

## ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT

<p>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.</p>		
Name: James F. Mathews		Date: 8-21-14
Home Phone: 850-562-3576	Cell Phone: 850-445-1667	Email: mathjjj@comcast.net
Occupation: Retired State Inspector General	Employer: N/A	
<p><b>Please check box for preferred mailing address.</b> Work Address: N/A  City/State/Zip:</p>		
<p>9 Home Address <i>988 Vireos Circle</i>  City/State/Zip: Tallahassee, Florida 32312</p>		
<p>Do you live in Leon County? Yes If yes, do you live within the City limits? Yes Do you own property in Leon County? Yes If yes, is it located within the City limits? Yes For how many years have you lived in and/or owned property in Leon County? 44 years</p>		
<p>Are you currently serving on a County Advisory Committee? No If Yes, on what Committee(s) are you a member? NN N/A</p>		
<p>Have you served on any previous Leon County committees? No If Yes, on what Committee(s) have you served? _____</p>		
<p>Are you interested in serving on any specific Committee(s)? If yes, please indicate your preference 1st Choice: Audit Advisory Committee 2nd Choice: Flexible</p>		
<p>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:  _____</p>		
<p><b><u>If you are appointed to a Committee, you are expected to attend regular meetings.</u></b> How many days per month would you be willing to commit for Committee work? 4 or more And for how many months would you be willing to commit that amount of time? 6 or more What time of day would be best for you to attend Committee meetings? Time Adjustable</p>		
<p>(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: African American Sex: Male Age: 62 Disabled? No  District 4</p>		

*“People Focused, Performance Driven.”*

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.

Please See Resume' for more details.

I chose the Audit Advisory Committee due to my involvement in audit activities during the majority of my 35 year career in Florida State Government. I supervised an Audit Director and an internal audit section for 20 years of my career as an Inspector General for several state governmental agencies. I believe that I can be of service to the citizens of Leon County on the Audit Advisory Committee.

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

Name: Mr. William Ravenell Telephone: 850-385-8078

Address: 1600 Laguna Drive – Tallahassee, Fla. 32308

Name: Mr. Matthew Carter Telephone: 850-878-2806

Address: 1904 Miccosukee Rd. – Tallahassee, Florida 32308

**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? No

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. \_\_\_\_\_

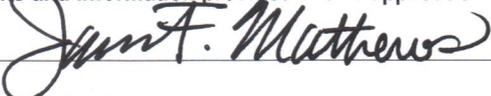
Do you or your employer, or your spouse or child or their employers, do business with Leon County? No

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: 

Please return Application

by mail: Christine Coble, Agenda Coordinator  
301 South Monroe Street  
Tallahassee, FL 32301

by email: [coblec@leoncountyfl.gov](mailto:coblec@leoncountyfl.gov)

by fax: 850-606-5301

Online: <http://cms.leoncountyfl.gov/servicerequest/committeeapplication.aspx>

*“People Focused, Performance Driven.”*

**JAMES F. MATHEWS, C.I.G.**  
988 Vireos Circle  
Tallahassee, Florida 32312  
mathjjj@comcast.net

**Education:**

Florida A & M University  
Bachelor of Science (BS)  
Political Science/Public  
Administration (1974)

Florida State University  
Master of Science (MS)  
Public Administration (1975)

Certified Inspector General (CIG)  
Inspectors General Institute (1999)  
(National) Association of Inspectors General, Inc.

**CERTIFICATES AND TRAINING:**

I have participated in numerous professional development seminars and workshops on relevant areas of management and public administration. In March of 2005, I attended **Harvard University's Kennedy School of Government and completed a program entitled: "Protecting Public Programs: Managing Risks, Preventing Corruption and Promoting Organizational Integrity."**

I have also been to training sessions and courses offered by:

American Society for Public Administration  
Florida State University

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Training providers continued:

Association of Inspectors General  
Carnegie Mellon Software Engineering Institute  
Institute of Internal Auditors  
Office of the Governor  
Office of the Attorney General  
Florida Audit Forum  
Tallahassee Association of Inspectors General  
Others

### EMPLOYMENT:

Periodic – **Assessor** – Organizational Assessment and Development, Inc. – serves as an assessor in the evaluation of the management skills of Senior Governmental Managers. Responsible for providing individual feedback and guidance based on observations made during training exercises.

October 2011- July 2012(Retired) – **INSPECTOR GENERAL**, Florida Department of Economic Opportunity – this position was responsible for the day to day operations of the Office of Inspector General(staff of 10) having responsibility for auditing, investigating, management reviews, program assessments consulting and efforts to increase accountability in a Department with program in community planning, housing and community development, economic development designed to create, expand and retain businesses in Florida, workforce development and unemployment compensation. The position reported directly to the Department Head and was required to make recommendations to improve the efficiency and effectiveness of agency managerial, programmatic and financial activities.

