

Application Form

Profile

James

First Name

Abbott

Last Name

144 NW Lawton Road

Home Address

Port Saint Lucie

City

FL

State

34986

Postal Code

jeacpaf@comcast.net

Email Address

What district do you live in? <http://www.cityofpsl.com/districts> *☒ District 2

Home: (772) 777-2502

Primary Phone

Mobile: (206) 909-9373

Alternate Phone

Retired?☐ Yes ☒ No

NAES Corporation

Employer

Indirect Taxes - Property Tax

Job Title

Tax Manager

Occupation

Which Boards would you like to apply for?

Citizens Advisory Committee: Appointed

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?

My background in Finance and IT would be of service to the city and community. Also, I am interested in learning more about how decisions are made as well as budgets and capital improvements. As a citizen, I would like to help our city grow and make good decisions for all.

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

I am a CPA (in WA state) and I have a strong background in finance, budgeting, and financial planning. Also, I retired from Microsoft where I worked with the Financial Planning and Analysis group as part of my work performing the world-wide close and consolidation of the books.

Brief description of Education & Experience

B.S. in Accounting, Masters in Data Analytics. 20 years at Microsoft working in IT, Accounting, and Tax. Partner at a local CPA firm in WA managing small business financials and consulting.

[Resume|Abbott.pdf](#)

Upload a Resume

Demographics

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?

8+ 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

James E. Abbott, CPA, CMA, CGMA

144 NW Lawton Rd.

Port Saint Lucie, FL 34986

Phone (206) 909-9373

Email: jeacpa@gmail.com

Executive Profile

Results driven, detail orientated CPA/CMA with experience in accounting, finance, tax, auditing, data analytics. Areas of strength include Accounting, Tax, Audit, Financial Analysis, Foreign Currency Accounting, Intercompany Accounting, Close and Consolidations. Microsoft products (including server products such as SQL Server and Power BI), Python, R, SAS, Alteryx, KNIME, and a strong knowledge of SAP/FI, ECCS. Often called up on to work with various finance teams on integration projects, upgrades, and functionality requirements. Key strength in working between Finance and IT.

Professional Experience

NAES Corporation. July 2021 to present

Indirect Taxes for Bay4 (subsidiary) managed contracts. Preparing state and local sales tax returns for Bay4 clients related to solar energy.

Property tax returns for Bay4 managed contracts.

Process automation using Python, R, SQL, Power BI, and Alteryx

Microsoft Corporation,

July 2015 to April 2021

Group Manager, Finance Business Intelligence

- Special projects as called upon including changes in business processes (intercompany accounting, consolidations, account reconciliations, foreign currencies, SAP upgrades, acquisitions, and systems integration)
- Reports data analysis development for the Tax Department as needed.
- Ensure SAP configurations conform to business needs of Finance and Tax
- AI and RPA projects related to account reconciliations.
- Data Analysis

May 2007 to June 2015

General Ledger Group Manager

- Management of World-Wide Close and Consolidations team for Microsoft's worldwide SAP general ledger
- Responsible for SOX controls related to journal entries and balance sheet account reconciliations
- Foreign currency gain/loss analysis working closely with the Treasury Controllers' Group.
- Maintain relationships with Microsoft Regional Operating Centers and subsidiaries
- Key achievements include, Integration of Nokia financials systems into Microsoft's financial systems, Enablement of Group Currency in SAP/FI. CFO award winner for reduction of taxes related to foreign currencies, integration of Nokia and Skype acquisitions; reduction of G/L close process from 5 days to 4; and Quest for Excellence award winner for work on foreign currency project to help reduce fluctuations in currency gains and losses.

November 2005 to May 2007

- Excise and Property Tax Manager
- Responsible for Canadian Sales & Use tax and audits; US property taxes and audits
- Key achievements include successful closures of Canadian audits, and reclaim of Canadian taxes paid on goods and services

Facchina Global Services, LLC. February 2005 to November 2005

Controller for a government contractor dealing in intelligence and security related programs. Specific areas include the Accounting and Tax Department. Assisted on installation of Timberline accounting software.

Microsoft Corp., July 2001 to February, 2005

Senior, Tax Analyst for Excise Tax, Program Management and Product Management for the Tax Data Warehouse (TDW) – at the time, Microsoft's 2nd largest SQL database. Data Analysis for Accounting, Tax, and Treasury.

Education

B.S. - Accounting, cum laude, Central Washington University, Ellensburg, Washington, August 1993

M.S. - Data Analytics, WGU, May 2021

Accreditation & Honors

Passed CPA exam on first sitting. Placed sixth in Washington, November 1993. Placed in the top 150 in the nation (out of 74,000) resulting in Elijah Watt Sells Award. Dale Carnegie graduate and winner of the "Highest Award for Achievement". Received Certificate of Appreciation from Washington Employment Security Department for

assistance in improving tax reporting for Washington state businesses. Paul Harris Award from Everett Rotary Club. Member of AICPA, WSCPA, and IMA.

Application Form

Profile

Immacula Carpentier
First Name Last Name

172 SW Exora Ter
Home Address

Port St Lucie FL 34953
City State Postal Code

icarpentier2010@gmail.com
Email Address

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

☒ District 3

Mobile: (305) 901-9846
Primary Phone Alternate Phone

Retired?

☐ Yes ☒ No

Smith Bros Contracting invoices are posted. Audit
Equipment, Inc invoices for accuracy and
Employer approvals and post daily. Accounts Payable
Specialist
Job Title Occupation

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?

Serving on a board or committee is a way serve and get involved in the community that I'm leaving.

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

I have been serving a nonprofit organization Association for the Development of L'Azile (ADA) for the past 6 years. I started as secretary for the Miami branch and now I got elected as the Director. I think my qualifications and my experience make me qualified to serve the board or committee.

Brief description of Education & Experience

Please attached a copy of my resume

[Immacula_Resume_10.05.2023.pdf](#)

Upload a Resume

Demographics

Ethnicity

☒ Prefer not to Answer

Gender

☒ Female

03/12/1976

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?

2 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

Immacula Carpentier

172 SW Exora Ter, Port St Lucie, FL 34953 📠 Mobile: (305)901-9846 📠 icarpentier2010@gmail.com

SUMMARY OF QUALIFICATION

- Motivated and bilingual professional with 10+ years of experience in accounting and management with proficiency in administering corporate HR initiatives, providing a broad level of employee relations, and handling complex situations with professionalism and confidentiality
- Maintain employee files and records, inputs and processes new hire paperwork, updates employee data in the human resources information system, and assists employees with forms and procedures
- Strong command of employment benefits plan.

