

As you will make note of in my resume that is attached, I am the Business Administrator for the City of Harrisburg Pennsylvania. In this position, I am responsible for the administration of all city bureaus, including Human Resources, Informational Technology, Finance, Communication, Tax Collection and Public Safety.

Just prior to my employment with the City of Harrisburg, I was with the Hershey Trust Company (HTC) for 5 years and upon request I can furnish a positive letter of referral from its CEO. I was the Deputy General Counsel, Chief Compliance Officer and Secretary to HTC, the Secretary to the Milton Hershey School (MHS) and General Counsel and, Secretary to the M.S. Hershey Foundation.

I have also held various public service positions at the Philadelphia Housing Authority (PHA), Delaware River Port Authority (DRPA) and the Chester Upland School District (CUSD). During my tenure at PHA, I was the general counsel, general manager of human resources, and the general manager of asset management. Similarly, during my tenure at the DRPA, I was the director of claims administration and assistant to the Chairman (Governor Rendell). Finally, during my tenure at CUSD, I was the Chairman of the school board.

As you can see, my experience is varied, and I have had experience in building and managing large budgets that are funded with public monies and I have experience in the private sector dealing with multimillion dollar projects funded by private investors. It is due to my varied job description and career path, that I am uniquely adapted for this position. The complexity and diversity of issues that I encounter daily means that I am ready to contribute immediately. I appreciate your time and consideration of my application.

Best Regards,

Marc Woolley

MARC WOOLLEY

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Philadelphia, PA 19118

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WORK EXPERIENCE

CITY OF HARRISBURG

October 2017 to Present

Business Administrator

- Responsible for the Bureaus of Finance and Procurement, Information Technology, Human Resources, Communications, Risk Management, Public Safety and Tax Collection.
- Responsible for budgeting and fiscal controls, directing personnel and operations, overseeing City-Council city-wide priorities by directing the Bureau of Finance and advising on finance, budget administrative, strategic planning, project management, policy, and operational issues.
- Develop the strategy, direction, coordination, and communication of all work within the Office of the Mayor.
- Responsible for budget development and monitoring financial transactions.
- Develop and implement policy and provides operational and organizational financial analysis and implementation in support of budgets, business decisions, business processes, funding plans, and proposals.
- Responsible for the delivery of administrative services that support personnel administration, financial transaction processing, accounts payable, accounts receivable and tax/fee collection.
- Supervising all work related to the city's Comprehensive Plan.
- Responsible for server migration and redundancy project.

HERSHEY TRUST COMPANY

November 2011 to July 2016

Deputy General Counsel, Chief Compliance Officer & Corporate Secretary

- Chief Legal Counsel for all legal issues including trust, fiduciary, employment and corporate matters for a \$12 billion dollar trust company.
- Responsible for testing and monitoring compliance with applicable laws and regulations, including federal/state banking laws and IRS regulations.
- Supervised the legal affairs team, including all attorneys, paralegals, administrative assistants, and outside counsel.
- Reviewed and negotiated private equity fund subscription agreements
- Work with the board in the implementation and development of goals, objectives and standards for board practices, including drafting bylaws provisions, committee charters and governance policies.
- Managed all board secretarial functions for The Hershey Trust Company, Milton Hershey School and the M.S. Hershey Foundation.
- Managed intellectual property matters, such as, Trademarks/Service Marks, Copyrights, Domain Names and Licensing for The Hershey Trust Company, Milton Hershey School and M. S. Hershey Foundation.
- Managed the written/oral communications related to board issues, protocols and policies, including, as appropriate, on behalf of the Chairs, Vice Chairs and Committee Chairs
- Responsible for and managed all federal and state regulatory filings such as Internal Revenue Service Form 990 for Exempt Organizations and reports to the Pennsylvania Office of Attorney General.
- Legal advisor and counsel to senior executives to assist them in meeting the strategic and business objectives of the company.
- Managed the daily operations of legal affairs department for all banking and governance compliance requirements and initiatives.

- Authored a new compliance manual and governance guidelines.
- Authored and implemented Outside Counsel Guidelines that outline mandatory counsel reports, allocation of assignments and negotiated fee schedules.
- Streamlined the delivery of timely and concise information to assist Board Chairs, Vice Chairs, Committee Chairs, and members in their work through the implementation of a computer portal.
- Negotiate and finalized non-disclosure agreements with vendors.
- Developed compliance training program for the Hershey Trust and Milton Hershey School employees.
- Developed agendas for board and committee meetings, including the annual meetings and board retreat, and attend all meetings of the board of directors.

BALLARD, SPAHR, ANDREWS & INGERSOLL
Of Counsel

August 2008 to November 2011

- Assisted clients at all levels of government and provide them with information, data and direct assistance on the actions of government and the legislative process.
- Represented institutes of higher education and healthcare regarding capital and development plans at the state and local level to garner financial and community support.
- Represented corporate clients in general corporate matters focusing on mergers and acquisitions.
- Represented local public housing and port authorities regarding federal, state and local regulations/programs and government relations matters.
- Represented clients regarding Pennsylvania gaming laws and regulations.
- Negotiated settlement agreements for various clients with federal agencies.

CHESTER-UPLAND SCHOOL DISTRICT
Chairman, Chester-Upland Empowerment Board

March 2007 to October 2010

- Appointed by the Pennsylvania Secretary of Education to implement financial controls and develop an educational strategic plan for the district.
- Responsible for the educational achievement of nearly 8,000 children.
- Developed, managed and implemented a \$94 million dollar budget.
- Negotiated a collective bargaining agreement with the teacher's union that had been working without an agreement for nearly four years.
- Developed and implemented a district-wide restructuring of staff to reduce costs by 15 percent and increase productivity and standardized test scores.
- Developed and implemented a school partnership program that combines state, corporate and local university funds to reduce the district's student to teacher ratios by six percent.
- Developed and implemented a sponsorship program to encourage corporate and private donations to the district that resulted in nearly \$2 million of additional funding.

