



# The City of Morgantown

389 Spruce Street  
Morgantown, West Virginia 26505  
(304) 284-7439 Fax: (304) 284-7525  
www.morgantownwv.gov

Office of the City Clerk

**AGENDA**  
**MORGANTOWN CITY COUNCIL**  
**SPECIAL MEETING**  
*Not Televised*  
*City Hall - Council Chambers*  
**March 5, 2019**  
**5:00 p.m.**

1. **CALL TO ORDER:**
2. **ROLL CALL BY CITY CLERK:**
3. **UNFINISHED BUSINESS:**
4. **EXECUTIVE SESSION:** Pursuant to WV State Code Section 6-9A-4(b) (2) (A)  
**To Discuss Personnel Matters in considering new appointments for Boards and Commissions.**  
  
**Sister Cities Commission – Health & Wellness Commission – Traffic Commission**  
  
**5:00 p.m. – Helene Friedberg – Sister Cities**  
**5:20 p.m. – Jasmine Gonlin – Health & Wellness**  
**5:40 p.m. – Hannah Keyser – Health & Wellness**  
**6:00 p.m. – John Sofranko – Traffic**  
**6:20 p.m. – Matt Cross – Traffic**
5. **ADJOURNMENT:**

**\*If you need an accommodation contact us at 284-7439\***

## Application to Serve on City Boards and Commissions

THE CITY OF MORGANTOWN HAS NUMEROUS COMMITTEES, BOARDS, AND COMMISSIONS COMPRISED OF CITIZENS WHO GIVE OF THEIR TIME IN VERY IMPORTANT CAPACITIES. STATE LAWS PRESCRIBE THAT SOME OF THOSE BODIES RETAIN MEMBERS WHO HAVE CERTAIN EXPERIENCE, EDUCATION OR PROFESSIONAL CERTIFICATIONS. WE ASK THAT YOU PROVIDE THE FOLLOWING BASIC INFORMATION SO WE MAY EVALUATE PROSPECTIVE APPOINTEES' QUALIFICATIONS IN AN EXPEDIENT MANNER. A RESUME OR OTHER PERTINENT INFORMATION MAY BE SUBMITTED ALONG WITH THIS FORM.

MR/MS: Jasmine Gonlin WORK/CELL PHONE: (410) 707-5188

ADDRESS: 100 Theresa Dr. HOME PHONE: "  
APT 203 ZIP: 26501

EMAIL ADDRESS: jgonlin@mix.wvu.edu

CITY RESIDENT? YES  NO  YEARS OF CITY RESIDENCY 2.5 WARD  1

WHO IS YOUR EMPLOYER? (If Retired, Answer "Retired"): West Virginia University

WHAT TYPE OF BUSINESS ARE (were) YOU EMPLOYED IN? Higher Education

JOB TITLE or JOB DESCRIPTION: Student Service Associate

PROFESSIONAL CERTIFICATIONS/LICENSES: \_\_\_\_\_

SPECIAL INTERESTS: Nutrition, public health

**PLEASE CHECK THE COMMISSIONS YOU ARE INTERESTED IN SERVING:**

- |   |   |
|---|---|
| <input type="checkbox"/> BOCA BOARD OF APPEALS                  | <input type="checkbox"/> MUSEUM COMMISSION              |
| <input type="checkbox"/> BOARD OF PARKS AND RECREATION          | <input type="checkbox"/> PARKING AUTHORITY              |
| <input type="checkbox"/> BOARD OF ZONING APPEALS                | <input type="checkbox"/> PERSONNEL BOARD                |
| <input type="checkbox"/> BUILDING COMMISSION                    | <input type="checkbox"/> PLANNING COMMISSION            |
| <input type="checkbox"/> FMT/MGT HOUSING AUTHORITY              | <input type="checkbox"/> POLICE CIVIL SERVICE           |
| <input type="checkbox"/> FIRE CIVIL SERVICE                     | <input type="checkbox"/> SISTER CITIES COMMISSION       |
| <input type="checkbox"/> HISTORIC LANDMARKS                     | <input type="checkbox"/> TRAFFIC COMMISSION             |
| <input type="checkbox"/> HUMAN RIGHTS                           | <input type="checkbox"/> TRANSIT AUTHORITY              |
| <input type="checkbox"/> LIBRARY BOARD                          | <input type="checkbox"/> TREE BOARD                     |
| <input type="checkbox"/> MET BOARD                              | <input type="checkbox"/> URBAN LANDSCAPE COMMISSION     |
| <input type="checkbox"/> MORGANTOWN HOUSING ADVISORY COMMISSION | <input type="checkbox"/> WARD & BOUNDARY                |
| <input type="checkbox"/> MORGANTOWN UTILITY BOARD               | <input checked="" type="checkbox"/> WELLNESS COMMISSION |
| <input type="checkbox"/> WOODBURN COMMISSION                    |   |

