

**TOWN OF EAST GREENWICH
VOLUNTEER APPLICATION
MEMBERSHIP ON BOARD OR COMMISSION**

NAME (PLEASE PRINT OR TYPE)

HOLLEY LISA S
LAST FIRST MIDDLE

166 Laurel Hill Rd EG 02818
STREET ADDRESS AND ZIP CODE

MAILING ADDRESS AND ZIP CODE (IF DIFFERENT FROM STREET ADDRESS)

LAWYER SELF
OCCUPATION EMPLOYER

401-884-7989 401-935-1258
HOME TELEPHONE BUSINESS TELEPHONE

LISA@LISAHOLLEYLAW.COM
E-MAIL (PRINT CLEARLY)

MAY YOU BE CONTACTED AT YOUR PLACE OF BUSINESS? YES ☒ NO ☐

HOW LONG HAVE YOU BEEN A RESIDENT OF EAST GREENWICH? 27 years

ARE YOU A REGISTERED VOTER OF EAST GREENWICH? YES ☒ NO ☐

NAME OF COMMISSION, COMMITTEE OR BOARD YOU WISH TO SERVE ON? Juv. Hearing Board

APPOINTMENT TO ANY COMMISSIONS, COMMITTEES AND BOARDS REQUIRE THAT A FINANCIAL STATEMENT BE FILED ANNUALLY WITH THE RHODE ISLAND ETHICS COMMISSION.

Please submit a resume and/or letter of interest indicating the reasons for seeking appointment to a commission, committee, or board. Also include education, training, experience, special skills, knowledge, talents, and insights or points of view that you might offer to the commission, committee or board of interest.

HAVE YOU EVER SERVED ON A COMMISSION, COMMITTEE, OR BOARD IN EAST GREENWICH OR ANOTHER MUNICIPALITY OR STATE? YES ☒ NO ☐

IF SO PLEASE INDICATE:

RI PAROLE BOARD - served 13 years.

2 as member - 11 years as Chairperson

IS THERE A SPECIFIC EVENING OR OTHER PERIOD OF TIME YOU WOULD BE UNAVAILABLE TO ATTEND MEETINGS? YES ☐ NO ☒

IF SO PLEASE EXPLAIN:

DO YOU ANTICIPATE HAVING TO REFRAIN FROM PARTICIPATING IN DISCUSSION AND VOTING ON ANY PARTICULAR MATTER (S) THAT MAY COME BEFORE SAID COMMISSION, COMMITTEE OR BOARD BECAUSE OF CONFLICT OF INTEREST? YES ☒ NO ☐

IF SO, PLEASE EXPLAIN:

In rare occasions, I may have to recuse if the matter before the Board involves a client or former client of my law practice.

Affordable Housing Commission

Coastal Resources Management Council

Historic District Commission

Kent County Water Authority

Planning Board

Zoning Board

Board of Assessment Review

Cove Management Commission

Housing Authority

Municipal Land Trust

Quonset Point Dev. Corp Board

Board of Canvassers

Historic Cemetery Commission

Juvenile Hearing Board

Personnel Board

Senior Advisory Council

NOTE: APPLICATIONS ARE KEPT ON FILE FOR ONE (1) YEAR FROM THE DATE OF RECEIPT.

Lisa S. Holley
SIGNATURE

2-1-2018
DATE

PLEASE RETURN APPLICATION AND SUPPORTING DOCUMENTS TO:

TOWN CLERK'S OFFICE
TOWN HALL
125 MAIN STREET
PO BOX 111
EAST GREENWICH, RI 02818
LCARNEY@EASTGREENWICHRI.COM

January 28, 2018

Leigh A. Carney, CMC
Town Clerk
Town of East Greenwich
125 Main Street
East Greenwich, Rhode Island 02818

Dear Ms. Carney:

I am writing to express interest in appointment to serve on the Juvenile Hearing Board. I believe my unique mix of professional experiences and background would be a positive asset to the Town of East Greenwich. I have been a resident of East Greenwich since 1990.

I have been a member of the Rhode Island Bar and the United States District Court for the District of Rhode Island since 2002, and am currently a solo practitioner in Providence.

Prior to opening my practice in October 2016, I was the Deputy Personnel Administrator/Labor Relations for the State of Rhode Island, Department of Administration beginning in October 2014. In this role, I was responsible for planning, implementation, organization and administration of all statewide labor relations activities including contract negotiations, contract administration, labor arbitrations, and grievance review and disposition. I represented the state in contract negotiations and oversaw the activities of outside labor and employment counsel.

