BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

Meeting Date: October 19, 2005 Division: County Administration

Bulk Item: Yes X No ___ Department: County Administration

Staff Contact Person: Debbie Frederick

AGENDA ITEM WORDING:
Approval of Proposed Monroe County Organizational Chart and confirmation of the Administrator's appointments to Divisions.

ITEM BACKGROUND:
During the fiscal year 2006 budget cycle, a proposed organizational chart was provided to the Board of County Commissioners. At the final Budget Public Hearing held on September 28, 2005, a revised organizational chart was provided to the BOCC which moved Key West Airport Fire from the proposed position under the Division of Emergency Services back to its original position under the Department of Key West Airport. The proposed changes will be retroactive to October 1, 2005.

PREVIOUS RELEVANT BOCC ACTION:

As stated above.

CONTRACT/AGREEMENT CHANGES:

N/A

STAFF RECOMMENDATIONS:
Approval of the attached Proposed Monroe County Organizational Chart and confirmation of the Administrator's appointments to the Divisions as stated on the organizational chart.

TOTAL COST: (Approx. $25,000 Savings) **BUDGETED:** Yes X No ___

COST TO COUNTY:_____ **SOURCE OF FUNDS:**_____

REVENUE PRODUCING: Yes ___ No ___ **AMOUNT PER MONTH**____ **Year** ____

APPROVED BY: County Atty ___ OMB/Purchasing ___ Risk Management ____

DIVISION DIRECTOR APPROVAL: *Thomas Willi*
Thomas J. Willi

DOCUMENTATION: Included X Not Required_____

DISPOSITION:_____ **AGENDA ITEM #**_____

Revised 2/05

Proposed Monroe County Organizational Chart

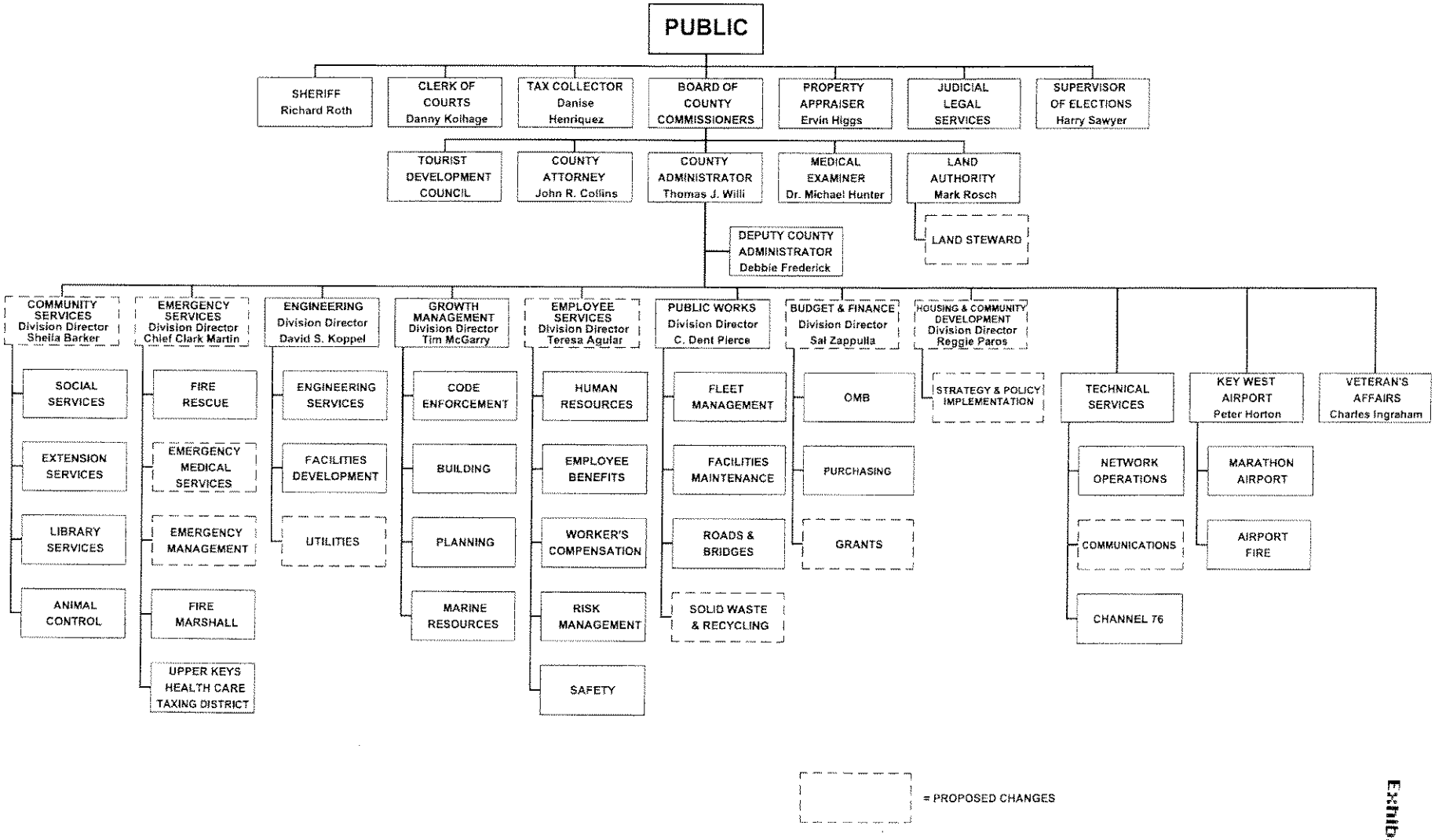

Exhibit (6)

EXPLANATION OF CHANGES AND CONFIRMATION OF THE ADMINISTRATOR'S APPOINTMENTS AS SHOWN ON THE PROPOSED ORGANIZATIONAL CHART

- Sheila Barker, Division Director, Community Services Division: Ms. Barker will be transferred from the Division of Management Services to the Division of Community Services.

- *Chief Clark Martin, Division Director, Emergency Services Division: The Division of Public Safety and Fire Rescue have been combined and will become the Division of Emergency Services. Chief Martin will be reclassified with a title change from Fire Chief/Fire Marshal to Fire Chief/Division Director.

- *David Koppel, Division Director, Engineering Division: The Department of Engineering was separated from the Division of Public Works in February, 2005 and became the Division of Engineering. This Division includes the Departments of Engineering Services, Facilities Development and Utilities. David Koppel will be reclassified with a title change from his current position of County Engineer.

- Timothy McGarry, Division Director, Growth Management Division: No changes to this Division.

