ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT

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*

Applications will be discarded if no appointment is made after two years.

Name: Suzanne Phillips | Date: 5 January 2009

Home Phone:(850) 656 8618 | Work Phone: | Email: suzanneqphillips@yahoo.com

Occupation: Retired Director | Employer: Texas Dept. of Housing and Community Affairs

Please check box for preferred mailing address.
☐ Work Address:

City/State/Zip:

✗ Home Address PO Box 12495

City/State/Zip: Tallahassee, Fl 32317

Do you live in Leon County? ✗Yes ☐ No **If yes, do you live within the City limits?** ☐Yes ✗ No
Do you own property in Leon County? ☐Yes ✗ No **If yes, is it located within the City limits?** ☐Yes ☐ No
My husband and I are actively looking for farm land within Leon county.
For how many years have you lived and/or owned property in Leon County? __2__ years

Are you interested in serving on any specific Committee(s)? If yes, please indicate your preference

1st Choice: Planning Commission 2nd Choice: Affordable Housing Task Force

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:

Human Services X Housing X Health Care __ Science __ Library Services __ Growth Management X
Tourist Development __ Transportation __ Bicycle/Pedestrian __ Parks & Recreation __
Code Enforcement X
Other Areas Human Services Grant Review, Enterprise Development Zone, CDBG Advisory, Growth and Environment, Housing Finance, Audit Advisory (All of which are within my areas of expertise)

Have you served on any previous Leon County committees? ☐Yes ✗ No

If Yes, on what Committee(s) have you served? _____

How many days per month would you be willing to commit for Committee work? ☐ 1 ☐ 2 to 3 ✗ 4 or more
And for how many months would you be willing to commit that amount of time? ☐ 2 ☐ 3 to 5 ✗ 6 or more
What time of day would be best for you to attend Committee meetings? ✗ Day X Night

(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: 57 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. ***Please find attached a copy of my resume.***

Given the nature of my duties as an executive at the Texas Dept of Housing and Community Affairs, I became well versed in the technical and policy issues related to to federal and state funded programs administered by most counties, such as CDBG, CSBG, LIHEAP, and Section 8. I was honored tot served on the state's Executive Review and Awards Committee which reviewed and approved all applicants to the Department. Serving as liaison between the state and local government gave me an excellent perspective of counties many duties and programs. Additionally while living in Pinellas county, I worked with the Collier County Commission during preparation of its Comprehensive Plan and housing element. Also while in the private sector I was a joint venture partner with the National Development Council (non-profit), City of St. Petersburg, and Florida Power.

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

Former Executive Director Florida Housing Finance Corp

Name: Susan Leigh Telephone: 850-656-2808

Address: PO Box 16129 Tallahassee, Fl 32317

Former Asst. Secretary for Multifamily Housing Programs and Senior Advisor to FHA Commissioner Brian Montgomery

Name: John Garvin Telephone: unlisted but avail by request to suzanneqphillips@yahoo.com

Address: 4711 Spicewood Springs Rd. Suite 267 Austin TX 78759

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? X Yes ☐ No

Will you be receiving any compensation that is expected to influence your vote, action, or participation on a Committee? ☐ Yes X No If yes, from whom? _____

Do you anticipate that you would be a stakeholder with regard to your participation on a Committee? ☐ Yes X No conflict of interest, but a stakeholder and responsible member.

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? ☐

26

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 X No
If yes, please explain _____

All statements and information provided in this application are true to the best of my knowledge.

