

**Attached is Additional Information for
Agenda Item #35**

**Expirations, Vacancies, and Appointments to the Bradfordville
Historic Schoolhouse Focus Group, Code Enforcement Board,
Educational Facilities Authority, Enterprise Development Zone
Agency, Housing Finance Authority, Leon County Human Relations
Advisory Committee, and Water Resources Committee**

**Applications for Housing Finance Authority:
Add - (Attachment #15a) - Wanda Carter
Add - (Attachment #15b) - Mike Hervey**

Meeting of Tuesday, August 25, 2009

This document distributed: August 24, 2009

ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT

<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: Wanda E. Carter		Date: 02/05/2009
Home Phone: 561-6706	Work Phone: 321-7280	Email: wanda.carter@gmail.com
Occupation: Real Estate Agent	Employer: Keller Williams Town & Country Realty	
<p>Please check box for preferred mailing address.</p> <p><input type="checkbox"/> Work Address:</p> <p>City/State/Zip:</p>		
<p><input checked="" type="checkbox"/> Home Address: 2663 Fairmount Lane, Tallahassee, FL 32308</p> <p><u>Mailing Address: P.O. Box 11203, Tallahassee, FL 32302-3203</u></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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Do you own property in Leon County? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, is it located within the City limits? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>For how many years have you lived and/or owned property in Leon County? <u>21 years</u></p>		
<p>Are you interested in serving on any specific Committee(s)? If yes, please indicate your preference</p> <p>1st Choice: Housing Finance Authority 2nd Choice: Affordable Housing Advisory Committee</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 __ Housing __ Health Care __ Science __ Library Services __ Growth Management __ Tourist Development __ Transportation __ Bicycle/Pedestrian __ Parks & Recreation __ 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 checked="" 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: 55 years 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.

I am interested in serving the Leon County community in the development of housing and real estate policy arena because I want to contribute to finding solutions to many of the challenging issues in this policy area facing families, developers, property owners, and government. In September 2008, I became a Florida-licensed real estate agent. Prior to beginning my real estate career, I worked as a health policy analyst with the Florida Senate and legislative analyst with a local law firm. I received a law degree from the University of Florida in 1987, but I have never been a member of the Bar of any state. My civic involvement, in part, includes: For more than 5 years, Board member of Literacy Volunteers of Leon County; volunteer GED tutor; Red Cross volunteer—currently Disaster Relief and previously Service to Military Families; and mentor youth at Belle Vue Middle School.

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

Name: Melvin Stone Telephone: 321-7272
Address: 8059 Longmeadow Drive, Tallahassee, FL 32312

Name: Nayola Allen Telephone: 202-421-1869
Address: 12009 Millstream Drive, Bowie, MD 20715 (born in & owns property in Leon County)

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: Wanda E. Carter

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

ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT

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Name: <u>Michael Hervey</u>		Date: <u>8/24/2009</u>
Home Phone: <u>(850) 355-4199</u>	Work Phone: <u>(850) 766-9009</u>	Email: <u>mhervey2000@uphree.com</u>
Occupation: <u>Entrepreneur</u>	Employer: <u>Affordable Housing Solutions Tallahassee, LLC</u>	
Please check box for preferred mailing address.		
<input checked="" type="checkbox"/> Work Address: <u>P.O. Box 12395</u> City/State/Zip: <u>Tallahassee, FL 32317</u>		
<input checked="" type="checkbox"/> Home Address: <u>2661 Noble Drive</u> City/State/Zip: <u>Tallahassee, FL 32308</u>		
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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No Do you own property in Leon County? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, is it located within the City limits? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
For how many years have you lived and/or owned property in Leon County? <u>8</u> years		
Are you interested in serving on any specific Committee(s)? If yes, please indicate your preference		
1st Choice: <u>Housing Finance Authority</u> 2nd Choice: <u>Affordable Housing Advisory Committee</u>		
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 <input type="checkbox"/> Housing <input type="checkbox"/> Health Care <input type="checkbox"/> Science <input type="checkbox"/> Library Services <input type="checkbox"/> Growth Management <input type="checkbox"/> Tourist Development <input type="checkbox"/> Transportation <input type="checkbox"/> Bicycle/Pedestrian <input type="checkbox"/> Parks & Recreation <input type="checkbox"/> Code Enforcement <input type="checkbox"/> Other Areas _____		
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Race: Caucasian African American Hispanic Asian Other
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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 Resume Attached

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

seasonal) Name: Darwin Holloman, City Resident Telephone: (850) 523-4600
 Address: Regions Bank 2000 Capital Circle NE, Tallahassee, FL 32308

Name: TORRIS Osborne, Washington General Telephone: (850) 559-0814
 Address: 9400 Windham Way, Tallahassee FL 32312

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 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? 9 Yes No

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

Signature: Michael H. [Signature]

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

MICHAEL HERVEY

Home: 2661 Noble Drive Work Phone: (850) 385-4199 email: mhervey2000@yahoo.com
Tallahassee, FL 32308 Cell Phone: (850) 766-9004

Objective

To combine 24 years of community and economic development experience to build sustainable communities.

