

ADVISORY COMMITTEE APPLICATION FOR APPOINTMENT TO THE COUNCIL ON CULTURE & ARTS

<p style="text-align: center;">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: William "Rick" Minor		Date: 4/30/15
Home Phone: 850-445-1914	Work Phone:	Email: RickMinor@yahoo.com
Occupation: Consultant	Employer: City of Tallahassee	
<p>Please check box for preferred mailing address.</p> <p><input type="checkbox"/> Work Address: 300 S. Adams St.</p> <p>City/State/Zip: Tallahassee, FL 32301</p>		
<p><input checked="" type="checkbox"/> Home Address (Required to determine County residency) 407 Vinnedge Ride</p> <p>City/State/Zip: Tallahassee, FL 32303</p>		
<p>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</p> <p>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</p> <p>For how many years have you lived in and/or owned property in Leon County? <u>12</u> years</p>		
<p>Are you currently serving on a County Advisory Committee? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If Yes, on what Committee(s) are you a member? <u>n/a</u></p>		
<p>Have you served on any previous Leon County committees? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes, on what Committee(s) have you served? <u>Bicycle Pedestrian Advisory Committee (2004)</u></p>		
<p>Please indicate your area of expertise. If you have experience in more than one field, please check all that apply.</p> <p><input checked="" type="checkbox"/> Business <input type="checkbox"/> Heritage <input checked="" type="checkbox"/> Marketing <input type="checkbox"/> Practicing Artist <input checked="" type="checkbox"/> Volunteer <input type="checkbox"/> Tourism</p> <p><input type="checkbox"/> At-Large <input type="checkbox"/> At-Large</p>		
<p><u>If you are appointed to a Committee, you are expected to attend regular meetings.</u></p> <p>How many days per month would you be willing to commit for Committee work? <input type="checkbox"/> 1 <input type="checkbox"/> 2 to 3 <input checked="" type="checkbox"/> 4 or more</p> <p>And for how many months would you be willing to commit that amount of time? <input type="checkbox"/> 2 <input type="checkbox"/> 3 to 5 <input checked="" type="checkbox"/> 6 or more</p> <p>What time of day would be best for you to attend Committee meetings? <input type="checkbox"/> Day <input checked="" type="checkbox"/> Night</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.</p> <p>Race: <input checked="" type="checkbox"/> Caucasian <input type="checkbox"/> African American <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian <input type="checkbox"/> Other</p> <p>Sex: <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female Age: <u>46</u> Disabled? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>District 1 <input type="checkbox"/> District 2 <input type="checkbox"/> District 3 <input checked="" type="checkbox"/> District 4 <input type="checkbox"/> District 5 <input type="checkbox"/></p>		

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.

- 17 years of management experience in the private, government, and non-profit sectors.
- Highly experienced and successful in the recruitment, coordination, and motivation of volunteers.
- Strong relationships with Big Bend community and business leaders, associations, and elected officials as well as local and statewide media. Have also collaborated with COCA on local events.
- Am currently serving as President of Tallahassee Music Week, Inc., which in April 2015 organized more than 100 musical performances in more than 50 locations throughout Tallahassee.
- *For additional information, please see attached resume.*

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

Name: Marjorie Turnbull Telephone: 850-443-4138

Address: _____

Name: Del Suggs Telephone: _____

Address: PO Box 2261, Westwood Shopping Center, Tallahassee, FL 32316

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? n/a

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. Possibly certain votes related to Tallahassee Music Week.

Do you or your employer, or your spouse or child or their employers, do business with Leon County? Yes No If yes, please explain. n/a

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. n/a

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

by fax: 850-606-5301

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

"People Focused, Performance Driven."

Rick Minor, MPA

407 Vinnedge Ride
Tallahassee, FL 32303
850-445-1914
RickMinor@post.harvard.edu
www.linkedin.com/in/RickMinor

SUMMARY OF QUALIFICATIONS

- 17 Years of management experience in high-stakes environments.
- Dynamic leader who has served on the senior management teams of private sector, governmental and nonprofit entities.
- Accomplished team-builder with experience in volunteer coordination and the hiring and supervising of personnel.
- Strong relationships with Big Bend community and business leaders, associations, constituency groups, and elected officials as well as local and statewide media.
- Highly successful in resource development, managing fundraising campaigns and donor communications.
- Excellent internal and external communications skills, including strategic messaging, media relations and collaboration with stakeholders.
- Experienced spokesperson with proven ability to represent and enhance an organization's brand.
- Skilled in assessing community issues and developing policy solutions.
- Proficient in organizational budget management and other financial operations.

EDUCATION

Master in Public Administration, June 2001
Harvard Kennedy School, John F. Kennedy School of Government, Cambridge, MA

Bachelor of Science, May 1991 with Honors
Major: Business Administration / Computer & Information Sciences
University of Florida, Gainesville, FL

WORK EXPERIENCE HIGHLIGHTS

CHARLIE CRIST FOR GOVERNOR, Tallahassee, FL / St. Petersburg, FL
Policy Director, May 2014 – November 2014

- Developed public policy and conducted budget research for Gov. Charlie Crist's gubernatorial campaign.
- Policy development areas included budget research, Medicaid expansion, climate change, and improving the quality of life for middle-class and low-income Floridians.

