissa L. Singleton
P.O. Box 9382
New Haven, CT 06533

Dear Ms. Singleton:

Pursuant to the authority vested in me per Section #63, Article XI of the Revised City Charter, I hereby submit your name for appointment to the Commission on Equal Opportunities. This appointment would become effective upon the Honorable Board's approval and expire on January 8, 2025.

I am confident you will serve the citizens of New Haven in a most conscientious and productive manner. It is my hope that your tenure on this Committee will provide you with a rewarding and gratifying experience in public service.

Very truly yours,

Justin Elicker
Mayor

CC: Sean Matteson, Chief of Staff
Nichole Jefferson, Executive Director, CEO
Office File

Maria Melendez

From: nhscanner@newhavenct.gov
Sent: Thursday, February 24, 2022 10:11 AM
To: Maria Melendez; Barbara Montalvo
Subject: Affordable Housing Commission app package: M. Singleton
Attachments: Affordable Housing Commission app package_ M. Singleton.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

This arrived via interoffice mail last night (Wed. 2/23/22) @ 4:50 p.m.
Please open the attached document. It was sent to you using a Xerox multifunction printer.

Attachment File Type: pdf, Multi-Page

Multifunction Printer Location: CITY OF NEW HAVEN CITY HALL Mayors office
Multifunction Printer Name: CSACHURCH2FL

For more information on Xerox products and solutions, please visit <http://www.xerox.com>

RECEIVED

FEB 28 2022

Officer Of The Mayor
Justin Ellicker



OFFICE OF THE MAYOR

BOARDS AND COMMISSIONS APPLICATION

*Electronic
Application
Rec'd on 2/16/22
@ 7:54am
mm*

REGISTERED VOTER: YES ☒ NO ☐
PARTY AFFILIATION: _____
U.S. CITIZEN: YES ☒ NO ☐
NAME: Melissa L Singleron
ADDRESS: PO Box 9382, New Haven, CT 06533
E-MAIL ADDRESS: melissalytrelle@gmail.com
TELEPHONE: HOME: 203-676-4676 OFFICE: _____
CELL: Same
DATE OF BIRTH: 6-18-1978
EMPLOYMENT: retired, Entrepreneur

BOARD AND/OR COMMISSION OF INTEREST:

Affordable Housing Commission

PLEASE LIST THREE (3) CHOICES:

City Plan Commission
Board of Zoning Appeals

RECEIVED

FEB 28 2022

Officer Of The Mayor
Justin Elicker

I HEREBY ACKNOWLEDGE THE ABOVE TO BE TRUE

Melissa L Singleron
SIGNATURE

2-15-2022
DATE

Melissa L. Singleton

New Haven, CT 06511 | (203) 676-4676 | melissalytrelle@gmail.com

Education

Albertus Magnus College | New Haven, CT

Kappa Gamma Pi | The National Catholic College Graduate Honor Society

Dean's List

Bachelor of Science in Human Services

May 2021

Overview of Skills

- Teamwork / Collaboration
- Advocate
- Leadership
- Critical Thinking

Problem Solving

Microsoft Office: Word, Excel, Powerpoint

Oral Communication

Written Communication

Work Experience

Unique Mobile Notary Services | New Haven, CT

2015 - Present

Mobile Notary | Notary Loan Signing Agent | Apostille Agent

- Assist Clients with Notary Services
- Serve as a witness
- Assist Mortgage Companies & Attorneys with closing documents
- Assist Title Companies with mortgage documents
- Complete Apostille documents for clients
- Work independently with Signing Agencies to assist clients with documents
- Work as a Field Inspector & Property Inspector
- Provide convenient Traveling Notary Services to city residents & elderly
- Work independently with employers to complete Employee I9 Forms
- Independent Contractor

Outreach Realty Services | New Haven, CT

2016 - 2019

Real Estate Professional

- Compile the needs of the clients
- Communicate with clients, attorneys, lenders, and all real estate related professionals
- Negotiate contracts with other realtors and attorneys
- Prepare contracts for offers
- Follow up on deadlines
- Arrange appointments
- Evaluate properties
- Protect the interest of all clients
- Setup alert notifications for clients

