



CITY OF POMPANO BEACH ADVISORY BOARD / COMMITTEE APPLICATION

City Clerk's Office Phone: 954-786-4611 Fax: 954-786-4095
Post Office Drawer 1300, Pompano Beach, FL 33061
www.mypompanobeach.org

Mr. ___ Mrs. Ms. ___ Miss ___ Name: Susan M. Gingerich
(Optional)

Residence Information:

Home Address: 1409 Banyan Circle
City/State/Zip: Pompano Beach, FL 33069
Home Phone: 954-545-2030 Cell Phone: 954-290-1104
Email: susangingerich@libertytax.com Fax: 954-783-5343

Business Information:

Employer/Business Name: Liberty Tax Service
Current Position / Occupation: Marketing Director
Business Address: 1000 E. Atlantic Blvd, Suite 112
City/State/Zip: Pompano Beach, FL 33060
Business Phone: 954-783-5353 Fax: 954-783-5343 Email: susangingerich@libertytax.com

Are you a U.S. Citizen? Yes No ___

Are you a resident of Pompano Beach? Yes No ___ Reside in District: 1 ___ 2 ___ 3 ___ 4 ___ 5

Do you own real property in Pompano Beach? Yes No ___

Are you a registered voter? Yes No ___

Have you ever been convicted of a felony? Yes ___ No

Current or prior service on governmental boards and/or committees: _____

Please make a check next to the Advisory Boards/Committees you would like to serve on:

<input type="checkbox"/> Affordable Housing	<input type="checkbox"/> Cultural Arts	<input checked="" type="checkbox"/> Parks and Recreation
<input type="checkbox"/> Air Park	<input type="checkbox"/> Education	<input checked="" type="checkbox"/> *Planning & Zoning/Local Planning Agency
<input type="checkbox"/> Architectural Appearance	<input type="checkbox"/> Emergency Medical Services	<input checked="" type="checkbox"/> *Police & Firefighter's Retirement System
<input type="checkbox"/> Budget Review	<input checked="" type="checkbox"/> *Employee's Board of Appeals	<input type="checkbox"/> Pompano Beach Economic Development Council
<input type="checkbox"/> Charter Amendment	<input type="checkbox"/> Employee's Health Insurance	<input type="checkbox"/> Recycling & Solid Waste
<input type="checkbox"/> Community Appearance	<input checked="" type="checkbox"/> *General Employee's Retirement System	<input type="checkbox"/> Sand & Spurs Riding Stables
<input checked="" type="checkbox"/> *Community Development	<input type="checkbox"/> Golf	<input type="checkbox"/> Marine
<input type="checkbox"/> CRA East	<input type="checkbox"/> Historic Preservation	<input checked="" type="checkbox"/> *Unsafe Structures
<input type="checkbox"/> CRA West	<input checked="" type="checkbox"/> *Housing Authority of Pompano Beach	<input checked="" type="checkbox"/> *Zoning Board of Appeals

*Financial Disclosure Form is required, if appointed to serve, upon appointment and upon resignation/retirement.

In addition a Resume may be attached

Education: A.S Degree Broward College Fashion Merchandising, Additional College Coursework toward Business Degree, Multiple Computer Classes,

U.S. Defined Contributions Course, Preparation Course for Series 6 Licensing

Experience: Marketing Associate at Mackenzie Financial (Ivy Funds) specializing in Retirement Accounts, Held a Series 6 license, Passed

the US Defined Contribution Plans Overview Course sponsored by the Society of Professional Administrators & Recordkeepers

Past Positions: Marketing Director (part owner) Liberty Tax Service

Pompano Beach, owner Basket Garden Gifts, Administrative Office Manager

Boca Raton Airport Authority, Transition Team for Merging Banks with

Nations Bank (Merged Citizens Federal, Intercontinental Bank, Bank of Madison

Hobbies: Traveling, Cooking & Baking, Entertaining, Reading,

Computers, learning new skills.

Making any false statements herein may be cause for revocation by the City Commission of any appointment to a Board/Committee.

Signature: Janet M. Guingerich

Date: July 8, 2011

Initials of Clerk or Deputy: JG

Date received or confirmed: 7/11/11

Please check one: New Application Currently Serving on Board Updated Information

Note: Application is effective for one year from date of completion. If you have any questions on the above, please call the City Clerk's Office at: 954-786-4611, or send via fax to: 954-786-4095.



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ADVISORY BOARD / COMMITTEE
APPLICATION**

City Clerk's Office Phone: 954-786-4611 Fax: 954-786-4095
P. O. Drawer 1300, Pompano Beach, FL 33061
www.mypompanobeach.org

Mr. ___ Mrs. ___ Ms. ___ Miss ___ Name: Karen Moreland
(Optional)

Residence Information:

Home Address: 1559 NW 5th ave
City/State/Zip: Pomp. Bch., FL 33060
Home Phone: 954-553-0606 Cell Phone: 954-553-0606
Email: bran8585@gmail.com Fax: 954-573-2821

Business Information:

Employer/Business Name: Moreland's Alternative Educational Academy
Current Position / Occupation: Owner-Principal
Business Address: 3171 W. Atlantic Blvd.
City/State/Zip: Pomp. Bch., FL 33069
Business Phone: 954-307-9274 Fax: (9)573-2821 Email: morelandalled
academy@gmail.com

Are you a U.S. Citizen? Yes No ___
Are you a resident of Pompano Beach? Yes No ___ Reside in District: 1 ___ 2 ___ 3 ___ 4 5 ___
Do you own real property in Pompano Beach? Yes No ___
Are you a registered voter? Yes No ___
Have you ever been convicted of a felony? Yes ___ No
Current or prior service on governmental boards and/or committees: n/a

Please check the first box next to the Advisory Boards/Committees you would like to serve on:

<input type="checkbox"/> Affordable Housing	<input checked="" type="checkbox"/> Education	<input checked="" type="checkbox"/> Parks and Recreation
<input type="checkbox"/> Air Park		*Planning & Zoning/Local Planning Agency
<input type="checkbox"/> Architectural Appearance	Emergency Medical Services	*Police & Firefighter's Retirement System
<input type="checkbox"/> Charter Amendment	*Employee's Board of Appeals	Pompano Beach Economic Development Council
<input type="checkbox"/> Community Appearance	Employee's Health Insurance	<input checked="" type="checkbox"/> Public Art Committee
<input type="checkbox"/> *Community Development	*General Employee's Retirement System	Recycling & Solid Waste
<input type="checkbox"/> CRA East	Golf Advisory Board	Sand & Spurs Riding Stables
<input type="checkbox"/> CRA West	<input checked="" type="checkbox"/> Historic Preservation	Marine
<input checked="" type="checkbox"/> Cultural Arts	*Housing Authority of Pompano Beach	*Unsafe Structures
	Nuisance Abatement Board	*Zoning Board of Appeals
		Local Complete Count (Census)

*Financial Disclosure Form is required, if appointed to serve, upon appointment and upon resignation/retirement.

In addition a Resume may be attached

Education: _____

Experience: _____

Past Positions: _____

Hobbies: _____

please see
attached
documents.

Making any false statements herein may be cause for revocation by the City Commission of any appointment to a Board/Committee.

Signature: Karen Moreland Date: 7/7/2021

Initials of Clerk or Deputy: _____ Date received or confirmed: _____

Please check one: New Application Currently Serving on Board Updated Information

Note: Application is effective for one year from date of completion. If you have any questions on the above, please call the City Clerk's Office at: 954-786-4611, or send via fax to: 954-786-4095.

Karen Moreland Bio

Karen Moreland is no stranger to education; having spent 32 years as an educator, she's now the owner and founder of Moreland's Alternative Education Academy (MAEA). The Academy was established in 2019 and welcomed its first class of K-12 students in August 2020.

Prior to starting Moreland's Alternative Education Academy, Karen has served in a variety of roles within Broward County Public Schools. These include Dropout Prevention Teacher, Adult Educator, Exceptional Student Education Behavior Specialist, Staff Developer and her current position as Equity & Diversity Instructional Facilitator. Karen specializes in teaching the "whole child." Her educational philosophy is very simple: *Students don't care how much you know, until they know how much you care.*

Karen was born in the City of Pompano Beach, Florida to her parents John and Lois Moreland. She is the eighth child of nine siblings. While she is the owner and founder of the Academy, it would not have come to fruition without the support and hard work of her husband, family and close friends. Karen is married to Dolphin Alford, has one son Brandon C. Moreland and four grandchildren: Aubrey, Serenity, Brayden and Jurnice Moreland.

Karen attended Florida Agricultural and Mechanical University (FAMU) and transferred to Bethune Cookman University where she obtained a Bachelor's Degree in Criminal Justice & Sociology. She furthered her education at Nova Southeastern University, receiving a Master's Degree in Exceptional Student Education and a Certification in Educational Leadership. Karen is a Silver Star member of Alpha Kappa Alpha Sorority, Inc. and a 25-year member of the Links, Inc.

"I do what I do because it matters. Our children need to know that education is important and that the adults in their lives care about and support them." Said Karen when asked why she feels it is important to offer quality educational opportunities in communities that are often overlooked. "I'm setting an example for my grandchildren that mirrors the example set by my parents." She continued.

Karen Moreland 1559 NW 5th avenue Pompano Beach, FL 33060

Karen.Y.Moreland@BrowardSchools.com 954-553-0606

Resume

Professional Experience

Diversity, Prevention & Intervention October 2007-Present

- Instructional Facilitator of various District Initiatives
- CHAMPS (Conversation Help Activity Movement Participation Signal)Trainer , PBIS (Positive Behavior Interventions and Support) Trainer , PAX Good Behavior Trainer
- PLASCOTRAC Liaison , Diversity Workgroup Liaison
- Courageous Conversations About Race Project Leader

Responsibilities

- Assisted in developing and monitored school wide Behavior Management and Incentive Plans.
- Developed Behavior Plans for each RTI (Response to Intervention) Tier.
- Disseminate information regarding BASIS (Behavioral & Academic Support Information System) to various schools.
- Assisted Diversity Cultural Outreach & Prevention in revamping the RTI process.
- Work collaboratively with Dillard Elementary and Dr. Martin L. King Elementary Response to Intervention Team.
- Reviewed District School Improvement Plan Behavior Plans.
- Co-Facilitated "The American Promise" Training to increase diversity awareness and provided strategies to close learning performance gaps among student subgroups.
- Chaired annual Bridge to Prevention Academy.
- Facilitated Positive School Culture Training.
- Launched PLASCOTRAC Positive Behavior Intervention Support to 10 piloted schools.
- Chaired and Co-Facilitated Courageous Conversations About Race by Glenn Singleton.
- Assisted in launching the BASIS, BESP and PAXIS initiatives in schools, which resulted in 50% referral decrease.
- Developed personalized student teacher behavior plans.
- Coached struggling classroom teachers in Positive Classroom Management Skills.
- Trained New Teachers enrolled in New Teacher Academy.
- As a Staff Developer assisted in the development of training the Anti-Bullying Policy a month after it was passed into law. Trained over 50% of administrators. The training increased the awareness of the signs of bullying and the available interventions.
- Facilitated staff development to teachers and administrators in proactive and positive classroom management using CHAMPs.
- Assisted in the development of an updated CHAMPs power point, DVD and also a DVD study guide.
- Conducted school wide walkthroughs to monitor the fidelity of the implementation of CHAMPs.

