

Tallahassee-Leon County Commission on the Status of Women and Girls Application

					
Name: Paula DeBoles-Johnson					
Date: January 14, 2014					
Home Phone: 850.878.9277	Work Phone: 850.339.3734	Email: ccydcdirector@embarqmail.com			
Occupation: Executive Director	Employer: Capital City Youth Development Corp.				
<p>Please check box for preferred mailing address.</p> <p><input type="checkbox"/> Work Address:</p> <p>City/State/Zip:</p>					
<p><input checked="" type="checkbox"/> Home Address:</p> <p>City/State/Zip: 1421 Lola Drive Tallahassee, FL 32301</p>					
<p>Do you live in Leon County? <input checked="" type="radio"/> Yes <input type="radio"/> No If yes, do you live within the City limits? <input checked="" type="radio"/> Yes <input type="radio"/> No</p>					
<p>Do you own property in Leon County? <input checked="" type="radio"/> Yes <input type="radio"/> No If yes, is it located within the City limits? <input checked="" type="radio"/> Yes <input type="radio"/> No</p>					
<p>For how many years have you lived in and/or owned property in Leon County? <u>17</u> years</p>					
<p>Are you currently serving on a City or County Advisory Committee? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>If Yes, on what Committee(s) are you a member? <u>COT-Human Relations Council</u></p>					
<p>Have you served on any previous City or County committees? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>If Yes, on what Committee(s) have you served? <u>Leon County VIVA Time Capsule Committee</u></p>					
<p><u>If you are appointed to the Tallahassee-Leon County Commission on the Status of Women and Girls, you are expected to attend regular meetings.</u></p>					
<p>How many days per month would you be willing to commit for Committee work? 1 <input checked="" type="radio"/> 2 to 3 <input type="radio"/> 4 or more <input type="radio"/></p>					
<p>And for how many months would you be willing to commit that amount of time? 2 <input checked="" type="radio"/> 3 to 5 <input type="radio"/> 6 or more <input type="radio"/></p>					
<p>What time of day would be best for you to attend Committee meetings? Day <input type="radio"/> Evening <input checked="" type="radio"/></p>					
<p>Can you serve a full three-year term? <input checked="" type="radio"/> Yes <input type="radio"/> No</p>					
<p>(OPTIONAL) The City of Tallahassee and Leon County strive to meet their 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>					
Race:	Caucasian	<input checked="" type="radio"/> African American	Hispanic	Asian	Other
Sex:	Male	<input checked="" type="radio"/> Female	Age: <u>45</u>	Disabled?	Yes <input type="radio"/> No <input checked="" type="radio"/>

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 the City of Tallahassee or Leon County; any charitable or community activities in which you participate; and reasons for your interest in the Commission on the Status of Women and Girls. Please attach your resume, if one is available.

Education: BS, Political Science and MS, Public Administration from Florida A & M University, Tallahassee, FL.

Committee & Charitable Experience: Tallahassee VIVA Florida Committee, Faith Family Resource Center (Board Chair), Timothy Training & Development Center (Vice Chair), Tallahassee Human Relations Council and the Adoption Support & Consultation Services Board.

Experience & CSWG Interest: In the late 90's I began my work related to Girls Empowerment with the ALL ABOUT GIRLS conference that I founded. (See attachment)

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

Name: Stacia Hammond Telephone: 813.433.8758

Address: 114 Bessemer Circle Brandon, FL 33511

Name: Robert Craig Telephone: 850.933.3102

Address: 2440 Basswood Lane Tallahassee, FL 32308

IMPORTANT LEGAL REQUIREMENTS FOR ADVISORY COMMITTEE MEMBERSHIP

AS A MEMBER OF THE TALLAHASSEE-LEON COUNTY COMMISSION ON THE STATUS OF WOMEN AND GIRLS, YOU WILL BE OBLIGATED TO FOLLOW ANY APPLICABLE LAWS REGARDING 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 CITY OF TALLAHASSEE OR 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 PUBLISHED AT www.leoncountyfl.gov/bcc/committees/training.asp BEFORE YOUR APPLICATION IS DEEMED COMPLETE.

Have you completed the Orientation? Yes No

Will you be receiving any compensation that is expected to influence your vote, action, or participation on the Committee? Yes No If yes, from whom? _____

Do you or your employer, or your spouse or child or their employers, do business with the City of Tallahassee or Leon County? Yes No

If yes, please explain. _____

Do you have any employment or contractual relationship with the City of Tallahassee or 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. _____

Please note that pursuant to City of Tallahassee policy, a background check may be conducted for City appointees to the Tallahassee-Leon County Commission on the Status of Women and Girls.

