

ADVISORY COMMITTEE APPLICATION FOR BC

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: Janis Weisz Piotrowski Date: 7-23-2010

Home Phone: Cell Phone: 850-556-2284 Email: janpio@comcast.net

Occupation: Retired Employer: (former) Douglass Law Firm

Please check box for preferred mailing address.

Work Address:

City/State/Zip:

Home Address 1929 Collins Landing Road

City/State/Zip: Tallahassee, FL 32310

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? 53 years

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

1st Choice: Community Human Resources Partnership 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 Either

(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: 71 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@leoncountyfl.gov

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 recently retired after working over 50 years as a legal assistant and office manager at the Douglass Law Firm, as well as manager of the building in which the law firm and several other tenants are located. I have had extensive experience in professional organizations during that time and having earned the Certified Professional Secretary, Professional Legal Secretary and Certified Legal Assistant designations, although these designations are no longer current since I no longer attend required continuing education classes to maintain the certifications. I co-wrote the curriculum for the Legal Assisting program at Tallahassee Community College, which I understand is still being utilized in that program.

For the past approximately 20 years I have been active in the Kairos and Kairos Outside prison ministries, serving in leadership positions for extended periods of time in both organizations, in Kairos Outside from its inception. I have also been involved, since its inception, as Treasurer and as a member of the Steering Committee for the Wakulla CI Horizon Communities in Prison which administers programs at the Wakulla CI faith and character based prison.

I am chair of the committee presently developing the Fort Braden Community Garden in cooperation with Leon County.

These activities have given me experience in leadership, organization, fundraising, evaluation of programs, volunteer recruitment and training, and many other areas.

I am presently enrolled in the Master Gardening program at the Leon County Extension Office, which also involves many hours of volunteer service.

I received an AS degree from Tallahassee Community College in Business and have attended Florida State University. Over the years, I have attended numerous continuing education classes on legal subjects and training classes for those involved in prison ministry, both State and Federal, as well as attending and conducting training classes in the Kairos method of prison ministry.

I belong to St. Louis Catholic Church, and serve in ministries there. I was Chair of the Parish Council during a period of time when the present church was being planned and constructed. I serve at The Shelter approximately three to four times a year as a member of St. Louis Church which supplies a meal for the Shelter occupants two Saturday evenings a month.

I have applied to serve with the Community Human Services Partnership because I am interested in the support of appropriate organizations delivering services to those in need, as well as in accountability for funds provided to those organizations.

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

Name: W. Dexter Douglass Telephone: 850-224-6191
Address: 211 East. Call Street, Tallahassee, FL32301

Name: Richard A. Weidner, CPA Telephone: 850-878-8777
Address: 1713 Mahan Drive, Tallahassee, FL 32308

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 I would abstain from a vote on awarding funds to The Shelter or Kairos Prison Ministry since I am a volunteer with those organizations
Do you or your employer, or your spouse or child or their employers, do business with Leon County? Yes No
If yes, please explain My son, Joel Piotrowski, is employed by the Mag Lab which is located at the Leon County Research and Development Park
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: /S/ Janis W. Piotrowski

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

RESUME

PERSONAL INFORMATION

Name: Janis Weisz Piotrowski
Address: 1929 Collins Landing Road
Tallahassee, FL 32310

EDUCATION AND TRAINING

Madison High School
Madison, Florida - Graduated 1957

Lively Technical School
Secretarial Certificate 1958

Tallahassee Community College
A.A. in Business - 1976

Certified Professional Secretary - 1966

Professional Legal Secretary - 1973

Certified Legal Assistant - 1978

Certified Florida Legal Assistant - 1990

Certified Legal Assistant Specialist
Probate and Estate Planning - 1993

WORK EXPERIENCE

Douglass Law Firm and predecessors
June 1958 through December 2010
Retired as legal administrator and legal assistant

PROFESSIONAL ORGANIZATIONS:

Charter Member, National Association of Legal Assistants (1975 - 2005)

Member, Tallahassee Chapter, Florida Legal Assistants, Inc. (1975-95)

Member, Association of Legal Administrators (ALA), Florida Capital Chapter (1984 - 1998); Vice President (1994-95); Chairman, Vendor Seminar/Show, Electronic Communications (1994); Chairman, Education Committee (1994-95).

Member, Legal Administrators Association of Tallahassee (LAAT), 1998-2004..

Member, National Association of Legal Administrators (1984 -

2004)

OTHER INFORMATION:

Co-author of curriculum for Legal Assisting Program under contract with Tallahassee Community College and involved in that program since its inception (1985)

Member (1984-1997) and Chairman (1985-1995), Legal Assisting Advisory Committee, Tallahassee Community College

Instructor for Probate and Estate Planning section of CLA preparation courses sponsored by TCC and Florida Legal Assistants, Inc., Tallahassee Chapter (1992-94)

VOLUNTEER ACTIVIITES:

Member Steering Committee and Treasurer, Horizon Communities in Prison, Wakulla Correctional Institution, 2001 to present

Team member on many Kairos Prison Ministry weekends in female Federal prisons in Marianna and Tallahassee FCI. Leader of first weekend at FCI Tallahassee after it became a women's prison. (1993-2001). Member North Central Florida Kairos Area Committee, 1995 to present, Treasurer 2001-2004.

Team member on many Kairos Outside Prison Ministry weekends (for women who are impacted by incarceration). Leader of first Kairos Outside weekend in North Central Florida area (2004 to present). Member North Central Florida Kairos Outside Advisory Council 2002 to present, Chair 2002-2006.

Co-chair St. Louis Catholic Church Committee providing meals to residents of The Shelter two nights a month from inception to approximately 2001, continue on that committee as a server at The Shelter to present.

Member, St. Louis Catholic Church Parish Council, 1983-86, Treasurer 1983-84, Chair 1984-85.

Chair, Fort Braden Community Garden organizing committee 2009-2010.

Presently enrolled in the Master Gardening Program conducted by the Leon County Extension Office, University of Florida IFAS.