Community Schools South

August 2001-Present

- Hallandale Adult Community Center Adult ESOL (English to Speakers of Other Languages) 1/2014-Present
- Tequesta Trace Community School Adult ESOL 8/2009- 8/2013
- Plantation Community School Adult ABE(Adult Basic Education) ,GED (General Equivalency Diploma) , ESOL(English Speakers of Other Languages) 8/2001- 6/2005

South Central Area ESE

August 2001- October 2007

ESE (Exceptional Student Education) Behavior Support Teacher, Dillard Innovation Zone Schools

Sunrise Middle School

August 1999- June 2001

- ESE Teacher @ Off Campus Alternative to Suspension Site

Castle Hill Elementary School

August 1989- June 1999

- 4th & 5th Grade Dropout Prevention Teacher
- 4th Grade Team Leader
- After School Program Site Director

STUDENT LEARNING

Student Learning Results

- Facilitated Professional Learning Communities on establishing a positive learning environment to increase instructional learning time.
- Developed (IEP) Individual Educational Plans for student with special needs.
- Developed individual lesson plans for special need students.
- Taught reading, writing, math, social skills to students with special needs.
- Develop School Involvement Plan school objectives, benchmarks, and activities using FCAT data.
- Assisted in design formative assessments professional learning for teacher leaders, resulting in 90% of participants applying their learning at the school level.

Student Learning as a Priority

- Provided professional learning to Piloted Courageous Conversations Schools utilizing “Equity Audits” at their school to improve student subgroup performance.
- Facilitated Parent Training to engage parents in student learning process.
- Utilized Data Warehouse reports to disaggregate student performance data to develop goals, objectives and trends.
- Identified and shared research based strategies in reading and math (utilizing technological tools effectively, incorporating hands on manipulatives, and differentiating through small group instruction).
- Assisted in the RTI process to analyze data trends.
- Coordinated and implemented classroom management on task learning plans.
- Modeled high yield instructional strategies for teachers to improve student achievement.
- Developed incentive plan for PLASCOTRAC pilot schools.
- Facilitated Team Meeting to analyze discipline data.
- Collaborated with teachers to develop individualized learning plan for Tier 2 & 3 students.
- Provided reading remediation at after school FCAT Camp.
- Mentored new teachers and fragile teachers, resulting in increases in student learning in reading, math and writing by sharing best practices and modeling effective teaching strategies.
- Created study packets for students of families residing in Broward Outreach Homeless Shelter.
- Volunteered as a Reading Tutor at Broward Outreach Homeless Shelter.
- Maintain data trends from instructional rounds for various schools and developed professional learning series to target specific Marzano elements.

INSTRUCTIONAL LEADERSHIP

Instructional Plan Implementation

- Trained by Glenn Singleton in Courageous Conversations about Race which provided ongoing learning and closing the achievement gap among minority groups within the district specializes in reaching black and Latino students.
- Compiled student data using internal technological tools such as BASIS, Data Warehouse and Virtual Counselor.
- Received training in the PAXIS Initiatives at Johns Hopkins University in Baltimore, Maryland.
- Conducted team curriculum meetings and trainings with grade level teachers to disaggregate data and analyze student performance data to increase the number of students achieving grade level proficiency on district and state standardized tests.
- Attended various schools Collaborative Problem Solving Team meetings to propose academic, behavioral, and social growth goals for RTI and ESE students to address the comprehensive needs of students referred.
- Implemented and coached teachers at Dillard Elementary and Dr. Martin L. King, Jr. Elementary Schools using the PAXIS initiatives to decrease inappropriate behaviors and increase on-task learning time.
- Coached teachers in CHAMPs classroom management strategies. Increased on-task student behavior by over 50%, resulting in increased instructional time.
- Collaborated with District Administrators to address academic areas of concern and develop enrichment activities to increase student achievement which promotes student learning as a priority.

Faculty Development

- Facilitated Courageous Conversations with Piloted Schools with Culturally Responsive Teaching infused in trainings.
- Facilitated monthly Professional Learning Community in Positive Behavior Strategies to increase student's on task learning time for Kindergarten, First and Second Grade Teachers at Dillard Elementary and Dr. Martin L. King Elementary School.
- Facilitated District Wide CHAMPS Trainings.
- Facilitated District Wide Anti-Bullying Trainings.
- Facilitated LGBTQ (Lesbian, Gay, Bisexual, Transgender, Questioning) Trainings.
- Interviewed and recruited teacher candidates.
- Determined staff professional development needs by creating a survey, compiling and analyzing the results.
- Coached Teachers District Wide in Classroom Management.
- Facilitated New Teacher Academy Trainings.

Learning Environment

- Supported general education teachers on collecting and behavioral data before meeting with the Response to Intervention (RtI) staff as Team Leader.
- Collaborated with the discipline teams throughout the District to create a consistent and reasonable behavior plan, aligned with the Broward County Secondary code of Student Conduct and Discipline Matrix.
- Managed daily school activities such as classroom visits, discipline and parental concerns.
- Collaborated with District Leaders to revise the RTI process.
- Provided effective behavior management strategies to teachers and parents that resulted in a 50% reduction in behavior referrals.

ORGANIZATIONAL LEADERSHIP

Decision-Making

- Collaborated with school Principals to recommend Positive Behavior Intervention Programs.

- Examined school discipline plans to determine school culture needs.
- As Behavior Specialist referred to the Discipline Matrix to make competent decisions that were aligned with the School Board Policy.
- Provided a successful learning environment for all students. Modified classroom instruction based on data from student IEP, DIBELS, FCAT, BAT and chapter tests.
- Prior to staff development, met with administrators to review school data and create training unique to school needs.
- Meet with schools discipline committee and leadership team to create action plans to current school/student issues.

Leadership Development

- Successfully completed LEAD program.
- Planned and coordinated District wide Diversity workshops.
- Encouraged parent and teacher use of district services to increase student achievement.
- Taught a diverse group of students, including those identified as ESE, ESOL and ABE in the districts Community School Programs.
- Trained by Glenn Singleton as a Courageous Conversations Facilitator.
- Developed individual functional English study guides for ESOL students at the foundations level.
- Assisted in developing successful inclusion strategies for students with disabilities.
- Worked with teachers, parents, guidance counselors, district personnel and outside agencies to brainstorm interventions for students experiences difficulties in academic and discipline areas as part of the Collaborative Problem Solving Team (CPST)

School Management

- Spearheaded school Behavior Teams.
- Monitored and coached teachers in the District after taking CHAMPS training.
- Assisted Director in completing budget projections.
- Assisted in developing successful inclusion strategies for students with disabilities.
- Implemented a quarterly Cultural Food Festival for ESOL students.

Communication

- Increased parent participation at SAC meeting and Parent Training through communication via email, personal phone calls, flyers and letters.
- Prepared Parent Positive Behavior tips.
- Ensured that translation services are available for Spanish and Creole speaking parents during Parent meetings.
- Utilized tools such as Wiki, Google Docs, PowerPoint and Active Studio to enhance presentations and communication with co-workers and parents.
- Presented classroom technology tools during parent workshops.
- Facilitate Parent informational trainings.

PROFESSIONAL AND ETHICAL BEHAVIOR

Professional and Ethical Behavior

- Evaluated student achievement data to identify school-wide academic strengths and deficiencies to develop classroom management plans, push-in, pull-out and afterschool remedial and enrichment programs to increase student achievement.

Moreland, Karen

- Facilitated curriculum conversations to ensure of effective teaching and learning through the grade levels in the implementation of alignment of the Sunshine State Standards.
- Used data from math and reading chapter test & BEEP assessments to create enrichment & tutorial packets and teach middle and high students at the YMCA Lift Program.
- Assisted in analyzing standardized test data to assist in the development of the School Improvement Plan for Math and Reading.
- Adhered to the Principles of Professional Conduct when working with students, parents, peers and community members.
- Monitored teachers using CHAMPs Stoic Rubric.
- Facilitated sessions on ethical uses of technology school-wide; and internet safety.
- Observed instructional practices utilizing the CHAMPs Rubric in order to provide school wide data regarding trends in teaching techniques.



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P. O. Drawer 1300, Pompano Beach, FL 33061
www.mypompanobeach.org

Mr. ___ Mrs. X Ms. ___ Miss ___ Name: Tanya Manfredi_RN MSN
(Optional)

Residence Information:

Home Address: 913 NE 26th Avenue
City/State/Zip: Pompano Beach
Home Phone: 904.540.8242 Cell
Phone: 904.540.8242
Email: Tanya.manfredi@yahoo.com or Tanya.manfredi@leidos.com
Fax: None

Business Information:

Employer/Business Name: Leidos
Current Position / Occupation: DHMSM Technical Project Manager
Business Address: 1750 Presidents St.
City/State/Zip: Reston, VA, 20190-5617
Business Phone: (571) 526-6000 Fax: _____ Email: _____
Are you a U.S. Citizen? Yes X No _____

Are you a resident of Pompano Beach? Yes X No _____ Reside in District: 1__ 2__ 3__ 4__
5__

Do you own real property in Pompano Beach? Yes X No _____

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<input checked="" type="checkbox"/> Community Appearance	Employee's Health Insurance	Public Art Committee
<input checked="" type="checkbox"/> *Community Development	*General Employee's Retirement System	<input checked="" type="checkbox"/> Recycling & Solid Waste
		Sand & Spurs Riding Stables
<input type="checkbox"/> CRA East	Golf Advisory Board	Marine

CRA West	Historic Preservation	*Unsafe Structures
Cultural Arts	X *Housing Authority of Pompano Beach	*Zoning Board of Appeals
	X Nuisance Abatement Board	Local Complete Count (Census)
*Financial Disclosure Form is required, if appointed to serve, upon appointment and upon resignation/retirement.		

In addition a Resume may be attached

Education: Bachelors in Science and Nursing, Master's in Science and Nursing Administration

Experience: Large scale support and implementation of the Electronic Health Record, experienced RN and Nursing Leadership, Experience Project Manager and Healthcare IT manager.

Past Positions: I have been on the board of the Great One Hundred Nurses and Putnam County Healthcare.

Hobbies: Tennis, gardening, running.

