



MEMORANDUM

Agenda Item 15(D)1

TO: Honorable Chairperson Bruno A. Barreiro, and
Members, Board of County Commissioners

DATE: September 2, 2008

FROM: Honorable Harvey Ruvin, Clerk
Circuit and County Courts

SUBJECT: Ballot Appointment to the
Independent Review Panel

Kay Sullivan, Director
Clerk of the Board Division

Please select one (1) nominee on the attached ballot to fill a vacancy on the Independent Review Panel (IRP) created by the vacancy of Arcie Ewell.

Section 2-11.43 (a) of the County Code provides that the Board of County Commissioner's shall appoint each IRP member from a slate of three (3) qualified persons submitted by a community group or organization as specified, to include the Community Action Agency (CAA).

The Community Action Agency has submitted the names of Dr. Tangier Scott; Karen Forshee; and Betty Bennett as qualified candidates from which an appointment can be made.

The resumes of each candidate are attached for your review.

KS: sm
Attachments

COUNTY ADVISORY BOARD BALLOT

Miami-Dade County, Florida

September 2, 2008

INDEPENDENT REVIEW PANEL

APPOINTMENT TO REPLACE ARCIE EWELL
Vote (✓) for One

Dr. Tangier Scott	<input type="checkbox"/>
Karen Forshee	<input type="checkbox"/>
Betty Bennett	<input type="checkbox"/>

Commissioner _____
(Please sign ballot)

Commission District Number _____

MIAMI-DADE COUNTY
COUNTY CLERK
1000 N. W. 10TH AVENUE, SUITE 1000
MIAMI, FLORIDA 33136
TEL: 305-375-2200
WWW.MDCCLERK.COM

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Community Action Agency
Office of the Executive Director
Overtown Transit Village North
701 NW 1st Court, Suite 1000
Miami, FL 33136
T 786-469-4613 F 786-469-4639
www.miamidade.gov

Carlos Alvarez, Mayor

July 15, 2008

Honorable Chairman Bruno Barreiro and Members
Miami-Dade Board of County Commissioners
111 NW First Street, Second Floor
Miami, FL 33128

Re: Community Action Agency Independent Review Panel Board Vacancy

Dear Chairman Barreiro:

This letter serves as a nomination letter for the above referenced vacancy. I am respectfully submitting the names of three candidates for your consideration and that of the members of the Board of County Commissioners for the position of Board Member representing the Miami-Dade Community Action Agency (CAA) on the Independent Review Panel. The candidates are Dr. Tangier Scott, Karen Forshee and Betty Bennett. Attached are their resumes for review.

The candidates are all employees of CAA, and each comes highly qualified and will bring a wealth of experience to the board. Should you require additional information, please feel free to contact me at (786) 469-4613.

Thank you for your attention in this matter.

Respectfully,

Julie Edwards
Executive Director

cc: Harvey Ruvlin, Clerk, Circuit and County Courts
Kay Sullivan, Director, Clerk of the Board
Irene Taylor-Wooten, Special Assistant for Social Services
Eduardo Diaz, Ph.D., Executive Director, Independent Review Panel

CLERK OF THE BOARD
2008 JUL 16 PM 3:40
CLERK, CIRCUIT & COUNTY COURTS
DADE COUNTY, FLA.
#1

Tangier Scott, Ed.D.

8469 N.W. 189 Street Rd, Miami, Florida 33015

(305) 829-0609 Email: tscott8888@aol.com

SUMMARY OF SKILLS:

Program development and implementation, strategic planning, staff development and training, conflict/anger management facilitator, problem solving skills, excellent written and verbal communication skills, seasoned Kingian Nonviolence Trainer and computer literate.

EDUCATION:

Nova Southeastern University

Davie, Florida

Doctorate Degree in Child, Youth, and Family Studies

Specialization Area: Management of Programs

Florida International University

Miami, Florida

Master's of Science in Criminal Justice

Florida International University

Miami, Florida

Bachelor's of Public Administration

Certified Practitioner and Trainer of Kingian Non-Violence

Miami Dade County Supervisor Certification

Certification in Basic Education

Dade County Public School-Areas: Social Science/Computers

Executive Loan Program – United Way 2002

PROFESSIONAL EXPERIENCE:

9/06 – 9/07 Miami-Dade Housing Agency

Management Assistance Team

(Special Assignment)

Miami, Florida

Selected by the County Manager's office to serve on the Management Assistance Team for Miami-Dade Public Housing. Duties included: Providing Daily oversight of the quality control process for client records, responding to Customer complaints, ensuring the integrity of payroll accounting records and Purchase invoices, supervisory and guidance to staff and assisting the ALC Acting Director.

