

ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT

Attachment # 14
Page 1 of 6

<p style="text-align: center;">It is the applicant's responsibility to keep the information on this form current. To advise the County of any changes please contact Christine Coble by telephone at 606-5300 or by e-mail at CobleC@leoncountyfl.gov</p> <p style="text-align: center;">Applications will be discarded if no appointment is made after two years.</p>		
Name: Chiquita Williams		Date: January 23, 2008
Home Phone: (850)421-1282	Work Phone: (850)245-4444 Ext. 3293	Email: Chiquita_Williams@doh.state.fl.us
Occupation:	Employer: Department of Health	
<p>Please check box for preferred mailing address.</p> <p><input type="checkbox"/> Work Address: 4052 Bald Cypress Way City/State/Zip: Tallahassee, Florida 32399</p>		
<p><input type="checkbox"/> Home Address 9345 Shumard Drive City/State/Zip: Tallahassee, Florida 32305</p>		
<p>Do you live in Leon County? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, do you live within the City limits? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Do you own property in Leon County? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, is it located within the City limits? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>For how many years have you lived and/or owned property in Leon County? _____ years</p>		
<p>Are you interested in serving on any specific Committee(s)? If yes, please indicate your preference</p> <p>1st Choice: _ Woodville Recreation Council _____ 2nd Choice: __ Woodville Community Center</p>		
<p>If not interested in any specific Committee(s), are you interested in a specific subject matter? If yes, please check those areas in which you are interested, or describe other areas not listed:</p> <p>Human Services <input checked="" type="checkbox"/> Housing <input checked="" type="checkbox"/> Health Care <input checked="" type="checkbox"/> Science __ Library Services <input checked="" type="checkbox"/> Growth Management __ Tourist Development <input checked="" type="checkbox"/> Transportation __ Bicycle/Pedestrian __ Parks & Recreation <input checked="" type="checkbox"/> Code Enforcement __ Other Areas _____</p>		
<p>Have you served on any previous Leon County committees? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If Yes, on what Committee(s) have you served? _____</p>		
<p>How many days per month would you be willing to commit for Committee work? <input type="checkbox"/> 1 <input type="checkbox"/> 2 to 3 <input checked="" type="checkbox"/> 4 or more</p> <p>And for how many months would you be willing to commit that amount of time? <input type="checkbox"/> 2 <input type="checkbox"/> 3 to 5 <input checked="" type="checkbox"/> 6 or more</p> <p>What time of day would be best for you to attend Committee meetings? <input type="checkbox"/> Day <input checked="" type="checkbox"/> Night</p>		

(OPTIONAL) Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.

Race: Caucasian African American Hispanic Asian Other
Sex: Male Female Age: 53 _____ Disabled? Yes No

Persons needing a special accommodation to participate in an Advisory Committee should contact Christine Coble by telephone at 606-5300 or e-mail at CobleC@mail.co.leon.fl.us

In the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application. Please attach your resume, if one is available.
See attached Resume

References (you must provide at least one personal reference who is not a family member):

Name: Roosevelt Wilson Telephone: 681-1852
Address: Capital Outlook

Name: Melinda Gaymon Telephone: 322-0809
Address: 3501 Sunnyside Drive Tallahassee, Florida 32305 or Miracle Hill Nursing Home 224-8486

IMPORTANT LEGAL REQUIREMENTS FOR ADVISORY COMMITTEE MEMBERSHIP

AS A MEMBER OF AN ADVISORY COMMITTEE, YOU WILL BE OBLIGATED TO FOLLOW ANY APPLICABLE LAWS REGARDING GOVERNMENT-IN-THE-SUNSHINE, CODE OF ETHICS FOR PUBLIC OFFICERS, AND PUBLIC RECORDS DISCLOSURE. THE CONSEQUENCES OF VIOLATING THESE APPLICABLE LAWS INCLUDE CRIMINAL PENALTIES, CIVIL FINES, AND THE VOIDING OF ANY COMMITTEE ACTION AND OF ANY SUBSEQUENT ACTION BY THE BOARD OF COUNTY COMMISSIONERS. IN ORDER TO BE FAMILIAR WITH THESE LAWS AND TO ASSIST YOU IN ANSWERING THE QUESTIONS BELOW, YOU MUST COMPLETE AN ORIENTATION BEFORE YOUR APPLICATION IS DEEMED COMPLETE.

