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CLERK OF THE BOARD
OF COUNTY COMMISSIONERS
MIAMI-DADE COUNTY, FLORIDA

MEMORANDUM

Agenda Item No. 9(A)(1)

TO: Honorable Chairman Jean Monestime and Members, Board of County Commissioners

DATE: December 1, 2015

FROM: Abigail Price-Williams County Attorney

SUBJECT: Resolution appointing Travis Lee Stokes, Alba Garcia-Camero-Johnson, Cecilia De Loof and Kenneth M. Kilpatrick to the Miami-Dade County Youth Crime Task Force Advisory Board; waiving by a two-thirds vote of members present the term limit restriction for Miami-Dade County Youth Crime Task Force Board members Carmen Caldwell, Marilyn Sutherland, Thema Campbell and Carolyn Nesbitt; and reappointing Carmen Caldwell, Marilyn Sutherland, Thema Campbell and Carolyn Nesbitt to the Miami-Dade County Youth Crime Task Force for terms of two additional years

Resolution No. R-1096-15

The accompanying resolution was prepared by the Juvenile Services Department and placed on the agenda at the request of Prime Sponsor Metropolitan Services Committee.

Abigail Price-Williams
County Attorney

APW/lmp

Memorandum

MIAMI-DADE COUNTY

Date: December 1, 2015

To: Honorable Chairman Jean Monestime
and Members, Board of County Commissioners

From: Carlos A. Gimenez
Mayor

Subject: Recommendation to Appoint Four New Members to the Miami-Dade Youth Crime Task Force Advisory Board and Waive Term Limits of Four Board Members

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Recommendation

It is recommended that the Board of County Commissioners (Board) approve the attached Resolution accepting the Mayor's recommendation for appointment of Travis Stokes, Alba Garcia-Camero Johnson, Kenneth Kilpatrick and Cecilia De Loof to the Miami-Dade Youth Crime Task Force Advisory Board (Youth Crime Task Force) and to waive the term limits of and reappoint Carmen Caldwell, Marilyn Sutherland, Thema Campbell and Carolyn Nesbitt to the Youth Crime Task Force.

Scope

The Youth Crime Task Force addresses the unmet needs and gaps in services for delinquent and at risk youths countywide.

Fiscal Impact/Funding Source

This Resolution has no fiscal impact on Miami-Dade County.

Track Record/Monitor

The Clerk of the Board monitors appointments to County Boards and the Juvenile Services Department provides staff assistance for the Youth Crime Task Force.

Background

The Youth Crime Task Force was established by resolution in 1997 to address youth crime and violence programming needs. Thereafter, the Youth Crime Task Force was re-authorized annually by the Board by resolution through January 2002. On September 23, 2002, in accordance with Ordinance 02-131, the Youth Crime Task Force was established as an advisory board to the Board, for the countywide coordination of juvenile justice activities.

The Youth Crime Task Force is composed of a maximum of 31 voting members, comprised of elected officials, educators, criminal and juvenile justice professionals, human service practitioners and community leaders, who have demonstrated expertise and involvement in the fight against crime and violence. Current board members are listed in Attachment A.

Section 2-1432 (t) of the Code of Miami-Dade County provides for the appointment of members to the Youth Crime Task Force who work for or serve on the board of directors of organizations that work with youth and/or crime prevention and who are recommended by the County Mayor for such appointment by the Board.

The Youth Crime Task Force and its Nominating Committee have considered the candidates, Travis Stokes, Alba Garcia-Camero Johnson, Kenneth Kilpatrick and Cecilia De Loof, and have unanimously recommended them for appointment. In addition, the Youth Crime Task Force and its Nominating Committee would like to waive term limits and reappoint Carmen Caldwell, Marilyn Sutherland, Thema Campbell and Carolyn Nesbitt. See Attachment B for resumes.

Attachments

Russell Benford
Deputy Mayor

Attachment A

List of Current Board Members

Attachment A: Current List of Board Members
Youth Crime Task Force Advisory Board
23 Board Members

Category	Member Name	Appointed\Nominated By
COMMUNITY REPRESENTATIVE	CARMEN CALDWELL	BOARD OF COUNTY COMMISSIONERS
CHILDRENS' TRUST CEO/PRESIDENT	AUSLANDER, CHARLES	DESIGNATED SEAT- DESIGNATED SEAT
JUVENILE DIVISION CHIEF, STATE ATTORNEY'S OFFICE	BASS, TODD	DESIGNATED SEAT- DESIGNATED SEAT
MAYOR OF MIAMI-DADE COUNTY OR DESIGNEE	BENFORD, RUSSELL	DESIGNATED SEAT- DESIGNATED SEAT
COMMUNITY REPRESENTATIVE	CAMPBELL, THEMA	BOARD OF COUNTY COMMISSIONERS
SUPERINTENDENT, MIAMI-DADE PUBLIC SCHOOLS OR DESIGNEE	CARVALHO, ALBERTO	DESIGNATED SEAT- DESIGNATED SEAT
COMMUNITY REPRESENTATIVE	CHANG, DR. ROSA E	BOARD OF COUNTY COMMISSIONERS
DIRECTOR, JUVENILE SERVICES DEPARTMENT	COPELAND, MORRIS	DESIGNATED SEAT- DESIGNATED SEAT
DIRECTOR, MIAMI-DADE ECONOMIC ADVOCACY TRUST	DIXON, JOHN	DESIGNATED SEAT- DESIGNATED SEAT
DEPARTMENT OF CHILDREN AND FAMILIES	FERRADAZ, GILDA	DESIGNATED SEAT- DESIGNATED SEAT
MIAMI-DADE COUNTY COMMISSIONER	JORDAN, BARBARA J	BOARD OF COUNTY COMMISSIONERS
FL JUVENILE JUSTICE CIRCUIT 11 MANAGER	MANNING, FRANK	DESIGNATED SEAT- DESIGNATED SEAT
DADE COUNTY PUBLIC SCHOOLS	MOFFETT, IAN	DESIGNATED SEAT- DESIGNATED SEAT
COMMUNITY REPRESENTATIVE	NESBITT, KIANI	BOARD OF COUNTY COMMISSIONERS
CITY OF MIAMI POLICE CHIEF	OROSA, MANUEL	DESIGNATED SEAT- CITY OF MIAMI POLICE CHIEF
JUVENILE DIVISION CHIEF, PUBLIC DEFENDER'S OFFICE	OSBORNE, MARIE	DESIGNATED SEAT- DESIGNATED SEAT
MDPD CHIEF OF POLICE	PATTERSON, JD	DESIGNATED SEAT- DESIGNATED SEAT
COMMUNITY REPRESENTATIVE	PINKEY, LAVERNE O	BOARD OF COUNTY COMMISSIONERS
JUVENILE COURT JUDGE, 11TH JUDICIAL CIRCUIT	PRESCOTT, HON. ORLANDO A	DESIGNATED SEAT- DESIGNATED SEAT
FLORIDA SENATE REPRESENTATIVE	PRITCHETT, SHARON	DESIGNATED SEAT- DESIGNATED SEAT
COMMUNITY REPRESENTATIVE	ROMAN, PAOLA P	BOARD OF COUNTY COMMISSIONERS
COMMUNITY REPRESENTATIVE	SUSI, DIANA	BOARD OF COUNTY COMMISSIONERS
COMMUNITY REPRESENTATIVE	SUTHERLAND, MARILYN (MIMI)	BOARD OF COUNTY COMMISSIONERS

MEMORANDUM

(Revised)

TO: Honorable Chairman Jean Monestime and Members, Board of County Commissioners

DATE: December 1, 2015

FROM: Abigail Price-Williams, County Attorney

SUBJECT: Agenda Item No. 9(A)(1)

Please note any items checked.

