



## Board of County Commissioners September 14, 2021 - Regular Meeting

### **SUBJECT**

APPOINTMENT OF SIX APPLICANTS TO THE CHILDREN'S SERVICES ADVISORY BOARD

### **Category**

ADVISORY BOARD APPOINTMENTS

### **Briefings**

Briefing Provided Upon Request

### **Contact and/or Presenter Information**

Ava Ehde, Director Neighborhood Services Department, ext. 3974

Kristi Hagen, Children's Services Coordinator, ext. 3485

### **Action Requested**

Appoint five individuals to serve on the Children's Services Advisory Board for 3-year terms effective October 1, 2021 through September 30, 2024.

Appoint one individual to serve on the Children's Services Advisory Board for a 1-year term effective October 1, 2021 through September 30, 2022.

### **Enabling/Regulating Authority**

Manatee County Code 2-2-251 through 2-2-259

Resolution R-90-169

Ordinances: 91-42, 94-28, 97-30, 99-30

### **Background Discussion**

The Children's Services Advisory Board (CSAB) is comprised of 13 members. Terms of appointed members are for a period of three (3) years, and their duration of those terms are staggered to allow for overlap coverage. Current positions that are not expiring this year are two child advocates, one criminal justice representative, one NAACP representative, one physician representative, one school board representative and one judge representative.

The terms for the remaining five seats expire September 30, 2021. Openings for the following 3-year positions were publicly advertised:

- Two Child Advocates

- One Department of Children and Families Representative
- One United Way Representative
- One Licensed Mental Health Representative

There is one additional vacant seat for a Child Advocate, due to the resignation of Gail Wynne, with a partial term that expires effective September 30, 2022. The 3-year-term was started by Ms. Karen Hansen, who resigned in March 2020 followed by Ms. Gail Wynne, who has given her resignation to be effective September 30, 2021. There is one remaining year on this specific Child Advocate seat. This opening was publicly advertised.

Every member of the CSAB shall be required to disclose any employment with or position as an officer or director of any entity applying for or receiving funds from the millage dedicated to children's services. Members will disclose, in the manner provided by Section 112.3143 Florida Statutes, the affiliation of the member or member's spouse with any organization applying through the CSAB for funding, which shall be limited to any membership or affiliation within the last calendar year.

CHILD ADVOCATE APPLICANTS: There are four applicants for the three Child Advocate seats. Select two (2) appointees to serve a full 3-year term effective October 1, 2021 through September 30, 2024. Select one (1) appointee to serve the remainder 1-year term effective October 1, 2021, through September 30, 2022.

- Christopher Collins
- Katie Currier
- Carolann Garafola
- Andrea Suarez

LICENSED MENTAL HEALTH REPRESENTATIVE APPLICANT: There is one applicant for the Licensed Mental Health Representative seat. Select one (1) appointee to serve a full 3-year term effective October 1, 2021, through September 30, 2024.

- Kelly Hunt

DEPARTMENT OF CHILDREN & FAMILIES REPRESENTATIVE APPLICANT: There is one applicant for the Department of Children & Families Representative seat. Select one (1) appointee to serve a full 3-year term effective October 1, 2021, through September 30, 2024.

- Kimberly Kutch

UNITED WAY REPRESENTATIVE APPLICANT: There is one applicant for the United Way Representative seat. Select one (1) appointee to serve a full 3-year term effective October 1, 2021, through September 30, 2024.

- Deborah Tapp



## MEMORANDUM

To: Dr. Scott Hopes, County Administrator

From: Diane Vollmer, Agenda Coordinator

Date: September 13, 2021

Subject: **Agenda Update for Meeting of September 14, 2021**

*This memo and the changes indicated below are reflected in the electronic agenda.*

### Public Comments

Written comments submitted through the online Public Comment form were added to:

- Citizen Comments (Consideration for Future Agenda Items)

### Changes to Consent Agenda

#### BUILDING AND DEVELOPMENT SERVICES

##### Item 12 - Final Plat and Associated Documents for Summerwoods-Phases IIIA & IVA

The requested action was updated to include: "Acceptance, Execution, and Recording of the Mortgagee's Joinder from Western Alliance Bank."

#### PROPERTY MANAGEMENT

##### Item 30 - Permanent Utilities Easement and Permanent Sidewalk Easement from 63 Manatee, LLC for property located at 1515 63rd Avenue East, Bradenton FL, 34203, in District 4.

This item was deleted from the agenda.

##### Item 37 - Resolution R-21-150 Authorizing the Conveyance of Right-of-Way and County Deed Conveying Right-of-Way to Florida Department of Transportation for the Realignment of State Road 62 at US 301 North in Parrish, Florida 34219 in District 1

The requested action was updated to read:

- Adopt Resolution R-21-150; and
- Execute County Deed to State of Florida Department of Transportation

##### Item 38 - Notice of Termination of a License Agreement between Florida Sheriffs Youth Ranches, Inc, and Manatee County for property located at 751 Rye Wilderness Trail, Parrish, Florida 34219; District 1

This item is being deferred to the October 26 meeting.

#### PUBLIC WORKS

##### Item 42 - Adoption of Resolution No. 21-110 Approving a Limited Access Agreement and Release of Claims Form for the Bradenton Beach Gravity Sewer Replacement Project

A location map was added to this agenda item.

## Changes to Advisory Board Appointments

### NEIGHBORHOOD SERVICES

#### **Item 50** - Appointment of Six Applicants to the Children's Services Advisory Board

This item is being deferred to the September 28 meeting.

## Additions to Consent Agenda

### ADMINISTRATOR

#### **Item 57 - Letter of Non-opposition for Skyway Bridge 10K Charity Run Sponsored by the Armed Forces Families Foundation**

Requested Action: "Authorization for the Chairperson to execute a letter of non-opposition to the Florida Department of Transportation (FDOT) for a proposed 10k charity run across the Skyway Bridge on March 6, 2022, sponsored by the Armed Forces Families Foundation."

### PROPERTY MANAGEMENT

#### **Item 58 - Subordination of County Utility Interests to subordinate the County's Utility Interests to the Florida Department of Transportation (FDOT) for Parcel 503.1 (also known as Parcel 503), located along U.S. 41 N. - U.S. 301**

Requested Action: "Execute Subordination of County Utility Interests for Parcel 503.3 (also known as Parcel 503)"

## Addition to Commissioner Agenda

#### **Item 59 - Approval of letter to the Florida Attorney General in favor of a county ordinance creating a "safe haven" for the unborn in Manatee County, Florida and direct the County Attorney to request a formal advisory opinion from the Florida Attorney General addressing whether the County is preempted under Florida law from adopting an ordinance regulating abortion**

Requested Action: "I move to approve the letter to the Florida Attorney General in the form submitted into the record, and to direct the County Attorney to request a formal advisory opinion from the Florida Attorney General addressing whether the County is preempted under Florida law from adopting an ordinance regulating abortion."

**Attorney Review**

Not Reviewed (No apparent legal issues)

**Instructions to Board Records**

Notify Kristi Hagen (kristi.hagen@mymanatee.org), LaWanda Timmons (lawanda.timmons@mymanatee.org), Debbie Carpenter (debbie.carpenter@mymanatee.org), Julie Spicer (julie.spicer@mymanatee.org) and Celeste McDuffie (celeste.mcduffie@mymanatee.org).

**Cost and Funds Source Account Number and Name**

None

**Amount and Frequency of Recurring Costs**

N/A

## CHILDREN’S SERVICES ADVISORY BOARD – CANDIDATE MATRIX

**Child Advocate Seats – Choose 3 appointees to serve:**

1. Two to serve 3-year-terms: 10/01/2021 – 09/30/2024
2. One to serve remainder of term for one year: 10/01/2021 – 09/30/2022

Commission District	Applicant	Profession	Education/Experience/Employment	Current Advisory Board Member
5	Christopher Collins	Grants Coordinator – SCF Foundation	<ul style="list-style-type: none"> <li>• Bachelor’s Degree – Early Childhood Education</li> <li>• Master’s Degree (enrolled) – Public Administration</li> <li>• SCF Foundation (Grants Coordinator)</li> <li>• Virtus Health (Registered Behavior Technician &amp; Administrative Assistant)</li> <li>• Easterseals Southwest Florida (Coordinator, Family Support Services)</li> <li>• Professional Affiliations                             <ul style="list-style-type: none"> <li>○ Suncoast Association for Behavioral Analysis</li> <li>○ Behavior Analyst Certification Board</li> <li>○ Braden River Soccer Club</li> <li>○ TOPSoccer</li> </ul> </li> </ul>	NO
3	Katie Currier	Retired RN, Nursing Director, Legal Nurse Consultant	<ul style="list-style-type: none"> <li>• Master of Business Administration</li> <li>• Master of Science in Nursing</li> <li>• Bachelor of Science in Nursing</li> <li>• Associate Degree in Nursing</li> <li>• National Alliance for the Mentally Ill (Board of Directors)</li> <li>• Manatee County Critical Incident Stress Management Team (Member)</li> <li>• Advisory Panel – Berkshire Community College</li> </ul>	NO

			<ul style="list-style-type: none"> <li>• Advisory Board for child/adolescent services MH services of the Berkshires</li> <li>• Human Rights Committee (Multiple Entities)</li> <li>• Facilitator for Visions for Tomorrow</li> </ul>	
5	Carolann Garafola	Artist	<ul style="list-style-type: none"> <li>• Doctoral (ABD) Education-Administration</li> <li>• Master of Arts Speech Pathology</li> <li>• Bachelor of Arts Elementary Education/Speech Pathology</li> <li>• Certified in NJ as school superintendent, principal, teacher, and speech pathologist</li> <li>• Palm Aire Women’s Club (President)</li> <li>• Artists Guild of Anna Maria Island</li> <li>• Mote Ranch Beautification Committee</li> <li>• Warren Township Elected Official (Mayor)</li> <li>• Somerset County Governing Officials Assn (Chair/Secretary)</li> <li>• Friends of the Library (Warren)</li> <li>• Board of Education Member (NJ)</li> <li>• NJ Speech Language &amp; Hearing Assn (President/VP)</li> </ul>	NO
3	Andrea Suarez	Operations Director	<ul style="list-style-type: none"> <li>• USF Sarasota/Manatee (Current – Psychology)</li> <li>• USF Tampa Nursing Pre-Requisites</li> <li>• Honors College Graduate</li> <li>• Awarded Bright Futures Scholarship</li> <li>• Presented with “IMAD” Award (I Made A Difference) by Gould &amp; Lamb</li> </ul>	NO