- Have you completed the Orientation? Yes No
- Are you willing to complete a financial disclosure form, if applicable? Yes No
- Will you be receiving any compensation that is expected to influence your vote, action, or participation on a Committee? Yes No If yes, from whom? _____
- Do you anticipate that you would be a stakeholder with regard to your participation on a Committee? Yes No
- Do you know of any circumstances that would result in you having to abstain from voting on a Committee due to voting conflicts? Yes No If yes, please explain _____
- Do you or your employer, or your wife or child or their employers, do business with Leon County? Yes No
If yes, please explain _____
- Do you have any employment or contractual relationship with Leon County that would create a continuing or frequently recurring conflict with regard to your participation on a Committee? Yes No
If yes, please explain _____

CHIQUITA WILLIAMS

SUMMARY OF QUALIFICATIONS

- Computer Skills and Knowledge: SQL, QMF, Excel, Microsoft Word, WordPerfect, Quattro Pro for Windows, Microsoft Access, Informix, Unix, Web Design, Crystal Report Writer and PC trouble shooting.
- Assisting Jacksonville PAL Program with organizing boxing tournament
- Worked with State Boxing Federation in organizing Florida Boxing
- First Female in State of Florida to Host Golden Glove Tournament
- Trail two Professional Bouts in Florida
- Assisted/Manage Professional Fighter Ali (Kenneth Williams)
- Judge Amateur Fight 1983-1993
- Guardian Ad Litem Volunteer
- Active Member of Queen P B Church
- Past, Florida A&M DRS Booster President
- 5 Yrs Chairperson, Capital Outlook Editorial Board
- Secretary, United Families of America
- Florida A & M DRS High School Girls Basketball Holiday Tournament Coordinator
- Leon County Election Clerk & Advisory Board Member
- Past President of All Sports Booster Organization @ FAMU DRS High School
- Worked with Boys Choir of Tallahassee
- Organized Teens group Rickard High School zone (Monday Road)

EDUCATION

1971- 1974 Florida A & M University High School, Tallahassee, Florida 32310, Affiliations: Track & Field Team, Yearbook Club, Honor Roll Society, Science & Math Club, Secretary of the Student Body

1974-1978 Florida A & M University, Tallahassee Florida 32303, Mathematics, Bachelor of Science Degree
Bachelor of Science

- Affiliation: Track & Field, Math Club President, Sigma Gamma Rho Society, ROTC Captain, (First Female From Florida A & M University Airborne Division)

PROFESSIONAL EXPERIENCE

2005- Present Department of Health, Tallahassee, Florida 32399, Systems Project Analyst, and Supervisor: Ms. Linda Day Duties: Determining user and requirements, analyzing those requirements and designing a computer

program to meet those needs. Perform analysis on existing systems to determine ways of improvement or alteration to better meet customer needs. Create report-using crystal 10 and/or exporting data to report using Microsoft tools. Also using other tools to create reports for users. Additionally, creating application using VB, Access, HTML and ASP. Make recommendation to the Supervisor on solutions to applications problem. Assist with developing and designing modifications and improvement to existing application. Prepare written documentation using ISDM to modify program changes or create new application. Generate reports by writing queries to gather information from the database by using SQL's and the formatting the information in excel or access data file for user. Assist with user training in provisions of program changes. Assist with supervision an employee with Data Warehousing.

2001-2005 Department of Health, Tallahassee, Florida 32399, Systems Project Analyst, and Supervisor: Mr. Ted Duncan Duties: Determining user and requirements, analyzing those requirements and computer programs designed to meet those needs. Perform analysis on existing systems to determine ways of improvement or alteration to better meet customer needs. Create report-using crystal 7.5, 8.5 and 10. Additionally, creating application using VB, Access, HTML and ASP. Make recommendation to the Supervisor on solutions to applications problem. Assist with developing and designing modifications and improvement to existing application. Prepare written documentation using ISDM to modify program changes or create new application. Generate reports by writing queries to gather information from the database by using SQL's and the formatting the information in excel or access data file for user. Assist with user training in provisions of program changes.

1999-Present Department of Health, Tallahassee, Florida 32399, Computer Programmers Analyst I, and Supervisor: Mr., Ted Duncan, Duties: Determining user and requirements, analyzing those requirements and computer programs designed to meet those needs. Perform analysis on existing systems to determine ways of improvement or alteration to better meet customer needs. Make recommendation to the Supervisor on solutions to applications problem. Assist with developing and designing modifications and improvement to existing application. Prepare documentation on program changes. Assist with user training in provisions of program changes.

