



Executive Committee Meeting

April 20, 2018 – 9.00 a.m.
Spring Hill
Room B

Dial in: 1.800.750.4065 **Participant Code:** 9422071 #

Committee Members

Mark Barry, Mark Earl, Lorrie Kindbergh, Dave Lambert, Lex Smith, Seth Weightman

Call to order Mark Earl, Chair

Action Items:

Action Item 1 – Review Candidates for Board MembershipPages 1-11



Action Item 1
Candidates for Board Membership

BACKGROUND

With two vacant seats on the Board, steps have been taken to identify interested candidates.

As required by DEO Policy Number 91 and our Interlocal Agreement with Pasco and Hernando counties, two candidates are being presented to the Executive Committee for review and submission to the respective Board of County Commissioners for appointment to our Board.

JUSTIFICATION/REASON

Candidate Mathew Kline – Mid Florida Community Services

Mr. Kline is qualified to fill the vacancy created by his predecessor at Mid Florida, Pat Keelean. The vacancy falls under section 2) Required Members, item b)

Labor/Apprenticeship:

“ . . . representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth . . . ”

Candidate Stephanie Adams – AccuForm

Ms. Adams is qualified to fill the vacancy created by former board member Sondra Cranford, under the category of section 2) Required Members, item a) representatives of “local businesses in the local area”.

RECOMMENDATION:

Staff recommends the approval of these two candidates for presentation to the respective Board of County Commissioners for appointment to Pasco-Hernando Workforce Board's Board of Directors.

MID FLORIDA
COMMUNITY SERVICES, INC.



MID FLORIDA COMMUNITY SERVICES, INC.

Central Office 820 Kennedy Blvd., Brooksville, FL 34601
Mailing Address P.O. Box 896, Brooksville, FL 34605-0896
Telephone (352) 796-1425 Fax (352) 796-9952
www.mfcs.us.com

Hernando County

Senior Services
(352) 796-1426
Community Assistance
820 Kennedy Blvd.
Brooksville, FL 34601
(352) 796-1425

Head Start

835 School Street
Brooksville, FL 34601
(352) 754-2464

11245 Spring Hill Drive
Spring Hill, FL 34609
(352) 556-4801

Transportation

1122 Ponce DeLeon Blvd.
Brooksville, FL 34601
Trans Hernando
(352) 799-1510

Children's Advocacy Center

711 Benton Avenue
Brooksville, FL 34601
(352) 754-8809

Weatherization Assistance

820 Kennedy Boulevard
Brooksville, FL 34601
(352) 796-1427

Lake County

Senior Services
1211 Penn Street
Leesburg, FL 34748
(352) 326-3540

Pasco County

Community Assistance
14446 7th Street
Dade City, FL 33523
(352) 567-0533

Hudson Square
14174 U.S. Hwy. 19
Hudson, FL 34667
(727) 857-5495

Sumter County

410 Belt Avenue
Bushnell, FL 33513
Senior Services
(352) 793-6111
Community Assistance
(352) 793-3114

Head Start

Bushnell
403 S. Lincoln Street
Bushnell, FL 33513
(352) 568-0821

Volusia County

Head Start
803 S. Woodland Blvd.
Deland, FL 32720
(386) 736-1325

Citrus County

Community Assistance
1635 Gulf to Lake Hwy.
Lecanto, FL 34461
(352) 527-3809

February 13, 2018

Re: Pasco-Hernando Workforce Board Application

To Whom It May Concern:

Please accept the attached application in consideration for the Pasco-Hernando Workforce Board vacancy. This position was previously filled by Patricia Keelean, my predecessor with Mid Florida Community Services, Inc. I'm a lifelong resident of Hernando County and currently the Chief Operating Officer for a local Community Action Agency that has been assisting individuals in the community in their efforts to secure employment for well over thirty years. I believe this experience will add tremendous value to the Board as they work to address underemployment issues in Pasco and Hernando counties. Thank you kindly for your consideration!

Sincerely,

Mathew S. Kline



United Way of Hernando County
United Way of Pasco County
United Way of Volusia-Flagler Counties

Sponsored by the State of Florida Department of Economic Opportunity, State of Florida Department of Elder Affairs, State of Florida Commission for Transportation Disadvantaged, Florida Department of Transportation, U.S. Department of Health & Human Services - Administration for Children and Families, Sumter County Board of County Commissioners, Corporation for National & Community Service, United Way of Hernando County, United Way of Pasco County, United Way of Volusia-Flagler Counties, Florida Network of Children's Advocacy Centers, National Children's Alliance, Office for Victims of Crimes, Meals on Wheels of America, and Wells Fargo.

