

Polyxane S. Cobb
140 Lexington Avenue •• Cambridge MA 02138-3368
617-492-4630 (*voice*) •• Polyxane@comcast.net (*email*)

Education

- 1971 – 1973 Boston Family Institute, Brookline MA — 2-year Family Therapy Training Program
- 1961 – 1963 Boston University/School of Fine and Applied Arts — Boston MA
- 1959 – 1961 Lawrence College/Conservatory of Music — Appleton WI

Relevant Work Experience

- 2007 - *Present* **City of Cambridge** — *Election Commissioner* – With 3 other Commissioners, Head of the Elections Department. Overseeing and coordinating all elections for the City of Cambridge, overseeing the Ethics Ordinance, and enforcing campaign financing for School Department candidates.
- 2000 **The Society of Kings Chapel**, 64 Beacon St., Boston MA *The Capital Campaign for King's Chapel* — *Capital Campaign II Coordinator* – Coordinating a second capital fund drive (\$500,000 raised) to supplement an earlier one.
- 1995 - 1997 **The Society of Kings Chapel**, 64 Beacon St., Boston MA *The Capital Campaign for King's Chapel* — *Capital Campaign Coordinator* – Coordinated a capital fund drive which raised over \$1.25 million. Prepared materials, created and implemented database for the Campaign (and consulted in the creation of a full parish database), and provided guidance in constructing a successful campaign.
- 1994 **Families Organizing for Change**, c/o The Association for Community Living, 1 Carando Drive, Springfield MA *part-time Project Coordinator* – Coordinating and organizing a one-day conference, *Putting the Power in Empowerment*, and four regional meetings held in the fall of 1994 on issues of family support for families with children with disabilities.
- 1993 - *Present* **Organizational Consulting; Freelance Designer; Advocacy Consulting; Photography** – Consulting to individuals and organizations on the most efficient, effective use of time, space, and materials. Assist in the development of effective database systems, fundraising mechanisms, and outreach. Creating distinct graphic designed for personal and professional use including advertising copy and design, stationery design, invitation and program design for events, newsletter design, church bulletin design, etc. Consulting to private individuals on securing services, ensuring entitlements, negotiating for services, and designing ISPs and IEPs. Photography: informal and portrait.
- 1985 – 1992 **Temporary Care Services, Inc.**, 5 Sacramento St., Cambridge MA *Executive Director* – (*Founder of the agency and President of the Board from 1979–1985.*) Served as the first Executive Director of the agency and guided it through its initial development from

incorporation to its firm establishment as a provider of services under contract to the Commonwealth of Massachusetts. Responsible for administrative management of the agency including supervision of agency staff, implementation of all policies and procedures required by the Board of Directors and the Commonwealth, community outreach, fundraising and grant preparation, community relations, and long range planning. Prepared financial and program reports for Board, foundations and trusts and filed required documentation to the state and federal governments. Raised over 50% of the operations budget through grantswriting.

- 1969 – 1970 **Harvard University Press**, Cambridge, MA Production Coordinator – managed production and manufacture of new books including scheduling of series editions and long-range planning and liaison with Editorial, Design, and Production Departments; cost estimates.
- 1967 – 1969 **Random House, Inc.**, New York, NY Production Associate – handling production of all new Modern Library College Editions and reprints of Random House Short Studies, Knopf Latin American Studies, and Modern Library College Editions including scheduling, estimating, and some design.
- 1963 – 1967 **Goldovsky Opera Company**, Carnegie Hall, New York, NY and other opera companies, Lyric Soprano.

Committee Experience

- 2001 -*Present* **Disabled Persons' Protection Commission Advisory Board**, A citizen's advisory board to the Commission.
- 1997 – 1999 **Department of Mental Retardation Metro Boston Regional Board**, A citizens' advisory board to the Metro Boston Region. Appointed in 1997.
- 1996 -*Present* **Coalition for the Legal Rights of People with Disabilities (CLRD)**, Boston MA, *Co-Chair*, Co-Chair of a coalition of individuals and agencies serving both the legal interests of people with disabilities and, through legislative initiative, enlarging and refining the body of law for this population.
- 1995 – 1998 **Department of Mental Health Metro Boston Area Board**, A citizens' advisory board to the Metro Boston Area (comprising six Mental Health Centers). Appointed in May 1995.
- 1994 – 1997 **Department of Mental Retardation Area Board**, A citizens' advisory board to Charles River West Area.