Signature: *electronic signature* Suzanne Phillips (actual will be mailed if necessary)

Please return Application to Christine Coble, Agenda Coordinator
Leon County Board of County Commissioners
301 South Monroe Street
Tallahassee, FL 32301

Suzanne Q. Phillips

PO Box 12495, Tallahassee, Fl 32317
Home – (850) 656-8616 Cell – (512) 694-3940
suzanneqphillips@yahoo.com

SUMMARY OF QUALIFICATIONS

Has participated in the housing industry in the public sector for 14 years and in the private sector for 10 years. Background includes managing multifamily property in Georgia and Florida, and active involvement in commercial, industrial, and residential development, and migrant housing initiatives. Has worked with local governments and non-profit organizations as an affordable housing consultant. Was instrumental in the development of standards for monitoring programs funded by federal, state, local government, and non-profit entities such as the Low-Income Housing Tax Credit (LIHTC), the HOME program, the Resolution Trust Corporation's (RTC) Affordable Housing Disposition Program (AHDP), and the Tax Credit Bond program. Has exceptional technical knowledge of federal housing regulations and laws of relevant housing programs. Is an accomplished speaker and lecturer on housing policy and related matters. Is an innovative thinker, possessing strong leadership skills.

Risk Review and Assessment
Oversight and Monitoring
Internal Controls
Compliance Systems
Mediation and Resolution
Development of Affordable Housing Policy
Governmental and Auditor Intervention
Property Management and Operations
Voluntary Compliance Procedures
Fair Housing Act
Americans with Disabilities Act

PROFESSIONAL EXPERIENCE

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS (TDHCA) **1992 – 2005**
Director of Portfolio Management and Compliance *- Austin, Texas*

- Recruited to establish and implement programs administered and monitored by the Department including federal and state housing programs, and community development and service programs such as the LIHTC program and the HOME program.
- Under a special initiative created by Governor Ann Richards and the TDHCA Board of Directors, and with the assistance of the IRS General Counsel's Office, planned and implemented the most successful compliance monitoring system in the country. These systems and manuals have subsequently been used as a template for a National Council of State Housing Agencies (NCSHA) nationally distributed publication, used by the owners and managers of low-income housing and other state housing allocating agencies.
- Directed the implementation of policy and rules associated with the monitoring of 130,000 units of affordable housing and 5,000+ federally funded contracts.
- Responsible for various aspects of oversight of federally funded contracts. Established & maintained open lines of communications with federal funding entities, federal and state investigational units service providers and contractors to ensure that the policies, rules and mission of the Department were adhered to and followed.
- Responsible for the short and long term administration and monitoring of all housing related programs after contract execution.
- Represented TDHCA to state legislators, members of Congress, and federal oversight entities such as the Department of Treasury, the Department of Justice, the Internal Revenue Service (IRS), the U. S. Department of Housing and Urban Development (HUD), and the Thrift Oversight Protection Board.
- Ensured that internal operations and external partners had effective internal controls in place to successfully implement programs and fulfill the Department's mission by providing appropriate technical assistance and training.
- Responsible for successful mediation & resolution of violations related to audit findings.
- Served as the TDHCA liaison/trainer for the Texas Affiliation of Affordable Housing Providers (TAAHP) for the Annual Housing Conference, and chaired and co-sponsored a Fair Housing plenary event and accessibility training to TAAHP membership.

Suzanne Q. Phillips

PO Box 12495, Tallahassee, Fl 32317
Home – (850) 656-8616 Cell – (512) 694-3940
suzanneqphillips@yahoo.com

- Initiated and was on the Executive Oversight Committee for the Central Database Project, and coordinated the consultant deliverables quality control procedures and design specificaions. This new system now allows the Department's subrecipients and contractors to conduct business on-line including the provision of tenant umit data and finacial reporting.
- Responsible for the recovery of over $1 million in recaptured funds from sub-recipients with material violations of their contracts, and the identification of an additional $24 million during reconciliation for subrecipient findings.
- Negotiated with HUD in Washington and the Field Office for a reduction of findings and an extension on the response time period.
- Instituted and oversaw the deobligation and close-out of contract that had been virtually ignored since 1992.

BRODERICK AND ASSOCIATES ***1983 - 1992***

*Member Consultant and Development Team - **Pinellas Park, Florida***

- Developed and managed numerous real estate ventures, including a one million square foot industrial park, commercial and retail centers, single family planned communities and 3000 units of affordable rental properties. Responsible for market analysis and project marketing, construction planning and coordination, on-site leasing and/or sales and property management. Developed and managed tax-exempt multifamily bond properties. Responsible for establishing and maintaining compliance with federal tax requirements and state imposed restrictions.

