



VOLUNTEER BOARD AND COMMITTEE APPLICATION

Thank you for your interest in serving the City of Palm Coast.

Your completion of this application is necessary so that the members of the City Council can thoroughly review each application as part of their consideration of your appointment.

Please be advised that background screening of all applicants is required.

Résumés may be attached.

Please check the Board/Committee/Council for which you are applying:

<input type="checkbox"/> Beautification & Environmental Advisory Committee*	<input type="checkbox"/> Planning & Land Development Regulation Board* ♠
<input checked="" type="checkbox"/> Code Enforcement Board*	<input type="checkbox"/> Volunteer Firefighters' Pension Fund Board*
<input type="checkbox"/> Leisure Services Advisory Committee	
<input type="checkbox"/> Flagler County Housing Task Force/Affordable Housing Advisory Council: <ul style="list-style-type: none"> <input type="checkbox"/> Citizen from the City of Palm Coast representing essential services personnel <input type="checkbox"/> Representative of residential home building industry 	

* Appointees must file a Financial Disclosure Form 1 with the City Clerk at time of appointment and **ANNUALLY** thereafter with the Flagler County Supervisor of Elections.

♠ Requires at least one board member to be appointed from **EACH** City Council District, when possible.

ALL CITY BOARDS AND COMMITTEES ARE SUBJECT TO THE SUNSHINE LAW AND PUBLIC RECORDS LAW.

RE-APPOINTMENT Yes No

1. PERSONAL

Name: ROBERT E. BRANIN E-mail address: REB32164@hotmail.com
 Residence Address: 93 WEBSTER LANE District # 1 (V.B.R.)
 City: PALM COAST State: FL Zip: 32164
 Mailing Address (If Different from Residence): _____
 Home Phone 386-446-4110 Business Phone: _____
 Date of Birth: 4/27/42 Place of Birth: MILLVILLE, NEW JERSEY
 How long have you been a permanent resident of Palm Coast? 2004
 What year did you become a continuous resident of the City of Palm Coast? 2007

List all places of residence for the last five years.

Address	City & State	From	To
<u>93 WEBSTER LN</u>	<u>PALM COAST FL</u>		

Are you a registered voter in Flagler County? Yes No

Have you ever used or been known by any other legal name? Yes No

If yes, explain: _____

Are you a citizen of the United States? Yes No

If no, explain: _____

If you are a naturalized citizen of the United States, date of naturalization: _____

2. **EMPLOYMENT HISTORY** (A résumé may be attached at the option of the applicant) (If retired, please still list your previous occupation and employment history.)

If retired, please list your occupation before retirement: CHEMICAL PLANT DESIGN ENGINEER

Occupation: _____ Current Employer: _____

Current Business Address: _____

City State Zip Phone #

List all of your employment history during the last five years. Include employers' name, business address, type of business, occupation, or job title and period(s) of employment.

Employer & Address Type of Business Occupational Title Period of Employment

Have you ever been employed by any state, district, or local governmental agency in Florida? Yes No
If yes, identify the position(s), the name(s) of the employing agency and the period of employment.

Position Employee Agency Period of Employment

3. **EDUCATION**

High School: MILLVILLE H.S., MILLVILLE, N.Y. Year Graduated: 1960

List postsecondary educational institutions or programs attended:

Name & Location Dates Attended Certificate/Degrees Received

SPRING GARDEN INST 1960-1962 ASMT

PHILA, PA

4. MILITARY SERVICE

Are you or have you ever been a member of the Armed Forces? Yes No

Date of Service: _____

Branch or Component: _____

Date and Type of Discharge: _____

5. INTEREST/ACTIVITIES/COMMUNITY AND/OR CIVIC INVOLVEMENT?

Are you currently or have you ever served on any City Volunteer Board or Committee? Yes No
If yes, which Board or Committee? CODE ENFORCEMENT BOARD

List any business, professional, occupational, civic, or fraternal organizations or community groups of which you have been a member during the past five (5) years.

Name of Organization(s)
PALM COAST VOLUNTEER FIRE DEPT
FBUMC TRUSTEE
AARP TAX PREPARER, COLD WEATHER SHELTER

6. QUALIFICATIONS FOR APPOINTMENT

State your experiences and interests or elements of your personal history that qualify you for this appointment.

DESIGNED & CONSTRUCTED MANY MULTI MILLION DOLLAR
CHEMICAL PLANTS OVER A 40 YEAR CAREER

Have you received any degree(s), professional certification(s), or designation(s) related to the subject matter of this appointment? If yes, list below: Yes No

SENIOR CERTIFIED ENGINEERING TECHNICIAN

Do you currently hold any office or position (appointive, civil service, or other) with any government entity? If yes, list below: Yes No

Have you ever been elected or appointed to any public office? If yes, list below: Yes No

<u>Office Title</u>	<u>Date of Election or Appointment</u>	<u>Term of Office</u>	<u>Level of Government</u>

Have you or a business of which you have been an owner, officer, or employee, held any contractual or other direct dealings during the last four (4) years with City government, including the office or agency to which you have been appointed or are seeking appointment? Yes No If yes, explain below:

Name of Business

Relationship to the Business

Business Relationship to Agency

Have you held or do you hold any occupational or professional licenses(s) in the State of Florida? Yes No
If yes, provide the information below. If any disciplinary action (fine, probation, suspension, revocation, disbarment, etc.) has been taken against you by the issuing authority, state the type and date of this action.

License/certificate Title & No.

Original Date of Issuance

Issuing Authority

Disciplinary Action/Date

How do you believe that your education, experience, talents and skills will benefit the work of the Board or Committee and are you willing to act as a decision maker and not as an advocate, if required by law?

HAD TO MAKE MANY DECISIONS DURING MY CAREER
WAS DESIAN SUPERVISOR FOR SIX YEARS

What is your understanding of the relationship of this Board or Committee to the City Council?

THERE IS NO RELATIONSHIP

7. REFERENCES – Please list three references (business and/or personal)

MIKE BEADLE - PALM COAST FIRE CHIEF

Name, Address & Telephone Number

JEANINE CLONTZ - PASTOR FBUMC

Name, Address & Telephone Number

BILL CAMPANELLA - OWNER GOSPEL GARDEN NURSERY

Name, Address & Telephone Number

8. ACKNOWLEDGMENT

If required by law, will you file a financial disclosure statement?

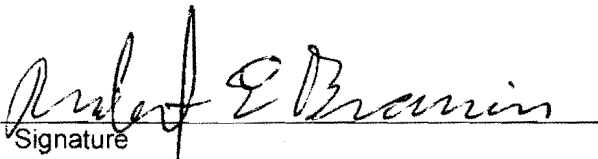
Yes

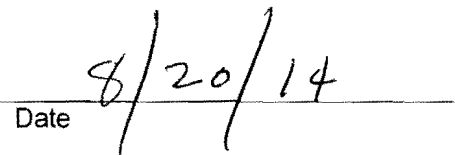
No

I understand the responsibilities associated with being a member of a City Board or Committee and that I may be subject to financial disclosure laws and ex parte communications rules and that I will be subject to the Code of Ethics for Public Officers and Employees and City rules of conduct.

I certify that I have adequate time to serve if appointed and that I will serve in accordance with the requirements of the Board or Committee to which I am appointed.

Further, by executing this application below, I am authorizing City staff to perform a personal background screening, which shall include a general criminal records check and other checks relative to the board or committee for which I am applying.


Signature


Date

NOTE: If you have questions concerning the duties and responsibilities of any of the above Boards or Committees please contact the City Clerk's Office.

RETURN TO:	City Clerk's Office City of Palm Coast 160 Cypress Point Parkway, Ste. B-106 Palm Coast, Florida 32164	PHONE:	386-986-3713
		FAX:	386-986-3714
		EMAIL:	bredline@palmcoastgov.com
		WEBSITE:	www.palmcoastgov.com

ALL CITY BOARDS AND COMMITTEES ARE SUBJECT TO THE SUNSHINE LAW AND PUBLIC RECORDS LAW.

SUNSHINE LAW: The primary purpose of Government in the Sunshine Law is to assure public access to the decision-making processes of public boards and commissions. The Sunshine Law extends to discussions and deliberations as well as to formal actions taken by boards and commissions.

Should you not be selected at this time, your application will be kept on file for consideration for six (6) months. Should you wish to be considered for another board, committee, or task force during that time, you must contact the City Clerk's Office and request reconsideration.



VOLUNTEER BOARD AND COMMITTEE APPLICATION

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Your completion of this application is necessary so that the members of the City Council can thoroughly review each application as part of their consideration of your appointment.

Please be advised that background screening of all applicants is required.

Résumés may be attached.

Please check the Board/Committee/Council for which you are applying:

<input type="checkbox"/> Beautification & Environmental Advisory Committee *	<input type="checkbox"/> Planning & Land Development Regulation Board * *
<input checked="" type="checkbox"/> Code Enforcement Board *	<input type="checkbox"/> Volunteer Firefighters' Pension Fund Board *
<input type="checkbox"/> Leisure Services Advisory Committee	
<input type="checkbox"/> Flagler County Housing Task Force/Affordable Housing Advisory Council: <ul style="list-style-type: none"> <input type="checkbox"/> Citizen from the City of Palm Coast representing essential services personnel <input type="checkbox"/> Representative of residential home building industry 	

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♣ Requires at least one board member to be appointed from **EACH** City Council District, when possible.

ALL CITY BOARDS AND COMMITTEES ARE SUBJECT TO THE SUNSHINE LAW AND PUBLIC RECORDS LAW.