DELAWARE RIVER PORT AUTHORITY
Assistant to the Chairman & Director of Claims Administration

February 2004 to August 2008

- Special Assistant to Governor Rendell and the Pennsylvania Caucus of the DRPA.
- Participated as a key member of leadership team in setting DRPA's corporate direction for organization with \$200 million dollars in annual revenue.
- Responsible for coordinating and implementing legislative and regulatory strategies for DRPA.
- Managed the DRPA risk management and insurance function.
- Assisted Chairman with confidential communication between Commissioners, Executive staff and outside agencies.
- Arranged and attend all appropriate outside committee and board meetings with staff and outside agencies, including governors, legislators, and state officials.

- Managed DRPA's OCIP program.
- Supervised and managed DRPA workmen's compensation and unemployment claims.

PHILADELPHIA HOUSING AUTHORITY

General Counsel

April 2002 to December 2003

- Counsel to the PHA's Board of Commissioners.
- Counseled executive staff regarding Housing Act and its accompanying regulations.
- Managed a caseload that included 200 active employment, construction, and development matters, 60 weekly landlord tenant evictions, 10 weekly expedited drug evictions, and 30 weekly tenant grievance proceedings.
- Managed all outside counsel's projects and assignments to ensure compliance with contractual obligations.
- Supervised outside counsel regarding 15 active civil rights, police misconduct and class action litigation cases.
- Managed the self-insurance and insurance programs.
- Supervised and managed Hope VI and Mixed-Finance Projects.
- Responsible for all internal and external audits of PHA's operations.
- Managed \$10 million annual budget.
- Supervised staff of 11 attorneys and 11 support staff.

PHILADELPHIA HOUSING AUTHORITY

General Manager Asset Management Department

August 2001 to April 2002

- Drafted and received HUD approval for Moving to Work Demonstration application.
- Monitored Public Housing Assessment System (which resulted in a 5 percent increase on HUD's monitored scoring system), Section Eight Management Assessment Program, and the Real Estate Assessment Center to ensure compliance with applicable HUD regulations.
- Monitored all departments for compliance with all federal, state and local laws.
- Responsible for all internal and external audits of PHA housing programs.
- Responsible for developing and implementing annual strategic operating plan to set and monitor departmental goals authority-wide.
- Monitored performance by developing internal measurement systems, which include standard physical inspections, and financial statement review.
- Developed compliance, reporting, and performance programs for all Public Housing Sites and Alternatively Managed Entities (AME).
- Implemented training program regarding the Quality Housing Work Related Act (QHWRA) and provided oversight to ensure every department's compliance with HUD regulations and meeting Federal performance standards.

General Manager Human Resources/Risk Management

August 2000 to August 2001

- Developed and implemented an employee handbook.
- Ensured promotion criteria, overall contribution rating, salary and annual review processes were executed according to established guidelines.
- Managed the employee/labor relations and recruiting functions for over 1500 union employees and 400 non-union employees.
- Managed all employment and labor matters before administrative hearing boards.
- Mediator for union grievances.

- Implemented a multi-million dollar PeopleSoft HR and Payroll system.
- Implemented supervisory training programs that significantly reduced absenteeism, FMLA abuse and increased safety awareness.
- Pension Plan Administrator for \$190 million defined benefit plan.
- Pension Board Member.
- Designed and implemented plan to convert executive roster employees from a defined benefit pension plan to defined contribution pension plan.
- Responsible for workmen's compensation litigation.
- Negotiated with insurance carriers to reduce premiums for the Housing Authority's workmen's compensation and automobile policies.
- Managed staff of 15 employees.

PHILADELPHIA HOUSING AUTHORITY

Assistant Legal Counsel for the Transactional Department

June 1999 to August 2000

- Lead counsel for PHA's Section 8 and Turnkey III Homeownership initiatives.
- Responsible for settlement process and procedures related to Scattered Sites, Turnkey III and Section 8 Homeownership programs.
- Lead counsel for PHA's Scattered Sites initiatives. Responsible for securing title of vacant and rehabilitated properties. Initiated eviction proceedings of squatters in PHA owned properties.
- Second counsel for the Martin Luther King HOPE VI Revitalization project. Led negotiations between city regulators and the demolition contractor. Managed the efforts of outside counsel and various title companies to ensure title to MLK site was vested in the Housing Authority.
- Assisted in drafting pre-development and development agreements between the Housing Authority and developers.
- Drafted tenant lease agreements.
- Lead counsel regarding the Housing Authority's Year 2000 compliance efforts.
- Drafted Year 2000 contract amendments and rider agreement for vendors.
- Reviewed vendor/contractor solicitation and bid packets and agreements to ensure compliance with local and federal procurement guidelines.

MBNA AMERICA

Attorney/Management Development

Wilmington, DE

1997 to 1999

SAUL, EWING, REMICK & SAUL

Associate Litigation and Business Departments

Wilmington, DE

1995 to 1996

PROFESSIONAL AFFILIATIONS

- Admitted to practice in Pennsylvania and Eastern District Court
- Member of the board of directors for the Independence Visitor Center Corporation
- Former Member, Governor's Homeland Security and Emergency Preparedness Advisory Council
- Member, Pennsylvania Bar Association
- Former, Pennsylvania Board of Bar Examiner
- Member Designee International Trademark Association

EDUCATION

BOSTON COLLEGE LAW SCHOOL
Juris Doctorate,

Newton, MA

GEORGETOWN UNIVERSITY
Bachelor of Arts in Psychology,

Washington, DC