



FRANK WHITE, JR.
Jackson County Executive
EXECUTIVE ORDER NO. 16-09

**TO: MEMBERS OF THE LEGISLATURE
CLERK OF THE LEGISLATURE**

**FROM: FRANK WHITE, JR.
JACKSON COUNTY EXECUTIVE**

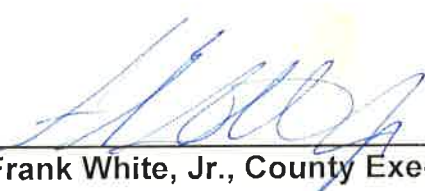
DATE: APRIL 5, 2016

**RE: APPOINTMENTS TO THE JACKSON COUNTY BOARD OF SERVICES
FOR THE DEVELOPMENTALLY DISABLED - EITAS**

I hereby make the following appointments to the Jackson County Board of Services for the Developmentally Disabled - EITAS:

India M. Williams is appointed to fill the vacancy occasioned by the resignation of Calvin Williford, for a term to expire December 31, 2018. A copy of Ms. Williams's resume is attached.

Melesa N. Johnson is appointed to fill the vacancy occasioned by the resignation of Melissa Robinson, for a term to expire December 31, 2016. A copy of Ms. Johnson's resume is attached.



Frank White, Jr., County Executive

Date: 4/5/2016

RECEIVED

APR 06 2016

MARY JO SPINO
COUNTY CLERK

India M. Williams

Kansas City, Missouri 64131 •

• indiawilliams07@gmail.com

Professional Experience

KIPP KC, Kansas City, Missouri

July 2015- Present

College Advisor & Office Manager

- Builds and maintains relationships with counselors at secondary/college preparatory institutions in the Kansas City area
- Schedules, organizes, and transports KIPP KC Alumni on regional college visits
- Utilizes the Salesforce data management system to track graduation requirements, standardized testing scores (ACT/SAT), 1:1's with alumni, and college application process for a caseload of 80 students
- Provides operational services such as registering daily attendance of 200+ students, designing/managing filing systems, reviewing and approving supply requisitions, and verifying visitors
- Implements new administrative systems, such as Teacher Ease software, and Live School software

University of Phoenix, Kansas City, Missouri

Dec. 2008 - Apr. 2015

Senior Enrollment Advisor

- Advised graduate and undergraduate students on the development and achievement of individual learning paths/outcomes based on student skills, goals, responsibilities, and experiences
- Designed and implemented student retention action plans for academic programs at multiple campuses
- Promoted partnership benefits to students and leaders within the community through recruitment activities, such as college fairs
- Educated current and potential students with the financial aid procurement process and Title IV funding
- Delivered in excess of 20 presentations, and attended more than 10 community outreach events on a weekly basis

Civic / Community Leadership Roles

- Jackson County 10th Ward, *Elected Committeewoman*; Kansas City, MO; 2014-Present
- Diversity Task Force Board Member, *Big Brother Big Sister*; Kansas City, MO; 2014-Present
- Senior Advisor, *KPRS 103.3 FM "Generation Rap"* teen radio show; Kansas City, MO; 2009-Present
- Executive Board Member, *Urban Summit Young Professionals*; Kansas City, MO; 2008-Present
- Judge, *Missouri DECA Inc.*; North Kansas City, MO; 2008- Present

Education

Master of Business Administration Jun. 2011 - May 2013

University of Phoenix, Kansas City, Missouri

Bachelor of Arts in Mass Communications May 2003 - May 2007

Doane College, Crete, Nebraska

MELESA N. JOHNSON

3422 Monroe • Kansas City, MO 64128 •

• melesa.nicole@gmail.com

EDUCATION

University of Missouri School of Law, Columbia, MO

Juris Doctor, May 2014

- Honors:** Order of the Barristers
Fred L Howard Prize for Excellence in the Advancement of Advocacy
Ike Skelton, Sr. Prize
1st place Scholarship Recipient, Jackson County Bar Association Annual Scholarship
- Activities:** Associate Editor, *Missouri Law Review*
Judging Director, Board of Advocates
Research Assistant, Professor Richard Reuben, University of Missouri School of Law
National Runner Up, Thurgood Marshall Mock Trial Team
Parliamentarian, Black Law Student Association

Columbia University in the City of New York, Columbia College, New York, NY

Bachelor of Arts, Political Science - Pre-Law specialization, 2011

- Honors:** Class of 2011 Commencement Ceremony Speaker
- Activities:** 2009 Captain, NCAA Division I Varsity Women's Track and Field Team

EXPERIENCE

Jackson County Prosecutor's Office, Kansas City, MO

Fall 2014 – Current

Assistant Jackson County Prosecutor

- General Crimes Unit
- Armed Offender Prosecution Team
- Non-Fatal Shooting Review Committee
- 2016 Internship Coordinator
- 2015 Rookie of the Year Award Recipient

Missouri Supreme Court, Jefferson City, MO

Spring 2014

Judicial Law Clerk to the Honorable George Draper, III

- Researched issues before the Court; assisted with research and analysis of legal opinions.

Smith and Parnell, LLC, Columbia, MO

Summer 2013 – Summer 2014

Associate

- Perform legal research and writing regarding family law, personal injury law, and criminal law matters.
- Draft settlement demand letters on behalf of injured clients.

Missouri Attorney General's Office, Jefferson City, MO

Summer 2012

Intern

- Conducted legal, factual, and investigative research for the agriculture and environment division..
- Prepared the first criminal case template for the Canine Cruelty Prevention Unit.

Honorable United States Congressman Emanuel Cleaver II

Summers 2010 & 2011 (Washington D.C.)

US Congressional Intern

Summer 2009 (Kansas City, MO)

Hardwick Law Firm, LLC., Kansas City, MO

Summer 2009

Administrative Assistant

BAR ADMISSION

Missouri, September 2014

COMMUNITY INVOLVEMENT

- Kansas City Keys, *Board Member*
- Alpha Kappa Alpha Sorority, Inc., *Member'*