RE-APPOINTMENT Yes No

1. PERSONAL

Name: Stephanie Capehart E-mail address: stephanie.capehart@yahoo.com
 Residence Address: 21 Cooper Lane District # 2 (V.B.R.)
 City: Palm Coast State: FL Zip: 32137
 Mailing Address (if Different from Residence): _____
 Home Phone: 386-569-8567 Business Phone: 386-447-2451
 Date of Birth: 7-3-70 Place of Birth: Missouri
 How long have you been a permanent resident of Palm Coast? 6 yrs
 What year did you become a continuous resident of the City of Palm Coast? 1998-2003 and 2008-present

List all places of residence for the last five years.

Address	City & State	From	To
<u>21 Cooper Lane</u>	<u>Palm Coast, FL</u>	<u>2008</u>	<u>present</u>

Are you a registered voter in Flagler County? Yes No

Have you ever used or been known by any other legal name? Yes No

If yes, explain: Stephanie Capehart Cappetta - recently married

Are you a citizen of the United States? Yes No

If no, explain: _____

If you are a naturalized citizen of the United States, date of naturalization: _____

2. EMPLOYMENT HISTORY (A résumé may be attached at the option of the applicant) (If retired, please still list your previous occupation and employment history.)

If retired, please list your occupation before retirement: _____

Occupation: Director, Client Relations Current Employer: Palm Coast Data

Current Business Address: 11 Commerce Blvd

Palm Coast FL 32164
City State Zip Phone #

List all of your employment history during the last five years. Include employers' name, business address, type of business, occupation, or job title and period(s) of employment.

Employer & Address	Type of Business	Occupational Title	Period of Employment
Source Interlink Media	publishing	Director of Operations	2003-2010
Capehart Enterprises	management consulting	Owner	2010-2011
Palm Coast Data	fulfillment	Director, Client Relations	2011-present

Have you ever been employed by any state, district, or local governmental agency in Florida? Yes No
If yes, identify the position(s), the name(s) of the employing agency and the period of employment.

Position	Employee Agency	Period of Employment

3. EDUCATION

High School: Eureka HS, Eureka, MO Year Graduated: 1988
Name & Location

List postsecondary educational institutions or programs attended:
Name & Location Dates Attended Certificate/Degrees Received

Southeast Missouri State University 1983-1994 BA, Speech Communication

4. MILITARY SERVICE

Are you or have you ever been a member of the Armed Forces? Yes No

Date of Service: _____

Branch or Component: _____

Date and Type of Discharge: _____

5. INTEREST/ACTIVITIES/COMMUNITY AND/OR CIVIC INVOLVEMENT?

Are you currently or have you ever served on any City Volunteer Board or Committee? Yes No

If yes, which Board or Committee? _____

List any business, professional, occupational, civic, or fraternal organizations or community groups of which you have been a member during the past five (5) years.

Name of Organization(s)

Project Management Institute (PMI)

PMI Northeast FL Chapter

National Association of Professional Women

6. QUALIFICATIONS FOR APPOINTMENT

State your experiences and interests or elements of your personal history that qualify you for this appointment.

I moved to Palm Coast in 1998 and lived here until 2003. After moving to NYC for several years, I returned to PC in 2008. The success of this city is important to me. My business, project, and negotiation skills will help which code decisions that will best support the city's growth

Have you received any degree(s), professional certification(s), or designation(s) related to the subject matter of this appointment? If yes, list below: Yes No

Do you currently hold any office or position (appointive, civil service, or other) with any government entity? If yes, list below: Yes No

Have you ever been elected or appointed to any public office? If yes, list below: Yes No

Office Title Date of Election or Appointment Term of Office Level of Government

Have you or a business of which you have been an owner, officer, or employee, held any contractual or other direct dealings during the last four (4) years with City government, including the office or agency to which you have been appointed or are seeking appointment? Yes No If yes, explain below:

<u>Name of Business</u>	<u>Relationship to the Business</u>	<u>Business Relationship to Agency</u>
Palm Coast Data	employee	none

Have you held or do you hold any occupational or professional licenses(s) in the State of Florida? Yes No
 If yes, provide the information below. If any disciplinary action (fine, probation, suspension, revocation, disbarment, etc.) has been taken against you by the issuing authority, state the type and date of this action.

<u>License/certificate Title & No.</u>	<u>Original Date of Issuance</u>	<u>Issuing Authority</u>	<u>Disciplinary Action/Date</u>

How do you believe that your education, experience, talents and skills will benefit the work of the Board or Committee and are you willing to act as a decision maker and not as an advocate, if required by law?

I believe my business experience and project management certification will provide ability to view situations globally and help bring a strategic overview to the Board. I am an excellent communicator focused on delivering results on which all stakeholders can support

What is your understanding of the relationship of this Board or Committee to the City Council?

I believe the Code Enforcement Board functions independantly from the City Council. However, while there may not be governance from the City Council, it would seem in the best interest of all parties to have open communication on a regular basis.

7. REFERENCES – Please list three references (business and/or personal)

- Rory Burke President/CEO Palm Coast Data 11 Commerce Blvd 386-447-2302
Name, Address & Telephone Number
- Ann Conser Owner Conser Insurance 21 Old Kings Rd N Ste B102 386-986-7912
Name, Address & Telephone Number
- Jason Whithenhouse Emergency Management Volunteer 57 Palm Lane 386-453-5764
Name, Address & Telephone Number

8. ACKNOWLEDGMENT

If required by law, will you file a financial disclosure statement?

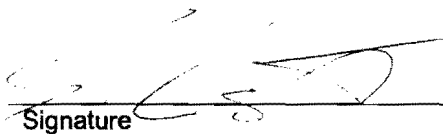
Yes

No

I understand the responsibilities associated with being a member of a City Board or Committee and that I may be subject to financial disclosure laws and ex parte communications rules and that I will be subject to the Code of Ethics for Public Officers and Employees and City rules of conduct.

I certify that I have adequate time to serve if appointed and that I will serve in accordance with the requirements of the Board or Committee to which I am appointed.

Further, by executing this application below, I am authorizing City staff to perform a personal background screening, which shall include a general criminal records check and other checks relative to the board or committee for which I am applying.


Signature

8-18-14
Date

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RETURN TO: City Clerk's Office
City of Palm Coast
160 Cypress Point Parkway, Ste. B-106
Palm Coast, Florida 32164

PHONE: 386-986-3713
FAX: 386-986-3714
EMAIL: bredline@palmcoastgov.com
WEBSITE: www.palmcoastgov.com

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Should you not be selected at this time, your application will be kept on file for consideration for six (6) months. Should you wish to be considered for another board, committee, or task force during that time, you must contact the City Clerk's Office and request reconsideration.

STEPHANIE ANN CAPEHART, PMP

stephanie.capehart@yahoo.com | M: 386-569-8567 | 21 Cooper Lane, Palm Coast, FL 32137

CLIENT RELATIONS PROFESSIONAL

Client-oriented and solutions-driven Project Manager with career highlighted by numerous professional advancements based on outstanding leadership and performance. Leverages cross-functional leadership experience with emphasis on business development, issue resolution, and process improvement to stimulate new and stagnant operations. Expert at identifying and optimizing use of resources. Strong communicator with proven ability to forge lasting relationships, build consensus, and translate complex objectives between stakeholders and staff. Self-starter with proficiency for working successfully in diverse environments, including independently from remote offices.

Certified Project Management Professional

AREAS OF EXPERTISE

Continuous Process Improvement – Quality Control – Vendor Management – Technology Integration – Strategic Relationship Management – Public Speaking – Budget Management – Reporting – Program Development – Logistics Performance Analysis – Policies & Procedures – Consulting – Training & Development – HR Management – Sales Management – Incentive Programs – Fulfillment – Cross-Departmental Relations – Business Development

PROFESSIONAL EXPERIENCE

Palm Coast Data – Palm Coast, FL

Feb 2011 to Present

Provider of subscription and membership fulfillment services, with more than 900 clients.

DIRECTOR, CLIENT RELATIONS

Act as the primary point of contact for base group of 31 clients totaling \$11M annual revenue. Answer client questions, assess problems, formulate solutions, coordinate resources, and oversee implementation to ensure client satisfaction and account profitability. Utilize project management skills to define business requirements, analyze work flows, evaluate systems, and formulate development plans. Responsible for the planning, successful execution and follow up for a diverse range of client specific targets, along with producing their annual budget, monthly forecast, and other business reporting as required. Communicate with external and internal stakeholders to ensure both desired results and expectations mesh with operational resources and financial objectives. Provide support by coordinating and developing root cause analysis and establishing best practices.

Capehart Enterprises, Inc. – Palm Coast, FL

2010 to 2011

Boutique consulting firm specializing in project execution and operations improvement.

FOUNDER & BUSINESS MANAGEMENT CONSULTANT

Provide expert operations and account management guidance for ProCirc, a full-service circulation outsourcing company. Establish effective working relationships between ProCirc staff, magazine publishers, and fulfillment vendors through consistent daily contacts and information sharing sessions with all involved parties. Partner with fulfillment vendor to ensure that procedures are in place and frequently evaluate programs to assure alignment with long-term marketing objectives. Design and implement process improvements while coaching a fulfillment manager to take strong initiative and capably handle reporting and communications.

Spearhead project to construct sales and customer service operations for Natursorb Water Treatment, a small business specializing in environmentally-focused practices. Develop sales strategies and presentations while continually facilitating seamless internal and external communications. Collect and utilize customer feedback to formulate competitive strategy. Collaborate with owner to conduct outreach and generate leads for new business.

- Created lead follow-up process for Natursorb to drive sales and enhance customer experience.

STEPHANIE ANN CAPEHART, PMP

stephanie.capehart@yahoo.com | M: 386-568-8567 | Page 2

Source Interlink Media – New York, NY

2003 to 2010

Leading source of special interest media, with more than 70 publications and 90 websites.