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Signature:  Date: 3/10/21

Initials of Clerk or Deputy: _____ Date received or confirmed: _____

Please check one: New Application Currently Serving on Board Updated Information

TANYA MANFREDI RN, MSN

913 NE 26th Avenue
Pompano Beach Florida 33062
904.540.8242
Tanya.manfredi@leidos.com
Tanya.manfredi@yahoo.com

A highly skilled leader with a combined 23 years of experience in nursing and information technology leadership. Winner of the Great 100 Nurses Award for innovation in nursing leadership and given a commendation from the American College of Surgeons for leadership. Experienced with large-scale enterprise system integration, deployment and support. I have extensive expertise in many facets of acute care Nursing Leadership and Electronic Medical Record (EMR) application's leadership. My Information Technologies (IT) experience includes system analysis and systems implementation in the support of operational, financial and clinical goals, standardization of processes and content, design, build, implementation, optimization, future state workflows, process redesign, application of best practices, state and regulatory compliance and maintenance of service level agreements for customer support. My most recent experience is as a Technical Project Manager for the Department of Defense's (DOD) MHS GENESIS EMR.

SKILLS & ABILITIES

- Experienced leader in health care information systems and clinical facing IT applications.
- Experienced with large-scale enterprise system of systems integration and deployment and support for commercial hospitals and DOD military treatment facilities.
- Successfully plans and directs applications teams and activities related to the design, development, implementation and maintenance of advanced clinical and Revenue Cycle applications for Cerner, MEDITECH and Siemens EMRs within an IT shared services model.
- Executes IT initiatives and leads teams to ensure optimal outcomes and adoption of new processes.
- Works with C Suite, ICS leadership, CMIOs and clinical analysts to determine build plans, vendor system capabilities, project risks, build needs, resources, and processes to support physician workflow and applications within the acute EMR.
- Acute patient safety issue identification, communication, coordination, resolution.
- Experienced in incident commander and communications for large scale EMR system disruptions.
- Experience in leading implementation and support of EMR teams on multiple platforms.
- Knowledgeable of regulatory implications to the EMR and provider workflows.
- Effectively lead, mentor and coach a large highly skilled, engaged and successful team of diverse analysts.
- Manages the applications groups while ensuring all business standards and service level agreements are achieved.

**PROFESSIONAL
EXPERIENCE**

LEIDOS/LEIDOS PARTNERSHIP FOR DEFENSE HEALTH

4/2020 TO PRESENT

**Defense Healthcare Management System Modernization (DHMSM) Program
DHMSM Technical Project Manager**

Project Management in support of the DHMSM Program which is the Department of Defense's (DOD)'s leading program to deploy a modern electronic health record (EHR) system across the United States and around the globe. Daily interaction with LPDH core partners in support of the DHMSM Program Executive Office (PEO) and the Defense Health Agency in the global deployment of the MHS GENESIS EMR. Responsible for planning, organizing, securing and managing of resources to bring about the successful completion of specific program goals and objectives. Duties include ensuring that all programs run within scope, time, and budget.

Primary Responsibilities

- Provide project management and some oversight to the management of MHS GENESIS operating environments, including production, pre-production, build, and training environments.
- Conduct presentations to senior program leadership to inform impact assessment and analysis of alternatives.
- Track configuration management baseline of each environment in accordance with DOD policies and procedures.
- Maintain existing processes and procedures for executing environment strategy; evaluate processes based on feedback during execution from internal and external stakeholders.
- Provide oversight and management of project resources for systems engineering lifecycle activities.
- Project manage the following:
 - EHR system interface configuration/implementation and operation
 - Requirements interpretation and decomposition
 - Software development methodologies, including testing
 - Cybersecurity implications
 - Commercial and DOD release management methodologies.

LEIDOS/ TRINITY HEALTH PROGRAM

5/2019 TO 4/2020

Manager Cerner Clinical and Revenue Cycle Applications

Leads a team of 31 highly skilled analysts in Cerner Nursing, Physician Services, FirstNet/Emergency, Enterprise Scheduling, Workflow Document Imaging, Person Management, Healthcare Information Management, Ambulatory, Enterprise Master Patient Index and Training. Oversees the application optimization, maintenance and support of the related Cerner healthcare information system applications. Other responsibilities include managing departmental operations, planning, and coordinating resources and project planning, while managing staff for optimum performance. Promotes a culture aligned with Leidos Inc.'s core values of integrity, innovation, agility, collaboration and commitment to Leidos Inc.'s customers and teams.

- Directs day-to-day operations of associates assigned to support specific technology, or system solutions.
- Leads a team of highly engaged, autonomous analysts with an excellent reputation for service excellence and customer support.
- Works closely with team members on learning and development plans, in order to provide clients with "application experts" for consulting, programming, implementation and ongoing support services.

- Responsible for resource planning and management, utilizing ITS planning tools to effectively manage team resources required for support and project needs. Manages full product lifecycle, from inception/charter to sunset and oversees the support and growth of applications while adhering to service quality guidelines and metrics.
- Advises staff on standards, policies, and procedures, technical problems, priorities and methods.
- Responsible for Executive and Manager on Call duties which include leading, facilitating and communicating during large scale EMR disruptions.
- Responsible for evaluating the quality of staff throughout the project life cycle to ensure completion of client commitments within predicted time, scope and cost according to Information Technology Services (ITS) standards.
- Responsible for supporting and cascading the Leidos strategic vision, ensuring team members understand their role/relationship in adhering to, supporting and meeting the established objectives.
- Leads and documents Root Cause Analysis for system level downtime or disruption for processes supported by the Physician Services team.
- Acts as a resource for questions or issues, and serves as an escalation point for resolving complex issues or situations
- Leads applications teams while ensuring all business standards and service level agreements are achieved.
- Prioritizes and schedules work, allocates resources, monitors progress, and supports change management.
- Manages workflow and reporting relationships to obtain optimum effectiveness.
- Builds and maintains an effective team to align business strategy with Leidos Inc.'s business objectives.
- Performs hiring, performance evaluations, recognition, and disciplinary actions.
- Recommends information technology strategies, policies, and procedures by evaluating organization outcomes; identifying problems; evaluating trends; anticipating requirements.
- Directs applications strategy by studying organization goals, strategies, practices, and projects.
- Monitors production SLAs, anticipates needs and demands, mitigates risks, adjusts accordingly.
- Accomplishes financial objectives by anticipating requirements; monitoring budget; initiating corrective action.
- Responsible for Service Quality Service Level Agreements, monitoring documentation,
- Responsible for coaching and mentoring team members with day to day support activities along with team growth and goals.
- Responsible for analyst engagement, to include team and individual personal and professional growth.

**TRINITY HEALTH INFORMATION SYSTEMS
Manager Cerner Clinical IT Applications**

10/2019 TO MAY 2019

Provide support and leadership for 14 analysts with diverse skill sets from clinical to security, person management and training. Lead and support TIS analyst work efforts related to all functions of the EMR and other vendor applications utilizing the SAFe Agile methodology.

- Responsible for FTE forecasting, budget forecasting and budget monitoring and maintenance.

- Managing budget/actuals, provides explanation and recommendations to address variances.
- Responsible for STORM report metrics and report out weekly on any deviations or report needs.
- Responsible for coaching and mentoring team members with day to day support activities along with team growth and goals.
- Responsible for analyst engagement, to include team and individual personal and professional growth.
- Responsible for Executive and Manager on Call duties which include leading, facilitating and communicating during large scale EMR disruptions.
- Lead a team of highly engaged, autonomous analysts with an excellent reputation for service excellence and customer support.
- Responsible for developing and managing a team structure that is aligned with the ITS model organization and SAFe Agile processes.
- Worked closely with team members on learning and development plans, in order to provide clients with “application experts” for consulting, programming, implementation and ongoing support services.
- Responsible for resource planning and management, utilizing ITS planning tools to effectively manage team resources required for support and project needs. Manages full product lifecycle, from inception/charter to sunset and oversees the support and growth of applications while adhering to service quality guidelines and metrics.
- Advised staff on standards, policies, and procedures, technical problems, priorities and methods.
- Responsible for evaluating the quality of staff throughout the project life cycle to ensure completion of client commitments within predicted time, scope and cost according to Information Technology Services (ITS) standards.
- Responsible for supporting and cascading the ITS strategic vision, ensuring team members understand their role/relationship in adhering to, supporting and meeting the established objectives.
- Team Safety Captain: coordinates and leads TIS/ICS efforts to determine acute care patient safety issue scope, resolution, communication.
- Lead and document Root Cause Analysis for system level downtime or disruption for processes supported by the Physician Services team.

TRINITY HEALTH INFORMATION SYSTEMS

8/2013 TO 10/2018

Manager Clinical IT Applications Physician Services, Cerner.

Provides support and leadership for 17 TIS clinical analysts that support Cerner Physician. Lead and support TIS analyst work efforts and support related to physicians and/or applications that directly impact physicians. Lead a team that effectively builds and optimizes physician content to include electronic prescriptions, CPOE, order sets, protocols, problem lists, clinical decision support, provider documentation, reporting, medication reconciliation and meeting meaningful use and other regulatory requirements.

- Responsible for coaching and mentoring physician services team members with day to day support activities along with team growth and goals.
- Responsible for analyst engagement, to include team and individual personal and professional growth.
- Leads a team of highly engaged, autonomous analysts with an excellent reputation for service excellence and customer support.
- Responsible for developing and managing a team structure that is aligned with the ITS model organization and SAFe Agile processes.
- Works closely with team members on learning and development plans, in order to provide clients with “application experts” for consulting,

- programming, implementation and ongoing support services.
- Responsible for resource planning and management, utilizing ITS planning tools to effectively manage team resources required for support and project needs. Manages full product lifecycle, from inception/charter to sunset and oversees the support and growth of applications while adhering to service quality guidelines and metrics.
- Advises staff on standards, policies, and procedures, technical problems, priorities and methods. Responsible for evaluating the quality of staff throughout the project life cycle to ensure completion of client commitments within predicted time, scope and cost according to Information Technology Services (ITS) standards.
- Managing budget/actuals, provides explanation and recommendations to address variances.
- Responsible for supporting and cascading the ITS strategic vision, ensuring team members understand their role/relationship in adhering to, supporting and meeting the established objectives.
- Team Safety Captain: coordinates and leads TIS/ICS efforts to determine acute care patient safety issue scope, resolution, communication.
- Lead and document Root Cause Analysis for system level downtime or disruption for processes supported by the Physician Services team.

