

Rashondra M. Martin

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Experience

State of New York Unified Court System, Monroe County Family Court, Rochester, NY August 2022 to present

Support Magistrate

- Serve as a quasi-judicial hearing officer with jurisdiction over petitions commenced under Article 4 and 5 of the Family Court Act
- Adjudicates child support and paternity petitions
- Conducts formal evidentiary hearings and determines questions of fact and law
- Prepares detailed findings of fact and issues binding orders
- Presenter for NYS Unified Court System Judicial Institute on Landlord Tenant matters
- Member Administrative Judge Task Force Embracing Our Community
- Coordinate the JUST Law program finding Judges and Court Staff to explain how the justice system works to middle school students at Rochester City School District; organize the visit to the court and the Awards Ceremony

State of New York Unified Court System, Rochester City Court, Rochester, NY July 2019 to August 2022

Court Attorney

- Research and analyze legal questions and prepare memoranda with recommendations
- Draft opinions, decisions, orders and correspondences
- Confers with and provide recommendations to judges on legal issues
- Conduct conferences with litigants and other parties to clarify issues and/or settle cases
- Conduct Alternative Dispute Resolution for civil matters
- Assist the Judge with the administration and legal matters for the Opioid Stabilization Part and DWI court
- Serve as a Special COVID Intervention Part Alternative Dispute Resolution court attorney to resolve landlord tenant matters
- Presenter for NYS Unified Court System Judicial Institute on Landlord Tenant matters
- Member Administrative Judge Task Force Embracing Our Community
- Participate in the JUST Law program serving as a presenter to explain how the justice system works to middle school students at Rochester City School District

Rochester Housing Authority, Rochester, NY

August 2016 to July 2019

Executive Personnel Administrator

- Member of the Executive Shared Leadership Team reporting directly to the Board of Commissioners
- Served as the leader of Human Resources, Employee and Labor Relations, Compliance Diversity and Inclusion, and IT Departments
- Created, managed, and monitored department budgets
- Provided staff with timely and appropriate internal and external information and delivered appropriate resources that enabled staff to carry out their respective accountabilities.

Human Resources

- Developed Human Resources strategy for planning, developing, implementing and administering human resource functions for the organization to align with the organizational Strategic Plan
- Created and deliver an Annual Training Program for all levels of the organization
- Managed a team of HR professionals to cultivate a unified values-based culture
- Developed and maintained technically and professionally competent staff by selecting, training, developing, supervising and retaining employees
- Provided expertise to Senior Management for the investigation and resolution of complex Human Resources issues including performance management and organizational restructuring
- Developed staff competency within the Human Resources discipline, and across disciplines.
- Sought development opportunities for staff, both management and union, to advance the practice of sound employee relations and to assure continued professional development.

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- Improved employee workflow productivity by creating effective organization design, change management and recruitment strategies

Employee and Labor Relations

- Developed the strategic development, planning and management of the Employee & Labor Relations
- Lead contract negotiator, prepare reports and proposals for contract negotiations;
- Conducted monthly labor management meetings to address matters
- Provided advice to managers regarding the interpretation of contract clauses, policies and procedures and applicable state and federal laws and regulations
- Prepared reports and litigation strategy for NYS Public Employee Relations Board and NYS Human Rights Division
- Provided advice to managers regarding performance correction plans, counseling and disciplinary actions and procedures
- Conducted staff training related to labor relations matters
- Directed and assisted in investigating and resolving employee disputes; responding to complaints, grievances, charges and/or lawsuits from employees
- Prepared files and witnesses for arbitrations and other hearings;
- Managed unemployment claims by preparing witnesses and producing relevant documents
- Recommended and approves expenditures to settle lawsuits and other formal complaints or situations where financial settlement is required

Compliance, Diversity and Inclusion

- Cultivated a culture across RHA that emphasizes integrity and truthfulness; a work atmosphere that promote open and candid discussions regarding compliance concerns; acceptance of responsibility for actions taken; effective compliance oversight
- Ensured that all compliance inquiries and reports are assessed promptly and as warranted, investigated in a timely and thorough fashion
- Ensured that appropriate policies and procedures are adopted, periodically reviewed, disseminated and as warranted, revised

Buffalo Public Schools, Office of General Counsel, Buffalo, NY

July 2013 to January 2016

General Counsel

- Collaborated to provide leadership, knowledge, expertise and independent oversight in legal, risk, and quality management to minimize Buffalo Public Schools' (BPS) legal liability and risk exposure
- Strong history of building and maintaining a rapport with all levels of internal and external contacts by exhibiting a collaborative work style
- Lead the Office of the General Counsel supervising several attorneys and staff members; demonstrated ability to lead change; developed and maintained the department's operating budget
- Determined appropriate legal course of action and propose solutions while balancing educational and business needs
- Coordinated the procurement of legal services with outside counsel while ensuring high quality legal representation in a cost-effective manner
- Appreciated the need for confidentiality in appropriate contexts
- Strong ability to organize, multi-task, prioritize and work independently for timely completion of projects