SUBMIT TO: CITY CLERK, 389 SPRUCE STREET, RM.10, MORGANTOWN, WV, 26505.  
 APPLICATIONS WILL REMAIN ON FILE IN THE CITY CLERK'S OFFICE FOR 6 MONTHS      UPDATED: 11/17

759 2.14.16

# Jasmine M. Gonlin

[jgonlin@mix.wvu.edu](mailto:jgonlin@mix.wvu.edu)

410.707.5188

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## Professional Experience

### STUDENT SERVICE ASSOCIATE

Sept. 2017 – Present

West Virginia University, Mountaineer Hub

- ◆ Meet individually with current and prospective students and families, discuss financial aid packages, student accounts, budgets, billing questions, verification, study abroad, graduation, student employment, and course registration. Accept and post scholarships, cash, check, credit card, and debit card payments to student accounts. Offer, adjust, and disburse federal financial aid awards. Assist students and families in FAFSA completion at designated high school event nights, University open houses, and Meet WVU events across the state. Help coordinate and participate in weekly trainings with various departments across the University. Part of designated team to review students for Satisfactory Academic Progress, per federal financial aid awarding regulations. Communicate with students on results and aid options. Present and explain financial aid concepts to academic advising staff at Academic Advising Council workshops.
- ◆ Accomplishments: Within one month of employment, participated in extensive three-week training, attended National Association of Student Financial Aid Administrator conference, and earned six financial aid credentials. Liaison between the WVU Visitors Center and the Mountaineer Hub. Meet one-on-one with prospective students and their families on official Visitors Center tours to discuss financial aid packages, necessary test scores for scholarships, and the entire onboarding experience. Schedule tours for new Hub staff, as well as new employees within Student Financial Support and Services.

### PROGRAM ASSISTANT

Aug. 2017 – Sept. 2017

West Virginia University, Office of Undergraduate Admissions and Recruitment

- ◆ Investigated and researched student files, entered and updated information in STAR, decided appropriate admission letters for individual files, answered questions and provided assistance to current and prospective students, assisted in processing large volumes of incoming freshmen and ACCESS student applications, verified and entered data, reviewed application information and completed admissions decisions.

### INTERIM COORDINATOR

Sept. 2016 – Aug. 2017

West Virginia University, New Student Orientation

- ◆ Developed, coordinated, and evaluated new student orientation programs. Ensured all logistical needs were met, monitored websites and organized changes, oversaw the development and production of publications, collaborated closely with recruitment staff representatives, forecast and efficiently administered orientation finances. aided in the creation of recruitment communications plans, conducted research and evaluated program effectiveness, assisted with recruitment and processing work, served as chair of the New Student Orientation Advisory Board and maintained effective working relationships both internally and externally.
- ◆ Accomplishments: Organized, moderated, and executed first New Student Orientation focus groups; completed cross-campus content review; planned and facilitated first program-specific orientation events.

### SPECIAL EVENTS COORDINATOR

May 2016 – Sept. 2016

West Virginia University, New Student Orientation

- ◆ Planned student-focused evening events for New Student Orientation participants, coordinated registration and reporting, creatively implemented programming that welcomed new students to WVU while supporting their growth as new college students, peer interaction, and transition to campus. Made reservations and arrangements, managed on-site registration, and oversaw Orientation Leaders staffing the overnight event.
- ◆ Accomplishments: In just order for weeks, coordinated first and only Fast Track Orientation.