**Licensed Mental Health Representative Seat – Choose 1 appointee to serve:**

**1. One to serve 3-year-terms: 10/01/2021 – 09/30/2024**

Commission District	Applicant	Profession	Education/Experience/Employment	Current Advisory Board Member
5	Kelly Hunt	Licensed Mental Health Counselor	<ul style="list-style-type: none"> <li>• Master of Arts Mental Health Counseling</li> <li>• Bachelor of Arts Psychology</li> <li>• Permesly, Permesly and Hunt (Psychotherapist)</li> <li>• Manatee Children’s Services (Clinical Supervisor/Case Coordinator/Program Therapist)</li> <li>• Jewish Family &amp; Children’s Service (Program Coordinator)</li> <li>• Charter Kingsley Center (Program Therapist)</li> <li>• Children’s Home Society (Case Coordinator)</li> <li>• Manatee Child Death Review Team</li> <li>• Manatee Children’s Services Child Advocacy Center (Board Officer)</li> <li>• Manatee/Sarasota Small Business Chamber (Board Member)</li> <li>• Licensed Mental Health Counselor, Qualified Supervisor MHC, Certified Managing Aggressive Behavior Educator, Certified Victims of Crime Act Practitioner</li> </ul>	<p style="text-align: center;">YES</p> <p>Attendance Rate            FY20-21 83.33%            FY19-20 77.78%            FY18-19 64.29%</p>



**Department of Children & Family Representative Seat – Choose 1 appointee to serve:**

**1. One to serve 3-year-terms: 10/01/2021 – 09/30/2024**

Commission District	Applicant	Profession	Education/Experience/Employment	Current Advisory Board Member
1	Kim Kutch	DCF Community Development Administrator	<ul style="list-style-type: none"> <li>• Master of Arts Mental Health Counseling</li> <li>• Master of Science Administration of Criminal Justice</li> <li>• Bachelor of Arts Criminology</li> <li>• Education Specialist School Guidance Counseling</li> <li>• FL Department of Children &amp; Families (Community Development Administrator/Regional Manager of Contracts/Operations Manager/Operations Management Consultant II/Operations Program Administrator)</li> <li>• All Star Children’s Foundation Advisory Board</li> <li>• Manatee Early Learning Coalition</li> <li>• Sarasota County Early Learning Coalition</li> <li>• Career Source Suncoast</li> <li>• Early Learning Coalition of the Florida Heartland</li> <li>• Community Leadership</li> <li>• Davis Productivity/Florida Tax Watch Commendation: Child Death Prevention Taskforce, Peace4Manasota, SunCoast Access Telecommuting Implementation Team</li> <li>• Pennsylvania Outstanding Court Operated Juvenile Justice Program</li> <li>• FL Certified Contract Manager</li> <li>• FL Certified Contract Negotiator</li> <li>• Certified Public Manager</li> <li>• Trauma &amp; Resilience Level 1</li> </ul>	<p style="text-align: center;">YES</p> <p>FY20-21 94.44% FY19-20 100% FY18-19 85.71%</p>

**United Way Representative Seat – Choose 1 appointee to serve:**

**1. One to serve 3-year-terms: 10/01/2021 – 09/30/2024**

<b>Commission District</b>	<b>Applicant</b>	<b>Profession</b>	<b>Education/Experience/Employment</b>	<b>Current Advisory Board Member</b>
3	Debbie Tapp	Retired	<ul style="list-style-type: none"> <li>• Bachelor of Arts Sociology</li> <li>• Governor’s appointee DCF District 6 Health &amp; Human Services Advisory Board</li> <li>• American Red Cross Leadership Volunteer</li> <li>• United Way Volunteer</li> <li>• State of FL Health and Rehabilitative Services, currently DCF (Program Administrator/Unit Supervisor/Caseworker)</li> </ul>	YES – Current Board Chair FY20-21 100% FY19-20 100% FY18-19 85.71%



# Advisory Board Application

Submitted On: Aug 4, 2021, 03:27PM EDT

Manatee County, FL

Select Advisory Board	Childrens Services Advisory Board
Seat you're interested in	Child Advocate, not affiliated with any agency receiving county funds
Full Name	<b>First Name:</b> Christopher <b>Last Name:</b> Collins
Home Address	<b>Street Address:</b> 5029 79th Ave. Dr. E. <b>City:</b> Sarasota <b>State:</b> FL <b>Zip:</b> 34243
Is your mailing address the same as your home address?	Yes
Home Phone	9417051849
Work Phone	9417525653
Cell Phone	
Email	collinc1@scf.edu
Occupation (if retired, please indicate)	Grants Coordinator
Business Name	State College of Florida Foundation
Business Address	<b>Street Address:</b> 5840 26th Street West <b>City:</b> Bradenton <b>State:</b> FL <b>Zip:</b> 34207
Are you registered to vote in Manatee County? (This is required for some boards/commissions)	Yes
Which County Commission District do you reside in?	District 5
Do you reside in unincorporated Manatee County?	Yes
Gender	Male
Race	Caucasian
List any governmental Advisory Boards/Committees/Commissions on which you currently serve.	N/A
List any Manatee County Advisory Boards/Committees/Commissions on which you have previously served (include dates of your service).	N/A
Why do you want to serve on this Advisory Board or Committee?	I have written grants and delivered services funded by Manatee County, and my experiences would be beneficial to the Advisory Board, as they provide insight as both a parent benefiting from funds, and my previous work in program service delivery. Additionally, my current role as grants coordinator for a large foundation in Manatee County would serve the Advisory Board, while also avoiding conflict as my current organization does not qualify for funding opportunities the Advisory Board oversees.
Describe your education and experience that will provide a benefit to this Advisory Board.	10 years experience working in early childhood education and early intervention (behavior therapy) for children with disabilities. Additional experience in parent education for caregivers

	of a child with a disability and am myself a caregiver to two children with disabilities.
<b>List your professional credentials, licenses or certificates that are relevant to this Advisory Board.</b>	B.S. in Early Childhood Education and am a Registered Behavior Technician with Behavior Analyst Certification Board (Medicaid credentialed).
<b>List organizations and positions in which you serve in local civic or community groups.</b>	Student Advocate for Florida State University's Public Administration Graduate Association's Executive Board and work with recruitment for The Suncoast Association for Behavior Analysis.
<b>Are you or any of your immediate family members affiliated with any agency (see below) that receives Children's Services dedicated millage funds from Manatee County? Affiliated means: an employee of the agency; owner of the agency; voting member on the agency's Board of Directors; or contract with the agency</b>	No
<b>An application to the Children's Services Advisory Board requires a current and comprehensive resume or curriculum vitae. Upload your resume/CV</b>	138448.pdf.pdf
<b>Do you know of any other reason that would prohibit you from serving on this board that could be deemed as a conflict of interest?</b>	Yes
<b>Please explain.</b>	My partner and children I care for work with, and receive services through, Easter Seals SWFL.
<b>If you are appointed, are there any days of the week or months of the year you will be unavailable to serve due to job or travel?</b>	No
<b>The Children's Services Advisory Board has monthly meetings which are generally on the 3rd Wednesday of each month from 3:00 pm to 5:00 pm or later. If you are appointed, will you be available at these dates and times?</b>	Yes
<b>The Children's Services Advisory Board has an annual retreat which is generally held on the 1st or 2nd Friday of October from 9:00 am to 3:00 pm or later. If you are appointed, will you be available on these dates and times?</b>	Yes
<b>The Children's Services Advisory Board is responsible for reviewing and scoring funding applications submitted by non-profit agencies. This generally occurs during the months of March, April and May each year, and meetings are held each Wednesday from 3:00 pm to 5:00 pm or later. The time commitment for reviewing and scoring funding applications takes members an average of 20-30 hours per week. If you are appointed, will you be available to attend the weekly meetings and commit to 20-30 hours per week to review and score funding applications?</b>	Yes
<b>Florida State Statute 119.07 designates this application as a public document to be made available for anyone requesting to view it. If you qualify for exemption from public disclosure under the terms of this statute, please explain.</b>	

**Signature Data**

First Name: Chris  
Last Name: Collins  
Email Address: collinc1@scf.edu

A handwritten signature in black ink, appearing to read 'C. Collins', with a long horizontal flourish extending to the right.

Signed at: August 4, 2021 1:40pm America/New\_York

**Date**

**Month:** 8  
**Day:** 4  
**Year:** 2021

CHRISTOPHER COLLINS  
Sarasota, FL 34243  
ccollins941@gmail.com  
941.705.1849

## EMPLOYMENT

**State College of Florida Foundation** - Bradenton, FL May 2021 to Present

### **Grants Coordinator**

Coordinates grant development teams comprise college faculty, staff, and community partners, assists the team with formulation of project ideas and design; guides the writing team through internal procedures; edits and enhances proposal presentation; refines the grants budgets, timelines and other documentation to meet specification of funding sources.

**Virtus Health** - Sarasota, FL June 2019 to May 2020

### **Registered Behavior Technician (RBT) and Administrative Assistant**

Providing ABA (applied behavioral analysis) therapy based on individualized assessment outlined by a Board Certified Behavior Analyst to children with Autism. Responsible for data collection, discrete trial training, implementation of behavior plan and interventions. Adhere to ethical guidelines set forth by the Behavior Analyst Certification Board.

Responsible for scheduling, ensuring medical records and client files are current, overseeing day to day operation with or in the absence of the center director, and developing community partnerships. Assist HR with onboarding documents for staff and credentialing, assist with billing and insurance authorization. Duties required proficient knowledge of our EMR system.

**Easterseals Southwest Florida** - Sarasota, FL May 2015 to May 2019

### **Coordinator, Family Support Services**

Provided oversight to respite program and summer camps, servicing children with disabilities and their caregivers. This position included supervisory responsibilities for 20 part-time staff. Responsible for grant writing, soliciting private donations and coordination of philanthropic events for respite program, parent support groups, and agency wide efforts.

- Creation and oversight of parent support groups and education programs.
- Creation and implementation of social skills groups to early learners and elementary students
- Manage demographic data for agency
- Manatee and Sarasota human services grant writing and reporting (\$100k total in funds)

- Responsible for program budget (\$180,000 annual)
- This position coordinates all volunteers for agency and its programs
- Responsible for organizing monthly events and assist with fundraising events
- Program development through corporate and nonprofit partnerships

## EDUCATION

**State College of Florida – Early Childhood Education – Bachelor’s**

**Florida State University – Public Administration – Master’s (Currently Enrolled)**

## PROFESSIONAL AFFILIATIONS

**SCABA (Suncoast Association for Behavioral Analysis) – 2018 - Present**

Member in good standing, Registered Behavior Technician, and prospective board member.