Education

Master of Science (M.S.), Masters in Urban & Regional Planning, Virginia Commonwealth University, Richmond, VA, 1985.

Bachelor of Science (B.S.), Urban Studies and Planning, Virginia Commonwealth University, Richmond, VA, 1982.

Employment

PRESIDENT AND CEO Affordable Housing Solutions Tallahassee, LLC, Tallahassee, FL, September 2007 to present. Affordable Housing Solutions Tallahassee, LLC is a minority owned development, management and consulting company specializing in affordable housing and community economic development projects and initiatives.

HOUSING & GRANTS ADMINISTRATOR Department of Neighborhood and Community Services, Tallahassee, FL, September 2002 to September 2007. Primary responsibilities included administering and implementing the City's affordable housing and community economic development initiatives. This entailed the oversight, management and implementation of the city's Community Development Block Grant (CDBG), State Housing Initiative Program (SHIP), HOME, Affordable Housing Trust Fund, and Fannie Mae Construction programs. These sources constituted over \$8 million in annual funding and leveraged upwards of \$50 million in community economic development initiatives to help develop sustainable communities. Coordinated the preparation of the Consolidated Plan, Annual Action Plan, Local Housing Assistance Plan, and the Comprehensive Annual Performance and Evaluation Report (CAPER). Supervised a staff of ten.

HOUSING ADMINISTRATIVE SUPERVISOR II Department of Neighborhood and Community Services, Tallahassee, FL, September 2001 to September 2002. Primary responsibilities included assisting the Housing and Grants Administrator implement the City's affordable housing and community development programs and projects; administering and monitoring all grants and loans and insuring that all programs were in compliance with federal, state and local regulations. Duties also entailed coordinating all governmental audits and environmental reviews; monitoring program activities; developing internal financial monitoring and management systems; administering directs; planning and coordinating the work of staff within the division and ensuring that work was completed in a timely and efficient manner consistent with departmental goals and procedures; working with agencies and private developers to bring forward economically feasible and well planned affordable housing and community economic development projects; providing policy recommendations through preparation of agenda items and presentations to the City Commission and boards; and interacting with national, state and local intermediaries to leverage City funding resources. Supervised a staff of six.

EXECUTIVE DIRECTOR-FARISH STREET HISTORIC DISTRICT NEIGHBORHOOD FOUNDATION Jackson, MS, July 1996 to July 2001. Primary responsibilities included the preservation and restoration of an African American Historic District in downtown Jackson, Mississippi. Developed partnerships with the National Trust for Historic Preservation, National Equity Fund (NEF), Local Initiative Support Corporation (LISC), Fannie Mae Foundation, Fannie Mae Corporation, private banking sources and corporate sponsors in order to implement residential and commercial initiatives of the organization. This partnership resulted in the successful legislative funding of \$6 million for development of an Urban Entertainment District and creation of business loans; \$2.8 million in the restoration of 35 "shotgun" units into affordable housing for low income and elderly residents; and \$350,000 in the restoration of the Scott-Ford House Museum. The position also required fund raising, facilitating educational forums, working with diverse neighborhood groups and conducting due diligence on all organizational matters. I also coordinated and completed a General Development Plan and Design Guidelines for the Farish Street Historic District. Supervised a staff of four.

DEVELOPER/CONSULTANT January 1990 to July 1996. As an independent consultant, I assisted private and non profit developers in financing, development, formation and planning stages of real estate projects. I specialized in identifying and structuring subsidy, equity, and syndication financing essential to affordable housing projects. I constantly interacted with federal, state and local agencies, and national equity syndicators assisting project sponsors. My education and experience enabled me to consult with local governments, private developers and Community-based Organizations (see list of projects attached).

ACTING CODE ADMINISTRATOR/PRINCIPAL PLANNER Department of Community Development, Richmond, VA. March 1989 to January 1990. Responsible for the design, management and implementation of a citywide consumer oriented code enforcement program. Wrote and presented "A Plan for Action..." to the City Manager and City Council recommending the reorganization and consolidation of environmental and housing inspection staff, and the implementation of a community-wide enforcement effort. Supervised a staff of 11. Administered and operated an annual budget of \$1.5 million. Conducted a public relations/education campaign through television, radio, newspaper, and meetings with neighborhood associations and business groups.

