

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: Jessie L. Brown Date: 5-22-07

Home Phone: 877-5380 ^{Cell} Phone: 556-7293 Email: jessieb@mailier.Fsa.edu

Occupation: Retired - FSU Employer: _____

Please check box for preferred mailing address:
 Work Address:
 City/State/Zip: _____

Home Address 1717 Old Briar Tr.
 City/State/Zip: Tallahassee, FL 32305

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
 For how many years have you lived and/or owned property in Leon County? 66 years

Are you interested in serving on any specific Committee(s)? If yes, please indicate your preference
 1st Choice: Water Resources 2nd Choice: _____

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 __ Housing __ Health Care __ Science __ Library Services __ Growth Management __
 Tourist Development __ Transportation __ Bicycle/Pedestrian __ Parks & Recreation __
 Code Enforcement __
 Other Areas _____

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 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: 66 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.

*COT- Citizen's Advisory Committee on
Effluent Disposal Options 1/92 to 4/94
Munson Area Preservation, Inc. Sec./Treas.
1976-present*

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

Name: Sharon Grey Telephone: 850 877-6579
Address: 2012 Rivers Rd Tallahassee 32305

Name: Robert M. Johnson Telephone: 623 742-0160
Address: 36815 N. 20th St., Phoenix, Az. 85086 (moved to Tallahassee 1/07)

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 _____

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

Signature: Julie L. Brown

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

Resume

Jessie L. Brown

1717 Old Briar Trail
Tallahassee, Florida 32305

(850) 877-5380
jessieb@mailier.fsu.edu

SUMMARY OF QUALIFICATIONS Over thirty years of increasingly responsible experience in University administration.

EDUCATION

Florida State University
Tallahassee Community College

Varied academic course work with emphasis
in Business/Accounting/Computers

Completed Levels I and II of the Florida Certified Management Program through the Center for Public Management at Florida State University, 1984

Leon High School, Tallahassee, Florida, Graduated 1959

EXPERIENCE

July 1, 2003 – June 30, 2007 (part-time) – Administrative Assistant to Board of Directors, Florida State University Schools.
Duties: Administrative support to Board, preparation of Agendas and Minutes for monthly Board meetings.

January 19, 1996 to June 30, 2003 (part-time) – Assistant to Director/President Emeritus, Gus A. Stavros Center for the Advancement of Free Enterprise and Economic Education, Florida State University

Duties: Provide administrative and secretarial support to Director/President Emeritus. This was a rather ubiquitous position simply requiring that you handle whatever is necessary.

March 25, 1977 to retirement on June 30, 1995 - Executive Assistant, Office of the Vice President for Research, Florida State University (reclassification from Administrative Assistant II to Administrative Assistant III effective 11/13/87; reclassification to Coordinator of Administrative Services effective 3/2/90 and to Executive Assistant effective 1/92).

Duties: Serve as special assistant to the Vice President for Research. Formulate and communicate administrative policies relative to management of Division of Research. Develop and direct Divisional management control over programs for personnel, fiscal, property, procurement, travel, PARS, and Affirmative Action. Prepare annual operating budgets on Sponsored Research and Development Fund (SRAD); administer University policy on the use and allocations of SRAD Funds. Authorize expenditures and supervise detailed accounting on all accounts under the direct purview of the Vice President. Serve as approving authority on qualifications and contracts of all professional research classes for University. From March 1977 through December 1991 was also responsible for originating, implementing and maintaining fiscal and administrative policies and procedures necessary for the operation of the Office of the Vice President and the Office of Contracts and Grants and for setting up and monitoring expenditures on the 50-75 research awards granted annually by the Council on Research and Creativity. Those responsibilities were assigned to another position when three large research institutes (National High Magnetic Field Lab, Supercomputer Computations Research Institute and the Institute for Science and Public Affairs) were added to the Division of Research and my oversight responsibilities.

November 1973 to March 1977 - Administrative Assistant I, Office of the Provost for Social Sciences and Law, Florida State University.

Duties: Formulate and communicate administrative policies relative to management of Division of Social Sciences and Law. Research and interpret University and BOR policies; gather data, conduct research and compile statistical reports; maintain all budgets for Provost Office and monitor budgets and personnel appointments, promotion and tenure files, etc. for units in Division. Resolve or advise Provost on resolution of problems raised by deans and administrative personnel.