**BACB (Behavior Analyst Certification Board) – 2018 - Present**

Registered Behavior Technician in good standing

**Braden River Soccer Club – 2008 - Present**

Licensed Competitive Youth Soccer Coach

**TOPSoccer – 2006 – 2010 and 2015 – 2017**

Volunteer Coach

Design and implement developmentally appropriate soccer activities to children with disabilities.

## CERTIFICATIONS AND LICENSES

**(RBT) Registered Behavior Technician**

Certification: RBT-18-60131

NPI: 1851877815

Medicaid Provider

**CPR & First Aid**

**FYSA Class D Coaching License**

## REFERENCES

**Darla Parry, M.S. BCBA** (941) 405-5262

Behavior Analyst, Manatee County School District

Consultant, Easterseals SWFL

Board Member, SCABA

**Jacquelyn Marques, M.S. BCBA** (800) 210-0814 ext.719; jacquelyn@virtus.health

Regional Director, Virtus Health

**Michelle Fenton, M. Ed. BCBA** (941) 355-7637; mfenton@easterseals-swfl.org

Behavior Analyst, Easterseals SWFL





# Advisory Board Application

Submitted On: Jul 25, 2021, 12:55PM EDT

Manatee County, FL

Select Advisory Board	Childrens Services Advisory Board
Seat you're interested in	Child Advocate, not affiliated with any agency receiving county funds
Full Name	<b>First Name:</b> katie <b>Last Name:</b> currier
Home Address	<b>Street Address:</b> 4911 50th ave w <b>City:</b> Bradenton <b>State:</b> FL <b>Zip:</b> 34210
Is your mailing address the same as your home address?	Yes
Home Phone	413-446-1058
Work Phone	
Cell Phone	413-446-1058
Email	kcurrier64@yahoo.com
Occupation (if retired, please indicate)	Retired RN, Nursing Director. Legal Nurse Consultant.
Business Name	
Business Address	<b>Street Address:</b> 4911 50th ave w <b>City:</b> Bradenton <b>State:</b> FL <b>Zip:</b> 34210
Are you registered to vote in Manatee County? (This is required for some boards/commissions)	Yes
Which County Commission District do you reside in?	District 3
Do you reside in unincorporated Manatee County?	Yes
Gender	Female
Race	Caucasian
List any governmental Advisory Boards/Committees/Commissions on which you currently serve.	none currently
List any Manatee County Advisory Boards/Committees/Commissions on which you have previously served (include dates of your service).	Not involved in any in Manatee County. Previously served on boards in other states.
Why do you want to serve on this Advisory Board or Committee?	I am interested in becoming involved in the community now that I have time to do so. In the past, I have been an advocate for children. Boards in Massachusetts that I have served on include -The Key Program (serves DYS, DCFS, DMH clients) -Brien Center (mental health/substance abuse services) -National Alliance for Mentally Ill -Human Tights Commission I would like to be able to give something back to the community, and am especially interested in our youth.
Describe your education and experience that will provide a benefit to this Advisory Board.	Formal education includes Master of Science in Nursing and MBA. I have completed coursework in social work as well. I was a trained facilitator in Visions for Tomorrow, an

	<p>educational program for parents of children with special needs. In addition, I was a child advocate in the public school system in Massachusetts. My first job as a nurse was in pediatrics. I also have done the full spectrum of services in nursing, from acute care, home health, and community-based services for children &amp; adults. While employed at Berkshire Medical Center, I served as a loaned executive to the United Way of the Berkshires. This position allowed me to learn a significant amount about community based services, funding sources, and grants. These are all strengths that I could bring to the role.</p>
<p><b>List your professional credentials, licenses or certificates that are relevant to this Advisory Board.</b></p>	<p>MBA, HCM, MS, RN, NE-BC (Certified Nurse Executive) Legal Nurse Consultant Formal facilitation classes</p>
<p><b>List organizations and positions in which you serve in local civic or community groups.</b></p>	<p>National Alliance for the Mentally Ill Brien Center (at the time Mental Health &amp; Substance Abuse Services of the Berkshires) Board of Director, Key Program Loaned Executive, Berkshire United Way Human Rights Committee, Berkshire Medical Center</p>
<p><b>Are you or any of your immediate family members affiliated with any agency (see below) that receives Children's Services dedicated millage funds from Manatee County? Affiliated means: an employee of the agency; owner of the agency; voting member on the agency's Board of Directors; or contract with the agency</b></p>	<p>No</p>
<p><b>An application to the Children's Services Advisory Board requires a current and comprehensive resume or curriculum vitae. Upload your resume/CV</b></p>	<p>Currier resume April 2019.docx</p>
<p><b>Do you know of any other reason that would prohibit you from serving on this board that could be deemed as a conflict of interest?</b></p>	<p>No</p>
<p><b>If you are appointed, are there any days of the week or months of the year you will be unavailable to serve due to job or travel?</b></p>	<p>No</p>
<p><b>The Children's Services Advisory Board has monthly meetings which are generally on the 3rd Wednesday of each month from 3:00 pm to 5:00 pm or later. If you are appointed, will you be available at these dates and times?</b></p>	<p>Yes</p>
<p><b>The Children's Services Advisory Board has an annual retreat which is generally held on the 1st or 2nd Friday of October from 9:00 am to 3:00 pm or later. If you are appointed, will you be available on these dates and times?</b></p>	<p>Yes</p>
<p><b>The Children's Services Advisory Board is responsible for reviewing and scoring funding applications submitted by non-profit agencies. This generally occurs during the months of March, April and May each year, and meetings are held each Wednesday from 3:00 pm to 5:00 pm or later. The time commitment for reviewing and scoring funding applications takes members an average of 20-30 hours per week. If you are appointed, will you be available to attend the weekly meetings and commit to 20-30 hours per week to review and score funding applications?</b></p>	<p>Yes</p>
<p><b>Florida State Statute 119.07 designates this application as a public document to be made available for anyone requesting to view it. If</b></p>	

you qualify for exemption from public disclosure under the terms of this statute, please explain.

**Signature Data**

First Name: katie  
Last Name: currier  
Email Address: kcurrier64@yahoo.com

*Katie Currier*

Signed at: July 25, 2021 12:54pm America/New\_York

**Date**

**Month:** 7  
**Day:** 25  
**Year:** 2021

Katie Currier MBA/HCM, MSN, RN, NE-BC, LNC  
4911 50<sup>th</sup> Ave W. Bradenton, FL 34210  
(413) 446-1058  
kcurrier64@yahoo.com

## SUMMARY

Board Certified Nurse Executive with experience in acute care inpatient & outpatient settings, residential, long term care, and community-based care delivery systems. Experience includes direct care as a Professional Registered Nurse in education, long term care, psychiatric intensive care, & community mental health. Over 18 years' experience in healthcare leadership, including charge nurse, staff development/educational facilitator, operations/nursing manager, and director of nursing, overseeing a staff of 80 registered nurses, nursing assistants and support staff.

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## PROFESSIONAL EXPERIENCE

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Lakewood Ranch Medical Center, Bradenton, FL

2014- 2019

### *Director Med/Surg/Tele/Ortho*

- Develop effective working relationships with key stakeholders, including leadership, physicians & mid-level providers, nurses, and allied health professionals
- Responsible for daily operations for medical/surgical/telemetry/observation beds. 24-hour oversight including planning, organizing, directing, and evaluating economic growth, fiscal responsibility, and the quality of business scope, clinical and non-clinical.
- Responsible for Orthopedic Unit which was based on the Marshall Steele Program from 2014-2015. Positive outcomes include low infection and complication rates as well as low readmission rate
- Identify opportunities for improvement- gather & evaluate data, develop implementation plan, and monitor results
- Facilitate orientation/preceptorship for new graduate RNs and mentorship for experienced RNs, using abilities to assess individuals' development and needs to successfully transition from novice to experienced nurses
- Participate in corporate initiative for reduction of falls; chaired hospital falls committee-initiatives resulted in a decrease in fall rates by 35% over a 2-year period
- Co-chair of Patient Experience Committee, responsible for hospital-wide initiatives to improve the patient experience, including communication and education as well as clinical experience
- Facilitated interdepartmental performance improvement processes which met/exceeded goals consistently in 2018 for decreasing admission and discharge times, resulting in improved patient flow and patient experience
- Ability to lead team projects for quality initiatives and cultural transformation
- Present defensive documentation skills workshops to nurses new to the organization
- Responsible for inpatient Provisions of Care to meet Joint Commission requirements for nursing practice, resulting in a successful reaccreditation
- Resource for conflict resolution, effective communication, de-escalating highly charged emotional situations
- Committees include Policy Oversight, Quality Improvement, Sepsis, Infection Prevention, Patient Experience, Recruitment and Retention, Nursing Leadership, Chest Pain Accreditation, Patient Safety, Core Measures, Falls

St. Peter's Hospital, Albany, NY

2009-2014

### *Operations Manager 4 Brady Farrell/Cardiac Critical Care/Interim Intensive Care Unit Operations Manager*

- Responsible for daily operations for units consisting of cardiac critical care & step-down beds, telemetry, & medical/surgical intensive care beds.
- Transformational leader overseeing up to 120 nurses, technical care associates, information associates, supervisors, and nurse educators, coaching groups towards self-direction & team empowerment.
- Implemented multi-disciplinary rounding to develop the plans of care and improve patient outcomes.
- Mentored new leaders to develop supervisory/management skills.
- Participated in development of critical care preceptorship program to meet the growing demands for highly skilled specialty nurses.
- Achieved positive outcomes in quality initiatives such as significantly decreased infection rates (VAP, CLABSI, CAUTI, MRSA, C-Diff), core measures, decreasing length of stay, improving patient satisfaction through the patient experience, and caring for new patient populations.
- Completed Sexual Assault Nurse Examine (SANE) course

**Berkshire Medical Center (BMC), Pittsfield, MA**  
**Program Manager, Hospitalist Program**

2007-2009

- Organize and direct multi-million-dollar inpatient Hospitalist Program- developed infrastructure for growing (part time) program of 6 initial providers to a department of 21 people operating 24 hours/day, seven days/week. Program is responsible for over 92% of patients on medical service as well as co-managing patients on psychiatric and surgical services.
- Participate with Chairman of Medicine in development of clinical effectiveness strategies. BMC received the 2009 Distinguished Hospital Award for Clinical Excellence from HealthGrades
- Facilitated improvement processes using Lean Six Sigma methods
- Responsible for overseeing steps in revenue process including coding, billing, and report generation; analyze reports such as productivity, payer mix, and schedule equity
- Participate on BHS Service Council, board which oversees new hospital initiatives; participate in organizational efforts to increase patient satisfaction, improve quality measures, and increase efficiencies in systems

