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ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT

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: Janine Renee Harris | Date: 4/17/11

Home Phone: 850-980-9198 | Work Phone: 850-414-2373 | Email: jrr8961@yahoo.com

Occupation: Community Relations Manger | Employer: Florida Department of Elder Affairs

Please check box for preferred mailing address.

9 Work Address: 4040 Esplanade Way

City/State/Zip: Tallahassee, Florida 32399-7000

9 Home Address P.O. Box 11202

City/State/Zip: Tallahassee, FL 32302

Do you live in Leon County? 9Yes 9 No **If yes, do you live within the City limits?** 9Yes 9 No

Do you own property in Leon County? 9Yes 9 No **If yes, is it located within the City limits?** 9Yes 9 No

For how many years have you lived in and/or owned property in Leon County? _5____ years Previously 1989-1997

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

1st Choice: Commission on the Status of Women & Girls_____ 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:

Culture and Arts ✓ Environmental/ Growth Management ___ Health Care ✓ Human Relations ✓
Human Services ___ Housing ✓ Library Services __
Other Areas _____

Have you served on any previous Leon County committees? 9Yes 9 No

If Yes, on what Committee(s) have you served? _____

How many days per month would you be willing to commit for Committee work? 9 1 9 2 to 3 9 4 or more

And for how many months would you be willing to commit that amount of time? 9 2 9 3 to 5 9 6 or more

What time of day would be best for you to attend Committee meetings? 9 Day 9 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: 9 Caucasian 9 **African American** 9 Hispanic 9 Asian 9 Other

Sex: 9 Male 9 **Female** Age: __49_____ Disabled? 9 Yes 9 No

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.

I am currently a Community Relations Manager for a statewide initiative that encourages Community leaders statewide to implement changes that benefit all residents. I provide consultation, resources and technical assistance to the 115 communities that participate with us. I have a Bachelors of Science Degree in Journalism, and have done graduate work at the University of Central Florida in Non-profit Management. I am a former business owner of My Cup of Tea – it was a children's tea party service for little girls ages 5-10 years of age, and a former Meals on Wheels volunteer from 2007-2010. In 2010. I became a certified Volunteer Recruiter and Manager by the Nature Coast Volunteer Center. I am currently a member of the Tallahassee Hispanic/Latino Professional Association. I have also served on school advisory committees on behalf of Leon County school children. I am mother to Dayana J. Moss and grandmother to Jaylen D. Moss. My resume is attached.

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

Name: Nyama Williams Telephone: 599-8123 or 575-7102

Address: 605 Gore Avenue, Tallahassee, Florida 32310

Name: Allison Bryant Telephone: 414-2072 or 850-321-4554

Address: Dept. of Elder Affairs, 4040 Esplanade Way, Tallahassee, Florida 32399-7000

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 BEFORE YOUR APPLICATION IS DEEMED COMPLETE.

Have you completed the Orientation? 9 Yes 9 No

Are you willing to complete a financial disclosure form and/or a background check, if applicable? 9 Yes 9 No

Will you be receiving any compensation that is expected to influence your vote, action, or participation on a Committee? 9 Yes 9 No **If yes, from whom?** _____

Do you anticipate that you would be a stakeholder with regard to your participation on a Committee? 9 Yes 9 No

Do you know of any circumstances that would result in you having to abstain from voting on a Committee due to voting conflicts? 9 Yes 9 No **If yes, please explain** _____

Do you or your employer, or your spouse or child or their employers, do business with Leon County? 9 Yes 9 No

If yes, please explain The County participates in the initiative I work for. I participate in County events as a part of my job responsibilities.

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 9 No

If yes, please explain _____

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

Signature: Janine L. Harris 4/17/11

Please return Application

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

by email:

JANINE RENEE HARRIS
P.O. Box 11202, Tallahassee, Florida 32302
(850) 980-9198–cell (850) 414-2373–work
E-mail: jrr8961@yahoo.com

SUMMARY OF QUALIFICATIONS

I am a skilled professional with years of work experience in the public and private sector relating to managing, consulting, event planning, coordinating, analyzing, teaching, training, volunteer recruitment, writing and editing.

PROFESSIONAL WORK EXPERIENCE

Florida Department of Elder Affairs, Tallahassee, FL
Community Relations Manager 5/2006 to present

- Manage statewide recruitment, outreach, marketing and promotion to 115 communities by planning, implementing and evaluating community programs for the Communities for a Lifetime initiative; Consult with local elected officials and other community stakeholders and provide technical assistance, and referral assistance; Promote the initiative through print and broadcast media; Facilitate and coordinate statewide community forums, meetings and workshops; Review and evaluate community proposals, assessments and plans; Write and edit Communities for a Lifetime publications; Coordinate annual awards process; and a certified volunteer recruitment and management.

Seminole Community College, Sanford, FL
Enrollment Representative II 11/2005 to 5/2006

- Researched and analyzed transfer courses to determine eligibility of transfer credit; Consulted with the registrar, department chairs and other administrators regarding transfer credit and course descriptions; Determined equivalency of military and international transcripts according to state and federal guidelines and Interpreted transfer credit for students and other college staff to ensure understanding of how course work is applied to a program or degree.