**HERNANDO COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARD/COMMITTEE APPLICATION**

Please type or print clearly

RECEIVED

Name of Board/Committee Pasco-Hernando Workforce Board

Check one: Full Member Position
 Alternate Member Position

FEB 13 2018

Name Mathew S. Kline

(Your name must be listed as it appears on your voter registration card)

THE FOLLOWING INFORMATION IS REQUIRED FOR COUNTY RECORDS AND BECOMES PUBLIC RECORD UPON SUBMITTING THIS APPLICATION. IF YOU BELIEVE THAT YOU QUALIFY FOR AN EXEMPTION TO THE RELEASE OF THIS INFORMATION, PURSUANT TO F.S. 119.07, PLEASE STATE THE BASIS OF YOUR EXEMPTION. YOUR FAILURE TO ANSWER FULLY AND TRUTHFULLY ALL QUESTIONS COULD RESULT IN YOUR APPLICATION BEING DENIED OR YOUR SUBSEQUENT REMOVAL FROM ANY BOARD/COMMITTEE IF APPOINTED.

Hernando County
Board of County Commissioners

Address 25482 Olympia Rd.

City Brooksville Zip 34601

Telephone 352-277-1402 (home) 352-796-5223 (business)

E-mail address mkline@mfc.us.com

Are you a resident of Hernando County? Yes

Voter Registration Number 104495240

Education Master of Arts - Human Services: Business; Bachelor of Science - Health Care Management
(Please include any certificates, awards, diplomas, degrees, professional license numbers, etc.)

Employment History See attached resume
(Attach a resume if available)

Licenses or Certificates Held N/A

Have you ever previously applied for a position on any County Board/Committee? No

If yes, please state the Board(s)/Committee(s) you applied for, when you applied, and whether you were appointed.
N/A

Have you ever been convicted, plead guilty or no contest, or entered into PTI for a felony or 1st/ 2nd degree misdemeanor? No
Answering yes does not automatically disqualify you for consideration.

If yes, what charges? N/A

Are you currently involved as a defendant in a criminal case? No

If yes, what charges? N/A

Have you ever been named as a defendant in a civil action suit? No

If yes, when and describe action. N/A

Please state your reasons for applying to this Board/Committee As an Executive of a local community agency dedicated to assisting low-income individuals in securing employment opportunities, I feel my contributions would add value to the Board in its effort to address underemployment in the community.

Please list three character references of persons NOT related to, NOT an employer, NOT an employee of you or your company, and whom you have known at least one (1) year. Please include addresses and phone numbers.

1. Sonja Palomino - 23039 Skyview Circle, Brooksville, FL 34601 (352) 584-5671
2. Gene Josey - 201 N. Howell Ave. Suite 300 Brooksville, FL 34601 (352) 302-0758
3. Kyle Tuttle - 65 Olive St. Brooksville, FL 34601 (352) 398-5850

I hereby request consideration as a committee/board appointee. It is my intention to familiarize myself to the duties and responsibilities of the office to which I may be appointed, and to fulfill the appointment to the best of my ability, exercising good judgement, fairness, impartiality, and faithful attendance. By my signature below, I hereby authorize Hernando County to check my references and my background, including, without limitation, obtaining a criminal history check. I also agree to file a Financial Disclosure form as required by State law, if applicable, and abide by provisions of the State Sunshine Law.

I hereby swear and affirm, under Penalty of Perjury, that the above information is true and correct.

Applicant's signature 

(Please direct all inquiries to the County Administrator's Office at 754-4002.)

Completed applications may be submitted to the County Administrator's office, 20 North Main Street, Room 263, Brooksville, Florida 34601, or faxed to 352-754-4477.