**Berkshire Medical Center, Pittsfield, MA**  
**Retreat (Planetree) Facilitator (Administration)**

2003-2007

- Develop, organize, and implement programs to educate staff at all levels (including managers and physicians) of the organization for the successful integration of the change initiative (Planetree), focusing on patient-centered care, communication, customer service, and quality in the delivery of healthcare. Over 3200 employees completed multiple rounds of trainings.
- Monitor patient satisfaction and facilitate the development of programs to address the needs of the organization for improvement in patient satisfaction
- Coordinate and facilitate multiple committees (communication, unit champions, arts and entertainment, complementary therapy, spirituality, staff action) and participate in environmental, Patient Focus Panel, and Customer Service Steering Committees; Coordinate staff recognition programs

**Berkshire Medical Center, Pittsfield, MA**  
**Clinical Leader, Staff Nurse**

1999-2003

- Supervised a team of nurses, clinical therapists, social workers, and psychiatric aides; acted as team leader on psychiatric intensive care unit
- Member of interdisciplinary team which decreased restraint/seclusion from approximately 350 hours in a year to under 20 hours
- Crisis assessment/management for acutely mentally ill patients

**Mental Health and Substance Abuse Services (Brien Center), Pittsfield, MA**  
**Community Mental Health Nurse**

1996-1999

- Provided nursing care assessments, education, monitored medication regimes in medication clinics
- Participated in multidisciplinary team to plan, evaluate, and implement treatment plans for clients
- Co-facilitated medication/psychotherapeutic groups
- Provided crisis assessments and interventions

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## EDUCATION

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University of Phoenix, Phoenix, AZ  
MBA/Health Care Administration and Masters of Science in Nursing; GPA 3.94

University of Massachusetts, Amherst, MA

- BS in Nursing
- Inducted in to Sigma Theta Tau (international honor society); Graduated summa cum laude

Southern Vermont College, Bennington, VT

- Associate Degree in Nursing
- Received award of Merit for Academic Achievement; Class salutatorian; Graduated Summa Cum Laude

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## RELEVANT EXPERIENCE

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Licensed Professional Registered Nurse in Florida

Board Certified Nurse Executive through American Nurses Credentialing Center (ANCC)

Member of Manatee County Critical Incident Stress Management Team (CISM)

Member of Sigma Theta Tau International

Member American Association for Legal Nurse Consultants (ALNCC) & Tampa Bay Legal Nurse Consultants

Completed Legal Nurse Consultant course through ALNCC

Completed Executive Presentation Skills course

Served as Loaned Executive for United Way on behalf of BMC

Served on board of directors (executive committee) for National Alliance for the Mentally Ill of Berkshire County

Served on board of directors at the Brien Center (Community Mental Health Agency)

Member of Human Rights Committee while employed at Brien Center and BMC

Member of Advisory Board for child/adolescent services at Mental Health Services of the Berkshires

Member of Human Rights Committee at the Key Program (Adolescent Crisis/Respite Program)

Member of advisory panel at Berkshire Community College's Complementary Therapy Program

Trained facilitator for Visions for Tomorrow, an educational program for parents of children with mental health issues

Participated in multidisciplinary forums related to healthcare on local and regional television

Presented on special needs and health care issues at local conferences



# Advisory Board Application

Submitted On: Jul 23, 2021, 05:18PM EDT

Manatee County, FL

Select Advisory Board	Childrens Services Advisory Board
Seat you're interested in	Child Advocate, not affiliated with any agency receiving county funds
Full Name	<b>First Name:</b> Carolann <b>Last Name:</b> Garafola
Home Address	<b>Street Address:</b> 6107 Stillwater Court <b>City:</b> University Park <b>State:</b> FL <b>Zip:</b> 34201
Is your mailing address the same as your home address?	Yes
Home Phone	9089221973
Work Phone	9418222031
Cell Phone	9089221973
Email	carolanngarafola1@gmail.com
Occupation (if retired, please indicate)	Artist
Business Name	Ralph Garafola Studio Con, LLC
Business Address	<b>Street Address:</b> 6107 Stillwater Court <b>City:</b> University Park <b>State:</b> FL <b>Zip:</b> 34201
Are you registered to vote in Manatee County? (This is required for some boards/commissions)	Yes
Which County Commission District do you reside in?	District 5
Do you reside in unincorporated Manatee County?	Yes
Gender	Female
Race	Caucasian
List any governmental Advisory Boards/Committees/Commissions on which you currently serve.	None
List any Manatee County Advisory Boards/Committees/Commissions on which you have previously served (include dates of your service).	None
Why do you want to serve on this Advisory Board or Committee?	Because of my background as a professional, my work has been dedicted to working as an advocate for children and adults with special challenges.
Describe your education and experience that will provide a benefit to this Advisory Board.	ABD in Educational Administration, Degree in Speech Pathology, Certificated as a teacher, special education teacher, speech pathologist, early childhood. Successfully worked for 36 years in public education system in NJ and then worked in the non-profit sector for another 11 years and in the private sector for 8 yrs. My resume delineates my area of experiences.
List your professional credentials, licenses or certificates that are relevant to this Advisory	Certified in the State of NJ as a School Superintendent, Principal, teacher and speech pathologist.

<b>Board.</b>	
<b>List organizations and positions in which you serve in local civic or community groups.</b>	Corresponding Secretary of the Artists" Guild of Anna Maria Island Mote Ranch HOA Beautification Comm. Past President of the Palm Aire Women"s Club
<b>Are you or any of your immediate family members affiliated with any agency (see below) that receives Children's Services dedicated millage funds from Manatee County? Affiliated means: an employee of the agency; owner of the agency; voting member on the agency's Board of Directors; or contract with the agency</b>	No
<b>An application to the Children's Services Advisory Board requires a current and comprehensive resume or curriculum vitae. Upload your resume/CV</b>	Updated.7.23.2021.doc
<b>Do you know of any other reason that would prohibit you from serving on this board that could be deemed as a conflict of interest?</b>	No
<b>If you are appointed, are there any days of the week or months of the year you will be unavailable to serve due to job or travel?</b>	Yes
<b>Please explain.</b>	Mondays, once a month, I do the IT for Zoom Classes for the Artists" Guild of Anna Maria Island, Holmes Beach FL. from Sept. to June each year. I am in NJ during the months of July and August each year.
<b>The Children's Services Advisory Board has monthly meetings which are generally on the 3rd Wednesday of each month from 3:00 pm to 5:00 pm or later. If you are appointed, will you be available at these dates and times?</b>	Yes
<b>The Children's Services Advisory Board has an annual retreat which is generally held on the 1st or 2nd Friday of October from 9:00 am to 3:00 pm or later. If you are appointed, will you be available on these dates and times?</b>	Yes
<b>The Children's Services Advisory Board is responsible for reviewing and scoring funding applications submitted by non-profit agencies. This generally occurs during the months of March, April and May each year, and meetings are held each Wednesday from 3:00 pm to 5:00 pm or later. The time commitment for reviewing and scoring funding applications takes members an average of 20-30 hours per week. If you are appointed, will you be available to attend the weekly meetings and commit to 20-30 hours per week to review and score funding applications?</b>	Yes
<b>Florida State Statute 119.07 designates this application as a public document to be made available for anyone requesting to view it. If you qualify for exemption from public disclosure under the terms of this statute, please explain.</b>	
<b>Signature Data</b>	First Name: Carolann Last Name: Garafola Email Address: carolanngarafola1@gmail.com



*Carolann A. Garafola*

Signed at: July 23, 2021 5:18pm America/New\_York

**Date**

**Month:** 7  
**Day:** 23  
**Year:** 2021

# **Carolann Garafola**

**6107 Stillwater Court, University Park, FL 34201**

**H-941-822-9031 C- Preferred 908-922-1973**

**Carolanngarafola1@gmail.com**

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## **Education**

Doctoral Course Work and Examinations Completed, ABD, Education-Administration  
Rutgers University, New Brunswick, New Jersey

Master of Arts Degree, Speech Pathology, Syracuse University,  
Syracuse, New York

Bachelor of Arts Degree, Elementary Education/Speech Pathology  
Newark State College, Union, New Jersey

## **Certifications**

Chief School Administrator  
Principal  
Supervisor

Teacher of the Handicapped  
Speech Correctionist  
Elementary K-8  
Nursery School

## **Experience**

### **Artist**

Ralph Garafola Studio Consultant, LLC, Self Employed as an artist since June 2019 to present. Studio at address above, also my work hangs in the Artists' Guild Gallery, Holme Beach, AMI, FL.

### **Mt. Bethel Village, LLC**

#### **Executive Director 2011 to May 2019**

Responsible for the day to day operation of a 38 unit state of the art apartment community for adults with Autism, Developmental Disabilities or Traumatic Brain Injury; as well as responsible for the design and supervision of an approved agency of the Division of Developmental Disabilities, Dept. of Human Services Day Program under Self-Directed Funding, responsible for the supervision of direct support staff, kitchen staff, custodial staff and administrative office staff; marketing through public relations of the day program and residential community on a state-wide and national basis, developed policy and procedures commensurate with Chapter 10:44 to govern MBV, hired all staff, established staff schedules for the round-the-clock supervision, and manage a budget for the building and for staff.

