

2020-142



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AMESBURY CITY CLERK

**Amesbury**

Mayor Cassandra Gove

Office of the Mayor  
City Hall, 62 Friend Street  
Amesbury, MA 01913-2884

(978) 388-8121  
Fax: (978) 388-6727  
govek@amesburyma.gov

## Certificate of Appointment

August 31, 2020

I appoint Jennifer Arbour to the position of member of the Board of Health for a term to expire June 30, 2023, and I certify that said person is qualified to perform the duties of the said office, and I make this appointment solely in the interest of the City of Amesbury. This appointment shall not become effective until twenty-one days following filing with the city clerk, in accordance with the Amesbury Home Rule Charter.

**Kassandra Gove**  
*Mayor*



# AMESBURY *Massachusetts*

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## Submission information

Form: [Volunteer Application for Appointed Positions](#) [1]

Submitted by Anonymous (not verified)

June 11, 2020 - 12:30pm

73.159.251.1

### Name

Jennifer Arbour

### Home Address

7 W WINKLEY STREET

### Mailing Address (if different)

### Phone Number

9784736590

### Email Address

arbourjennifer@gmail.com

### Which Board, Commission or Committee are you applying for?

Other (list below)

#### Other:

Board of Health

### Please explain why you would like to serve on a particular Board, Commission or Committee.

Currently I am a Grant Writer at human services agency. Prior to this position, I was a Quality and Operations Manager at the same company within a different division whose role it was to ensure our behavioral health services met the DPH healthcare quality licensing standards and that of the Joint Commission Accreditation standards. The situation COVID-19 is transforming our systems and society. I would like to contribute my interests for compliance and quality assurance to the town of Amesbury.

### Please briefly describe your education and any relevant work or life experience or other activity which, in your opinion, would be beneficial in carrying out the responsibilities of this office. If necessary, attach additional sheets or your resume.

Quality and operations management is my expertise. From facilitating regulatory compliance to collecting and reporting data and developing policies and procedures, I

excel at improving processes and systems. My skills include managing short- and long-term projects and leading teams. As a motivated self-starter, I have excellent follow through on tasks and easily adapt to change and shifting priorities. I work equally well independently and collaboratively, quickly develop rapport, and lead by example.

Resume can be found at my LinkedIn page  
[www.linkedin.com/in/jennifer-arbour-qm](http://www.linkedin.com/in/jennifer-arbour-qm)

Thank you for your time spent reviewing my information!

**Please list any City offices you have held in Amesbury or elsewhere. Please share the name of the Office held, the date you were appointed or elected, and the date when your term expired.**

None

**Public service on a Board, Committee, or Commission can be demanding. Please indicate the realistic time commitment you are willing and able to make.**

2 - 4 hours per week

**Additionally, please describe any standing commitments you may have which might conflict with set meeting schedules.**

Mon-Friday 9am- 5pm but I now work from home and my schedule has some flexibility.

**How did you hear about the vacancy on this City Board, Committee or Commission?**

City Website

**Electronic Signature**

Jennifer Arbour

**Date**

June 11, 2020

**Source URL:** <https://www.amesburyma.gov/node/91473/submission/23354>

**Links**

[1] <https://www.amesburyma.gov/home/webforms/volunteer-application-for-appointed-positions>