# Jasmine M. Gonlin

[jgonlin@mix.wvu.edu](mailto:jgonlin@mix.wvu.edu)

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## INFORMATION ASSISTANT

Sept. 2015 – May 2016

West Virginia University, Office of Undergraduate Admissions and Recruitment

- ◆ Answered Admissions and Recruitment phone calls, guided students and families in admissions process, reviewed official academic transcripts, and participated in on-campus events to promote the WVU brand.

## BLACK BAG PRODUCTIONS

June 2015 – June 2016

- ◆ Events Marketing Assistant: Created and distributed business solicitation letters and emails, contacted potential event sponsors and guests, designed press releases, updated social media with event information.
- ◆ Bridal Magazine Marketing Director: Established strategic partnerships with vendors and contributors, developed marketing campaigns, expanded readership through targeted events and engaging social media.

## EDITORIAL COORDINATION INTERN

May 2014 – Aug. 2014

Poised Magazine

- ◆ Contacted over 30 budding clients, reviewed and edited magazine content, efficiently used social media to promote events and raise brand awareness by 50%.

## BUSINESS MANAGEMENT INTERN

Feb. 2014 – May 2014

Course Hero, Inc.

- ◆ Strengthened the Course Hero academic resource, spread awareness of the Knowledge Drive, led a ten-person team that donated over 65 books to the Books for Africa program.

## UNDERGRADUATE ADVISING ADMINISTRATIVE WORK STUDY

Aug. 2013 – May 2015

West Virginia University, College of Business and Economics

- ◆ Scheduled advising appointments, organized over 1,000 confidential student files, effectively answered questions about college programs and events, and planned monthly office team-building opportunities.

## DEPUTY SUPERVISOR

May 2009 – May 2016

Merriweather Post Pavilion, Event Staff

- ◆ Helped acclimate and supervise new employees, cultivated relationships with guests and vendors, enforced compliance to venue rules, ensured patron and artist safety, resolved various customer service issues.

# Jasmine M. Gonlin

[jgonlin@mix.wvu.edu](mailto:jgonlin@mix.wvu.edu)

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## Education and Volunteer Activities

WEST VIRGINIA UNIVERSITY- Morgantown, WV

- ◆ Bachelor of Science in Business Administration
- ◆ Major: Marketing
- ◆ Graduated Summa Cum Laude

WEST VIRGINIA UNIVERSITY- Morgantown, WV

- ◆ Master of Science in Integrated Marketing Communications
- ◆ Expected completion date: 2020

WVU OLD GOLD, NEW BLUE CAMPAIGN MEMBER Dec. 2015 – Sept. 2017

- ◆ Guided prospective students to WVU, participated in three-tiered training program, assisted in off-campus recruitment events

WVUP ALL NIGHT LIVE MARKETING MANAGER Nov. 2014 – Mar. 2015

- ◆ Established and led a small team to launch social media presence, gain awareness of production through traditional advertising methods, encouraged student attendance, and constructed surveys to measure marketing effectiveness

WVU PROFESSIONAL SALES CLUB FUNDRAISING OFFICER Feb. 2014 – May 2015

- ◆ Increased club funds by 500% from August 2014 to December 2014 through targeted events

WVU MARKETING CLUB Aug. 2013 – May 2015

- ◆ Competition Chair as of September 2014: planned and scheduled logistics for entire all-day event, doubled competition participation since 2013, as well as added an additional spring competition

EDVENTURE CASE STUDY PUBLIC RELATIONS ASSISTANT Jan. 2013 – May 2013

- ◆ Created press releases, designed promotional campaigns, organized and hosted community events

MARTIN HALL AGENCY EVENT COORDINATOR Aug. 2012 – May 2013

- ◆ Secured space for monthly guests speaking events and meetings, arranged 50% lower cost catering option
- 

## Achievements

- ◆ Certified for six National Association of Student Financial Aid Administrator credentials
- ◆ Certified in Payment Card Industry compliance for credit and debit card payments
- ◆ Beta Gamma Sigma Business Honor Society member
- ◆ Fred Haddad Marketing Scholarship recipient for two consecutive years
- ◆ WVU Academic Excellence Level 1 Scholarship recipient

