

# 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: William Shane Phillips		Date: 09/09/2009
Home Phone: 878-7637	Work Phone: 410-4474	Email: phillips.shane@mail.dc.state.fl.us
Occupation: Operations Consultant	Employer: State of Florida	
<p>Please check box for preferred mailing address.</p> <p><input type="checkbox"/> Work Address:</p> <p style="padding-left: 20px;">City/State/Zip:</p>		
<p><input type="checkbox"/> Home Address: 4126 Laurel Oak Circle</p> <p style="padding-left: 20px;">City/State/Zip: Tallahassee, FL 32311</p>		
<p>Do you live in Leon County? Yes    If yes, do you live within the City limits? No</p>		
<p>Do you own property in Leon County? Yes    If yes, is it located within the City limits? No</p>		
<p>For how many years have you lived and/or owned property in Leon County? 33 years</p>		
<p>Are you interested in serving on any specific Committee(s)? If yes, please indicate your preference</p> <p style="padding-left: 20px;">1st Choice: Citizen Charter Review Committee    2nd Choice: Council on Culture and Arts</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 &amp; Recreation __          Code Enforcement __          Other Areas _____</p>		
<p>Have you served on any previous Leon County committees? 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? 4 or more</p>		
<p>And for how many months would you be willing to commit that amount of time? 6 or more</p>		
<p>What time of day would be best for you to attend Committee meetings? Night</p>		



**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? No

Are you willing to complete a financial disclosure form, if applicable? Yes

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

Do you anticipate that you would be a stakeholder with regard to your participation on a Committee? No

Do you know of any circumstances that would result in you having to abstain from voting on a Committee due to voting conflicts? No If yes, please explain \_\_\_\_\_

Do you or your employer, or your wife or child or their employers, do business with Leon County? Yes

If yes, please explain: I work for the State of Florida which does business with Leon County. My wife works for Rogers, Gunter, Vaughn Insurance and they also do business with Leon County.

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? 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

William Shane Phillips  
[phillips.shane@mail.dc.state.fl.us](mailto:phillips.shane@mail.dc.state.fl.us)  
[wphillips37@comcast.net](mailto:wphillips37@comcast.net)

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Present Address

4126 Laurel Oak Circle  
Tallahassee, FL 32311  
(850) 878-7637 home  
(850) 294-8068 cell

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**Education**                    **Stetson University, Deland, FL**  
**Bachelor of Music, May 1996**

**Employment**                ***Government Operations Consultant II, Florida Department of Corrections, Office of Institutions, Bureau of Institutional Support Services* (July 2008 – Present)**

- Responsible for providing contract administrative management and oversight for six revenue generating contracts for the Department's Bureau of Institutional Support Services. These contracts include four contracts which provide vending machines, vending products and related services to visitation parks located at the Department's correctional institutions statewide, one contract which provides statewide canteen services at the Department's correctional facilities and visitation parks, and one contract which provides laundry operations at the Department's twenty work release centers statewide. The total revenue generated from these contracts is approximately \$31,095,000 annually.
- Responsible for communicating with institutional staff and vendor representatives to facilitate contractual obligations and for reporting to the Bureau Chief factual findings inconsistent with the agreed language of the contract and ITB, ITN, and RFP procurement documents.
- Responsible for reviewing, analyzing and providing clear and concise reports on the performance of these contracts and ensuring all contractual obligations are achieved on a monthly basis.
- Responsible for coordinating monitoring visits, corrective action plans, and revenue tracking with field staff assigned to provide operational/fiscal management and oversight of these contracts.
- Responsible for ensuring contractors receive the results of the Department's monitoring efforts and to communicate with them on a monthly basis to resolve any issues of non-compliance that may exist.
- Responsible for maintaining the official contract managers file for these contracts to ensure all contractually required information is current and up to date.

***Senior Grant Writer, Florida Department of Corrections, Office of Administration, Bureau of Grants and Development* (March 2007 – July 2008)**

- Responsible for increasing revenues that support the mission of the Department of Corrections by assisting bureaus within the department submit a successful grant application, appealing to private foundations for funding, and meeting with key state and federal legislators, as well as community stakeholders.
- Responsible for reviewing and responding to request for proposals (RFP's) initiated by federal agencies and assigning them to the appropriate bureau whose

expertise is in the given area and assisting that bureau in submitting a successful grant application.

- Responsible for contacting foundations to request funding and meeting periodically with senior management and executive staff to identify department priorities related to funding.
- Responsible for enhancing current general revenue allocations by meeting with federal and state legislators, as well as key stake holders to discuss department funding priorities and to request and secure earmark funding.