- *Teresa Aguiar, Division Director, Employee Services Division: The former Division of Management Services has been split into two Divisions; the Division of Employee Services and the Division of Budget & Finance. Ms. Aguiar will be transferred from her current position of Sr. Administrator of Personnel.

- Dent Pierce, Division Director, Public Works Division: The Department of Solid Waste & Recycling has been transferred from the former Division of Public Safety to the Division of Public Works.

- *Sal Zappulla, Division Director, Budget & Finance Division: The former Division of Management Services has been split into two Divisions; the Division of Employee Services and the Division of Budget & Finance. The Grants Department has been transferred from reporting directly under the County Administrator to the Budget & Finance Division. Mr. Zappulla will be transferred from his current position of Director of Budgets.

- Reggie Paros, Division Director, Housing & Community Development Division: This is a newly created Division. Mr. Paros will be reclassified to the Division of Housing & Community Development.

- The Land Steward position will be transferred from the Division of Growth Management to the Land Authority.

- The Communications Department will be transferred from the Division of Public Safety to the Technical Services Department.

***These positions require confirmation by the Board of County Commissioners of the Administrator's appointments per Monroe County Policies & Procedures, Section 2.01. Resumes attached.**

RESUME

CLARK O. MARTIN, JR.

POSITION DESIRED: Fire Chief, Monroe County, Florida

WORK EXPERIENCE:

Fairfax County Fire and Rescue Department, Virginia-

August 2000 to Present

DEPUTY CHIEF, SPECIAL OPERATIONS DIVISION: Develop and implement strategic goals for, and provide oversight to several specialty programs, including Emergency Medical Services, Hazardous Materials Response Team, Urban Search and Rescue and Technical Rescue Section, and Marine Operations. In this capacity I have responsibility for the department's weapons of mass destruction preparedness planning, regular interaction with the County emergency management coordinator, updating and exercising the fire and rescue portion of the disaster operations plan.

August 1998 to August 2000

DEPUTY CHIEF, FIRE PREVENTION DIVISION: As the Deputy Fire Marshal, directed the daily operations of the Fire Prevention Division, including sections and branches responsible for fire and explosion investigations, hazardous materials enforcement and environmental crimes investigations, fire prevention code enforcement, fire protection systems inspection and testing, permitting and revenue collection, and fire engineering plans review. Developed and fostered relationships with the development community, the county building officials, fire prevention code and building code development community on a state and national level.