_____ **"3-Day Rule" for committees applicable if raised**

_____ **6 weeks required between first reading and public hearing**

_____ **4 weeks notification to municipal officials required prior to public hearing**

_____ **Decreases revenues or increases expenditures without balancing budget**

_____ **Budget required**

_____ **Statement of fiscal impact required**

_____ **Statement of social equity required**

_____ **Ordinance creating a new board requires detailed County Mayor's report for public hearing**

_____ **No committee review**

✓ **Applicable legislation requires more than a majority vote (i.e., 2/3's ✓, 3/5's ____, unanimous _____) to approve**

_____ **Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required**

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No. 9(A)(1)
12-1-15

RESOLUTION NO. R-1096-15

RESOLUTION APPOINTING TRAVIS LEE STOKES, ALBA GARCIA-CAMERO-JOHNSON, CECILIA DE LOOF AND KENNETH M. KILPATRICK TO THE MIAMI-DADE COUNTY YOUTH CRIME TASK FORCE ADVISORY BOARD; WAIVING BY A TWO-THIRDS VOTE OF MEMBERS PRESENT THE TERM LIMIT RESTRICTION FOR MIAMI-DADE COUNTY YOUTH CRIME TASK FORCE BOARD MEMBERS CARMEN CALDWELL, MARILYN SUTHERLAND, THEMA CAMPBELL AND CAROLYN NESBITT; AND REAPPOINTING CARMEN CALDWELL, MARILYN SUTHERLAND, THEMA CAMPBELL AND CAROLYN NESBITT TO THE MIAMI-DADE COUNTY YOUTH CRIME TASK FORCE FOR TERMS OF TWO ADDITIONAL YEARS

WHEREAS, pursuant to Section 2-1432(t) of the Code of Miami-Dade County, Florida (the "Code"), membership of the Miami-Dade County Youth Crime Task Force ("Youth Crime Task Force"), a County advisory board, includes 11 members who work for or serve on the board of directors of organizations that work with youth and/or crime prevention; and

WHEREAS, pursuant to Section 2-1432(t), the County Mayor recommends these 11 members for appointment by the Board of County Commissioners (the "Board"); and

WHEREAS, the Youth Crime Task Force advises this Board with respect to matters related to youth crime, youth weapons violence and youth crime prevention; and

WHEREAS, the County Mayor recommends Travis Lee Stokes, Alba Garcia-Camero-Johnson, Cecilia De Loof and Kenneth M. Kilpatrick, whose resumes are attached hereto as Exhibit A, showing they meet the criteria of Section 2-1432(t) described above, to serve on the Youth Crime Task Force; and

WHEREAS, on January 21, 2010, the Board enacted Ordinance No. 10-06, amending Chapter 2, Section 2-11-38.2 of the Code to permit the waiver of term limits for members of County boards; and

WHEREAS, in accordance with Section 2-11.38.2 of the Code, no board member shall serve more than eight consecutive years on a board unless this Board, by a two-thirds vote of members present, votes to waive the eight year term limit; and

WHEREAS, in addition, in accordance with Section 2-1436(a) of the Code, the Youth Crime Task Force shall be regulated by Section 2-11.36 et. seq. of the Code, which includes limitations of service on County boards to eight years or less unless this Board votes to waive the eight year term limit; and

WHEREAS, Carmen Caldwell, Marilyn Sutherland, Thema Campbell and Carolyn Nesbit have served on the Youth Crime Task Force for more than eight years; and

WHEREAS, this Board wishes to waive the applicable term limit and reappoint Carmen Caldwell, Marilyn Sutherland, Thema Campbell and Carolyn Nesbit to serve a term of two years on the Youth Crime Task Force; and

WHEREAS, Carmen Caldwell, Marilyn Sutherland, Thema Campbell and Carolyn Nesbit serve on the Youth Crime Task Force as members who work for or serve on the board of directors of an organization that works with your and/or crime prevention; and

WHEREAS, a copy of Carmen Caldwell's, Marilyn Sutherland's, Thema Campbell's and Carolyn Nesbit's resumes are attached hereto as Exhibit B; and

WHEREAS, this Board desires to accomplish the purposes outlined in the accompanying memorandum, a copy of which is incorporated herein by reference; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that:

Section 1. This Board hereby authorizes acceptance of the Mayor's recommendation to appoint Travis Lee Stokes, Alba Garcia-Camero-Johnson, Cecilia De Loof and Kenneth M. Kilpatrick to serve as members on the Youth Crime Task Force for a term of two years in accordance with Section 2-1432(t) of the Code of Miami-Dade County.

Section 2. This Board, by a two-thirds vote of the members present, waives the restriction that a member of a board may not serve more than eight (8) consecutive years on that board, and reappoints Carmen Caldwell, Marilyn Sutherland, Thema Campbell, and Carolyn Nesbitt to serve as members of Youth Crime Task Force for terms of two additional years.

The foregoing resolution was offered by Commissioner **Sally A. Heyman**, who moved its adoption. The motion was seconded by Commissioner **José "Pepe" Diaz** and upon being put to a vote, the vote was as follows:

Jean Monestime, Chairman **aye**
Esteban L. Bovo, Jr., Vice Chair **absent**

Bruno A. Barreiro	**aye**	Daniella Levine Cava	**aye**
Jose "Pepe" Diaz	**aye**	Audrey M. Edmonson	**aye**
Sally A. Heyman	**aye**	Barbara J. Jordan	**aye**
Dennis C. Moss	**aye**	Rebeca Sosa	**aye**
Sen. Javier D. Souto	**aye**	Xavier L. Suarez	**aye**
Juan C. Zapata	**absent**		

The Chairperson thereupon declared the resolution duly passed and adopted this 1st day of December, 2015. This resolution shall become effective upon the earlier of (1) 10 days after the date of its adoption unless vetoed by the County Mayor, and if vetoed, shall become effective only upon an override by this Board, or (2) approval by the County Mayor of this Resolution and the filing of this approval with the Clerk of the Board.