October 2000-September 2011- **INSPECTOR GENERAL**, Florida Agency for Workforce Innovation- this position was responsible for the day to day operation of the Office of Inspector General(staff of 8) having responsibility for auditing, investigating, management reviews, program assessments, consulting and efforts to increase accountability in an Agency with programs in workforce development, unemployment compensation, school readiness, labor market information and voluntary pre-kindergarten programs. The position reported directly to the Agency Head and was required to make recommendations to improve the efficiency and effectiveness of agency managerial, programmatic and financial activities.

March 1992 – September 2000: **INSPECTOR GENERAL**, Florida Department of Labor and Employment Security- this position was responsible for the day to day operations of the Office of Inspector General(staff of 26) having responsibility for planning, directing

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#### Employment Continued

and managing the investigations, management reviews and program assessments, audits and monitor advocate functions of the Department. The Department was responsible for Workers Compensation, Vocational Rehabilitation, Unemployment Compensation, Disability Determinations, Workforce Services, Safety Regulations, Blind Services, Workers Compensation Claims and Minority Business Advocacy & Assistance. The position reported directly to the Agency Head and was required to make recommendations to improve the efficiency and effectiveness of agency managerial, programmatic and financial activities.

January 1993 - July 1993: **ACTING DIRECTOR, Division of Labor, Employment and Training.** This Division was responsible for Job Training, Employment Placement Services, Agricultural Program Assistance, Compliance and Child Labor Enforcement. The Division was comprised of 1,500 employees with an annual budget of approximately \$300 million.

June 1987 - March 1992: **DIRECTOR, Division of Administrative Services,** Department of Labor and Employment Security. This position required responsibility for a major Division comprised of approximately 350 positions organized into four bureaus; Financial Management, Computer Data Systems, Purchasing and Support Services, Personnel and Training and a unit entitled Planning and Budgeting. This position required the planning and directing of all services and support functions of the Agency.

**Regional Assessor:** Served as an assessor in the U.S. Department of Labor's Region IV Executive Management Development Program and as a member of the Regional Steering Committee. Served on assessment teams for the Employment and Training Administration in the States of Georgia, Tennessee, North Carolina and Mississippi and for an Occupational Safety and Health Administration (OSHA) Regional Assessment Center in Atlanta, Georgia;

**Information Resource Manager:** Served as the Information Resource Manager for the Department of Labor and Employment Security. Had responsibility for all management procedures and processes that related to information resource management.

October 1983 - June 1987: **ASSISTANT DIRECTOR, Division of Administrative Services,** Department of Labor and Employment Security. This position required assistance in the development and implementation of administrative policies and procedures for the Department in the financial, budgeting, data processing and support services areas.

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Employment Continued

**Data Center Director:** During a transition period (October -December 1984) I served as Director of the Caldwell Data Center. The Center had a staff of 145 and an IBM 3081 Mainframe with 2000 terminals and devices. This was considered a large operation for information technology at the time.

December 1979 - October 1983: **CHIEF, Bureau of Independent Monitoring**, Division of Employment and Training, Department of Labor and Employment Security. This position required the management of monitoring/auditing activities and the formulation of policies and procedures that related to the bureau and the division. I was responsible for the development of the Bureau's goals, objectives, budgets, procedures and the supervision of a monitoring staff.

August 1979 - December 1979: **ADMINISTRATOR - Long Range Planning**, Division of Employment and Training, Department of Labor and Employment Security. This was a professional position which required the supervision of a staff of four and the development of planning documents, evaluation processes and policy information. The position required considerable public contact, coordination with public and private organizations and staff support for the State Employment and Training Council.

January 1979 - July 1979: **MANPOWER MANAGEMENT PLANNING SPECIALIST II - Unit Supervisor, Office** of Manpower Planning, Department of Community Affairs. This was a professional position which required duties and responsibilities in long range planning, evaluation and the development of policy for the State Office of Manpower Planning. Specifically, the position had the responsibility for the development of the Master Plan, the Governor's Coordination and Special Services Plan and the evaluation of programs and project development. The position required a significant amount of public contact and considerable contact with a variety of groups, organizations and public agencies.

November 1976 - December 1978: **MANPOWER MANAGEMENT PLANNING SPECIALIST I**, Office of Manpower Planning, Department of Community Affairs. This was a professional position which required duties and responsibilities related to all phases of management and planning of employment related programs. Specifically, I was required to coordinate and conduct contract negotiations, provide technical assistance to local government operators and community based organizations, analyze monthly computer reports, monitor contracts of subgrantees and fulfill special management responsibilities as assigned by the supervisor. My responsibilities also included a planning function which required my assistance in the implementation of the Governor's Special Grants Planning Process and the evaluation and design of pilot employment and training projects to address special needs of the state.