In January of 2015, I was temporarily assigned by Governor Gina Raimondo to the Department of Children, Youth and Families ("DCYF") as Executive Counsel to provide legal oversight to a resource team, tasked with reforming the state's child welfare agency. In that capacity, I was responsible for overseeing all labor and employment related matters, department policy development, legislative drafting and review, contract review and procurement, and all DCYF legal matters. I was the liaison to the Rhode Island Attorney General's Office for civil suits, managed internal departmental legal counsel, conducted all of DCYF's sensitive internal investigations, provided litigation support, and assisted with hearing and trial strategy as appropriate.

Between November 2008 and October of 2014, I was Chief Legal Counsel of the Rhode Island Department of Public Safety ("DPS") and Rhode Island State Police ("RISP"). As Chief Legal Counsel, I had legal oversight of seven state agencies comprised of 650 employees, with a budget of \$125 million dollars. My day-to-day responsibilities included providing legal advice and counsel to each of the seven public safety agencies, directing the activities of outside counsel, handling all labor relations activities, including negotiating labor contracts, arbitrations and grievances, negotiation of all contracts and memorandums of understanding between the agencies and third-parties, and undertaking internal investigations. In addition, I represented the DPS and RISP in matters before the R.I. General Assembly.

At the request of then Governor Chafee in March 2011, I led a team to reform the State's Department of Motor Vehicles ("DMV"). Our nine-month effort included: analyzing the technology and other issues that prevented online transactions and further automation; working to improve the perception of the DMV's employees, including securing customer service training for all staff members; reorganizing the entire agency to improve work flow and increase efficiency; and maximizing resources. Our efforts led to the transformation of the organization, resulting in reducing wait-times by several hours – Governor Chafee's most notable accomplishment to date.

I began my twenty-year career with the State of Rhode Island as the Chairperson of the Rhode Island Parole Board. In that capacity, I was charged with administration of the agency, oversaw a fiscal budget of over \$1.0 million annually, supervised the staff of the Parole Board, developed and oversaw the Sexual Offender Community Notification Unit, and presided over more than 2,000 parole hearings annually.

Prior to chairing the RI Parole Board, I served as a sworn Police Officer in the City of Warwick.

I am confident that my state and municipal government experience, and professional background would immediately allow me to contribute to the Town of East Greenwich.

I thank you in advance for your consideration.

Sincerely,

/s/ Lisa S. Holley

Lisa S. Holley, Esq.

REFERENCES

Honorable Chief Justice Frank Williams (Ret.)
Rhode Island Supreme Court
Licht Judicial Courthouse
250 Benefit Street
Providence, RI 02903
401-222-3372

Honorable Chief Judge Jeanne E. LaFazia
Rhode Island District Court
Garrahy Judicial Complex
One Dorrance Plaza
Providence, RI 02903
401-458-5201

Honorable Judge Bennett R. Gallo
Rhode Island Superior Court
McGrath Judicial Complex
4800 Tower Hill Road
Wakefield, RI 02879
401-782-4121

Additional references can be provided upon request.

LISA S. HOLLEY, ESQ.
127 Dorrance Street
Providence, Rhode Island 02903
401-935-1258
lisa@lisaholleylaw.com

PROFESSIONAL EXPERIENCE

LISA HOLLEY LAW, LLC.

2016 TO PRESENT

SOLO LEGAL PRACTITIONER

FOCUSING ON LABOR AND EMPLOYMENT LAW, FAMILY LAW, CRIMINAL LAW, POST-CONVICTION ACTIONS, ADMINISTRATIVE AND GOVERNMENT REGULATORY ISSUES.

RHODE ISLAND DEPARTMENT OF ADMINISTRATION

2014 to 2016

Deputy Personnel Administrator- Labor Relations

Responsible for planning, implementation, organization and administration of labor relations activities including contract negotiations, contract administration, arbitrations and grievance review and disposition. Represent the state in contract negotiations by bargaining with the various employees' representative organizations with authority to present contract offers and acceptances. Liaison to outside counsel in labor related legal processes. Maintain uniform personnel policies and procedures, which can be administered in compliance with all state laws and in accordance with the existing labor agreements covering state employees.