DIRECTOR OF OPERATIONS

Promoted from **Operations Manager** to command Marketing, Fulfillment, Distribution, and Audit departments to deliver timely print and online products, serving as **key Marketing liaison**. Identified and resolved any process issues by interviewing involved parties to gather essential data.

Acted as **project manager for new initiatives, program developments, and system enhancements**. Commanded \$8M fulfillment budget and \$600K audit budget while managing relations with 4 vendors and 3 direct reports.

- **Successfully transferred customer service, reporting, and data conversion for 40 consumer publications into one vendor location with zero loss to data integrity.**
- **Collaborated with fulfillment vendor to migrate print programming into more dynamic program, giving Marketing teams more flexibility to make adjustments to data.**
- **Instrumental in designing new reporting tool to improve management of customer data.**

Palm Coast Data – Palm Coast, FL

1998 to 2003

Provider of subscription and membership fulfillment services, with more than 900 clients.

GROUP ACCOUNT MANAGER

Earned **fast-track promotions** through 3 customer service and account management positions. Led account management team on project completion and sales of new services. Expanded accounts by continually informing clients of new services offered. **Leveraged customer feedback to establish new programs, improve production, and accomplish marketing goals.** Executed hiring, training, and performance evaluations.

- **Developed performance evaluation and sales incentive programs for 60 associates.**
- **Coordinated induction of 12 publications to company systems and procedures.**

EDUCATION & PROFESSIONAL AFFILIATIONS

BA in Speech Communication – Southeast Missouri State University – Cape Girardeau, MO

Member of the Project Management Institute – 2007 to Present

Member of the National Association of Professional Women – 2010 to Present



VOLUNTEER ADVISORY BOARD/COMMITTEE MEMBER INFORMATION UPDATE SHEET AND INQUIRY REGARDING REAPPOINTMENT

Please complete this form and return it to the City Clerk's Office (e-mail or fax is acceptable).
Please be advised that background screening of all applicants is required.

ALL CITY BOARDS AND COMMITTEES ARE SUBJECT TO THE SUNSHINE LAW AND PUBLIC RECORDS LAW.

PLEASE CHECK THE BOARD/COMMITTEE YOU ARE SERVING ON:

<input type="checkbox"/>	Beautification & Environmental Advisory Board	<input type="checkbox"/>	Leisure Services Advisory Committee
<input type="checkbox"/>	CDBG Citizens Advisory Task Force	<input type="checkbox"/>	Planning & Land Development Regulation Board
<input checked="" type="checkbox"/>	Code Enforcement Board	<input type="checkbox"/>	Volunteer Firefighters' Pension Fund Board

PLEASE CHECK BOX TO INDICATE IF YOU ARE INTERESTED IN BEING REAPPOINTED: Yes No

PERSONAL INFORMATION

Name: Gerard Chagnon E-mail: Gerry.chagnon@fhmmc.org

Residence Address: 152 Laramie Dr.

City: Palm Coast State: Fl. Zip: 32137

Mailing Address (If Different from Residence): _____

Home Phone 386-585-0889 Business Phone: 386-231-3310

Are you a registered voter in the City? Yes No Which District: 1 (2) 3 (4)
B.R.

How long have you been a resident of Palm Coast? 7 years

What is your Occupation? Dir. Cardiopulmonary Employer? Florida Hospital Memorial Medical Center

If retired, please list your Occupation before retirement: _____

Thank you for the time and effort you extend to the City of Palm Coast as an Advisory Board/Committee Member and our sincere appreciation for your help.

Gerard Chagnon
Signature

8-25-2014
Date

RETURN TO:
City Clerk's Office
City of Palm Coast
160 Cypress Point Pkwy., #B-106
Palm Coast, Florida 32164

PHONE: 386-986-3713
FAX: 386-986-3714
EMAIL: bredline@palmcoastgov.com
WEBSITE: www.palmcoastgov.com



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<input type="checkbox"/> Beautification & Environmental Advisory Committee *	<input type="checkbox"/> Planning & Land Development Regulation Board * ♣
<input checked="" type="checkbox"/> Code Enforcement Board *	<input type="checkbox"/> Volunteer Firefighters' Pension Fund Board *
<input type="checkbox"/> Leisure Services Advisory Committee	
Flagler County Housing Task Force/Affordable Housing Advisory Council: <input type="checkbox"/> Citizen from the City of Palm Coast representing essential services personnel <input type="checkbox"/> Representative of residential home building industry	

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ALL CITY BOARDS AND COMMITTEES ARE SUBJECT TO THE SUNSHINE LAW AND PUBLIC RECORDS LAW.

RE-APPOINTMENT Yes No

1. PERSONAL

Name: JERRY L. COOPER E-mail address: JERRY.L.COOPER@PALMCOASTFLORIDA.GOV

Residence Address: 152 LAKADIE DR. District #: _____

City: Palm Coast State: FL Zip: 32137

Mailing Address (if Different from Residence): _____

Home Phone: 386-281-2924 Business Phone: 386-281-3510

Date of Birth: 11-21-1979 Place of Birth: INDIANAPOLIS, INDIANA

How long have you been a permanent resident of Palm Coast? 12 yrs

What year did you become a continuous resident of the City of Palm Coast? 2005

List all places of residence for the last five years

Address	City & State	From	To
<u>152 LAKADIE DR.</u>	<u>Palm Coast FL</u>	<u>2006</u>	<u>2013</u>

Are you a registered voter in Flagler County? Yes No

Have you ever used or been known by any other legal name? Yes No

If yes, explain: _____

Are you a citizen of the United States? Yes No

If no, explain: _____

If you are a naturalized citizen of the United States, date of naturalization: _____

2. EMPLOYMENT HISTORY (A resume may be attached at the option of the applicant) (If retired, please still list your previous occupation and employment history.)

If retired, please list your occupation before retirement: _____

Occupation: Director Current Employer: Florida Hosp. Memorial Medical Center

Current Business Address: 301 Memorial Medical Parkway

Daytona Beach FL 32117 386.231.3310
City State Zip Phone #

List all of your employment history during the last five years. Include employers' name, business address, type of business, occupation, or job title and period(s) of employment.

Employer & Address Type of Business Occupational Title Period of Employment

See Attached

Have you ever been employed by any state, district, or local governmental agency in Florida? Yes No
If yes, identify the position(s), the name(s) of the employing agency and the period of employment.

Position Employee Agency Period of Employment

3. EDUCATION

High School: Pase High - Swansea Mass. Year Graduated: 1969
Name & Location

List postsecondary educational institutions or programs attended.

St. Luke's School of Respiration 1970-1971 Certificate Respiration Care
Rock Island College 1974-1975 Certificate Respiration Care

FEMA - IS-800, IS-700, IS-200 HC, IS-100 HC 2007 Certificates

4. MILITARY SERVICE

Are you or have you ever been a member of the Armed Forces? Yes No

Date of Service 1967 - 1975

Branch or Component ARMY - VIET-NAM

Date and Type of Discharge 1975 - Honorable

5. INTEREST/ACTIVITIES/COMMUNITY AND/OR CIVIC INVOLVEMENT?

Are you currently or have you ever served on any City Volunteer Board or Committee? Yes No

If yes, which Board or Committee?

List any business, professional, occupational, civic, or fraternal organizations or community groups of which you have been a member during the past five (5) years.

Name of Organization(s):

AAFC, NBRC, NSRC

6. QUALIFICATIONS FOR APPOINTMENT

State your experiences and interests or elements of your personal history that qualify you for this appointment.

I was the chairperson of the architectural committee for a private community home in Polaris East. The first time I moved here in 2000.

Have you received any degree(s), professional certification(s) or designation(s) related to the subject matter of this appointment? If yes, list below Yes No

Do you currently hold any office or position (appointive, civil service, or other) with any government entity? If yes, list below Yes No

Have you ever been elected or appointed to any public office? If yes, list below Yes No

Office Title Date of Election or Appointment Length of Office Level of Government

Have you or a business of which you have been an owner, officer, or employee, held any contractual or other direct dealings during the last four (4) years with City government, including the office or agency to which you have been appointed or are seeking appointment? Yes No If yes, explain below:

Name of Business Relationship to the Business Business Relationship to Agency

Have you held or do you hold any occupational or professional licenses(s) in the State of Florida? Yes No If yes, provide the information below. If any disciplinary action (fine, probation, suspension, revocation, disbarment, etc.) has been taken against you by the issuing authority, state the type and date of this action

<u>License/certificate Title & No.</u>	<u>Original Date of Issuance</u>	<u>Issuing Authority</u>	<u>Disciplinary Action/Date</u>
TT 9311	1998	Dept. of Health	NONE

How do you believe that your education, experience, talents and skills will benefit the work of the Board or Committee and are you willing to act as a decision maker and not as an advocate, if required by law?

I would just like to keep Palm Coast beautiful and make sure things are done right according to the provisions of the city

What is your understanding of the relationship of this Board or Committee to the City Council?

I would assume this board (code enforcement) answers to the city council

7. REFERENCES - Please list three references (business and/or personal)

See Attached

Name, Address & Telephone Number

Name, Address & Telephone Number

Name, Address & Telephone Number

8. ACKNOWLEDGMENT

If required by law, will you file a financial disclosure statement?

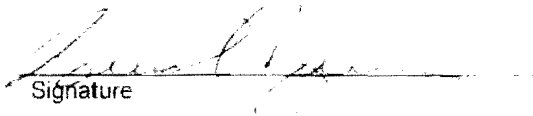
Yes

No

I understand the responsibilities associated with being a member of a City Board or Committee and that I may be subject to financial disclosure laws and ex parte communications rules and that I will be subject to the Code of Ethics for Public Officers and Employees and City rules of conduct

I certify that I have adequate time to serve if appointed and that I will serve in accordance with the requirements of the Board or Committee to which I am appointed

Further, by executing this application below, I am authorizing City staff to perform a personal background screening, which shall include a general criminal records check and other checks relative to the board or committee for which I am applying


Signature


Date

NOTE: If you have questions concerning the duties and responsibilities of any of the above Boards or Committees please contact the City Clerk's Office.

