



MEMORANDUM

Agenda Item 14B1

TO: Honorable Chairman Joe A. Martinez
and Members, Board of County Commissioners

DATE: October 18, 2011

FROM: Honorable Harvey Ruvin, Clerk
Circuit and County Courts

SUBJECT: Appointments to the Head Start/
Early Head Start Policy Council

A handwritten signature in black ink, appearing to read "Christopher Agrippa".

Christopher Agrippa, Division Chief
Clerk of the Board Division

Pursuant to Chairman Joe A. Martinez's memorandum of September 30, 2011, the following nominees to fill two (2) seats on the Head Start/Early Head Start Policy Council were submitted to the Clerk of the Board by members of the Board of County Commissioners:

- Mamie L. Armbrister
- Harvett Chapman
- Darely Garcia-Lopez
- Diana Jacoby
- Brian A. Lopez
- Amnery Santana
- Arelia Tase
- Sam Walthour

Resolution No. R-592-11, adopted by the Board of County Commissioners on July 14, 2011, provided for 19 voting members on the Head Start Policy Council to include two (2) non-staff representatives from the Board of County Commissioners. These nominations will be provided to the Policy Council pursuant to 42 U.S.C. 9837(c)(2.). The Policy Council is elected by parents of children currently enrolled in the Program.

The memorandums of nomination, resume of the nominees, and the ballot from which the two members are to be selected have been attached for your information.

CA:llc
Attachments

HEAD START/EARLY HEAD START POLICY COUNCIL

Vote (1) or Two (2)

Mamie L. Armbrister	<input type="checkbox"/>
Harvett Chapman	<input type="checkbox"/>
Darely Garcia-Lopez	<input type="checkbox"/>
Diana Jacoby	<input type="checkbox"/>
Brian A. Lopez	<input type="checkbox"/>
Amnery Santana	<input type="checkbox"/>
Areliá Tase	<input type="checkbox"/>
Sam Walthour	<input type="checkbox"/>

Commissioner _____

(Please sign ballot)

Commission District Number _____

Cave, Linda (COC)

From: Agrippa, Christopher (COC)
Sent: Friday, October 07, 2011 4:18 PM
To: Cave, Linda (COC)
Cc: Dickens, Doris (COC); Diaz, Fara (COC)
Subject: Head Start Policy Council

-----Original Message-----

From: Wolfe III, Donald (DIST7)
Sent: Friday, October 07, 2011 4:05 PM
To: Agrippa, Christopher (COC)
Cc: Gonzalez, Ricardo (DIST7)
Subject: Head Start Policy Council

Mr. Agrippa – District 7 would like to nominate Ms. Mamie L. Armbrister (see brief resume below) to the above mentioned Council. Please advise if you need additional information.

Regards,

Donald Wolfe

Donald F. Wolfe III, Esq.
Legislative Aide, District 7
Commissioner Xavier Suarez
dwolfe@miamidade.gov

High School class of 1973 Palmetto High

Employed at South Miami Hospital from 1974-1991

1991-1995 Miami Dade Jr. College AS degree in nursing

1995-1996 staff Nurse SMH

1996-1998 school nurse

1998-present Staff Nurse-Jackson Memorial Hospital

2010-2011 BS degree Grand Canyon University

HARVETT CHAPMAN
3360 Florida Avenue
Miami, Florida 33133
1 (305) 924-1778
kandbchapman@aol.com

Objective:

The opportunity to work as Project Coordinator for a community based program.

Skills:

- Five years experience in same field.
- Able to manage all the programs and projects.
- Able to supervise and lead the team.
- Able to oversee the reports and submit to board president.
- Excellent communication and writing skill.
- Proficient with computer literate such as Microsoft word, Microsoft Excel, Power Point and Internet.
- Ability to develop project goals and timetables.
- Able to work independently and in flexible schedule.
- Responsible for other duties as assigned and as needed.

Computer Skills: Proficient with

- MS Outlook
- MS Word
- MS Excel

Work Experience:

**Youth Empowerment Social Services, Inc. Miami, Florida 2001-Present
Project Director**

- Responsible for duties such as budgeting, staffing, planning, and operations of Division Services.
- Responsible for managing program compliance.
- Managed the program daily operation
- Responsible for developing and implementation of regulation, new state law, procedure and policy for level 2 background screenings.
- Provide supportive services for all coaches
- Responsible for directing recruitment, maintenance and professional development of supervisors and volunteer staff.
- Completed and discussed all professional contracts.
- Responsible for other duties as assigned.