MIAMI-DADE COUNTY, FLORIDA
BY ITS BOARD OF
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

By: Christopher Agrippa
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.

Shanika A. Graves

EXHIBIT A

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Print Form

APPLICATION FOR NOMINATION TO THE YOUTH CRIME TASK FORCE (YCTF)

The Youth Crime Task Force (YCTF) is a voluntary board. YCTF was initially established by resolution in 1997, to provide recommendations to the County Mayor and the Board of County Commissioners to address youth crime and violence programming needs, and for the countywide coordination of juvenile justice activities. Membership is open to those who work for, or serve on the Board of Directors of an organization that works with youth and/or crime prevention, and who are qualified electors of Miami-Dade County.

This application must be submitted to the Miami-Dade County Clerk of the Board.
Please Print

Name: Travis Lee Stokes Date of Birth: 09/29/1980

Permanent Residence

Address: 1251 NW 20th st. Apt: 510

City: Miami State: FL Zip Code: 33142

County Commission District: 3

Voter Registration Number: 110073655

Phone: (Home): Office: 3053481703

Cell: 786348360 Fax:

Employer's Name: Florida International University- Parking and Transportation

Address: PG5 Market Station 885 SW 109th Ave Miami, FL 33199

Job Title: Events/Marketing Coordinator Email: tstok002@fiu.edu

Race/Ethnicity: (Optional/for the purpose of ensuring a diverse makeup of the YCTF)

○ White Non-Hispanic ◉ Black Non-Hispanic ○ Asian or Pacific Islander

○ Hispanic ○ American Indian or Alaskan Native ○ Other (specify)

Gender: ◉ Male ○ Female

Please list your qualifications in these areas (you may attach additional sheets):

Civic and Community Involvement

12

Business and/or Professional Knowledge, Skills and Abilities

Experience or Interest in the Fields of Juvenile Justice, Crime Prevention, Mental Health, Research Studies

Why do you wish to serve on the YCTF?

I would like to bring my energy and intangible talents and skills to help develop policies that will positively enrich the youth to understand that there are positive outlets.

What do you hope to accomplish as a member of the YCTF?

I hope to accomplish the development of additional crime preventions measures that will have a direct impact on our youth within our communities.

How did you hear about the vacancy?

*Newspaper (specify): Miami-Dade Website/Facebook

*Internet/Website:

*Other (specify):

INSTRUCTIONS:
Persons wishing to be considered by the Nominating Committee for inclusion in the slates of candidates from which appointments to the YCTF will be made must submit a completed application form to the **Clerk of the Board** at the address below:

Miami-Dade County
Clerk of the Board
Stephen P. Clark Center
111 NW 1st Street, Suite 17-202
Miami, Florida 33128

RESUME OR ADDITIONAL INFORMATION MAY BE ATTACHED, BUT DOES NOT REPLACE THIS FORM. ***YOU MUST SUBMIT THIS FORM.*** **PLEASE LIMIT RESUME OR ADDITIONAL INFORMATION TO NO MORE THAN TWO (2) PAGES.**

Members of the YCTF are subject to the Florida Open Records, Government in the Sunshine and Financial Disclosure laws, the Conflict of Interest and Code of Ethics Ordinance and the investigatory powers of the Inspector General.

TRAVIS L. STOKES

1251 NW 20th St. Apt #510 Miami, FL 33142
Phone: (786) 348-3060, Email: Tstok002@fiu.edu

EDUCATION:

Doctor of Education

Concentrations: Educational and Organizational Leadership — **April, 2017**

Nova Southeastern University

Master's of Public Administration — **August, 2012**

Florida International University, Miami, FL

Bachelors of Public Administration — **April, 2009**

Florida International University, Miami, FL

SUMMARY OF QUALIFICATIONS

- Over 4 years of overall voluntary fundraising experience
- Over 3 years of Athletics Marketing Experience
- Over 6 years of Event Management experience
- Excellent interpersonal and relationship building skills
- Experienced Student Services Professional
- Experienced in Volunteering and Fundraising Development
- Experience in Planning and Special Events Logistics
- Dynamic group presentation skills and experience
- Strong leadership through civic engagement
- Proven leadership skills as an assistant and competitive coach in athletics
- NCAA Experience
- Outstanding verbal and written communication and leadership skills
- Ability to negotiate and influence others to reach dynamic resolutions
- A strong foundation in coaching, facilitating and motivating large groups
- Highly effective in promoting a positive and productive environment
- Reputation for excellence and high quality
- Effective skills in Values, Ethics and Conflict Resolution
- Effective problem solver
- Served as a judge for several, local, regional, national and international cheerleading and dance competitions
- Resourceful and self-confident; can get the job done, and do it well
- Well organized and focused in coordinating projects
- Successful in mastering new skills through hands-on experience
- Served as a judge for several, local, regional, national and international cheerleading and dance competitions
- 10+ years of cumulative experience in cheerleading, coaching, and choreography at the secondary education and university levels

EXPERIENCE

Marketing/Events Coordinator **March, 2013-Present**
Parking & Transportation, Florida International University, Miami, FL

- Coordinates the full operations of the Marketing and Events Unit within the Department of Parking & Transportation during the week and weekends. Gathers the information from the university departments hosting the events, entering the information in the parking system, and billing is completed accurately, and collection of events is completed in a timely manner. Recommends new and improved procedures to the Director of Parking & Transportation to be established to allow events to run more effectively. Creates reports to maintain the department supervisors and employees aware of events occurring during the week. Enters event information in the university calendar. Monitors, maintains, and supervises all events occurring to ensure the department is represented appropriately.
- Hires, trains and manages Events staff of 6 or more temporary and full-time staff. Verifies and approves time card submissions of all Events personnel. Works together with the Administrative Assistant of Enforcement to verify all time submitted for other temporary employees that may be permitted to work events.
- Creates and proposes to the Director, the budget for the Events Unit($340,000). Calculates expected revenues from previous year experiences and includes new goals for the new fiscal year. Prepares expenditures expected to occur including, but not limited to, supplies and staffing for the new fiscal year.
- Creates reports every month and quarterly to ensure proper tracking of revenues and expenditures to ensure accountability.
- Researches and recommends new equipment for purchase to enhance the Events Unit's performance.
- Manages and enforces on a daily basis the new signage protocol for all university campuses. Obtains requests, creates, and approves designs, coordinates with printing company, bills, places, and collects of each sign on each campus.
- Acts as liaison with other university departments Event Units to ensure the proper procedure is used when events are hosted and parking is needed.
- Oversees the promotion and awareness by developing marketing programs and advertisement media for promotion of services, based on the guidelines provided through the Communication/Marketing Plan in partnership with the Division of External Relations.