- 1990 – 1992 **Christ Church Cambridge Vestry**, Cambridge MA. Governing body of the church and elected leadership of the parish.
- 1982 –1996 **Department of Mental Health Cambridge–Somerville Area Board/Citizen’s Advisory Board**, Cambridge MA *President, 1985 to 1989*. A citizens’ advisory committee to the state Department of Mental Health.
- 1980 – 1992 **Children’s Joint Review Committee**, Cambridge MA *Chair* since 1984. A citizens’ advisory committee and a subcommittee of the DMH Area Board.
- 1989 **City of Cambridge Policy for Children and Youth Task Force**, *Mental Health Study Committee*. Prepared recommendations for city–wide policy and goals statements for ensuring the access to services for young people with emotional disorders, and the development and growth of services to fill the gaps in the present system.
- 1988 – 1989 **Department of Mental Retardation Respite Care Advisory Group** A professional advisory committee to assist the department during the transition period as respite care services move from the Department of Social Services to the Department of Mental Retardation.
- 1986 –1988 **Advisory Board of the Integration Research Project of Autism Services Association** Advisory to Federal grant project working on improving the integration of moderate to severely disabled children into public schools.
- 1979 – 1985 **Temporary Care Services, Inc.**, Cambridge MA. *President*, Board of Directors from 1981 to 1985.

Presentations

- April 1991 **Panelist** – ARC/Mass., CLUM, TASH – Positive Approaches to Behavioral Issues, From Policy to Practice: The Movement to Ban Aversive Therapy
- June 1990 **Keynote Address** (jointly with Richard Robison) – Department of Mental Retardation Family Support Conference, Families Envisioning the Future
- May 1990 **Featured Speaker** – Building Alliance with the HIV and Disability Communities Conference – Families and HIV/AIDS/Disabilities
- June 1988 **Featured Speaker** – Department of Mental Retardation Respite Care Conference, Philosophy and Practice of Respite Care
- January 1988 **Featured Speaker** – United Cerebral Palsy of Greater St. Louis (Missouri), Unique Respite Care Programs

- March 1987 **Keynote Address** – Massachusetts Developmental Disabilities Council & Association for Retarded Citizens/Massachusetts Ninth Annual Legislative Reception, Ensuring a Variety of Opportunities for Citizens with Developmental Disabilities
- March 1987 **Keynote Address** (jointly with Jaquie Michelov) – Department of Mental Health District VI–A Legislative Breakfast, The Needs of the Chronically Mentally Ill

Task Force Experience

- 1985 – 1986 **Commonwealth of Mass. Executive Office of Human Services Respite Care Task Force – Advisory Group.** Working group to define statewide goals of respite care programs and propose basic fundamentals of respite care programs throughout the Commonwealth.
- 1983 – 1984 **Commonwealth of Mass., Governor’s Office of Human Services Task Force on Child Abuse and Neglect – Coordinated Services Sub–Committee.** Working group to propose ways to provide an effective response network for victims of child abuse and/or neglect and improve techniques for preventing incidences of child abuse and neglect by coordinating services for both potential victims and potential abusers.

Salient Writings

The Respite Care Manual – with Heather Hall, et. al., 1984, Publisher: Temporary Care Services, Inc., 12 Maple Ave., Cambridge MA 02139

Creating a Respite Care Program – The Exceptional Parent; July/August 1987 issue, Publisher: Psy-Ed Corporation, 605 Commonwealth Ave., Boston MA 02215

Respite Care: A Service that Works — Common Ground; February 1993, Vol. X, No. 1, Publisher: The New England Association of Child Welfare Commissioners and Directors