RETURN TO: City Clerk's Office
City of Palm Coast
160 Cypress Point Parkway, Ste. B-106
Palm Coast, Florida 32164

PHONE: 386-986-3713
FAX: 386-986-3714
EMAIL: bredline@palmcoastgov.com
WEBSITE: www.palmcoastgov.com

ALL CITY BOARDS AND COMMITTEES ARE SUBJECT TO THE SUNSHINE LAW AND PUBLIC RECORDS LAW.

SUNSHINE LAW: The primary purpose of Government in the Sunshine Law is to assure public access to the decision-making processes of public boards and commissions. The Sunshine Law extends to discussions and deliberations as well as to formal actions taken by boards and commissions.

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Gerard Chagnon
152 Laramie Drive
Palm Coast Fl. 32137
386-246-0954

Employment;

2010 to Present

Director, Cardiopulmonary Services
Florida Hospital Memorial Medical Center
Florida Hospital Oceanside

2004 to 2010

Director, Pulmonary & Vascular Services
Orange Park Medical Center

Hospital Corporation of America

Associate Director, Cardiopulmonary
Portsmouth Regional Hospital

1999 to 2004

Pulmonary Solutions Inc.
Vice President & Director of Clinical Services
State of Florida, Georgia, Ohio & New England

1992 to 1999

Area Director, Clinical Operations
State of Florida

**Integrated Health Services,
Symphony Division**

Director, Respiratory Care
Exeter Hospital Inc.
Exeter Healthcare Inc.

Director, Respiratory Care
Cranberry Specialty Hospital

1989 to 1992

Director, Cardiopulmonary & Rehab Services
City Hospital Inc.

1986 to 1989

Director, Respiratory Care
Massachusetts Respiratory Hospital

1975 to 1986

Supervisor, Respiratory Care

1972 to 1975

Staff therapist
St. Luke's Hospital Inc.

Gerry Chagnon

Currently responsible for the fiscal and operational management of Florida Hospital's Pulmonary, Cardiac and Neurodiagnostics Departments.

Past experience includes Business Health, Sleep Lab, Vascular Lab, Safety, Infection Control, BLS, ACLS instructor, Director Rehabilitative Services and Health-Reach a community health education program.

Education:

1975 *Rhode Island College*

1972 *St. Luke's Hospital School of
Inhalation Therapy*

Related Education:

Attended three months of training in Quality Improvement Hospital Corporation of America, Nashville Tennessee

*Attended training at the Institute for Transtracheal Oxygen Therapy Denver, Colorado
JCAHO National Educational meeting for Accreditation of Sub-Acute Orlando, Florida*

Military Service:

1971 to 1975 *Army Reserve*

1969 to 1971 *Active Army, served in Viet Nam*

Other:

BLS, ACLS certified

Credentialed by the National Board of Respiratory Care in 1974

Licensed as a Respiratory Care Practitioner by the State of Massachusetts,

State of New Hampshire, State of Georgia and the State of Florida.

*Assisted in the development of the AARC Uniform Reporting Manual for Sub-Acute Care and the AARC's
Cardiopulmonary portion of the Uniform Reporting Manual for Hospitals*

Reference

Rick Acheson

154 Laramie Dr.

Palm Coast

386.445.6850

Don Breeding, CEO

Heart of Florida Hospital

863.422.4971

James Bertolami, President

Health Services Inc.

727.423.1298

Rob Grant, Director

Florida Hospital Memorial Medical Center

386.872.0697



VOLUNTEER BOARD AND COMMITTEE APPLICATION

Thank you for your interest in serving the City of Palm Coast.

Your completion of this application is necessary so that the members of the City Council can thoroughly review each application as part of their consideration of your appointment.

Please be advised that background screening of all applicants is required.

Résumés may be attached.

Please check the Board/Committee/Council for which you are applying:

<input type="checkbox"/>	Beautification & Environmental Advisory Committee*	<input type="checkbox"/>	Planning & Land Development Regulation Board* ♠
<input checked="" type="checkbox"/>	Code Enforcement Board*	<input type="checkbox"/>	Volunteer Firefighters' Pension Fund Board*
<input type="checkbox"/>	Leisure Services Advisory Committee		
<input type="checkbox"/>	Flagler County Housing Task Force/Affordable Housing Advisory Council: <input type="checkbox"/> Citizen from the City of Palm Coast representing essential services personnel <input type="checkbox"/> Representative of residential home building industry		

* Appointees must file a Financial Disclosure Form 1 with the City Clerk at time of appointment and **ANNUALLY** thereafter with the Flagler County Supervisor of Elections.

♠ Requires at least one board member to be appointed from **EACH** City Council District, when possible.

ALL CITY BOARDS AND COMMITTEES ARE SUBJECT TO THE SUNSHINE LAW AND PUBLIC RECORDS LAW.

RE-APPOINTMENT Yes No

1. PERSONAL

Name: NEIL C COPELAND E-mail address: nccopeland@gmail.com

Residence Address: 26 CLEMENTINA CT District # 3 (B.R)

City: PALM COAST State: FL Zip: 32137

Mailing Address (If Different from Residence): _____

Home Phone: 386-445-4583 Business Phone: _____

Date of Birth: 06-24-1949 Place of Birth: Baltimore, MD

How long have you been a permanent resident of Palm Coast? 5 YEARS

What year did you become a continuous resident of the City of Palm Coast? 2009

List all places of residence for the last five years.

Address	City & State	From	To
<u>N/A</u>			

Are you a registered voter in Flagler County? Yes No
Have you ever used or been known by any other legal name? Yes No

If yes, explain: _____

Are you a citizen of the United States? Yes No

If no, explain: _____

If you are a naturalized citizen of the United States, date of naturalization: _____

2. **EMPLOYMENT HISTORY** (A résumé may be attached at the option of the applicant) (If retired, please still list your previous occupation and employment history.) *SEE ATTACHED*

If retired, please list your occupation before retirement: _____

Occupation: RETIRED Current Employer: _____

Current Business Address: _____

City State Zip Phone #

List all of your employment history during the last five years. Include employers' name, business address, type of business, occupation, or job title and period(s) of employment.

<u>Employer & Address</u>	<u>Type of Business</u>	<u>Occupational Title</u>	<u>Period of Employment</u>
<i>SEE ATTACHED</i>			

Have you ever been employed by any state, district, or local governmental agency in Florida? Yes No
If yes, identify the position(s), the name(s) of the employing agency and the period of employment.

Position Employee Agency Period of Employment

3. **EDUCATION**

High School: MILFORD HILL BALTO. CO, MD Year Graduated: 1967

List postsecondary educational institutions or programs attended:
Name & Location Dates Attended Certificate/Degrees Received

UNIVERSITY OF BALTIMORE 1969-1972 BS MGMT
BALTIMORE, MD

WEBSTER UNIVERSITY
GENEVA, SWITZERLAND 1979-1981 MA FINANCE/ECONOMICS
& MGMT.

4. MILITARY SERVICE

Are you or have you ever been a member of the Armed Forces? Yes No

Date of Service: _____

Branch or Component: _____

Date and Type of Discharge: _____

5. INTEREST/ACTIVITIES/COMMUNITY AND/OR CIVIC INVOLVEMENT?

Are you currently or have you ever served on any City Volunteer Board or Committee? Yes No

If yes, which Board or Committee? YES - SEE ATTACHED

List any business, professional, occupational, civic, or fraternal organizations or community groups of which you have been a member during the past five (5) years.

Name of Organization(s)

6. QUALIFICATIONS FOR APPOINTMENT

State your experiences and interests or elements of your personal history that qualify you for this appointment.

① See attached
② Current Member of Code Enforcement Board

Have you received any degree(s), professional certification(s), or designation(s) related to the subject matter of this appointment? If yes, list below: Yes No

Do you currently hold any office or position (appointive, civil service, or other) with any government entity? If yes, list below: Yes No

City of Palm Coast Code Enforcement Board Member

Have you ever been elected or appointed to any public office? If yes, list below: Yes No

<u>Office Title</u>	<u>Date of Election or Appointment</u>	<u>Term of Office</u>	<u>Level of Government</u>
<u>Board Member</u>	<u>2011</u>	<u>3 YRS</u>	<u>CITY</u>

Have you or a business of which you have been an owner, officer, or employee, held any contractual or other direct dealings during the last four (4) years with City government, including the office or agency to which you have been appointed or are seeking appointment? Yes No If yes, explain below:

<u>Name of Business</u>	<u>Relationship to the Business</u>	<u>Business Relationship to Agency</u>

Have you held or do you hold any occupational or professional licenses(s) in the State of Florida? Yes No If yes, provide the information below. If any disciplinary action (fine, probation, suspension, revocation, disbarment, etc.) has been taken against you by the issuing authority, state the type and date of this action.

<u>License/certificate Title & No.</u>	<u>Original Date of Issuance</u>	<u>Issuing Authority</u>	<u>Disciplinary Action/Date</u>

How do you believe that your education, experience, talents and skills will benefit the work of the Board or Committee and are you willing to act as a decision maker and not as an advocate, if required by law?

See attached

What is your understanding of the relationship of this Board or Committee to the City Council?