KEY SKILLS

- Ability to meet deadlines, excellent product quality and attention to detail
- Computer proficiency in MS Office (Outlook, Word, Excel and PowerPoint)
- Ability to work independently while maintain confidentiality and professionalism
- Good communication and comprehensive skills
- Possess knowledge about section 8 process
- Great customer service
- Collaboration & vendor relations

EDUCATION

Nova Southeastern University (NSU)

Master of Business Administration

Concentration: Human Resources Management

Served on Nova Southeastern University Hall of Fame 2015-2016

Served on Nova Southeastern University panel pursuit of accreditation

Fort Lauderdale, FL

May 2016

DeVry College of New York

Bachelor of Professional Studies in Technical Management

Concentration: Operations Management

New York, NY

June 2010

CERTIFICATIONS

Gold Coast School

Pre-license Community Association Manager (CAM)

Fort Lauderdale, FL

October/2017

Certificate in Professional studies, Event and Wedding Planner

QC Event Planning School

Certificate in Professional studies, Travel Consultant

QC Travel School

RELEVANT COURSES

Project Management | Principle of Management | Operation Research | Data Analysis | Probability & Statistics| Organization Behavior| Human Resources Management| Introductory Marketing| Legal, Ethical, and Social Values of Business

MANAGEMENT & ACCOUNTING EXPERIENCE

Prestige Estates Property Management (680 Units) Residential

North Miami, FL

DIRECTOR LEASE ADMINISTRATION

October 2018-Present

- Schedule and conduct tours of the property with prospective Tenants.
- Prepare and submit proposals for prospective Tenants.
- Guide prospective Tenants through the Lease process by reviewing Lease requirements and negotiating lease terms.
- Prepare Lease agreements for new and renewing Tenants.
- Walk property grounds to ensure available units are in move-in ready condition per company standards
- Update weekly leasing activity and daily prospect tracking reports.
- Regularly update space availability on Costar, and company website
- Promote positive and proactive tenants relations through effective communication.
- Meet the current Tenants to discuss renewal options.
- Coordinate with the Property Manager and General Contractor to ensure Tenant improvements are completed on time.

Prestige Estates Property Management (680 Units) Residential

North Miami, FL

ASSISTANT PROPERTY MANAGER

February 2018-October 2018

- Assist manager in the supervision of maintenance staff, including building maintenance manager, maintenance supervisor and any contract workers.
- Operate computers programmed with Appfolio to record, store and analyze information.
- Assist in the lease transactions by typing leases, gathering applicant's history and credit approval.
- Accept rental payments and post to the computer.
- Renew all Residential leases, organize and file all applicable reports, leases, and paperwork.
- Accept service requests from residents and routes to maintenance for prompt processing.
- In charge of Property Insurance for Commercial tenants as requested per their lease.
- Manage and handle a variety of projects in the office including Handle correspondence, telephone contacts, and incoming mail, including confidential materials, in a professional and expedient manner
- Prepare monthly bank Reconciliations.
- Ensure the apartment is ready for residents to move-in on an agreed date.
- Assist in preparation of advertising and marketing programs.

Continental Fidelity Corporation

Commercial/Residential

Miami Beach, FL

ASSISTANT LEASING MANAGER

May 2013-February 2018

- Imported leases, annual increase letters, certificate of insurance, renewal letters, lease extension, amendment to lease and addendum to lease into MRI.
- Prepared lease extension and amendment for our current tenants.
- Updated required reports concerning the City violation, activity on a daily basis and provided information to the property manager.
- Handled all the violations and make sure the building is in compliance with the City code.
- Helped with AR.
- Renewed all REO leases, organized and file all applicable reports, leases, and paperwork
- Accepted service requests from residents and routes to maintenance for prompt processing
- In charged of Property Insurance for Commercial Tenants as requested per their lease.
- Managed and handled a variety of projects in the office including Handle correspondence, telephone contacts, and incoming mail, including confidential materials, in a professional and expedient manner
- Prepared yearly CAM Reconciliations to consolidate Tenants account

Graduate Business Student Association (GBSA)

Davie, FL

DIRECTOR of HUMAN RESOURCES

November 2014-May 2016

- Managed human resources operations by recruiting, selecting, orienting, training, coaching, planning, monitoring, appraising reviewing staff job contributions, resolving problems; implementing change.
- Accomplished special project results by identifying and clarifying issues and priorities.
- Annually reviews and makes recommendations to the executive board for improvement of the organization's policies.
- Supervised the human resource department.
- Participated on committees and special projects and seeks additional responsibilities.
- Prepared reports and recommended procedures to reduce absenteeism.
- Managed the recruitment and selection process
- Recruited, interviewed, and selected member to fill vacant positions
- Planned and conducted new member orientation to foster positive attitude toward organization goals
- Advised executive board in appropriate resolution of member relation issues.

Graduate Business Student Association (GBSA)

Davie, FL

DIRECTOR of EVENTS

March 2015-May 2016

- Worked with committees to develop a program for events including speakers, topics, and timing and communicated with speakers regarding their commitment to the event and their needs related to attending the event.
- Submitted contract to appropriate individuals for approval.
- Managed and worked with appropriate members to evaluate all events, ensuring continual improvement and quality guest service.
- Responsible for packing and overseeing shipping of materials needed for events and ensuring their prompt arrival.
- Negotiated contracts and evaluated options with a variety of vendors for events and arranged for all related services with vendors, such as decorators, audio-visual needs, entertainment, etc.

The Federated Companies

Miami, FL

ACCOUNTING STAFFING

February 2013- May 2013

- Processed accounts payable and accounts receivable while maintaining attention to details
- Managed bank and general ledger reconciliations, as well as payroll processing
- Prepared the trial balance, performed month-end closings, matching, batching, coding and entering invoices, posted and reconciling batches.
- Implemented QuickBooks System, created Company files and export the file from Yardi into QuickBooks
- Created vendor accounts and related files into QuickBooks System, performed monthly bank reconciliation for over 20 different accounts.

Manhattan Valley Management Co.

New York, NY

BOOKKEEPER

May 2009-December 2012

- Analyzed and reviewed employees' time card and process bi-weekly payroll using the Paychex online platform, responsible for all personnel files-including leave & sick time for all employees, kept track of employee's time off
- Employee orientation, development, and training; policy development and documentation
- In charged of AR/AP account and general ledger reconciliation, processed daily receivables
- Performed monthly bank reconciliation for over 25 different accounts
- Supervised and trained employees during Yardi system training session, created vendor accounts and related files into Yardi system, generated new tenants files into the Yardi system
- Assisted Controller with annual budget preparation and other intercompany, prepared monthly financial progress reports to measure company
- Analyzed various tenant files for recertification, assessed tenants for HUD section 8, Nycha and Series approval

Seminole Hard Rock Hotel

Hollywood, FL

SUPERVISOR

May 2004-November 2008

- Controlled and managed a high volume cash transaction
- Prepared and submitted cash journals to appropriate departments
- Assisted customer with inquiries and ensured they were satisfied
- Provided satisfactory solutions to related customer problems, and performed duties as assigned
- Analyzed and reconciled inter-departments cash register to main safe
- Verified that all the vault deposits are accurate and recorded accordingly

COMPUTER SKILLS

Windows XP, MS Office, PowerPoint, Database, Excel, Project, Champion, CMP, New Wave, Paychex PC Payroll, Yardi System Voyager Property Management/Accounting, QuickBooks, CYMA, MRI, Appfolio. Fluent in English, Creole and French.