3/00 – Present

Miami-Dade Community Action Agency
Miami, Florida
SOCIAL SERVICES SUPERVISOR

Supervises the overall operation and management of the Liberty City Community Enrichment Center providing services focused on removing barriers toward self sufficiency. Duties include: overseeing staff who provides program participants with employability skills training, computer training, emergency financial assistance, manages participants' plan for self sufficiency, and directs and manage youth initiative programs by providing education prevention/intervention activities to participants 7-17 years of age. Other responsibilities include; producing monthly fiscal integrity, analyze data, ensuring compliance with funding source, and program development and implementation. In addition, Establish partnerships with public and private entities to provide services to enhance the quality of life for the citizens, as well as coordinate and attend community meetings geared towards resolving issues that are pervasive in the community.

2/98 – 3/00

Miami Dade Community Action Agency
Miami, Florida
SOCIAL SERVICES SUPERVISOR

Directed and managed an after school teenage pregnancy prevention program. Supervised interdisciplinary staff in implementing a variety of activities aimed at reducing the incidence of teen pregnancy. Facilitated staff development and training; garnered resources and planned program activities. Monitored the daily fiscal and program operation of the South Dade Adolescent Success Program (SDASP). Generated monthly and quarterly reports. Established partnerships with public and private entities.

9/93 – 2/98

Miami Dade Community Action Agency
Miami, Florida
SOCIAL SERVICES SUPERVISOR

Developed and implemented effective programming for Family Self Sufficiency (FSS) program participants. Monitored contractual agreement to ensure program's compliance. Facilitated staff development and training; garnered resources to enhance program development. Coordinated interdisciplinary staff efforts to promote self-sufficiency. Generated monthly, quarterly and annual program and fiscal reports. Established partnerships with public and private entities.

- 1/03 – Present Nova Southeastern University
CLUSTER COORDINATOR - Doctorate Program
- Provide technical assistance, mentoring, and guidance to students pursuing doctoral degrees in Human Services and Child and Youth Studies.
- 8/01- Present Nova Southeastern University
ADJUNCT PROFESSOR
- Facilitate instruction to graduate students in the areas of Leadership, Supervision, Human Services, Child and Youth Care and Criminal Justice.
- 1/96 – 12/04 American High School – Adult Education
Miami, Florida
INSTRUCTOR
- Taught english and reading to students seeking either their high school diploma or GED. In addition, served as a mentor to students.
- 6/95 – Present Florida Memorial College
Miami, Florida
ADJUNCT PROFESSOR
- Provide instruction and serves as a mentor to under graduate students seeking their degree in Criminal Justice.

AFFILIATIONS:

City of Miami Civilian Investigative Panel
Former Chairperson, United States Department of Justice Committee
Miami/Miami Dade Weed and Seed Inc.
Chairperson, Personnel And Ethics Committee
Black Youth & Family Coalition
Former **Chairperson, Family Involvement**
National Council on Family Relations
National Criminal Justice Honor Society
National Forum for Black Public Administrators
American Society for Pubic Administrators
Delta Sigma Theta Sorority, Inc. Miami Alumnae Chapter
National Association for Advancement of Colored People

HONORS:

- National Association of Counties Award Winner (NACO 1995)

- Presenter at National Association of Community Action Conference, New York, NY 2002
- Sigma Phi Alpha – President, 5/92 – 6/93
- National Criminal Justice Honor Society
- Alpha Phi Sigma Leadership Award
- Alpha Phi Sigma Criminal Justice Honor Society President's Award
- Presenter at Academy of Criminal Sciences (ACJS) National Conference, Kansas City, Missouri, 1993

REFERENCES:

Furnished upon Request.

BETTY BENNETT

OBJECTIVE

To obtain an administrative position that allows use of an extensive range of human services program development and management skills.

EDUCATION

1985	Florida International University BSSW, Bachelor of Science in Social Work	Miami, FL
1987	Florida International University MSW, Master of Social Work	Miami, FL

PROFESSIONAL EXPERIENCE

2002 - Present *Miami-Dade County Community Action Agency*
Quality Improvement Unit, Director
Responsible for the direct supervision of four (4) Quality Assurance Monitors (Administrative Officer 3). Responsible for supervising the development, implementation, and maintenance of Community Action Agency quality assurance plans and programs. Established procedures and guidelines to effectuate continuous quality improvement processes. Conduct periodic program and fiscal assessment reviews to ensure compliance with applicable standards. Reviews new projects and contracts to ensure that quality elements are identified. Provide technical reviews of conditions affecting quality. Review audit finding reports/corrective action plans. Responsible for ensuring continuous quality improvement processes are implemented throughout the department.