RECEIVED

FEB 28 2022

Officer Of The Mayor
Justin Elicker

Melissa L. Singleton

Veterans Affair Medical Center | West Haven, CT

1999 - 2020

Medical Support Assistant

- Verified all patient information and demographics
- Process new patient applications and yearly financial forms for enrollment and eligibility
- Register & discharge patients in and out of the Emergency Room
- Communicate with all medical staff in and out of the hospital, as well as family members
- Coordinate admissions, discharges and transfer within and out of the hospital
- Documented and kept a daily log of all activities
- Coordinated, processed and documented deceased patient information. Communicated with pronouncing doctors, funeral homes and family members for arrangements and release
- Conducted & presented orientations and monthly meetings for new patient enrollees

Veterans Affair Medical Center | West Haven, CT

2009 - 2014

Executive Vice President - AFGE Union Local 1674

- Assist Local President in the supervision of overseeing the affairs of the Local and 10 Clinics within Connecticut
- Assure other offices complied with the responsibilities and duties as a Union Officer
- Served as chair and co-chair to multiple committees within the hospital
- Performed duties in the Presidents absence
- Assist in negotiating and implementing contracts policies and procedures to protect employees
- Work with Directors & management officials to resolve issues and concerns
- Advocated for members / employees with making sure employee rights were not violated
- Coordinated & Organized Union meetings
- Presented proposals to protect the rights of all Union members

Veterans Affair Medical Center | West Haven, CT

2007 - 2009

Women Fair Practice Coordinator - AFGE Union Local 1674

- Alleviate the adverse impact on women
- Assure the Agency maintains proper procedures and protocols pertaining to women
- Orchestrated proposals and recommendations to adopt new policies and programs
- Monitored areas within the Agency that showed a lack of protection for women
- Collaborated with the National, District Councils & other Local Unions to eliminate women concerns
- Provided assistance and counseling to members with concerns

RECEIVED

FEB 28 2022

Officer Of The Mayor
Justin Elicker

Melissa L. Singleton

Presentation

The US Should Pay Reparations to the Descendants of Enslaved People

Founders Day 95th Anniversary | September 25, 2020

Disputation to draw out the main features of the question and engage the audience in discussion of reparations for Black Americans

Community Service

- Volunteered for the Girls Wilbur Cross Basketball Team | Cooked for the Concession
- Volunteered for the Hamden Hurricane Football Team | Cooked for the Concession & Other services
- Spearheaded Petition for Street Corner Name Change to Honor Community Icons
- Supervised Youth Summer Programs for Fearless Leader Academy
- Volunteer for Community Events in Multi-Faceted Positions
- Serving on Community-Oriented Committee to Address Issues of Equality in Housing, Clarification in Zoning Laws

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FEB 28 2022

Officer Of The Mayor
Justin Elicker



Application for Boards and Commissions

City of New Haven, CT

Submitted On:

February 16, 2022 7:54am

America/New_York

Full Name	Melissa Lytrelle Singleton
Full Address	PO BOX 9382 New Haven CT 06533
Phone Number	2036764676
Are you a registered voter?	Yes
What political party do you belong to? [This information is only requested as it is required by the city charter (Article X Sec. 2-551) to ensure minority party representation on boards and commissions]	Democratic
Which board and/or commission are you hoping to serve on?	Affordable Housing Commission
What is your current occupation?	Retired / Entrepreneur
Please explain why you are interested in serving on this board/commission?	I'm interested in serving on this commission because there is a huge lack of affordable housing. I
Why do you believe you are a good fit for this board/commission?	I'm a great fit for this commission because I speak with city residents and citizens, I hear the concerns of our taxpayers. I'm a renter on Section 8 I know, see and understand the concerns our citizens struggle with. I use to be a real estate agent also.
Do you have any time commitments that would prevent you from participating in the board/commission meetings?	Yes, children and any prior appointments, commitments, and assignments.

Melissa L. Singleton

New Haven, CT 06511 | (203) 676-4676 | melissalytrelle@gmail.com

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Melissa L. Singleton

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- Spearheaded the First Youth Entrepreneur Pop Up Shop in New Haven, CT