Application Form

Profile

Sandra I Colon
First Name Middle Initial Last Name

2802 SW Lucerne Street
Home Address

Port St Lucie FL 34953
City State Postal Code

aguileraxtina1@gmail.com
Email Address

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

☒ District 3

Mobile: (772) 323-1265
Primary Phone Alternate Phone

Retired?

☒ Yes ☐ No

N/A N/A N/A
Employer Job Title Occupation

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?

Please see attached resume detailing my experience with public administration.

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

Because I have vast experience and knowledge that the committee may benefit from.

Brief description of Education & Experience

Please see attached resume detailing my experience and qualifications.

[SC_Resume.pdf](#)

Upload a Resume

Demographics

Ethnicity

☒ Hispanic

Gender

☒ Female

10/26/1964

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?

31 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

Sandra I Colon

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

Sandy Colon
2802 SW Lucerne Street,
Port St. Lucie, FL 34953
(772) 323-1265 aguileraxtina1@gmail.com

Professional Profile

An experienced Public Administrator with a solid background in diversified environments... and a consistent record of contributions in each assignment. Thoroughly experienced in all phases of program development and implementation as well as reporting. Computer Literate. Creative problem solver with ability to quickly resolve conflict, improve morale and consistently exceed goals.

- Management - Solid background in planning, development and implementation of new initiatives. Hands on manager with highly developed skills and experience cultivating strategic agencies partnerships. Equally strong in budgeting and financial management.
- Team Building - Decisive team leader with extensive experience recruiting and hiring teams, developing talent and creating effective programs that produce results.
- Communications - Excellent communicator with well developed reporting skills. Able to develop and maintain productive relationships with colleagues, customers and staff at all levels. Completely bilingual (English/Spanish.)

Experience

Urban League of Palm Beach County, Inc.

Director of Housing

Responsible for the complete administration of all housing programs to ensure the provision of outlined services to the community. The programs were designed to address and remedy any potential loss of housing thus preventing homelessness. Served as a liaison between our agency and various community development funding agencies, savings and loans associations, mortgage companies, commercial banks, US Department of HUD and other housing developers. Complete responsibility for the research, development and submittal of all grant proposals in order to develop funds for operations. Coordinated efforts to deliver many other kinds of programs including youth programs such as black on black crime prevention, weatherization, liheap, etc. Traveled throughout the country as needed to ensure proper training in the latest development within the industry.

CFPHA

Deputy Director

Oversee the daily operations of the agency including property management, tenant accounts receivables (tars), leasing, community relations, crime and vandalism prevention, fraud investigation and drug eradication programs. Directed a workforce of 50 employees and coordinated all program functions.

- Designed, created and established a 501(c)3, for the development of affordable single family units. The units were purchased by low income families who desired and worked towards homeownership.
- Researched grant funding sources and submitted proposals in order to develop additional financial support, resulting in an additional 250 vouchers that were converted to assist families with their mortgage payments instead of the usual rental vouchers.
- Decreased TARs and vacancies to 3%.

Education

VA Tech

Bachelor of Science Health Education

IRCC

AA Real Estate

Nan McKay and Associates

Certified 2001

Application Form**Profile**

Ernest

First Name

L

Middle
Initial

Beaudoin

Last Name

9967 SW Trumpet Tree Circle

Home Address

Port Saint Lucie

City

FL

State

34987

Postal Code

elbeau337@yahoo.com

Email Address

What district do you live in? <http://www.cityofpsl.com/districts> *☒ District 2

Home: (772) 224-2883

Primary Phone

Mobile: (860) 620-7643

Alternate Phone

Retired?☒ Yes ☐ No

United HealthGroup

Employer

Program Manager Mergers
&Acquisitions

Job Title

IT

Occupation

Which Boards would you like to apply for?

Infrastructure Surtax Citizens Oversight Committee: Appointed

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 ensure that the funds allocated to projects have a benefit to all the residents of Port St. Lucie.

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

I have managed large projects with budgets of up to \$13m.

Brief description of Education & Experience

I am a graduate of Central Connecticut State University and I have an MBA from Rensselaer Polytech Institute. I have a background in Business Process Management and spent the last years of my career working on mergers and acquisitions for United Health Group.

[E_Beaudoin_resume_May_2013_1_.docx](#)

Upload a Resume

Demographics

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?

13 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

ERNEST L. BEAUDOIN
9967 SW Trumpet Tree Circle, Port St Lucie, FL 34953
(772) 224-2883 (Home)
(860) 620-7643 (Cell)

EXECUTIVE SUMMARY

MBA-educated professional with 15+ years of healthcare, and pharmacy operations experience. Budgeting, forecasting and issues resolution skills enhance my ability to successfully manage programs and drive to the desired results. Consistently sought out by senior management to work with all levels of an organization including cross-matrixed environments to drive results.

CORE COMPETENCIES

Program/Project Leadership
Software Forecasting
SAS70

Vendor Management
Process Improvement
Staffing

Hardware Forecasting
Mainframe Batch Efficiency Expert
Budget Management

PROFESSIONAL EXPERIENCE

UNITED HEALTH GROUP, OPTUMHEALTH Hartford, Connecticut 2007 to 2014
UHG, a Fortune 25 Company that is a leading health care company, serving more than 75 million people worldwide.

PROGRAM MANAGER – M&A 2009 to 2014

- Effectively integrated a multi-international EAP firm, as well as several domestic acquisitions. Directed the Acquired Entity IT Staff in upgrading and maintaining the tightest security measures as required by UHG IT in 30 days.

Special Projects:

- Currently directing the OptumHealth Desktop Modernization Project to Windows 7, and IE8.
- Successfully sunset Windows 2000 servers.
- Synchronized the removal, repurposing and/or destruction of equipment left at an abandoned OptumHealth site. Prior management response left equipment on site for 18 months. Under my direction it was remediated in 30 days.
- Scrutinized and recommended improvements to the Vision Lab in Baltimore. This required re-cabling the building, the secured destruction of years of paper medical records, and moving servers to secure locations.

PROGRAM MANAGER 2007 to 2009

- Conducted a feasibility study with a cost benefit analysis identifying a \$20M increase in business for a consolidation of a Life and Disability System. Presented the results of this \$12.8M effort to senior management with recommendations. Senior management accepted the recommendations and the project implementation was successfully implemented in the 1st qtr 2009, impacting 29 applications, utilizing 165 FTEs.

CIGNA CORPORATION, Hartford, Connecticut 1989 to 2007

Cigna is a global health service company that offers health, life, accident, dental, and disability insurance, and related health services.

DIRECTOR, PHARMACY SYSTEMS 2001 to 2007

- Redesigned Pharmacy systems and the eligibility process migration strategy, decreasing the call volume by 70% resulting in decreased ASA from over 4 minutes to less than 30 seconds from the prior renewal period. The subsequent elimination of a call center decreased expenses by \$1.2M.
- Special Projects:
 - Directed the migration of 5.2 million members without service disruption.
 - Improved the process for special reporting in a timely manner. Increased the capability for producing special reports from 20 per month to over 200 per month without increasing staff.
 - Developed the process to manage eligibility that resulted in reducing the variance of ineligible members from 20% to less than 1%.