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Employment Continued

September 1975 - September 1976: **LEGISLATIVE STAFF INTERN, Senate Ways and Means**, the Florida Legislature. This position required duties and responsibilities related to staff support for the functions of the Committee. Specifically, I was assigned to Sub-Committee A (General Government). I was given responsibility for evaluating and processing two departmental budgets of state government, the Department of Banking and Finance and the Department of Citrus.

September 1974 - September 1975: **GRADUATE RESEARCH ASSISTANT**, Institute for Social Research, Florida State University. This position required extensive research related duties. I was specifically responsible for preparing background materials, analyzing collected data and conducting interviews. During my tenure, an evaluation of the Florida State Personnel System was completed by my major professor.

**EMPLOYMENT COMMENDATIONS:**

Appreciation Luncheon, Certificate and letter from The Governor's Office for services rendered to the State of Florida as an employee of the former Department of Labor and Employment Security.

General Management Award in recognition of Outstanding Public Service presented by the National Forum for Black Public Administrators at the annual Florida Conference - 1999

Outstanding Service Award from the Tallahassee Association of Inspectors General (2004)

Outstanding Service and Contributions Award from the Board of Directors and the Executive Committee of the Association of Inspectors General (2006)

Presidential Leadership Award – Presented by the Association of Inspectors General (2006)

Plaque in Appreciation for outstanding professionalism, commitment, dedication and service from the United States Department of Labor-Office of Labor Racketeering and Fraud Investigations-July 2012

Plaque in Appreciation for 35 years of dedicated service to the citizens of Florida—Florida Department of Economic Opportunity—July 2012

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**OTHER:**

Inducted into the Social Sciences Gallery of Distinction at Florida A & M University – Recognition of Accomplishments of Outstanding Graduates

Yokefellow of the Year - Frontiers International, Inc. (Community Organization – Service Award)

Service Award from James S. Rickards High School, for continuous support of Rickard's Programs

Appreciation Award for service as Assistant Coach of The 49ers – Levy Park Pee-Wee Flag Football

Herbert C. Alexander Distinguished Service Award – Bethel Missionary Baptist Church

Man of the Year 2004 – Kappa Alpha Psi Fraternity, Inc.

Outstanding Service Award 2005 – Frontiers International, Inc.

Leon County Sheriff's Office Citizen's Academy XI Graduate – 2001

**APPOINTMENTS:**

Formerly appointed member of the **Judicial Nominating Commission, Second Judicial Circuit of Florida** - The Commission is responsible for recommending persons to fill all vacant judgeships in the Second Judicial Circuit which is comprised of Leon, Gadsden, Wakulla, Jefferson, Franklin and Liberty Counties.

Gubernatorial Appointment(August 2006) as a member of the **Council on State Agency Inspectors General** created within the Executive Office of the Governor – The Council was charged with the responsibility of reporting to the Governor, President of the Senate and the Speaker of the House of Representatives on recommendations, suggested statutory amendments, proposals for administrative rulemaking and any other guidelines, procedures and suggestions relevant to the creation of a state agency inspector general review process.

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**AFFILIATIONS:**

Elected President of the (national) Association of Inspectors General for 2005 and 2006;

Governor's Council on Integrity and Efficiency---Former Vice Chairman –

(national) Association of Inspectors General, Inc. ---Charter Member, Member of the Board of Directors and Member of the Executive Committee

Past President of the Tallahassee Association of Inspectors General, Inc. (term 2003 and 2004)

Appointed as the first Chairman of the Professional Certification Board for Inspectors General, (national) Association of Inspectors General - 1999 – 2004

Chairman of the Strategic Planning Committee (national) Association of Inspectors General – 2006-2012

Former Member of the Institute of Internal Auditors

**Community**

Frontiers International, Inc. (Community Service Organization-Tallahassee Area Club)-Former President, Vice President and Assistant Treasurer

Life Member of Kappa Alpha Psi Fraternity, Inc. -Tallahassee Alumni Chapter-Fraternity Reporter/ Historian; Chairman of the Scholarship Committee for the years 2003-2006

Member of the Board of Directors of the Bethel Empowerment Foundation, Inc.; – the foundation operates the Steele Collins Charter Middle School

Current Position – Treasurer

Member of the Board of Directors from its inception in 1997 to present

Florida A & M University Boosters

Current Member---Former member of the Board of Directors

Bethel Missionary Baptist Church

Chairman of the Budget Committee and member of the Finance Committee

Member of the Male Chorus

Life Member of the Florida A & M University National Alumni Association

Member of the Leon County Chapter

Member of the Tallahassee Urban League

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Community Continued

Life Member of the National Association for the Advancement of Colored People (NAACP)

**PERSONAL:**

Place of Birth: Jacksonville Beach, Florida

Married to Joyce Long Mathews with one son, James F. Mathews III

Hobbies: Tennis and Golf