## **Cerebral Palsy of North Jersey, Horizon High School, Livingston, NJ**

### **Principal/Program Director 2005 to 2011**

Responsible for all aspects of a 90 student population for physically and educationally challenged students and those on the Autism spectrum from 13 years of age through 21 years of age including: three department heads, professional teaching staff, a social worker, therapy staff, administrative assistant, support staff which totaled over 90 people in a 32,000 square foot building; state-of-the-art and New Jersey Department of Education approved program for students with disabilities; managed and supervised all staff in the hiring process, a budget of over \$6Million for 2009-10. This high school program was part of a \$30Million non-profit agency which provided services for over 1300 clients between the ages of infancy through adulthood and included an Early Intervention Program, school program with two buildings, community services for therapies, after-school child care program for students with special needs, adult training centers, group homes and apartments for families with disabilities. *Lead person on acquiring donated land and \$275,000 of COAH funds towards the construction costs of a group home in Warren, NJ, and facilitated all aspects of opening this group home in the spring of 2011 for adults from institutions.*

## **The Children's Therapy Center, Fair Lawn, New Jersey**

Executive Director/Principal 2000 to 2005

Administrative responsibilities for all aspects of this 430 population clinic and school for physically and educationally challenged children from infancy to 16 years of age including: a staff of four department heads, a fulltime director of development, certified teaching and therapy staff, instructional support staff and custodial staff which totaled 87 people, 36 part-time, 51 fulltime in a 20,000 square foot building; management and supervision of all human resources, a budget of \$2.5 Million for 2005-2006, five different kinds of programs, a state approved private school for preschool and multiply disabled children, a clinic on-site for speech, occupational and physical therapy, an Assistive Technology Department, a clinic off-site within two public schools in Bergen County and an early enrichment preschool program on-site for children 18 months to 3 years of age; report to a 16 member Board of Directors; responsible for the fiscal management of over \$2.5Million in school-based tuition, Medicaid, insurance, private paying clients; fiscal management of a reserve of over \$1.5Million in investments and \$400,000 a year in donations from grants, foundations and annual giving; implemented a plan to upgrade all technology and supervised the construction project for an expansion on the premises which increased the building by 50% with a completed date July 2005 under budget.

## **William Paterson University, Wayne, New Jersey and Montclair State University**

Adjunct Professor – Spring Semester 2002 to 2005 and Fall of 2007, Spring 2008.

## **Glen Rock School District, Glen Rock, New Jersey**

Central Office Administrator/Director of Special Services from 1990 to 2000

Administrative Responsibilities in this 2400 population school district included: acted as a mediator and advocate for children with potential disabilities and those identified; supervised all programs for children with disabilities, Preschool-12; prepared grants; wrote policy and regulations; observed/evaluated teaching staff, child study team staff and support staff; wrote curriculum; planned and delivered staff development, consulted with Special Services Advisory Council; coordinated transportation for children with disabilities; planned and implemented public information with the Board of Education's Community Relations Committee, coordinated the Glen Rock School District's Community Crisis Response Team as a member of the larger Glen Rock Township Community; supervised testing of gifted and talented children; and co-chaired Glen Rock's Technology Task Force.

Financial Responsibilities included: development and management of a \$2Million budget for the Office of Special Services for salaries for certified staff and support staff, supplies, equipment, renovations and staff development; sought sources of funding through federal, state and local area funding.

**Other Administrative Positions held:**  
**West Morris Regional High School District, Chester, New Jersey**

Central Office Administrator/Director of Special Services  
Affirmative Action Officer/Vocational Coordinator

**New Jersey Department of Education, Middlesex County Office, Old Bridge, New Jersey**

County Supervisor of Child Study/Curriculum Specialist and Mediator for the State of New Jersey

**Scotch Plains-Fanwood Regional School District, Scotch Plains, New Jersey**

Supervisor/Department Chairperson

**Other Professional Experience:**

Private Speech Pathology Practitioner which included: speech and language remediation of stroke patients and Parkinson's patients in area nursing homes and speech and language remediation of children in an office located in Warren, New Jersey.

**Honors:**

Somerset County Commission on the Status of Women  
Leadership in Government - 2011  
Principal of the Year from the New Jersey Council of  
Administrators in Special Education -2011  
Somerset County Commission on the Status of Women  
Leadership Award in Education-1992  
New Jersey Northeast Coalition of Educational Leaders

Excellence in Leadership Award - 1986  
West Morris Regional High School Board of Education -1990  
Parents' Advisory Council of the Scotch Plains-Fanwood  
Regional School District - 1981  
New Jersey Speech, Language and Hearing Association Fellow and Past  
President 1981  
Graduate Fellowships awarded at Syracuse University, Pennsylvania State  
University and New York University.

**Community Leadership Positions:**

President of the Palm Aire Women's Club 2020-2021  
Corresponding Secretary for the Artists Guild of Anna Maria Island 2020 to present  
Mote Ranch Beautification Committee 2019 to present  
Warren Township Elected Official (1996 to 2019) Mayor 1996, 2001, 2006, 2009,  
2012  
Program Chair and Secretary for the Somerset County Governing Officials Assoc.  
Commissioner on the Warren Township Sewerage Authority  
Commissioner on the Raritan Valley Sewerage Authority  
Publicity Chair for Fundraising Friends of the Library,  
Warren Library, Warren, New Jersey. -1992-1995  
Lions Club Member to 2019 in NJ  
Former Board of Education Member, Warren, New Jersey 198-1991  
Planning Board Member Warren, New Jersey 1987-90  
Former Editor, The Journal of NJSHA, New Jersey Speech,  
Language and Hearing Association  
President, Vice President New Jersey Speech,  
Language and Hearing Association.



# Advisory Board Application

Submitted On: Jul 26, 2021, 02:44PM EDT

Manatee County, FL

Select Advisory Board	Childrens Services Advisory Board
Seat you're interested in	Child Advocate, not affiliated with any agency receiving county funds
Full Name	<b>First Name:</b> Andrea <b>Last Name:</b> Suarez
Home Address	<b>Street Address:</b> 4003 Riverview Blvd <b>City:</b> Bradenton <b>State:</b> FL <b>Zip:</b> 34209
Is your mailing address the same as your home address?	Yes
Home Phone	9418774381
Work Phone	9419220759
Cell Phone	9418774381
Email	asuarez@pranch.com
Occupation (if retired, please indicate)	Ops Director
Business Name	Palmer Ranch Holdings, Ltd.
Business Address	<b>Street Address:</b> 6571 Palmer Park Circle <b>City:</b> Sarasota <b>State:</b> FL <b>Zip:</b> 34238
Are you registered to vote in Manatee County? (This is required for some boards/commissions)	Yes
Which County Commission District do you reside in?	District 3
Do you reside in unincorporated Manatee County?	Yes
Gender	Female
Race	Caucasian
List any governmental Advisory Boards/Committees/Commissions on which you currently serve.	None
List any Manatee County Advisory Boards/Committees/Commissions on which you have previously served (include dates of your service).	None
Why do you want to serve on this Advisory Board or Committee?	I am currently finishing my undergrad as USF for psychology and was accepted into LECOM for medicine. My goal is to assist children within our county to help develop programs that promotes positivity, team building, psychological counseling and other various activities. I want to be a bridge/segway for our youth to be heard at a judicial level in which we as adults can facilitate the change they need for their future success.
Describe your education and experience that will provide a benefit to this Advisory Board.	I am currently attending USF to complete my undergrad in psychology and plan to finish at LECOM with my DO (as I was accepted into their EAP Program). I also work fulltime and have 2 teenage daughters that attend our public schools. Previously, I did work at Suncoast

	Behavioral Health Center in which I preferred the adolescent unit.
List your professional credentials, licenses or certificates that are relevant to this Advisory Board.	None
List organizations and positions in which you serve in local civic or community groups.	None
Are you or any of your immediate family members affiliated with any agency (see below) that receives Children's Services dedicated millage funds from Manatee County? Affiliated means: an employee of the agency; owner of the agency; voting member on the agency's Board of Directors; or contract with the agency	No
An application to the Children's Services Advisory Board requires a current and comprehensive resume or curriculum vitae. Upload your resume/CV	Suarez_Andrea_CVV_07.2021.docx 03.01.2013 - Andrea Suarez LOR TGH.pdf Suarez_Andrea LOR Dr. Marshall.pdf
Do you know of any other reason that would prohibit you from serving on this board that could be deemed as a conflict of interest?	No
If you are appointed, are there any days of the week or months of the year you will be unavailable to serve due to job or travel?	No
The Children's Services Advisory Board has monthly meetings which are generally on the 3rd Wednesday of each month from 3:00 pm to 5:00 pm or later. If you are appointed, will you be available at these dates and times?	Yes
The Children's Services Advisory Board has an annual retreat which is generally held on the 1st or 2nd Friday of October from 9:00 am to 3:00 pm or later. If you are appointed, will you be available on these dates and times?	Yes
The Children's Services Advisory Board is responsible for reviewing and scoring funding applications submitted by non-profit agencies. This generally occurs during the months of March, April and May each year, and meetings are held each Wednesday from 3:00 pm to 5:00 pm or later. The time commitment for reviewing and scoring funding applications takes members an average of 20-30 hours per week. If you are appointed, will you be available to attend the weekly meetings and commit to 20-30 hours per week to review and score funding applications?	Yes
Florida State Statute 119.07 designates this application as a public document to be made available for anyone requesting to view it. If you qualify for exemption from public disclosure under the terms of this statute, please explain.	
Signature Data	First Name: Andrea Last Name: Suarez Email Address: asuarez@pranch.com

A handwritten signature in black ink, consisting of a stylized, overlapping loop on the left and a long, thin horizontal stroke extending to the right.

Signed at: July 26, 2021 2:44pm America/New\_York

**Date**

**Month:** 7  
**Day:** 26  
**Year:** 2021



## Andrea L. Suarez

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4003 Riverview Blvd.

Cell: [\(941\) 877-4391](tel:9418774391)

Bradenton, FL 34209

Email: [angesuarez24@gmail.com](mailto:angesuarez24@gmail.com)

### **Objective:**

To obtain a position within your company that will allow me to participate in its current growth and success. In obtaining that position, I would like to demonstrate my professional abilities, skills and motivation by becoming a member of the team as well as an asset. If given the opportunity, my efforts, motivation and determination will remain constant and consistent.

### **Professional Experience:**

January 2018 – Current Palmer Ranch Holdings, Ltd.

