

**A COMMUNICATION BY MAYOR KASIM REED APPOINTING D. MAKEDA JOHNSON TO SERVE AS A BOARD MEMBER OF THE WESTSIDE NEIGHBORHOOD TAX ALLOCATION DISTRICT ADVISORY BOARD IN THE NEIGHBORHOOD NONPROFIT ORGANIZATION CATEGORY. THIS APPOINTMENT IS FOR A TERM OF TWO (2) YEARS TO BEGIN ON THE DATE OF COUNCIL CONFIRMATION.**

**Review List:**

Community Development & Human Resources Committee	Pending
Council President	Pending
Office of the Municipal Clerk	Pending
Atlanta City Council	Pending

LEGISLATION HISTORY – BLUE BACK

Certified by Presiding Officer	Certified by Clerk

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Council President Ceasar Mitchell  
and City Councilmembers  
55 Trinity Avenue, S.W.  
Suite 2900  
Atlanta, Georgia 30303

RE: Westside Neighborhood TAD Advisory Board

Dear President Mitchell and Members of the Council:

It is my pleasure to appoint D. Makeda Johnson to serve as a board member of the Westside Neighborhood Tax Allocation District Advisory Board on behalf of the City of Atlanta. Makeda is a resident of the City of Atlanta, a member of Sisters Action Team Neighborhood Non-Profit Organization) and willing to serve in this capacity. This appointment is for a term of at least two (2) years and no more than six (6) years, to begin on the date of Council confirmation.

Based on her experience and commitment to the community, I am confident that Makeda will serve the City of Atlanta and the Westside Neighborhood TAD Advisory Board with integrity and dedication. A copy of her qualifications is attached for your review.

Sincerely,

Kasim Reed



## CITY OF ATLANTA

55 TRINITY AVENUE, S.W.  
ATLANTA, GEORGIA 30303-0300  
TEL (404) 330-6100

KASIM REED  
MAYOR

July 1, 2013

Council President Ceasar Mitchell  
and City Councilmembers  
55 Trinity Avenue, SW  
Suite 2900  
Atlanta, Georgia 30303

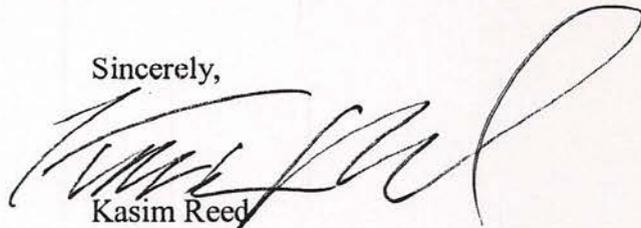
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Sincerely,



Kasim Reed

## Diane Makeda Johnson

**Objective:** To secure position in community service, where I can use my skill sets to make a contribution to the sustainability and advancement of Atlanta.

**Personal Mission Statement:** Working together transforming ourselves, families and communities.

### Profile

Diane Makeda Johnson is a result driven, accomplished community advocate for the promotion of healthy livable communities. She has served eight terms as the chair of Neighborhood Planning Unit-L; she is an appointed member of the Atlanta Development Authority Tax Allocation District Community Advisory Board and served two terms as a member of Fulton County Community Development Block Grant Citizen Review Panel and The City of Atlanta Weed and Seed Steering Committee.

Makeda is the founder and Project Manger of Sister's Action Team Inc.(SAT), a grassroots, community-based organization which empowers women from their own communities to become proactive change agents for themselves, families, and community. Makeda is a visionary and motivational leader whom has excellent communication and training skills. She is a member of the 2012 class of High Potential Diversity Leaders.

### RELATED QUALIFICATION

- Speaks effectively to individuals and groups
- Working knowledge of City of Atlanta Departments and legislative process
- Experience of contract review and appraisal procedures
- Program Management & Implementation
- Results Driven
- Effective conflict resolution
- Development of Adult Education Curriculum/ Training

### RELATED EXPERIENCE

3/26/10- Present

#### **City of Atlanta Work Force Development Stimulus Program-Variou Assignments**

Atlanta Counts

Mayor Office of Constituents Services

Assisted with the planning and implementation Constituent's services special programs

Duties included assisting in the coordination and monitoring of seniors fan distribution

project and quarterly ministers luncheon. Duties included data entry, community outreach.

**City of Atlanta  
Department of Water Shed Management Procurement  
Administrator Intern**

Provided Administrative support, duties included but was not limited to securing contract status data, data entry filing, and reports generation.