See attached

7. REFERENCES – Please list three references (business and/or personal)

<u>KIMBERLY LEVINE CITY FIRST BANK OF DC</u>	<u>202-243-7123</u>
<small>Name, Address & Telephone Number</small>	
<u>JAMES EPLING ANS NETWORKS STERLING, VA</u>	<u>703-444-9700</u>
<small>Name, Address & Telephone Number</small>	
<u>JEANNA HODES PALM COAST, FL</u>	<u>386-597-6655</u>
<small>Name, Address & Telephone Number</small>	

8. ACKNOWLEDGMENT

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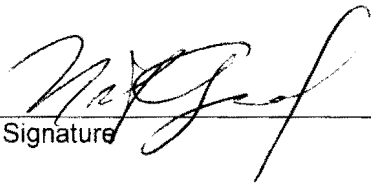
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Signature

8/11/14

Date

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	City of Palm Coast	FAX:	386-986-3714
	160 Cypress Point Parkway, Ste. B-106	EMAIL:	<u>bredline@palmcoastgov.com</u>
	Palm Coast, Florida 32164	WEBSITE:	<u>www.palmcoastgov.com</u>

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City of Palm Coast

Volunteer Board and Committee Application

Attachment: Item 6 Qualifications for Appointment

Experiences and Interests...

Since the mid 1970's I have had an interest and involvement in Community Service. My earliest experiences were in Columbia, Maryland, a "new town" planned community of 75,000 + residents, located midway between Baltimore, Maryland and Washington, DC. I served on the city-wide budget committee as representative from the Village of Long Reach and chaired the budget committee of the Village and advised the village board on all manner of financial matters. As time permitted throughout my developing career I participated in other Community Service activities which are listed on an attachment to this application.

Education, experience , talent and skills...

Beginning in 1970, I have been directly involved in operations management of financial institutions. Throughout my career I was employed by fast growing small to mid-sized Community Banks. This gave me the opportunity to be involved with all aspects of the business. As early as 1974 I was involved in land development activities through my involvement with construction lending and development projects through the bank's development subsidiary. My experience with zoning and land use issues began there, and continued throughout my career as my operational responsibilities expanded to include branch development. This exposed me to extensive interaction with zoning and other government agencies as required for the expansion of the bank's footprint throughout the state and bordering jurisdictions. Having experienced these activities from the community banking perspective I was constantly involved with the community; and, in order to strategically expand the business, by necessity, I kept in tune with the community's needs and desires.

As my career progressed my responsibilities continued to expand particularly in regard to compliance with all manner of government regulations. Having been a senior officer at all of my employers for over 35 years, decision making based upon law, and tempered by common sense was a requirement and is a hallmark of my success. Advocacy is critically important in representing and serving the needs of the people. However, it must take a back-seat to the rule of law. I presently consult with businesses on regulatory and other operational issues.

Relationship of the Board to the City Council...

"The Code Enforcement Board is a volunteer citizen advisory board which advises and makes recommendations to City Council and Administration." The Code Enforcement Board supports the Code Enforcement Section and thereby the City council, in enforcing a broad range of land use related ordinances to assure that a healthy and safe environment is maintained for the residents of Palm Coast. "Enforcement Services are provided in response to citizen complaints, but work efforts also include proactive enforcement programs and educational components designed to promote compliance with adopted regulations." When necessary, enforcement may be achieved through actions by the Code Enforcement Board or the Civil Citation System as individual circumstances dictate. The Code Enforcement Board has the authority to levy fines if required. Volunteer Members of the committee as city residents themselves have a vested interest in appropriate application of codes and regulations, but also the responsibility to represent the interests of the city residents and businesses within the rule of law.

NEIL C. COPELAND

*26 Clementina Court • Palm Coast, Florida 32137 • Voice: (386)445-4583
Mobile: (240) 432-4053 • FAX: (202) 476-8543 • Email: neil@ncopeland.com*

SUMMARY OF QUALIFICATIONS

- A seasoned professional with extensive expertise in administrative and operations in the Banking and Financial services industry, including all aspects of Electronic Banking, Internet Banking and Bill Payment, Regulation and Compliance.
- Particular expertise in regulatory mitigation activities related to Formal Agreements, Cease and Desist Orders and Matters Requiring Attention.
- Emphasis on administration, compliance, operations, finance, information systems, and organizational development.
- Experienced in Risk Management, and regulatory and compliance activities including GLBA and privacy in the traditional and Internet Banking environments.
- In-depth experience in process improvement, strategic planning, Business Continuity Planning, and the management of growth and change.

MR. COPELAND'S PROFESSIONAL EXPERIENCE

City First Bank of DC (\$140m assets) Washington, DC

August 2006- December 2009

Group Senior Vice-President, Chief Information Security Officer

Hired by the new CEO to oversee the restructuring and reconfiguration of all operational areas of the bank in order to rectify deficiencies specified in a Formal Agreement with the OCC executed in May, 2006. Specifically responsible for areas related to Compliance, Internal Control, Information Systems, Vendor Management, Deposit Operations, Security and Office Support Services. In November, 2008 the bank was released from the formal agreement by the OCC. I was directly responsible or involved with 9 of the 11 points that were successfully corrected. The bank recently completed it's second comprehensive OCC exam since the formal agreement was executed, with IT, Operations and Compliance rated outstanding.

Significant Accomplishments:

- Information Technology and Security
 - Developed and implemented Comprehensive Information Systems and Security Program
 - Developed and implemented Comprehensive Information Systems Policies
 - Re-designed and implemented internal Information Systems Network
 - Developed comprehensive IT Risk Management assessment
 - Established comprehensive Information Technology security systems and extensive proactive monitoring and incident response capability
 - Established and chaired the Information Technology and Security Steering Committee
- Vendor Management
 - Developed and implemented Comprehensive Vendor Management Program
 - Performed Vendor Due diligence and complete Vendor Analysis of all critical vendors
 - Analyzed and renegotiated Financial Service Providers contracts at significant cost savings.
- Compliance
 - Developed and Implemented and oversaw the GLBA risk assessment program

- Served as an Ad-hoc member of the Board's Audit and Compliance committee
- Supported Coordination of Bank-wide compliance activities
- Deposit Operations/Electronic Banking
 - Re-organized Deposit and Loan Operations Department
 - Re-staffed at reduced staffing levels. Established cross training program.
 - Established standard operating policies and procedures
 - Implemented FedLine Advantage system
 - Changed vendors for electronic banking activities to provide improved service and new product offerings
 - Developed and managed Remote deposit product implementation
 - Implemented Branch capture and complete Check 21 implementation

GNC Associates LLC, Potomac, Maryland
Senior Executive Consultant, CEO

January 2005- August 2006

Perform high level consulting in the banking arena. Specialties include Operations/IT strategic planning, profit maximization, daily operations including back-office and operations, process improvement, risk management, Business Continuity Planning, and regulatory and privacy issues.

Cardinal Bank, NA (\$1b assets) McLean, Virginia
Senior Vice-President- IT and Administration

April 2002- December 2004

Accountable for all day-to-day activities of the Informational Technology, Deposit Operations, Administration, and Facilities Departments. Responsibilities include IT and network management, administration and coordination with internal staff and outsourcing vendors; all aspects of deposit and back-office operations including check clearing and imaging; maintenance of existing facilities including headquarters and construction of new branches; and basic administrative functions including all purchasing activities. Co-Chaired compliance committee representing administrative, operational and retail issues.

Significant Accomplishments:

- Produced RFP and managed selection process for replacement of Core Processing and associated systems.
- Managed the consolidation and move of three locations into a new headquarters facility in Tysons Corner
- Re-engineered the entire data network and installed a fully integrated redundant Data and VOIP network reducing annual costs in excess of \$100,000.
- Upgraded all server capability and increased security, controls, flexibility and scalability of the IT systems in preparation for a significant growth surge.
- Produced RFP for Items and Image Processing and managed selection and conversion process. Project yielded significant increases in customer service, reduced staffing and hard cost savings in excess of \$125,000 annually.
- Managed the opening and continued operation of 5 new branch office facilities (from an original 8) with no increase in staffing.

Independent Consultant
March, 2002

January-

Reviewed the most recent Office of the Controller of the Currency Information Technology Examination report for Cardinal Financial Corporation. Analyzed operations and recommended appropriate policy and procedural changes to address issues raised in the report. Wrote Gramm Leach Bliley compliant formal corporate policies and procedures for Information Systems and Security and related operational and administrative activities. Implemented these policies, procedures and best practices within the organization.

Developed and wrote the Information Systems and Operations Strategic plan for the holding company and its subsidiaries. All policies, procedures and documentation were approved by the

Board of Directors, the Audit Committee, the OCC and other appropriate regulatory agencies.

Online Resources Corporation (www.orcc.com), McLean, Virginia

Director, Risk Management

2001

Responsible for the creation, management and oversight of the company's Risk Management related functions, including Product and Regulatory Compliance, Operations Internal Control, Internal Audit, Disaster Backup, and Corporate Business Resumption Planning. Ensure that official company policies comply with all appropriate laws and regulations, and that those policies were appropriately implemented and followed throughout the company. Served as Company liaison with external auditors and regulatory authorities (FED, FFIEC, FDIC, OCC, OTS, and NCUA), industry trade groups, and financial institution clients regarding compliance, audit and regulatory issues.

Director, Technical and Project Support

1999-2000

Developed and managed the Second Level Technical Support group for a leading Internet banking and bill payment financial service provider. Responsible for triage and resolution of highest level critical operational and customer support issues. Managed all projects related to enhancement activities and process improvements for the Call Center and back office operations departments within the Operations Group. Prepared user requirements and coordinated implementation efforts for support applications affecting multiple departments, and remote Financial Institutions.

