

**ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT**

It is the applicant's responsibility to keep this information 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: Ann Seiler

Date: 25-Jul-2014

Home Phone: (850) 228-6237

Work Phone: (850)717-9113X

Email: ann13seile@gmail.com

Occupation: ENVIRONMENTAL SPECIALIST

Employer: DEPARTMENT OF ENVIRONMENTAL PROTECTION

Preferred mailing location: Home Address

Work Address: 2600 BLAIR STONE RD  
MS 5500

City/State/Zip: TALLAHASSEE FL 32399

Home Address 1384 DEVONSHIRE DR

City/State/Zip: TALLAHASSEE FL 32317

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

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

For how many years have you lived in and/or owned property in Leon County? 11.00years

Are you currently serving on a County Advisory Committee? No

If yes, on what Committee(s) are you a member?

Have you served on any previous Leon County committees? No

If yes, on what Committee(s) are you a member?

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

1st Choice: Joint City/County/School Board Coordinating C2nd Choice:

What cultural arts organization do you represent, if any?

If not interested in any specific Committee(s), are you interested in a specific subject matter? If yes, please note those areas in which you are interested:

**If you are appointed to a Committee, you are expected to attend regular meetings.**

How many days permonth would you be willing to commit for Committee work? 2 to 3

And for how many months would you be willing to commit that amount of time? 3 to 5

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

Sex: Female

Age: 54

Disabled? No

District: District 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.**

SINCE MY SON STARTED KINDERGARTEN I HAVE BEEN A MEMBER OF EITHER THE PTA/PTSO OR THE SAC COMMITTEES. PARTICIPATING IN THESE ORGANIZATIONS HELPED ME TO FEEL INVOLVED WITH MY SON'S EDUCATION SINCE I WORK FULL-TIME AND COULD NOT HELP WITH HAND-ON SCHOOL ACTIVITIES. I HAVE A B.S. IN BIOLOGY AND HAVE BEEN INVOLVED IN VARIOUS SCIENTIFIC GROUPS THROUGH THE YEARS. NOW MY SON WILL BEGIN HIGH SCHOOL AND AS I PREPARE FOR HIS EVENTUAL DEPARTURE FROM OUR HOME, I WOULD LIKE TO CONTINUE MY INVOLVEMENT WITH THE COMMUNITY ON A BROADER LEVEL. I LOOK FORWARD TO ASSISTING IN ANYWAY POSSIBLE. THANK YOU.

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

Name: ROBERT BYERTS Telephone: 850-556-2395  
Address: 2309 NOTLEY CT, TALLAHASSEE, FL 32312

Name: HOLLY MERRICK Telephone: 850-980-7105  
Address:

**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? Yes

Are you willing to complete a financial disclosure form and/or a background check, if applicable? Yes

Will you be receiving any compensation that is expected to influence your vote, action, or participation on a Committee? No

If yes, from whom?

Do you anticipate that you would be a stakeholder with regard to your participation on a Committee? Yes

Do you know of any circumstances that would result in you having to abstain from voting on a Committee due to voting conflicts? No

If yes, please explain.

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

If yes, please explain.

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

Signature: Ann Seiler

This application was electronically sent: 7/25/2014 12:40:17PM

# ANN SWANBECK SEILER

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Tallahassee, FL 32317  
(850) 228-6237  
[ann13seiler@gmail.com](mailto:ann13seiler@gmail.com)

## SUMMARY

- Experienced Project Manager inclusive of policy analysis and development
- Strong and effective organizational skills
- Excellent communicator
- Demonstrated public relations skills
- Team participant who is a leader
- Goal oriented and skilled in preparing accurate and timely reports inclusive of budgets

## EMPLOYMENT

ENVIRONMENTAL SPECIALIST III 2003-PRESENT  
*Florida Dept of Environmental Protection* *Tallahassee, Florida*

### Case Manager for Site Certification Applications

- Coordinate the review and evaluation of Siting projects for certification with all state and local agencies (similar to Environmental Assessment under NEPA). This includes activities such as scoping, consultation, public meetings and analyzing short/long term cumulative effects of transmission line activities.
- Evaluate technical and fiscal information from the affected agencies and bureau/districts, and advise them on adequacy and compliance with the procedural requirements of the implementing rules and laws.
- Conduct completeness and sufficiency reviews in conjunction with other agency staff.
- Prepare reports that analyze and describe the proposed agency action regarding certification award.
- Make recommendation for denial or approval of certification award. Preparing detailed conditions of certification.
- Work closely with Siting Program attorney on case-related legal matters.

Coordinates the review of post-certification amendments, modifications, and post-certification submittals; prepares final orders, authorization letters and other appropriate documentation for modification and post-certification amendment reviews.

Serve as Siting Coordination Web Manager to ensure that the Siting Internet and Intranet web pages meet necessary state and federal requirements as well as posting current information.

Evaluates and recommends electronic data gathering, dissemination, and records management.

GENERAL PROFESSIONAL III 1997-2003  
*Colorado Division of Wildlife* *Denver, Colorado*

Serve as Acting Water Resource Manager. Provide budget development and management; contract administration, and grant management to Water Quality Unit inclusive of meeting necessary requirements of the Clean Water Act.

- Develop and manage budget to meet viable needs
- Coordinate program management to meet Long Range Plan
- Identify staff needs and provide assistance where able
- Supervise diverse staff

Serve as DOW Contract Manager for Water Quality Unit.

