

### CHECK LIST FOR ALDERMANIC SUBMISSIONS

<input checked="" type="checkbox"/>	Cover Letter
<input checked="" type="checkbox"/>	Order to Appoint/Reappoint
<input checked="" type="checkbox"/>	Prior Notification Form/Notice of Matter to be Submitted
<input checked="" type="checkbox"/>	Prior Notification Letter to Appointee/Re-appointee
<input checked="" type="checkbox"/>	Application for City Boards/Commissions
<input checked="" type="checkbox"/>	Resumé/CV <u>or</u> personal statement of interest/bio

**Other:**

<input type="checkbox"/>	Attendance for past 12 months (*reappointments only)
<input type="checkbox"/>	Recommendations/support letters (optional)
<input type="checkbox"/>	Annual Disclosure Form

Date Submitted: March 10<sup>TH</sup>, 2023

Meeting Submitted For: March 20<sup>TH</sup>, 2023

Regular or Suspension Agenda: Regular

Submitted By: Barbara Montalvo

**Title of Legislation:**

ORDER OF THE NEW HAVEN BOARD OF ALDERS APPROVING THE  
APPOINTMENT OF SHARYN GRANT TO THE COMMISSION ON AGING.

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Comments: LEGISTAR FILE ID: LM-2023-0182

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Coordinator's Signature: \_\_\_\_\_

Controller's Signature (if grant): \_\_\_\_\_

Mayor's Office Signature: \_\_\_\_\_



Call (203) 946-7670 or [bmontalvo@newhavenct.gov](mailto:bmontalvo@newhavenct.gov) with any questions.



## 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](http://www.CityofNewHaven.com)



March 10, 2023

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. Sharyn Grant of 1221 Forest Rd, New Haven, Connecticut, 06515 for appointment to the Commission on Aging.

This appointment would become effective upon your Honorable Board's approval and expire on September 1, 2026.

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  
Office File

..title

ORDER OF THE NEW HAVEN BOARD OF ALDERS APPROVING THE APPOINTMENT  
OF SHARYN GRANT TO THE COMMISSION ON AGING.

..body

**BE IT ORDERED** by the New Haven Board of Alders that the Mayor's appointment of Sharyn Grant to the of Commission on Aging for a term ending September 1, 2026 be and hereby is approved.



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### NOTICE OF MATTER TO BE SUBMITTED TO THE BOARD OF ALDERS

To: Alder Adam J. Marchand  
Ward # 25

**Date:** **March 10, 2023**

From: Department/Office Mayor's Office  
Person(s) 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. Sharyn Grant of 1221 Forest Rd, New Haven, Connecticut 06515, to the Commission on Aging. This appointment would become effective upon the final approval of the Honorable Board of Alders and will expire on September 1, 2026. Ms. Grant will be filling a vacancy on the Commission.

☒ Democrat

☐ Republican

☐ Unaffiliated/Green \_\_\_\_\_

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: Alder(s); sponsoring department; attached to submission to Board of Alders.



## CITY OF NEW HAVEN

**JUSTIN ELICKER, MAYOR**

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New Haven, Connecticut 06510  
T: 203.946.8200 F: 203.946.7683  
[www.CityofNewHaven.com](http://www.CityofNewHaven.com)



March 10, 2023

Sharyn Grant  
1221 Forest Road  
New Haven, CT 06515

Dear Ms. Grant:

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 Aging. This appointment would become effective upon the Honorable Board of Alders' approval and expire on September 1, 2026.

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 Commission will provide you with a rewarding and gratifying experience in public service.

Very truly yours,

A handwritten signature in blue ink, appearing to read "Justin Elicker".

Justin Elicker  
Mayor

CC: Sean Matteson, Chief of Staff  
Tomi Veale, Director of Elderly Services  
Office File