Petersburg, Florida Power Corporation .City of St -Joint Venture Partner with National Development Corporation

- Represented the managing general partner (Broderick and Associates) in a lease purchase program. Converted a high school, originally constructed in 1912, into first time homeowner condominiums. Managed project from program inception through renovation and initial lease-up. Coordinated neighborhood revitalization efforts with the city of St. Petersburg's Community Development Corporation. Coordinated neighborhood revitalization effort with the city of St. Petersburg utilizing Community Development Block Grant and UDAG funds.
- Was the development team member designated to work with agri-business, activists and a banking consortium for the development of migrant housing

***Member of Affordable Housing Task Force** - Collier County, Florida*

- Member of committee charged with the creation of "housing element" portion of the county's comprehensive development plan. Plan included establishing long and short term goals related to zoning, master planning, housing needs analysis, affordable housing development incentives such as fast track permitting, land banking, impact fee waiver and reduction, density adjustments, leveraging local funds with federal or state resources, and bank consortium s.

BALCOR PROPERTY MANAGEMENT, BALCOR MORTGAGE CORPORATION - 1979 1982

Regional Manager – Largo, Florida

- Managed 1,700 rental units and 250,000 square feet of commercial office space. Responsible for the hiring and supervision of on-site staff. Responsible for all rental collections, site accounting records, budgets and financial reports, and annual maintenance plans. Responsible for a substantial renovation/rehabilitation, lease-up and ongoing management of a previously uninhabitable 568 unit multifamily project.

Early Career History

International Property Management Corporation, Cousins Mortgage and Equity Investment (1976 – 1979)

Forrest Properties, Bill Moore Associates (1974 – 1976)

Professional Achievements

Innovation and Creativity Award by TDHCA for negotiation and execution of a Memorandum of Understanding with RTC/FDIC for contract monitoring of the AHDP

Founding member of a team created by the National Association of Home Builders (NAHB)

Suzanne Q. Phillips

PO Box 12495, Tallahassee, Fl 32317
Home – (850) 656-8616 Cell – (512) 694-3940
suzanneqphillips@yahoo.com

to formulate professional standards for LIHTC program participants

Active participation on national Fair Housing initiatives with the "kick off" meeting of the Fair Housing Memorandum of Understanding with TDHCA's Section 8 Policy evolving into the plan that is being used as a national template and is now institutionalized in the enabling statute and associated rules

Presentations on numerous subjects before conference attendees for NCSHA, National Association of Housing Homebuilders, and other nationally recognized organizations.

Organized and moderated multiple Fair Housing panels with over200 to 400 attendees

Participated, by invitation, in NCSHA's "issues round table" reviewing upcoming legislative agendas

Acknowledged within the publication for contributions to both editions of NCSHA's Essential Guide to Housing Credit Compliance

Organized the first Compliance Officer Workshop which evolved into a national initiative

Governor Rick Perry issued a proclamation commending the Department's ability to immediately assist Hurricane Katrina evacuees by providing state-wide information on vacant apartments, rent amounts and the level of accessibility

Created the LIHTC Compliance Manual subsequently used as a template

---

Career Professional Affiliations

Founding Member, Board of Governors for the Housing Credit Certified Professional – This certification is for excellence in administration of the LIHTC housing programs. The HCCP professional credential is the highest level of professional competency available in that housing industry and has become a standard-bearer for housing industry professionals.

Member, Board of Directors for the National Housing Conference

Member, Frequent Lecturer and Task Force Member for the National Council of State Housing Agencies

Member, National Working Group under a Memorandum of Understanding between the Department of Treasury, the Department of Justice, and HUD

Certifications

Housing Credit Certified Professional (HCCP)

Certified Occupancy Specialist (COS)
Best Practices in managing IT systems
Risk Assessment and Internal Control Management
Annual Fair Housing Training Certification (1998-2003)