- Established and managed extensive affiliations with vendors including Argus Health Systems, Ingenix, Thomson-Medstat, Aon, Hewitt Associates, and others.

SYSTEMS CONSULTANT, ASSISTANT DIRECTOR

1995 to 2001

- Directed the redesign and implementation of the batch segment of the major claim processing system, resulting in a 62% decrease in batch cycle time and 31% increase in online system availability, received President's Club Award.
- Liaison to Price Waterhouse-Coopers for SAS70 audit of largest claim processing system at CIGNA. Created methodology to track work from request to implementation resulting in clean audits for 5 years.
- Directed a special task force to determine root cause of operational problems; analyze results; and provide direction and metrics to operations community to minimize future disruptions. The results were:
 - Created a rapid response team, which was dispatched through a daily operations readiness call, resulting in triage and increased efficiency in enterprise-wide problem resolution.
 - Established vendor management expectations regarding correction or alternative solutions within a specific timeframe to be included in the Service Level Agreement (SLA).
 - Identified the need for quality testing improvement, i.e. end-to-end systems testing, resulting in creation of an applications readiness team.

PROFESSIONAL DEVELOPMENT

- Business Process Management and Modeling – Boston University Continuing Education 2008.
- Project Operations Principles
- Six Sigma Awareness
- Six Sigma Yellow Belt

EDUCATION

Rensselaer Polytechnic Institute, Hartford, CT., MBA, August 1997.

Central Connecticut State University, New Britain, CT. BA in History.

- Recipient of the Elisha Bubser Judd Scholarship.
- President of the Central Connecticut Historical Society.

TECHNICAL SKILLS

Desktop Application Software: MS Word, Excel, Access, Outlook, PowerPoint, Project, Visio, Lotus 123, Attachmate Extra, IBM HOD, LOTUS Notes.

Programming Languages: COBOL, Access, Focus, and JCL, IBM Series/1 EDL and PXS.

Operating Systems: Desk top: NT 4.0, XP, Windows 7;

Midframe: UNIX, PICK, EDX, RPS.

Mainframe: DOS, VSE, VS; MVS, VM, VTAM/NCP.

Application Form

Profile

Douglas Harvey
First Name Last Name

2101 SE Sunflower St
Home Address

Port St Lucie FL 34952
City State Postal Code

harveydouglas@bellsouth.net
Email Address

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

☒ District 4

Home: (772) 497-4076
Primary Phone Alternate Phone

Retired?

☐ Yes ☒ No

UL Solutions Lead Regulatory Engineer Professional position, instruct, research, provide evidence and reports
Employer Job Title Occupation

Which Boards would you like to apply for?

Planning & Zoning Board: 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?

We have lived in the City for over 30 years and call it home. Over the course of my career, I have the opportunity to be involved on Planning and Zoning items. participated on the Metropolitan Planning Organization and have worked on the comp plan in several jurisdictions. I believe I bring a level of knowledge and professionalism to the Board. It is a chance to participate in the future of this great City.

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

I have experience with Planning and Zoning, Zoning in progress and comprehensive plans. I have administered the rules and made decisions in the past as well as preparing staff reports for the various Boards and Committees I answered to. In addition, I was the vice of the Martin Metropolitan Planning Organization for several years. I have experience dealing with the public and have looked for the best outcome in each situation after listening to the facts from all sides/

Brief description of Education & Experience

I have been a building official for many years and also served as assistant town manager. I have numerous certifications, including public information officer, certified floodplain manager, inspector, plans examiner and building official. I have over 40 years of experience and expertise to offer.

[ResumeDHJan2024.pdf](#)

Upload a Resume

Demographics

Ethnicity

☒ Caucasian/Non-Hispanic

Gender

☒ Male

06/25/1957

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?

34 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

Douglas W. Harvey

Certifications and Affiliations

State of Florida Certified Building Codes Administrator (Building Official) BU763

State of Florida Inspector BN 1860 – Building, One and Two Family Dwelling Inspector, Electrical, Mechanical, Plumbing

State of Florida Plans Examiner PX927 – Building, Electrical, Mechanical, Plumbing

SBCCI (ICC) Certified Inspector SBCCI (ICC) Certified Plans Examiner SBCCI (ICC) Certified Code Analyst

IAEI Certified Inspector and Plans Examiner

LEED AP Accredited

Certified Floodplain Manager (CFM)

Past Member of Underwriters Laboratories (UL) Standards Technical Panels (STPs) which are an important part of the process by which UL develops and maintains Standards for Safety. An STP is a group of individuals, representing a variety of interests, formed to review proposals related to UL Standards for Safety. (60335-2-1000, 0551, 1682, 1951, 1998, 2043)

International Association of Electrical Inspectors (IAEI) 35+ year member, Past Division and FL Chapter President

BOAF - By-Laws, Code Development, Mutual Aid, Professional Development, Committees; Chairman and administrator of the BOAF Interpretations Committee

Building Officials Association of the Treasure Coast (BOATC) Past President, Director

Building Officials Association of Palm Beach County (BOAPBC) Past Officer

Boy Scout Troop 402 Former Assistant Scoutmaster, Advancements Chair, Chartered Organization Representative and Merit Badge Counselor for over 50 merit badges

July 2023 - Present UL Solutions Research Triangle Park, NC

Lead Regulatory Engineer

- Shape the regulatory landscape by participating in codes and standards development
- Increase acceptance of UL Solutions certifications by providing technical training classes and webinars to AHJs, responding to inquiries from regulatory authorities, architects and customers
- Gather and share outside intelligence on certifications, new technologies and regulatory opportunities
- Assist inspectors, plan reviewers and others in regard to questions, certifications, and field evaluations

Dec 2019 – July 2023 St Lucie County, Fort Pierce, FL

Building Official

- Responsible for inspections and plan review within the unincorporated County
- Administer and perform inspections for owners, designers and contractors
- Meet with parties to discuss construction requirements and design parameters for code compliance
- Assist inspectors, plan reviewers and members of the public and staff with understanding the Building Code requirements and the applicable laws and rules
- Attend Commission, Development Review Committee and other meetings as needed for oversight and input
- Responsible for operation of the department and training of personnel

Jan. 2013 – Dec 2019 City of West Palm Beach, West Palm Beach, FL

Assistant Building Official (March 2014 – present) Chief Inspector (January 2013 – March 2014)

- Responsible for inspections and plan review within areas of assignment
- Administer and perform inspections for owners, designers and contractors
- Meet with parties to discuss construction requirements and design parameters for code compliance
- Assist inspectors, plan reviewers and members of the public and City staff with understanding the Building Code requirements and the applicable laws and rules
- Report to the Building Official while operating autonomously