HARVETT CHAPMAN
3360 Florida Avenue
Miami, Florida 33133
1 (305) 924-1778
kandbchapman@aol.com

Greater St. Paul A.M.E. Church 2000-2001
Church Secretary

- Provided distractive support to pastoral staff.
- Maintained attendance and church rolls.
- Supervised outgoing and incoming mail.
- Coordinate and maintain calendar
- Coordinated and maintained calendar for church.
- Helped in assembly of church publications whenever needed.
- Handled several assignments from staff members.
- Performed other assigned duties.
- Helped with copier and folder as needed

Education:

Miami Dade Community College (1999)
Bail's Bondmen

Florida Memorial College 1983-1989

Major: Criminal Justice

Courses:

- Law Enforcement
- State and Local Government
- U.S. government
- Criminal Law
- Probation and Parole

References: Available upon request.

Darely Garcia-Lopez
6770 SW 27 ST
Miami, Florida 33155
dglp@miamidade.gov
786-897-5949

Employment History:

Miami-Dade County
Record Specialist 2
2009 – Present

Finance Division

- Review and process all Chapter 7, 11 and 13 plan payments.
- Review and process all third-party checks from mortgage companies, title companies and individual taxpayers.
- Reviewing and processing litigation payments as they relate to Final Judgments and Good Faith Payments.
- Responsible for answering inquiries and providing information for requests relevant to bankruptcy and litigation matters to the public, attorneys, title companies and mortgage companies.
- Request refunds for overpayments; analyze accounts for accurate distribution and keeping records of all processed payments by scanning and filing copies of relevant court documents.

Miami-Dade County
Record Clerk 1
Customer Service
2004-2006

Finance Division

- Assisted over 150 customers with property tax related
- Work involved providing information to the public related to account status, calculation of taxes, current and delinquent taxes, license fees and requirements.
- Keeping inventory of office supplies and ordering accordingly.
- Met requirements and maintained a high level of productivity.

Education:

Miami Dade College
Bachelors in Management and Supervisory

Miami, FL
Graduation date 2012

Miami Dade College
Associates of Arts

Miami, FL
2003

The Glory of God Christian School
High School Diploma

Hialeah, FL
1999

References:

Available upon request.

DIANA JACOBY

OBJECTIVE

To secure a challenging position that will provide opportunities for professional growth and career advancement and allow me to fully utilize the skills I have acquired through my education and work experience

WORK EXPERIENCE

November 2007 to Present <i>Casino Purchasing Manager</i>	Carnival Corporation	Miami, FL
May 2006 to November 2007 <i>Senior Casino Purchasing Agent</i>	Carnival Cruise Lines	Miami, FL
January 2005 to May 2006 <i>Casino Purchasing Agent</i>	Carnival Cruise Lines	Miami, FL
January 2003 to January 2005 <i>Casino Buyer</i>	Carnival Cruise Lines	Miami, FL
July 1991 to December 2002 <i>Export Purchasing Agent</i>	Intradeco, Inc.	Miami, FL

EDUCATION

Jan 1999 to Sept 2002	Barry University	Miami, FL
<ul style="list-style-type: none">➤ Graduated September 2002, with a Bachelor of Science degree majoring in Professional Administration➤ Current GPA: 3.5		
1991 to 1994 <i>Associate of Arts</i>	Miami-Dade Community College	Miami, FL
<ul style="list-style-type: none">➤ Graduated August, 1994		

LANGUAGES

Fluent in both English and Spanish

P.C. AND SYSTEMS EXPERIENCE

Oracle Financials including Iprocurement (Super User) and Oracle Purchasing, Windows XP and 7; Microsoft Office 2010, Lotus Notes, Imaging and Mapper.

REFERENCES

Available upon request

6833 SW 38 STREET • MIAMI, FL 33155
HOME: (305) 661-6767 • CELLULAR: (786) 301-1219
E-MAIL: dwjac4@gmail.com

Brian A. Lopez

6770 SW 27 Street
Miami, Florida 33155
(786) 897-5956
thelopez@bellsouth.net

EMPLOYMENT

1997 - Present Self Employ - Brian A Lopez Inc.
Private accountant, information systems, sales and marketing.

EDUCATION

1993 - Senior High School- High School Diploma, Coral Gables, Florida
1996 - Associate in Business Administration - Miami Dade College, Miami, Florida

Available Upon Request.