Operations

June 2016 – July 2017 East West College of Natural Medicine

Sarasota, FL

#### **Clinic Office Manager**

##### *Position Responsibilities:*

- *Physician – Staffing, Scheduling*
- *Student – Staffing, Scheduling*
- *Patient – Scheduling*
- *CPT Coding and Pricing*
- *Accounts Payable – Reduction of Overhead Expenses*
- *Accounts Receivable*
- *HIPPA compliance*
- *Private Education Accreditation*
- *Daily Reconciliation*

- *Weekly and Monthly Commission Reporting*
- *Policies and Procedures – Development and Execution*
- *Prescription Medication – Tracking, Ordering and Compliance*
- *Direct Reporting to Campus President, Clinical Director and Attending Physicians*

2013 – 2015

Michael's on Main, LLC

Sarasota, FL

**Fine Art Curator and Boutique Store Manager**

*Position Responsibilities:*

- *Staff Management – Sales Goals, Training, Scheduling*
- *Purchaser/Buyer – Tracking sales and identifying market needs to select seasons' collections*
- *Art Curator – Locate artists, jury work and establish contractual relations to represent artist*
- *Financial Management – Daily Sales Reports, Weekly Sales Summarizations and Analysis, Monthly Profits/Losses, Year to Year Comparisons*
- *Inventory Management – Reporting & tracking of inventory*
- *Interior Layout – Review store layout and modify for successful merchandising*
- *Marketing – Set-up and management of Facebook, Fashion Shows, TV Commercials, Collateral materials, and Newspaper Ads*
- *Website – Consult with web designer for content, artwork, and on-line purchasing*
- *Inventory Entry – Receive and Process all orders received*

2011 – 2013

MJ Group Management

Bradenton, FL

## **Executive Assistant**

### *Position Responsibilities:*

- *Multiple Server Proficiency*
- *Confidential Financial Reviews & Financial Reporting*
- *Multiple Financial & Client Services Reporting for various companies*

2001 – 2009

Gould & Lamb, LLC

Bradenton, FL

**Relations  
Case Writer,**

**Operational Policy & Procedure Manager, Client  
Manager, Client Services Team Leader, Medical  
Medical Cost Analyst**

### *Position Responsibilities:*

- *Experience with market leader in Worker's Compensation Medicare Set-Asides.*
- *Worked closely with Sales Vice President, Operational Vice Presidents and President/CEO*
- *Managed staffing needs and training of personnel during rapid growth*
- *Oversight of complex operational procedures*
- *Improved customer relations*
- *Increased staff and departmental productivity*
- *Expanded new business markets*
- *Involved in strategic planning for company's continued growth*
- *Re-engineered and Streamlined internal processes*
- *Revamped 2 areas of operations*
- *Established as point of contact for some of the largest Worker's Compensation carriers, as well as, high ranked government officials (Medicare).*
- *Proficiency in Windows 2000 and Windows XP (Outlook, Word, Excel), ACT, Goldmine, and Adobe Acrobat.*

- *Preparation of medical case summarizations that required extensive review and comprehension of medical history of injured persons.*
- *Preparation of medical future care recommendations by individually researching and obtaining the state CPT codes along with their associated costs.*

**Achievements & Awards:**

2012 – 2013      Honors College Student

2001              Awarded Bright Futures Scholarship.

2001– 2003      Awarded Dean’s List Merit for outstanding college GPA.

2003              Two Writing Essays published.

2004              Presented with “IMAD” Award (“I Make A Difference”) by Gould & Lamb.

**Education:**

1997 – 1998      Schaumburg High School  
                          Schaumburg, IL

1998 – 2001      Manatee High School  
                          Bradenton, FL  
                          High School Diploma

2001 – 2003      Manatee Community College  
                          Bradenton, FL  
                          (Prerequisites for premed and business courses)

2012 – 2013      University Of South Florida  
                          Tampa Campus  
                          Completion of Nursing Pre-Requisites

2020 – Current   University of South Florida  
                          Sarasota/Manatee Campus  
                          Psychology (LECOM EAP Program awarded in 8/2020)



March 1, 2013

Ms. Amy Sturrock  
Tampa General Hospital  
1 Tampa General Circle  
Tampa, Fl. 33606

**RE: Andrea Suarez**

Dear Committee Members:

I have known Andrea Suarez for the one year, as a student in the USF Honors College. She has taken two classes with me – Biomedical Ethics and Literature, Film, and Medicine. She is completing her BSN degree.

Andrea is an excellent student with a 3.6 GPA. In my classes she has been an outstanding student and leader and a significant mentor for other the students, as she has more clinical experience.

Andrea works well in team projects as either a team member or as the team leader. She provides mentorship and leadership without micro-management and demonstrates a genuine respect for each team member and their contribution. She is able to assess situations quickly and accurately and develop appropriate solutions that allow a maximum of buy-in from the other team members which results in achievement of the team goals and objectives.

I have found her to have a high degree of independence, reliability, and self-motivation and she communicates very well with other team members in a very collaborative manner. Her character, honesty, and integrity are above reproach and she is unquestionably committed to becoming an outstanding nurse clinician.

I recommend Andrea without reservation and I feel she will do extraordinarily well as a research intern at Tampa General Hospital this summer and in her ultimate nursing career. She is outstandingly prepared for this position and will perform in an exemplary manner. It has been a privilege to work with her and I am proud to recommend her for this research internship.

If there are questions, please do not hesitate to contact me. Thank you for your time and consideration

Sincerely,

A handwritten signature in blue ink that reads "W. G. Marshall, Jr." with a stylized flourish at the end.

William G. Marshall, Jr., MD, MBA  
*Vice-Chair, Administration and Finance*  
*Department of Psychiatry*  
*Associate Professor, Departments of Surgery and Psychiatry*  
*University of South Florida*  
*3515 E. Fletcher Avenue, Suite 336, MDC 14*  
*Tampa, FL 33613, 813-974-7663 (Office)*  
[wmarshal@health.usf.edu](mailto:wmarshal@health.usf.edu)



# Advisory Board Application

Submitted On: Aug 10, 2021, 03:07PM EDT

Manatee County, FL

Select Advisory Board	Childrens Services Advisory Board
Seat you're interested in	Licensed Mental Health Professional
Full Name	<b>First Name:</b> Kelly <b>Last Name:</b> Hunt
Home Address	<b>Street Address:</b> 6518 Sundew Ct <b>City:</b> Bradenton <b>State:</b> FL <b>Zip:</b> 34202
Is your mailing address the same as your home address?	Yes
Home Phone	
Work Phone	9419606890
Cell Phone	9415278900
Email	kwhuntlmhc@gmail.com
Occupation (if retired, please indicate)	Licensed Mental Health Counselor
Business Name	Kelly W Hunt LMHC PLLC
Business Address	<b>Street Address:</b> 2055 Wood St Ste 204 <b>City:</b> Sarasota <b>State:</b> FL <b>Zip:</b> 34237
Are you registered to vote in Manatee County? (This is required for some boards/commissions)	Yes
Which County Commission District do you reside in?	District 5
Do you reside in unincorporated Manatee County?	No
Which city do you reside in?	Bradenton
Gender	Female
Race	Caucasian
List any governmental Advisory Boards/Committees/Commissions on which you currently serve.	CSAB
List any Manatee County Advisory Boards/Committees/Commissions on which you have previously served (include dates of your service).	CSAB 2018-2021
Why do you want to serve on this Advisory Board or Committee?	I feel I have a lot to offer my community through this opportunity with my experience in mental health and child maltreatment.
Describe your education and experience that will provide a benefit to this Advisory Board.	See attached resume
List your professional credentials, licenses or certificates that are relevant to this Advisory	Florida Licensed Mental Health Counselor MH7043

<b>Board.</b>	
List organizations and positions in which you serve in local civic or community groups.	na
Are you or any of your immediate family members affiliated with any agency (see below) that receives Children's Services dedicated millage funds from Manatee County? Affiliated means: an employee of the agency; owner of the agency; voting member on the agency's Board of Directors; or contract with the agency	No
An application to the Children's Services Advisory Board requires a current and comprehensive resume or curriculum vitae. Upload your resume/CV	kellyresume2[1][5487].doc
Do you know of any other reason that would prohibit you from serving on this board that could be deemed as a conflict of interest?	No
If you are appointed, are there any days of the week or months of the year you will be unavailable to serve due to job or travel?	No
The Children's Services Advisory Board has monthly meetings which are generally on the 3rd Wednesday of each month from 3:00 pm to 5:00 pm or later. If you are appointed, will you be available at these dates and times?	Yes
The Children's Services Advisory Board has an annual retreat which is generally held on the 1st or 2nd Friday of October from 9:00 am to 3:00 pm or later. If you are appointed, will you be available on these dates and times?	Yes
The Children's Services Advisory Board is responsible for reviewing and scoring funding applications submitted by non-profit agencies. This generally occurs during the months of March, April and May each year, and meetings are held each Wednesday from 3:00 pm to 5:00 pm or later. The time commitment for reviewing and scoring funding applications takes members an average of 20-30 hours per week. If you are appointed, will you be available to attend the weekly meetings and commit to 20-30 hours per week to review and score funding applications?	Yes
Florida State Statute 119.07 designates this application as a public document to be made available for anyone requesting to view it. If you qualify for exemption from public disclosure under the terms of this statute, please explain.	
<b>Signature Data</b>	First Name: Kelly Last Name: Hunt Email Address: kwhuntlmhc@gmail.com

*Kelly W Hunt LMC*

Signed at: August 10, 2021 3:07pm America/New\_York

**Date**

**Month:** 8  
**Day:** 10  
**Year:** 2021



## Kelly Walgren Hunt LMHC PLLC

2055 Wood St Ste 204  
Sarasota, Florida 34237  
941-960-6890  
kwhuntlmhc@gmail.com

### EDUCATION:

University of Sarasota, Sarasota, Florida  
MA: Mental Health Counseling, June 1998.

Florida Atlantic University, Boca Raton, Florida  
BA: Psychology, August 1995.

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### PROFESSIONAL EXPERIENCE:

Kelly W Hunt LMHC PLLC, Sarasota, Florida April 2004 – present

#### **Psychotherapist**

- Psychotherapy services in a private practice setting
- Coordinate mental health treatment with psychiatrist in residence
- Work closely with community services
- Referrals for clients to local providers and services
- Assessment, diagnosis, treatment of mental health and psychosocial issues for a large client base

Manatee Children's Services, Bradenton, FL November 2001 – December 2006

#### **Clinical Supervisor** – From the Heart Program

- Coordination of clinical administration and services for foster children in community and group foster placement
- Supervision and training of clinical staff and paraprofessional staff
- Provide individual, family and group psychotherapy services
- Provide consultation to agency and community professionals
- Provide training to agency staff and community professionals

Jewish Family and Children's Service, Sarasota, FL April 2000 - November 2001

#### **Program Coordinator** – JFCS-MARC Program

- Supervision of professional and paraprofessional staff
- Program design and grant compliance
- Preparation and facilitation of daily psychotherapy groups
- Researched, designed, and implemented large psychoeducational program component
- Conducted daily intake interviews for program selection and deselection
- Provided individual counseling and crisis intervention
- Provided group training, monitoring, and clinical support of volunteers

Manatee Children's Services, Bradenton, FL July 1999 – March 2000

#### **Case Coordinator** - Child Protection Team

- Conducted forensic interviews with alleged child abuse victims and criminal witnesses
- Provided case management, specialized assessment activities, psychosocial evaluations and interviews, support services, and crisis intervention

