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: Shani Hervey | Date: 4/20/2011

Home Phone: (850)210-5386 | Work Phone: (850)210-5386 | Email: 2shani@msn.com

Occupation: Grant Writer | Employer: Self

Please check box for preferred mailing address.

☒ Work Address: P.O. Box 6694

City/State/Zip: Tallahassee, Fl 32314

☐ Home Address: 1753 Augustine Place

City/State/Zip: Tallahassee, Fl 32301

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 in and/or owned property in Leon County? 5 years

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

1st Choice: Commission on the Status of Women and 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? ☐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

(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: 37 Disabled? ☐ Yes x☐ No

District 1

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

Attachment # 36
Page 2 of 5

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.

- Founding Member and Volunteer, Oasis Center for Women and Girls, 2009-Present
- President/Founder, Mixit Tallahassee LLC – Awareness events & activities for women, 2008-Present
- Board Member, Tallahassee Citizens Against the Death Penalty, 2009-Present
- Board Vice President, the Big Bend Directors of Volunteers Association (DOVA), 2006-2008
- Florida Notary Public, Commission #DD909143, 2004-Present
- University of Central Florida, Orlando, Florida, **Master of Nonprofit Management**, December 2007

* My committee choice complements ongoing efforts to promote awareness of the issues affecting economic self-sufficiency for women and girls by building support for systemic change. Selection will enable me to continue educating the public, especially policymakers, about these needs at all levels of decision-making, research and service delivery.

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

Name: Kelly Otte Telephone: (850) 212-6412

Address: 317 E. Call Street Tallahassee Fl 32301

Name: Yolanda Fairell Telephone: (850) 509-9832

Address: 219 Mulberry Circle, Crawfordville Fl 32327

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: _____

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

by email: coblec@leoncountyfl.gov

SHANI HERVEY

Post Office Box 6694 • Tallahassee, FL 32314

(850) 210-5386 **2shani@msn.com**

Objective: A position where I am directly involved with policy development and organizational growth

Grants Awarded

- Secured over $40,000 in grants for the John G. Riley House/Museum of Tallahassee, Fl.
- Secured $18,000 in grants for Project Annie of Tallahassee, Fl.
- Assisted in Federal grant award of over $250,000 for Children's Home Society of Tallahassee, Fl.

Professional Experiences

University of South Florida, Lawton and Rhea Chiles Center, Tallahassee, Fl 2008 - 2010
Program Analyst

- Created and conducted a statewide evaluation on Florida's use of the Comprehensive Behavioral Health Assessment tool on children and families
- Organized 28 teams, under the leadership of the Leon County Commission and the Healthcare Advisory Board, to develop 57 strategies for community groups to address poor birth outcomes
- Delivered the Florida KidCare health insurance training curriculum to statewide service providers; provided ongoing technical assistance and performed outreach
- Monitored legislative activities and report the status of bills to key stakeholders

Leon County Commissioner Race, Tallahassee, Fl 2010
Campaign Manager

- Managed the candidate's priorities and schedule
- Provided consistent planning and organizing while overseeing all aspects of the campaign
- Coordinated with campaign team to implement detailed campaign strategies
- Recruited and mobilized campaign team including more than 60 field volunteers
- Organized door-to-door canvasses and phone banking operations
- Planed and organized fundraising activities, accumulating more than $80,000
- Prepared media communication, coordinated press conferences, and developed candidate literature

Children's Home Society, Tallahassee, Fl 2005 - 2008
Volunteer Coordinator, Children of Prisoners Program

- Recruited, screened, trained and supervised more than 300 volunteers; identified productive roles
- Monitored trends in volunteer management and collected suggested program data leading to a $250,000 federal grant award
- Assessed existing and future program development needs, saving the organization $60,000 annually
- Conducted home visits and needs assessments, making program referrals based on data collected
- Coordinated all aspects of maintaining a strong relationship with the Department of Juvenile Justice
- Maintained active presence in the community, conducting outreach and promoting program and organizational services

Anderson & Associates P.A., Tallahassee, FL 2004 - 2005
Legal Assistant

- Provided professional legal support to attorneys through research and verification of public records
- Investigated medical records, discovery documents, pleadings, subpoenas, and complaints
- Interviewed clients and witnesses; prepared clients for testimony; assisted attorneys with trial preparations
- Retrieved and analyzed worker's compensation statutes; monitored and reported the progress of all claims
- Prepared legal documents; summarized depositions; transcribed legal memos; arranged travel for legal staff

Federal Mogul Corporation, St. Louis, Missouri 2003 – 2004
Customer Service Liaison

- Primary contact for consulting and advising customers contract requirements
- Prepared required documentation for supplier and client negotiations
- Implemented mandated quality assurance standards by reviewing employee files and amending existing standards to ensure consistency with established standards
- Prepared and submitted more than $1.5 proposals for commodity projects with a 100% achievement rate
- Served as primary interface between external customers and organization, increasing overall profits and customer satisfaction

United States Air Force, Various locations 1993-2002
Unit Manager

- Modified existing training program for staff to address motivation and morale; awarded manager of the year for increasing morale and productivity
- Improved existing supplier relationships by creating a new protocol for communication, maintaining a 100% success rate
- Computed and accumulated data for organizational-wide analysis, resulting in improved work standards
- Determined allowances and identified equipment requirements for 2,300 assets worth $30 million; resulted in 100% inventory accuracy and 100% accountability rate
- Evaluated and recommended employees for promotion; responsible for overall facility safety and security for more than 120 military and civilian employees
- Performed a wide range of administrative and management functions to include a range of interventions and solutions that ultimately moved teams to higher levels of performance

Education

University of Central Florida, Orlando, Florida
Master of Nonprofit Management, December 2007

Columbia College, St. Louis, Missouri
Bachelor of Arts, Criminal Justice Administration May 2004

Community College of the Air Force, Maxwell, Alabama
Associate in Arts, Logistics Administration, October 2001

University of Maryland, Adelphi, Maryland
Associates in Arts, General Studies May 2000

Service

- President, Mixit Tallahassee LLC Event Planning Services, 2008 - Present
- Founding Member and Volunteer, Oasis Center for Women and Girls, 2009 - Present
- Board Member, Tallahassee Citizens Death Penalty, 2009 – Present
- Board Vice President, the Big Bend Directors of Volunteers Association (DOVA), 2006 – 2008
- Fundraising Committee Member, John G. Riley House/Museum, 2006 – 2009
- Development Coordinator/Grant Writer, Project Annie, 2006 – 2008
- IRB/CITI Certification, Human Subject Research, Social-Behavioral, 2009 (Refresher Course 2010)
- Red Cross CPR/First Aid Certified, 2006 - Present
- Citizens Review Team Member, United Way of the Big Bend, Grant Cycle 2005 and 2006
  - Review local non-profit education service organizations' grant applications.
  - Perform site visits to organizations; evaluate and interview organization staff.
  - Recommend funding allocation amounts.
- Florida Notary Public, 2004 - Present

International Travel

Juarez, Mexico	July 1993
Newmarket, England	February 1995 - February 1999
Sembach, Germany	July 1995
Brindisi, Italy	October – December 1996
Paris, France	March 1997
Taipei, Taiwan	September 1998
Seoul, Korea	February 1999
Okinawa, Japan	February 1999 – July 2001
Kingston, Jamaica	October 2008
Havana, Cuba	December 2008 - January 2009