2115 SW 100 Court, Miami, FL. 33165 (305) 781-5352
amnery_santana@yahoo.com

AMNERY SANTANA

WORK EXPERIENCE

November 2011- Current Employer
Great American Insurance Co.
Position: Service Associate
Job Description: Underwriting, Servicing Accounts
Miami, Florida

October 2011 - 2007
Citrus Health Network
Position: Purchasing Agent
Job Description: Handle all purchases for all
different departments and locations.
Miami, Florida

February 2007-2002
Citrus Health Network
Position: Billing specialist
All billing to all different medical providers
of Insurance - claims processing, etc.
Miami, Florida

1994- January 2002
Comfort Tech DME, Inc.
Position: Manager- Administrator
Supervise 3 Employees, handle all medical and pharmaceutical
billing, handle office administrative.
Miami, Florida

EDUCATION

June 1994 High School graduated
Miami Spring High School.
Miami, Florida

REFERENCES

Available upon request

7085 SW 22nd Street, Miami, FL. 33155 (786) 553-1261
yuriyulianny@yahoo.com

ARELIS TASE

WORK EXPERIENCE

2006 - Present <i>PUBLIX</i>	Miami, Florida
2005 - 2006 <i>ATLANTIC PLASTIC</i>	Miami, Florida
2002 - 2005 <i>HOTEL OMNI COLONNADE</i>	Miami, Florida
2000 - 2002 <i>AROW EMAIL</i>	Miami, Florida

EDUCATION

2006 - 2008 Pharmacist Technician	Miami, Florida
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REFERENCES

Available upon request

SAM WALTHOUR, MSM

15791 Southwest 24th Street, Miramar, FL 33027 • 954-374-8533 (h) 305-298-8050 (m) • samwalthour@comcast.net

LOCAL GOVERNMENT MANAGEMENT PROFESSIONAL

Accomplished senior local government management professional with more than 25 years of success improving organizational performance and sustainability through the implementation of performance management, service delivery, strategic planning and technology innovation. Award-winning experience in increasingly responsible roles, including six as a department director, providing countywide services to over 2.5 million residents. Expertise developed in the following areas:

- Performance Management
- Policy Development
- Strategic Planning
- Service Delivery and Technology Innovation
- Customer Service
- Grant Writing
- Resource Utilization
- Citizen Participation

PROFESSIONAL EXPERIENCE

MIAMI-DADE COUNTY, FL

1998 - Present

Miami-Dade County is the largest metropolitan area in the southeastern United States with over 2.5 million residents.

Manager, Department of Solid Waste Management

2010-2011

The Miami-Dade County Department of Solid Waste Management is the largest government-owned and operated waste collection and disposal system in the southeastern United States. It provides waste collection and recycling services to over 300,000 households in unincorporated Miami-Dade County and nine municipalities, and owns and operates the most technologically advanced waste-to-energy facility in the world.

Duties and Responsibilities:

- Assisted in establishing performance improvements in the enforcement division through the development of sustainable technology solutions.
- Reviewed collections and permitting policies and processes and recommended improvements.
- Reviewed department's enabling ordinance and recommended amendments.

Achievements:

- Designed countywide small hauler program.
- Reviewed potential mobile enforcement solutions for division; developed specifications.
- Revised division's criteria for outsourced lien collections and developed recommendations.

Assistant Director, Building and Neighborhood Compliance Department**2009 – 2010**

The Building and Neighborhood Compliance was established by the consolidation of the Building Department and the Office of Neighborhood Compliance.

Duties and Responsibilities:

- Instrumental in consolidation of the Office of Neighborhood Compliance and the Building Department.
- Developed business plan measures in alignment with neighborhood code compliance priorities.
- Analyzed management, business operations and processes to ensure continued success of department consolidation.
- Administered neighborhood code compliance services for unincorporated Miami-Dade, impacting more than one million residents.
- Implemented the abandoned residential foreclosure registration program.

Achievements:

- Despite budget reduction of 28%, maintained high service levels to over one million residents.
- In the first year of implementation of the abandoned residential foreclosure registration program, more than 14,000 properties inspected and over \$2M generated.
- Successfully coordinated multi-agency team to conduct inspections of more than 350 properties with various violations in a land use restricted area of the county.
- Despite slow economy, met or exceeded all performance and revenue goals.

Director, Office of Neighborhood Compliance**2008 – 2009**

The Office of Neighborhood Compliance was created to enforce neighborhood code regulations impacting over one million residents of unincorporated Miami-Dade.

Duties and Responsibilities:

- Formulated departmental policies and provided leadership and overall direction and administration of department of 138 employees and a \$14M budget.
- Directed supervisory, technical and professional staff addressing nuisance abatement, zoning violations and other code regulations to provide neighborhood code compliance services to more than one million residents.
- Conducted annual strategic planning retreat to establish departmental vision, mission and service priorities in alignment with the County's Strategic Plan.
- Developed department's budget and presented it to County Manager and County Commission.