**Program Therapist** - Youth Intervention Program March 1999 – November 2003

- Conducted assessments of youth with issues of domestic violence
- Facilitated psychoeducational groups
- Provided individual counseling and crisis intervention
- Grant writing
- Supervised program counselor interns
- Prepared court reports and treatment plans

Charter Kingsley Center, Arcadia, FL January 1998 – December 1998

**Program Therapist**

- Provided therapeutic services to adolescent females adjudicated to the juvenile justice system and their families
- Prepared treatment plans and participated in treatment reviews
- Conducted intake assessments and reporting
- Participated in after-care planning and placement

Manatee Children's Services, Bradenton, FL May 1996 – January 1998  
**Case Coordinator** - Child Protection Team

Children's Home Society, Ft. Pierce, FL September 1995 – April 1996  
**Case Coordinator** - Child Protection Team

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**Internships:**

Jewish Family and Children's Service, Sarasota, FL September 1997 – May 1998

**Masters in Mental Health Counseling Intern**

- Developed and implemented special focus group for children
- Provided individual and group therapy to children and adults

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**Licensure and Certifications:**

State of Florida, Licensed Mental Health Counselor  
State of Florida, Qualified Supervisor MHC  
Certified MAB (Managing Aggressive Behavior) Educator  
Certified VOCA (Victims of Crime Act) Practitioner

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**Affiliations:**

Manatee Child Death Review Team (past member)  
Manatee Children's Services Child Advocacy Center – Board officer  
Manatee Sarasota Small Business Chamber – Board member  
Manatee County Children's Services Advisory Board

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**REFERENCES AVAILABE UPON REQUEST**



**State of Florida  
Department of Children and Families**

**Ron DeSantis**  
Governor

**Shevaun L. Harris**  
Secretary

July 23, 2021

**Frank Prado**  
Regional Managing  
Director

Krisit Hagen  
Human Services Program Coordinator  
Manatee County Community Services  
Children's Services  
1112 Manatee Avenue West  
Bradenton, FL 34205

RE: Manatee County Children's Services Advisory Board Appointment

Dear Ms. Hagen

The Department of Children and Families is designating Kimberly Kutch as their representative for the Manatee County Children's Services Advisory Board for an additional three-year term, beginning October 1, 2021.

Sincerely,

Frank Prado  
Regional Managing Director

SunCoast Region, 9393 North Florida Avenue, Tampa, Florida 33612-7907

Mission: Work in Partnership with Local Communities to Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency

# Kimberly L. Kutch, Ed.S, M.S., M.A.

## PROFESSIONAL STATEMENT

Senior executive and small business owner experienced in program implementation, strategic planning, community-based leadership, budgetary & operations management, quality assurance/risk management, grant writing, disaster/safety, training, and public relations.

## PROFILE

Kimberly Kutch  
2720 124<sup>th</sup> Ave. E Parrish, FL 34219  
(941) 518-4958  
Kimberlyk1@hotmail.com

## SKILLS

Leadership	Decision Making
Adaptable	Self-Motivation
Teamwork	Communication
Networking	Problem Solving
Organization	Collaboration

## AWARDS AND COMMENDATIONS

Community Leadership, Executive Office of the Governor Rick Scott (2018)

Davis Productivity/Florida Tax Watch Commendation: *Child Death Prevention Taskforce* (2009) and *Peace4Manasota* (2020)  
*SunCoast Access Telecommuting Implementation Team* (2009)

Davis Productivity Awards: *South County Disaster Response Team* (2006) and *Katrina Assistance Program* (2006)

Pennsylvania Outstanding Court Operated Juvenile Justice Program (1994)

## EDUCATION

Education Specialist, School Guidance Counseling, Argosy University  
Master of Arts, Mental Health Counseling, University of Sarasota  
Master of Science, Administration of Criminal Justice, Shippensburg University of Pennsylvania  
Bachelor of Arts, Criminology, Indiana University of Pennsylvania

## CERTIFICATIONS

Florida Certified Contract Manager (FCCM)  
Florida Certified Contract Negotiator (FCCN)  
Certified Public Manager (CPM)  
Trauma & Resilience Level 1  
Notary Public

## WORK EXPERIENCE

### FLORIDA DEPARTMENT OF CHILDREN AND FAMILIES

#### COMMUNITY DEVELOPMENT ADMINISTRATOR (CDA)

September 2014 – Present: Circuit 12 (Manatee, Sarasota and Desoto Counties)

July 2011 – October 2012: Circuit 20 (Lee, Hendry, Glades, Collier & Charlotte Counties)

- Regional Executive Team lead in working with community stakeholders to promote traditional and non-traditional partnerships designed to integrate services, maximize community resources/funding, develop and implement community initiatives, and develop protocols to build a community support network
- Lead in the oversight of the child welfare community-based care agency, circuit disaster recovery projects, and the Trauma Informed Care Initiative in Circuit 12
- Develop and monitor inter-governmental and community agreements
- Supervise Client Relations and the Economic Self Sufficiency Community Partner Liaison
- Testify in court related matters
- Provide community and professional training
- Strategic planning and event coordination

### REGIONAL MANAGER OF CONTRACTS

October 2012 – September 2014

- Managerial oversight for the SunCoast Region (Pinellas, Pasco, Hillsborough, Sarasota, Manatee, Desoto, Charlotte, Lee, Hendry, Glades and Collier Counties) contract management team and contracts in excess of \$846,736,000.00
- Represented the department on community boards and committees

- Ensured that the administration of all regional contracts (Emergency Solutions Grants- ESG, Child Welfare, Adult Services, Temporary Assistance to Needy Families- TANF, Homelessness, Child Care Regulation and IV-E Waivers) were properly procured, negotiated, executed, monitored and enforced with applicable federal guidelines, Florida Statutes, policies and administrative codes

### OPERATIONS MANAGER

September 2004 – June 2011

Circuit 12 (Manatee, Sarasota and Desoto Counties) – September 2004-November 2007 (\$25 million budget)

Circuit 20 (Lee, Hendry, Glades, Collier and Charlotte Counties) – November 2007-July 2011 (\$79 million budget)

- Managed daily operations of Child Abuse Investigations, Child Welfare Services, Adult Services and Investigations, Economic Self Sufficiency programs and provided oversight of utilization management, incident reports, client relations inquiries, and quality assurance
- **Circuit lead in the department's Economic Self Sufficiency re-design project and disaster initiatives**
- Monitored and evaluated standards, performance indicators, goals, objectives, budgetary needs, policies and procedures for the delivery of services
- Provided leadership with the management team to design, implement, evaluate and improved effective system of care for families that meets all legal, contractual and accredited standards of care

### OPERATIONS MANAGEMENT CONSULTANT II

March 2001 – September 2004 (SunCoast Region)

- Facilitated interdisciplinary child death reviews within the SunCoast Region (Desoto, Manatee, Sarasota, Pinellas, Pasco and Hillsborough Counties) and managed quality assurance and the death review process for the department's clients in Family Safety, Substance Abuse and Mental Health, Adult and Aging, and Developmental Disabilities
- **Responsible for liaison activities between law enforcement, the Medical Examiner's Office, community-based care providers and the Department of Children and Families**
- Provided technical assistance during the investigation of a child or adult death
- Special assignment as acting Operations Program Administrator for child welfare placement and Administrative Units (August 2001-August 2002), Adoptions (October 2001-December 2001) and assisted in the transition to child welfare community-based care in Hillsborough County
- **Committee member for Pinellas County's Fetal Infant Mortality Review Team (FIMR), Sarasota County's Fetal Infant Mortality Review Team (FIMR), Pinellas County's Domestic Violence Fatality Review Team, and implementation of Manatee County's Child Abuse Death Review Team (CADR)**

### OPERATIONS PROGRAM ADMINISTRATOR

August 2000-March 2001 (Circuit 13 – Hillsborough and Circuit 12 – Manatee for Child Care Licensing)

- Responsible for administration, supervision and budgetary issues of Family Safety programs (Foster Home Recruitment and Licensing, Child Care Licensing, Placement, Revenue Maximization, and Family Safety Administrative Units)
- Evaluated foster home/foster care issues and developed new strategies regarding foster home recruitment

## Advanced Fitness and Performance, Sarasota, Florida

### Co-Owner/Director

March 2004 – January 2012

- Responsible for the maintenance of facility, equipment, inventory, financial accounting, marketing strategies, techniques to promote services and customer relations
- Assisted with travel arrangements for competitions and competed nationally as a Master Olympic Lifter

## Community Boards (Past and Present)

Manatee County Children's Advisory Board  
All Star Children's Foundation Advisory Board  
Manatee Early Learning Coalition

Sarasota County Early Learning Coalition  
Career Source Suncoast  
Early Learning Coalition of the Florida's Heartland



# Advisory Board Application

Submitted On: Aug 4, 2021, 11:20AM EDT

Manatee County, FL

Select Advisory Board	Childrens Services Advisory Board
Seat you're interested in	Representative of the Florida Department of Children & Families
Full Name	<b>First Name:</b> Kimberly <b>Last Name:</b> Kutch
Home Address	<b>Street Address:</b> 2720 124th Ave. E <b>City:</b> Parrish <b>State:</b> FL <b>Zip:</b> 34219
Is your mailing address the same as your home address?	Yes
Home Phone	9415184958
Work Phone	19415541823
Cell Phone	813-267-4293
Email	kim.kutch@myflfamilies.com
Occupation (if retired, please indicate)	DCF Community Development Administrator
Business Name	Dept. of Children and Families
Business Address	<b>Street Address:</b> 1864 17th Street <b>City:</b> Sarasota <b>State:</b> FL <b>Zip:</b> 34234
Are you registered to vote in Manatee County? (This is required for some boards/commissions)	Yes
Which County Commission District do you reside in?	District 1
Do you reside in unincorporated Manatee County?	Yes
Gender	Female
Race	Caucasian
List any governmental Advisory Boards/Committees/Commissions on which you currently serve.	I currently serve on the Manatee County Government's Children's Advisory Board and the Family Safety Alliance (FS 20.19)
List any Manatee County Advisory Boards/Committees/Commissions on which you have previously served (include dates of your service).	I have served on the Manatee County Government Children's Advisory Board since approx 2002.
Why do you want to serve on this Advisory Board or Committee?	It allows me to invest in my community and to play a crucial role to ensure the needs of children and families are met by influencing the current service provision and shaping the future of our children.
Describe your education and experience that will provide a benefit to this Advisory Board.	I have a MS in Administration of Criminal Justice, MA in Mental Health Counseling, and EDS in School guidance. I have worked in the child welfare system for 31 years and for the Florida Department of Children and Families for 21 years. I am a Certified Florida Contract Manager and Negotiator; as well as a Certified Public Manager.
List your professional credentials, licenses or	Florida Certified Contract Negotiator Florida Certified Contract Manager Trauma & Resilience