Mathew S. Kline25482 Olympia Rd. Brooksville, FL 34601 (352) 277-1402 matskline@gmail.com

SKILLS

Program Development, Budget Management, Strategic Planning, Quality Assurance, Grant Writing/Management, Policy Development & Implementation, Training & Development, Contract Management, Performance Management, 13 years Leadership Experience, Ability to Communicate Effectively with Staff and/or Constituents

EMPLOYMENT*09/2017 – Present***CHIEF OPERATING OFFICER***Mid Florida Community Services, Inc.*

Responsible for the overall day to day program operations of the agency; to include, but not limited to: Ensures compliance with all grants, subcontracts, and agreements within the agency; Continuously evaluates all programs to ensure an efficient and effective workforce; Drafts agency policies and procedures to address agency wide operational processes; Serves as the agency representative at key community events/functions; Identifies and leads on diversified funding and program expansion opportunities; Stays abreast of legislative initiatives that impact Community Action programs; Ensures compliance with CSBG annual Organizational Standards; Reports directly to the Chief Executive Officer and serves as CEO in his/her absence.

*09/2015 – 09/2017***SENIOR SERVICES DIRECTOR***Mid Florida Community Services, Inc.*

Reported directly to the Chief Operating Officer; Responsible for overall management and oversight of the Senior Services program; Ensured compliance with Federal/State regulations and performance standards; Conducted ongoing grant writing/management activities; Managed approximately a \$4 million budget to ensure proper monthly expenditures; Provided quarterly program updates to the MFCS Board of Directors; Served as a Board member on the Lake/Sumter Transportation Coordination Committee; Worked with community constituents in efforts to strengthen partnerships; Worked with a multidisciplinary team to acquire additional programs.

*02/2015 – 09/2015***FAMILY & COMMUNITY PARTNERSHIP MANAGER***Mid Florida Community Services, Inc.*

Responsible for the overall management of Head Start eligibility, recruitment, selection, enrollment, and attendance process; Managed ERSEA budget; Attended community events to market Head Start program; Managed a team of Family Advocates responsible for case management related activities; Worked with an interdisciplinary team to ensure the holistic needs of children and families were met.

*08/2014 – 02/2015***DISCHARGE PLANNER/ACTIVITIES COORDINATOR***Medical Center of Trinity*

Prepared patients for the discharge process to include, but not limited; to completing service referrals, insurance verification, etc.; Patient Assessments; Worked with an interdisciplinary team to ensure patient needs are met; Conducted therapeutic activity group sessions with patients to promote cognitive thinking/life skills.

*12/2013 – 02/2014***DIRECTOR OF CHILD WELFARE***Camelot Community Care*

Provided direct oversight to multiple programs within the organization to include case management, adoptions, and quality assurance; Established and maintained positive working partnerships with community stakeholders; Ensured short term and long term objectives are met; Ensure program operations are executed within the boundaries of Florida Statutes, Administrative Code, policies and procedures and are aligned with the organization's strategic plan; Continuously evaluated the effectiveness of services rendered to families and partners; Screen resumes, interview applicants, and onboard employees; Conduct internal investigations, provide corrective action as necessary, and any other HR related activities.

Mathew S. Kline

25482 Olympia Rd. Brooksville, FL 34601 (352) 277-1402 matskline@gmail.com

11/2009 – 11/2013

PROGRAM DIRECTOR (CHILD WELFARE CASE MANAGEMENT)

Children's Home Society of FL/KCI

Managed overall direction of multiple sites to ensure an efficient organization and work objectives are met; Developed, communicated, and monitored short/long term goals, policies, regulations, and strategic plan; Facilitated and monitored multiple budgets to exceed \$3 million; Responded to client complaints and monitors customer satisfaction logs; Evaluated the effectiveness of services rendered; Established partnerships with community agencies, stakeholders, and families; Collaborated with organizational leaders to create customized solutions; Screen resumes, interview applicants, and onboard employees; Conduct internal investigations, provide corrective action as necessary, position management, and any other HR related activities.

06/2009 – 11/2009

TRAINER/SUPERVISOR JOB COACH

Kid's Central Inc. (KCI)

Conducted ongoing pre-service and in-service trainings to circuit staff; Developed, designed, and prepared curricula as needed; Provided ongoing coaching to front line staff and leaders; Participated in training workgroup committees and staff planning meetings; Participated in the quality improvement process; Collaborate with leaders to identify development gaps in staff.

10/2008 – 06/2009

TRAINER/SUPERVISOR JOB COACH

Children's Home Society of FL/KCI

Conducted ongoing pre-service and in-service trainings to circuit staff; Developed, designed, and prepared curricula as needed; Provided ongoing coaching to front line staff and leaders; Participated in training workgroup committees and staff planning meetings; Participated in the quality improvement process; Collaborate with leaders to identify development gaps in staff.