TRINITY HEALTH INFORMATION SYSTEMS

8/2013 TO 7/2017

Manager CPOE and Physician Support MEDITECH and Siemens

Physician Applications Manager for 9 TIS colleagues that supported 15 RHMs with the MEDITECH 5.67 Client Server and Siemen's Soarian Physician Services Modules. Provided management and oversight in the planning, development and implementation of MEDITECH, Siemen' Soarian and related third party clinical modules as related to physicians and/or applications that directly impact physicians. Lead a highly regarded team that build and optimize physician content to include electronic prescriptions, CPOE, order sets, protocols, problem lists, clinical decision support, provider documentation, reporting, medication reconciliation and meeting meaningful use and other regulatory requirements. Serve in an advisory capacity for new content development, physician adoption and strategic maintenance and optimization related to physician clinical content design and build.

- Lead, mentor and coached a team of highly skilled analysts and SMEs. This team was highly regarded by the CMIOs and analysts at our RHMs.
- Coach individual members to achieve personal and professional goals.
- Responsible for implementation and support of functionality to meet MU, CMS and other regulatory requirements for physician applications for 13 Regional Healthcare Centers.
- Plan, direct and evaluate the work of physician applications clinical analyst team in the design, build and optimization of physician related modules and content.
- Manages full product lifecycle, from inception/charter to sunset and oversees the support and growth of applications while adhering to service quality guidelines and metrics.
- Manages major and complex implementation and development projects with accountability for resources, budgets, and outcomes.
- Collaborate with organizational leadership, committees and regional healthcare center executive management and clinicians for clinical system capabilities and requirements from a physician and clinician perspective.

- Advises staff on standards, policies, and procedures, technical problems, priorities and methods.
- Responsible for assisting the Director with supporting and cascading the TIS strategic vision, budget/actuals.

STANLEY HEALTHCARE SOLUTIONS

8/2008 – 8/2013

**Healthcare Informatics Associates (HIA)
Senior Information Technologies Healthcare Consultant**

Consultant analyst for Trinity Health/ Catholic Health East 5/2010 – 8/2013

MEDITECH Clinical Analyst MEDITECH 5.66 Client Server. Working in the Corporate Management Software (CMS) environment. Provider Order Management (POM). Utilize and build in Zynx AuthorSpace. PCS intervention and orderable procedure build.

- Worked with physicians and clinician team to determine order set build philosophy, content and build processes to support CPOE, provider workflow and meaningful use.
- Assisted organization with determining how MEDITECH can be leveraged to attain Meaningful use.
- Assisted organization with optimizing MEDITECH Clinical Decision Support functionality in workflow.
- Worked with providers and clinicians to develop content that is standardized within the corporate management system (CMS) for use across the enterprise of regional healthcare centers.
- Evaluated functionality to support best practices for ordering and communication among providers and clinicians.
- Worked with team leads to develop project plans to determine resources and work effort to support project implementation.
- Worked with MEDITECH team to determine project scope, build plan, vendor system capabilities, and to determine build needs and create dictionary content to support CPOE.
- Worked with order set team and regional health care facilities to solve build and workflow issues and meet individual project timelines.
- Tested integration and mapping between Zynx and MEDITECH.
- Tested and evaluate workflow to support POM ordering.
- Imported from Zynx, edit and manual build of order sets.
- Determined needed PCS interventions and CDS build to support POM ordering and order sets.
- Provided provider and end user system training. Developed training materials.

Project Manager MEDITECH 6.0

Lead large scale Regional Medical Center's clinical and revenue cycle implementation of MEDITECH 6.0. We completely transitioned from paper to EMR for all acute inpatient environments and their skilled nursing facility.

Advanced Clinical Systems Readiness Assessments Lead

Tailored assessments to the organizational need. Determined organization's risks that may have impacted their degree of success with EMR implementations.

PARADISE VALLEY HOSPITAL, PHOENIX, AZ

1/2008 - 9/2008

Director of Medical/ Surgical and Orthopedic Nursing

Responsible for a 44 inpatient beds. 34 bed medical/surgical, bariatric and a 10-bed orthopedic inpatient nursing unit. Patient population consisted of post-operative

orthopedics, general surgery, bariatrics, medical management of opiate and alcohol withdrawal, post-operative plastic surgery and medical care patients.

FLAGLER HOSPITAL INC, ST. AUGUSTINE FLORIDA
Computerized Physician Order Entry Coordinator

1997 - 1/2008
2007- 1/2008

Lead a team of IT analysts and inpatient clinicians to implement MEDITECH 5.6, Magic. This implementation consisted of nursing documentation, bedside medication verification, electronic medical record, CPOE, order sets, provider flowsheets and electronic discharge process and instructions. This included the use of Zynx to coordinate and create evidence based order sets. - NUR, POM, PCM, PWM, PCI, MIS, BMV, OE; Iatrics PDI, Visual Flowsheet; Zynx.

FLAGLER HOSPITAL ACUTE CARE NURSING DIRECTOR (1/2004 – 3/2007)
Surgical Nursing, Neurosurgical, Orthopedics, Oncology, Renal and Outpatient Intravenous Therapy

Responsible for 87 inpatient beds. 44 bed renal and oncology unit, 12 bed neurosurgical unit, 31 bed orthopedic, bariatric unit, and an outpatient intravenous therapy unit. This includes twenty-four hour responsibility for patient care delivery, outcomes, operational budget, staff development, staff and patient satisfaction. Directly supervise 100 FTEs, 1 nurse manager, shift charge nurses and 3 Clinical Nurse Leaders.

Special Project/ Magnet Coordination Project Manager while Director (2005 - 2006)

Prepared, completed, and submitted our (American Nurses Credentialing Center's) Magnet Accreditation document for appraisal, including formulation of text, gathering of evidence, structuring of document, collection of stories, editing of text, finalization of document for mailing.

FLAGLER HOSPITAL DIRECTOR CARDIAC UNIT (3/2004 – 1/2005)

Responsible for 4th floor Cardiac step down unit nursing personnel and 43 patient beds. 24 hour responsibility for patient care delivery, outcomes, staff development, and patient satisfaction. Directly supervised 59 FTEs with shift resource nurses. Unit consisted of cardiac, pulmonary, medical, surgical and telemetry patient population.

Special Project/MEDITECH Core Team/Build Project Member/ PCS Lead (2004 – 2005) while director.

Project lead for transition from paper to EMR for nursing documentation, bedside medication verification and electronic medication administration record. NUR, BMV, eMAR

Flagler Hospital Acute Manager

Surgical/Neurosurgical, Orthopedics, Renal and Oncology Floors (2000 - 2004)

Responsible for 150 FTEs, surgical personnel and 3 medical/surgical units totaling 75 beds. These units consisted of neurosurgical, orthopedic, vascular, oncology, renal, plastics, GU, GI, and telemetry patients.

Neurosurgical/Orthopedic Nurse Preceptor/Charge Nurse (1998 - 2000)

Medical/Surgical Nurse (1997 - 2000)

PUBLICATIONS

JNN: JOURNAL OF NEUROSCIENCE NURSING AUGUST 2007 VOLUME 39, NUMBER 4

Stroke versus Primary CNS Lymphoma in the immune-compromised patient

JONA: JOURNAL OF NURSING ADMINISTRATION JANUARY 2006 VOLUME 36 NUMBER 1

Application of the Clinical Nurse Leader Role in an Acute Care Delivery Model

AWARDS/PRESENTATIONS

GREAT 100 NURSES AWARD (NURSING ADMINISTRATION)

May 14, 2005, Nursing excellence and contributions to the profession of nursing in North East Florida

AMERICAN COLLEGE OF SURGEONS COMMENDATION

2006, Nursing Leadership and nursing oncology unit.

"AVOIDING THE RISK OF FAILURE WITH CPOE IMPLEMENTATIONS: READINESS ASSESSMENTS."

- MUSE 2008 Eastern Conference
- MUSE 2008 Central Conference
- MUSE 2008 Western Conference

"A COMPARISON OF SIDE EFFECTS RELATED TO METHOD OF MORPHINE ADMINISTRATION IN POST- OPERATIVE ORTHOPAEDIC AND SPINE SURGERY PATIENTS."

- Magnet National Research Conference; October 2007. Atlanta Georgia.
- Florida Organization of Nurse Executives Annual Best in Class 2006. Saint Augustine Florida.
- 4th Annual Florida Magnet Research Conference; Research at the Point of Care. February 2007. Saint Petersburg Florida.

"NURSE-PHYSICIAN ATTITUDES TOWARDS COLLABORATION IN AN ACUTE CARE SETTING"

- 2002 Southern Nurses Research Societies' Regional conference in Orlando Florida,
- NeFONE at Putnam County Medical Center, Palatka Florida
- Grand Rounds, Flagler Hospital Saint Augustine Florida.

EDUCATION

MSN - MASTERS OF SCIENCE, NURSING ADMINISTRATION JACKSONVILLE UNIVERSITY 2003

Jacksonville, Florida

BSN - BACHELORS OF SCIENCE, NURSING JACKSONVILLE UNIVERSITY 1997

Jacksonville, Florida

CLASSES FOR A DOCTORATE IN NURSING PRACTICE 2 YEARS UNIVERSITY NORTH FLORIDA

Jacksonville, Florida

CERTIFIED NEUROSCIENCE REGISTERED NURSE – CNRN

SAFE AGILIST 2017

REFERENCES

AVAILABLE UPON REQUEST



CITY OF POMPANO BEACH ADVISORY BOARD / COMMITTEE APPLICATION

City Clerk's Office Phone: 954-786-4611 Fax: 954-786-4095
P. O. Drawer 1300, Pompano Beach, FL 33061
www.pompanobeachfl.gov

Mr. ___ Mrs. X Ms. ___ Miss ___ Name: Shanon L. Jean claude
 (Optional)

Residence Information:

Home Address: 5072 NE 19TH TER
 City/State/Zip: Pompano Beach/ Florida/33064
 Home Phone: _____ Cell Phone: 850-284-7596
 Email: SHANON1.PIERRE@GMAIL.COM Fax: _____

Business Information:

Employer/Business Name: Florida Department of Corrections
 Current Position / Occupation: Correctional Service Consultant
 Business Address: 3718 W Oakland Park Blvd
 City/State/Zip: LAUDERDALE LAKES, FL 33311-0000
 Business Phone: 954-498-8934 Fax: _____ Email: _____

Are you a U.S. Citizen? Yes X No ___
 Are you a resident of Pompano Beach? Yes X No ___ Reside in District: 1 ___ 2 X 3 ___ 4 ___ 5 ___
 Do you own real property in Pompano Beach? Yes X No ___
 Are you a registered voter? Yes X No ___
 Have you ever been convicted of a felony? Yes ___ No X

Current or prior service on governmental boards and/or committees: _____

Please check the first box next to the Advisory Boards/Committees you would like to serve on:

<input type="checkbox"/>	Affordable Housing	Education	<input checked="" type="checkbox"/> Parks and Recreation
<input type="checkbox"/>	Air Park		*Planning & Zoning/Local Planning Agency
<input type="checkbox"/>	Architectural Appearance	Emergency Medical Services	*Police & Firefighter's Retirement System
<input type="checkbox"/>	Charter Amendment	*Employee's Board of Appeals	Pompano Beach Economic Development Council
<input type="checkbox"/>	Community Appearance	Employee's Health Insurance	Public Art Committee
<input type="checkbox"/>	*Community Development	*General Employee's Retirement System	Recycling & Solid Waste
<input type="checkbox"/>	CRA East	Golf Advisory Board	Sand & Spurs Riding Stables
<input type="checkbox"/>	CRA West	Hillsboro Inlet District	Marine
<input type="checkbox"/>	Cultural Arts	Historic Preservation	Nuisance Abatement Board
<input type="checkbox"/>		*Housing Authority of Pompano Beach	*Unsafe Structures
<input type="checkbox"/>			*Zoning Board of Appeals

***Financial Disclosure Form is required, if appointed to serve, upon appointment and upon resignation/retirement.**

In addition, a Resume may be attached

Education: Current prospective Law student; Florida Agricultural and Mechanical University
Tallahassee, FI United States

Master's degree: Applied Social Science with a concentration in Criminology

Graduated Date: 04/2006

Florida Agricultural and Mechanical University Tallahassee, FI United States

Bachelor's degree: Major: Criminal Justice Minor: Political Science

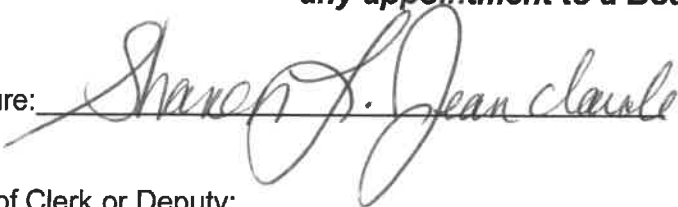
Graduated Date: 06/2004

Experience: Cheerleading Coach-City of Pompano Park and Recreation; Football-Team Parent
volunteer; Women of Distress Broward County. City of Pompano Football & Cheerleading
Volunteer-Park and Recreation.

Past Positions: N/A

Hobbies: Big Brother, Big Sister of Broward County- Mentor, OES-Dr. Tracy A. Thomas Chapter 123;
Daughter of Isis-Shaba Court 172; Cheerleading Coach-City of Pompano Park and Recreation; Football-
Team Parent volunteer; Women of Distress Broward County. City of Pompano Football & Cheerleading
Volunteer-Park and Recreation.

Making any false statements herein may be cause for revocation by the City Commission of any appointment to a Board/Committee.

Signature: 

Date: 8/9/2023

Initials of Clerk or Deputy: _____

Date received or confirmed: _____

Please check one: New Application Currently Serving on Board Updated Information

Note: Application is effective for one year from date of completion. If you have any questions on the above, please call the City Clerk's Office at: 954-786-4611, or send via fax to: 954-786-4095.

Shanon L. Jean claude
5072 NE 19TH
Pompano Beach, Florida 33064
Phone: (850)284-7596
shanon1.pierre@gmail.com

Availability: Job Type: Permanent
Work Schedule: Full-Time
Desired Location: United States

Work Experience: Florida Department of Correction **Date:** Present-2006
Bureau of Classification Management **Hours per week:** 40
Florida Department of Corrections
501 S Calhoun Street
Tallahassee, Fl. 32399

Florida Department of Corrections (This is a state agency job)
Position: Correctional Service Consultation
Okay to Contact this Supervisor: Contact me first

Employment Responsibilities:

- *Provides local oversight of the daily operations of all in-prison substance use disorder treatment programs within the designated geographical area(s) based on the program model(s) for each location, on behalf of the Quality Assurance Manager.
- *Conducts comprehensive quality assurance program evaluations on all in prison substance use disorder treatment programs within the geographic area(s) of responsibility to ensure the quality, efficiency and productivity of services.
- *Conducts all quality assurance corrective action follow-up.
- *Ensures timely and accurate entry of inmate treatment data into the OBIS.
- *Oversees all aspects of program fidelity, on behalf of Quality Assurance Manager, including but not limited to staff background checks, program scheduling, staffing levels and vacancies, reportable incidents, and program curricula.
- *Provides technical guidance to substance use disorder treatment personnel related to treatment delivery in compliance with contractual, programmatic, grant requirements (as applicable), and department procedures and liaises with regional directors and wardens to resolve programmatic issues and concerns.
- *Reviews and evaluates program outcomes and effectiveness.
- *Reviews, monitors, and evaluates substance use disorder treatment program outcomes and effectiveness.
- *Develops and coordinates statewide inmate substance use disorder treatment programs.
- *Evaluates current substance use disorder treatment program and assesses the need for additional programs at the state or regional levels.
- *Assists the Director at the regional level by monitoring institution and offender operating and program reports for accuracy and compliance.
- *Provides in-depth research and response to questions from outside sources.

- *Provides consultation and coordination to organizations and citizens to stimulate local programs.
 - *Plans, develops, and implements statewide quality review or management leadership programs.
 - *Responds to telephonic and electronic inquire from department staff regarding interpretation of statutes, rules and policy related to classification and electronic monitoring issues. Responds to telephone, electronic and written correspondence from all outside sources regarding classification and electronic monitoring issues.
 - *Assists in the development of policy and procedures regarding the electronic monitoring of inmates assigned to community release facilities and provide training to appropriate staff ensuring vendor staff attendance/participation.
 - *Conducts on-site visits to assigned community release facilities to monitor the electronic monitoring of inmates and to ensure the consistent application of policy and procedures regarding the classification and electronic monitoring of inmates assigned to community release facilities.
 - *Assists in the processing of monthly invoices from all vendors to ensure accuracy and budget compliance at the direction of the Correctional Program Administrator.
Assists in compiling monthly electronic monitoring statistical data.
 - *Provides input and daily troubleshooting assistance to all community release program vendors to resolve equipment and other related issues associated with the electronic monitoring of inmates.
 - *Assists in the monitoring of contracts with electronic monitoring vendors. Works closely with vendors to ensure performance standards are met as per state contracts.
 - *Assists as requested by the Correctional Program Administrator for Community Release Programs (CRP) in the monitoring/resolution of CRP issues, conducting on-site visits as required to sufficiently address the concerns.
 - *Monitors and provides oversight of the Electronic Monitoring Program at the community release centers.
 - *Conduct weekly on-site visits to ensure consistent application of the department policies, rules and procedures.
 - *Review and compile statistical data from the vendor electronic monitoring software to ensure compliance with the contract.
 - *Conduct work release audits and follow-up at contracted community release centers to ensure compliance.
 - *Conduct electronic monitoring training at the community release centers.
- SPECIAL NOTE: This position is assigned to the Bureau of Classification management in Central Office however the selected applicant will be housed at a community release center or institution in regions 3 or 4.

Florida Department of Corrections (This is a state agency job)

Position: Senior Classification Officer

Supervisor: Ms. Julie Mardini (305-592-9567)

Okay to Contact this Supervisor: Contact me first

Employment Responsibilities:

- *Manages a caseload of inmates, including inmates in special statuses.
- *Evaluates information from reports, interviews, and correspondence for recommendations for inmate custody classification and job assignment and reviews inmates for special status recommendation.
- *Supervises and evaluates inmate progress, prepares progress reports, and recommends intensity of supervision.
- *Maintains inmate information on the department offender database *Counsels and refers inmates to treatment and program services.
- *Plans and coordinates treatment and betterment programs.
- *Schedules and conducts interviews with inmates.
- *Responds to inmate requests *Performs related work as required **KNOWLEDGE, SKILLS AND ABILITIES:** (Note: The knowledge, skills, and abilities (KSA's) identified in this class specification represent those needed to perform the duties of this class. Additional knowledge, skills and abilities may be applicable for individual positions in the employing agency.)
- *Knowledge of the techniques for advising, interviewing and/or counseling individuals
- *Interview and counsel.
- *Review and analyze data *Describe facts and events accurately.
- *Apply laws, applicable rules, and procedures *Plan, organize, and coordinate assignments *Communicate effectively *Use office computer applications
- *Supervises employees by assigning work, reviewing progress and assessing performance.
- *Counsels offender and refers offender to social resources of community for assistance.
- *Provides guidance to inmates or offenders, such as development of vocational and educational plans and available social services.
- *Formulates rehabilitation plan for each assigned offender or inmate.
- *Interviews offender or inmate to determine social progress, individual problems, needs interests, and attitude.
- *Consults with attorneys, judges, and institution personnel to evaluate inmate's social progress.
- *Conducts follow-up interview with offender or inmate to ascertain progress made.
- *Determines nature and extent of inmate's or offender's criminal record and current and prospective social problems.
- *Reviews and evaluates legal and social history and progress of offender or inmate
- *Informs offender or inmate of requirements of conditional release, such as office visits, restitution payments, or educational and employment stipulations.
- Confers with inmate's or offender's family to identify needs and problems, and to ensure that family and business are attended to.
- *Makes recommendations concerning conditional release or institutionalization of offender or inmate.
- *Assist offender or inmate with matters concerning detainers, sentences in other jurisdictions, writs, and applications for social assistance.
- *Develop and prepare informational packets of social agencies and assistance organizations and programs, for inmate or offender.
- *Prepare and maintain case folder for each assigned inmate or offender.

*Conducts pre-hearing or pre-sentencing investigations and testifies in court.

Florida Department of Corrections (This is a state agency job)

Position: Classification Officer

Supervisor: Ms. Julie Mardini (305-592-9567)

Okay to Contact this Supervisor: Contact me first

Employment Responsibilities:

- *Periodic and unscheduled assessments of an inmate's progress towards the goals set for them and to record their adjustment to the institution; evaluate potential future adjustment; establish positive adjustment goals and motivate the inmate to achieve those goals; provide the inmate with an opportunity to assess their progress and state work/program interests; and develop an inmate management plan. Other assessments may be conducted to identify needs and risk of victimization.
- *Planning and coordination of referral recommendations of treatment, programs, work, and services through a targeted placement to meet the inmate's needs and the Departments. Coordination with other areas may be necessary.
- *Evaluation of information gathered from various sources, such as reports, interviews, correspondences, observations, interactions, and records.
- *Maintaining accurate and detailed inmate information on the Offender Based Information System (OBIS) and other applications as deemed necessary. Compiling and developing inmate records when applicable.
- *Making custody and reclassification recommendations to the Institutional Classification Team (ICT).
- *Conducting disciplinary hearings as the Disciplinary Hearing Team Chairperson or Hearing Officer.
- *Initiating referrals, recommendations, and reviews of special status inmates.
- *Establishing inmate identification needs and assisting the inmate with obtaining the identification.
- *Reviewing and making appropriate transfer recommendations for inmates.
- *Verifying the accuracy of the inmate record through the audit process and all available resources, including FCIC, NCIC, CCIS, and IRIS.
- *Ensuring that all eligible inmates receive gain time awards in the appropriate amounts by reviewing relevant information and applying the recommendations on the database.
- *Responding to inmate requests, grievances, internal and external correspondences, and telephone inquiries.
- *Conducting weekly reviews and tours of restrictive housing units or other special status housing units as required.
- *Processing visitation applications, informing inmates and visitors of the visitation procedures, and other related activities.
- *Making recommendations of special review designation and the removal or modification of existing reviews to the ICT.
- *Presenting inmate cases for docketing and review by the ICT as needed.
- *Other duties related may include, but are not limited to:
- *Staying informed of Department policies, procedures, directives, and relevant resources, specifically those relating to classification and this position.