- Prepare Request for Proposals and subsequent contracts
- Manage and coordinate contracts

Serve as Computer Coordinator and Web Manager for River Watch Program for the Habitat Section

- Maintain web site for approximately 260 volunteers state-wide to submit data
- Organize and Conduct computer trainings
- Provide training for River Watch staff and participants
- Manage appropriate databases and registrations
- Produce team policy procedures manual
- Electronically publish all necessary forms, reports, newsletters, and documentation necessary for program administration

DIRECTOR, MARKETING AND SALES 1996  
*Wildlife Pharmaceuticals* *Fort Collins, Colorado*

Responsible for marketing and sales for 1.5 million dollar pharmaceutical company

- Establish customer service protocol
- Create and place advertisements in leading veterinary/science journals
- Attend product and sales conventions
- Develop new product promotions

PROGRAM ASSISTANT -SIX MONTH TEMPORARY 1996  
*Colorado Division of Wildlife* *Denver, Colorado*

Scholarship coordinator for diversity scholarship program

- Review applications for compliance
- Organize committees for interviewing finalists
- Develop and coordinate workshop for past scholarship recipients
- Maintain database of applicants
- Establish contacts within Colorado schools and communities for future workshops

Contract Assistant

- Reviewed and processed contracts
- Assisted in drafting contracts and request for proposals
- Prepared appropriate correspondence to contractors

SUPPORT ASSOCIATE 1995  
*Hagler Bailly Consulting, Inc.* *Boulder, Colorado*

Project Administrator for natural resources damage assessment contract with state agency

- Developed contracts for consultants and subcontractors
- Managed project library
- Established electronic correspondence system for trustees council
- Organized weekly conference calls, developed agenda and recorded minutes
- Maintained project files for potential litigation

ADMINISTRATIVE ASSISTANT - SIX MONTH TEMPORARY 1995  
*Colorado Division of Wildlife* *Denver, Colorado*

Provided administrative and program support to Diversity Specialist, A&T Section and Terrestrial Section

- Developed and organized procedures and statistics for Cultural Diversity Scholarship Program
- Created procedure manual, outlining all policies and necessary steps to administer program
- Established database allowing for complete and accurate collection and analysis of statistics for scholarship program
- Utilized advanced computer skills to create graphics for scholarship program; reformat budget reports and operation plans

DIRECTOR 1992-1994  
*Division of Fish and Wildlife* *St. Thomas, U.S. Virgin Islands*

Appointed by Governor to develop and administer research and management objectives for Division. Responsible for budget, personnel, policy development and regulation as well as meeting federal requirements for NOAA/NMFS and USFWS.

- Created and coordinated voluntary Advisory Committees consisting of Commercial and Recreational Marine Users, Government officials and scientists to identify and resolve environmental issues
- Developed strategic plan for Virgin Islands natural resources
- Drafted three conservation management regulations that were approved into Legislation
- Developed environmental education projects to increase awareness of local community
- Prepared grant documentation for continued funding through Federal agencies
- Trained and supervised staff of 24 inclusive of Bureau Chiefs, Fiscal Officers, Accountants, Biologists, Education Coordinators, Administrative Officers and Technicians
- Designated by Commissioner to represent Virgin Islands Government at Caribbean Fishery Management Council, Southeast Regional Fisheries Committee, USFWS Federal Aid Southeast Regional Committee and other related meetings
- Organized workshops for; strategic planning for fisheries management; oiled wildlife workshop in preparation for major oil spills

ASSISTANT DIRECTOR 1987-1992  
*Division of Fish and Wildlife* *St. Thomas, U.S. Virgin Islands*

Responsible for organizing and monitoring administrative structures, including payroll, travel, purchasing and grant documentation. Also in charge of financial procedures; report deadlines; establishing and maintaining contacts within local and federal agencies.

- Arranged two fisheries conferences with over 150 participants at each
- Developed and implemented standard operating procedures manual resulting in timely management
- Assisted in launching a successful education program which increased environmental awareness in local communities and federal organizations. Included diverse visual and personal presentations
- Created concise financial reports that enabled project leaders to determine expenditures
- Assisted in publications of conference proceedings, monthly newsletters, brochures, booklets and various other public information

WILDLIFE BIOLOGIST 1984-1987  
*Division of Fish and Wildlife* *St. Thomas, U.S. Virgin Islands*

Accountable for the collection, analysis and summary of data on research and management projects for Virgin Islands wildlife

- Submitted three grant applications for wildlife research which were approved by U.S. Fish and Wildlife Service
- Developed and executed feasibility study on white-tailed deer
- Assisted in developing management recommendations on Feral Burros for National Park Service
- Published several reprints, on research of feral burros and on first sighting on a Short-eared owl
- Made presentations to professional organizations and schools for environmental education

## PROFESSIONAL DEVELOPMENT AND TRAINING

Public Records, Harassment, Ethics and Diversity Training	Annually
Submerged Lands Environmental Resource Training	2004
Compliance and Enforcement Training	2004
Creating Web Pages and HTML computer training	1996
Geographic Information Systems Workshop	1994
Southeast Monitoring and Assessment Program (SEAMAP), Chair	1992-1994
Recreational Fisheries Information Network (RecFIN), Steering Committee	1992-1994
Caribbean Fisheries Management Council, V.I. Representative	1992-1994
National Marine Fisheries Service Statistics Workshop	1992-1994
U.S. Fish and Wildlife Service Federal Aid Coordination Workshop	1988-1994
Financial Management Workshop	1990
Grants Application Workshop	1989
Supervisory Skills Workshop	1988
Forestry/Wildlife Conservation Certification	1988

## EDUCATION

B.A. - BIOLOGY	1979-82
<i>Mary Baldwin College</i>	<i>Staunton, Virginia</i>