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 S. Monroe Street
Tallahassee, FL 32301

by email: coblec@leoncountyfl.gov

by fax: 850-606-5301

Summary of Qualifications

Proven performance record in progressively responsible positions in program development, implementation and management; highly skilled leader, motivator, trainer and manager of human resources; well developed analytical, investigative and organizational skills; goal directed and results oriented; excellent written and verbal communication skills; team player who is self-motivated with extensive experience in both the private and public sectors.

- **Management** – Founder and Executive Director of Capital City Youth Development Corporation (CCYDC). Supervising a volunteer staff of 16 persons. Created and executed an annual girls program (ALL ABOUT GIRLS) in North Florida, which has spread to South Georgia and is now being considered as a national model.
- Served in the capacities of Program Manager and Administrator for programs in excess of \$20 million within state government.
- Supervised a staff of 25 persons, as Program Director (Interim Executive Director) for a private, non-profit agency. Agency programming and staffing increased in capacity under my direction.
- Over 16 years of successful supervisory, coordination, teambuilding and program management experience.
- **Coordination** – Numerous commendations for the efficient and professional coordination of youth and adult programming activities, trainings, seminars and community service events planned and executed.
- CCYDC has a reputation for excellence in programs and services as well as client satisfaction in honest and fair dealings. Business continues to grow as we continue to cultivate young minds with new and innovative programs and activities.
- **Communication** – Demonstrated oral and written communication skills. Proven ability to create training programs and to train the human resource. Ability to be personable, yet remain succinct and objective. Known to be energetic, knowledgeable and the ability to communicate knowledge on a variety of different levels.

Education

Masters (MS)- Applied Social Sciences	Florida A & M University, Tallahassee, FL	April 1997
Licensed Mediator - County	Supreme Court of Florida Tallahassee, FL	April 1996
Bachelors (BS) – Political Science	Florida A & M University Tallahassee, FL	April 1991

Work History

Program Consultant	Governors Commission on Volunteerism and Community Service TLH, FL	July 2006 - Present
Executive Director/Consultant	Capital City Youth Development Corp. TLH, FL	October 2003 - Present

Administrator	FL Department of Health TLH, FL	October 2002 - May 2003
Program Manager	FL Department of Health TLH, FL	December 2001 – October 2002
Sr. Management Analyst	FL Department of Children & Families TLH, FL	May 1999 – December 2001
Program Director	Community Intervention Center TLH, FL	September 1998 – May 1999
Program Manager	Community Intervention Center TLH, FL	August 1995 – August 1998
<ul style="list-style-type: none"> • Program Specialist • Direct Service Supervisor • Counselor • Staff Assistant 	<ul style="list-style-type: none"> • FL Dept. of Labor • Gadsden Co. Senior Citizens Center • DISC Village • Department of Education 	<ul style="list-style-type: none"> • 1993 - 1994 • 1993 - 1993 • 1992 - 1993 • 1989 - 1992

Knowledge, Skills and Abilities

Knowledge of program policy and development, mediation training, conducting inquiries and investigations regarding federal programs, state budgetary systems, welfare reform, team-building and public relations. Extensive knowledge of National Service, Legislative, Juvenile Justice, Child Welfare, Senior Programming and Public Health programs on state and national levels.

Skilled in most computer software programs, including Microsoft office Suite and general office equipment. Skilled in the development of social service programs and activities. Possesses strong organizational and supervisory skills.

Ability to speak publicly, monitor various social service programs, write and review grants, create contracts, provide technical assistance, strategically plan and organize. Ability to train, recruit, positively influence and motivate the human resource. Proven ability to assimilate information quickly.

Consultant Opportunities

2013 OJJDP National Training and Technical Consultant - Nationwide

2004 – 2006 **Florida Commission for the Transportation Disadvantaged** – Tallahassee, FL

Programmatic Monitoring and Quality Assurance.

2004 **Leon County Schools** – Tallahassee, FL

National Achiever's Society year-end program execution and program review.

1999-2002 **Community Intervention Center, Inc.** – Tallahassee, FL

Program Development, Quality Assurance, Staff Training and Development.