Achievements:

- 2009 National Association of Counties (NACo) Award recipient for the implementation of the e-Ticketing Technology Solution.
- E-Ticketing Technology Solution highlighted as a public sector case study on Panasonic's website: <http://www.panasonic.com/business/toughbook/public-sector-police-mobile-ticketing-case-studies.asp>.
- Spearheaded the development of legislation to create the County's abandoned residential property foreclosure registration program.
- Exceeded performance and revenue goals.

Director, Team Metro Department

2003-2008

Team Metro was the frontline County department designed to improve resident access to government services and address community concerns. Services included operation of the County's call center (Team Metro Answer Center, now Miami-Dade 3-1-1), community and educational outreach, code compliance and several value-added services such as U.S. Passport Acceptance, Dog Tag Licenses, Transit Passes and Baby Stroller Parking Permits from nine Neighborhood County Service Centers, its administrative office and the Government on the Go Bus.

Duties and Responsibilities:

- Formulated departmental policies and provided leadership and overall administration of department of 270 positions and a \$20M budget.
- Directed supervisory, technical and professional staff addressing nuisance abatement, zoning violations and other code regulations to provide neighborhood code compliance services to more than one million residents.
- Operated largest U.S. Passport acceptance service in southeastern U.S, in addition to other one-stop, value-added services from ten locations and two mobile units.
- Provided administrative support and coordinated non-zoning meetings for 10 community zoning appeals boards.
- Conducted annual strategic planning retreat - aligned department's strategic plan with County's Strategic Plan.
- Developed department's budget and presented it to County Manager and County Commission.

Achievements:

- 2006 Sterling Challenger, Florida Sterling Council.
- Expanded the department's community presence by adding two mobile units - the *Government on the Go Bus*.
- Established process improvement teams to address critical operational concerns.
- Championed the development and implementation of several technology improvements, transforming department's manual work processes. These technology and performance management improvements resulted in a 300% increase in lien revenue and an 87% increase in employee productivity.
- 2007 Florida Sterling Council award for lien collection automation initiative.
- Created *Welcome Packages* and partnered with other agencies to distribute 25,000 copies to new home owners.
- Reduced department's reliance on general fund - generated over 40% of department's budget by establishing various revenue streams.
- Bolstered resident voluntary compliance rate to a high of 65%.
- Created audit team and instituted loss prevention measures.

Deputy Director, Team Metro Department

2001-2003

Duties and Responsibilities:

- Responsible for oversight of day-to-day operations including nine regional service centers and a call center - supervisory, professional and technical employees to providing a range of community outreach, code compliance and front counter services, including those for other County agencies.
- Assisted in budget preparation and development of strategic priorities.

Achievements:

- Redesigned department's community and education outreach program, including policies and procedures.
- Developed strategies to improve resident access to services - redefined department's community involvement strategy.
- Developed case staffing protocol for the integration of community outreach and code compliance services
- Served as Acting Director from August 2002 through February 2003.

Assistant to the County Manager

1998 - 2001

Assisted the Assistant County Manager whose portfolio included the County's social service departments - health, human services, housing, community and economic development, and employment and training (budgets totaling over \$500 million).

Duties and Responsibilities:

- Exercised significant independent judgment in coordinating of assignments with departments.
- Represented County Manager's Office at inter-departmental and inter-governmental meetings.
- Served on advisory and community boards.
- Served on Inclusionary Housing Work Group.

Achievements:

- Coordinated County's multi-agency in-kind support to a local event, attracting more than 300,000 visitors.
- Developed corrective action plans and tracked progress of departments on management watch.
- Reviewed and edited County's first Social Service Master Plan.
- Assisted in the redesign of the Community Relations Board.

Additional professional experience at Miami-Dade County - 1987-1998:

- Director, Office of Citizen Participation, Community Action Agency (CAA)
- Executive Assistant to the CAA Director
- Project Director, Homeless Assistance Program, CAA
- Community Family Service Worker, CAA

EDUCATION

ST. THOMAS UNIVERSITY – SCHOOL OF BUSINESS, Miami Gardens, FL
Master of Science in Management, Public Management

FLORIDA INTERNATIONAL UNIVERSITY, Miami, FL
Bachelor of Arts in Psychology

PROFESSIONAL TRAINING

JOHN F. KENNEDY SCHOOL OF GOVERNMENT, HARVARD UNIVERSITY, Cambridge, MA
Driving Government Performance Executive Leadership Program, 2006

JOHN F. KENNEDY SCHOOL OF GOVERNMENT, HARVARD UNIVERSITY, Cambridge, MA
Innovations in Governance Executive Education Program, 2005

MEMBERSHIPS

- International City/County Management Association
- Consumer Protection Board of Broward County
- United Way Leadership Cabinet 2009-2010
- Community Image Advisory Board, 2003-2010
- Code Enforcement Technology Trust Fund 2003-2010