1994 - 2002 *Miami-Dade County Department of Human Services*
Office of Rehabilitative Services, Director's Office
Administrative Officer III
Scheduled and conducted monitoring of Departmental and Office programs for compliance with applicable laws, policies, and rules and preparing written reports for the Director's review and action. Responsible for assisting in program planning and development; program analysis; interpreting federal and state legislation for the development of Office policies and procedures; preparing resolutions for presentation to the Board of County Commissioners, grantsmanship and grants management; and preparation of statistical reports. Additional duties include participating in the planning and development of various departmental projects (i.e., Social Services Master Plan, Grants, Community Outreach, Special Event Planning, and Alliance for Human Services NOFA development); staff development and training; developing, executing and monitoring of Department of Human Services, Community Based Organization's contracts. Providing technical assistance to CBO's in the areas of program planning and development.

1991 - 1994 *Miami-Dade County Department of Human Services*
Office of Rehabilitative Services, Central Intake Division
Rehabilitative Services Supervisor II
Responsible for the direct supervision of twelve (12) Rehabilitative Services Counselors providing substance abuse assessment and referral services. Reviewed data and psychosocial assessments for compliance with policies and procedures as established by ORS. Conducted internal quality assurance reviews. Assisted the Director in program planning, evaluation, and developing and implementing policies and procedures. Developed and provided training to Counselors to enhance interviewing, assessment and case management skills. Evaluated employee performance and performed various administrative tasks.

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1988 – 1991

Jackson Memorial Hospital, Medical Social Work

Clinical Social Worker

Provided clinical casework services to patients and families. Responsible for psychosocial assessments and treatment plans, discharge planning, and facilitation of patient/parent support groups. Coordinated and implemented training and in-service programs for graduate and undergraduate students and served as Field Supervisor. Designed and implemented education training programs for affected population. Responsible for monitoring and evaluating effectiveness of training programs. Organized community-based educational workshops to increase awareness of the disease and to encourage testing. Coordinated annual special events for Dade County Sickle Foundation (i.e., summer camp, walk-a-thon, golf tournament, and banquet) efforts. Developed and implemented newsletter to provide education about hemoglobinopathies and other related disorders.

1985 – 1988

Center for Family and Child Enrichment, Inc. (ICCP Project)

Senior Family Therapist

Responsible for clinical supervision of four (4) Therapists. Supervisory responsibilities included assigning caseloads, monitoring clinical files and conducting program audits and evaluation to determine if services provided were in compliance with DC&F contract requirements. Performed community based outreach with social service agencies and the 11th Judicial Circuit Court, Dependency Division to increase awareness of services and to facilitate agency referrals.

1980-1985

Broward Correctional Institution

Recreational Assistant/Correctional Officer

Responsible for designing and implementing innovative recreational programs; supervising contact sports and ordering recreational equipment.

1979 – 1980

Concept House, Inc.

Drug Abuse Counselor

Provided individual and group counseling. Facilitated groups targeting employment readiness, personal development, and social skills. Responsible for psychosocial assessments and treatment plans.

1973 - 1979

Metropolitan Dade County – Manpower Program

Vocational Counselor

Responsible for developing and implementing training programs for Skill Center participants in the areas of employability skills, self-sufficiency, and self-awareness. Facilitated community workshops that targeted empowerment, eligibility criteria and advocacy issues. Developed jobs for Skill Center graduates and secured promise-to-hire commitments for program participants in trainee status. Provided counseling to program participants and referrals to community resources.

Resume of Karen A. Forshee
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November 2000 – July 2004

Administrative Officer 3
(Human Resources Manager)

Miami-Dade County, Community Action Agency, Head Start/EHS Division, 395 N. W. First Street, Room 103, Miami, Florida 33128

Managed the Human Resources Unit. Developed grant applications, amendments and projects for new program initiatives. Assisted the Director in the preparation of the annual budget. Developed and managed various projects in compliance with ACF mandates as well as other County and Agency requests. Developed and assisted in long-range program planning, management analysis studies and programmatic self-assessments. Managed and overseen the coordination, preparation and processing of all contracts and agreements. Supervised six (6) employees. Performed other management and administrative duties, as assigned by the Head Start/EHS Director.