December 1995 to August 1998

DEPUTY CHIEF, OPERATIONS: Initially in a geographic division, then on an assigned 24-hour shift, directed field operations through six battalion management teams. Responded to and commanded major incidents. Provided advice and counsel to subordinate officers and participated with other members of operations and department senior staff with development and evaluation of department policies and procedures. Developed and maintained community and political contacts. Negotiated and finalized an automatic-aid agreement with an adjacent military fire department. Participated in development of new procedures for regional interoperability of 800 MHz trunked radio systems for fire and emergency medical services.

July 1995 to December 1995

BATTALION CHIEF, CHIEF TRAINING OFFICER: For this brief period, prior to promotion, commanded the Training Division. Provided direction and oversight to the several branches of training involved with basic firefighter training, in-service field training, volunteer firefighter training and certification, and emergency medical services' ALS/BLS contracted training programs.

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September 1989 to July 1995

LEAD BATTALION CHIEF, B-SHIFT: Executive assistant to the B-Shift deputy chief, acted as shift deputy chief in his absence, coordinated the day-to-day activities of B-Shift on a County-wide basis including all scheduling, leave management and resource deployment through five geographic battalion chiefs. Responded to and commanded multiple alarm incidents, assumed sector commands as needed as well as providing briefings to the press. Responded to nearby incidents which were minor in nature for quality assurance, coordinated numerous multi-unit and multi-casualty incident drills, handled short-term and long-term projects as assigned by the shift deputy chief or the Assistant Chief of Operations, provided advice and direction for the shift battalion chiefs, wrote articles for the Line Copy, the Department's news magazine.

October 1987 to September 1989

BATTALION CHIEF, 1ST BATTALION, C-SHIFT: Commanded one-fifth of the geographical area of Fairfax County during the 24 hours that C-Shift was on duty, coordinated the activities of seven fire stations in a diverse battalion consisting of very rural areas to the County's densest high-rise district, supervised three station captains and four shift commander lieutenants, responded to and commanded operations at structure fires, hazardous materials emergencies, and multi-patient EMS incidents.

November 1985 to October 1987

FIRE CAPTAIN, OPERATIONS DIVISION: After serving four months as station commander at Fire Station 2, was detailed back to the CAD project as the sole Fire and Rescue Department representative at the new Public Safety Communications Center in the Pine Ridge facility. Was heavily involved in software testing, dispatcher training, Fire and Rescue trainers' training, procedure development, training manual editing and other preparations for the transition from manual dispatch operations at the Massey E.O.C. to the automated operations at the Pine Ridge PSCC. Obtained considerable experience in dealing with other County agencies and private vendors, for which I received a number of commendations.

October and November 1985

ACTING FIRE CAPTAIN, APPARATUS SECTION: Coordinated day-to-day activities of this section pending the appointment of a permanent section commander. This section is responsible for maintenance of specialized functions of the fire and rescue fleet.

August 1984 to October 1985

FIRE LIEUTENANT, COMMUNICATIONS SECTION: In addition to directing the operations of the Fire and Rescue dispatch area in the Emergency Operations Center on a shift, was heavily involved in the basic design of the Fire and Rescue portion of the computer-aided dispatch system, defining needs and requirements of the vendor.

May 1983 to August 1984

FIRE LIEUTENANT, ACADEMY: Primarily responsible for developing new in-station training program as lead field training coordinator, instructed recruits, developed standard operating procedures, research and evaluation of new products, visual aids development, developed first standard evolutions to be used with Operations Academy Rotations.

January 1983 to May 1983

FIRE SERGEANT, RESCUE SQUAD 26: Did preliminary work on equipping Rescue Squad 26 as a satellite hazardous materials unit, developed an evacuation plan for hazardous materials incidents on limited access transportation routes, trained station personnel and communications personnel in handling hazardous materials incidents.

December 1980 to January 1983

FIRE SERGEANT, COMMUNICATIONS: Assistant shift officer, developed new procedures, trained new fire and police dispatchers, trained existing dispatchers, initiated operational changes, served on Truck Response Review Committee.

May 1979 to December 1980

FIRE SERGEANT, TRUCK 8: Commanded the most active of twelve ladder companies in the county in a geographically diverse response district.

January 1977 to May 1979

FIREFIGHTER II, ACADEMY: Developed and managed audio-visual aids, developed in-station drills, research and evaluation, instructed new recruits as well as tenured field personnel, drafted standard operating procedures for department-wide use.

October 1, 1973 to January 1977

FIREFIGHTER I, 29th Recruit School, Fire Stations 12 and 3: Gained considerble experience as a firefighter and emergency medical services provider.

