

OHIO SENATE

STATE OF OHIO 2023 FEB -2 PM 2: 03

# Executive Department

OFFICE OF THE GOVERNOR

*Columbus*

I, Mike DeWine, Governor of the State of Ohio, do hereby appoint Wynette P. Carter-Smith, from Springboro, Warren County, Ohio, as a Member of the Ohio Peace Officer Training Commission for a new term beginning January 4, 2023 and ending at the close of business September 20, 2025, replacing Wynette P. Carter-Smith, whose term expired.



IN WITNESS WHEREOF, I have hereunto subscribed my name and caused the Great Seal of the State of Ohio to be affixed, at Columbus, this 6th day of January in the year of our Lord, Two Thousand and Twenty Three.

A handwritten signature in cursive script that reads "Mike DeWine". The signature is written in dark ink and is positioned above a horizontal line.

Mike DeWine  
Governor



# WYNETTE P. CARTER-SMITH

Criminal Justice Professional

## PERSONAL PROFILE

High-energy Supervisor successful in building and motivating dynamic teams. Cultivates a company culture in which staff members feel comfortable voicing questions and concerns as well as contributing new ideas that drive company growth. Organized and diligent with excellent written oral and interpersonal communication skill

## ACCOMPLISHMENTS

Graduate of the Clark County Leadership Academy (1997)

Springfield City School Award of Excellence- Hall of Fame (2002)

Graduate of the Ohio Supreme Court/National Center for State Courts- Court Management Program, Certified (2012)

Alumni of Distinction Award Springfield City Schools (2013)

Graduate of the Ohio Supreme Court/National Center for State Courts- Court Management Program, Tier II- Certified (2017)

## CONTACT US

Home: 937-550-9053

Cell: 937-605-5240.

Email: nsjade@msn.com

Address: 115 Wells Drive Springboro, Ohio 45066

## PROFESSIONALS SKILLS

- Organized
- Ability to see "Big Picture"
- Team Leader
- Outcome Driven
- Detailed Oriented

## ACADEMIC BACKGROUND

**MBA Administration, Human Resource Management**

Central Michigan University | 2004

**BS in Rehabilitation Education**

Wright State University | 1988

## PROFESSIONAL CAREER

### Court Administrator

*Clark County Juvenile Court, | February 2010- December 2019*

- Directly responsible for the leadership and management of 16 juvenile court professionals including probation officers and support staff
- Reports and confers with Judge to plan and communicate court operations and programs, review short and long-range issues and assess Court needs with specific plans for implementation
- Performed training and mentoring of staff from diverse backgrounds across a broad array of topics.
- Monitors Court's operations to ensure they are efficient, effective and in compliance with local, state and federal laws and regulations
- Runs bi-weekly Senior Staff meetings
- Manages and directs the Court's departments, including: Clerk Department, Probation, Detention Center, CASA, Mediation, Information Technology, Human Resources, and Fiscal Department
- Responsible for interviewing and submitting recommendations to Appointing Authority for new court hires
- Supervises and coaches all appropriate staff to ensure the public's needs are met and that State, County, and Court legal processes, policies and procedures are followed.
- Responsible for Court's budget. Manages and directs the work of the Finance Department to prepare an annual general fund budget and maintain Court operations within the budget.
- Monitors and directs other fiscal accounts
- Conducts pre-disciplinary hearings on staff that may violate policy and procedure, prepares report and submits recommendations for Judge
- Reviews and approves requisitions for purchases and bills for payments
- Finalizes and approves court payroll in county case management system
- Represents Court and interacts with other agencies from government and private sector.
- Maintains open communication with governmental, community, professional and private organizations which impact Court operations.
- Participates and serves on various committees, boards and councils as needed
- Oversees preparation and compilation of the Court's annual report.
- Assist with preparing, negotiating and monitoring agency contracts with Department of Job and Family Service, Springfield City Schools and other court contracts

### Chief Probation Officer

*Clark County Juvenile Court | April 1995 - February 2012*

- Monitored and enforced probationer's compliance with conditions of probation in an effort to modify behaviors that contributed to the individual's criminal activity.
- Notified the courts of violations and provided updated reports to the courts regarding the probationer's progress.
- Maintained contact with service providers, family members, court staff, and attorneys to ensure proper oversight and case management.
- Documented cases, organized/created calendars, and completed assignments through the use of Word, Outlook, and Excel. Ensured compliance, built relationships, made referrals to the community.
- Successfully managed full caseload through casework, office, school, and home visits.
- Conducted assessment interviews of juvenile offenders and provided adequate recommendations to the Court.
- Ensured client compliance of Court orders. If appropriate implemented graduated sanctions.
- Responsible for ensuring victim satisfaction in disposition of cases, including collection of restitution.
- Worked in collaboration with numerous organizations that provide adequate services to juvenile offenders, including counseling services, community service agencies, and the Department of Children and Families.

# WYNETTE P. CARTER-SMITH

Criminal Justice Professional

## PRESENT BOARD INVOLVEMENT

- Tri-County Food Alliance (AKA)- 2nd Harvest Food Bank
- Clark State Foundation Board August
- United Way of Clark, Champaign and
- Madison Counties
- Bass Smith Connection Board President/Chair
- Springfield Foundation/African American Community Fund

## PROFESSIONAL CAREER (CONT)

### Intensive Probation Officer

*Montgomery County Adult Probation, |February 1992- April 1995*

- Investigated and verified offender addresses, places of residence, and employment
- Established and maintained interagency contact with department heads, division heads, and colleagues on matters of collaborative supervision methods
- Investigated allegations of non-compliance by probationers charged with crimes that are sexual in nature and determine if the violations merit arrest.
- Referred probationers to counseling and treatment as required by the court or determined by Probation and monitored treatment progress to determine and maintain compliance
- Installed and maintained electronic monitoring devices on Sexually Dangerous Predators ordered to lifetime electronic monitoring.
- Utilized technology to track, monitor, and supervise Sexually Dangerous Predators

### Probation Officer

*Clark County Juvenile Court | August 1988- February 1992*

- Conducted assessment interviews of juvenile offenders and provided adequate recommendations to the Court
- Ensured client compliance of Court orders. If appropriate implemented graduated sanctions
- Responsible for ensuring victim satisfaction in disposition of cases, including collection of restitution.
- Worked in collaboration with numerous organizations that provide adequate services to juvenile offenders, including counseling services, community service agencies, and the Department of Children and Families.

## GOVERNOR'S APPOINTMENTS TO BOARDS AND COMMISSIONS

**Appointment Date:** 1/4/2023

**Name of Appointee:** Wynette P. Carter-Smith  
**Address:** 115 Wells Drive  
Springboro, OH 45506  
Warren County  
(H) – 9375509053  
(W) –  
(M) – 9376055240  
(E) – nsjade@msn.com

**Name of Commission:** Ohio Peace Officer Training Commission  
Dwight Holcomb, Executive Director  
Teresa Coffey, Admin. Asst. II - OPOTA  
(740) 845-2673  
PO Box 309  
London  
(740) 845-2696

**Term Begins:** 9/21/2022  
**Term Ends:** 9/20/2025  
**Party Affiliation:** Democrat  
**Senate Confirmation:** Appointed by the Governor, confirmed by the Senate  
**Financial Disclosure:** Confidential disclosure required  
**Vice:** Wynette P. Carter-Smith