January 1995 – November 2000

Administrative Officer 2
(Human Resources Coordinator)

Miami-Dade County, Community Action Agency, Head Start/EHS Division, 395 N. W. First Street, Room 103, Miami, Florida 33128

Planned, developed and implemented the Professional Development Plan for all Head Start and Early Head Start employees. Researched and wrote grant proposals. Developed and revised administrative policies and procedures. Overseen all personnel related activities for approximately 550 employees. Developed, administered and evaluated staff development training for the Division. Managed and overseen the coordination, preparation and processing of all contracts and agreements. Supervised a staff of three employees. Developed the training budget both Head Start and Early Head Start. Performed other administrative duties, as assigned.

November 1989 -December 1994

Administrative Officer 1
(Professional Development Coordinator)

Miami-Dade County, Community Action Agency, Head Start/EHS Division, 395 N. W. First Street, Room 103, Miami, Florida 33128

Performed various administrative tasks for the Head Start/EHS Director. Planned, developed and implemented the Professional Development Plan. Planned and developed short and long-range goals, objectives and strategies for the Division. Developed and revised administrative policies and procedures. Evaluated program effectiveness, and made recommendations for quality improvement. Supervised subordinate staff. Researched, read and wrote grant proposals. Performed other related duties, as assigned.

Resume of Karen A. Forshee

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February 1987 – November 1989 Administrative Assistant

Miami-Dade County Housing Authority (MDHA), Resident Services Division, 1401 N. W. 7th Street, Miami, Florida

Performed administrative duties for the Director of Resident Services. Received and coordinate responses to complaints from tenants and the public. Arranged appeal hearings for evicted residents, and prepared various meeting agendas. Composed letters, memoranda and reports for the Director. Provided technical assistance at the HUD Advisory Committee meetings. Supervised subordinate staff. Performed other related duties, as assigned.

March 1978 – February 1987 Administrative Assistant

Miami-Dade Transit Agency (MDTA), Human Resources Directorate, 3300 N. W. 32nd Avenue, Miami, Florida

Performed administrative duties for both the Director and Deputy Directors of Human Resources. Scheduled conferences, grievance and disciplinary hearings between collective bargaining unions and management. Prepared requisitions and personnel actions for disciplinary actions. Reviewed and edited correspondence from five (5) Division Directors. Performed other administrative duties, as assigned. Other positions held within MDTA included: Clerk Stenographer 2 and Clerk Typist 2.

September 1984 – November 2004 Retention/Transition Staff Sergeant

United States Army Reserves, 841st Engineering Battalion, 11700 N. W. 27th Avenue, Miami, Florida 33167

Counseled soldiers on their incentives and entitlements as a United States Army Reservist. Prepared reenlistment and extension contracts, and Warrant Officer Packages. Met with the higher echelon (i.e. Commander, Sergeant Major, etc.) to brief them on their retention status/issues. Prepared After-Action reports to 81st RSC (the unit of assignment) regarding the status of the Engineering Battalion's retention attrition rate. Conducted training to Duty Appointed Retention NCO's that have been selected within the battalion. Attended annual and other special trainings, as required. Retired November 25, 2004 with 20 years of service.

Resume of Karen A. Forshee

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CERTIFICATIONS/CREDENTIALS:

- Certified Notary Public – Since 2002.
- Certified Grant Reviewer, Department of Education, Washington D.C. – Since 1999
- National Head Start Association Mid-Management Credential – July 1997
- Certified Training and Technical Assistance Consultant, Emprise Designs, Inc. – Since 1994
- Certificate of Specialization, Human Resources Management, St. Thomas University – May 1994
- Certified Grant Reviewer, Department of Health and Human Services, Washington D.C. – Since 1993.
- Veteran, United States Army—Operation Desert Shield/Storm, November 28, 1990 to June 8, 1991.

MEMBERSHIPS:

- National Head Start Association (NHSA)
- Florida Association of Community Action (FACA)
- Children’s Forum
- Children’s Trust, VPK Subcommittee
- Head Start/EHS Education Advisory Committee
- National Association for the Advancement of Colored People (NAACP)
- American Society for Training and Development
- Disabled Veterans Association
- American Legion
- Bethel Pentecostal Holiness Church

REFERENCES:

Michael Grubbs, Special Projects Administrator 2, CAA Head Start/EHS Division, 701 N. W. First Court, Miami, Florida 33136 – (786) 469-4627.

Jane W. McQueen, Director of Head Start and Early Head Start Division, 701 N. W. First Court, Miami, Florida 33136 – (786) 469-4633.

Other references furnished upon request.