Coaching Coordinator **August, 2009- April, 2012**
FIU Cheerleading, Florida International University, Miami, FL

- Supervised and managed athletes skill development
- Worked to ensure squads were game/performance and NCA Collegiate Nationals Ready
- Assured spirit program members were at assigned designations
- Ensured equipment was ready for games/performances
- Assisted with pre-game and post-game responsibilities
- Provided instruction and direct supervision of spirit program athletes during athletic events

- Coordinated Marketing, Fundraising and Recruiting efforts

Assistant Competition Coordinator **August, 2009- February, 2011**
Charles H. Flanagan High School

- Coached, supervised and developed 9th, 10th, 11th and 12th grade student athletes
- Skill and Technique Training twice a week during practice
- Choreographed and coached the Competitive Cheer Routine
- Instruction of co-ed and all-girl elite/high school stunts and pyramids
- Created positive, well-organized and productive practice sessions (1 team, 26 athletes)
- The first ever FHSAA 2011 Regional Competitive Cheerleading Championships and a 3rd place finish out of 33 teams at the FHSAA 2011 Competitive Cheerleading State Championships

Marketing Programming Coordinator **August, 2007 – July, 2009**
Athletics, Florida International University, Miami, FL

- Supervised and managed 5 Graduate Assistants and the Mascot participants
- Developed audition criteria for the Mascot
- Experienced in general NCAA practices
- Performed duties related to all aspects of marketing for Athletics
- Arranged appointments and accommodations for meetings and conferences
- Furnished daily and weekly schedules providing background information
- Managed filing system, and helped organize special events
- Gathered, assembled and summarized information, and responded to sensitive/ confidential correspondence or requests
- Represented and maintained public relations with the University, community and students in a professional manner
- Liaison to the Student Body
- Assisted with marketing planning for pregame, in game and other events
- Managed all developmental aspects of the Mascot program

Coordinator Assistant **August, 2006 – August, 2007**
Athletic Association, Florida International University, Miami, FL

- Scheduled appointments and accommodations for meetings and conferences
- Prepared daily and weekly schedules
- Maintained an accurate filing system
- Organized and Tracked monetary major gifts for the Association
- Draft Letters to donors

Student Government Council, Special Event Coordinator **May, 2003 – May, 2005**
Florida International University, Miami, FL

- Supervised Interns, tracked their progress and task management skills
- Coordinated planning of Student Government Association (SGA) Retreat, SGA week, SGA End of the Year Banquet and Award Ceremony
- Represented the Student Government Council on the Welcome Week Committee
- Working with on campus and private vendors for special events
- Organized annual Florida Student Association meetings at FIU
- Planned numerous special events regularly with other members of SGA, University and Private sector officials.

Student Government Council Intern September, 2002 – April, 2003
Florida International University, Miami, FL

- Executed projects to improve services for the student body
- Any and all other duties as assigned

Housing and Residential Life Desk Assistant July, 2002 – April, 2003
Florida International University, Miami, FL

- Performed customer service to residents and guests as needed
- Any and all other duties as assigned

Multicultural Student Services Assistant August, 1999 – April, 2002
Morehead State University, Morehead, KY

- Assisted with Affirmative Action and Diversity programs and policies
- Recruited prospective students for the University
- Provided outstanding customer service to residents and guests

Summer Camp Staff and Competition Staff May, 2000 – August, 2002
Cheerleaders of America, Columbus, OH

- Mentored students by being a cheerleading role model
- Provided instruction to students at cheerleading camps
- Judged competitions to ensure fair outcomes

COMPUTER SKILLS

- Microsoft Office
- Internet Savvy

- Data Entry

PROFESSIONAL ASSOCIATIONS and AWARDS

- Greater Miami Chamber of Commerce 2014 HYPE Award Finalist: Most Valuable Graduate Award
- Member of the American Society for Public Administration – South Florida Chapter
- Florida International University Alumni Association Lifetime Member and Young Alumni Council Board Member: Marketing Chair
- United States All Star Federation Members- Field Staff
- FIU Martin Luther King Jr. Commemorative Celebration Planning Committee Member Subcommittee's: Fundraising and Scholarship
- Leadership Education Advancement Program (LEAP): FIU Human Resources Leadership Program for Managers and Supervisors and 2014 FIU Service Excellence Trainer
- Licensed Notary Public of the State of Florida

20185 E COUNTRY CLUB DR. #709 • AVENTURA, FL 33180
(786) 286 9713 CECILIADELOOF@HOTMAIL.COM

CECILIA DE LOOF

Objective

Energetic professional seeking to secure a position where experience and capabilities will enable me to contribute to the company's objective and growth.

KEY QUALIFICATIONS

- Strong leadership, interpersonal and communication skills.
- Vast experience in developing fundraising strategies.
- Proven abilities in building and leading teams.
- Strong project management skills managing complex, multifaceted projects resulting in measurable successes and program growth
- Dedicated individual, reputation for consistently going beyond what is required.
- High level of clinical knowledge and case management skills.
- Bilingual skills – English and Spanish.

EDUCATION

Florida International University 2012

Field Instructor certification

Universidad Nacional de Mar del Plata, Argentina 03/1998 – 03/2005

Bachelor of Social Work

AWARDS AND RECOGNITION

Universidad Nacional de Mar del Plata

Student Certificate of Achievement 06/2009

Awarded by Universidad Nacional de Mar del Plata in recognition of the efforts and commitment for higher education awarded to the top 10% of students.

PROFESSIONAL EXPERIENCE

AYUDA Inc. Non-Profit Organization, Miami, Florida, USA 02/2011 – Present

The mission of AYUDA is to help improve the lives of children and families who are underserved and/or at risk in South Florida through education, life skills training and programs that support self sufficiency. (multi-site and multi-programs organization)

Program Director

Responsible for plan the delivery of the overall programs and its activities in accordance with the mission and the goals of the organization.

Develop funding proposals for the organization to ensure the continuous delivery of services.

Wrote grants and secured funds for the Children's Trust, Best Buy Charity, TD Bank foundation, Toyota foundation, Lush Charity, Alliance for a Healthy Generation, Miami Dade County Human Affairs, among many others.

Develop annual budget and operating plan to support the programs and agency.

Responsible for supervise programs staff by providing direction, input and feedback.

Develop and implement effective strategies to recruit volunteers.

Oversight of completion of appropriate file documentation

Address the community at large to inform other agencies/groups as to the agency's programs, funding sources, further fundraising possibilities and welfare being derived by the community because of these

programs.

Coordinates and conduct performance improving audits.

Serve as task supervisor for University's interns (Master's level and Bachelor's level)

'Look Good... Feel Better, Buenos Aires, Argentina 03/2008 – 12/2009

Look Good... Feel Better is a non-medical, brand-neutral public service program that teaches beauty techniques to cancer patients to help them manage the appearance-related side effects of cancer treatments. (International Program)

Executive Director

Responsible for managing and coordinating Look Good... Feel Better group programs offered at the local, state, and nationwide level.