2005 **Contributing Author**, "Raising the Bottom", GMA Publishing Company © 2005.

Relevant Training

- Teambuilding
- Group Presentation
- Leadership Training
- Contract Procurement
- Program Evaluation
- Working with At-Risk Youth
- Negotiation
- Mediation
- Ethics
- Sterling Training
- Contract Management
- Performance Based Budgeting

Professional Affiliations

Volunteer Activities

- Gamma Sigma Sigma National Service Sorority, Inc. - National
- Tallahassee Human Relations Council - Tallahassee, FL
- Leon County VIVA Tallahassee Time Capsule Committee - Tallahassee, FL
- Florida Academy of Professional Mediators – Florida Chapter
- Faith Family Resource Center Board Member (Chair) - Tallahassee, FL
- Governor’s Task Force on Sexual & Domestic Violence (Former Liaison Member)
- James S. Rickards High School International Baccalaureate Parent Volunteer – Tallahassee, FL
- National Achiever’s Society Parent Alliance Member – Tallahassee, FL
- Tallahassee Police Department Citizens Academy Graduate – Tallahassee, FL
- Celebrate New Life Tabernacle Church Member - Tallahassee, FL
- Timothy Training & Development Center Executive Board Member (Vice Chair) – Tallahassee, FL
- 2004 Outstanding Child Advocate Nominee – Tallahassee, FL
- Adoption Support & Consultation Service of Florida (Vice-Chair), Brandon, FL
- Volunteer Florida Inclusion Council (Training Committee), Tallahassee, FL

Local & National Speaking Engagements

- Health and Human Services – *“The Importance of Reaching Our Youth”* (Chicago, IL) – June 2004
- SMART Marriages Conference – *“Fiscal Responsibility”* (Dallas, TX) – August 2004
- Administration for Children & Families – *“Reaching Youth in Today’s Hop-Hop Culture”* (Los Angeles, CA) – September 2004
- National Governors Association – *“Best Practices in Working with Minority Youth”* (Washington, DC) - October 2004
- Health and Human Services/Administration for Children & Families – African-American Healthy Marriage Curriculum Development Workgroup (New Orleans, LA) – April 2005
- Health and Human Services/Administration for Children & Families – Healthy Marriage and Fatherhood Workgroup (Rome, Georgia) – May 2005
- Stronger Marriages, Stronger Families Conference Presenter *“Healthy Marriage & Youth”* (Orlando, FL) – June 2005
- From Dialogue to Service Delivery, Academy Presenter – *“Incorporating Youth”* (Detroit, MI) – June 2005
- Kids Incorporated, Speaker – *“Parenting 101”* (Tallahassee, FL) - April 2006
- Department of Children & Family Services, Presenter – *“Grant Writing”* (Pensacola, FL) – May 2006
- LLAMDA Conference, Presenter – *“Creating Effective Healthy Marriage Programs”* (Tallahassee, FL) July 2006
- Workforce Plus Expo – *Panelist* (Tallahassee, FL) – Fall 2006
- Kids Incorporated, Speaker – *“Professional Development Seminars”* – February 2007
- Administration for Children & Families, Ounce of Prevention Florida, & CCYDC *Press Conference-* (The Capitol, FL)
- Hillsborough Education Foundation (Tampa, FL) – *Diversity Appreciation; Conflict Resolution Trainings-* Fall 2007
- Volunteer Florida Disaster Institute (Tallahassee, FL, West Palm Beach, FL) -*Professional Development Seminars - 2007*
- Miami Reads Program (Miami FL) - *Diversity Appreciation; Conflict Resolution Trainings– 2007*
- AmeriCorps State Parks Program (Apopka, FL) - *Diversity Appreciation; Conflict Resolution Trainings- 2008*
- *Conflict Resolution & Diversity Appreciation* – Leon County Schools AmeriCorps Teams 2008-2010
- *Trainer for various nonprofit and for profit organizations on a national and state level. 2007- Present*

Other Relevant Experience

More than 14 years of grant writing experience. {State, Private and Federal}

Serves as a grant reviewer for various agencies on both the state and federal levels including OJJDP, Administration for Children & Families, National Service Programs and the Florida Department of Education.

Personal Information

Considered a valuable community resource with expertise in community mobilization, training and collaboration. Seen as a creative problem solver and fact finder who can stay focused and positive in critical situations. Strong advocate for children, families and the community.

References

References are available upon request.