

## 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          Applications will be discarded if no appointment is made after two years.</p>		
Name: <b>Julius J. Wiggins</b>		Date: <u>9/23/10</u>
Home Phone: 850-602-2685	Work Phone: 850-576-3105	Email: juliusjwiggins@gmail.com
Occupation: <b>Program Manager</b>		Employer: <b>Bethel Community Development Corporation</b>
Please check box for preferred mailing address.		
<input checked="" type="checkbox"/> Work Address: <b>Bethel Community Development Corporation</b> <b>501 West Orange Avenue, Tallahassee, FL 32301</b>  City/State/Zip: <b>Tallahassee, FL 32301</b>		
<input checked="" type="checkbox"/> Home Address <b>324 Chastain Lane</b>  City/State/Zip: <b>Tallahassee, FL 32305</b>		
Do you live in Leon County? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, do you live within the City limits? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Do you own property in Leon County? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, is it located within the City limits? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No For how many years have you lived in and/or owned property in Leon County? <b>7</b> years		
Are you interested in serving on any specific Committee(s)? If yes, please indicate your preference 1st Choice: <b><u>Community Health Coordinating Committee Member at Large</u></b>		
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 <input checked="" type="checkbox"/> Human Relations ___ Human Services ___ Housing ___ Library Services ___ 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 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 type="checkbox"/> 3 to 5 <input type="checkbox"/> 6 or more What time of day would be best for you to attend Committee meetings? <input checked="" type="checkbox"/> Day <input type="checkbox"/> 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 checked="" type="checkbox"/> African American <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian <input type="checkbox"/> Other Sex: <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female Age: _____ Disabled? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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 enrolled in the Master's in Public Health program at Florida State University. My professional experiences and my volunteer experiences have all been in the service of others, particularly in healthcare. I strongly believe that my experiences, empathy and education would bring a great deal of insight to the work of the Health Coordinating Committee. Moreover, I envision this opportunity as an extension and continuation of my community service to this local community.

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

Name: **Darryl E. Jones, Executive Director, Bethel Community Development Corp.**  
Telephone: **850-528-5241**

Address: **501 West Orange Avenue, Tallahassee, FL 32301**

Name: **Dr. Martha Perryman, Professor of Health Care Management**  
Telephone: **850-561-2009**

Address: **Florida A&M University**

**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](http://www.leoncountyfl.gov/bcc/committees/training.asp) 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 \_\_\_\_\_
- 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: \_\_\_\_\_

Please return Application  
by mail: **Christine Coble, Agenda Coordinator**     by email: [coblec@leoncountyfl.gov](mailto:coblec@leoncountyfl.gov)  
**Leon County Board of County Commissioners**  
**301 South Monroe Street**  
**Tallahassee, FL 32301**

## JULIUS J. WIGGINS

324 Chastain Lane  
Tallahassee, Florida 32305

Email: juliusjwiggins@gmail.com  
Mobile: (850) 602-2685

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### OBJECTIVE

Open-minded leader recognized for creative thinking and effective problem solving with over 7 years combined experience in healthcare, financial analysis and contract negotiation. One who possesses outstanding relationship-building skills with suppliers, customers and team-members. I would like to use these skills to the benefit of a major urban hospital .

### EDUCATION

Florida State University

Master's in Public Health Administration  
Anticipated Graduation: April 2011

Florida A&M University

M.S in Healthcare Management emphasis in Operation/Clinical  
Anticipated Graduation: April 2011

Florida State University, School of Social Sciences

Bachelor of Science: Interdisciplinary Social Science/Sociology  
Spring 07

### EMPLOYMENT EXPERIENCE

*Rehab/Finance/Program Manager:* Bethel Community Development Corporation: May 2009- Present

- Facilitated an economic impact study on first time homeownership in the Bethel Community Development Corporation's (CDC) service area
- Assisted with client intake for prospective home ownership
- Coordinated construction loans for new construction to include cost breakdowns, specifications, and disbursements of payments to subcontractors and vendors

*Accounting/Audits/Taxation:* JFS Consulting: 2005- 2008

- Reconcile Bank General Ledgers.
- Preparing the forecast on a quarterly basis and assist with the annual budget for small business clients
- Performing risk assessments, planning and execution of audits primarily for small business clients
- Supervising other auditors on audit projects.
- Participating on project teams involving implementation of new systems, changes to existing systems, changes in operating processes and providing management with appropriate recommendations.
- Preparing small businesses for upcoming audits and developing portfolio for small businesses.
- Preparing taxes

*Contract and Business Analyst:* Hospital Corporation of America: 2007-2008

- Analyzed annual spending on identified products to cite saving opportunities.
- Prepared presentations, executive summaries, and other documentation to outline saving opportunities for facility, division management, CEO and CFO.
- Assisted, coordinated and managed contracts.
- Implemented contract by working with Division Clinical Resource Director, facility based Supply Chain Director for 32 Hospital.
- Assisted the Division Director of Contracting and Customer Service in resolving customer service issues related to contract performance.
- Supported business diversity initiatives through active participation in minority business organizations in the community.

**Financial Service Analyst: Regions Bank: 2001-2007**

- Provided superior customer service through anticipating the needs of customers and recommending financial services
- Educated customers on automated service options available including Loan, ATMs, Internet Banking, etc.
- Assisted customers with account enhancement and information.
- Managed 10 employees in the sales and promotion of bank services.
- Head Teller
- Served as primary contact for new account and cross sale other products
- Team Leader in team sale efforts such as team call night and sale meetings.
- Achieved the highest statewide performance through President's Club Recognition for 3 years.

**INTERNSHIP EXPERIENCE**

**Medical Records Specialist: Bond Community Health Center, Inc.: September 2009-Present**

- Receive referral/consultation reports, enter in the Medical Record database and place in proper patient record for provider review
- Obtain medical records for triage and prescription refill purposes
- Coordinate activities of other staff persons in the Division
- Coordinate semi-annual purging of inactive medical records

**COMMUNITY LEADERSHIP EXPERIENCE**

- Member--College Leadership Tallahassee, Class I (2009-present)
- Mentor - Big Brothers Big Sisters of the Big Bend (2006-present)
- Mayor's Tax Program Community Initiative (2007-2008)
  - *Served as a Tax Preparer for low income citizens throughout the Big Bend Community*
- Ambassador for County Commissioner Cliff Thael (2006-2007)
  - *Worked as a community liaison to Commissioner Thael*
- President - Homer Thomas Diabetes Foundation – "HT3" (2006)
  - *Facilitated Group Discussion and Diabetes treatment education for children (Grades K-8) during the Florida Diabetes Northwest Florida Summer Camps held in Gadsden County, Florida.*
  - *Coordinated canned-food drives for the Ronald McDonald House for two consecutive years.*
- Economics Tutor (2005 – present)
- Senator - Florida State University Student Senate (2004-2006)
  - *Coordinated Volunteer Days to Feed the Homeless at the Tallahassee Shelter*

**SKILLS AND STRENGTHS**

- Excellent verbal and written communication skills
- Proficient in Microsoft Office Products (Word, Excel, Power Point, Outlook)
- Extensive use of Healthcare Management Systems (Smart, On Base & Business Objects)
- Highly skilled usage of Edge System

**REFERENCES AVAILABLE UPON REQUEST**