Developed and implemented fundraising strategies to increase the number of corporate partners and strengthen the program's financial support.

Coordinated and lead workshops among volunteer beauty professionals and cancer patients.

Coordinated services with groups of physicians and nurses, cancer treatment centers and hospitals to enhance women's access to the program and workshops.

Responsible for a team of 65 volunteers (aestheticians, hairstylists, makeup artists, and nail technicians).

Designed and launched the updated and current Argentine main webpage and all marketing materials for Look Good...Feel Better.

Spokesperson for Look Good...Feel Better, participating in advertising campaigns, magazine publications and television press releases.

Trained and guided professionals from Uruguay, Chile and Colombia in preparation for the debut of Look Good...Feel Better programs in these three South American countries.

World Laser Clinic: plastic and reconstructive surgery clinic, Santiago, Chile 03/2005 – 12/2007

Clinical Therapist

Assessed patients' psychosocial, cultural and spiritual needs pre and post surgical procedure.

Completed comprehensive reports detailing psycosocial needs and recommendations for treatment and permanency.

Evaluated patients to establish diagnosis and monitor patient behaviors and symptpoms.

Coordinated services with mutidisciplinary staff, including psychologists, nurses, psychiatrists, and clinical nutritionists.

Maintained patient case records, documenting in a thorough and timely manner in accordance with professional standards.

Hospital Interzonal de Mar del Plata, Mar del Plata, Argentina 11/2002 – 11/2004

Geriatric Social Worker

Evaluated each geriatric patient at admission and formulated appropriate treatment plan.

Assessed the psychosocial needs of geriatric patients and provided interventions based on family needs.

Provided advocacy and linkage to community resources (nursing homes, outpatient therapy services, day care centers, home health, mental health centers, etc.).

Communicated with members of the health care team, through formal and informal means of transmitting information, in order to provide optimal care of geriatric patients and families.

Actively participated with the health care team to problem-solve and plan interventions that targeted high-risk geriatric patients in order to maximize opportunities for preventive health.

Participated in weekly interdisciplinary rounds.

Assisted in crisis intervention and hospitalizations when needed.

Children - Youth Services, Mar del Plata, Argentina 05/2000 – 01/2002

Children Youth and Family Counselor (internship)

- Identified, assessed, and responded to children and youth needs.
- Planned and facilitated parent education modules and substance abuse education groups to parents.
- Created projects that reduced behaviors and conditions that lead to poor developmental outcomes such as violence, substance abuse, depression, harassment, and child maltreatment, among others.
- Carried out recreational, artistic and learning projects aimed to reduce the exposure to risk factors (such as gang activity) and increase exposure to protective factors (such as prosocial peers and caring adults).
- Provided resilience-oriented counseling intended to improve family communication and relationships, assist youth in gaining access to resources, and help children undergoing emotional struggles.

TRAINING

QPR Suicide Prevention Gatekeeper Program-Switchboard of Miami.

CCDH Learning Together: Strategies that Work for all children.

Engaging Families and Trauma Informed Care –Choices et al.

Identifying and Reporting Child Abuse and Neglect- Department of Children and Families.

SAMIS Training.

Domestic/Dating Violence Training for Mental Health Care Professionals-Barry University.

COMMUNITY INVOLVEMENT

Un techo para mi pais, Chile/Argentina 2006; 2008

An organization similar to Habitat for Humanity which builds houses for the poor in Latin America.

Volunteer work helping build houses in extremely poor communities in different countries: Chile (2006) and Argentina (2008).

Print Form

APPLICATION FOR NOMINATION TO THE YOUTH CRIME TASK FORCE (YCTF)

The Youth Crime Task Force (YCTF) is a voluntary board. YCTF was initially established by resolution in 1997, to provide recommendations to the County Mayor and the Board of County Commissioners to address youth crime and violence programming needs, and for the countywide coordination of juvenile justice activities. Membership is open to those who work for, or serve on the Board of Directors of an organization that works with youth and/or crime prevention, and who are qualified electors of Miami-Dade County.

This application must be submitted to the Miami-Dade County Clerk of the Board.
Please Print

Name: Alba Garcia-Camero Johnson Date of Birth: 01-12-1972

Permanent Residence

Address: 10030 Hammocks Blvd. Apt: 101

City: Miami State: FL Zip Code: 33196

County Commission District: 11th

Voter Registration Number: 109999105

Phone: (Home): 305-386-1788 Office: 305-274-3172

Cell: 786-523-9961 Fax: 305-274-4831

Employer's Name: Institute for Child and Family Health, Inc.

Address: 9380 Sunset Drive Suite B-120 Miami, FL 33173

Job Title: Targeted Case Manager Email: amanecer0112@yahoo.com

Race/Ethnicity: (Optional/for the purpose of ensuring a diverse makeup of the YCTF)

○ White Non-Hispanic ○ Black Non-Hispanic ○ Asian or Pacific Islander
○ Hispanic ○ American Indian or Alaskan Native ○ Other (specify)

Gender: ○ Male ◉ Female

Please list your qualifications in these areas (you may attach additional sheets):

Civic and Community Involvement

I have served the community through services I provided while employed by non-profits. I have also been a volunteer in a variety of settings. I have a long history of commitment and service to communities including special populations and especially youth.

Business and/or Professional Knowledge, Skills and Abilities

Masters in Justice Studies-80% completed at Southern New Hampshire University-In progress
Certified Workforce Professional Tier 1 Certification since 2009
Bachelor of Applied Science in Criminal Justice and Community Services from Siena Heights University-2001
Certified In Moral Reconation Therapy-(MRT)-since 2002
Associate of Applied Science in Corrections-Law Enforcement from Wayne County Community College-1996

Experience or Interest in the Fields of Juvenile Justice, Crime Prevention, Mental Health, Research Studies

Mentorship and Rehabilitation of youthful offenders during and after incarceration. Interaction with Juvenile Court and Department of Juvenile Justice during case management. Involved in crime prevention efforts through education, training and employment. Creation, implementation and service delivery of youth and adult programs that promote pro-social behavior, drug free life, healthy relationships and employability skills leading to self-sufficiency.

Why do you wish to serve on the YCTF?

I want to contribute my experience, skills, talents and abilities to address the needs of the community at large, to work to reduce juvenile crime and empower youth to become advocates for justice and peace for themselves and their community. I want to support initiatives that work to improve the quality of lives for our youth.

What do you hope to accomplish as a member of the YCTF?

I hope to be part of improving the criminal justice system so it can accomplish its mission. I also hope to improve the environment that presently continues to produce youth crime. I am supportive of affording juveniles interventions that directly impact all aspects of the risk factors that steer them toward crime.