Application for Boards and  
Commissions  
City of New Haven, CT

**Submitted On:**

Mar 2, 2023, 05:30PM EST

**Submitted By:**

Barbara Montalvo

<b>Full Name</b>	<b>First Name:</b> Sharyn <b>Last Name:</b> Grant
<b>Email</b>	sharyngrant26@gmail.com
<b>Are you a current New Haven resident?</b>	Yes
<b>Full Address</b>	<b>Street Address:</b> 1221 Forest Road <b>City:</b> New Haven <b>State:</b> CT <b>Zip:</b> 06515
<b>Phone Number</b>	203-494-4599
<b>Are you a registered voter in New Haven?</b>	Yes
<b>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]</b>	Democrat
<b>What is your current occupation?</b>	Probate Court Clerk
<b>Please upload a resume or personal statement of interest</b>	GRANT_SHARYN_Application_for_Boards_and_Commissions.pdf GRANT_SHARYN_Resume.pdf
<b>&lt;b&gt;New Haven Boards &amp; Commissions Listed&lt;/b&gt;</b>	Advisory Board for the Q-House Aging Commission Board of Education Housing Authority
<b>Please explain why you are interested in serving on this board/commission?</b>	I believe that individuals should give back to the communities they are a part of. I have been interested in doing my part to help make New Haven a better community for a while now, and feel that by being involved in a municipal Board or Commission would be a wonderful way to do that.
<b>Why do you believe you are a good fit for this board/commission?</b>	I have relevant work experience with my work history that can translate into my being an effective part of change within my community.
<b>Do you have any time commitments that would prevent you from participating in the board/commission</b>	I work at the New Haven Probate Court as a Probate Clerk Monday through Friday, but am willing to give of my time. I do not have any external time commitments that would prevent me from making it to

**meetings?**

the meetings of a Board or Commission if appointed.

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## Boards and Commissions Application

Thank you for your interest in participating on a New Haven City Board or Commission.

This is important work to ensure government is run effectively and efficiently and that the community has a strong voice in City decision making. Your willingness to represent the community on a Board or Commission is deeply appreciated.

Please fill out the application form below to give us more information on yourself, your interests, and your experience, to help us determine whether you are a good fit for this volunteer role.

Please reach out to Barbara Montalvo, [bmontalvo@newhavenct.gov](mailto:bmontalvo@newhavenct.gov), or by phone: (203) 946-7670 with any questions about the process.

--Mayor Justin Elicker

First Name:	Sharyn		Last Name:	Grant	
Address:	Street: 1221 Forest Rd				
	City:	New Haven	State:	CT	Zip Code: 06515
Email Address:	sharyngrant06@gmail.com				
Phone Number:	(cell) 203-494-4599 or 203-389-8990				
Is this a mobile number?	<input checked="" type="radio"/> YES <input type="radio"/> NO	Can we text you on this number?		<input checked="" type="radio"/> YES <input type="radio"/> NO	<input checked="" type="radio"/> YES <input type="radio"/> NO
Are you registered to vote in New Haven?		<input checked="" type="radio"/> YES <input type="radio"/> NO			
Are you currently a New Haven Resident (*City residency is a requirement)		<input checked="" type="radio"/> YES <input type="radio"/> NO			
*What is your political party registration?		Dem.			

[\*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]

What is your current occupation?	Probate Clerk
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**Please submit either a resumé or personal statement of interest with this application.**

**Please select the Board(s) and/or Commission(s) you are interested in serving on. You may apply for more than one, but you can only serve on ONE Board or Commission at a time if you are selected for an appointment.**

<input checked="" type="checkbox"/> Advisory Board for the Q-House	<input type="checkbox"/> Greater New Haven Water Pollution Control Authority (GNHWP)
<input type="checkbox"/> Affordable Housing Commission	<input type="checkbox"/> Historic District Commission
<input checked="" type="checkbox"/> Aging Commission	<input type="checkbox"/> Homeless Advisory Commission
<input type="checkbox"/> Board of Assessment Appeals	<input checked="" type="checkbox"/> Housing Authority
<input checked="" type="checkbox"/> Board of Education	<input type="checkbox"/> Humane Commission
<input type="checkbox"/> Board of Ethics	<input type="checkbox"/> Lead Poisoning Advisory Committee
<input type="checkbox"/> Board of Fire Commissioners	<input type="checkbox"/> Litigation Settlement Committee
<input type="checkbox"/> Board of Park Commissioners	<input type="checkbox"/> Livable City Initiative Board
<input type="checkbox"/> Board of Library Directors	<input type="checkbox"/> New Haven Democracy Fund Board
<input type="checkbox"/> Board of Police Commissioners	<input type="checkbox"/> New Haven Food Policy Council
<input type="checkbox"/> Board of Commissioners of New Haven's Port Authority	<input type="checkbox"/> Paraprofessional Money Plan
<input type="checkbox"/> Board of Public Health	<input type="checkbox"/> Parking Authority
<input type="checkbox"/> Board of Zoning Appeals	<input type="checkbox"/> Peace Commission
<input type="checkbox"/> Cable TV Advisory Council	<input type="checkbox"/> Pension Taskforce
<input type="checkbox"/> Capital Projects Committee	<input type="checkbox"/> Police and Fire Retirement Fund (PFRF)
<input type="checkbox"/> City Employees Retirement Fund (CERF)	<input type="checkbox"/> Mental Health Catchment Area Council #
<input type="checkbox"/> City Plan Commission	<input type="checkbox"/> Property Acquisition & Disposition Committee
<input type="checkbox"/> City Wide Building Committee	<input type="checkbox"/> Redevelopment Agency
<input type="checkbox"/> Civilian Review Board	<input type="checkbox"/> Regional Water Authority (RWA) of South Central Connecticut
<input type="checkbox"/> Civil Service Commission	<input type="checkbox"/> Solid Waste and Recycling Authority Board
<input type="checkbox"/> Commission on Affirmative Action	<input type="checkbox"/> Greater New Haven Transit District - Board of Directors
<input type="checkbox"/> Commission on Disabilities	<input type="checkbox"/> Traffic Authority
<input type="checkbox"/> Commission on Equal Opportunities	<input type="checkbox"/> Tweed New Haven Airport Authority Board
<input type="checkbox"/> Cultural Affairs Commission	