Dec, 2006 – Dec. 2012 Building Officials Association of Florida, Lake Mary, FL

Executive Director

- Responsible for training and educational classes and programs of the Association
- Administer and perform formal and informal interpretations of the Florida Codes

- Responsible for operations of the member driven association
- Report directly to the Executive Board and Board of Directors
- Work with partners and administer contracts
- Responsible to governing Boards for programs carrying State approvals
- Management of classes and instructional staff for educational programs and office staff
- Establish statewide programs, locations and classes for license compliance
- Instruct classes in accordance with approved outlines and rules

Aug, 2005 – Dec, 2006 The Weintraub Organization, Vero Beach, FL

Florida Regional Manager, Private Provider Services

- Manager of private provider service statewide operations within Florida for plans, inspections and relations
- Code compliance officer for the firm and responsible for interpretations of the governing codes, compliance with local regulations and coordination of company activities with all local regulations and entities on a Statewide basis
- Responsible for quality control of services and personnel , including administration
- Responsible to monitor employees and compliance with State laws
- Perform inspections and plan reviews on all phases of construction in multiple jurisdictions

Mar, 1996 – Aug, 2005 Town of Jupiter Island Hobe Sound, FL

Building Official

- Department Head, with all administrative responsibilities
- Direct operations of Planning, Zoning, Stormwater, Building Department and Code Enforcement
- Responsible to monitor performance of employees, including plans examiners, inspectors and clerical
- Perform plan review and field inspections as needed
- Assist Town Manager in operations of municipal government
- Responsible for Code Enforcement activities, failing corrective action prior to enforcement
- Responsible for contractor licensing compliance
- Community Rating System (CRS) Coordinator
- Flood Plain Manager
- GIS Coordinator
- Work with governing Boards and Committees (Board of Adjustment, Local Planning Agency, Impact Review Committee, and Town Commission)
- Extensive experience in overall operation
- Manage Information Technology (IT) area for Administration and Public Safety, including network security
- Emergency/Hurricane Response Coordinator/Trainer
- Martin County MPO-TAC Vice-Chair, St Lucie County Ex-Officio

1995 -1996 St. Lucie County Fort Pierce, FL

Building Official/Building Codes Supervisor

- Department Head, with all associated administrative responsibilities
- Responsible to train and supervise employees, including clerical
- Responsible to monitor performance of plans examiners and inspectors
- Perform follow-up plan review and field inspections

Previous professional experience available upon request

Instructional Experience Summary

1996 – 2015 Building Officials Association of Florida (BOAF)

Instructor/Developer

- Develop, create, and instruct classes in all phases of construction, management and administration
- Complete paperwork and syllabus for submission to licensing boards and accrediting agencies
- Create classroom presentations and workbooks for use in classes, including advanced training

2013 – 2017 JCB Code Services

Instructor

- Instruct classes and advanced training on various topics

2016 – 2020 England Training Division

Instructor/Developer

- Instruct classes and advanced training on various topics
- Update classes for current code and legal requirements
- Working to develop and present major training for the east coast of the United States

2001 – present Gold Coast School of Construction, Fort Lauderdale, FL

Instructor

- Develop and Instruct construction continuing education classes throughout Florida
- Prepare individuals for contractor and inspector certification examinations

2003 – 2005 Florida Construction Apprenticeship Training Corp Martin/St Lucie Counties Florida

Coordinator for Electrical Apprenticeship Program

- Ensure instructional program is properly implemented
- Maintain paperwork and enrollment for electrical apprenticeship

1995 - 2001 Associated General Contractors (AGC), Martin/St Lucie/Palm Beach Counties Florida

Instructor

- Instruct classes in various trades
- Instruct construction superintendent training courses

1993 -1997 Indian River Community College Fort Pierce, Florida

Adjunct Faculty - Instructor

- Create curriculums and instruct classes at the college, adult education and vocational levels

1985 - 2003 Associated Building Contractors Association Institute (ABCI) Broward/Martin/St Lucie/Palm Beach Florida

Instructor

- Instruct classes in various trades, various years
- Instruct superintendent training courses
- Train new instructors
- Develop curriculums and course materials

Application Form

Profile

Donna

First Name

Hudson

Last Name

534 SW Grove Avenue

Home Address

Port Saint Lucie

City

FL

State

34983

Postal Code

dah_0340@hotmail.com

Email Address

What district do you live in? <http://www.cityofpsl.com/districts> *☒ District 1

Retired?

☐ Yes ☒ No

USDA

Employer

Program Specialist

Job Title

Grants Manager

Occupation

Which Boards would you like to apply for?

Infrastructure Surtax Citizens Oversight Committee: Appointed
Affordable Housing Advisory Committee: Archived

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?

To ensure we are good stewards of the tax payer funds entrusted to us. Also, I am excited about moving to PSL and want to give back to a community that I really love.

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

I have been a grants manager in the federal government for over 12 years. I have extensive experience developing and managing budgets for large and small state agency programs. In addition, I am somewhat familiar with how the board process operates. I was a Program Specialist at Children's Services Council of Broward County for four years. In that position, we were expected to attend all Council Meetings; but, and to provide meaningful work products such as Issue Papers and statistical and narrative information for inclusion in the council meeting package.

Brief description of Education & Experience

Thirteen years of federal employment (all at the GS-12 level) with the following agencies: USDA; HHS (CDC); USDOL (Employment & Training). Six years of Workforce Development Experience (line staff and management) Workforce One Broward (rebranded to Career Source). Ten years of paid Advocacy experience with Women Distress of Broward County working in both the shelter and Family Center. 10 years in family strengthening experience with various State Of Florida agencies in the following capacities: Child Protective Investigations and Services; Revenue Specialist; Operations Management Consultant. Four years experience as a Program Specialist with CSC Broward. Bachelors degree in Business from NSU Masters degree in Exceptional Student Education from Florida Memorial University

[Resume_DHudson_September_2022_copy.docx](#)

Upload a Resume

Demographics

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?

04/01/2023

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

If Yes, please describe:

N/A

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

Application Form

Profile

Ryan

First Name

Semblewski

Last Name

145 SW Peacock Blvd Apt. 205

Home Address

Port Saint Lucie

City

FL

State

34986

Postal Code

rsemblewski@comcast.net

Email Address

What district do you live in? <http://www.cityofpsl.com/districts> *☒ District 2

Mobile: (732) 278-6904

Primary Phone

Alternate Phone

Retired?

☐ Yes ☒ NoHCA Florida St. Lucie
Hospital

Employer

Surgical Services Associate.

Job Title

Surgical assistant

Occupation

Which Boards would you like to apply for?

Public Art Advisory Board: 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 am looking to help better my community and help make it a great place for all residents.

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

I feel I see all areas of the city and can make an impact.

Brief description of Education & Experience

High school graduate.



Upload a Resume

Demographics

Ethnicity

☒ Caucasian/Non-Hispanic

Gender

☒ Male

04/26/1979

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?