Other Fire Service Experience-

Fall 1968 to October 1973

CADET FIREFIGHTER (Volunteer), FIRE STATION 8
HENRICO COUNTY FIRE DIVISION, VIRGINIA.

November 1970 to May 1972

MEMBER, HAMPDEN-SYDNEY VOLUNTEER FIRE DEPARTMENT, VIRGINIA: A student operated fire department on the college grounds, covering central Prince Edward County. Offices held: Captain (1970-71), Chief (1971-72).

FORMAL EDUCATION:

October 1973 to May 1983

Northern Virginia Community College, Annandale, Virginia
Associate Degree in Fire Science - Management, graduated Summa Cum Laude

September 1970 to May 1972

Hampden-Sydney College, Hampden - Sydney, Virginia

September 1968 to June 1970

The Collegiate Schools, Richmond, Virginia
High School Diploma

OTHER NOTEWORTHY TRAINING AND CERTIFICATION:

April, 2001	Incident Response to Terrorist Bombings, New Mexico Tech
June 2000	Management of Fire Prevention Programs, National Fire Academy
May 2000	Certified Fire Official, Virginia Board of Housing and Community Development
November 1999	Advanced Official, Virginia Building Code Academy
October 1999	ISO Public Protection Ratings Seminar, Virginia Department of Fire Programs
September 1999	BOCA Fall Conference and Training Symposium
May 1999	NFPA Standard 1031 Inspector II Certification
October 1998	Core Module, Virginia Building Code Academy
September 1998	BOCA Fall Conference and Training Symposium
February 1998	Recertification, Commonwealth of Virginia EMT-Basic, expires February, 2002
June 1995	NFPA Standard 1021 Officer II Certification
May 1995	International CAD Consortium, Phoenix, Arizona
December 1989	Impact of Drugs on the Fire Service, Metropolitan Washington Council of Governments
February 1986	Instructor Certification, Zenger-Miller Supervision Series
August 1985	NFPA Standard 1021 Officer I Certification

March 1984	Hazardous Chemicals Training Course, 80 hours, United States Coast Guard Reserve Training Center, Yorktown, Virginia
November 1983	Maryland Fire and Rescue Institute's Telecommunications Workshop
December 1982	Fairfax County/ISFSI Hazardous Materials Course, Technician Level
September 1982	Washington Metro COG Hazardous Materials Course
January 1980	NFPA Standard 1001 Firefighter III
July 1978	Virginia State and Fairfax County EMT-Cardiac Certification
November 1977	Pesticide Fire and Spill Control, NFPCA
July 1977	Washington Metro COG EMS Dispatcher Training Course
June 1977	Certified as Commonwealth of Virginia State Fire Instructor
January 1977	Certified as Commonwealth of Virginia EMT Lay Instructor

COMMITTEES AND SPECIAL PROJECTS:

1999-present	Departmental Awards Committee Member
1996-1998	Northern Virginia 800 MHz Fire Mutual Aid Procedures Committee
1996	Chair, Battalion Chief Promotional Exam Development Committee
1995	Conducted research and developed plan for re-alignment of battalions and divisions for Operations Division.
1995	Fire Captain Assessor, Henrico County, Virginia
1994-1995	Co-Chair, Altaris CAD Upgrade Committee
1994	Battalion Chief Exam Development Committee Battalion Chief Assessor Instructed at Officer Development School PSCC Uniformed Fire Officer Selection Assessor
1993 - 1995	Chairman, Operations Division Leave Management Committee
1993	Instructed at Officer Development School
1992	Developed and taught classes for Officer Development School Operations Representative for LEPC Exercise Development Committee Battalion Chief Assessor Uniformed Fire Officer Selection Assessor Battalion Chief Assessor, City of Baltimore, Maryland

1992 - 1995	Oversight of Development of Centralized Callback System
1990	Chairman, Volunteer Junior Officer Certification Exam Committee Battalion Chief Exam Development Committee
1989 - 1995	Operations Division Liaison with CAD/Communications Sections
1989 - 1990	Chairman, Response Plan Review and Update Committee
1988 to 1993	Commanded Honor Guard Unit
1988	Fire Captain Exam Development Committee Battalion Chief Assessor
1979 to 1980	Truck Company Response Review Committee
1979 to 1985	Honor Guard Member
1978 to 1980	Truck Company Operations SOP Committee

MEMBERSHIPS:

International Association of Fire Chiefs
International Association of Fire Fighters, Local 2068
International Fire Photographers Association
Association of Public Safety Communications Officials International, Inc.
Old Dominion Historical Fire Society
National Fire Protection Association

COMMUNITY:

2000 - Present	Kings West Swim Club, Board of Directors
1998 - Present	Kings Park West Adult Soccer League
1998 - 1999	Webelos II Den Leader, Cub Scout Pack 1966, Kings Park West
1996 - 2000	Security Team Member, Burke Presbyterian Church
1995	Assistant Coach, Girls' Softball, Braddock Road Youth Club
1993 - 1995	Assistant Coach, Kings Park West Soccer League
1994 - 1995	Burke Presbyterian Church, Facility Special Projects Team Member

DAVID S. KOPPEL, P.E.

[redacted]

OBJECTIVE

A responsible position involving a broad range of design engineering and construction projects that will provide a challenging opportunity for professional growth and upward mobility.

EXPERIENCE

1987 TO PRESENT

MONROE COUNTY — **Key West, FL**

County Engineer/Division Director — ***February 2005 to Present***

Directs the operation of Engineering Division:

- Oversees all in-house design (including roads, parks, buildings, etc.), inspection, construction management and surveying.
- Serves as County's Traffic Engineer and Stormwater Engineer.
- Performs duties specified in the County Code Section 9.5 – 26 and provides technical assistance to other County departments.
- Serves as Division Coordinator for Count Administrator during emergencies and disasters.
- Provides policy recommendations on Division issues and programs to County Administrator, BOCC, and other divisions. Consults with County Administrator concerning issues, problems and progress of the Division.
- Speaks to civic clubs, homeowners, property owners, radio, TV and newspaper are required. Official spokesperson for all Divisional issues.

County Engineer — ***October 1994 to February 2005***

Responsible for all functions of the Engineering Department including technical, administrative and fiscal decisions, and providing engineering services to all County Departments, as determined by the County Administrator, reporting to Division Director, Public Works Division.

Engineering Director — ***February 1988 to October 1994***

Responsible for all functions of the Engineering Department with an annual budget in excess of $9.4 million which includes capital improvement projects, consulting engineering services and operating expenses; technical, administrative and fiscal decisions, as well as providing engineering services to all County Departments.

- Responsible for management and operations of Engineering Department charged with the review of plans and specifications for roadway, bridge, building, airport, park and other County projects.
- Administer and oversee inspection on County Public Works projects.

MONROE COUNTY

Engineering Director ***(continued)***

- Supervise and assign workloads for the Engineering Department staff with assignments that include analyzing traffic and roadway data, reviewing title

evidence, preparing complex legal descriptions of real property, investigating and resolving public complaints, and ensuring an accurate and timely completion of assigned Public Works projects.

- Evaluates and justifies future roadway widening projects based on service volume, surrounding development, existing roadway conditions, developing construction costs, and evaluating the impact of future plans for Public Works projects scheduled.
- Review and evaluate applications for County right-of-way permits for processing which includes issuing special provisions as required.

Director of Engineering ***April 1987 to February 1988***

Responsible for all functions of the Engineering Department including administrative, technical, and fiscal decisions:

- Manage 16 employees, schedule assignments, and manage workloads.
- Sign/seal engineering drawings related to roads, bridges, buildings, parks, etc.
- Oversee in-house inspection of numerous construction projects occurring simultaneously.
- Negotiate change orders with contractors.
- Prepare reports, conduct public meetings and preconstruction conferences; public speaking at County Commission and other meetings.
- Work with environmental agencies and traffic operations.

POST, BUCKLEY, SCHUH & JERNIGAN, INC. **Key West, FL**

Project Engineer

October 1985 to April 1987

- Responsible charge of Construction Engineering and Inspection on multiple major roadway improvement projects on US 1, Monroe County, including over six miles of four laning, having a total construction cost of $2.5+million
- Previous responsibilities as Project Engineer also included the Construction Engineering and Inspection of the runway reconstruction and airside lighting at Marathon Airport.

FLORIDA DEPARTMENT OF TRANSPORTATION **Miami, FL**

Maintenance Contracts Engineer, District Six ***1984 to October 1985***

1982 to October 1985

Responsible for preparation and development of technical plans, specifications, contract documents, production coordination, cost estimates and construction engineering inspection including construction and contract documentation of some 40 state contract maintenance projects totaling approximately $5+ million.

Also responsible for service as Project Engineer when required.

Professional Engineer Trainee, District One ***1982 to 1983***

Full time FDOT P.E. training program, statewide

Practical experience in all facets of the Department, including Design, Construction, Maintenance, Location, Traffic Operations and Planning.

