

ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT

<p>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: Catherine Jones		Date: 09/23/09
Home Phone: 878-4464	Work Phone: 606-5379	Email: jonesc@leoncountyfl.gov
Occupation: Commission Aide	Employer: Leon County Board of County Commissioners	
<p>Please check box for preferred mailing address.</p> <p><input checked="" type="checkbox"/> Work Address: 301 S. Monroe Street, 5th Floor</p> <p style="padding-left: 40px;">City/State/Zip: Tallahassee, FL 32301</p>		
<p><input type="checkbox"/> Home Address: 2307 Bourigogne Drive</p> <p style="padding-left: 40px;">City/State/Zip: Tallahassee, FL 32308</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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, is it located within the City limits? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		
<p>For how many years have you lived and/or owned property in Leon County? <u>20</u> years</p>		
<p>Are you interested in serving on any specific Committee(s)? If yes, please indicate your preference</p> <p>1st Choice: <u>Charter Review Committee</u> 2nd Choice: _____</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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>If Yes, on what Committee(s) have you served? <u>Senior Outreach Advisory Council</u></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 type="checkbox"/> Night</p>		
<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.</p> <p>Race: <input checked="" type="checkbox"/> Caucasian <input type="checkbox"/> African American <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian <input type="checkbox"/> Other</p> <p>Sex: <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female Age: _____ Disabled? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p style="text-align: center;">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@leoncountyfl.gov</p>		

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.

Having called Leon County my home for the past twenty years, I fundamentally believe it is my obligation to give back to the community. Leon County is not only my home, it is the place I have chosen to raise my children; and, therefore, the future of our community is extremely important to me. I come to this process with extensive experience working on local, state, and national boards. My professional experience has afforded me many opportunities including working for private business, non-profit business, and local government. The skills that I will bring to the committee include extensive training and experience in consensus building, experience in business merger and acquisition including negotiations and regulatory compliance, and strategic partnership development. Please see my attached resume.

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

Name: Kelly Otte Telephone: 212-6412

Address: 317 East Call Street, Tallahassee, FL 32301

Name: Allison Carvajal Telephone: 321-7090

Address: 3396 Deer Lane Drive, Tallahassee, FL 32312

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: 

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

Catherine Raymaker Jones
2307 Bourgogne Drive · Tallahassee, Florida 32308
(850) 345-0567 · catjones72@yahoo.com

Experience

November, 2008 – Present Leon County Board of County Commissioners
Commission Aide to Commissioner Akin Akinyemi
Constituent liaison for the Commissioner; receive complaints and inquiries from the public and provide requested information or referral to appropriate office or agency; conduct follow-up of citizen inquiries and complaints; prepare correspondence in response to public inquiries; conduct research and policy analysis; oversee the work of temporary interns and student workers.

2002 – 2008 The Alzheimer's Project, Inc.
Executive Director
Responsible for the overall operations and management of non-profit organization including asset protection and marketing/public relations, accounting functions, human resource management, and grant and contract management; assisted in development of current and long-term organizational goals and objectives; wrote and developed operating policies and procedures; analyzed and evaluated vendor services; established strategic partnerships with community stakeholders; negotiated and oversaw the acquisition of another non-profit organization including managing regulatory compliance; during tenure oversaw grant development increase of 1000%, staff growth of 300%, unsolicited contribution increase of over 1000%, and unrestricted operating budget increase of 500%.

1997 – 2002 Saint Paul's United Methodist Church
Publication Editor/Secretary
Designed and edited all publications including twice-monthly newsletter and weekly bulletins; maintained facilities calendar.

1996 – 1997 United States Corrections Corporation
Assistant Warden/Accreditation Manager
Oversaw initial accreditation program for Florida's first privatized prison; rotational weekend duty officer in charge of all prison administration; wrote and developed all operating policies and procedures; developed rehabilitative programming initiatives.

1994 – 1995 United State Peace Corps
Volunteer – Islamic Republic of Mauritania
Required to live with host country nationals and assimilate to their culture and customs completely including speaking the local languages; created a community corrections program incorporating agriculture and agroforestry development with work release; assisted with fresh water development and gardening in villages.

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Education

1995 – 1996	University of South Florida Community Corrections/Correctional Rehabilitation
1989 – 1992	Florida State University Criminology

Community Service

- Leadership Tallahassee, Membership Committee
- -Lapsed Dues Chair (2009 – Present)
- Oasis Center for Women and Girls
- -Member, Board of Directors (2008-2009)
- United Partners for Human Services
- -President (2008); Member, Board of Directors (2005-2008)
- Leadership Tallahassee
- -Member, Class 24 (2006-2007)
- Leon County Senior Advisory Outreach Council
- -Member (2006)
- Leon County Senior Citizen’s Foundation
- -Vice-President (2006-2007); Member of the Board of Directors (2004-2007)
- Florida Respite Coalition
- -Member, State Board of Directors (2003-2005)
- Alzheimer’s Foundation of America
- -Secretary, National Advocacy Committee (2003-2004)
- -Chair, National Advocacy Committee (2004-2005)
- Trinity Catholic Home and School Association
- -Secretary (2004-2008)

Knowledge, Skills, Abilities

- Policy and procedure writing experience
- Local, state, and federal grant management experience
- Merger and acquisition experience
- Community focus group facilitation experience
- Consensus building and negotiation training and experience
- Technical writing experience
- Curriculum writing and teaching/training experience
- Extensive public speaking experience