(Acting) Executive Counsel -Department of Children, Youth and Families

2015

Temporary assignment as Executive Counsel to the Chief Strategy Officer, Executive Office of Health and Human Services. Responsible for policy development, legislative drafting and review, labor negotiations, oversight of statewide Juvenile Justice programs (RI Training School for Youth, Juvenile Probation), and oversee the DCYF Legal Office. Liaison to the Attorney General's Office, provide litigation preparation and support, review responses to subpoenas and Access to Public Records Act requests, assist with hearing and trial strategy as appropriate.

RHODE ISLAND DEPARTMENT OF PUBLIC SAFETY

2008 to 2014

Chief Legal Counsel

Executive Counsel to the Director of Public Safety and the Colonel of the Rhode Island State Police. Provided legal services, including advice, analysis and guidance to the Rhode Island State Police, Capitol Police, RI Municipal Police Academy, E911, Grant Administration Office, Office of the Fire Marshal, Division of Sheriffs. Responsible for legislative drafting and submissions, policy development, rules and regulations promulgation, and oversee the Department's relationship with the General Assembly and other State offices. Conducted labor negotiations, including directing outside counsel in arbitrations, oversee pre-disciplinary and grievance hearings, act as the hearing officer for specified internal matters, and undertake contract negotiations, including drafting relevant documents, with the unions, as well as third-parties. Liaison to the Attorney General's Office, and provide litigation preparation and support, respond to subpoenas and Access to Public Records Act requests, assist with hearing and trial strategy, as appropriate. Conduct law-related trainings for new recruits, as well as in-service trainings for active Rhode Island State Troopers, including: criminal and civil procedure, report writing, legal use of force and criminal law.

RHODE ISLAND DIVISION OF MOTOR VEHICLES

2011 to 2012

Interim Administrator

At the request of Governor Chafee, undertook a nine month review of the operations of the DMV in order to assess current conditions and then develop and implement a plan for improving the Division. Led a resource team of 15 state employees. Implemented enhancements to operations in the areas of process, work flow, customer service and staffing. Significantly reduced wait times for all services provided by the Division.

Adjunct Professor, Administration of Justice Department

Teach coursework in the Administration of Justice Department, including: Women and Crime, Violent Offenders and Profiling, and First Amendment Law.

STATE OF RHODE ISLAND PAROLE BOARD1995 to 2008**Chairperson****1997 to 2008**

Gubernatorial appointee charged with administration of a state agency. Oversee a fiscal budget of approximately \$1,000,000. Supervision of staff of the RI Parole Board and the RI Sexual Offender Community Notification Unit. Implementation of Sexual Offender Community Notification objectives pursuant to statute. Preside over all parole board hearings, issue parole detention warrants, and authorize extradition of alleged parole violators. Implementation of Federal Grants, participation on statewide grant planning and implementation teams.

Parole Board Member**1995 to 1997**

Consider sanctioning goals, (rehabilitation, just deserts, incapacitation, restorative justice), normative goals (proportionality, equity, parsimony, humaneness), and system goals, (effective and efficient use of resources, reduction of overcrowding, timeliness, credibility of the system) to determine when to grant a discretionary release from incarceration. Evaluate inmates' psychological and social reports and findings, behaviors and infractions, and their progress in rehabilitative programming to determine readiness for societal re-entry. Make determinations of parole revocation utilizing the holding in Morrissey v. Brewer. Consider facts establishing parole violations.

CITY OF WARWICK POLICE DEPARTMENT1982 to 1997**Police Sergeant, Uniform Division****1996-1997**

Responded to and supervised patrol officers at critical incident scenes. Demonstrated communication skills in court and at other formal settings. Effectively communicated with people by giving information and direction, mediating disputes and advising of rights and processes. Exercised independent judgment in determining when there was reasonable suspicion to detain, when probable cause existed to search and arrest, and determination of when force may be used and to what degree.

Police Detective, Bureau of Criminal Identification**1995 to 1996**

Investigated major crime scenes. Searched for, collected, and photographed forensic and physical evidence. Analyzed, stored and maintained evidence in compliance with chain of custody requirements. Classified and maintained fingerprints utilizing the Henry System.

Police Detective**1990 to 1995**

Investigated various crimes reported to the department. Interviewed victims and witnesses to make determinations of the nature of the offenses committed. Interrogated suspects and prepared criminal charges against offenders. Prepared criminal charging packages and testified in various court proceedings.