- *Daily grievance retrieval from the general compound and restrictive housing units.
- *Attend mandatory and other training as required.
- **The caseload may include inmates on a special status or special housing of administrative/disciplinary confinement, administrative management unit, close management, community release programs, death row, maximum management, medical/mental health unit, protective management, reception, releases, and youthful offenders.*

Florida Department of Corrections

Broward Correctional Institution

Date: 01/2007-10/2006

Ft. Lauderdale, FL United States

Hours per week: 40

Position: Administrative Assistant Secretary

Supervisor: Ms. Colonel Snell- Correctional Officer Colonel (407-521-2526)

Okay to Contact this Supervisor: Prison Closed

Employment Responsibilities:

- *Prepared drafts of memoranda and correspondence for administrative.
 - *Prepared, monitored, maintained administrative forms for work unit staff consistent with department policies and procedures.
 - *Researched and maintained logs of disciplinary action against staff and inmates.
 - *Managed inmate family and staff correspondences.
 - *Managed mail/payroll of employees throughout the institution.
 - *Custody, care, and control of inmates on work assignments
 - *Engaging in those activities concerned with preparing, transcribing, systematizing, and preserving written communications and records; distributing information; and collecting accounts.
 - *Internal and external communication
 - *Recording and retrieval of data and/or information; and other required paperwork.
- Examples: fiscal clerk, switchboard operator, clerk typist, statistical aide, teller, mail clerk, cashier, dispatcher, receptionist, secretary, and computer operator.

FL JAC, Justice Administration Commission

Date: 2006-2006

227 N Bronough St #2100, Tallahassee, FL 32301

Hours per week: 40

Position: Contract Specialists

Supervisor: Ms. Susan Lam (850) 488-2415

Okay to Contact this Supervisor: Contact me first

Employment Responsibilities:

- *Process Public, State, and Court Appointed Attorney State of Florida Bills Pay
- *Process State of Florida Bill
- *Correspond with Attorney to discuss discrepancies with bill payout

Florida Department of Corrections

Date: 2006-2005

Bureau of Community Relation

Hours per week: 40

501 South Calhoun Street

Tallahassee, FL 32399-2500
Supervisor: Pat Finan (850) 488-5021
Okay to Contact this Supervisor: Contact me first
Position: Internship

Employment Responsibilities:

*Shadowed Classification Officers (Wakulla Correction Institution)
*Shadowed Probation Officer for Department of Corrections

Date: 2003-2002

Hours per week: 25

Florida Agricultural and Mechanical University
Department of Sociology/Criminology

1700 Lee Hall Drive
Foote-Hilyer Administration Center G9
Tallahassee, FL 32307
Position: College Work Study
Supervisor: Mr. Agyapong (850) 599-3500
Okay to Contact this Supervisor: yes

Date: 2003-2002

Hours per week: 25

Employment Responsibilities:

*Helped students register for courses
*Evaluate prospective graduates

Labor Line FL Department of Corrections Contractor

365 Marpan Lane Tallahassee, FL United States
Position: Data Coordinator:
Supervisor: Reggie Dudley
Okay to Contact this Supervisor: Facility Closed

Date: 2003-2001

Hours per week: 40

Employment Responsibilities:

*Supervised 10 employees in data control services
*Data entry specialist
*Input-output information to the Department of Corrections
*Quality control

Education:

Florida Agricultural and Mechanical University Tallahassee, FI United States

Master's degree: Applied Social Science with a concentration in Criminology

Graduated Date: 04/2006

Florida Agricultural and Mechanical University Tallahassee, FI United States

Bachelor's degree: Major: Criminal Justice Minor: Political Science

Graduated Date: 06/2004

Job Related Training:

Annual Bureau of Prison Training as followed:

Ethics, Standards of Conduct, EEO Process, Cultural Diversity, Emergency Management, Information Security, Suicide Prevention, Managing Inmate Sexual Behavior, Staff Support Program/EAP. Inmate Beliefs and Practices. Key Control, Security Procedures, Escort Procedures, Self Defense, Inmate Skills Development, Incident Report Writing, and Posted Picture Reviews
Yearly DOC 40-hour training from 2017-currentt on the following: Inmate Relations, Hurricane Response, Use of Force, Inmate Supervision, Domestic Violence, Legal Topics, Listening Skills, Writing Reports

Affiliations:

Big Brother, Big Sister of Broward County- Mentor, OES-Dr. Tracy A. Thomas Chapter 123; Daughter of Isis-Shaba Court 172; Cheerleading Coach-City of Pompano Park and Recreation; Football-Team Parent volunteer; Women of Distress Broward County. City of Pompano Football & Cheerleading Volunteer-Park and Recreation.

References:

Name	Employer	Title	Phone
Ms. Barber Glover	*FL Dept. Corrections	Senior Officer	954-701-0792
Ms. Latoya Hallmon	*FL Dept. Corrections	Supervisor	305-592-9567
Mr. James Hodges	*FL Dept. Corrections	Prison Major	305-796-6723

(*) Indicates professional reference

Certification:

2023-2006

Florida Certified Contract Manager

CJIS Certification/Recertification- Florida Department of Law Enforcement

CCIS- Florida Department of Correction

FDLE NCIC/NCIC

Notary Public

References Available Upon Request



CITY OF POMPANO BEACH ADVISORY BOARD / COMMITTEE APPLICATION

City Clerk's Office Phone: 954-786-4611 Fax: 954-786-4095
P. O. Drawer 1300, Pompano Beach, FL 33061
www.pompanobeachfl.gov

Mr. Mrs. Ms. Miss Name: Jason Frey
(Optional)

Residence Information:

Home Address: 641 NE 7th Street
City/State/Zip: Pompano Beach, FL 33060
Home Phone: 954-801-0211 Cell Phone: 954-801-0211
Email: jason.frey@browardschools.com Fax: _____

Business Information:

Employer/Business Name: Pompano Beach High School/ School Board Broward County
Current Position / Occupation: Athletic Director/Teacher
Business Address: 600 NE 13th Avenue
City/State/Zip: Pompano Beach, FL 33060
Business Phone: 754-322-2000 Fax: 754-322-2130 Email: jason.frey@browardschools.com

Are you a U.S. Citizen? Yes No
Are you a resident of Pompano Beach? Yes No Reside in District: 1 2 3 4 5
Do you own real property in Pompano Beach? Yes No
Are you a registered voter? Yes No
Have you ever been convicted of a felony? Yes No
Current or prior service on governmental boards and/or committees: _____

Please check the first box next to the Advisory Boards/Committees you would like to serve on:

<input type="checkbox"/>	Affordable Housing	<input type="checkbox"/>	Education	<input checked="" type="checkbox"/>	Parks and Recreation
<input type="checkbox"/>	Air Park	<input type="checkbox"/>		<input type="checkbox"/>	*Planning & Zoning/Local Planning Agency
<input type="checkbox"/>	Architectural Appearance	<input type="checkbox"/>	Emergency Medical Services	<input type="checkbox"/>	*Police & Firefighter's Retirement System
<input type="checkbox"/>	Charter Amendment	<input type="checkbox"/>	*Employee's Board of Appeals	<input type="checkbox"/>	Pompano Beach Economic Development Council
<input type="checkbox"/>	Community Appearance	<input type="checkbox"/>	Employee's Health Insurance	<input type="checkbox"/>	Public Art Committee
<input type="checkbox"/>	*Community Development	<input type="checkbox"/>	*General Employee's Retirement System	<input type="checkbox"/>	Recycling & Solid Waste
<input type="checkbox"/>	CRA East	<input type="checkbox"/>	Golf Advisory Board	<input type="checkbox"/>	Sand & Spurs Riding Stables
<input type="checkbox"/>	CRA West	<input type="checkbox"/>	Hillsboro Inlet District	<input type="checkbox"/>	Marine
<input type="checkbox"/>	Cultural Arts	<input type="checkbox"/>	Historic Preservation	<input type="checkbox"/>	Nuisance Abatement Board
<input type="checkbox"/>		<input type="checkbox"/>	*Housing Authority of Pompano Beach	<input type="checkbox"/>	*Unsafe Structures
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	*Zoning Board of Appeals

*Financial Disclosure Form is required, if appointed to serve, upon appointment and upon resignation/retirement.

In addition a Resume may be attached

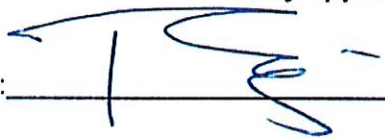
Education: BS Biology, English Education; Eastern Michigan University Allen Park HS, Michigan

Experience: 22 yrs HS Athletics, 13 years as Athletic Director at PBHS, BCAA AD of the Year 2020 Board of Directors state AD Assoc, 22 yrs of playing/or coaching experience in COPB, Certified Athletic Administrator through National Interscholastic Athletic Administrators Association,

Past Positions: No prior city work experience

Hobbies: Golf, weightlifting, athletic activity, coaching, family time, read continuing education

Making any false statements herein may be cause for revocation by the City Commission of any appointment to a Board/Committee.

Signature: 

Date: 12/13/22

Initials of Clerk or Deputy: _____

Date received or confirmed: _____

Please check one: New Application Currently Serving on Board Updated Information

Note: Application is effective for one year from date of completion. If you have any questions on the above, please call the City Clerk's Office at: 954-786-4611, or send via fax to: 954-786-4095.