11/11 – 6/12

**Morehouse School of Medicine  
Satcher Leadership Institute  
Smart and Secure Children Parents Leadership Training Project  
Consultant / Parent Mentor**

Worked with curriculum development team; designed curriculum for Smart and Secure Children (SSC) parents' leadership training program. Duties as Parent Mentor included training Parent Leaders on curriculum implementation and monitoring of sessions to insure compliance with program objective and procedures.

2000 -2010

**Sisters Action Team, Inc.  
FCDH Reach For Wellness  
Project Manger**

Duties and responsibilities included but were not limited to development of health literacy curriculum, recruitment and training of Community Health Workers (CHW) and supervision of fifteen (15) CHW. Coordination of program implementation insuring covered of the twenty six (26) former Atlanta Empowerment Zone Communities. Day to day program operations, including procurement and administration of service contracts to insure compliance with federal and governmental regulations. Preparation and submission funding proposals and bids inclusive of budget development, and service delivery work plans, and contract /budget modification requests.

Drafted and negotiated service providers contracts. Problem resolution of contract service delivery issues to insure timely submission of program deliverables, and monthly program evaluation reports. I Reported directly to Fulton County Health Promotion Manager. I worked in collaboration with diverse community partners to insure a seamless system of service delivery.

9/96 to 10/00

**Fulton County Department of Health and Wellness  
Public Health Associate/ Infant Vitality Program**

Identified at risk pregnant women and teens, and provided them with linkage to required health and social services, and monitoring of same Advocacy for client, Problem Solving, Education and Counseling, Coordination of monthly educational seminars. Designed and coordinated support group for Infant Vitality program participants.

Initiated and the established sisterhood support groups to empower program participant. The group's session assisted in increasing program participant retention, prenatal care follow-up and contributed to the reduction of infant mortality rate. As a result of its success it became the model for inclusion in the Fulton County Department of Health and Wellness REACH for Wellness program. Sisters Action Team, Inc and Makeda transitioned from an employee to contractor and became the project Manager for the SAT.

10/ 86 to 2/94

**Internal Revenue Service  
Call Center  
Tax Payer Service Representative**

IRS Contact Representatives work primarily with taxpayers and their representatives through telephone or face-to-face contact. Provided authoritative tax law assistance and required action where needed to resolve client tax issues, often involving delinquent situations. Actions needed might include analyzing the taxpayer's ability to pay, initiating liens, and negotiating installment payment agreements. Communicating orally in order to provide information, assistance, or instructions to members of the general public or their representatives; Negotiating with others to resolve issues; performing administrative and technical procedures using a computer to locate and review records and reconcile discrepancies; Writing correspondence in response to inquiries and drafting a variety of other written products.

I also worked as a part of the Volunteer Income Tax Assistant (VITA) community outreach team. For which I was nomination for National Federal Employee of the year; for commitment and contribution to the VITA community outreach program.

**Related Volunteer Experience**

2004- 2010

**Atlanta Development Authority  
West Side TAD Advisory Board  
Board Member**

Where my responsibility was to review community redevelopment plans and RFP funding and project construction proposals and bids inclusive of budget allocations, and make recommendation for funding of the same. Insure project compliance with current community redevelopment plans. Monitoring of contract deliverables and communicating same to community stakeholders.

2008-2010

**Fulton County Community Development  
Grant Citizen Review Panel**

Appointed member of Citizen Review Panel responsibilities included annual Community Development Block Grant (CDBG). Duties included working knowledge of CDBG funding guidelines, proposal review, funding allocation recommendation to Environment and Community Development staff and Fulton County Board of Commissioners.

2001- 2011

**Neighborhood Planning Unit L  
City Of Atlanta**

Served two terms as Vice –Chair of Neighborhood Planning Unit L (NPU-L); followed by seven terms as chair. Chair monthly meeting of the NPU a citizen advisory council that makes recommendations to the Mayor and City Council on zoning, land use, and other planning issues. As chair I insured that all residents and community stakeholders had an opportunity express their ideas and comment on city plans and proposals while assisting the city in developing plans that best meet the needs of their communities.

**City of Atlanta Weed and Seed Steering Committee  
Chair of the Prevention, Intervention, and Treatment Committee**

I worked with a diverse team of community leaders to explore public safety solutions for our neighborhoods.

**EDUCATION**

1981	Bronx Community College Associate of Arts
1982	New York City University Urban Studies
2013	Mercer University Organizational Leadership, BS

**Certifications – Training**

High Potential Diversity Leaders Class of 2012  
Neighborhood Works Training Institute  
Civic Engagement: Accountability and Responsibility  
Policy Link- Community Engagement  
GA Stand –Up Class of 2008