July 1973 to November 1973 - Staff Assistant II, Dean of the Faculties Office, Florida State University.

Duties: Coordinate University Lecture Series and Fine Arts Festival; maintained budgets for ULS, FAF, Dean of the Faculties and the Faculty Senate. Recording Secretary for Council of Provosts.

March 1967 to July 1973 - Staff Assistant II, Vice President for Academic Affairs, Florida State University.

Duties: Served as personal assistant to the Vice President coordinating all meetings, appointments and travel. Screened all phone calls and visitors frequently answering inquiries. Managed all correspondence for the office, composing replies where applicable. Assigned work and supervised two secretarial positions. Served as recording secretary to Council of Deans.

January 1965 to February 1967 - Secretary III, Business Manager's Office, Florida State University.

Duties: Served as Secretary to the Associate Business Manager who was also Director of the University's Physical Plant. Maintained University's insurance records for fire and contents on buildings, vehicles, boats, etc.; coordinated all purchases of insurance, renewals, approvals, payments and prorated costs and billed departments their share. Maintained files of buildings under construction and their budgets, progress reports, etc. Assigned building numbers. Maintained titles and records on all University-owned vehicles. Served as recording secretary to University Building Committee.

COMMITTEES

FSU Civic Center Use Day Board, September 1992 to 1995

Florida State University Lab School Advisory Board, September 1986 to 1992. Chairman, 1991-92.

FSU School Family/School/Community Advisory Council, April 1989 to August 1992. Chairman, Program Subcommittee.

FSU Human Affairs Associate representing Division of Research, September 1977 to June 1995.

Copy Machine Study Committee, 1991/92.

Selection Committee, Florida State University School Director, June 1991 to August 1991.

Selection Committee, Director of University Planning and Analysis, May 1990 to September 1990.

FSU Title IX Committee, September 1985 to August 1991.

Study Committee on Implementation of Access Card, February 1991 to July 1991.

FSU Comptroller's Advisory Committee, 1974 to 1984

Financial Advisory Subcommittee of the FSU Computing Center Policy Board, October 1986 to September 1987.

Committee to Establish Criteria and Selection Committee, Daisy P. Flory Alumni Professor, September 1984 to June 1985.

FSU Equal Opportunity Committee, January 1979 to September 1980. Elected Chairman at organizational meeting in February 1980.

FSU United Way Steering Committee, September 1977 to December 1977.

Study Committee on Organization for Intercollegiate Athletics, July 1977 to December 1977.

SERVICE TO UNIVERSITY AND COMMUNITY

Tallahassee-Hospitality Club (Tally Ho) Board of Directors – Treasurer 2000-2003; First Vice President/Program Chairman 2003-04; President 2004-05; Member-at-large 2005-06; Recording Secretary 2006-07

Citizen's Committee on Effluent Disposal Options, January 1992 to April 1994

University's Annual United Way Drive, Chief Worker for Office of Research and Contracts and Grants Office, Fall 1977 to 1992.

Coordinator, Mobile Unit Blood Drive at Don Fuqua Research Complex, March 1989, February 1991, and August 1991.

Annual Savings Bond Drive, served multiple years as solicitor for Office of Research.

Board of Directors, FSU Credit Union, March 1979 to February 1980.

Secretary/Treasurer, Munson Area Preservation, Inc. Neighborhood Association, 1976 to present. Have made multiple appearances before City and County Commissions, and met with City, County, State and Federal officials on behalf of this organization. Spent three years promoting the acquisition by the County of property on Lake Munson for a public park.

Florida State University School PTA, Athletic Boosters, Music Boosters and Science Boosters. Annual membership in and volunteer for these organizations during thirteen years my children attended the school. Helped coordinate Annual Science Fair 1987 to 1991.

Oak Ridge Elementary School PTA, 1976 to 1982. Vice President, 1981-82.

Friends of Children's Home Society, 1967 to 1985. President, 1983-84. Helped plan, organize and execute multiple fund-raising events for this organization over period of 18 years.