How did you hear about the vacancy?

*Newspaper (specify):

*Internet/Website: www.miamidade.gov

*Other (specify):

INSTRUCTIONS:
Persons wishing to be considered by the Nominating Committee for inclusion in the slates of candidates from which appointments to the YCTF will be made must submit a completed application form via email to JAC0100@miamidade.gov *and* a hard copy to the **Clerk of the Board** at the address below:

Miami-Dade County
Clerk of the Board
Stephen P. Clark Center
111 NW 1st Street, Suite 17-202
Miami, Florida 33128

RESUME OR ADDITIONAL INFORMATION MAY BE ATTACHED, BUT DOES NOT REPLACE THIS FORM. ***YOU MUST SUBMIT THIS FORM.*** **PLEASE LIMIT RESUME OR ADDITIONAL INFORMATION TO NO MORE THAN TWO (2) PAGES.**

Members of the YCTF are subject to the Florida Open Records, Government in the Sunshine and Financial Disclosure laws, the Conflict of Interest and Code of Ethics Ordinance and the investigatory powers of the Inspector General.

Alba Lucia Garcia-Camero Johnson
copy of email sent on
Wednesday, December 03, 2014 7:10 AM

Dear Ms. Akerman:

I am writing to express my interest in your youth crime task force. According to the website, there are vacancies on the task force. I am a naturalized citizen. I came from Colombia as a child. I have always served as a volunteer since my youth. I am presently a bilingual case manager at the Institute for Child and Family Health, Inc (ICFH). As you may already know, the agency I work for is very involved in serving youth including programs that directly serve adjudicated youth and youth affected by gangs. We also serve youth with special needs. My previous work experience includes providing services to several youth facilities in South Dade such as: wings for life, everglades and southern glades, all the campuses of Bay Point schools, Miami Dade County Boot Camp and "I am Ready" Program founded by Judge Bloom. I was one of the initial collaborators with Judge Bloom during the pilot run of the "I'm Ready Program" at the Stockade next to TGK. My work at the Boot Camp also adjacent to TGK was briefly featured on the BBC documentary on Miami Dade County Jails. I facilitated weekly groups using evidence based Cognitive Behavioral Trainings which I am certified for. I am an approved volunteer for Miami Dade County Department of Corrections. My work was highly respected by the administration of these facilities. I worked for the offender hub of South Florida Workforce for 11 years (2001-2012) where I successfully rehabilitated many adult and youthful offenders by providing case management services as well as cognitive behavioral trainings and employment skills trainings. I also worked for a couple of years (2006-2008) at a Regis House, Inc. where I assisted in developing and implementing the improving community control curriculum for adjudicated youth. All of my jobs have involved interaction with the Department of Juvenile Justice. I previously completed many required DJJ trainings including PAR. I have an associate degree in corrections, a bachelor degree in criminal justice and community services and I am 3 classes away from achieving my masters degree in justice studies. I am certified to facilitate Moral Reconation Therapy which is evidence based cognitive behavioral training used to rehabilitate offenders and other special populations. MRT is known nationally and is currently being used in jails, prisons, and schools including a new program at Rikers' Island in New York which featured its success on PBS.

Before coming to Florida 13 years ago, I worked for the YOI (Youth Opportunity) Program in Detroit, MI housed by SER-Metro Detroit. YOI focused on providing services for youth in empowerment zones, and high risk areas. I was a case manager and liaison to several designated approved training sites and community resources in an effort to educate employ and empower youth to become self-sufficient. I collaborated with the GRACE (Gang Retirement and Continuing Education) program which was housed at another previous employer of mine (Detroit Hispanic Development Corp.). Gang retirement and continuing education helped many gang members leave their life of violence and become gainfully employed. I personally lost my two brothers to gangs. One was murdered and one is serving life in prison. Additionally, I served as a volunteer sponsor for a Hispanic young adult group in a local prison by providing educational seminars and materials for their intellectual growth. Many speakers from around the community took part in the project that was successful in promoting pro-social behavior for inmates, cultural pride and rehabilitation leading to re-entry into the community. At one point, the success of our efforts, which were all on a volunteer basis, led to the participation of other ethnic groups at Mound Prison and it was even recognized by the first Latina state representative of Southeastern Michigan, Ms. Belda Garza.

I have personally mentored hundreds of youth from diverse backgrounds as a volunteer. One such experience included a youth group of primarily Haitian families here in Miami where I was a regular guest speaker on a variety of issues and developed the mentorship component for girls by recruiting adult females to join a previously male led group. In my hometown of Detroit I was the only Latina delegate serving on the Detroit delegation to Philadelphia for the 1997 America's Promise Youth summit. I had the pleasure of working directly with United Way, the mayor of Detroit at the time (Dennis Archer) and even got to sit down with Department of Justice head (Janet Reno) to discuss new initiatives for youth crime prevention. Following that, I served on the Detroit's Promise steering committee as well as the Parent/Citizen advisory board for the Detroit Public Schools. As you can see, I have extensive experience with youth and with community service. Most of my jobs have started as a volunteer and turned into employment.

I have five children of my own. I was a high school dropout, a GED holder, a welfare recipient a teen mom and a single mother for many years. I have made Miami Dade County my new home. I have been here since 2001. I have raised my adult children here and I plan to continue raising my younger children here as well. I have a strong desire to serve my community and to advance the interests that directly affect the youth of Miami-Dade County. I would consider it an honor to serve on your youth crime task force.

Please do not hesitate to call me anytime: 786-523-9961. You may also respond to me by email here at algarcia@icfhinc.org or at my personal email: amanecer0112@yahoo.com

Sincerely,

Alba Garcia-Camero Johnson
Institute for Child and Family Health, Inc.
Targeted Case Management Services
Sunset Unit
9380 Sunset Drive
Miami, FL 33173
305-274-3172 ext. 8050

786-523-9961 mobile
email: algarcia@icfhinc.org

Kenneth M. Kilpatrick

5167 NW 29th Avenue, Miami, FL 33142
(786) 443-9420
Email: tap-ed@att.net

Work History

- **The Alternative Programs, Inc.,** Executive Director, 2015-Current: Chief Executive Officer providing comprehensive oversight of Georgia Jones-Ayers' adult and juvenile, pre-trial release and rehabilitation agency for non-violent felony offenders on behalf of the 11th Judicial Circuit of Florida.
- **Brownsville Transit Village,** Director: Residential Affairs & Safety, 2011-2015 Coordinated and implemented property lease enforcement program & residential participation programs pursuant to the property's Land Use Restriction Agreements; created the property's administrative physical security protocol & provided administrative oversight;
- **Urban Platinum Consulting, LLC,** Principal Consultant, 2010-2014: Successfully Co-coordinated and implemented a liaison and local employment program for a local affordable housing developer. Project: Brownsville Transit Village Apartments. 2010-2012