Florida Department of Children and Families, Orlando, FL

Lead Background Screening Specialist 4/2004 to 9/2005

- Reviewed criminal history records and determined qualification based on statute and rule for employment purposes for a 12-county area; Managed the exemption process, including consultation with legal counsel, and prepared final report on applicant background for decision-makers; Reviewed requests for administrative appeal hearings; and Provided training and technical assistance.

Contract Monitor (position changed with agency reorganization) 2/2004 to 4/2004

- Performed an on-site analysis of provider operational, administrative and programmatic programs per contract requirements, and policies and procedures; Investigated, assessed, analyzed and made recommendations or corrective actions to resolve issues and problems that would improve operational and management practices; and Consulted with contract providers to resolve solutions for program operational problems.

Human Services Program Consultant (promoted to GOC II) 9/2001 to 2/2004

- Reviewed and edited contract monitoring reports, and fiscal, client administrative and HIPAA and personnel file review of contracts during monitoring; Assisted the Director with special projects (accreditation and contract synopsis); Facilitated and trained department employees on ethics; and Addressed agency problems and issues as a previous research team leader on the district administrator's "think tank."

Florida Department of Corrections, Orlando, FL
Personnel Technician III 1/2000 to 9/2001
(position eliminated due to People First conversion)

- Recruited, interviewed and hired Correctional Officers; Conducted applicant background investigations; Determined eligibility qualifications of an applicant's education and prior job experience; and Advertised job vacancies.

Miller Educational Associates, Orlando, FL
Independent Contractor (part-time) 8/1999 to 10/1999

- Presented educational and instructional materials to administrators and teachers in Orange County for sale who were interested in improving student academic outcome

Little Caesars Enterprises, Orlando, FL
Account Executive/Sales Representative (division closed) 10/1998 to 6/1999

- Acquired and maintained new and existing accounts through in-person presentations, telephone solicitation, customer service, personal contact and initiating special events; and Managed a sales territory and marketed the product at trade shows and conventions

The Kirchman Corporation, Altamonte Springs, FL
Banking Analyst 6/1998 to 10/1998

- Performed the general ledger accounting procedures in converting a bank's data and chart of accounts to the Kirchman banking software

Florida Department of Environmental Protection, Tallahassee, FL

Senior Management Analyst/Environmental Educator 8/1992 to 9/1997

- Planned, developed and evaluated education programs for adults and children; Planned and participated in community outreach activities with Department staff; Trained Department staff and teachers on best practices for teaching environmental education; Planned and facilitated teacher workshops, education meetings and seminars; and Served as Chair and Vice Chair of the State Committee for Environmental Education.

Administrative Assistant II 6/1991 to 8/1992
(promoted to Senior Management Analyst/Environmental Educator)

- Coordinated public hearings and meetings, prepared agendas, minutes, legal notices; Wrote press releases, brochures, facts sheets and other printed material; and Coordinated the Department's statewide volunteer program for its school-business partnership.

Public Information Specialist I & II 6/1989 to 6/1991
(promoted to Administrative Assistant II)

- Wrote and edited articles, news releases, fact sheets and brochures; Edited and coordinated the production of written material by Department staff and student interns; Recruited, trained and supervised student interns; and Responded to inquiries from the media and the public about environmental issues.

EDUCATION

Bachelor of Science – Journalism
Florida Agricultural and Mechanical University, Tallahassee, Florida

REFERENCES

Available upon request.

TRAINING AND ACTIVITIES

April 2011 – Member, Tallahassee Hispanic/Latino Professional Association

August 2010 - Certified Volunteer Recruiter and Manager – Training by Nature Coast Volunteer Center

2010 Injury Prevention Award Selection Committee – Florida Department of Health

November 2010 – Innovation in American Government – prepared award application that brought national recognition to the Communities for a Lifetime initiative at the Florida Department of Elder Affairs

July 2010 - Presentation Skills Training, Florida Department of Elder Affairs

Member – Florida A & M University National Alumni Association

March 2008 and 2010 – First Bethlehem Baptist Association District Congress of Christian Education Oratorical Contest Judge

January 2008 – How to Supervise People, Fred Pryor Seminar

2007-2010 Meals on Wheels Volunteer, Elder Care Services

April 2007 – Prudential Financial Davis Productivity Award "Certificate of Commendation", Communities for a Lifetime Team, Department of Elder Affairs

2007-08 – Florida Sterling Conference Training Workshops

May 2006 - Department of Elder Affairs Training – HIPPA, Sexual Harassment, and New Employee Orientation, and Conflict and Resolution

July and August 2006, Power Point Level 1 and 2, Comp USA

April 2005 – Essential Trainer Skills (Train the Trainer), Florida Department of Children and Families

March 2005 – FISH Philosophy Training

2004-2005 – Orange County, Florida Business Owner – "MY CUP OF TEA"

2004 – Graduate Student Association, University of Central Florida

2003-2004 – Research Team Leader: District Administrator's Think Tank, Florida Department of Children and Families