Task Force Agent, U.S. Department of Justice, Drug Enforcement Administration**1984 to 1990**

Member of the Organized Crime Drug Enforcement Task Force. Identified violators of the United States Criminal Code. Participated in undercover investigations involving drug smuggling and distribution activities. Testified before federal grand juries and in federal criminal trials. Liaison to the US Attorney's Office for all DEA/OCDEF Asset Forfeiture matters.

Patrol Officer, Uniform Division**1982 to 1984**

Enforced the General Laws of the State of Rhode Island and the Motor Vehicle Code. Apprehended criminal offenders and charged accordingly. Testified in District, Superior and Administrative Adjudication Court.

EDUCATION

HARVARD LAW SCHOOL

CERTIFICATE

Program of Instruction for Lawyers – Negotiation Work Shop

2004

ROGER WILLIAMS UNIVERSITY SCHOOL OF LAW

J.D. - HONORS

Class Rank-7th

2001

Honors/Awards – Corpus Juris Secundum Award for Criminal Law, Criminal Procedure, CALI Award for Local Government Law

SALVE REGINA UNIVERSITY

M.S.

Administration of Justice

1997

ROGER WILLIAMS UNIVERSITY

B.S. - HONORS

Administration of Justice

1993

PROFESSIONAL DEVELOPMENT AND TRAINING

NATIONAL INSTITUTE OF CORRECTIONS

New Parole Board Member Training.

UNIVERSITY OF RHODE ISLAND

John Hazen White Center for Ethics and Public Service, Ethics in Public Management.

University of Rhode Island Crime Laboratory, Criminalistics, Advanced Administrative Latent Fingerprint Course.

Northeast Law Enforcement Officers Association, Domestic Violence Training, Child Abuse Investigation, Child Molestation Investigation.

U.S. DEPARTMENT OF JUSTICE

DEA Office of Training, Task Force Agent Training, Drug Investigation, Financial Investigations, Asset Removal and Forfeiture.

LABOR ARBITRATION INSTITUTE

Negotiation, Mediation and Arbitration.

SPEAKING ENGAGEMENTS

U.S. DEPARTMENT OF JUSTICE- NATIONAL INSTITUTE OF CORRECTIONS

“Comprehensive Framework for Paroling Authorities in an Era of Transition”, Advisory Board, Washington, DC, various dates 2007-2008.

Association of Paroling Authorities/Association of State Correctional Administrators Joint Planning Summit, Alexandria, VA, October 2007.

Community Corrections, Joint Networks Summit, Chicago, IL, May 11, 2004.

COUNCIL OF STATE GOVERNMENTS

Re-entry Policy Council, Advisory Group, “Guide to Assessing and Tracking Statewide Prison Re-entry Plans,” November 2007.

Re-entry Policy Council, Financial Obligations Summit, Washington, DC, April 2006.

Sexual Offender Management Policy Council, National Legislative Summit, Little Rock, AR, February 2006.

NATIONAL ASSOCIATION OF BLACKS IN CRIMINAL JUSTICE

“Effective Responses to Violation of Parole,” Jacksonville, FL, July 2002, presented with The Center for Effective Public Policy.

CRIME AND JUSTICE INSTITUTE

“A Multi-jurisdictional Study of Reduced Caseload Size and Related Supervision Strategies in Managing Offenders”, Dissemination Advisory Group, Philadelphia, PA July 2007.

RHODE ISLAND JUDICIARY

“Parole Board Guidelines and Policy,” Annual Judicial Training, Newport, RI, August 2004.

“Parole Board Guidelines and Policy,” Annual Judicial Training, Newport, RI, August 2002.

“Parole and Prison Classification”, Superior Court Continuing Legal Education, Providence, RI, October 2004.

RHODE ISLAND ATTORNEY GENERAL

“The Parole Process in Rhode Island,” RIAG Continuing Legal Education, Providence, RI, June 2005.

“Social Media and the Law,” RIAG Continuing Legal Education, Providence, RI, June 2012.

AWARDS

2006 Victims Rights and Services Award

Rhode Island Victims’ Advocacy and Support Center, for development of exemplary victims’ assistance programs in Corrections.

2006 THE NEIL J. HOUSTON AWARD

Justice Assistance, demonstrated dedication, service, and citizen contributions to the criminal justice profession and the public interest.

2008 BEN BAER AWARD

Association of Paroling Authorities International, for significant service to the field of parole and community corrections internationally