Community Leadership

- **The Alternative Programs,** Board Director, 2007 – 2015; Board Chairman: 2014-2015
- **Miami-Dade Commission on Human Rights, County Commission Dist. 2 Appointee,** Current, "E-RACE" Ad Hoc Chairperson 2007 – 2010
- **Mom and Pop Small Business Grant Program Selection Committee, County Commission District 3 Appointee,** 2007 - Current
- **Brownsville Civic Neighborhood Association, Inc.,** President, 2013-Current
- **Miami-Dade Transit "10Ahead" 10-year Plan Steering Committee, County Commission Dist 3. Appointee,** 2014
- **Joint Alumni Coalition of Miami-Dade County,** Committee on Voter's Registration and Education in MDCPS, Chairperson, 2007 - 2011
- **Miami-Dade County Office of Community & Economic Development (currently PHCD), Model City Community Advisory Committee,** Chairperson, 2008-2009, 2003-2004
- **Brownsville Charrette Neighborhood Foundation, Inc.,** President, 2004 - 2008
- **Miami-Dade County Mayor's Task Force on African Trade,** Member, 2002-2003
- **Miami-Dade County Brownfields Oversight Committee,** Member, 2002

Awards

- **Miami-Dade Board of County Commissioners,** 2010, Certificate of Appreciation, Contributions to the Community, Miami-Dade Commission on Human Rights
- **Miami-Dade County Black Affairs Advisory Board,** *Heritage Planning Committee,* 2008 Black Pillars of the Community Humanitarian Award
- **Miami-Dade Board of County Commissioners,** 2004, Certificate of Appreciation Outstanding Service to the Community, Brownsville Charrette Committee

Education

- **Miami Central Senior High School,** Graduate, 1991
- **Miami-Dade Community College (North Campus)** Business Administration, 1991-1992

Licenses/ Certifications

- **MB License – Security Agency Manager:** 2011, MB # 1100195, FL Dept. of Agriculture & Consumer Services, Division of Licnesing

EXHIBIT B

THE ALTERNATIVE PROGRAMS, INC.
P.O. Box 472904
Miami, Florida 33247-2904

"Alternatives to Incarceration"
"Improving Community Control"
"The Last Chance"

August 24, 2015

Ms. Marie Osbourne, Esq.
Chairperson
Miami-Dade Youth Crime Task Force
Juvenile Services Department
275 NW 2nd Street, 2nd Floor
Miami, FL 33128

RE: The Alternative Programs, Inc. appoints: Kenneth M. Kilpatrick to the Miami-Dade Youth Crime Task Force

Dear Chairwoman Osbourne:

As you know, our Founder and Executive Director: Ms. Georgia Jones-Ayers, passed away on February 17, 2015. As such, this letter serves as notice that The Alternative Programs, Inc. has appointed its new Executive Director: Mr. Kenneth M. Kilpatrick, as its designee to the Miami-Dade Youth Crime Task Force. Please contact me if you have any questions or concerns regarding this appointment.

Thank you.

Sincerely,

Rev. Dennis Jackson II
Chairman of the Board

Cc: Clerk of the Board

3300 N.W. 27th Avenue * Miami, Florida 33142 * (305) 758-4187 • FAX (305) 758-1646

Carmen Caldwell
Executive Director
Citizens' Crime of Miami Dade County

Carmen Caldwell has been the executive director of Citizens' Crime Watch of Miami Dade since 2000, overseeing thousands of Neighborhood Watch groups in Miami-Dade including several of the Municipalities. She is a crime prevention practitioner certified by the Florida Attorney General since 1993. She is also certified by the National Crime Prevention Council. Carmen was also a Councilwoman for the City of Hialeah from 1991 thru 1999. She was also the Crime Prevention Coordinator for the Hialeah Police Dept.
As one of the pioneers in implementing Neighborhood Watch in Hispanic communities, she has developed strategies that have helped officers in getting residents that come from Latin and Caribbean countries to embrace the concept of community policing.

She is a member of Southeast Florida Crime Prevention Association and the former Secretary for the Florida Crime Prevention Association. Carmen also writes a weekly crime prevention column for the Miami Herald Neighbors section on Sundays. Carmen is also heard frequently in the Miami area Spanish radio stations promoting safety for Seniors and Youth. Carmen received the LEO Award for her crime prevention initiatives recently.

Her 30 years of crime prevention has taken her to Paraguay and Santiago Chile by request of the State Department to train their military police in developing Neighborhood Watch programs. Carmen as part of the International Visitors Programs has training police officers from Haiti, France, Jamaica, Middle East, Germany, Austria and South American countries when visiting Miami-Dade.

Carmen is Cuban American and speaks Spanish fluently.

Resume

Mimi Watson Sutherland RN BSN MS CNRN
GATE Program Director
Jackson Memorial Medical Center
University of Miami School of Medicine

Education

Ms. Sutherland is the Founder and Director of the GATE Program for Juvenile Weapons Offenders based at Jackson Memorial Hospital Ryder Trauma Center for the past fifteen years. She was the Neurosurgical Coordinator at Jackson and a faculty member and Adjunct Instructor in the Department of Neurological Surgery at the University of Miami Miller School of Medicine for over 30 years. She remains a Volunteer Faculty Member of the Department of Neurological Surgery. Mimi graduated from the Toronto General Hospital in Canada and assumed the Head Nurse position in the Neurosurgical Operating Suite for a decade. She moved to Miami and obtained dual citizenship. Ms. Sutherland graduated Summa Cum Laude from Barry University with an undergraduate degree in Nursing and a graduate degree in Health Services Administration. In 2012 she won the Barry University Distinguished Alumni Award.

Injury Prevention Experience

Mimi has held several appointments to the State of Florida Department of Health. She Chaired the Florida Safe Kids Coalition and also served on the Steering Committee of the Dade County Safe Kids Coalition. Ms. Sutherland also chaired the State of Florida Brain and Spinal Cord Injury Advisory Council and was a member of the Department of Health Injury Prevention Advisory Council. She chaired both the Dade County Injury Prevention Coalition as well as the Trauma Prevention Committee at Jackson Memorial Hospital for over fifteen years. Ms. Sutherland has served as president and officer of many national neurosurgical nursing and medical organizations. She is also published in the neurosurgical clinical arena, as well as in the domain of violence prevention.

Current Focus

Easy gun access in Florida and the devastating effects of violence upon neurosurgical patients, particularly children, led her to become an advocate for gun safety. Her awareness of the increase in violence especially from guns compelled her to focus her injury prevention efforts upon violence as a public health epidemic and children and handguns. Ms. Sutherland is the recipient of numerous academic awards and honors, and is a nationally recognized presenter on violence prevention. Both Family Gun Safety Program and the GATE Program won the Community Outreach National Awards sponsored by the National Association of Public Hospitals. Ms. Sutherland is currently involved in further enhancing the development of the role of Peer Memntoring as an effective teaching strategy for violence prevention.