Employment and Benefits Matters

- Addressed day to day employment issues from Board of Education members, Superintendent, and Executive Cabinet Members
- Provided practical advice and counseling regarding labor and employment including those relating to FMLA, ADA recruiting, hiring, employee relations, discipline, terminations, harassment, discrimination, wage and hour compliance, and strategies for managing employment risk
- Conduct online and on-site training
- Supported the Human Resource Department regarding employee investigations

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- Assisted the Human Resource Department on the development and drafting of employment procedures and their application under various state and federal laws
- Provided counsel for various labor matters, including those relating to collective bargaining agreements
- Counseled Human Resource Department to manage all forms of employee disputes and litigation matters, including agency charges, Division of Human Rights complaints, EEOC claims, arbitration proceedings, and litigation
- Drafted, reviewed and negotiated Employment and Consulting Agreements
- Advised the Benefits Department on benefit-related issues with a focus on ADA and FMLA matters
- Ensured the District's adherence to state and federal labor laws; oversee preparation of reports and brochures for distribution to students and employees in compliance with all applicable state and federal laws

Contracts

- Managed a contract portfolio of approximately \$100,000,000.00
- Provided and arranged for value-added legal services to staff in the drafting and negotiating of Vendor and Consultant Contracts, Employee Agreements, Service Agreements, Non-Disclosure Agreements, Memorandum of Understanding, Leases and Rental Agreements on behalf of BPS
- Ensured protection of District's rights in contract negotiations
- Provided guidance to the Department of Purchasing regarding Request for Proposals and general procurement guidance
- Counseled and directed the Office of Accountability regarding the release of student data and prepare Non-Disclosure Agreements and Data Sharing Agreements in compliance with the Family Educational Rights and Privacy Act

Litigation and Compliance

- Successfully resolved pre-litigation disputes; Negotiates Settlement Agreements
- Assisted outside counsel in the development of litigation strategies; develops a budget for each case and review invoices submitted by outside counsel to ensure that statements accurately reflect the work performed
- Provided analysis, reports and presentations on litigated matters
- Assisted and participates in the formation of institutional strategies and policies to avoid future legal problems and advise of mitigation of risk
- Investigated and respond to complaints from the New York State Division of Human Rights and EEOC
- Prepared Answers and Memorandum of Law for Appeals to the Commissioner of Education and Public Employee Relations Board
- Represented the District in all stages of adversarial proceedings including arbitrations, administrative hearings, New York State Department of Education matters and in State and Federal court

Legal Advice, Counsel and Opinions

- Rendered legal advice, counsel and opinions to the Board of Education members, the Superintendent, Executive Cabinet Members, Directors and Principals while ensuring a high level of confidentiality
- Reviewed policies and procedures to ensure compliance with applicable state and federal requirements and BPS policies
- Participated in development and delivery of training programs for all levels of staff and external partners
- Counseled internal clients on legal issues and strategies, maintaining high standards of legal and business ethics and professional responsibility
- Conducted legal research to respond to request for legal opinions and advice from all levels of BPS staff
- Partnered with colleagues to analyze and assess potential risks associated with proposed courses of action
- Provided assistance and advice regarding District records, including requests under the Freedom of Information Law

Legislative Monitoring and Implementation

- Monitored changes in law and regulation that require modification of policies, procedures or practices; developed implementation strategy around needed changes
- Reviewed and comment on proposed legislation
- Provided advice and counsel related to the implementation of new statues or regulations

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- Developed and review Board Policies and Administrative Regulations

Board Governance

- Attended Board of Education meetings and other administrative meetings to provide legal counsel and serve as the Parliamentarian rendered advice on Robert's Rules of Order
- Developed and reviewed Resolutions for Board Members, the Superintendent and Executive Cabinet Members.

Rochester City School District, Department of Law, Rochester, NY

February 2009 to August 2013

Associate Counsel

July 2010 to July 2013

- Promoted to Associate Counsel
- Supervised and developed a high performing Contract's staff

Contracts

- Managed a contract portfolio of approximately \$75,000,000.00
- Drafted, reviewed, analyzed and negotiated over 600 Contracts (matters involving payment of money)
- Reviewed and negotiated over 100 Memorandum of Agreements and Memorandum of Understanding
- Reviewed and negotiated all Leases and Rental Agreements on behalf of the District
- Ensured protection of District's rights in contract negotiation
- Counseled and directed the Office of Accountability regarding the release of student data and prepared Non-Disclosure Agreements
- Prepared reports for the Board of Education and the Superintendent regarding contract activity
- Counseled and advised the Board of Education Staff, School Chiefs, Administrators, Directors, and Principals regarding contract matters
- Provided guidance on compliance with Education Laws and Regulations
- Designed and developed a contract processing manual for use by the Contract staff

