

Application Form

Profile

Stephanie _____ L _____ Heidt _____
First Name Middle Initial Last Name

849 SW McCracken Avenue _____
Home Address

Port St. Lucie _____ FL _____ 34953 _____
City State Postal Code

stephanie2016heidt@gmail.com _____
Email Address

What district do you live in? <http://www.cityofpsl.com/districts> *

District 3

Mobile: (772) 486-5754 _____ Business: (772) 475-3863 _____
Primary Phone Alternate Phone

Retired?

Yes No

Treasure Coast Regional _____ Economic Development and _____ Planner _____
Employer Job Title Occupation
 Planning Council Director

Which Boards would you like to apply for?

Affordable Housing Advisory Committee: For Review

Were you nominated or recommended to apply by the Mayor or a Councilmember?

Yes No

Please Agree with the Following Statement

I have read and guarantee that I meet all the requirements for board service.

I Agree

Interests & Experiences

Why are you interested in serving on a board or committee?

I would like to serve on a City committee because I believe I have the experience and knowledge that can make a difference in our community. In particular, I believe in the work the Affordable Housing Committee is doing and would like to be a part of developing sound policies and programs that will create a better community for everyone.

Why do you think you are qualified to serve on this board or committee?

I have worked at the Regional Planning Council for over 16 years and this topic is frequently part of our work program. Although not an expert in affordable housing issues, I believe that I have the skills and resources to contribute in a meaningful way.

Brief description of Education & Experience

BS Public Administration Policy/Leadership 16 years working at the Regional Planning Council Work history that includes knowledge of and experience in leadership roles

[2021 Stephanie Resume.pdf](#)

Upload a Resume

Demographics

Ethnicity

Caucasian/Non-Hispanic

Gender

Female

10/05/1965

Date of Birth

Do you now serve on any City Board, Committee or other Governmental Board or Committee? (NOTE: You cannot serve on more than one Board or Committee within the City of Port St. Lucie during the same time period.)

Yes No

Are you a registered voter?

Yes No

How long have you been a City resident?

25 years

Have you attended the City University classes?

Yes No

Are you a United States Citizen?

Yes No

Are you presently employed by the City of Port St. Lucie?

Yes No

Are you a current or former law enforcement officer, other employee* or the spouse or child of one who is exempt from public records disclosure under FS 119.07?

Yes No

Have you ever been convicted of a crime, pled guilty or no contest to a criminal charge, or entered into an agreement setting forth the terms leading to the reduction or dismissal of the charges?

Yes No

Please Agree with the Following Statement

I agree that all of my answers are truthful and accurate to the best of my ability. I understand that if I have falsified any information my application will be withdrawn and I will not be considered for appointment.

I Agree

STEPHANIE L. HEIDT, AICP

P 772.486.5754

E Stephanie2016heidt@gmail.com

A 849 SW McCracken Avenue Port St. Lucie, FL 34953

professional profile

Results oriented professional who is supportive of organization-wide objectives. Extensive history of progressive knowledge and achievement through work experience and continued educational development. Strong leadership and workplace skills that have enabled the use of professional and inherent abilities to work with a wide range of stakeholders to cultivate public and private partnerships.

experience

January 2005 to present – Treasure Coast Regional Planning Council
Economic Development and Intergovernmental Programs Director
September 2018 – present

- **U.S. Economic Development Administration Grant Management**
 - Work with agencies and local governments on economic development initiatives
 - Serve as lead staff for the regional Economic Development District
 - Coordinate the preparation and implementation of the Region’s Comprehensive Economic Development Strategy (CEDS) Plan
 - Manage all federal grant progress and financial reporting
 - Assist with consistency findings and preparing grant applications for local governments and agencies
- **Comprehensive Plan Amendment Review**
 - Review proposed local government comprehensive plan amendments for consistency with Strategic Regional Policy Plan; and ensure there are no extrajurisdictional impacts to regional resources or facilities, or adjacent local governments plans and policies
 - Prepare Council reports to local government and state planning agency
 - Serve as Council representative on the Palm Beach County Intergovernmental Plan Amendment Review Committee
- **Brownfields EPA Grant Management**
 - Manage and market revolving loan fund of \$1.7 million for Brownfields redevelopment projects
 - Manage \$600,000 seven-county coalition assessment grant
 - Manage all federal governmental progress and financial reporting for both grants
- **Intergovernmental Coordination and Grant Application Review**
 - Serve as regional clearinghouse coordinator for grant distribution and review
 - Review grants and provide reports on consistency with Strategic Regional Policy Plan
 - Coordinate with Florida Department of Environmental Protection
- **Public Outreach and Coordination**
 - Work with local governments to develop community, resiliency, and redevelopment plans
 - Present at regional and state conferences on the topics of Brownfields redevelopment, federal grant management, economic development, and regional planning