Resume of

Thema Campbell
7910 West Drive, Unit 305
North Bay Village, FL 33127
*(305) 756-5502, office * (786) 546-0116, cell*

EXPERIENCE

2000-present

WORLD LITERACY CRUSADE OF FL, INC. - GIRL POWER PROGRAM
PRESIDENT

- Oversee the implementation of Agency's policies, programs, goals and objective.
- Work with foundations, local, state and federal government to ensure the agency's fiscal integrity and adequate funding at all times.
- Oversee the development of strategies that provide quality programs for all employees and clients through the services and activities of the agency
- Coordinate agency's fundraising campaigns
- Serve as Community/Public Relations Spokesperson for the agency
- Oversee the production of all monitoring, financial and program report as well as annual reports to all funding agencies
- Represent agency on various community and state boards
- Oversee Annual Student Showcase and monthly Parent Support Meeting
- Produce Annual It Takes A Village Conference

Sept. – Dec. 2012

Miami Children's Initiative – Miami, FL
INTERIM PRESIDENT/CEO

- Provide leadership and direction in achieving the vision and mission of the Miami Children's Initiative
- Overall leadership in implementing the approved Strategic Community Plan and Business Plan
- Collaboration and coordination with community leaders, State and local governments, Miami-Dade County Public Schools, community-based organizations, and funders
- Overall leadership of the Miami Children's Initiative and its contribution to the community

- Management of the operations and resources of the Miami Children's Initiative
- Engaging and fostering community participation and involvement in MCI's mission and vision
- Oversight of financial and human resources
- Management of contracts and contractors
- Raise public awareness of the organization
- Sustaining and growing the organization through strategic fundraising and development efforts
- Oversight of all special events

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Thema Campbell
7910 West Drive, Unit 305
North Bay Village, FL 33127
*(305) 756-5502, office * (786) 546-0116, cell*

2000-2003 ***MUSIC FEST MIAMI – MIAMI, FL***
DIRECTOR OF SPONSORSHIP AND FUNDRAISING

- Responsible for raising approximately 2 million annually for production of Miami's first Multicultural Music Festival
- Management of Corporate, Private and Municipal Funds
- Maintain direct communication and ongoing relationships with festival sponsors
- Coordinate RFP process from start to finish
- Assist with grant writing and preparing reports to funding agencies
- Coordinate sponsor benefits

1989-1999 ***CONCERNED AFRICAN WOMEN, INC. – MIAMI, FL***
CO-FOUNDER/ASSISTANT DIRECTOR

- Manage and operate over 15 after-school reading/tutorial sites in Miami-Dade County Public Schools
- Supervised administrative staff and contractual employees including classroom instructors, assistants and case managers
- Coordinate all agency's fundraisers as well as assist with grant writing
- Serve as agency's Community/Public Relations Spokesperson
- Compose and submit monthly, quarterly and annually reports to agency's funding sources
- Recruit, hire and train new employees
- Perform case management, site visits and employee evaluations
- Coordinate and oversee parent/student orientations, Parent Council Meetings, and the Annual Student Showcase

1987-1989 ***SHARPTON, BRUNSON & COMPANY, MIAMI, FL***
MANAGER – WORD PROCESSING DEPARTMENT

- Ensured that all financial reports were error free, bound and delivered to clients in professional and timely manner
- Supervised and managed a staff of 6 Word Processor

1985-1987 ***OFFICE OF THE PUBLIC DEFENDER, 11TH JUDICIAL CIRCUIT - MIAMI, FL***
LEGAL SECRETARY

- Provide legal and administrative support to 5 Public Defenders
- Filing of legal documents with Clerk of Courts
- Maintenance of confidential client files and court documents
- Attend meetings with client and family, on behalf of attorneys

Thema Campbell
7910 West Drive, Unit 305
North Bay Village, FL 33127
*(305) 756-5502, office * (786) 546-0116, cell*

Community Involvement, Public Service and Affiliations

- Liberty City Community Collaborative for Change, Member
- Women's Chamber of Commerce, Member
- Miami Children's Initiative, Past Board Chair and Member
- The Girl's Coalition, Member
- 2010 Community Pillar Awards Recipient
- Annual It Takes A Village Conference, Executive Producer
- Mayor's Youth Crime Task Force, Executive Board Member
- Liberty City Community Action Agency, Past Member
- Miami Commission of Status of Women, Past Member
- Juvenile Justice Board – Circuit 11, Past Chair, Vice-Chair and Member
- Miss Black Florida USA, Past State Director
- Opa-Locka Community Action Agency, Past Chair

EDUCATION

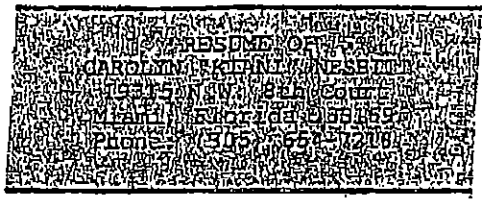
Mentoring Train the Trainer Certification
Big Brothers Big Sisters - 2008

FANO - Florida Association of Nonprofit Organizations
Barry University - 2006
Nonprofit Management Certification

Institute of Financial Education/Miami-Dade Community College
1976 – 1979
Banking and Finance

Hancock Central High School
1971 - 1976
Sparta, GA

Executive Director



EDUCATION:

1978-80 - John A. Logan Jr. College
Office Administration - Secretarial & Office Specialties
Carterville, Illinois

1980-83 Southern Illinois University
School of Technical Careers
Court Reporting - Legal Assistant Division
Carbondale, Illinois

COMMUNITY SERVICE:

1984-86 Founding member "Concerned Citizens of Carbondale"
Chairperson - Academic Excellence Committee - Duties included monitoring education of minority youth and their involvement in special academic programs

1986-Present

Community Volunteer - various efforts to advocate for intervention on behalf of children in Miami-Dade County and to raise the cultural consciousness of the community including but not limited to:

Special events coordination - Kwanza Festival; Children's Workshops on Self-Esteem;

*APPOINTED BY PRINCIPAL- and ACTIVELY SERVING ON NORLAND SR. HIGH SCHOOL "EEC" Educational Excellence Committee;

*MEMBER – NORLAND TRI-PLEX FULL-SERVICE BOARD

*ACTIVE MEMBER – MIAMI-DADE JUVENILE JUSTICE COUNCIL – Internal Procedures Committee, Grants Committee and Planning Committee.

1989-Present Founding President - Concerned African Women, Inc. - a non-profit corporation created to unify women of African descent primarily to create and/or support environments (Community Shules) wherein "at-risk" youth and parents can be exposed to enlightening information designed to elevate self-esteem and academic performance.