05/2007 – 10/2008

CASE MANAGER SUPERVISOR

Camelot Community Care/KCI

Provided daily oversight and supervision for child welfare care management, risk management, and clinical direction of a team for children in foster care; Generated and maintained reports that which monitored the agency's specific performance measures; Developed and maintained positive, effective relationships with external resources; Ensured Florida administrative codes, policy & procedure, and best practice procedures were being followed.

05/2004 – 05/2007

CASE MANAGER SUPERVISOR

BayCare Health System-The Harbor/KCI

Provided daily oversight and supervision for child welfare care management, risk management, and clinical direction of a team for children in foster care; Generated and maintained reports that which monitored the agency's specific performance measures; Developed and maintained positive, effective relationships with external resources; Ensured Florida administrative codes, policy & procedure, and best practice procedures were being followed.

EDUCATION

Master of Arts, Human Services: Business
Bachelor of Science, Health Care Management

*Liberty University
St. Leo University*

CERTIFICATIONS

National Certified Roma Trainer
Certified Community Action Professional

In progress

**HERNANDO COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARD/COMMITTEE APPLICATION**

Please type or print clearly

Name of Board/Committee Pasco-Hernando Workforce Board
Check one: **Full Member Position**
 Alternate Member Position

Name Stephanie Shawn Adams
(Your name must be listed as it appears on your voter registration card)

THE FOLLOWING INFORMATION IS REQUIRED FOR COUNTY RECORDS AND BECOMES PUBLIC RECORD UPON SUBMITTING THIS APPLICATION. IF YOU BELIEVE THAT YOU QUALIFY FOR AN EXEMPTION TO THE RELEASE OF THIS INFORMATION, PURSUANT TO F.S. 119.07, PLEASE STATE THE BASIS OF YOUR EXEMPTION. YOUR FAILURE TO ANSWER FULLY AND TRUTHFULLY ALL QUESTIONS COULD RESULT IN YOUR APPLICATION BEING DENIED OR YOUR SUBSEQUENT REMOVAL FROM ANY BOARD/COMMITTEE IF APPOINTED.

Address 11165 Old Squaw Avenue

City Weeki Wachee Zip 34614

Telephone 352.232.0705 (home) 352.848.2525 (business)

E-mail address stephanieadams@tampabay.rr.com

Are you a resident of Hernando County? Yes

Voter Registration Number 104460991

Education PHSC- Business Management, Dale Carnegie, 2014 Manufacturing
(Please include any certificates, awards, diplomas, degrees, professional license numbers, etc.)

Institute STEP Ahead Honoree, John Maxwell Laws of Growth Course, Materials Management,

Fundamentals of Purchasing, PHSC Supervisory Development Program

Employment History Director of Plant Operations at Accuform Manufacturing 1996-current, Recreation
(Attach a resume if available)

Leader at Hernando County Recreation Department Summers 1987-1995 and August 1992-June 1993

Licenses or Certificates Held Six Sigma Green Belt, CPR/First Aid Certified, OSHA 10 Certified

Have you ever previously applied for a position on any County Board/Committee? No

If yes, please state the Board(s)/Committee(s) you applied for, when you applied, and whether you were appointed.
N/A

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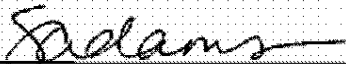
Please state your reasons for applying to this Board/Committee To provide assistance and expertise where applicable to my community. For the past 20+ years I've been involved with AmSkills, Manufacturing Day, The ARC, career fairs, recruiting, on-boarding, etc.

Please list three character references of persons NOT related to, NOT an employer, NOT an employee of you or your company, and whom you have known at least one (1) year. Please include addresses and phone numbers.