7 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

Ryan Semblewski
1597 SW Harbour Isles Circle
Port Saint Lucie, Florida 34986
732-278-6904
rsemblewski@hotmail.com

Obtain full time employment in a hospital as an OR Patient Transporter

OBJECTIVE:

ACCOMPLISHMENTS:

COMMUNITY MEDICAL CENTER
Toms River, NJ
Sep 2004 - Present

OR PATIENT SUPPORT ASSOCIATE Apr 2001 - Present

- *Transport patients to and from the operating room
- *Train new employees on departmental procedures
- *Answer patient call balls and respond to their needs as requested
- *Safety Committee Department Representative
- *Keep up with the latest trends, i.e. how to lift patients, accommodate patient's needs
- *Keep up with the latest technology, i.e. link between scan bracelets and palm pilot
- *Initiated new process to enhance the efficiency in communication between departments
- *Assisted in converting from hard-wired departments to palm pilot transmitters
- *Reviewed and provided suggestions to correct glitches and improve performance with the system

ENVIRONMENTAL SERVICES - LEAD HOUSEKEEPER Sep 2004 - Apr 2011

- *Turn over rooms
- *Discharge patients
- *Presenter "How to Train Others"
- *Attended monthly meeting to discuss current issues

WILLAMET OF BRICK
Brick Township, NJ
Sep 1998 - Aug 2004

NIGHT RECEIVING

- *Unloaded up to four trucks simultaneously
- *Pkg incoming merchandise
- *Pkg merchandise to the floor and restock shelves
- *Monitor expiration dates while restocking

WELLS FARGO SECURITY SERVICE
Freehold, NJ
May 1998 - Sep 1998

SECURITY OFFICER

- *Secured entrances and dock area during construction of new store
- *Participated in the Safety Committee to enhance the security of the store

SIX FLAGS GREAT ADVENTURE
Jackson, NJ
Jun 1995 - Jul 1998

SEASONAL EMPLOYMENT

- *PARK SECURITY 1998 and 1997
- *PICK OPERATOR 1996
- *GROUNDS 1995

DELTA PROTECTIVE SERVICES
Island Heights, NJ
Sep 1997 - May 1998

SECURITY OFFICER

- *Assigned to Six Flags Outlet Mall and Bennett's Mills Shopping Center

EDUCATION

JACKSON HIGH SCHOOL
Jackson, NJ

Graduate: Class of 1997

TRAINING / CERTIFICATIONS

JACKSON POLICE EXPLORERS
1991 - 1995

- *Organization run by the Jackson Police Department designed to train young men in the necessary skills needed to prepare them for a career in law enforcement.

Application Form

Profile

Jill

First Name

E

Middle Initial

Todd

Last Name

1049 SW Ingrassina Ave

Home Address

Port Saint Lucie

City

FL

State

34953

Postal Code

jill@jmmarketingconsulting.com

Email Address

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

☒ District 3

Mobile: (772) 626-4193

Primary Phone

Alternate Phone

Retired?

☐ Yes ☒ No

JM Marketing & Consulting & Bonneville Football Academy

Employer

Owner

Job Title

Marketing/PR

Occupation

Which Boards would you like to apply for?

Public Art Advisory Board: Submitted

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?

With a strong background in education and marketing, along with my current role on the board of Treasure Coast Ballet Theater—St. Lucie County's first professional ballet company—I am confident in my ability to contribute meaningfully to the board's mission. Public art plays a vital role in enriching our community, creating cultural landmarks, and enhancing the aesthetic appeal of public spaces. My experience in marketing has equipped me with the skills to promote and advocate for public art projects effectively. Through my educational background, I have developed a keen understanding of the importance of integrating art into public spaces to foster community engagement and cultural appreciation. At the Treasure Coast Ballet Theater, I have been involved in strategic planning, fundraising, and community outreach initiatives. These experiences have honed my ability to collaborate with diverse stakeholders, manage projects, and ensure that artistic endeavors align with community values and needs. I believe these skills will be invaluable in reviewing and approving the Public Art Master Plan, recommending specific public art projects, and maintaining the Artist Registry. I am eager to bring my expertise in marketing and my commitment to the arts to the Public Art Advisory Board, ensuring that our public art projects are both inspiring and accessible to all residents.

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

I believe I am qualified to serve on the Public Art Advisory Board due to my comprehensive background in education, marketing, and arts administration. Here are several reasons why I am well-suited for this role:

Education and Marketing Expertise: My background in education (specifically education marketing) has equipped me with the ability to understand and communicate the importance of public art in enriching community life. Coupled with my marketing experience, I am skilled in promoting and advocating for public art projects, ensuring they reach and resonate with a wide audience.

Arts Administration Experience: Serving on the board of the Treasure Coast Ballet Theater, St. Lucie County's first professional ballet company, has provided me with invaluable experience in arts administration. I have been actively involved in strategic planning, project management, and community outreach. These experiences have honed my ability to collaborate effectively with diverse stakeholders and manage complex projects from inception to completion.

Passion for Community Engagement: I am deeply committed to fostering community engagement through the arts. I understand how public art can enhance public spaces, create cultural landmarks, and provide a sense of pride and identity for residents. My goal is to ensure that public art projects are inclusive, accessible, and reflective of the community's unique character and history.

Collaborative Skills: My professional experiences have taught me the importance of collaboration and teamwork. I am adept at working with community members, business leaders and other stakeholders to develop and implement public art projects that align with the community's values and needs.

Brief description of Education & Experience

I bring a diverse skill set and a proven track record of success to the Public Art Advisory Board, thanks to my extensive background in education, marketing, and non-profit management. As the co-owner of JM Marketing & Consulting LLC, I have specialized in website creation, content development, and social media strategy, building brand awareness and developing strategic partnerships. My role as Marketing Communications Manager for Renaissance Charter School St. Lucie & Charter Schools USA involved overseeing marketing, social media, and community outreach for multiple schools. I successfully opened a new high school (Tradition Prep), organized community events, and coordinated various school initiatives, demonstrating my ability to manage complex projects and engage with the community effectively. In addition to my professional experience, I have held multiple leadership roles in volunteer organizations such as The Royal Palms of St. Lucie Co. and the Junior League of Cedar Rapids, Iowa. These roles involved managing budgets, planning community events, executing successful fundraisers, and engaging with members and non-profit partners. My strong communication and organizational skills, combined with my ability to negotiate with vendors and foster community relations, make me a valuable asset to the Public Art Advisory Board. I am committed to contributing to the board's mission of enhancing public spaces through art and ensuring that public art projects reflect the community's values and cultural heritage.

Demographics

Ethnicity

☒ Caucasian/Non-Hispanic

Gender

☒ Female

08/23/1974

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?

City of Port St Lucie - 8 years; St Lucie County - 28 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

JILL TODD

772.626.4193

jill@jmmarketingconsulting.com . jilltodd0823@gmail.com

Friendly and easy going with people, keen observer, fast learner, able trainer & good listener, organized, eye for detail, great time management skills, multitasker, knows a lot of vendors for events and can negotiate well with them.

