



## MEMORANDUM

**Agenda Item 15(C)1**

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

Date: July 3, 2012

From: Honorable Harvey Ruvin, Clerk  
Circuit and County Courts

Subject: Appointment of Tricia Smith  
to the Dial-A-Life Program  
Advisory and Oversight Board

Christopher Agrippa, Division Chief  
Clerk of the Board Division

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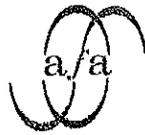
It is recommended that the Board consider the appointment of Ms. Tricia Smith to serve as a member the Dial-A-Life Program Advisory and Oversight Board.

Section 2-1311 of the Miami-Dade County Code established the Dial-A-Life Program to oversee the collection and distribution of donated cellular and/or mobile telephones to eligible members of the community. The section further provides for the Board of County Commissioners to appoint a representative from an elderly awareness service and advocacy organization, to the Dial-A-Life Advisory Board.

The Alliance for Aging, Inc. has nominated Ms. Smith as a qualified candidate to serve as a member of the Dial-A-Life Board Advisory Board.

The letter of recommendation from the Alliance for Aging, Inc. and Ms. Smith's resume has been attached for your review.

CA:sm  
Attachments



Alliance for Aging, Inc.  
Answers on Aging

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Max B. Rothman, JD, LL.M.

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Aging Resource Center:  
(305)670-4357  
1-800-963-5337  
www.allianceforaging.org

May 28, 2012

Michelle Fayed, Firefighter  
Public Affairs  
MDFR Dial-A-Life  
Miami-Dade Fire Rescue Department  
9300 NW 41<sup>st</sup> Street  
Miami, FL 33178

Dear Ms. Fayed,

This letter serves to inform you that, effective immediately, Ms. Kathleen Sarmiento will no longer represent the Alliance for Aging on the Dial-A-Life Oversight and Advisory Board. The Alliance for Aging recommends the appointment of Ms. Tricia Smith as the new representative to fill this vacancy. In her capacity as the Resource and Development Specialist for the organization, Ms. Smith engages in outreach and would be a great asset to the Board.

Attached please find a copy of Ms. Smith's resumé. If you have any questions regarding this matter, please feel free to contact me at 305-670-6500.

Sincerely,

Max B. Rothman, JD, LL.M.  
President & CEO



Area Agency on Aging for Miami-Dade and Monroe Counties

Partially funded by the



# TRICIA SMITH

3818 SW 52 Ave • Hollywood, FL 33023 • Phone: (954) 274-7751 • tmsmith2372@gmail.com

## Professional Experience

### **ALLIANCE FOR AGING, MIAMI, FL** **RESOURCE AND DEVELOPMENT SPECIALIST**

8/2011 – PRESENT

- Improve and maintain the content of the database for the Elder Helpline for Miami-Dade and Monroe Counties
- Conduct community outreach to educate the Elderly and the community about the Helpline  
Conduct outreach to local Healthcare and Human Services providers to educate them about and obtain new resources for the Helpline

### **GULF COAST COMMUNITY CARE, OAKLAND PARK, FL** **CASE MANAGER/INTAKE COORDINATOR**

10/2007 – 12/2010

- In depth knowledge of managing programs relating to monitoring contracts and contract compliance
- Worked closely with the Program Director to implement the agency's new In-home family intervention program
- Developed and regularly updated the Program's community resource guide
- Great interpersonal skills and sound ability to determine client needs through interview and observation and guide them toward self sufficiency
- Developed and streamlined procedures that decreased labor time, eliminated redundancies in paperwork and increased program accountability
- Managed the referral/intake process with the agency's partner - Child Protective Investigative Services of the Broward Sheriff's Office
- Conducted in-home family visits to assess and aid families in resolving problems

### **JC HOMES REALTY, HOLLYWOOD, FL** **LICENSED REAL ESTATE ASSOCIATE**

8/2005 – 9/2007

- Created and distributed marketing documents such as flyers, postcards and newsletters to solicit new clients and maintain past and existing clients database
- Negotiated real estate contracts between buyers and sellers
- Educated potential clients on the home buying process
- Coordinated the closing process primarily among mortgage lenders, appraisers, inspectors, title companies
- Used Multiple Listing Service to research real estate property information

**GEMSTARR MORTGAGE AND BEST HOMES OF FLORIDA, COOPER CITY, FL**

8/2003 – 7/2005

ADMINISTRATIVE ASSISTANT

- Processed real estate and mortgage applications
- Created, researched and designed content for marketing materials such as flyers, postcards and newsletters to solicit new clients and maintain past and existing clients
- Created employee training materials for Mortgage Brokers and Realtors new to the company

## **Education**

**BRIGHAM YOUNG UNIVERSITY**

Master of Arts/Master of Organizational Behavior (HR and Strategic Management Focus)

**UNIVERSITY of the WEST INDIES, KINGSTON, JAMAICA**

Bachelor of History with International Relations