1. Sgt. Steve Wood (PCSO), 6807 San Jose Loop, New Port Richey, FL 34655 (727) 853-4452
2. Katie Henry, 407 Hillside Court, Brooksville, FL 34601 (352) 398-5408
3. Frankie Szatkowski, 8517 Elgrove Street, Spring Hill FL 34608 (352)410-1187

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STEPHANIE ADAMS

11165 Old Squaw Avenue • Weeki Wachee, FL 34614
stephanieadams@tampabay.rr.com • 352-232-0705 (c)

PLANT MANAGEMENT

Process Improvement • Quality Assurance • Team Leadership

Dedicated, ethical and results-driven with a wide range of experience in a complex manufacturing environment. Proven track record devising, evaluating, and implementing continuous process improvements to minimize waste and reduce costs while maximizing quality and efficiency. Establish effective quality control and safety programs, encouraging proactive participation across the manufacturing floor. Successful at building cohesive teams focused on production goals, safety, and throughput.

KEY AREAS OF EXPERTISE

- Lean Manufacturing/Six Sigma
- Regulatory Compliance
- Customer Service
- Safety
- Just-in-Time (JIT) Production
- Policy / Procedure Development
- Leadership
- Root Cause Analysis
- Team Building & Training
- Resource Allocation
- Cost Reduction / Avoidance
- Negotiating

RELEVANT PROFESSIONAL EXPERIENCE

Accuform Manufacturing, Brooksville, FL, 1/2011-current

Director, Plant Operations

Manage manufacturing operations of North America's leading industrial safety identification supplier with world-wide distribution points. Directly manage three managers overseeing 167 non-exempt employees. Established and maintain operational policies and implement process improvements to ensure quality standards and on-time delivery expectations to support sales in excess of eight figures. Successful ERP upgrade implementation. Manage operational and capital expense budgets exceeding \$2.5M. Ensure employee safety (currently 1200 safe work days), one of nine executive board members (only female) in charge of the overall direction of the company and its related portfolio of brands, patents, etc.

Accuform Manufacturing, Brooksville, FL, 9/2009-12/2010

Director, Purchasing

Manage five person purchasing and inventory team. Responsible for \$2M in inventory. Maintained vendor relationships. Effectively negotiated pricing and JIT inventory agreements. Visited vendor sites across the country to ensure effective supplier relationships, quality control, and more.

Accuform Manufacturing, Brooksville, FL, 8/2001-9/2009

Director, Customer Care

Led team of inside sales Account Managers, Order Entry Clerks, Estimators and Graphic Artists to consistently provide award-winning customer service. Grew inside sales team from seven people to 37 while increasing sales by 65% during tenure. Successful implementation of new ERP system.

Accuform Manufacturing, Brooksville, FL, 2/12/96-8/2001

Inside/Outside Sales Account Manager

Provided customer service and sales support to the top sales territory distributors and end-user customers. Gave training presentations on the company, the products, and how to do business. Patiently and effectively handled escalated customer concerns. Continuously met sales goals and maintained positive customer relationships through Accuform's largest sales territory (the U.S. Gulf Coast).

Continued...

LIFE IMPACTING EXPERIENCE

Hernando County Recreation Department, Brooksville, FL, Summers 1987-1995, August 1992-June 1993

Recreational Youth Leader

Supervised children ranging from five years old to 14 years old in a summer day camp environment. Responsible for the safety, security and well-being of the children. Lead children in craft projects, games, sports and other activities. During August '92-June '93 led a program for pre-school age children; Karousel Kids and performed administrative duties at HCRD office.

EDUCATION, PROFESSIONAL DEVELOPMENT, AFFILIATIONS, AND AWARDS

Education

Business Management

PASCO HERNANDO STATE COLLEGE – Brooksville, Florida

Professional Development

Six Sigma green belt • Dale Carnegie Graduate and Coach • John Maxwell Laws of Growth Program • Material Management (APICS) • Fundamentals of Purchasing (AMA) • OSHA 10 Certified • PHSC Supervisory Development Program • STEP Ahead Alumni Leadership Workshop

Affiliations

B.A.M.A. (Bay Area Manufacturer's Association - member, Hernando County Manufacturer's Association - member, Women In Manufacturing - member, STEP Ahead Alumni – past honoree

Personal Awards

2014 STEP (Science, Technology, Engineering, Production) Award Winner – Awarded by Manufacturing Institute, Washington, DC

Company Awards

Under Customer Care tenure, Customer Service Team recognized by Distributors Lab Safety (now Grainger), Orr Safety, Safeware, Inc., and more

Under Plant Operations tenure, Accuform has received Supplier of the Year from Fastenal (three straight years), J.J. Keller, Orr Safety, Premier Safety, Grainger (Partnership Award)

S.H.A.R.P Safety Award Certification