EDUCATION

1982 **B. S. C. E.** **University of South Florida** **Tampa, FL**

- Continuing Education - ongoing
  - Professionalism, Ethics, and the Law
  - Building Code, Structural
  - How to Manage Projects, Priorities and Deadlines
  - Work Area Safety and Traffic Control
  - Legal Testimony: Trial and Deposition
  - Tort Liability – Field Responsibility
  - Advanced Pedestrian Facilities Design Course
  - How to Supervise People
  - Gaining Employee Cooperation
  - Safety Program Implementation
  - How To Do Business with FDOT

REGISTRATION

- **State of Florida, Professional Engineer since 1988**
- **License Number P.E. 40164**
- Certificate of Qualifications, Advance Maintenance of Traffic

MEMBERSHIPS

- **National Society of Professional Engineers**
- **Florida Association of County Engineers**

TERESA E. AGUIAR, PHR, CPM
[redacted]

EMPLOYMENT

SR. ADMINISTRATOR, PERSONNEL **1/1/02 - PRESENT**
Monroe County BOCC
Key West, Florida

Responsibilities:
Supervise 3 employees and also 2 Liaison employees. Oversee and monitor Personnel Section operations which include the County's Drug Policy, Personnel Actions, etc. and ensure that all procedures are in accordance with policy and applicable laws. Assist Division Directors, Department Heads, and Supervisors concerning employee related matters such as policies, disciplinary actions, terminations, hearings. Monitor and oversee County's Sick Leave Pool. Administer FMLA. Research and complete various County, State and Federal Reports as required. Provide monthly presentation for new employees (new employee orientation) and inform employees on policies and benefits. Review all recommendations for employee/position change in status (i.e., reclassifications) and make recommendation for further action. Serve as liaison to the County Administrator on issues of records management relating to the creation, utilization, maintenance, retention, preservation, and disposal of public records. Prepare and/or assist in training programs to meet specific needs of employees. Develop and revise personnel policies as needed.

Accomplishments:
< Placed in charge of overseeing the County's Records Management Program and ensuring compliancy.
< 2004-Revamped the County's Performance Evaluation System. Evaluations are now directly tied to job description duties. Also coordinated and created training for all employees which incorporated a PowerPoint presentation which was put on video with voice-over to be reviewed by employees and supervisors at any time.

ADMINISTRATOR, PERSONNEL **12/8/96 - 12/31/01**
Monroe County BOCC ***Key West, Florida***

Responsibilities:
Supervise 3 employees and also 2 Liaison employees. Oversee Personnel Section operations. Assist Division Directors, Department Heads, and Supervisors concerning employee related matters such as disciplinary actions, terminations, hearings. Serve as Grievance Hearing Secretary. Monitor and oversee County's Sick Leave Pool. Administer FMLA. Responsible for maintaining monthly turnover reports. Research and complete various County, State and Federal Reports as required. Provide monthly presentation for new employees (new employee orientation) and inform employees on policies and benefits. Develop and revise personnel policies as needed.

Accomplishments:
< Organized and accomplished the completion of 250+ job descriptions from a compensation study which also included incorporating in the County's intranet, making them readily available for all employees on the network.
< Revised numerous forms including the Application for Employment, and made available on the County's intranet.
< Created an In-House crossword puzzle for new hires as part of new employee orientation. It helps new employees become familiar with County policies and procedures in a way that is fun and interactive.
< Created the training for the County's VIWP policy. Coordinated PowerPoint training with Technical

Services for video taping and trained all existing County employees in addition to incorporating in New Employee Orientation.

< Drafted the County's Administrative Leave policy for documenting leave during an emergency/disaster.

PERSONNEL ASSISTANT **7/31/89 – 12/7/96**
Monroe County BOCC ***Key West, Florida***

Responsibilities:
Process all Personnel Actions and associated duties (back-up paperwork, post-offer physicals, etc.). Process all new hires for employment. Schedule employees for various mandatory testing (Hepatitis, TB, Rabies Vacc's, etc.). Research and complete surveys as needed. Advise departments of policies and procedures and needed. Verify employment. Responsible for Personnel Section Records Management.

Accomplishments:

< Research and put processes together for the Records Management - retention and disposition - of County records. Employees relied on my guidance in starting a program and maintaining their department public records in accordance with State guidelines.

< Commended for stepping in and ensuring that work flow continued during the extended leave of absence of the Personnel Coordinator. Served as Acting supervisor.

