

ADVISORY COMMITTEE APPLICATION FOR BOARD

Attachment # 10
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<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 Applications will be discarded if no appointment is made after two years.</p>		
Name: Allen D. Stucks, Sr.		Date: 9/11/2010
Home Phone: 576-2329	Work Phone: 575-3432	Email: stucksfam@comcast.net
Occupation: None	Employer:	
Please check box for preferred mailing address.		
<input checked="" type="checkbox"/> Work Address: City/State/Zip:		
<input checked="" type="checkbox"/> Home Address 2414 Mexia Avenue City/State/Zip: Tallahassee, FL 32304		
Do you live in Leon County? YES <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, do you live within the City limits? YES <input checked="" type="checkbox"/> No <input type="checkbox"/> Do you own property in Leon County? YES <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, is it located within the City limits? YES <input checked="" type="checkbox"/> No <input type="checkbox"/>		
For how many years have you lived in and/or owned property in Leon County? <u>33</u> years		
Are you interested in serving on any specific Committee(s)? If yes, please indicate your preference		
1st Choice: <u>Housing</u> 2nd Choice: <u>Business Development</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: Culture and Arts <input type="checkbox"/> Environmental/ Growth Management <input type="checkbox"/> Health Care <input checked="" type="checkbox"/> Human Relations <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> Housing <input checked="" type="checkbox"/> Library Services <input type="checkbox"/> Other Areas _____		
Have you served on any previous Leon County committees? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, on what Committee(s) have you served? _____		
How many days per month would you be willing to commit for Committee work? <input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 to 3 <input type="checkbox"/> 4 or more And for how many months would you be willing to commit that amount of time? <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 to 5 <input type="checkbox"/> 6 or more What time of day would be best for you to attend Committee meetings? Day and 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: <input checked="" type="checkbox"/> Caucasian <input type="checkbox"/> African American <input checked="" type="checkbox"/> Hispanic <input type="checkbox"/> Asian <input checked="" type="checkbox"/> Other		
Sex: Male <input type="checkbox"/> Female <input checked="" type="checkbox"/> Age: _____ Disabled? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
District _____		
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.

*Leon County Housing Authority For 22 years
 Chairman 5 years.*

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

Name: Rev. Julius McAllister Telephone: 576-7501

Address: 3246 Belle Meade Trail

Name: MeLinda Baker Telephone: 644-6522

Address: University Center Club-FSU

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 FOLLOWING QUESTIONS, YOU MUST COMPLETE THE ORIENTATION PUBLICATION www.leoncountyfl.gov/bcc/committees/training.asp BEFORE YOUR APPLICATION IS DEEMED COMPLETE.

Have you completed the Orientation? Yes No

Are you willing to complete a financial disclosure form and/or a background check, 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 spouse 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: Allen D. Stucks, Sr.

Please return Application
 by mail: Christine Coble, Agenda Coordinator
 Leon County Board of County Commissioners
 301 South Monroe Street

by email: coec@leoncountyfl.gov

ALLEN D. STUCKS, SR.
2414 Mexia Avenue
Tallahassee, Florida 32304
(850) 576-2329 or (850) 575-3432
Email: Stucksfam@comcast.net

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OBJECTIVE

A responsible administrative position where education and experience, combined with positive interpersonal skills, initiative, and the capacity to motivate others, can be utilized to mutual benefit.

EXPERIENCE

March 2005 – August 2010

Big Bend Crime Stoppers, Inc.

Tallahassee, Florida

Executive Director

- Public Education, Awareness and Rewards
- Public speaking about crime prevention and safety
- Provides workshops on identity theft and gang awareness
- Manages an annual budget of over \$300,000 a year
- Responsible for all media marketing and Press Releases
- Coordinate Board of Director meetings
- Work with law enforcement agencies in eight (8) counties (Leon, Franklin, Gadsden, Jefferson, Liberty, Madison, Taylor, and Wakulla)
- Coordinate student activities in eight (8) counties schools
- Work the media to highlight wanted persons, unsolved homicides and missing persons

November 2003 – February 2005

Big Bend Crime Stoppers, Inc.

Tallahassee, Florida

President

- Coordinated state grant of over \$200,000 a year and generated revenue to purchase paraphernalia not covered by the grant
- Conduct monthly business meetings
- Coordinated activities of the Executive Director
- Fundraising Coordinator
- Develop program goals to get public involved in crime fighting
- Attended State, Regional and National Crime Stoppers meetings

May 1999 – October 2003

Tallahassee Crime Stoppers, Inc.