1998 – 1999 Department of Health, Tallahassee, Florida 32399, Office Automation Specialists II, and Supervisor: Ms. Crystal Griffin, Duties: Sorting and deciding proper handling of correspondence, request for lists, labels, Diskettes, and/or Magnetic Tape. Generate reports by writing queries to gather information from the data base (mainframe computer) by using SQL's, QMF's, and the formatting the information in an excel spreadsheet or access data file for users. Assist programmer with testing changes that are made in database. Prepare invoices and price quotes for customers, statistics reports, and refunds. Answering the telephone

inquires concerning Listings, Labels, Magnetic tapes; Diskette from our licensing files and/or exam files. Process all requests once received by the agency. Response to all written inquiries with regards to availability of information about licensees or candidates.

1997- October 1998 Department of Business and Professional Regulation, Office Automation Specialists II, Supervisor: Ms. Vickie Minor, Duties: Sorting and deciding proper handling of correspondence, request for lists, labels, Diskettes, and/or Magnetic Tape. Generate data reports for users by writing queries for gathering information from various database (mainframe computer) using SQL's, QMF's, and export the data information in an excel or access data file for user. Assist programmer with testing changes that are made in database. Prepare invoices and price quotes for customers, statistics reports, and refunds. Answering the telephone inquiries concerning Listings, Labels, Magnetic tapes; Diskette from our licensing files and/or exam files. Process all requests once received by the agency. Response to all written inquiries with regards to availability of information about licensees or candidates. This position supervise 2 FTE employees and 1 OPS

1990 – 1997, Department of Business and Professional Regulation, Information Specialist III, Supervisor: Ms. Vickie Minor, Duties: refer to duties above Job title change.

1988-1989, Highland Intelligence Agency, Intern Supervisor Mr. David Ellisor, Duties: Conduct filed investigations, contact and interview witnesses, obtains and compiles checks, driver license records, professional licensing records or any other pertinent record checks. Analyzed information as to it important. Providing information in writing and verbally concerning investigations.

1983 – July 1993 Florida Athletic Sport Association, Tallahassee, Florida, Executive Director/Part Time, Supervisor: Board, Duties: Recruits volunteer staff, travel with sports teams managing out of town arrangement, schedules company events, hire and dismiss employees. Serve as the executor of financial accounts, file monthly reports to Board of Directors current activities, answer correspondence to the company, serves on all national committees as elected, attend conventions of amateur associations.

PROFESSIONAL MEMBERSHIPS

National Political Congress of Black Women

COMMUNITY ACTIVITIES

Former member of St. Matthew's P. B. Church, Current Member of Queen Chapel P. B. Church, SCLC Member, NCAAAP Member, Capitol Outlook Editorial Board, 1983-1993 Judge Amateur Boxing, Assisted Jax PAL with organizing boxing tournament (Weight-Ins and Matching fight), Mentor @ Florida A & M DRS High School, Guardian Ad Litem, Mentor community-wide youth via HighFive organization, Chair Rattler Rock Classic, Assist will elderly patient @ various nursing home around the City of Tallahassee,

REFERENCES

1) Mr. Roosevelt Wilson Capital Outlook Newspaper, 602 North Adams St, Tallahassee, Florida 32310 (850) 681-1852 2) Elder John Gaines, Monday Rd, Tallahassee, Fl 32301 (850) 321-3031 3) Mr. Elbert Humphrey, 4760 Gearhardt Road, Tallahassee, Fl 32308

HOBBIES

Working with young people, designing and creating report from gathering data from various source, counseling individuals, attending sporting activities and working in my church. Providing rental homes for individuals within Leon County.

VOLUNTEER EXPERIENCE

Past - Lobbyist for African American Political Action Network of Florida, Past - President, National Political Congress of Black Women, Judge Amateur Boxing, Political chair North Fleet Community Association, Chairman Editorial Board Capitol Outlook, Member Black in Communication, Guardian Ad Litem, Past - President of F A&M DRS High School Cheerleaders Group, Former President of FA&MU DRS High School All Sports Club, Mentor @ Florida A & M DRS High School , Created a scholarship in honor of my late mother, "Catherine Simmons", Active elementary member of Florida A&M DRS classrooms, Active volunteer with B. L. Perry Literacy Program.

AWARDS RECEIVED

Nominated for community Service Award, Julian Jackson Community Award, Jacksonville, Florida, Frontiers, Leadership Award, Volunteer Services Award, Jacksonville Pal Program, NCAAAP Humanitarian Award, Publix Unsung Hero Award