Summit Resources, LLC, Potomac, Maryland

1995-1999

Managing Member

General business and technical consulting. Specialist in work-outs, turnaround and operational troubleshooting. Services include strategic planning, organizational structure analysis, needs requirements analysis, efficiency analysis, reengineering and right-sizing, network design and implementation

Computer Mart, Inc.

DBA Computer Renaissance- Rockville, Maryland

1996-1998

President (Owner)

Organized, owned and operated a Computer Renaissance franchise in Rockville, Maryland.

Ameribanc Savings Bank, FSB, Annandale, Virginia (1.3b assets)

1982-1995

Senior Vice-President, Administrative Support (Division Head; Member of the Executive Management Committee; Chairman, EDP Steering Committee; Member, Asset Review Committee, Asset/Liability Management Committee, and Compliance Committee)

1988-1995

First Vice-President, Operations

1987-1988

Vice-President, Operations

1986-1987

Vice-President, Automated Systems

1985-1986

Vice-President, Controller

1982-1985

Responsible for all administrative and operational activities of the following departments:

Information Systems- Responsible for requirements analysis, planning, design, implementation, and daily management of all automated processes including information systems, and data and voice communications, and networks for company-wide operations and specific support of other internal departments. Served as liaison with regulators, and independent auditors. Coordinated compliance activities and developed regulatory reporting capability for retail and lending activities.

Deposit Operations- Managed customer service and branch support functions for internal departments and external customer base, including call center and customer account service departments, check processing, and internal and external mail services.

Administration- Oversaw corporate administration functions, including Corporate Policy and Procedures, Contingency Disaster Planning, and internal communications. Provided administrative and contract administration support to the other divisions.

Purchasing- Managed all centralized purchasing activities of the company for the main office and all

remote locations. Selected vendors and negotiated contracts for all corporate and peer division purchasing activities. Responsible for ongoing vendor relations and oversight.

Security- Responsible for all aspects of internal, physical and data security: company wide.

Facilities- Managed all activities related to the company's facilities, including new construction or acquisition of leased facilities as appropriate, and ongoing maintenance. Built, managed and maintained company occupied facilities, both owned and leased. Managed leasing activities of company owned properties, including office buildings and strip centers.

Directly supervised seven staff, including 5 vice-presidents, with an overall staff count in excess of 100 employees throughout the division.

Significant Accomplishments:

- Built the Administrative Support Division and its subsidiary departments from creation. Effectively evolved all administrative support functions as the institution grew from \$175m in assets and 5 branches to \$1.3b in assets and 32 branches in 3 states
- Managed the development, installation, and ongoing operation of all automated systems throughout the bank
- Reengineered all back office operations and installed fully integrated in-house information systems at significant cost savings
- Designed and implemented computer integrated bank-wide call distribution system to manage customer service and inquiry activities for various internal divisions
- Implemented in-house items processing; migrated to high speed and POD with no downtime
- Installed fully integrated Client/Server based workgroup LAN throughout the main office with seamless connections to 32 remote locations
- Planned and managed the implementation of the largest operational frame relay WAN in Virginia
- Designed and implemented complete Corporate and Information Systems Contingency Disaster recovery plans for all operations including information systems, branch office operations and all administrative functions
- Designed, implemented, and maintained Corporate Policies and Procedures
- Created Security Department and implemented systems for physical and data security
- Reduced risk and losses through implementation of automated kiting detection system
- Reorganized facilities leasing, construction, and maintenance processes and reduced operating expenses significantly

First National Bank of Chicago, Geneva, Switzerland
Assistant to the General Manager

1979-1981

Provided general operational and administrative support to the General Manager. Assisted in coordination and interface with main office in Chicago and International Systems department in London. Performed systems and operational procedural analysis. Managed installation of Tandem in-house processing system in Geneva and assisted other European branches with their installations.

Yorkridge Federal Savings and Loan Association, Pikesville, Maryland 1973-1979
Yorkridge Service Corporation
Assistant Treasurer- Controller

Responsible for all administrative functions including accounting and report preparation, data processing, investments and liquidity management, branch administration, human resources, security, and facilities. Liaison between correspondent banks and major depositors. Involved in management of subdivision real estate development activities including coordination with builders and banks on behalf of development subsidiary.

American Health and Life Insurance Company, Baltimore, MD
Expense Accounting and Cash Disbursements Supervisor

1970-1973

Responsible for expense allocation, accounting, review, control, and reporting. Supervised and controlled issuance of all expense and claims disbursements. Designed expense allocation and accounting system.

EDUCATION

M.A., Management and Finance/Economics (Dual Concentration)

Webster University, Geneva, Switzerland (Extension campus of Webster University, St. Louis, Missouri)

B.S., Management, (Accounting minor)

University of Baltimore, Baltimore, Maryland

FINANCIAL SERVICE PROVIDERS EXPERIENCE

Fidelity National Information Systems

- Fidelity Premier/Fiserv Core Processing
- MISER core processing
- Ecom and Ecorp Electronic Banking
- Image Processing: AFS and ImageCentre
- Fraud Protection Products
- Branch Capture
- Remote capture

Digital Insight (Intuit)

- Internet Banking
- Cash Management

Metavante

- Bill Payment

OnLine Resources

- Internet Banking
- Bill Payment

iPay Technologies

- Internet Bill Pay
- Internet Business Cash Management

PROFESSIONAL REFERENCES AVAILABLE ON REQUEST

NEIL C. COPELAND
26 Clementina Court, Palm Coast, FL 32137
Telephone: (386) 445-4583 • Email:neil@ncopeland.com

CIVIC ACTIVITIES AND PROFESSIONAL MEMBERSHIPS

Montgomery Child Care Association, Finance Committee, Chairman
1989-1993

Montgomery Child Care Association, Treasurer/Member: Board of Directors
1989-1993

Beverly Farms Daycare Center, Parent Council, Member/Treasurer
1987-1988

Columbia Council, Columbia, Maryland, City-Wide Budget Committee, Member
1978-1979

Long Reach Community Association, Columbia, Maryland, Budget Committee,
Chairman
1976-1978

Columbia Council, Columbia, Maryland, Human Resources Sub-committee, Chairman
1978-1979

Financial Managers Society for Savings Institutions, Member
1973-1979
1982-1995



AUG 28 2014 PM 01:55

VOLUNTEER ADVISORY BOARD/COMMITTEE MEMBER INFORMATION UPDATE SHEET AND INQUIRY REGARDING REAPPOINTMENT

Please complete this form and return it to the City Clerk's Office (e-mail or fax is acceptable).
Please be advised that background screening of all applicants is required.

ALL CITY BOARDS AND COMMITTEES ARE SUBJECT TO THE SUNSHINE LAW AND PUBLIC RECORDS LAW.

PLEASE CHECK THE BOARD/COMMITTEE YOU ARE SERVING ON:

<input type="checkbox"/>	Beautification & Environmental Advisory Board	<input type="checkbox"/>	Leisure Services Advisory Committee
<input type="checkbox"/>	CDBG Citizens Advisory Task Force	<input type="checkbox"/>	Planning & Land Development Regulation Board
<input checked="" type="checkbox"/>	Code Enforcement Board	<input type="checkbox"/>	Volunteer Firefighters' Pension Fund Board

PLEASE CHECK BOX TO INDICATE IF YOU ARE INTERESTED IN BEING REAPPOINTED: Yes No

PERSONAL INFORMATION

Name: Kenneth J Klunkenberg

E-mail

Residence Address:

KKLUNKENBERG@CCFL.CB.COM

City:

PALM COAST

State:

FLORIDA

Zip: 32137

Mailing Address (If Different from Residence):

PO BOX 353577 PC, FL 32135

Home Phone

[REDACTED]

Business Phone:

Are you a registered voter in the City?

Yes

No

Which District:

1 2 3 4

How long have you been a resident of Palm Coast?

20 YEARS

What is your Occupation?

RETIRED

Employer?

If retired, please list your Occupation before retirement:

NEW YORK CITY POLICE DEPARTMENT

Thank you for the time and effort you extend to the City of Palm Coast as an Advisory Board/Committee Member and our sincere appreciation for your help.

Kenneth J Klunkenberg
Signature

August 28, 2014
Date

RETURN TO:

City Clerk's Office
City of Palm Coast
160 Cypress Point Pkwy., #B-106
Palm Coast, Florida 32164

PHONE:

386-986-3713

FAX:

386-986-3714

EMAIL:

bredline@palmcoastgov.com

WEBSITE:

www.palmcoastgov.com

SCANNED



08-05-11P02:55 RCVD

VOLUNTEER BOARD AND COMMITTEE APPLICATION

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Résumés may be attached.

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<input type="checkbox"/>	Beautification & Environmental Advisory Board*	<input type="checkbox"/>	Planning & Land Development Regulation Board* [▲]
<input type="checkbox"/>	Code Enforcement Board*	<input type="checkbox"/>	Utilities Advisory Committee
<input type="checkbox"/>	Leisure Services Advisory Committee	<input type="checkbox"/>	Volunteer Firefighters' Pension Fund Board*
<input type="checkbox"/>	Flagler County Housing Task Force/Affordable Housing Advisory Council (chose one of the following for Council application):		
	<input type="checkbox"/>	Citizen from the City of Palm Coast representing essential services personnel	
	<input type="checkbox"/>	Representative of residential home building industry	

* Requires that appointee file a Financial Disclosure Form 1 with the City Clerk at time of appointment and **ANNUALLY** thereafter with the Flagler County Supervisor of Elections.

▲ Requires at least one board member to be appointed from **EACH** City Council District, when possible.

ALL CITY BOARDS AND COMMITTEES ARE SUBJECT TO THE SUNSHINE LAW AND PUBLIC RECORDS LAW.