CITY OF POMPANO BEACH ADVISORY BOARD / COMMITTEE APPLICATION

City Clerk's Office Phone: 954-786-4611 Fax: 954-786-4095
P. O. Drawer 1300, Pompano Beach, FL 33061
www.pompanobeachfl.gov

Mr. Mrs. ___ Ms. ___ Miss ___ Name: Mark T. Sneed
(Optional)

Residence Information:

Home Address: 350 S. Cypress Road #521
City/State/Zip: Pompano Beach
Home Phone: 510 504 7466 Cell Phone: _____
Email: markabm123@gmail.com Fax: _____

Business Information:

Employer/Business Name: ABM Publishing
Current Position / Occupation: writer
Business Address: _____
City/State/Zip: _____
Business Phone: _____ Fax: _____ Email: _____

Are you a U.S. Citizen? Yes No
Are you a resident of Pompano Beach? Yes No Reside in District: 1 2 3 4 5
Do you own real property in Pompano Beach? Yes No
Are you a registered voter? Yes No
Have you ever been convicted of a felony? Yes No

Current or prior service on governmental boards and/or committees: _____

Please check the first box next to the Advisory Boards/Committees you would like to serve on:

<input checked="" type="checkbox"/>	Affordable Housing	<input checked="" type="checkbox"/>	Education	<input checked="" type="checkbox"/>	Parks and Recreation
<input type="checkbox"/>	Air Park	<input type="checkbox"/>		<input type="checkbox"/>	*Planning & Zoning/Local Planning Agency
<input type="checkbox"/>	Architectural Appearance	<input type="checkbox"/>	Emergency Medical Services	<input type="checkbox"/>	*Police & Firefighter's Retirement System
<input type="checkbox"/>	Charter Amendment	<input type="checkbox"/>	*Employee's Board of Appeals	<input type="checkbox"/>	Pompano Beach Economic Development Council
<input checked="" type="checkbox"/>	Community Appearance	<input type="checkbox"/>	Employee's Health Insurance	<input checked="" type="checkbox"/>	Public Art Committee
<input checked="" type="checkbox"/>	*Community Development	<input type="checkbox"/>	*General Employee's Retirement System	<input type="checkbox"/>	Recycling & Solid Waste
<input type="checkbox"/>	CRA East	<input type="checkbox"/>	Golf Advisory Board	<input type="checkbox"/>	Sand & Spurs Riding Stables
<input type="checkbox"/>	CRA West	<input type="checkbox"/>	Hillsboro Inlet District	<input type="checkbox"/>	Marine
<input checked="" type="checkbox"/>	Cultural Arts	<input checked="" type="checkbox"/>	Historic Preservation	<input type="checkbox"/>	Nuisance Abatement Board
<input type="checkbox"/>		<input type="checkbox"/>	*Housing Authority of Pompano Beach	<input type="checkbox"/>	*Unsafe Structures
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	*Zoning Board of Appeals

*Financial Disclosure Form is required, if appointed to serve, upon appointment and upon resignation/retirement.

In addition a Resume may be attached

Education: UC Berkeley 1980-1986 Mass Comm and English
CSU East Bay 2000-2001 English Literature, MA

Experience: Oakland Unified School District, instructor 1998-20
Los Angeles Unified School District, instructor 1991-1995

Past Positions: English department head
Debate coach 1999-2017
USA Cycling coach 2012-2020
Recycling advisor 2006-2017

Hobbies: Bicycling
Chess
Writing

Making any false statements herein may be cause for revocation by the City Commission of any appointment to a Board/Committee.

Signature: 

Date: 07/07/2023

Initials of Clerk or Deputy: AC on behalf of KA

Date received or confirmed: 7/11/23

Please check one: New Application Currently Serving on Board Updated Information

Note: Application is effective for one year from date of completion. If you have any questions on the above, please call the City Clerk's Office at: 954-786-4611, or send via fax to: 954-786-4095.



CITY OF POMPANO BEACH ADVISORY BOARD / COMMITTEE APPLICATION

City Clerk's Office Phone: 954-786-4611 Fax: 954-786-4095
P. O. Drawer 1300, Pompano Beach, FL 33061
www.pompanobeachfl.gov

Mr. ___ Mrs. ___ Ms. X Miss ___ **Name:** Mary Beth Fleck
 (Optional)

Residence Information:

Home Address: 1261 NE 3rd Street
 City/State/Zip: Pompano Beach, FL 33060
 Home Phone: 954-729-0440 Cell Phone: 954-729-0440
 Email: mary.fleck@browardschools.com Fax: _____

Business Information:

Employer/Business Name: Broward County Public Schools
 Current Position / Occupation: Deerfield Beach Middle School/Teacher
 Business Address: 701 SE 6th Avenue
 City/State/Zip: Deerfield Beach, FL 33441
 Business Phone: 754-322-3300 Fax: _____ Email: _____

Are you a U.S. Citizen? Yes X No ___

Are you a resident of Pompano Beach? Yes X No ___ Reside in District: 1 ___ 2 ___ 3 X 4 ___ 5 ___

Do you own real property in Pompano Beach? Yes X No ___

Are you a registered voter? Yes X No ___

Have you ever been convicted of a felony? Yes ___ No X

Current or prior service on governmental boards and/or committees: _____

Please check the first box next to the Advisory Boards/Committees you would like to serve on:

<input type="checkbox"/>	Affordable Housing	<input checked="" type="checkbox"/>	Education	<input checked="" type="checkbox"/>	Parks and Recreation
<input type="checkbox"/>	Air Park	<input type="checkbox"/>		<input type="checkbox"/>	*Planning & Zoning/Local Planning Agency
<input type="checkbox"/>	Architectural Appearance	<input type="checkbox"/>	Emergency Medical Services	<input type="checkbox"/>	*Police & Firefighter's Retirement System
<input type="checkbox"/>	Charter Amendment	<input type="checkbox"/>	*Employee's Board of Appeals	<input checked="" type="checkbox"/>	Pompano Beach Economic Development Council
<input checked="" type="checkbox"/>	Community Appearance	<input type="checkbox"/>	Employee's Health Insurance	<input checked="" type="checkbox"/>	Public Art Committee
<input type="checkbox"/>	*Community Development	<input type="checkbox"/>	*General Employee's Retirement System	<input type="checkbox"/>	Recycling & Solid Waste
<input type="checkbox"/>	CRA East	<input type="checkbox"/>	Golf Advisory Board	<input type="checkbox"/>	<input checked="" type="checkbox"/> Sand & Spurs Riding Stables
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	Marine
<input checked="" type="checkbox"/>	CRA West	<input type="checkbox"/>	Hillsboro Inlet District	<input type="checkbox"/>	Nuisance Abatement Board
<input checked="" type="checkbox"/>	Cultural Arts	<input type="checkbox"/>	Historic Preservation	<input type="checkbox"/>	*Unsafe Structures
<input type="checkbox"/>		<input type="checkbox"/>	*Housing Authority of Pompano Beach	<input type="checkbox"/>	*Zoning Board of Appeals

*Financial Disclosure Form is required, if appointed to serve, upon appointment and upon resignation/retirement.

In addition a Resume may be attached

Education: Florida State University, BS, Clothing and Textiles; University of Central Florida, MPA,

Experience: Since 1992, I have worked as a development professional with local, county, state, national and international non-profit organizations.

Past Positions: _____

Hobbies: _____

Making any false statements herein may be cause for revocation by the City Commission of any appointment to a Board/Committee.

Signature: *Mary E. Fleck* _____

Date: 8.12.2023 _____

Initials of Clerk or Deputy: _____

Date received or confirmed: _____

Please check one: New Application Currently Serving on Board Updated Information

Note: Application is effective for one year from date of completion. If you have any questions on the above, please call the City Clerk's Office at: 954-786-4611, or send via fax to: 954-786-4095.



**CITY OF POMPANO BEACH
ADVISORY BOARD / COMMITTEE
APPLICATION**

City Clerk's Office Phone: 954-786-4611 Fax: 954-786-4095
P. O. Drawer 1300, Pompano Beach, FL 33061
www.pompanobeachfl.gov

Mr. Mrs. ___ Ms. ___ Miss ___ Name: Spencer Flory
(Optional)

Residence Information:

Home Address: 381 SE 16th Ave
City/State/Zip: Pompano Beach FL
Home Phone: 904.304.8413 Cell Phone: 904.304.8413
Email: SpencerFlory@gmail.com Fax: _____

Business Information:

Employer/Business Name: LoKation Real Estate / Self Employed
Current Position / Occupation: Realtor / Property Manager
Business Address: 1500 E Atlantic Blvd, Suite B
City/State/Zip: Pompano Beach FL, 33060
Business Phone: 904.304.8413 Fax: _____ Email: SpencerFlory@gmail.com

Are you a U.S. Citizen? Yes No
Are you a resident of Pompano Beach? Yes No Reside in District: 1 2 3 4 5
Do you own real property in Pompano Beach? Yes No
Are you a registered voter? Yes No
Have you ever been convicted of a felony? Yes No

Current or prior service on governmental boards and/or committees: None

Please check the first box next to the Advisory Boards/Committees you would like to serve on:

<input type="checkbox"/>	Affordable Housing	<input type="checkbox"/>	Education	<input checked="" type="checkbox"/>	Parks and Recreation
<input type="checkbox"/>	Air Park	<input type="checkbox"/>		<input type="checkbox"/>	*Planning & Zoning/Local Planning Agency
<input checked="" type="checkbox"/>	Architectural Appearance	<input type="checkbox"/>	Emergency Medical Services	<input type="checkbox"/>	*Police & Firefighter's Retirement System
<input type="checkbox"/>	Charter Amendment	<input type="checkbox"/>	*Employee's Board of Appeals	<input type="checkbox"/>	Pompano Beach Economic Development Council
<input checked="" type="checkbox"/>	Community Appearance	<input type="checkbox"/>	Employee's Health Insurance	<input type="checkbox"/>	Public Art Committee
<input checked="" type="checkbox"/>	*Community Development	<input type="checkbox"/>	*General Employee's Retirement System	<input type="checkbox"/>	Recycling & Solid Waste
<input checked="" type="checkbox"/>	CRA East	<input type="checkbox"/>	Golf Advisory Board	<input checked="" type="checkbox"/>	Sand & Spurs Riding Stables
<input type="checkbox"/>	CRA West	<input checked="" type="checkbox"/>	Hillsboro Inlet District	<input checked="" type="checkbox"/>	Marine
<input type="checkbox"/>	Cultural Arts	<input type="checkbox"/>	Historic Preservation	<input type="checkbox"/>	Nuisance Abatement Board
<input type="checkbox"/>		<input type="checkbox"/>	*Housing Authority of Pompano Beach	<input type="checkbox"/>	*Unsafe Structures
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	*Zoning Board of Appeals

***Financial Disclosure Form is required, if appointed to serve, upon appointment and upon resignation/retirement.**

In addition a Resume may be attached

Education: Resume Attached

Experience: _____

Past Positions: _____

Hobbies: _____

Making any false statements herein may be cause for revocation by the City Commission of any appointment to a Board/Committee.

Signature: _____

Date: 12/19/22

Initials of Clerk or Deputy: _____

Date received or confirmed: _____

Please check one: New Application Currently Serving on Board Updated Information

Note: Application is effective for one year from date of completion. If you have any questions on the above, please call the City Clerk's Office at 954-788-4811, or send via fax to: 954-788-4095.