education

Bachelor of Science Public Administration Policy/ Leadership

Certified through the American Institute of Certified Planners

key skills

- PROJECT MANAGEMENT
- ENVIRONMENTAL PLANNING
- ECONOMIC DEVELOPMENT
- RESEARCH
- COMPREHENSIVE PLANNING
- STRATEGIC PLANNING
- GRANT WRITING
- GRANT MANAGEMENT
- BUDGET MANAGEMENT
- PUBLIC OUTREACH
- MS OFFICE SUITE
- WORDPRESS
- INDESIGN

notable accomplishments

- Served as Partnership Coordinator for the Southeast Florida Regional Partnership. This partnership, through a Sustainable Community grant provided by the U.S. Department of Housing and Urban Development, under took a three-year project to produce a resource document for the seven counties from Monroe to Indian River for the next fifty years. Responsibilities involved coordination with the partnership members of over 130 public and private agencies and the professional design team. Through extensive public outreach meetings, forums, summits, and social media, we coordinated the development of a plan that reached more than one million people.

***Intergovernmental Coordination Review/Brownfields/Administrative Coordinator
(January 2005 – September 2018)***

- **Coordinate Board Meetings**
 - Prepared and proofed staff agenda items
 - Served as liaison to Council members
 - Prepared PowerPoints for meetings
 - Produced meeting minutes
- **Website Maintenance**
 - Designed new webpages
 - Maintained all departmental information
- **Communications**
 - Handled emails and correspondence for Executive Director
 - Handled all public information requests
 - Created and maintained all Council email distribution lists

Liberty Medical Family of Companies

***March 2004 to November 2004 - Liberty Medical Supply Pharmacy Manager:
Document Acquisition Department for three pharmacies***

- Coordinated with physicians' offices and customers to obtain the necessary documentation required by Medicare and insurance providers
- Responsible for all training, hiring, goal and departmental reporting, and human resource-related functions of department
- Maintained productive communications with other department to achieve company goals

***October 2001 to March 2004 – Liberty Therapeutic Shoe Corporation
Manager – Document Acquisition/Scheduling***

- Assisted in the initial set up and design of new corporation
- Developed processes for inventory, scheduling, and document retrieval and storage, including computer system design and reporting needs
- Responsible for all hiring and human resource management of these departments, including payroll and employee training

***May 2000 to October 2001 – Liberty Enteral Products Corporation
Executive Administrative Assistant***

- Assisted President of Enteral company with administrative functions
- Managed payroll for all company staff
- Handled all correspondence and communication with management staff
- Provided daily reporting of company goal attainment to Corporate offices

Behavior Analysts & Consultants/Moor Systems International, Inc.

February 1989 to October 2001

Coordination and administration of psychological testing and clinical interview for nuclear utilities, security companies, and law enforcement agencies with over 300 psychologists nationally

- Assisted psychologist in communications with clients and producing reports
- Coordinated development of new psychological questionnaires
- Handled initial coordination of follow-up with workplace violence cases
- Responsible for coordinating the initial set-up and marketing campaigns of a line of skin care products from Austria.

Armellini Express Lines, Inc. August 1983 – February 1989

Throughout my employment I advanced to positions with increasing responsibility that included mainframe computer operator and Micro Department Manager where I was responsible for maintenance of 20 IBM personal computers; evaluating and ordering software; and training company personnel.

- Member of the privacy sub-committee that developed the rules, policies, and processes for compliance with Health Insurance Portability and Accountability Act (HIPAA) regulations
- Selected to the Corporate Compliance Committee for two Liberty pharmacies
- Developed, coordinated, and maintained a random drug analysis tracking system for a nuclear licensee.
- Assisted in the development of a computer database for management of workplace violence cases

awards

- Liberty Commitment of Excellence Award 2002
- Liberty Excellence in Leadership award 2003

references

Joan Young

1202 SE Saint Lawrence Way
Stuart, FL 34997
772.291.3464

Terry L. Hess

318 Crosspoint Drive
Port St. Lucie, FL 34983
772.344.6554

Michael J. Busha

10 Palm Court
Stuart, FL 34996
772.323.7551