certificates that are relevant to this Advisory Board.	Level 1 certification Certified Public Manager
List organizations and positions in which you serve in local civic or community groups.	Elks and Moose Lodge
Are you or any of your immediate family members affiliated with any agency (see below) that receives Children's Services dedicated millage funds from Manatee County? Affiliated means: an employee of the agency; owner of the agency; voting member on the agency's Board of Directors; or contract with the agency	No
An application to the Children's Services Advisory Board requires a current and comprehensive resume or curriculum vitae. Upload your resume/CV	KK Resume 2021 .pdf
Do you know of any other reason that would prohibit you from serving on this board that could be deemed as a conflict of interest?	No
If you are appointed, are there any days of the week or months of the year you will be unavailable to serve due to job or travel?	No
The Children's Services Advisory Board has monthly meetings which are generally on the 3rd Wednesday of each month from 3:00 pm to 5:00 pm or later. If you are appointed, will you be available at these dates and times?	Yes
The Children's Services Advisory Board has an annual retreat which is generally held on the 1st or 2nd Friday of October from 9:00 am to 3:00 pm or later. If you are appointed, will you be available on these dates and times?	Yes
The Children's Services Advisory Board is responsible for reviewing and scoring funding applications submitted by non-profit agencies. This generally occurs during the months of March, April and May each year, and meetings are held each Wednesday from 3:00 pm to 5:00 pm or later. The time commitment for reviewing and scoring funding applications takes members an average of 20-30 hours per week. If you are appointed, will you be available to attend the weekly meetings and commit to 20-30 hours per week to review and score funding applications?	Yes
Florida State Statute 119.07 designates this application as a public document to be made available for anyone requesting to view it. If you qualify for exemption from public disclosure under the terms of this statute, please explain.	
Signature Data	First Name: Kimberly Last Name: Kutch Email Address: kim.kutch@myflfamilies.com

*Kimberly Rutch*

Signed at: August 4, 2021 11:19am America/New\_York

**Date**

**Month:** 8  
**Day:** 4  
**Year:** 2021



Children's Services Advisory Board  
Manatee County Government  
1112 Manatee Ave West  
Bradenton, FL 34205

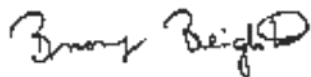
Dear Sir/Madam:

On behalf of United Way Suncoast, I would like to formally nominate/designate Ms. Debbie Tapp to be the United Way Suncoast representative on the Children's Services Advisory Board.

Ms. Tapp, who is currently serving in this position, is both interested and able to serve an additional term. On behalf of our community, United Way Suncoast is privileged to have the opportunity to "designate" a representative to this vital advisory board within the Manatee County Government.

Should you require any additional information from United Way Suncoast, please do not hesitate to contact me.

Sincerely,



Bronwyn Beightol  
Chief Impact Officer  
Sarasota | Manatee | DeSoto  
United Way Suncoast



# Advisory Board Application

Submitted On: Aug 4, 2021, 04:58PM EDT

Manatee County, FL

Select Advisory Board	Childrens Services Advisory Board
Seat you're interested in	Representative of the United Way of Manatee County
Full Name	<b>First Name:</b> Debbie <b>Last Name:</b> Tapp
Home Address	<b>Street Address:</b> 8814 17 Ave Cir NW <b>City:</b> Bradenton <b>State:</b> FL <b>Zip:</b> 34209
Is your mailing address the same as your home address?	No
Mailing Address	<b>Street Address:</b> PO BOX 14130 <b>City:</b> BRADENTON <b>State:</b> FL <b>Zip:</b> 34280
Home Phone	9417203467
Work Phone	
Cell Phone	9417203467
Email	tapp.steve.debbie@gmail.com
Occupation (if retired, please indicate)	retired
Business Name	
Business Address	<b>Street Address:</b> 8814 17 Ave Cir NW <b>City:</b> Bradenton <b>State:</b> FL <b>Zip:</b> 34209
Are you registered to vote in Manatee County? (This is required for some boards/commissions)	Yes
Which County Commission District do you reside in?	District 3
Do you reside in unincorporated Manatee County?	Yes
Gender	Female
Race	Caucasian
List any governmental Advisory Boards/Committees/Commissions on which you currently serve.	Children's Services Advisory Board
List any Manatee County Advisory Boards/Committees/Commissions on which you have previously served (include dates of your service).	CSAB for the past several years
Why do you want to serve on this Advisory Board or Committee?	I have been a community volunteer and advocate for children for over 35 years. I have extensive volunteer leadership experience, organizational skills and teamwork skills. I am passionate about ensuring all children, particularly disadvantaged and at-risk children, reach their full potential. I have a particular interest in early learning. I have enjoyed serving on this

	committee for the past several years.
<b>Describe your education and experience that will provide a benefit to this Advisory Board.</b>	BA degree in Sociology; retired from Department of Children and families Economic Services; 20 year volunteer for United Way including 6 terms on the Board of Directors, 2 years as Chair, and 20 years on the United Way Community Impact Committee; 25 year leadership volunteer for American Red Cross including Board Chair, Health & Safety Instructor, disaster volunteer, statewide Volunteer Leadership committee and Coordinator of teen volunteer leadership group and summer teen Disaster Camp.
<b>List your professional credentials, licenses or certificates that are relevant to this Advisory Board.</b>	none
<b>List organizations and positions in which you serve in local civic or community groups.</b>	Currently United Way Manatee Area Board member and United Way Manatee Area Impact Committee member. Previous American Red Cross 25 year volunteer.
<b>Are you or any of your immediate family members affiliated with any agency (see below) that receives Children's Services dedicated millage funds from Manatee County? Affiliated means: an employee of the agency; owner of the agency; voting member on the agency's Board of Directors; or contract with the agency</b>	No
<b>An application to the Children's Services Advisory Board requires a current and comprehensive resume or curriculum vitae. Upload your resume/CV</b>	Deborah Tapp resume.docx
<b>Do you know of any other reason that would prohibit you from serving on this board that could be deemed as a conflict of interest?</b>	No
<b>If you are appointed, are there any days of the week or months of the year you will be unavailable to serve due to job or travel?</b>	Yes
<b>Please explain.</b>	Varies through the year based on travel, but should not cause me to miss more than a couple meetings. CSAB attendance will be a priority.
<b>The Children's Services Advisory Board has monthly meetings which are generally on the 3rd Wednesday of each month from 3:00 pm to 5:00 pm or later. If you are appointed, will you be available at these dates and times?</b>	Yes
<b>The Children's Services Advisory Board has an annual retreat which is generally held on the 1st or 2nd Friday of October from 9:00 am to 3:00 pm or later. If you are appointed, will you be available on these dates and times?</b>	Yes
<b>The Children's Services Advisory Board is responsible for reviewing and scoring funding applications submitted by non-profit agencies. This generally occurs during the months of March, April and May each year, and meetings are held each Wednesday from 3:00 pm to 5:00 pm or later. The time commitment for reviewing and scoring funding applications takes members an average of 20-30 hours per week. If you are appointed, will you be available to attend the weekly meetings and commit to 20-30 hours per week to review and score funding applications?</b>	Yes

Florida State Statute 119.07 designates this application as a public document to be made available for anyone requesting to view it. If you qualify for exemption from public disclosure under the terms of this statute, please explain.

**Signature Data**

First Name: Debbie  
Last Name: Tapp  
Email Address: tapp.steve.debbie@gmail.com

*Debbie Tapp*

Signed at: August 4, 2021 4:57pm America/New\_York

**Date**

**Month:** 8  
**Day:** 4  
**Year:** 2021

Deborah Tapp PO Box 14130, Bradenton FL 34280

A community volunteer and advocate for children and youth for over 35 years with extensive volunteer leadership experience, I am a results oriented, strategic thinker and problem solver with proven organizational skills and teamwork skills. I am passionate about ensuring all children can reach their full potential.

### **Volunteer highlights and key accomplishments**

1996-2002 Served two terms, including two years as Board Chairman, as governor's appointee to Department of Children and Families District 6 Health and Human Services Advisory Board.

25 year leadership volunteer for American Red Cross includes

- \*5 terms on the Board of Directors      \* 2 years as Board Chairman
- \* 3 years on statewide Volunteer Leadership coordinating committee
- \* Statewide Disaster Training Coordinating Committee
- \* Babysitting training Instructor      \*Basic Aid and Masters of Disasters Instructor Trainer
- \* 14 year coordinator for the Red Cross Teen Leadership and Service Corps
- \*10 year Director for Summer Teen Disaster Camps
- \*recipient of several State and National Volunteer Awards including the Tampabay Bucs Community Quarterback Award and the National Child Labor Committee's Lewis Hine Award

22 year volunteer for United Way includes

- \*4 terms on the Board of Directors      \*Past Board Chair for Manatee Area 2 years
- 20 years on the Community Investment Committee including 4 years as Committee Chair
- 4 years as a Reading Pal or Reading Room volunteer

### **Employment experience:**

1977-1993- State of Florida Health and Rehabilitative Services (now Department of Children and Families). Held progressively more responsible positions in Economic Services beginning with caseworker, to Unit Supervisor, then to Program Administrator with responsibility for financial assistance, food assistance and Medicaid for families with children in the Manatee County area.

### **Education:**

BA degree in Sociology from Oklahoma Baptist University, Shawnee Oklahoma

## Manatee Board of County Commission

### Request:

Appoint six (6) representatives from the list of seven (7) applicants to serve on the Children's Services Advisory Board (CSAB) beginning October 1, 2021.

	Role	Term	Appointee
1	Child Advocate	Oct 2021 – Sep 2024	Choose one (1): Christopher Collins    Katie Currier Carolann Garafola    Andrea Suarez
2	Child Advocate	Oct 2021 – Sep 2024	Choose one (1): Christopher Collins    Katie Currier Carolann Garafola    Andrea Suarez
3	Child Advocate	Oct 2021 – Sep 2022*	Choose one (1): Christopher Collins    Katie Currier Carolann Garafola    Andrea Suarez
4	LMH Representative	Oct 2021 – Sep 2024	Choose one (1): Kelly Hunt
5	United Way Representative	Oct 2021 – Sep 2024	Choose one (1): Deborah Tapp
6	Florida DCF Representative	Oct 2021 – Sep 2024	Choose one (1): Kimberly Kutch

\*Only one year for this seat, to finish out the term of a resigning member.