OFFICE OF THE MAYOR, CITY OF TALLAHASSEE, Tallahassee, FL
Chief of Staff, November 2010 – May 2014

- Served as the City's legislative and Intergovernmental liaison, managing the City's communication with the federal and state legislative delegations. Coordinated the City's federal and state lobbyist teams, advocating for legislation and appropriations that benefitted the City's residents.
- Managed the operations of the Office of the Mayor and supervised the Mayor's staff and budget.
- Served as the lead spokesperson on behalf of the Mayor, developing press statements, and reviewing / approving all Mayoral communications.
- Managed special projects such as the citywide Healthy Initiative and the 'Local Business Saturday' media campaign.

RICK MINOR FOR STATE REPRESENTATIVE, DISTRICT 9, Tallahassee, FL
Legislative Candidate, July 2009 – August 2010

- Ran as a candidate for Florida's State House District 9, which included portions of Leon and Jefferson Counties.
- Served as the lead spokesperson, held press conferences, developed press statements, and reviewed/approved all campaign communications.

PUBLIC WORKS LLC, Tallahassee, FL
Public Policy Consultant / Financial Operations Manager, June 2005 – April 2008

- Developed public policy for state governments and candidates for public office.
- Engaged in agency performance reviews and best practices development for state governments.
- Managed the financial operations (payroll and consultant invoice processing, accounts receivable, cash flow, budget and revenue projections) of the 15-member public policy consulting firm.

BILL RICHARDSON FOR PRESIDENT, Santa Fe, NM (*client of Public Works LLC*)
National Policy/Research Director, February 2007 – October 2007

- Developed public policy and conducted research for Governor Bill Richardson's presidential campaign.

WORK EXPERIENCE HIGHLIGHTS (continued)

TALLAHASSEE COMMUNITY COLLEGE, Tallahassee, FL
Adjunct Political Science Instructor, January 2004 – July 2004

- Taught college-level courses in Political Science and the U.S. Constitution.

FLORIDA DEMOCRATIC PARTY, Tallahassee, FL
Director of Policy, February 2003 – August 2004

- Served as a liaison between the party and state legislators. Worked closely with senior staff of the Florida Senate and House Democratic Caucuses to present a cohesive, unified message to Florida voters.
- Coordinated policy development efforts on various issues, such as the state budget, healthcare, taxes, education, children's and seniors' issues, and the environment.

ACCENTURE (FORMERLY ANDERSEN CONSULTING), June 1991 – July 2000
Senior Manager

- Managed e-government development project teams for Accenture's Government Market Unit. Provided project management and business consulting services to federal, state, and county government sectors.
- Primary responsibilities included strategic planning, large team management, E-Government project management, business/IT training, and product sales.
- Focused on welfare reform, child protection, transportation, utilities, and federal postal services.
- Roles and projects included:
 - e-Govt Development Manager, United States Postal Service - Washington, DC (July 1999 – July 2000)
 - Consulting Operations Manager, Enablement Services Group - Northbrook, IL (Dec. 1997 – Nov. 1998)
 - Project/Team Manager, Deutsche Bahn (German Railway) - Frankfurt, Germany (Feb. 1997 - June 1997)
 - Team Manager, Dept. of Human Resources Development - Fredericton, NB, Canada (April 1995 – Sept. 1996)
 - Team Leader, Texas Dept. of Protective & Regulatory Services - Austin, TX (Jan. 1994 – Dec. 1994)
 - Architect, Analyst, & Programmer, Florida Power Corporation - St. Petersburg, FL (Mar. 1992-Jul. 1993)

NOT-FOR-PROFIT ORGANIZATIONS AND OTHER COMMUNITY INVOLVEMENT

- **President/Co-Founder**, Tallahassee Music Week (June 2014 – present)
 - Created a nonprofit Florida corporation to launch an annual citywide music festival for promoting local talent and boosting north central Florida's arts & culture community.
 - Have partnered with the Council on Culture & Arts, the Leon County Schools Foundation & many other organizations.
- **Community Catalyst**, Knight Creative Communities Institute (September 2013 – present)
- **Chair**, City of Tallahassee's United Way of the Big Bend Fundraising Campaign (August 2012 – January 2013)
 - Raised nearly \$240,000, an all-time record for the City of Tallahassee.
- **Member**, Network of Entrepreneurs and Business Advocates (June 2009 – present)
- **Member**, Leadership Tallahassee Class 26 (June 2008 – present)
- **Board Member / Membership Chair**, Tallahassee Citizens' Police Academy Alumni Association (Jan. 2008 – June 2011)
- **Board Member**, The Tallahassee-Leon County Shelter (December 2007 – February 2009)
- **Chair**, Leon County Democratic Executive Committee (December 2005 – June 2009)
 - Presided over Leon County's 165-member Democratic Executive Committee (DEC).
 - Served as spokesman for TV, radio, and print earned media. Responsible for all media communication.
 - Increased DEC membership by 46% and collected \$144,000 in contributions to the Leon DEC.
- **Alumni Class Advisor**, Class of 2001, Kennedy School Student Government (May 2001 – present)

AWARDS AND CERTIFICATIONS

- **Most Creative Fundraising Campaign (2013)**, United Way of the Big Bend
- **Honoree for Contribution to Community Service (2008)**, C.K. Steele Scholarship Foundation
- **Project Management Professional Certification (1998-2001)**, Project Management Institute
- **Zollinger Award for Leadership (1990)**, Sigma Phi Epsilon Fraternity, University of Florida
- **Florida Academic Scholar (1986)**

REFERENCES AVAILABLE UPON REQUEST