SUMMARY EXPERIENCE:

- Coordinator of social media marketing and strategies
- Social Media Manager – can plan content, deliver reports, tract insights
- Experience with Facebook, Instagram, Twitter, Pinterest
- Content creator for social media and blog posts
- Establish connections with social media influencers
- Can organically grow accounts
- Responsive and prompt on social media engagement
- Coordinator of fundraisers, events, and volunteers for local charter school.
- Many years of experience working with non-profits, planning events and fundraisers.
- Many years of experience on different Board of Directors of non-profits.
- Capable of establishing contracts with vendors and overseeing aspects of event planning.
- Capable of handling a variety of office and administrative duties.
- Capable of doing newsletters, event fliers/posters and a variety of computer work.
- Capable of working with many people and different personalities with a cheerful attitude and positive outlook.
- Community Outreach and Public Relations

EXPERIENCE:

JM Marketing & Consulting LLC, co-owner

August 2021 – Present

Roles and Responsibilities:

- Website Creation and Redesign/Updates for Clients
- Create valuable and appealing content that attracts and converts clients' target groups
- Prepare and observe a marketing budget and marketing plan to meet clients' needs
- Develop strategic relationships and partner with key industry players, agencies and vendors
- Organize conferences, trade shows, and major events

- Build brand awareness and positioning
- Recognize deficiencies in existing marketing campaigns and develop practical solutions within the budget
- Using social media marketing tools to create and maintain the company's brand
- Working with clients to develop social media marketing campaigns
- Interacting with customers and other stakeholders via the company's social media accounts
- Analyzing the company's digital marketing plan and social media strategy and identifying strategic weaknesses and making recommendations for improvements
- Researching social media trends and informing management of changes that are relevant to the company's marketing activities
- Setting key performance indicators (KPIs) for social media campaigns, such as targets for a certain number of shares or likes and measuring a campaign's performance against the KPIs
- Communicate with senior management/owners about marketing initiatives and project metrics, as well as to brainstorm fresh strategies
- Develop a social media strategy using all relevant platforms to reach their target audience

Renaissance Charter School St Lucie & Charter Schools USA

August 2014 – October 2021

2014 – 2020 Roles and Responsibilities:

- Marketing Communications Manager
- Manages Title 1 Paperwork
- Principal/AP/Dean Support
- Website Updates
- Business Partnership Coordinator
- Weekly Parent Newsletter
- Family Events Coordinator
- Community and Business Outreach
- Grants
- Fundraising
- PTC Coordinator
- Homeroom Mom Coordination
- Social Media
- Marketing and branding
- Parent communication outreach
- Maintain "Master Calendar"
- Friday Folders
- Parent Culture and Feedback
- Coordinate Tuesday Talks
- Community Relations
- Public Relations
- Press Releases
- Check in Check out Champion
- Staff Weekly Updates
- Field trip oversight

- Teacher Appreciation Week/School Culture activities and appreciation
- Community Event Booths
- Performing Arts Support
- School Initiatives Support
- Maintain the Parent Tracker
- Little Knight Program
- Coordinate first chapter Friday and Sunday stories
- Community Liaison
- Spirit wear
- esports program
- schedule and oversee drills

2020 to October 2021 Roles and Responsibilities:

- Oversaw Marketing, social media and Community Outreach for 3 schools
- Opened new high school – used marketing and networking to build enrollment
- With new high school, built new community partnerships
- Organized hugely successful “Groundbreaking” and “Ribbon Cutting” ceremonies that included many community officials and leaders
- Taught and Trained others to build community engagement, market their schools and strategically plan social media to drive enrollments.

VOLUNTEER WORK:

The Royal Palms of St Lucie Co.

Member 2003 – 2006 and 2010 to 2015 (gap was for out of state move to Iowa)

- 2015 – 2017: Social Chair
- 2014 – 2015: Executive Advisor
- 2011 – 2014: Vice President
- 2004 – 2006 Social Committee Chair
- • Works with Board of Directors to govern the organization of over 100 women.
- • Plans and executes yearly budgets, community giving and fundraising efforts
- • Send out monthly organization newsletter via Constant Contact
- • Oversees social events from budgeting, to contracting with vendors to executing the event
- • Manages fundraisers in conjunction with fundraiser chair – must stay within budget, meet fundraising goal, contract with vendors, market to public, secure sponsors and auction items and oversee a successful event.
- • 2011- 2012 chaired the annual Kentucky Derby fundraiser and event
- • Engage members and keep them motivated and interested in the group as well as work on community outreach to bring in new members each year.
- • Maintain relationships with various non-profit organizations in St Lucie Co that we partner with.
- • Supports the President in achieving the organizations goals and support my peers in strategic planning.
- • Makes and follows the policies of the organizations.

Junior League of Cedar Rapids, Iowa

Member October 2006 – June 2010

- 2007 – 2008 chaired Membership Recruitment and Retention
- 2009 – 2010 chaired the annual Father/Daughter Dance Butterfly Kisses
- • As Membership Recruitment and Retention chair I developed and implemented ways to keep members active in the group as well as ways to recruit new members.
- • As Membership Recruitment and Retention chair I executed our annual event “Bring a Friend to League Night” a recruiting open house.
- • As Butterfly Kisses chair, I worked within my budget, cut expenses from previous year by \$4000 while increasing funds raised by \$3000.
- • While chairing Butterfly Kisses I negotiated with vendors, marketed the event, sold tickets, organized set up, organized volunteers, secured sponsors and auction items and oversaw every aspect of the event.

PERSONAL PROFILE

Ambitious and energetic composed under pressure and get along very well with people at all levels. Possess excellent correspondence & communication skills. Very organized with professional approach. Experience in all aspects of social media. I have taken our charter school from the most hated school in our area to fully enrolled with a wait list of 100+ students per grade. I have organically built a following and can engage, grow, and expand social media accounts. I was a stay-at-home mom for almost 15 years but during that time I had served on many nonprofit boards and executed countless number of events – from social to fundraising. I work well with Board of Directors and am very familiar with negotiating with vendors and overseeing all aspects of events. Many have said how events I am involved with are so wonderful as I do have an eye for detail.

Application Form

Profile

Harry

First Name

L

Middle Initial

Williams

Last Name

1532 SW Crater Avenue

Home Address

Port Saint Lucie

City

FL

State

34953

Postal Code

williamsharry@hotmail.com

Email Address

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

☒ District 3

Home: (772) 834-5559

Primary Phone

Alternate Phone

Retired?

☐ Yes ☒ No

Tanaq Support Services

Employer

Public Health Analyst

Job Title

Public Health

Occupation

Which Boards would you like to apply for?

Citizens Advisory Committee: Submitted

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 love the opportunity to make a difference within my community by serving on the planning and zoning board. As a long-standing resident of St. Lucie County, I feel I can bring some great insight and knowledge of what's best for our the city and the communities within.

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

I feel through my various work and volunteer experiences as well as being a native of the county, I can bring a strong, neutral perspective to further enhance Port Saint Lucie. I understand from both a professional and citizen point of view of needed developments within the city.

