



Measure #: 2024-109

## TOWN COUNCIL MEASURE SUBMITTAL

Date: 4/22/2024

Submitted By: Town Manager

Telephone #: 508-699-0100

### MEASURE DESCRIPTION:

Confirmation of Appointment of Karen Testa as Senior Center Director.

Signed:

Michael Borg

Digitally signed by Michael Borg  
DN: c=US, ou=Town Manager, cn=Michael Borg, email=Emmborg@  
nattleboro.com  
Reason: I am the author of this document  
Location:  
Date: 2024.04.18 14:47:15-04'00'  
Foxit PDF Editor Version: 12.0.0

### PURPOSE AND JUSTIFICATION:

The Assistant Town Manager, Chair of the Council on Aging, and myself, all had the pleasure of interviewing Ms. Karen Testa for the Senior Center Director's position. Based on Ms. Testa's experience, insight, and performance, we felt that she was the best candidate for the position and will be a great asset to the Town in this role as Senior Center Director.

Therefore, I respectfully request the Town Council confirm my appointment of Ms. Karen Testa to the position of Senior Center Director.

### SPECIAL REQUIREMENTS:

ATTACHMENTS: Resume attached

REFER TO SUB-COMMITTEE:

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Date: 4/22/2024

Submitted By: Town Manager

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PURPOSE AND JUSTIFICATION CONTINUED:

March 31, 2024

Town of North Attleborough  
Human Resources Department  
20 South Washington Street  
North Attleboro, MA 02760

Dear Sir/Madam:

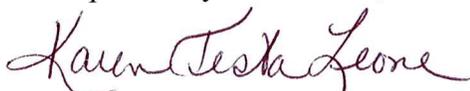
The Town of North Attleborough's advertisement for the Council on Aging Director has captured my interest. Please see attached hereto my resume for this position, which details my qualifications. I believe that my work experience and skill set make me an ideal candidate for meeting the mission and goals of the Council on Aging.

In addition to a sincere passion for older adults, I have over 34 years of experience working in a Senior Center setting serving 24 years as director. In my current position, I have shown substantial initiative expanding the programs and events offered to the older adults of the community.

My enclosed resume not only details my qualifications, but also provides additional information on how I would be an asset to the Town of North Attleborough's Council on Aging.

I look forward to discussing this opportunity with you further at your convenience.

Respectfully submitted,



Karen Testa-Leone

# KAREN A. TESTA

North Providence, Rhode Island

401-255-3700

[katesta@cox.net](mailto:katesta@cox.net)

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## SKILLS

- Project Management
- Finance Management
- Community Outreach
- Strategic Partnering
- Union Negotiations
- Vendor Negotiations
- Policy Development
- Fundraising
- Special Events Planning
- Leader, Mento, Coach
- Grant Writing & Marketing

## PROFESSIONAL EXPERIENCE

### **TOWN OF BLACKSTONE COUNCIL ON AGING**

Director, 2022 to present

Oversee day-to-day operations of COA

Responsible for facilitating overall COA mission & values

Increased participation at Senior Center by over 300%

Supervise COA's paid and volunteer staff

Oversee Transportation Department

Develop and Organize Activities, events and nutrition program suitable to the seniors' abilities and interests and nutritional needs

Create COA's monthly newsletter

Develop and maximize Annual Budget

Write & Implement Grants

Reintroduce and increase COA Friends Group membership

Implement community programs

**SALVATORE MANCINI RESOURCE & ACTIVITY CENTER, INC.**

Executive Director, 1998 to 2018

Direct all aspects of non-profit organization with 12 staff members, 125 volunteers and 30 instructors with daily participation of 325+ individuals, membership of 1,200 to enhance, enrich and educate older adults. Oversee all core functions in Finance, Administration, Communications, Program Development, Event Planning, Fundraising, Policies and Procedures, as well as Human Resources.

Key Accomplishments:

Direct and monitor the day-to-day delivery of programs and services to enhance the lives of older adults.

Write Grant Proposal for a \$500k annual Grant, manage funds appropriately, track expenditures and report to appropriate agency and agency Board of Directors.

Increase grant funding through the State of Rhode Island.

Direct and oversee staff of 12 union professionals, 30 instructors and 125+ volunteers to include: prepare and conduct performance appraisals, employee relations, conflict resolution and Union contract negotiations.

Strategically partner with internal staff and external vendors on the agency's mission and goals to create an annual events calendar and ensure goals were understood and attained.

Identify and recruit sponsors to maximize fundraising events.

Spearhead public and community relations to promote agency.

**SALVATORE MANCINI RESOURCE & ACTIVITY CENTER, INC.**

Assistant Director, 1986 to 1998

Oversee day-to-day operations of agency, preparation and submittal of payroll, assistant to Executive Director.

Key Accomplishments:

Expanded "Health & Wellness" Programs offered to members and seniors in the community.

Increased partnerships with local businesses, RI College, Bryant University & University of Rhode Island.

Played key role in strengthening the RI Senior Center Directors Association.

## HIGHLIGHTS

Led the Agency through the national accreditation process with the NCOA's National Institute of Senior Centers (NISC); first time in the history of this agency to be accredited with the nation's only Senior Center Accreditation Program.

Manage multiple projects simultaneously, forging alliances with key internal and external partners while spearheading highly effective initiatives.

Successfully develop a variety of special events to raise funds; create concepts, engage entertainment/speakers and vendors, oversee ticket sales, recruit volunteers and site management.

Build strategic partnerships with organizations such as nursing homes, assisted living, corporations, universities, medical professionals to promote the agency and events; average daily participation of 325 members.

Present financial and agency activity results to the Board of Directors, ensure funding was appropriated correctly, provide updates on program development and expansion, event planning, etc.

Controlled expenditures while minimizing costs of a \$750K annual budget by effective management/monitoring, vendor negotiations, employee training and proper recordkeeping.

## PROFESSIONAL AFFILIATIONS

National Council on Aging

National Institute of Senior Centers, past Delegate Council Member

Northern R.I. Chamber of Commerce, Ambassador

2005 Recipient of "Citizen of the Year" Award, The Rotary Club of North Providence

Town of North Providence Home Rule Charter Committee

North Providence Lions Club

North Providence Substance Abuse Task Force

Congressman Patrick Kennedy's Women's Advisory Council

Congressman Cicilline's Senior Advisory Council

## EDUCATION

Katherine Gibbs School, Providence, RI  
Certified Graduate, 1980

Rhode Island College, Providence, RI  
Business Courses, 2000

## CERTIFICATIONS

ServSafe Certification

Allergen Awareness Training