RE-APPOINTMENT Yes No

1. PERSONAL

Name: Ken Klينkenberg E-mail address: KKlينkenberg@cf2.org.com

Residence Address: [REDACTED] District # 2 (B.R.)

City: Palm Coast State: FL Zip: 32135

Mailing Address (If Different from Residence): [REDACTED]

Home Phone: [REDACTED]

Date of Birth: 11/20/35 Place of Birth: NYC

How long have you been a permanent resident of Palm Coast? 1994

What year did you become a continuous resident of the City of Palm Coast? 1994



Kenneth Klينkenberg
PO Box 353577
Palm Coast, FL 32135-3577

List all places of residence for the last five years.

Address	City & State	From	To
Kenneth Klينkenberg PO Box 353577 Palm Coast, FL 32135-3577			

Are you a registered voter in Flagler County? Yes No

Have you ever used or been know by any other legal name?

Yes

No

If yes, explain:

Are you a citizen of the United States?

Yes

No

If no, explain:

If you are a naturalized citizen of the United States, date of naturalization:

2. EMPLOYMENT HISTORY (A résumé may be attached at the option of the applicant) (If retired, please still list your previous occupation and employment history.)

If retired, please list your occupation before retirement:

NYC POLICE DEPT DETECTIVE

Occupation: DETECTIVE

Current Employer: Retired

Current Business Address:

City

State

Zip

Phone #

List all of your employment history during the last five years. Include employers' name, business address, type of business, occupation, or job title and period(s) of employment.

Employer & Address	Type of Business	Occupational Title	Period of Employment
<u>N/A</u>			

Have you ever been employed by any state, district, or local governmental agency in Florida? Yes

No

If yes, identify the position(s), the name(s) of the employing agency and the period of employment.

Position

Employee Agency

Period of Employment

N/A

3. EDUCATION

High School:

Name & Location

Year Graduated:

List postsecondary educational institutions or programs attended:

Name & Location

Dates Attended

Certificate/Degrees Received

STATEN ISLAND COLLEGE

BA

4. MILITARY SERVICE

Are you or have you ever been a member of the Armed Forces? Yes No

Date of Service: Sept 1954 to Sept 1956

Branch or Component: ARMY

Date and Type of Discharge: HONORABLE Sept 1956

5. INTEREST/ACTIVITIES/COMMUNITY AND/OR CIVIC INVOLVEMENT?

Are you currently or have you ever served on any City Volunteer Board or Committee? Yes No

If yes, which Board or Committee? CODE BOARD

List any business, professional, occupational, civic, or fraternal organizations or community groups of which you have been a member during the past five (5) years.

Name of Organization(s)

Shiners Elks

6. QUALIFICATIONS FOR APPOINTMENT

State your experiences and interests or elements of your personal history that qualify you for this appointment.

Been on the board since city was incorporated

Have you received any degree(s), professional certification(s), or designation(s) related to the subject matter of this appointment? If yes, list below: Yes No

Do you currently hold any office or position (appointive, civil service, or other) with any government entity? If yes, list below: Yes No

Have you ever been elected or appointed to any public office? If yes, list below: Yes No

Office Title Date of Election or Appointment Term of Office Level of Government

Have you or a business of which you have been an owner, officer, or employee, held any contractual or other direct dealings during the last four (4) years with City government, including the office or agency to which you have been appointed or are seeking appointment? Yes No
If yes, explain below:

<u>Name of Business</u>	<u>Relationship to the Business</u>	<u>Business Relationship to Agency</u>
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Have you held or do you hold any occupational or professional licenses(s) in the State of Florida? Yes No
If yes, provide the information below. If any disciplinary action (fine, probation, suspension, revocation, disbarment, etc.) has been taken against you by the issuing authority, state the type and date of this action.

<u>License/certificate Title & No.</u>	<u>Original Date of Issuance</u>	<u>Issuing Authority</u>	<u>Disciplinary Action/Date</u>
--	----------------------------------	--------------------------	---------------------------------

How do you believe that your education, experience, talents and skills will benefit the work of the Board or Committee and are you willing to act as a decision maker and not as an advocate, if required by law?

What is your understanding of the relationship of this Board or Committee to the City Council?

7. REFERENCES – Please list three references (business and/or personal)

Name, Address & Telephone Number

John Heltz

Name, Address & Telephone Number

Brabra Lissman

Name, Address & Telephone Number

8. ACKNOWLEDGMENT

If required by law, will you file a financial disclosure statement?


Yes

No

I understand the responsibilities associated with being a member of a City Board or Committee and that I may be subject to financial disclosure laws and ex parte communications rules and that I will be subject to the Code of Ethics for Public Officers and Employees and City rules of conduct.

I certify that I have adequate time to serve if appointed and that I will serve in accordance with the requirements of the Board or Committee to which I am appointed.

Further, by executing this application below, I am authorizing City staff to perform a personal background screening, which shall include a general criminal records check and other checks relative to the board or committee for which I am applying.


Signature

8/5/11
Date

NOTE: If you have questions concerning the duties and responsibilities of any of the above Boards or Committees please contact the City Clerk's Office.

RETURN TO:	City Clerk's Office	PHONE:	386-986-3713
	City of Palm Coast	FAX:	386-986-3714
	160 Cypress Point Parkway, Ste. B-106	EMAIL:	bredlline@palmcoastgov.com
	Palm Coast, Florida 32164	WEBSITE:	<u>www.palmcoastgov.com</u>

ALL CITY BOARDS AND COMMITTEES ARE SUBJECT TO THE SUNSHINE LAW AND PUBLIC RECORDS LAW.

***SUNSHINE LAW: The primary purpose of Government in the Sunshine Law is to assure public access to the decision-making processes of public boards and commissions. The Sunshine Law extends to discussions and deliberations as well as to formal actions taken by boards and commissions.**

Should you not be selected at this time, your application will be kept on file for consideration for six (6) months. Should you wish to be considered for another board, committee, or task force during that time, you must contact the City Clerk's Office and request reconsideration.



AM05114

AUG 28 2014 AM 09:14

VOLUNTEER BOARD AND COMMITTEE APPLICATION

Thank you for your interest in serving the City of Palm Coast.

Your completion of this application is necessary so that the members of the City Council can thoroughly review each application as part of their consideration of your appointment.

Please be advised that background screening of all applicants is required.

Résumés may be attached.

Please check the Board/Committee/Council for which you are applying:

<input type="checkbox"/>	Beautification & Environmental Advisory Committee *	<input type="checkbox"/>	Planning & Land Development Regulation Board ** ♠
<input checked="" type="checkbox"/>	Code Enforcement Board **	<input type="checkbox"/>	Volunteer Firefighters' Pension Fund Board **
<input type="checkbox"/>	Leisure Services Advisory Committee		
<input type="checkbox"/>	Flagler County Housing Task Force/Affordable Housing Advisory Council: <input type="checkbox"/> Citizen from the City of Palm Coast representing essential services personnel <input type="checkbox"/> Representative of residential home building industry		

* Appointees must file a Financial Disclosure Form 1 with the City Clerk at time of appointment and **ANNUALLY** thereafter with the Flagler County Supervisor of Elections.

♠ Requires at least one board member to be appointed from **EACH** City Council District, when possible.

ALL CITY BOARDS AND COMMITTEES ARE SUBJECT TO THE SUNSHINE LAW AND PUBLIC RECORDS LAW.

RE-APPOINTMENT Yes No

1. PERSONAL

Name: Kimble Medley E-mail address: Kimble.medley@gmail.com
 Residence Address: 29 Louisville Dr District # 2 (V.B.R.)
 City: Palm Coast State: FL Zip: 32137
 Mailing Address (If Different from Residence): _____
 Home Phone: 386 283 9414 Business Phone: 386 864 5162 (cell)
 Date of Birth: 3/19/60 Place of Birth: Rockledge, Florida
 How long have you been a permanent resident of Palm Coast? September 2004
 What year did you become a continuous resident of the City of Palm Coast? 2004

List all places of residence for the last five years.

Address	City & State	From	To
260 Beachway Dr	PC, FL	9/2004	9/2005
6 Colorado Dr	PC, FL	9/2005	9/2006
74 Rymshaw Dr	PC, FL	9/2006	9/2007
59 Berkshire Ln	PC, FL	9/2007	9/2009
911 Riverview Dr (Tidelands)	PC, FL	9/2009	9/2010
300 Bella Harbor Ct	PC, FL	9/2010	9/2012

Are you a registered voter in Flagler County? Yes No

Have you ever used or been known by any other legal name? Yes No

If yes, explain: 2 prior marriages (Pope, Ricketts)
Maiden name (Lambert)

Are you a citizen of the United States? Yes No

If no, explain: _____

If you are a naturalized citizen of the United States, date of naturalization: _____

2. EMPLOYMENT HISTORY (A résumé may be attached at the option of the applicant) (If retired, please still list your previous occupation and employment history.) See Attached

If retired, please list your occupation before retirement: _____
Occupation: _____ Current Employer: _____
Current Business Address: _____

City State Zip Phone #

List all of your employment history during the last five years. Include employers' name, business address, type of business, occupation, or job title and period(s) of employment.

<u>Employer & Address</u>	<u>Type of Business</u>	<u>Occupational Title</u>	<u>Period of Employment</u>

Have you ever been employed by any state, district, or local governmental agency in Florida? Yes No
If yes, identify the position(s), the name(s) of the employing agency and the period of employment.

<u>Position</u>	<u>Employee Agency</u>	<u>Period of Employment</u>

3. EDUCATION

High School: _____ Year Graduated: _____
Name & Location

List postsecondary educational institutions or programs attended:
Name & Location Dates Attended Certificate/Degrees Received

<u>Name & Location</u>	<u>Dates Attended</u>	<u>Certificate/Degrees Received</u>

4.