SENIOR PLANNER Department of Community Development, Richmond, VA. November 1987 to March 1989. Served as project director for neighborhood development efforts. Coordinated public/private partnerships between local housing authority, private developers, non profits, neighborhood groups and financial institutions. Instituted several new programs including an abandoned housing program and tax sales program. Provided support to neighborhood team process. Published two Vacant Housing Catalogs and a Vacant Housing Survey. Provided technical assistance to private and non profit developers. Assisted small developers and non profit organizations in financial packaging of projects. Prepared and administered an annual program budget of \$1,000,000. Supervised a staff of five.

ZONING OFFICER Department of Community Development, Richmond, VA. July 1986 to November 1987. Reviewed site plans, community unit plans, special use plans, building and alteration permits for code compliance. Verified and inspected applications for certificate of occupancy to ensure proper use of structures and property. Wrote and served zoning enforcement letters to owners violating local ordinances and codes.

PLANNER Department of Planning & Community Development, Richmond, VA. December 1985 to June 1986. Collected data for population, housing and economic studies, and assisted in the writing of technical planning reports. Prepared a variety of maps, charts and graphs, and made presentations of detailed plan components at public hearings. Supervised neighborhood improvement projects and coordinated area plans.

ZONING TECHNICAN Department of Planning & Community Development, Richmond, VA. June 1985 to November 1985. Conducted extensive investigation of the certificate of occupancy permits throughout residential and business areas of the city. Inspected sites of suspected nonconforming uses in violation of the city zoning ordinance and provided appropriate documentation.

AD HOC MEMBER Served as an advisor to the Legislative Subcommittee for the Mayor's Committee on the Needs of Disabled Persons, Richmond, VA. January 1985 to May 1985. Presented a graduate thesis document, Condominium Conversions: As An Alternative To Home Ownership In Richmond, VA. Advised Mayor's Legislative Committee on pertinent issues relative to displacement affecting elderly and challenged individuals.

GRADUATE ASSISTANT Central Richmond Association (CRA), Richmond, VA, April 1984 to December 1984. Assisted Executive Director to plan, develop, and implement a strategy for repeal of Richmond City "Blue Laws." Worked with others to obtain 20,000 signatures on a petition to put the question of Sunday shopping on a local referendum. Supervised 170 individuals, for Election Day distributions of literature and posters at voting precincts and encouraged strong voter participation. Assisted Executive Director in recruiting biracial community group to serve on a political action committee- "Richmonders For Free Enterprise."

RESEARCH ASSISTANT Educational Support Program, Virginia Commonwealth University, Richmond, VA. April 1982 to April 1984. Developed quantitative analysis for doctoral dissertation, research survey projects, and computer programming methods. Composed written reports to staff and director, and conducted mini surveys.

INTERN The Commission of Human Relations, Richmond, VA. January 1982 to May 1983. Assisted staff on community relations activities and Commission research projects including a Minority Business workshop and a Summer Youth Employment Project. Developed research design and survey methodology for Commission projects. Assisted in the writing of Human Relations Newsletter, Bulletins, Pamphlets, Brochures and Annual Report.

Special Skills

Proficient in Microsoft Works and Microsoft Office Suite.

Boards and Affiliations

1. Board of Directors, Big Bend Homeless Coalition, March 2008 to present.
2. John Riley House and Museum Advisory Board, September 2003 to present.
3. Fannie Mae Corporation's Advisory Board for the North Florida Region, June 2003 to June 2007.
4. Fannie Mae Fellow, Harvard University Executive School of Government, July 1999.
5. Board of Directors, AmSouth Bank Community Development Corporation, April 1999 to September 2003.
6. Advisory Board, National Trust for Historic Preservation, October 1998 to July 2001.
7. Member, Mayor's Comprehensive Plan Committee, Jackson, MS, August 1999 to July 2001.
8. Chair, Economic Development Subcommittee, City of Jackson Comprehensive Plan 1999 to July 2001.
9. Member, Mississippi Home Corporation, Tax Credit Advisory Committee, June 1999 to July 2001.
10. Board of Directors, Tougaloo College Community Development Corporation, Jackson, MS, July 2000 to July, 2001.
11. Leadership Jackson Alumnus, Class of 1998.
12. Board of Directors, National Housing Conference, Washington D.C., June 1995 to July 2000.