< Commended for solely coordinating the County's involvement in a Multi-organizational Blood Drive. Coordinated the scheduling, and solicited prizes from local businesses.

ADMINISTRATIVE SECRETARY **12/6/87 – 7/30/89**
Monroe County BOCC ***Key West, Florida***

Responsibilities:
Personal Secretary to HR Director. Process bills and purchase orders. Maintain line items and make budget projections for fiscal years. Maintain position control.

SECRETARY/PERSONNEL CLERK **8/11/86 – 12/5/87**
Monroe County BOCC ***Key West, Florida***

Responsibilities:
Filing, answering phones, sort mail, assisted walk-in applicants with applications and typing tests, coordinated interviews, maintain job openings, type correspondence for HR Director, Personnel Coordinator, Risk Coordinator, Safety Director. Order office supplies and process invoices for payment. Place help wanted advertisements.

PHOTOGRAPHER **2000 – Present**
Self ***Monroe County***
Currently licensed and own mobile photography business. Specializing in children and family portraiture.

EDUCATION

Key West High School Honors: English, Business, Science	Graduated 1986 *Key West, Florida*
Florida Keys Community College ***St. Leo's College***	(20+ credit hours) *Key West, Florida*

Certifications & Seminars Attended:

1989	Skill Building for Supervisors	ICMA
1993	Personnel Recordkeeping	Padgett Thompson
1996	Fundamentals of HR Certification	American Management Association
1997	HR & The Law	Padgett Thompson
1997	Dale Carnegie - Public Speaking Certification	Dale Carnegie
1999	PowerPoint for Presenters	FKCC
1999	How to Supervise	Fred Pryor
2000	**Professional in Human Resources Certification** **Recertified in 2003 (expires 2006)**	**Society for Human Resource Management**
2002	Public Records	Lorman
2002	Labor Law Update	MCPA 2 hour presentation
2002	VIWP Conference	Monroe County Sheriff/Care Center
2002	FMLA/Section 125	A & E Roberts
2004	Emotional Intelligence Workshop	Florida State University/CPM
2004	Supervisory Management Certificate	Florida State University/CPM
2004	Effective Global Environment Records Mgmt	FRMA Conference
2004	Art in Human Resources Conference	HR Florida
2005	Diversity in the Workplace	Elisa Levy – HRCI Certified Seminar
2005	**Certified Public Manager**	**Florida State University/CPM**
2005	Webcast – Implementation of Medicare Part D	SHRM – Hay Group Systems

Memberships:

1998	Current Member	Florida Keys Chapter - SHRM
2000 - Present	Secretary	Florida Keys Chapter – SHRM
2003 – Present	Governmental Affairs Advocate	Florida Keys Chapter - SHRM
2000	Relay for Life Co-Captain (2004/2005 Team Member)	American Cancer Society
2003	Current Member	Florida Records Management Association
2003	Current Member	American Academy - CPM
2003	Current Member	Florida Keys CPM Society

OTHER ACCOMPLISHMENTS

- May, 2003: Provided a 25 minute presentation for the Monroe County Personnel Association (FLKSHRM Chapter) which was attended by over 50 representatives of locally owned businesses and professionals in Monroe County. "Avoiding Common I-9 Mistakes". The presentation was very well received and noted on the evaluation sheets as the best information received from the entire 2 hour program.
- 2003: Organized the Monroe County Personnel Association's (now known as Florida Keys SHRM) efforts and was responsible in overseeing the entire process in becoming an affiliated Chapter with the Society for Human Resource Management. During our first year as an affiliated Chapter we established goals and I guided the officers in achieving these goals which resulted in our Chapter obtaining the Society's Superior Merit Award.

SALVATORE R. ZAPPULLA

[redacted]

[redacted] **Office: 292-4444**

Monroe County Board of County Commissioners — November 2003 - Present
Key West, Florida
Management Services – Director, Office of Management and Budget

Responsible for the development, implementation and control of the County budget and budget staff in the monitoring and analysis of the fiscal activities of County departments to insure the effective and efficient utilization of the County's financial resources, oversees the purchasing department and compliance with the County's financial resources, supervises the grants administration department.