<input type="checkbox"/> Development Commission	<input type="checkbox"/> Wooster Square Monument Committee
<input type="checkbox"/> Environmental Advisory Council	<input type="checkbox"/> 401(a) Profit Sharing Plan
<input type="checkbox"/> Fair Rent Commission	<input type="checkbox"/> 457(b) Tax Deferred Compensation Plan
<input type="checkbox"/> Financial Review & Audit Commission	<input type="checkbox"/> Youth Commission

**Why do you believe you are a good fit for this board/commission?**

**Do you have any time commitments that would prevent you from participating in the board/commission meetings? YES NO**

400 Concord Street  
New Haven, CT 06512  
Home Phone: 203 494-4599  
sharyngrant@sbcglobal.net

## Sharyn L. Grant

### Objective

To work in a position within an organization in which I may best utilize my professional administrative, customer service, and social services skills. To be an intricate part of change within my community

### Professional Experience

03/11/2019 to Present      **New Haven Probate Clerk**      **New Haven, CT**

Handle Conservatorship from A thru M. Receive applications from hospitals, Nursing Homes and private individuals who feel that there is a need for someone else to manage and assist with the day to day and financial needs of an individual. Answer telephones and assist with handing out applications to patrons that come into our office. Occasionally I take notes in hearings for the Probate Judge.

09/28/2018 to 03/01/2019 **Community Action Agency of N.H**      **New Haven, CT**

#### **Coordinator for the S.M.A.R.T Women Program**

Recruit and facilitate workshops for single mothers aspiring to get their lives on the road to prosperity. Teaching Job Readiness, Healthy living and eating, Budgeting and other life skills.

2/17/2015 to 10/01/2018 **Frontier Communications**      **New Haven, CT**

#### **Customer Service and Sales**

Retention and sales of customers with internet, telephone and video service. Concentration on sales.

09/2011 – 01/2013 **Haynes Construction**

#### **Office Manager**

**New Haven, CT**

Manage the everyday activities of a working construction site. Running reports, monitoring man-hours, time management, ordering supplies and material. Also facilitating "Safety Talks" and owners meetings.

12/16/2010 - 3/12/11 **New Haven Family Alliance**      **New Haven, CT**

#### **Consultant**

Assisted women in job readiness, preparedness and placement

5/2005 – 02/2010 Unilever, HPC

**Customer Support Analyst**

**Trumbull, CT**

In the Logistics Department I handle several Silver Accounts. Ensuring that promotions and turn products are produced and delivered to customers to meet "Ad dates." In this role I monitor the production and delivery to warehouse of products in question. Work closely with Supply Chain and Buyers. Run excel reports daily and monitor weight compliance of trucks, and on time delivery of finished products to customer.

11/1999– 01/2005 VERIZON WIRELESS

**Wallingford, CT**

**Customer Service Coordinator**

Assist management with special projects to support company wide initiatives. Assist with new product/service rollouts. Training and coaching of new hires. Interacting effectively with other departments to facilitate resolutions of customer complaints. Assisted with monitoring and coaching.