*Correctional Programs Administrator – SES, Florida Department of Corrections, Office of Community Corrections, Bureau of Probation and Parole Field Services (April 2005 – March 2007)*

- Responsible for serving as the supervisor of the Compliance and Resource Development Unit located in the Bureau of Probation and Parole Field Services within the Office of Community Corrections.
- As unit supervisor, responsible for grant reporting and development, American Correctional Association (ACA) accreditation compliance, legislative bill analysis, and sentencing guidelines.
- Served as a member of the Florida Department of Correction's Incident Command Structure for the Office of Community Corrections during activation of the departments Emergency Operation Center (EOC) responsible for emergency management services as it pertained to probation and parole related issues and any other issues that may be pertinent to the security and safety of staff and offenders.

*Government Operations Consultant II, Florida Department of Corrections, Office of Community Corrections, Bureau of Substance Abuse (January 2004 – April 2005)*

- Responsible for all Bureau of Substance Abuse budget appropriations, expenditures, projections and tracking for all grant and general revenue funded programs.
- Assists the Bureau of Budget and Management Evaluation with the development of the annual budget and authority needed for each fiscal year for these programs.
- Assists the Bureau of Finance and Accounting with grant financial claims.
- Maintain all property inventories for the Bureau of Substance Abuse.
- Utilize FLAIR (payroll, NASSAM and information warehouse) to track and monitor expenditures for all substance abuse appropriations.
- Approve all central office and regional offices purchase requests in accordance with the appropriate grant budget and/or general revenue budget.
- Report directly to bureau chief regarding all issues related to the budget and providing projections as needed.

*Government Operations Consultant I, Florida Department of Corrections, Office of Community Corrections, Bureau of Substance Abuse (August 2002 – January 2004)*

- Reviews programmatic monitoring and evaluation reports of community based programs.
- Summarizes findings for follow up with Program Managers to ensure compliance with contract requirements and corrective action plans.
- Maintains excel and access databases for the purpose of tracking all contracts and contractual purchase orders administered by the bureau.

- Prepares, reviews, and tracks requisitions via the Purchase Request System (PRS) to ensure compliance.
- Uses the Corrections Data Center (CDC) to review annual, quarterly, monthly, and weekly statewide reports to ensure accuracy of database and maximum program utilization.
- Reviews and revises grant budget applications and amendments as needed, grant claims quarterly, and tracks expenditures monthly.

***Accountant I, Florida Department of Corrections, Office of Administration, Bureau of Finance and Accounting (June 2001 – August 2002)***

- Daily review and audit of education grant funded purchase orders for correct organizational, expansion, and object codes.
- Audit receiving reports and invoices for prompt payment.
- Reconcile purchase orders and contracts against Flair encumbrance system to insure proper payment.
- Research past due invoices against purchase orders, vendor details, and FLAIR for compliance with State/Federal guidelines.

***Fiscal Assistant II, Florida Department of Corrections, Office of Administration, Bureau of Finance and Accounting (March 2001 – June 2001)***

- Prepared balanced money transmittal daily of checks received.
- Reconcile checks and money orders against transmittal to ensure proper dollar amounts for deposit.
- Matching and mailing of vendor expense warrants.
- Maintain copies of warrants picked up by vendors.
- Processing of cancelled warrants.
- Review pending vouchers.
- Filing of paid vouchers.
- Date stamp and separate mail. Deliver out going mail.

***Senior Clerk – OPS, Florida Department of Corrections, Office of Administration, Bureau of Finance and Accounting (December 2000 – March 2001)***

- Daily input of money orders, medical co-payments, and payroll for the inmates into their individual bank accounts.
- Audit money orders and payroll distribution reports to insure information is correct.
- Reconcile money orders against batch reports to insure dollar amounts matched up.
- Help prepare deposit slips for money orders to be deposited into department accounts.
- Audit deposit slips.

**Department Organizations:**

**Grant Clearinghouse, Member since 2009**

## **Collegiate Organizations**

### **Sigma Phi Epsilon Social Men's Fraternity**

Florida Beta Chapter, Stetson University (1993-1996)

### **Phi Mu Alpha Professional Men's Music Fraternity**

Xi Nu Chapter, Stetson University (1993-1996)  
Treasurer, 1994-1995  
President, 1995-1996

## **Professional Organizations**

**Corrections Foundation**, 2001 – Current  
**National Grants Partnership** 2006 – Current

## **Community Involvement**

**Coalition for Smart Justice**, 2009  
**Florida Department of Education, Grant Reviewer**, 2007 - Current  
**St. John's Episcopal Church**, 1975 - Current

## **Knowledge, Skills, and Abilities**

### **State Computer Skills**

Flair, PRS, CDC, OBIS

### **General Computer Skills**

Microsoft Word, Microsoft Excel, Microsoft Outlook, Microsoft Access,  
Microsoft PowerPoint, and Microsoft Visio.

### **Professional Knowledge, Skills, and Abilities**

Strong expository writing skills, strong research skills, ability to track and manage several tasks concurrently, strong command of grammar and spelling skills, excellent organizational skills, and excellent communication skills.