- Examines budget estimates and accounts of departments and reviews County financial reports in order to assist in planning future budgets.
- Maintains continuous budget control and assembles statistics on expenditures during the year; participates in the preparation of instructions, forms, guidelines and procedures for annual budget preparation.
- Advises management personnel on budget problems and assist them in the maintenance of proper appropriation and allotment accounts.
- Analyzes requests for transfers of funds and positions to meet changing conditions, and makes appropriate determinations as to legality and reasonableness of fund transfers.
- Assists in the development of departmental policies and procedures, budget formulation, program evaluation and operating policy formulation and implementation of approved policies.
- Responsible for all components of TRIM (Truth In Millage) compliance.
- Coordinate Budget Calendar to insure that all state mandated dates are met. Responsible for all advertisements regarding budgets.
- Supervises subordinate professional and clerical personnel.
- Supervise Grants and assures that grant accounts are in compliance with the grants and the Federal standards for grants.
- Work as a Liaison with Finance during any emergency involving FEMA for coordination of accounting issues.
- Assist the three internal service funds under the Department of HR/OMB with issues relating to funding and sufficiency of reserves.
- Assist during activation of the EOC in monitoring financial obligations of the County.
- Coordinate presentation of budget to present to Government Finance Officers' Association (GFOA) for budget award.
- Special projects as necessary regarding financial feasibility of programs within County.
- Supervise purchasing staff and compliance with purchasing policy. Recommend changes to purchasing policy on an as-needed basis.

SALVATORE R. ZAPPULLA
[redacted]
[redacted] Office: 295-3649

Monroe County Clerk of The Circuit Court
Key West, Florida
Finance Department - Treasury Management Supervisor **July 1999 - Present**

Responsible for supervising/reviewing the work of three accounting clerks on complex bank reconciliations. In charge of banking relationships, cash management, short-term investments. Monitor collections of accounts receivable and revenue analysis. Report directly to Finance Director and Clerk of the Circuit Court.

- Maintain and upgrade the county's Cash Management system monitoring cash positions daily to maintain bank account levels necessary to cover banking services, while maximizing investment opportunities on idle cash balances.
- Review and supervise the reconciliation of the county's bank statements including pooled cash, group health insurance, workers compensation, and various other accounts for the Board of County Commissioners and the Clerk of The Circuit Court.
- Responsible for principal and interest payments on all of the County's Long Term Debt, ensure compliance with bond covenants and the reconcile the corresponding sinking fund accounts.
- Prepare and file sales tax returns for the two county airports. Prepare and generate form 1099 for all of the county's independent contractors and file electronically with the Internal Revenue Service.
- In-charge of record retention and destruction of records in accordance with state law. Monitor and compile unclaimed property in order to submit funds and records to the state in the NAUPA Standard Electronic file format.
- Instrumental in the preparation of the Comprehensive Annual Financial Report for Monroe County.

Westvaco Corporation
New York, New York
Treasurer's Department - Manager, Cash and Investments **March 1990 - March 1996**

Responsible for performing the cash management activities for the company's domestic and international operations. Reviewed cash positions daily to maximize investment opportunities and maintained bank balances necessary to cover activity and ensure credit availability.

- Developed and maintained daily forecasts detailing the sources and uses of cash so as to pinpoint necessary maturity dates of marketable securities and predict the need for short-term borrowing. Forecast cash flows for monthly and five year time horizons based on various earnings per share levels. Responsible for short-term investing. ie. Repurchase agreements, Commercial paper, U.S. Treasury Bills.
- Regularly reviewed bank service and performance and where appropriate made recommendations to the Treasurer and Chief Financial Officer for relationship/service changes. Responsible for setting up banking relationships for foreign subsidiaries in accordance with local laws.
- Responsible for compliance with debt covenants on the company's Pollution Control Revenue Bonds, Long-Term debentures and revolving credit agreements.
- Purchased and sold foreign currencies based on current needs using software that was evaluated and recommended to senior management.
- Tracked company stock transactions, buybacks, employee benefit plans. Interfaced with Accounting, Credit, Accounts Payable, Accounts Receivable and Payroll and prepared daily reports required for financial statement preparation.

Comptrollers Department - Senior Auditor **July 1988 - March 1990**

Supervised field and office work on complex audits, ie. major paper mills, converting operations. Responsible for all personnel on the audit and for ensuring the scope of the audit is achieved and the report is written and distributed. Performed special projects in avariety of accounting and financial areas.

KPMG Peat Marwick Certified Public Accountants
New York, New York
Senior Accountant **August 1985 - July 1988**

Reported directly to several managers and partners of the firm, and gained experience servicing diversified public and private clients in a variety of industries with emphasis in the chemical/pharmaceutical manufacturing industry.

- Performed numerous analytical reviews of financial data which were instrumental in identifying and focusing audit efforts on critical areas.

Education: **Saint John's University, New York, New York, Bachelor of Science, Accounting, May 1985**