

Crystal Davis

Councilwoman Town of Plymouth, NC

Experience

November -2023 to present
Town Councilwomen Plymouth NC

- Enact an agency budget;
- Define the powers, functions, and duties of municipal officers and employees;
- Fix the compensation of municipal officers and employees;
- Establish the working conditions of municipal officers and employees;
- Maintain retirement and pension systems;
- Impose fines and penalties for violation of city ordinances;
- Enter into contracts;
- Regulate the acquisition, sale, ownership, and other disposition of real property;
- Provide governmental, recreational, educational, cultural, and social services;
- Impose taxes, as authorized by state law;
- Cause the agency to own and operate utilities;
- Approve claims against the agency;
- Grant franchises for the use of public ways; and
- License, for the purpose of revenue and regulation, most any type of business.

May-2022- to present
Commissioner/Board of Directors Plymouth NC Housing Authority

- Set and champion the mission.
- Provide strategic direction.
- Ensure financial solvency.
- Speak up regarding concerns
- Oversight
- Compliance: Statutory, regulatory, contractual.
- Financial: Budgets, financial documents, corrective actions, audits, expenditures.
- Performance: Quality of the housing, services, and adherence to policies.
- Stay informed on issues facing the PHA.

Skills

- Advocate for the community
- Strong Leadership
- Organization
- Policy Driven

Community Involvement

- Quality of Life, ENC Inc.

Contact

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- Support, monitor, and evaluate the Executive Director.
- Represent the PHA within the community.
- Dedicate sufficient time to the job; review the materials, get training, and read trade publications.
- Provide fiduciary oversight; keep up to date on the agency financials.
- Ensure that the PHA remains financially viable.
- Evaluate PHA progress and recommend corrective actions when needed.
- Inspect the sites periodically.
- Respect staff, Board, and tenant confidentiality.

May-2023- to present

NAACP Member

- Assist with general control of the affairs and program of the Unit, subject to the
- authority of the Unit and the provisions of the Constitution and approved bylaws.
- Assist Executive Committee shall render a report, containing the reports of all standing and special committees,
- at the regular meetings of the Unit and whenever otherwise required.
- Assist with approving the Unit President's appointments of Chairpersons of the various Standing Committees as presented by the President.
- Assist with creating special committees as needs arise.
- Assist with filling all vacancies in Unit offices and on the Executive Committee.
- Assist with deciding matters of Unit policy subject to endorsement by the Unit and in accordance with national policy.
- Assist with appointing, employing and entering into employment arrangements with employees of the Unit subject only to employment procedures and qualifications approved by the National Office

June-2024- to present

Volunteer for Meals on Wheels, Plymouth, NC

- Prepare nutritious meals tailored to the dietary needs of clients.
- Package meals safely and efficiently for delivery.
- Deliver meals to clients' homes, ensuring timely service.
- Conduct wellness checks on clients during deliveries.
- Maintain accurate records of meal deliveries and client feedback.
- Collaborate with volunteers and staff to coordinate delivery schedules.
- Assist in fundraising and community outreach efforts to support the program.
- Ensure compliance with food safety and sanitation regulations.
- Provide information and resources to clients regarding additional services.
- Participate in training and development to enhance service quality.

Education

Graduated High School in 1997.

Obtained my CNA license in 2004.

Obtained my Phlebotomy license in 2013.

Obtained Mental Health Trainings - NCI 1 & NCI 2