5. MILITARY SERVICE

Are you or have you ever been a member of the Armed Forces? Yes No

Date of Service: _____

Branch or Component: _____

Date and Type of Discharge: _____

6. INTEREST/ACTIVITIES/COMMUNITY AND/OR CIVIC INVOLVEMENT?

Are you currently or have you ever served on any City Volunteer Board or Committee? Yes No
If yes, which Board or Committee? _____

List any business, professional, occupational, civic, or fraternal organizations or community groups of which you have been a member during the past five (5) years.

Name of Organization(s)

See attached résumé

7. QUALIFICATIONS FOR APPOINTMENT

State your experiences and interests or elements of your personal history that qualify you for this appointment.

Throughout my work and educational experience, I have been given the opportunity, to research subject matters in order to gain a better understanding. My skills also include effective verbal and written communication abilities.

Have you received any degree(s), professional certification(s), or designation(s) related to the subject matter of this appointment? If yes, list below: Yes No

Do you currently hold any office or position (appointive, civil service, or other) with any government entity? If yes, list below: Yes No

Have you ever been elected or appointed to any public office? If yes, list below: Yes No

Office Title Date of Election or Appointment Term of Office Level of Government

Have you or a business of which you have been an owner, officer, or employee, held any contractual or other direct dealings during the last four (4) years with City government, including the office or agency to which you have been appointed or are seeking appointment? Yes No If yes, explain below:

Name of Business Relationship to the Business Business Relationship to Agency

Have you held or do you hold any occupational or professional licenses(s) in the State of Florida? Yes No
If yes, provide the information below. If any disciplinary action (fine, probation, suspension, revocation, disbarment, etc.) has been taken against you by the issuing authority, state the type and date of this action.

License/certificate Title & No. Original Date of Issuance Issuing Authority Disciplinary Action/Date

How do you believe that your education, experience, talents and skills will benefit the work of the Board or Committee and are you willing to act as a decision maker and not as an advocate, if required by law?

By expanding my education, I have added to a foundation of critical thinking skills that have served me in business and community related activities. I research and come prepared, whether the meeting is a Scout event or a meeting that could level a decision impacting

What is your understanding of the relationship of this Board or Committee to the City Council? many.

The committee is designed to assess land use related issues so that citizen complaints are addressed, a healthy environment for Palm Coast is provided, and enforcement is achieved.

8. REFERENCES – Please list three references (business and/or personal)

Frank Meeker 41 Cochise Ct PC 32137 313 4093
Name, Address & Telephone Number

Nate McLaughlin P.O. Box 351495 PC, 32135 446-9719
Name, Address & Telephone Number

Bruce Van Deusen 20 Eastwood Dr PC, 32164 386 4372224
Name, Address & Telephone Number

10. ACKNOWLEDGMENT

If required by law, will you file a financial disclosure statement?

Yes

No

I understand the responsibilities associated with being a member of a City Board or Committee and that I may be subject to financial disclosure laws and ex parte communications rules and that I will be subject to the Code of Ethics for Public Officers and Employees and City rules of conduct.

I certify that I have adequate time to serve if appointed and that I will serve in accordance with the requirements of the Board or Committee to which I am appointed.

Further, by executing this application below, I am authorizing City staff to perform a personal background screening, which shall include a general criminal records check and other checks relative to the board or committee for which I am applying.

Kimble Medley
Signature

August 27, 2014
Date

NOTE: If you have questions concerning the duties and responsibilities of any of the above Boards or Committees please contact the City Clerk's Office.

RETURN TO: City Clerk's Office
City of Palm Coast
160 Cypress Point Parkway, Ste. B-106
Palm Coast, Florida 32164

PHONE: 386-986-3713
FAX: 386-986-3714
EMAIL: bredline@palmcoastgov.com
WEBSITE: www.palmcoastgov.com

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SUNSHINE LAW: The primary purpose of Government in the Sunshine Law is to assure public access to the decision-making processes of public boards and commissions. The Sunshine Law extends to discussions and deliberations as well as to formal actions taken by boards and commissions.

Should you not be selected at this time, your application will be kept on file for consideration for six (6) months. Should you wish to be considered for another board, committee, or task force during that time, you must contact the City Clerk's Office and request reconsideration.

KIMBLE MEDLEY

29 Louisville Drive, Palm Coast, FL 32137 | 386-283-9414 (home) / 386-864-5162 (cell) | kimblemedley@gmail.com

EDUCATION

Embry Riddle Aeronautical University Masters of Science in Leadership	Fall 2014 - Present
Daytona State College – Flagler/Palm Coast Campus Bachelors of Applied Science – Supervision and Management President’s List: Fall 2012 - Spring 2014 Graduated with High Honors	Fall 2012 – Spring 2014
Daytona State College – Flagler/Palm Coast Campus Associate of Arts Graduated with High Honors President’s List every semester since Fall 2009	Fall 2009 – Spring 2012
DeLand Senior High School, DeLand, Florida High School Diploma Honors Courses: English, Mathematics, History Foreign Language: 5 years Spanish	1976 - 1978

AWARDS & ACCREDITATIONS

Who’s Who Among Students in American Universities & Colleges	May 2012 - Present
Daytona State College Hall of Fame	May 2012
Daytona State College Flagler/Palm Coast Campus Service Award	May 2012
President’s List Each Semester	Fall 2009 – Fall 2014
Florida Ready to Work Gold	2009
Fellow Life Management Institute (FLMI)	1989
Health Insurance Associate of America (HIAA)	1990
National Honor Society	1977-1978
Spanish Honorary Society	1977-1978
Sobresaliente Competition Award	1977

ACTIVITIES

Daytona State College Flagler/Palm Coast Campus Bachelors of Applied Science (BAS) Club –Member	Fall 2012 – Spring 2014
National Conference for College Women Student Leaders	May 2013
Speaker at Nunamann Hall Dedication Ceremony	September 2013
Rotaract Club Flagler/Palm Coast Founding Board Secretary	Fall 2012

President Outreach Club Fall 2010 – Spring 2012
Organized “Ryan’s Hope” campus team for Feed Flagler program

Vice President Psychology Club Spring 2010 – 2012
Promoted, Developed, and Organized Community Sidewalk Sale, Child Safety and Fingerprinting Event, Community Old Fashion Halloween Party and Easter Events, Published Child Safety Newsletter “Do You Know?”, Organized Club Movie Nights, Participated in Campus Welcome Back and Open House Nights

Founding Secretary Flagler/Palm Coast Campus Veterans Club Fall 2011 -Spring 2012
Helped organize and coordinate club activities with other clubs and main campus

DeLand Senior High School, Deland, Florida

National Honor Society Member 1977-1978
Attended monthly club meeting and participated in club fund raising projects

Spanish Honorary Society 1977-1978
Attended State competition, active member and President of Spanish Club

Avante Garde Dance Club 1977-1978
Participated in club’s annual show held at school’s auditorium, attended all club functions and fundraisers, maintained required GPA for dance class for club standing

Student Government Association 1976-1977
Junior Class Representative

DeLand Cheerleading Squad 1977-1978
“Billy” Bulldog School Mascot

COMMUNITY

Re-Elect Nate McLaughlin County Commissioner January 2014 - Present
Provide Research to Election Law Questions
Review and Apply Florida Election Laws Chapter 97-106

Palm Coast and the Flagler Beaches, Flagler Chamber of Commerce January 2013 - Present
Tourism Ambassador
Visit local places of interest and submit articles and photos for publication

Flagler County Citizen's Academy Aug. 2013 – Sept. 2013

Fall Term Grand Jury – Grand Juror December 2012 – July 2013

Candidate for Supervisor of Elections January 2012 - August 2012

Participated in all Primary Campaign events, debates,
managed campaign workers and volunteers
Organized and attended fundraising events
Conducted door-to-door walking campaign

Boy Scouts of America

Former Troop Committee Chair – Boy Scout Troop 281, Palm Coast, FL 2007 – 2009

Troop 402 Scout Parent, Court of Honor Committee, Scout-Parent Coordinator 2009 – 2013

Participate in Troop Fundraisers and Scouting for Food Program

Plan, Organize, and Manage quarterly Court of Honor ceremony and dinner

Assist with Scout Board of Review

Attend Troop camping functions, such as Webelos Woods, Scout Camporees, and Scout Sunday
as Scouting Adult

SKILLS**ORANIZATIONAL**

- o Developed and introduced work-flow process for Circuit Civil – Flagler County
- o Developed, coordinated, implemented foreclosure information for Clerk’s website
- o Conducted weekly foreclosure sales
- o Kept accurate records of all sales

LEADERSHIP

- o Submitted recommendations for work-flow improvements to senior management
- o Planned and implemented department meetings as department facilitator
- o Reviewed annual budgets
- o Oversaw and motivated 50 club members to develop campus events such as community sidewalk sale and Halloween party.

COMMUNICATION

- o Published and distributed monthly newsletter to club members
- o Delivered speech for Nunamann Hall dedication
- o Completed courses in microcomputer applications and broadcast research and newswriting
- o Conversational Spanish

EXPERIENCE

Candidate	Flagler County Supervisor of Elections	Sept. 2011 – Aug. 2012
Deputy Supervisor III	Supervisor of Elections, Bunnell, FL	Jan. 2009 – Aug. 2009
Deputy Clerk	Clerk of Circuit and County Court, Bunnell, FL	Nov. 2006 – Jan. 2009
Deputy Clerk	Collier County Clerk of Court, Naples, FL	April 2004 – Aug. 2004
Owner	One Quest Inc., DeLand, FL	Oct. 1995 – July 2004
Senior Underwriter	American Pioneer Life Insurance, Orlando, FL	Nov. 1982 – Oct. 1994