**VERIZON WIRELESS** (Formerly Bell Atlantic Mobile)

**Customer Service Specialist Level II (Senior)**

Assist management with special projects to support company wide initiatives. Assist with new product/service rollouts. Training and coaching of new hires. Interacting effectively with other departments to facilitate resolutions of customer complaints. Update customer records in the billing system. Prioritizing and organizing daily follow-up calls on customer contacts to insure timely resolution. Evaluate customer complaints and resolves problems to the customer's satisfaction by balancing the needs of customers with the protection of the company revenue. Report sales discrepancies and billing errors to appropriate sources for correction. Report suspected fraudulent activity to appropriate source for revenue protection. Identify process improvements and provide feedback to management for implementation.

**BELL ATLANTIC MOBILE**

**Customer Service Specialist**

Daily contacts and negotiations with customers, direct agents and retail representatives. Provides superior customer service while, analyzing, researching and resolving billing, service and equipment inquiries. Adjustments and claims for both verbal and written customer contacts. Troubleshoot service and equipment problems. Cataloging new methods and procedures, addressing

customer inquiries for new products and services. Assists management and other departments with various projects.

09/1998– 10/1999 LIFE HAVEN WOMEN SHELTER

**New Haven, CT.**

**Homeless Prevention Planner**

Assisted homeless women and children to acquire permanent housing and to get acclimated into the mainstream again. Assisted in crucial activities of daily life including budget planning and bill paying, food preparation/housekeeping skills. Scheduling, parenting issues, problem resolution and other mainstream issues.

Communication via telephone and in home visits.

9/1998 - 6/1999 **State Board of Education**

Hamden, CT

**Administrative Student Advocate Eli Whitney Vocational Technical**

Provided clerical support for Business Department; also interacted closely with students and parents relating to academic support as well as delicate issues.

9/1996 - 6/1997

9/1997 - 6/1998 **New Haven Board of Education**

New Haven, CT.

**Coordinator-After School Enhancement Program (Barnard School)**

Under the guidance of Principal, Patricia Taylor-Brown, organized after school academic and cultural activities for Barnard students and parents.

10/1996 - 11/1997 **HILL HEALTH CENTER/SAGA**

**Case Manager/Employment Specialist**

Designed and presented workshops to General Assistance clients in job readiness, job seeking and goal identification. Developed self help groups and assisted in finding "recovery friendly" employers as well as many other aspects of the job.

05/1995 - 9/1996 **MARRAKECH, INC**

New Haven, CT.

**Secretary**

Provide a full range of administrative and secretarial support with a not-for-profit human service organization. Schedule appointments, coordinate client services, prepared MIS reports, and interacted extensively with the public. Responded to inquiries and requests dealing with the specialized population of persons with disabilities and special needs.

02/1985 - 12/1994 **YALE NEW HAVEN HOSPITAL**

New Haven, CT.

**Financial Counselor**

Assisted patients in submitting claims to insurance carriers. Counseled patients with regards to payment options and the development of payment arrangements for indigent or uninsured patients. Prepared monthly reports and processed referrals to city and state agencies. Serviced for 70 to 100 patients per day.

**Awards received**

1999 Connecticut Affirmative Action Professionals Scholarship.

1994 African American Women's Achievement Award

2000 Certificate of Appreciation - For Customer Service (September, December)

2001 Certificate of Appreciation - For Customer Service ( January)

**Education**

Albertus Magnus College, New Haven, CT. graduate 05/14/2006

**BA of Science Degree**

**PLTI Institute for the State of CT Graduate 06/2009 (Parent /Student Advocate)**

**Completed 3 years of undergraduate studies and pursuing a Degree in Human Services/Social Work**

**3 CEU's Planned Parenthood – AIDS PUZZLE**

**Certificate of Completion of AIDS Caregiver, AIDS Project New Haven**

**The Academy for Business Careers, Hamden, CT. 1986 graduate**

**Gateway Community Technical College, New Haven, CT.**

**Skills**

**Professional and effective verbal and written communication skills. Excellent listening, negotiation, and problem solving skills. Solid organization skills and time management with out supervision. Ability to handle multiple tasks simultaneously. Adapt to change quickly and work well as team player. Independent worker and decision-maker.**

**General office and computer skills. Proficient in Windows XP, Windows 98', Windows 97', Microsoft Word, some experience with Excel and Power point. Internet, Outlook email, I2k billing system, SAP, Aspect phone system and Rockwell Telecom. System.**

**References**

**Furnished upon request.**