Brief description of Education & Experience

I received my Bachelor's degree from Florida Atlantic University in Health Services Administration. I later obtained my Master's in Public Health with a concentration in Health Promotion and Disease Prevention. Most of my work experiences have been within the healthcare, public health and social services areana.

[WilliamsHarryResume_Health_Professional2021Final.docx](#)

Upload a Resume

Demographics

Ethnicity

☒ African American

Gender

☒ Male

11/11/1977

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?

15 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

HARRY WILLIAMS, JR.

Healthcare Compliance and Quality Analyst

CONTACT



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QUALIFICATIONS SUMMARY

- **Quality Improvement and Research:** Improved community interventions resulting in \$800,000 reduction in disease treatment; Increased Medicaid membership by 80%; Boosted maternal health rates by 30%
- **Behavioral and Mental Health Advocate:** Reduced risky sexual practices among target group by 40% in two months; Reduced spread of STD/HIV/AIDS by 15%
- **Auditor and Investigative Researcher:** Increased efficiency of insurance financial transactions by 60%
- **Compliance and Risk Management:** 48% increase in compliance for patient care safety measures
- **Subject Matter Expert:** Garnered 80% graduation rate among Healthcare Management B.S. and A.S. degree-seeking students as adjunct professor; HIPAA, Grant Writing, Data Analytics; Communicable Diseases; ADA
- **Awarded** CDC Public Health Fellowship

PROFESSIONAL EXPERIENCE

TANAQ SUPPORT SERVICES LLC, ANCHORAGE, AL (2021 – PRESENT) 40 HOURS PER WEEK
PUBLIC HEALTH ANALYST II, CONTRACTOR FOR COVID VACCINE TASK FORCE (VTF)

- Create educational communications for target communities to reduce vaccination hesitation
- Participate in educational webinars to learn new ideas and techniques to gain participation of target audiences for Covid-19 vaccination efforts
- Select, develop, and utilize a variety of channels to disseminate vaccine information
- Provide health communication support to create integrated public health messages and content for multiple audiences
- Plan, develop, revise, implement, monitor, and evaluate communication messages, materials, and strategies
- Track and report on dissemination metrics and results and make adjustments and improvements to dissemination based on results
- Work with Health Systems and Worker Safety Task Force to respond to public inquiries regarding Covid-19 information to include vaccinations, treatments, guidance regarding isolation and quarantine, masks and personal protective equipment (PPE) guidance
- Generate weekly reports to provided information on the number and trend of public inquiries received

- Help review and prepare documents to distribute for commonly asked inquiries and crafted documents to provide insight into Center for Disease Control and Prevention (CDC) latest policies.
- Created policies and procedures to outline workflow process for new members of the HSWS Information Task Force

AMERIHEALTH CARITAS (MULTIPLE PROMOTIONS BETWEEN 2012 – 2021) 40 HOURS PER WEEK
Data Quality Audit Analyst, Philadelphia, PA (2019 – 2021) 40 HOURS PER WEEK
Quality Specialist, Palm Beach Gardens, FL (2014 – 2019) 40 HOURS PER WEEK
Provider Network Analyst, Palm Beach Gardens, FL (2013 – 2014) 40 HOURS PER WEEK
Care Connector, Palm Beach Gardens, FL (2012 – 2013) 40 HOURS PER WEEK

- Compile, analyze and audit data according to Medicaid guidelines for integrity and trends to spur growth
- Apply data mapping and gap analysis techniques by plan provider region
- Recommend actions to improve data quality and results by applying rigorous statistical methodology
- Create reports, pivot tables, dashboards and other visual aids to improve business intelligence
- Served on Quality Improvement committees supporting adherence to Florida AHCA Medicaid requirements
- Led initiative to analyze Healthcare Effectiveness Data and Information Set (HEDIS) results and implemented community interventions yielding \$800,000 reduction in disease treatment and 80% increase in membership
- Teamed with regulatory compliance and risk management programs to ensure quality, cost-effective services
- Audited health plan organization to meet accreditation standards for the 2018 Accreditation Association for Ambulatory Health Care (AAAHC), 2019 National Committee for Quality Assurance (NCQA) and Consumer Assessment of Healthcare Provider Systems (CAHPS)
- Configured Claims system fees, GME and DRG changes according to State Rules and Regulations
- Reduced provider issues by 50% while serving on the Corporate Operations Team
- Increased efficiency by 60% by investigating Medicaid financial fraud, waste, abuse and claims denials/errors
- Increased at-risk, maternal health rates by 30% through coordinated medical evaluations and authorizations
- Screened and referred members to appropriate care services compliant with healthcare laws

CENTERS FOR DISEASE CONTROL AND PREVENTION (CDC), ATLANTA, GA (2010 – 2012) 40 HOURS PER WEEK

Work Location: Palm Beach County Health Department

Public Health Associate Program Fellowship - GS 9 (2011-2012)

Public Health Fellow - GS 7 (2010-2011)

- Reduced spread of STD/HIV/AIDS by 15% while meeting CDC outcomes as Project Manager for various Communicable Disease Initiatives
- Analyzed data and statistical trends for socioeconomic and cultural needs within Population Health
- Implemented safety measures for patient care that increased risk management compliance level to 48%

ADDITIONAL RELATED EXPERIENCE

TEACHING/TRAINING EXPERIENCE
(2019) 16 HOURS

Healthcare Management Adjunct Professor (2017 –
Indian Rivers State College, Fort Pierce, FL

(2009 – 2010) 16 HOURS

Health Services Administration Adjunct Professor
Keiser University, West Palm Beach, FL

MANAGERIAL EXPERIENCE
(2008) 40 HOURS

Master of Public Health Internship/Project Manager
Saint Lucie County Health Department, Fort Pierce, FL

WEEK

Social Services Supervisor (2006 – 2007) 40 HOURS PER
America's Health Choice Medicare HMO, Vero Beach, FL

**AIDS Insurance Continuation Program Coordinator/
HOPWA Case Manager** (2004 – 2005) 40 HOURS PER
WEEK
Project Response, Inc., Fort Pierce, FL

HEALTH AND HUMAN SERVICES
HOURS PER WEEK

Disease Intervention Specialist (2008 – 2009) 40
Martin County Health Department, Stuart, FL

PER WEEK

Dependency Case Manager (2005 – 2006) 40+ HOURS
Family Preservation Service, Inc., Fort Pierce, FL

EDUCATION	CERTIFICATIONS	SKILLS
M.S. – Public Health Concentration: Health Promotion and Disease Prevention <i>Florida Atlantic University, Boca Raton, FL</i>	Certified Healthcare Privacy and Security (CHPS) In Progress <i>Association for Health Information Management Fort Pierce, FL</i>	FACETS JIVA NPPES Emdeon/WebMD MedDirect Prism EpiInfo EPIC
B.S. – Healthcare Administration <i>Florida Atlantic University, Boca Raton, FL</i>	Certified Grant Writer <i>American Grant Writers' Association Orlando, FL</i> Assisted Living Facility Administrator <i>University of South Florida</i>	Quest Analytics GeoMapping