**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [Heather Carl](#); [Christine Wade](#)  
**Subject:** Online Form Submittal: Application to Serve on City Boards and Commimssions  
**Date:** Wednesday, February 06, 2019 4:16:52 PM

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## Application to Serve on City Boards and Commimssions

Name	Hannah Keyser
Phone Number	3043760867
Address	385 Taylortown rd
City	Maidsville
State	WV
Zip Code	26541
Email Address	hgk0001@mix.wvu.edu
Fax Number	<i>Field not completed.</i>
City Resident?	No
Years of City Residency	N/A
Ward	N/A
Who is your employer?	N/A
What type of business are (were) you employed in?	Student at WVU School of Nursing
Job Title or Job Description:	Nursing Student
Professional Certification/License:	N/A
Special Interests:	Blue Zones, improving health of Morgantown residents
Supporting Documents	<a href="#">Resume- Keyser.docx</a>
Please check the Boards and Commissions you are	Health and Wellness Commission

interested in serving  
on:

Submit resumes and other pertinent information to: City Clerk, 389 Spruce Street,  
Room 10, Morgantown, WV. 26505. Applications will remain on file in the City  
Clerk's Office for 6 months.

# Hannah Keyser

385 Taylortown Rd • Maidsville, WV 26541  
Phone: 304-376-0867 • E-Mail: hgk0001@mix.wvu.edu

## Education, Honors & Certifications

- **Bachelors of Science in Nursing** Expected May 2020  
*West Virginia University School of Nursing, Morgantown, WV*
  - GPA: 3.87
  - Recipient: June Satterfield Freshman Nursing Scholarship  
WV Promise Scholarship  
WV Presidential Scholarship
  - President's List and Dean's list (all enrolled semesters)
- **Minor in Forensic and Investigative Sciences** Expected May 2020  
*West Virginia University, Morgantown, WV*
- **End of Life Nursing Education Consortium Certification (ELNEC)** Expected April 2019  
*West Virginia University School of Nursing, Morgantown, WV*
- **CPR/BLS certification** August 2017-present  
*American Heart Association through WVU STEPS Center*

## Internship and Job Shadowing Experience

- **Undergraduate Research Assistant** January 2017-December 2018  
*WVU Rockefeller Neuroscience Institute, Spirow Connectomics Lab*
  - Supervised student researchers, collected and interpreted data
- **Nursing Clinical and Shadowing** August 2017 - Expected May 2020  
*West Virginia University School of Nursing, Morgantown, WV*
  - Will complete 1000 hours of clinical experience in the hospital and community setting by graduation May 2020
  - Shadow experiences in several different disciplines at Ruby Hospital

## Work Experience

- **Clerk/Cashier (Part Time)** August-October 2014  
*Barnes and Noble, Morgantown, WV*
  - Operated cash register and organized inventory
  - Provided excellent customer service skills
  - Trained new co-workers



## **Volunteer Work**

### *Most Recent Work*

- **Rosenbaum House Dinner** November 2018  
Assisted in organizing and supervising dinner for residents of the Rosenbaum House
- **AmeriCorps** November 2017  
Cleaned and cataloged Historic Manos Theater in Grafton, WV  
Sorted and archived documents in Morgantown City hall June 2018
- **Morgantown Historic Museum** July 2017  
Educated children during Kids Day about the history of Morgantown through hands on, interactive learning

## Heather Carl

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**From:** noreply@civicplus.com  
**Sent:** Sunday, August 26, 2018 7:32 AM  
**To:** Heather Carl; Linda Tucker  
**Subject:** Online Form Submittal: Application to Serve on City Boards and Commimssions

### Application to Serve on City Boards and Commimssions

Name	John Sofranko
Phone Number	7033891107
Address	445 Linden St
City	Morgantown
State	WV
Zip Code	26501-6576
Email Address	sofrajdad@gmail.com
Fax Number	<i>Field not completed.</i>
City Resident?	Yes
Years of City Residency	8
Ward	2
Who is your employer?	Retired
What type of business are (were) you employed in?	Satellite communications
Job Title or Job Description:	Director of Satellite Operations
Professional Certification/License:	FCC License
Special Interests:	Life
Please check the Boards and Commissions you are interested in serving:	Traffic Commission