Assistant Counsel

February 2009 to June 2010

Employment and Counseling Matters

- Addressed day to day legal issues from School Chiefs, Administrators, Directors, and Principals
- Counseled Human Capital Initiatives Department in matters including investigations, discipline, and termination of District employees
- Assist in the development and implementation of labor/employee relations strategy, analyze and develop matrix systems to track and quantify labor relations process
- Provided direction and counsel to the Director of Employee Benefits regarding Worker's Compensation and disability accommodations matters
- Developed salary overpayments, garnishment of wages, and tax levy protocols with the Department of Payroll
- Assisted and counseled the Department of Communication's responses and appeals regarding Freedom of Information Law request
- Served as the legal liaison for Medicaid Audit by the Office of the Medicaid Inspector General for the District's Medicaid Department and the Medicaid Compliance Officer

Litigation

- Prepared Education Law §3020-a charges against tenured teachers and administrators (process to terminate tenured teachers)
- Prepared Answers and Memorandum of Law for Appeals to the Commissioner of Education, EEOC and New York State Division of Human Rights
- Conduct 50-h hearings
- Represented the District in all stages of adversarial proceedings including arbitrations, administrative hearings, New York State Department of Education matters and in court
- Negotiated Settlement Agreements

Hiscock & Barclay, LLP Rochester, NY

July 2006 to January 2009

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Health Care Senior Associate

- Supervised junior associates
- Medical malpractice litigation
- Developed, implemented, evaluated, and monitored health care entities corporate compliance programs and activities
- Reviewed, drafted and negotiated various health care providers' contracts
- Investigated fraud and abuse claims by government agencies for various health care facilities
- Conducted on-site internal investigations
- Provided licensing, legal and regulatory guidance for ambulance and ambulette companies, home care agencies, individual practitioners, owners, administrators, executives and employees of health care facilities
- Represented health care providers involved in Medicaid reimbursement, fraud, and abuse investigations
- Counseled and represented health care providers involved in professional licensing disciplinary and criminal proceedings
- Represented a national pharmacy chain involved in Medicaid audits and enforcement investigations with the New York State Office of Medicaid Inspector General
- Represented a Trade Association involved in complex civil litigation with governmental agencies responsible for the enforcement of Medicaid.

Insurance Coverage Litigation Associate

- Reviewed claims and insurance policies to prepare coverage analysis letters
- Prepared draft disclaimer and reservation of rights letters
- Counseled insurers on coverage matters
- Defended lawsuits brought against the insured
- Actively litigated declaratory judgment actions
- Prepared appellate briefs, motions for summary judgment, and motions to compel
- Responded to discovery requests
- Took and defended depositions
- Drafted comprehensive Litigation Budget and Trial Plans
- Prepared mediation statements and actively participate in mediation sessions

Gilbert Heintz & Randolph LLP Washington, DC

Insurance Coverage Litigation Attorney

October 2003-July 2006

- Developed firm-wide protocols for best litigation practices
- Managed a satellite office supervising contract attorneys, paralegals and office staff for a complex litigation matter
- Supervised numerous attorneys and paralegals for extensive electronic document reviews, utilizing Summation and Concordance litigation software
- Represented commercial policyholders with an emphasis on mass-tort asbestos claims
- Prepared policy review analysis, motions to compel, motions for attorney fees, motions for summary judgment and discovery responses
- Supervised and developed case management protocols for document production and document storage
- Developed deposition outlines and served as second chair for depositions
- Served on trial team by drafting witness outlines and preparing witnesses for testimony
- Drafted deposition designations, trial demonstratives and participated in daily trial activity

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Orrick, Herrington & Sutcliffe LLP New York, NY
Employment Litigation Associate

September 2002-September 2003
Summer Associate Summer 2001

- Prepared position statements for employment discrimination matters before various administrative agencies
- Drafted motion for summary judgment, motion to dismiss, and discovery responses
- Served as second chair for depositions, and mediation session
- Developed and revised employee handbooks, advised clients on various employment discrimination matters, including hiring and retention

Education

University at Buffalo Law School, State University of New York, Buffalo, NY

Juris Doctor, June 2002

- Dale S. Margulis Award Recipient (graduating law student that contributed the most to the law school and the community)
- Associate Editor, Buffalo Women's Law Journal
- Parliamentarian, Student Bar Association
- President, Black Law Student Association

Le Moyne College, Syracuse, NY

Bachelor of Arts, cum laude, in Political Science, May 1999

- Resident Assistant of the Year
- Member, President's Diversity Committee
- Student Senator
- President, P.O.W.E.R. (multicultural organization)

Bar Association and Community Activities

- President, Jack and Jill of America, Inc. Rochester Chapter
- Former Member, New York State 7th Judicial District Independent Judicial Election Qualification Commission
- Former President, Rochester Black Bar Association
- Former Consulting Attorney Board Member, Action for a Better Community
- Past Chairperson Youth Initiative Programs, Delta Sigma Theta Sorority, Inc., Rochester Alumnae Chapter

Bar Admission

- New York State, United States District Court for the Eastern, Southern and Western District of New York