



**Janice Williams, Director of Purchasing**, joined the CMHA team in June 1984 as an Executive Secretary to the Chief of Budgets. In 1985, she was assigned to the position of Labor Relations Compliance Technician and in 1990 was promoted to the position of Labor Relations Compliance Officer where she supervised a staff of five employees. As the Compliance Officer, in addition to monitoring compliance with prevailing wage requirements, she was responsible for ensuring that minority and female owned businesses were included in the Housing Authority's contracting activities.

In 1994, Ms. Williams was given the opportunity to write a formal program for CMHA that would ensure compliance with the policies and procedures as they related to minority and female business enterprise inclusion. The *"Small Disadvantaged Business Program for Minority and Female Business Participation,"* by Ms. Williams, was adopted by the CMHA Board of Commissioners. She was then appointed to the position of Minority Business Enterprise Coordinator and given the responsibility of implementing and enforcing the program. In 1994, Ms. Williams was invited to attend a statewide MBE task force organizational meeting that was held in Dayton and became actively involved in the organization. In 1997, she chaired the 8<sup>th</sup> Annual MBE Conference which was held in Cleveland, which proved to be very successful and was a mechanism that helped to broaden the organization's membership. In 2001, the 12<sup>th</sup> Annual MBE/DBE Conference was held in Cleveland and Ms. Williams was the Chairperson for the event. For several years, during her membership in the Task Force, Ms. Williams served as Treasurer of the organization.

Ms. Williams held a number of positions within CMHA including that of Special Assistant to the Director of Purchasing/Contract Administrator and Purchasing Manager. More recently, she was appointed to Director of Purchasing, where she is responsible for the supervision of a staff of eight. Under her direction, the purchasing staff manages more than 200 contracts for goods and professional services as well as contracts for the Agency's construction projects. In her present role, she continues to be an advocate for small, disadvantaged businesses, continuing to make inclusion a priority of the Agency.

Ms. Williams was recognized by CMHA as Employee of the Month in 2010 for "consistently exceeding the standards and going beyond the required duties and responsibilities, benefiting CMHA and those we serve." She is the proud "full-time" grandmother to her grandson and spends much of her free time being involved in his school and sports activities.