Spencer Flory

SpencerFlory@gmail.com

381 SE 16th Ave
Pompano Beach, FL 33060

EDUCATION

Ferris State University, Big Rapids, MI

Bachelor of Science, Automotive Management, GPA 3.53 May 2011

Nova Southeastern University, Davie, FL

Master of Business Administration, GPA 3.91 May 2018

QUALIFICATIONS

- Live here, work here, own two >\$1 million homes in D3, passionate about Pompano and the betterment of our city
- Incredible 10-year professional corporate experience with JM Family, a Fortune “100 best companies to work for” company for the past 24 consecutive years
- Strong presentation experience and execution
- Successful experience in dealing with diverse groups of people
- Highly skilled in working both independently and as a team member
- Proven effective in leadership positions
- Solid organizational skills including coordinating events

EXPERIENCE

HomeRnR, LLC

July 2021 - Present

Property Manager

- Business founded and developed by my fiancée and I
- Professionally manage six vacation rental properties
- Collaborate with four different clients handling marketing, booking, guest screening, rehabbing and readying homes, interior design, guest communication, guest enforcement, monthly payouts, performance and tracking

LoKation Real Estate

Dec 2021 - Present

Realtor

- Licensed Florida Realtor
- Utilize license to supplement property management company, most recent transaction was 150 SE 16th Ave, Pompano Beach for client that uses our company for property management

JM Family / Southeast Toyota Distributors, LLC

Apr 2020 – Jul 2021

Field Operations Manager

- Managed 20+ dealer accounts utilize their online sales strategy

- Presented to and trained dealer personnel
- Mystery shopped and conducted consultations

JM Family / Southeast Toyota Distributors, LLC Sep 2017 – Apr 2020

Accessory Sales Manager

- Sold over \$15 million in vehicle accessories as reoccurring revenue
- Managed all 176 Toyota dealerships in the region, advised dealer principals / general managers
- Held effective training presentations with sales associates

JM Family / Southeast Toyota Distributors, LLC Sep 2016 – Sep 2017

Parts and Service Consultation Manager

- Executed regular dealership consultations monitoring performance, effectiveness, pay plans, financial statements, processes, personnel, work-flows, of Parts, Service and Collision departments
- Created presentations and deliberated findings with top dealership personnel

JM Family / Southeast Toyota Distributors, LLC Mar 2015 – Sep 2016

Customer Loyalty Manager

- Successfully defended Toyota in Lemon Law and arbitration cases, >100 cases won from meticulously strategized plans of attack before arbitration and executed strategy during hearings
- Worked one-on-one with the toughest customers on mutually beneficial solutions before hearings

JM Family / Southeast Toyota Distributors, LLC Mar 2012 – Mar 2015

Parts and Service Sales Administration Manager

- Supported and acted as an in-office contact for the parts and service district managers
- Regularly utilized excel for in-depth reporting and tracking

JM Family / Southeast Toyota Distributors, LLC May 2011 – Mar 2012

Service Training Specialist

- Held extensive three-day classes for certified Toyota dealership technicians covering all aspects of vehicle repair, performance, theory, function, disassembly, reassembly and diagnostics

ACTIVITIES

Volunteer Activity

May 2011 – Jul 2021

- Over 250 Hours logged while at JM Family serving Broward and Palm Beach participating by serving at homeless shelters, beach cleanups, building playgrounds with KAPOW, building homes with Habitat for Humanity, reading with first graders, gift wrapping, backpack giveaways, cleaning up boys and girls club of Deerfield, etc

College FSU

- Automotive Management Student Organization (AMSO) President 2010 - 2011
Held executive board meetings, general member meetings utilizing Robert's Rules
- Mixed Martial Arts, Ferris State University 2010 - 2011
- Men's Rugby Club, Ferris State University 2008 - 2010



**CITY OF POMPANO BEACH
ADVISORY BOARD / COMMITTEE
APPLICATION**

City Clerk's Office Phone: 954-786-4611 Fax: 954-786-4095
P. O. Drawer 1300, Pompano Beach, FL 33061
www.mypompanobeach.org

2019 AUG -7 AM 11:10
CITY OF POMPANO BEACH
OFFICE OF THE CITY CLERK

Mr. ___ Mrs. Ms. ___ Miss ___ Name: Lucretia Hicks
(Optional)

Residence Information:
Home Address: 1731 NW 2 Terrace
City/State/Zip: Pompano Beach Florida 33060
Home Phone: 954 943-2762 Cell Phone: 954 461-7569
Email: lucretiahicks@bellsouth.net Fax: _____

Business Information:
Employer/Business Name: _____
Current Position / Occupation: _____
Business Address: _____
City/State/Zip: _____
Business Phone: _____ Fax: _____ Email: _____

Are you a U.S. Citizen? Yes No ___
Are you a resident of Pompano Beach? Yes No ___ Reside in District: 1 ___ 2 ___ 3 ___ 4 5 ___
Do you own real property in Pompano Beach? Yes No ___
Are you a registered voter? Yes No ___
Have you ever been convicted of a felony? Yes ___ No
Current or prior service on governmental boards and/or committees: _____

Please check the first box next to the Advisory Boards/Committees you would like to serve on:

<input type="checkbox"/> Affordable Housing	<input type="checkbox"/> Education	<input checked="" type="checkbox"/> Parks and Recreation
<input type="checkbox"/> Air Park		*Planning & Zoning/Local Planning Agency
<input type="checkbox"/> Architectural Appearance	<input type="checkbox"/> Emergency Medical Services	*Police & Firefighter's Retirement System
<input type="checkbox"/> Charter Amendment	*Employee's Board of Appeals	Pompano Beach Economic Development Council
<input type="checkbox"/> Community Appearance	<input type="checkbox"/> Employee's Health Insurance	Public Art Committee
<input type="checkbox"/> *Community Development	*General Employee's Retirement System	Recycling & Solid Waste
<input type="checkbox"/> CRA East	<input type="checkbox"/> Golf Advisory Board	Sand & Spurs Riding Stables
<input type="checkbox"/> CRA West	<input type="checkbox"/> Historic Preservation	Marine
<input type="checkbox"/> Cultural Arts	*Housing Authority of Pompano Beach	*Unsafe Structures
<input type="checkbox"/>	<input type="checkbox"/> Nuisance Abatement Board	*Zoning Board of Appeals
		Local Complete Count (Census)

*Financial Disclosure Form is required, if appointed to serve, upon appointment and upon resignation/retirement.

In addition a Resume may be attached


Education: Graduate of Pompano Beach Senior High 1975
A.S. Degree Miami Dade Comm College

Experience: Former Employee City of Pompano Beach
Public Works Dept.

Past Positions: _____

Hobbies: Traveling, Fishing, Sports

Making any false statements herein may be cause for revocation by the City Commission of any appointment to a Board/Committee.

Signature: 

Date: 8/7/2019

Initials of Clerk or Deputy: _____

Date received or confirmed: _____

Please check one: New Application Currently Serving on Board Updated Information

Note: Application is effective for one year from date of completion. If you have any questions on the above, please call the City Clerk's Office at: 954-786-4611, or send via fax to: 954-786-4095.



**CITY OF POMPANO BEACH
ADVISORY BOARD / COMMITTEE
APPLICATION**

City Clerk's Office Phone: 954-786-4611 Fax: 954-786-4095
Post Office Drawer 1300, Pompano Beach, FL 33061
www.mypompanobeach.org

Mr. Mrs. ___ Ms. ___ Miss ___ Name: Shellen Pooler
(Optional)

Residence Information:

Home Address: 1681 N W 7th St
City/State/Zip: Pompano Beach, Florida 33060
Home Phone: 954-830-2367 Cell Phone: 954-830-2367
Email: poolershellen@aol.com Fax: _____

Business Information:

Employer/Business Name: Pooler Home Inspections
Current Position / Occupation: OWNER
Business Address: 1681 N W 7th St
City/State/Zip: Pompano Beach, Florida 33060
Business Phone: 954-830-2367 Fax: _____ Email: poolershellen@aol.com

Are you a U.S. Citizen? Yes No ___
Are you a resident of Pompano Beach? Yes No ___ Reside in District: 1 ___ 2 ___ 3 ___ 4 5 ___
Do you own real property in Pompano Beach? Yes No ___
Are you a registered voter? Yes No ___
Have you ever been convicted of a felony? Yes ___ No
Current or prior service on governmental boards and/or committees: NONE

Please make a check next to the Advisory Boards/Committees you would like to serve on:

<input type="checkbox"/> Affordable Housing	<input type="checkbox"/> Cultural Arts	<input checked="" type="checkbox"/> Parks and Recreation
<input type="checkbox"/> Air Park	<input type="checkbox"/> Education	<input checked="" type="checkbox"/> *Planning & Zoning/Local Planning Agency
<input type="checkbox"/> Architectural Appearance	<input type="checkbox"/> Emergency Medical Services	<input checked="" type="checkbox"/> *Police & Firefighter's Retirement System
<input type="checkbox"/> Budget Review	<input checked="" type="checkbox"/> *Employee's Board of Appeals	<input checked="" type="checkbox"/> Pompano Beach Economic Development Council
<input type="checkbox"/> Charter Amendment	<input type="checkbox"/> Employee's Health Insurance	<input checked="" type="checkbox"/> Recycling & Solid Waste
<input type="checkbox"/> Community Appearance	<input checked="" type="checkbox"/> *General Employee's Retirement System	<input type="checkbox"/> Sand & Spurs Riding Stables
<input checked="" type="checkbox"/> Community Development	<input type="checkbox"/> Golf	<input type="checkbox"/> Marine
<input type="checkbox"/> CRA East	<input type="checkbox"/> Historic Preservation	<input type="checkbox"/> *Unsafe Structures
<input type="checkbox"/> CRA West	<input checked="" type="checkbox"/> *Housing Authority of Pompano Beach	<input type="checkbox"/> *Zoning Board of Appeals

*Financial Disclosure Form is required, if appointed to serve, upon appointment and upon resignation/retirement.

In addition a Resume may be attached

Education: Ely High School

Atlantic Vocational Center (2) years

Electrical wiring

Experience: Owner of Pooler Home Inspections

President of Canal Pointe Home

Owners Association

Past Positions: None

Hobbies: Love to fish, and play basketball

Making any false statements herein may be cause for revocation by the City Commission of any appointment to a Board/Committee.

Signature: Glendon Poole

Date: 7/10/11

Initials of Clerk or Deputy: BJ AK /ka

Date received or confirmed: 6/23/13
1/16/15

Please check one: New Application Currently Serving on Board Updated Information

Note: Application is effective for one year from date of completion. If you have any questions on the above, please call the City Clerk's Office at 954-786-4611, or send via fax to: 954-786-4095.