Tallahassee, Florida

Vice President

- Coordinated Board of Directors meeting when necessary
- Assisted with acquiring corporate sponsorship
- Build awareness of the Big Bend Crime Stoppers through attendance at local community meetings

1994 - 1999

Tallahassee Crime Stoppers, Inc.
Member

Tallahassee, Florida

- Became a member of the Tallahassee Crime Stoppers, Inc.

March 1977 – August 2005

State of Florida

Florida Energy Office
Department of Commerce
Department of Labor
Department of Health
Department of Education

WORK EXPERIENCE

²⁰¹⁰
2005 to present: Executive Director, Project Director and Authorizing Official The Big Bend Crime Stoppers Program.

07/02 to 08/05: Operations and Management Manager, Fla. Department of Education; I was the Assistant Bureau Chief of General Services with the responsibility of coordinating the department's Emergency Management Plan, Security Guard System, Mailroom, Warehouse and Distribution Center and served as Turlington Building Coordinator.

01/00 to 05/02: Operations and Management Consultant II, Fla. Dept. of Health; I was the Contract Manager for the \$1 Million Dollar Minority Tobacco Control Task Forces' Mini-Grant program administered by Florida A&M University for the Department of Health.

6/95 to 12/99: Operations and Management Consultant II Fla. Dept of Labor and Employment Security (LES); Responsible for managing the Department of Labor's Minority Business Enterprise (MBE) Program and reviewing all purchasing buys. Managed a budget of \$2.5 Billion Dollars a year.

1/92 to 6/95: Management Analyst II; Florida Department of Labor and Employment Security, Supervisor of eight (8) Purchasing Staff Members. Ensured that Bid process was properly followed and award as needed.

4/91 to 12/92: Civil Rights Specialist III/Minority Business Enterprise Coordinator; (LES). Independently planned, organized, and directed the Minority Business Enterprise Program. Assisted in developing and implementing the agency's Job Training Partner Act action plan.

8/87 to 3/31/91: Labor, Employment and Training Specialist; (LES). I was Responsible for a budget of \$5 Million dollars a year. Handled more than one-hundred (100) Contracts with Universities and Community Colleges.

2/87 to 6/87: Development Representative III Florida Department of Commerce-Small and Minority Business. I developed knowledge of the Department's programs, and other programs and terminology to exercise sound judgment and handle specialized projects

2/85 to 2/86: Station Manager, Statewide Broadcasting of Leon County, AM) Radio, Tallahassee, Florida. As station manager, I represented the co. highest degree of professionalism while selling the services of the station. I supervised eight employees and a budget of \$700,000.00 a year.

3/77 to 2/79: Florida Energy Office, Tallahassee, Florida, Information Specialist. I developed and coordinated a training program that could be used on television and by local groups and energy staff to help low and moderate income residents understand energy and how to conserve at home.

1972 to 1977: WJTV-Channel 12, NBC Affiliate, Jacksonville, Florida, TV Cameraman-Reporter. I operated floor cameras and other audio and video equipment for the television station. Performed on-location reporting for national hook-ups in the Jacksonville area.

PROFESSIONAL KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the principles and practices of public purchasing, state purchasing laws and rules, and state purchasing process.
- Knowledge of methods of compiling, organizing and analyzing data to make recommendations for improving current procurement processes using methodologies such as life cycle costing, best value and negotiation.
- Ability to communicate effectively verbally and in writing to top management
- Ability to assume a leadership role in technical workshops and planning and development environment, facilitating partnership(s) between government and the private sector.
- Ability to plan, organize and coordinate work activities.
- Ability to establish and maintain effective working relationships with others.
- Knowledge of the principles and practices of supervision and management.
- Knowledge of the methods of reviewing and analyzing financial data.
- Knowledge of problem-solving techniques.
- Knowledge of Basic Contract Management.
- Programmatic Monitoring & Contract Manager's File Review.
- How to Conduct an Internal Investigation.
- Ability to work harmoniously under demanding, stressful working conditions.
- Ability to supervise people.
- Ability to develop various reports.
- Ability to analyze programs and propose projects.
- Ability to evaluate and monitor service delivery and implement corrective action plans.
- Ability to understand and apply laws, rules, regulations, policies and procedures.

EDUCATION

New Stanton Senior High School, Jacksonville, Florida, 1963
Southland Managerial Institute, Jacksonville, Florida, 1964
Lincoln Business School, Jacksonville, Florida, 6/69-7/71

REFERENCES

Available Upon Request